



A Fortunate Place



Shire of Wickepin

# Agenda

# Ordinary Meeting of Council

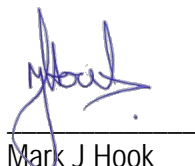
Council Chambers, Wickepin

# 19 December 2018

## Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 19 December 2018 at Council Chambers, Wickepin, commencing at 3.30pm.

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



Mark J Hook  
Chief Executive Officer

13 December 2018

### Time Table

10.00am	Australia Day Committee Meeting
11.00am	Forum Session
12.00pm	Lunch
1.00pm	Governance, Audit and Community Services Committee Meeting
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.



## 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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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 19 December 2018**

The President declared the meeting open at                      pm.

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

President	Julie Russell
Deputy President	Wes Astbury
Councillor	Nathan Astbury
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Fran Allan
Councillor	Allan Lansdell
Councillor	Gerri Hinkley
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Ms LJ Marchei (Minute Taker)
Finance Manager	Mrs Erika Clement

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**

**6. Confirmation of Minutes – Ordinary Meeting of Council – 17 October 2018**

Council Decision:

Resolution No:

Moved Cr                      / Seconded Cr

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

Carried                      /

**7. Receival of Minutes**

## Receival of Minutes

**7.1 – Wheatbelt South Aged Housing Alliance Working Group Meeting**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Rebecca Pauley, Executive Support Officer
<b>File Reference:</b>	LP.MEE.1714
<b>Author:</b>	Rebecca Pauley, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

**Enclosure/Attachments:**

Minutes of the Wheatbelt South Aged Housing Alliance working group meeting meeting held on Monday 3 December 2018.

**Summary:**

Council is being requested to receive the Wheatbelt South Aged Housing Alliance working group meeting minutes held on Monday 3 December 2018

**Background**

The Wheatbelt South Aged Housing Alliance working group meeting was held on Monday 3 December 2018.

**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 Wheatbelt South Aged Housing Alliance working group meeting held on Monday 3 December 2018 be received.

**Voting Requirements:**

Simple majority.





A Fortunate Place

Shire of Wickepin

# Minutes

## Saleyards Working Group Committee

Council Chambers, Wickepin

# 3 DECEMBER 2018

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**Minutes of Saleyards Working Group Committee Meeting held in Council Chambers, Wickepin –  
Monday 3 December commencing @ 9.00am.**

The Chairperson declared the meeting open at 9.09am.

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

Ty Miller	Landmark
Tom Williamson	TC Williamson & Co
Philip Russell	
Jeff Brown	Elders Representative
Gary Rasmussen	Manager Works and Services
Mr Mark Hook	Chief Executive Officer

**Apologies**

**Leave of Absence (Previously Approved)**

**2. Public Question Time**

**3. Applications for Leave of Absence/Apologies**

**4. Petitions, Memorials and Deputations**

**5. Declarations of Member's and Officer's Interest**

**6. Confirmation of Minutes – 25 October 2016**

**Moved T Miller / Seconded T Williamson**

That the minutes of the Saleyards Working Group Committee held on 25 October 2016 be confirmed as a true and correct record.

**Carried 4/0**

**7. Status Report (Business arising from previous minutes)**

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

Subject/Action	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. Financials

## 9. Notice of Motions of Which Notice Has Been Given

## 10. Receipt of Reports & Consideration of Recommendations

### 10.1 New Walkway Design

Discussion ensued regarding the maintenance of the saleyards as per 25 October 2016 meeting.

- Clips on chains were attached but have possibly been stolen – Gary to check. A different form of attachment might be necessary for future clips.
- Sign for saleyards should be updated – obtain a quote.
- Gravel large clumps – can Council provide pea gravel.

#### 2019/2020 Budget

- Agreed that fees remain the same.
- Walkway should be built to Australian standards.
- Obtain three quotes for the construction of the walkway.
- Discussion of height. Suggestion that the height be 1.5m. Investigate the costs of this as compared to a lower height.
- Ty raised issue of an additional loading ramp to be considered after the walkway has been constructed.

## 11. Notice of Motions for the Following Meeting

## 12. Reports & Information

## 13. Urgent Business

## 14. Closure

There being no further business the Chairperson declared the meeting closed at 9.55.

### Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>
Clips on chain to be checked.	MWS
Sign for saleyards quote	CEO
Pea gravel to replace existing gravel	MWS
Obtain three quotes for the construction of the walkway	CEO

Receival of Minutes

**7.2 – Saleyards Working Group**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Rebecca Pauley, Executive Services Officer
<b>File Reference:</b>	CP.MAI.549
<b>Author:</b>	Rebecca Pauley, Executive Services Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

**Enclosure/Attachments:**

Minutes of the Saleyards Working Group meeting held on Monday 3 December 2018.

**Summary:**

Council is being requested to receive the Saleyards Working Group meeting minutes held on Monday 3 December 2018

**Background**

The Saleyards Working Group meeting was held on Monday 3 December 2018.

**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 Saleyards Working Group meeting held on Monday 3 December 2018 be received.

**Voting Requirements:**

Simple majority.

A Fortunate Place



# Minutes

## Wheatbelt South Aged Housing Alliance

Council Chambers, Shire of Wickepin 3 December 2018  
At 4pm

**3 DECEMBER 2018**

**Minutes of the Wheatbelt South Aged Housing Alliance Meeting held at Shire of Wickepin,  
Monday 3 December 2018 at 4.00pm**

The Chairperson declared the meeting open at 4.10pm.

**1. Attendance and Apologies**

Julie Russell	Shire of Wickepin (Chairperson)
Mark Hook	Shire of Wickepin
Natalie Manton	Shire of Corrigin
Pip Kirby	Wheatbelt Development Commission
Gary Sherry	Shire of Cuballing
Mia Dohnt	Shire of Kondinin
Rebecca Pauley	Shire of Wickepin MinuteTaker

**Apologies**

**2. Confirmation of Minutes – Wheatbelt South Aged Housing Alliance meeting – 21 November 2017.**

**Moved J Russell/ Seconded N Manton**

That the minutes of the Wheatbelt South Aged Housing Alliance meeting held on 21 November 2017 be confirmed as a true and correct record.

**Carried 5/0**

**3. Status Report (Business arising from previous minutes)**

<i>Subject/Action</i>	<i>Deadline</i>	<i>Officer</i>	

○ = in progress    ✓ = completed    ✕ =superseded

**4. Reports & Information**

**4. General Business**

Discussion ensued about the ratio of funding as to Shire contributions.

A cost benefit analysis will need to be assessed and a re-write of the business case to be completed by Tammy King of Grants Empire to ascertain current pricings and how cost effective it is to build particular numbers of units, whether that be 6 units, 10 units or 14 units.

Wandering, Narrogin, Hyden, Kulin, Woodanilling, Williams and Darkin will not be applying for the grant.

Wickepin, Corrigin, Cuballing and Kondinin will apply for the grant.

**Moved M Dohnt/Seconded G Sherry**

Tammy King to ascertain the costings of two options.

Option 1: A total of 14 units. Wickepin 4, Kondinin 4, Cuballing 4 and Corrigin 2.

Option 2: A total of 10 units. Wickepin 4, Kondinin 2, Cuballing 2 and Corrigin 2.



Carried 5/0

6. Urgent Business

7. Closure

There being no further business the Chairperson declared the meeting closed at 5.03.

**Actions Requested from meeting**

<i>Subject/Action</i>	<i>Deadline</i>	<i>Officer</i>
Current letters of support from all towns to accompany application.	06.12.18	CEOs of each Shire.
Tammy King of Grants Empire to present costings of option of 14 units quote compared to option of 10 units quote.	12.12.18	CEO Wickepin

## 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/Action	Officer/File	Progress	Status	Comment
949-171018-11	Sale 5 Smith St – Offer and Acceptance	CEO	That council authorise the CEO to negotiate a better price for 5 Smith Street Wickepin.	✓	Offer rejected by CEO. New offer advised with settlement date of 25.01.19. CEO advised unable to accept due to settlement date due to Local Government Act 1995. Advertising requirements and purchase of house for Finance Manager will also need to comply with advertising.
950-171018-14	Water Corporation Standpipes	CEO	That the Chief Executive Officer fills out the Water Corporation action plan and submit the plan by 31 October 2018.	✓	Action plan sent. 25/10.18
951-211118-04	Tender: Supply of one Ride on Gang Mower	CEO	That council accept the WALGA Equote supplied by T Quip for a Toro Reel Master 5510 at a changeover price of \$48,990 GST exclusive.	✓	Letters sent to all Tenders. 28.11.18
952-211118-09	CEO Request for Annual Leave	CEO	That council allow the Chief Executive Officer to take leave from Monday 24 December 2018 to Friday 25 January 2019.	✓	Memo sent to Erika Clement. 05.12.18
953-211118-10	Council Representative for Facey Group Committee	CEO	That council nominate Cr Nathan Astbury to be the Wickepin Shire Council's representative on the Facey Group Committee.	✓	Letter sent. 27.11.18
954-211118-11	Council engage McLeods Barristers and Solicitors for advice on Shire Buildings and Leases	CEO	1. That council engage McLeods Barristers and Solicitors to provide advice as to the ownership of the following land and structures: <ul style="list-style-type: none"> <li>• Wickepin District Sports Club</li> <li>• Yealering Bowling Club</li> <li>• Yealering Golf Club</li> <li>• Yealering Tennis Club</li> </ul>	✓	CEO sent email to McLeods. 27.11.18  Awaiting meeting to discuss leases.

Item	Subject/Action	Officer/File	Progress	Status	Comment
			<ul style="list-style-type: none"> <li>• Wickepin Arts and Crafts</li> <li>• Harrismith Golf Club</li> <li>• Toolibin Tennis Club</li> <li>• Harrismith Cricket Club</li> </ul> <p>2. That the CEO liaise with McLeods Barristers and Solicitors to draft individual lease agreements based on ownership of the land and structures for the above sporting and community groups.</p> <p>3. That the CEO liaise with all of the above sporting bodies regarding the lease.</p> <p>4. That the CEO request Reserve 15088 Toolibin Tennis Club and Reserves. 24442 Harrismith Cricket Club to be vested in the Shire of Wickepin as sporting and recreational reserves.</p>		
955-211118-12	MRWA RAV Network Conditions	CEO	That Council adopt the changes to the Shire of Wickepin Roads RAV Network Conditions and Policy 8.1.2 with restricted access vehicle permit on low volume roads.	✓	Letter sent to MRWA. 28.11.18
956-211118-13	Wickepin Saleyards Agreement Renewals	CEO	<p>1. That the users of the Wickepin Sheep Saleyards be offered the Wickepin Sheep Saleyards Agreement.</p> <p>2. The Wickepin Sheep Saleyards Agreement is accepted by the users, council authorises the placing of the Common Seal and the signing of the agreements by the Shire President and Chief Executive Officer.</p>	✓	Letters and Contracts sent to Landmark and Elders. 28.11.18 Elders contract received and signed. 06.12.18 Landmark contract – no response.
957-211118-14	Townscape and Cultural Planning Committee Meeting Recommendations	ESO CEO	That Council investigates the possibility of installing solar lights at the Yealering Memorial Gates and Hall entrances for the 2019/20 budget.	✓	CEO investigating for budget.
958-211118-15	Lifestyle Retirement Committee Meeting Recommendation	CEO	That council invite Euegenie Stockmann of Co-operation Housing to meet with the Wheatbelt South Housing Alliance and the Lifestyle Retirement committee and council to discuss the co-operative model further.	✓	Invitation sent by CEO. 27.11.18
959-211118-16	Albert Facey Homestead	CEO	A double power point to be installed on the verandah of the Albert Facey	✓	HZ Electrics required to

Item	Subject/Action	Officer/File	Progress	Status	Comment
	Committee Meeting Recommendations		Homestead.		provide a quote.
960-211118-17	Application for Planning Approval - Homestore	CEO	That council approve the development for the proposed Home Store at Lot 2 (No. 10) Dalton Street, Yealering.	✓	Letter of approval sent 4/12/18

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**

## Infrastructure and Engineering Services

**10.1.01 – Manager Works and Services Report**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Gary Rasmussen, Manager Works & Services
<b>File Reference:</b>	CM.REP.1
<b>Author:</b>	Gary Rasmussen, Manager Works & Services
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	8 December 2018

**Enclosure/Attachments:**

Nil.

**Summary:**

Monthly report for December 2018 submitted from the Manager of Works & Services, Gary Rasmussen.

**Comments:****Programmed Construction Works**

- Pingelly-Wickepin Road has had the gravel around the corner at 16% (1 in 6 grade) completed with further shoulder work over the rock at the top of the hill. The gravel will then be mixed and set up for seal works in February 2019.
- Wickepin North Road works on hold.
- The Asphalt tender is closed. A recommendation will be put forward to Council.
- The wash bay has been boxed out ready for sand and the drainage outlet to be installed. Concrete will be poured in the New Year.
- Cuballing Road has been mulched to the boundary.
- Power line tree pruning has been completed by the construction crew.
- Construction grader has worked on back slopes when staff numbers were down and truck drivers were cleaning culverts in this period.
- Removed five trees at the fuel depot due to white ant infestation. Sourced a contractor to stump grind the small trees and dug out the large one estimated to be around 18 tonnes.

**Maintenance Works**

- Maintenance grader has done the works above and now is working on the back slopes all the way back to Wickepin Narrogin boundary.
- Some maintenance summer grading has been done still will only react to complaints
- Pot-hole patching is ongoing.
- Signage maintenance is ongoing.
- Drainage and bridge works – The fungicide treatment has been completed by contractor and all other works will be done in house.
- Lake Yealering foreshore light has been repaired.

**Occupational Health and Safety**

- Lost time injury nothing to report.
- Incident report - plant - a work phone was accidentally knocked in to the pool and a new one has been ordered.
- OHS course to be done by Andrew McColl in December 2018.

**Workshop**

- General servicing.

**Parks and Gardens**

- Graham has a new worker, increasing the team to three, so there should be an improvement.
- General mowing and whipper snipping is ongoing.
- Walk trail maintenance and clean ups are ongoing.
- General maintenance at Yealering, Harrismith and Tincurrin.

**Plant and Equipment**

- We have the prices in for the bobcat and trailer. The demonstration will be on the 14<sup>th</sup> of December 2018 with final recommendations coming from this.

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

Not applicable.

**Financial Implications:**

Not applicable.

**Strategic Implications:**

Not applicable.

**Recommendations:**

That council notes the report from the Manager of Works and Services dated 8 December 2018.

**Voting Requirements:**

Simple majority.

Technical Services

## 10.1.02 – Tender – Supply of Bob Cat with Trailer

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.TEN.2110
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2018

### Enclosure/Attachments:

Nil.

### 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 \$ 117,050 GST exclusive. This includes trading council's existing 2010 Bobcat Skid Steer Loader WK 2489 and 1988 Flat Top Trailer for Bob Cat WK 3518.

### Background

The Manager of Works requested tenders through the WALGA EQuotes 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:

### ***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) 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 fat 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

### o *General Specifications Bobcat*

The machine shall comply with the following specifications.

- 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 – Diesel powered with a minimum rating of 65 Kw to 80kw. Engine must be compliant with emission requirements.
4. Double element air cleaner with pre cleaner.
5. Registration or transport purposes. It must be approved for day operation. With indicators and brake lights head lights all to be LED
6. 4 in one bucket with cutting edge and bucket plus and GP bucket with cutting edge with capability of fitting teeth. (Teeth to come with plant) plus 1 x Digga Rotary Axe type 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. Auto grease system.as an option
16. Hose burst protection
17. Include price for standard warranty and outline what is covered.
18. Include optional pricing for extended warranty – i.e. 72 months/7,000 hours, covering travel, labour and parts...
19. 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.
20. Radio cd, mp3 player, with usb ports to be fitted with aerial
21. Canvas heavy duty seat cover.



22. Reversing alarm and camera to be fitted and perimeter alarm.
23. Work lights front and rear to be fitted. All lights are to be LED
24. Fuel tank to be minimum 60 litres.
25. Flashing beacon LED and to meet work safe standards x 2 to be fitted left and right side of roof of cab
26. Signwriting showing 'Shire of Wickepin' on each side of machine.
27. Safe working load on boom and loader arms.
28. Parts manuals.
29. Workshop manuals.
30. Operators manuals.
31. 2 set of keys.

o ***Additional Information***

The specifications listed above are to be taken as minimum criteria only. Submissions that exceed these specifications will still be considered.

Suppliers are requested to ensure quote includes the following items:

o ***General Specifications Trailer***

- Trailer is to be towed by a 7.360 ton Tare Agg 15.500 ton truck and GCM 32.000 ton
- Trailer should be able to carry bob cat and other shire attachments
- 3mm checker plate floor
- Drop down spring assisted mesh ramps
- Heavy duty tie down points
- Trailer have brakes and its own standalone hand brake
- Radial tyres Spare Rim & Tyre (mounted at front)
- Trailer hitch to suit pintle hook setup (Please note this hitch is recommended)
- Landing Leg LED lights (Brake, indicators etc.) 12/24v compatible, with protective guards
- 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.
- Painted in two pack paint coated 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,
- Inspection and weighing (Weighbridge tickets shall be provided)
- Storage Box to hold signs and traffic cones (jack & wheel removal tools included)
- High Toolbox (mounted at front) Shire of Wickepin Lettering (75mm letters on both sides) Reflective Tape (50mm Yellow Reflective tape down each side)

• **REGISTRATION DETAILS**

The machine and trailer shall be licensed to the 30<sup>th</sup> 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 So 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's depot.

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 in this quotation is a Clark Bob Cat Rego WK 2489. & a 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 in that above-mentioned period.

#### **8. SELECTION CRITERIA**

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

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

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 Monday 3 November, 2018.

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

Quotation will be opened 4:00 p.m. on Monday 3 November, 2018

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 eight companies and were evaluated using the evaluation sheet that has been included in this report.

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	\$133,050
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	SLV95-2S	12MTHS	NOT	\$86,500	\$27,000	
			TRACK LOADER	1000HRS	STATED		with bucket	
	OPTIONS INCLUDED							
	Hydraulic Quick Hitch, Reversing Arm, Aircond Cab, Parfts and Works Manulas, Delivery							
	OPTIONAL EXTRAS					Extras required		
	Registration and inspection	\$ 276	Estop	\$ 650		\$32,022		
	4 in 1 bucket	\$ 5,623	Auto Grease	\$ 5,400				
	Bolt on edges 4 in 1	\$ 1,425	Hose burst Valves	\$ 6,000				
	Bolt on edges kit GP Bucket	\$ 637	HD Seat Cover	\$ 220				
	Keech Style teeth GP Bucket	\$ 630	AM/FM radio	\$ 350				
	Digga Rotary Axe	\$ 20,220	LED Lights	\$ 175				
	80 channell UHF radio	\$ 550	LED Beacon	\$ 550				
	Lockable isolator	\$ 325	Extended Warranty	\$ 2,785				
	Sign Writing	\$ 350						
	Additional Key	\$ 41						
	9 Tonne Single axle pig trailer 6meter tray					\$31,500	No trade specified for trailer	
	TOTAL					\$150,022	\$27,000	\$123,022

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	\$133,050	
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)
2	PORTER GROUP	ASV	RT75	3years	NOT	\$136,000	NO TRADE	\$136,000
			Compact Track loader	3000hrs	STATED			
	Options Included							
	Fire Extiquisher, window tint	ECO style teeth including Fitment per tooth						
	Emergency Stop Switch	LED Beacon, LED Lighting						
	Single Pole Locable battery Isolater	Seat Covers						
	Reflective tape utility machines	Sign Writing						
	SoW decals	Roading Lights						
	UHF radio	Digger Rotary Axe						
	Delivery							
	GP bucket 1880mm							
	Standard 4 in 1 Bucket							
	Parts Manual, Oprators Manual, Service Manual							
	Trailer	Not included in tender				\$0	\$0	\$0
	TOTAL					\$136,000	\$0	\$136,000

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	\$133,050	
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	\$97,000	\$26,950	
			Compact Track Loader	Back to Base only	STATED		Includes Trailer trade	
	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						
	Trailer	To suite T650				\$27,200		\$0
	TOTAL					\$144,000	\$26,950	\$117,050

## 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	\$133,050
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	T595 RS SJC 2 Speed	36Mths	NOT	\$95,350	\$26,950	
			Compact Track Loader	Back to Base only	STATED		Includes Trailer trade	
	<b>Options Included</b>							
	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							
	<b>OPTIONAL EXTRAS</b>							
	Auto Grease	\$ 5,900						
	Digga Rotary Axe	\$ 19,800						
	Bobcat Rotary 80' Cutter	\$ 9,400				\$9,400		
	Bobcat HD pallet Forks	\$ 1,300						
	Bobcat Grader Attachment	\$ 19,400						
	Bobcat Bucket Broom	\$ 6,950						
	Trailer	To suite T650				\$27,200		\$0
	<b>TOTAL</b>					\$131,950	\$26,950	\$105,000

## 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	\$133,050
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	MCINTOSH AND SONS	CASE	TV380	36Mths	NOT	\$162,360	\$22,000	
			Compact Track Loader	3000 Hours	STATED			
	<b>Options Included</b>							
	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						\$5,000	
	<b>OPTIONAL EXTRAS</b>							
	Auto Lube	\$ 4,200						
	Hydraulic Quick Hitch	\$ 3,500						
	<b>TOTAL</b>					\$162,360	\$27,000	\$135,360

Does not comply with 78 DBA Noise Levels

**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	\$133,050
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	MCINTOSH AND SONS	New Holland	C238	36Mths	NOT	\$167,950	\$22,000	
			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						\$5,000	
	OPTIONAL EXTRAS							
	Auto Lube	\$ 4,200						
	Hydraulic Quick Hitch	\$ 3,500						
	TOTAL					\$167,950	\$27,000	\$140,950
Does not comply with 78 DBA Noise Levels								

**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	\$133,050
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)
5	BT Equipment trading as Tutt Bryant Equipment	MUSTANG	21000RT	36Mths	NOT	\$178,000	\$35,000	
			High Flow Skid Steer Loader	3000 Hours	STATED		includes trailer	
	Options Included							
	Registration includes trailer	Delivery						
	2000mm 4 in 1 Bucket with teeth	1880mm HD Bucket bolt on teeth edge						
	Digga Rotary Axe	Lockable Battery Isolation						
	I & E Emergency Stops	Hose Burst Valves						
	2 Extra Keys	Canvas Seat Covers, SWL Decals						
	AM/FM Radio, Sign Writing	LED Lights,2 LED Beacons						
	Reversing Camera 7" screen							
	Manuals							
	8 Tonne Tandem F/T Trailer							
	OPTIONAL EXTRAS							
	Auto Lube	\$ 5,125						
	Extended Warranty	\$ 1,027						
	TOTAL					\$178,000	\$35,000	\$143,000

## 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	\$133,050
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	36Mths	NOT	\$170,750	\$28,000	
			Posi track Loader	3000 Hours	STATED		includes trailer	
	Options Included							
	Indicator Brake lights	S OF W Sign Writing						
	Canvas Seat Covers	2 Emergency Stops Dual Pole Isolator						
	4 in 1 Bucket	Lock Out Switch						
	DAVCO 6470 Industrial Brush Cutter	Fire Extinguisher,						
	LED Flashing Beacon	UHF Radio						
	Refelctive Tape	Brush Guard Kit						
	AM/FM radio	GP EX72UN 1830mm Extreme Duty GP Bucket						
	Window Tinting							
	TAG 10t Single Axle TAG trailer						No mention of trade	
	OPTIONAL EXTRAS							
	Auto Lube	\$ 5,500						
	Sentry Adjustable Reverse Sensor	\$ 2,750						
	TOTAL					\$170,750	\$28,000	\$142,750

## 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	\$133,050
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	215THF-CAB-T4-PB8A31	12Mths	NOT	\$169,924	\$20,000	
			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 ligts 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						No Trade Mentioned	
	TOTAL					\$169,924	\$20,000	\$149,924

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	\$133,050		
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)
8	WESTRAC	CATERPILLAR	2992 XHP	36Mths	NOT	\$209,432	\$15,000	
			Compact Track Loader	1500 Hours Warranty Voided if non CAT attachments Used	STATED			
	Options Included							
	BRX318 Industrial Slasher	Seat Cover						
	Window Tint	RED Locable Battery Isolator						
	UHF Radio	2 Beacons						
	Sign Writing	Fire Extinguisher						
	Engine Pre Cleaner	2 Emergency Stops						
	Snorkel Kit	Bucket MP 1981mm, BOCE 4 in 1						
	12 Months Licence							
	7.36t Plant Trailer						No mention of trade	
	OPTIONAL EXTRAS							
	Auto Lube	\$ 5,835						
	Extended Warranty	\$ 6,091						
	60 Months 3000 Hours							
	TOTAL					\$209,432	\$15,000	\$194,432

Supply & Delivery of One (1) Bobcat tracked And Attachments. One (1) trailer to transport bobcat and attachments													
CRITERION	A		B		C		D		E		TOTAL SCORE		Ranking
	Compliant		Price		Trailer		Attachments		Warranty				
	Within Requested HP 65kw		Within Budget \$130k						Suitable Warranty 1 point each year				
	1=10kw		1 = 10k						labour 1 point and parts 1 points				
	weighting	15%	weighting	55%	weighting	10%	weighting	10%	weighting	10%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Clark Equipment t650	3.4	10.2	6.3	69.3	5.0	10.0	5.0	10.0	3.0	6.0	22.7	105.50	1
Clark Equipment t595	3.2	9.6	7.0	77.0	5.0	10.0	0.0	0.0	3.0	6.0	18.2	102.60	0
McINTOSH & SONS CNH Australia case	5.5	16.5	4.5	49.5	5.0	10.0	5.0	10.0	5.0	10.0	25.0	96.00	3
McINTOSH & SONS New Holland C238	8.0	24.0	4.0	44.0	5.0	10.0	5.0	10.0	4.0	8.0	26.0	96.00	3
Porter Group ASV RT75	4.4	13.2	4.4	48.4	0.0	0.0	5.0	10.0	4.0	8.0	17.8	79.60	5
Kubota Australia SVL 95	5.7	17.1	5.4	59.4	5.0	10.0	5.0	10.0	2.0	4.0	23.1	100.50	2
CEG distributions ASV RT5	4.0	12.0	3.8	41.8	5.0	10.0	5.0	10.0	4.0	8.0	21.8	81.80	4
BT_Equipment_Pty_Ltd MUSTANG 2100RT	3.8	11.4	3.7	40.7	5.0	10.0	5.0	10.0	3.0	6.0	20.5	78.10	7
JCB_Construction_Equ	4.00	12.0	3.1	34.1	5.0	10.0	5.0	10.0	2.0	4.0	19.1	70.10	6
WesTrac_Pty_Ltd	6.7	20.1	-1.6	-17.6	5.0	10.0	5.0	10.0	4.5	9.0	19.6	31.50	8
Score is based on kw 65 is compliant which is 5 for every 10 kw each way is 1 point score is based on \$ 130,000 is compliant which is 5 for every \$10,000 each way is 1 point											Score	Description of Score	
											0	Offer did not address the criterion	
											1	offer contained insufficient/unclear information	
											2	Acceptable offer	
											3	Good offer	
											4	Very Good offer	
											5	Excellent offer	
Clark Equipment 12months back to base this three depot have to use genuine filters must be used west trac warranty standard 36 months 1500hr 6 months travel jcb 12 months or 2000 hr warranty no travel BT Equipment 2 yers 2000 hr no travel													

Companies were requested to demonstrate their Compact Track Loaders at the Wickepin Pingelly Road gravel pit on Thursday 13 December 2018.

After the demonstrations the Manager of Works recommends the purchase of the Bobcat T650 Compact Track Loader with the option of the Digga Rotary Axe and new Plant trailer to suite the Bobcat T650 Track Loader at a changeover price of \$117,050 excluding GST. This includes trading council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer for Bob Cat WK3518.



The CEO has been contacted by a Yealering rate payer who believes council should keep the old Bobcat and trailer and leave it at Yealering for use by the garden staff at Yealering.

If council was to consider keeping the old Bobcat Skid Steer loader and trailer it would mean the changer price would be \$144,000 which is \$10,950 over the 2017/2018 adopted budget figures.

At this moment in time the CEO cannot see the reason to keep the old Bobcat at Yealering as if required the new bobcat will be used for jobs in Yealering.

### Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

### 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:

1. an emergency situation as defined by the Local Government Act 1995;
2. 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.
3. 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;
4. the purchase is under auction that has been authorised by Council;
5. the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
6. any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.
7. Determining purchasing value is to be based on the following considerations:

8. *The actual or expected value of a contract over the full contract period (including all options to extend); or*
9. *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:*

<b>Purchasing Thresholds (ex GST)</b>	<b>Purchasing Requirements</b>
Up to \$1,000	<p><i>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.</i></p> <p><i>OR</i></p> <p><i>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.</i></p>
\$1,000 - \$39,999	<p><i>Obtain at least 3 written quotations (e.g. email, fax or original copy).</i></p> <p><i>OR</i></p> <p><i>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.</i></p>
\$40,000 - \$99,999	<p><i>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.</i></p> <p><i>OR</i></p> <p><i>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.</i></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:

- 2 a public Tender process; or
- 3 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:*

- 1. written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- 2. selection criteria to be applied;*
- 3. price schedule;*
- 4. conditions of responding; and*
- 5. 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:*

- 1. a brief description of the goods or services required;*
- 2. information as to where and how Tenders may be submitted;*
- 3. the date and time after which Tenders cannot be submitted; and*
- 4. 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:*

- 3. a sufficient number of quotations are obtained;*
- 4. the process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);*
- 5. the specification for goods and/or services remains unchanged; and*
- 6. 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.*

**Note:** *The WALGA Procurement Handbook contains sample forms for recording verbal and written*

### **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
<b>TOTAL</b>	<b>\$133,050</b>

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 \$ 117,050 GST exclusive including trading council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer for Bobcat WK3518 is \$16,000 under budget.

If council wishes to keep the old Bobcat Skid Steer Loader and trailer it would mean the changeover price would be \$144,000 which is \$10,950 over budget.



**Strategic Implications:**

Nil.

**Recommendations:**

That council 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 \$ 117,050 GST exclusive. This includes trading council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer for Bobcat WK3518.

**Voting Requirements:**

Simple majority.

Technical Services

### 10.1.03 – Tender - 05/2018-19 Supply and Lay Asphalt

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.TEN.1220
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 December 2018

#### Enclosure/Attachments:

RFT 04/2018-19 Supply and Lay Asphalt.

#### Summary:

Council is being requested to accept the tender from WCP Civil for the supply and lay of asphalt for the 2018/2019 Road Program.

#### Background

Council requested tenders for the supply of Asphalt for the 2018/2019 road program as per the following.

**SCHEDULE OF WORKS IS INDICATIVE ONLY AND MAY BE SUBJECT TO CHANGE.**

Location	SLK	SLK	Length (m)	Width (m)	Area (m <sup>2</sup> )
Wickepin/Harrismith Rd	25.760	27.650	1890	2.5	4725

#### Comments:

To comply with the tendering requirements the CEO advertised the following tender in the Western Australian and Narrogin Observer.

The requirement under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* for the statewide advertising of tenders is as follows:

#### 1.8. *Statewide public notice*

*Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.*



### Shire of Wickepin

#### REQUEST FOR TENDERS

##### Description:

Tenders are invited for the following tenders:

- 04/2018-19 Supply and Lay of Bituminous Products (including aggregate).

##### Tender Enquiries:

A copy of the tender specifications and conditions of tender can be obtained either from the Shire's customer service counter at 77 Wogolin Road Wickepin, by visiting the website [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au) or by contacting the Executive Support Officer on 9888 1005 or [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au).

##### Lodgement:

Tenders are to be submitted in a sealed, clearly endorsed envelope with the tenderer's details.

Tenders will close at 4.00pm Friday 7 December 2018 and must be addressed to: Chief Executive Officer, PO Box 19, Wickepin WA 6370 or; delivered to the Council tender box at the Shire of Wickepin administration office 77 Wogolin Road, Wickepin and duly marked with the relevant tender number.

Canvassing of elected members, officers or their representatives will automatically disqualify.

**The lowest or any tender will not necessarily be accepted.**

**Mark J Hook**  
Chief Executive Officer

Tenders have been received from four companies and were evaluated using the evaluation sheet that has been included in this report.

After evaluation the MWS recommends WCP Civil 10mm Asphalt as they are a well-equipped company with many years of experience and will be able to deliver the required service at a high standard.

<b>Tender Register - 04/2018-19 SUPPLY AND LAY ASPHALT</b>					
<b>Name/Company</b>	<b>Contact Details</b>	<b>Pricing Structure Amounts</b>	<b>Total Amount \$</b>	<b>Notes</b>	<b>Compliant Yes / No</b>
SUPER CIVIL	206 Maddington Road Maddington WA 6109	10mm	32.86 SQm		Yes
	Nathan Shaw 488 775 113	14mm	32.86 SQm		
DOWNER EDI	5 Marion Road Maddington WA 6109	10mm	19.11SQm		Yes
		14mm	22.97SQm		
	Paul Morreira 9365 9999	7mm	17.50SQm	Alternative Option	
ROADS 2000	229 Gnararra Road WA 6065	10mm	19.80SQm		Yes
		Trayan Politis 9202 0800	14mm	19.80SQm	
WCP CIVIL	31 Fellowship Road Gnarara WA 6077	10mm	16.78SQm		Yes
		Matthew Johnson 0448 164 777	14mm	18.87SQm	

Selection Criteria for Supply and application of hot Asphalt Wickepin Harrismith Rd													
CRITERION	A			B	C	D		TOTAL SCORE		Ranking			
				Price	Traffic Control	Quality							
					Meets Australian Standards	Meets Australian Standards							
			Within Budget \$118000										
				weighting	50%	weighting	25%	weighting	25%				
TENDERER	price per sq meters	sq meters	Total Price	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score		
Super Civil 10 mm	\$32.86	4725.0	\$155,263.50	1	10.0	5.0	25.0	5.0	25.0	11.0	60.00	5	
Super Civil 14 mm	\$32.86	4725.0	\$155,263.50	1	10.0	5.0	25.0	5.0	25.0	11.0	60.00	5	
Downer edi 10mm	\$19.11	4725.0	\$90,294.75	4	40.0	5.0	25.0	5.0	25.0	14.0	90.00	2	
Downer edi 14mm	\$22.97	4725.0	\$108,533.25	2	20.0	5.0	25.0	5.0	25.0	12.0	70.00	4	
Downer edi 7mm	\$17.50	4725.0	\$82,687.50	4	40.0	5.0	25.0	5.0	25.0	14.0	90.00	2	
Roads 2000 10mm	\$19.80	4725.0	\$93,555.00	3	30.0	5.0	25.0	5.0	25.0	13.0	80.00	3	
Roads 2000 14mm	\$19.80	4725.0	\$93,555.00	3	30.0	5.0	25.0	5.0	25.0	13.0	80.00	3	
WCP Civil 10mm	\$16.78	4725.0	\$79,285.50	5	50.0	5.0	25.0	5.0	25.0	15.0	100.00	1	
WCP Civil 14mm	\$18.87	4725.0	\$89,160.75	4	40.0	5.0	25.0	5.0	25.0	14.0	90.00	2	
								Score	Description of Score				
								0	Offer did not address the criterion				
								1	offer contained insufficient/unclear information				
								2	Acceptable offer				
								3	Good offer				
								4	Very Good offer				
								5	Excellent offer				

**Statutory Environment:**

Local Government (Functions and General) Regulations 1996 Section 11

**11. When tenders have to be publicly invited**

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.
  - (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
    - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
    - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
    - [(ba) deleted]
    - (c) within the last 6 months —
      - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
      - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
- or
- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and

- (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
- or
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;*
- or
- (g) *the goods to be supplied under the contract are —*
- (i) *petrol or oil; or*
- (ii) *any other liquid, or any gas, used for internal combustion engines;*
- or
- (h) *the following apply —*
- (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
- (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
- (iii) *the local government is satisfied that the contract represents value for money;*
- or
- (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*
- (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where —*
- (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
- (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
- (iii) *the original contract contains an option to renew or extend its term; and*
- (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*
- or
- (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*

*[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]*

## 12. **Anti-avoidance provision for r. 11(1)**

- (1) *This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.*

### Policy Implications:

Refer to Councils Policy 3.1.8 - PURCHASING

### Financial Implications:

Amounts included in the 2018/2019 adopted budget, no financial implication for the 2018/2019 financial year.

## 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"> <li>- RAV ratings</li> <li>- Number of positive and negative complaints received</li> <li>- Traffic count data reflects usage and investment required</li> <li>- Number of accidents attributed to road condition</li> <li>- Retention of works staff is higher than industry average</li> <li>- Roads can handle weather conditions</li> <li>- Level of funding secured and % spent in the Shire</li> </ul>	Road infrastructure meets the freight task and is sustainable in the long term

## Recommendations:

That Council accept the tender from WCP Civil as per the received RFT 04/2018-19 Supply and Lay Asphalt at the following tendered prices:

Item No	Description	Tendered Rate \$/m <sup>2</sup>
1	10mm Asphalt per m2 (inc GST)	16.78 Sq M
2	14mm Asphalt per m2 (inc GST)	18.87 Sq M

## Voting Requirements:

Simple majority.

## Governance, Audit and Community Services

**10.2.01 – List of Accounts**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Erika Clement – Finance Manager
<b>File Reference:</b>	FM.BA.1201
<b>Author:</b>	Erika Clement – Finance Manager
<b>Disclosure of any Interest:</b>	Financial
<b>Date of Report:</b>	12 December 2018

**Enclosure/Attachments:**

List of accounts.

**Summary:**

List of Accounts remitted during the period from 1 November 2018 to 30 November 2018.

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
EFT	8806-8908,8911,8913-8929	\$232,068.8
Cheques	15567-15572	\$ 16,407.51
Payroll	November	\$ 79,549.00
Superannuation	November	\$ 11,214.32
Credit Card		\$ 0
Direct Deductions	November	\$ 1662.13
Licensing	November	\$42,385.20
<b>Trust</b>		
EFT	EFT 8909,8910,8912	\$ 1,555.29
Cheques		\$ 0.00
	<b>TOTAL</b>	<b><u>\$383,180.12</u></b>

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

**Recommendations:**

That Council acknowledges that payments totalling **\$383,180.12** 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.



Governance, Audit and Community Services

**10.2.02 – Financial Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Erika Clement – Finance Manager
<b>File Reference:</b>	FM.FR.1212
<b>Author:</b>	Erika Clement – Finance Manager
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

**Enclosure/Attachments:**

Monthly financial report for November 2018.

**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.
- (5) 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:**

Not applicable

**Financial Implications:**

Not applicable

**Strategic Implications:**

Not applicable

**Recommendations:**

That the financial statements tabled for the period ending 30 November 2018 as presented be received.

**Voting Requirements:**

Simply majority.

# SHIRE OF WICKEPIN

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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# Shire of Wickepin

## Compilation Report

For the Period Ended 30 November 2018

### 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 30 November 2018 of \$2,115,385.

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

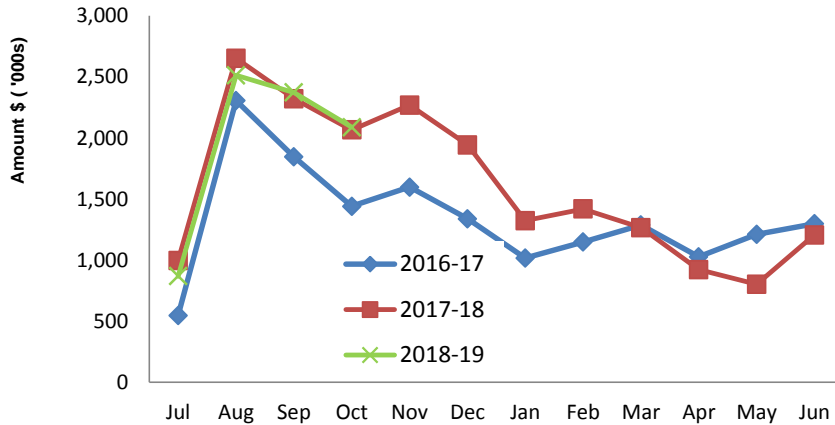
Reviewed by: Mark Hook CEO

Date prepared: 12-Dec-18

# Shire of Wickepin

Monthly Summary Information  
For the Period Ended 30 November 2018

**Liquidity Over the Year (Refer Note 3)**



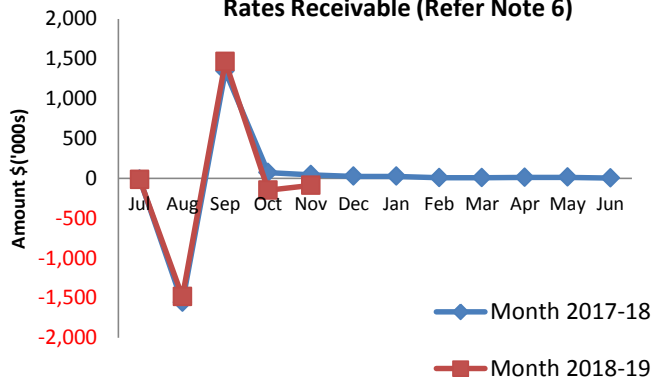
**Cash and Cash Equivalents  
as at period end**

Unrestricted	\$ 2,269,442
Restricted	\$ 1,804,855
	\$ 4,074,297

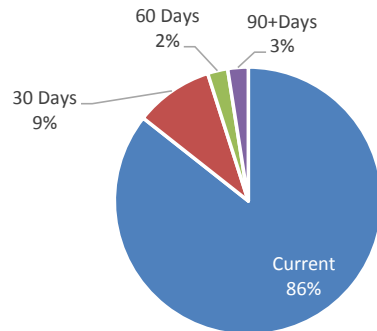
**Receivables**

Rates	\$ 88,606
Other	\$ 6,088
	\$ 94,694

**Rates Receivable (Refer Note 6)**



**Accounts Receivable Ageing (non-rates)  
(Refer Note 6)**



**Comments**

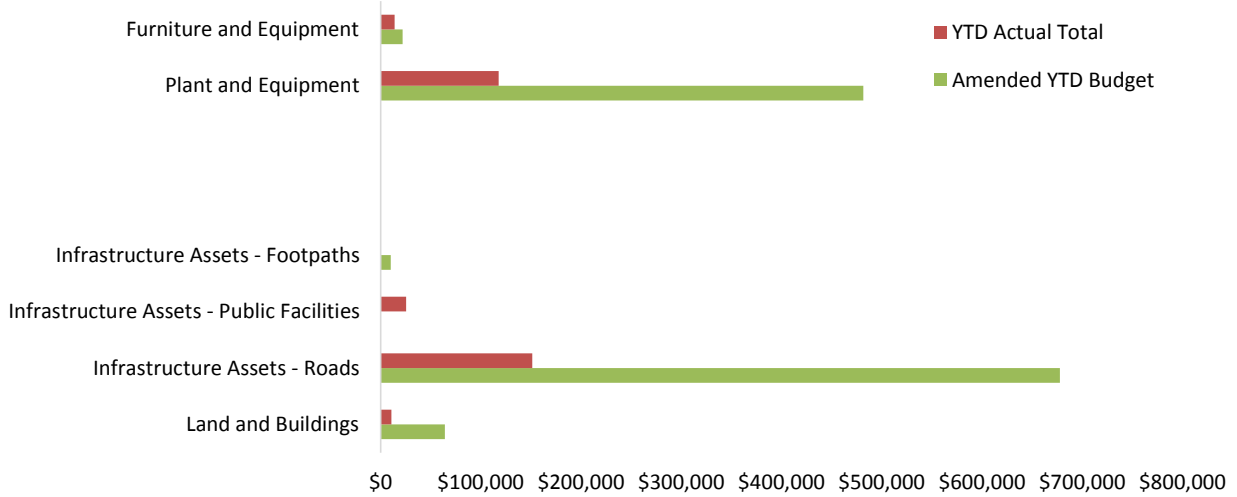
Unrestricted cash includes the following payments in advance

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

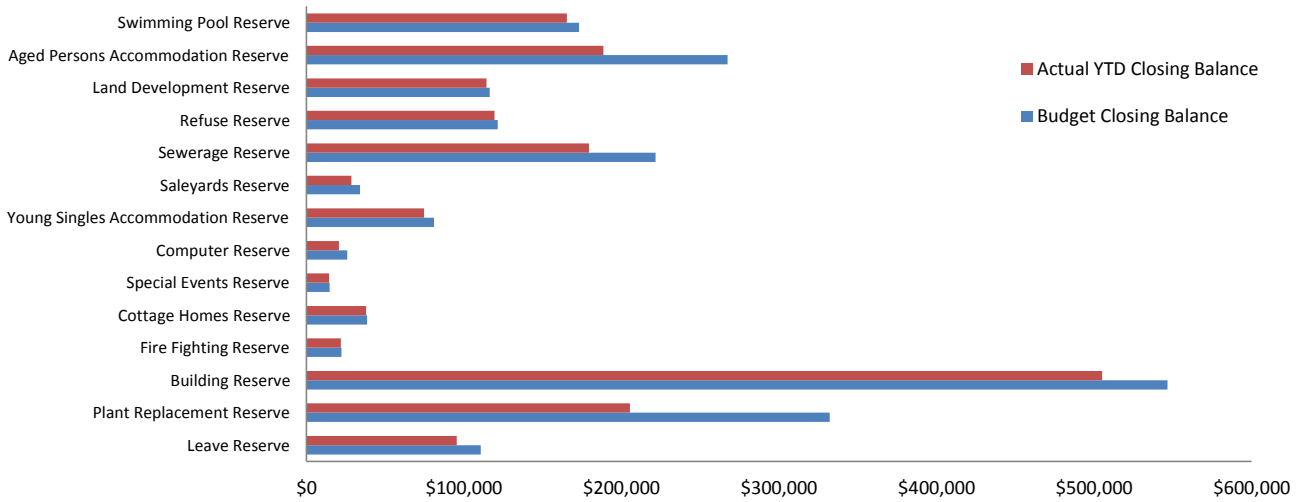
This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

**Capital Expenditure Program YTD (Refer Note 13)**



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



**Comments**

Majority of plant and vehicles purchased for the year.

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

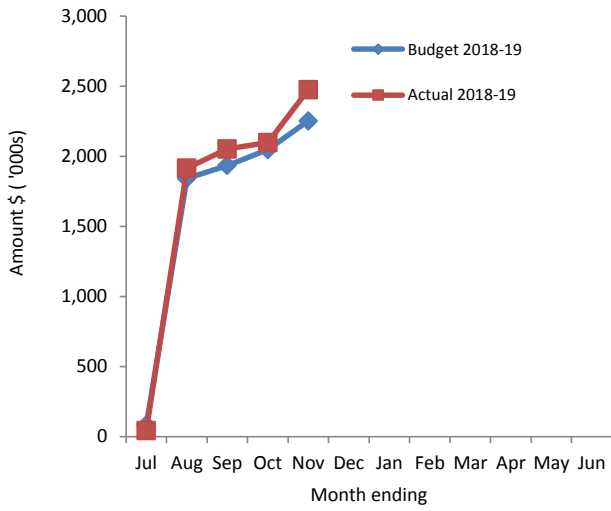
# Shire of Wickepin

## Monthly Summary Information

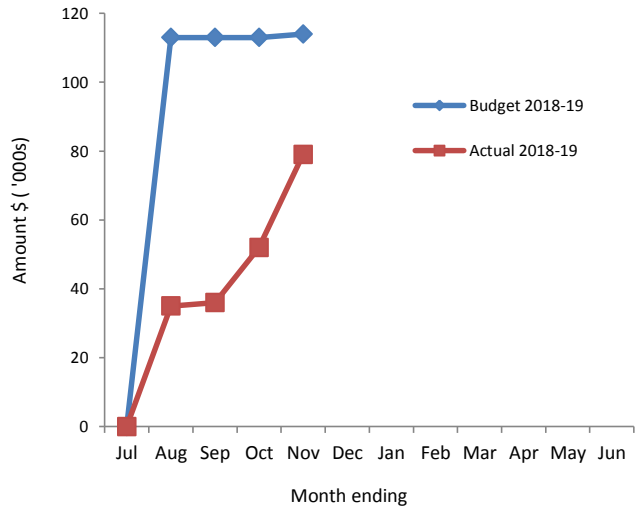
For the Period Ended 30 November 2018

### Revenues

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

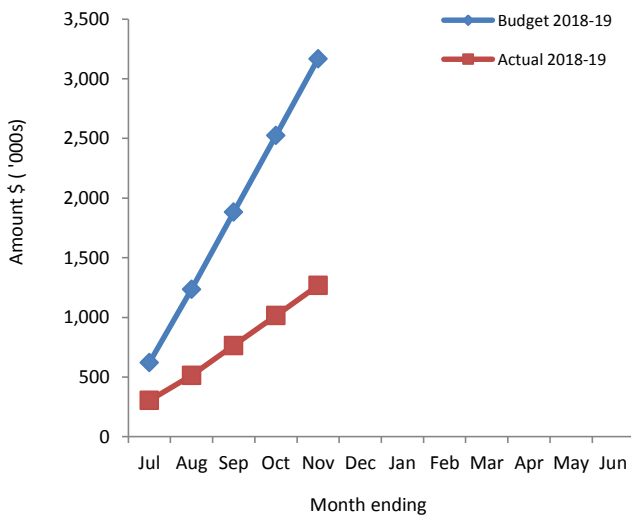


**Budget Capital Revenue -v- Actual (Refer Note 2)**

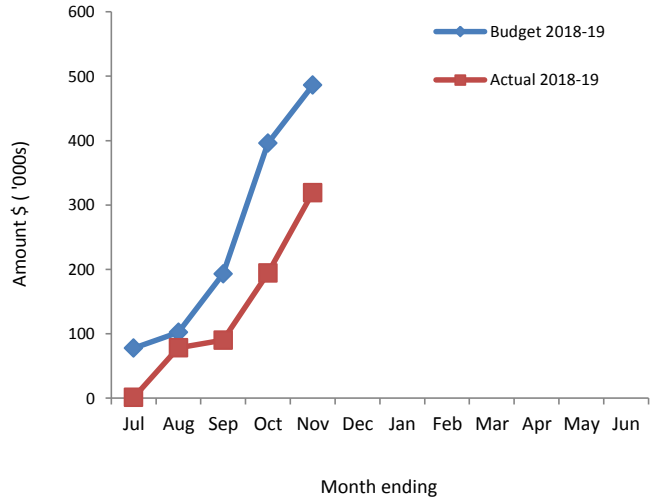


### Expenditure

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



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



### Comments

Depreciation calculated for July, Aug, Sept and October  
 Operating revenue decreased due to discount applied to rates in September

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

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

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		1,110	455	8,147	7,692	1690.44%	▲
General Purpose Funding - Rates	9	1,352,265	1,351,995	1,359,636	7,641	0.57%	
General Purpose Funding - Other		819,181	392,356	385,927	(6,429)	(1.64%)	
Law, Order and Public Safety		72,887	58,830	57,460	(1,371)	(2.33%)	
Health		250	100	0	(100)	(100.00%)	
Education and Welfare		4,160	1,730	159	(1,571)	(90.80%)	
Housing		108,150	56,720	53,334	(3,386)	(5.97%)	
Community Amenities		186,040	77,490	148,988	71,498	92.27%	▲
Recreation and Culture		32,597	13,565	22,900	9,335	68.82%	▲
Transport		646,931	269,545	399,234	129,689	48.11%	▲
Economic Services		42,165	17,550	24,193	6,643	37.85%	▲
Other Property and Services		33,500	13,950	14,186	236	1.69%	
<b>Total Operating Revenue</b>		<b>3,299,236</b>	<b>2,254,286</b>	<b>2,474,162</b>	<b>219,877</b>		
<b>Operating Expense</b>							
Governance		(445,002)	(239,998)	(196,243)	43,755	18.23%	▼
General Purpose Funding		(87,054)	(38,175)	(32,179)	5,996	15.71%	▼
Law, Order and Public Safety		(252,430)	(120,650)	(73,725)	46,925	38.89%	▼
Health		(25,916)	(10,980)	(9,985)	995	9.06%	▼
Education and Welfare		(17,842)	(7,400)	(2,501)	4,899	66.20%	▼
Housing		(189,061)	(78,655)	(46,878)	31,777	40.40%	▼
Community Amenities		(383,798)	(159,680)	(124,813)	34,867	21.84%	▼
Recreation and Culture		(982,652)	(412,927)	(260,287)	152,640	36.97%	▼
Transport		(4,759,357)	(1,982,940)	(363,081)	1,619,859	81.69%	▼
Economic Services		(241,056)	(100,340)	(69,952)	30,388	30.28%	▼
Other Property and Services		(26,141)	(33,126)	(88,509)	(55,383)	(167.19%)	▲
<b>Total Operating Expenditure</b>		<b>(7,410,310)</b>	<b>(3,184,871)</b>	<b>(1,268,153)</b>	<b>1,916,718</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,327,930	1,803,280	0	(1,803,280)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	24,900	10,375	14,194	3,819	36.81%	
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>241,756</b>	<b>883,070</b>	<b>1,220,204</b>	<b>337,134</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	170,594	113,729	79,352	(34,377)	(30.23%)	▼
<b>Total Capital Revenues</b>		<b>170,594</b>	<b>113,729</b>	<b>79,352</b>	<b>(34,377)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(23,330)	(10,767)	12,563	53.85%	▼
Infrastructure - Roads	13	(677,876)	(244,040)	(141,687)	102,353	41.94%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(10,000)	(4,165)	(181)	3,984	95.66%	▼
Infrastructure - Drainage	13	(84,500)	(32,280)	(24,630)	7,650	23.70%	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(397,144)	(173,160)	(116,668)	56,492	32.62%	▼
Furniture and Equipment	13	(22,000)	(22,000)	(25,347)	(3,347)	(15.22%)	
<b>Total Capital Expenditure</b>		<b>(1,255,720)</b>	<b>(498,975)</b>	<b>(319,280)</b>	<b>179,695</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,085,126)</b>	<b>(385,246)</b>	<b>(239,928)</b>	<b>145,318</b>		
<b>Financing</b>							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	2,534	3,010	476	18.80%	
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)	(10,700)	(12,547)	(1,847)	(17.26%)	
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▼
<b>Net Cash from Financing Activities</b>		<b>(290,722)</b>	<b>(145,524)</b>	<b>(9,537)</b>	<b>135,988</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,134,092)</b>	<b>352,300</b>	<b>970,739</b>	<b>622,258</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,134,092</b>	<b>1,144,646</b>	<b>1,144,646</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>1,496,946</b>	<b>2,115,385</b>	<b>622,258</b>		

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

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



**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 November 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Rates	9	\$ 1,352,265	\$ 1,351,970	\$ 1,359,636	\$ 7,666	0.57%	
Operating Grants, Subsidies and Contributions	11	861,048	422,326	506,282	83,957	19.88%	▲
Fees and Charges		459,782	231,610	350,309	118,699	51.25%	▲
Service Charges		0	0	0	0		
Interest Earnings		52,000	9,165	3,941	(5,224)	(57.00%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	21,680	9,030	1,288			
<b>Total Operating Revenue</b>		<b>2,746,775</b>	<b>2,024,101</b>	<b>2,221,456</b>	<b>205,098</b>		
<b>Operating Expense</b>							
Employee Costs		(1,318,973)	(549,405)	(503,842)	45,563	8.29%	▲
Materials and Contracts		(1,358,671)	(601,188)	(535,055)	66,133	11.00%	▲
Utility Charges		(175,545)	(73,075)	(45,773)	27,302	37.36%	▲
Depreciation on Non-Current Assets		(4,327,930)	(1,803,280)	0	1,803,280	100.00%	▲
Interest Expenses		(3,453)	(1,430)	(1,835)	(405)	(28.30%)	
Insurance Expenses		(179,158)	(135,090)	(166,166)	(31,076)	(23.00%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(46,580)	(19,405)	(15,482)			
<b>Total Operating Expenditure</b>		<b>(7,410,310)</b>	<b>(3,182,873)</b>	<b>(1,268,153)</b>	<b>1,910,797</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,327,930	1,803,280	0	(1,803,280)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	24,900	10,375	14,194	3,819	36.81%	
Adjust Provisions and Accruals			0		0		
<b>Net Cash from Operations</b>		<b>(310,705)</b>	<b>654,883</b>	<b>967,498</b>	<b>316,434</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	552,461	230,185	252,706	22,521	9.78%	▲
Proceeds from Disposal of Assets	8	170,594	113,729	79,352	(34,377)	(30.23%)	▼
<b>Total Capital Revenues</b>		<b>723,055</b>	<b>343,914</b>	<b>332,058</b>	<b>(11,856)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(23,330)	(10,767)	12,563	53.85%	▲
Infrastructure - Roads	13	(677,876)	(244,040)	(141,687)	102,353	41.94%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(10,000)	(4,165)	(181)	3,984	95.66%	▲
Infrastructure - Drainage	13	(84,500)	(32,280)	(24,629)	7,651	23.70%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(397,144)	(173,160)	(116,668)	56,492	32.62%	▲
Furniture and Equipment	13	(22,000)	(22,000)	(25,347)	(3,347)	(15.22%)	
<b>Total Capital Expenditure</b>		<b>(1,255,720)</b>	<b>(498,975)</b>	<b>(319,279)</b>	<b>179,696</b>		
<b>Net Cash from Capital Activities</b>		<b>(532,665)</b>	<b>(155,061)</b>	<b>12,779</b>	<b>167,840</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	2,534	3,010	476	18.80%	
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)	(10,700)	(12,547)	(1,847)	(17.26%)	
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▲
<b>Net Cash from Financing Activities</b>		<b>(290,722)</b>	<b>(145,524)</b>	<b>(9,537)</b>	<b>135,988</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,134,092)</b>	<b>354,298</b>	<b>970,740</b>	<b>620,261</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,134,092</b>	<b>1,144,645</b>	<b>1,144,645</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>1,498,943</b>	<b>2,115,385</b>	<b>620,261</b>		

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

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

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

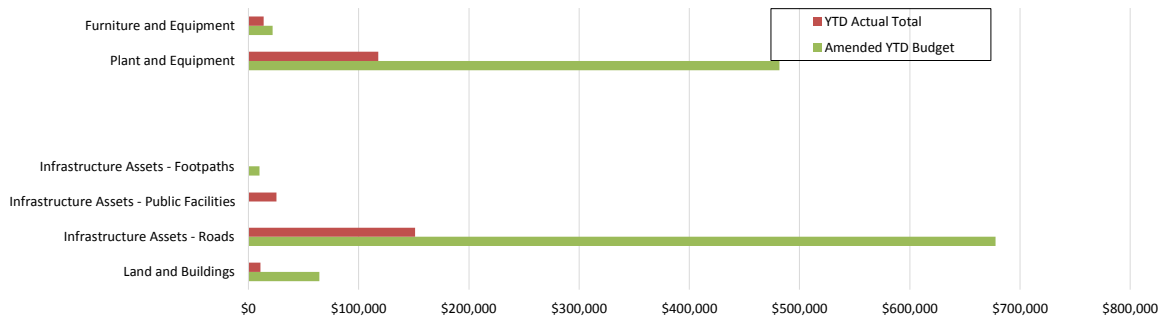
		YTD 30 11 2018					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	10,767	0	10,767	64,200	64,200	(53,433)
Infrastructure Assets - Roads	13		151,307	151,307	677,876	677,876	(526,569)
Infrastructure Assets - Public Facilities	13	25,514	0	25,514	0	0	25,514
Infrastructure Assets - Footpaths	13	181	0	181	10,000	10,000	(9,819)
Plant and Equipment	13	117,633	0	117,633	481,644	481,644	(364,011)
Furniture and Equipment	13	13,878	0	13,878	22,000	22,000	(8,122)
<b>Capital Expenditure Totals</b>		<b>167,973</b>	<b>151,307</b>	<b>319,280</b>	<b>1,255,720</b>	<b>1,255,720</b>	<b>(936,440)</b>

**Funded By:**

Capital Grants and Contributions	252,706	552,461	552,461	299,755
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	79,352	113,729	170,594	(34,377)
<b>Own Source Funding - Cash Backed Reserves</b>				
Leave Reserve			13,500	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0		33,000	
Building Reserve	0			
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>19,375</b>	<b>46,500</b>	<b>(19,375)</b>
<b>Own Source Funding - Operations</b>	<b>(12,778)</b>	<b>570,155</b>	<b>486,165</b>	<b>(582,932)</b>
<b>Capital Funding Total</b>	<b>319,280</b>	<b>1,255,720</b>	<b>1,255,720</b>	<b>(936,440)</b>

Comments and graphs

Capital Expenditure Program YTD



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

**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.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(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 30 November 2018**

**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 30 November 2018**

**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 30 November 2018**

**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 30 November 2018**

**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 30 November 2018**

**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 30 November 2018**

**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.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
For the Period Ended 30 November 2018

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

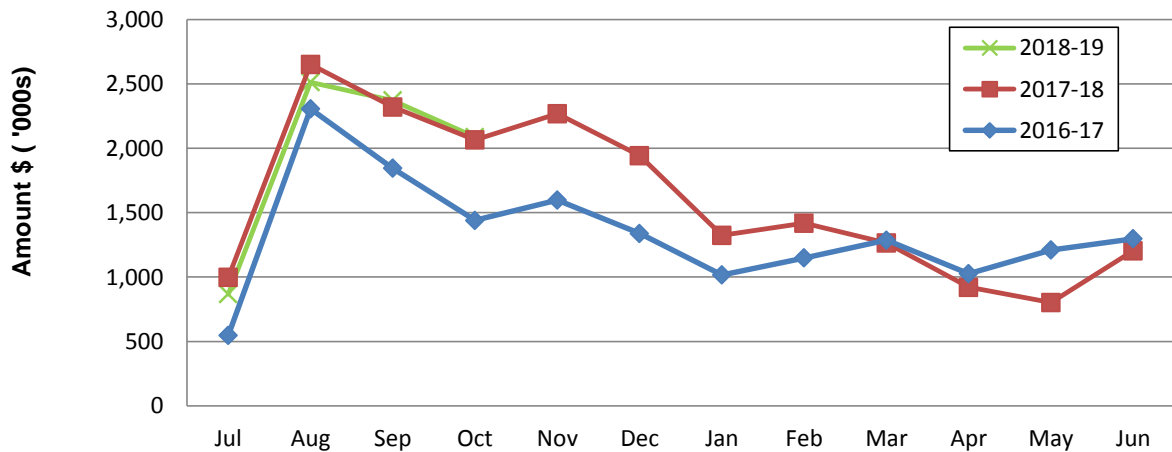
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	7,692	1690.44%	▲	Permanent	Great Southern Regional Business Assc - Refund
General Purpose Funding - Other	(6,429)	(1.64%)			
Law, Order and Public Safety	(1,371)	(2.33%)			
Housing	(3,386)	(5.97%)			
Community Amenities	71,498	92.27%	▲	Timing	Refuse Charges
Recreation and Culture	9,335	68.82%	▲	Permanent	Art Prize Entries, Arty Party ticket sales, Lamb & Lager Ticket Sales
Transport	129,689	48.11%			
Other Property and Services	236	1.69%			
<b>Operating Expense</b>					
<b>Governance</b>	43,755	18.23%	▼		Depreciation not run for 18.19 unitl after Annual Report Finalised
General Purpose Funding	5,996	15.71%	▼	Timing	Depreciation not run for 18.19 unitl after Annual Report Finalised
Law, Order and Public Safety	46,925	38.89%	▼	Timing	Depreciation not run for 18.19 unitl after Annual Report Finalised
Health	995	9.06%	▼		
Education and Welfare	4,899	66.20%	▼	Timing	CDO projects not completed
Housing	31,777	40.40%	▼	Timing	Depreciation not run for 18.19 unitl after Annual Report Finalised, Mainenance costs down.
Community Amenities	34,867	21.84%	▼	Timing	Depreciation not run for 18.19 unitl after Annual Report Finalised
Recreation and Culture	152,640	36.97%	▼	Timing	Depreciation not run for 18.19 unitl after Annual Report Finalised, Mainenance costs down.
Transport	1,619,859	81.69%	▼	Timing	Depreciation not run for 18.19 unitl after Annual Report Finalised
Economic Services	30,388	30.28%	▼	Timing	Depreciation not run for 18.19 unitl after Annual Report Finalised
Other Property and Services	(55,383)	(167.19%)	▲	Timing	Workers Comp still be claimedf from LGIS
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	22,521	9.78%	▲	Timing	
Proceeds from Disposal of Assets	(34,377)	(30.23%)	▼	Timing	Assets not disposed of
<b>Capital Expenses</b>					
Land and Buildings	12,563	53.85%	▼	Timing	CAC Car port not yet done
Infrastructure - Roads	102,353	41.94%	▼	Timing	Road Projects not yet started or completed
Infrastructure - Footpaths	3,984	95.66%	▼	Timing	Footpath projects not started yet
Plant and Equipment	56,492	32.62%	▼	Timing	Skid Steere Loader, Trailer, John Deere Mower still be purchased
Furniture and Equipment	(3,347)	(15.22%)		Timing	
<b>Financing</b>					
Loan Principal	(1,847)	(17.26%)			

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

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)			
		YTD 30 Nov		YTD 29 Nov	
Note		2018	30 June 2018	2017	
		\$	\$	\$	
<b>Current Assets</b>					
	Cash Unrestricted	4	2,269,442	1,296,360	975,440
	Cash Restricted	4	1,804,855	1,804,855	1,274,113
	Receivables - Rates	6	88,606	18,877	73,835
	Receivables -Other	6	6,088	11,566	112,223
	Interest / ATO Receivable/Trust		22,887	25,910	27,693
	Inventories			0	0
			4,191,878	3,157,568	2,463,304
<b>Less: Current Liabilities</b>					
	Payables		(94,419)	(17,216)	(26,842)
	Provisions		(177,221)	(190,853)	(144,743)
			(271,639)	(208,068)	(171,586)
	Less: Cash Reserves	7	(1,804,854)	(1,804,855)	(1,274,113)
<b>Net Current Funding Position</b>			<b>2,115,385</b>	<b>1,144,645</b>	<b>1,017,605</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

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

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	265,994			265,994	ANZ	At Call
Reserve Bank Account	0.00%		4,855		4,855	ANZ	At Call
Trust Bank Account	0.00%			41,017	41,017	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal	2.50%	400,000			400,000	ANZ	09-May-19
Municipal	1.45%	1,602,748			1,602,748	WA Treasury	At Call
Reserve	2.35%		1,800,000		1,800,000	ANZ	18-Jan-19
Trust	2.10%			80,000	80,000	ANZ	18-Jan-19
<b>Total</b>		<b>2,269,441</b>	<b>1,804,855</b>	<b>121,017</b>	<b>4,195,313</b>		

**Comments/Notes - Investments**

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

**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 Permanent Changes Opening surplus adjustment		Opening Surplus	\$	\$	\$	\$
	Changes Due to Timing						
				<b>0</b>	<b>0</b>	<b>0</b>	

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

**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.

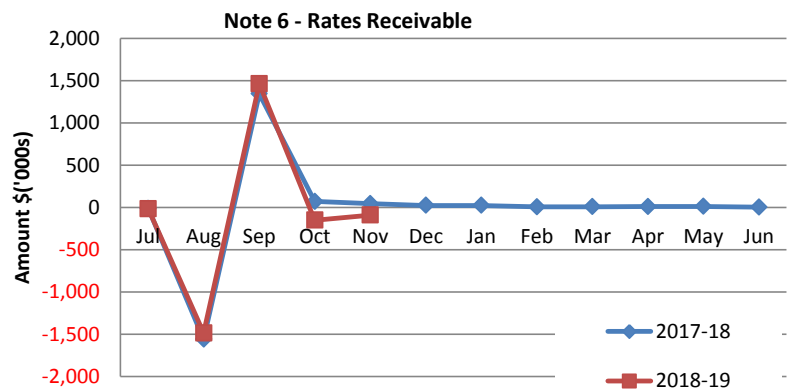
Strategy Ref	Strategy	Action Ref	Action	2016-17 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
Total				-	-	-	-

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

**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

	YTD 30 Nov 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,531,735	1,497,589
Less Collections to date	(1,462,651)	(1,503,610)
Equals Current Outstanding	<b>88,606</b>	<b>19,522</b>
<b>Net Rates Collectable</b>	<b>88,606</b>	<b>19,522</b>
% Collected	94.29%	98.72%



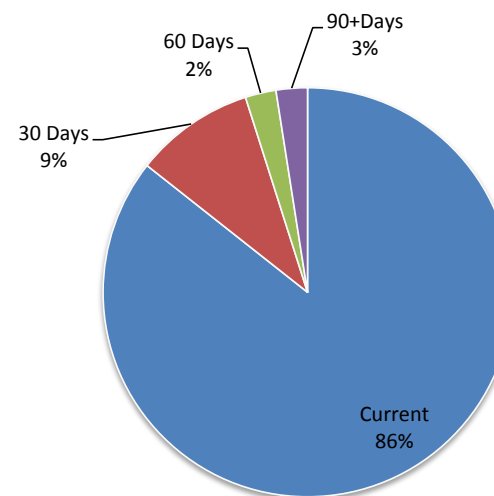
Comments/Notes - Receivables Rates

**Receivables - General**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	5,214	576	148	151
<b>Total Receivables General Outstanding</b>				<b>6,088</b>

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



Comments/Notes - Receivables General

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

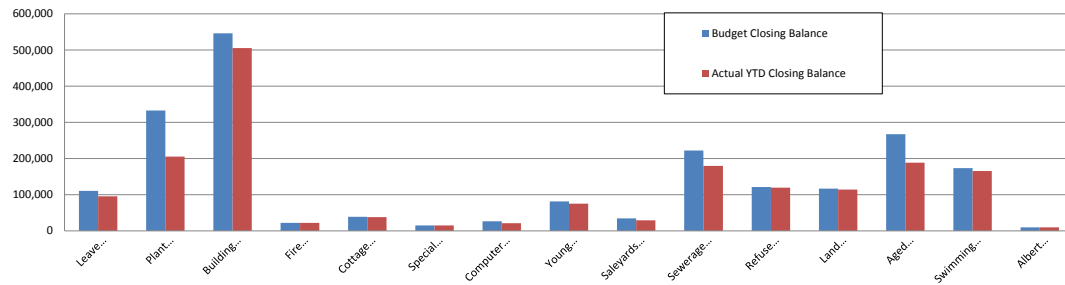
30/11/2018  
1/07/2018

**Note 7: Cash Backed Reserve**

2018-19		Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	95,446	1,586				(13,500)			110,532	95,446
Plant Replacement Reserve	205,371	3,414		123,450					332,235	205,371
Building Reserve	505,100	8,396				(33,000)			546,496	505,100
Fire Fighting Reserve	21,790	365							22,155	21,789
Cottage Homes Reserve	37,844	629							38,473	37,844
Special Events Reserve	14,332	238							14,570	14,332
Computer Reserve	20,549	342		5,000					25,891	20,549
Young Singles Accommodation Reserve	74,705	1,242		5,000					80,947	74,705
Saleyards Reserve	28,493	474		5,000					33,967	28,493
Sewerage Reserve	179,259	2,980		39,343					221,582	179,259
Refuse Reserve	119,384	1,984							121,368	119,384
Land Development Reserve	114,279	1,900							116,179	114,279
Aged Persons Accommodation Reserve	188,416	3,132		75,673					267,221	188,416
Swimming Pool Reserve	165,307	2,748		5,000					173,055	165,307
Albert Facey Homestead Reserve	9,580	159							9,739	9,580
Fuel Facility	25,000	411		25,000					50,411	25,000
	<b>1,804,855</b>	<b>30,000</b>		<b>283,466</b>	<b>0</b>	<b>(46,500)</b>	<b>0</b>		<b>2,164,821</b>	<b>1,804,854</b>

7101	\$95,446	95447.00	1874.14	949	\$925.14	Leave Reserve
7111	\$205,371	205371.00	4599.34	2,329	\$2,270.34	Plant Replacement Reserve
7121	\$505,100	505100.00	11119.99	5,631	\$5,488.99	Building Reserve
7131	\$21,790	21790.00	667.58	246	\$421.58	Fire Fighting Reserve
7141	\$37,844	37844.00	671.56	432	\$239.56	Cottage Homes Reserve
7151	\$14,332	14332.00	321.89	163	\$158.89	Special Events Reserve
7161	\$20,549	20549.00	461.82	234	\$227.82	Computer Reserve
7171	\$74,705	74705.00	1408.18	713	\$695.18	Young Singles Accommodation Reserve
7181	\$28,493	28493.00	302.59	153	\$149.59	Saleyards Reserve
7191	\$179,259	179260.00	3240.50	1,641	\$1,599.50	Sewerage Reserve
6191	\$119,384	119384.00	2681.57	1,358	\$1,323.57	Refuse Reserve
6181	\$114,279	114279.00	2566.97	1,300	\$1,266.97	Land Development Reserve
7211	\$188,416	188416.00	4231.90	2,143	\$2,088.90	Aged Persons Accommodation Reserve
7212	\$165,307	165307.00	3487.83	1,766	\$1,721.83	Swimming Pool Reserve
7213	\$9,580	9580.00	215.21	109	\$106.21	Albert Facey Homestead Reserve
7214	\$25,000	25000.00	0.00			Fuel Facility
	<b>\$1,804,855.00</b>	<b>\$1,804,857.00</b>		19,167	\$18,684.07	
					18684.07	
					\$0.00	

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



1586.49

-1586.49



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

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 11 2018			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
37,970	(3,308)	35,950	1,288	PCEOF Holden Colorado CEO	1,000	1,288	288	GL 109930.70
				PCEOG Holden Colorado CEO	(2,480)	0	2,480	
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	(4,000)			P2495 2007 John Deere Mower	2,600	0	(2,600)	
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	(4,900)			P182 Tincurrin Fire Truck	(44,100)	0	44,100	
						0	0	
<b>231,143</b>	<b>(47,197)</b>	<b>79,352</b>	<b>(14,194)</b>		<b>(24,900)</b>	<b>(14,194)</b>	<b>10,706</b>	

**Comments - Capital Disposal/Replacements**

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

**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 \$
<b>Differential General Rate</b>											
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
<b>Sub-Totals</b>		472	134,550,918	1,449,602	(111)	0	1,449,491	1,449,636	0	0	1,449,636
<b>Minimum Payment</b>	<b>Minimum \$</b>										
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
<b>Sub-Totals</b>		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)				
							(10)				
<b>Amount from General Rates</b>							<b>1,359,636</b>				<b>1,489,290</b>
Specified Area Rates											
<b>Totals</b>							<b>1,359,636</b>				<b>1,489,290</b>

**Comments - Rating Information**

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

**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		9537	23,285	38,435	24,687	1080	2,196	24/06/2020
Loan 102 - WD Sports Club SS Greens	32,961		3010	6,081	29,951	26,880	659	1,258	17/01/2023
	80,933	0	12,547	29,366	68,386	51,567	1,740	3,454	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

**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)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	527,399	0	527,399	0	263,700	263,700
Grants Commission - Roads	WALGGC	Y	235,332	0	235,332	0	117,666	117,666
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	22,337	0	22,337	0	7,703	14,635
				0			0	0
<b>HOUSING</b>								
						0	0	0
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Armistice Day Grant	RSL	Y	3,860	0	3,860		3,860	0
<b>TRANSPORT</b>								
				0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	215,181	0	0	215,181	154,430	60,751
RRG Grants - Capital Projects	Regional Road Group	Y	245,690	0	0	245,690	98,276	147,414
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	0	
<b>EDUCATION</b>								
	RDA movie nights				0			0
<b>TOTALS</b>			<b>1,413,509</b>	<b>0</b>	<b>861,048</b>	<b>552,461</b>	<b>762,848</b>	<b>559,071</b>
Operating	Operating				861,048		506,282	
Non-Operating	Non-operating				552,461		252,706	

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

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 30-Nov-18
	\$	\$	\$	\$
Housing Bonds	0	900	(260)	640
Master Key Deposits	1,200	600	(1,200)	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	1,114	(1,052)	62
Ram Pavillion	0	0	0	0
LCDC Landcare	0	2,193	0	2,193
Cat/Dog Trap Hire	100	100	(100)	100
WDSC Replacement Greens	85,770	7,059	0	92,829
Kidsport	0	0	0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	3,762	-1,143	(1,725)	894
Yealering Bowling Club Greens	23,700	0	0	23,700
Licensing		148,065	(148,065)	0
	<b>114,532</b>	<b>158,888</b>	<b>(152,401)</b>	<b>121,018</b>

Level of Completion Indicators

- 0% ○
- 20% ○
- 40% ○
- 60% ●
- 80% ●
- 100% ●

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

Note 13: CAPITAL ACQUISITIONS

		30/11/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Land for Resale</b>							
○	Land for Resale Total	0	0	0	0	0	
<b>Land &amp; Buildings</b>							
<b>Housing</b>							
●	5 Smith St	LHS11C	(8,200)	0	(9,278)	(9,278)	
	<b>Housing Total</b>		<b>(8,200)</b>	<b>0</b>	<b>(9,278)</b>	<b>(9,278)</b>	<b>0</b>
<b>Community Amenities</b>							
○	CAC new car port	WBC3	(15,000)	(6,250)	0	6,250	carried over from 2017/2018
○	<b>Community Amenities Total</b>		<b>(15,000)</b>	<b>(6,250)</b>	<b>0</b>	<b>6,250</b>	
<b>Transport</b>							
○	Washdown Bay - Depot	LDP1	(41,000)	(17,080)	(1,489)	15,591	
○	<b>Transport Total</b>		<b>(41,000)</b>	<b>(17,080)</b>	<b>(1,489)</b>	<b>15,591</b>	
○	<b>Land and Buildings Total</b>		<b>(64,200)</b>	<b>(23,330)</b>	<b>(10,767)</b>	<b>12,563</b>	<b>0</b>
<b>Footpaths</b>							
<b>Transport</b>							
○	Footpaths Wickepin	LFP1	(10,000)	(4,165)	(78)	4,087	
○	Footpaths Yealering	LFP2	0	0	0	0	
○	Walk Trails	LWW1	0	0	(103)	(103)	
○	<b>Transport Total</b>		<b>(10,000)</b>	<b>(4,165)</b>	<b>(181)</b>	<b>3,984</b>	<b>0</b>
○	<b>Footpaths Total</b>		<b>(10,000)</b>	<b>(4,165)</b>	<b>(181)</b>	<b>3,984</b>	<b>0</b>
<b>Furniture &amp; Equipment</b>							
<b>Recreation And Culture</b>							
●	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	
○	<b>Recreation And Culture Total</b>		<b>(22,000)</b>	<b>(22,000)</b>	<b>(25,347)</b>	<b>(3,347)</b>	<b>0</b>
○	<b>Furniture &amp; Office Equip. Total</b>		<b>(22,000)</b>	<b>(22,000)</b>	<b>(25,347)</b>	<b>(3,347)</b>	<b>0</b>
<b>Plant, Equip. &amp; Vehicles</b>							
<b>Governance</b>							
○	Holden Colorado CEO	1064	(70,364)	(37,000)	(37,586)	(586)	0
○	<b>Governance Total</b>		<b>(70,364)</b>	<b>(37,000)</b>	<b>(37,586)</b>	<b>(586)</b>	<b>0</b>
<b>Transport</b>							
○	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)	0	25,208	
●	P706 - 2014 Holden Colorado Single Cab Utility 4X4	6034	(43,015)	(7,169)	(30,675)	(23,506)	
●	PFACEY - 2014 - Facey Group Colorado Crew Utility 4x4	6034	(66,015)	(11,003)	(48,407)	(37,405)	0
○	<b>Transport Total</b>		<b>(326,780)</b>	<b>(136,160)</b>	<b>(79,082)</b>	<b>29,818</b>	<b>0</b>
○	<b>Plant, Equip. &amp; Vehicles Total</b>		<b>(397,144)</b>	<b>(173,160)</b>	<b>(116,668)</b>	<b>29,232</b>	<b>0</b>
<b>Infrastructure Other</b>							
<b>Recreation and Culture</b>							
○	Wickepin Cemetery Upgrade	WCU1	(4,000)	(1,665)	0	1,665	
○	Harrismith Cemetery Upgrade	HCU1	(15,000)	(6,250)	(11,003)	(4,753)	

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

Note 13: CAPITAL ACQUISITIONS

		30/11/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○ War Memorial	CWWM1	(5,000)	(2,080)	(965)	1,115		carried over from 2017/2018
○ Wickepin Oval - Lights	WKLI	(20,000)	(8,330)	0	8,330		
○ Street Bins	3854	(7,000)	0	0	0		
● Boundary Signs	WBS1	(23,500)	(9,790)	(8,900)	890		
○ Benches	4584	(7,000)	(2,915)	0	2,915		
○ Town Information Board Upgrade	7124	(3,000)	(1,250)	0	1,250		
<b>Recreation And Culture Total</b>		<b>(84,500)</b>	<b>(32,280)</b>	<b>(20,868)</b>	<b>11,412</b>	<b>0</b>	
<b>Community Amenity</b>							
○ Effluent Drainage Scheme	LED1	0	0	(3,762)	(3,762)	0	
<b>Community Amenity Total</b>		<b>0</b>	<b>0</b>	<b>(3,762)</b>	<b>(3,762)</b>	<b>0</b>	
<b>Public Facilities Total</b>		<b>(84,500)</b>	<b>(32,280)</b>	<b>(24,630)</b>	<b>7,650</b>	<b>0</b>	
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
○ Wickepin Corrigin Road	RG001	(80,925)	(33,715)	(1,125)	32,590	0	
○ Wickepin Harrismith Road	RG002	(130,000)	(54,165)	(850)	53,315	0	
○ Pingelly Wickepin Road	RG003	(157,610)	(65,670)	(106,627)	(40,957)	0	
<b>Regional Road Group Total</b>		<b>(368,535)</b>	<b>(153,550)</b>	<b>(108,602)</b>	<b>44,948</b>	<b>0</b>	
<b>Transport Roads to Recovery</b>							
○ Wickepin North Rd	R2R015	(134,190)	(13,830)	(10,995)	2,835	0	
○ Inkiepinkie Road	R2R160	(33,194)	(17,715)	(5,004)	12,711	0	
○ 86 Gate Road	R2R013	(42,518)	(17,515)	(706)	16,809	0	
○ Kirk Rock Road	R2R014	(42,039)	(17,515)	(706)	16,809	0	
<b>Roads to Recovery Total</b>		<b>(251,941)</b>	<b>(66,575)</b>	<b>(17,410)</b>	<b>49,165</b>	<b>0</b>	
<b>Council Resources Construction</b>							
○ Drainage and Headwalls	CODAH	(57,400)	(23,915)	(15,675)	8,240	0	
<b>Council Resources Construction Total</b>		<b>(57,400)</b>	<b>(23,915)</b>	<b>(15,675)</b>	<b>8,240</b>	<b>0</b>	
<b>Roads Total</b>		<b>(677,876)</b>	<b>(244,040)</b>	<b>(141,687)</b>	<b>102,353</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>(1,255,720)</b>	<b>(498,975)</b>	<b>(319,280)</b>	<b>152,436</b>	<b>0</b>	

## Governance, Audit and Community Services

**10.2.03 – Community Development Officer's Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Lee Parker – Community Development Officer
<b>File Reference:</b>	CM.PLA.404
<b>Author:</b>	Lee Parker – Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	5 December 2018

<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>(i) Budget discussions.</li> <li>(ii) Exteria Landmark have been provided with images for the new pictorial strut bins</li> <li>(iii) Waiting for delivery notification of boundary statement signs</li> </ul> <p><b>War Memorial</b></p> <ul style="list-style-type: none"> <li>a) Quotes sought for War Memorial extension: wandoo posts and corten-type steel wraparound and plaques</li> <li>b) Wandoo posts and plaques ordered</li> <li>c) Names for the final instalment are being revised</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Information sent to community on events and grant opportunities</li> </ul> <p><b>Forward Focus for 2019</b></p> <ul style="list-style-type: none"> <li>• Planning for the playground and park around the Facey Homestead</li> <li>• Planning and implantation of Yealering Foreshore concept plan</li> </ul>
<b>Economic Development</b>	<p><b>Harrismith Cemetery</b></p> <ul style="list-style-type: none"> <li>• The Niche Wall has been refurbished and rendered. The ashes have been interred and plaques replaced. Families who are having their old plaques remade to match with the existing style will have their loved-ones ashes interred once the new plaques arrive. The Wall of Honour commemorative inscriptions will be re-attached early next year.</li> <li>• Crushed limestone has been ordered for the groundwork</li> </ul> <p><b>Wickepin Cemetery</b></p> <p>Extensions to the existing memorial ash system have been ordered</p>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>(1) Shire of Wickepin brochures have been ordered for reprint. New images and modifications have been made.</li> <li>(2) Tourism map pads have been re-ordered. Adjustments have been made correcting small errors on the first print run. These have been well received by the public since their inception.</li> </ul>
<b>Sport and Recreation</b>	<ul style="list-style-type: none"> <li>(a) Discussions and planning with the Narrogin co-ordinator of the Upper Great Southern Building Sustainable Clubs Program</li> <li>(b) Support to Department of Local Government, Sport and Cultural Industries</li> <li>(c) Information forwarded to clubs re grant opportunities</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>(a) Attended a Parks &amp; Leisure workshop exploring new playgrounds and equipment</li> <li>(b) Staff support as needed</li> <li>(c) Responded to queries from CDO Network</li> <li>(d) Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken</li> </ul>

**Statutory Environment:**

Local Government Act 1995.



**Policy Implications:**

Not applicable.

**Financial Implications:**

Not applicable.

**Strategic Implications:****a) To Develop and Maintain Quality Services and Infrastructure:**

A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.

**b) To Ensure the Protection and Improvement of the Environment:**

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

**c) To Promote the Development of a Viable and Diversified Local Economy:**

A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

**d) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:**

A healthy, strong and connected community that is actively engaged and involved.

**e) To Provide Efficient, Effective and Accountable Governance:**

Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.

**f) To Promote the Shire as a Focal Point in the Development of the Greater Region:**

A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

**Recommendation:**

That council notes the report from the Community Development Officer dated 5 December 2018.

**Voting Requirements:**

Simple majority.

Governance, Audit and Community Services

## 10.2.04 – Council and Committee Meetings 2019

Submission To:	Ordinary Council
Location / Address:	Wogolin Road Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.244
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2018

### Enclosure/Attachments:

Nil.

### Summary:

Council is being requested to adopt the proposed 2019 meeting dates.

### Background

The Local Government Act 1995 states “at least once a year a Local Government is to give public notice of the dates on which time and place at which ordinary and committee meetings are to be held”.

### Comments:

Following is the proposed meeting dates for 2019:

#### Council Meetings

	Day	Date	Time
Council	Wednesday	February 20, 2019	3.30pm
Council	Wednesday	March 20, 2019	3.30pm
Council	Wednesday	April 17, 2019	3.30pm
Council	Wednesday	May 15, 2019	3.30pm
Council	Wednesday	June 19, 2019	3.30pm
Council	Wednesday	July 17, 2019	3.30pm
Council	Wednesday	August 21, 2019	3.30pm
Council	Wednesday	September 18, 2019	3.30pm
Council	Wednesday	October 16, 2019	3.30pm
Council	Wednesday	November 20, 2019	3.30pm
Council	Wednesday	December 18, 2019	3.30pm

#### Governance Audit & Community Services Committee (same day as Council)

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

Townscape and Cultural Planning Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Townscape	Wednesday	March 13, 2019	9.30am
Townscape	Wednesday	June 12, 2019	9.30am
Townscape	Wednesday	September 11, 2019	9.30am
Townscape	Wednesday	November 13, 2019	9.30am

Lifestyle Retirement Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 13, 2019	3.00pm
Lifestyle Retirement	Wednesday	May 8, 2019	3.00pm
Lifestyle Retirement	Wednesday	August 14, 2019	3.00pm
Lifestyle Retirement	Wednesday	November 13, 2019	3.00pm

Albert Facey Homestead Committee (four times a year first Monday)

Committee	Day	Date	Time
Albert Facey Homestead	Monday	February 4, 2019	2.00pm
Albert Facey Homestead	Monday	May 6, 2019	2.00pm
Albert Facey Homestead	Monday	August 5, 2019	2.00pm
Albert Facey Homestead	Monday	November 4, 2019	2.00pm

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 16, 2019	12.00pm
Australia Day	Wednesday	December 18, 2019	12.00pm

**Statutory Environment:**

Local Government (Administration) Regulations 1996

**12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

## Local Government Act 1995

**Division 2 — Council meetings, committees and their meetings and electors' meetings****Subdivision 1 — Council meetings****5.3. Ordinary and special council meetings**

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

**5.4. Calling council meetings**

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

- (i) the mayor or president; or
  - (ii) at least  $\frac{1}{3}$  of the councillors,
- in a notice to the CEO setting out the date and purpose of the proposed meeting; or
  - (b) if so decided by the council.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Recommendations:**

That council adopts the following meeting dates for 2019:

[Council Meetings](#)

	Day	Date	Time
Council	Wednesday	February 20, 2019	3.30pm
Council	Wednesday	March 20, 2019	3.30pm
Council	Wednesday	April 17, 2019	3.30pm
Council	Wednesday	May 15, 2019	3.30pm
Council	Wednesday	June 19, 2019	3.30pm
Council	Wednesday	July 17, 2019	3.30pm
Council	Wednesday	August 21, 2019	3.30pm
Council	Wednesday	September 18, 2019	3.30pm
Council	Wednesday	October 16, 2019	3.30pm
Council	Wednesday	November 20, 2019	3.30pm
Council	Wednesday	December 18, 2019	3.30pm

Governance Audit & Community Services Committee (same day as Council)

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

Townscape and Cultural Planning Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Townscape	Wednesday	March 13, 2019	9.30am
Townscape	Wednesday	June 12, 2019	9.30am
Townscape	Wednesday	September 11, 2019	9.30am
Townscape	Wednesday	November 13, 2019	9.30am

Lifestyle Retirement Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 13, 2019	3.00pm
Lifestyle Retirement	Wednesday	May 8, 2019	3.00pm
Lifestyle Retirement	Wednesday	August 14, 2019	3.00pm
Lifestyle Retirement	Wednesday	November 13, 2019	3.00pm

Albert Facey Homestead Committee (four times a year first Monday)

Committee	Day	Date	Time
Albert Facey Homestead	Monday	February 4, 2019	2.00pm
Albert Facey Homestead	Monday	May 6, 2019	2.00pm
Albert Facey Homestead	Monday	August 5, 2019	2.00pm
Albert Facey Homestead	Monday	November 4, 2019	2.00pm

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 16, 2019	12.00pm
Australia Day	Wednesday	December 18, 2019	12.00pm

**Voting Requirements:**

Simple majority.

Governance, Audit and Community Services

10.2.05 – Bee Hive Lot 6 33 Henry Street

Submission To:	Ordinary Council
Location / Address:	Lot 6, 33 Henry Street
Name of Applicant:	Rex and Dale Bergin
File Reference:	A5214
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2018

**Enclosure/Attachments:**

Nil.

**Summary:**

Council is being requested to approve one bee hive to be located at Lot 6, 33 Henry Street Wickepin WA 6370.

**Background**

Council has received a request from the owners of Lot 6, 33 Henry Street to keep a beehive on their premises behind the house.

A5214 Lot 6, 33 Henry Street is shown on the following map bordered in red.



**Comments:**

Councils Health Local Law 2000 states the following in relation to Bee Hives and the keeping of Bees.

*Division 7 - Bee keeping***Interpretation**

6.7.1 In this Division, unless the context otherwise requires - "**bees**" means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee.

**Restrictions on keeping of Bees in Hives**

- 6.7.2 (1) A person shall not keep or permit the keeping of bees anywhere within the district unless approval to do so has been given by the Council
- (2) If, in the opinion of an Environmental Health Officer, the approved bee hives are causing a nuisance, the Council may direct any bees or approved bee hives to be removed.
- (3) A person shall comply with a direction within the time specified.

In order to maintain high biosecurity standards, beehives need to be registered with the Department of Primary Industries and Regional Development. It is a legal requirement to register bee hives with the Department of Primary Industries and Regional Development who issue certificates along with a unique brand identifier for the bee hives.

The only European honey bee available in Western Australia is *Apis mellifera* (European honey bee).

The applicant states in their application for the bee hive that they have spoken with their neighbours and he has no objection to a bee hive on Lot 6, 33 Henry Street Wickepin.

**Statutory Environment:**

Local Government Act 1995  
Shire of Wickepin Health Local Law 2000

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Recommendations:**

1. That council gives approval to Rex and Dale Bergin to keep one bee hive at rear of their property being Lot 6, 33 Henry Street Wickepin WA 6370.
2. That the Approval be subject to all regulatory approvals being in place prior to the installation of any bee hives.

**Voting Requirements:**

Simple majority.

Governance, Audit and Community Services

### 10.2.06 – Xmas Lights Wickepin Main Street

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	RD.SM.2626
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2018

#### Enclosure/Attachments:

Nil

#### Summary:

Council is being requested to purchase \$400 of Xmas solar Street lights for placement in the Main Street of Wickepin.

#### Background

At the last forum session held Wednesday 19 November 2018 discussions were held on the provision of Christmas lights for the main street of Wickepin. The CEO was requested to cost the lights and work out a placement for the lights in the Wickepin main street.

#### Comments:

The Manager of Works has found suitable solar powered lights at a cost of \$400 hundred dollars for ten sets that would be able to be placed at the following locations.

1. Tree in footpath – Post Office
2. Tree at Albert Facey House
3. Trees at the front of Administration centre.

Following is a map showing the locations.





**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

\$400 for cost of ten sets solar powered Xmas lights.

**Strategic Implications:**

Nil

**Recommendations:**

That the CEO purchase ten sets of solar Christmas lights to be placed in the following locations:

1. Tree in footpath – Post Office
2. Tree at Albert Facey House
3. Trees at the front of Administration Centre.

**Voting Requirements:**

Simple majority

Governance, Audit and Community Services

## 10.2.07 – Wheatbelt South Aged Housing Alliance Meeting Recommendations

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Wheatbelt South Aged Housing Alliance Working Group
<b>File Reference:</b>	LP.MEE.1714
<b>Author:</b>	Rebecca Pauley, Executive Services Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

### Enclosure/Attachments:

Nil.

### Summary:

Wheatbelt South Aged Housing Alliance Working Group meeting was held on Monday 3 December 2018.

### Background

A Wheatbelt South Aged Housing Alliance Working Group meeting was held on Monday 3 December 2018.

### Comments:

Wheatbelt South Aged Housing Alliance Working Group meeting was held on Monday 3 December 2018 and passed the following recommendations:

#### Moved M Dohnt/ Seconded G Sherry

Tammy King to ascertain the costings of two options.  
 Option 1: A total of 14 units. Wickepin 4, Kondinin 4, Cuballing 4 and Corrigin 2.  
 Option 2: A total of 10 units. Wickepin 4, Kondinin 2, Cuballing 2 and Corrigin 2.

Carried 5/0

### Statutory Environment:

Nil.

### Policy Implications:

Not applicable.

### Financial Implications:

Nil.

### Strategic Implications:

Nil.

### Recommendations:

That council pass the following recommendation:

Tammy King to ascertain the costings of two options.

Option 1: A total of 14 units. Wickepin 4, Kondinin 4, Cuballing 4 and Corrigin 2.

Option 2: A total of 10 units. Wickepin 4, Kondinin 2, Cuballing 2 and Corrigin 2.

#### **Voting Requirements:**

Simply majority.

Governance, Audit and Community Services

## 10.2.08 – WA Kaolin Pty Ltd – Extension to Planning Approval

Submission To:	Ordinary Council
Location / Address:	Lot 14431 Sparks Road, Wickepin
Name of Applicant:	WA Kaolin Holdings Pty Ltd
File Reference:	ED.LIA.805, DAP/14/000685
Author:	Azhar Awang, Executive Manager Development and Regulatory Services
Disclosure of any Interest:	Nil
Date of Report:	6 December 2018

### Enclosure/Attachments:

Attachment 1 - DAP R&R Report

Attachment 2 - Council Minutes 19 October 2016

### Summary:

Council's consideration is requested in regards to the planning approval granted to WA Kaolin Holdings Pty Ltd on 19 October 2016 for the Kaolin mine and de-gritting plant on Lot 14431 (DP 1555015) and a processing plant and storage facility for a further two (2) years extension.

### Background

Council at its ordinary meeting held on 19 October 2016 considered the extension for the Planning Approval granted on 23 January 2015 by the Mid-West/Wheatbelt Joint Development Assessment Panel (Attachment 2), whereby council resolved as follows:

*That Council advises the Wheatbelt Joint Development Assessment Panel that it agrees to an extension of time to 23 January 2019 for the following decisions of the Wheatbelt Joint Development Assessment Panel meeting number WJDAP/5*

*DAP Application reference DAP/14/000685 and accompanying plans date stamped received 20 August 2014 for development of:*

- (iv) A kaolin mine and de-gritting plant on Lot 14431 (DP 1555015); and*
- (v) A processing plant and storage facility but excluding evaporation ponds on Lot 8798 (P 132472) and Lot 1 (D 92042);*

*In accordance with the Shire of Wickepin Local Planning Scheme No. 4, subject to the following conditions:*

### Conditions

- 1. Prior to application for a building permit a landscaping/revegetation plan for each site is to be submitted to and approved by the Shire; the landscaping plan is to be implemented and the landscaping maintained throughout the life of the development to the satisfaction of the Shire.*
- 2. Prior to application for a building permit the applicant is to submit the following for the approval of the Shire:*
  - d) an environmental management plan for the development to the satisfaction of the Shire; and*
  - e) A site Rehabilitation Plan for the subject sites to the satisfaction of the Shire.*

3. *Access crossovers onto dedicated roads shall be located, designed, constructed, and maintained to the satisfaction of the Shire. Details of the access crossovers shall be submitted to the Shire for assessment and approval prior to application for a Building Permit.*
4. *All outdoor lighting is to be confined at all times to the land in accordance with the requirements of Australian Standard AS 4282—1997, Control of the obtrusive effects of outdoor lighting.*
5. *Storage of chemicals and liquids shall be within Bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.*
6. *A detailed Dust Management Plan shall be submitted to and approved by the Shire, prior to any works commencing on-site and compliance with the plan must be achieved at all times.*

### **Advice Notes**

1. *This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.*
2. *This Approval relates to the details provided in the application; a new application for Planning Approval must be submitted to the Shire to undertake the development in a different manner to that stated in the application.*
3. *The applicant is reminded of the requirements to comply at all times with the Environmental Protection (Noise) Regulations 1997.*
4. *This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the Shire, or with any requirements of the Shire's Local Planning Scheme No. 4. A building permit is required prior to the commencement of any works associated with the development.*
5. *The Shire should be consulted if there are any questions relating to the requirements of this approval, or the planning controls applicable to the land and/or location.*
6. *The development is to comply with the requirements of the National Construction Code. In this regard, it is recommended the applicant consult the Shire's Building Surveyor prior to the commencement of working drawings.*
7. *The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, and Dangerous Goods Safety Act 2004 and Regulations.*

On 29 November 2018, council received an application from the applicant seeking a further two years extension to the previous planning approval which will expire on 23 January 2019. In support of the extension to the planning approval, the applicant has provided the following works progress on the development:

- The pilot plant work carried out at the Rockingham site has been a success and the applicant has design parameters for expansion on the block 7495 at 420 Sparks Road, East Wickepin.
- The applicant is striving towards construction during 2019 and has already engaged a design company Dale Design Services to assist with the building design and building permit application to suit design.
- The products are well received internationally and repeat shipments and offtakes are growing and more confident of raising the necessary capital to fund the expansion and have engaged a reputable capital

consulting company, referred by WA Government. The request for the planning approval is for a further two years to January 2021.

### Comments:

The matter had been previously considered by council and the Mid-West/Wheatbelt Joint Development Assessment Panel and the applicant is requesting for a further two (2) years extension to the current planning approval which expires on 23 January 2019.

The Advice Notes 1 of the Planning Approval states as follow:

*This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.*

In support to Advice Note 1 above, the applicant in its submission stated that their pilot plant in Rockingham has proven to be successful and that they have engaged Dale Design Services design company to assist with the building design. Furthermore, due to the products being well received internationally, the applicant has engaged a reputable capital consulting company to raise capital funds for the project.

Condition 1 and 2 of the planning approval requires a landscaping/revegetation plan, an environmental management plan and a site Rehabilitation Plan or the subject site to be submitted to the shire for approval prior to the application for a building permit. At this point in time no Management Plan has been submitted to the shire for its further approval.

On this basis it is recommended that Conditions 1 and 2 of the Planning Approval are to be submitted for the shire's approval prior to the application for a building permit. The further two years extension will be sufficient to allow the applicant to submit the landscaping/revegetation plan, an environmental management plan and a site Rehabilitation Plan to the shire. In the event that these plans are not submitted council may need to reconsider future extension to the Planning Approval.

### Statutory Environment:

*Planning and Development (Local Planning Schemes) Regulations 2015 - Deemed provisions for local planning schemes*

Shire of Wickepin Local Planning Scheme No. 4

Clause 71

#### **71. Commencement of development under development approval**

*If development approval is granted under clause 68 —*

- (a) *the development must be substantially commenced —*
  - (i) *if no period is specified in the approval — within the period of 2 years commencing on the date on which the determination is made; or*
  - (ii) *if a period is specified in the approval — within that period; or*
  - (iii) *in either case — within a longer period approved by the local government on an application made under clause 77(1)(a); and*
- (b) *the approval lapses if the development has not substantially commenced within the period determined under paragraph (a).*

Clause 77(1)(a)

**77. Amending or cancelling development approval**

- (1) An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following –
- (a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;

*Planning and Development (Development Assessment Panels) Regulations 2011***17A Amendment or cancellation of development approval by responsible authority**

- (3) An owner of land in respect of which a development approval has been granted by a DAP pursuant to a DAP application may apply, under the relevant planning instrument, for the responsible authority under that instrument to amend or cancel the development approval (an application)
- (4) For the purposes of subregulation (1), the provisions of the Act, the Planning and Development (Local Planning Schemes) Regulations 2015, the Planning and Development Regulations 2009 and the relevant planning instrument apply to the making and determination of, and the review of a decision on, an application as if the development approval –
- (d) had not been granted pursuant to a DAP application; and
- (e) had been granted by the responsible authority.
- (5) As soon as practicable after an application is determined, the responsible authority must give the administrative officer of the DAP that granted the development approval written notification of the determination which must include the following –
- (e) The date of the determination;
- (f) The determination;
- (g) The term of any condition to which the approval of the application is subject;
- (h) Reasons for any refusal of the application.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Goal 6: New Businesses are attracted and existing businesses grow  
6.8 Continue our close links to the Kaoline mine

**Recommendations:**

That council in respect of the proposed Kaolin Processing Plant, Product Storage facility and De-gritting Plant excluding the evaporative ponds at Lot 14431 (DP 155015) Sparks Road, Lot 8798 (P132472) and Lot 1 (D92042) Line Road, East Wickepin, advises the Mid-West/Wheatbelt Joint Development Assessment Panel that it supports a further two (2) years extension of time for the Planning Approval to 23 January 2021 for the DAP Application reference DAP/14/000685 (meeting number WJDAP/5) and accompanying plans date stamped

received 20 August 2014, in accordance with the Shire of Wickepin Local Planning Scheme No.4, subject to the following conditions:

1. Prior to application for a building permit a landscaping/revegetation plan for each site is to be submitted to and approved by the Shire; the landscaping plan is to be implemented and the landscaping maintained throughout the life of the development to the satisfaction of the Shire.
2. Prior to application for a building permit the applicant is to submit the following for the approval of the Shire:
  - a) an environmental management plan for the development to the satisfaction of the Shire; and
  - b) A site Rehabilitation Plan for the subject sites to the satisfaction of the Shire.
3. Access crossovers onto dedicated roads shall be located, designed, constructed, and maintained to the satisfaction of the Shire. Details of the access crossovers shall be submitted to the Shire for assessment and approval prior to application for a Building Permit.
4. All outdoor lighting is to be confined at all times to the land in accordance with the requirements of Australian Standard AS 4282—1997, Control of the obtrusive effects of outdoor lighting.
5. Storage of chemicals and liquids shall be within Bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.
6. A detailed Dust Management Plan shall be submitted to and approved by the Shire, prior to any works commencing on-site and compliance with the plan must be achieved at all times.

#### Advice Notes

1. This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.
2. This Approval relates to the details provided in the application; a new application for Planning Approval must be submitted to the Shire to undertake the development in a different manner to that stated in the application.
3. The applicant is reminded of the requirements to comply at all times with the Environmental Protection (Noise) Regulations 1997.
4. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the Shire, or with any requirements of the Shire's Local Planning Scheme No. 4. A building permit is required prior to the commencement of any works associated with the development.
5. The Shire should be consulted if there are any questions relating to the requirements of this approval, or the planning controls applicable to the land and/or location.
6. The development is to comply with the requirements of the National Construction Code. In this regard, it is recommended the applicant consult the Shire's Building Surveyor prior to the commencement of working drawings.
7. The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, and Dangerous Goods Safety Act 2004 and Regulations.



8. In regards to conditions 1 and 2 above, these documents are to be submitted to the Shire before the end of the planning approval extension period and any further extension will require further consideration by the Shire in fulfilling these conditions prior to the submission of the Building permit.

**Voting Requirements:**

Simple majority.

## Governance, Audit and Community Services

**10.2.09 – 2017/2018 Annual Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	FM.FR.1211
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 December 2018

**Enclosure/Attachments:**

- Annual Audit Report for the year ended 30 June 2018
- Butler Settineri Management Report for the year ended 30 June 2018

**Summary:**

Council is being requested to adopt the

1. Annual Audit and Management Reports provided by council's auditors Butler Settineri, for the year ended 30 June 2018.
2. The 2017/2018 Annual Report.

Set the date for the annual electors meeting and Farmers Forum for Wednesday 7 February 2019 at 6.30pm.

**Background**

The Annual Report along with the auditor's report for 2017/2018 is required to be adopted by council prior to advertising a date for the annual meeting of electors.

The Governance, Audit and Community Services committee adopted the Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2018 on 19 December 2018.

**Comments:**

The Shire of Wickepin has received the audit report from Butler Settineri and it was adopted at the Governance, Audit and Community Services committee on 19 December 2018.

Mr Marius van der Merwe Auditor Butler Settineri was in attendance at the Governance, Audit and Community Services committee held on 19 December 2018 when the Annual Audit and Management Reports for 2017/2018 were adopted.

The 2017/2018 Annual Report includes the annual financial statements, shire president's report, chief executive officer's report, community development officer's report, and auditors report, as well as other general information about council.

A copy of the 2017/2018 Annual Report will be forwarded to the Department of Local Government as per the Local Government Financial Regulations.

The management report noted no significant matters that should be raised or brought to council's attention.

Council needs to set the date for the annual electors meeting and farmer's forum. A general electors meeting is to be held on a day selected by the local government but cannot be more than 56 days after the local government accepts the annual report for the previous financial year.

If council accepts and adopts the annual report on 19 December 2018 the 56<sup>th</sup> day will be 13 February 2019 which is 7 days prior to council's normal meeting date being 20 February 2018. Council needs to hold the annual electors meeting forum on a date between 19 December 2018 and 13 February 2019 to comply with the 56 day requirement.

### Statutory Environment:

Local Government (Financial Management) Regulations 1996

Part 4

Financial reports — s. 6.4

(2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

*Local Government Act 1995*

#### 5.27. *Electors' general meetings*

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

#### 5.54. *Acceptance of annual reports*

- 1 (1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

- 2 (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

*[Section 5.54 amended by No. 49 of 2004 s. 49.]*

#### 5.55. *Notice of annual reports*

- 3 *The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

#### 5.53. *Annual reports*

- (1) *The local government is to prepare an annual report for each financial year.*
  - (2) *The annual report is to contain —*
    - (a) *a report from the mayor or president;*
    - (b) *a report from the CEO;*
- [(c), (d) deleted]*

- (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;*
- (f) *the financial report for the financial year;*
- (g) *such information as may be prescribed in relation to the payments made to employees;*
- (h) *the auditor's report for the financial year;*
- (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;*
- (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
  - (i) *the number of complaints recorded in the register of complaints;*
  - (ii) *how the recorded complaints were dealt with; and*
  - (iii) *any other details that the regulations may require; and*
  - (iv) *such other information as may be prescribed.*

*[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]*

#### *Local Government Administration (Regulations) 1996*

### **Part 3 — Electors' meetings**

#### **15. Matters to be discussed at general meeting (Act s. 5.27(3))**

*For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.*

#### **16. Request for special meeting, form of (Act s. 5.28(2))**

*A request for a special meeting of the electors of a district is to be in the form of Form 1.*

#### **17. Voting at meeting (Act s. 5.31)**

- (1) *Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.*
- (2) *All decisions at a general or special meeting of electors are to be made by a simple majority of votes.*
- (3) *Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.*

#### **18. Procedure at meeting (Act s. 5.31)**

*Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.*

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

#### **51. Annual financial report to be signed etc. by CEO and given to Department**

- (1) *After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.*
- (2) *A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.*

*[Regulation 51 amended in Gazette 18 Jun 1999 p. 2639; 20 Jun 2008 p. 2726.]*

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Recommendations:**

1. That council adopts the Annual Audit and Management Reports provided by council's auditors Butler Settineri, for the year ended 30 June 2018.
2. That the Shire of Wickepin 2017/2018 Annual Report be received and adopted.
3. That the annual Elector's meeting and Farmers Forum be held on Wednesday 7 February 2019 at 6.30pm.

**Voting Requirements:**

Absolute majority.

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Council

## 11. President's Report

Presidents Report December 2018

Welcome to our administration staff Rebecca Pauley, who has commenced duties as our ESO. We hope you enjoy your role amongst the team.

Monday 4 December 2018 saw the meeting of the Wheatbelt South Aged Housing Alliance at Wickepin where we discussed the necessity to re-do the business case for application for State Government funding. The number of shires involved has decreased to 4 (Kondinin, Corrigin, Cuballing and Wickepin) with the number of units decreased to between 10 – 14. This application will be submitted 14 December 2018. We will again cross our fingers and toes that we are successful in this submission and that we will be able to progress with building the proposed aged care facilities as planned.

Friday 30 November 2018 saw the annual Wickepin Shire sponsored event, the Senior Citizen's Christmas lunch, which was held at the Community Centre. A good number attended where the senior citizens celebrated and enjoyed a hot roast Christmas lunch, activities and entertainment together. Many thanks to the volunteer team of ladies who put aside their time to make the day a wonderful one for the older residents of our shire.

On behalf of council on Monday 10 December 2018 I attended the Wickepin Primary School end of year presentations. Thank you to Councillor Allan who was our Council Representative at the Yealering Primary School end of year presentations on Tuesday 11 December. Congratulations to all of the award recipients, the school staff and students on a wonderful year's work.

Friday 14 December 2018 was the annual year end celebration with shire staff, a great evening for all to reflect on the past year's achievements and look forward to the challenges of the year to come.

A big thank you to all staff and fellow councillors for everyone's efforts throughout the year and I wish everyone a very Merry Christmas and a safe and happy New Year.



Council

**12. Chief Executive Officer's Report**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Chief Executive Officer – Mark J Hook
<b>File Reference:</b>	CM.REP.2
<b>Author:</b>	Chief Executive Officer – Mark J Hook
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 December 2018

**WSAHA**

The CEO has contacted Eugenie Stockmann Chief Executive Officer of Co-operation Housing and a date will be made for them to come and talk to council, WSAHA and the Lifestyle Committee early in the new year.

Tammy King Principal Grants Consultant, Grants Empire has nearly finished the rewrite of the business case which will be submitted by the due date 14 December 2018.

The business case has been written for 14 units, the total project cost is \$5,098,300. Based on the 65/35 split, \$3.36million will be sought through the Business Case and the shire's commitments are as follows:

	<b>cash</b>	<b>In-kind</b>
Wickepin	\$ 312,550	\$ 182,000
Kondinin	\$ 311,050	\$ 182,000
Corrigin	\$ 158,650	\$ 99,000
Cuballing	\$ 311,050	\$ 182,000
	<b>\$ 1,093,300</b>	<b>\$ 645,000</b>

The CEO has attached the following letter of support to the WSAHA Aged Housing application under the Regional Aged Accommodation Program.

*Please accept this letter as evidence of Contribution for the Wheatbelt South Aged housing Alliance Aged Housing Application under the Regional Aged Accommodation Program. I am authorised to commit the Shire of Wickepin as described below. The Shire of Wickepin will contribute cash to the project in the following instalments:*

- 2019/20            \$312,550

*The Shire of Wickepin will contribute \$182,000 in-kind in the form of*

- *contribution of staff time,*
- *use of shire equipment,*
- *Land Costs*
- *Materials for house pads driveways etc*

*The value of this in-kind contribution has been calculated as follows:*

- (1) *Cost of staff wages*
- (2) *Shire plant rates for use plant and equipment*
- (3) *Cost of materials for driveways fence etc*
- (4) *Value of land*

The Shires of Corrigin, Cuballing and Kondinin have also submitted similar letters of support for the business case rewrite.

### **Annual Seniors Christmas Dinner**

Unfortunately I was unable to attend the annual seniors Xmas dinner due to the Wheatbelt South CCZ meeting. I understand the Annual Seniors Christmas party was well attended and I believe went very well. Thank you to all the volunteers that helped on the day to make this annual event happen.

### **Christmas Break**

The trading hours for 2018/19 Christmas period as adopted by council are as follows:

Monday 24 December	Closed - Employee Annual Leave
Tuesday 25 December	Closed - Public Holiday (for Christmas Day)
Wednesday 26 December	Closed - Public Holiday (for Boxing Day)
Thursday 27 December	Closed - Employee Annual Leave
Friday 28 December	Closed - Employee Annual Leave
Monday 31 December	Closed - Employee Annual Leave
Tuesday 1 January	Closed - Public Holiday, New Year
Wednesday 2 January	Open

The CEO will be on annual leave from Monday 24 December 2018 to Friday 25 January 2019. Mrs Erika Clement will be Acting CEO in the absence of the CEO on annual leave as per the following Council Policy.

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#### 2.1.19 ACTING CHIEF EXECUTIVE OFFICER

#### **OBJECTIVE: Set down guidelines for the employment of an Acting CEO.**

Prior to taking annual or other leave; the CEO must appoint an Acting CEO for the period of leave to ensure there is a designated officer responsible for the operations of Council.

When employed in the position of Acting CEO, the employee will be:

- advised in writing by either the CEO, where the CEO delegates the position to the employee or by the Shire President where Council delegates the position to the employee;
- paid at the salary level of the CEO for the term of the appointment; and
- subject to all the other existing conditions of employment.

To all the councillors and staff a Merry Christmas and Happy New Year and on behalf of the Hook family, thank you all for a great twelve months and all have an exciting and prosperous 2019.



**MEETINGS ATTENDED**

<b><u>November</u></b>	
21	LG Professionals end of Year meeting and fellowship
23	Lateral Aspect – Consultants re Feasibility study Agricultural Hub – Cr Hyde was also in attendance
30	WALGA CCZ
<b><u>December</u></b>	
3	Saleyards Working Group
3	WSAHA meeting to discuss business case rewrite and number of units etc
5	Wickepin Primary School Council meeting
6	GHD – Re road safety and maintenance issue Main Roads WA
9	She Shed He Shed Xmas wind up

**Delegations to be inserted –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO	Lot 10, Dalton Street Yealering	03.12.18	Matthew and Bronwyn Pockran
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO	Staff Appointments: Rob Whibley Couper Spark Chris Holmes Rebecca Pauely	22.11.18 15.10.18 16.10.18 26.11.18	Shire of Wickepin
A7	Rates Recovery – Instalment Payments	CEO	A5188-Payment Plan	10.12.2018	Ronald Pickens
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO	Hire of Wickepin Hall Hire of Yealering Hall Hire of Community Centre	10.12.18 11.12.18 16.12.18	Wickepin Primary School Yealering Primary School Community Christmas Tree

**13. Notice of Motions for the Following Meeting**

**14. Reports & Information**

**15. Urgent Business**

**16. Closure**

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