



**Minutes
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 12th December 2018**

**Council Chambers
Lot 66 Railway Street
Trayning WA 6488**

Commencement: 4:00pm





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

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

The Shire of Trayning warns that anyone who has any application lodged with the Shire of Trayning 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 Trayning in respect of the application.

Signed



Paul Sheedy
Acting Chief Executive Officer



PREFACE

When the Chief Executive Officer approves these Minutes for distribution they are in essence “Unconfirmed” until the following Council Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee

The “Confirmed” Minutes are then signed off by the Presiding Person.

UNCONFIRMED MINUTES

These minutes were approved for distribution on 14th December 2018 .



Paul Sheedy
ACTING CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 20 February 2019.

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.



MINUTES

Ordinary Meeting of the Trayning Shire Council,
held in the Council Chambers, Lot 66 Railway Street, Trayning,
on Wednesday 12th December 2018, commencing at 4:00pm.

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr MA Brown welcomed all Councillors and Staff declaring the meeting open at 4: 00pm.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Geoff Waters (Deputy Shire President)
Cr Freda Tarr
Cr Michelle McHugh
Cr Greg Yates
Cr Marlon Hudson

STAFF:

Mr Paul Sheedy (Acting Chief Executive Officer)
Mrs Jacqui Cook (Manager of Financial Services)
Miss Belinda Taylor (Manager of Corporate Services)

APOLOGIES:

Nil

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil



5 APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST

5.1 Applications Previously Approved

Nil

5.2 Leave of Absence

Nil

5.3 Disclosure of Interest

<i>Councillor / Officer</i>	<i>Item No</i>	<i>Nature of Interest</i>	<i>Extent of Interest</i>
Mr P Sheedy	11.1.1	Financial	Recipient of the appointment.
Cr ML McHugh	11.1.4	Financial	Transport business owner will use the roads in question.
Cr MA Brown	11.1.5	Impartiality	Relative is the Local Minister.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Petitions

Nil

6.2 Deputations

Nil

6.3 Presentations

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer's Recommendation/Council Decision

Moved: Cr ML McHugh

Seconded: Cr GI Yates

That the minutes of the Ordinary Meeting of Council held on 21st November 2018 be confirmed as a true and correct record of the proceedings.

Resolution: 12-2018.170

Carried: 6/0



8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

9 REPORTS OF OFFICERS

9.1 REGULATORY SERVICES

There are no reports this month.



10.1 MANAGER OF FINANCE

10.1.1 Monthly Financial Report– November 2018

Date of Report:	6 th December 2018
File Ref:	N/A
Officer:	Jacqui Cook – Manager of Financial Services
Senior Officer:	Paul Sheedy – Acting CEO
Officer's Disclosure of Interest:	Nil
Attachments:	10.1.1 Statement of Financial Activity November 2018
Voting Requirements:	Simple Majority

Introduction

This report presents for consideration the Monthly Financial Report, for the period ending 30th November 2018.

Background

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end of month payments and receipts have been processed.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government Act 1995 -

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996 -

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.



- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

The recommendation that follows is consistent with the legislative requirements.



Policy Implications

This proposal incorporates the requirements of policy 7.11 – Investment of Surplus Funds, specifically the requirement to report on Councils investments within the Monthly Financial Report.

Financial Implications

A copy of the Monthly Financial Report for the period ending 30th November 2018, including the report on significant variances, Investment of Councils reserve and surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

Nil

Officer's Recommendation/Council Decision

Moved: Cr GF Waters

Seconded: Cr MS Hudson

It is recommended that:

Council accepts the Monthly Financial Report for the period ending 30th November 2018 as presented.

Resolution: 12-2018.171

Carried: 6/0



SHIRE OF TRAYNING

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 November 2018**

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**Shire of Trayning
Information Summary
For the Period Ended 30 November 2018**

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

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 November 2018 of \$1,180,571.

Items of Significance

The material variance adopted by the Shire of Trayning for the 2018/19 year is \$10,000 and 10%. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Collected /	Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects					
Kellerberrin-Yelbeni Road SLK 4.30-6.30	40%	\$	78,319	\$ 71,129	\$ 31,667
Kellerberrin - Yelbeni Road SLK 21.40 - 24.70	65%	\$	116,755	\$ 116,755	\$ 76,187
Kununoppin - Mukinbudin Road	13%	\$	435,801	\$ 349,968	\$ 54,581
Kellerberrin - Yelbeni Road SLK 14.70 - 21.20	77%	\$	182,305	\$ 13,012	\$ 140,892
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	25%	\$	1,568,109	\$ 1,128,265	\$ 393,050
Non-operating Grants, Subsidies and Contributions	53%	\$	388,005	\$ -	\$ 207,150
	31%	\$	1,956,114	\$ 1,128,265	\$ 600,200
Rates Levied	100%	\$	1,138,848	\$ 1,138,848	\$ 1,143,969

% Compares current ytd actuals to annual budget

**Shire of Trayning
Information Summary
For the Period Ended 30 November 2018**

Key Information

		Prior Year 30 November 2017	Current Year 30 November 2018
Financial Position			
Adjusted Net Current Assets	394%	\$ 299,354	\$ 1,180,571
Cash and Equivalent - Unrestricted	487%	\$ 222,353	\$ 1,083,841
Cash and Equivalent - Restricted	50%	\$ 1,305,657	\$ 653,527
Receivables - Rates	104%	\$ 212,631	\$ 221,733
Receivables - Other	462%	\$ 14,560	\$ 67,226
Payables	119%	\$ 56,856	\$ 67,811

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

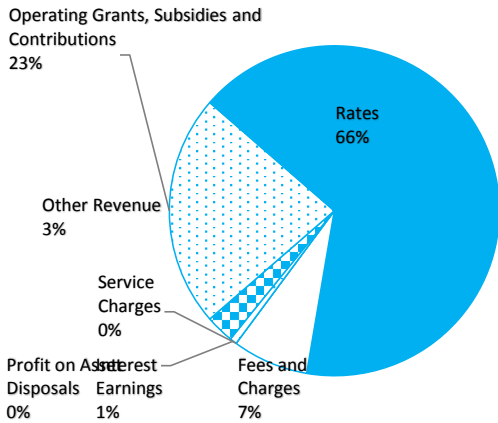
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

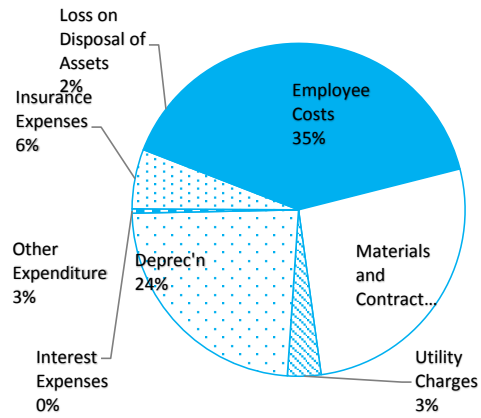
Prepared by: Jacqui Cook
 Reviewed by:
 Date prepared: 06th November 2018

**Shire of Trayning
Information Summary
For the Period Ended 30 November 2018**

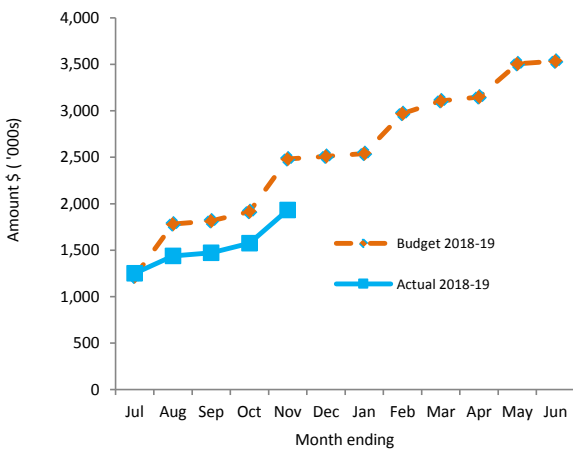
Operating Revenue



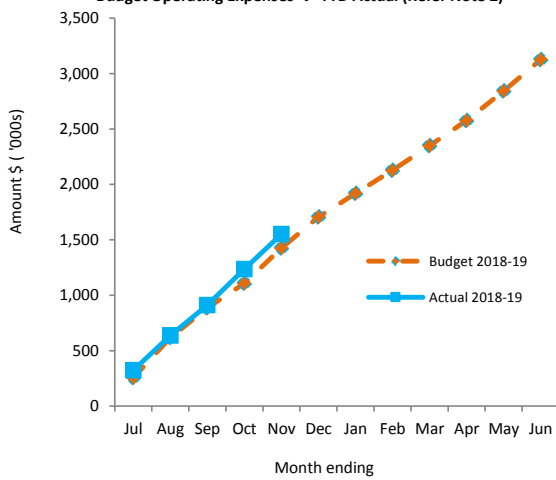
Operating Expenditure



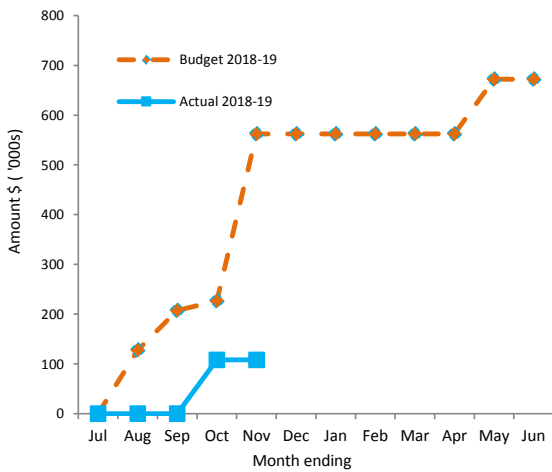
Budget Operating Revenues -v- Actual (Refer Note 2)



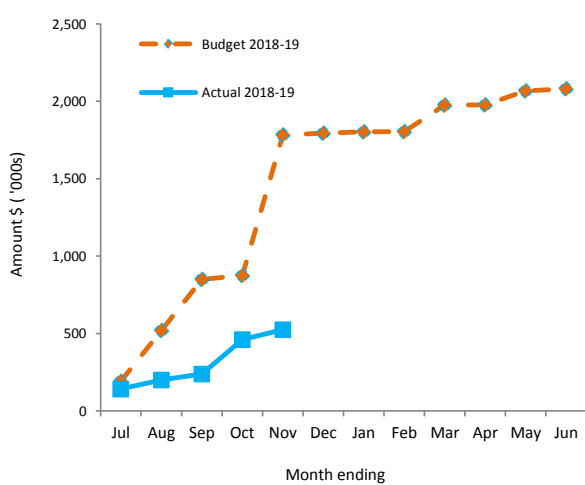
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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 TRAYNING
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2018

	Note	Amended			YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		Adopted Annual Budget	Annual Budget (d)	Amended YTD Budget (a)					
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	3	(53,626)	815,863	815,863	815,863	0	0%		
Revenue from operating activities									
Governance		60,980	60,980	21,425	27,667	6,242	29%	▲	
General Purpose Funding - Rates	9	1,138,848	1,138,848	1,138,848	1,143,969	5,121	0%	▲	
General Purpose Funding - Other		1,092,816	1,092,816	861,138	298,771	(562,367)	(65%)	▼	\$
Law, Order and Public Safety		11,712	11,712	4,810	5,984	1,174	24%	▲	
Health		81,054	81,054	33,769	19,116	(14,653)	(43%)	▼	\$
Education and Welfare		5,200	5,200	4,790	1,698	(3,092)	(65%)	▼	
Housing		70,012	70,012	29,165	32,294	3,129	11%	▲	
Community Amenities		59,670	59,670	53,450	48,427	(5,023)	(9%)	▼	
Recreation and Culture		15,723	15,723	6,738	5,564	(1,174)	(17%)	▼	
Transport		527,579	527,579	291,231	109,434	(181,797)	(62%)	▼	\$
Economic Services		10,550	10,550	3,960	5,882	1,922	49%	▲	
Other Property and Services		72,517	72,517	30,786	26,754	(4,032)	(13%)	▼	
		3,146,661	3,146,661	2,480,110	1,725,561				
Expenditure from operating activities									
Governance		(510,802)	(510,802)	(271,752)	(302,528)	(30,776)	(11%)	▼	\$
General Purpose Funding		(85,793)	(85,793)	(15,510)	(15,236)	274	2%	▲	
Law, Order and Public Safety		(40,458)	(40,458)	(13,719)	(18,203)	(4,484)	(33%)	▼	
Health		(144,971)	(144,971)	(76,387)	(60,762)	15,625	20%	▲	\$
Education and Welfare		(97,203)	(97,203)	(54,321)	(52,887)	1,434	3%	▲	
Housing		(123,462)	(123,462)	(55,919)	7,220	63,139	113%	▲	\$
Community Amenities		(150,817)	(150,817)	(63,010)	(63,548)	(538)	(1%)	▼	
Recreation and Culture		(563,066)	(563,066)	(240,909)	(293,376)	(52,467)	(22%)	▼	\$
Transport		(1,199,670)	(1,199,670)	(504,128)	(602,448)	(98,320)	(20%)	▼	\$
Economic Services		(137,599)	(137,599)	(59,492)	(83,075)	(23,583)	(40%)	▼	\$
Other Property and Services		(71,019)	(71,019)	(70,974)	(66,547)	4,427	6%	▲	
		(3,124,860)	(3,124,860)	(1,426,121)	(1,551,390)				
Operating activities excluded from budget									
Add back Depreciation		1,016,630	1,016,630	423,545	366,072	(57,473)	(14%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	8	67,500	67,500	46,999	32,699	(14,300)	(30%)	▼	\$
Movement in Leave Reserve (Added Back)		0	0	0	46	46		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		1,105,931	1,105,931	1,524,533	572,987				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	388,005	388,005	0	207,150	207,150		▲	\$
Proceeds from Disposal of Assets	8	493,450	493,450	383,448	108,182	(275,266)	(72%)	▼	\$
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(62,000)	(62,000)	(56,154)	(28,087)	28,067	50%	▲	\$
Furniture and Equipment	13	0	0	0	0	0			
Plant and Equipment	13	(537,000)	(537,000)	(537,000)	(156,800)	380,200	71%	▲	\$
Infrastructure Assets - Roads	13	(863,180)	(863,180)	(600,864)	(303,327)	297,537	50%	▲	\$
Infrastructure Assets - Footpaths		(61,053)	(61,053)	(61,053)	(2,100)	58,953	97%	▲	\$
Infrastructure Assets - Drainage	13	0	0	0	0	0			
Infrastructure Assets - Airports	13	0	0	0	0	0			
Infrastructure Assets - Water	13	0	0	0	0	0			
Infrastructure Assets - Other	13	(9,500)	(9,500)	(9,500)	0	9,500	100%	▲	
Amount attributable to investing activities		(651,278)	(651,278)	(881,123)	(174,982)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		4,315	4,315	4,315	2,138	(2,177)	50%	▼	
Transfer from Reserves	7	178,545	178,545	178,545	0	(178,545)	100%	▼	
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	10	(54,161)	(54,161)	(24,217)	(34,027)	(9,810)	(41%)	▼	
Transfer to Reserves	7	(493,140)	(493,140)	(493,138)	(1,407)	491,731	100%	▲	\$
Amount attributable to financing activities		(364,441)	(364,441)	(334,495)	(33,297)				
Closing Funding Surplus(Deficit)	3	36,586	906,075	1,124,779	1,180,571				

▲▼ 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 TRAYNING
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2018

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	3	(53,626)	815,863	815,863	815,863	0	0%		
Revenue from operating activities									
Rates	9	1,138,848	1,138,848	1,138,848	1,143,969	5,121	0%	▲	
Operating Grants, Subsidies and Contributions	11	1,568,109	1,568,109	1,128,265	393,050	(735,215)	(65%)	▼	S
Fees and Charges		273,304	273,304	143,226	128,769	(14,457)	(10%)	▼	S
Service Charges		0	0	0	0	0			
Interest Earnings		39,104	39,104	17,321	11,889	(5,432)	(31%)	▼	
Other Revenue		127,296	127,296	52,451	47,876	(4,575)	(9%)	▼	
Profit on Disposal of Assets	8	0	0	0	0	0			
		3,146,661	3,146,661	2,480,111	1,725,553				
Expenditure from operating activities									
Employee Costs		(971,286)	(971,286)	(429,596)	(537,680)	(108,084)	(25%)	▼	S
Materials and Contracts		(655,840)	(655,840)	(312,344)	(415,436)	(103,092)	(33%)	▼	S
Utility Charges		(108,896)	(108,896)	(45,290)	(50,484)	(5,194)	(11%)	▼	
Depreciation on Non-Current Assets		(1,016,630)	(1,016,630)	(423,545)	(366,072)	57,473	14%	▲	S
Interest Expenses		(17,508)	(17,508)	(8,752)	(6,573)	2,179	25%	▲	
Insurance Expenses		(99,299)	(99,299)	(99,299)	(89,884)	9,415	9%	▲	
Other Expenditure		(187,901)	(187,901)	(60,296)	(52,562)	7,734	13%	▲	
Loss on Disposal of Assets	8	(67,500)	(67,500)	(46,999)	(32,699)	14,300	30%	▲	S
Loss FV Valuation of Assets		0	0	0	0	0			
		(3,124,860)	(3,124,860)	(1,426,121)	(1,551,390)				
Operating activities excluded from budget									
Add back Depreciation		1,016,630	1,016,630	423,545	366,072	(57,473)	(14%)	▼	S
Adjust (Profit)/Loss on Asset Disposal	8	67,500	67,500	46,999	32,699	(14,300)	(30%)	▼	S
Movement in Leave Reserve (Added Back)		0	0	0	46	46		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		1,105,931	1,105,931	1,524,534	572,980				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	11	388,005	388,005	0	207,150	207,150		▲	S
Proceeds from Disposal of Assets	8	493,450	493,450	383,448	108,182	(275,266)	(72%)	▼	S
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(62,000)	(62,000)	(56,154)	(28,087)	28,067	50%	▲	S
Furniture and Equipment	13	0	0	0	0	0			
Plant and Equipment	13	(537,000)	(537,000)	(537,000)	(156,800)	380,200	71%	▲	S
Infrastructure Assets - Roads	13	(863,180)	(863,180)	(600,864)	(303,327)	297,537	50%	▲	S
Infrastructure Assets - Footpaths	13	(61,053)	(61,053)	(61,053)	(2,100)	58,953	97%	▲	S
Infrastructure Assets - Drainage	13	0	0	0	0	0			
Infrastructure Assets - Airports	13	0	0	0	0	0			
Infrastructure Assets - Water	13	0	0	0	0	0			
Infrastructure Assets - Other		(9,500)	(9,500)	(9,500)	0	9,500	100%	▲	
Amount attributable to investing activities		(651,278)	(651,278)	(881,123)	(174,982)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		4,315	4,315	4,315	2,138	(2,177)	(50%)	▼	
Transfer from Reserves	7	178,545	178,545	178,545	0	(178,545)	(100%)	▼	S
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	10	(54,161)	(54,161)	(24,217)	(34,027)	(9,810)	(41%)	▼	
Transfer to Reserves	7	(493,140)	(493,140)	(493,138)	(1,407)	491,731	100%	▲	S
Amount attributable to financing activities		(364,441)	(364,441)	(334,495)	(33,297)				
Closing Funding Surplus (Deficit)	3	36,586	906,075	1,124,779	1,180,571				

▲ ▼ 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.

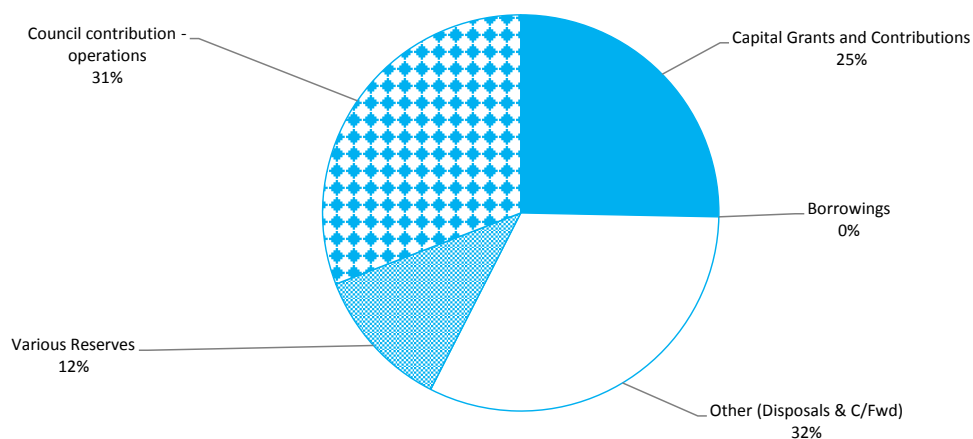
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF TRAYNING
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2018

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a) \$	YTD Actual (Renewal Expenditure) (b) \$	Amended YTD Budget (d) \$	Amended Annual Budget \$	Adopted Annual Budget \$	YTD Actual Total (c) = (a)+(b) \$	Variance (d) - (c) \$
Land Held for Resale	13	0	0	0	0	0	0	0
Land and Buildings	13	0	28,087	56,154	62,000	62,000	28,087	(28,067)
Furniture and Equipment	13	0	0	0	0	0	0	0
Plant and Equipment	13	0	156,800	537,000	537,000	537,000	156,800	(380,200)
Infrastructure Assets - Roads	13	0	303,327	600,864	863,180	863,180	303,327	(297,537)
Infrastructure Assets - Footpaths	13	0	2,100	61,053	61,053	61,053	2,100	(58,953)
Infrastructure Assets - Drainage	13	0	0	0	0	0	0	0
Infrastructure Assets - Airports	13	0	0	0	0	0	0	0
Infrastructure Assets - Water	13	0	0	0	0	0	0	0
Infrastructure Assets - Other	13	0	0	9,500	9,500	9,500	0	(9,500)
Capital Expenditure Totals		0	490,314	1,264,571	1,532,733	1,532,733	490,314	(774,257)
Capital acquisitions funded by:								
Capital Grants and Contributions				0	388,005	388,005	207,150	
Borrowings				0	0	0	0	
Other (Disposals & C/Fwd)				383,448	493,450	493,450	108,182	
Council contribution - Cash Backed Reserves								
Various Reserves				178,545	178,545		0	
Council contribution - operations				702,578	472,733		174,982	
Capital Funding Total				1,264,571	1,532,733		490,314	

Budgeted Capital Acquisitions Funding



SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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 10% whichever is the greater.

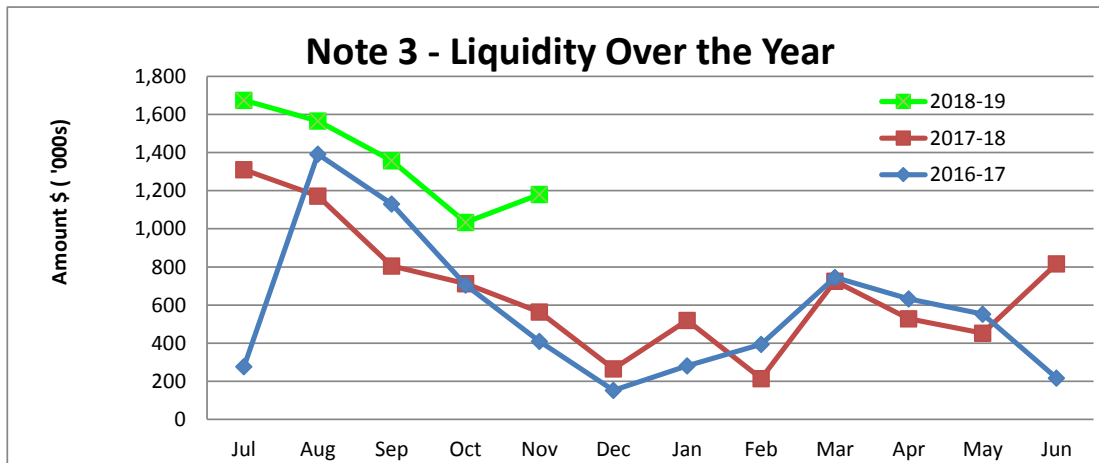
Reporting Program	Var. \$	Var. %	Significant		Timing/ Permanent	Explanation of Variance
			Var. ▲▼	Var. \$		
Revenue from operating activities	\$	%				
Governance	6,242	29%	▲		Permanent	Under budgeted for Consultants
General Purpose Funding - Other	(562,367)	(65%)	▼	\$	Permanent	Fags grant full year budgeted for, only part received will address at budget review
Transport	(181,797)	(62%)	▼	\$	Permanent	General purpose grant full year budgeted for, only part received will address at budget review
Other Property and Services	(4,032)	(13%)	▼		Permanent	Under budgeted for expenses ie Insurance ect
Expenditure from operating activities						
Housing	63,139	113%	▲	\$	Permanent	Under budgeted for will address at budget review
Recreation and Culture	(52,467)	(22%)	▼	\$	Permanent	Under budgeted for will address at budget review
Transport	(98,320)	(20%)	▼	\$	Permanent	Under budgeted for direct grant funding
Economic Services	(23,583)	(40%)	▼	\$	Permanent	Depreciation will address at budget review
Plant and Equipment	380,200	71%	▲	\$	Timing	
Infrastructure Assets - Roads	297,537	50%	▲	\$	Timing	
Financing Activities						
Transfer to Reserves	491,731	100%	▲	\$	Permanent	Interest

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30/06/2018	30/11/2017	30/11/2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	950,719	222,353	931,273
Cash Restricted - Conditions over Grants	11	0	0	152,569
Cash Restricted - Reserves	4	652,119	1,305,657	653,527
Receivables - Rates	6	118,874	212,631	221,733
Receivables - Other	6	37,218	14,560	67,226
Inventories		18,832	19,079	16,931
		1,777,762	1,774,281	2,043,258
Less: Current Liabilities				
Payables		(169,264)	(56,856)	(67,811)
Loan Liability		(54,160)	(42,909)	(20,132)
Provisions		(163,018)	(100,161)	(163,018)
		(386,441)	(199,926)	(250,961)
Less: Cash Reserves	7	(652,119)	(1,305,657)	(653,527)
Add Back: Component of Leave Liability not Required to be funded		22,502	(11,071)	22,548
Add Back: Current Loan Liability		54,160	42,909	20,132
Adjustment for Trust Transactions Within Muni		0	(1,182)	(880)
Net Current Funding Position		815,863	299,354	1,180,571



Comments - Net Current Funding Position

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$	\$			
(a) Cash Deposits								
Municipal Fund Bank	1,084,576				1,084,576	Westpac	Variable	At Call
Cash on Hand	400				400	N/A	Nil	On Hand
Medical Practice - Municipal Account	0				0	Westpac	Variable	At Call
LEAVE RESERVE BANK		22,548			22,548	Westpac	2.33%	At Call
PLANT RESERVE BANK		431,213			431,213	Westpac	2.33%	At Call
BUILDING RESERVE BANK		90,947			90,947	Westpac	2.33%	At Call
History Reserve Bank		0			0	Westpac	2.33%	At Call
FACILITIES RESERVE BANK		7,523			7,523	Westpac	2.33%	At Call
MEDICAL RESERVE BANK		55,381			55,381	Westpac	2.33%	At Call
REFUSE RESERVE BANK		29,163			29,163	Westpac	2.33%	At Call
SWIMMING POOL RESERVE BANK		9,147			9,147	Westpac	2.33%	At Call
UNSPENT GRANTS RESERVE BANK		0			0	Westpac	2.33%	At Call
CRC RESERVE BANK		0			0	Westpac	2.33%	At Call
Staff Housing Reserve Bank		0			0	Westpac	2.33%	At Call
Economic Development Reserve Bank		0			0	Westpac	2.33%	At Call
Sewerage Reserve Bank		0			0	Westpac	2.33%	At Call
GRAVEL & ROCK RESERVE BANK		0			0	Westpac	2.33%	At Call
Reserve - IT		0			0	Westpac	2.33%	At Call
Caravan Park Upgrade Reserve		0			0	Westpac	2.33%	At Call
Trust Fund Bank			26,378		26,378	Westpac	0.00%	At Call
(b) Term Deposits								
Municipal Fund Investments	0				0	Westpac	Variable	At Call
Performance & Retention Bank Reserve		7,604			7,604	Bendigo	2.60%	28-Jan-19
(c) Investments								
				0	0	N/A	N/A	N/A
Total	1,084,976	653,527	26,378	0	1,764,881			

Comments/Notes - Investments

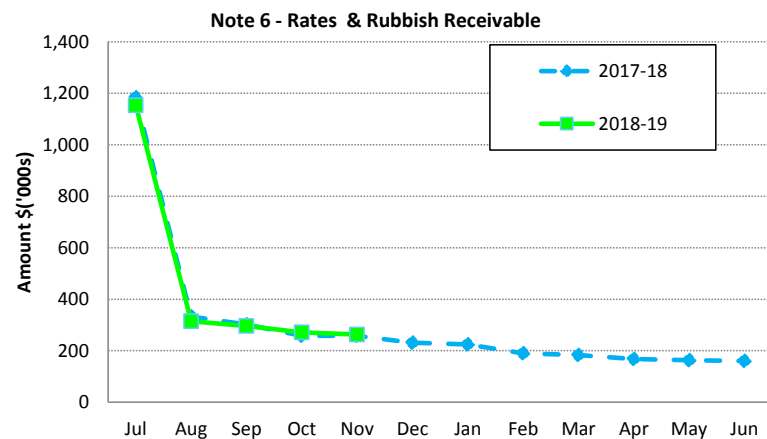
SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 6: Receivables

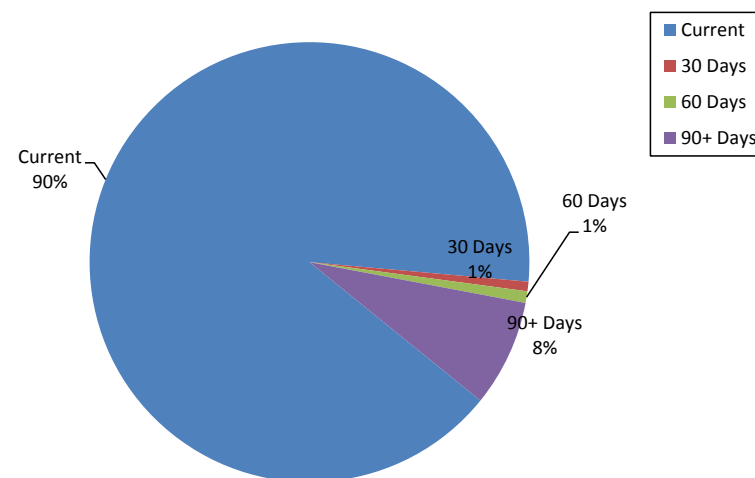
Receivables - Rates & Rubbish	30 November 2018	30 June 2018
	\$	\$
Opening Arrears Previous Years	159,864	160,488
Levied this year	1,226,050	1,226,788
Less Collections to date	(1,123,192)	(1,227,413)
Equals Current Outstanding	262,722	159,864
Net Rates Collectable	262,722	159,864
% Collected	81.04%	88.48%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	119,117	918	1,122	10,338	131,495
Balance per Trial Balance					
Sundry Debtors					0
Receivables - Other					69,403
Total Receivables General Outstanding					69,403

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



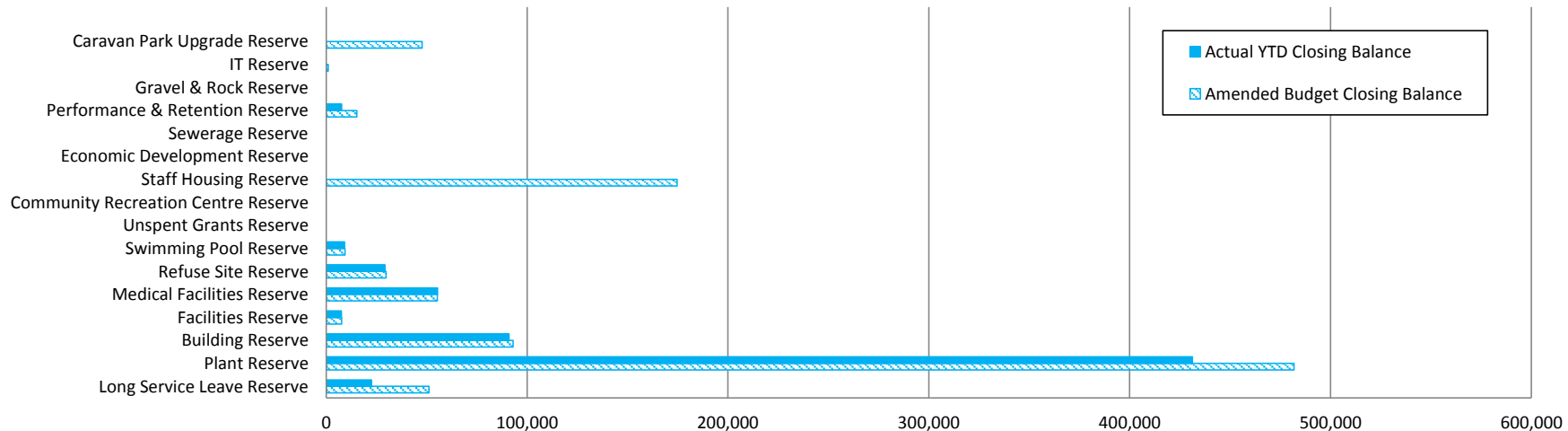
Comments/Notes - Receivables Rates & Rubbish

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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 Reserve	\$ 22,502	\$ 726	\$ 46	\$ 27,943	\$ 0	\$ 0	\$ 0	\$ 51,171	\$ 22,548
Plant Reserve	430,321	11,050	879	200,000	0	(159,500)	0	481,871	431,200
Building Reserve	90,762	2,241	185	0	0	0	0	93,003	90,947
Facilities Reserve	7,507	185	15	0	0	0	0	7,692	7,523
Medical Facilities Reserve	55,269	0	113	0	0	0	0	55,269	55,381
Refuse Site Reserve	29,104	718	59	0	0	0	0	29,822	29,163
Swimming Pool Reserve	9,129	225	19	0	0	0	0	9,354	9,147
Unspent Grants Reserve	0	0	0	0	0	0	0	0	0
Community Recreation Centre Reserve	0	0	0	0	0	0	0	0	0
Staff Housing Reserve	0	0	0	174,620	0	0	0	174,620	0
Economic Development Reserve	0	0	0	0	0	0	0	0	0
Sewerage Reserve	0	0	0	0	0	0	0	0	0
Performance & Retention Reserve	7,526	187	91	7,500	0	0	0	15,213	7,617
Gravel & Rock Reserve	0	0	0	0	0	0	0	0	0
IT Reserve	0	0	0	20,000	0	(19,045)	0	955	0
Caravan Park Upgrade Reserve	0	0	0	47,745	0	0	0	47,745	0
	652,119	15,332	1,407	477,808	0	(178,545)	0	966,714	653,527

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



SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land and Buildings								
LND07	LAND 15 ADAMS ST					9,000	9,000		
34	HOUSE LOT 75 ADAM ST					41,000	41,000		
LND16	LAND 11 GLASS ST					9,000	9,000		
30	HOUSE LOT 59 GLASS ST					41,000	41,000		
464	LAND 15 THOMPSON RD					10,000	10,000		
	Plant and Equipment								
492	2016 TOYOTA PRADO GXL - 0KTY - CEO	51,218	39,091		(12,127)	124,000	103,500		(20,500)
491	2016 TOYOTA PRADO GXL - KTY0 - DCEO	51,218	38,182		(13,036)	124,000	103,500		(20,500)
494	2017 Toyota Prado GXL - Doctor					67,950	59,450		(8,500)
279	Cat 424D-02 Backhoe Loader - KTY116					12,000	12,000		
252	Ford Pe Courier Tray Top Kty1700					3,000	3,000		
485	2014 Ford XL Ranger Dual Cab 3.2 Ltr Turbo Diesel Manual Utility - KTY 080					18,000	18,000		
493	2016 TOYOTA HILUX SR5 DUAL CAB UTILITY - KTY4 - WORKS SU	38,445	30,909		(7,536)	102,000	84,000		(18,000)
		140,881	108,182	0	(32,699)	560,950	493,450	0	(67,500)

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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											
General Rate											
GRV - Kununoppin / Trayning	21.8558	105	579,488	126,652	0	0	126,652	133,860	0	0	133,860
GRV - Yelbeni	21.8558	3	11,660	2,548	0	0	2,548	2,548	0	0	2,548
GRV - Commercial	21.8558	12	84,010	18,361	0	0	18,361	18,361	0	0	18,361
UV - Rural	2.0240	208	50,177,500	1,015,593	(284)	0	1,015,309	1,015,593	0	0	1,015,593
UV - Mining	2.0240	0	0	0	0	0	0	0	0	0	0
Sub-Totals		328	50,852,658	1,163,154	(284)	0	1,162,870	1,170,362	0	0	1,170,362
Minimum Payment	\$										
GRV - Kununoppin / Trayning	350.00	30	12,998	10,500	0	0	10,500	10,500	0	0	10,500
GRV - Yelbeni	350.00	6	925	2,100	0	0	2,100	2,100	0	0	2,100
GRV - Commercial	350.00	2	455	700	0	0	700	700	0	0	700
UV - Rural	350.00	6	56,200	2,100	0	0	2,100	2,100	0	0	2,100
UV - Mining	350.00	0	0	0	0	0	0	0	0	0	0
Sub-Totals		44	70,578	15,400	0	0	15,400	15,400	0	0	15,400
		372	50,923,236	1,178,554	(284)	0	1,178,270	1,185,762	0	0	1,185,762
Discounts							(46,089)				(59,142)
Amount from General Rates							1,132,180				1,126,620
Ex-Gratia Rates							12,228				12,228
Rates Written Off							(439)				
Specified Area Rates							0				0
Totals							1,143,969				1,138,848

Comments - Rating Information

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars/Purpose	01 Jul 2018	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
		YTD Actual	Amended Budget	Adopted Budget	Actual YTD	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance													
Loan 65 - Works Crew Housing	14,209	0	0	0	14,209	14,209	14,209	0	0	0	257	471	471
Recreation and Culture													
Loan 67 - SSL - Bowls Resurface *	31,083	0	0	0	2,138	4,315	4,315	28,945	26,768	26,768	199	1,133	1,133
Loan 69 - Community Recreation Centre	324,487	0	0	0	6,647	13,405	13,405	317,840	311,082	311,082	5,300	10,727	10,727
Economic Services													
Loan 68 - Trayning Unmanned Fuel Site	120,663	0	0	0	7,792	15,703	15,703	112,871	104,960	104,960	82	3,676	3,676
Loan 70 - Trayning Unmanned Fuel Site	57,428	0	0	0	3,243	6,529	6,529	54,185	50,899	50,899	734	1,501	1,501
	547,870	0	0	0	34,027	54,161	54,161	513,843	493,709	493,709	6,573	17,508	17,508

* These loans are self supporting loans. All other debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (Tied) (a)	Adopted Budget		YTD Amended Budget	Adopted Annual Budget (c)	Post Variations (d)	Expected (c)+(d)	YTD Actual		Unspent Grant (Tied) (a)+(b)
				Operating	Capital					Revenue	(Expended) (b)	
				\$	\$	\$			\$	\$	\$	
General Purpose Funding												
Grants Commission - General	WALGGC	Operating	0	1,053,630	0	842,904	1,053,630	0	1,053,630	285,912	0	0
Law, Order and Public Safety												
Transport												
Contribution - Street Lighting	Main Roads WA	Operating	0	3,900	0	0	3,900	0	3,900	0	(8,149)	0
Grant - Regional Road Group - Road Projects	Main Roads WA	Non-operating	0	0	283,060	0	283,060	0	283,060	207,150	(54,581)	152,569
Grant - Direct Road	Main Roads WA	Operating	0	61,143	0	61,143	61,143	0	61,143	0	0	0
Grants Commission - Local Roads	WALGGC	Operating	0	448,436	0	224,218	448,436	0	448,436	105,638	0	0
Grant - Roads to Recovery	Dept of Infrastructure	Non-operating	0	0	104,945	0	104,945	0	104,945	0	(140,892)	0
Economic Services												
Grant - Thank a Volunteer	Main Roads WA	Operating - Tied	0	1,000	0	0	1,000	0	1,000	0	0	0
Education & Welfare												
BeConnected (Good Things Foundation)		Operating - Tied		0			0	0	0	1,500	0	
TOTALS			0	1,567,109	283,060	1,128,265	1,850,169	0	1,850,169	598,700	(62,730)	152,569
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	1,567,109	0	1,128,265	1,567,109	0	1,567,109	391,550	(8,149)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	1,000	0	0	1,000	0	1,000	1,500	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	388,005	0	388,005	0	388,005	207,150	(195,474)	152,569
TOTALS			0	1,568,109	388,005	1,128,265	1,956,114	0	1,956,114	600,200	(203,622)	152,569

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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 Nov 2018
	\$	\$	\$	\$
Toy Library Funds	770.96	0.00	0.00	770.96
Red Fm Radio / Gym	317.35	0.00	0.00	317.35
Skatepark Funds	0.00	0.00	0.00	0.00
Football Club Funds	0.00	0.00	0.00	0.00
Kununoppin Fire Brigade	500.00	0.00	0.00	500.00
Yelbini Fire Donation	0.00	0.00	0.00	0.00
Nomination Deposits	0.00	160.00	0.00	160.00
Shire Housing Bonds	6,888.90	2,113.00	(414.00)	8,587.90
Police Licensing	0.00	76,790.30	(75,910.25)	880.05
Trayning Golf Club Funds	5,903.03	0.00	0.00	5,903.03
Trayning Badminton	0.00	0.00	0.00	0.00
Halls & Equipment Hire Bonds	0.00	0.00	0.00	0.00
Unidentified Deposits	3,017.54	0.00	0.00	3,017.54
South Trayning Ninghan Catchme	2,415.57	0.00	0.00	2,415.57
Repertory Funds	1,706.88	0.00	0.00	1,706.88
Newroc Funds	0.00	0.00	0.00	0.00
Aqua Bubble Donations	970.50	0.00	0.00	970.50
Ninghan Farm Focus Group	249.97	0.00	0.00	249.97
Commemorative Plaques	0.00	0.00	0.00	0.00
Rance Caravan Fund	0.00	0.00	0.00	0.00
Ninghan Fitness / Gym Key Bond	352.00	0.00	0.00	352.00
Playgroup Funds	1,226.46	0.00	0.00	1,226.46
Waste Dump Kununoppin	200.00	0.00	0.00	200.00
	24,519.16	79,063.30	(76,324.25)	27,258.21





Shire of Trayning
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted	Amended Budget		Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD	Annual Budget	Annual Budget	YTD Budget	
				\$	\$	\$	\$	\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>										
Buildings										
Governance										
	ADMINISTRATION BUILDING - CAPITAL WORKS	4042540	9231							
	Total - Governance			0	0	0	(42,000)	(42,000)	(42,000)	42,000
Other Law, Order & Public Safety										
	4 Bay DFES Building	4051002	9231	BC76						
	Total - Other Law, Order & Public Safety				0	(1,080)	(1,080)	0	0	(1,080)
Housing										
	139A FELGATE PARADE	4092541	9231	BC63						
	Total - Housing				0	(25,837)	(25,837)	(10,000)	(10,000)	(4,154)
Recreation And Culture										
	Shade Sails at Kununoppin	4223549	9231	BC75						
	Swimming Pool Upgrade	4112002	9231	BC21						
	Total - Recreation And Culture				0	(1,170)	(1,170)	(10,000)	(10,000)	8,830
Transport										
	Hughes Street Footpath: Stage Two	4121011	9251	FCC05						
	Total - Transport				0	(2,100)	(2,100)	0	0	(2,100)
	Total - Buildings				0	(30,186)	(30,186)	(62,000)	(62,000)	25,968
Furniture & Equipment										
Other Property & Services										
										
	Total - Other Property & Services				0	0	0	0	0	0
	Total - Furniture & Equipment				0	0	0	0	0	0
Plant & Equipment										
Governance										
	PURCHASE ADMINISTRATION VEHICLE	4042566	9233							
	Total - Governance				0	(109,266)	(109,266)	(248,000)	(248,000)	138,734
Health										
	Purchase Doctors Vehicle	4074701	9233							




















Shire of Trayning
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted	Amended Budget		Strategic Reference / Comment	
				New/Upgrade	Renewal	Total YTD	Annual Budget	Annual Budget	YTD Budget		YTD Variance
				\$	\$	\$	\$	\$	\$		
Total - Health				0	0	0	(62,000)	(62,000)	(62,000)	62,000	
Transport											
	Purchase of Plant	4123615	9233	0	0	0	(60,000)	(60,000)	(60,000)	60,000	
	PURCHASE LIGHT VEHICLES	4123604	9233	0	0	0	(65,000)	(65,000)	(65,000)	65,000	
Total - Transport				0	0	0	(125,000)	(125,000)	(125,000)	125,000	
Other Property & Services											
	Replace Works Supervisor's Utility	4142570	9233	0	(47,534)	(47,534)	(102,000)	(102,000)	(102,000)	54,466	
Total - Other Property & Services				0	(47,534)	(47,534)	(102,000)	(102,000)	(102,000)	54,466	
	Total - Plant & Equipment			0	(156,800)	(156,800)	(537,000)	(537,000)	(537,000)	380,200	

Shire of Trayning
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

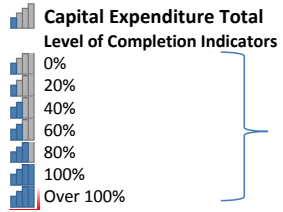
Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted	Amended Budget		Strategic Reference / Comment	
				New/Upgrade	Renewal	Total YTD	Annual Budget	Annual Budget	YTD Budget		YTD Variance
				\$	\$	\$	\$	\$	\$		
Infrastructure Assets - Roads											
Transport											
	Kellerberrin-Yelbeni Road SLK 4.30-6.30	4121001	9250	RCC043	0	(31,667)	(31,667)	(78,319)	(78,319)	(71,129)	39,462
	Kellerberrin - Yelbeni Road SLK 21.40 - 24.70	4121001	9250	RCC044	0	(76,187)	(76,187)	(116,755)	(116,755)	(116,755)	40,568
	Minor Construction Projects	4121001	9250	RCC045	0	0	0	(50,000)	(50,000)	(50,000)	50,000
	Kununoppin - Mukinbudin Road	4121002	9250	RRG015	0	(54,581)	(54,581)	(435,801)	(435,801)	(349,968)	295,387
	Kellerberrin - Yelbeni Road SLK 14.70 - 21.20	4121003	9250	RTR034	0	(140,892)	(140,892)	(182,305)	(182,305)	(13,012)	(127,880)
	Total - Transport				0	(303,327)	(303,327)	(863,180)	(863,180)	(600,864)	297,537
	Total - Infrastructure Assets - Roads				0	(303,327)	(303,327)	(863,180)	(863,180)	(600,864)	297,537
Infrastructure Assets - Footpaths											
Transport											
	Hughes Street Kununoppin	4121010	9251	FCC005	0	0	0	(61,053)	(61,053)	(61,053)	61,053
	Total - Transport				0	0	0	(61,053)	(61,053)	(61,053)	61,053
	Total - Infrastructure Assets - Footpaths				0	0	0	(61,053)	(61,053)	(61,053)	61,053
Infrastructure Assets - Airports											
Transport											
	Total - Transport				0	0	0	0	0	0	0
	Total - Infrastructure Assets - Airports				0	0	0	0	0	0	0
Infrastructure Assets - Water											
Transport											
	Total - Transport				0	0	0	0	0	0	0
	Total - Infrastructure Assets - Water				0	0	0	0	0	0	0
Infrastructure Assets - Other											
Community Amenities											
	CAPITAL - TRAYNING REFUSE SITE	4101501	9254	BC73	0	0	0	(1,500)	(1,500)	(1,500)	1,500
	YELBENI REFUSE SITE	4101542	9254	BC74	0	0	0	(2,500)	(2,500)	(2,500)	2,500
	CAPITAL WORKS KUNUNOPPIN REFUSE SITE	4101540	9254	BC55	0	0	0	(5,500)	(5,500)	(5,500)	5,500
	Total - Community Amenities				0	0	0	(9,500)	(9,500)	(9,500)	9,500
	Total - Infrastructure Assets - Other				0	0	0	(9,500)	(9,500)	(9,500)	9,500

Shire of Trayning
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2018

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted	Amended Budget		Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD	Annual Budget	Annual Budget	YTD Budget	
				\$	\$	\$	\$	\$	\$	\$
Capital Expenditure Total				0	(490,314)	(490,314)	(1,532,733)	(1,532,733)	(1,264,571)	774,257



Percentage YTD Actual to Annual Budget
 Expenditure over budget highlighted in red.



10.1.2 Monthly Payment List November 2018

Date of Report:	6 th December 2018
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Jacqui Cook – Manager of Financial Services
Senior Officer:	Paul Sheedy – Acting CEO
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Introduction

The cheques and electronic payments that have been raised during the month of November 2018 are reproduced in list form for Council's endorsement.

Background

Creditor's invoices are processed as they arrive and at regular intervals cheques and electronic funds transfers are raised for payment.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government (Financial Management) Regulations 1996 –

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
 - (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
 - (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and



- (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

The recommendation that follows is consistent with the legislative requirements.

Policy Implications

There are no policy implications.

Financial Implications

The following payment listing includes all payments made to third parties from Council's Municipal, Trust as well as transactions made on the Corporate Credit Card.

The payment listing does not included internal transfers between Councils various bank accounts such as transfers from Councils Municipal Cheque Account to and from Municipal At Call High Interest Account.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

There is nothing out of the ordinary in the payments list for November 2018.

Officer's Recommendation/Council Decision



Moved: Cr ML McHugh

Seconded: Cr FA Tarr

It is recommended that:

Council accepts the following payments list presented for the period 1st November 2018 – 30th November 2018 totalling \$320,878.69.

Municipal Cheque	23867	to	23872	totalling	21,968.72
Municipal EFT	EFT7340	to	EFT7392	totalling	183,456.49
Municipal Direct Debit	DD6481.1	to	DD6546.2	totalling	22,178.88
Payroll	WEEK 19	to	WEEK 21	totalling	92,997.18
Municipal Bank Fees	Transactions			totalling	119.35
Total Municipal Transactions					320,720.62
Trust Cheques	Transactions			totalling	0.00
Credit Card	Transactions			totalling	158.07
Total Trust, & Credit Card Transactions					158.07
TOTAL PAYMENTS FOR MONTH OF NOVEMBER 2018					320,878.69

All payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, costings and amounts due for payments.

Cheques have been signed and Electronic Funds Transfers have been authorised in accordance with Councils delegation 2.3 – Creditor Payments.

Under section 5.46 (3) of the Local Government Act 1995 and regulation 19 of the Local Government (Administration) Regulations 1996, this record of the excise of Delegated Authority is Registered.

Acting Chief Executive Officer

Resolution: 12-2018.172

Carried: 6/0

SHIRE OF TRAYNING
 Payments made from the Municipal Account for the Period 1st November 2018 to 30th November 2018
 Presented to Council, 12th December 2018

Chq/EFT	Payment Date	Payee	Description	Amount
Cheques				
23867	15/11/2018	Synergy	Streetlights Electricity Account 2/10/18 - 1/11/18	\$ 1,762.20
23868	15/11/2018	Telstra	Phone Usage Account to 1/11/18	\$ 2,552.98
23869	15/11/2018	Water Corporation	Water Usage Charges to 10/9/18	\$ 9,373.00
23870	30/11/2018	Synergy	Electricity Usage September - November 2018	\$ 7,516.10
23871	30/11/2018	Telstra	Internet usage for period ending 24/12/18	\$ 709.94
23872	30/11/2018	Water Corporation	Water Usage & Service Charges to 31/12/18	\$ 54.50
TOTAL CHEQUES				\$ 21,968.72
EFT				
EFT7340	15/11/2018	5 Rivers Plumbing & Gas	Repair BBQ at Kununoppin Community Centre	\$ 1,262.80
EFT7341	15/11/2018	Accent Rubber Stamps & Trophy	EHO Self Inking Stamp	\$ 57.70
EFT7342	15/11/2018	All-Ways Foods	Cleaning Supplies	\$ 783.58
EFT7343	15/11/2018	Austral Mercantile Collections	Debt Collection Expenses - Rates Debtors	\$ 2,337.32
EFT7344	15/11/2018	Australian Taxation Office	BAS and PAYG for October 18	\$ 8,726.00
EFT7345	15/11/2018	Boc Limited	Container Service Charges for Period 28/9/18 - 28/10/18	\$ 28.28
EFT7346	15/11/2018	Bob Waddell & Associates	Annual Financial Reports 17/8 - review and correct 16/17	\$ 11,583.00
EFT7347	15/11/2018	Courier Australia	Freight Charges October 2018	\$ 31.58
EFT7348	15/11/2018	Grants Empire	RED Application - Trayning Aquatic Centre Payment 2 of 2	\$ 792.00
EFT7349	15/11/2018	Great Southern Fuel Supplies	Fuel Accounts October 2018	\$ 11,329.96
EFT7350	15/11/2018	Hydra met Pty Ltd	Accu-Tab 3150 Serv Inc travel, accom, meals & parts	\$ 8,966.65
EFT7351	15/11/2018	I.C.S. Carpentry	Bathroom & Laundry Repairs at 139A Felgate Street	\$ 9,607.40
EFT7352	15/11/2018	JR & A Hersey Pty Ltd	White Posts, Dileniators, Signs & Works Crew Clothing	\$ 3,520.11
EFT7353	15/11/2018	KTY Electrical Services	Maintenance at 139A Felgate St & Admin Office	\$ 1,700.77
EFT7354	15/11/2018	LGIS Broking	2017-18 Vehicle Premium Adjustment at June 2018	\$ 1,574.87
EFT7355	15/11/2018	Mayday Earthmoving	Dry Hire of Water Truck 1/10/18 - 17/10/18	\$ 4,391.20
EFT7356	15/11/2018	Mukinbudin CRC	Hire of Coffee Machine- Digital Day at Kuno 18/10/2018	\$ 40.00
EFT7357	15/11/2018	Royal Life Saving (WA Branch)	Lifeguard Requalification - Pool Manager	\$ 150.00
EFT7358	15/11/2018	Trayning Ag Repairs	Various Plant Maintenance & Repairs	\$ 1,152.87
EFT7359	15/11/2018	Two Dogs Home Hardware	Tools for Depot and Parts for Building Maintenance	\$ 450.42
EFT7360	15/11/2018	WA Contract Ranger Services	Ranger Services on 11/10/18 & 15/10/18	\$ 374.00
EFT7361	15/11/2018	Wallis Computer Solutions	IT Agreement- Managed IT Support to all Comps/Servers	\$ 26,760.36
EFT7362	15/11/2018	Western Aus Treasury Corp	Loan 65 Repayment	\$ 14,617.04
EFT7363	15/11/2018	Wegners Rural	Catering for Digital Day at Kuno Seniors on 18/10/2018	\$ 159.00
EFT7364	30/11/2018	5 Rivers Plumbing & Gas	Back Flow Tests x 3	\$ 645.70
EFT7365	30/11/2018	All-Ways Foods	Cleaning Supplies November	\$ 217.01
EFT7366	30/11/2018	Adform Engraving & Signs	2x Engraved Plaques for TPS - Purple Bench Project	\$ 187.00
EFT7367	30/11/2018	Avon Waste	Waste Collection for the Month of October 2018	\$ 4,640.46
EFT7368	30/11/2018	Bob Waddell & Associates	17/18 Annual Financial Report	\$ 1,023.00
EFT7369	30/11/2018	Claw Environmental	Collection of Drum Muster Containers approx. 2000	\$ 899.38
EFT7370	30/11/2018	Courier Australia	Freight Charges October 2018	\$ 260.23
EFT7371	30/11/2018	DFES	2018/19 ESL in accordance with Fire & Emerg Serv Act	\$ 2,050.00
EFT7372	30/11/2018	Frankie's Diner	Newspapers and Milk for October 2018	\$ 64.20
EFT7373	30/11/2018	Great Southern Fuel Supplies	New Fuel Cards DCEO & DR Vehicles	\$ 5.50
EFT7374	30/11/2018	Joondalup Designs	New Architectural Design Sketch & Site Visit	\$ 1,170.00
EFT7375	30/11/2018	Komatsu Australia Pty Ltd	2x Cartridges for Grader	\$ 31.93
EFT7376	30/11/2018	KTY Electrical Services	RCD Testing 2018	\$ 6,557.55
EFT7377	30/11/2018	Local Pest Control	Annual Inspections & Pest Spraying 2018	\$ 11,435.40
EFT7378	30/11/2018	Market force	Various Advertising in Newspaper for Elections.	\$ 661.07
EFT7379	30/11/2018	Moore Stephens	RTR - annual return for year end 30 June 2018	\$ 2,090.00
EFT7380	30/11/2018	Newton's Home Furnishings	New Chairs for Chambers	\$ 3,689.00
EFT7381	30/11/2018	Officeworks Business Direct	Monthly Stationary & Printing Supplies Order	\$ 418.07
EFT7382	30/11/2018	Sheppard Build Design Services	Design Brief for Fire Station and Ambulance Shed	\$ 1,080.00
EFT7383	30/11/2018	T-Quip	10 sets of blades Nuts & Bolts for Toro mower	\$ 857.30
EFT7384	30/11/2018	Trayning Ag Repairs	Various Plant Maintenance & Repairs	\$ 12,651.72
EFT7385	30/11/2018	Trayning Post Shop	Shop Account July to October 2018	\$ 104.95
EFT7386	30/11/2018	Two Dogs Home Hardware	Chainsaw & Materials for 139A Felgate St	\$ 599.71
EFT7387	30/11/2018	WA Contract Ranger Services	Ranger Services 26/10/18 & 2/11/18	\$ 374.00
EFT7388	30/11/2018	Wallis Computer Solutions	Renewal of Microsoft 365 License for all users	\$ 3,280.07
EFT7389	30/11/2018	Western Aus. Treasury Corp	Loan 69 & Loan 70 Repayments	\$ 16,080.88
EFT7390	30/11/2018	Wren Oil	Collection of Waste oil	\$ 16.50
EFT7391	30/11/2018	WOBM	Impression Charges for October 2018	\$ 830.10
EFT7392	30/11/2018	Yelbeni Store	Yelbeni Store Account for October 2018	\$ 1,138.85
TOTAL EFT PAYMENTS				\$ 183,456.49

SHIRE OF TRAYNING

Payments made from the Municipal Account for the Period 1st November 2018 to 30th November 2018
Presented to Council, 12th December 2018

Chq/EFT	Payment Date	Payee	Description	Amount
Direct Debit				
DD6481.1	1/11/2018	Department of Transport	Licencing	\$ 66.65
DD6483.1	2/11/2018	Department of Transport	Licencing	\$ 124.05
DD6485.1	6/11/2018	Department of Transport	Licencing	\$ 528.15
DD6488.1	7/11/2018	Department of Transport	Licencing	\$ 1,389.90
DD6490.1	8/11/2018	Department of Transport	Licencing	\$ 224.25
DD6492.1	9/11/2018	Department of Transport	Licencing	\$ 803.85
DD6496.1	12/11/2018	Department of Transport	Licencing	\$ 753.70
DD6498.1	13/11/2018	Department of Transport	Licencing	\$ 100.00
DD6503.1	14/11/2018	WA Super	Payroll deductions	\$ 3,323.31
DD6503.2	14/11/2018	Rest Super	Superannuation contributions	\$ 270.17
DD6503.3	14/11/2018	Australian Super	Superannuation contributions	\$ 584.62
DD6503.4	14/11/2018	Prime Super	Payroll deductions	\$ 960.64
DD6503.5	14/11/2018	Rob Tanner Retirement Fund	Superannuation contributions	\$ 346.92
DD6503.6	14/11/2018	BT Super for Life	Superannuation contributions	\$ 204.11
DD6503.7	14/11/2018	TWU Super	Superannuation contributions	\$ 247.83
DD6503.8	14/11/2018	Bendigo Staff Super	Superannuation contributions	\$ 228.96
DD6505.1	14/11/2018	Department of Transport	Licencing	\$ 226.20
DD6507.1	15/11/2018	Department of Transport	Licencing	\$ 755.50
DD6509.1	15/11/2018	Fuji Xerox	Photocopier agreement for October 18	\$ 195.48
DD6511.1	16/11/2018	Department of Transport	Licencing	\$ 188.40
DD6513.1	20/11/2018	Department of Transport	Licencing	\$ 190.95
DD6515.1	21/11/2018	Department of Transport	Licencing	\$ 285.05
DD6517.1	22/11/2018	Department of Transport	Licencing	\$ 867.30
DD6519.1	22/11/2018	Wright Express	Motor Pass fees for November 18	\$ 49.50
DD6521.1	23/11/2018	Department of Transport	Licencing	\$ 1,721.10
DD6523.1	26/11/2018	Department of Transport	Licencing	\$ 26.85
DD6525.1	24/11/2018	Australia Post	Postage and Freight for October 18	\$ 135.63
DD6527.1	27/11/2018	Department of Transport	Licencing	\$ 234.40
DD6529.1	28/11/2018	WA Super	Payroll deductions	\$ 3,129.22
DD6529.2	28/11/2018	Rest Super	Superannuation contributions	\$ 306.67
DD6529.3	28/11/2018	Australian Super	Superannuation contributions	\$ 621.06
DD6529.4	28/11/2018	Prime Super	Payroll deductions	\$ 1,005.24
DD6529.5	28/11/2018	Rob Tanner Retirement Fund	Superannuation contributions	\$ 346.92
DD6529.6	28/11/2018	BT Super for Life	Superannuation contributions	\$ 206.18
DD6529.7	28/11/2018	TWU Super	Superannuation contributions	\$ 250.80
DD6529.8	28/11/2018	Bendigo Staff Super	Superannuation contributions	\$ 65.62
DD6546.1	28/11/2018	Department of Transport	Licencing	\$ 173.45
DD6546.2	29/11/2018	Department of Transport	Licencing	\$ 1,040.25
TOTAL DIRECT DEBITS				\$ 22,178.88
Bank Fees				
786	6/11/2018	Fee	Bank Fees	\$ 109.35
786	6/11/2018	Fee	Bank Fees	\$ 10.00
TOTAL BANK FEES				\$ 119.35
Corporate Credit Card				
DD6500.1	19/10/2018	Two Dogs Hardware	Garden supplies	\$ 22.68
DD6500.2	19/10/2018	Two Dogs Hardware	Garden supplies	\$ 73.54
DD6500.3	30/10/2018	Yelbeni Store	Garden supplies	\$ 43.10
DD6500.4	4/11/2018	Card Fee	Card Fee	\$ 18.75
TOTAL CORPORATE CREDIT CARD PURCHASES				\$ 158.07
Payroll				
Week 19	15/11/2018	Payroll	Payroll Wages FT Ending 14/11/18	\$ 46,502.89
Week 21	28/11/2018	Payroll	Payroll Wages FT Ending 28/11/19	\$ 46,494.29
TOTAL PAYROLL				\$ 92,997.18
TOTAL PAYMENTS FROM MUNICIPAL ACCOUNT FOR NOVEMBER 2018				\$ 320,878.69

SHIRE OF TRAYNING
Sundry Debtor Invoices Raised for the Period 1st November 2018 to 30th November 2018
Presented to Council, 12th December 2018

Debtor Number	Invoice Date	Description	Invoice Number	Amount
80004	12/11/18	Full Page Advert in Ninghan News #1515	5064	\$ 20.00
80673	12/11/18	Full Page Ninghan News Advert #1515	5065	\$ 20.00
80314	12/11/18	1/2 Page Advert in Ninghan News #1515	5066	\$ 15.00
80474	12/11/18	1/2 Page Advert in Ninghan News #1515	5067	\$ 15.00
80056	16/11/18	40% RRG015 Claim Kununoppin-Mukinbudin Road	5068	\$ 113,224.00
80056	13/11/18	Regional Roads Group Grants 2018/19	5069	\$ 104,219.00
80368	26/11/18	Private Works	5070	\$ 1,695.00
80680	26/11/18	Private Works	5071	\$ 165.00
80004	26/11/18	Full Page Advert in Ninghan News #1516	5072	\$ 20.00
80658	26/11/18	1/2 Page Advert in Ninghan News #1516	5073	\$ 15.00
80314	26/11/18	1/2 Page Advert in Ninghan News #1516	5074	\$ 15.00
80474	26/11/18	1/2 Page Advert in Ninghan News #1516	5075	\$ 15.00
80111	26/11/18	1/2 Page Advert in Ninghan News #1516	5076	\$ 15.00
80673	26/11/18	Full Page Ninghan News Advert #1516	5077	\$ 20.00
80062	26/11/18	Full Page Advert in Ninghan News #1516	5078	\$ 20.00
80676	29/11/18	Rent	5079	\$ 453.60
80587	29/11/18	Rent	5080	\$ 453.80
80669	29/11/18	Rent	5081	\$ 453.80
80648	29/11/18	Rent	5082	\$ 400.00
80647	29/11/18	Rent	5083	\$ 560.00
80646	29/11/18	Rent	5084	\$ 400.00
80640	29/11/18	Rent	5085	\$ 400.00
80605	26/11/18	Rent	5086	\$ 400.00
80608	29/11/18	Rent	5087	\$ 400.00
80498	29/11/18	Rent	5088	\$ 314.00
80079	29/11/18	Rent	5089	\$ 157.00
80264	29/11/18	Rent	5090	\$ 314.00
80083	29/11/18	Rent	5091	\$ 314.00
80098	30/11/18	Doctors Recoup Expenses November 2018	5092	\$ 768.00
80055	30/11/18	Doctors Recoup Expenses November 2018	5093	\$ 768.00
80005	30/11/18	Doctors Recoup Expenses November 2018	5094	\$ 256.00
Total Invoices Raised for November 2018				\$ 226,305.20



Prior to any consideration of this Item;

Mr P Sheedy declared a financial interest in item 11.1.1.

11.1 CHIEF EXECUTIVE OFFICER

11.1.1 Appointment of Acting Chief Executive Officer

Date of Report:	29 th November 2018
Proponent:	Paul Sheedy
File Ref:	Personnel
Officer:	Paul Sheedy– Acting Chief Executive Officer
Officer's Disclosure of Interest:	Financial Interest as the recipient of the Appointment.
Attachments:	Contract provided under separate cover.
Voting Requirements:	Absolute Majority

Introduction

As it's not proposed to commence advertising for the position of Chief Executive Officer until late January 2019 and a possible commencement date is unknown at this time it's proposed that the appointment be until 29 June 2019 and it can be reduced if a new CEO is ready to commence before this date.

Background

The existing Acting CEO was appointed by Council at the August 2018 (08. 2018.119) Council meeting for a period of three months with the contract expiring on 16 November 2018.

Consultation

The Acting CEO has consulted with the Shire President on the extended term and the additional clause in the contract relating to annual leave.

Statutory Environment

Local Government Act 1995, section 5.36

5.36 Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

Minutes: Ordinary Meeting of Shire of Trayning Council to be held on Wednesday 12th Dec 2018 14



* Absolute majority required.

Policy Implications

There are no existing Council Policies relevant to this item.

Financial Implications

The 2018/19 budget has provision for salaries of staff including the CEO at the rate negotiated.

Strategic Implications

Shire of Trayning Strategic Community Plan 2013

OBJECTIVE: Civic Leadership – Provide efficient and effective management.

STRATEGY: C 3.4 – Recruit, retrain and develop suitably qualified, experienced and skilled staff.

Environmental Implications

There is no environmental implications relevant to this item.

Social Implications

The CEO plays an important part in liaising between Council and the community and representing the Council at functions and events.

Officer's Comment

The contract conditions, including the remuneration, are similar to what was previously endorsed by Council prior to the first appointment in August 2018. The only proposed changes to the new contract are:

1. The length of the contract, seven (7) plus months); and
2. The addition of an entitlement for annual leave for this contract period.

As the initial contract was only for a short of three (3) months, there was no expectation for annual leave entitlements, however given that the new contract is for a longer period and at the end of this period I would have been in the Acting CEO role for ten (10) plus months, annual leave entitlements is not consider unreasonable. The leave entitlements will only be for the seven (7+) month period or less and not since commencement on 20 August 2018 as the first contract excluded annual leave entitlements.

The recommendation below is effectively backdated to commence from the expiry of the previous contract (16 November 2018) to cover any actions taken during this period in the Acting CEO role since 17 November 2018.



As indicated at the start of this report a copy of the proposed contract will be provided separately and will be available to the Councillors on the Council meeting day prior to commencement of the meeting.

Officer's Recommendation/Council Decision

Moved: Cr GF Waters

Seconded: Cr MS Hudson

It is recommended that Council:

1. Appoint Mr Paul Sheedy as Acting Chief Executive Officer of the Shire of Trayning from 17th November 2018 to 29 June 2019 or until a permanent Chief Executive Officer begins employment with the Shire (contract clause 8.1);
2. Is satisfied Paul Sheedy is suitably qualified for the position of Acting Chief Executive Officer; and
3. Endorse the Contract of Employment, including the agreed term and remuneration that is in accordance with the Salaries and Allowances Tribunal's Band 4 determination for 2018/2019, including the entitlement to annual leave for the new contract period.

Resolution: 12-2018.173

Carried by Absolute Majority: 6/0



11.1.2 Chief Executive Officer Recruitment

Date of Report:	29th November 2018
Proponent:	Paul Sheedy
File Ref:	4.2.5.15
Officer:	Paul Sheedy– Acting Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Quotations under separate cover at the Meeting.
Voting Requirements:	Simple Majority

Introduction

Council is required to consider the two quotations received in regards to the CEO recruitment process, endorse one of the consultants to assist Council in this process and to authorise the Acting CEO to sign any required agreements between the consultant and the Shire of Trayning.

Background

September 2018

The Chief Executive Officer tendered his resignation from the Shire of Trayning effective from 30 September 2018.

Consultation

Consultation was undertaken with the Council at the November 2018 Council Briefing Forum where it was determined that consultancy quotation would be obtained to assist in the recruitment process.

Statutory Environment

Local Government Act 1995, section 5.36

5.36 Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and

- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

* Absolute majority required.



Policy Implications

Council Policy 7.4 'Purchasing and Tenders' and in particular 7.4(a) Purchasing Thresholds which indicates that for amounts above \$5,000 at least two (2) verbal or written quotations are required.

Financial Implications

The 2018/19 budget has an allocation under Schedule 4 'Governance' under 'Consultancy Costs' of \$20,500, which to date has incurred expenditure of approximately \$60,000.

Strategic Implications

Shire of Trayning Strategic Community Plan 2013

OBJECTIVE: Civic Leadership – Provide efficient and effective management.

STRATEGY: C 3.4 – Recruit, retrain and develop suitably qualified, experienced and skilled staff.

Environmental Implications

There are no environmental implications relevant to this item.

Social Implications

The CEO plays an important part in liaising between Council and the community and representing the Council at functions and events.

Officer's Comment

WALGA Recruitment Services and LOGO Appointments were requested to provide a quotation to undertake the recruitment process with Council covering the following.

1. Consultation with the President on development of a suitable advertisement/s and recruitment package. This can be undertaken in Perth if required &/or by email.
2. Finalisation of recruitment packages and distribution to candidates.
3. Placement of suitable advertising in various media outlets. Council will issue purchase orders to meet the advertising costs.
4. Fielding enquiries from candidates and interested persons
5. Receiving and assessment of candidate applications to prepare a shortlist for Council interviews
6. Arranging with shortlisted candidates to travel to the Shire of Trayning for an interview
7. Undertaking referee checks of short listed candidates
8. One meeting in Trayning with the Councillors (interviewing of candidates)



9. Negotiating, in conjunction with the President, the remuneration package, contract and commencement date with the preferred candidate
10. Notifying all unsuccessful candidates

Council will be required to meet the cost of the placing of advertising in various media outlets and any other costs such as travel and accommodation for consultant, contract of employment negotiations, pre-employment medicals, police checks etc.

An indicative timeframe to undertake the recruitment is as detailed as follows:

Wednesday 5 December 2018 12.00 noon	Submission of Quotations
Wednesday 12 December 2018	Council to consider and endorse consultant to undertake the recruitment.
Friday 11 January 2019	Finalisation of adverts & recruitment package.
Saturday 26 January 2019	Commencement of advertising.
Friday 8 February 2019	Applications close
Friday 22 February 2019	Consultant completes short list of suitable candidates with President.
Monday 4-8 March 2019	Shortlisted candidates interviewed by Councillors in Trayning.
Wednesday 20 March 2019	Council endorse CEO appointment

Whilst the initial quotations are fairly similar in price, WALGA \$8,450 plus GST and LOGO \$8,000 plus GST there are some variations included in each quotation that potentially can increase this cost depending on decisions/requests from Council. Along with a copy of each quotation submission, a one page summary of services included in the quotation and additional services offered and costs, will be provided to Councillor at the Council meeting.

As Council has utilised the services of both these consultants in the past, the initial quotations are very similar (although some services are included in one and not the other) and Council has recently utilised WALGA for other services, it's just a matter of Council determining which consultancy it prefers for the recruitment process.

Officer's Recommendation/Council Decision

Moved: Cr FA Tarr

Seconded: Cr GI Yates

It is recommended that:

Council appoint Logo at a cost of \$8,000.00 plus advertising and other costs to assist Council in the recruitment process for a Chief Executive Officer for the Shire of Trayning and authorise the Acting Chief Executive Officer to sign the engagement agreement with the approved consultancy.

Resolution: 12-2018.174

Lost: 1/5



New Motion

Council Decision

Moved: Cr GF Waters

Seconded: Cr ML McHugh

It is recommended that:

Council appoint WALGA at a cost of \$8,450.00 plus GST to assist Council in the recruitment process for a Chief Executive Officer for the Shire of Trayning and authorise the Acting Chief Executive Officer to sign the engagement agreement with the approved consultancy.

Resolution: 12-2018.175

Carried: 5/1



11.1.3 Disposal of Property – Houses and Vacant Land

Date of Report:	29th November 2018
Proponent:	Paul Sheedy
File Ref:	A301, A604, A411
Officer:	Paul Sheedy – Acting Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	11.1.3 Property Maps
Voting Requirements:	Simple Majority

Introduction

Council endorsement is being sought to allow the Acting Chief Executive Officer to advertise for sale by public tender the following properties:

- House located at Lot 75 Adams Street, Trayning.
- House located at Lot 59 Glass Street, Trayning.
- Vacant lot located at Lot 124 Thompson Road, Kununoppin.

Background

The 2018/19 budget includes provision for the two houses to be advertised for sale.

The vacant lots have been acquired by Council due to the non-payment of rates over an extended period exceeding three (3) years.

Consultation

Consultation has been undertaken with Crisp Wireless in regards to lot 75 Adams Street, they have indicated that they will be vacating the property by end December 2018 and consultation with staff has identified that the vacant lot in Kununoppin is surplus to Council needs.

Statutory Environment

Local Government Act 1995, section 3.58

3.58. Disposing of property

(2) Except as stated in this section, a local government can only dispose of property to:

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.



- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
- (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Policy Implications

There are no current Council Policies relevant to this item.

Delegation 4.2 Disposal of Assets

1. The CEO is authorised to dispose of assets, where assets to be disposed of have a market value of \$20,000 or more, and to accept the most advantageous offer in the following circumstances –
 - if disposal of the asset is disclosed in Budget, and
 - if the asset is not being used as part of the consideration for a public tender for supply, by public auction or tender for outright sale, or
 - if the asset may used as part of the consideration for an acquisition under a preferred supplier arrangement, the disposal must be –
 - o advertised for public auction or outright sale, and disclosure to this effect made in the acquisition specifications, or
 - o advertised for public submissions, and subsequent consideration of submissions.
2. *All matters dealing with disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.*

Financial Implications

There will be some cost involved in advertising the properties for sale which can be covered under the 'Advertising – Other Governance' account (2042034) in schedule 4 Governance.

Funds from the sale of the houses is indicated in the 2018/19 budget are to be transferred to the Staff Housing Reserve fund. A decision will be required on the proceeds from the lot if it is sold.

Strategic Implications

Shire of Trayning Strategic Community Plan 2013

OBJECTIVE: Civic Leadership – Improve the Shire's capability and capacity.

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STRATEGY: C 2.4 – Use resources efficiently and effectively.

STRATEGY: C.2.5 – Operate in a financially sustainable manner.

Environmental Implications

There are no environmental implications relevant to this item.

Social Implications

The sale of the houses and lots may potentially provide the opportunity for existing residents to purchase the properties and remain in the Shire or for new residents to purchase the houses and lots and relocate to the Shire

Officer's Comment

The two houses in Trayning have been included in the budget for sale whilst the one vacant lot in Kununoppin have been identified as surplus to Council needs and the opportunity is being taken to include this lot in the public notice as the extra listing will not increase the cost of the advertisement significantly.

This provides the opportunity to reduce advertising costs by including all property's in one advertisement, provides a bit more exposure and seeks to gauge the interest in the vacant lot that Council has acquired.

Council has also acquired two lots in Trayning, for non-payment of rates, but it's proposed that these be retained for future housing and possibly seniors housing, given that they are located next to each other which improves the ability to add additional units. In regards to Kununoppin there are still several vacant lots next to the proposed CEACA units that could be utilised for seniors housing if required in the future.

Officer's Recommendation/Council Decision

Moved: Cr GF Waters

Seconded: Cr GI Yates

It is recommended that:

Council authorise the Acting Chief Executive Officer to advertise for sale by public tender the following Council owned properties:

1. Lot 75 Adams Street, Trayning (house).
2. Lot 59 Glass Street, Trayning (house).
3. Lot124 Thompson Road, Kununoppin (vacant lot).

Resolution: 12-2018.176

Carried: 6/0



Prior to any consideration of this Item;

Cr ML McHugh declared a financial interest and left the meeting at 4:20pm.

11.1.4 Restricted Access Vehicles (RAV) Network 4 Level Roads

Date of Report:	28th November 2018
Proponent:	Shire of Trayning
File Ref:	12.1.1.33
Officer:	Paul Sheedy– Acting Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	11.1.4 Maps
Voting Requirements:	Simple Majority

Introduction

Council is requested to consider authorising the Acting Chief Executive Officer to:

1. Write to all the landowners on Leake seeking comment on the proposal to have Leake Street classified as a Restricted Access Vehicle (RAV) Network 4 level road;
2. Apply to Main Roads WA (MRWA) to have the eastern end of Sutherland Street, Trayning, to the Nungarin – Wyalkatchem Road, approved as Restricted Access Vehicle (RAV) Network 4 level road.

Background

Feedback has been received that part of Thompson Road, Kununoppin is unsuitable for heavy transport vehicles carting grain from farms to the CBH bins, due to its unsealed surface and that Leake Street, Kununoppin and the unnamed sections of road linking Wilson Street to the Nungarin - Wyalkatchem Road and the unnamed portion of Appleyard Road in the Kununoppin townsite, are more suitable and are currently being utilised by transport operators, including to and from the hospital.

December 2016

Council at its meeting on December 2016 (Resolution 12.2106.231) resolved:

'It is recommended that:

1. *Council advises MRWA Heavy Vehicle Services that any applications requesting upgrades to the current RAV Network 4 level within the Shire of Trayning are not supported.*
2. *Council requests MRWA to undertake an assessment of the Shire of Trayning's road network for suitability as RAV Network 7 level.'*

June 2018

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MOCS.BMT/13/12/2018



The Council's Monthly Information Bulletin has the following notation against the above 2016 resolution:

'Approval has been granted for Couper Street at this stage. Awaiting further approvals.'

A perusal of the MRWA RAV Network mapping system has confirmed that Couper Street, Kununoppin has been formally approved.

October 2018

The matter was listed on the October 2018 ordinary meeting of Council agenda but as two Councillors declared a financial interest in the matter and could not participate in the debate and voting the matter was not dealt with as there was a lack of a quorum present following the Councillors declarations.

Consultation

Given Council's recent adoption of a Consultation Policy, which in part under the section 'Inclusiveness' has the statements detailed below, Council should undertake consultation, via a letter, with the affected landowners in Leake Street, Kununoppin prior to any decision being made.

Policy 1.11 Community Consultation

'Inclusiveness

- *Affected and interested parties will be given equal opportunity to participate in the consultation process*
- *Council will actively seek out people for consultation.'*

Following the publication of the October 2018 Ordinary Council meeting agenda, comment was received by Council from a resident of Leake Street, Kununoppin detailed below.

'I write in relation to the captioned matter of RAV 4 routes in Kununoppin as listed in the October 2018 Minutes, as we are directly impacted by such a decision.

Whilst we have no opposition to necessary deliveries to / from Kununoppin hospital, we do strongly object to the route being made open to all RAV 4 vehicles.

By such an action, large trucks / loads could cut through from Bencubbin to Kununoppin to Merredin bypassing Trayning (main road) to save cost and time and come through Kununoppin town centre.

Surely if this was to happen then the Kununoppin Bencubbin Road would need upgrade to accommodate such vehicles because currently it is in my opinion unsuitable and unsafe for use as a authorised RAV 4 route being single laned for many kilometres.

The cost to re grade Thompson Road from Leake Street to Hewitt Street is already I believe, budgetted in maintenance grading anyway. Hewitt Street is already used by the



local haulage operator, after complaints (by other parties) of heavy vehicles travelling around town made them move their operations there. I believe this was a Council / Shire direction.

Such RAV 4 heavy traffic could be using the two roads in Kununoppin 24 x 7 significantly disturbing our lifestyle. Many residents live in Kununoppin because they like peace and quiet.

Kununoppin is a small town with the main hospital entrance on Leake Street and residents who live in the town and I doubt many other actual residents would not like to have heavy trucks routinely using Leake Street and then Wilson Streets as a through thoroughfare.

I would strongly request that residents of Kununoppin, particularly those on Leake Street and Wilson Street in both directions, all hospital staff and the Doctor and other Kununoppin residents be permitted to voice their opinion on this matter.

Statutory Environment

Road Traffic (Vehicles) Regulations 2014
Part 8 Mass, dimensions and loading requirements
Division 6 – Access restrictions on certain vehicles that comply with mass or dimension requirements.

Policy Implications

Council Policy 13.6 Permit Vehicles – Routes and Conditions

Policy Statement

This Policy has been developed to align with the MRWA Permit Network System, to ensure that only permitted Restricted Access Vehicles (RAV's) use Council's Road Network, to the conditions specified. The MRWA Permit Network system can be accessed by logging onto the MRWA website at: www.mainroads.wa.gov.au, and clicking on "Heavy Vehicles" in the left hand menu. Operators are responsible for ensuring their vehicle meets the access conditions imposed by MRWA and the Shire of Trayning.

This Policy applies to all RAV's (or Heavy Vehicles) to a maximum width of 2.5m and maximum height of 4.3m.

Approval is to be sought from MRWA's Heavy Vehicle Operations (HVO) section, to use any RAV on Council's Road Network that is greater than 2.5m in width, or greater than 4.3m in height, as these RAV's are not covered in this Policy.

Council Policy 1.11 Community Consultation



Financial Implications

Allowing heavy vehicles on these sealed roads may require additional annual maintenance cost if the roads have not been constructed for heavy vehicle use.

Diverting vehicles away from the unsuitable Thompson Road may also assist in reducing the level of annual maintenance required on this road.

Strategic Implications

Shire of Trayning Strategic Community Plan 2013

OBJECTIVE: Economic – Provide an effective and efficient transportation network.

STRATEGIES:

E 3.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community.

E 3.2 - Maintain an efficient, safe and quality local road network.

E 3.3 - Support the provision of appropriate regional transportation links, including rail, air and bus

Environmental Implications

Heavy vehicles utilising Leake and Wilson Streets would discharge some level of carbon monoxide into the air but it's not expected to adversely impact on any of the community members, given it's only for a limited period during the year and the number of vehicles involved is not high.

Social Implications

Increased traffic on local streets in the townsite have the potential to have some social impact on the community (conflict between trucks and motor vehicles), but given that it's expected that the number of vehicles involved is not high the impact and conflict is not expected to be unreasonable or adversely impact the Kununoppin community.

Officer's Comment

Given the previous decision of Council in December 2016 (background section of this report) is it reasonable to now pursue the classification of additional RAV Network 4 level roads within the Kununoppin townsite. However given that Leake Street is currently being utilised by some operators (albeit illegally) there is possibly a reasonable argument to support further consideration of this road, especially as it provides an important transport link to and from the hospital.



The only issue in pursuing a RAV Network 4 level classification for Leake Street is that all heavy vehicles will then be allowed to utilise the road. Following community consultation and comments received Council can then consider whether it wishes to pursue a formal application to MRWA to legalise this practice by transport operators or retain its 2016 position of not supporting any further upgrade request.

The recommendation below only requests approval to apply to MRWA for Sutherland Street, Trayning at this stage as the other roads in Kununoppin (Wilson & Apple Yard) can be included when Council makes a decision on Leake Street, Kununoppin after the community consultation.

Officer's Recommendation/Council Decision

Moved: Cr MS Hudson

Seconded: Cr GI Yates

It is recommended that:

Council authorise the Acting Chief Executive Officer to:

1. Write to all the landowners on Leake Street, Kununoppin seeking comment on the proposal to apply to MRWA to have Leake Street approved as Restricted Access Vehicle Network 4 level roads; and
2. Apply to Main Roads WA (MRWA) to have the eastern end of Sutherland Street, Trayning, to the Nungarin – Wyalkatchem Road, approved as Restricted Access Vehicle (RAV) Network 4 level road.

Resolution: 12-2018.177

Carried: 5/0

Cr ML McHugh returned to the meeting at 4:38pm.



Prior to any consideration of this Item;

Cr MA Brown declared an impartiality interest in item 11.1.5.

New Motion

Moved: Cr FA Tarr

Seconded: Cr MS Hudson

That:
Standing Orders be suspended at 4:45 pm to enable Council to discuss item 11.1.5.

Resolution: 12-2018.178

Carried: 6/0

New Motion

Moved: Cr FA Tarr

Seconded: MS Hudson

That:
Standing Orders be reinstated at 5:12pm.

Resolution: 12-2018.179

Carried: 6/0



11.1.5 Anglican Church Trayning

Date of Report:	28th November 2018
Proponent:	KTY Development Association – Heritage Committee
File Ref:	5.2.1
Officer:	Paul Sheedy - A/Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Submission KTY Development Assoc.
Voting Requirements:	Simply Majority

Introduction

Council does not have the resources (staff and financial) to be in a position to commit to a long term arrangement for the Anglican Church to become a museum and be solely responsible for its operation. So it's suggested that Council give consideration to identify a local community group who would be prepared take on this responsibility with Council providing some annual funding and assisting with external grant applications.

Background

2009

At a time prior to February 2009, the Shire of Trayning must have been approached about purchasing the Anglican Church.

Council at its ordinary meeting on 18 February 2009 resolved (2009.08) as follows:

That:

- 1. The Diocese of Perth (The Anglican Church of Australia), be advised that the Shire of Trayning wishes to proceed with the acquisition of the All Saints Church in Trayning; and*
- 2. The Sanctuary area of the All Saints Church be sectioned off to allow for the display of church memorabilia.'*

2010

On the 29 March 2010, the Shire of Trayning executed a contract to purchase the Anglican Church and paid \$11,000 inclusive of GST. Originally, there was some discussion that the Community Shop would be transferred to the Anglican Church building. However a meeting on the 30 June 2010 with the Shop and Church people involved did not support this view. It was at this meeting that the use of the Anglican Church as a museum was raised.

Council at its ordinary meeting on 21 July 2010 resolved (07.2010.134) as follows:



'That the All Saints Anglican Church parishioners, and Community Shop be advised that, following consultation with them, Council will be working towards development of the All Saints Anglican Church building as a museum for the district.'

That the Anglican Church Diocese be approached and requested to gift all religious contents to the local parish, and all furniture to the Shire, to be used where possible, for the development of the Church as a museum.

That the Community Shop be advised of the proposals for development of All Saints Anglican Church as a museum, and further, that Council will not be accepting ownership of the current Community Shop premises.

That the All Saints Anglican church be secured within the Shire's key systems, with keys available to interested persons to access the Church from the Shire Office, and from the Post Office (subject to their agreement).

That the local congregation of All Saints Anglican Church be given standing approval to use the building for services etc., without charge, subject to prior bookings or commitments.'

The Anglican Church had an Interim Entry to the State Register of Heritage Places on 29 June 2010 and a Permanent Entry on 29 October 2010.

Correspondence dated 30 November 2010 from the Diocese of Perth gifted the religious contents and furniture to the Shire of Trayning for the development of a museum.

2011

Council adopted policy 5.9 Anglican Church Museum in July 2011. The purpose of the policy was intended to define the use of the Anglican Church building as a museum.

2014

Correspondence dated 3 October 2014 indicated that a Mr Ian Molyneux was interested in purchasing the Anglican Church. A confidential item was submitted to Council at its ordinary meeting 17 November 2014 where it resolved (11.2014.223) as follows:

'That Council decline Mr Molyneux's offer of \$XXX to purchase Lot 340 Mary Street, Trayning (All Saints Anglican church) and invite Mr Molyneux to submit another offer.'

The premises was deconsecrated post December 2014 by Bishop James. Despite this Council has allowed the premises to be used as a church regularly.

2015

Correspondence dated 8 March 2015 from Mr Molyneux increased the offer to purchase. Council considered the revised offer at its ordinary meeting on 12 March 2015 where it resolved (08.2105.050) as follows:



'That Council decline Mr Molyneux's offer of \$20,000 to purchase Lot 340 Mary Street, Trayning (All Saints Anglican Church) and advise Mr Molyneux that it is not prepared to enter into a vendor's finance agreement but would accept the offer if it was paid in full at settlement.'

2016

There appears that there was very little action from Mr Molyneux until October 2016 where he sought confirmation that a sale was still an option and proposed a lease option. Council considered this approach at its ordinary meeting on 16 November 2016 where it resolved (11.2016.217) as follows:

'That Council:

- 1. delegate to the Chief Executive Officer the authority to negotiate an equitable lease agreement, with an option to purchase, with Mr Ian Molyneux for the land and buildings located on Lot 340 Coronation Street, Trayning. Locally known as the Anglican Church; and*
- 2. commence with the requirements of section 3.58 of the Local Government Act 1995 for the disposal, under lease only, of the land and buildings located on Lot 340 Coronation Street, Trayning. Locally known as the Anglican Church.'*

Whilst Mr Molyneux indicated a willingness to pursue this option no actions were forthcoming.

2017

On the 6th July 2017, correspondence was received from Mr Dhu making an offer to purchase the Anglican Church.

Council at its ordinary meeting on 20 September 2017 resolved (09.2017.088) as follows:

On 10 October 2017 Council received a valuation report from Valuations WA that indicated a current market valuation of \$8,500.

'It is recommended that:

- 1. Council agrees in principle to dispose of the building known as the Anglican Church, Coronation Street, Trayning and engages a licenced valuer to provide a valuation report on the said building.*
- 2. Council, upon receipt of the aforementioned valuation report, will further consider the matter.'*

Council at its ordinary meeting on 15 November 2017 resolved (11.2017.147) as follows:

'It is recommended that:

- 1. Council agrees in principle to dispose of the building known as the Anglican Church, Lot 340 Coronation Street, Trayning and advertises the proposal in accordance with the provisions of Section 3.58 (3) and (4) of the Local Government Act 1995.*

And



2. Council, upon receipt of any submissions during to the aforementioned advertising period, will determine the matter.'

At the ordinary meeting of Council on 20 December 2017 (12.2017.161) the following motion **was lost**:

'It is recommended that:

1. Council agrees to accept the offer of sixteen thousand dollars (\$16,000) to purchase the building known as the Anglican Church, Lot 340 Coronation Street, Trayning made by Mr David Dhu.
2. Council, delegate authority to the Shire President and the CEO to enter into a Contract for Sale and execute all documents necessary to effect the sale of Lot 340 Coronation Street Trayning to Mr David Dhu.'

2018

Council at its ordinary meeting on 16 May 2018 resolved (05.2018.060) as follows:

'It is recommended that,

Council conduct further public consultation with any interested groups or persons who wish to have input into the use and further uses of the Anglican Church for a period not less than three (3) months resulting in the item being brought back to Council at the end of the consultation period.'

Consultation

2017

The Public Notices advising of the potential disposal were displayed on the Shire notice boards, on our Facebook page, and in the Ninghan News.

The submission period closed at 4.00pm on Friday 8 December 2017. Nine (9) submissions were received one (1) of which was a petition containing a total of thirty eight (38) signatures. Two (2) of the signatories (on the petition) made submissions.

2018

Articles were placed in the Ninghan News during the month of June 2018 seeking community comment on the May 2018 Council decision.

Statutory Environment

Local Government Act 1995, section 3.58

3.58. Disposing of property

- (2) Except as stated in this section, a local government can only dispose of property to:
- (a) the highest bidder at public auction; or



(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.\

Local Government (Functions and general) Regulations 1996, clause 30(2)

30. Dispositions of property to which section 3.58 of Act does not apply

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

Policy Implications

Policy 5.9 Anglican Church Museum

Policy Statement

1. The intention is that the All Saints Anglican Church should be developed as a museum for the district over time, bearing in mind the need to retain some use of the premises as a Church.
2. The Anglican Church Diocese has gifted all contents, religious as well as furniture etc., to the local Parish, who in turn has given their approval for the development of the Church as a museum, and use of furniture to create display cabinets etc.
3. All Saints Anglican Church is to be secured within the Shire's key systems, with keys available to interested persons to access the Church from the Shire Office, and from the Post Office.
4. The local congregation of All Saints Anglican Church is given standing approval to use the building for services etc., without charge, subject to prior bookings or commitments.

Financial Implications

The upgrading of the Church to make it suitable for use a museum will require the expenditure of substantial funds to address such issues as access, including disability and ambient access, toilets (including provision for disabled and ambient), display cabinets, storage and displaying of exhibits and then ongoing annual operating costs for building maintenance, insurance etc.

Council currently has a budget provision for \$10,682 in Schedule 11 'Recreation and Culture', account BM48 'Anglican Church', which includes \$10,100 for 'Material & Contracts.' A termite treatment was undertaken in early December 2018 at a cost of



\$2,600, plus outside staff time to removed soil from around the outside of the building walls to allow the treatment to be undertaken.

Strategic Implications

Shire of Trayning Strategic Community Plan 2013

OBJECTIVE: Built Environment – Build a sense of place through public infrastructure and facilities.

STRATEGY: B 1.3 – Develop and maintain sustainable assets and infrastructure.

STRATEGY: B.1.4 – Maintain and protect heritage buildings and sites.

Environmental Implications

The protection and retention of heritage buildings is in line with Council's current Strategic Community Plan 2013.

Social Implications

The retention and development of the Church as a museum has the potential to attract visitors to the town and to improve the social interaction of the existing community members and visitors. It also has the potential to impact negatively on other social activities if it diverts funds from other Council funded projects that have a social impact/implication.

Officer's Comment

Given that the building is now a permanent entry on the State Register of Heritage Places it is required to be retained and preserved and demolition or substantial alteration that alters the heritage value of the building would not be supported by the Heritage Council without substantial compelling reasons. At the same time Council has scarce resources to maintain all or its existing buildings and a priority will have to be given to which buildings it can afford to provide ongoing regular maintenance and upgrades and which ones it will have to dispose of, not maintain and/demolish.

Priority should be given to those buildings and facilities that are utilised by the community a significant amount of the time each year and just an importantly those community facilities where community groups/members are or have indicated a willingness and commitment to take some ownership of these facilities and assist Council in the ongoing maintaining of them. Given Council's limited resources Council can no longer continue to expend funds on all buildings and facilities, especially those that are not being utilised just because some community members want then retained.

Whilst the proposal to retain the Anglican Church and convert it to a museum has some strong appeal from some community members and also has the potential to attract visitors to the town, this has to be considered against the substantial costs required to bring the building up to a suitable standard as a public building and museum. There is



then the ongoing annual maintenance cost for the building and exhibits plus consideration as to how it will operate. Will it be open all the time, will Council fund the staff or will it be managed by volunteers.

Whilst a copy of the submission received from the KTY Development Association – Heritage Committee is included in the attachment some key points from their submission are detailed below.

- Their submission is based on the pretext that the questions raised in the Council advertisement earlier this year are about transforming of the Church building into a museum
- A majority of community members support the building being converted to a museum (29 of 34 survey forms returned).
- The cost of returning the building to the condition of when it was purchased should be funded by the Shire.
- There is support for a practical assessment of costs associated with the museum project.
- Community members have indicate a willingness to volunteer their time to reduce renovation/repair costs.
- Various fund raising activities for urgent maintenance, upgrading and on-going maintenance have been suggested by the Group.
- Suggestions have been made as to potentially what items could be displayed.
- The existing pews could be repurposed into display cabinets and the Men's Shed have offered to assist.
- Management of the museum would be the responsibility of the Shire, however day to day management can be co-managed with the KTY Heritage Committee.
- Two suggestions for maintaining the museum are put forward, namely unmanned (collecting a key from the Shire Office) and manned by volunteer community members.

A second submission was received from the KTY Development Association – Heritage Committee on 20 November 2018, which again encourages Council to recommit to transforming the Anglican Church building into a local Heritage Museum and refers to a survey that they undertook (see copy in attachment) with 34 responses, the results of which were:

Q1	Yes 29	No 5
Q2	Yes 8	No 26
Q3	Yes 8	No 28
Q4	Yes 4	No 30
Q5	Yes 9	No 25
Q6	Fund raising suggestions	
Q7	Collection ideas.	

The Heritage Committee's submission also encouraged Council to:

- Liaise with the Heritage Committee before any future decisions are made affecting Council owned heritage Buildings; and



- Prepare a Repair and Maintenance schedule for all Council owned buildings not only its Heritage listed building.

There are potentially a number of options that Council can now consider in regards to this building and land, namely:

1. Agree to the retention of the building, converting it for use as a museum and agreeing to meet all the upgrading and ongoing maintenance costs, including setting up and maintaining the exhibits, either fully by Council or with contributions by the community (one off or ongoing as agreed) and external grants and funding.
2. Not support, Council establishing it as a museum, but offer to transfer the building to a local community group (lease or outright ownership), either in its present condition or after upgrading to previous condition and allow the community group to establish it as a museum with them funding its operation. Council could agree to make an annual contribution towards the operating and maintenance costs of the building and exhibits and could also assist the group in sourcing external grant funding as opportunities arise.
3. Determine that the land and building is surplus to Council needs and advertise the land and building for sale by public tender.
4. Do nothing at which point the building will deteriorate to the point where it's no longer structurally sound and/or safe and would need to be demolish. This is considered to be the worst case scenario.

The reality is that Council does not have the resources (staff and dollars) itself to upgrade the building to meet current public building standards, convert the building into a museum, fund the display of exhibits and continue to manage and maintain it as a museum, unless there is substantial community input, both now and ongoing, in volunteering to manage the museum and fund at least some of its ongoing maintenance and operational costs. Consideration of budget requests for major building improvements like provision of public toilets, roof replacements etc. would be reasonable and would be considered on their merits by the Council when applications are made and some of these requests may qualify for external funding applications given that the building is now listed on the State Register of Heritage Places.

The only way that a proposal for upgrading of the church, to a museum, will be successful going forward, is if there is a strong commitment from the community to take ownership of the project and make sure its supported and maintained as a museum into the future (the community has to take ownership of the project), with Council undertaking a facilitation role with provision of some annual funding and assistance with external grant applications.

Therefore it's suggested that Council either:

1. Offer to lease or transfer ownership the land and building to the KTY Development Association or similar incorporated community group, with a Memorandum of Understanding, setting out clearly each party's responsibilities and obligations.



The MOU should clearly indicate that if in the future there is no longer any community support (volunteers and funding) to maintain it as a museum, Council has the right to cancel the lease dispose of the property by public tender.

2. Determine that the land and building is surplus to Council needs and authorise the Acting CEO to advertise the land and building for sale by public tender.

Officer's Recommendation

It is recommended that:

1. Council offers to lease the Anglican Church and land to the KTY Development Association or other incorporated community group at an annual peppercorn rental, to allow them to establish a local museum on the following basis:
 - Council will provide annual funding of \$10,000 as part the annual budget consideration and insure the building (approximately \$400 annually);
 - Council will give consideration to assisting to the group with external funding applications providing staff resources are available;
 - Council will consider applications for major structural building maintenance works (i.e. replacement of roof, floor, restumping etc.) as part of its annual budget consideration;
 - The community group being responsible for the operation of the museum including the provision of volunteers to open the museum to the public;
 - The community group being responsible to raise any additional funds required, above Council's annual contribution, for ongoing annual maintenance of the building and exhibits; and
 - That a Memorandum of Understanding be signed by both parties clearly setting out the ongoing responsibilities of both parties, including the right of Council to cancel any lease and dispose of the land and building, if the community group no longer wants to operate the building as a museum.
2. Should the KTY Development Association or other incorporated community group not agree to lease Church and land, Council authorises the Acting Chief Executive Officer advertise the property for sale by public tender as per the requirements of section 5.38 (2)(b) of the Local Government Act 1995.



Council Decision

Moved: Cr MS Hudson

Seconded: Cr FA Tarr

It is recommended that:

1. Council offers to lease the Anglican Church and land to the KTY Development Association or other incorporated community group at an annual peppercorn rental, to allow them to establish a local museum on the following basis:
 - Council will insure the building (approximately \$400 annually) and consider providing annual funding of up to \$10,000 as part the annual budget consideration.
 - Council will give consideration to assisting to the group with external funding applications providing staff resources are available;
 - Council will consider applications for major structural building maintenance works (i.e. replacement of roof, floor, restumping etc.) as part of its annual budget consideration;
 - The community group being responsible for the operation of the museum including the provision of volunteers to open the museum to the public;
 - The community group being responsible to raise any additional funds required, above Council's annual contribution, for ongoing annual maintenance of the building and exhibits; and
 - That a Memorandum of Understanding be signed by both parties clearly setting out the ongoing responsibilities of both parties, including the right of Council to cancel any lease and dispose of the land and building, if the community group no longer wants to operate the building as a museum.
2. Should the KTY Development Association or other incorporated community group not agree to lease Church and land, Council authorises the Acting Chief Executive Officer advertise the property for sale by public tender as per the requirements of section 5.38 (2)(b) of the Local Government Act 1995.

Resolution: 12-2018.180

Carried: 6/0

Reason for Change of Resolution

Council considered that KTY Deveopment should be required to comply with Council Policy 7.7 Donations and Sponsorship and apply for funding each year like other Community Groups, other than Council commit to a set amount of \$10,000 each year.



14 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 5:15 pm.