

A Fortunate Place



Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

17 April 2019

Ordinary Meeting of Council

The ordinary meeting of Council of the Shire of Wickepin was held on 17 April 2019 at Council Chambers, Wickepin, commencing at 3.30pm.



Mark J Hook
Chief Executive Officer

17 April 2019

Time Table

| | |
|---------|--------------------------|
| 12.00pm | Lunch |
| 1.00pm | Forum Session |
| 3.00pm | Afternoon Tea |
| 3.30pm | Ordinary Council Meeting |

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council/committee meetings or during formal/informal conversations with staff. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council/committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wickepin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

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| <p>SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC</p> <p>Any member of the public wishing to participate in Public Question Time during Council meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.</p> |
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| ADDRESS: |
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| TELEPHONE: |
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| MEETING/DATE: |
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| NAME OF ORGANISATION REPRESENTING (if applicable): |
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SHIRE OF WICKEPIN**QUESTIONS FROM THE PUBLIC**

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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**Minutes of an Ordinary Meeting of Council held in Council Chambers
Wickepin Wednesday 17 April 2019**

The President declared the meeting open at 3.30pm.

1. Attendance, Apologies and Leave of Absence (Previously Approved)

| | |
|----------------------------|----------------|
| President | Julie Russell |
| Councillor | Nathan Astbury |
| Councillor | Allan Lansdell |
| Councillor | Sarah Hyde |
| Councillor | Steven Martin |
| Councillor | Gerri Hinkley |
| Councillor | Fran Allan |
| Chief Executive Officer | Mark Hook |
| Finance Manager | Erika Clement |
| Executive Services Officer | Rebecca Pauley |

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

5. Declarations of Councillor's and Officer's Interest

| Item | Item Title | Councillor/Officer | Interest | Reason |
|---------|-------------------------------|--------------------|-----------|-------------------|
| 10.2.10 | LYBC – Liquor Licensing Hours | Cr Fran Allan | Financial | Treasurer of LYBC |

6. Confirmation of Minutes

Ordinary Meeting of Council 20 March 2019.

Council Decision: Resolution No: 170419-01

Moved Cr S Hyde / Seconded Cr W Astbury

That the minutes of the Ordinary Council meeting held on Wednesday 20 March 2019 be confirmed as a true and correct record.

Carried 8/0

7. Receival of Minutes

7.1 – Governance, Audit and Community Services Committee Meeting

| | |
|-----------------------------|--|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Rebecca Pauley, Executive Services Officer |
| File Reference: | CR.MEE.208 |
| Author: | Rebecca Pauley, Executive Services Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 10 April 2019 |

Enclosure/Attachments:

Minutes of the Governance, Audit and Community Services Committee Meeting held on Wednesday 20 February 2019.

Summary:

Council is being requested to receive the Governance, Audit and Community Services Committee Meeting held on Wednesday 20 February 2019.

Background:

The Governance, Audit and Community Services Committee Meeting held on Wednesday 20 February 2019.

Comments:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Governance, Audit and Community Services Committee Meeting held on Wednesday 20 February 2019 be received.

Voting Requirements:

Simple majority.

Council Decision: Resolution No: 170419-02

Moved Cr G Hinkley / Seconded Cr S Martin

That the recommendations listed under agenda items 7.1 to 7.2 be adopted en bloc and the minutes be confirmed as a true and correct record.

Carried 8 / 0



Shire of Wickepin

Minutes

Governance, Audit and Community Services Committee
Council Chambers, Wickepin

20 FEBRUARY 2019



Notice of a Governance, Audit and Community Services Committee Meeting

Please note that the next Governance, Audit and Community Services Committee Meeting of the Shire of Wickepin will be held on 20 February 2019 at Council Chambers, Wickepin, commencing at 1.00pm.

Certification: I have perused this agenda and am aware of all recommendations made to Council and support each as presented.

A handwritten signature in blue ink, appearing to read "Mark Hook", is written over a horizontal red line.

Mark Hook
Chief Executive Officer

14 February 2019

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council/committee meetings or during formal/informal conversations with staff. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council/committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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Terms of Reference

1. Name

Governance, Audit and Community Services Committee

2. Members

Cr Steven Martin
Cr Julie Russell
Cr Allan Lansdell
Cr Fran Allan
Cr Wes Astbury
Cr Sarah Hyde
Cr Gerri Hinkley
Cr Nathan Astbury

3. Objectives

The following objectives are to be considered by the Governance, Audit and Community Services Committee;

- This Committee deals with issues relating to Governance, Audit and Community Services in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.
- The Governance, Audit and Community Services Committee has no delegated authority, therefore the Committee cannot on-delegate the powers and duties delegated to it;
- The Committee is to provide an independent oversight of the financial systems of the Shire of Wickepin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickepin's financial reporting and audit responsibilities.
- Support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities in relation to directing and controlling the affairs of the Shire of Wickepin.

4. Function of the Committee

To provide guidance and assistance to the Shire of Wickepin;

1. as to the carrying out of its functions in relation to audits;
2. as to the development of a process to be used to select and appoint a person to be the auditor;
3. matters to be audited;
4. the scope of the audit;
5. its functions under Part 6 of the Act that relate to financial management; and
6. the carrying out of its functions relating to other audits and others matters related to financial management.

5. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

A decision of the Committee is to be made by simple majority.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

The Shire of Wickepin shall provide secretarial and administrative support to the Governance, Audit and Community Services Committee.

Council's Governance, Audit and Community Services Committee brief includes the following roles and responsibilities;

1. Dog Act 1976
2. Cemeteries Act 1986
3. Litter Act 1979
4. Parts of the Local Government Act 1995 which control;
 - a) Trespass of cattle and pounds;
 - b) Aged persons welfare, centres and housing;
 - c) Management, advisory and community committees;
 - d) The protection and security of Council properties and facilities;
 - e) Aquatic centres;
 - f) Parking facilities;
 - g) Social welfare.
5. The Health Act 1911, as amended which includes;
 - a) Disposal of refuse, sewerage and liquid waste;
 - b) Offensive trades;
 - c) Distribution and sale of foods and drugs to the public;
 - d) Insects and pests;
 - e) Itinerant vendors of food;
 - f) Immunization;
 - g) Health education;
 - h) Child health centres;
 - i) Infectious diseases;
 - j) Drainage pertinent to health;
 - k) Stables;
 - l) Noxious industries;
 - m) Stalls and stall holders;
 - n) Hawking;
 - o) Child minding.
6. Environmental Protection Act (1986)
7. The Liquor Act 1970
8. Amendments, regulations, locals laws and enforcement of the above Acts
9. Prosecution for offences under the control of this Committee
10. Usage, sharing and hiring of Council controlled reserves and buildings
11. Ranger Services
12. Library Services
13. Civic Functions
14. Lease of land and buildings
15. Services for the aged and youth
16. Town Planning
17. Regulate use of land
18. Town Planning Scheme;
 - a) Preparation;
 - b) Amendments;
 - c) Submissions to Council.
19. Use of Land - Classification
20. Subdivisions
21. Amalgamations
22. Residential density codes
23. Applications to commerce development
24. Change of use
25. Re-zonings
26. Buildings;

- a) Plot ratios;
 - b) Setback;
 - c) General character;
 - d) Dimensions.
27. Location of;
 - a) Parks and reserves;
 - b) Recreation grounds;
 - c) Public open space;
 - d) Community facilities;
 - e) Cultural facilities;
 - f) Parking areas and functions;
 - g) Civic developments;
 - h) Urban design.
 28. Buildings - Statutory Control
 29. Building Code of Australia
 30. Private Swimming Pool Local Laws
 31. Buildings - part (xv) of the Local Government Act
 32. Signs and hoardings
 33. Fencing
 34. Buildings - Operations
 35. Lightings
 36. Maintenance of Council buildings
 37. Cleaning of Council buildings
 38. Construction of Council buildings
 39. Local Laws for building
 40. Any items referred by other Committees or Council
 41. The calling and consideration of tenders for Council buildings
 42. Review quarterly reports
 43. Budget process and overview
 44. The process of calling tenders and selecting the auditor
 45. Recommending the auditor to Council
 46. Managing the audit process from the Council perspective
 47. Meeting with the auditor at least once each year to discuss the process and/or outcomes of the audit
 48. Monitoring the administration's actions on, and responses to, any significant matters raised by the auditor in the report referred to in S7.9 of the Local Government Act 1995 and the Management Report
 49. Submitting a copy of the audit contract to the Department each time a new one is entered into or the contract is amended
 50. Submitting an annual report on the audit function to the Council and the Department
 51. Considering the completed Statutory Compliance Return and monitoring the administration's corrective action on matters of non-compliance
 52. Preparation and amendment of Principle Activities Plan
 53. The calling of tenders and consideration of tenders for administrative matters
 54. Elections
 55. Elector meeting.

6. Appointment of Committee Members

The following guidelines are to be established when appointing members of the Governance, Audit and Community Services Committee;

- The Governance, Audit and Community Services Committee is to consist of three or more persons to exercise powers and discharge the duties conferred on it;
- Council calls for written nominations for members of the Governance, Audit and Community Services Committee at the end of each year. Committee members are appointed by Council at the December Ordinary Council meeting by an absolute majority decision;
- At least three of the members, and the majority of the members, are to be elected members;
- If the Shire of Wickepin wishes to appoint one or more persons other than elected members to the Committee, it should ensure that they have the requisite knowledge and skills to provide benefit to the Committee.

- The CEO is not to be a member of the Committee and may not nominate a person to be a member or have a person to represent him/her as a member of the Committee;
- An employee is not to be a member of the Committee;

7. Appointment of Committee Chair

A chairperson is appointed every second year at the first Governance, Audit and Community Services Committee Meeting after the Local Government elections by the committee members.

8. Meeting Frequency

The Governance, Audit and Community Services Committee meet on the meeting dates for 2019 are as follows:

| Committee | Day | Date | Time |
|------------|-----------|-------------------|--------|
| Governance | Wednesday | February 20, 2019 | 1.30pm |
| Governance | Wednesday | June 19, 2019 | 1.30pm |
| Governance | Wednesday | October 16, 2019 | 1.30pm |

9. Related Policies/Bylaws:

Nil.

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

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| ADDRESS: |
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| TELEPHONE: |
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| MEETING/DATE: |
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| NAME OF ORGANISATION REPRESENTING (if applicable): |
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SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
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- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
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- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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**Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers,
Wickepin – Wednesday 20 February 2019**

The Chairperson declared the meeting open at : 1.06pm.

1. Attendance, Apologies and Leave of Absence (Previously Approved)

| | |
|---------------|--------|
| Cr J Russell | Member |
| Cr W Astbury | Member |
| Cr A Lansdell | Member |
| Cr F Allan | Member |
| Cr N Astbury | Member |
| Cr S Martin | Member |
| Cr S Hyde | Member |
| Cr G Hinkley | Member |

| | |
|----------------|--|
| Mark Hook | Chief Executive Officer |
| Erika Clement | Deputy Chief Executive Officer |
| Rebecca Pauley | Executive Support Officer (Minute Taker) |

Apologies

Leave of Absence (Previously Approved)

Cr Wes Astbury

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

5. Declarations of Councillor's and Officer's Interest

6. Confirmation of Minutes – Governance, Audit and Community Services – 20 December 2018.

Moved: Cr S. Hyde / **Seconded** Cr F. Allan

That the minutes of the Governance, Audit and Community Services Committee held on 20 December 2018 be confirmed as a true and correct record.

Carried 7 / 0

7. Status Report

| Subject/Action | Date | Officer | Progress | Status | Comment |
|----------------|------|---------|----------|--------|---------|
| | | | | | |

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

Governance, Audit & Community Services

9.1 – Annual Compliance Audit Return 2018

Submission To: Ordinary Council
 Location / Address: Whole Shire
 Name of Applicant: Mark J Hook, Chief Executive Officer
 File Reference: FM.AUD.1200
 Author: Mark J Hook, Chief Executive Officer
 Disclosure of any Interest: Nil
 Date of Report: 14 February 2019

Enclosure/Attachments:

Annual Compliance Audit Return 2018 under separate cover

Summary:

Council is being recommended to adopt the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

Background

It is a statutory requirement for local councils to prepare and present the Annual Wickepin – Compliance Audit Return 2018 to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2019.

Comments:

A local government is to carry out a compliance audit for the period 1 January to 31 December in each year after carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by

the Minister. The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

There were no questions that have a No recorded against them in the CAR return for 2018.

Statutory Environment:

Section 7.13(1) of Local Government Act.

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under sub-regulation (3A), the compliance audit return is to be —*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

Voting Requirements:

Absolute majority.

Moved: Cr G. Hinkley / Seconded Cr F. Allan

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

Carried 7 / 0

Governance, Audit & Community Services

9.2 – Policy Manual Review 2018

| | |
|------------------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark J Hook, Chief Executive Officer |
| File Reference: | CM.POL.403 |
| Author: | Mark J Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 14 th February 2019 |

Enclosure/Attachments:

Policy Manual February 2019.

Summary:

Council is being requested to adopt the Shire of Wickepin's Policy Manual February 2019.

Background

The Shire of Wickepin Policy manual is due for its Annual Review.

Comments:

The CEO has undertaken a review of the Policy Manual and no changes are required at this stage as the Policy Manual is reviewed regularly and the changes are made straight away.

Amendments to the Policy Manual made after it being adopted in its entirety 15 March 2017 - Resolution No 150317-11.

| Date | Amendment/Review Details | Amend/Reviewed By |
|----------------|---|---|
| 21 June 2017 | Councillors Attendance at Conferences, Seminars, Training and Induction Courses Resolution No 210617-14 | Reviewed by Council 21/06/17 Amended by ESO 29/06/2017 |
| 21 June 2017 | Authorisation to Purchase Goods and Services Resolution No 210617-15 | Reviewed by Council 21/06/17 Amended by ESO 29/06/2017 |
| 21 June 2017 | Corporate Credit Card Resolution No 210617-16 | Reviewed by Council 21/06/17 Amended by ESO 29/06/2017 |
| 21 June 2017 | Dealing with Family Members Resolution No 210617-17 | Reviewed by Council 21/06/17 Added by ESO 29/06/2017 |
| 21 June 2017 | Petty Cash Resolution No 210617-18 | Reviewed by Council 21/06/17 Added by ESO 29/06/2017 |
| 21 June 2017 | Purchasing Resolution No 210617-19 | Reviewed by Council 21/06/17 Amended by ESO 29/06/2017 |
| 21 June 2017 | Related Party Disclosures Resolution No 210617-20 | Reviewed by Council 21/06/17 Added by ESO 29/06/2017 |
| 21 June 2017 | Debts (Other than Rates and Service Charges) Resolution No 210617-21 | Reviewed by Council 21/06/17 Amended by ESO 29/06/2017 |
| 16 August 2017 | Social Media – Councillors Resolution No 160817-24 | Reviewed by Council 16/08/17 Amended by ESO 23/08/17 |

| | | |
|-----------------|--|---|
| 16 August 2017 | iPad Policy Resolution No 160817-24 | Reviewed by Council 16/08/17 Amended by ESO 23/08/17 |
| 18 April 2018 | 3.1 - Rates Policy Resolution No 180418-04 | Reviewed by Council 18/04/18 Amended by ESO 20/04/2018 |
| 20 June 2018 | 3.1.4 Waiving of Fees Resolution No 200618-13 | Reviewed by Council 20/06/18 Amended by ESO 11/02/19 |
| 17 October 2018 | 3.1.11 Related Party Disclosures Resolution No 171018-08 | Reviewed by Council 17/10/18 Amended by ESO 11/02/19 |

Statutory Environment:

Shire of Wickepin Policy Manual.

Local Government Act 1995.

Policy Implications:

As per policies reviewed throughout the year.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Policy Manual Review 2018 report be received.

Voting Requirements:

Absolute majority.

Moved: Cr F. Allan / Seconded Cr A. Lansdell

That the Policy Manual Review 2018 report be received.

Carried 7/0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members.

12. Urgent Business

13. Closure

There being no further business the Chairperson declared the meeting closed at 1.37pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 19 June 2019.

Actions Requested from meeting

| <i>Subject/Action</i> | <i>Officer</i> |
|-----------------------|----------------|
| | |
| | |

7.2 – Bush Fire Control Officer’s Meeting

| | |
|-----------------------------|--|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Rebecca Pauley, Executive Services Officer |
| File Reference: | CR.MEE.208 |
| Author: | Rebecca Pauley, Executive Services Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 10 April 2019 |

Enclosure/Attachments:

Minutes of the Bush Fire Control Officer’s Meeting held on Tuesday 26 March 2019.

Summary:

Council is being requested to receive the Bush Fire Control Officer’s Meeting minutes held on Tuesday 26 March 2019.

Background:

The Bush Fire Control Officer’s Meeting was held on Tuesday 26 March 2019.

Comments:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Bush Fire Control Officer’s Meeting held on Tuesday 26 March 2019 be received.

Voting Requirements:

Simple majority.

Council Decision: Resolution No: 170419-02

Moved Cr G Hinkley / Seconded Cr S Martin

That the recommendations listed under agenda items 7.1 to 7.2 be adopted en bloc and the minutes be confirmed as a true and correct record.

Carried 8 / 0



A Fortunate Place

Bush Fire Control Officer's Meeting

MINUTES

Tuesday 26 March 2019
Council Chambers
Commencing at 7:02pm

1. Attendance

| | |
|---|--|
| Chief Bush Fire Control Officer | Roger Butler |
| Deputy Chief Bush Fire Control Officer | Colin Coxon |
| Fire Control Officers | Tim Heffernan Keith Parnell Phil Russell Daniel White Steve Rose Dave Stacey Gordon McDougall Trevor Leeson Nathan Astbury |
| Chief Executive Officer | Mark J Hook |
| Manager of Works | Gary Rasmussen |
| Department of Fire and Emergency Services | Grant Hanson |

Apologies

| | |
|-----------------------|--|
| Wickepin Police | Sergeant Andy Brown |
| Fire Control Officers | Dave Stacey Wes Astbury Jim Hamilton |

2. Minutes of Previous Meeting

2.1 Confirmation of Minutes – AGM Meeting 16 July 2018

Moved Gordon McDougall / Seconded Keith Parnell

That the minutes of the Fire Control Officers Annual General Meeting held 16 July 2018 be confirmed as a true and accurate record of the meeting.

Carried 11 / 0

3. Business Arising From Minutes

CEO to organise the additional Cell Fire Go unit for the CBFCO vehicle.

4. General Business

East Wickepin Fires

General discussion took place on the tabled letter received from East Wickepin residents regarding their concerns on the inordinate amount of fires emanating from one property.

Moved Tim Heffernan / Seconded Colin Coxon

That Council be requested to write a letter to Mr. Mark Graham outlining his obligations under the Bush Fires Act 1954 to control and mop up fires on all the properties he owns or leases.

Carried 11 / 0

Fire Break Notice

Moved Tim Heffernan / Seconded Nathan Astbury

That Council include in the 2019/2020 Fire Break Order provision for a fire unit to be within 3km of harvesting or bailing operations with a minimum of 400 litres of water.

Carried 11 / 0

4.1 Chief Bushfire Control Officer Report – No Report

4.2 General Discussion

Tim Heffernan – Raised the issue with the Yealering Townsite not having any water supply for hydrants during power failures.

Action - CEO to raise the issue with Water Corporation

Tim Heffernan – Raised the issue of using the WhatsApp.

Keith Parnell – Raised the issue of the Harrismith and Tincurrin areas losing land and mobile phone coverage during power outages as there appears to be no back up power systems in place. This is important as communication systems are very important during emergencies and they need to be working when the power goes out.

Moved Tim Heffernan / Seconded Nathan Astbury

That the Shire of Wickepin be requested to write to the federal minister for communications and Telstra requesting the Harrismith and Tincurrin areas, have back up power systems put in place as soon as possible.

Carried 11 / 0

5. Closure

There being no further general business CBFCO Roger Butler declared the meeting closed at 8.22pm.

8. Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

| Item | Subject | Officer | Progress | Status | Action |
|---------------|---|---------|--|--------|--|
| 969-200319-04 | Dalton Road be added to RAV 4 | CEO | Main Roads have been advised | ✓ | Email sent to Main Roads 22/03/2019 |
| 970-200319-05 | \$6000.00 in 2019/2020 Budget to co-fund secondary freight | CEO | Brookton Shire President has been advised of Council's recommendation | ✓ | Email sent 22/03/2019 |
| 971-200319-10 | Council adopts the Review of Budget Report and forward the adopted budget review to the DLG | CEO | Council adopted the Review of Budget Report Shire of Wickepin will forward the adopted budget review to the DLG | ✓ | 20/03/2019 Forwarded to DLG 12/04/2019 |
| 972-200319-11 | Current lease agreement for the Golf Club House | CEO | Karen Avery advised of Council's decision | ✓ | Email sent 21/03/2019 Letter sent by post to Ms Avery and Wickepin District Sports Club |
| 973-200319-12 | \$7000.00 in budget for new chairs in Wickepin Town Hall | CEO | Amount placed in 2019/2020 estimates | ✓ | Amount placed in 2019/2020 estimates |
| 974-200319-16 | Support for Harrismith Cricket Club CSRFF grant application | CEO | Harrismith Cricket Club advised of Council's decision to support the grant application with \$5000.00 being allocated | ✓ | Letter sent via email 22/03/2019 |

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 – Manager Works and Services Report

| | |
|-----------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Manager Works & Services – Gary Rasmussen |
| File Reference: | CM.REP.1 |
| Author: | Manager Works & Services – Gary Rasmussen |
| Disclosure of any Interest: | Nil |
| Date of Report: | 13 February 2019 |

Enclosure/Attachments:

Nil.

Summary:

Monthly report submitted from the Manager of Works & Services, Gary Rasmussen.

Background:

Nil.

Comments:

Programmed Construction Works

- Pingelly Wickepin Road – All works have been completed.
- Wickepin North Road – All works have been completed.
- Wickepin Harrismith Road – All works have been completed.
- Wash bay - Some concrete has been poured, looking to have it completed by the end May.
- Carport – All works been completed.
- Private Works – Nil.
- Inkie-pinkie Road - We will be looking to finish this road in a fortnight time
- 86 Gate Road – Will be the next road we are working on.

Maintenance Works

- Maintenance grader – is on hold until we get some rain will do bad corrugated only.
- Pot-hole patching on going.
- Signage maintenance is ongoing.
- Drainage & Bridge works – Avery Road culvert completed.
- Russell Road. Still to be done.
- War Memorial – Works completed.

Occupational Health and Safety

- Lost time injury - Nil.
- Incident report - Nil.

Workshop

- General servicing.

Parks and Gardens

General mowing and whipper snipping on going.

- Walk trail maintenance, ongoing.
- General maintenance at Lake Yealering, Harrismith.
- Yealering Tree – In the central playground a sugar gum stump still to be removed.

Plant and Equipment

- Bobcat – My recommendation is Clark Equipment Bob cat T650 .This decision is based on the bobcat T650 has suspension in the track system, which gives more comfort for the operator. A lot of work that the bobcat will be doing will be over rough terrain. With other bob cat that we tested, has a ridged tracks system could lead to operator fatigue and dislike to the plant which could lead to damage to plant and refusal to drive the plant All the shire operators that have driven the two bobcats that have been inside the budget value that was set, have all preferred the bobcat T650 and as the Works Manager I have to support my team's decision.

Other Information

- Construction grader driver Rob Whibley has taken on the challenge of the grader driver and is showing very good signs, that he could be a good operator. Well done Rob.
- Rob Whibley is showing very good signs he could be a good operator well done Rob.
- We have two good candidates for the plant operator role.
- The Bus Tour with Councillors went well. I will proceed with the road program for next year - it was a good day.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not applicable.

Financial Implications:

Not applicable.

Strategic Implications:

Nil.

Recommendations:

That Council notes the report from the Manager of Works and Services dated 12 April 2019.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 17041-03

Moved Cr F Allan / Seconded Cr N Astbury

That Council notes the report from the Manager of Works and Services dated 12 April 2019.

Carried 8 / 0

10.1.02 – Tender – Supply of Bob Cat with Trailer (Retendered)

| | |
|-------------------------|------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Depot |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | PS.TEN.2110 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Date of Report: | 8 April 2019 |

Enclosure/Attachments:

Tenders received from:

1. Kubota Australia
2. Clarke Equipment
3. JCB Construction
4. WesTrac
5. New Holland Agriculture
6. CEG distributions

Summary:

Council is being requested to accept the WALGA Equote supplied by Clarke Equipment for a Bobcat T650 Compact track Loader with plant trailer and with the additional option of a Digga Rotary Axe at a changeover price of \$ 127,920 GST Exclusive. This includes trading Council existing 2010 Bobcat Skid Steer Loader WK 2489 and 1988 Flat Top Trailer for Bob Cat WK 3518.

Background:

The Manager of Works re-tendered through the WALGA E Quotes system for the Supply & Delivery of One (1) Bobcat tracked and Attachments. Plus one (1) trailer to transport bobcat and attachments.

Following are the specifications loaded into WALGA EQuotes

SHIRE OF Wickepin

REQUEST FOR QUOTATION

Supply & Delivery of One (1) Bobcat tracked And Attachment. One (1) trailer to transport bobcat and attachments

SCOPE OF QUOTATION

1. DESCRIPTION OF ITEM

The supply and delivery of One (1) new Bobcat tracked & One (1) Plant Trailer

The new machine shall be supplied to the Shire of Wickepin and shall conform to the following specifications and conditions. Submissions shall include full and complete details of all specifications and features regarding the vehicle offered.

The quote includes the trade-in of the Shire's current 2010 Bobcat S205 & 1988 Custom flat top trailer Detail of this machine and Trailer is given in Clause 7. The Council is offering this machine & trailer as a trade-in.

2. SPECIFICATIONS

2.1 General Specifications Bobcat

The machine shall comply with the following specifications. Suppliers are requested to ensure quote includes the following items: is priced as one

1. Operating Weight – between 3.8 to 4.5 tonne. The machine must be suitable for full road registration in Western Australia.
2. The machine's maximum width 1.98 metres
3. Engine –To have adequate kilowatts to run old and new attachments. Engine must be compliant with AU emission requirements. All engine power is to be stated in kilowatts only
4. Double element air cleaner with pre cleaner.
5. Registration or transport purposes. It must be approved for day light operation. With indicators and brake lights head lights all to be LED
6. Four (4) in one (1) bucket with cutting edge plus a GP bucket with cutting edge with capability of fitting teeth. (Teeth to come with plant) plus 1 x Digga Rotary Axe slasher or equivalent
7. Quick hitch is to be fitted and able to take the shire attachments if not all attachments are to be adjusted to suit.
8. Bobcat is to be capable to take and drive forestry type cutter so a high flow hydraulic system will be required
9. Hand control steering and bucket movement
10. Travel speed of 14 km +
11. 80ch uhf radio to be fitted with aerial
13. Hydraulic and engine systems to be monitored with minimum of audible and visual fault warning system.
14. Master switch electrical disconnect and emergence stop inside and out.
15. Hose burst protection
16. Include price for standard warranty and outline what is covered.
17. Include optional pricing for extended warranty – i.e. 72 months/7,000 hours, covering travel, labour and parts...
18. Operators cab to have factory integrated air conditioning. Fully adjustable suspension seat with arm rests tinted windows, and suitable access for 12v power output for two way radios etc. and noise levels for the operator below 78db.
19. Radio Cd, mp3 player, with usb ports to be fitted with aerial
20. Canvas heavy duty seat cover.
21. Reversing alarm and camera to be fitted and perimeter alarm.
22. Work lights front and rear to be fitted. All lights are to be LED

23. Fuel tank to be minimum 60 litres.
24. Flashing beacon LED to meet work safe standards x 2 to be fitted left and right side of roof of cab
25. Signwriting showing 'Shire of Wickepin' on each side of machine.
26. Safe working load on boom and loader arms.
27. Parts manuals.
28. Workshop manuals.
29. Operators manuals.
30. 2 set of keys.

a. Additional Information

The specifications listed above are to be taken as minimum criteria only. Submissions that exceed or come under these specifications will still be considered and determined by the works manger if they are accepted or not.

b. General Specifications Trailer

1. Trailer is to be towed by a 7.360 ton Tare Agg 15.500 ton truck and GCM 32.000 ton
2. Trailer should be able to carry bob cat and other shire attachments
3. 3mm checker plate floor
4. Drop down spring assisted mesh ramps
5. Heavy duty tie down points
6. Trailer have brakes and its own standalone hand brake
7. Radial tyres Spare Rim & Tyre (mounted at front)
8. Trailer hitch to suit pintle hook setup (Please note this hitch is recommended)
9. Landing Leg LED lights (Brake, indicators etc.) 12/24v compatible, with protective guards
10. Round 7 pin plug Bumper/Stop fitted to tray to ensure machine positioned on trailer correctly (so machine cannot go too forward) prefer to be rubber or steel.
11. Painted in two pack paint black in colour, with yellow reflective tape down each side. To suit:- Bobcat that is supplied 4.5 ton compact track loader (L: 3500mm. W: 1900mm with room for other attachments at one time,
12. Inspection and weighing (Weighbridge tickets shall be provided)
13. Storage Box to hold signs and traffic cones (jack & wheel removal tools included)
14. High Toolbox (mounted at front) Shire of Wickepin Lettering (75mm letters on both sides) Reflective Tape (50mm Yellow Reflective tape down each side)

3. REGISTRATION DETAILS

The machine and trailer shall be licensed to the 30th June 2019. All costs associated with the registration of the vehicle will be met by the supplier. Council wants to retain original number plates which is on the current Bob Cat and Plant Trailer A plate change on the day of delivery will be needed this is a part of associated cost

4. DELIVERY AND INSPECTION

The supplier shall supply a date for the delivery of the new machine complete as specified and offered and ready for immediate use to the Shire of Wickepin.

Suppliers shall take into account any possible delay in delivery of the new machine and factor this into their price. Council will not be liable for price increases or wear and tear on the trade-in machine should an extended delay in delivery be encountered.

If requested, the supplier shall make the machine offered in their submission available for a demonstration and/or inspection by Council's Works Manager prior to the acceptance of any quote.

The machine will be deemed as accepted when the Works Manager or his representative has inspected it, completed all operating tests and is satisfied that the machine is complete as specified and ready for immediate use.

5. PRODUCT WARRANTY

The supplier shall outline all warranty and defect replacement details with the submission of the quotation documents. Please note the option for pricing on an extended warranty.

6. PRODUCT STANDARD

The product will be to a standard commensurate with all relevant specifications and standards currently in place in Western Australia. At the request of the Works Manager the contractor will supply appropriate details to confirm and verify the product standard in accordance with those specifications.

7. TRADE-IN MACHINE

The machine offered for trade-in is a Bob Cat Rego WK 2489 and plant trailer WK-3518 This machine & plant trailer is offered on a 'as is where is' basis. Inspection of the machine can be arranged by contacting Council's Works Manager, Gary Rasmussen on 0429 882 871.

Council will continue to utilise the trade-in machine until such time as the replacement machine is supplied and accepted. It is the responsibility of the supplier to price in a factor for usage.

8. SELECTION CRITERIA

The following criteria will be taken into consideration in determining the successful Supplier:

- Price. 35%
- The demonstrated ability of the Company to supply the machine on time and with all requested options and extras. 10%
- Demonstrated experience with after sales support and on-site service of the machine. 10%
- Demonstrated ability of the machine being offered to carry out the works required by the Shire of Wickepin. 20%
- Operators feedback 25 %

Please note that the Shire of Wickepin will not be submitting a price for any part of this quote as per the *Local Government (Functions & General Regulations) Clause 14(4) (d)*.

9. LODGEMENT/ACCEPTANCE OF QUOTE

Quotes are to be received no later than 4:00 p.m. on Thursday 14 March 2019

Quotes are to be emailed to admin@wickepin.wa.gov.au or hand delivered the front desk and marked confidential bob cat quotations

Quotation will be opened 4:10 p.m. on Thursday 14 March 2019

Quotation shall be valid for 8 months after lodgement date above.

Council shall not be bound to accept the lowest or any quotation.

The quote is deemed to be accepted when CEO emails written notification of such acceptance to the successful Supplier.

Comments:

Tenders have been received from six companies and were evaluated using the evaluation sheet that has been included in this report. Items shown in red are optional extras not required and have not been included in change over figures.

| SHIRE OF WICKEPIN - WALGA E Quotes Received | | | | | | | | |
|---|--|--------------|---------------------|----------|---------------|----------------------------------|--------------------------------------|--------------------------|
| 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer | | | | | | | | |
| Budget | Bob Cat | \$63,500 | Trailer | \$31,500 | Total | \$95,000 | | |
| Number | Dealer Particulars | Machine Make | Machine Model | Warranty | Delivery Time | Tendered Purchase Price (GST Ex) | 2010 Bobcat S205 Nett Trade (GST Ex) | Nett Changeover (GST Ex) |
| 1 | KUBOTA AUSTRALIA | KUBOTA | SLV75_2FCW | 12MTHS | NOT | \$63,500 | \$30,000 | |
| | | | TRACK LOADER | 1000HRS | STATED | | with bucket and trailer | |
| | OPTIONS INCLUDED | | | | | | | |
| | Hydraulic Quick Hitch, Reversing Arm, Aircond Cab, Paritss and Works Manulas, Delivery | | | | | | | |
| | OPTIONAL EXTRAS | | | | | Extras required | | |
| | Registration and inspection | \$ 276 | Estop | \$ 650 | | \$34,500 | | |
| | 4 in 1 bucket + bolton edges | \$ 6,123 | Window Tint | \$ 550 | | | | |
| | Bolt on edges kit GP Bucket | \$ 3,490 | Hose burst Valves | \$ 6,000 | | | | |
| | Keech Style teeth GP Bucket | \$ 630 | HD Seat Cover | \$ 220 | | | | |
| | Digga Rotary Axe | \$ 20,220 | AM/FM radio | \$ 350 | | | | |
| | 80 channell UHF radio | \$ 550 | LED Lights | \$ 175 | | | | |
| | Lockable isolator | \$ 325 | LED Beacon | \$ 550 | | | | |
| | Sign Writing | \$ 350 | Extended Warranty | \$ 2,785 | | | | |
| | Additonal Key | \$ 41 | Auto Grease | \$ 5,400 | | | | |
| | | | No Reversing camera | | | | | |
| | 9 Tonne Single axle pig trailer 6meter tray | | | | | \$31,500 | | |
| | TOTAL | | | | | \$129,500 | \$30,000 | \$99,500 |

| SHIRE OF WICKEPIN - WALGA E Quotes Received | | | | | | | | |
|---|---------------------------------------|-------------------------------------|----------------------|-------------------|---------------|----------------------------------|--------------------------------------|--------------------------|
| 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer | | | | | | | | |
| Budget | Bob Cat | \$98,450 | | Trailer | \$29,985 | Total | \$128,435 | |
| Number | Dealer Particulars | Machine Make | Machine Model | Warranty | Delivery Time | Tendered Purchase Price (GST Ex) | 2010 Bobcat S205 Nett Trade (GST Ex) | Nett Changeover (GST Ex) |
| 3 | CLARKE EQUIPMENT | BOBCAT | T650 | 36Mths | NOT | \$98,450 | \$24,255 | |
| | Standard Equipment | | Compact Track Loader | Back to Base only | STATED | | Includes Trailer trade | |
| | Suspension under carriage | | | | | | | |
| | Options Included | | | | | | | |
| | Window tint, Engine Pre Cleaner | 2 LED Beacons | | | | | | |
| | 80 Channel UHF, AM/FM MP3 Player, | HYD Quick Hitch | | | | | | |
| | Shire Decals, 12 Mths Registration | LED Work Lights, Canvas Seat Covers | | | | | | |
| | Service Parts and Manuals | High Flow Hydraulics | | | | | | |
| | Battery Isolation Switch | Fire Extinguisher | | | | | | |
| | Reversing Camera | 2 Emergency Stop buttons | | | | | | |
| | Bobcat 4 in 1 Bucket with spare teeth | | | | | | | |
| | OPTIONAL EXTRAS | | | | | | | |
| | Auto Grease | \$ 5,900 | | | | | | |
| | Digga Rotary Axe | \$ 19,800 | | | | \$19,800 | | |
| | Bobcat Rotary 80' Cutter | \$ 9,400 | | | | | | |
| | Bobcat HD pallet Forks | \$ 2,100 | | | | | | |
| | Bobcat Grader Attachment | \$ 19,400 | | | | | | |
| | Bobcat Bucket Broom | \$ 6,950 | | | | | | |
| | GP Bucket With BOEC | \$ 3,940 | | | | \$3,940 | | |
| | Trailer | To suite T650 | | | | \$29,985 | | \$0 |
| | TOTAL | | | | | \$152,175 | \$24,255 | \$127,920 |

| SHIRE OF WICKEPIN - WALGA E Quotes Received | | | | | | | | |
|---|---------------------------|-----------------------------------|--------------------------|------------|---------------|----------------------------------|--------------------------------------|--------------------------|
| 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer | | | | | | | | |
| Budget | Bob Cat | \$95,500 | | Trailer | \$37,500 | Total | \$173,900 | |
| Number | Dealer Particulars | Machine Make | Machine Model | Warranty | Delivery Time | Tendered Purchase Price (GST Ex) | 2010 Bobcat S205 Nett Trade (GST Ex) | Nett Changeover (GST Ex) |
| 4 | Perkins Farm Machinery | New Holland | C238 | 36Mths | NOT | \$199,500 | \$25,600 | |
| | | | Track Skid Steere Loader | 3000 Hours | STATED | | | |
| | Options Included | | | | | | | |
| | Amber beacon with cage | Battery Isolation Switch | | | | | | |
| | Mechanical Quick Hitch | 4 in 1 Bucket with teeth | | | | | | |
| | Digga Rotary Slasher | Enhanced hiflow hydraulics 1311pm | | | | | | |
| | 80 Channel UHF | Battery Isolation | | | | | | |
| | 2 Emergency Stops | Hose Burst Valves | | | | | | |
| | AM/FM Radio, Sign Writing | Canvas Seat Covers, SWL Decals | | | | | | |
| | Reversing Camera | LED Lights, 2 LED Beacons | | | | | | |
| | Manuals | | | | | | | |
| | Trailer to suite | | | | | | | |
| | OPTIONAL EXTRAS | | | | | | | |
| | Auto Lube | \$ 4,200 | | | | | | |
| | Hydraulic Quick Hitch | \$ 3,500 | | | | | | |
| | Extended wartanry | \$ 13,000 | | | | | | |
| | TOTAL | | | | | \$199,500 | \$25,600 | \$173,900 |

| SHIRE OF WICKEPIN - WALGA E Quotes Received | | | | | | | | |
|---|---|--------------|-------------------|-----------|---------------|----------------------------------|--------------------------------------|--------------------------|
| 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer | | | | | | | | |
| Budget | Bob Cat | \$107,370 | | Trailer | \$29,900 | Total | \$137,270 | |
| Number | Dealer Particulars | Machine Make | Machine Model | Warranty | Delivery Time | Tendered Purchase Price (GST Ex) | 2010 Bobcat S205 Nett Trade (GST Ex) | Nett Changeover (GST Ex) |
| 6 | ASV SALES AND SERVICE | ASV | RT-75HD | 12Mths | NOT | \$107,370 | \$25,200 | |
| | | | Posi track Loader | | STATED | | includes trailer | |
| | Special Pricing Discount | | | | | -\$6,500 | | |
| | Options Included | | | | | | | |
| | Indicator Brake lights | | | | | | | |
| | Air Conditioner | | | | | | | |
| | Lexan Door | | | | | | | |
| | High flow Hydraulics | | | | | | | |
| | Refelctive Tape | | | | | | | |
| | | | | | | | | |
| | TAG 10t Single Axle TAG trailer | | | | | | | |
| | OPTIONAL EXTRAS | | | | | Extras required | | |
| | Registration and inspection | \$ 450 | Trailer | \$ 29,900 | | \$69,880 | | |
| | 4 in 1 bucket + bolton edges | \$ 5,130 | Window Tint | \$ 400 | | | | |
| | Bolt on edges kit GP Bucket | \$ 3,400 | | | | | | |
| | | | HD Seat Cover | \$ 150 | | | | |
| | Davco 67470 brushcutter | \$ 21,000 | | | | | | |
| | 80 channell UHF radio Lockable isolator | \$ 2,500 | LED Lights | \$ 1,750 | | | | |
| | Brush Guard to suit RT-75 hd | \$ 4,200 | LED Beacon | \$ 200 | | | | |
| | Sign Writing | \$ 500 | Extended Warranty | | | | | |
| | AM/FM radio | \$ 300 | | | | | | |
| | | | | | | | | |
| | OPTIONAL EXTRAS | | | | | | | |
| | Auto Lube | \$ 5,500 | | | | | | |
| | Sentry Adjustable Reverse Sensor | \$ 2,750 | | | | | | |
| | | | | | | | | |
| | TOTAL | | | | | \$170,750 | \$25,200 | \$145,550 |

| SHIRE OF WICKEPIN - WALGA E Quotes Received | | | | | | | | |
|---|--------------------------------------|--|------------------|--------------------------|---------------|----------------------------------|--------------------------------------|--------------------------|
| 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer | | | | | | | | |
| Budget | Bob Cat | \$138,400 | | Trailer | \$34,600 | Total | \$173,000 | |
| Number | Dealer Particulars | Machine Make | Machine Model | Warranty | Delivery Time | Tendered Purchase Price (GST Ex) | 2010 Bobcat S205 Nett Trade (GST Ex) | Nett Changeover (GST Ex) |
| 7 | JCB CONSTRUCTION | JCB | jcb 215 thf -cab | 12Mths | NOT | \$138,400 | \$26,000 | |
| | | | Skid Steer | 2000 Hours Boom Warranty | STATED | | | |
| | Options Included | | | | | | | |
| | Amber Flashing beacon, Fan Guard Kit | Transport, Hand Foot throttle, Smooth Ride Sysytem | | 10 Years | | | | |
| | Parrallel lift | Radio Blue Tooth | | 5000 Hours | | | | |
| | Retraint Activated Safety | 320mm Rubber tracks | | | | | | |
| | Auto Grease System | Electric Quick Hitch | | | | | | |
| | Digga Rotary Axe Slasher | Dual Element Air Cleaner | | | | | | |
| | GP bucket | Full Road Work lights including Brake lihts | | | | | | |
| | Reverse Camera | Pre DE | | | | | | |
| | SWL on Boom | Revers Alarm | | | | | | |
| | Registration | All liqts LED | | | | | | |
| | S of W Sign Writing | Crane Valves | | | | | | |
| | Spacious ROPS / FOPS Cabin Air Cond | Fuel | | | | | | |
| | ISO To H Pattern Upgrade | Lift Ram Safety Strut | | | | | | |
| | Risk and Hazard Documents | | | | | | | |
| | Trailer for Machine | | | | | \$34,600 | | |
| | | | | | | | | |
| | TOTAL | | | | | \$173,000 | \$26,000 | \$147,000 |

Policy Implications:

2.1.17 TENDERS OF BUDGETED ITEMS

OBJECTIVE: To call tenders for all items on the current adopted budget for all items above \$100,000.

The CEO is authorised to call tenders for all items on the current adopted budget over \$100,000.

Upon receipt of tenders by the CEO, all tenders are to be submitted to Council for approval, including, where necessary comparative schedules setting out major aspects of each tender. Council shall give due consideration to local businesses within the Shire of Wickepin, irrespective of prices.

In addition to tender conditions set out in Part 4 of the Local Government (Functions and General) Regulations 1996 (WA), the following conditions apply:

- tenders are to arrive at the Shire of Wickepin admin office marked "Tender"; and
- tenders to close not less than 14 days prior to an ordinary meeting of Council.

3.1.7.3 PURCHASING THRESHOLDS AND PROCESSES

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Purchasing Policy.

Purchasing that is **below \$100,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (e.g. WALGA Preferred Supply Contract).

Purchasing that **exceeds \$100,000** in total value (excluding GST) must be put to public Tender unless a regulatory Tender exemption is utilised by the Shire of Wickepin. Tender exemptions apply in the following instances:

- an emergency situation as defined by the Local Government Act 1995;
- the purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Shire of Wickepin sector.
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.
- Determining purchasing value is to be based on the following considerations:
 - The actual or expected value of a contract over the full contract period (including all options to extend); or
 - The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Note: When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Shire of Wickepin should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Purchasing Thresholds – Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Wickepin:

| Purchasing Thresholds (ex GST) | Purchasing Requirements |
|---------------------------------------|---|
| Up to \$1,000 | <p>Obtain at least 2 verbal or written quotations from suppliers supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</p> |
| \$1,000 - \$39,999 | <p>Obtain at least 3 written quotations (e.g. email, fax or original copy).</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</p> |
| \$40,000 - \$99,999 | <p>Obtain at least 3 written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p> |
| \$100,000 and above | <p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p> |

Where considered necessary, the Shire of Wickepin may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$100,000 threshold (excluding GST).

This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a public Tender for contracts of less than \$100,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

Note: *The thresholds specified in the Purchasing Thresholds Table on page 4 are determined purely on dollar values; however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works; suppliers; contracts; or any other item that the Local Government considers appropriate.*

Purchasing Procedures

Tender or Request for Quotation through Tender Exempt Panels (\$100,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$100,000, the Shire of Wickepin must either undertake either a:

- a public Tender process; or*
- a Request for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).*

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire of Wickepin must utilise a Request for Quotation process through Equote's or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire of Wickepin does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire of Wickepin does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire of Wickepin are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Shire of Wickepin to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

Equote's

Equote's is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on Equote's and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. Local Governments can also upgrade Equote's to include their local suppliers.

Request for Quotation Process

In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:

The Request for Quotation documentation must include:

- *written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- *selection criteria to be applied;*
- *price schedule;*
- *conditions of responding; and*
- *validity period of offer.*

Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.

New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection must be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire of Wickepin.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc.) Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: *While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Governments with the capacity to negotiate with Preferred Suppliers, this is generally not permitted within a public Tender process due to legal process contract risks.*

It is always wise to develop a negotiation plan and have a strategy in place. Preparation is the key. The use of the Negotiation Planning Template within the WALGA Procurement Handbook is highly recommended.

Public Tender

Before Tenders are publicly invited, the Shire of Wickepin must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.

The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$40,000 and \$99,999, the Evaluation Panel must contain a minimum of 2 members. For Tenders with a total estimated value (ex GST) of \$100,000 and above, the Evaluation Panel must contain a minimum of 3 members.

A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.

The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The Tender Notice must include:

- *a brief description of the goods or services required;*
- *information as to where and how Tenders may be submitted;*
- *the date and time after which Tenders cannot be submitted; and*
- *a contact person to supply more detailed information if required. Detailed information must include such information as the Shire of Wickepin decides should be disclosed to those interested in submitting a Tender response, detailed specifications of the goods or services required, the criteria for deciding which Tender response should be accepted, whether or not the Shire of Wickepin has decided to submit a Tender response and whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.*

Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire of Wickepin not to compromise its duty to be fair.

If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire of Wickepin may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.

A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.

No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire of Wickepin officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Wickepin. Members of the public are entitled to be present.

The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least 2 Shire of Wickepin officers present at the opening of Tender responses.

Where the Shire of Wickepin has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- *a sufficient number of quotations are obtained;*
- *the process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);*
- *the specification for goods and/or services remains unchanged; and*
- *purchasing is arranged within six (6) months of the closing date of the lapsed Tender.*

Tender responses that have not been rejected must be assessed by the Shire of Wickepin by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.

If, after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire of Wickepin and Tenderer have entered into a contract, a minor variation may be made by the Shire of Wickepin. A minor variation may not alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.

Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- *The name of the successful Tenderer.*

- *The total value of consideration of the winning offer.*

The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer must be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.

To comply with the requirements of Regulation 18(4) of the Local Government (Functions and General) Regulations 1996, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook includes a model Request for Tender Template which provides best practice documentation and will assist with recording details.

Request for Quotation (\$40,000 or over to \$99,999 in value)

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

Process for Request for Quotation

Provide a Request for Quotation that includes as a minimum:

- *written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- *selection criteria to be applied;*
- *price schedule;*
- *conditions of responding; and*
- *validity period of offer.*

Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.

New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire of Wickepin.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).

The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: *The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

Request for Quotation (under \$40,000 in value)

Written Requests for Quotations

For the procurement of goods or services where the value is under \$40,000, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.*
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.*
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.*
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.*
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.*
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.*

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: *The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

Verbal Requests for Quotations

For the procurement of goods or services where the value is under \$1,000 the Shire of Wickepin may undertake a verbal Request for Quotation process.

At least 2 quotations must be obtained from the market or the Shire of Wickepin may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Shire of Wickepin employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Financial Implications:

The changeover figures in the adopted budget for 2018/2019 are as follows

| | |
|---|------------------|
| P2489 2010 Bobcat Skid Steere | \$ 95,550 |
| P3518 1988 Flat Top Trailer for Bob Cat | \$ 37,500 |
| TOTAL | \$133,050 |

The Equote supplied by Clarke Equipment for a Bobcat T650 Compact track Loader with plant trailer and with the additional option of a Digga Rotary Axe at a changeover price of \$ 127,920 GST Exclusive including the trading Council existing 2010 Bobcat Skid Steer Loader WK 2489 and 1988 Flat Top Trailer for Bob Cat WK 3518 is \$5,1030 under budget.

If Council was to consider keeping the old Bobcat Skid Steer loader and trailer it would mean the changer price would be \$152,175 which is \$19,125 over the 2018/2019 adopted budget figures.

Strategic Implications:

infrastructure

GOAL 1: Roads are a key economic driver across the Shire

| SHORT TERM STRATEGY | MEDIUM TERM STRATEGY | POINT OF MEASUREMENT | 10 YR OUTCOME |
|---|---|---|--|
| 1.1 Annual review of the performance and structure of Shire owned roads | 1.2 Plant and equipment maintenance and replacement is planned for 1.3 Identification of road maintenance and improvements in the Asset Management Plan 1.4 Engagement of neighbouring Shires and key stakeholders in the Secondary Freight Route Project | <ul style="list-style-type: none"> - RAV ratings - Number of positive and negative complaints received - Traffic count data reflects usage and investment required - Number of accidents attributed to road condition - Retention of works staff is higher than industry average - Roads can handle weather conditions - Level of funding secured and % spent in the Shire | Road infrastructure meets the freight task and is sustainable in the long term |

Recommendations:

That Council accept the WALGA Equote supplied by Clarke Equipment for a Bobcat T650 Compact track Loader with plant trailer with the additional option of a Digga Rotary Axe at a changeover price of \$ 127,920 GST Exclusive. This includes trading Council existing 2010 Bobcat Skid Steer Loader WK 2489 and 1988 Flat Top Trailer for Bob Cat WK 3518.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 170419-04****Moved Cr A Lansdell / Seconded Cr N Astbury**

That Council accept the WALGA Equote supplied by Clarke Equipment for a Bobcat T650 Compact track Loader with plant trailer with the additional option of a Digga Rotary Axe at a changeover price of \$ 127,920 GST Exclusive. This includes trading Council existing 2010 Bobcat Skid Steer Loader WK 2489 and 1988 Flat Top Trailer for Bob Cat WK 3518.

Carried 8 / 0

10.1.03 – Cuballing East Road – RAV 6

| | |
|-------------------------|------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | CBH |
| File Reference: | LE.LIC.1810, |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Date of Report: | 12 April 2019 |

Enclosure/Attachments:

AMMS Upgrade Request Cuballing Est Road CBH

AMMS Information Sheet

AMMS FAQ's

Myths about AMMS

Summary:

Council is being requested to allow Main Roads Heavy Vehicle Services to issue CBH an AMMS 4.3 permit on the Cuballing East Road.

Background:

Council has received the following email from Chase Rampant, Heavy Vehicle Services Officer on the 20th February 2019.

Heavy Vehicle Services (HVS) has received an application to add the following section of road(s) onto the Restricted Access Vehicle (RAV) Network:

| Road Owner | Road No. | Road Name | From Location (SLK) | To Location (SLK) | Current Network | Requested Network |
|--------------------|----------|-------------------|---|--|-----------------|-------------------|
| Shire of Cuballing | 4050006 | Cuballing East Rd | Great Southern Hwy & Campbell St (0.00) | Cuballing East Rd & Wandering Rd (18.11) | RAV 6 | N4.3 |
| Shire of Wickepin | 4290024 | Cuballing East Rd | Narrogin Kondinin (0.00) | Cuballing East Rd & Wandering Rd (2.93) | RAV 6 | N4.3 |

If you require further information to assist in determining support for this application please contact the applicant directly. Please provide HVS with any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above road(s) onto the RAV network. Please be aware if the road is deemed unsuitable to be added to a RAV network when assessed it may be considered for a Restricted Local Access Permit (RLAP). This permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk. It would be appreciated if you could provide your comment to HVS within four (4) weeks of this email to enable HVS to consider any potential issues as part of our assessment process. It is important to ensure that any comments are

provided with sufficient reasoning, as this may be used to justify the decision to the applicant. Should you require any further information or assistance regarding this request, please contact the HVS Route Assessment team on 138 486 or hvsrouteassessments@mainroads.wa.gov.au

Comments:

The request from Heavy Vehicle Services is actually to allow CBH an AMMS 4.3 permit on the Cuballing east Road as the Cuballing Est Road is already a RAV 6.

| Road Name | Local Road Name | Local Govern ment | Intersection From | Intersection To | Conditions |
|-----------------------|-----------------------|-------------------|-------------------------|--|---|
| Cuballing East Rd | Cuballing East Rd | Wickepin | Williams Kondinin Rd | Cuballing East Rd & Wardering Rd | Speed Conditions Maximum speed 80 km/h |
| Lomos Rd South | Lomos Rd South | Wickepin | Lomos South Rd | Coxon St & Wickepin - Corrigin Rd | Speed Conditions Maximum speed 60 km/h |
| Rabbit Proof Fence Rd | Rabbit Proof Fence Rd | Wickepin | Dudinin Rd & Kealley Rd | Williams Kondinin Rd | Network Conditions Not to be used as a through route. For local delivery and pickup only. Driver must carry documentation as proof of local delivery or pickup |
| Rabbit Proof Fence Rd | Rabbit Proof Fence Rd | Wickepin | Williams Kondinin Rd | Eighty Six Gate Rd & Rabbit Proof Fence Rd Nth | Network Conditions Not to be used as a through route. For local delivery and pickup only. Driver must carry documentation as proof of local delivery or pickup |
| Rabbit Proof Fence Rd | Rabbit Proof Fence Rd | Wickepin | | Eighty Six Gate Rd & Rabbit Proof Fence Rd Nth | |

The CEO has been advised by the CEO of the Shire of Cuballing that the Cuballing East road is their preferred route for heavy vehicles and this item will be a late agenda item for the Council meeting next week and the CEO believes they will possibly allow the AMMS upgrade.

The Cuballing East road is the road nominated for the grain freight routes and is the main road currently used by CBH for out loading grain to Brookton. The road is in good condition and suitable for the RAV 6 network AMMS Upgrade.

The vehicles allowed under a RAV 6 combination are as follows.

| Category | Configuration | Weight | Max Weight |
|----------|---------------|--------------|------------|
| 4 | (A) | >27.5, <36.5 | 87.5 |
| | (B) | >27.5, <36.5 | 87.5 |
| 5 | (A) | >27.5, <36.5 | 84 |
| | (B) | >27.5, <36.5 | 84+6 |
| | (C) | >27.5, <36.5 | 67.5+6 |
| | (D) | >27.5, <36.5 | 84 |
| 6 | (A) | >27.5, <36.5 | 87.5 |
| | (B) | >27.5, <36.5 | 87.5 |
| | (C) | >27.5, <36.5 | 87.5+6 |

Following are extracts from the Main Roads Web Site regarding the Accredited Mass Management Scheme

Western Australian Heavy Vehicle Accreditation (WAHVA) Scheme

A mandatory audit scheme which operators who wish to operate RAV's within Western Australia to perform any transport task as part of a commercial business or for profit must join - including interstate operators. The objectives of WAHVA are:

'To improve road safety, increase productivity of the transport industry through adoption of good management by responsible operators, improve community confidence in the operation of heavy vehicle on state roads and satisfy the Commissioner of Main Roads (CMR) the person has systems in place required under the Road Traffic (Vehicles) Regulations 2014 to be accredited in the scheme so an application may be made to operate under a modified mass, dimension or access requirement. The scheme involves three mandatory modules Fatigue, Maintenance and Dimension and Loading, which operators are required to incorporate into their daily work practices. There is one optional module -The Mass Management Module - which is only required to be undertaken if an operator wishes to operate within the Accredited Mass Management Scheme. AMMS is a concessional loading scheme, similar to the schemes it replaced, i.e. the Certified Weighbridge Mass Management Scheme (CWMMS) and the Concessional Loading Bulk Products Scheme (CLBPS). AMMS has been developed in conjunction with the Ministerial Heavy Vehicle Advisory Panel to provide:



- a more flexible concessional loading scheme that allows more transport operators access to concessional mass limits, provided they have suitable loading controls in place;*
- benefits to road assets owners, as it results in more transport operators controlling their loading, which reduces potential for overloading;*
- clear publication of approved concessional networks, reducing the risk of transport operators travelling on non-approved routes; and*
- greater assurance to road asset owners that vehicles are being loaded within the allowable limits, improving road infrastructure protection and sustainability, through transport operators being regularly audited.*

AMMS allows for three (3) concessional mass levels and does not prescribe the specific loading control methods that must be used or restrict commodity types, which was the case with previous schemes. Rather, it allows for any product and any proven loading control method to be used. To be eligible for AMMS, operators must be accredited under the WA Heavy Vehicle Accreditation (WAHVA) Mass Management Module and for more information on the accreditation requirement.

AMMS Application Process

Once a transport operator is accredited under the WAHVA Mass Management Module, to apply for an AMMS permit they are required to complete the AMMS Application Form, which includes a declaration stating they have appropriate loading control methods in place to ensure compliance with the allowable mass limits of the scheme.

Level 3 AMMS is as follows:

| | |
|---|-----------------------|
| Level 3 | |
| (Road Tables below) | |
| Concessional Road Networks: <i>Vehicle combination must comply with all relevant conditions that apply to the equivalent vehicle combination under the  Prime Mover, Trailer /  Truck Trailer Combination Operating Conditions, unless otherwise exempt by this permit (ie Mass Limits).</i> | |
| Axle Group | Tonnes |
| Single Steer | 6.0 |
| Twin Steer | 11.0 Load Sharing |
| | 10.0 Non Load Sharing |

| | |
|--------------------------|------|
| Tandem axle (dual tyres) | 17.5 |
| Tri-axle (dual tyres) | 23.5 |

Note: Single steer axle mass exemptions may be used in conjunction with an AMMS permit.

Statutory Environment:

Local Government Act 1995,

Main Roads Western Australia, Heavy Vehicle Operation Restricted Access Vehicle system network

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

infrastructure

| GOAL 1: Roads are a key economic driver across the Shire | | | |
|---|---|---|--|
| SHORT TERM STRATEGY | MEDIUM TERM STRATEGY | POINT OF MEASUREMENT | 10 YR OUTCOME |
| 1.1 Annual review of the performance and structure of Shire owned roads | 1.2 Plant and equipment maintenance and replacement is planned for 1.3 Identification of road maintenance and improvements in the Asset Management Plan 1.4 Engagement of neighbouring Shires and key stakeholders in the Secondary Freight Route Project | <ul style="list-style-type: none"> - RAV ratings - Number of positive and negative complaints received - Traffic count data reflects usage and investment required - Number of accidents attributed to road condition - Retention of works staff is higher than industry average - Roads can handle weather conditions - Level of funding secured and % spent in the Shire | Road infrastructure meets the freight task and is sustainable in the long term |

Recommendations:

That the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that it approves of Main Roads Heavy Vehicle Services issuing CBH an AMMS 4.3 permit on the Cuballing East Road.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 170419-05

Moved Cr S Martin / Seconded Cr S Hyde

That the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that it approves of Main Roads Heavy Vehicle Services issuing CBH an AMMS 4.3 permit on the Cuballing East Road.

Carried 8 / 0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.01 – List of Accounts**

| | |
|-------------------------|-----------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Erika Clement, Manager of Finance |
| File Reference: | FM.BA.1201 |
| Author: | Erika Clement, Manager of Finance |
| Disclosure of Interest: | Nil |
| Date of Report: | 11 April 2019 |

Enclosure/Attachments:

List of Accounts.

Summary:

List of Accounts remitted during the period from 1 March 2019 to 31 March 2019.

| <u>Municipal Account</u> | <u>Vouchers</u> | <u>Amounts</u> |
|--------------------------|------------------------|---------------------|
| EFT | 9233-9273,9277-9306 | \$ 109,250.53 |
| Cheques | 15591 - 15595 | \$ 20,940.20 |
| Payroll | March | \$ 85,847.00 |
| Superannuation | March | \$ 12,894.83 |
| Credit Card | March | \$ 1,323.63 |
| Direct Deductions | March | \$ 1029.30 |
| Licensing | March | \$ 38,847.80 |
| | March Total | \$270,133.29 |
| Trust | | |
| EFT | 9276 | \$ 50.00 |
| Cheques | March | \$ 0.00 |
| | March Total | \$50.00 |
| | | |
| | Total for March | \$270,183.29 |

Financial Management Regulation 13 (4) also requires that a listing of all other outstanding accounts be presented to Council at the meeting. This information will be provided on the day of the meeting for inclusion in the recommendation.

Certificate of Chief Executive Officer:

The schedule of accounts, covering vouchers as listed above, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

Comments:

Detailed answers to queries can be obtained for presentation at council meeting.

Statutory Environment:

Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4).

Policy Implications:

Policy 3.1.7 - Cheque Issue.

Strategic Implications:

Nil.

Recommendations:

That Council acknowledges that payments totalling \$327,020.83 for March 2019 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 170419-06****Moved Cr S Hyde / Seconded Cr F Allan**

That Council acknowledges that payments totalling \$270,183.29 for March 2019 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 8 / 0

10.2.02 – Financial Report

| | |
|-----------------------------|---------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Erika Clement – Finance Manager |
| File Reference: | FM.FR.1212 |
| Author: | Erika Clement – Finance Manager |
| Disclosure of any Interest: | Nil |
| Date of Report: | 12 April 2019 |

Enclosure/Attachments:

Nil.

Background:

In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly financial reports.

- (1) Operating Statement by Function and Activity
- (2) Bank Balances and Investments
- (3) Outstanding Debtors.

Comments:

Council is required to prepare the Statement of Financial Activity as per Local Government (FM) Reg. 36, but can resolve to have supplementary information included as required.

Statutory Environment:

Section 6.4(2) of the Local Government Act 1995

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

- (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 the 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); and
 - (e) The net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing-
 - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
 - (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
 - (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or

- (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
- (b) Recorded in the minutes of the meeting at which it is presented.

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances

Policy Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the financial statements tabled for the period ending 31 March 2019 as presented be received.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 170419-07

Moved Cr S Martin / Seconded Cr W Astbury

That the financial statements tabled for the period ending 31 March 2019 as presented be received.

Carried 8 / 0

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 31 March 2019

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

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Shire of Wickepin
Compilation Report
For the Period Ended 31 March 2019

Report Purpose

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

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2019 of \$1,628,213.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

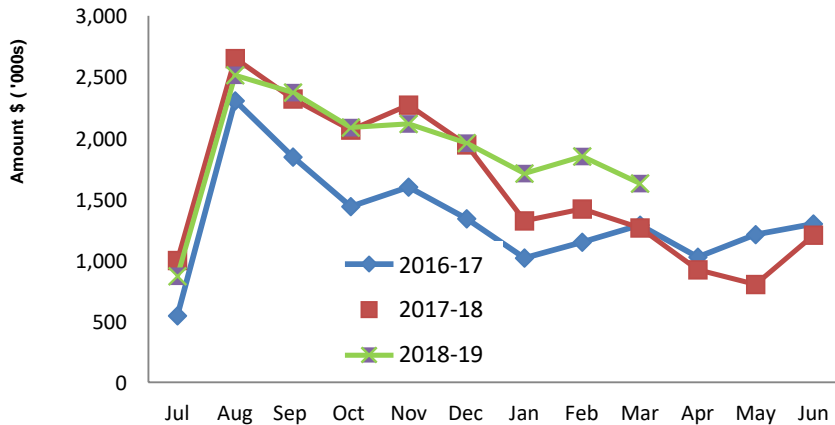
Prepared by: Erika Clement Finance Manager

Reviewed by: Mark Hook CEO

Date prepared: 11-Apr-19

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 March 2019

Liquidity Over the Year (Refer Note 3)



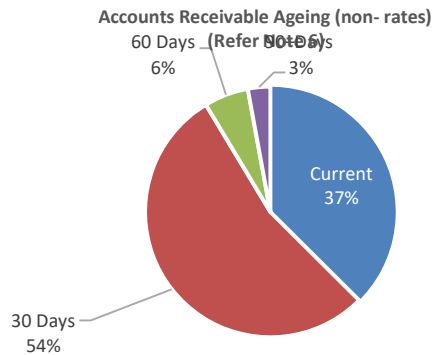
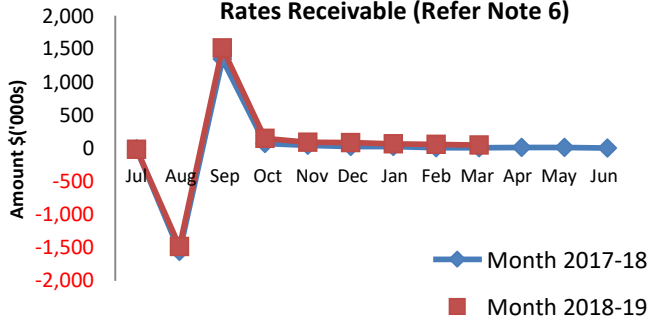
Cash and Cash Equivalents as at period end

| | |
|--------------|--------------|
| Unrestricted | \$ 1,852,604 |
| Restricted | \$ 1,804,855 |
| | \$ 3,657,459 |

Receivables

| | |
|-------|-----------|
| Rates | \$ 38,965 |
| Other | \$ 5,116 |
| | \$ 44,081 |

Rates Receivable (Refer Note 6)



Comments

Unrestricted cash includes the following payments in advance

| | |
|-----------------------------------|------------------|
| 18/19 FESA paid in advance | \$7,703 |
| 18/19 Grants Commission - General | \$515,969 |
| 18/19 Grants Commission - Roads | \$281,233 |
| Amounts paid in advance | \$804,905 |

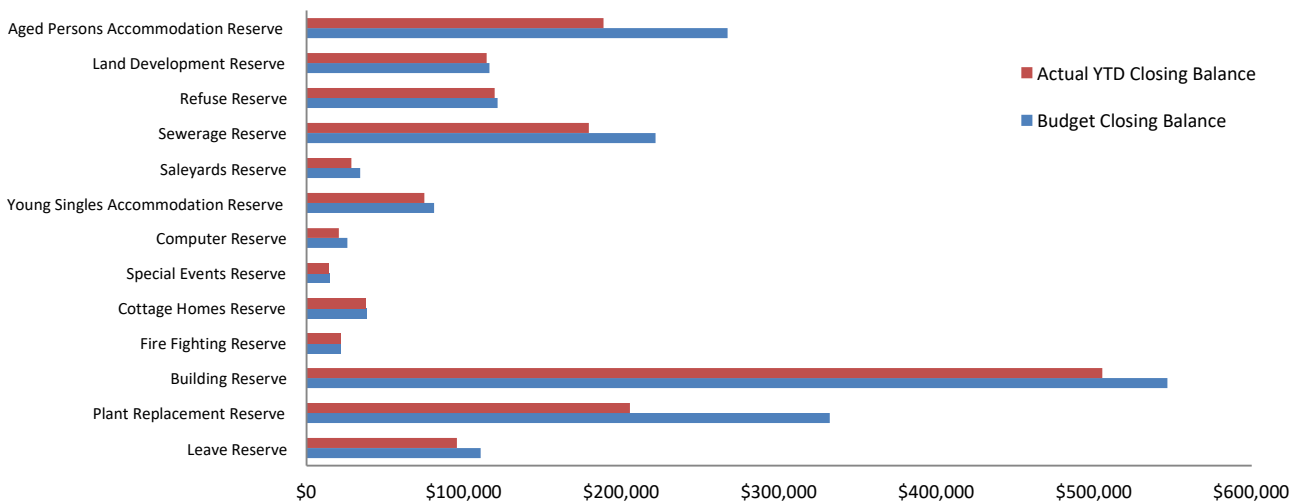
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 March 2019

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

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

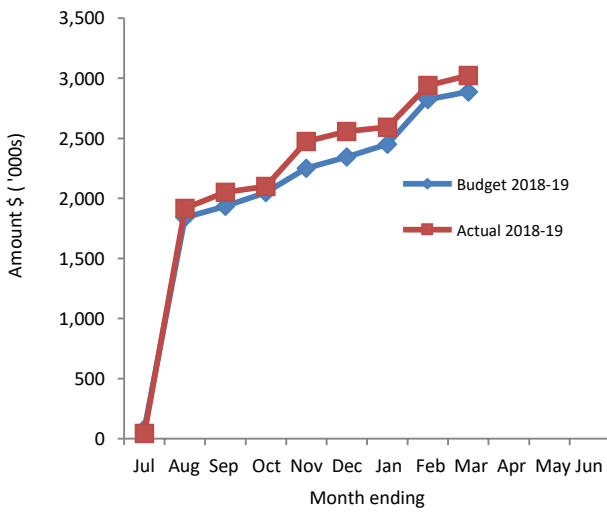
Shire of Wickepin

Monthly Summary Information

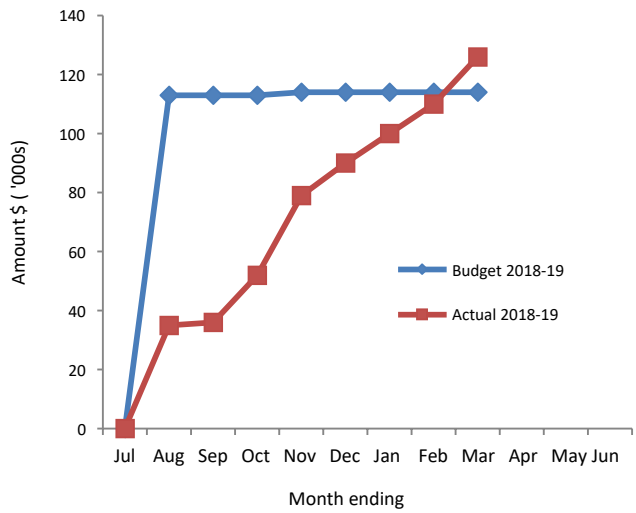
For the Period Ended 31 March 2019

Revenues

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

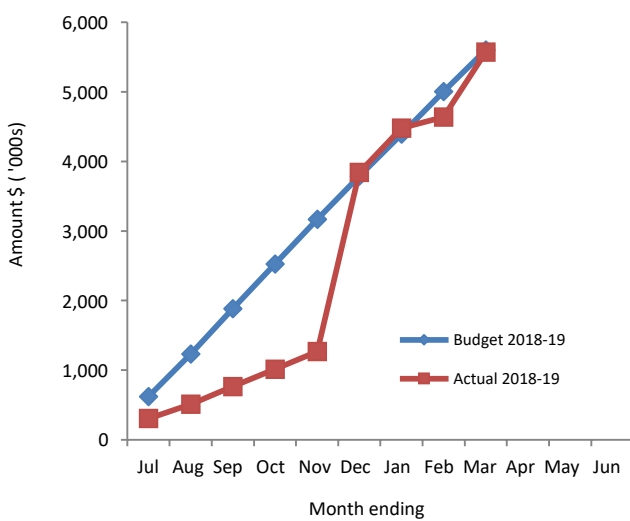


Budget Capital Revenue -v- Actual (Refer Note 2)

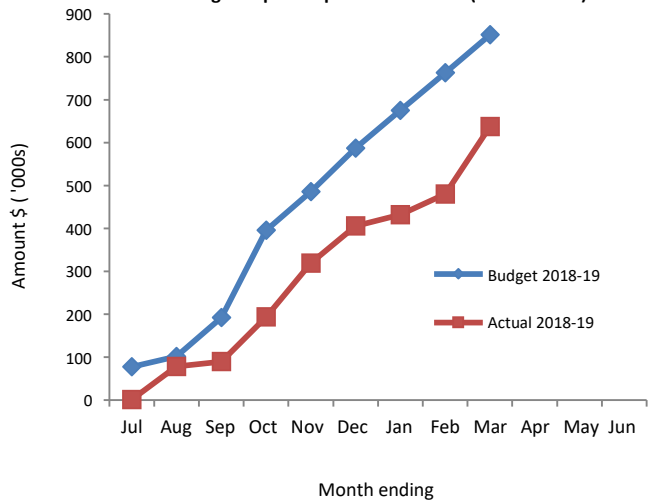


Expenditure

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



Budget Capital Expenses -v- Actual (Refer Note 2)



Comments

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

Council Meeting
SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2019

| Note | Annual Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|--|--------------------|--------------------|--------------------|-----------------|--------------------|------|
| Operating Revenues | | | | | | |
| | \$ | \$ | \$ | \$ | % | |
| Governance | 1,110 | 819 | 9,657 | 8,838 | 1079.18% | P |
| General Purpose Funding - Rates | 1,352,265 | 1,352,179 | 1,359,620 | 7,441 | 0.55% | |
| General Purpose Funding - Other | 819,181 | 606,830 | 587,131 | (19,699) | (3.25%) | |
| Law, Order and Public Safety | 72,887 | 64,996 | 72,750 | 7,754 | 11.93% | P |
| Health | 250 | 180 | 0 | (180) | (100.00%) | |
| Education and Welfare | 4,160 | 3,114 | 200 | (2,914) | (93.58%) | |
| Housing | 108,150 | 86,096 | 78,545 | (7,551) | (8.77%) | Q |
| Community Amenities | 176,300 | 164,325 | 161,654 | (2,671) | (1.63%) | |
| Recreation and Culture | 32,597 | 24,417 | 29,467 | 5,050 | 20.68% | P |
| Transport | 646,931 | 526,113 | 632,665 | 106,552 | 20.25% | P |
| Economic Services | 42,165 | 32,846 | 33,289 | 443 | 1.35% | |
| Other Property and Services | 33,500 | 25,110 | 58,428 | 33,318 | 132.69% | P |
| Total Operating Revenue | 3,289,496 | 2,887,025 | 3,023,407 | 136,382 | | |
| Operating Expense | | | | | | |
| Governance | (445,002) | (356,938) | (324,742) | 32,196 | 9.02% | Q |
| Health | (25,916) | (19,476) | (15,047) | 4,429 | 22.74% | Q |
| Education and Welfare | (17,842) | (13,320) | (4,314) | 9,006 | 67.62% | Q |
| Housing | (189,061) | (141,579) | (112,028) | 29,551 | 20.87% | Q |
| Community Amenities | (374,058) | (280,125) | (267,679) | 12,446 | 4.44% | |
| Recreation and Culture | (982,652) | (738,067) | (742,578) | (4,511) | (0.61%) | |
| Transport | (4,759,357) | (3,569,292) | (3,589,122) | (19,830) | (0.56%) | |
| Economic Services | (241,056) | (180,612) | (155,232) | 25,380 | 14.05% | Q |
| Other Property and Services | (26,141) | (29,030) | (105,804) | (76,774) | (264.46%) | P |
| Total Operating Expenditure | (7,400,570) | (5,601,432) | (5,572,744) | 28,688 | | |
| Funding Balance Adjustments | | | | | | |
| Add back Depreciation | 4,327,930 | 3,245,904 | 3,511,989 | 266,085 | 8.20% | P |
| Adjust (Profit)/Loss on Asset Disposal | 24,900 | 29,700 | 49,285 | 19,585 | 65.94% | P |
| Adjust Provisions and Accruals | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | 241,756 | 561,197 | 1,011,936 | 450,739 | | |
| Capital Revenues | | | | | | |
| Proceeds from Disposal of Assets | 170,594 | 113,729 | 126,174 | 12,444 | 10.94% | P |
| Total Capital Revenues | 170,594 | 113,729 | 126,174 | 12,444 | | |
| Capital Expenses | | | | | | |
| Land Held for Resale | 0 | 0 | 0 | 0 | | |
| Land and Buildings | (64,200) | (50,194) | (47,713) | 2,481 | 4.94% | |
| Infrastructure - Roads | (677,876) | (439,272) | (316,496) | 122,776 | 27.95% | Q |
| Infrastructure - Public Facilities | | | | | | |
| Infrastructure - Footpaths | (10,000) | (7,497) | (181) | 7,316 | 97.59% | Q |
| Infrastructure - Drainage | (84,500) | (58,104) | (33,353) | 24,751 | 42.60% | Q |
| Heritage Assets | | 0 | 0 | 0 | | |
| Plant and Equipment | (397,144) | (282,088) | (214,117) | 67,971 | 24.10% | Q |
| Furniture and Equipment | (22,000) | (22,000) | (25,347) | (3,347) | (15.22%) | |
| Total Capital Expenditure | (1,255,720) | (859,155) | (637,206) | 221,949 | | |
| Net Cash from Capital Activities | (1,085,126) | (745,426) | (511,033) | 234,393 | | |
| Financing | | | | | | |
| Proceeds from New Debentures | 0 | 0 | 0 | 0 | | |
| Proceeds from Advances | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | 6,081 | 6,081 | 6,081 | (0) | (0.01%) | |
| Transfer from Reserves | 46,500 | 19,375 | 0 | (19,375) | (100.00%) | |
| Advances to Community Groups | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | (29,837) | (19,700) | (23,416) | (3,716) | (18.86%) | |
| Transfer to Reserves | (313,466) | (156,733) | 0 | 156,733 | 100.00% | Q |
| Net Cash from Financing Activities | (290,722) | (150,977) | (17,335) | 133,642 | | |
| Net Operations, Capital and Financing | (1,134,092) | (335,206) | 483,569 | 838,359 | | |
| Opening Funding Surplus(Deficit) | 1,134,092 | 1,144,645 | 1,144,645 | 0 | 0.00% | |
| Closing Funding Surplus(Deficit) | 0 | 809,439 | 1,628,213 | 838,359 | | |

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

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

Council Meeting
SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2019

| | Note | Amended Annual Budget | Amended YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|---------|-----------------------|------------------------|--------------------|-----------------|--------------------|------|
| Operating Revenues | | \$ | \$ | \$ | \$ | % | |
| Rates | 9 | 1,352,265 | 1,352,134 | 1,359,620 | 7,486 | 0.55% | |
| Operating Grants, Subsidies and Contributions | 11 | 861,048 | 661,948 | 711,302 | 49,354 | 7.46% | P |
| Fees and Charges | | 459,782 | 395,256 | 429,640 | 34,384 | 8.70% | P |
| Service Charges | | 0 | 0 | 0 | 0 | | |
| Interest Earnings | | 52,000 | 31,497 | 14,123 | (17,374) | (55.16%) | Q |
| Other Revenue | | 0 | 0 | 0 | 0 | | |
| Profit on Disposal of Assets | 8 | 21,680 | 16,254 | 5,399 | | | |
| Total Operating Revenue | | 2,746,775 | 2,457,089 | 2,520,084 | 73,850 | | |
| Operating Expense | | | | | | | |
| Employee Costs | | (1,318,973) | (989,429) | (927,521) | 61,908 | 6.26% | P |
| Materials and Contracts | | (1,358,671) | (1,028,512) | (798,327) | 230,185 | 22.38% | P |
| Utility Charges | | (175,545) | (131,535) | (110,931) | 20,604 | 15.66% | P |
| Depreciation on Non-Current Assets | | (4,327,930) | (3,245,904) | (3,511,989) | (266,085) | (8.20%) | Q |
| Interest Expenses | | (3,453) | (2,574) | (3,129) | (555) | (21.55%) | |
| Loss on Disposal of Assets | 8 | (46,580) | (45,954) | (54,682) | | | |
| Total Operating Expenditure | | (7,410,310) | (5,604,069) | (5,572,744) | 40,053 | | |
| Funding Balance Adjustments | | | | | | | |
| Add back Depreciation | | 4,327,930 | 3,245,904 | 3,511,989 | 266,085 | 8.20% | P |
| Adjust (Profit)/Loss on Asset Disposal | 8 | 24,900 | 29,700 | 49,283 | 19,583 | 65.94% | P |
| Adjust Provisions and Accruals | | | 0 | | 0 | | |
| Net Cash from Operations | | (310,705) | 128,624 | 508,612 | 399,572 | | |
| Capital Revenues | | | | | | | |
| Grants, Subsidies and Contributions | 11 | 552,461 | 437,235 | 503,323 | 66,088 | 15.11% | P |
| Proceeds from Disposal of Assets | 8 | 170,594 | 113,729 | 126,174 | 12,444 | 10.94% | P |
| Total Capital Revenues | | 723,055 | 550,964 | 629,497 | 78,532 | | |
| Capital Expenses | | | | | | | |
| Land Held for Resale | | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 13 | (64,200) | (50,194) | (47,713) | 2,481 | 4.94% | |
| Infrastructure - Roads | 13 | (677,876) | (439,272) | (316,496) | 122,776 | 27.95% | P |
| Infrastructure - Public Facilities | 13 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Footpaths | 13 | (10,000) | (7,497) | (181) | 7,316 | 97.59% | P |
| Infrastructure - Drainage | 13 | (84,500) | (58,104) | (33,353) | 24,751 | 42.60% | P |
| Heritage Assets | 13 | 0 | 0 | 0 | 0 | | |
| Plant and Equipment | 13 | (397,144) | (282,088) | (214,117) | 67,971 | 24.10% | P |
| Furniture and Equipment | 13 | (22,000) | (22,000) | (25,347) | (3,347) | (15.22%) | |
| Total Capital Expenditure | | (1,255,720) | (859,155) | (637,206) | 221,949 | | |
| Net Cash from Capital Activities | Note 13 | (532,665) | (308,191) | (7,710) | 300,481 | | |
| Financing | | | | | | | |
| Proceeds from New Debentures | | 0 | 0 | 0 | 0 | | |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | | 6,081 | 6,081 | 6,081 | (0) | (0.01%) | |
| Transfer from Reserves | 7 | 46,500 | 19,375 | 0 | (19,375) | (100.00%) | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | (29,837) | (19,700) | (23,416) | (3,716) | (18.86%) | |
| Transfer to Reserves | 7 | (313,466) | (156,733) | 0 | 156,733 | 100.00% | P |
| Net Cash from Financing Activities | | (290,722) | (150,977) | (17,335) | 133,642 | | |
| Net Operations, Capital and Financing | | (1,134,092) | (330,544) | 483,567 | 833,695 | | |
| Opening Funding Surplus(Deficit) | 3 | 1,134,092 | 1,144,645 | 1,144,645 | 0 | 0.00% | |
| Closing Funding Surplus(Deficit) | 3 | 0 | 814,101 | 1,628,213 | 833,695 | | |

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

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

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2019

| Capital Acquisitions | Note | YTD 31 03 2019 | | | | | |
|---|------|-----------------------------|--------------------------------------|--------------------------------|------------------------|-----------------------|--------------------|
| | | YTD Actual New /Upgrade (a) | YTD Actual (Renewal Expenditure) (b) | YTD Actual Total (c) = (a)+(b) | Amended YTD Budget (d) | Amended Annual Budget | Variance (d) - (c) |
| Land and Buildings | 13 | \$ 47,714 | \$ 0 | \$ 47,714 | \$ 64,200 | \$ 64,200 | \$ (16,487) |
| Infrastructure Assets - Roads | 13 | | 326,115 | 326,115 | 677,876 | 677,876 | (351,761) |
| Infrastructure Assets - Public Facilities | 13 | 32,836 | 0 | 32,836 | 84,500 | 84,500 | (51,664) |
| Infrastructure Assets - Footpaths | 13 | 182 | 0 | 182 | 10,000 | 10,000 | (9,818) |
| Plant and Equipment | 13 | 216,482 | 0 | 216,482 | 397,144 | 397,144 | (180,662) |
| Capital Expenditure Totals | | 311,092 | 326,115 | 637,207 | 1,255,720 | 1,255,720 | (618,513) |

Funded By:

| | | | | |
|--|----------------|------------------|------------------|------------------|
| Capital Grants and Contributions | 503,323 | 552,461 | 552,461 | 49,138 |
| Borrowings | 0 | 0 | 0 | 0 |
| Other (Disposals & C/Fwd) | 126,174 | 113,729 | 170,594 | 12,444 |
| Own Source Funding - Cash Backed Reserves | | | | |
| Leave Reserve | | | 13,500 | |
| Saleyard Reserve | | | 0 | |
| Refuse Reserve | | | 0 | |
| Land Development Reserve | | | 0 | |
| Staff Housing Reserve | 0 | | 33,000 | |
| Building Reserve | 0 | | 0 | |
| Total Own Source Funding - Cash Backed Reserves | 0 | 19,375 | 46,500 | (19,375) |
| Own Source Funding - Operations | 7,710 | 570,155 | 486,165 | (562,445) |
| Capital Funding Total | 637,207 | 1,255,720 | 1,255,720 | (618,513) |

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

1. SIGNIFICANT ACCOUNTING POLICIES**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

(h) Inventories***General***

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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 | 30 to 50 years |
| Furniture and Equipment | 4 to 10 years |
| Plant and Equipment | 5 to 15 years |
| Roads | 20 to 50 years |
| Footpaths | 20 years |
| Sewerage Piping | 100 years |
| Water Supply Piping and Drainage Systems | 75 years |

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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 WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

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 and service charges.

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 WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

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

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

A Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment

The Strategic Community Plan defines the key objectives of the Shire as:

- (1) *Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*
- (2) *Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*
- (3) *Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*
- (4) *Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .*

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

(s) GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, swimming facilities, walk trails, public halls and Community Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 31 March 2019

Note 2: EXPLANATION OF MATERIAL VARIANCES

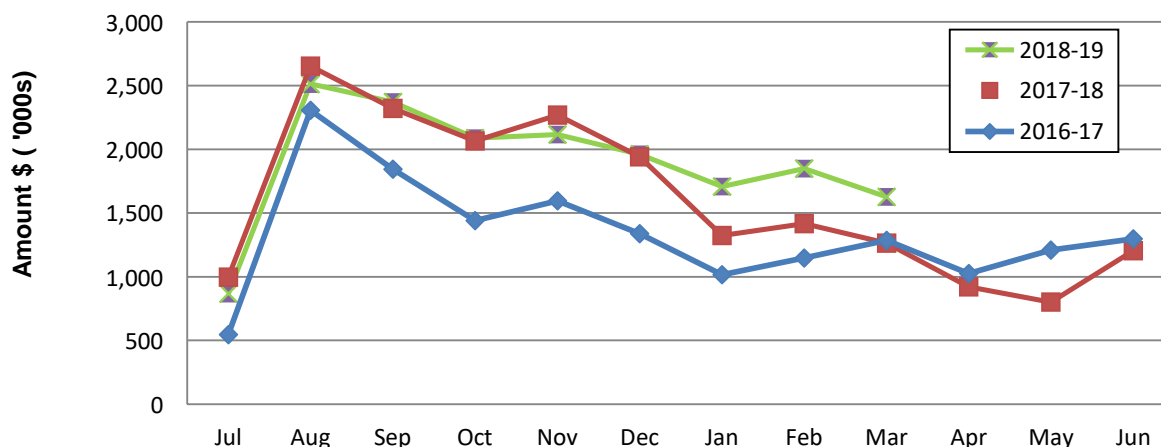
| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|-------------------------------------|----------|-----------|------|----------------------|---|
| Operating Revenues | \$ | % | | | |
| Governance | 8,838 | 1079.18% | p | Permanent | Great Southern Regional Business Assc - Refund |
| General Purpose Funding - Other | (19,699) | (3.25%) | | | |
| Law, Order and Public Safety | 7,754 | 11.93% | p | Permanent | ESL Grant 2017/2018 supplement |
| Housing | (7,551) | (8.77%) | q | Timing | Housing Units vacant |
| Community Amenities | (2,671) | (1.63%) | | | |
| Recreation and Culture | 5,050 | 20.68% | p | Permanent | Art Prize Entries, Arty Party ticket sales, Lamb & Lager Ticket Sales |
| Transport | 106,552 | 20.25% | p | Timing | Full R2R grant payment |
| Other Property and Services | 33,318 | 132.69% | p | Permanent | Worker Comp Claim - reimbursement, Higher Private works income |
| Operating Expense | | | | | |
| Governance | 32,196 | 9.02% | q | Timing | Expenditure not as high |
| General Purpose Funding | 8,312 | 12.58% | q | Timing | Expenditure not as high |
| Law, Order and Public Safety | 8,482 | 4.10% | | | |
| Health | 4,429 | 22.74% | q | Timing | Expenditure not as high |
| Education and Welfare | 9,006 | 67.62% | q | Timing | CDO projects not completed, Donations lower |
| Recreation and Culture | (4,511) | (0.61%) | | | |
| Transport | (19,830) | (0.56%) | | | |
| Economic Services | 25,380 | 14.05% | q | Timing | Maintenance costs down. Group Regional Scheme costs down |
| Other Property and Services | (76,774) | (264.46%) | p | Timing | Increase in Private Works Costs, LSL Costs & PPE costs |
| Capital Revenues | | | | | |
| Grants, Subsidies and Contributions | 66,088 | 15.11% | p | Permanent | Direct Road Grant Higher |
| Proceeds from Disposal of Assets | 12,444 | 10.94% | p | Timing | Higher Trade in Price on Disposals |
| Capital Expenses | | | | | |
| Land and Buildings | 2,481 | 4.94% | | | |
| Infrastructure - Roads | 122,776 | 27.95% | q | Timing | Road Projects not yet started or completed |
| Infrastructure - Footpaths | 7,316 | 97.59% | q | Timing | Footpath projects not started yet |
| Plant and Equipment | 67,971 | 24.10% | q | Timing | Skid Steere Loader & Trailer still be purchased |
| Furniture and Equipment | (3,347) | (15.22%) | p | Timing | Johnson Park Equipment carry over |
| Financing | | | | | |
| Loan Principal | (3,716) | (18.86%) | | | |

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 3: NET CURRENT FUNDING POSITION

| | | Positive=Surplus (Negative=Deficit) | | |
|-------------------------------------|------|-------------------------------------|------------------|------------------|
| | Note | YTD 31 Mar 2019 | 30 June 2018 | YTD 30 Mar 2018 |
| | | \$ | \$ | \$ |
| Current Assets | | | | |
| Cash Unrestricted | 4 | 1,852,604 | 1,296,360 | 975,440 |
| Cash Restricted | 4 | 1,804,855 | 1,804,855 | 1,274,113 |
| Receivables - Rates | 6 | 38,965 | 18,877 | 73,835 |
| Receivables -Other | 6 | 5,116 | 11,566 | 112,223 |
| Interest / ATO Receivable/Trust | | 17,879 | 25,910 | 27,693 |
| Inventories | | | 0 | 0 |
| | | 3,719,418 | 3,157,568 | 2,463,304 |
| Less: Current Liabilities | | | | |
| Payables | | (109,130) | (17,216) | (26,842) |
| Provisions | | (177,221) | (190,853) | (144,743) |
| | | (286,351) | (208,068) | (171,586) |
| Net Current Funding Position | | 1,628,213 | 1,144,645 | 1,017,605 |

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019**Note 4: CASH AND INVESTMENTS**

| | Interest Rate | Unrestricted \$ | Restricted \$ | Trust \$ | Total Amount \$ | Institution | Maturity Date |
|--------------------------|---------------|------------------|------------------|----------------|------------------|-------------|---------------|
| (a) Cash Deposits | | | | | | | |
| Municipal Bank Account | 0.00% | 29,156 | | | 29,156 | ANZ | At Call |
| Reserve Bank Account | 0.00% | | 4,855 | | 4,855 | ANZ | At Call |
| Trust Bank Account | 0.00% | | | 53,276 | 53,276 | ANZ | At Call |
| Cash On Hand | Nil | 700 | | | 700 | N/A | On Hand |
| (b) Term Deposits | | | | | | | |
| Municipal | | | | | 0 | | |
| Municipal | 2.50% | 400,000 | | | 400,000 | ANZ | 09-May-19 |
| Municipal | 1.45% | 1,422,748 | | | 1,422,748 | WA Treasury | At Call |
| Reserve | 2.35% | | 1,800,000 | | 1,800,000 | ANZ | 18-Jun-19 |
| Trust | 2.10% | | | 80,000 | 80,000 | ANZ | 18-Jun-19 |
| Total | | 1,852,604 | 1,804,855 | 133,276 | 3,790,734 | | |

Note 5: 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 |
|-----------------|------------------------------|--------------------|-----------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | Budget Adoption | | Opening Surplus | \$ | \$ | \$ | \$ |
| | Permanent Changes | | | | | | |
| | Opening surplus adjustment | | | | | | |
| | Changes Due to Timing | | | | | | |
| | | | | 0 | 0 | 0 | |

Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE

A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the budget and budget amendments.

| Strategy Ref | Strategy | Action Ref | Action | 2016-17 per CBP | Adopted Budget | Amended Budget | YTD Expenditure |
|--------------|----------|------------|--------|-----------------|----------------|----------------|-----------------|
| | | | | | | | |
| Total | | | | - | - | - | - |

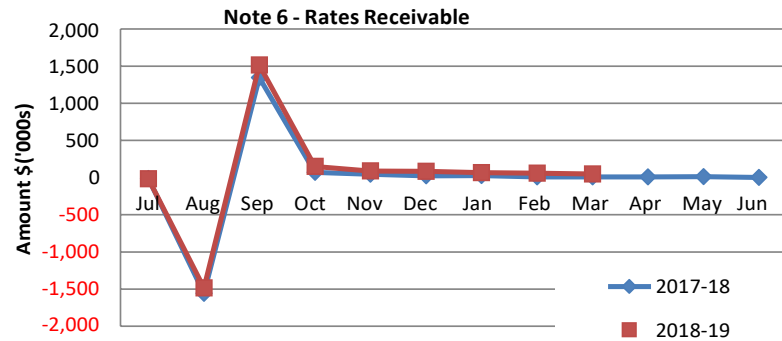
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019**

Note 6: RECEIVABLES

Receivables - Rates Receivable

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

| | YTD 31 Mar 2019 | 30 June 2017 |
|---------------------------------|--------------------|--------------------|
| | \$ | \$ |
| Opening Arrears Previous Years | 19,522 | 25,543 |
| Levied this year | 1,533,412 | 1,497,589 |
| <u>Less Collections to date</u> | <u>(1,513,969)</u> | <u>(1,503,610)</u> |
| Equals Current Outstanding | 38,965 | 19,522 |
| Net Rates Collectable | 38,965 | 19,522 |
| % Collected | 97.49% | 98.72% |



Comments/Notes - Receivables Rates

Receivables - General

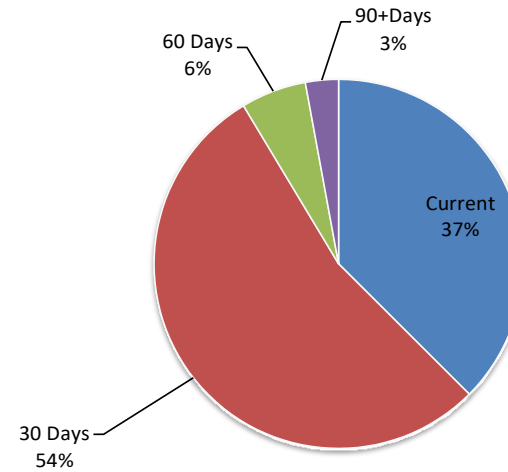
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

| | Current | 30 Days | 60 Days | 90+Days |
|--|---------|---------|---------|--------------|
| | \$ | \$ | \$ | \$ |
| Receivables - General | 1,917 | 2,758 | 293 | 148 |
| Total Receivables General Outstanding | | | | 5,116 |

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 8 CAPITAL DISPOSALS

| Actual YTD Profit/(Loss) of Asset Disposal | | | | Disposals | Amended Current Budget | | | Comments |
|--|-----------------|----------------|-----------------|---|-------------------------------------|----------------------|-----------------|--------------|
| Cost | Accum Depr | Proceeds | Profit (Loss) | | YTD 31 03 2019 | | | |
| | | | | | Amended Annual Budget Profit/(Loss) | Actual Profit/(Loss) | Variance | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | | |
| Plant and Equipment | | | | | | | | |
| 37,970 | (3,308) | 35,950 | 1,288 | PCEOF Holden Colorado CEO | (740) | 1,288 | 2,028 | GL 109930.70 |
| 37,586 | (3,275) | 35,822 | 1,510 | PCEOG Holden Colorado CEO | (740) | 1,510 | 2,250 | |
| 53,500 | (16,000) | | | P2489 2010 Bobcat Skid Steere | 6,750 | 0 | (6,750) | |
| 1,000 | (200) | | | P3518 1988 Flat Top Trailer for Bob Cat | 0 | 0 | 0 | |
| 12,000 | (3,600) | 11,000 | 2,600 | P2495 2007 John Deere Mower | 2,600 | 2,600 | (0) | |
| 34,000 | (6,800) | 16,129 | (11,071) | P706 2014 Holden Colorado Single Cab Utility 4X4 | 0 | (11,071) | (11,071) | |
| 43,673 | (11,989) | 27,273 | (4,411) | PFACEY 2014 - Facey Group Colorado Crew Utility 4x4 | 11,330 | (4,411) | (15,741) | |
| 49,000 | (9,799) | 0 | (39,201) | P182 Tincurrin Fire Truck | (44,100) | (39,201) | 4,899 | |
| 268,729 | (54,971) | 126,174 | (49,285) | | (24,900) | (49,285) | (24,385) | |

Comments - Capital Disposal/Replacements

Note 9: RATING INFORMATION

| RATE TYPE | Rate in \$ | Number of Properties | Rateable Value \$ | Rate Revenue \$ | Interim Rates \$ | Back Rates \$ | Total Revenue \$ | Amended Budget Rate Revenue \$ | Amended Budget Interim Rate \$ | Amended Budget Back Rate \$ | Amended Budget Total Revenue \$ |
|----------------------------------|-------------------|----------------------|-------------------|-----------------|------------------|---------------|------------------|--------------------------------|--------------------------------|-----------------------------|---------------------------------|
| Differential General Rate | | | | | | | | | | | |
| GRV | 7.3020 | 194 | 1,819,215 | 127,894 | | 0 | 127,894 | 127,894 | | | 127,894 |
| UV | 0.9958 | 278 | 132,731,703 | 1,321,708 | (111) | | 1,321,597 | 1,321,742 | | | 1,321,742 |
| Sub-Totals | | 472 | 134,550,918 | 1,449,602 | (111) | 0 | 1,449,491 | 1,449,636 | 0 | 0 | 1,449,636 |
| Minimum Payment | Minimum \$ | | | | | | | | | | |
| GRV | 400.00 | 63 | 91,032 | 25,200 | | | 25,200 | 25,200 | | | 25,200 |
| UV | 400.00 | 15 | 325,246 | 6,000 | | | 6,000 | 6,000 | | | 6,000 |
| Sub-Totals | | 78 | 416,278 | 31,200 | 0 | 0 | 31,200 | 31,200 | 0 | 0 | 31,200 |
| Ex Gratia Rates | | | | | | | 1,480,691 | | | | 1,480,836 |
| Discount | | | | | | | 11,734 | | | | 8,454 |
| Rates Writeoffs | | | | | | | (132,780) | | | | |
| Totals | | | | | | | 1,359,620 | | | | 1,489,290 |

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

| Particulars | Principal 1-Jul-18 | New Loans | Principal Repayments | | Principal Outstanding | | Interest Repayments | | Loan Completion Date |
|-------------------------------------|-----------------------|--------------|-------------------------|--------------|--------------------------|--------------|------------------------|--------------|----------------------------|
| | | | Actual \$ | Budget \$ | Actual \$ | Budget \$ | Actual \$ | Budget \$ | |
| Loan 100 - CEO Residence | 47,972 | | 17335 | 23,285 | 30,637 | 24,687 | 1776 | 2,196 | 24/06/2020 |
| Loan 102 - WD Sports Club SS Greens | 32,961 | | 6080 | 6,081 | 26,881 | 26,880 | 1258 | 1,258 | 17/01/2023 |
| | 80,933 | 0 | 23,416 | 29,366 | 57,517 | 51,567 | 3,034 | 3,454 | |

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

Council Meeting
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 11: GRANTS AND CONTRIBUTIONS

| Program/Details GL | Grant Provider | Approval | 2018-19 Budget | Variations Additions (Deletions) | | | Recoup Status | |
|--|---------------------------------|----------|-------------------|--|----------------|----------------|------------------|----------------|
| | | | | | Operating | Capital | Received | Not Received |
| | | (Y/N) | \$ | \$ | \$ | \$ | \$ | \$ |
| GENERAL PURPOSE FUNDING | | | | | | | | |
| Grants Commission - General | WALGGC | Y | 527,399 | 0 | 527,399 | 0 | 395,549 | 131,850 |
| Grants Commission - Roads | WALGGC | Y | 235,332 | 0 | 235,332 | 0 | 176,499 | 58,833 |
| LAW, ORDER, PUBLIC SAFETY | | | | | | | | |
| FESA Grant - Operating Bush Fire Brigade | Dept. of Fire & Emergency Serv. | Y | 22,337 | 0 | 22,337 | 0 | 22,040 | 297 |
| | | | | 0 | | | 0 | 0 |
| HOUSING | | | | | | | | |
| | | | | | | 0 | 0 | 0 |
| COMMUNITY AMENITIES | | | | | | | | |
| RECREATION AND CULTURE | | | | | | | | |
| TRANSPORT | | | | | | | | |
| | | | | 0 | 0 | 0 | 0 | 0 |
| Roads To Recovery Grant - Cap | Roads to Recovery | Y | 215,181 | 0 | 0 | 215,181 | 215,181 | 0 |
| RRG Grants - Capital Projects | Regional Road Group | Y | 245,690 | 0 | 0 | 245,690 | 196,552 | 49,138 |
| Direct Grant - Maintenance | Dept. of Transport | Y | 72,120 | 0 | 72,120 | 0 | 117,214 | (45,094) |
| State Flood Income- Wandrra Funding | Wandrra Funding | | 91,590 | 0 | 0 | 91,590 | 91,590 | 0 |
| EDUCATION | | | | | | | | |
| | RDA movie nights | | | | 0 | | | 0 |
| TOTALS | | | 1,413,509 | 0 | 861,048 | 552,461 | 1,218,485 | 195,024 |
| Operating | Operating | | | | 861,048 | | 711,302 | |
| Non-Operating | Non-operating | | | | 552,461 | | 503,323 | |

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

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 18 | Amount Received | Amount Paid | Closing Balance 31-Mar-19 |
|-------------------------------|--------------------------------|--------------------|------------------|------------------------------|
| | \$ | \$ | \$ | \$ |
| Housing Bonds | 0 | 1,900 | (1,900) | 0 |
| Master Key Deposits | 1,200 | 1,200 | (1,200) | 1,200 |
| Special Plates | 0 | 0 | 0 | 0 |
| Land Sales | 0 | 0 | 0 | 0 |
| Nomination Deposits | 0 | 0 | 0 | 0 |
| Building and BCITF | 0 | 1,114 | (1,114) | 0 |
| Ram Pavillion | 0 | 0 | 0 | 0 |
| LCDC Landcare | 0 | 2,193 | 0 | 2,193 |
| Cat/Dog Trap Hire | 100 | 150 | (150) | 100 |
| WDSC Replacement Greens | 85,770 | 12,059 | 0 | 97,829 |
| Miscellaneous Trust | 3,762 | -1,143 | (2,265) | 354 |
| Yealering Bowling Club Greens | 23,700 | 7,900 | 0 | 31,600 |
| Licensing | | 276,642 | (274,628) | (0) |
| | 114,532 | 302,015 | (281,257) | 133,276 |

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 13: CAPITAL ACQUISITIONS

| | | 31/03/2019 | | | | | |
|-----------------------|---|-----------------------|--------------------|------------------|-----------------------|--------------------------|-------------------------------|
| Infrastructure Assets | | Amended Annual Budget | Amended YTD Budget | YTD Actual | Variance (Under)/Over | YTD Actual (Renewal Exp) | Strategic Reference / Comment |
| ○ | Land for Resale | | | | | | |
| | Land for Resale Total | 0 | 0 | 0 | 0 | 0 | |
| | Land & Buildings | | | | | | |
| | Housing | | | | | | |
| ● | 5 Smith St | LHS11C | (8,200) | (8,200) | (9,278) | (1,078) | |
| | Community Amenities | | | | | | |
| ● | CAC new car port | WBC3 | (15,000) | (11,250) | (15,041) | (3,791) | carried over from 2017/2018 |
| | Community Amenities Total | | (15,000) | (11,250) | (15,041) | (3,791) | |
| | Transport | | | | | | |
| ○ | Washdown Bay - Depot | LDP1 | (41,000) | (30,744) | (23,395) | 7,349 | |
| | Transport Total | | (41,000) | (30,744) | (23,395) | 7,349 | |
| | Land and Buildings Total | | (64,200) | (50,194) | (47,713) | 2,481 | 0 |
| | Footpaths | | | | | | |
| | Transport | | | | | | |
| ○ | Footpaths Wickepin | LFP1 | (10,000) | (7,497) | (78) | 7,419 | |
| ○ | Footpaths Yealering | LFP2 | 0 | 0 | 0 | 0 | |
| ○ | Walk Trails | LWW1 | 0 | 0 | (103) | (103) | |
| | Transport Total | | (10,000) | (7,497) | (181) | 7,316 | 0 |
| | Footpaths Total | | (10,000) | (7,497) | (181) | 7,316 | 0 |
| | Furniture & Equipment | | | | | | |
| | Recreation And Culture | | | | | | |
| ● | Johnson Park Exercise Equipment | CJPE | 0 | 0 | (1,849) | (1,849) | 0 carried over from 2017/2018 |
| ● | Aquatic Centre - Chemical Controller | LSP3 | (12,000) | (12,000) | (13,878) | (1,878) | |
| ● | Wickepin Community Centre | CLCC1 | (10,000) | (10,000) | (9,620) | 380 | |
| | Recreation And Culture Total | | (22,000) | (22,000) | (25,347) | (3,347) | 0 |
| | Furniture & Office Equip. Total | | (22,000) | (22,000) | (25,347) | (3,347) | 0 |
| | Plant , Equip. & Vehicles | | | | | | |
| | Governance | | | | | | |
| ● | Holden Colorado CEO | 1064 | (70,364) | (37,000) | (75,045) | (38,045) | 0 |
| | Governance Total | | (70,364) | (37,000) | (75,045) | (38,045) | 0 |
| | Transport | | | | | | |
| ○ | P2489 2010 Bobcat Skid Steere | 6034 | (119,750) | (49,896) | 0 | 49,896 | 0 |
| ○ | P3518 1988 Flat Top Trailer for Bob Cat | 6034 | (37,500) | (15,625) | 0 | 15,625 | 0 |
| ● | P2495 - 2007 John Deere Mower | 6034 | (60,500) | (25,208) | (59,990) | (34,782) | 0 |
| ● | P706 - 2014 Holden Colorado Single Cab Utility 4X4 | 6034 | (43,015) | (7,169) | (30,675) | (23,506) | 0 |
| ● | PFACEY - 2014 - Facey Group Colorado Crew Utility 4x4 | 6034 | (66,015) | (11,003) | (48,407) | (37,405) | 0 |
| | Transport Total | | (326,780) | (245,088) | (139,072) | (30,172) | 0 |
| | Plant , Equip. & Vehicles Total | | (397,144) | (282,088) | (214,117) | (68,218) | 0 |
| | Infrastructure Other | | | | | | |
| | Recreation and Culture | | | | | | |
| ○ | Wickepin Cemetery Upgrade | WCU1 | (4,000) | (2,997) | 0 | 2,997 | |
| ● | Harrismith Cemetery Upgrade | HCU1 | (15,000) | (11,250) | (13,662) | (2,412) | |
| ○ | War Memorial | CWWM1 | (5,000) | (3,744) | (2,365) | 1,379 | |

Note 13: CAPITAL ACQUISITIONS

| | | 31/03/2019 | | | | | |
|---|---|-----------------------|--------------------|------------------|-----------------------|--------------------------|-------------------------------|
| | | Amended Annual Budget | Amended YTD Budget | YTD Actual | Variance (Under)/Over | YTD Actual (Renewal Exp) | Strategic Reference / Comment |
| | Infrastructure Assets | | | | | | |
| ○ | Wickepin Oval - Lights | WKLI (20,000) | (14,994) | 0 | 14,994 | | |
| ○ | Street Bins | 3854 (7,000) | 0 | 0 | 0 | | |
| ● | Boundary Signs | WBS1 (23,500) | (17,622) | (13,563) | 4,059 | | carried over from 2017/2018 |
| ○ | Benches | 4584 (7,000) | (5,247) | 0 | 5,247 | | |
| ○ | Town Information Board Upgrade | 7124 (3,000) | (2,250) | 0 | 2,250 | | |
| | Recreation And Culture Total | (84,500) | (58,104) | (29,590) | 28,514 | | 0 |
| | Community Amenity | | | | | | |
| ● | Effluent Drainage Scheme | LED1 0 | 0 | (3,762) | (3,762) | | 0 |
| | Community Amenity Total | 0 | 0 | (3,762) | (3,762) | | 0 |
| | Public Facilities Total | (84,500) | (58,104) | (33,353) | 24,751 | | 0 |
| | Roads | | | | | | |
| | Transport Regional Road Group | | | | | | |
| ● | Wickepin Corrigin Road | RG001 (80,925) | (60,687) | (47,352) | 13,335 | | 0 |
| ● | Wickepin Harrismith Road | RG002 (130,000) | (97,497) | (1,750) | 95,747 | | 0 |
| ● | Pingelly Wickepin Road | RG003 (157,610) | (118,206) | (146,289) | (28,083) | | 0 |
| | Regional Road Group Total | (368,535) | (276,390) | (195,391) | 80,999 | | 0 |
| | Transport Roads to Recovery | | | | | | |
| ● | Wickepin North Rd | R2R015 (134,190) | (24,894) | (96,845) | (71,951) | | 0 |
| ● | Inkiepinkie Road | R2R160 (33,194) | (31,887) | (5,147) | 26,740 | | 0 |
| ○ | 86 Gate Road | R2R013 (42,518) | (31,527) | (706) | 30,821 | | 0 |
| ○ | Kirk Rock Road | R2R014 (42,039) | (31,527) | (706) | 30,821 | | 0 |
| | Roads to Recovery Total | (251,941) | (119,835) | (103,403) | 16,432 | | 0 |
| | Council Resources Construction | | | | | | |
| ○ | Drainage and Headwalls | CODAH (57,400) | (43,047) | (17,701) | 25,346 | | 0 |
| | Council Resources Construction Total | (57,400) | (43,047) | (17,701) | 25,346 | | 0 |
| | Roads Total | (677,876) | (439,272) | (316,496) | 122,776 | | 0 |
| ○ | Capital Expenditure Total | (1,255,720) | (859,155) | (637,206) | 85,762 | | 0 |

10.2.03 – Community Development Officer's Report

| | |
|-----------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Lee Parker – Community Development Officer |
| File Reference: | CM.PLA.404 |
| Author: | Lee Parker – Community Development Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 10 April 2019 |

| | |
|-----------------------|--|
| Community Development | <p>Townscape</p> <ul style="list-style-type: none"> • Boundary statement signs: Jason Signs are in the process of manufacturing the 5 larger signs with the added pop of colour. • The photo strut rubbish bins have been picked up from Exteria. Two of the bins will be placed in Yealering (one near the pub and one on the foreshore); and one bin will go near the pub in Harrismith. • A picnic table setting for Yealering Caravan Park has been collected and will be installed shortly. <p>War Memorial</p> <ul style="list-style-type: none"> • WW2 War Memorial extension: Post 1 will have the two names of those Killed in Action (KIA) needing to be added to the WW1 memorial; and posts 2 and 3 have the names of the seventeen men KIA from WW2. The posts have been completed and picked up. They are to be installed on 11/04/19. • Shire works crew will manufacture the metal tops for the posts. These will be done in due course. • Costing for an in-ground plaque explaining the WW2 extension will be placed in the 2019/20 budget. <p>Anzac Day</p> <ul style="list-style-type: none"> • Planning with the ESO for the event. • Confirmed so far: Shirley Howell, author of Joe Pearce: Beyond Hellfire and Back, to be the speaker; Linda Myers to read the blessing; Colin Plumb to raise the flag; David Koppers to play the trumpet; Murray Lang to read the ode; Judy Lang to co-ordinate the kitchen; Cr Wes Astbury to be MC; invitations have been sent to the schools and police. • Families of those connected to the soldiers from WW2 have been invited to the service. Stefie Green will be at the service to answer any questions the families might have regarding the new installation of the WW2 poles; and will have the last remaining copies of her book <i>Fallen but not Forgotten</i> for sale. <p>Wickepin Winter Weekend</p> <ul style="list-style-type: none"> • Planning for the weekend of music and dance to be held over the weekend of 21 – 23 June 2019 at the Wickepin Town Hall and Community Centre grounds. <p>Community Grants</p> <ul style="list-style-type: none"> • The 2019/20 grant round will close 4pm Friday 24 May. • Support to groups requiring information and help with the grant process. <p>Other</p> <ul style="list-style-type: none"> • Information sent to community on events and grant opportunities. |
| Economic Development | <p>Harrismith Cemetery.</p> <ul style="list-style-type: none"> • Niche wall signs have been ordered. <p>Wickepin Cemetery</p> |

| | |
|--------------------------|---|
| | <ul style="list-style-type: none"> • Extensions to the existing memorial ash system are sitting at the shire depot and will be installed when the works crew have time. • Discussion regarding the cemetery garden is underway with the CDO and shire gardener. <p>Wickepin Playground</p> <ul style="list-style-type: none"> • Correspondence with Nature Play Solutions, who have the contract for the concept plan. • Communication with Lotterywest, Wheatbelt Development Commission, Department of Local Government, Sport & Cultural Industries regarding funding. • Research on possible other grant avenues. • Communication with Burgess Rawson over the Shire of Wickepin lease agreement with the Public Transport Authority who own the land the proposed recreational space sits on. • Correspondence and communication with community members regarding ideas and fundraising thoughts for the proposed project. |
| Tourism and Social Media | <ul style="list-style-type: none"> • Social media: posts to the shire facebook and Instagram pages. • The ESO and CDO have been co-ordinating an <i>Active April</i> campaign to raise the community awareness of the facilities and activities available within the shire. • Blue Tree Project: expressions of interest have been sought from the community to paint a tree blue within the shire. The Blue Tree Project began in Western Australia and encourages people to choose a dead tree that needs a '<i>blue lease on life</i>' and paint it in memory of a friend who lost their life to depression or battled the illness. It encourages friends to ask the question R U OK? If interest is shown by the community the CDO will purchase paint and co-ordinate a painting day with the community and the shire cherry picker. |
| Sport and Recreation | <ul style="list-style-type: none"> • Correspondence with the Narrogin co-ordinator of the Upper Great Southern Building Sustainable Clubs Program. Tentative date set for 7 May to host a workshop. • Support to Department of Local Government, Sport and Cultural Industries. • Information forwarded to clubs re grant opportunities. |
| Governance Other | <ul style="list-style-type: none"> • Staff support as needed. • Responded to queries from CDO Network. • Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken. |

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not applicable.

Financial Implications:

Not applicable.

Strategic Implications:

Aligns with Strategic Community Plan 2018 -2018.

Recommendations:

Nil.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 170419-08

Moved Cr S Hyde / Seconded Cr F Allan

That Council notes the report from the Community Development Officer dated 10 April 2019.

Carried 8 / 0

10.2.04 – Development & Regulatory Services

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Mark Hook, Chief Executive Officer
File Reference: CM.REP.2203
Author: Rob Powell, Shire of Narrogin, Acting Executive Manager Development and Regulatory Services
Disclosure of Interest: Nil
Date of Report: 8 April 2019

Enclosure/Attachments:

Nil.

Summary:

The Shire of Narrogin's Department of Development and Regulatory Services as requested by the Shire of Wickepin has prepared the following report for the works undertaken in the month of March 2019, for council's consideration.

Background:

On 20 September 2017, the Shire of Wickepin resolved to accept the RFQ 1 2017/2018 from the Shire of Narrogin for the provision of Health, Building and Planning Services to the Shire of Wickepin for a period of Five Years.

A monthly report is to be presented to the Shire of Wickepin from the Shire of Narrogin's Planning, Building and Environmental Health Services of the works undertaken during the month of November 2018 to February 2019.

Comments:

Following are the reports provided for the Month of MARCH 2019 planning officer's report.

Planning Approvals: Nil.

Upcoming Council Agenda for March 2019.

Outbuilding 20 Curlew Way, Wickepin Referrals & Subdivision clearances.

BUILDING SURVEYORS REPORT

Drafted a letter of intent to issue a Building Order for unauthorised building works completed, forwarded to the Shire (CEO) for review and signature.

ENVIRONMENTAL HEALTH OFFICERS REPORT

- 1) DWER's request for a copy of an updated Asset Management Plan is currently under review .The Works Manager and previous Environmental Health Officer (EHO) have been consulted with the (previous) EHO advising that they are prepared to assist with this process and will forward documentation shortly.
- 2) An inspection of Wickepin Hotel was carried out by the Department of Local Government, Sport and Cultural Industries, Racing, Gaming and Liquor Branch (RGL), Licencing Inspector, Daniel Pearce accompanied by Ming Zhuo, Environmental Health Officer, on Wednesday 27 March 2019. Orders have been issued by RGL for the repair of the Toilet cubicle latches and locks; fire extinguishers to be serviced; emergency doors to the accommodation wing to be re-hung to open in the direction of egress; upgrade emergency door latches and locks; repair or replace missing tiles to toilet floors; replace water damaged benchtop to male bathroom; repair or replace damaged ceiling to storeroom; install hard wired smoke alarms to all areas of the building and ensure they are interconnected.

- 3) The Yealering Hotel premises was also inspected by the Department of Local Government, Sport and Cultural Industries, Racing, Gaming and Liquor Branch, (RGL) Licencing Inspector, Daniel Pearce accompanied by Ming Zhuo, Environmental Health Officer on Wednesday 27 March 2019. Orders have been issued by RGL for the repair of the hotel premises to the emergency exit door locks and the upstairs verandah floor.
- 4) Water samples from the Wickepin swimming pool were compliant when tested by PathWest on 11 March 2019. The samples met the public swimming pool water quality guidelines for chemical, bacteria and amoeba levels.

Statutory Environment:

- 5) Shire of Wickepin Local Planning Scheme No. 4
- 6) National Construction Code,
- 7) Building Act 2011
- 8) Building Regulations 2012
- 9) Food Act 2008 and Food Regulations 2009
- 10) Health (Miscellaneous Provisions) Act 1911 and Regulations under the Act
- 11) *Public Health Act 2016*

Policy Implications:

Not applicable.

Financial Implications:

The fore mentioned services are provided at a cost to the Shire of Wickepin and has been allocated in the 2018/2019 budget.

Strategic Implications:

GOAL 10: Our organisation is well positioned and has capacity for the future.

Recommendations:

That Council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of March 2019.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 170419-09

Moved Cr A Lansdell / Seconded Cr G Hinkley

That Council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of March 2019.

Carried 8 / 0

10.2.05 – Governance, Audit and Community Services Committee Recommendations

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Mark Hook, Chief Executive Officer
File Reference: FM.AUD.1200
Author: Rebecca Pauley, Executive Services Officer
Disclosure of Interest: Nil
Date of Report: 9 April 2019

Enclosure/Attachments:

Nil.

Summary:

The Governance, Audit and Community Services Committee held a meeting on 20 February 2019.

Background:

The Governance, Audit and Community Services Committee held a meeting on 20 February 2019 and Council is being recommended to adopt the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed and completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

It is a statutory requirement for local councils to prepare and present Annual Wickepin – Compliance Audit Return 2018 to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2019.

This process did not occur at the Ordinary Council meeting of 20 March 2019 and will be attended to at the Ordinary Council meeting of 17 April 2019.

Comments:

The Governance, Audit and Community Services Committee meeting was held on 20 February 2019 and passed the following recommendation:

Moved: Cr G. Hinkley / Seconded Cr F. Allan

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

Carried 7 / 0

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That Council adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 170419-10****Moved Cr S Hyde / Seconded Cr A Lansdell**

That Council adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government.

Carried 8 / 0

10.2.06 – Bush Fire Control Officer's Meeting Recommendations

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Mark Hook
File Reference: ES.EE.904
Author: Rebecca Pauley, Executive Services Officer
Disclosure of Interest: Nil
Date of Report: 9 April 2019

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to adopt the recommendations from the BFCO meeting held on 26 March 2019.

Background:

The BFCO meeting was held on 26 March 2019 and passed the following recommendations.

Comments:

Following are the recommendations from the BFCO meeting held on the 26 March 2019 requiring Council's attention.

Moved: Moved Tim Heffernan / Seconded Colin Coxon

That Council be requested to write a letter to Mr Mark Graham outlining his obligations under the Bush Fires Act 1954 to control and mop up fires on all the properties he owns or leases.

Carried 11 / 0

Moved: Moved Tim Heffernan / Seconded Nathan Astbury

That Council include in the 2019/2020 Fire Break Order provision for a fire unit to be within 3km of harvesting or bailing operations with a minimum of 400 litres of water.

Carried 11 / 0

Moved: Moved Tim Heffernan / Seconded Nathan Astbury

That the Shire of Wickepin be requested to write to the federal Minister for Communications and Telstra requesting the Harrismith and Tincurrin areas, have back up power systems.

Carried 11 / 0

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

1. That Council be requested to write a letter to Mr Mark Graham outlining his obligations under the Bush Fires Act 1954 to control and mop up fires on all the properties he owns or leases.
2. That Council include in the 2019/2020 Fire Break Order provision for a fire unit to be within 3km of harvesting or bailing operations with a minimum of 400 litres of water.
3. That the Shire of Wickepin be requested to write to the federal Minister for Communications and Telstra requesting the Harrismith and Tincurrin areas, have back up power systems

Voting Requirements:

Simple majority.

Council Decision: Resolution No: 170419-11

Moved Cr Lansdell / Seconded Cr S Martin

The CEO write a letter to Mr Graham acknowledging community concerns about the frequency and management of fires in the Shire of Wickepin.

Carried 8 / 0

Council Decision: Resolution No: 170419-12

Moved Cr W Russell / Seconded Cr A Lansdell

That this matter lay on the table for further information to be sought on the wording used for Fire Break Orders from surrounding Shires.

Carried 8/0

10.2.07 – Lake Yealering Progress Association James Giddy Proposed Project

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Lake Yealering Progress Association – Kym Smith
File Reference: RC.LIA.2404
Author: Rebecca Pauley, Executive Services Officer
Disclosure of Interest: Nil
Date of Report:

Enclosure/Attachments:

Nil.

Summary:

Lake Yealering Progress Association seek permission from the Shire for James Giddy to paint murals on four buildings in Yealering town-ship, similar to the sheep mural painted on Wickepin Newsagency. The buildings have been selected based on the direction of traffic flow, capitalizing on tourist interest and with local wild life as the theme.

Background:

Council has received the following letter from the LYPA:

Lake Yealering Progress Association Inc

C/- Post Office
Yealering WA 6372
yealeringprogress@outlook.com.au



10th April 2019

Wickepin Shire Council

Dear Mark & Councilors

Following the success of the recent art work of the sheep, created by James Giddy in Wickepin, Yealering Progress would like permission from the shire for James to create some pieces in Yealering.

Before James flew out to New Zealand, I met with him, we drove around town looking at various locations and we discussed the local wild life in this area. From a tourist point of view, these were the buildings that we would like shire to consider. Please keep in mind that these are only examples.

The caravan park ablution block: A Phascogale

The old footy change rooms: Family of Swans

The west wall of the tennis club: Picture shows a dog but we are not keen.

The eastern end section of the Yealering Town Hall: A Pink & Grey

We have chosen these locations due to the direction of the traffic in and out of town. I have attached photos of the locations, drawings and some photo shopped photos.

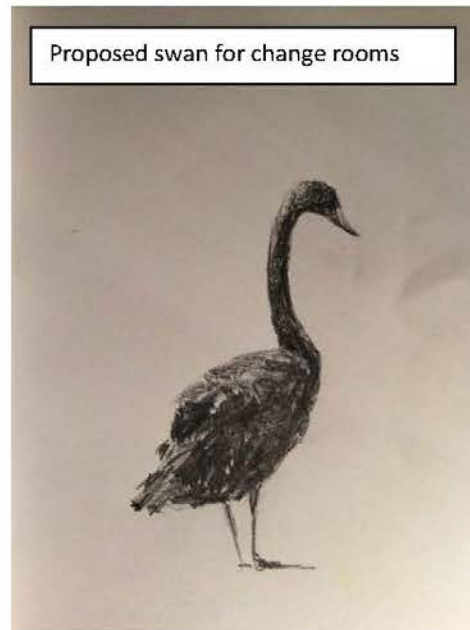
This is a project that the Yealering Progress would like to carry out with funds they have raised through various fundraising events. We have a budget that we feel could see 2 or 3 murals painted.

With the Living Lakes project been carried out on the lake, we feel this is another great tourist attraction to our town.

We look forward to hearing from you.

Yours Sincerely

Kym Smith
Secretary



Comments:

These buildings have been selected because of the direction and flow of traffic and as points of interest for tourists, however these buildings are examples only.

- The caravan park ablution block – phascogale.
- The old football change rooms – a family of swans.
- The west wall of the tennis club – the picture shows a dog, however the Association is not keen.
- The eastern end section of the Yealering Town Hall – a pink and grey galah.

Statutory Environment:

Local Governance Act 1995.

Policy Implications:

Nil.

Financial Implications:

No cost to Council. LYPA is paying for the cost of the murals.

Strategic Implications:

| GOAL 8: Tourism opportunities create value to our communities | | | |
|---|--|---|---|
| SHORT TERM STRATEGY | MEDIUM TERM STRATEGY | POINT OF MEASUREMENT | 10 YR OUTCOME |
| 8.1 Continue to actively participate in the Living Lakes project | 8.7 Develop a branding strategy for Lake Yealering in collaboration with residents and businesses | - Lake Yealering has enough water in it for water based activities for the majority of the year | Tourism and recreational activities can occur all year at Lake Yealering |
| 8.2 Develop and improve the foreshore amenities at Lake Yealering | 8.8 Develop a self drive route across the Shire which includes Lake Yealering, Harrismith and Wickepin attractions | - Number of positive and negative reviews regarding the Lake Yealering experience - online and verbal | The length of overnight visitor stays is increased and visitors are aware of our unique attractions |
| 8.3 Investigate camping grounds at Lake Yealering (cost v benefit analysis) | 8.9 Increase our online profile | - Yealering caravan park occupancy and length of stay increases | |
| 8.4 Partner with our neighbouring Shires on tourism promotion and initiatives | | - Number and length of overnight stays increases | |
| 8.5 Review our engagement with the Dryandra Visitor Centre | | - Facilities used by locals and visitors are improved based on online and verbal feedback | |
| 8.6 Further develop rest stops across the Shire | | - Toolibin rest stop is improved | |

Recommendations:

That Council gives permission to the Lake Yealering Progress Association for James Giddy to paint murals of local wildlife on buildings owned by the Shire of Wickepin in the Yealering town-ship as a tourist attraction.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 170419-13****Moved Cr S Martin / Seconded Cr W Astbury**

That Council gives permission to the Lake Yealering Progress Association for James Giddy to paint murals of local wildlife on buildings owned by the Shire of Wickepin in the Yealering town-ship as a tourist attraction with the following condition:

- A letter of support is received from the Yealering Tennis Club.

Carried 7 / 1

10.2.08 – Agribusiness Feasibility Study

| | |
|-------------------------|------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | FM.FR.1211 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Date of Report: | 9 April 2019 |

Enclosure/Attachments:

Attached under separate cover are the proposals from consultants to attract and promote Agricultural based Industries and Businesses to the Shire of Wickepin.

1. Whitney Consulting – Tara Whitney
2. WA Tourism & Regional Development Consultancy – Kylie Whitehead
3. Bluesee Pty Ltd – Ester Jones (Price)
4. Strickland Park Economics – John Roberts

Summary:

Council is being requested to appoint a consultant from the received proposals for a consultant to attract and promote Agricultural based Industries and Businesses to the Shire of Wickepin.

Background:

Council placed an amount of \$25,000 in the 2018/2019 adopted budget for the provision of a feasibility study Agricultural Hub.

The CEO placed the following advert in the West Australian:

Shire of Wickepin

Quotation

The Shire of Wickepin is seeking the services of suitable consultants to attract and promote Agricultural based Industries and Businesses to the Shire of Wickepin.

The main objectives and aims are

- Make the Shire of Wickepin an Agricultural hub for research, development and education. Provide for the expansion of new and current Agricultural industries into the Shire of Wickepin.

Consultants must show full scope of works as part of Quotation.

Submissions Close 4.00pm Friday 25 January 2019.

Further details are available by contacting the CEO, Mark J Hook on (08) 9888 1005 or emailing ceo@wickepin.wa.gov.au.

Council received the following proposals from the above advert.

1. Whitney Consulting – Tara Whitney

Stage one only \$16,360 plus GST. Includes travel for Tara Whitney to attend start up meeting and monthly Steering Committee meetings in Wickepin, during project period. Request for any additional travel or any travel by Caroline or Anna will incur additional costs.

Extract from quote received

Prices are correct as at 18th January 2019 and the Quote is valid for 30 business days. If you identify something you require that is outside the scope of what we've agreed we will notify and provide a quote before proceeding without scope of work. It is assumed that all work, other than where specified, can be conducted via email, phone or videoconference. Request for face to face meetings will incur additional cost for travel. Whitney Consulting will undertake all work to the highest standard however; we do not accept liability offers for any offers we have been involved in the development of.

2. WA Tourism & Regional Development Consultancy – Kylie Whitehead

Wickepin Development Project - Initial Design of Programme Process

| Contact | Why | What | Who | Where | When | How | How Much | Result | Evidence |
|---------------------|--|---|--------------------|--------|---------------|--|--------------------------------|--|--|
| | | INTRODUCTION | | | | | \$12,000 | | |
| F2F - Face to Face | Introductions, creating Possibility & Opportunity & buy-in | Initial Gatherings of Interested People, set date for next gathering as individuals indicate buy-in | BC, KW, Crs, FG | Venu e | 1st meeting | 2 Media Releases, Posters, Emails to Groups, Word-of-Mouth (WOM), Meeting of interested people | Catering, Time, IT, Stationery | Project Core Group (CG), Helpers set up | 50+ attendees at meeting, 5-7 core group, 25 Helpers; Date Next Meet |
| F2F | Make Light Work | Decide Reps from Subject-Specific Groupings: Traders/Shops, Accommodation, Farmers, Art/Craft, Sport, etc | BC, KW, Crs, FG | Venu e | 1st meeting | Gather ideas, choose Sub-Group reps/ players. | Time, IT, Stationery | People chosen to be Group Reps, players in the Programme | Min 7 sub-group Reps |
| F2F | Gather information about Shire players/ products - be familiar with own playground | ACTION 1: Choose who will gather initial details of assets, products for Shire Inventory | KW, All present, P | Venu e | 1st meeting | Individuals to research information, pass to KW | Time, IT, Stationery | Shire Inventory of products, players, assets | Spreadsheets & Stats as work on a Shire Inventory begins |
| WS - Wickepin Shire | Grow Interest & Participation | Publicity, Public Awareness initiatives & Extra people who can be called on identified. | KW, CG, H, WKS, FG | Shire | Preface Phase | Emails, Media Releases, Posters, WOM, Group Talks | Stationery, IT, Time | CG & Helpers with Extras | CG & Helpers each with sub-teams of 4-6 people |
| V - Various | Set up Communication practices, | Draft a format for communication between Programme Consultant | CL, KW, CG, H, P | Venu e | Preface Phase | Obtain contact details, decide minimum regularity of communication. | Time, Telecom, IT | Phone, email contact between KW & CL, others | Spreadsheets of phone numbers, |

| | | | | | | | | | |
|------------------------|---|--|-------------------------------|-------|-------------------------|--|---|--|---|
| | prepare for 1st CG meeting | (KW), Community Liaison person (CL), all others | | | | | | | email addresses. |
| | | PHASE 1 | | | | | \$12,500 | | |
| F2F | Know what is being worked on over programme's 1st & 2nd year | PROJECT: Choose Development Project/s | CL, KW, CG, H, P | Venue | 2nd Meeting | Put forth project Ideas and Choose those to be completed in next 12months, 24months | Catering, Stationery, Time, IT | Programme projects chosen by players | Min 1 project named per 20 players/ participants |
| F2F | Everyone aligned with direction, outcomes wanted | PROJECT: Design Development Project goals, aims, players, time-frame | CL, KW, CG, H, P | Venue | 2nd Meeting | Group/s work on Strat Plan after KW outlines the process | Catering, Time, IT | Players contribute expertise, indicate involvement | Project Strat Plan/s min 50% completed |
| F2F | Maximise marketing, community awareness & promo success | Introduction to Customer Types, Market prospects, Matching them with local Product | KW, All present | Venue | 2nd Meeting | KW gives details, outlines Market basics | Time, Stationery, IT | Players aware of Market basics for enterprise development | Notes, details of Market basics handed out, covered in talk |
| F2F | Ensure everyone has relevant details & research skills are adequate | ACTION 2: "Identify Customer Types who would be attracted to Operations in Wickepin" & "Take 20 photographs for own business portfolio". Complete Project Strat Plan. Follow up on Action 1 of Inventory gathering. | KW, CG. All present | Venue | 2nd Meeting | KW reviews Action outcomes brought to meeting (Inventory of Products/Players in Shire), set Action 3 | Time, Stationery, IT. Action 2 handout. | Research skills honed, relevant Shire Industry details gathered, new Action 2 work set | Industry Inventory completed. Action 2 task handed out. |
| CG - Core Group and WS | Generate community pride and appreciation of own Shire worth | Publicity of Shire assets via Community Awareness Campaign | CL, CG, H, Cty Groups, Media, | Shire | Phase 1 4 wks to finish | Run a Photograph Competition for best Industry Pics - with description of "what makes a good pic" (people in it) | Stationery, Time, IT, Sponsors hip | Community members grow their awareness of what it is about them/ their | Photographs of local Assets now on file, available for varieties of purposes, eg marketing, |

| | | | | | | | | | |
|-----|--|--|---------------------|-------|-------------|---|---|--|--|
| | | | Schools, MKS | | | | | surrounds that Visitors/potential businesses find attractive | promoting, advertising |
| V | Keep project & Programme running on time & with integrity | Maintain excellent communication & provide effective assistance to Shire Community players | KW, CL | Shire | Phase 1 | Email & telephone conversations | Time, Telecom | Assistance sought, noted and provided | Clarify rising matters, results noted for next meeting. |
| | | PHASE 2 | | | | | \$12,500 | | |
| F2F | Everyone aligned with direction, outcomes wanted, budget, funding sources, happy with Project Plan | PROJECT: Review progress so far, finalise & sign-off on Project Strat Plan completed since last meeting. Costs & funding sources understood, researched & sought. Engage community. | CL, CG, H, P, KW | Venue | 3rd meeting | Group discussion, last alterations made to Plan, time line finalised, players confirmed, budget finalised. Grant application/s or likely sponsors listed. | Time, Catering, Stationery, Grant options | Grant writers/sponsor getters chosen, Strat Plan produced. List of invitees for other meetings | Strat Plan for Project printed & available for use, continued reference, review. Grant applications. |
| F2F | Develop awareness, practice of attracting Customers/Potential Businesses/Players | Introduction to "Itinerary Development" and "Courting the Customers/Businesses/Players" | KW, All present | Venue | 3rd meeting | KW gives details, outlines basics for developing itineraries, courting players | Time, Stationery, IT, Catering | Communication, customer-relationship skills honed | Notes, details of "Courting Players", designing Itineraries handed out, covered in talk. |
| F2F | Prepare, arm Players with quality products, skills to plan Itineraries, resource & | ACTION 3: Design 2day/1night (an Industry-specific) Itinerary for interested Customers. List email addresses of 100 potential Customer sources. Look over | KW, CG, All present | Venue | 3rd meeting | KW reviews Action 2 results brought to meeting (20 photos, Participant types identified). Set new Action 3. | Time, Stationery, IT, Action 3 handout | Portfolio of pics started. International, award-winning Industry marketing | Players have min. 20 own, quality, market-apt photos in portfolio. Customer ID |

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|-----|--|---|--|-------|---------|--|---------------------------------------|--|--|
| | <i>locate potential clients</i> | <i>previous work - 20 photos collected, & how Customers identified.</i> | | | | | | <i>strategies incorporated in Shire operations. Format for when showing customers around</i> | <i>details & Host format compiled. Action 3 handed out.</i> |
| CG | <i>Grow, renew & create more community pride, sense of real worth</i> | <i>Publicity of Shire's Customer assets via Community Awareness Campaign - seeking from the public "Quite Interesting" facts about Shire</i> | <i>CL, CG, H Cty Groups, Media, Schools, Shops</i> | Shire | Phase 2 | <i>Using "Quite Interesting" facts, make up Questions & Run a Quiz competition/ Quiz Night - "Do You Know Your Shire?"</i> | <i>Stationery, Time, Sponsors hip</i> | <i>Community members grow their awareness of the Town/ their surrounds</i> | <i>Details about the Shire added to Inventory, itinerary items for Actions, etc.</i> |
| F2F | <i>Enable highest quality of Programme up-take, and best means of growing local and neighbouring economies</i> | <i>Examine Programme objectives for sections which will require financing. Research Grant options and complete application/s for funding to fulfil on Programme format.</i> | <i>KW, CL, WKS</i> | Shire | Phase 2 | <i>Research Govt, Lottery West et al Grant options that match Programme objectives & actions, and complete the budget and written applications</i> | <i>Time, IT, Staff time</i> | <i>Grants completed and sent off.</i> | <i>Copies of applications, acknowledge ment of receipt from funding bodies</i> |
| V | <i>Keep project & Programme running on time & with integrity</i> | <i>Maintain excellent communication & provide effective assistance to Shire Community players</i> | <i>KW, CL</i> | Shire | Phase 2 | <i>Email & telephone conversations</i> | <i>Time, Telecom</i> | <i>Assistance sought, noted and provided</i> | <i>Arising matters clarified, results noted for next meeting.</i> |
| | | PHASE 3 | | | | | \$12,750 | | |

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| F2F | Measure & ensure progress made on project & satisfaction levels meet intentions | PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. Engage community. | CL, CG, H, P, KW | Venue | 4th meeting | Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes. Invite people to be part of the Programme | Time, Stationery, IT, Catering | Complete works finalised on time. List of invitees for future engagement | Adjustments made to Plan, Actions. Evidence as identified in Plan. 1 new Participant |
| F2F | Obtain a perspective common to business operators of what are the best locations to operate in | Examine what established businesses state are their reasons for choosing a location and compare it with findings from university business studies. | KW, All present | Venue | 4th meeting | KW offers details of conversations had with Agriculture-related businesses, hands out findings by professional analysts & assists group discussion. | Time, Stationery, IT | A list of preferred characteristics based on what others regard as "location, location, location" | Compiled List of Ideal Location Characteristics businesses look for |
| F2F | Record details of what people in different Business Development fields consider and value when setting up / operating | ACTION 4: Search phone & email details of each of following, related to Business & Industry: 1. Real Estate Agent 2. Investment Broker 3. Business Broker 4. Small Bizz Development professional 5. Large Agric-related operator. Ask formulated questions of each, record replies. Review Action 3 - Itinerary design & 100 email addresses. | KW, CG, All present | Venue, on-site local es | 4th meeting | KW reviews Action 3 results brought to the meeting (Itineraries and email addresses). Sets Action 4 and give explanation of each of the specialists listed. Participants design list of questions to be asked. | Time, Stationery, IT, Action 4 handout | Database of business establishments specialist. Record of current, up-to-date considerations and opinions influencing what, how, why, when, where businesses are set-up. | Written reference material - specific to contemporary business developers. Action 4 handed out. |
| F2F | Recognise standout assets of Wickepin as | Seek out all the Locations available in Wickepin, visit the sites and record information, photos. | KW, All Cty, H, P, CG, CL | Venue, on-site | Phase 3 | Discussions among attendees, bus trip to possible locations, photos, written record of outcome of opinions | Bus hire, fuel, Time, | Written details of possible locations for | Recorded description of business |

| | | | | | | | | | |
|-----|--|--|---------------------------------------|--------------------|---------------------|--|---|---|--|
| | <i>a location for a business</i> | | | <i>local es</i> | | | <i>Stationer y, IT</i> | <i>new businesses in the Shire</i> | <i>locations in Wickepin</i> |
| F2F | <i>Compile a Directory to hand to potential Customers</i> | <i>Compile a written description plus photos of all the Locations identified, detailing the individual characteristics, qualities and purchase prices.</i> | <i>KW, CG, CRC</i> | <i>Venu e, CRC</i> | <i>Phase 3</i> | <i>Work together and collaborate with CRC to produce a booklet.</i> | <i>Time, Stationer y, IT, Printing Cost</i> | <i>Wider knowledge and recognition of Shire, with features in booklet form</i> | <i>Dossier of Shire locations available for all business Enquiries</i> |
| V | <i>Keep project & Programme running on time & with integrity</i> | <i>Maintain excellent communication & provide effective assistance to Shire Community players</i> | <i>KW, CL</i> | <i>Shire</i> | <i>Phase 3</i> | <i>Email & telephone conversations</i> | <i>Time, Telecom</i> | <i>Assistance sought, noted and provided</i> | <i>Arising matters clarified, results noted for next meeting.</i> |
| | | PHASE 4 | | | | | \$14,000 | | |
| F2F | <i>Measure & ensure progress made on project & satisfaction levels meet intentions</i> | PROJECT: <i>Work on Project according to Strat Plan. Review progress, provide assistance. Engage Community.</i> | <i>CL, CG, H, P, KW</i> | <i>Venu e</i> | <i>5th meetin g</i> | <i>Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes</i> | <i>Time, IT, Stationer y, Catering</i> | <i>Complete works finalised on time.</i> | <i>Adjustments made to Plan, Actions. Evidence as identified in Plan.</i> |
| F2F | <i>Expand realms of possibility to include other produce which might be grown here</i> | <i>Investigate other crops or growing methods being grown or used elsewhere, in similar or conducive conditions - other States, Overseas.</i> | <i>KW, Guest Speaker, All present</i> | <i>Venu e</i> | <i>5th meetin g</i> | <i>KW issues handout of details - introduction to possibilities. Guest Speaker relates details of business they set up, how they chose what to grow, stages met along the way.</i> | <i>Time, IT, Hand-out, Guest Speaker Stationer y,</i> | <i>First-hand experience of a successful producer, a potential advisor for the future, written details of other examples.</i> | <i>Written details of several successful examples of alternative crops for reference</i> |

| | | | | | | | | | |
|--------|---|---|---------------------|-------|-------------|---|--|---|--|
| F2F | Measure local willingness to take on new cropping regimes: be aware of types of alternative cash crops: understand from experienced outside farmers what is involved in growing them. | ACTION 5: a. Research 10 (or more) other plants/crops not already cultivated in Wickepin but which could be, while returning an income. b. Contact 5 local farmers, discuss with each if they would or not be interested in trialling a new crop/growing regime. c. Contact 5 growers of 5 different plants/crops & not in WK Shire - seek their experiences, reasons for choosing that crop. Players email each other who they are contacting, not to double up. Photo evidence where possible. Review Action 4 - conversations with Business & Industry specialists. | KW, CG, All Present | Venue | 5th meeting | KW reviews Action 4 results brought to the meeting (details of conversations with businesses). Sets Action 5. Players design list of questions to be asked of local farmers & decide among themselves who they will contact, not to double up. Also design list of questions to ask outsiders - email each other name of who they are contacting. | Time, IT, Action 5 hand-out, Stationery, Telecom | a. Database and details of alternative, income-producing crops: b. Record of local farmer willingness to expand income and business possibilities. c. Record of knowledge & practices of experienced outside farmers. d. Grown community awareness. e. Potential advisors known. f. Photo library | Written reference material from crop-type research for future use. Summary of discoveries from talking to other local & interested farmers. Summary of discoveries from talking with experienced, outsider farmers. Action 5 handed out. Reference Photos. |
| F2F, V | Follow leads from Farmers and grow impetus | Create working relationships with as many farmers who would be involved - court them, inspire them, paint the picture for their/their family's future - invite them along. | KW, CG, FG, BC, P | | Phase 4 | Decide and use most effective means and method - specifically for Wickepin - of obtaining community/ business buy-in | Time, IT, telecom | Farmers contacted, encouraging feedback given/obtained, along with additional players | 5 farmers choose to be part of the programme |
| V | Keep project & Programme | Maintain excellent communication & provide | KW, CL | Shire | Phase 4 | Email & telephone conversations | Time, Telecom | Assistance sought and provided | Arising matters clarified, |

| | | | | | | | | | |
|-----|---|--|---------------------------------------|--------------|--------------------|--|---|--|--|
| | <i>running on time & with integrity</i> | <i>effective assistance to Shire Community players</i> | | | | | | | <i>results noted for next meeting.</i> |
| | | PHASE 5 | | | | | \$14,000 | | |
| F2F | <i>Measure & ensure progress made on project & satisfaction levels meet intentions</i> | PROJECT: <i>Work on Project according to Strat Plan. Review progress, provide assistance. Engage Community.</i> | <i>CL, CG, H, P, KW</i> | <i>Venue</i> | <i>6th meeting</i> | <i>Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes</i> | <i>Time, Stationery, IT, Catering</i> | <i>Complete works finalised on time.</i> | <i>Adjustments made to Plan, Actions. Evidence as identified in Plan. 2 new participants.</i> |
| F2F | <i>Expand realms of possibility to include other livestock - birds, fish, animals, etc - which might be grown here</i> | <i>Investigate other livestock currently grown elsewhere, in similar or conducive conditions - other States, Overseas.</i> | <i>KW, Guest Speaker, All present</i> | <i>Venue</i> | <i>6th meeting</i> | <i>KW issues handout of details - introduction to possibilities. Guest Speaker relates details of the business they set up, how they chose what to breed/grow, stages met along the way.</i> | <i>Time, IT, Hand-out, Guest Speaker Stationery,</i> | <i>First-hand experience of a successful producer, a potential advisor for the future. Written details of other examples.</i> | <i>Written details of several successful examples of livestock alternatives</i> |
| F2F | <i>Measure local willingness to take on new livestock regimes: be aware of types of alternative income-producing animals: understand from experienced outside farmers</i> | ACTION 6: <i>a. Research 10 (or more) other livestock types not already cultivated in Wickepin but which could be, and return an income. b. Contact 5 local farmers, discuss with each if they would or not be interested in trialling a new variety of livestock. Contact 5 different growers of 5 different animals/birds/insects &</i> | <i>KW, CG, All Present</i> | <i>Venue</i> | <i>6th meeting</i> | <i>KW reviews Action 5 results brought to the meeting (details of research & conversations with farmers). Sets Action 6. Players design list of questions to be asked of local farmers & decide among themselves who they will contact, not to double up. Also design list of questions for outsiders - email each other name of who they are contacting.</i> | <i>Time, IT, Action 5 hand-out, Stationery, Telecom</i> | <i>a. Database and details of alternative, income-producing livestock: b. Record of local farmer willingness to expand income and business possibilities. c. Record of</i> | <i>Written reference material from livestock-type research for future use. Summary of discoveries from talking to other local & interested farmers. Summary of discoveries</i> |

| | | | | | | | | | |
|---------------|--|--|--------------------------|--------------|--------------------|---|---------------------------------------|---|--|
| | <i>what is involved in breeding/growing them.</i> | <i>not in WK Shire - seeking their experiences, reasons for choosing what to grow/breed. Players email each other who they are contacting. Review Action 5 - conversations with farmers & research of alternate crops. Photos where can.</i> | | | | | | <i>knowledge & practices of experienced outside farmers. d. Grown community awareness. e. Potential advisors known. f. Photo library.</i> | <i>from talking with experienced, outsider farmers. Action 6 handed out. Reference Photos.</i> |
| <i>F2F, V</i> | <i>Follow leads from Farmers and grow impetus</i> | <i>Create working relationships with as many farmers (all family members) who would be involved - court them, inspire them, paint the picture for their/their family's future.</i> | <i>KW, CG, FG, BC, P</i> | <i>Shire</i> | <i>Phase 5</i> | <i>Decide and use most effective means and method specifically for Wickepin of obtaining community/ business buy-in</i> | <i>Time, IT, telecom</i> | <i>Farmers contacted, encouraging feedback given/obtained, along with additional players</i> | <i>5 farmers choose to be part of the programme</i> |
| <i>V</i> | <i>Keep project & Programme running on time & with integrity</i> | <i>Maintain excellent communication & provide effective assistance to Shire Community players</i> | <i>KW, CL</i> | <i>Shire</i> | <i>Phase 5</i> | <i>Email & telephone conversations</i> | <i>Time, Telecom</i> | <i>Assistance sought, noted and provided</i> | <i>Arising matters clarified, results noted for next meeting.</i> |
| | | PHASE 6 | | | | | \$14,000 | | |
| <i>F2F</i> | <i>Measure & ensure progress made on project & satisfaction levels meet intentions</i> | PROJECT: <i>Work on Project according to Strat Plan. Review progress, provide assistance. Engage Community.</i> | <i>CL, CG, H, P, KW</i> | <i>Venue</i> | <i>7th meeting</i> | <i>Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes</i> | <i>Time, Stationery, IT, Catering</i> | <i>Complete works finalised on time.</i> | <i>Adjustments made to Plan, Actions. Evidence as identified in Plan. 2 new participants.</i> |

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| F2F | Complete Action 6 - objectives expand advantages of the programme. | Review Action 6: swap details of research and conversations. Discuss correlations between Actions 5 & 6, and the experiences in setting up new businesses, as related by the 2 Guest Speakers. | All present, P | Venue | 7th meeting | KW reviews Action 6 results brought to the meeting (details of research & conversations with growers). Leads discussion on findings, potentials they point to, areas needing more information, who else may provide info or be interested. | Time, IT, Stationery | Enriched databases and library of findings, contacts. Increased understanding of the "world of growing Wickepin". | Written summary & record of conversations with growers & of observed similarities between outcomes of Actions 5 & 6 - increased reference material |
| F2F | Create prospect for increased profits, through greater product differentiation from any one commodity - can relate to Agriculture or anything being made or already-existing assets (eg Art, Visitorism, Nature) | 1. Explore the realm of Progression of Economic Value, what opportunities for both increased profits and adding value to raw materials. 2. Understand machinations of world Commodities market, influence on farming profits. Examine the flow-on effects for the Wickepin Shire. Generate interest & enthusiasm for new enterprise developments in the Shire. | KW, All Present, P, Guest Speaker | Venue | 7th meeting | KW presents information from industry research on Adding Value to Goods, what advocates say of its value in growing Local, State & Federal economies. Guest Speaker covers influences of world Commodities markets on farmer incomes and details of financial gains for farmers and enterprises who value-add. | Time, IT, Stationery, Guest Speaker | Reference details handed out, recognition of both limitations of dealing only at commodity level, & why value-adding is imperative. | Information provided in Handouts from KW and Guest Speaker, 5 people take on value-adding their commodity, 2 people decide to set up own enterprise to capitalise on local assets. |
| F2F, V, CG | Ideas need to be backed-up with proof. If the gains are not there, to be enjoyed, we won't be | ACTION 7: Choose 1 example each from Actions 5 & 6, research relevant information and calculate the value-added advantages of that new | KW, All Present, CG | Venue | Phase 6 | KW reviews Action 6 results brought to the meeting (details of research & conversations with farmers). Sets Action 7. Examples given for calculating value-added advantages | Time, IT, Stationery | Database information, photographs, contact details and library of | Findings from Action 6 research tabled and included in reference library. Action |

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| | <i>suggesting those ideas for new enterprise development.</i> | <i>enterprises. Photos where possible.</i> | | | | | | <i>findings increased.</i> | <i>7 handed out. Photos</i> |
| V | <i>Keep project & Programme running on time & with integrity</i> | <i>Maintain excellent communication & provide effective assistance to Shire Community players</i> | <i>KW, CL</i> | | <i>Phase 6</i> | <i>Email & telephone conversations</i> | <i>Time, Telecom</i> | <i>Assistance sought, noted and provided</i> | <i>Arising matters clarified, results noted for next meeting.</i> |
| | | OVERVIEW - SUPPORT - NEW VIEW | | | | | \$12,500 | | |
| F2F | <i>There is a "secret ingredient" which must be present in any domain before success occurs. From day one it was a component of the programme and now is time to bring its effects into the spotlight.</i> | <i>Review "what has happened to Wickepin" since the programme began. Note any differences in general attitudes, what up-take has occurred. Review each of the Phases - esp Psychographics of who we reckon will come here, note any changes in expectation. Next step: Phase 7 - increase the numbers of fish --- and finesse.</i> | <i>KW, All present</i> | <i>Venue</i> | <i>8th meeting</i> | <i>KW creates the "world of microscopics and atomic particles" - explanation of the machinations of growing rural communities, of noted alterations within the Shire. All round discussion/ sharing of everyone's own perspective Note what results are identified.</i> | <i>Time, Stationery, IT, Catering</i> | <i>Conscious awareness of how, why community business and economic development occurs. Identified results for Wickepin so far.</i> | <i>Notes from discussion pin-pointing where progress has been made. 2 extra Players.</i> |
| F2F | <i>Generate community pride & appreciation of Players' achievements.</i> | <i>Note from conversations what progress has been made, what ideas have been refined & why. Recognise "cause in the matter" is this Group.</i> | <i>KW, All present</i> | <i>Venue</i> | <i>8th meeting</i> | <i>Deliberate acknowledgement of the accomplishments by each of the Players in the programme. Naming what has been achieved so far.</i> | <i>Time, IT</i> | <i>Players all know, now, from experience they can fish - New enterprises</i> | <i>Written list of examples cited by Players of where advances occurred in</i> |

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| | | | | | | | | have been set up. | the Shire - how many fish |
| F2F | Expand the view, bring new possibilities into the picture, broaden the mind-set of the Players | Bring into the discussion other assets in the Wickepin Shire offering chances for new enterprises - eg: art, wildflowers, Nature, Visitorism, Farm-stay, Vacant buildings | KW, All present | Venu e | Overvi ew Support NewVi ew | Discuss and distinguish what else is in the Shire which can generate new business ventures - consider what is being done elsewhere | Time, IT, Stationer y | Openings appear for new ventures, new people to approach and court - expanded horizons | Discussion notes listing minimum of 20 new avenues to explore for economic growth |
| F2F, V | Research and locate others who may be interested in setting-up new or locating their business in Wickepin | ACTION 8: List email addresses & contact details of 50 new potential-Customer sources from within/outside the Shire. Review Action 7 - financial gains of Value-adding | KW, All present, P, CG | Venu e | Overvi ew Support NewVi ew | Look up organisations, businesses, individuals, interest groups (local & outside) and note their contact details. | Time, IT, Stationer y, Telecom | More details to add to databases and Library of contacts. 50 more people to court. | Database lists from findings of Action 7. Action 8 handed out. |
| V | Keep project & Programme running on time & with integrity | Maintain excellent communication & provide effective assistance to Shire Community players | KW, CL | Shire | Overvi ew Support NewVi ew | Email & telephone conversations | Time, Telecom | Assistance sought, noted and provided | Arising matters clarified, results noted for next meeting. |
| | | PHASE 7 | | | | | \$15,000 | | |
| F2F | Measure & ensure progress made on project & satisfaction levels meet intentions | PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. Engage Community, | CL, CG, H, KW | Venu e | 9th meetin g | Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes | Time, IT, Stationer y, Catering | Complete works finalised on time. List of invitees. | Adjustments made to Plan, Actions. Evidence as identified in Plan. 2 new participants |

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| F2F | Hone skills in advertising & marketing product, portraying product to potential customer in an attractive format. Provide means of reaching potential clients. | a. Introduction to "Producing Advertising Material" - content, wording used, attention-grabbing photos, types of ad campaigns, media types, relating adverts to customer types, etc b. "Creating Web/Social media sites" - photos, story-lines, what content, creating links, editing & entering own up-dates, which web designer & builder, etc. | KW, All present, Guest Speaker | Venue | 9th meeting | KW outlines aspects of writing, producing advertising material & info specific to market. Guest Speaker/s goes through the processes of and details relevant to setting up own Web-site, social media pages - of designing own Logo/brand. | Time, Guest Speaker/s (Website), Catering, Stationery, IT | Understanding what's involved in identifying product assets, converting them to published/media-ready material. More quality printed material for Shows, local & wider distribution - websites & social media | Notes, details of Brochure/Production, Logo/Brand designing, & Web/ Social media pages handed out. |
| F2F | Equip players with promotion, advertising, fuller marketing skills, providing practice in identifying, locating and connecting with Customers. | ACTION 9: Look over previous work in Action 3 (design 2day/1night itinerary) & access the databases of email addresses of potential clients. Design Full brochure for own Operation. Review Action 8 - ID potential Customers | KW, All present, P, CG | Venue | 9th meeting | KW reviews Action 3 results brought to meeting (Itinerary & list of potential clients). Set Action 4. Recaps brochure design characteristics. | Time, Stationery, IT | Several 2day/1night itineraries, & email addresses to select from for own product/operation. Action 4 handout. | Combining individually-made itineraries to give total of 20-30 day/night itinerary for Wickepin. Total, combined email addresses (now 2000+). |
| V | Keep project & Programme running on time & with integrity | Maintain excellent communication & provide effective assistance to Shire Community players | KW, CL | Shire | Phase 7 | Email & telephone conversations | Time, Telecom | Assistance sought, noted and provided | Arising matters clarified, results noted |

| | | | | | | | | | for meeting. | nxt |
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| | | OUT-REACH INTERMISSION | | | | | | \$10,000 | | |
| F2F | All new or potentially new and all expanding enterprises must be encouraged, inspired, assisted to continue to see themselves achieving their objectives | Personally visit and attend to All local Participants, start-up and expanding businesses, all interested parties still deciding what to do - offer support, assistance, information - whatever can be done to ensure their endeavours run smoothly and they reach their goals. | KW, CL, CG, H | Venue and V | Inter-Phase | Meet together to design plan to personally visit all local Participants/ Enterprises. Establish contact, set time and date. Visit, provide the service they need & encouragement. Note the actions and bring back details to next meeting. | Time, IT, Stationery, Telecom, Travel | All Participants and enterprises, and those previously showing interest in participating are visited, encouraged and assisted to fullest extent. | Written record of requests and support given. | |
| F2F | Maintain full awareness of actions CG, P are taking, enrich success for all concerned, ensure economic growth occurs. | Players meet together to go over all actions taken in being of service to Participants, et al, in the Programme. Conversations noted and any follow-up organised. All those assisted are given a Feedback Survey to fill in - CG collects them. | KW, CL, CG, All present, P | Venue | Inter-Phase | Players and those in the supportive roles relate what conversations were had, what assistance sought, what support was able to be given, and what still remains to be done. All noted. | Time, IT, Stationery, Telecom, Travel | Written record of requests and responses. Feedback Surveys distributed and collected. | All participants give feedback that they have been attended to very well, name their benefits from Programme support | |
| | | PHASE 8 | | | | | | \$12,750 | | |
| F2F | Fulfil on Project itself, to completion. | PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. | CL, CG, H, P, KW | Venue | 10th meeting | Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes | Time, IT, Catering, Stationery | Complete works finalised on time. | Adjustments made to Plan, Actions. Evidence as | |

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| | | | | | | | | | identified in Plan. |
| F2F | Inform & educate people in own community & offer experience of local product assets | ACTION 10 - Design & conduct own-Community Famil tours - walking main street - which is co-delivered by School Students & Shoppies - and driven to chosen locations in an educational famil. Review Action 9 - Itinerary brochure design - incorporate skills into this Action. | CL, CG, H, School, BC, Crs, Shops, Farms, P | Shire | Phase 8 - 4 wks to finish | Engage School students to deliver talks collaboratively with Shops, Operators. Templates for designing tour itineraries handed out. | Time, Cty Bus Hire, Posters, Itinerary Template s, IT Stationer y | Groups of Community Members walk main street on a famil hosted by School students, & participate in bussed tour to chosen locations hosted by CG. | Q&A sheets completed, feedback comments collected & collated, Photos, 65 people on famil. Action 10 hand out |
| F2F, V | Keep project & Programme running on time & with integrity | Maintain excellent communication & provide effective assistance to Shire Community players | KW, CL, CG | Shire | Phase 8 | Email & telephone conversations | Time, Telecom | Assistance sought and provided | Arising matters clarified, results noted for next meeting. |
| | | PHASE 9 | | | | | \$12,000 | | |
| F2F | Measure & ensure progress made on project & satisfaction levels meet intentions | PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. | CL, CG, H, KW | Venu e | 11th meetin g | Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes | Time, IT, Catering, Stationer y | Complete works finalised on time. | Adjustments made to Plan, Actions. Evidence as identified in Plan. |

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| F2F | Increase adaptability, be alert to, willing to & confident in attracting varieties of Visitors, Businesses & starting own while engaging Neighbours | Introduction to inter-Shire Customer packages based on Interest-group topics - eg. sport, art, geology, wildflowers, school groups, supplying farm produce, creating co-operatives/ partnerships to value-add, share skills, etc | KW, All present | Venu e & Shire | 11th meeting | KW gives details, outline basics for engaging Operators in Wickepin & neighbouring Shires, collaborating for mutual benefits, customer-sharing and economic growth potential | Time, IT, Catering, Stationery | Ideas for & instructions in designing, operating itineraries to engage neighbouring Shires, specialist Customers/ partners. | Details, notes, templates on Interest-group/ topic-specific itineraries connecting Shire with neighbours, |
| F2F | Collaborate with "outsiders" to increase Customer numbers, products for sale, widen marketing options, broaden awareness of Wickepin's economic advantages | ACTION 11: Arrange to meet with Regional Industry players & design Interest-group tour (at least 2 days) - widen market & customer awareness. Review Action 9 (Full Brochure Designs) & Action 10 (community famil) and incorporate into this Action qualities learned from those previous exercises. Make notes of all new learning and experiences gained. | KW, All present, CG, P | Venu e & Shire | 11th meeting - 4 wks to finish | KW reviews Action 10 results (community famil). Sets Action 11. Itinerary templates & last-used copy handed out. All previous skills & Library material used. Template for recording all newly learned/experienced skills given out and collected when filled in. Organise the visit/s. | Time, IT, Stationery, Cty bus hire/travel Funding | Finessed brochures/ advertising material available & distributed. Personally meet and Host other Players from other areas. Advanced standards of business practice are recognised & reached & wider market spread attained. Confidence in joint, inter-Shire events. | New horizons identified. 30 Attendees on Tour. Records of all newly-learned or experienced ideas, practices are compiled. Template produced for making up Inter-Shire tour itineraries. Handout Action 11. |

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| F2F, V | Keep project & Programme running on time & with integrity | Maintain excellent communication & provide effective assistance to Shire Community players | KW, CL | Shire | Phase 9 | Email & telephone conversations | Time, Telecom | Assistance sought, noted and provided | Arising matters clarified, results noted for next meeting. |
| | | PHASE 10 | | | | | \$14,000 | | |
| F2F | Fulfil on Project itself, to completion. | PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. | CDO, CG, H, KW | Venu e | 12th meeting | Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes | Time, IT, Catering, Stationery | Complete works finalised on time. | Adjustments made to Plan, Actions. Evidence as identified in Plan. |
| F2F | Connect Shire with wider, Global Customer players, create full view of the Industry | Introduction to "International Customer Attraction", Regional organisations, State bodies, & realms of Wholesalers, Retailers. | KW, All present, CRC, Guest Speaker | Venu e | 12th meeting | KW gives details, outlines basics about the fuller world of the Industry. Guest Speaker tells about Global Wholesalers and Retailers. | Time, IT, Stationery, Guest Speaker | Information about other aspects & relevant connections, players in Industry on a world scale. | Notes, contact details to connect with Global Industry players - names/ examples of some. |
| F2F, V | Increase market reach & prepare newcomers for involvement in Industry. | Produce "Show-Bags" of helpful information to be 1. presented to New businesses; 2. taken to Industry-relevant Shows (Caravan & Camping, the Royal, local events, Business Seminars, etc). | CDO, CG, H Cty Groups, Shops, Crs | Shire | Phase 10 | Make up 2 show-bag templates, one for new businesses, other to take to Shows. | Stationery, Time, IT | Welcome for newcomers, help them be aligned with what is happening in Shire. 50 bags ready for Shows. | Two Show Bag templates and 50 Show Bags made up, ready for use on demand. |
| | Expand market reach, contribute to local events, collaborate with | ACTION 12: Chose already occurring event, design Customer-attraction package, market it to | CL, CG, H, P, Cty Groups | Shire | Phase 9 - Or later (12 mths) | KW reviews details of Actions 11 brought to meeting (Inter-Shire tour itinerary). Sets Action 12. Compile 3day/2night itinerary, research O/S connections & invite them to the Shire. | Stationery, Time, IT, Funding | Event-specific itinerary created & Invitations | 2,000 O/S E/S groups/ businesses/ individuals receive |

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| | others in Community | Overseas/Interstate clients. Meet with event organisers, obtain details of their "reach market", This Activity may occur at a time after the Programme is complete | Media, O/S groups | | | | | sent to O/S E/S potential Customers, in collaboration with local group. Organise and Host their visit. | invitation to local Shire event, packaged with 3d/2n itinerary. 20 Visit. Action 12 handout |
| F2F | Acknowledge everyone who has been involved in Programme. | Organise small celebratory event to mark completion of Programme. | KW, All present | Venue | 12th meeting 8 wks | Decide on date, time and place. Organise with caterers | Time, IT, Stationery | Plans and organising compete for Programme Finale event. | Invitations written up and sent out. Event organised. |
| F2F, V | Keep project & Programme running on time & with integrity | Maintain excellent communication & provide effective assistance to Shire Community players | KW, CL | Shire | Phase 10 | Email & telephone conversations | Time, Telecom | Assistance sought, noted and provided | Arising matters clarified, results noted for next meeting. |
| | | PHASE 11 | | | | | \$14,000 | | |
| F2F | Fulfil on Project itself, to completion. | PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. | CDO, CG, H, KW | Venue | 13th meeting | Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes | Time, IT, Catering, Stationery | Complete works finalised on time. | Adjustments made to Plan, Actions. Evidence as identified in Plan. |
| | Expand realms of enterprise, generate interest in- and outside the community, create conditions for long-term | Pursue opportunities to attract multi-million-dollar and long-term enterprises, in which Investors would be interested, discover which ones are most suitable, what information they need. | KW, All Present, Guest Speaker | Venue | 13th meeting | KW relates that large and long-term projects could be undertaken in Wickepin (eg: Wind and Solar energy production, Engineering works, etc), for which Investment finances would be necessary. Guest Speaker details the world of Investors/ Brokers. | Time, IT, Stationery, Guest Speaker | Five large enterprises are recognised/ identified for which Wickepin is well-suited. | Details of types of projects which Investors are currently seeking out are provided by Guest Speaker |

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| | <i>economic stability.</i> | | | | | | | | |
| | <i>Fully widen scope of opportunity for enterprises to be successful and to accomplish the objective of growing Wickepin's economy</i> | ACTION 13: <i>Compile Investment Portfolio for Wickepin Shire - using all information amassed during the Programme (incl details of Business Brokers). Find 10 Investment Brokers who indicate they have clients likely to be interested, and forward them the details.</i> | <i>KW, All Present. CG, P</i> | <i>Venue</i> | <i>13th meeting</i> | <i>KW reviews progress made on Action 12 (hosting ES/OS at local event). Procedures outlined so Players can research Investment Brokers, have preliminary conversations to ascertain their suitability, & make up portfolios.</i> | <i>Time, IT, Telecom</i> | <i>Investment portfolio compiled, packaged and sent out to 10 Brokers.</i> | <i>2 Investors show a positive interest in financially supporting local enterprises. Action 13 handout</i> |
| <i>F2F, V</i> | <i>Keep project & Programme running on time & with integrity</i> | <i>Maintain excellent communication & provide effective assistance to Shire Community players</i> | <i>KW, CL</i> | <i>Shire</i> | <i>Phase 11</i> | <i>Email & telephone conversations</i> | <i>Time, Telecom</i> | <i>Assistance sought, noted and provided</i> | <i>Arising matters clarified, results noted for next meeting.</i> |
| | | FINALE | | | | | \$12,500 | | |
| <i>F2F</i> | <i>Project Plan Template designed, produced for future use.</i> | PROJECT: <i>Celebrate completion of Project. Review its processes, outcomes & write up a Template. Complete on any funding acquittal requirements.</i> | <i>CL, CG, H, KW</i> | <i>Venue</i> | <i>Final meeting</i> | <i>Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes</i> | <i>Time, IT, Catering, Stationery</i> | <i>Complete works finalised on time.</i> | <i>Final Project Plan template produced & celebration held. Funding acquittals forwarded.</i> |

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| | Ensure all possibility for the Programme influence to be sustained in all future years. | ACTION REVIEW - examine outcome of Action 13. Attend to any ongoing organisational requirements for Action 12. All successes and achievements resulting from the Programme are acknowledged. | KW, All Present | Venue | Final meeting | KW reviews Action 13. Discussions on which Investors indicated an interest or took up making an investment. Action 12 progress noted and support given. Things set up so the work goes ahead beyond this Programme. | Time, IT, Stationery | Wickepin now has a large amount of reference material, up-to-date databases of contacts/leads, + organising & enterprise development skills to sustain and grow their community and economy for decades. | 7,000+ connections and details of 4,000+ businesses now on file. Over 1,000 people came to the Shire during the course of the Programme. 20 new enterprises in action. |
| F2F | Continue and sustain Industry success & growth in Shire | Choose future Programme outline for activities beyond this one. | KW, All present | Venue | Final meeting, Final Phase | New Programme Leader takes over the reins, group sets next meeting dates. | Time, IT, Stationery | All successful results of this programme are carried forward & new Programme is created. | Meeting dates set for next project determination, design & strat plan. |
| F2F | Provide assistance in designing future | Complete customer-satisfaction, feedback questions. Discussion on feedback received. | All present, CL, KW | Venue | Final meeting, Final Phase | All players asked to comment on this Programme & complete feedback questionnaire. | Time, IT, Stationery | Responses, opinions and great ideas collated. | Feedback forms returned. Results collated & emailed to players. |
| | | | | | | | Project Consultant, Guest Speaker Fees, Expenses | \$194,500 | |

3. **Bluesee Pty Ltd – Ester Jones (Price)**

2.5 PRICE BREAKDOWN

Refer to attached spreadsheet for full cost breakdown.

Professional Fees In summary:

Phase 1: \$8,170.00

Phase 2: \$43,635.00

Phase 3: Indicative budget range \$40,000 to \$60,000 and subject to separate contract. The true cost estimate for this phase will be determined by the types and complexity of opportunities as well as who will be performing them.

Accommodation, Travel and Expenses: *Charged at cost, with estimates provided in the cost breakdown.*

Lee-Ann travels ex Sunshine Coast; Esther travels ex Denmark at 75c/km

2.6 PRICE BASIS

1. *All prices exclude GST.*
2. *Prices are AUD.*
3. *20 public forum sessions over 10 working days included with maximum of 8 attending each session. Additional sessions due to high interest/attendance shall be charged at \$1100 each.*
4. *Self-contained accommodation at Wickepin or nearby*
5. *A Shire designated person (such as a Project Officer, Personal Assistant etc) shall perform follow up of Ratepayers after Esther's initial contact and lock-in/manage bookings of the public forum sessions. If this activity moves to Bluesee then additional charges shall apply.*
6. *Only one review by SoW included for the report. Further iterations will be at extra cost.*
7. *In Section 2.4 Roles and Responsibilities, we identified Bluesee being involved for 'contribution/comment' so as to provide SoW some continuity. The cost to provide this has not been included as it will be up to SoW if they feel they require ongoing support into Phase 3 and to what extent will also be determined by the selected 3 options and the final one being taken forward.*

2.7 CONTRACT TERMS & CONDITIONS INCLUSIONS

1. *The contract shall be lump sum with milestone payments at the completion of each phase.:*
2. *Invoices shall be paid within 10 working days of issue to SoW.*
3. *Contract shall include reference that Section 3.2 of this proposal applies to the Contract pricing.*

SoW into Wickepin Scope to Work Cost Breakdown

| Item No. | Activity | Location | Employee/Personnel | m | Number of days | Day cost | Accommodation | Expenses | Travel |
|----------|---|-------------|----------------------------------|------|----------------|--------------|-------------------|-----------|-------------|
| | Phase 1 | | | | | | | | |
| 1.0 | Preparation for Public presentation and support SoW with invitation process | Wickepin | Esther | 1 | 1.5 | \$ 1,650.00 | | | |
| 1.1 | Wickepin Trip 1 | | | | | | \$ 800.00 | \$ 245.00 | \$ 470.00 |
| 1.2 | Travel Denmark to/from Wickepin for kick-off meeting | Wickepin | Esther | 1 | 0.8 | \$ 880.00 | | | |
| 1.3 | Kick-off meeting with Shire Council and CEO Day 1 A.M | Wickepin | Esther | 1 | 0.5 | \$ 550.00 | | | |
| 1.4 | Place rate payers into public forum session group Day 1 P.M. | Wickepin | Esther | 1 | 0.5 | \$ 550.00 | | | |
| 1.5 | Attend Shire Public Meeting Day 1 Evening | Wickepin | Esther | 1 | 0.5 | \$ 550.00 | | | |
| 1.6 | Contact potential 'small group leader;' via phone and face to face Days 2 & 3 | Wickepin | Esther | 1 | 2 | \$ 2,200.00 | | | |
| 1.7 | Monitor bookings and interest x 2 weeks. Go/NoGo decision with SoW for Phase 2. | Denmark | Esther | 1 | 0.25 | \$ 275.00 | | | |
| 1.8 | Phase 1 Total | | | | | \$ 8,170.00 | | | |
| | Phase 2 | | | | | | | | |
| 2.0 | Documentation and systems preparation for meetings | Wickepin | Esther and Lee-Ann | 2 | 2.5 | \$ 5,500.00 | \$ 2,400.00 | \$ 840.00 | \$ 1,400.00 |
| 2.1 | Travel time allowance Denmark Return | Wickepin | Esther and Lee-Ann | 2 | 0.8 | \$ 1,760.00 | | | |
| 2.2 | Shire Council Meeting to determine Assessment Decision Matrix parameters | Wickepin | Esther and Lee-Ann | 2 | 0.8 | \$ 1,760.00 | | | |
| 2.3 | Facilitate maximum of 20 small group interview sessions with maximum of 8 attendees at each | Wickepin | Esther and Lee-Ann | 2 | 10 | \$ 22,000.00 | | | |
| 2.4 | Apply ADM to opportunity list at sessions | Wickepin | Esther and Lee-Ann | 2 | 0.5 | \$ 1,100.00 | | | |
| 2.5 | SoW finalise top 3 opportunities using ADM of session and Shire led ADM process. | Wickepin | Esther and Lee-Ann | 2 | 1 | \$ 2,200.00 | | | |
| 2.6 | Compile and disseminate Phase 1 & 2 report | Denmark | Lee-Ann with support from Esther | 1 | 4 | \$ 4,400.00 | | | |
| 2.7 | Go/NoGo decision with SoW for Phase 3 | Denmark | Esther and Lee-Ann | 2 | 0.125 | \$ 275.00 | | | |
| | Phase 2 Total | | | | | \$ 43,635.00 | | | |
| | Phase 3. Develop full feasibility of preferred option | | | | | | | | |
| | Estimate only | | | | | \$ 40-60k | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Base prices: | | | | | | | | |
| | Day rate based on 8 hours per day | \$ 1,100.00 | | | | | | | |
| | Accommodation | | | | | | | | |
| | Wickepin/Narrogin Air BnB | \$ 200.00 | | | | | | | |
| | Perth | \$ 200.00 | | | | | | | |
| | Daily Expenses e.g. meals | \$ 35.00 | | | | | | | |
| | Travel kms Denmark to/from Wickepin | 315 | \$ | 0.75 | \$ | 470.00 | Rounded to \$ 470 | | |
| | Travel Perth | 400 | \$ | 0.75 | \$ | 600.00 | | | |

4. Strickland Park Economics – John Roberts

The total fee for conducting the project is \$29,650 (excl. GST) and \$32,615 (incl. GST).

Table 1 shows a detailed breakdown of the fees for the project. We would welcome the opportunity to discuss the proposed fees with the Shire and amend the budget if required.

Comments:

All four of the received proposals fits within the outline given to the consultants and all of them appear to be deliverable and would give an outcome for the Shire of Wickepin.

Council invited the four applicants to give a presentation to Council onsite on the 12th and 14th March. Each applicant was given 45minutes to present their proposals to Council.

The CEO believes the best value for money is the proposal from Whitney Consulting.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Nil.

Financial Implications:

Council placed an amount of \$25,000 in the 2018/2019 adopted budget for the provision of a feasibility study Agricultural Hub.

Strategic Implications:

Nil.

Recommendations:

That Council accept the quote form Whitney Consulting for Stage 1 for \$16,360 plus GST including travel for Tara Whitney to attend start up meetings and monthly Steering Committee meetings in Wickepin, during project period with any additional travel or any travel by Caroline or Anna incurring additional costs.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 170419-14

Moved Cr G Hinkley / Seconded Cr S Hyde

That Council accept the quote from Whitney Consulting for Stage 1 for \$16,360 plus GST including travel for Tara Whitney to attend start up meetings and monthly Steering Committee meetings in Wickepin, during project period with any additional travel or any travel by Caroline or Anna incurring additional costs

Carried 8 / 0

Mark Hook, Erika Clement and Rebecca Pauley left the room at 4.58pm.

10.2.09 – Chief Executive Officers – Annual Performance Appraisal 2019

| | |
|-------------------------|------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | Personnel File |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of Interest: | Mark Hook - Financial |
| Date of Report: | 5 April 2019 |

Enclosure/Attachments:

Performance appraisal report dated 17 April 2019 from John Phillips Consulting (attached under separate cover).

Summary:

Council is being requested to adopt the 2018/2019 CEO performance review and set the KPI's for 2019/2020.

Background:

Council engaged John Philips Consulting to undertake a performance appraisal of the Chief Executive Officer, Mr. Mark Hook.

Councillors and the CEO completed feedback forms from which a feedback report was compiled by John Phillips Consulting.

Council met to discuss the feedback report with the CEO, facilitated by John Philips, with a view to concluding the process with the compilation of a Performance Appraisal Final Report.

Circulated with the agenda under separate cover is the final report.

Comments:

The process was thorough and enabled Councillors and the CEO to have open and objective feedback.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Nil.

Financial Implications:

The performance appraisal cost to Council was \$2,500 GST Exclusive.

Strategic Implications:

Nil.

Recommendations:

That Council:

1. Notes that Mr. Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2019 has been undertaken;
2. Endorses Mr. Hook's overall rating of 'Satisfactory';
3. Schedules the next review of the CEO's performance to be completed by 31 March 2019;
4. Endorses the Key Result Areas for the 2019/20 appraisal period.

5. Approves a 2% increase to Mr. Hook's base salary from \$125,000 to \$127,500 (Total Reward Package of \$174,541) effective from 1 July 2019.
6. Offers a further contract of employment to Mr. Hook for a period of three (3) years, from 4 April 2020 to 3 April 2023. A new contract of employment is to be drafted and executed in accordance with clauses 3.2 and 3.3 of the prevailing contract of employment.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 170419-15****Moved Cr S Hyde / Seconded Cr A Lansdell****That Council:**

1. Notes that Mr. Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2019 has been undertaken;
2. Endorses Mr. Hook's overall rating of 'Satisfactory';
3. Schedules the next review of the CEO's performance to be completed by 31 March 2019;
4. Endorses the Key Result Areas for the 2019/20 appraisal period.
5. Approves a 2% increase to Mr. Hook's base salary from \$125,000 to \$127,500 (Total Reward Package of \$174,541) effective from 1 July 2019.
6. Offers a further contract of employment to Mr. Hook for a period of three (3) years, from 4 April 2020 to 3 April 2023. A new contract of employment is to be drafted and executed in accordance with clauses 3.2 and 3.3 of the prevailing contract of employment.

Carried 8 / 0

Mark Hook, Erika Clement and Rebecca Pauley entered the room at 5.06pm.

Cr Allan declared an interest in item 10.2.10 and left the room at 5.07pm.

10.2.10 – Lake Yealering Bowling Club – Liquor Licensing Hours

| | |
|-------------------------|------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | FM.FR.1211 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Date of Report: | 12 April 2019 |

Enclosure/Attachments:

Nil.

Summary:

Council is being requested by the LYBC to agree to changes to their restricted liquor license trading hours.

Background:

The CEO has received an email from the Secretary of the Lake Yealering Bowling Club requesting changes to their current restricted liquor licensing hours through the Department of Local Government, Sport and Cultural Industries - Local Government, Liquor and Gambling Division.

The Lake Yealering Bowling Club recently had their restricted license inspection by the Department of Local Government, Sport and Cultural Industries - Local Government, Liquor and Gambling Division and the LYBC Secretary Fran Allan has advised the CEO that they passed this recent inspection

Before the LYBC are allowed to change their trading hours with the Department of Local Government, Sport and Cultural Industries - Local Government, Liquor and Gambling Division they require permission from Council.

The LYBC wish to change their trading hours from

- 11.30am through to 1.30am on Sundays
- 10.00am through to 10.00pm on Wednesdays
- 4.00pm to 11.00pm on Fridays

To the following:

- 9.00am through to 10.00pm on Sundays
- 9.00am through to 10.00pm on Wednesdays
- 9.00am to 8.00pm on Fridays

The reason given by the LYBC for the above changes are as follows.

- Sunday is for two open days
- Wednesday is for the Midweek open day
- Friday is for the Ladies Gala day

Following is a copy of a letter from the Department of Local Government, Sport and Cultural Industries - Local Government, Liquor and Gambling Division received after the recent inspection.



Department of
**Local Government, Sport
and Cultural Industries**

Your Ref :

Our Ref :

Enquiries: Daniel Pearce
☎ (08) 6551 4928

Lake Yealering Bowling Club Inc
Lake Yealering Bowling Club
PO Box 7
YEALERING WA 6372

Dear Sir/Madam

RECENT INSPECTION: LAKE YEALERING BOWLING CLUB

Following an inspection of the above named premises the licensee was required to submit floor plans in accordance with r 11 of the *Liquor Control Regulations 1989*. The floor plans were lodged on 5 April 2019.

The licensed premises are redefined as the area outlined in red on the floor plans dated 5 April 2019.. It is a condition of the licence that the plans be retained on the premises and produced to an authorised officer of licensed premises on request.

This matter has been determined by me under delegation pursuant to s 15 of the *Liquor Control Act 1988*.

Should you have any queries in respect of this letter please contact Daniel Pearce on [08] 6551 4928.

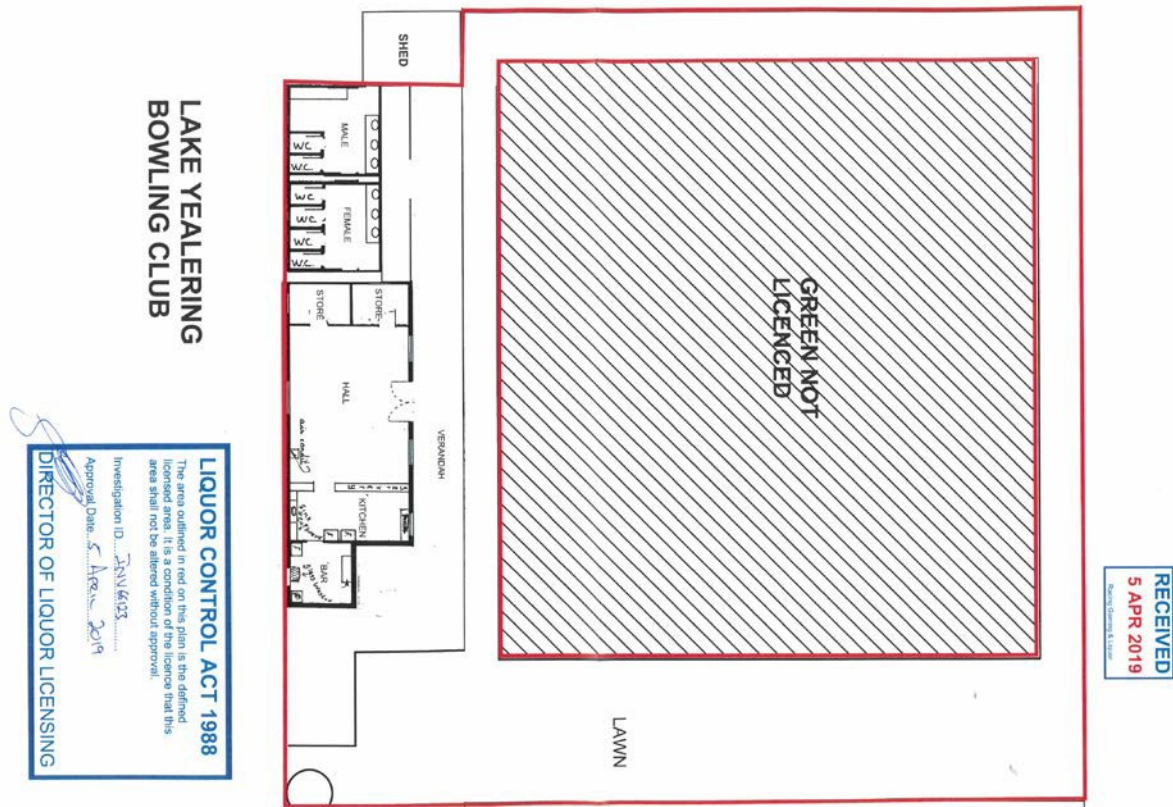
Yours faithfully

A handwritten signature in blue ink, appearing to be 'Lance Sgro', enclosed within a circular scribble.

Lance Sgro
DIRECTOR LICENSING AND INDUSTRY SERVICES

05 April 2019

The changes to the licensed areas are as per the following map.



Comments:

The CEO cannot see any reason not to agree to the changes to the dates as requested by the LYBC and recommend that Council advises the Department of Local Government, Sport and Cultural Industries - Local Government, Liquor and Gambling Division that Council agrees to the changes of the dates for the LYBC restricted liquor license.

Statutory Environment:

Liquor Licensing Act 1988.

Liquor Control Act 1988.

Policy Implications:

Nil.

Financial Implications:

None to Council.

Strategic Implications:

Nil.

Recommendations:

That Council advises the Department of Local Government, Sport and Cultural Industries - Local Government, Liquor and Gambling Division that Council agrees to the following changes:

- 9.00am through to 10.00pm on Sundays
- 9.00am through to 10.00pm on Wednesdays
- 9.00am to 8.00pm on Fridays

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 170419-15****Moved Cr G Hinkley / Seconded Cr A Lansdell**

That Council advises the Department of Local Government, Sport and Cultural Industries - Local Government, Liquor and Gambling Division that Council agrees to the following changes of the dates for the LYBC restricted liquor license.

- 9.00am through to 10.00pm on Sundays
- 9.00am through to 10.00pm on Wednesdays
- 9.00am to 8.00pm on Fridays

Carried 8 / 0

Cr Allan returned to the meeting at 5.15pm.

Cr Russell left the meeting at 5.16pm.

10.2.11 – 2019 WALGA Honours Program

| | |
|-------------------------|------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | GR.SL.1452 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Date of Report: | 9 April 2019 |

Enclosure/Attachments:

WALGA Honours Program Policy 2019.

Summary:

Council is being requested to Nominate Councillors and Staff for the 2019 WALGA Honours Program.

Background:

Nominations for the WALGA 2019 Honours Program opened on the 8 March 2019 and closes on Friday 10 May 2019.

WALGA Honours Awards recognise people who are some of the most valuable and committed members of our community.

There are six categories of awards in 2019 Honours program, details are below:

Local Government Medal

Available for nomination by State Councillors and Local Governments with a co-sign by a State Councillor - recognises outstanding achievement and significant contribution by Elected Members and Officers to the Association and/or to Local Government.

Life Membership

Available for nomination by State Councillors and Local Governments – recognises the long and outstanding service of Elected Members and Officers to the Association and/or to Local Government.

Eminent Service Award

Available for nomination by State Councillors and Local Governments – recognises personal commitment, eminent service and contribution to Local Government or the Association.

Long and Loyal Service Award

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

Merit Award

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided distinguished service to the community through their Local Government.

Local Government Distinguished Officer Award Available for nomination by State Councillors and Local Governments – recognises serving local Government officers who have provided outstanding performance for the Local Government sector.

Comments:

Nominations will not be accepted for persons who have retired or ceased working for Local Government before 14 March 2013.

Councillor Steven Martin was awarded the Eminent Service Award at the 2015 WALGA Convention. Cr Allan Lansdell has received the Long and Loyal Service Award during his time as a Councillor at the Shire of Cuballing. Cr Fran Allan received the Long and Loyal Service Award at the 2018 WALGA Convention.

The Long and Loyal Service Award is for recognising Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

1. That Council nominate the following Councillors for the Following Awards.

Local Government Medal -

Life Membership -

Eminent Service Award -

Long and Loyal Service Award -

Merit Award -

Local Government Distinguished Officer Award -

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 170419-17

Moved Cr S Martin / Seconded Cr G Hinkley

That Council nominate the following Councillors for the Following Awards:

Local Government Medal -

Life Membership -

Eminent Service Award -

Long and Loyal Service Award - Councillor Russell

Merit Award -

Local Government Distinguished Officer Award -

Carried 7 / 0

Cr Russell returned to the meeting at 5.19pm.

11. President's Report April 2019

| | |
|-------------------------|--------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Julie Russell, President |
| File Reference: | FM.FR.1211 |
| Author: | Julie Russell, President |
| Disclosure of Interest: | Nil |
| Date of Report: | 11 April 2019 |

Roads of Strategic Importance Funding

After many years of workshops, discussions and planning amongst the 42 local governments that make up the Wheatbelt North Regional Road Group and the Wheatbelt South Regional Road Group, it was an exciting day on Wednesday 27th March with an announcement from the Federal Government. The Deputy Prime Minister Michael McCormack joined representatives of the WSFR in Bindoon to mark the announcement of \$70 million commitment through the Roads of Strategic Importance (ROSI) initiative for the Wheatbelt Secondary Freight Route (WSFR). The WSFR Working Group has been working for the past three years to secure funding for a Project of Strategic Importance for the Agricultural and Transport sectors. The WSFR encompasses 80 connecting routes with over 4,400km of roads across the wheatbelt comprising of 42 local governments. This commitment will bring together the 42 Wheatbelt Shires and the Federal Government to (a) identify and prioritise projects across this network in coming months, and (b) will commence funding road improvements which will enhance productivity and driver safety across the Wheatbelt. These roads are local government managed roads, identified as 'secondary freight routes' and are essential for supporting key freight supply chains that support Grain, Mining, General Freight and the Tourism Industry. This means they carry a significant and highly valued freight task but are not located on a State or Federal road. The roads identified for upgrades were essentially the weakest links in the network. They are no longer fit for purpose and restrict the size and type of vehicle that can be used to carry out the required transport task. Further, the burden of managing these roads falls to Local Governments, and not necessarily in a fair or equitable way. ROSI will deliver works such as road realignments, road sealing, strengthening and widening, flood immunity, pavement rehabilitation and bridge and culvert upgrades, thus creating a more reliable and safer road network and improve access for higher capacity vehicles. The WSFR group's long-term goal is to secure funding support of approximately \$500 million for staged capital works over a 10 to 20-year time frame.



Annual Bus Tour for Councillors Shire of Wickepin

Thank you to those who attended the annual bus tour. We covered many miles which is always a great way to see buildings, roads, natural assets and walk paths that our staff and communities have been busily looking after and enhancing. Thank you to Russell and Judy at the Oasis Hotel for the lovely lunch and congratulations to you for being at the helm for (coming up) to 20 years in June, 2019.

Local Volunteers

At this change of seasons, I would like to take the opportunity to thank our local Volunteer Fire Control Officers and Brigades and our local Volunteer Ambulance Officers for the work they have done over the past season. They have been on hand at the drop of a hat to ensure that unforeseen events have been dealt with and safe outcomes have eventuated.

Thank you to all concerned.

Council Decision:

Resolution No: 170419-18

Moved Cr G Hinkley / Seconded Cr S Martin

That Council notes the President's report dated 12 April 2019.

Carried 8 / 0

12. Chief Executive Officer's Report

| | |
|-------------------------|------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | FM.FR.1211 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Date of Report: | 11 April 2019 |

Roads to Recovery

The Shire President was sent a letter regarding the increase of the 2019/2024 Roads to Recovery Allocations. The new allocation for the Shire of Wickepin is \$1,635,345, an increase of \$327,069 on the announced allocation of \$1,308,276 advised back in December 2018.

Landgate Unimproved Valuations.

The CEO has received the revaluation for unimproved valuation for 2019/2020. Overall unimproved values have been increased consistently across the shire but there has been a slightly higher increase in the Eastern Portion of the Shire. The overall unimproved valuation for the Shire of Wickepin is \$140, 761, 1900 an overall increase of 6.09% on last year's valuations.

Main Roads - Wheatbelt

The CEO attended a meeting with Mr Craig Manton Main Roads Wheatbelt to discuss the issues raised at the last Council meeting. At this stage some of the matters raised in the letter have been attended to but there are still major issue with Main Roads not replacing the delineators on guide posts on the main roads network.

TELSTRA - ADSL

The CEO has been holding discussions with Telstra regarding the issues with the ADSL network in Wickepin and the fact that Wickepin will be a satellite installation for NBN. The CEO has requested what can Telstra do for Wickepin regarding faster and better internet connections as the current ADSL network is fully utilised and no ports are available. Telstra has advised the CEO that the upgrade to ADSL2 has just been undertaken and there are 94 x ADSL2 ports available in Wickepin. For anyone connected to the exchange and who had ADSL1 can switch to ADSL2 but the upgrade to ADSL 2 is not automatic and it appears people have not switched over. The CEO will continue to discuss this matter with Telstra to find better options for businesses in Wickepin for better internet connectivity and speed at a reasonable cost. One of the options being considered is the feasibility of having Telstra Fibre installed to the council office and what the costs for this facility would be. If it is reasonable other businesses may wish to do the same.

Staff

The CEO has advertised for a plant operator after the recent resignation of Mr Peter Arnol. Interviews for this position will be held next week. The Manager of works has put Mr Robert Whibley in the construction grader and this appears to be working out well.

Illegal car port Lot 37 Roberts Street.

The CEO has given notice to the owner of Lot 37 Roberts Street regarding the unauthorised timber carport. The notice advises the following: Remove, demolish and dismantle the carport within 30 days or Attain retrospective building approval by engaging an independent registered Building Surveyor to approve a BA18 – Certificate of Building Compliance, then submit it along with a BA13 – Application for Building Approval Certificate. The Shire can then approve a BA14 – Building Approval Certificate.

Wickepin Police Station

The CEO has been advised that the two positions at the Wickepin police Station have been filled and the names of the officers will be released soon. Both Police Officers will be residing in Wickepin.

MEETINGS ATTENDED

| | |
|------------------|--|
| March | |
| 28 th | Attended Wheatbelt South LG Professionals WA meeting in Narrogin as I am currently the Branch President |
| 29 th | Attended Peter Arnol's send off |
| April | |
| 2 nd | Attended Great Southern Waste Meeting at Cuballing with Cr Lansdell |
| 3 rd | Bus Tour of Shire of Wickepin |
| 9 th | Phone meeting with Telstra representatives regarding communication issues |
| 11 th | Meeting with Mr Craig Manton Wheatbelt Main Roads manager regarding the state of the Narrogin Kondinin Road. |

Delegations to be inserted –

| No. | Delegation Name | Delegation To | Delegation Exercised | When Exercised | Persons Affected |
|-----|--|---------------|---|-----------------------|--|
| A1 | Cheque Signing and Account Authorisation | CEO | Payment of Accounts Refer to FM report item 10.2.01 List of Accounts | 01/03/2019-31/03/2019 | CEO, FM |
| A2 | Septic Tank Application Approvals | EHO | | | |
| A3 | Building Approvals | BO | | | |
| A4 | Road Side Advertising | CEO | | | |
| A5 | Application for Planning Consent | CEO | | | |
| A6 | Appointment and Termination of Staff | CEO | | | |
| A7 | Rates Recovery – Instalment Payments | CEO | | | |
| A8 | Issue of Orders | CEO | | | |
| A9 | Legal Advice | CEO | | | |
| A10 | Permits to Use Explosives | CEO | | | |
| A11 | Street Stalls | CEO | <u>Wickepin Market Day</u> | 10/04/19 | Shire Residents |
| A12 | Liquor Consumption on Shire Owned Property | CEO | <u>Lake Yealering Bowling Club</u> | 10/04/2019 | Bowling Club Members |
| A13 | Hire of Community Halls / Community Centre | CEO | <u>Yealering Town Hall</u> Lake Yealering Bowling Club | 12/04/19 | Members of the Lake Yealering Bowling Club |
| | | | <u>Yealering Town Hall</u> Yealering Buying Group | 10/04/19 | Members of the Yealering Buying Group |
| | | | <u>Wickepin Community Centre</u> Emily Davey Birthday Party | 25/04/19 | Emily Davey and guests |

Council Decision:

Resolution No: 170419-19

Moved Cr S Martin / Seconded Cr S Hyde

That Council notes the Chief Executive Officer's report dated 11 April 2019.

Carried 8 / 0

13. Notice of Motions for the Following Meeting

14. Reports and Information

15. Urgent Business

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.39pm.