



**AGENDA**

**FOR THE ORDINARY MEETING**

**OF COUNCIL**

**TO BE HELD ON**

**THURSDAY 23 OCTOBER 2014**

**Commencing 11.00 am**

## SHIRE OF YALGOO

### NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON THURSDAY 23 OCTOBER 2014 COMMENCING AT 11.00 am.

Dr Ross Theedom  
MEC PHD FAIM GAICD MLGMA  
Chief Executive Officer  
Shire of Yalgoo

# CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	3
3.	DISCLOSURE OF INTERESTS .....	3
4.	PUBLIC QUESTION TIME .....	4
4.1	RESPONSE TO QUESTIONS TAKEN ON NOTICE .....	4
4.2	QUESTIONS WITHOUT NOTICE.....	4
5.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	4
6.	APPLICATIONS FOR LEAVE OF ABSENCE .....	4
7.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED.....	4
7.1	PRESIDENT .....	4
7.2	COUNCILLORS .....	4
8.	CONFIRMATION OF MINUTES.....	5
8.1	ORDINARY COUNCIL MEETING.....	5
9.	MINUTES OF COMMITTEE MEETINGS.....	5
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters .....	5
10.0	INFORMATION ITEMS.....	5
11.	MATTERS FOR DECISION .....	6
11.0	MATTERS BROUGHT FORWARD .....	6
11.1	WORKS AND SERVICES .....	6
	Executive Manager Works & Infrastructure – September Council Report .....	6
	Road Construction.....	6
	Road Maintenance – Light Grading Works: .....	6
	Other Infrastructure Maintenance: .....	7
	Plant & Equipment:.....	7
	Parks and Reserves:.....	7
	Staff   7	
11.2	DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH .....	8
11.3	FINANCE .....	8
11.3.1	Financial Activity Statements and Accounts Paid for the Month of September 2014. 8	
11.4	ADMINISTRATION.....	11
11.4.1	Workforce Structural Review 14/15 .....	11
11.4.2	Dedication of Road Reserve .....	16
11.4.3	Caravan Park.....	18
11.4.4	End of Year Arrangements and Christmas Shutdown 2014 .....	20
11.4.5	Yalgoo Town Planning Scheme .....	22
11.4.6	End of Year Arrangements and Christmas Shutdown 2014 .....	25
12.	NOTICE OF MOTIONS.....	27
12.1	PREVIOUS NOTICE RECEIVED.....	27
13.	URGENT BUSINESS .....	27
14.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	27
14.0	STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC...27	

Local Government Act 1995 .....	27
Local Government (Rules of Conduct) Regulations 2007 .....	28
15. NEXT MEETING .....	29
16. MEETING CLOSURE.....	29
<b>Common Acronyms .....</b>	<b>30</b>



Agenda for the Ordinary Meeting of the Yalgoo Shire Council,  
to be held in the Council Chambers, 37 Gibbons Street, Yalgoo,  
on 23 October 2014, commencing at 11.00 am.

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

MEMBERS

STAFF

GUESTS

OBSERVERS

LEAVE OF  
ABSENCE

APOLOGIES

**3. DISCLOSURE OF INTERESTS**

Disclosures of interest made before the Meeting

#### **4. PUBLIC QUESTION TIME**

##### **4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE**

##### **4.2 QUESTIONS WITHOUT NOTICE**

#### **5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

#### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

#### **7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

##### **7.1 PRESIDENT**

Date	Details	Attended with whom

##### **7.2 COUNCILLORS**

Date	Details	Councillors

## **8. CONFIRMATION OF MINUTES**

### **8.1 ORDINARY COUNCIL MEETING**

#### **Background**

Minutes of the Ordinary Meeting of Council have previously been circulated to all Councillors.

#### **Voting Requirements**

Simple majority

#### **OFFICER RECOMMENDATION**

##### **Minutes of the Ordinary Meeting**

**That the Minutes of the Ordinary Council Meeting held on 25 September 2014 at Paynes Find be confirmed.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

## **9. MINUTES OF COMMITTEE MEETINGS**

## **10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters**

### **10.0 INFORMATION ITEMS**

Sharing of operational information on items that are not confidential, do not require a decision and do not meet the definition of matters for which the meeting may be closed under section 5.23 of the Local Government Act (eg: matters affecting employee/s or the personal affairs of any person).

## 11. MATTERS FOR DECISION

### 11.0 MATTERS BROUGHT FORWARD

#### 11.1 WORKS AND SERVICES

### Executive Manager Works & Infrastructure – September Council Report

File:	
Author:	Silvio Brenzi, EMWI
Interest Declared:	No interest to disclose
Date:	15 October 2014
Attachments	Nil

#### Matter for Consideration:

Receive Monthly Works & Infrastructure Reports and Schedules.

#### Road Construction

##### Yalgoo-Morawa Rd

1. RRG Project has been costed and awarded for sealing works. Schedule to be completed this calendar year.

##### Yalgoo-Ninghan Rd

1. RRG Year 2 has been priced and awarded for completion this calendar year.

#### Road Maintenance – Light Grading Works:

##### Completed/current works on roads are:

1. Dalgaranga-Melangata intersection rebuilt to limit flooding and create a trafficable surface during wet/rain fall periods;
2. Barnong- Wuraga, bush clearing to Barnong verges and grading. Wuraga maintenance grading and stabilising of one major floodway;
3. Flood damage works have been awarded to two tendered suppliers, one local and an external WALGA supplier. Works planned for calendar year completion, plus or minus 3-4 weeks;
4. YA/NI road agreement works programmed and costed;
5. YA/MO pavement repairs programmed and costed; and
6. YA/MO re-seal programmed and costed.

#### Access Roads/Airstrips:

1. Carlaminda/woolshed access and strip.



## Other Infrastructure Maintenance:

1. Main Office building exterior has been cleaned; and
2. Rental inspections completed with tenancy reports being distributed for required actions. ( NOTE: the vast majority of homes received 'satisfactory' levels of compliance. One requires major works from owner and tenant and another medium from owner and tenant).

## Plant & Equipment:

1. Caterpillar Prime Mover to be delivered 3/11/14;
2. Car trailer replacement quotations received and awarded to Geraldton supplier including trade of current item; and
3. Replacement town mower received. Current mid-mount being serviced for delivery to Paynes Find.

## Parks and Reserves:

1. Works around Emu Cup clean up and preparation completed.

## Infrastructure – Capital:

1. Weekes St verandahs to be sheeted on the 27/10/14;
2. Tiling to commence 27/10/14;
3. Painting scheduled at completion of tiling;
4. Caravan Park- Footpaths complete to ablutions;
5. Rail fencing to external boundary commenced; and
6. Tennis Court fencing and resurfacing underway to be finalised at 31/10/14.

**Comments: NOTE:** Capital and maintenance programs including RRG, R2R and agreement works (MMG) have been programmed for maximum benefit in limiting mobilisation/demobilisation costs. In excess of \$60k with maintenance works alone. RRG program has also been priced through alternative suppliers with savings of more than \$250k on YA/NI from the next available quotation. Estimates of Flood damage works by Greenfields at \$1.35M have been reduced by selective pricing to \$1.193M. This demonstrates to funding agencies (RRG, R2R and WANDRRA) that the Council seeks good value for money works and utilises procedures and policies within purchasing practice for greatest financial gain to the community.

## Infrastructure – Maintenance

1. Midwest Pest Control to update termite treatments and control measures to Shire buildings this month; and
2. MTM to carry out annual air conditioner maintenance and repairs this month.

## Staff

1. An appointment has been made on the 21/10/14 for the position of Works Foreman;
2. Chemical handling training completed for staff; and
3. Chainsaw and EWP to be provided by WBHO in the next few weeks.

## 11.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH

## 11.3 FINANCE

### 11.3.1 Financial Activity Statements and Accounts Paid for the Month of September 2014.

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	4 October 2014
Attachments (White)	P1 Financial Activity Statements - R34 (1)
	P26 Major Project Progress Reports - C2012-0320
	<ul style="list-style-type: none"> <li>• BD008 Staff Housing: Weekes St</li> <li>• CA002: Caravan Park: Major Upgrade</li> <li>• RC003 Yalgoo Community Hub: Community and Youth Centre</li> </ul>
	P29 Schedule of Payments - R13(1)

#### Matter for Consideration

Adoption of the monthly financial statements, major project progress report and schedule of payments.

#### Background

1. The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed and require the Chief Executive Officer to prepare a list of accounts paid.
2. Council, at the ordinary meeting held in March 2012, requested that a status report for major projects be included in the monthly financial reports (decision C2012-0320). Where relevant this additional report is included in the attachments for the information of council.

#### Statutory Environment

##### *Local Government Act 1995*

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

##### *Local Government (Financial Management) Regulations 1996*

Reg 13(1)—Requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

Regulation 34 states:

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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);

- (b) budget estimates to the end of month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
- (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5 and 6 prescribe further details of information to be included in the monthly statement of financial activity.

### **Strategic Implications**

Provision of timely accounting information to inform Council of the financial status and financial affairs of the local government.

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue and overall results against budget targets.

### **Policy Implications**

- 2.1 Capitalisation of Assets
- 2.4 Material Variance

### **Financial Implications**

Payments from Council's Municipal Account as disclosed in the budget or subsequently approved.

### **Consultation**

Shire accountants - UHY Haines Norton.

### **Comment**

The Shire utilises the services of accountants UHY Haines Norton to prepare the monthly financial statements in the statutory format and provide general accountancy support and advice.

A copy of the Statement of Financial Performance is included in the financial attachments with the investment register and schedule of payments.

The areas where material variances have been experienced (10% or \$10,000 above or below budget) are commented on in the material variance attachment.

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

#### **R34 (1) - Financial Activity Statements for the Month of September 2014**

**That Council adopts the financial activity statements for the period ending 30 September 2014, as attached.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

## **Voting Requirements**

Simple Majority

### **Officer Recommendation**

#### **R13 (1) - List of accounts paid for the Month of September 2014**

**That Council receives the Schedule of Payments for accounts paid in the month of September 2014.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

## 11.4 ADMINISTRATION

### 11.4.1 Workforce Structural Review 14/15

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	4 October 2014
Attachments	P1 Draft Organisational Structure
(yellow)	P2 2014 Workforce Plan Review Summary

#### Matter for Consideration

That Council adopts:

- The revised organisational structure that is proposed for inclusion in the Shire's workforce plan; and
- Approves the classifications determined for staff under the new organisational structure.

#### Background

The former CEO worked with the Shire's integrated planning consultant, Ms Marg Hemsley to develop the Shire's workforce plan.

The workforce plan was approved in May 2013.

The Workforce Plan as approved included a:

- Current Structure
- Proposed New Structure to achieve by 2016/17
- Transitional Structure proposed for 2013/14.

The proposed new structure is designed to meet the Shire's workforce needs, to adequately resource its programs and activities.

Council was advised that once the Community Strategic Plan was developed, the long term financial plan and the corporate plan would be developed to integrate, and in turn, the workforce plan finalised with information for the intervening years to achieve the proposed structure in 2016/17.

#### Statutory Environment

*Local Government Act 1995*

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

5.37. Senior employees

(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

*Local Government (Administration) Regulations 1996, Part 5 Planning for the future*

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, **workforce planning** and long term financial planning.

### Strategic Implications

Workforce planning is a continuous process of shaping the workforce to ensure it is capable of delivering organisational objectives into the future.

### Policy Implications

Draft Policy (presented to Council at this meeting) 11.12 Integrated Planning: Workforce Planning and Management.

Policy 11.1 Designated Staff

### Financial Implications

Nil

### Consultation

- Margaret Hemsley, integrated planning consultant, Risk ID
- Staff of the Shire of Yalgoo

### Comment

The Shire of Yalgoo has achieved the development of all Integrated Planning documents. It has also moved to consolidate its operations around core functions and to deliver improved service to its ratepayers and communities.

With the completion of the planning process, and the movement now into a review of the various plans, the Senior Executive has reconsidered the 2016/17 deadline for the implementation of the final workforce organisation structure. The review showed that the Shire would benefit from the adoption of the revised structure with a number of changes. The Shire is financially able to finance the changes, and the new structure will enable the programmes and projects determined by Council to be progressed efficiently and effectively.

The major changes are:

- The elimination of the Specialist Roads Technician, who has retired. This position was created as a transition to retirement for the occupant and in recognition of his many years of service to the organisation;

- Restructuring the administration area to provide a clearer career path. The aim is to have a senior role that would assist the Executive Manager Corporate and Community to manage the financial functions;
- The creation of administrative support in the Technical Services area. This role will undertake all administrative functions for the area including procurement, asset maintenance and monitoring and report and grant preparation and monitoring. Currently Tech Services has a 0.5 administrative position allocation;
- The Community Youth and Development Co-ordinator (CYDC) will report directly to the Executive Manager Corporate and Community. This will strengthen the oversight of this position. The CYDC will also move to the Head Office as part of the new arrangements;
- The Executive Manager Works and Infrastructure will become the Deputy CEO in accordance with a Council decision; and
- Reflecting the assumption of the management of the CYDC, the Executive Manager Corporate will become the Executive Manager Corporate and Community.

To provide Council with a clear picture of the changes being requested, the table below shows the before and after situations should endorsement be given by Council. <b>NOW</b>	<b>Proposed 14/15</b>
---	-----------------------

<b>CEO</b>	<b>CEO</b>
Executive Assistant/ PA L5-7	Admin Coordinator/ Exec Assistant L5-7
Community & Youth Development Coordinator (CYDC)	MOVES UNDER EMCC

<b>Executive Manager Corporate (EMC)</b>	<b>Executive Manager Corporate &amp; Community (EMCC)</b>
<b>CORPORATE SERVICES</b> (includes commercial services eg: Caravan Park, tourism etc)	
<u>Contracted Services:</u> <ul style="list-style-type: none"> <li>Accounting inc Grants Admin</li> <li>Integrated Planning</li> <li>Acting CEO</li> <li>HR/ IR</li> <li>Records Management</li> </ul>	<u>Contracted Services:</u> <ul style="list-style-type: none"> <li>Accounting inc Grants Admin</li> <li>Integrated Planning</li> <li>Acting CEO/ other exec leave</li> <li>HR/ IR</li> <li>Governance</li> <li>Strategic Planning</li> <li>Heritage</li> </ul>
Finance & HR Officer	Finance & Rates Officer
Finance & Admin Officer	Senior Finance & Records Officer
Admin Assistant	Customer Service Officer (local trainee recruit)
Caravan Park and Tourism Operator (Job Share)	Caravan Park and Tourism Operator
Cleaners	Cleaners
<b>COMMUNITY</b>	
	Community & Youth Development Coordinator (CYDC)
	Sport & Rec Officer Local Trainee.



To provide Council with a clear picture of the changes being requested, the table below shows the before and after situations should endorsement be given by Council. <b>NOW</b>	<b>Proposed 14/15</b>
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<b>Project Executive (PE)</b>	<b>Deputy CEO/Technical Services</b>
Admin Assistant L1 (temp .5 of one FTE shared with works)	Admin Assistant L1-3 (permanent)
<b>TECHNICAL SERVICES</b>	
<u>Contracted Services:</u> <ul style="list-style-type: none"> <li>• EHO/ Building Officer (Atyeo Environmental Services)</li> <li>• Engineers (Greenfields)</li> <li>• Ranger (Canine Control)</li> </ul>	<u>Contracted Services:</u> <ul style="list-style-type: none"> <li>• EHO/ Building Officer (Atyeo Environmental Services)</li> <li>• Engineers (Greenfields)</li> <li>• Ranger (Canine Control)</li> </ul>
<b>TOWN (Parks, Gardens, Townscape, General Maintenance)</b>	
Head Gardener/Town Maintenance	Head Gardener / Town Maintenance
Assistant Gardener	Assistant Gardener
<b>ROADS (nb: construction &amp; maintenance crew are interchangeable)</b>	
Specialist Roads Technician	
Plant Operator - Supervisor	Plant Operator - Supervisor
Plant Operator ROMAN	Plant Operator ROMAN
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
<i>Contractors as required</i>	<i>Contractors as required</i>

## Voting Requirements

Simple Majority

## Officer Recommendation

**Integrated Planning: Workforce Structural Review, Draft 2014/15 Budget and Policy 11.1, Designated Staff Amendment**

**That Council:**

**Endorses the proposed new organisational structure Workforce Plan; and**

**Approves the classifications for all positions in the workforce plan.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

**/lost**

### 11.4.2 Dedication of Road Reserve

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	8 October 2014
Attachments	P7 Map of the Mt Gibson Road Reserve.
(yellow)	

#### Matter for Consideration

That Council agree to have the Mt Gibson Road reserve, where it passes over reserve 17367, realigned to agree with the constructed alignment.

#### Background

In May 2014 Top Iron approached the then acting Chief Executive Officer (CEO) Bruce Walker with regards to a discrepancy in the constructed alignment of the Mt Gibson Road with the gazetted road reserve.

The “as constructed map” of 1978 clearly shows the Mt Gibson Road on the present alignment to the Northern Highway. This has apparently been the current constructed alignment for many years and does not follow the road reserve through the reserve 17367 as depicted on the attached map.

Top Iron has a clearing permit application over the alignment marked in green which follows the constructed alignment. This road is currently being upgraded to allow a RAV 10 permit to be issued on the road. This requires an 8.6m sealed pavement over an 11m wide pavement with a minimum of 12m subgrade formation. Therefore a 20m road reserve would be the most suitable for the new part dedication.

Top Iron has agreed to have the existing alignment surveyed by a Lands Department accredited surveyor for this purpose and to lodge the necessary deposit plan.

#### Statutory Environment

##### *Local Government Act 1995*

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

##### *Land Administration Act 1997*

s.56 Dedication of land as road

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

and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

#### Business Implications

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	

## Business Implications

Financial (short term/ annual budget)	
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## Consultation

Mr Bruce Walker, previous acting CEO

Mr Lee Claffey, acting State Land Officer, Department of Lands

### Comment

This road has been constructed on its current alignment for many years and not on the gazetted road reserve. A request has been made for the constructed alignment to be formally recognised. Agreement to change the alignment will rectify a previous problem and ensure that any future work can be undertaken without costly delays seeking adjustments from the State Government.

## Voting Requirements

## Simple Majority

## OFFICER RECOMMENDATION

### Dedication of Road Reserve

**That Council agrees to the alteration of the Mt Gibson Road reserve to bring the entire Mt Gibson Road which passes through reserve 17367 onto the constructed alignment.**

Moved:	Seconded:	Motion put and carried/lost
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### 11.4.3 Caravan Park

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	4 October 2014
Attachments	P8 Caravan Park Statistics
(yellow)	

#### Matter for Consideration

That Council note the statistics on visitors numbers at the Yalgoo Caravan Park.

#### Background

Council have requested information on tourists that stay at the Yalgoo Caravan Park and these are to be reported on a quarterly basis. These statistics have only been kept accurately since February 2014 when the caravan park managers were employed.

#### Statutory Environment

*Local Government Act 1995*

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

#### Business Implications

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

#### Consultation

#### Comment

The statistics for visitors has only been accurately recorded since the appointment of permanent full-time caravan park managers. Prior to this date the statistics were garnered from accommodation receipt books and only recorded back to the start of the 13-14 financial year. Assumptions have been made on figures prior to February 2014.

## **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION**

#### **Caravan Park Statistics**

**That Council notes the statistics on visitors numbers using the Yalgoo caravan park facilities.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

#### 11.4.4 End of Year Arrangements and Christmas Shutdown 2014

File:	
Author:	Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	7 October 2014
Attachments	Nil

#### Matter for Consideration

To consider arrangements for the annual Christmas function and Christmas business closure.

#### Background

**Christmas Function:** Council routinely hosts a Christmas dinner for staff, councillors and heads of agencies in Yalgoo (police, school, nurse, MEEDAC, Centacare etc). In recent years the Yalgoo Hotel has been engaged to provide catering for the function which is held at the railway sporting complex.

Over the past two years, invitations to the Shire Christmas Party have been less widespread and fewer senior representatives have attended.

**Christmas Shutdown:** The Shire historically has a shut down period over the Christmas New Year period and staff use a combination of public holidays, rostered days off/time in lieu and annual leave to cover leave during this period.

The Christmas closure allows for all staff to take a minimum two week break over the hot Christmas period. Most organisations are either closed or on skeleton staff during this period so there is no critical impact on operations.

Executive staff who are not formally on annual leave have been considered to be off duty but on call either in person or by phone to cover emergencies which in the past have included flood and bushfire.

#### Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

#### Business Implications

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	<ul style="list-style-type: none"> <li>Councillors and staff Christmas function budget of \$2,765 in 2013</li> </ul>

#### Consultation

## Comment

The Council Christmas Party is an opportunity for the Councillors to show their appreciation to people or organisations who have contributed positively to the community.

This year the CEO and senior executives are seeking Council approval to extend Shire Christmas Party invitations to the wider community, to the pastoralists, business people, representatives from the mining companies and other individuals who work hard to create a better life for those in Yalgoo. It is felt that a larger function will enhance the relationships Council has been seeking to develop with all sections of the resident population and will return this function to its original purpose, namely to bring community together for the benefit of all.

Where Councillors would like to include a particular person, group or organisation that they would like recognise with an invitation, names should be forwarded to the Executive Assistant by 14 November 2014.

The December 2014 meeting is to be held on Tuesday 16<sup>th</sup>, and it is recommended that the councillor function be held on Thursday 11 December 2014.

**Councillors please note that your timely rsvp is important as staff need to confirm numbers with the hotel for catering purposes.** Invitations will be issued to you in late October-early November.

It is proposed that the Shire office closes for the Christmas break from noon Friday 19 December 2014, and reopens on Monday 5 January 2015.

With respect to the annual closure, Council is being requested to approve the closure as in previous years. However, the CEO is seeking to have a skeleton crew on hand to ensure that there are resources available to deal with any urgent matters. These staff will take the public holidays off but will work on normal work days. Such a situation will have no impact on the Shires financial position but will enhance operational performance.

## Voting Requirements

Simple Majority

### OFFICER RECOMMENDATION

#### End of Year Arrangements and Christmas Shutdown 2014

That:

1. Council host a Christmas dinner on Thursday 11 December 2014 at 6:00pm at the Railway Station.
2. Council invites councillors, Shire staff and special guests whom contribute to the well being of the Shire, to attend with a partner who is 18 years of age or over; and
3. Council approves the closure of the Shire offices for the Christmas/New Year break from noon on Friday 19 December 2014 to close of business Friday 2 January 2014.

Moved:

Seconded:

Motion put and carried/lost

### 11.4.5 Yalgoo Town Planning Scheme

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	
Attachments	Nil
(yellow)	

#### Matter for Consideration

That Council endorse the Yalgoo Town Planning Scheme.

#### Background

In May 2013 a grant was obtained from the Northern Planning Scheme to address a variety of planning principles including residential, commercial and industrial land use as well as provide urban design guidelines. Areas to be taken into consideration included tourist amenities and facilities, landscape and streetscape architecture, traffic movements and main street commercial frontages.

Urbis Planning was engaged to prepare the scheme. Urbis prepared a draft Scheme Amendment and this was presented to Council on 25 October 2013. The Scheme has been advertised and a letter was sent to the Environmental Protection Authority on 21 November 2013.

#### Statutory Environment

##### *Local Government Act 1995*

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

##### *Planning and Development Act 2005 (Part 5, Section 75) and Town Planning Regulations 1967 (Regulation 25 and 25AA)*

Should initiation be granted to the proposal, the prior consideration by the Environmental Protection Authority (EPA) is required. Where the EPA advises that the proposed amendment need not be assessed on environmental grounds, the amendment would then be advertised for a period of not less than 42 days for agency and public comment. Following advertising, Council will be required to reconsider the proposal as well as any submissions received.

##### *State Planning Framework*

The proposed Amendment is generally consistent with the relevant State planning framework. Specifically, any future development applications relating to the Paynes Find area proposing tourist (including caravan park) uses will need to have due regard to Planning Bulletin No.49 (Caravan Parks) and Planning Bulletin No.83 (Planning for Tourism).

##### *Regional Planning Framework*

The proposed Amendment is generally consistent with the Mid West regional planning framework, as summarised below:

- Draft Mid-West Regional Planning and Infrastructure Framework (2011) - the Framework states that it is important that all communities to have access to adequate social infrastructure and services, as it has the potential to make a significant contribution to the liveability and attractiveness of a local community. Yalgoo is identified within the Framework as a 'local centre' and identifies Paynes Find as a 'service centre'.



The reclassification of land within Yalgoo and Paynes Find is consistent with the aims of this Framework in that it will facilitate further civic and community activity in Yalgoo, and will allow Paynes Find to expand to include additional service uses and accommodation.

### *Shire of Yalgoo Local Planning Framework*

A summary of the key local planning considerations is provided below:

- Shire of Yalgoo Local Planning Strategy - the proposed Amendment is generally aligned with the key objectives of the Shire's Local Planning Strategy. The reclassification of the Yalgoo Community Precinct to a Local 'Civic and Cultural' Reserve will deliver an accessible and high quality community facility available for use by the local community, particularly youth.
- The reclassification of the Paynes Find Commercial Area will ensure land is appropriately zoned to facilitate the minor expansion of Paynes Find as an important commercial/service centre for passing traffic, including freight vehicle drivers and tourists, providing essential services and accommodation.
- Local Planning Scheme No.2 – the Amendment seeks to reclassify both the Yalgoo and Paynes Find areas in order for the Scheme to more accurately reflect the development existing and proposed on the ground, whilst providing flexibility for the future development of the land. Both reclassifications are considered to be generally in accordance with the overall aims of the Scheme, in particular to provide for future land use needs and townsite expansion, encourage tourism opportunities and preserve, protect and enhance the natural and built environments.
- It is also noted that future development applications within each Amendment area will need to have due regard to the specific provisions of the Scheme.
- Shire of Yalgoo Municipal Heritage Inventory – the Paynes Find Tavern is included within the Municipal Heritage Inventory. Accordingly, any future applications relating to the Paynes Find area should have due regard to the protection and enhancement of the Paynes Find Tavern heritage site, given its historical significance.

### **Business Implications**

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

### **Consultation**

### **Comment**

Urbis Planning have now completed the work required for the Scheme Amendment to be lodged with WA Planning Commission.

## **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION**

#### **Yalgoo Town Planning Scheme**

**That Council, pursuant to Section 75 of the Planning and Development Act 2005 (as amended), resolve to adopt Scheme Amendment No.1 to Town Planning Scheme No.2.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

### 11.4.6 End of Year Arrangements and Christmas Shutdown 2014

File:	
Author:	Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	7 October 2014
Attachments	Nil

#### Matter for Consideration

To consider arrangements for the annual Christmas function and Christmas business closure.

#### Background

**Christmas Function:** Council routinely hosts a Christmas dinner for staff, councillors and heads of agencies in Yalgoo (police, school, nurse, MEEDAC, Centacare etc). In recent years the Yalgoo Hotel has been engaged to provide catering for the function which is held at the railway sporting complex.

Over the past two years, invitations to the Shire Christmas Party have been less widespread and fewer senior representatives have attended.

**Christmas Shutdown:** The Shire historically has a shut down period over the Christmas New Year period and staff use a combination of public holidays, rostered days off/time in lieu and annual leave to cover leave during this period.

The Christmas closure allows for all staff to take a minimum two week break over the hot Christmas period. Most organisations are either closed or on skeleton staff during this period so there is no critical impact on operations.

Executive staff who are not formally on annual leave have been considered to be off duty but on call either in person or by phone to cover emergencies which in the past have included flood and bushfire.

#### Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

#### Business Implications

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	<ul style="list-style-type: none"> <li>Councillors and staff Christmas function budget of \$2,765 in 2013</li> </ul>

#### Consultation

## Comment

The Council Christmas Party is an opportunity for the Councillors to show their appreciation to people or organisations who have contributed positively to the community.

This year the CEO and senior executives are seeking Council approval to extend Shire Christmas Party invitations to the wider community, to the pastoralists, business people, representatives from the mining companies and other individuals who work hard to create a better life for those in Yalgoo. It is felt that a larger function will enhance the relationships Council has been seeking to develop with all sections of the resident population and will return this function to its original purpose, namely to bring community together for the benefit of all.

Where Councillors would like to include a particular person, group or organisation that they would like recognise with an invitation, names should be forwarded to the Executive Assistant by 14 November 2014.

The December 2014 meeting is to be held on Tuesday 16<sup>th</sup>, and it is recommended that the councillor function be held on Thursday 11 December 2014.

**Councillors please note that your timely rsvp is important as staff need to confirm numbers with the hotel for catering purposes.** Invitations will be issued to you in late October-early November.

It is proposed that the Shire office closes for the Christmas break from noon Friday 19 December 2014, and reopens on Monday 5 January 2015.

With respect to the annual closure, Council is being requested to approve the closure as in previous years. However, the CEO is seeking to have a skeleton crew on hand to ensure that there are resources available to deal with any urgent matters. These staff will take the public holidays off but will work on normal work days. Such a situation will have no impact on the Shires financial position but will enhance operational performance.

## Voting Requirements

Simple Majority

### OFFICER RECOMMENDATION

#### End of Year Arrangements and Christmas Shutdown 2014

That:

4. Council host a Christmas dinner on Thursday 11 December 2014 at 6:00pm at the Railway Station.
5. Council invites councillors, Shire staff and special guests whom contribute to the well being of the Shire, to attend with a partner who is 18 years of age or over; and
6. Council approves the closure of the Shire offices for the Christmas/New Year break from noon on Friday 19 December 2014 to close of business Friday 2 January 2014.

Moved:

Seconded:

Motion put and carried/lost

## 12. NOTICE OF MOTIONS

### 12.1 PREVIOUS NOTICE RECEIVED

## 13. URGENT BUSINESS

## 14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

### 14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed. Fines of up to \$10,000 or two years imprisonment apply to certain offences relating to misuse of information.

The following legislative extracts were downloaded from [www.auslii.edu.au](http://www.auslii.edu.au) on 8 November 2010.

### Local Government Act 1995

#### 5.23. Meetings generally open to the public

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees;
  - (b) the personal affairs of any person;
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret;
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person,
 where the trade secret or information is held by, or is about, a person other than the local government;
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
    - (ii) endanger the security of the local government's property; or

- (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
  - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

#### 5.92. Access to information by council, committee members

- (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting subsection (1), a council member can have access to —
- (a) all written contracts entered into by the local government; and
  - (b) all documents relating to written contracts proposed to be entered into by the local government.

#### 5.93. Improper use of information

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: \$10 000 or imprisonment for 2 years.

### Local Government (Rules of Conduct) Regulations 2007

#### 6. Use of information

- (1) In this regulation —
- closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
- confidential document** means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
- non-confidential document** means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
- (a) information that the council member derived from a confidential document; or
  - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## **15. NEXT MEETING**

The next Ordinary Meeting of Council is due to be held in the Council Chambers in Gibbons Street on Thursday, 16 December 2014 commencing at 11.00 am and will be preceded by the Annual Electors' Meeting on Friday 5 December 2014 at 11:00am.

## **16. MEETING CLOSURE**

## Common Acronyms

Acronym	Detail
AA	Administration Assistant
ACEA	Admin Coordinator Executive Assistant
AFAC	Australasian Fire Authorities Council
AGDRP	Australian Government Disaster Recovery Payment
AGM	Annual General Meeting
AIIMS	<i>Australasian Inter-Service Incident Management System</i>
AMMS	<i>Accredited Mass Management Scheme</i>
ASKAP	<i>Australian Square Kilometre Array Pathfinder</i>
ATU	Aerobic Transfer Unit
BA	Broadcast Australia
BCA	<i>Building Code Australia</i>
BCITF	<i>Building and Construction Industry Training Fund</i>
BFS	Bush Fire Service
BFTA	Bush Fire Threat Analysis
CALD	Culturally and Linguistically Diverse
CANWA	Community Arts Network of WA
CAR	Compliance Audit Report
CCYP	Commissioner for Children & Young People
CDC	Certificate of Design Compliance
CEMO	Community Emergency Management Officer
CEO	Chief Executive Officer
CERM	Community Emergency Risk Management
CLGF	Country Local Government Fund (Royalties for Regions)
CPTDM	Caravan Park & Tourism Development Manager
CRC	Community Resource Centre
CRS	Coordinator Regional Services
CSRFF	Community Sporting and Recreation Facilities Fund
Das	Development Applications
DAFWA	Department of Agriculture & Food
DAIP	Disability & Access Inclusion Plan
DAP	Development Assessment Panel
DCA	Department for Culture and the Arts
DCD	Department for Communities
DCEO	Deputy Chief Executive Officer
DCP	Department of Child Protection
DEMC	District Emergency Management Committee
DET	Department of Education
DFES	Department of Fire & Emergency Services - formerly FESA
DHW	Department of Housing
DIA	Department of Indigenous Affairs
DISCEX	Discussion Exercise
DITRDLG	Department of Infrastructure, Transport, Local Government (Federal)
DLAG	Drug & Liquor Action Group
DLGC	Department of Local Government & Communities
DoHA	Department of Health & Ageing
DoL	Department of Lands
DON	Director of Nursing
DRD	Department of Regional Development
DoT	Department of Transport
DoW	Department of Water



<b>Acronym</b>	<b>Detail</b>
DPAW	Department of Parks and Wildlife (previously CALM & DEC)
DPI	Department for Planning and Infrastructure
DSR	Department of Sport & Recreation
DTWD	Department of Training & Workforce Development
EA	Executive Assistant
EC	Events Corp
ECC	Emergency Coordination Centre
EMC	Executive Manager Corporate
EMWA	Emergency Management Western Australia
EMWI	Executive Manager Works & Infrastructure
ERM	Emergency Risk management
EWP	Elevated Work Platform
FaHCSIA	Families, Housing, Community Services & Indigenous Affairs
FAG	Financial Assistance Grant
FAO	Finance & Admin Officer
FCWP	Forward Capital Works Plan
FHRO	Finance & HR Officer
FRS	Fire and Rescue Service
GPG	General Purpose Grant
GRAMS	Geraldton Regional Aboriginal Medical Service
GTS	Greenfield Technical Services – consulting civil engineers
GRV	Gross Rental Value
HCP	Healthy Community Program
HMA	Hazard Management Agency
HSM	Health Services Manager
IAP	Incident Action Plan
ICC	Indigenous Coordination Centre
ICPAWA Inc	Isolated Children's Parents' Association of WA
ICV	Indigenous Community Volunteers
ILRG	Identified Local Road Grant
ILUA	Indigenous Land Use Agreement
IMG	Incident Management Group
IMT	Incident Management Team
IPWEA	Institute of Public Works/Engineering WA
ISA	Integrated Service Arrangement – replacing MRWA TNCs in 2011 or 2012
ISG	Incident Support Group
LAA	Land Administration Act 1997 (WA)
LC	Landcorp
LCD	Land Conservation District
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGAP	Local Government Assistance Program
LGEEP	Local Government Energy Efficiency Program
LGGC	Local Government Grants Commission
LGMA	Local Government Managers' Association
LGMLA	Local Government Master Lending Agreement
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
LWA	Lotteries West
MCZ	Murchison Country Zone
MEEDAC	Midwest Employment and Economic Development Aboriginal Corporation

<b>Acronym</b>	<b>Detail</b>
MEG	Murchison Executive Group (CEOs)
MEITA	Morawa Education, Industry and Training Alliance
MGM	Mount Gibson Mining (Extension Hill Haematite)
MMG	Minerals and Mining Group (Golden Grove Mine)
MMGHSRMG	Murchison Mid West Gascoyne Human Services Regional Managers Group
MOU	Memorandum of Understanding
MRBA	Meekatharra Rangelands Biosecurity Association
MRVC	Murchison Regional Vermin Council
MRWA	Main Roads WA
MSC	Model Subdivision Conditions Schedule
MWAC	Municipal Waste Advisory Council
MWDC	Mid West Development Commission
MWGAAS	Mid West Group of Affiliated Agricultural Societies
MWIP	Mid West Investment Plan
MWIRSA	Mid West Industry Road Safety Alliance
MWLGEMN	Mid West Local Government Emergency Management Network
MWRC	Mid West Regional Council – consisting of 7 Shires
NTA	Native Title Act 1993 (Cth)
NBN	National Broadband Network
NDES	National Digital Economy Strategy
NDCSG	Northern Districts Community Support Group
NRIS	National Register Inquiry System
OASG	Operations Area Management Group
OCM	Ordinary Council Meeting
OMI	Office of Multicultural Interests
OPR	Oakajee Port and Rail
PE	Project Executive
PGA	Pastoralists and Graziers Association
PIA	Post Incidence Analysis
PLB	Pastoral Lands Board
PMS	Pastoral/Photographic Monitoring Sites
POC	Plant Operating Costs
PSA	Public Service Authority
PSG	Project Steering Committee
PWOC	Public Works Overhead Costs
R-Codes	Residential Design Codes
R2R	Roads to Recovery (Commonwealth)
R4R	Royalties for Regions (State)
RAV	Restricted Access Vehicle
RCM	Rangeland Condition Monitoring – a self monitoring system to be implemented 2015
RDA	Regional Development Australia
RDAF	Regional Development Australia Fund
RDAMWG	Regional Development Australia Mid West Grants
REVISE	Retired Educator Volunteers for Isolated Students Education
RFT	Request for Tender
RGS	Regional Grant Scheme
RLCIP	Regional and Local Community Infrastructure Program
RRG	Regional Roads Group
RRWA	Remote and Regional Western Australia
RSPCA	Royal Society for the Prevention of Cruelty to Animals
ROMAN	Road Management – software system

Acronym	Detail
SAO	Senior Administration Officer
SAT	State Administrative Tribunal (Salaries & Allowances)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SIDE	Schools In Distance Education
SLICP	<i>State Land Information Capture Program</i>
SLK	Straight line kilometres
SMUG	Shires of Murchison & Upper Gascoyne
SOP	Standard Operating Procedure
SOTA	Schools Of The Air
SoY	Shire of Yalgoo
SWMP	(Regional) Strategic Waste Management Plan
STED	Septic Tank Effluent Disposal System
TNC	Term Network Contract – from MRWA for State roads maintenance
TQUAL	Tourism Quality Projects
TIRF	Tourism Infrastructure Regional Development Fund
TWA	Tourism WA
UV	Unimproved Value
VAST	Viewer Access Satellite Television
VESTOC	Volunteer Emergency Services Training & Operations Centre
VET	Vocation, Education & Training
VPD	Vehicles per day
VPN	Virtual Private Network
WAAA	West Australian Agriculture Authority
WACHS	WA Country Health Service
WACRN	Western Australian Community Resource Network
WARDT	Western Australian Regional Development Trust
WAEC	West Australian Electoral Commission
WAERN	West Australian Emergency Response Network
WALGA	WA Local Government Association
WALGEMAG	Western Australian Local Government Emergency Management Advisory Group
WALGGC	West Australian Local Government Grants Commission
WANDRRA	West Australian Natural Disaster Relief and Recovery Arrangements
WAPC	Western Australian Planning Commission
WARDT	Western Australian Regional Development Trust
WARMS	Western Australian Rangeland Monitoring System – regional rangelands information
WATC	Western Australia Treasury Corporation
WPA	Wool Producers Australia
WWTP	Waste Water Treatment Plan
YPS	Yalgoo Primary School



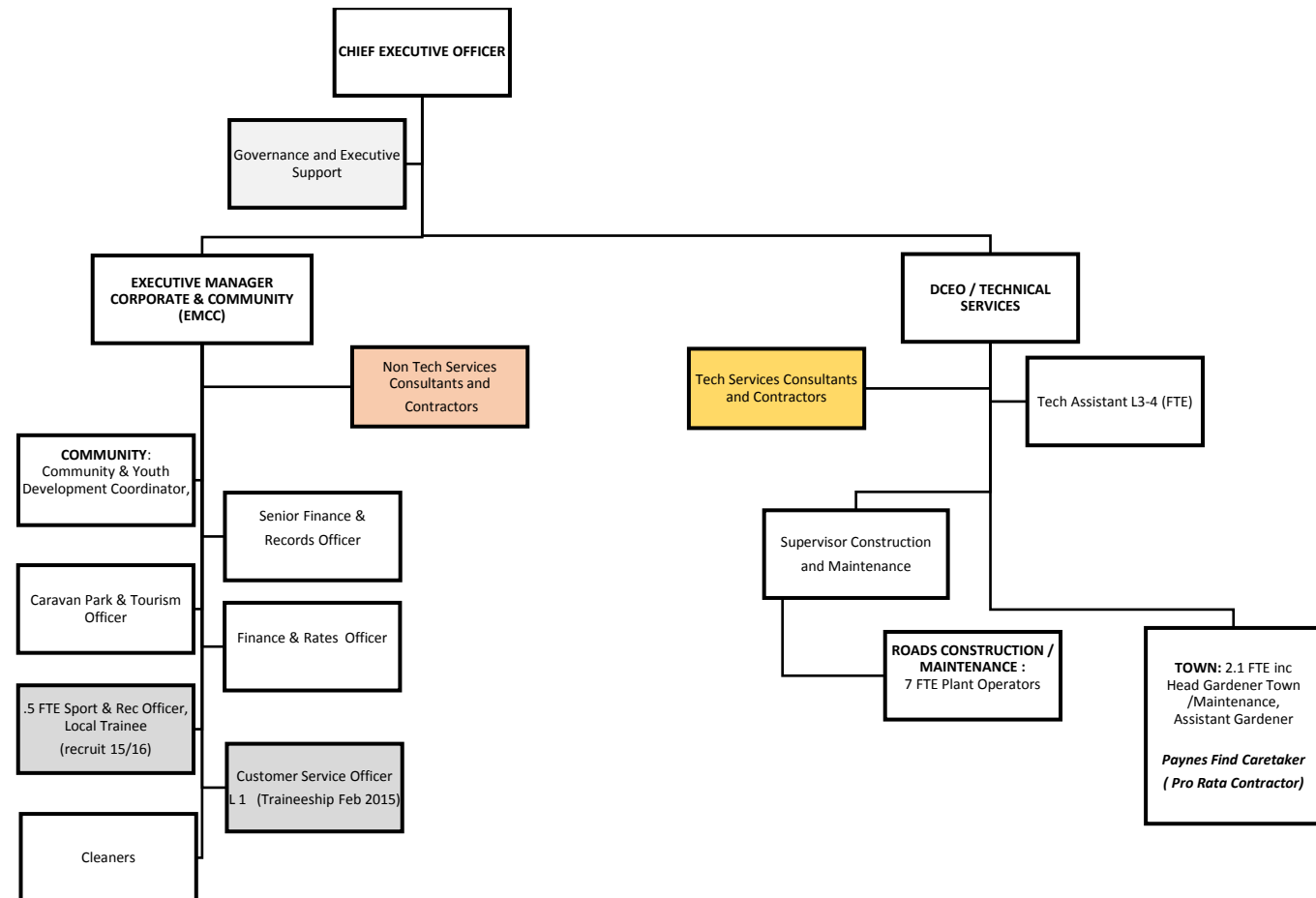
# General Attachments

(Yellow pages)

Referenced in Agenda by Page Number

# Shire of Yalgoo

## Draft Organisational Structure 2014 / 15





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# 2014 WORKFORCE PLAN REVIEW SUMMARY

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October 2014

OCTOBER 6, 2014  
TELSTRA CORPORATION  
RiskID

## Workforce Plan and Strategy Review October 2014

This workforce plan has been reviewed as annually required by WA Department of Local Government and Communities. This review has been delayed until this time due to the gap in having a permanent CEO in place.

## Workforce gaps and issues identified in 2013\_14

In reviewing the workforce requirements to meet the Community aspirations and organisational objectives the following gaps omissions and future requirements were identified.

### Gaps

- Admin support for works / tech services
- Youth services capacity
- Integrated planning and project support
- Tourism and economic development skills and capacity
- Heritage skills and capacity

### Issues

- Recruitment and retention
- Knowledge management
- Resource funding
- Succession planning

### Future operating environment needs

- Staff facilities and amenities
- Project management skills and capacity retention
- Staff housing
- Consultant and contractor facilities

### Systems, policy and process requirements

- Organisational HR systems and policies needed to be created, changed or rescinded
- HR system and process gaps to be addressed.
- Structure, roles and responsibilities reviewed and refined
- Guideline and procedure manuals need to be amended or created

## Current Situation in October 2014

Since the compilation of the workforce plan, there has not been significant changes in the external environment although there has been some easing in the competitive forces for outdoor staff. The Shire still has some constraints in this area due to staff housing availability to take advantage of these easing conditions.

There have been significant changes however in the internal environment, management and the employment profile of the Shire however which has provided the opportunity to bring forward the establishment of the optimal structure of the Shire to better meet goals and objectives.

Due to financial constraints that have emerged over the past year, the resources required to fund the proposed strategies and initiatives has been reviewed. Some projects have been refined or deferred and core business and service delivery has been reviewed in relation to roles and responsibilities.

### Outcomes of the current review

On review, it has been found that the workforce plan has been embraced and implemented, although the senior staff turnover on the last year has slowed the process somewhat. Systems, policies and processes still require much work to be done, the organisational structure is not yet as effective as it could be and should be changed as soon as possible to stabilize the internal environment and allow for positive growth and development. Specific issues that have been commenced or need to happen as soon as possible are outlined below.

### **Systems, Policy and Processes**

- With the recent instability in the workforce, it has become evident that the systems and processes are not robust enough to enable interim staff to manage effectively nor allow for a smooth transition for new staff. Research and development work is ongoing to address this. The introduction of cloud computing has set up a more stable platform to build upon.
- Finance spreadsheet based systems in place are currently inadequate to meet the amended finance regulations requirements and need to be upgraded. Actions have been commenced to address this.
- There has been some review of policies and procedures and it has been determined that a simpler and more appropriate policy and procedure manual would service the Shire better.
- HR systems and processes have been reviewed and there are currently activities taking place to address gaps and omissions.
- Records management needs to be considered as a key responsibility of an existing senior position with appropriate support and skills development.

### **Governance and Strategic Planning**

- There is more work to be done in developing and integrating the Strategic Community, Corporate, Asset Management, Long Term Financial and Workforce Plans, which will require specific skills and resources to support the CEO to achieve.
- Governance and council support would be better managed with a redefinition of the executive assistant role and some upskilling support. Over time, this role will also take responsibility for managing the HR systems and processes once the skills in this area have been developed.

### **Organisational Structure and Service Delivery**

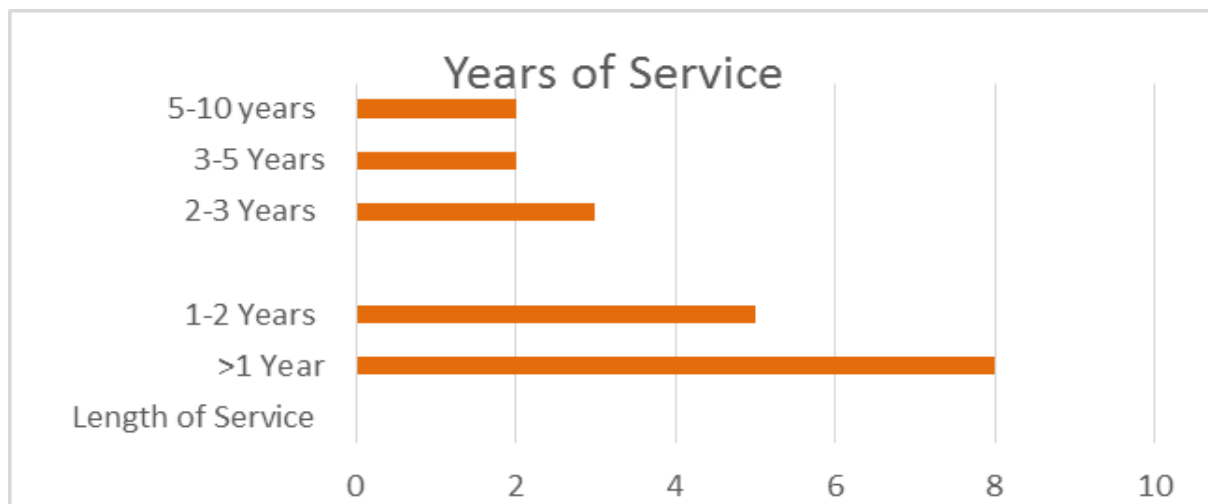
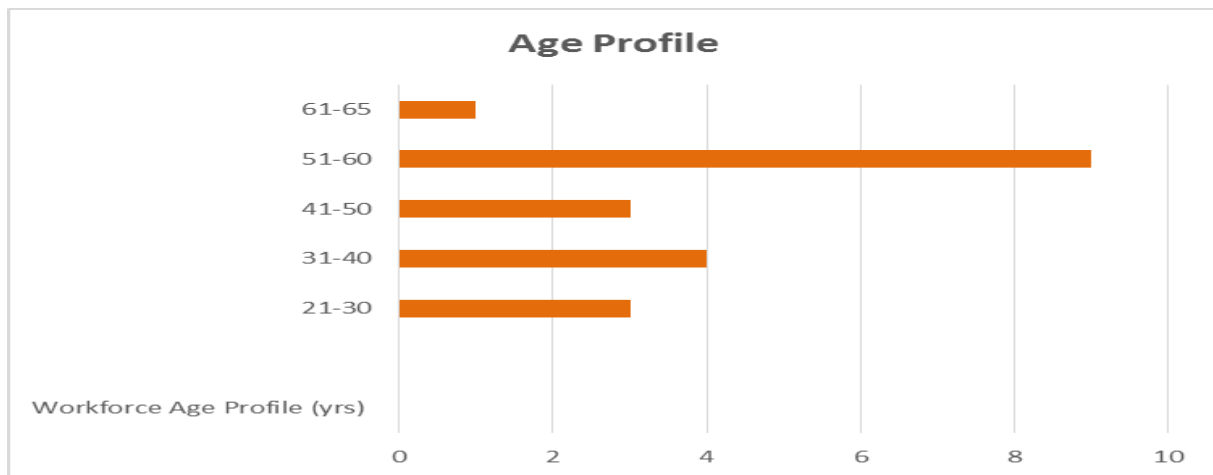
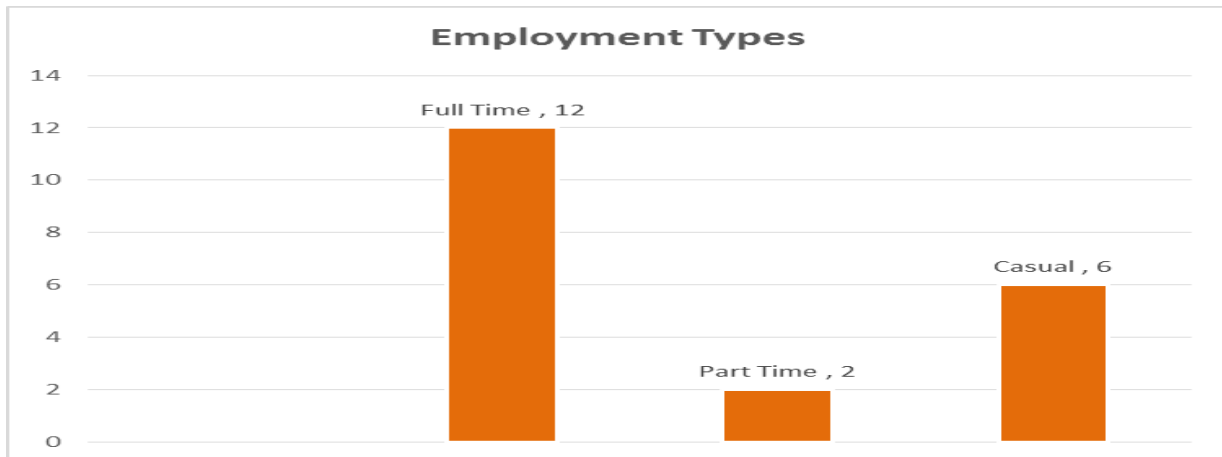
- To ensure continuity in the absence of the CEO, the role of DCEO should be given to one of the Executive Managers according to skills and capability for the term of their appointment. This has been discussed with and adopted by Council.
- The role of operational related external consultants has been reviewed and many have been brought in house, with the remainder being closely monitored by the Executive Managers to allow for improved management, service delivery and budget control.
- Technical services needs more administrative support, which would allow more focus on improving the tenders and procurement processes and management. The current role is part time and should be upgraded to full time with the current customer service component being filled by a junior or trainee position early in 2015.
- Community services and tourism roles are located offsite and responsibilities are not as clearly defined as they could be. These services in an operational capacity will be better defined and managed by coming under the executive management structure instead of reporting direct to the CEO. The strategic component will remain with the CEO. The Community and Youth Services Coordinator will be located in the Administration Office from November 2014. The tourism role and tasks will be further refined as part of the general roles and task matrix update.
- The proposed role of Sport and Recreation trainee will remain as an option for the 15\_ 16 financial year unless funding opportunities come up before then.
- The staff housing strategy will be further developed and formalised to ensure a sustainable approach to providing the appropriate level of housing that will enable the Shire to increase the workforce capacity and skill levels to enhance productivity and service levels.

### **Workforce Profile October 2014**

Significant progress has been made in defining roles and responsibilities, identifying and addressing skills gaps and managing performance issues. The graphs below outline the current profile of the workforce.

There are 20 staff members currently with a split of 12 Male and 8 Females. The average workforce age is 47years. There are currently two positions unfilled in the Construction and Maintenance crew due to lack of staff housing.





### Staff Turnover July 2013 to Sept 2014

Staff turnover in this period has been 7 staff or 35%. The following table shows positions and reasons for leaving the Shire.

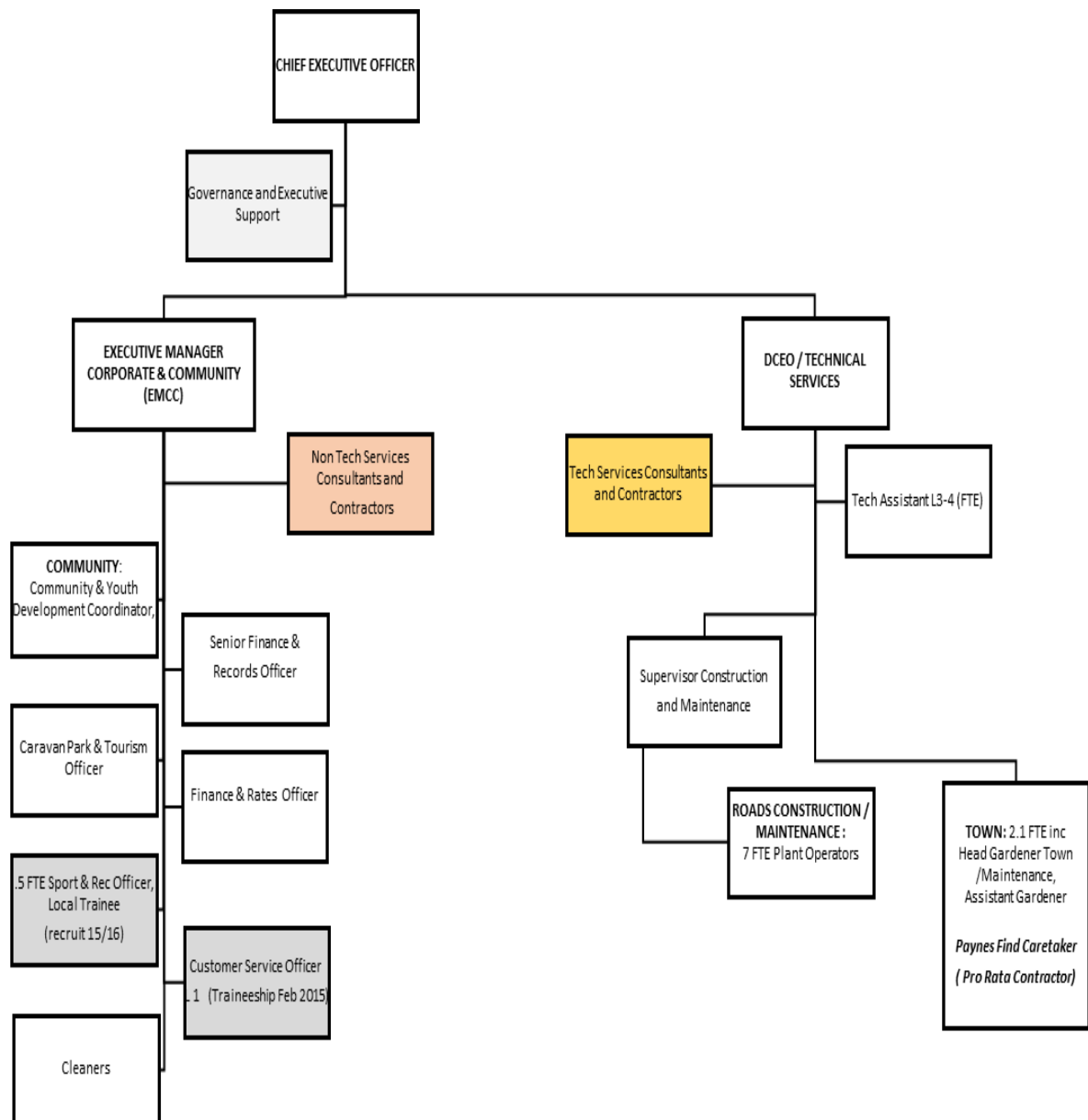
Executive Manager Works and Infrastructure  
 CEO  
 Specialist Road Technician  
 Construction Supervisor  
 Plant Operator Leading Hand  
 Plant Operator  
 Plant Operator

Terminated  
 Studying  
 Retired  
 Terminated  
 Health and Wellbeing  
 Personal Reasons  
 Terminated

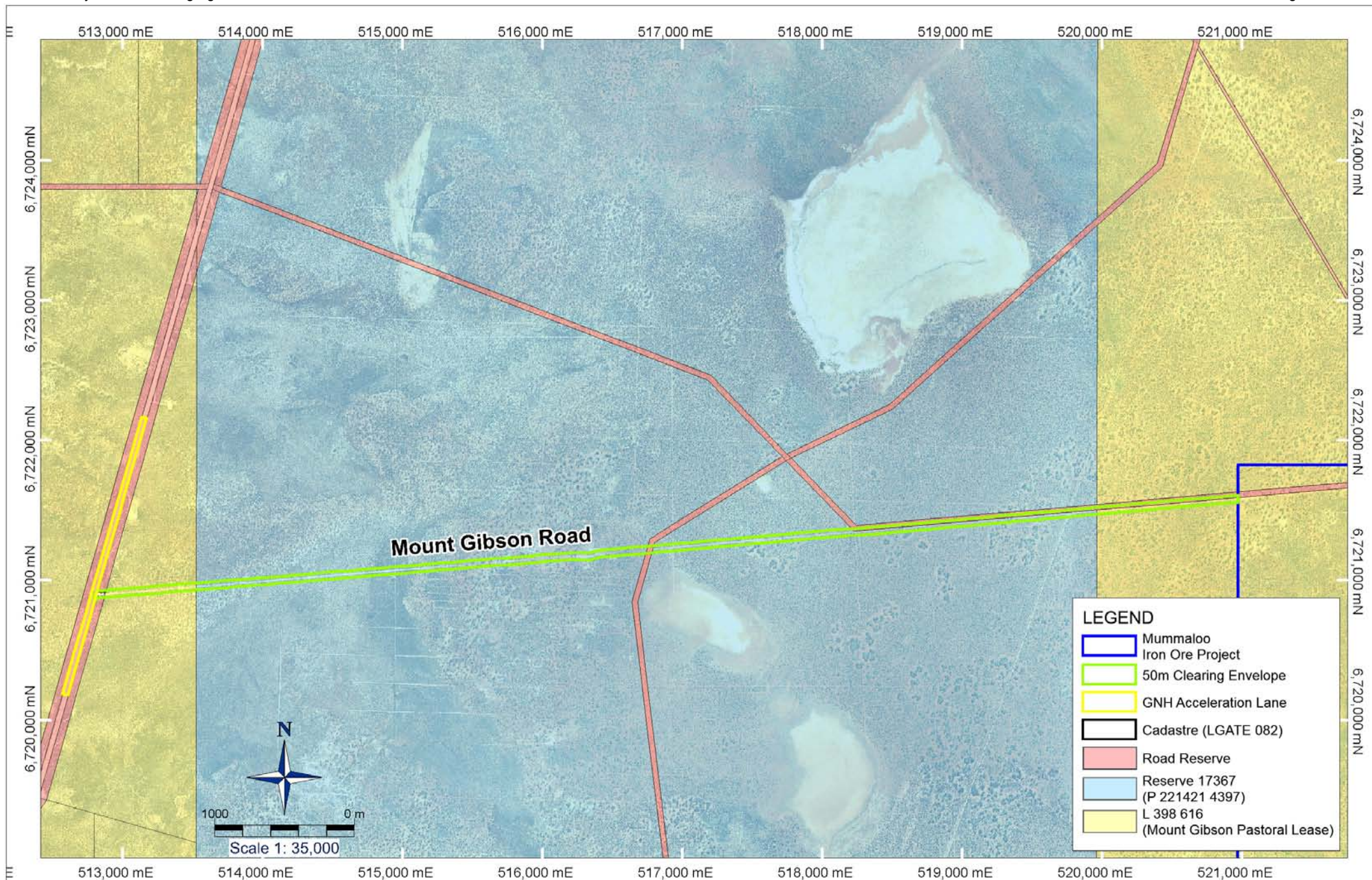
There have been 8 employees recruited in the since July 2013 which include filling the vacancies in the Caravan Park management (1full time equivalent as job share) that now include tourism duties in the roles. The CEO position was vacant for six months, with temporary roles in place until the recent appointment of the permanent CEO.

This staff turnover has created the opportunity to review all roles and responsibilities and to bring forward the implementation of the optimal organisational structure so that all changes in the Shire can be managed at the consecutively so that the community can experience the best possible services and goals and objectives can be achieved as soon as possible.

The proposed structure for the future is outlined in the diagram below.









Yalgoo Caravan Park Occupancy -			01.07.2013 to 30.06.2014											
Site type	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Sub total	Total
			<u>Nightly Occupancy of Site or Unit</u>											
<b>Powered Sites</b>														
Full Rate	21	17	19	22	4	Nil	1	3		50	20	65	222	
Pension Rate	34	52	115	43	2	Record of No's	0	1	16	90	58	70	481	703
<b>Unpowered Sites</b>														
Full Rate	3	9	25	14	1		3	0	2	25	9	17	108	
Pension Rate	4	1	10	3	1		0	0	3	4	0	0	26	140
<b>Accomodation</b>														
Units -ensuite										12	7	14	33	
Unit - No ensuite														
Dongas	5			1			2	2	1	9			20	
House			1	2									3	56
														899
	67	79	170	85	8	0	6	6	22	190	94	166		

Yalgoo Caravan Park Occupancy														01.07.2014 to 30.06.2015	
Site type	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Sub total	Total	
	Nightly Occupancy per Site or Unit														
Powered Sites															
Full Rate (Nightly)	64	95	45										204		
Pension Rate (Nightly)	42	101	68										211	415	
Full Rate (Weekly)	1	2	4										7		
Pension Rate (Weekly)	4	5	5										14	21	

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# Finance Attachments

(White pages)

Referenced in Agenda by Page Number

**Shire of Yalgoo**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 30th September 2014**  
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

Statement of Financial Activity	
Note 1	Significant Accounting Policies
Note 2	Graphical Representation
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals and Acquisitions
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Note 13	Major Variances

**Shire of Yalgoo**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30th September 2014**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		2,380,570	2,000	0	(2,000)	(100.00%)	
General Purpose Funding		2,000	591,131	577,316	(13,815)	(2.39%)	
Law, Order and Public Safety		37,100	3,772	441	(3,331)	(755.33%)	
Health		17,800	328	0	(328)	(100.00%)	
Housing		18,000	4,500	3,023	(1,477)	(48.86%)	
Community Amenities		14,820	12,354	12,784	430	3.36%	
Recreation and Culture		8,700	2,171	550	(1,621)	(294.73%)	
Transport		1,691,600	511,100	118,873	(392,227)	(329.95%)	▼
Economic Services		208,900	16,466	52,397	35,931	68.57%	▲
Other Property and Services		94,024	23,096	16,145	(6,951)	(43.05%)	
<b>Total (Ex. Rates)</b>		<b>4,473,514</b>	<b>1,166,918</b>	<b>781,529</b>	<b>(385,389)</b>		
<b>Operating Expense</b>							
Governance		(413,998)	(108,817)	(132,835)	(24,018)	(18.08%)	▲
General Purpose Funding		(65,665)	(15,252)	(39,010)	(23,758)	(60.90%)	▲
Law, Order and Public Safety		(172,842)	(43,224)	(42,218)	1,006	2.38%	
Education and Welfare		(9,196)	(1,424)	(1,483)	(59)	(3.98%)	
Health		(89,426)	(22,346)	(19,815)	2,531	12.77%	
Housing		(352,963)	(90,497)	(69,373)	21,124	30.45%	▼
Community Amenities		(194,968)	(48,752)	(47,329)	1,423	3.01%	
Recreation and Culture		(750,652)	(236,420)	(160,891)	75,529	46.94%	▼
Transport		(3,617,960)	(904,506)	(627,625)	276,881	44.12%	▼
Economic Services		(608,982)	(157,694)	(139,393)	18,301	13.13%	▼
Other Property and Services		(21,394)	(45,879)	(3,118)	42,761	1371.42%	▼
<b>Total</b>		<b>(6,298,046)</b>	<b>(1,674,811)</b>	<b>(1,283,090)</b>	<b>391,721</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation		1,191,529	297,892	289,523	(8,369)	(2.89%)	
Adjust (Profit)/Loss on Asset Disposal	8	183,300	45,872	0	(45,872)	(100.00%)	▼
Movement in Employee Benefit provision (non-current)		0	0	0			
Adjust Provisions and Accruals		0	0	(22,360)	(22,360)	(100.00%)	▼
<b>Net Operating (Ex. Rates)</b>		<b>(449,703)</b>	<b>(164,129)</b>	<b>(234,398)</b>	<b>(70,269)</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	903,833	386,785	297,372	(89,413)	(30.07%)	
Proceeds from Disposal of Assets	8	360,700	90,175	0	(90,175)	(100.00%)	▼
Proceeds from New Debentures		400,000	0	0	0		
Transfer from Reserves	7	508,864	0	0	0		
<b>Total</b>		<b>2,173,397</b>	<b>476,960</b>	<b>297,372</b>	<b>(179,588)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	8	(1,015,000)	(253,750)	(58,680)	195,070	332.43%	▼
Plant and Equipment	8	(1,092,500)	(273,125)	0	273,125	100.00%	▼
Furniture and Equipment	8	(20,000)	(5,000)	0	5,000	100.00%	
Infrastructure Assets - Roads	8	(992,190)	(248,048)	(34,140)	213,908	626.56%	▼
Infrastructure Assets - Other	8	(175,000)	(43,750)	(11,992)	31,758	264.83%	▼
Repayment of Debentures	10	(53,500)	0	(2,979)	(2,979)	(100.00%)	
Transfer to Reserves	7	(414,295)	0	(13,685)	(13,685)	(100.00%)	▲
<b>Total</b>		<b>(3,762,485)</b>	<b>(823,673)</b>	<b>(121,476)</b>	<b>702,197</b>		
<b>Net Capital</b>		<b>(1,589,088)</b>	<b>(346,713)</b>	<b>175,896</b>	<b>522,609</b>		
<b>Total Net Operating + Capital</b>		<b>(2,038,791)</b>	<b>(510,842)</b>	<b>(58,502)</b>	<b>452,339</b>		
Opening Funding Surplus(Deficit)		181,471	181,471	89,577	(91,894)	(102.59%)	▼
Rate Revenue	9	1,857,320	1,830,320	1,699,707	(130,613)	(7.68%)	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>1,500,950</b>	<b>1,730,782</b>	<b>229,833</b>		

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





**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

***General***

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

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

***Land Held for Resale***

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	35 years
Furniture and Equipment	3 to 10 years
Plant and Equipment	5 to 10 years
Roads - Sealed	
Clearing and earthworks	not depreciated
Construction/road base	41 years
Roads - Unsealed - Gravel	
Clearing and earthworks	not depreciated
Construction/road base	23 years
Gravel sheet	23 years
Roads - Formed - Unsealed	
Clearing and earthworks	not depreciated
Construction/road base	14 years
Footpaths - Slab	not depreciated

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Administration and operation facilities and services to the members of the Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern other specific functions/activities of the Shire are also recorded here.

**GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

Supervision of various by-laws, fire prevention, emergency services and animal control.

**HEALTH**

Food quality, pest control and immunisation services.

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(r) STATEMENT OF OBJECTIVE (Continued)**

**EDUCATION AND WELFARE**

Telecentre Access Point Service.

**HOUSING**

Provision and maintenance of staff, rental and Joint Venture Housing.

**COMMUNITY AMENITIES**

Rubbish collection services, operation of tips, noise control, litter control, administration of the town planning scheme, strategic planning, maintenance of the cemetery, public conveniences and town storm water drainage.

**RECREATION AND CULTURE**

Maintenance of halls, recreation centres and various reserves, operation of libraries, maintenance of cultural heritage assets and TV/radio retransmission services.

**TRANSPORT**

Construction and maintenance of streets, roads, footpaths, drainage works, lighting of streets, maintenance of the depot and airstrips.

**ECONOMIC SERVICES**

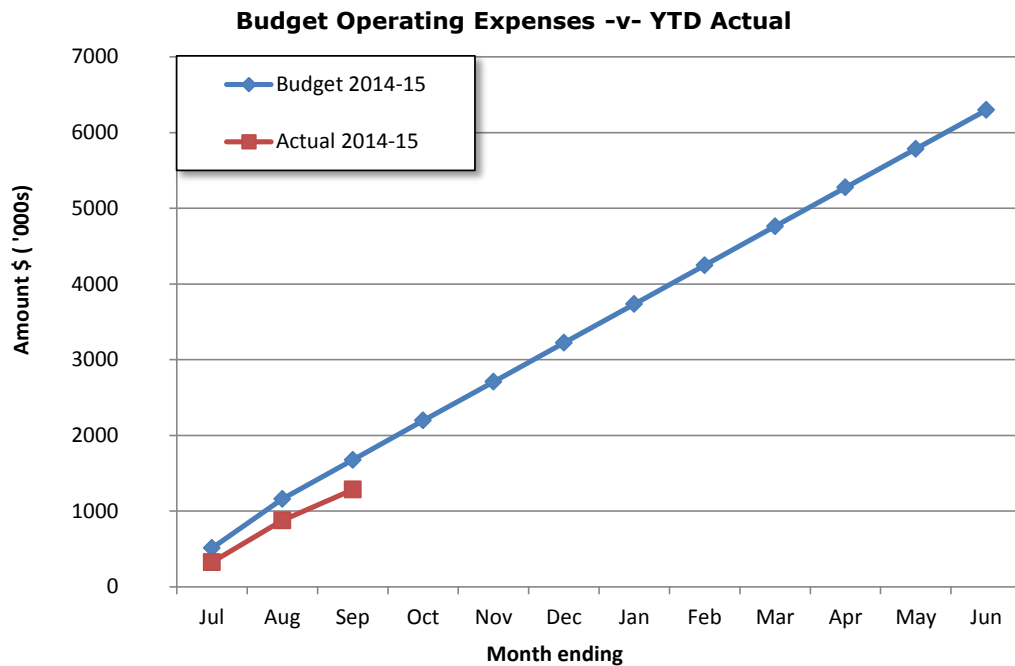
Regulation and provision of tourism, area promotion, building control, noxious weeds and vermin control.

**OTHER PROPERTY & SERVICES**

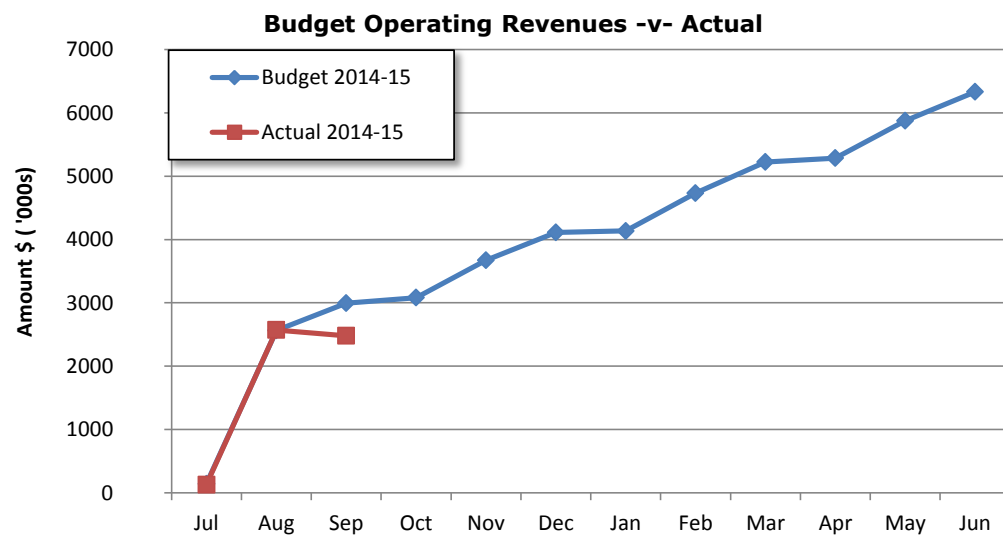
Private works operations, plant repairs and operation costs.

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



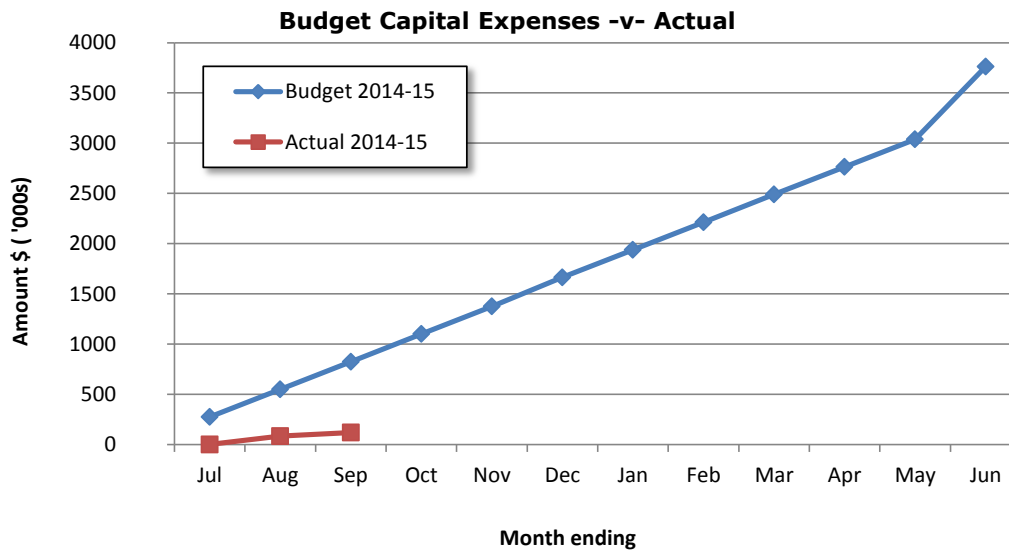
**Comments/Notes - Operating Expenses**



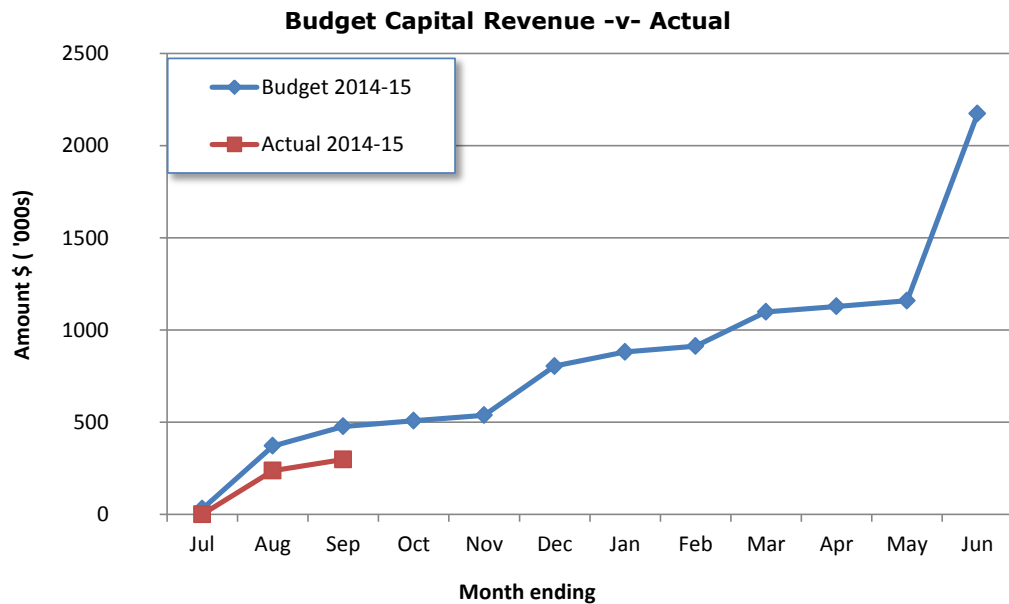
**Comments/Notes - Operating Revenues**

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**



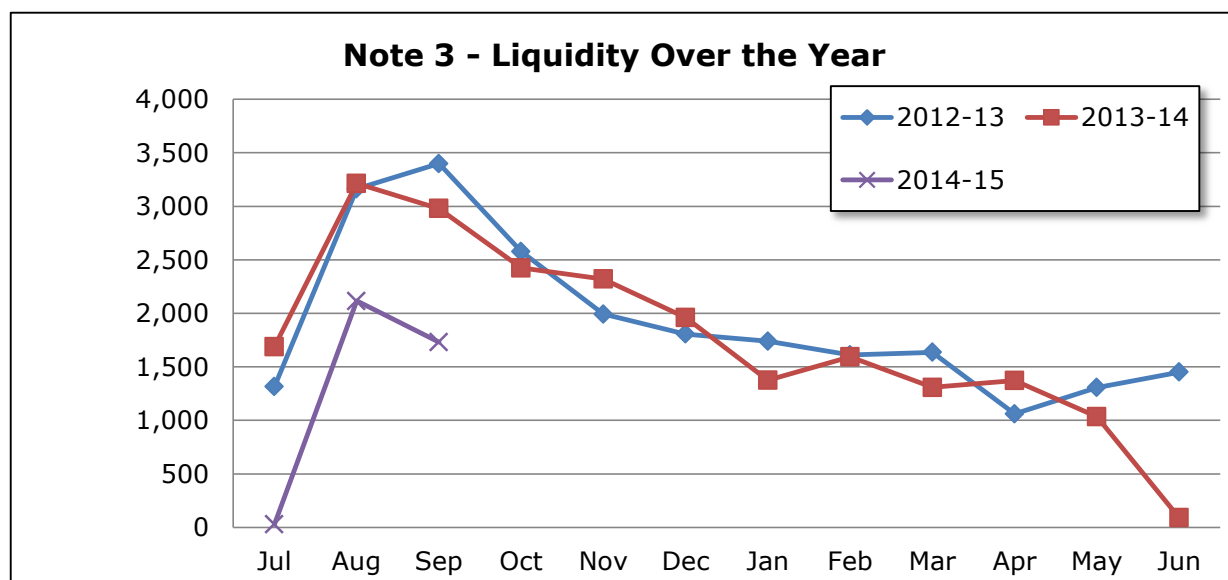
**Comments/Notes - Capital Revenues**



**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 3: NET CURRENT FUNDING POSTION**

Positive=Surplus (Negative=Deficit)			
2014-15			
Note	YTD 30th September 2014	30th June 2014	YTD 30th September 2013
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4 958,582	474,311	2,179,972
Cash Restricted	4 2,048,020	2,034,335	1,679,296
Receivables - Rates and Rubbish	6 979,812	144,303	961,674
Receivables -Other	6 33,660	105,582	152,502
Provision for Doubtful Debts	(89,877)	(89,877)	(16,652)
Inventories	10,615	2,019	21,273
	3,940,812	2,670,673	4,978,065
<b>Less: Current Liabilities</b>			
Payables	(162,010)	(546,761)	(206,040)
Provisions	(172,181)	(194,541)	(207,974)
	(334,191)	(741,302)	(414,014)
Less: Cash Restricted	7 (2,048,020)	(2,034,335)	(1,679,296)
Add: Cash Backed Provisions	147,236	147,236	94,317
Add: Employee Benefits Already Funded	24,945	47,305	0
<b>Net Current Funding Position</b>	<b>1,730,782</b>	<b>89,577</b>	<b>2,979,072</b>



**Comments - Net Current Funding Position**

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Account	Variable	426,829		20,392	447,221	NAB	Cheque Acc.
Cash Maximiser	Variable	526,429			526,429	NAB	Cheque Acc.
Cash On Hand	Nil	5,324			5,324		On Hand
(b) <b>Term Deposits</b>							
Term Deposit - 120 days	3.55%		1,256,842		1,256,842	NAB	9/12/2014
Term Deposit - 90 days	3.45%		791,178		791,178	NAB	13/12/2014
(c) <b>Other Investments</b>							
N/A							
<b>Total</b>		958,582	2,048,020	20,392	3,026,994		

Comments/Notes - Investments

Shire of Yalgoo  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Surplus/(Deficit) on Budget Adoption			\$	\$	\$	\$
							0
							0
							0
							0
<b>Amended Budget Closing Funding Surplus / (Deficit)</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

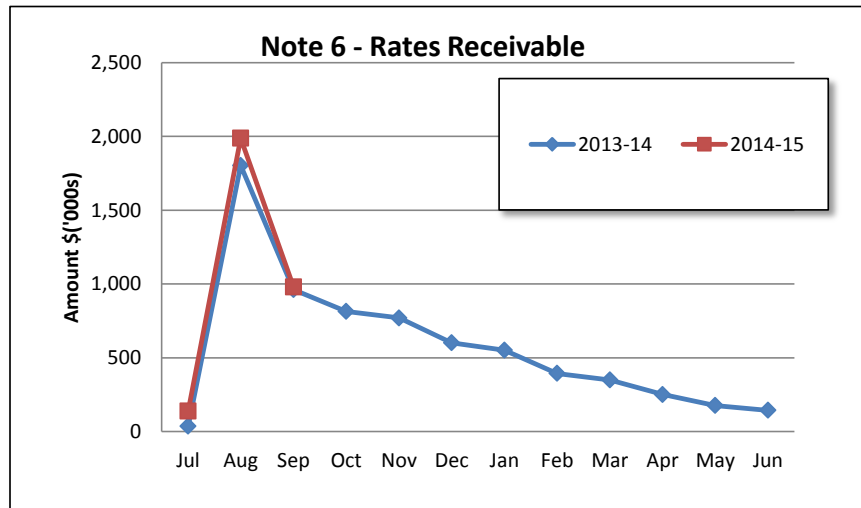
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

Opening Arrears Previous Years  
 Levied this year  
Less Collections to date  
 Equals Current Outstanding

**Net Rates Collectable**  
 % Collected

YTD 30th September 2014	YTD 30th June 2014
\$	\$
144,303	44,845
1,861,573	2,007,015
(1,026,064)	(1,907,557)
<b>979,812</b>	<b>144,303</b>
<b>979,812</b>	<b>144,303</b>
51.15%	92.97%



Comments/Notes - Rates Receivable

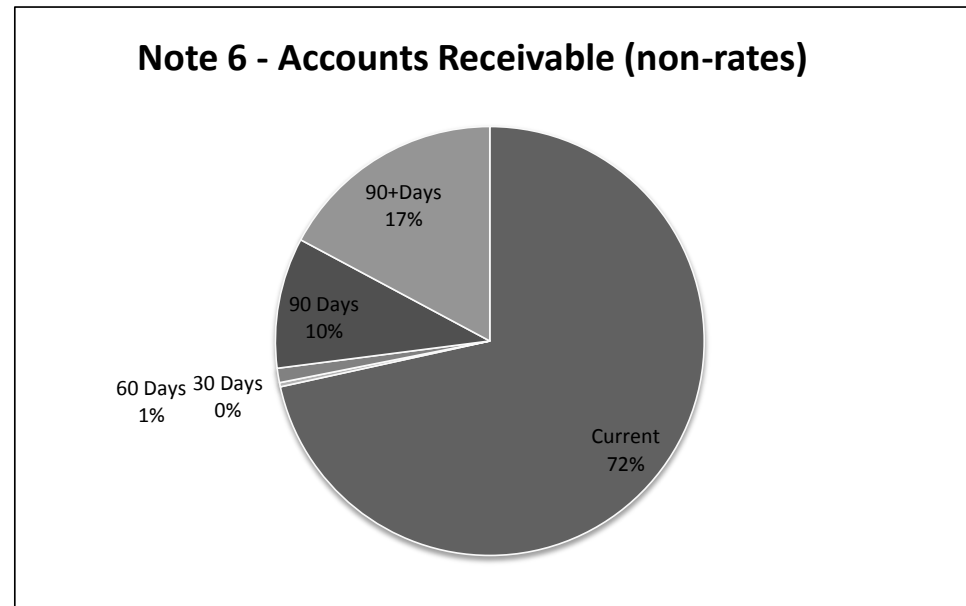
**Receivables - General**

Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90 Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	24,091	105	365	3,315	5,784
<b>Total Receivables General Outstanding</b>	<b>33,660</b>				

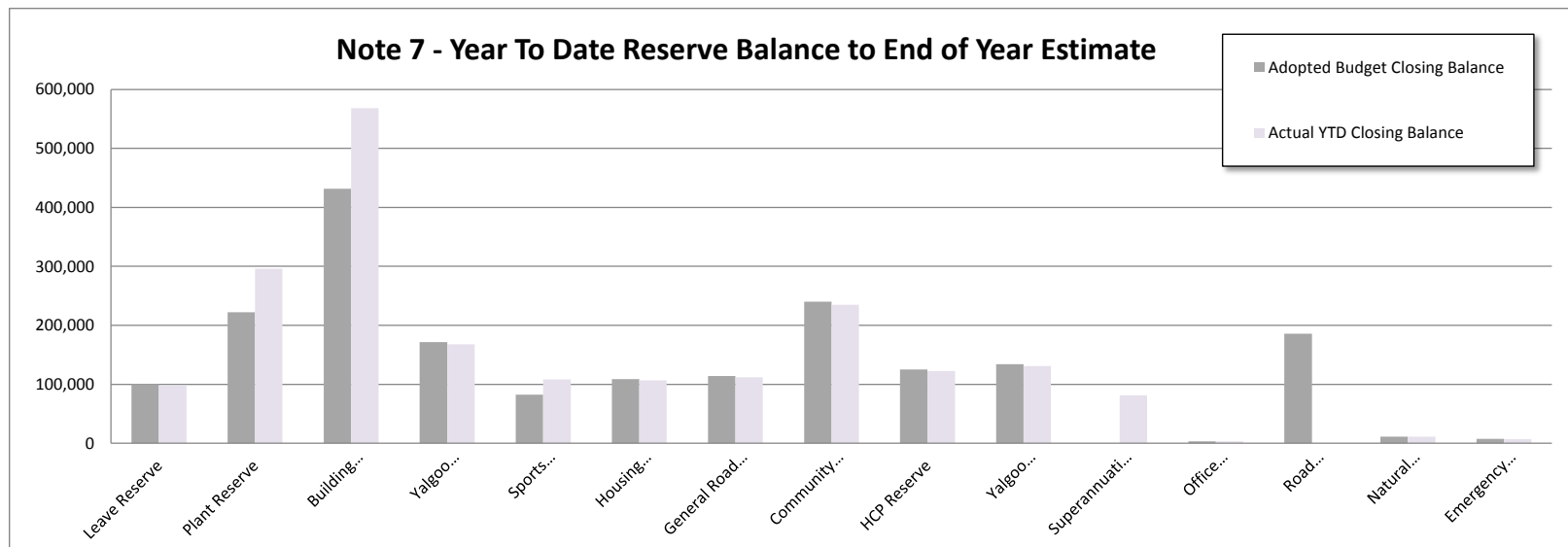


Comments/Notes - Receivables General

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 7: Cash Backed Reserve**

2014-15										
Name	Opening Balance	Adopted Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	97,549	2,926	656	0	0	0	0		100,475	98,205
Plant Reserve	293,873	8,816	1,978	169,691	0	(250,000)	0		222,380	295,851
Building Reserve	564,501	16,935	3,797	0	0	(150,000)	0		431,436	568,298
Yalgoo Ninghan Road Reserve	166,699	5,001	1,122	0	0	0	0		171,700	167,821
Sports Complex Reserve	107,401	3,222	723	0	0	(28,000)	0		82,623	108,124
Housing Maintenance Reserve	105,859	3,176	712	0	0	0	0		109,035	106,571
General Road Reserve	110,984	3,330	747	0	0	0	0		114,314	111,731
Community Amenities Maintenance Reserve	233,271	6,998	1,570	0	0	0	0		240,269	234,841
HCP Reserve	121,760	3,653	819	0	0	0	0		125,413	122,579
Yalgoo Morawa Road Reserve	130,262	3,908	875	0	0	0	0		134,170	131,137
Superannuation Back-Pay Reserve	80,864	0	543	0	0	(80,864)	0		0	81,407
Office Equipment Reserve	3,112	93	21	0	0	0	0		3,205	3,133
Road Agreement YA-NI Rd Reserve	0	0	0	186,000	0	0	0		186,000	0
Natural Disaster Triggerpoint Reserve	11,000	330	74	0	0	0	0		11,330	11,074
Emergency Road Repairs Reserve	7,200	216	48	0	0	0	0		7,416	7,248
	<b>2,034,335</b>	<b>58,604</b>	<b>13,685</b>	<b>355,691</b>	<b>0</b>	<b>(508,864)</b>	<b>0</b>		<b>1,939,766</b>	<b>2,048,020</b>



**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 8: CAPITAL DISPOSALS AND ACQUISITIONS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Adopted Current Budget YTD 30th September 2014		
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			0
				<b>Transport</b>			
			0	Caterpillar 140H - YA420	(80,000)	0	80,000
			0	Volvo FH16 - YA480	(60,000)	0	60,000
			0	John Deere X300 - YA486	(4,000)	0	4,000
			0	TSE Transport - YA1590	(2,500)	0	2,500
			0	Trailer - YA1610	200	0	(200)
			0	Bomag BW24R - YA484	(25,000)	0	25,000
			0	EMWI Vehicle - YA840	(10,000)	0	10,000
			0	Works Ute - YA899	(2,000)	0	2,000
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(183,300)</b>	<b>0</b>	<b>183,300</b>

**Comments - Capital Disposal**

Comments	Summary Acquisitions	Adopted Current Budget YTD 30th September 2014		
		Adopted Annual Budget	Actual	Variance
		\$	\$	\$
	<b>Land &amp; Buildings</b>	1,015,000	58,680	(956,320)
	<b>Plant &amp; Equipment</b>	1,092,500	0	(1,092,500)
	<b>Furniture &amp; Equipment</b>	20,000	0	(20,000)
	<b>Infrastructure</b>			0
	Roadworks	992,190	34,140	(958,050)
	Other Infrastructure	175,000	11,992	(163,008)
	<b>Capital Totals</b>	<b>3,294,690</b>	<b>104,812</b>	<b>(3,189,878)</b>

**Comments - Capital Acquisitions**

Comments	Buildings	Adopted Current Budget YTD 30th September 2014		
		Adopted Annual Budget	Actual	Variance
		\$	\$	\$
	C145000-74 Weekes St (CLGF 2011-12)	50,000	56,680	6,680
	75 Weekes St	340,000	0	(340,000)
	Two Additional Residences	500,000	0	(500,000)
	Yalgoo Hub (CYC) - CLGF 12-13	40,000	0	(40,000)
	Yalgoo Hub - Waterpark Hardcover	40,000	0	(40,000)
	Ablution Park - Depot	45,000	0	(45,000)
	C155028 - Caravan Park Re-development	0	2,000	2,000
	<b>Capital Totals</b>	<b>1,015,000</b>	<b>58,680</b>	<b>(956,320)</b>

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 8: CAPITAL DISPOSALS AND ACQUISITIONS**

Comments	Plant & Equipment	Adopted Current Budget YTD 30th September 2014		
		Adopted Annual Budget	Actual	Variance
	Yalgoo Hub - Waterpark Pumping System	\$ 40,000	\$ 0	\$ (40,000)
	Grader - Rippers 14ft	360,000	0	(360,000)
	Roller - Multi tyre, 17 tonne	185,000	0	(185,000)
	Prime Mover	250,000	0	(250,000)
	Truck - 3 tonne tipper (town) Mid Mount 1.2 deck	8,000	0	(8,000)
	Car Trailer - Tandem	9,000	0	(9,000)
	Trailer - community sport	11,500	0	(11,500)
	EMWI Vehicle	122,000	0	(122,000)
	Works Ute	97,000	0	(97,000)
	Synergy Accounting Package	10,000	0	(10,000)
	<b>Capital Totals</b>	<b>1,092,500</b>	<b>0</b>	<b>(1,092,500)</b>

Comments	Furniture & Equipment	Adopted Current Budget YTD 30th September 2014		
		Adopted Annual Budget	Actual	Variance
	2 x Document Fire Protection Safes	\$ 20,000	\$ 0	\$ (20,000)
	<b>Capital Totals</b>	<b>20,000</b>	<b>0</b>	<b>(20,000)</b>

Comments	Roads	Adopted Current Budget YTD 30th September 2014		
		Adopted Annual Budget	Actual	Variance
	YA-MO Rd SL 0-13 4m seal	\$ 225,500	\$ 0	\$ (225,500)
	YA-NI Rd SLK 18-25 Reform & Sheet	376,500	34,140	(342,360)
	YA-MO Rd SLK	305,000	0	(305,000)
	YA NO Rd- Hills SLK 15-20 Resheet	85,190	0	(85,190)
	<b>Capital Totals</b>	<b>992,190</b>	<b>34,140</b>	<b>(958,050)</b>

Comments	Other Infrastructure	Adopted Current Budget YTD 30th September 2014		
		Adopted Annual Budget	Actual	Variance
	Yalgoo Hub - Bungarra	\$ 5,000	\$ 0	\$ (5,000)
	C155011 - Yalgoo Hub - Tennis Court resurface	11,000	11,992	992
	Security fencing - Depot	10,000	0	(10,000)
	Security system - Depot	10,000	0	(10,000)
	Paynes Find Airstrip Fence	50,000	0	(50,000)
	Yalgoo Airstrip Hardstand surface	5,000	0	(5,000)
	Payne's Find Beautification	84,000	0	(84,000)
	<b>Capital Totals</b>	<b>175,000</b>	<b>11,992</b>	<b>(163,008)</b>

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

<b>Note 9: RATING INFORMATION</b>		<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Adopted Budget Rate Revenue \$</b>	<b>Adopted Budget Interim Rate \$</b>	<b>Adopted Budget Back Rate \$</b>	<b>Adopted Budget Total Revenue \$</b>
<b>RATE TYPE</b>												
<b>Differential Rate</b>												
GRV	Townsites Improved	0.0712	34	284,064	20,225	0	0	20,225	20,225	0	0	20,225
UV	Pastoral	0.0628	20	901,067	56,587	0	0	56,587	57,623	0	0	57,623
	Rural	0.0628	2	16,500	1,036	0	0	1,036	0	0	0	0
	Mining Tenement	0.3575	132	4,390,963	1,569,769	(121,816)	0	1,447,953	1,569,769	30,000	0	1,599,769
	Exploration/Prospecting	0.1899	124	736,296	139,823	(5,797)	0	134,026	139,823	0	0	139,823
<b>Sub-Totals</b>			312	6,328,890	1,787,440	(127,613)	0	1,659,827	1,787,440	30,000	0	1,817,440
<b>Minimum Rates</b>		<b>Minimum \$</b>										
GRV	Townsites Improved	260	2	4,155	520	0	0	520	520	0	0	520
	Townsites Vacant	600	11	386	6,600	0	0	6,600	6,600	0	0	6,600
UV	Pastoral	260	2	5,489	520	0	0	520	780	0	0	780
	Rural	260	1	100	260	0	0	260	0	0	0	0
	Mining Tenement	260	29	16,632	7,540	0	0	7,540	7,540	0	0	7,540
	Exploration/Prospecting	260	94	58,276	24,440	0	0	24,440	24,440	0	0	24,440
<b>Sub-Totals</b>			139	85,038	39,880	0	0	39,880	39,880	0	0	39,880
Ex-Gratia								1,699,707				1,857,320
Discounts								0				0
<b>Totals</b>								1,699,707				1,857,320

**Comments - Rating Information**

All land except exempt land in the Shire of Yalgoo is rated according to its Gross Rental Value (GRV) in town sites or Unimproved Value (UV) in the remainder of the Shire.

The differential rates detailed above for the 2014/15 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.



**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**10. INFORMATION ON BORROWINGS****(a) Debenture Repayments**

Particulars	Principal 1-Jul-14	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Adopted Budget \$	Actual \$	Adopted Budget \$	Actual \$	Adopted Budget \$
<b>Housing</b>								
Loan 53 - 19a & b Stanley	152,171	0	0	12,000	152,171	140,171	0	10,000
Loan 55 - 18c & d Shamrock	196,074	0	0	14,500	196,074	181,574	0	12,500
Loan 56 - Staff Housing	0	0	0	21,000	0	379,000	0	8,500
<b>Community Amenities</b>								
Loan 54 - Public Toilets	81,286	0	2,979	6,000	78,307	75,286	2,560	5,000
	429,531	0	2,979	53,500	426,552	776,031	2,560	36,000

All debenture repayments were financed by general purpose revenue.

**(b) New Debentures**

No new debentures were raised during the reporting period.

**Comments - Borrowings Information**

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	Adopted Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE GRANTS</b>								
I032010-Grants Commission	WALGGC		1,707,535		1,707,535		429,496	1,278,039
I032020-Federal Roads	WALGGC		556,331		556,331		140,101	416,230
<b>LAW, ORDER, PUBLIC SAFETY</b>								
I051010-Fire Prevention Grant	FESA		11,000		11,000		0	11,000
I053020-Fire Costs Reimbursements	FESA		22,000		22,000		0	22,000
<b>RECREATION AND CULTURE</b>								
I111021-Yalgoo Community Hub	MWIP		75,000			75,000	0	75,000
I117025-State Heritage	State Heritage council		7,000		7,000		0	7,000
<b>TRANSPORT</b>								
<b>MRWA ROAD FUNDING</b>								
I121015-MRWA direct Grants	MRWA Funding		118,400		118,400		118,400	0
I121016-MRWA Ninghan Rd Intersection	MRWA Funding		0	110,440		110,440	110,440	0
I121005-YA-Ni Reseal	MRWA RRGP 1		150,333	17,907		168,240	117,932	50,308
I121010-YA-Mo Formation	MRWA RRGP 2		251,000			251,000	69,000	182,000
<b>OTHER ROAD/STREETS GRANTS</b>								
I121020-Roads To Recovery	Building Program		305,000			305,000	0	305,000
I121021-Flood Damage Recoup	Building Program		950,000		950,000	0	0	950,000
I121039-Road Agreement Income	Building Program		620,000		620,000	0	0	620,000
<b>ECONOMIC SERVICES</b>								
I132004- Emu Cup Funding	WALGA Roadwise		0	10,500	10,500	0	10,500	0
I132027-Healthy community Mining	MMG		54,000		54,000		0	54,000
I132039-Community Projects	Mining Contribution		80,000		80,000		0	80,000
I132028-HCP Activities Funding			5,000		5,000		0	5,000
I132040-Caravan Park Upgrade	TIRF		122,500			122,500	0	122,500
<b>TOTALS</b>			<b>5,035,099</b>	<b>138,847</b>	<b>4,141,766</b>	<b>1,032,180</b>	<b>995,869</b>	<b>4,178,077</b>
	Operating		4,131,266				698,497	
	Non-operating		903,833				297,372	
			<u>5,035,099</u>				<u>995,869</u>	

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**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 1-Jul-2014	Amount Received	Amount Paid	Closing Balance YTD 30th September 2014
	\$	\$	\$	\$
Bus Bonds	450	0	0	450
Bus Yalgoo Hall - Annual Bond	300	0	0	300
Hall Bonds	150	0	0	150
Casual Complex	1,150	0	0	1,150
Casual Bus	100	0	0	100
Yamatjii Hall	150	0	0	150
Housing Bonds Other	5,884	500	0	6,384
Land Auction Proceeds	2,500	0	0	2,500
Library Bonds	25	0	0	25
Road Agreements Bonds	0	0	0	0
Post Office Bonds	30	0	0	30
Museum Account	9,220	0	0	9,220
Unclassified	(157)	0	(70)	(227)
Candidates Deposits	240	0	(80)	160
	0			0
	<b>20,042</b>	<b>500</b>	<b>(150)</b>	<b>20,392</b>

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 13: MAJOR VARIANCES**

**Comments/Reason for Variance**

**13.1 OPERATING REVENUES**

**13.1.1 GOVERNANCE**

**13.1.2 GENERAL PURPOSE FUNDING**

**13.1.3 LAW, ORDER AND PUBLIC SAFETY**

**13.1.4 HEALTH**

**13.1.5 HOUSING**

**13.1.6 COMMUNITY AMENITIES**

**13.1.7 RECREATION AND CULTURE**

**13.1.8 TRANSPORT**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
1,691,600	511,100	<b>118,873</b>	(392,227)	(329.95%)	▼

The Shire is awaiting final approval for the work to be done on roads due the WANDARRA event earlier this year. Income will be received when the work has been undertaken.

**13.1.9 ECONOMIC SERVICES**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
208,900	16,466	<b>52,397</b>	35,931	68.57%	▲

Income from caravan park revenues is higher than anticipated due to full time caravan park managers. This amount will be subject to the mid-year budget review. Funding for the Emu Cup event has been received earlier than budgeted for.

**13.1.10 OTHER PROPERTY AND SERVICES**

**13.2 OPERATING EXPENSE**

**13.2.1 GOVERNANCE**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(413,998)	(108,817)	<b>(132,835)</b>	(24,018)	(18.08%)	▲

Timing of the budget for the WALGA convention is for the costs to be evenly spread across the financial year. The convention occurs in August with the majority of the costs occurring then.

**13.2.2 GENERAL PURPOSE FUNDING**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(65,665)	(15,252)	<b>(39,010)</b>	(23,758)	(60.90%)	▲

The administration allocation of expenses will be included in the mid-year budget review.

**13.2.3 LAW, ORDER AND PUBLIC SAFETY**

**13.2.4 HEALTH**

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 13: MAJOR VARIANCES**

**Comments/Reason for Variance**

**13.2.5 HOUSING**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(352,963)	(90,497)	(69,373)	21,124	30.45%	▼

Utility expenses on Shire properties, including houses is less than anticipated.

**13.2.6 COMMUNITY AMENITIES**

**13.2.7 RECREATION AND CULTURE**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(750,652)	(236,420)	(160,891)	75,529	46.94%	▼

A budget allowance was provided for expected expenditure from the Kidsport funded project. An invoice has not been received to date from the relevant Shire.

**13.2.8 TRANSPORT**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(3,617,960)	(904,506)	(627,625)	276,881	44.12%	▼

An allowance was made for a loss on the disposal of plant assets, no assets have been sold to date. Engineering expenditure is less than anticipated. Road agreement maintenance will not commence until the agreements have been signed. Repairs to flood damage on roads will not be undertaken until final approval is received from Main Roads WA.

**13.2.9 ECONOMIC SERVICES**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(608,982)	(157,694)	(139,393)	18,301	13.13%	▼

The budget for this area has been spread evenly across the twelve months of the year. Expenditure can be seasonal depending on the timing of events such as the Emu Cup and school holidays. A payment has not yet been made for Centrecare support.

**13.2.10 OTHER PROPERTY AND SERVICES**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(21,394)	(45,879)	(3,118)	42,761	1371.42%	▼

A budget allowance has been made for the underallocation of plant operating costs. These costs are fully reallocated to other programs and therefore an under allocation is not occurring.

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 13: MAJOR VARIANCES**

**Comments/Reason for Variance**

**13.3 CAPITAL REVENUE**

**13.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS**

**13.3.2 PROCEEDS FROM DISPOSAL OF ASSETS**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
360,700	90,175	0	(90,175)	(100.00%)	▼

Purchases and disposal of assets are scheduled in the budget to occur at the start of the financial year to allow Council to monitor expenditure more effectively. The first items of plant to be replaced are occurring in October and November.

**13.3.3 PROCEEDS FROM NEW DEBENTURES**

**13.3.4 PROCEEDS FROM SALE OF INVESTMENT**

**13.3.5 PROCEEDS FROM ADVANCES**

**13.3.6 SELF-SUPPORTING LOAN PRINCIPAL**

**13.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)**

**13.4 CAPITAL EXPENSES**

The budget for capital works to be undertaken is allocated early in the financial year. This allows for closer monitoring of expenditure on these projects. As a result of this, timing will cause the budget to appear underspent early in the year.

**13.4.1 LAND HELD FOR RESALE**

**13.4.2 LAND AND BUILDINGS**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(1,015,000)	(253,750)	(58,680)	195,070	332.43%	▼

Work is continuing on 74 Weekes St. The Shire is awaiting final approval to the funding through MWIP prior to the purchase of the other 4 modular homes.

**13.4.3 PLANT AND EQUIPMENT**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(1,092,500)	(273,125)	0	273,125	100.00%	▼

No plant and equipment items have yet been purchased. A prime mover has been ordered for delivery in November and the EMWI vehicle is to be changed in October.

**13.4.4 FURNITURE AND EQUIPMENT**

**13.4.5 INFRASTRUCTURE ASSETS - ROADS**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(992,190)	(248,048)	(34,140)	213,908	626.56%	▼

**Shire of Yalgoo**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2014**

**Note 13: MAJOR VARIANCES**

**Comments/Reason for Variance**

The Yalgoo-Morawa Rd SLK 0-13 seal is due for completion by December 2014 as is the work to be undertaken on the Yalgoo-Ninghan Rd SLK 18-25. The remaining projects were subject to RRG funding which has been delayed until 15/16 therefore these will be subject to the mid-year budget review.

**13.4.6 INFRASTRUCTURE ASSETS - OTHER**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(175,000)	(43,750)	(11,992)	31,758	264.83%	▼

The Bungarra and tennis court resurface the covered sports facility will be completed by December 2014. The remainder of the projects will be started in the second half of the financial year.

**13.4.7 PURCHASES OF INVESTMENT**

**13.4.8 REPAYMENT OF DEBENTURES**

**13.4.9 ADVANCES TO COMMUNITY GROUPS**

**13.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)**

Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.
(414,295)	0	(13,685)	(13,685)	(100.00%)	▲

Transfers to and from reserve will occur in June 2015.

**13.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)**

**13.5 OTHER ITEMS**

**13.5.1 RATE REVENUE**

**13.5.2 OPENING FUNDING SURPLUS(DEFICIT)**

Shire of Yalgoo

PROJECT BUDGET

Weekes Street Housing

<b>PROJECT BUDGET</b>		<b>710,000</b>	<b>30-Sep-14</b>	<b>REPORT AS AT DATE:</b>	
			<b>135,587</b>	<b>Quickbooks Expenditure to date:</b>	
		<b>Committed</b>	<b>Line item</b>	<b>COMMENTS: COUNCIL</b>	
		<b>to date \$</b>	<b>difference</b>	<b>Progress Report</b>	
Line Item	Budget \$				
Rammed Earth Walls	61,600	30,800	30,800	Completed 74 Weekes. No yet completed 75 Weekes	
Windows & Doors	17,890	11,617	6,273	Fly Screens Quoted	
Electricity	30,712	15,884	14,828	Connections yet to be completed	
Timber & Roof & Walls Etc	34,870	46,520	(11,650)	Roof and external walls completed to 74 Weekes	
Concrete Slab, Verandah, carport	77,000	106,941	(29,941)	Concrete Slab complete on both houses	
Roof Iron	10,690	18,987	(8,297)	Roof completed to 74 Weekes St	
External Iron	12,000	20,000	(8,000)	Iron completed to 74 Weekes St	
Plumbing Works	70,000	47,446	22,554	Layout Completed 74 Weekes St	
Earthworks	40,000	40,359	(359)	Completed 74 Weekes. No yet completed 75 Weekes	
Kitchen & Cupboards	6,000	22,614	(16,614)	Completed 74 Weekes. No yet completed 75 Weekes	
Full Drawings & Engineering	8,926	2,354	6,572		
Labour for installation, carpentry etc	220,000	83,042	136,958		
Fencing	10,000	20,000	(10,000)	Quoted 74 Weekes	
Project Management	15,000	0	15,000		
Audits	2,000	0	2,000		
Signage	1,000	0	1,000		
Landscaping	6,000	0	6,000		
		0	0		
		0	0		
		0	0		
COST ESCALATION (increases in costs over time)	26,742	0	26,742		
CONTINGENCY (extra costs not considered when preparing budget)	59,570	0	59,570		
<b>Total Line Items</b>	<b>710,000</b>	<b>466,566</b>	<b>243,434</b>		
Difference	0		574,413	Quickbooks \$ UNSPENT	
			<b>243,434</b>	<b>Project Balance \$ UNCOMMITTED</b>	



Shire of Yalgoo

PROJECT BUDGET

CARAVAN PARK MAJOR UPGRADE

<b>PROJECT BUDGET</b>		<b>500,000</b>	<b>30-Sep-14</b>	<b>REPORT AS AT DATE:</b>	
			<b>494,022</b>	<b>Quickbooks Expenditure to date:</b>	
		<b>Committed</b>	<b>Line item</b>	<b>COMMENTS: COUNCIL</b>	
		<b>to date \$</b>	<b>difference</b>	<b>Progress Report</b>	
Line Item	Budget \$				
Removal of ablution donga	0	0	0	After new ablutions built	
Sand Pad and earthworks	14,000	15,408	(1,408)	Completed	
Plumbing/Drainage	63,000	79,976	(16,976)	Completed	
Connection of electricity	49,500	49,519	(19)	Completed	
Concrete footing/slab	50,150	50,063	87	Completed	
Rammed earth wall construction	90,000	91,200	(1,200)	Completed	
Roof and ceilings	50,300	50,234	66	Completed	
Internal fit out	57,800	57,967	(167)	In progress	
External fit out	25,850	25,942	(92)	Completed	
Painting	17,000	19,650	(2,650)	Completed	
Removal of accommodation donga	4,000	4,000	0		
Pathways	13,000	14,533	(1,533)	Quotes in progress	
		0	0		
Fence	10,000	0	10,000	Quotes in progress	
Bathroom Fit out	32,700	30,220	2,480	Completed	
Lighting	10,000	0	10,000	In progress	
Furnishings	0	0	0	In Progress	
Project Management	5,300	5,309	(9)		
Licences and engineering	5,000	0	5,000	Quotes in progress	
Interpretive signage	1,400	0	1,400	Quotes in progress	
External Audit	1,000	0	1,000	Quotes in progress	
COST ESCALATION (increases in costs over time)	0	0	0		
CONTINGENCY (extra costs not considered when preparing budget)	0	0	0		
<b>Total Line Items</b>	<b>500,000</b>	<b>494,022</b>	<b>5,978</b>		
Difference	0		5,978	Quickbooks \$ UNSPENT	
			<b>5,978</b>	<b>Project Balance \$ UNCOMMITTED</b>	

CYC Design and Headworks

City of Dallas, Texas | 1409 | RC003 Hub CLGF 12-13 Design and Headworks

## Shire of Yalgoo Schedule of Payments 30 September 2014

The following schedule of accounts has been paid under delegation, by the Acting Chief Executive Officer from the 1st to 30th September. Cheque and Direct Transactions totalling \$1,018,585.48 submitted to each member of the Council on **Thursday 16th October 2014** have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.

<b>Chief Executive Officer Dr Ross Theedom</b>					
Date	Num	Name	Memo	Municipal	Other
Trust					
		N/A			
<b>Municipal</b>					
01/09/2014	CW010914-1		Dept of Transport	59.60	
01/09/2014	090914HB-1		Caravan Park	26.00	
02/09/2014	030914HB-1		Dept of Transport	416.80	
03/09/2014		Payroll.	Payroll.	37,252.83	
03/09/2014	CW030914-1		Loan 54 Repayment Principal	5,539.70	
04/09/2014	CW040914-2		Anti-Spam Sys	49.95	
05/09/2014	CW050914-1		Tfr Muni to Maxi	170,000.00	
10/09/2014		ATOM Supply	Smokers Tray	101.68	
10/09/2014		Atyee's Environmental Health Services PL	Building and Environment Health	2,739.00	
10/09/2014		Australian Senior Publications	Newspaper subscriptions	484.00	
10/09/2014		BOQ Asset Finance & Leasing Pty Ltd	Printer Lease	510.40	
10/09/2014		Broadcast Australia Pty Ltd	Electricity costs	137.74	
10/09/2014		Bunnings Building Supplies Pty Ltd	Hardware for Weekes St House	2,840.94	
10/09/2014		Canine Control	Ranger services 14/8/2014	905.52	
10/09/2014		David Rocke	Repairs and cleaning to paynes find complex	1,112.50	
10/09/2014		Duxton Hotel	Accommodation and meals various staff members	15,749.55	
10/09/2014		Elisha Hodder.	Bus Hire Bond	500.00	
10/09/2014		Geraldton Fuel Company	Fuel supply	31,333.08	
10/09/2014		Geraldton Murchison Freight	Freight charges	187.00	
10/09/2014		Government Education & Business Directory	Advertising	999.00	
10/09/2014		Green Planet Sport & Commercial Pty Ltd	Supply and Install Tennis courts	13,191.00	
10/09/2014		Harvey Norman Geraldton	Coffee machine (office), bed amd linen and vacuum cleaner 18C Shamrock	3,876.73	
10/09/2014		Ocean Centre Hotel Geraldton	Accommodation and meals CEO & President	2,292.30	
10/09/2014		PaynesFind Road House & Tavern	36.02 ltrs diesel	62.64	
10/09/2014		Scrubtech Australia Pty Ltd	Installation of light fittings 74 Weekes St and minor road works	10,131.95	
10/09/2014		Ted Bukelis	Medical pre placement	206.50	
10/09/2014		Toll IPEC Pty Ltd	Freight and post,	146.05	
10/09/2014		W & E Rowe Contractors	Gravel pushing and stook piling	4,290.00	
10/09/2014		WA Local Government Association	Membership to WALGA and training exp for staff	40,556.55	
10/09/2014		Western Bros Earthmoving & Haulage	Earthworks on Paynes Find Community centre	15,994.00	
10/09/2014		Yalgoo Community Post Office	Postage and freight charges	402.10	
10/09/2014		Yalgoo General Store.	Grocery and office kitchen supplies	1,496.78	
10/09/2014	Debit	Telstra Corporation Ltd	Mobile Phone account	112.95	
10/09/2014	12144	Water Corporation	Water Use and Service charges	5,403.24	
10/09/2014	Debit	Commander Australia Limited	Telephones	39.96	
12/09/2014	150914HB-1		Dept of Transport	785.00	
15/09/2014	CW150914-1		Dept of Transport	772.30	
16/09/2014		5th Street Furniture Mart	Desk and pedestal - office	549.00	
16/09/2014		Agwest Machinery	30 000km service on vehicle	1,152.32	
16/09/2014		Batavia Computing	Repair Dell computer	105.00	
16/09/2014		Bridged Group Pty Ltd	Network System Set up	288.75	
16/09/2014		Coates Hire.	Trailer Hire	45.79	
16/09/2014		Cockburn Cement Ltd	rapidset 40kgs bags cement	760.31	
16/09/2014		Coleman Construction	Supply and delivery of cement	2,200.00	
16/09/2014		Courier Australia	Freight	420.39	
16/09/2014		DFES	2014/15 ESL Quarter 1	4,108.80	
16/09/2014		Five Star Business Equipment & Comms	Photocopier useage	2,305.24	
16/09/2014		Geraldton Car Wash & Fuel	Car Detailing	150.00	
16/09/2014		Geraldton Freight Lines	Freight of Workshop consumables	167.48	
16/09/2014		Geraldton Toyota	Antenna replacement	161.00	
16/09/2014		Geraldton Trophy Centre	Engraving costs chambers plaques	512.95	

Date	Num	Name	Memo	Municipal	Other
16/09/2014		Getaway Outdoors Geraldton	Camping Gear HCP camps	528.85	
16/09/2014		Haines Norton Pty Ltd	Accounting Service July and August 2014,	16,247.00	
16/09/2014		Have a Go News	Advertising	880.00	
16/09/2014		In2Balance Pty Ltd	Annual licence maintenance and support	12,815.00	
16/09/2014		John Speedy Cabinets	Supply and install cupboards 74 Weekes St	21,258.43	
16/09/2014		Landgate	Mining Tenement valuations	160.60	
16/09/2014		Mark Smith Pty Ltd	Unblock Drains	110.00	
16/09/2014		Midwest Chemical & Paper	Cleaning supplies	567.70	
16/09/2014		Murchison Regional Vermin Council	Precepts 2014/15	19,707.60	
16/09/2014		Murdoch University	Veterinary Clinical services	1,100.00	
16/09/2014		Northampton IGA	Food supplies for camp	279.89	
16/09/2014		PaynesFind Road House & Tavern	Meals and Accommodation Council Meeting	601.70	
16/09/2014		Pool & Spa Mart	Chemicals for Waterpark	131.32	
16/09/2014		Rockwell Olivier	Funding agreement Top Iron	6,668.75	
16/09/2014		RSM Bird Cameron	Audit Fees	18,541.38	
16/09/2014		SecureIt Services Pty Ltd	Set up new computers	887.07	
16/09/2014		St John Ambulance Geraldton Sub Centre	First Aid Kit	185.00	
16/09/2014		Staples Australia Pty Limited	Stationery	4,871.68	
16/09/2014		Sun City Print	Order books	234.00	
16/09/2014		Toll IPEC Pty Ltd	Freight	71.76	
16/09/2014		Unique Garden Products	Niche	41.14	
16/09/2014		Veolia Environmental Services	Rubbish removal	4,860.42	
16/09/2014		WA Local Government Association	Contract Management Training P Lawson	1,320.00	
16/09/2014		Westrac Equipment Pty Ltd	Service depot plant	31,645.91	
16/09/2014		Young Motors Pty Ltd	Service vehicle	964.43	
16/09/2014	Debit	BOC Limited	Gas for depot	617.68	
16/09/2014	Debit	Horizon Power	Electricity costs	770.70	
16/09/2014	12145	Alphabass Resources Pty Ltd	Rates Refunds - death of tenement	5.70	
16/09/2014	12146	George Francis Lee	Rates Refunds - death of tenement	3,800.59	
16/09/2014	12147	Gindalbie Metals LTD.	Rates Refunds - death of tenement	9.97	
16/09/2014	12148	Laurie Dowding	Rates Refunds - death of tenement	15.67	
16/09/2014	12149	Mark Robert Burrige	Rates Refunds - death of tenement	23.24	
16/09/2014	12150	Minjar Gold Pty Ltd	Rates Refunds - death of tenement	1.42	
16/09/2014	12151	Plateaux Resources Pty Ltd	Rates Refunds - death of tenement	107.64	
16/09/2014	12152	Stratum Metals Ltd	Rates Refunds - death of tenement	67.58	
16/09/2014	12153	West Peak Iron Ltd	Rates Refunds - death of tenement	20.33	
16/09/2014	12154	William Robert Richmond	Rates Refunds - death of tenement	4,330.29	
16/09/2014	12155	Zen Minerals Pty Ltd	Rates Refunds - death of tenement	245.48	
17/09/2014		Payroll.	Payroll.	38,773.90	
17/09/2014	CW170914-1		Dept of Transport	20.00	
19/09/2014	CW190914-1		NAB Connect Fee Access & Usage	49.24	
22/09/2014	CW220914-1		Tfr Muni to Maxi	200,000.00	
22/09/2014	CW220914-2		Dept of Transport	168.85	
24/09/2014	CW240914-1		AMEX charges	0.32	
26/09/2014		Ati-Mirage	Staff training	2,112.00	
26/09/2014		Atyeo's Environmental Health Services PL	Building and Environment Health	2,513.50	
26/09/2014		Australian Senior Publications	Paper Subscriptions	242.00	
26/09/2014		Bridgestone Service Centre	Truck tyres	685.00	
26/09/2014		Bunnings Building Supplies Pty Ltd	Decking oil	103.55	
26/09/2014		David Rocke	Clean Paynes Find community centre and rubbish bins	143.75	
26/09/2014		Geraldton Freight Lines	Cement, westrac	500.26	
26/09/2014		Geraldton Fuel Company	Fuel purchases	4,625.93	
26/09/2014		Geraldton Murchison Freight	Freight costs	310.00	
26/09/2014		Geraldton Toyota	10 000 km service of vehicle	344.06	
26/09/2014		Greenfield Technical Services	Flood damage submission	8,298.18	
26/09/2014		Jason Signmakers	Signs	913.00	
26/09/2014		Landgate	Mining Tenements valuations	299.30	
26/09/2014		Local Government Managers Aust	Registration for annual state conference 2014	3,295.00	
26/09/2014		Local Health Authorities Analytical	Analytical services	495.95	
26/09/2014		Malloch, Karen	Staff training and travel	458.20	
26/09/2014		Market Creations Pty Ltd	Webpage design and development	471.90	
26/09/2014		Markettrade	Midwest tourism development and strategy	11,550.00	
26/09/2014		Percy Lawson	Councillor Fees and allowances	523.67	
26/09/2014		Protector Fire Services	Service to Fire Equipment	413.43	
26/09/2014		Public Libraries WA Inc	PLWA membership 2014/15	105.06	
26/09/2014		Shire of Wiluna.	Kids sport program	1,100.00	
26/09/2014		Silvio Brenzi	Accommodation and parking reimbursements	620.00	
26/09/2014		Stanley Willock	Councillor Fees and allowances	3,442.53	

Date	Num	Name	Memo	Municipal	Other
26/09/2014		Staples Australia Pty Limited	Coffee beans	133.06	
26/09/2014		Sun City Print	Stationery	687.00	
26/09/2014		The West Australian	Advertising for the emu cup	296.47	
26/09/2014		Toll IPEC Pty Ltd	Freight and delivery costs	798.15	
26/09/2014		Veolia Environmental Services	Rubbish removal	3,897.76	
26/09/2014		WA Local Government Association	Purchase of the Local Gvt Act	907.50	
26/09/2014		WestCoast SeaFood	Catering supplies	219.00	
26/09/2014		Westrac Equipment Pty Ltd	Depot Plant servicing	32,168.89	
26/09/2014		Yalgoo General Store.	Clean up rewards, volunteers, naidoc week, memorial serv	1,597.03	
26/09/2014		Young Motors Pty Ltd	15 000 km service of vehicle	441.24	
26/09/2014	Debit	Australian Communications & Media Authori	Broadcast Licence	41.00	
26/09/2014	Debit	Pivotel Satellite Pty Limited	Satellite phones	610.05	
26/09/2014	Debit	Telstra Corporation Ltd	Phone and internet costs	5,040.17	
26/09/2014		Kerry Grieve.	Meals at training	31.80	
26/09/2014	12156	Hesperian Press	Paynes find and Field Find books	235.45	
26/09/2014	CW260914-1		Dept of Transport	243.00	
30/09/2014		WA Shire Councils Union	Employment Expenses	116.40	
30/09/2014		Yalgoo Shire Social Club	Employment Expenses	140.00	
30/09/2014		Murchison Reg Aboriginal Corp	Employment Expenses	1,020.00	
30/09/2014		Shire of Yalgoo Municipal Fund	Employment Expenses	100.00	
30/09/2014		ATO - DH	Employment Expenses	100.00	
30/09/2014		MLC Limited	Employment Expenses	614.85	
30/09/2014		The Industry Superannuation fund	Employment Expenses	603.51	
30/09/2014		First State Super	Employment Expenses	363.56	
30/09/2014		Colonial First State	Employment Expenses	129.84	
30/09/2014		Construction And Building Industry Super	Employment Expenses	512.82	
30/09/2014		Vision Super	Employment Expenses	769.28	
30/09/2014		Local Govt Super (NSW)	Employment Expenses	1,238.34	
30/09/2014		WA Super	Employment Expenses	10,318.33	
30/09/2014	CW300914-1		Merchant Fee	608.53	
30/09/2014	CW300914-1		Service Fee - Muni A/C	300.00	
30/09/2014	CW300914-1		Account Keeping Fees - Muni A/C	39.80	
30/09/2014	CW300914-1		Account Keeping Fees - Trust A/C	20.00	
30/09/2014	CW300914-3		Credit Card expenses - travel for CEO and President, HCP activity expenses, Flights M Hemsley - to be reversed Oct	1,641.90	
30/09/2014	021014HB-1		Credit Card expenses - travel for CEO and President, HCP activity expenses, Flights M Hemsley	1,693.88	
<b>11am Maxi Account</b>					
09/10/2014			Funds Transfer to Muni account		130,000.00
				<b>888,585.48</b>	<b>130,000.00</b>