



**MINUTES
FOR
ORDINARY MEETING OF COUNCIL
Tuesday 17th July 2018**

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

Commencement: 4.00pm





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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



Scanned Image of Signature

Stephen Tindale
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 20th July 2018.



Scanned Image of Signature

Stephen Tindale
ACTING CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 15 August 2018.

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 Tuesday 17th July 2018, commencing at 4.00pm.

CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	5
2	ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	5
3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	5
4	PUBLIC QUESTION TIME	6
5	APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST	6
5.1	Applications Previously Approved	6
5.2	Leave of Absence.....	6
5.3	Disclosure of Interest.....	6
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
6.1	Petitions	6
6.2	Deputations	6
6.3	Presentations	6
7	CONFIRMATION OF MINUTES.....	6
7.1	Ordinary Meeting of Council	6
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	7
9	REPORTS OF OFFICERS	7
9.1	REGULATORY SERVICES.....	7
10.1	MANAGER OF FINANCE	7
10.1.1	Monthly Financial Report– June 2018.....	7
10.1.2	Monthly Payment List June 2018.....	11
11.1	CHIEF EXECUTIVE OFFICER.....	14
11.1.1	Policy Manual - Shire Housing Tenancy Conditions.....	14
11.1.2	Policy Manual – Draft Community Consultation Policy.....	18
12	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING	21
13	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	21
14	CLOSURE	21



1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr MA Brown welcomed all Members, Staff and Acting Chief Executive Officer Mr Stephen Tindale, 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 Marlon Hudson

STAFF:

Mr Stephen Tindale (Acting Chief Executive Officer)
Miss Belinda Taylor (Executive Assistant)
Mrs Jacqui Cook (Senior Finance Officer)

APOLOGIES:

Nil

ON APPROVED LEAVE(S) OF ABSENCE:

Cr Greg Yates

ABSENT:

Nil

VISITORS:

Mr Ben Marshall
Miss Jen Craft
Mrs Jocelyn Craft
Mrs Wendy Hurley

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>
Cr FA Tarr	11.1.1	Financial	Satelite Receiver - Supplier

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Petitions

Nil

6.2 Deputations

Nil

6.3 Presentations

Mr Ben Marshall along with Mrs Wendy Hurley, Mrs Jocelyn Craft and Miss Jen Craft gave a presentation to Council regarding the Central Wheatbelt Riding Club grounds in Sutherland Street Trayning.

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer's Recommendation/Council Decision

Moved: Cr MS Hudson

Seconded: Cr GF Waters

That the minutes of the Ordinary Meeting of Council held on 20th June 2018 be confirmed as a true and correct record of the proceedings.

Resolution: 07-2018.089

Carried: 4/1



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– June 2018

Date of Report:	10 th July 2018
File Ref:	N/A
Officer:	Jacqui Cook – Senior Finance Officer
Senior Officer:	Stephen Tindale – Acting CEO
Officer's Disclosure of Interest:	Nil
Attachments:	10.1.1 Statement of Financial Activity – June 2018
Voting Requirements:	Simple Majority

Introduction

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

Minutes: Ordinary Meeting of Shire of Trayning Council held on Tues 17th July 2018 7



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 subregulation (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 subregulation (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 June 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

There is still a lot of work to be done on the finances and the financial processes however they are looking much healthier and are on the right track.

Officer's Recommendation/Council Decision

Moved: Cr FA Tarr

Seconded: Cr MS Hudson

It is recommended that:

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

Resolution: 07-2018.090

Lost: 1/4



New Motion

Moved: Cr ML McHugh

Seconded: Cr MS Hudson

It is recommended that:

Item 10.1.1 be laid on the table until the August 2018 Ordinary Meeting of Council pending a report outlining the discrepancies raised within the Financial Statements for June 2018.

Resolution: 08-2017.091

Carried by Absolute Majority: 4/1

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

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

TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity by Program	4
Statement of Financial Activity by Nature or Type	5
Statement of Financial Activity by Business Unit	6
Statement of Capital Acquisitions and Capital Funding	7
Note 1 Significant Accounting Policies	8-11
Note 2 Explanation of Material Variances	12
Note 3 Net Current Funding Position	13
Note 4 Cash and Investments	14
Note 5 Budget Amendments	15
Note 6 Receivables	16
Note 7 Cash Backed Reserves	17
Note 8 Capital Disposals	18
Note 9 Rating Information	19
Note 10 Information on Borrowings	20
Note 11 Grants and Contributions	21
Note 12 Trust	22
Note 13 Details of Capital Acquisitions	23 - 27

**Shire of Trayning
Information Summary
For the Period Ended 30 June 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 June 2018 of \$1,044,279.

Items of Significance

The material variance adopted by the Shire of Trayning for the 2017/2018 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Revenue

	%			
	Collected /	Annual Budget	YTD Budget	YTD Actual
	Completed			
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	211%	764,575	764,575	1,616,269
Non-operating Grants, Subsidies and Contributions	83%	1,113,264	1,113,264	920,171
	135%	1,877,839	1,877,839	2,536,440
Rates Levied	100%	1,144,041	1,144,041	1,144,026

% Compares current ytd actuals to annual budget

		Prior Year	Current Year
		30/06/2017	30/06/2018
Financial Position			
Adjusted Net Current Assets	474%	220,252	1,044,279
Cash and Equivalent - Unrestricted	426%	255,550	1,088,525
Cash and Equivalent - Restricted	54%	1,198,296	650,955
Receivables - Rates	99%	115,613	114,989
Receivables - Other	51%	41,081	21,143
Payables	36%	(142,656)	(51,909)

% 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:

Reviewed by:

Date prepared:

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	215,905	215,905	215,905	0	0%	
Revenue from operating activities							
Governance		48,505	48,505	57,172	8,667	18%	
General Purpose Funding - Rates	9	1,090,704	1,090,704	1,144,023	53,319	5%	
General Purpose Funding - Other		547,618	547,618	878,273	330,655	60%	▲
Law, Order and Public Safety		14,277	14,277	196,852	182,575	1279%	▲
Health		144,415	144,415	89,623	(54,792)	(38%)	▼
Education and Welfare		350	350	672	322	92%	
Housing		55,167	55,167	52,598	(2,569)	(5%)	
Community Amenities		60,217	60,217	59,298	(919)	(2%)	
Recreation and Culture		14,122	14,122	15,174	1,052	7%	
Transport		278,711	278,711	571,759	293,048	105%	▲
Economic Services		118,394	118,394	76,337	(42,057)	(36%)	▼
Other Property and Services		64,900	64,900	75,016	10,116	16%	▲
		2,437,380	2,437,380	3,216,797			
Expenditure from operating activities							
Governance		(450,206)	(450,206)	(586,967)	(136,761)	(30%)	▼
General Purpose Funding		(14,520)	(14,520)	(18,256)	(3,736)	(26%)	
Law, Order and Public Safety		(48,334)	(48,334)	(39,562)	8,772	18%	
Health		(150,789)	(150,789)	(138,078)	12,711	8%	
Education and Welfare		(121,172)	(121,172)	(125,617)	(4,445)	(4%)	
Housing		(174,553)	(174,553)	4,877	179,430	103%	▲
Community Amenities		(136,892)	(136,892)	(141,309)	(4,417)	(3%)	
Recreation and Culture		(648,661)	(648,661)	(594,690)	53,971	8%	
Transport		(1,316,178)	(1,316,178)	(1,287,062)	29,116	2%	
Economic Services		(304,849)	(304,849)	(318,116)	(13,267)	(4%)	
Other Property and Services		32,078	32,078	12,975	(19,103)	60%	
		(3,334,076)	(3,334,076)	(3,231,804)			
Operating activities excluded from budget							
Add back Depreciation		1,016,630	1,016,630	846,259	(170,371)	(17%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	50,000	0	0	0		
Amount attributable to operating activities		119,934	69,934	831,253			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	1,113,264	1,113,264	920,171	(193,093)	(17%)	▼
Proceeds from Disposal of Assets	8	58,140	58,140	8,140	(50,000)	(86%)	▼
Land and Buildings	13	(127,071)	(127,071)	(125,788)	1,283	(1%)	
Infrastructure Assets - Roads	13	(857,600)	(857,600)	(979,823)	(122,223)	14%	
Infrastructure Assets - Other	13	(188,588)	(188,588)	(68,124)	120,464	(64%)	
Infrastructure Assets - Footpaths	13	(89,102)	(89,102)	(55,548)	33,554	(38%)	
Infrastructure Assets - Airstrip	13	(9,000)	(9,000)	(8,979)	21	(0%)	
Plant and Equipment	13	(149,587)	(149,587)	(149,118)	469	(0%)	
Motor Vehicles	13	(60,000)	(60,000)	0	60,000	(100%)	
Furniture and Equipment	13	(11,820)	(11,820)	(11,818)	2	(0%)	
Amount attributable to investing activities		(321,364)	(321,364)	(470,888)			
Financing Activities							
Self-Supporting Loan Principal		4,160	4,160	4,122	(38)	(1%)	
Transfer from Reserves	7	789,568	789,568	1,140,028	350,460	44%	▲
Repayment of Debentures	10	(83,033)	(83,033)	(83,266)	(233)	0%	
Transfer to Reserves	7	(471,411)	(471,411)	(592,874)	(121,463)	26%	
Amount attributable to financing activities		239,284	239,284	468,010			
Closing Funding Surplus(Deficit)	3	253,759	203,759	1,044,279			

▲ ▼ 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 June 2018

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	215,905	215,905	215,905	0	0%	
Revenue from operating activities							
Rates	9	1,144,041	1,144,041	1,144,026	(15)	(0%)	
Operating Grants, Subsidies and Contributions	11	764,575	764,575	1,616,269	851,694	111%	▲
Reimbursements	11	168,090	168,090	119,375	(48,715)	(29%)	▼
Fees and Charges		247,507	247,507	260,980	13,473	5%	
Interest Earnings		28,104	28,104	33,510	5,406	19%	
Other Revenue		35,063	35,063	42,637	7,574	22%	
Profit on Disposal of Assets	8	50,000	50,000		(50,000)	(100%)	
		2,437,380	2,437,380	3,216,797			
Expenditure from operating activities							
Employee Costs		(1,351,622)	(1,351,622)	(1,252,134)	99,488	7%	
Materials and Contracts		(588,352)	(833,894)	(703,068)	130,826	16%	▲
Utility Charges		(88,502)	(88,502)	(130,602)	(42,100)	(48%)	▼
Depreciation on Non-Current Assets		(1,016,630)	(1,016,630)	(846,259)	170,371	17%	▲
Interest Expenses		(20,646)	(20,646)	(18,646)	2,000	10%	
Insurance Expenses		(78,697)	(78,697)	(89,534)	(10,837)	(14%)	▼
Other Expenditure		(189,628)	(189,628)	(191,561)	(1,933)	(1%)	
Loss on Disposal of Assets	8	0	0	0	0		
		(3,334,076)	(3,579,619)	(3,231,804)			
Operating activities excluded from budget							
Add back Depreciation		1,016,630	1,016,630	846,259	(170,371)	(17%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	50,000	0	0	0		
Adjust Provisions and Accruals		(50,000)	(50,000)	0	50,000	(100%)	
Adjust Provisions and Accruals				0	0		
Amount attributable to operating activities		119,934	(175,609)	831,253			
Investing activities							
Grants, Subsidies and Contributions	11	1,113,264	1,113,264	920,171	(193,093)	(17%)	▼
Proceeds from Disposal of Assets	8	58,140	58,140	8,140	(50,000)	(86%)	▼
Land and Buildings	13	(127,071)	(127,071)	(125,788)	1,283	(1%)	
Infrastructure Assets - Roads	13	(857,600)	(857,600)	(979,823)	(122,223)	14%	
Infrastructure Assets - Other	13	(188,588)	(188,588)	(68,124)	120,464	(64%)	
Infrastructure Assets - Footpaths	13	(89,102)	(89,102)	(55,548)	33,554	(38%)	
Infrastructure Assets - Airstrip	13	(9,000)	(9,000)	(8,979)	21	(0%)	
Motor Vehicles	13	(60,000)	(60,000)	0	60,000	(100%)	
Plant and Equipment	13	(149,587)	(149,587)	(149,118)	469	(0%)	
Furniture and Equipment	13	(11,820)	(11,820)	(11,818)	2	(0%)	
Amount attributable to investing activities		(321,364)	(321,364)	(470,888)			
Financing Activities							
Self-Supporting Loan Principal		4,160	4,160	4,122	(38)	(1%)	
Transfer from Reserves	7	789,568	789,568	1,140,028	350,460	44%	▲
Repayment of Debentures	10	(83,033)	(83,033)	(83,266)	(233)	0%	
Transfer to Reserves	7	(471,411)	(471,411)	(592,874)	(121,463)	26%	
Amount attributable to financing activities		239,284	239,284	468,010			
Closing Funding Surplus (Deficit)	3	253,759	(41,784)	1,044,279			

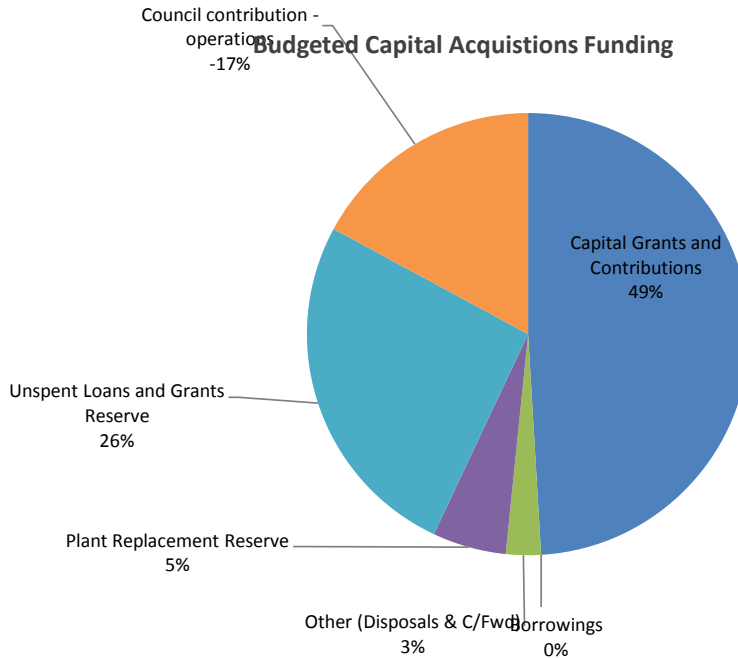
▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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 June 2018

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	125,788	127,071	127,071	125,788	1,283
Infrastructure Assets - Roads	13	0	979,823	857,600	857,600	979,823	(122,223)
Infrastructure Assets - Other	13	0	68,124	188,588	188,588	68,124	120,464
Infrastructure Assets - Footpaths	13	55,548	0	89,102	89,102	55,548	33,554
Infrastructure Assets - Airstrip	13	0	8,979	9,000	9,000	8,979	21
Plant and Equipment	13	149,118	0	149,587	149,587	149,118	469
Motor Vehicles	13	0	0	60,000	60,000	0	60,000
Furniture and Equipment	13	11,818	0	11,820	11,820	11,818	2
Capital Expenditure Totals		216,484	1,182,714	1,492,768	1,492,768	1,399,198	93,570
Capital acquisitions funded by:							
Capital Grants and Contributions				1,113,264	1,113,264	920,171	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				58,140	58,140	8,140	
Council contribution - Cash Backed Reserves							
Plant Replacement Reserve				0	122,162	170,870	
Unspent Loans and Grants Reserve				0	587,406	869,649	
Council contribution - operations				321,364	(388,204)	(569,632)	
Capital Funding Total				1,492,768	1,492,768	1,399,198	



SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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 2017/18 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	8,667	18%		Permanent	
Housing	(2,569)	(5%)			
Community Amenities	(919)	(2%)			
Recreation and Culture	1,052	7%		Permanent	
Transport	293,048	105%	▲	Permanent	
Economic Services	(42,057)	(36%)	▼	Permanent	
Other Property and Services	10,116	16%	▲	Permanent	
Operating Expense					
General Purpose Funding	(3,736)	(26%)		Permanent	
Law, Order and Public Safety	8,772	18%		Permanent	
Health	12,711	8%			
Housing	179,430	103%	▲	Permanent	
Community Amenities	(4,417)	(3%)			
Recreation and Culture	53,971	8%			
Transport	29,116	2%			
Economic Services	(13,267)	(4%)			
Other Property and Services	(19,103)	60%		Permanent	
Capital Revenues					
Non-operating Grants, Subsidies and Contributic	(193,093)	(17%)	▼	Permanent	
Proceeds from Disposal of Assets	(50,000)	(86%)	▼	Permanent	
Capital Expenses					
Land and Buildings	1,283	(1%)			
Infrastructure Assets - Roads	(122,223)	14%		Permanent	
Infrastructure Assets - Other	120,464	(64%)		Permanent	
Infrastructure Assets - Footpaths	33,554	(38%)		Permanent	
Infrastructure Assets - Airstrip	21	(0%)			
Plant and Equipment	469	(0%)			
Motor Vehicles	60,000	(100%)		Permanent	
Furniture and Equipment	2	(0%)			
Financing					
Repayment of Debentures	(233)	0%			

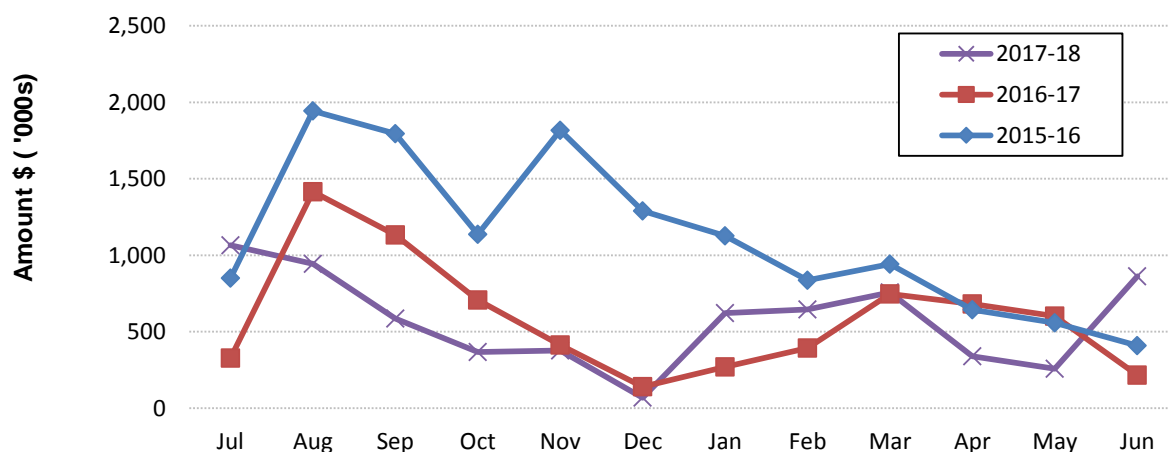
SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	30 Jun 2017	30 Jun 2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	255,550	255,550	906,707
Cash Restricted - Conditions over Grants	11	0	0	181,818
Cash Restricted	4	1,198,296	1,198,296	650,955
Receivables - Rates	6	115,613	115,613	114,989
Receivables - Other	6	41,081	41,081	21,143
GST Receivable		71,661	71,661	0
SSL Receivable		4,160	4,160	38
Provision for Doubtful Debts		(81,721)	(81,721)	(81,721)
Accrued Income/Payments in Advance		7,370	7,370	0
Inventories		24,819	24,819	18,836
		1,636,830	1,636,830	1,812,765
Less: Current Liabilities				
Payables		(142,656)	(142,656)	(51,909)
Provisions		(100,161)	(100,161)	(94,610)
		(242,818)	(242,818)	(146,519)
Less: Cash Reserves	7	(1,198,109)	(1,198,296)	(650,955)
Less: Loans Receivable - clubs/institutions		(4,160)	(4,160)	(38)
Add: Component of Leave Liability not required to be funded		28,509	28,696	29,025
Net Current Funding Position		220,252	220,252	1,044,279

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	906,307			906,307	Westpac	Variable	At Call
Reserve @ Call	0			0	Westpac	Variable	At Call
Medical Centre	0			0	Westpac	Variable	At Call
Trust Bank Account			24,519	24,519	Westpac	0.00%	At Call
Cash On Hand	400			400	N/A	Nil	On Hand
Reserves		643,425		643,425	Westpac	2.33%	At Call
				0			
(b) Term Deposits				0			
Reserves		7,530		7,530	Bendigo	2.60%	28-Jul-18
Total	906,707	650,955	24,519	1,582,181			

Comments/Notes - Investments

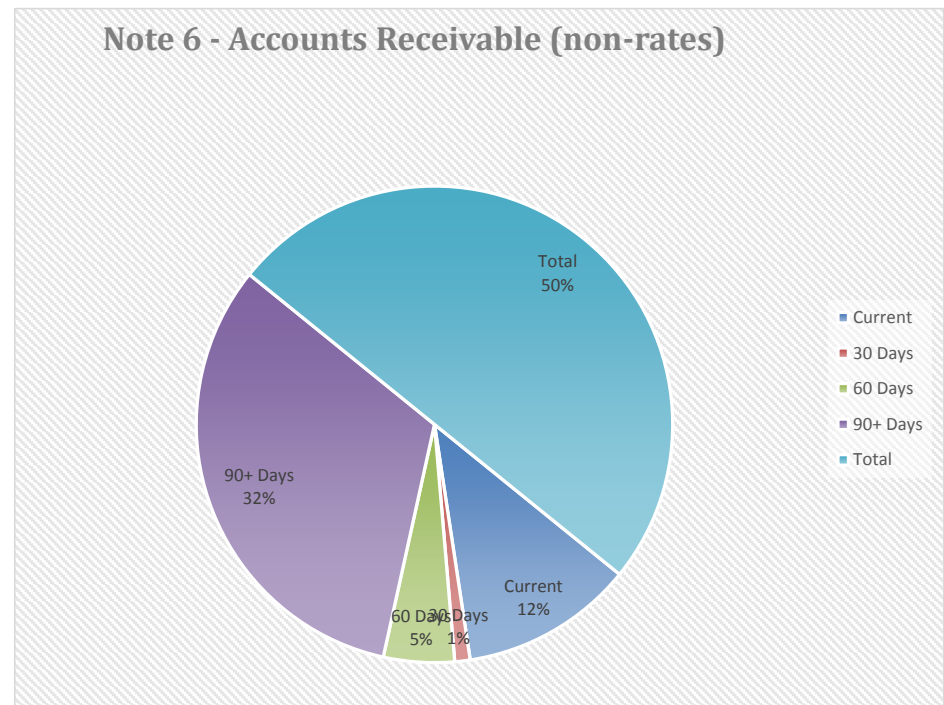
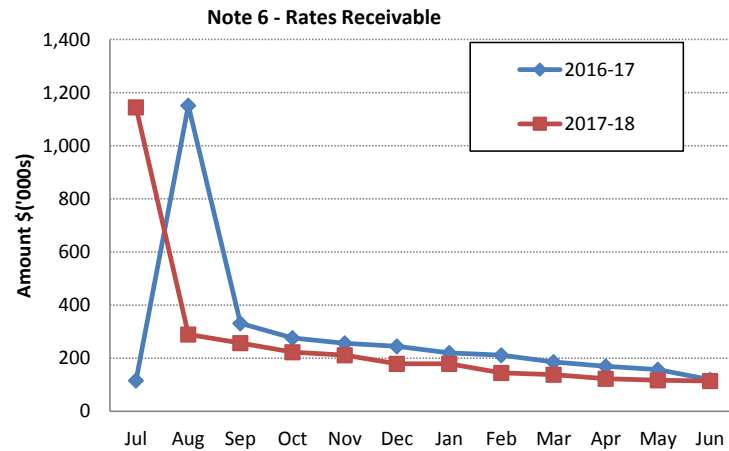
SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2018

Note 6: Receivables

Receivables - Rates Receivable	30 June 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	115,613	126,419
Levied this year	1,144,026	994,955
<u>Less</u> Collections to date	(1,144,650)	(1,005,761)
Equals Current Outstanding	114,989	115,613
Net Rates Collectable	114,989	115,613
% Collected	90.87%	89.69%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Balance per Trial Balance					
Receivables - General	5,958	528	2,434	16,394	25,313
Balance per General Ledger					
Sundry Debtors					21,143
Receivables - Other					0
Total Receivables General Outstanding					21,143

Amounts shown above include GST (where applicable)

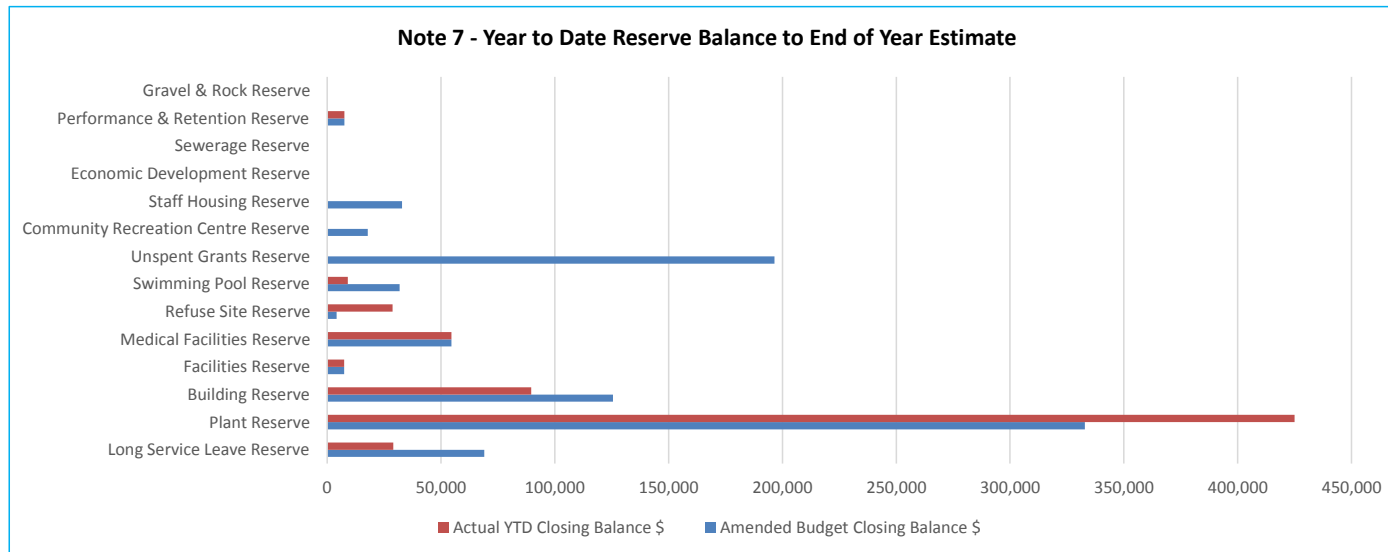


Comments/Notes - Receivables Rates

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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	28,905	30	120	40,024	68,900	0	(68,900)	68,959	29,025
Plant Reserve	284,988	2,900	2,140	167,111	308,742	(122,162)	(170,870)	332,837	425,000
Building Reserve	8,913	600	727	116,000	80,000	0	0	125,513	89,640
Facilities Reserve	7,350	60	65	0	0	0	0	7,410	7,415
Medical Facilities Reserve	54,145	400	440	0	0	0	0	54,545	54,585
Refuse Site Reserve	4,118	30	117	0	24,509	0	0	4,148	28,744
Swimming Pool Reserve	8,759	70	77	23,000	12,976	0	(12,796)	31,829	9,016
Unspent Grants Reserve	783,207	730	1,130	0	85,312	(587,406)	(869,649)	196,531	0
Community Recreation Centre Reserve	17,723	110	90	0	0	0	(17,813)	17,833	0
Staff Housing Reserve	0	0	0	112,840	0	(80,000)	0	32,840	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	0	6	30	7,500	7,500	0	0	7,506	7,530
Gravel & Rock Reserve	0	0	0	0	0	0	0	0	0
	1,198,109	4,936	4,935	466,475	587,939	(789,568)	(1,140,028)	879,952	650,955



SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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)	
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
3092320	Sale of Surplus	0	140	140		0	140	140	
5123730	Tipper Bowl	0	8,000	8,000		0	8,000	8,000	
5042732	Doctors Vehicle	0	0			52,516	50,000		(2,516)
		0	8,140	8,140	0	52,516	58,140	8,140	(2,516)

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

Note 9: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Kununoppin / Trayning	21.855800	105	579,488	126,652	0	0	126,652	126,652	0	0	126,652
GRV - Yelbeni	21.855800	3	11,660	2,548	0	0	2,548	2,548	0	0	2,548
GRV - Commercial	21.855800	12	84,010	18,361	0	0	18,361	18,361	0	0	18,361
UV - Rural	2.085100	210	48,738,000	1,016,236	280	0	1,016,516	1,016,236	0	0	1,016,236
UV - Mining	2.085100	0	0	0	0	0	0	0	0	0	0
Sub-Totals		330	49,413,158	1,163,797	280	0	1,164,077	1,163,797	0	0	1,163,797
Minimum Payment	\$										
GRV - Kununoppin / Trayning	310.00	31	13,411	9,610	0	0	9,610	9,610	0	0	9,610
GRV - Yelbeni	310.00	6	925	1,860	0	0	1,860	1,860	0	0	1,860
GRV - Commercial	310.00	2	455	620	0	0	620	620	0	0	620
UV - Rural	340.00	6	54,700	2,040	0	0	2,040	2,040	0	0	2,040
UV - Mining	340.00	0	0	0	0	0	0	0	0	0	0
Sub-Totals		45	69,491	14,130	0	0	14,130	14,130	0	0	14,130
		375	49,482,649	1,177,927	280	0	1,178,207	1,177,927	0	0	1,177,927
Discount							(46,293)				(46,294)
Amount from General Rates							1,131,914				1,078,576
Ex-Gratia Rates							12,228				12,228
Specified Area Rates							0				0
Rate Write Offs							(119)				(100)
Totals							1,144,023				1,090,704

Comments - Rating Information

Cross Check - Rates Levied Income Account
Variance

-1,178,210
(3)

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

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 69 - Community Recreation Centre	324,486		12,968	12,968	311,518	311,518	11,071	11,164
Loan 67 - SSL - Bowls Resurface	35,242		4,160	4,160	31,082	31,082	227	1,262
Transport								
Loan 66 - Grader	17,079		17,079	17,079	(0)	0	352	494
Economic Services								
Loan 68 - Trayning Unmanned Fuel Site	128,336		15,465	15,232	112,871	113,104	3,822	4,056
Loan 70 - Trayning Unmanned Fuel Site	60,627		6,357	6,357	54,270	54,270	1,636	1,673
Other Property and Services								
Loan 65 - Works Crew Housing	41,446		27,237	27,237	14,209	14,209	1,538	1,997
	607,216	0	83,266	83,033	523,950	524,183	18,646	20,646

All 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 June 2018

Note 11: Grants and Contributions

Grant Provider	Type	Opening	Amended Budget		YTD	Annual	Post	Expected	YTD Actual		Unspent
		Balance	Operating	Capital	Budget	Budget	Variations		Revenue	(Expended)	Grant
		(a)				(d)	(e)	(d)+(e)	(c)	(a)+(b)+(c)	
			\$	\$	\$				\$	\$	\$
Governance											
	Reimbursements - Members of Council	0	500	0	500	500		500	373	0	0
	Sundry Debtor Debt Recovery Costs on Charged	0	1,104	0	1,104	1,104		1,104	1,104	0	0
	Rates Debt Recovery Costs on Charged	0	8,633	0	8,633	8,633		8,633	8,633	0	0
	Reimbursements - Other Governance	0	1,265	0	1,265	1,265		1,265	2,164	0	0
General Purpose Funding											
Federal Government	Federal Assistance Grant - General	0	466,224	0	466,224	466,224		466,224	844,165	0	0
Law, Order and Public Safety											
	Fesa Contribution to Operating Costs	0	4,000	0	4,000	4,000		4,000	4,000	0	0
	Reimbursements from FESA	0	8,177	0	8,177	8,177		8,177	8,514	0	0
Fesa - DFES	Grant DFES	0	0	0	0	0		0	181,818		
Health											
	Health Car contributions from other Councils	0	0	27,000	27,000	27,000		27,000	25,676	0	25,676
	Health Car purchase	0	7,500	0	7,500	7,500		7,500	5,943	0	0
	Medical Practice Recoopup from other Shires	0	52,500	0	52,500	52,500		52,500	50,591	0	0
	Income from Medical Practice Operations	0	205	0	205	205		205	205	0	0
Education & Welfare											
	Trayning primary school	0	0	0	0	0		0	0	0	0
	Reimbursement Pensioners	0	350	0	350	350		350	672	0	0
Housing											
	Reimbursements - Other Housing	0	140	0	140	140		140	140	0	0
Community Amenities											
	Donation Friends of Kununoppin Cemetery	0	500	0	500	500		500	0	0	0
	Donations - Cemetery	0	500	0	500	500		500	0	0	0
	Drum Muster Reimbursements	0	472	0	472	472		472	0	0	0
Recreation and Culture											
Heritage Council	Trayning Grand Stand	0	0	0	0	0		0	0	2,800	2,800
Dept Sport & Rec	Community Pool Revitalisation Grant	0	0	0	0	0		0	0	0	0
	Sport & Recreation Grant	0	0	0	0	0		0	0	0	0
	WA Watering Towns Grant	0	0	0	0	0		0	0	0	0
	Hall Reimbursements	0	0	0	0	0		0	0	0	0
	Reimbursements - Other Recreation & Sport	0	200	0	200	200		200	0	0	0
Transport											
Main Roads	Regional Road Group	0	0	308,000	308,000	308,000		308,000	471,377	0	471,377
Federal Government	Roads to Recovery	0	0	563,264	563,264	563,264		563,264	423,118	0	423,118
Federal Government	Federal Assistance Grant - Roads	0	205,318	0	205,318	205,318		205,318	497,184	0	0
Main Roads	Direct Road Grant	0	61,143	0	61,143	61,143		61,143	61,143	0	0
	Street Lighting Subsidy	0	3,750	0	3,750	3,750		3,750	3,820	0	0
Main Roads	WANDRRA Grant	0	0	215,000	215,000	215,000		215,000	0	0	0
Economic Services											
	Community Water Supply Grant	0	0	0	0	0		0	0	0	0
	Trayning Caravan Park	0	0	0	0	0		0	0	0	0

SHIRE OF TRAYNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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 2017	Amount Received	Amount Paid	Closing Balance 30 Jun 2018
	\$	\$	\$	\$
Councillor Nominations	0	400	(400)	0
Ninghan Fitness Centre	228	0	124	352
Toy Library	771	0	0	771
Red FM Radio/Gym	317	0	0	317
Kununoppin Fire Brigade	500	0	0	500
Shire Housing Bonds	6,088	2,520	(1,669)	6,889
Trayning Golf Club Funds	5,903	0	0	5,903
Halls and Equipment Hire Bond	300	0	(300)	0
Unidentified Deposits	3,018	(269)	269	3,018
South Ninghan Catchment Group Funds	2,416	0	0	2,416
Repertory Funds	1,707	0	0	1,707
Aqua Bubble Donations	971	0	0	971
Ninghan Farm Focus Group	250	0	0	250
Playgroup Funds	1,226	0	0	1,226
Waste Dump Kununoppin	0	200	200	200
	23,694	2,851	(1,776)	24,519
Cross Check to Trust Bank				24,519







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

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
Buildings								
Governance								
	Administration Building - Capital	4042540	0	0	0	0	0	
	Yelbeni Toilet	4111544	0	0	0	0	0	
	Governance Total	0	0	0	0	0	0	
Housing								
	Capital Improvements - Lot 144 (23) Adam Street	BC59	(80,900)	(80,900)	(80,000)	(80,000)	(900)	
	Capital Improvements - 75 Adam Street	BC62	(18,899)	(18,899)	(10,000)	(10,000)	(8,899)	
	Capital Improvements - Feldgate Parade	BC63	(8,919)	(8,919)	(20,000)	(20,000)	11,081	
	Housing Total	0	(108,718)	(108,718)	(110,000)	(110,000)	1,282	
Recreation And Culture								
	Trayning Hall Refurbishment	BC65	0	0	0	0	0	
	Community Sports Facility Capex	4113548	(17,071)	(17,071)	(17,071)	(17,071)	0	
	Swimming Pool Upgrade	4112002	0	0	0	0	0	
	Recreation And Culture Total	0	(17,071)	(17,071)	(17,071)	(17,071)	0	










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

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 Buildings Total		0	(125,788)	(125,788)	(127,071)	(127,071)	1,283	
Footpaths								
Transport								
 Hughes Street Kununoppin	FCC005	(39,711)		(39,711)	(67,586)	(67,586)	27,875	
 Goomalling - Merredin Road Trayning	FCC006	(15,837)		(15,837)	(21,516)	(21,516)	5,679	
	Transport Total	(55,548)	0	(55,548)	(89,102)	(89,102)	33,554	
 Footpaths Total		(55,548)	0	(55,548)	(89,102)	(89,102)	33,554	
Furniture & Office Equip.								
Governance								
 Upgrade to Server	4042563	(11,818)		(11,818)	(11,820)	(11,820)	2	
	Governance Total	(11,818)	0	(11,818)	(11,820)	(11,820)	2	
 Furniture & Office Equip. Total		(11,818)	0	(11,818)	(11,820)	(11,820)	2	







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

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Plant & Equipment								
Recreation And Culture								
	Aqua Vac	4112600	(6,935)	(6,935)	(7,000)	(7,000)	65	
	Recreation And Culture Total		(6,935)	0	(6,935)	(7,000)	(7,000)	65
Road Plant Purchases								
	Minor Plant and Equipment	4123600	0	0	0	0	0	
	Sidetipper	4123615	(94,426)	(94,426)	(87,191)	(87,191)	(7,235)	
	Dolly	4123615	(28,203)	(28,203)	(30,000)	(30,000)	1,797	
	Single Axle Trailer	4123615	(12,954)	(12,954)	(17,000)	(17,000)	4,046	
	John Deer Ride on Mower	4123615	(6,600)	(6,600)	(8,396)	(8,396)	1,796	
	Road plant Purchases Total		(142,183)	0	(142,587)	(142,587)	404	
	Plant & Equipment Total		(149,118)	0	(149,587)	(149,587)	469	
Motor Vehicles								
Health								
	Doctors Vehicle	4074701	0	0	(60,000)	(60,000)	60,000	
	Health Total		0	0	(60,000)	(60,000)	60,000	
	Motor Vehicles Total		0	0	(60,000)	(60,000)	60,000	













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

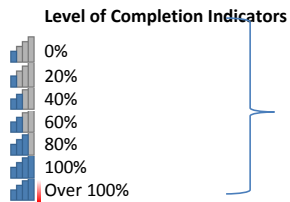
Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment	
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance		
		\$	\$	\$	\$	\$	\$		
Infrastructure Other									
Community Amenities									
	Sewage Waste Dump Kununoppin	BC64		(19,540)	(19,540)	(32,201)	(32,201)	12,661	
	Upgrade to Kununoppin Cemetery	CEM001		(26,411)	(26,411)	(13,208)	(13,208)	(13,203)	
	Community Amenities Total		0	(45,951)	(45,951)	(45,409)	(45,409)	(542)	
Recreation And Culture									
	Trayning Town Dam Roded Catchment	4113543		0	0	(105,935)	(105,935)	105,935	
	Recreation And Culture Total		0	0	0	(105,935)	(105,935)	105,935	
Tourism & Area Promotion									
	Sewerage Pump Pit	4132540		0	0	0	0	0	
	Tourism & Area Promotion Total		0	0	0	0	0	0	
Transport									
	Coronation Street Kerbing	RCC042		(22,173)	(22,173)	(37,244)	(37,244)	15,071	
	Transport Total		0	(22,173)	(22,173)	(37,244)	(37,244)	15,071	
	Infrastructure Other Total		0	(68,124)	(68,124)	(188,588)	(188,588)	120,464	

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

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Roads (Non Town)								
Transport								
	Couper Road Flood Damage	RCW001		(107,418)	(107,418)	(117,598)	(117,598)	10,180
	Kellerberrin - Yelbeni Road	RCW002		(153,618)	(153,618)	(147,325)	(147,325)	(6,293)
	Kununoppin - Mukinbudin Road	RRG015		(399,535)	(399,535)	(309,525)	(309,525)	(90,010)
	Kununoppin - Mukinbudin Road	RTR032		(160,543)	(160,543)	(152,450)	(152,450)	(8,093)
	Trayning North Road	RTR031		(93,918)	(93,918)	(85,344)	(85,344)	(8,574)
	Lockyer Road	RTR030		(64,791)	(64,791)	(45,358)	(45,358)	(19,433)
	Transport Total		0	(979,823)	(979,823)	(857,600)	(857,600)	(122,223)
	Roads (Non Town) Total		0	(979,823)	(979,823)	(857,600)	(857,600)	(122,223)
Town Streets								
Transport								
				0	0	0	0	0
	Transport Total		0	0	0	0	0	0
	Town Streets Total		0	0	0	0	0	0
Airstrip								
Transport								
	Airstrip Line Marking	AMC01		(8,979)	(8,979)	(9,000)	(9,000)	21
	Transport Total		0	(8,979)	(8,979)	(9,000)	(9,000)	21
	Airstrip Total		0	(8,979)	(8,979)	(9,000)	(9,000)	21
	Capital Expenditure Total		(216,484)	(1,182,714)	(1,399,198)	(1,432,768)	(1,432,768)	33,570



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



10.1.2 Monthly Payment List June 2018

Date of Report:	10 th July 2018
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Jacqui Cook – Senior Finance Officer
Senior Officer:	Stephen Tindale – 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 June 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 subregulation (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 and Medical Practice Funds as well as transactions made on the Corporate Credit Card.

The payment listing does not include internal transfers between Council's various bank accounts such as transfers from Council's 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 June 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 June 2018 – 30th June 2018 totalling \$366,455.90.

Municipal Cheque	23832	to	23838	totalling	16,321.69
Municipal EFT	7076	to	7125	totalling	256,664.52
Municipal Direct Debit	DD6127.1	to	DD6197.1	totalling	22,198.33
Payroll	Week 49	to	Week 51	totalling	63,750.002
Municipal Bank Fees	Transactions			totalling	119.89
Total Municipal Transactions					<u><u>\$359,054.43</u></u>
Trust	Transactions			totalling	-
Credit Card	Transactions			totalling	7,401.47
Total Trust, Medical & Credit Card Transactions					<u><u>\$7,401.47</u></u>
TOTAL PAYMENTS FOR MONTH OF JUNE 2018					<u><u>\$366,455.90</u></u>

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 exercise of Delegated Authority is Registered.



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Stephen Tindale
Acting Chief Executive Officer

Resolution: 07-2018.092

Carried: 5/0

SHIRE OF TRAYNING

Payments made from the Municipal Account for the Period 1st June 2018 to 30th June 2018
Presented to Council, 17th July 2018

Chq/EFT	Payment Date	Payee	Description	Amount
Cheques				
23832	15/06/2018	Geraldine Langford	Raffle	\$ 150.00
23833	15/06/2018	SYNERGY	Electricity Accounts March - May 18	\$ 5,850.15
23834	15/06/2018	TELSTRA	Internet Usage Accounts to 24th May 18	\$ 709.94
23835	15/06/2018	WATER CORPORATION	Water Usage & Service Charges to 24/5/18	\$ 46.63
23836	20/06/2018	DEPARTMENT OF TRANSPORT	12 Month Fleet Licensing 2018	\$ 5,393.95
23837	27/06/2018	SYNERGY	Electricity Usage 30/5/18 - 7/6/18	\$ 2,853.25
23838	27/06/2018	TELSTRA	Phone Usage Period Ending 1st July	\$ 1,317.77
			TOTAL CHEQUES	\$ 16,321.69
EFT				
EFT7076	15/06/2018	5RIVERS PLUMBING & GAS	Service Hot Water System at Trayning Caravan Park	\$ 1,557.76
EFT7077	15/06/2018	ALL-WAYS FOODS	Cleaning Supplies	\$ 235.12
EFT7078	15/06/2018	COLLECTIONS PTY LTD	Debt Recovery Expenses - Sundry Debtors	\$ 6,920.34
EFT7079	15/06/2018	AUSTRALIAN TAXATION OFFICE	Bas and Payg for May 2018	\$ 15,484.00
EFT7080	15/06/2018	Avon Waste	Waste Collection April 2018	\$ 4,575.45
EFT7081	15/06/2018	Cabcharge Australia Limited	Travel Charges May 2018	\$ 275.00
EFT7082	15/06/2018	EMERGENCY SERVICES	ESL Quarter 4 Contribution 2017/18	\$ 2,805.00
EFT7084	15/06/2018	LIMITED	Impression Charges Period 1/4/18 - 24/4/18	\$ 885.75
EFT7085	15/06/2018	GREAT SOUTHERN FUEL SUPPLIES	Fuel Accounts for May 2018	\$ 12,425.15
EFT7086	15/06/2018	K & K Catering	Catering for Special Forum Budget Meeting May 23rd 2018	\$ 558.00
EFT7087	15/06/2018	KALAMAZOO	2000 x DL Window Face Envelopes with Logo	\$ 298.00
EFT7088	15/06/2018	KTY ELECTRICAL SERVICES	Install Outside Lightng in front of Admin Building	\$ 2,068.79
EFT7089	15/06/2018	LO-GO APPOINTMENTS	Consultancy costs - Payroll Officer WE 26/5/18	\$ 1,796.47
EFT7090	15/06/2018	OFFICEWORKS BUSINESS DIRECT	Office Supplies May 18	\$ 770.24
EFT7091	15/06/2018	PARMELIA HILTON PERTH	Rates Incentive Draw	\$ 330.00
EFT7092	15/06/2018	TRAYNING AG REPAIRS	Service P29,P17 Tyres Fit & Bal P15,P10,P38,P39 & P27	\$ 6,841.05
EFT7093	15/06/2018	TRAYNING HOTEL	Drinks for Refreshments	\$ 210.00
EFT7094	15/06/2018	WA CONTRACT RANGER SERVICES	Ranger Services for the month of May 2018 - 10/5/18 & 15/5/18	\$ 374.00
EFT7095	15/06/2018	WALLIS COMPUTER SOLUTIONS	SynergySoft Upgrade 11.1.183 Latest Version	\$ 584.38
EFT7096	15/06/2018	CORPORATION	Loan 69 Repayments	\$ 16,080.88
EFT7097	15/06/2018	WR & VM KNOTT	Gift Vouchers used at Trayning Post Shop - Peter Salo	\$ 10.00
EFT7098	27/06/2018	ALL-WAYS FOODS	Cleaning Supplies	\$ 198.64
EFT7099	27/06/2018	Avon Waste	Rubbish Collection Charges May 2018	\$ 4,060.80
EFT7100	27/06/2018	BOC LIMITED	Container Service Charges - 28/4/18 - 28/5/18	\$ 28.28
EFT7101	27/06/2018	COURIER AUSTRALIA	Freight Charges for Library Exchange	\$ 34.02
EFT7102	27/06/2018	DALE VERNON	Quarter 4 Elected Member Expenses	\$ 776.60
EFT7103	27/06/2018	DOWNER EDI WORKS LTD	Supply and spray primer seal C170 bitumen and lay aggregate	\$ 88,444.10
EFT7104	27/06/2018	FRANKIE'S DINER	Newspapers & Milk - May 2018	\$ 73.20
EFT7105	27/06/2018	FREDA TARR	Quarter 4 Elected Member Expenses	\$ 2,226.08
EFT7106	27/06/2018	Framous Picture Framing	Restoration	\$ 543.00
EFT7107	27/06/2018	GEOFFREY WATERS	Quarter 4 Elected Member Expenses	\$ 10,062.20
EFT7108	27/06/2018	GRAHAM LESLIE MERRICK	Reimbursement of legal fees	\$ 1,375.00
EFT7109	27/06/2018	GREGORY IAN YATES	Quarter 4 Elected Member Expenses	\$ 5,869.99
EFT7110	27/06/2018	K & K Catering	Meeting	\$ 90.00
EFT7111	27/06/2018	K J SMITH	Supply & erect double garage with roller doors 11 Wilson St	\$ 13,305.49
EFT7112	27/06/2018	KTY ELECTRICAL SERVICES	Replace service fuse at Trayning Swimming Pool	\$ 1,294.48

SHIRE OF TRAYNING
Sundry Debtor Invoices Raised for the Period 1st June 2018 to 30th June 2018
Presented to Council, 17th July 2018

Debtor Number	Invoice Date	Debtor	Description	Invoice Number	Amount
80005	06/06/18	Shire of Nungarin	Effluent Disposal at Kununoppin Waste Site	4798	\$ 2,500.00
80663	15/06/18	Jacqui Cook	1/2 Page Advert Ninghan News	4799	\$ 15.00
80111	15/06/18	Nungarin Wheatbelt Markets	1/2 Page Advert Ninghan News X 2	4800	\$ 30.00
80658	28/06/18	Rosevale Homestead	Ningham Advertising	4801	\$ 135.00
80314	15/06/18	Frankies Diner	1/2 Page Advert Ninghan News X 3	4802	\$ 60.00
80474	15/06/18	MW Grant	1/2 Page Advert Ninghan News X 3	4803	\$ 60.00
80560	15/06/18	Hannaford	1/2 Page Advert Ninghan News X 3	4804	\$ 60.00
80611	15/06/18	Danielle Halford Photographpy	1/4 Page Advert Ninghan News	4805	\$ 10.00
80466	15/06/18	AB Pyysiotherapy Services	1/4 Page Advert Ninghan News	4806	\$ 30.00
80574	15/06/18	Maurice D	1/4 Page Advert Ninghan News	4807	\$ 20.00
80662	15/06/18	Mukinbudin CRC	Full page Ninghan News Advert	4808	\$ 20.00
80149	15/06/18	KTY Development Association	Full page Ninghan News Advert	4809	\$ 40.00
80556	15/06/18	Bencubbin Truck	Full page Ninghan News Advert	4810	\$ 20.00
80280	15/06/18	Shire of Wyalkatchem	Full page Ninghan News Advert	4811	\$ 20.00
80098	27/06/18	Shire of Mt Marshall	Doctors Recoup Expenses June 18	4812	\$ 960.00
80055	27/06/18	Shire of Mukindudin	Doctors Recoup Expenses June 18	4813	\$ 960.00
80005	27/06/18	Shire of Nungarin	Doctors Recoup Expenses June 18	4814	\$ 320.00
80648	28/06/18	Ian Spencer	Rent	4815	\$ 200.00
80649	28/06/18	Ian Spencer	Rent	4816	\$ 200.00
80650	28/06/18	Ian Spencer	Rent	4817	\$ 200.00
80651	28/06/18	Ian Spencer	Rent	4818	\$ 200.00
80652	28/06/18	Ian Spencer	Rent	4819	\$ 200.00
80653	28/06/18	Ian Spencer	Rent	4820	\$ 200.00
80648	28/06/18	Ian Spencer	Rent	4821	\$ 200.00
80648	28/06/18	Ian Spencer	Rent	4822	\$ 200.00
80648	28/06/18	Ian Spencer	Rent	4823	\$ 200.00
80647	28/06/18	South Western Wireless	Rent	4824	\$ 140.00
80647	28/06/18	South Western Wireless	Rent	4824	\$ 140.00
80647	28/06/18	South Western Wireless	Rent	4825	\$ 140.00
80646	28/06/18	Norman Waters	Rent	4827	\$ 200.00
80646	28/06/18	Norman Waters	Rent	4828	\$ 200.00
80641	28/06/18	Ron Leeder	Rent	4829	\$ 200.00
80641	28/06/18	Ron Leeder	Rent	4830	\$ 200.00
80640	28/06/18	Ronald Talbot	Rent	4831	\$ 200.00
80640	28/06/18	Ronald Talbot	Rent	4832	\$ 200.00
80605	28/06/18	T Lister & R Ward	Rent	4833	\$ 200.00
80605	28/06/18	T Lister & R Ward	Rent	4834	\$ 200.00
80608	28/06/18	RA Driscoll	Rent	4835	\$ 200.00
80608	28/06/18	RA Driscoll	Rent	4836	\$ 200.00
80498	28/06/18	Terri Fifett	Rent	4837	\$ 157.00
80498	28/06/18	Terri Fifett	Rent	4838	\$ 157.00
80079	28/06/18	Betty Shannon	Rent	4839	\$ 157.00
80079	28/06/18	Betty Shannon	Rent	4840	\$ 157.00
80264	29/06/18	Ivan Perkins	Rent	4841	\$ 157.00
80264	29/06/18	Ivan Perkins	Rent	4842	\$ 157.00
80083	28/06/18	Elizabeth Raymond	Rent	4843	\$ 157.00
80083	28/06/18	Elizabeth Raymond	Rent	4844	\$ 157.00
80647	28/06/18	South Western Wireless	Rent	4845	\$ 140.00
80664	28/06/18	CBH Merredin	Full page Ninghan News Advert	4846	\$ 20.00
80062	28/06/18	Boekeman Machinery	Full page Ninghan News Advert	4847	\$ 20.00
80474	26/06/18	MW Grant	1/2 Page Advert Ninghan News	4848	\$ 15.00
80314	28/06/18	Frankies Diner	1/2 Page Advert Ninghan News	4849	\$ 15.00
80560	28/06/18	Hannaford	1/2 Page Advert Ninghan News	4850	\$ 15.00
80111	28/06/18	Nungarin Wheatbelt Markets	1/2 Page Advert Ninghan News	4851	\$ 15.00
Total Invoices Raised for June 2018					\$ 7,340.00

EFT7113	27/06/2018	LANDGATE	Rural UV Interim Valuation Shared	\$ 80.90
EFT7114	27/06/2018	LO-GO APPOINTMENTS	Consultancy Costs - Payroll Officer WE 2/6/18 & 9/6/18	\$ 1,816.65
EFT7115	27/06/2018	MELANIE ANNE BROWN	Quarter 4 - Elected Member Expenses	\$ 18,370.97
EFT7116	27/06/2018	MICHELLE LEANNE MCHUGH	Quarter 4 - Elected Member Expenses	\$ 2,230.70
EFT7117	27/06/2018	Marlon Scott Hudson	Quarter 4 - Elected Member Expenses	\$ 3,689.91
EFT7118	27/06/2018	TRAYNING AG REPAIRS	supply 1 x battery for Gardeners ute	\$ 442.08
EFT7119	27/06/2018	TRAYNING HOTEL	Refreshments for Kitchen	\$ 140.00
EFT7120	27/06/2018	TRAYNING TYRES & MECHANIC'S	Greenkeepers fees May 2018	\$ 3,025.00
EFT7121	27/06/2018	WA CONTRACT RANGER SERVICES	Ranger Services March/April 2018	\$ 1,285.62

SHIRE OF TRAYNING

Payments made from the Municipal Account for the Period 1st June 2018 to 30th June May 2018

Presented to Council, 17th July 2018

<i>Chq/EFT</i>	<i>Payment Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
EFT7122	27/06/2018	WALGA	Legal Expenses - Investigation	\$ 10,664.50
EFT7123	27/06/2018	CORPORATION	Loan 68 Repayments	\$ 9,643.74
EFT7124	27/06/2018	Wheatbelt Office & Business Machin	Impression Charges 13/4/18 - 1/6/18	\$ 1,529.54
EFT7125	27/06/2018	YELBENI STORE	Yelbeni Store Account May 2018	\$ 277.65
			TOTAL EFT PAYMENTS	\$ 256,664.52

Direct Debit

DD6127.1	1/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT REFUND	\$ 497.05
DD6130.1	6/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT REFUND	\$ 704.55
DD6132.1	7/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT	\$ 1,076.85
DD6134.1	8/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT REFUND	\$ 640.35
DD6136.1	11/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT REDUND	\$ 1,205.75
DD6144.1	12/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 84.60
DD6146.1	13/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 217.80
DD6148.1	14/06/2018	WA SUPER	Payroll deductions	\$ 2,820.45
DD6148.2	14/06/2018	ATF The Merrick Super Fund	Superannuation contributions	\$ 427.69
DD6148.3	14/06/2018	PRIME SUPER PTY LTD	Superannuation contributions	\$ 623.81
DD6148.4	14/06/2018	REST	Superannuation contributions	\$ 307.27
DD6148.5	14/06/2018	AUSTRALIAN SUPER	Superannuation contributions	\$ 584.62
DD6148.6	14/06/2018	FUND	Superannuation contributions	\$ 346.92
DD6148.7	14/06/2018	BT SUPER FOR LIFE	Superannuation contributions	\$ 205.48
DD6148.8	14/06/2018	TWU SUPER	Superannuation contributions	\$ 250.80
DD6148.9	14/06/2018	BT LIFETIME SUPER	Superannuation contributions	\$ 215.03
DD6153.1	12/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 465.80
DD6156.1	15/06/2018	LIMITED	Photocopier Agreement for May 18	\$ 195.48
DD6165.1	18/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 806.75
DD6170.1	19/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 509.05
DD6172.1	20/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 87.20
DD6174.1	21/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 365.80
DD6178.1	22/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 984.30
DD6180.1	22/06/2018	WRIGHT EXPRESS AUSTRALIA PTY LT	Motorpass fees for May 2018	\$ 49.50
DD6185.1	25/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 433.45
DD6187.1	26/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 1,162.45
DD6189.1	26/06/2018	AUSTRALIA POST	Postage and Freight for June 18	\$ 101.46
DD6191.1	27/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 870.10
DD6193.1	28/06/2018	WA SUPER	Payroll deductions	\$ 2,809.10
DD6193.2	28/06/2018	ATF The Merrick Super Fund	Superannuation contributions	\$ 427.69
DD6193.3	28/06/2018	PRIME SUPER PTY LTD	Superannuation contributions	\$ 633.11
DD6193.4	28/06/2018	REST	Superannuation contributions	\$ 340.75

DD6193.5	28/06/2018	AUSTRALIAN SUPER	Superannuation contributions	\$ 584.62
DD6193.6	28/06/2018	ATF ROB TANNER RETIREMENT FUN	Superannuation contributions	\$ 346.92
DD6193.7	28/06/2018	BT SUPER FOR LIFE	Superannuation contributions	\$ 206.18
DD6193.8	28/06/2018	TWU SUPER	Superannuation contributions	\$ 250.80
DD6193.9	28/06/2018	BT LIFETIME SUPER	Superannuation contributions	\$ 134.40
DD6195.1	28/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 69.30
DD6197.1	29/06/2018	DEPARTMENT OF TRANSPORT	DEPT OF LIC	\$ 155.10
TOTAL DIRECT DEBITS				\$ 22,198.33

Bank Fees

780	1/06/2018	FEE - BANK FEES	BANK FEES	\$ 10.00
780	1/06/2018	FEE - BANK FEES	BANK FEES	\$ 10.00
780	1/06/2018	FEE - BANK FEES	BANK FEES	\$ 20.00
780	1/06/2018	FEE - BANK FEES	BANK FEES	\$ 79.89
TOTAL BANK FEES				\$ 119.89

SHIRE OF TRAYNING

Payments made from the Municipal Account for the Period 1st JUNE 2018 to 30TH JUNE 2018
Presented to Council, 17th JULY 2018

	Payment Date	Payee	Description	Amount
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Corporate Credit Card

DD6150.1	2/05/2018	Big Rock Toyota	60,000km Service OKTY	\$ 790.00
DD6150.2	4/05/2018	Bunnings	Building Maintenance Parts 139A Flegate St	\$ 722.92
DD6150.3	4/05/2018	Bunnings	Building Maintenance Parts 139A Flegate St	\$ 1,099.93
DD6150.4	4/05/2018	Bunnings	Tools for Jade (Building Maintenance)	\$ 328.91
DD6150.5	11/05/2018	Total Eden	Materials for Stock for Parks & Gardens Mtce	\$ 680.50
DD6150.6	11/05/2018	Valspar	Building Maintenance Parts 139A Flegate St	\$ 141.39
DD6150.7	11/05/2018	Bunnings	Building Maintenance Parts 139A Flegate St	\$ 331.29
DD6150.8	12/05/2018	Total Eden	Building Maintenance Parts 139A Flegate St	\$ 1,081.60
DD6150.9	12/05/2018	Total Eden	Parts for repairs to Fuel Depot	\$ 1,568.40
DD6150.10	17/05/2018	Two Dogs Home Hardware	Building Maintenance Parts 139A Flegate St	\$ 29.97
DD6150.11	17/05/2018	Two Dogs Home Hardware	Keys Cut for Kununoppin Waste Dump	\$ 23.94
DD6150.12	21/05/2018	City of South Perth	Parking at City of South Perth Finance W/Shop	\$ 17.00
DD6150.13	22/05/2018	Coles Express	Diesel 50.71L @156.9c/L Travel for Conference	\$ 79.57
DD6150.14	22/05/2018	City of South Perth	Parking at City of South Perth Finance W/Shop	\$ 18.00
DD6150.15	24/05/2018	Shire of Trayning	12 Month Registration for Side Tipper 1TPR912	\$ 43.15
DD6150.16	28/05/2018	Novotel	Hotel Booking for Cr Brown EMPA Conference	\$ 414.00
DD6150.17	28/05/2018	Survey Monkey	Survey Monkey Monthly Subscription Fee	\$ 30.90
TOTAL CORPORATE CREDIT CARD PURCHASES				\$ 7,401.47

Payroll

Week 49	13/06/2018	Employees	Payroll Wages Ft Ending 13.06.18	\$ 32,157.00
Week 51	27/06/2018	Employees	Payroll Wages Ft Ending 27.06.18	\$ 31,593.00
TOTAL PAYROLL				\$ 63,750.00

TOTAL PAYMENTS FROM MUNICIPAL ACCOUNT FOR JUNE 2018	\$ 359,031.43
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Prior to any consideration of this Item;

Cr FA Tarr declared a Financial Interest in Item 11.1.1 and left the room at 4:30pm.

11.1 CHIEF EXECUTIVE OFFICER

11.1.1 Policy Manual - Shire Housing Tenancy Conditions

Date of Report:	2 nd July 2018
File Ref:	4.1.5.1
Officer:	Stephen Tindale – Acting Chief Executive Officer
Senior Officer:	Not Applicable
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simply Majority

Introduction

Council is requested to adopt an amended *Shire Housing – Tenancy Conditions* policy.

Background

At the Council Briefing Forum held on 20 June 2018 the provision and maintenance of set top boxes in Shire housing for the reception of satellite television services was discussed.

It was agreed that “A letter will be issued to all Tenants stating that going forward all Set Top Boxes in Council owned properties will be the Tenants responsibility.”

A request to develop a Council Policy was also made and this report responds to that request.

Letters have yet to be dispatched to tenants pending the adoption of an amended policy.

Consultation

The Acting Chief Executive Officer, has consulted with the Works Supervisor, Executive Assistant and Senior Finance Officer on the matter.

Statutory Environment

Section 2.7 of the *Local Government Act 1995* applies.

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and

Minutes: Ordinary Meeting of Shire of Trayning Council held on Tues 17th July 2018 14



- (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government's finances and resources;
and
- (b) **determine the local government's policies.** [emphasis added]

Policy Implications

It is intended that *Policy 11.2 Shire Housing – Tenancy Conditions* be amended. By inserting the words “the provision and maintenance of satellite television equipment” at clause 1.f) as shown below.

11.2 Shire Housing – Tenancy Conditions

Introduction

Objective

History	Former Policy	2.1.2
	Adopted	15 April 1996
	Amended	21 February 2007
	Replaced	27 July 2011
	Amended	20 April 2016

Policy Statement

1. All Accommodation –
 - a) All tenancies of Shire owned/administered accommodation are subject to the requirements of the Residential Tenancies Act, and the agreement shall provide for the termination of the tenancy on termination of employment with the Shire.
 - b) Persons other than the direct family of the person renting Shire accommodation, with direct family being their spouse/partner or children, are permitted to stay in the house for a maximum of two weeks after which Chief Executive Officer's approval is required.
 - c) Smoking inside the accommodation or within 5 m of open doors or windows is prohibited
 - d) Inspection as per Tenancy Act provisions may be made by CEO or nominated representative
 - e) Dogs are not permitted in the accommodation.
 - f) Power, gas, water, telephone, etc and the provision and maintenance of satellite television equipment are the responsibility of the tenant, unless otherwise provided for by employment conditions etc.

2. Aged Units –
 - a) Must meet Western Australian Housing Authority eligibility criteria
 - b) A security bond equivalent to 4 weeks rent is to be paid, and held in accordance with the Residential Tenancies Act.
 - c) Where the tenants propose to keep pets, a pet bond equivalent to one week rent is required.



- d) Dogs are not permitted within the residence.
 - e) Due to proximity of other units, loud noise or frequent movement after 11.00pm is not permitted
3. Independent Living Units –
- a) Must meet the following eligibility criteria:
 - i. Earn no more than the current income limits as set out in the Western Australian Housing Authorities Rental Policy.
 - ii. Not own or part own residential property within the Shire of Trayning.
 - iii. Not have cash assets in excess of that set out in the Western Australian Housing Authorities Rental Policy.
 - iv. Be able to prove their identity.
 - b) A security bond equivalent to 4 weeks rent is to be paid, and held in accordance with the Residential Tenancies Act.
 - c) Where the tenants propose to keep pets, a pet bond equivalent to one week rent is required.
 - d) Dogs are not permitted within the residence.
 - e) Due to proximity of other units, loud noise or frequent movement after 11.00pm is not permitted
4. Young Persons Units –
- f) Must meet Centrelink eligibility criteria
 - g) A security bond equivalent to 4 weeks rent is to be paid, and held in accordance with the Residential Tenancies Act.
 - h) Where the tenants propose to keep pets, a pet bond equivalent to one week rent is required.
 - i) Dogs are not permitted within the residence.
5. Employee Housing –
- a) It is a condition of tenancy that one member of the household holds a permanent full time position with the Shire of Trayning. Should this not be the person referred to on page 1 of the Tenancy Agreement, a new agreement must be entered into.
 - b) Termination of employment automatically terminates the Tenancy Agreement
 - c) Shared occupancy with a non-relative may be approved by CEO with or without conditions
 - d) Unless stipulated in their employment contract, a security bond equivalent to 4 weeks rent is to be paid, and held in accordance with the Residential Tenancies Act.
 - e) Where the tenants propose to keep pets, a pet bond equivalent to two weeks rent is required
 - Security and pet bonds may be paid by payroll deduction over not more than 3 full pays.
 - f) Gardens are to be maintained at a reasonable standard.
 - g) Water usage is subsidised on condition that gardens are maintained in a reasonable condition.
6. Temporary accommodation of former or non-employees –
Employee housing will not generally be available to non-employees, but may be agreed by the CEO in appropriate circumstances, such as –



- where a terminating employee wishes for members of their family to complete their own employment, school year etc.,
- as short term accommodation for contractors providing services to the Shire, provided that –
 - the residence is not currently required for employees, and is to be vacated within two weeks if subsequently needed,
 - the period of occupancy as a non-employee is strictly limited,
 - the period of occupancy is at prevailing market rental, and
 - is not subject to staff subsidies.

Financial Implications

It is estimated that the cost of purchasing and reinstating the current inventory of 26 set top boxes is in the vicinity of \$9,500. This potential cost to the Shire will be eliminated with the adoption of the amended policy.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There may be social implications insofar as those tenants in aged units, independent living units and young persons' units persons may not be able to afford replacement set top box units at some point in time and accordingly, lose some connectivity with the broader world.

Officer's Comment

Nil

Officer's Recommendation

That Council adopt the amendment of *Policy 11.2 Shire Housing – Tenancy Conditions* by inserting the words “and the provision and maintenance of satellite television equipment” after the word “etc” in clause 1.f) of the policy.

Council Decision

Moved: Cr MS Hudson

Seconded: Cr GF Waters

That Council adopt the amendment of *Policy 11.2 Shire Housing – Tenancy Conditions* by inserting clause 1.g with the words “The provision and maintenance of satellite television equipment is the responsibility of the Tenant”

Resolution: 07-2018.093

Carried:4/0

The reason for the change in the resolution is because Council felt it necessary to clearly state in *Policy 11.2 Shire Housing – Tenancy Conditions* who is responsible for the provision and maintenance of satellite television equipment in all Council owned properties.

Minutes: Ordinary Meeting of Shire of Trayning Council held on Tues 17^h July 2018 17



4:40pm – Cr FA Tarr returned to the meeting.

11.1.2 Policy Manual – Draft Community Consultation Policy

Date of Report:	2 nd July 2018
File Ref:	4.1.5.1
Officer:	Stephen Tindale – Acting Chief Executive Officer
Senior Officer:	Not Applicable
Officer's Disclosure of Interest:	Nil
Attachments:	11.1.2 Draft Community Consultation Policy
Voting Requirements:	Simple Majority

Introduction

Pending community consultation, Council is requested to consider the adoption of a *Community Consultation Policy*.

Background

The Shire of Trayning currently does not have a *Community Consultation Policy* in place.

From time to time the actions of staff and/or Council will and do draw criticism from members of the community. This criticism may be warranted or unwarranted – particularly if members of the community do not have advance notice of any intended action by the Shire or are not adequately informed of the facts surrounding a particular matter.

In the interests of increased accountability, increased transparency and better decision making, a recommendation is made to advertise and seek submissions on a draft *Community Consultation Policy* for potential adoption by Council at its September 2018 meeting.

Consultation

The Chief Executive Officer, has consulted with the Works Supervisor, Executive Assistant, Senior Finance Officer, Principal Environmental Health Officer and Shire President.

Statutory Environment

Section 2.7 of the *Local Government Act 1995* applies.

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.



- (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government’s finances and resources; and
 - (b) **determine the local government’s policies.** [emphasis added]

Policy Implications

Nil until such time as the policy is adopted.

Financial Implications

It community consultation on the proposed policy is undertaken in accordance with draft policy then any costs will be absorbed within the existing Governance and Other Governance budget.

Strategic Implications

Under the heading of Emergent Themes in the Shire’s *Strategic Community Plan 2013* (p.7) one of the identified community aspirations is “...more communication to/from the community from the Shire...”

Under the heading of Civic Leadership (p.12) the following highlighted areas directly relate to the proposed policy.

CIVIC LEADERSHIP

CIVIC LEADERSHIP - Provide accountable and transparent leadership

- C 1.1 - Enhance open and interactive communication between Council and the community (ongoing)
- C 1.2 - Develop a policy framework to guide Council’s decision making (short term)
- C 1.3 - Advocate the communities view against amalgamations as part of the local government structural reform process (short term)
- C 1.4 – Encourage and promote and support community members’ participation in the Shire’s governance (ongoing)
- C 1.5 - Advocate on behalf of the businesses and residents with government and telecommunications providers to ensure the community benefits from advances in technology (ongoing)
- C 1.6 - Advocate for infrastructure and access to services (ongoing)
- C 1.7 - Lobby other levels of government where State services may be threatened or withdrawn (ongoing)

CIVIC LEADERSHIP - Improve the Shire’s capability and capacity

- C 2.1 - Increase capacity through the application of the integrated strategic planning processes (short term)
- C 2.2 - Promote a culture of continuous improvement processes (ongoing)

Minutes: Ordinary Meeting of Shire of Trayning Council held on Tues 17^h July 2018 19



- C 2.3 - Facilitate resource sharing on a regional basis (medium term)
- C 2.4 - Use resources efficiently and effectively (ongoing)
- C 2.5 - Operate in a financially sustainable manner (ongoing)

CIVIC LEADERSHIP - Provide efficient and effective management

- C 3.1 - Provide responsive high level customer service (ongoing)
- C 3.2 - Enhance the capacity and effectiveness of administrative processes (short term)
- C 3.3 - Provide reporting processes in a transparent, accountable and timely manner (ongoing)
- C 3.4 - Recruit, retain and develop suitably qualified, experienced and skilled staff (ongoing)
- C 3.5 - Provide flexible and attractive work conditions in a supportive work environment (ongoing)
- C 3.6 – Develop an HR/workforce plan (short term)

Environmental Implications

There are no environmental implications.

Social Implications

Nil

Officer's Comment

The consultation matrix shown at page 5 of the draft *Community Consultation Policy* lies at the heart of the proposed policy. The heading across the top of the matrix identifies the various formats that are available for community consultation.

The column on the left hand side identifies the sorts of matters for which community consultation may be required. Going down the column, the more complex a matter is, the greater the amount of community consultation that is expected.

The implementation of a *Community Consultation Policy* may be seen as unnecessarily restrictive on the Council and staff in their respective capacities to make and implement decisions in a timely manner. However as can be seen, the matrix is sufficiently flexible in that it allows the exercise of discretion in determining what form of consultation is undertaken if timing is a consideration.

It should also be noted that the primary objective of increased community consultation is better decision making.

In addition, every report to Council has a Consultation sub heading. Where applicable, the reporting officer's commentary under the heading should relate to how the *Community Consultation Policy* has been implemented in relation to the particular matter then before the Council.



In other words, the *Community Consultation Policy* should act as a check for both staff and Councillors when dealing with any particular matter at Council level, that the broader community has not been forgotten about.

Officer's Recommendation/Council Decision

Moved: Cr GF Waters

Seconded: Cr ML McHugh

1. That in accordance with the draft *Community Consultation Policy*, the Shire advertise and seek public submissions on its intention to adopt a *Community Consultation Policy*.
2. That the results of the consultation be considered at the September 2018 meeting of Council with a view to adopting the draft *Community Consultation Policy* as and where amended in response to staff, Councillor and community input.

Resolution: 07-2018.094

Carried: 4/0

12 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

Nil

13 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

14 CLOSURE

There being no further business, the Shire President thanked all Councillors, Staff present and declared the meeting closed at 4:40pm.