



A Fortunate Place



Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

19 September 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 September 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 September 2018

Time Table

12.30pm	Lunch
1.30pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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

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

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 18 July 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	
Chief Executive Officer	Mr MJ Hook	
Executive Support Officer	Ms AE Prior (Minute Taker)	
Finance Manager	Mrs Erika Clement	
Wheatbelt Development Commission	Phillipa Kirby	

Leave of Absence (Previously Approved)

Councillor	Allan Lansdell	
Councillor	Gerri Hinkley	

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 – 15 August 2018

Council Decision: Resolution No: 180718-

Moved Cr / Seconded Cr

That the minutes of the Ordinary Council meeting held on Wednesday 15 August 2018 be confirmed as a true and correct record.

Carried /

7. Receival of Minutes

Receival of Minutes

7.1 – Townscape and Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Agatha Prior, Executive Support Officer
File Reference:	CR.MEE.208
Author:	Agatha Prior, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	7 September 2018

Enclosure/Attachments:

Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 12 September 2018.

Summary:

Council is being requested to receive the Townscape and Cultural Planning Committee Meeting minutes which was held on Wednesday 12 September 2018

Background

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 12 September 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 Townscape and Cultural Planning Committee Meeting held on Wednesday 12 September 2018 be received.

Voting Requirements:

Simple Majority

Council Decision: Resolution No 150818-

Moved Cr / Seconded Cr

That the Minutes for the Townscape and Cultural Planning Committee Meeting held on Wednesday 12 September 2018 be received.

Carried /



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

12 SEPTEMBER 2018



Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 12 September 2018 at Council Chambers, Wickepin, commencing at 9.30am.

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

Mark Hook
Chief Executive Officer

5 September 2018

Disclaimer

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Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Lee Parker
Leah Taylor
Kevin Coxon
Cr Fran Allan
Sue Astbury
Ted Astbury
Cr Allan Lansdell
Kym Smith
Ammers Miley
Paige Leeson
Tim Cowcher
Spencer Davidson
Cr Sarah Hyde

3. Objectives

This Committee deals with issues relating to Townscape and Cultural Planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

1. *Receive reports from the Chief Executive Officer and appropriately delegated officers.*
2. *Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.*
3. *Formulate recommendations to the Ordinary Council Meeting.*
4. *To represent to the Council the views of the community regarding Townscape and Cultural Planning.*
5. *To represent the Councils position in regards to Townscape and Cultural Planning to regulatory bodies and interest groups/committees.*
6. *To assist the Wickepin Council in developing a Townscape and Cultural Planning strategy.*

4. Scope/Jurisdiction

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

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

5. Appointment of Committee Members

Council calls for written nominations for members of the Townscape and Cultural Planning Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting.

6. Appointment of Committee Chair

A chairperson is appointed at the first Townscape and Cultural Planning Committee Meeting at the beginning of each year by the committee members.

7. Meeting Frequency

The Townscape and Cultural Planning Committee meets four times a year, on the second Wednesday of the month at 9.30am.

Meeting dates for 2018 are as follows:

Day	Date	Time
Wednesday	March 7, 2018	9.30am
Wednesday	June 13, 2018	9.30am
Wednesday	September 12, 2018	9.30am
Wednesday	November 14, 2018	9.30am

8. Related Policies/Bylaws: Nil

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin - Wednesday 13 June 2018**

The Chairperson declared the meeting open at 9.29 am.

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

Kym Smith – Chairperson
Lee Parker - Member
Leah Taylor – Member
Cr Fran Allan - Member
Sue Astbury - Member
Ted Astbury - Member
Paige Leeson - Member

Apologies

Cr Sarah Hyde – Member
Ammers Miley – Member
Tim Cowcher - Member
Spencer Davidson - Member
Kevin Coxon - Member
Cr Allan Lansdell – Member

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 - Townscape & Cultural Planning – 13 June 2018

Moved Ted Astbury / Seconded Cr Fran Allen

That the minutes of the Townscape and Cultural Planning Committee held on 13 June 2018 be confirmed as a true and correct record.

Carried 7 / 0

7. 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.).

Subject/Action	Date	Officer	Progress	Status	Comment

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

9.1 – Wickepin Shire Boundary Statements

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.206
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	5 September 2018

Enclosure/Attachments:

Under separate attachment.

Summary:

The Townscape & Cultural Planning Committee is being requested to receive and approve a concept design for boundary entry statements to be placed around major entries into the Shire.

Background

Work on the signs has run into the new financial year and Shire has not been invoiced by Element Design. The Purchase Order to the value of \$9,790 has been carried into the 2018/19 budget. An amount of \$15,000 has been placed in the 2018/19 budget estimates for manufacture of the approved designs.

Comments:

This is a Townscape and Cultural Planning committee project which the CDO and ESO have been working on for the past 12 months and it has come to production stage.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

\$15,000 has been placed into the 2018/19 budget for manufacture of the approved designs

Strategic Implications:

Nil.

Recommendation:

The CDO recommends that the Townscape and Cultural Planning committee adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries.

Voting Requirements:

Simple Majority

Moved Paige Leeson / Seconded Leah Taylor

The CDO recommends that the Townscape and Cultural Planning committee adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries.

Carried 6 / 1

9.2 – Community Development Officer’s Report

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

<p>Arts and Cultural</p>	<p>Art Prize 2018</p> <ul style="list-style-type: none"> • Judge for Art Prize secured • Invitation to enter Prize sent to all past participants • Depots for art pick-up / drop-off in Mt Barker, Narrogin and Perth established • Sponsors secured • Judith Lambert exhibition in front room of Town Hall organised <p>Arty Party</p> <ul style="list-style-type: none"> • Catering confirmed. Polished Plate. • Musician booked. Jax Music – young regional singer. • Beverages, glasses, ice, containers for drinks organised • Tickets printed; and available online via trybooking • Tickets \$20 each being distributed and sold <p>Feast on Art</p> <ul style="list-style-type: none"> • Catering confirmed. Christine Hill Food. • Tickets \$40/head and posters ready for distribution <p>Other</p> <ul style="list-style-type: none"> • Sculpture Workshops with artist Kerrie Argent co-ordinated.
<p>Community Development</p>	<p>Townscape</p> <ul style="list-style-type: none"> • Budget discussions • Maintenance meetings • Heritage Trail bridge completed • Boundary statement entry signs: See agenda item <p>Wickepin Winter Weekend</p> <ul style="list-style-type: none"> • Campfire Country, comprising the dynamic duo David and Therese Higgins, were in town for the weekend of the 22 23 & 24 June - bringing their friends and followers from around the state with them. • Friday evening’s Old Time Dance was well attended with around 200 people dancing to the music of Campfire Country. Saturday morning dance sessions included line-dancing, new vogue and square dancing. Lunch was provided by the Wickepin Bowling Club. Saturday evening’s crowd were treated to 8 guest artists singing a range of country music. Dancers took to the floor and kept the musicians busy till midnight. An impromptu jam with the musicians went till the early hours of the morning. Wickepin Playgroup ran a successful raffle during the evening raising healthy funds for the group. Sunday, and the crowd still wanted to kick on. Campfire Country did a 3 hour session with old-time dancing and teaching new dance moves to the novices. • The Caravan Park and Wickepin Hotel were full for the 3 nights of the event – with many staying for a 4th night. • Local businesses that opened for the weekend had healthy trading. • Just over \$1400 was donated by Campfire Country for the restoration of the piano in

	<p>the Wickepin Town Hall, with any change to go to St Johns Ambulance.</p> <ul style="list-style-type: none"> • The Hall and grounds have been booked for the same weekend in 2019. <p>War Memorial/Anzac/Armistice</p> <ul style="list-style-type: none"> • Work is well underway on the book, 'Fallen but not Forgotten', to be published later this year. Stefie Green has been sourcing photographs of soldiers and has locals proof-reading the stories she has written. The book will be launched as part of the Armistice Day celebrations to be held on the 11/11/2018. <p>Other</p> <ul style="list-style-type: none"> • Information sent to community on events and grant opportunities
Economic Development	<p>Harrismith Cemetery</p> <ul style="list-style-type: none"> • Shire is waiting for Tony Corasaniti, builder, to begin work on the niche wall • Cr Astbury has raised the possibility of the old shelter being re-located to the site of the old Church at the corner of 104 Gate Road and Fence Road. He is prepared to do the maintenance work on the shelter to make it sound and secure. Townscape had discussed relocating the shelter to the walk trail in Harrismith but noted that it would require work to stabilise it securely. <p>Johnston Park (Healthy Communities Precinct)</p> <ul style="list-style-type: none"> • Park complete • Landscaping done <p>Facey Festival</p> <ul style="list-style-type: none"> • Planning for weekend 12 – 14 October • Checklist created for Manager of Works with regards maintenance and areas to be used for the Facey Festival • Advertising has been set in place to create community engagement with the event and to inspire locals to attend • Albert Facey Homestead committee will be organising a high tea on the verandah for midday Saturday • Lamb & Lager evening organised for Saturday. Wilson Brewery, Albany, to do a beer takeover; Yealering Progress Association to cater with lamb in a variety of ways; Wickepin Football Club to run bar • Wickepin Primary School P&C open garden day with morning tea at a local garden in town and lunch at the Community Centre • Activities planned ie chess set, quoits, sandpit • History Group to open History Room with a display • Toolseum open with historical machinery and implements • Arts & Crafts group have been approached to open and display their work • Community Resource Centre Community Markets on Saturday morning <p>Albert Facey Carriage Drive</p> <ul style="list-style-type: none"> • Planning and correspondence for the event • Armistice Parade with grant funding from DVA to include depictions of the fallen soldier, wounded and returning soldiers • Carriage driving event planned to be held on the Wickepin Primary School oval • Sheep yards for horses organised at the Community Centre • Drive to Ten Mile Tennis Courts planned for Sunday including packed lunch
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> • Albert Facey Drive Trail signs have been installed • Correspondence with newspapers and magazines re placement of advertising
Sport and Recreation	<ul style="list-style-type: none"> • Support to Department of Local Government, Sport and Cultural Industries with Kidsport within the Shire of Wickepin.

	<ul style="list-style-type: none"> Information forwarded to clubs re grant opportunities
Governance Other	<ul style="list-style-type: none"> Staff support as needed Responded to queries from CDO Network Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Pending Acquittal approval Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Approved Council contribution in-kind

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not applicable.

Financial Implications:

Not Applicable.

Strategic Implications:

- (1) **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.
- (2) **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.
- (3) **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.
- (4) **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.

(5) 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.

(6) 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 Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 5 September 2018.

Voting Requirements:

Simple Majority

Recommendation: Moved Leah Taylor / Seconded Sue Astbury

That Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 5 September 2018.

Carried 7 / 0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

Sue Astbury:

Raised concerns about the Harrismith Wildflower trails being destroyed by machinery and people trying to drive through them.

Ted Astbury:

Suggested a busy bee could be arranged to clear up trails without using heavy plant.

12. Urgent Business

13. Closure – Meeting Closed at 10.49am

Actions Requested from meeting

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

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
926-150818-15	Financial Assistance Agreement	CEO	CEO & President to sign Agreement	✓	CEO Signed
926-180818-18	Wickepin-Pingelly Road Tree Pruning	CEO	Advise land owners of the outcome	✓	CEO Sent Letter

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

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services – Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services – Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	10 September 2018

Enclosure/Attachments:

Nil.

Summary:

Monthly report For August 2018 submitted from the Manager of Works & Services, Gary Rasmussen.

Comments:

Programmed Construction Works

- Construction work will start again when the rain stops which will be close now.
- Tenders are back in for Bulldozer work, bitumen supply and asphalt
- Pipes are here for the construction season.
- The received tender price for asphalt is well within the budgeted price range.
- The dozer plant hire rates for tip works and gravel works is ok to proceed with the recommendation that has been put forward.
- The sealing prices for this year are higher than in the past. Three years ago it was \$3.25 per square metre. We are not the only shire that has been tendered the high price per square metre, it is probably something we will have to adjust to in the future.

Maintenance Works

- Our maintenance grader is still in a full winter grade the North-West of the Shire is complete and now he is in the center of the Shire.
- Our construction grader is still doing maintenance grading for the present time. I have Andrew and Alan on the 12M grader while Peter has been on leave, both of them have impressed me with stepping up and getting on with it.
- Elsinore road - the levels have been completed and I cannot move the water south or north. The only thing we can do is lift the road above the paddocks so the road is no longer the low point. Works will be in the 2019/2020 construction season.
- Truck drivers have patched the north end of Elsinore road as there was a bad bog holes.
- Pot-hole patching on going
- Rubbish tip maintenance, is on going
- Signage maintenance is on going
- Drainage & bridge works - a contractor will start the with the bridge inspections this week and a works program to be developed from this.
- Tree limbs have been cut off roads right across the network this will stop soon with the weather settling down.

Occupational Health and Safety

- 40 channel UHF has been stolen from the grader.
- The plant & equipment pre-start sheets are working well.
- OHS course to be done by Andrew & Agatha .still to set a date for the course
- MSDS (Material Safety Data Sheets) Agatha has been a way on leave so no movement has been made on this hopefully completed by next council meeting.

Workshop

- Mechanics position has been filled by Mr. Rob Clement who started on the 3rd September.
- Brett Rowe has stopped work; I have been impressed with his work and commitment to the Shire. Thanks Brett

Depot

- We have excavated the wash bay and have installed the triple interceptor pits before the foundation is setup for the wash bay. The sewer line has to be trenched, just waiting for the ground to dry up.

Parks and Gardens

- Road side spraying completed.
- Oval maintenance on going looking to get it up for cricket season.
- General mowing and whipper snipping on going.
- Walk trail maintenance, clean ups on going.
- Town site cleanup on going
- General maintenance at Lake Yealering, Harrismith and Tincurrin.
- Have been a team member down over past month's.

Plant and Equipment

Quotes for WK 706 and WK0 have been received.

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 10 September 2018

Voting Requirements:

Simple Majority

Council Decision:

Resolution No: 190918-

Moved Cr / Seconded Cr

That Council notes the report from the Manager of Works and Services dated 10 September 2018

Carried /

Infrastructure and Engineering Services

10.1.02 – Tender - 01/2018-19 Annual Bulldozer, Excavator work

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.TEN.2111
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 September 2018

Enclosure/Attachments:

RFT 01/2018-19 Annual Bulldozer, Excavator work

Summary:

Council is being requested to accept the RFT 01/2018-19 Annual Bulldozer Excavator work from AC & EJ Fulford.

Background

The Manager of Works requested tenders for Bulldozer and Excavator hire.

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 subregulation (2) states otherwise.*

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:

- 01/2018-19 – Request for Annual Bulldozer, Excavator Work
- 02/2018-19 Supply and Lay of Bituminous Products (including aggregate)
- 03/2018-19 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 or by contacting the Executive Support Officer, Agatha Prior on 9888 1005 or at eso@wickepin.wa.gov.au.

Lodgement:

Tenders are to be submitted in a sealed, clearly endorsed envelope with the tender's details and tender number or emailed to records@wickepin.wa.gov.au.

Tenders will close at 4.00pm Friday 31 August 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

Comments:

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

Tender Register - 01/2018-19 Annual Bulldozer, Excavator work

Name/Company	Contact Details	Machine	Price	Notes	Compliant Yes / No
AC & EJ Fulford	Mark - 0427 998 026	Doosan DX 225LC	\$ 220.00		Yes
		Doosan DX 300LC	\$ 220.00		
		D8L	\$ 330.00		
		D10R	\$ 407.00		
		720 WHP	\$ 190.00		
		Mob per hour	no charge		
		Demob per hour	no charge		
Name/Company	Contact Details	Machine	Price	Notes	Compliant Yes / No
Halanson Earth Moving	Tony - 0429 880 028	Komatsu DA155X	\$ 363.00		Yes
		Komatsu D65EX	\$ 242.00		
		Komatsu Excavator	\$ 220.00		
		Mob per hour	\$ 143.00		
		Demob per hour	\$ 143.00		
Name/Company	Contact Details	Machine	Price	Notes	Compliant Yes / No
Blackwood Plant Hire	0427 470 472	D8R	\$ 303.00		Yes
		D7R	\$ 250.00		
		320BL	\$ 165.00		
		Mob per hour	\$ 159.50		
		Demob per hour	\$ 159.50		
Name/Company	Contact Details	Machine	Price	Notes	Compliant Yes / No
Westside Equipment	Stephen - 9726 0388	D7R	\$ 255.00		Yes
		D8T	\$ 286.00		
		320DL	\$ 168.00		
		Mob per hour	\$ 150.00		
		Demob per hour	\$ 150.00		
		Pilot per KM	1.55		

SHIRE OF WICKEPIN EVALUATION												
Bulldozer and Excavator hire Tender Evaluation 2018/2019												
CRITERION	A		B		C		D		Total	Score	Ranking	
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.		Price					
	weighting	30%	weighting	15%	weighting	15%	weighting	40%				
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score		
AC & EJ Fulford	5.0	1.5	5.0	0.8	5.0	0.8	4.00	1.6	19.00	4.60	1	
Halanson Earth Moving	5.0	1.5	5.0	0.8	5.0	0.8	3.00	1.2	18.00	4.20	2	
Blackwood Plant Hire	4.0	1.2	4.0	0.6	4.0	0.6	3.00	1.2	15.00	3.60	3	
Westside Equipment	4.0	1.2	4.0	0.6	4.0	0.6	3.00	1.2	15.00	3.60	3	
	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										

After evaluation, the MWS recommends AC & EJ Fulford as they are a local company with many years of experience and a sound knowledge of the local area.

The excavator is based in Wickepin and has been utilised in the past for fire emergencies and short notice refuse site works.

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.*

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:

Prices are within amounts used for the 2018 – 2019 budget estimates.

Strategic Implications:

Fits with-in goals 1 and 2 from the 2018 strategic community plan.

infrastructure

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

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

GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
<p>9.1 Facilitate a meeting in the Shire of Wickepin of the local and regional health, social and crime prevention agencies to raise drug and alcohol issues</p> <p>9.2 Meet with the Wickepin Community Resource Centre to identify common community priorities including but not limited to youth activities as well as forward plan events</p> <p>9.3 With the Wickepin Community Resource Centre target activities at early years, primary and secondary students particularly during the school holiday period</p>	<p>9.4 Advocate for the continuation of State Government support for the Wickepin Community Resource Centre</p> <p>9.5 With the Community Resource Centre, help to communicate and action progress association / organising committee priorities and projects</p>	<ul style="list-style-type: none"> - Wickepin Community Resource Centre is retained - Positive social behaviour in our communities - Improved offering and frequency of youth activities - Events across the Shire do not conflict with other local or regional events - Amount of formal communication with progress associations / organising committees across the Shire 	<p>Children and youth are retained and engaged</p> <p>Our community is safe</p> <p>Our community understands the impact of anti-social behaviour both personally and on the community</p>
<p>9.6 Continue to advocate and prepare for the Wheatbelt South Aged Housing Alliance (WSAHA) project</p>	<p>9.7 Seniors are encouraged and able to age in place</p>	<ul style="list-style-type: none"> - WSAHA aged housing project is delivered 	<p>The elderly can age in place</p>
<p>9.8 Continue to provide a high standard waste management service</p> <p>9.9 Continue to educate the community about recycling</p>		<ul style="list-style-type: none"> - Number of positive and negative comments about waste services - Recycling increases across the Shire (tonnes increase) 	<p>Waste management practices are best practice</p>

Recommendations:

That Council accept the tender from AC & EJ Fulford for Bulldozer and Excavator hire as per the received RFT 01/2018-19 Annual Bulldozer, Excavator work at the following tendered per hour price.

Doosan DX 225LC	\$ 220.00
Doosan DX 300LC	\$ 220.00
D8L	\$ 330.00
D10R	\$ 407.00
720 WHP	\$ 190.00
Mob per hour	no charge
Demob per hour	no charge

Voting Requirements:

Simple Majority

Council Decision:**Resolution No: 190918-****Moved Cr / Seconded Cr**

That Council accept the tender from AC & EJ Fulford for Bulldozer and Excavator hire as per the received RFT 01/2018-19 Annual Bulldozer, Excavator work at the following tendered per hour price.

Doosan DX 225LC	\$	220.00
Doosan DX 300LC	\$	220.00
D8L	\$	330.00
D10R	\$	407.00
720 WHP	\$	190.00
Mob per hour		no charge
Demob per hour		no charge

Carried /

Infrastructure and Engineering Services

10.1.03 – Tender – RFT 02/2018-19 Supply and Lay of Bituminous Products

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.TEN.2111
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 September 2018

Enclosure/Attachments:

02/2018-19 SUPPLY AND LAY OF BITUMINOUS PRODUCTS (INCLUDING AGGREGATE)

Summary:

Council is being requested to accept the tender from Fulton Hogan for a full service for Councils sealing and resealing program for 2018/19.

Background

The Manager of Works requested tenders for the supply of full service bitumen sealing works as per the 2018/2019 Works Program. To comply with the tendering requirements the CEO advertised the following tender in the Western Australian and Narrogin Observer.

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 subregulation (2) states otherwise.

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:

- 01/2018-19 – Request for Annual Bulldozer, Excavator Work
- 02/2018-19 Supply and Lay of Bituminous Products (including aggregate)
- 03/2018-19 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 or by contacting the Executive Support Officer, Agatha Prior on 9888 1005 or at eso@wickepin.wa.gov.au.

Lodgement:

Tenders are to be submitted in a sealed, clearly endorsed envelope with the tender's details and tender number or emailed to records@wickepin.wa.gov.au.

Tenders will close at 4.00pm Friday 31 August 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

Comments:

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

After evaluation, the MWS recommends Fulton Hogan as they are a well-equipped company with many years of experience and able to deliver the required service.

Tender Register - 02/2018-19 Supply and lay of Bituminous Products						
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant Yes / No
Bitutek	0408 834 432	1A	10mm Primer Seal (= > 5000m2)	\$ 4.61		Yes
		1B	10mm Primer Seal (= < 5000m2)	\$ 7.50		
		2A	14mm Primer Seal (= > 5000m2)	\$ 5.07		
		2B	14mm Primer Seal (= < 5000m2)	\$ 7.96		
		3A	10mm reseal (= > 5000m2)	\$ 4.29		
		3B	10mm reseal (= < 5000m2)	\$ 7.18		
		4A	Two Coat Seal 10mm + 7mm (= >5000m2)	\$ 7.18		
		4B	Two Coat Seal 10mm + 7mm (= <5000m2)	\$ 9.52		
		5A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 8.56		
		5B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ 10.90		
		6	60/40 Primer, 60% Kero and 40% Bitumen (= >5000m2)	\$ 1.50		
		7A	7mm reseal (= > 5000m2)	\$ 4.18		
		7B	7mm reseal (= < 5000m2)	\$ 7.07		
		Variation To Application Rate				
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification				\$ 1.28		
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant Yes / No
Bitumen Surfacing	9361 7370	1A	10mm Primer Seal (= > 5000m2)	\$ 6.63		Yes
		1B	10mm Primer Seal (= < 5000m2)	\$ 9.23		
		2A	14mm Primer Seal (= > 5000m2)	\$ 6.90		
		2B	14mm Primer Seal (= < 5000m2)	\$ 9.47		
		3A	10mm reseal (= > 5000m2)	\$ 6.38		
		3B	10mm reseal (= < 5000m2)	\$ 8.97		
		4A	Two Coat Seal 10mm + 7mm (= >5000m2)	\$ 8.54		
		4B	Two Coat Seal 10mm + 7mm (= <5000m2)	\$ 11.65		
		5A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 9.70		
		5B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ 12.82		
		6	60/40 Primer, 60% Kero and 40% Bitumen (= >5000m2)	\$ 2.22		
		7A	7mm reseal (= > 5000m2)	\$ 6.38		
		7B	7mm reseal (= < 5000m2)	\$ 8.97		
		Variation To Application Rate				
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification				\$ 1.03		
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant Yes / No
Fulton Hogan	9454 0100	1A	10mm Primer Seal (= > 5000m2)	\$ 4.87		Yes
		1B	10mm Primer Seal (= < 5000m2)	\$ 7.40		
		2A	14mm Primer Seal (= > 5000m2)	\$ 4.64		
		2B	14mm Primer Seal (= < 5000m2)	\$ 7.80		
		3A	10mm reseal (= > 5000m2)	\$ 4.87		
		3B	10mm reseal (= < 5000m2)	\$ 7.40		
		4A	Two Coat Seal 10mm + 7mm (= >5000m2)	\$ 5.95		
		4B	Two Coat Seal 10mm + 7mm (= <5000m2)	\$ 6.45		
		5A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 6.45		
		5B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ 7.00		
		6	60/40 Primer, 60% Kero and 40% Bitumen (= >5000m2)	\$ 2.87		
		7A	7mm reseal (= > 5000m2)	\$ 2.95		
		7B	7mm reseal (= < 5000m2)	\$ 6.67		
		Variation To Application Rate				
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification				\$ 1.03		

SHIRE OF WICKEPIN EVALUATION											
Bitumen Tender Evaluation 2018/2019											
CRITERION	A		B		C		D		Total	Score	Ranking
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.		Price				
	weighting	30%	weighting	15%	weighting	15%	weighting	40%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Bitutek	4.0	1.2	4.0	0.6	4.0	0.6	4.00	1.6	16.00	4.00	2
Bitumen Surfacing	3.0	0.9	3.0	0.5	3.0	0.5	3.00	1.2	12.00	3.00	3
Fulton Hogan	4.0	1.2	4.0	0.6	4.0	0.6	5.00	2.0	17.00	4.40	1

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.*

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:

The cost of the bitumen has risen since the budget adoption and will be catered for within the road works program for 2018/2019. The value used in the Budget estimates were \$3.00 m².

Strategic Implications:

Fits with-in goals 1 and 2 from the 2018 Community Strategic Plan

infrastructure

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

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

Recommendations:

That Council accept the tender from Fulton Hogan as per received RFT 02/2018-19 Supply and Lay of Bituminous Products for a full service and lay of bitumen products at the following tendered prices:

1A	10mm Primer Seal (= > 5000m2)	\$	4.87
1B	10mm Primer Seal (= < 5000m2)	\$	7.40
2A	14mm Primer Seal (= > 5000m2)	\$	4.64
2B	14mm Primer Seal (= < 5000m2)	\$	7.80
3A	10mm reseal (= > 5000m2)	\$	4.87
3B	10mm reseal (= < 5000m2)	\$	7.40
4A	Two Coat Seal 10mm + 7mm (= >5000m2)	\$	5.95
4B	Two Coat Seal 10mm + 7mm (= <5000m2)	\$	6.45
5A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$	6.45
5B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$	7.00
6	60/40 Primer, 60% Kero and 40% Bitumen (= >5000m2)	\$	2.87
7A	7mm reseal (= > 5000m2)	\$	2.95
7B	7mm reseal (= < 5000m2)	\$	6.67
Variation To Application Rate			\$/l
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$	1.03

Voting Requirements:

Simple Majority

Council Decision:

Resolution No: 190918-

Moved Cr

/ Seconded Cr

That Council accept the tender from Fulton Hogan as per received RFT 02/2018-19 Supply and Lay of Bituminous Products for a full service and lay of bitumen products at the following tendered prices:

1A	10mm Primer Seal (= > 5000m2)	\$	4.87
1B	10mm Primer Seal (= < 5000m2)	\$	7.40
2A	14mm Primer Seal (= > 5000m2)	\$	4.64
2B	14mm Primer Seal (= < 5000m2)	\$	7.80
3A	10mm reseal (= > 5000m2)	\$	4.87
3B	10mm reseal (= < 5000m2)	\$	7.40
4A	Two Coat Seal 10mm + 7mm (= >5000m2)	\$	5.95
4B	Two Coat Seal 10mm + 7mm (= <5000m2)	\$	6.45
5A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$	6.45
5B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$	7.00
6	60/40 Primer, 60% Kero and 40% Bitumen (= >5000m2)	\$	2.87
7A	7mm reseal (= > 5000m2)	\$	2.95
7B	7mm reseal (= < 5000m2)	\$	6.67
Variation To Application Rate			\$/l
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$	1.03

Carried /

 Infrastructure and Engineering Services

10.1.04 – Tender - 03/2018-19 Supply and Lay Asphalt

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.TEN.2111
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 September 2018

Enclosure/Attachments:

RFT 03/2018-19 Supply and Lay Asphalt

Summary:

Council is being requested to accept the tender from Roads 2000 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.

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:

- 01/2018-19 – Request for Annual Bulldozer, Excavator Work
- 02/2018-19 Supply and Lay of Bituminous Products (including aggregate)
- 03/2018-19 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 or by contacting the Executive Support Officer, Agatha Prior on 9888 1005 or at eso@wickepin.wa.gov.au.

Lodgement:

Tenders are to be submitted in a sealed, clearly endorsed envelope with the tender's details and tender number or emailed to records@wickepin.wa.gov.au.

Tenders will close at 4.00pm Friday 31 August 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 five companies and were evaluated using the evaluation sheet that has been included in this report.

After evaluation, the MWS recommends Rods 2000 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.

Tender Register - 03/2018-19 Supply and lay of Asphalt					
Name/Company	Contact Details	Charge Rate	Price	Notes	Compliant
					Yes / No
Great Souther Paving	0429 120 018	10mm Asphalt per m2	\$ 22.00		Yes
		14mm Asphalt per m2	\$ 28.00		
Name/Company	Contact Details	Charge Rate	Price	Notes	Compliant
					Yes / No
Westcoast Profilers	6404 6482	10mm Asphalt per m2 (inc GST)	\$ 16.78		Yes
		14mm Asphalt per m2 (inc GST)	\$ 20.28		
		Traffic Management Plan (inc GST)	\$ 5,973.00		
		Suction Sweeping Roads (inc GST)	\$ 1,650.00		
Name/Company	Contact Details	Charge Rate	Price	Notes	Compliant
					Yes / No
Fulton Hogan	9454 0100	10mm Asphalt per m2	\$ 22.50		Yes
		14mm Asphalt per m2	\$ 24.50		
Name/Company	Contact Details	Charge Rate	Price	Notes	Compliant
					Yes / No
Super Civil	Matt - 9452 8040	10mm Asphalt per m2 (inc GST)	\$ 23.69		Yes
		14mm Asphalt per m2 (inc GST)	\$ 23.69		
Name/Company	Contact Details	Charge Rate	Price	Notes	Compliant
					Yes / No
Roads 2000	9202 0800	10mm Asphalt per m2 (inc GST)	\$ 18.00		Yes
		14mm Asphalt per m2 (inc GST)	\$ 18.00		

Super Civils rate is based on 3780 M² and quoted at 2 meter wide instead of 2.5 meter wide as per onsite meeting with Peter Townsend.

SHIRE OF WICKEPIN EVALUATION Asphalt Tender Evaluation 2018/2019

CRITERION	A		B		C		D		Total	Score	Ranking
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.		Price				
	weighting	30%	weighting	15%	weighting	15%	weighting	40%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Super Civil	4.0	1.2	4.0	0.6	4.5	0.7	2.00	0.8	14.50	3.28	5
Great Southern Paving	4.0	1.2	4.0	0.6	4.0	0.6	3.00	1.2	15.00	3.60	4
West Coast Profilers	4.0	1.2	4.0	0.6	4.5	0.7	4.00	1.6	16.50	4.08	2
Fulton Hogan	4.0	1.2	4.0	0.6	4.5	0.7	3.00	1.2	15.50	3.68	3
Roads 2000	4.0	1.2	4.0	0.6	4.5	0.7	5.00	2.0	17.50	4.48	1

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:

Fits with-in goals 1 and 2 from the 2018 Community Strategic Plan.

infrastructure

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

Recommendations:

That Council accept the tender from Roads 2000 as per the received RFT 03/2018-19 Supply and Lay Asphalt at the following tendered prices:

Item No	Description	Tendered Rate \$/m ²
1	10mm Asphalt per m2 (inc GST)	18.00
2	14mm Asphalt per m2 (inc GST)	18.00

Voting Requirements:

Simple Majority

Council Decision:

Resolution No: 190918-

Moved Cr / Seconded Cr

That Council accept the tender from Roads 2000 as per the received RFT 03/2018-19 Supply and Lay Asphalt at the following tendered prices:

Item No	Description	Tendered Rate \$/m ²
1	10mm Asphalt per m2 (inc GST)	18.00
2	14mm Asphalt per m2 (inc GST)	18.00

Carried /

Infrastructure and Engineering Services

10.1.05 – Replacement of Facey Group Holden Colorado LTZ Dual Cab Ute, WK701

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.DSP.2102 ,
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 September 2019

Enclosure/Attachments:

Nil

Summary:

Council is being requested to accept the quote from Narrogin Toyota for a Toyota Hilux 4X4 2.8L DSL D/C 6AT at a changeover of GST Inclusive figure of \$23,248.36.

With the following options:

Towing Package	1,559.94
UHF Radio	600
Canvas Seat covers	788.69
Steel Bull Bar	2,368.85
Canopy	3,457.47
Light bar	495.45
Tub liner	498.46
Rhino Roof Rack	1,268.18

Background

In the 2018/2019 Budget Estimates, Council included within the ten year plant replacement program the replacement of the Facey Group vehicle being a 2015 Holden Colorado LTZ Dual Cab Ute Registration, WK701.

The current Facey group Holden Colorado LTZ Dual Cab Ute Registration, WK701 as of 22 August 2018 had done 84,958 kilometres.

Comments:

As per Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS the Manger of Works requested quotes from the following suppliers on the 22 August 2018 and took the vehicle into Narrogin to show the dealers the trade vehicle:

1. Southwest Vehicle Group
2. Narrogin Toyota
3. Edwards Holden

Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS states the following:

Purchasing Thresholds (ex GST)	Purchasing Requirements
\$40,000 - \$99,999	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. OR: 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.

Council has received the following quotes as of 22 August 2018, all prices are GST inclusive.

	Narrogin Toyota	Narrogin Toyota	Narrogin Ford	Narrogin Nissan	Edwards Holden
	Mazda BT50 U 6 Auto 3.2L Dual Cab utility XT 4X4	Hilux 4X4 2.8L DSL D/C 6AT	Ranger 2018 MY Double PU XLT 3.2D 6+A 4X4	Navara 4X4 2.3L DSL Auto	Holden LTZ Colorado D/C P/V Auto 2.8L +/D Auto
Price	48492.73	49058.96	57,695.46	46,172.55	38,266.80
Discount	(8486.36)	(7074.91)	(9983.52)	(13,940)	
Towing Package	1504.55	1,559.94	Included as standard	909.09	1,000
Electric Brakes					730
UHF Radio	600	600	620	620	550
Canvas Seat covers	618.18	788.69		636.36	960
Flashing Beacon				1300	380
2 Work Lights					440
Steel Bull Bar	2,409.09	2,368.85	3318.18	2,500	3,000
Canopy	3,318.18	3,457.47	3,500	3,500	4,500
Light bar	540.91	495.45	1,700	400	500
Tub liner	713.64	498.46		500	800
Rhino Roof Rack	1,268.18	1,268.18			210
Dealer Delivery	540.91	227.27	900	400	Free
License					Shire Cost
Less Trade 2016 Holden Colorado	30,000	30,000	26,300	26,300	29,836.80
Change Over	\$21,520	\$23,248.36	\$31,450.12	\$16,698	\$21,500

The Manager of Works preference is for the Toyota Hilux 4X4 2.8L DSL D/C 6AT at a GST Inclusive figure of \$23,248.36. This is within the budget figure of \$23,000 (GST Exclusive).

Statutory Environment:

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

3.58. Disposing of property

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

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

(a) *the highest bidder at public auction; or*

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

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition; and*

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

(5) *This section does not apply to —*

(a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*

(b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*

(c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*

(d) *any other disposition that is excluded by regulations from the application of this section.*

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Policy Implications:

3.1.7 PURCHASING

OBJECTIVE: Provide compliance with the Local Government Act 1995 (WA) and the Local Government (Functions and General) Regulations 1996 (WA), deliver a best practice approach and procedures to internal purchasing for the Shire of Wickepin and ensure consistency for all purchasing activities within all Shire of Wickepin operational areas.

9.3.2 COUNCIL FLEET VEHICLE MANAGEMENT

OBJECTIVE: Provide clear parameters in relation to Council fleet vehicle management.

9.3.2.3 FACEY GROUP VEHICLE

The standard and changeover of the vehicle shall be in accordance with Council's direction at budget time each year. The changeover of the vehicle shall be managed by the CEO in accordance with budget parameters set by Council.

A vehicle is provided by the Shire of Wickepin for the Facey Group as per the MOU.

Financial Implications:

Council has allowed a total of \$23,000 (GST Exclusive) in the 2018/2019 Adopted Budget for the vehicle change over. The Change over for the Toyota Hilux is within Councils budget allocation.

Strategic Implications:

Fits within goal 1 and 5 of the Shire of Wickepin Strategic Community Plan 2018-2028 adopted by Council on the 15 August 2018.

infrastructure

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

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

economy

GOAL 5: We are an agricultural hub, that innovates and leverages opportunities

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
5.1 Review the RAV ratings across the Shire	5.2 Continue close links with grain handlers and commodity transporters including rail	<ul style="list-style-type: none"> - RAV rating review and necessary changes - Rail network is utilised - Grain receipt sites are utilised 	The transport network across the Shire benefits both producers and suppliers with improved efficiencies
5.3 Where appropriate support the Facey Group to continue its close links with local growers and key stakeholders	5.4 Collaborate with the Facey Group on strategic projects	<ul style="list-style-type: none"> - Annual report / presentation from the Facey Group to Council which details strategic priorities - Amount of external funding attracted by the Facey Group 	The Facey Group is a well recognised brand

Recommendations:

- 1) That Council accepts the quote from Narrogin Toyota for a Toyota Hilux 4X4 2.8L DSL D/C 6AT at a changeover of GST Inclusive figure of \$23,248.36. With the following options.

Towing Package	1,559.94
UHF Radio	600
Canvas Seat covers	788.69
Steel Bull Bar	2,368.85
Canopy	3,457.47
Light bar	495.45
Tub liner	498.46
Rhino Roof Rack	1,268.18

Subject to no submissions being received from the advertised disposal of the Holden Colorado Dual Cab WK701 under section 3.58 of the Local Government Act 1995 Disposing of property.

Voting Requirements:

Simple Majority

Council Decision:**Resolution No: 190918-
Moved Cr / Seconded Cr**

- 1) That Council accepts the quote from Narrogin Toyota for a Toyota Hilux 4X4 2.8L DSL D/C 6AT at a changeover GST Inclusive figure of \$23,248.36. With the following options;

Towing Package	1,559.94
UHF Radio	600
Canvas Seat covers	788.69
Steel Bull Bar	2,368.85
Canopy	3,457.47
Light bar	495.45
Tub liner	498.46
Rhino Roof Rack	1,268.18

* Subject to no submissions being received from the advertised disposal of the Holden Colorado Dual Cab WK701 under section 3.58 of the Local Government Act 1995 Disposing of property.

Carried /

Infrastructure and Engineering Services

10.1.06 – Replacement of P706 - 2014 Holden Colorado Single Cab Utility 4X4

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.DSP.2102
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 September 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to accept the quote from Edwards Holden for a new 2018 Holden LS Colorado Single Cab Auto White 2.8 4X4 with the following extras.

Aluminium Tray	2,450
Towing Package	960
Canvas Seat Covers	480
Flashing Beacon	380
2 Work Lights	440
Rhino Roof Rack	210

At a changeover price of \$16,000

Background

In the 2018/2019 Budget Estimates, Council included within the ten year plant replacement program the replacement of P706 - 2014 Holden Colorado Single Cab Utility 4X4 Registration WK 706.

P706 - 2014 Holden Colorado Single Cab Utility 4X4 Registration WK 706 as of 22 August 2018 had done 84,958 kilometres.

Comments:

As per Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS the Manger of Works requested quotes from the following suppliers on the 22 August 2018 and took the vehicle into Narrogin to show the dealers the trade vehicle:

4. Southwest Vehicle Group – Narrogin Ford and Nissan
5. Narrogin Toyota
6. Edwards Holden

Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS states the following:

Purchasing Thresholds (ex GST)	Purchasing Requirements
\$40,000 - \$99,999	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. OR: 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.

Council has received the following quotes as of 22 August 2018. All prices are GST Inclusive.

	Narrogin Toyota	Narrogin Toyota	Narrogin Ford	Narrogin Nissan	Edwards Holden
	Mazda BT50 U 6 Man 3.2 L Single C/CH XT 4X4	Hilux 4X4 2.8L DSL S/C/C 6MT	Ranger MC 2019 Single CC XI 3.2L TDCI 6S MN 4X4	Navara 4X4 2.3 DC SL Man SC RX	2018 Holden LS Colorado Single Cab Manual 2.8 T/D 4X4
Price	38,529.27	39,398.57	41,421.94	32,862.14	28,822.40
Discount	(5,139.09)	(5,732.36)	(8,758.82)	(4,800.00)	
Alloy Tray	2,409.09	2705.45	3,300.00	3,300.00	2450.00
Towing Package	954.55	1009.94	1000.00	918.18	960.00
UHF Radio			620.00	620.00	
Canvas Seat covers	359.09	407.15	318.18	318.18	480.00
Flashing Beacon + work lights			840.00	840.00	820.00
Light bar			400.00	400.00	
Rhino Roof Rack with Lights	1,268.18	1268.18			210.00
Dealer Delivery	540.91	227.27	900.00	425.00	
License					Shire Cost
Less Trade 2016 Holden Colorado	19,000.00	19,000.00	16,500.00	16,500.00	17,742.40
Change Over	\$19,922.00	\$20,284.20	\$23,541.30	\$18,383.50	\$16,000.00

The 2018 Holden LS Colorado Single Cab Manual 2.8 T/D 4X4 from Edwards Holden includes 3 Years/ 100,000 Km Warranty.

The Manager of Works preference is for the 2018 Holden LS Colorado Single Cab Manual 2.8 T/D 4X4 at a changeover price off \$16,000 GST Inclusive

Statutory Environment:

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

3.58. Disposing of property

- (1) *In this section —*
dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*
property *includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) *Except as stated in this section, a local government can only dispose of property to —*
(a) *the highest bidder at public auction; or*
(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
(a) *it gives local public notice of the proposed disposition —*
(i) *describing the property concerned; and*
(ii) *giving details of the proposed disposition; and*
(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
and
(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
(a) *the names of all other parties concerned; and*
(b) *the consideration to be received by the local government for the disposition; and*
(c) *the market value of the disposition —*
(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
(a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
(b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
(c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
(d) *any other disposition that is excluded by regulations from the application of this section.*

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Policy Implications:**3.1.7 PURCHASING**

OBJECTIVE: Provide compliance with the Local Government Act 1995 (WA) and the Local Government (Functions and General) Regulations 1996 (WA), deliver a best practice approach and procedures to internal purchasing for the Shire of Wickepin and ensure consistency for all purchasing activities within all Shire of Wickepin operational areas.

9.3.2 COUNCIL FLEET VEHICLE MANAGEMENT

OBJECTIVE: Provide clear parameters in relation to Council fleet vehicle management.

9.3.2.4 WORKS DIVISION UTILITIES

The standard of vehicle provided for the outside staff shall be in accordance with Council's direction at budget time each year. One utility changeover shall occur each financial year or otherwise as Council's 10 year Plant Replacement Program, with the intention is to change the utilities over every 80,000km or 4 years whichever comes first.

The changeover of the vehicle shall be managed by the CEO in accordance with budget parameters set by Council.

Financial Implications:

Council has allowed a total of \$15,000 (GST Exclusive) in the 2018/2019 Adopted Budget for the vehicle change over.

Strategic Implications:

Fits within goal 1 of the Shire of Wickepin Strategic Community Plan 2018-2028 adopted on the 15th August 2018

infrastructure

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

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

Recommendations:

- That Council accept the quote from Edwards Holden for a new 2018 Holden LS Colorado Single Cab Auto White 2.8 4X4 with the following extras.

Aluminium Tray	2,450
Towing Package	960
Canvas Seat Covers	480
Flashing Beacon	380
2 Work Lights	440
Rhino Roof Rack	210

At a changeover price of \$16,000 GST Inclusive, subject to no submissions being received from the advertised disposal of the Holden Colorado Dual Cab WK706 under section 3.58 of the Local Government Act 1995 Disposing of property.

Voting Requirements:

Simple Majority

Council Decision:**Resolution No: 190918-
Moved Cr / Seconded Cr**

1. That Council accept the quote from Edwards Holden for a new 2018 Holden LS Colorado Single Cab Auto White 2.8 4X4 with the following extras.

Aluminium Tray	2,450
Towing Package	960
Canvas Seat Covers	480
Flashing Beacon	380
2 Work Lights	440
Rhino Roof Rack	210

At a changeover price of \$16,000 GST Inclusive, subject to no submissions being received from the advertised disposal of the Holden Colorado Dual Cab WK706 under section 3.58 Disposing of property Local Government Act 1995.

Carried /

Infrastructure and Engineering Services

10.1.07 – Water Corporation Stand Pipes

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	WS.SP.3007
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 September 2018

Enclosure/Attachments:

1. Water Corporation Fixed Standpipes Frequently Asked Questions
2. Water Corporation Standpipe classification action plan
3. Water Corporation Rates and Charges
4. Water Corporation Fixed Standpipe usage summary
5. Wickepin Standpipe Map

Summary:

The Water Corporation has changed their fee structure for standpipes and council has to decide what standpipes it wishes to retain for firefighting, road works or commercial use including farmers other than in a drought situation.

Background

The Chief Executive Officer has been advised by the Water Corporation that pricing for Local Government owned Fixed Standpipes in country regions is changing. Council will still be entitled to access stand pipes for their own purposes, however high flow rate fixed standpipes that are publicly accessible will no longer be charged concessional rates and commercial rates will instead apply.

The new pricing structure is linked to the size of the standpipe meter, as this determines the flow rate. Small standpipes (20mm and 25mm) generally deliver between 20 – 40 litres per minute. Large standpipes (any pipe larger than 25mm) generally deliver from 80 litres per minute and above.

Standpipes with a meter size of 20mm or 25mm will continue to receive concessional rates if used for community purposes such as firefighting. All standpipes with a meter size above 25mm will be charged at a commercial rate, but an exemption to consumption charges will apply for water used for fire-fighting purposes.

Standpipes with a meter above 25mm that are located in a shire depot or locked for Shire use only will be able to access the concessional rate by providing evidence of the ability to control user access.

Comments:

The changes to the standpipe fee structure will commence from the 1st July 2019. Following are the costs for the standpipes under the new fee structures

Appendix 1- New Standpipe Charges

Type of standpipe: (Water Corporation code)	Rates 2018/2019 New Description
Local Authority Standpipe	<p>Use: For use by Shire only – must be locked or within a depot and not available for public access.</p> <p>Meter: Can be any size service as long as it is for direct Shire use.</p> <p>No contractor access for Shire projects as they need to use the Commercial standpipes and charged the appropriate commercial Town Class rate for the region.</p> <p>Service Charge: No Service Charge.</p> <p>Commercial Class 1 tariff: \$2.534 per kilolitre (kL).</p>
Community Use Standpipe	<p>Use: Available to assist local farmers for topping up their water tanks, households not connected to schemes etc.</p> <p>Limited use by Shire for their own purposes.</p> <p>Meter: 20mm and 25mm standpipes that are publicly accessible.</p> <p>Storage tanks can be installed by Shires at these sites to improve accessibility to larger volumes of water in a timely manner if required.</p> <p>Service Charge: 20mm Service Charge only.</p> <p>Farmlands tariff: \$2.534 per kilolitre (kL).</p>
Commercial Standpipe	<p>Use: For use by commercial customers; may include major road building, water carting for large projects, and farming.</p> <p>Meter: Any meter above 25mm.</p> <p>Service Charge: Meter-based service charges (according to the size of the meter).</p> <p>Town based charges: ranging from \$2.534 cents to \$8.353 per kilolitre.</p>
Fire Standpipe	<p>Remains as is – no changes to current concessions. However, if a fire standpipe remains unlocked, Commercial charges will apply</p> <p>Service Charge: No Fee. 100% discount.</p> <p>Water Use Charge: No Fee.</p> <p>Note: Currently some Shire standpipes with signs advising they are for fire-fighting only are unlocked. Shires will need to implement a locked system or commercial rates apply unless evidence provided it was for fire-fighting purposes to obtain a refund.</p>
Water Corporation standpipe	<p>Offer to handover/gift these standpipes to Shires where there is a desire to manage an additional service.</p> <p>If Shires are not interested, service to be disconnected.</p> <p>Charge to handover: No charge.</p>
Private, Recycled and non-potable standpipes	<p>Remains as is – no changes.</p>

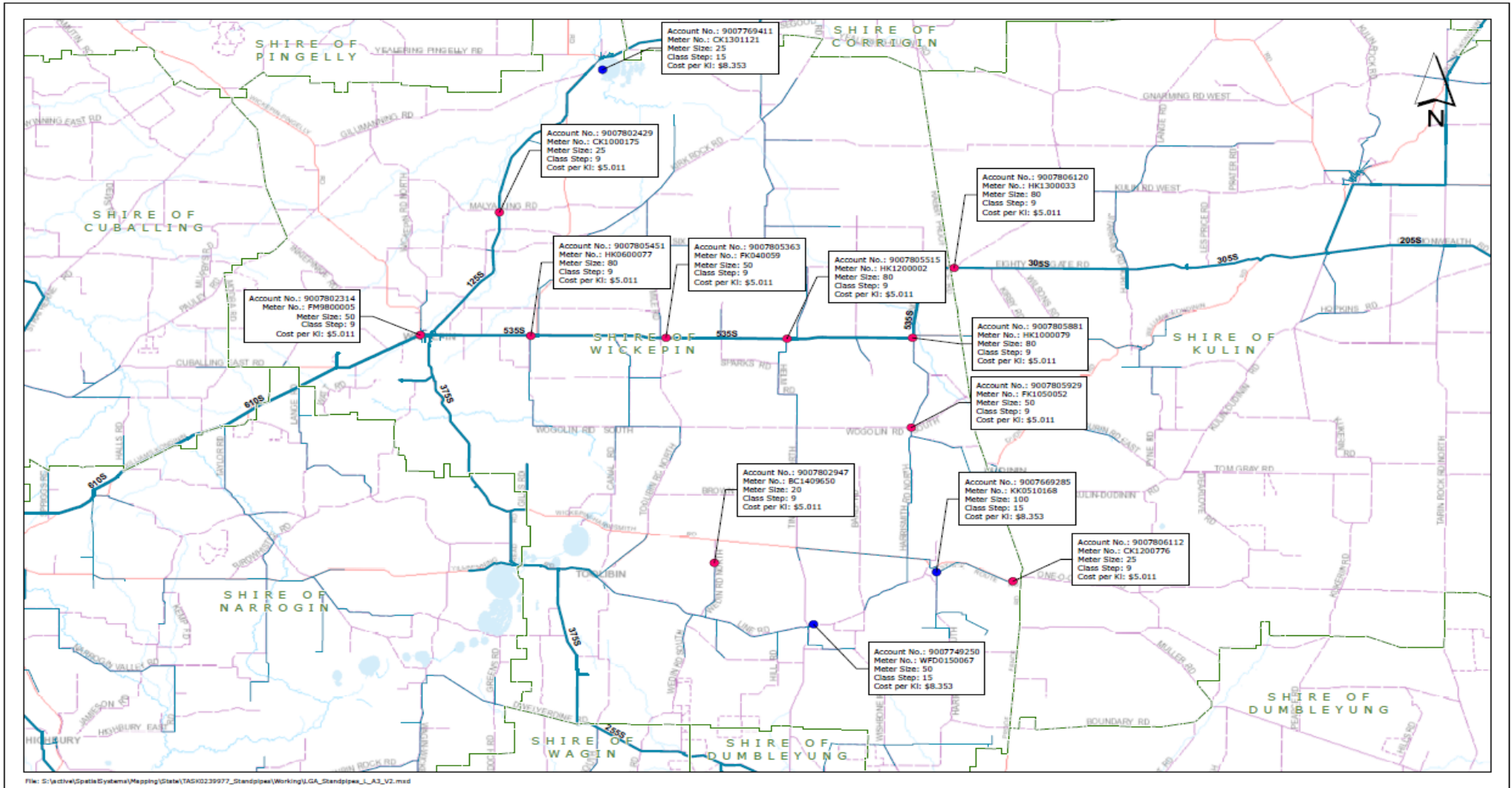
Following is the current charges for the standpipes for Community and Commercial Standpipes
Rates and Charges - Price Comparison

	2017/18	2018/19
Water - Meter Based Size Charges		
Meter Size (mm) *see over		
20mm	\$250.39	\$265.41
25mm	\$391.26	\$414.74
30mm	\$563.38	\$597.18
40mm	\$1,001.63	\$1,061.73
50mm	\$1,565.03	\$1,658.93
80mm	\$4,006.46	\$4,246.85
100mm	\$6,260.10	\$6,635.71
140mm	\$14,085.23	\$14,930.34
150mm	\$14,085.23	\$14,930.34
200mm	\$25,040.40	\$26,542.82
250mm	\$39,125.61	\$41,473.15
300mm	\$56,340.91	\$59,721.36
350mm	\$76,686.25	\$81,287.43
Minimum Charge	\$250.39	\$265.41

Below is the list of current standpipes in the Shire of Wickepin.

Account Number	Meter number	Meter Size	Property Location
9007806120	HK1300033	80	Eighty six gate rd Narrogin fl lot road res adj rs16479
9007806112	CK1200776	25	Stock route rd Narrogin fl lot road res adj lc6865
9007805929	FK1050052	50	Harrismith rd North Narrogin fl lot road res adj lc7446
9007805881	HK1000079	80	Williams-Kondinin rd Narrogin fl lot road res adj lc5203
9007805515	HK1200002	80	Williams-Kondinin rd Narrogin fl lot road res adj lc3616
9007805451	HK0600077	80	Williams-Kondinin rd Narrogin fl lot road res adj lc 1557
9007805363	FK040059	50	Williams-Kondinin rd Narrogin fl lot road res adj r13302
9007802947	BC1409650	20	Wedin north rd Narrogin fl lot road res adj lc 9464
9007802429	CK1000175	25	O'Brien rd Narrogin fl lot road res
9007802314	FM9800005	50	Williams-Kondinin rd Narrogin fl lot road res opp lot 507
9007769411	CK1301121	25	Sewell st Yealering lot pt(9610)
9007749250	WFD0150067	50	Keeping st Tincurrin lot opp lot 10
9007669285	KK0510168	100	South st Harrismith lot road rse

Following is a map showing the location of these standpipes.



File: S:\active\SpatialSystems\Mapping\State\TAG0239977_Standpipe\Working\GA_Standpipe_L_A3_V2.mxd

Water Standpipe Class

● 0	● 4	● 8	● 12
● 1	● 5	● 9	● 13
● 2	● 6	● 10	● 14
● 3	● 7	● 11	● 15



1:250,000 #A3
 0 2500 5000 7500 10000
 Metres
 Coordinate System: GDA 1994 MGA Zone 50
 Vertical Datum: AHD
 AUTHOR: FLETING DATE: 6/08/2018
 BRANCH: DTG - MAPPING & GEOSPATIAL
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**SHIRE OF WICKEPIN
 Standpipe Locations**

Following is a table showing the difference charges if Council keeps the standpipes at Commercial or LA standpipe rates for the 18/19 financial year.

Commercial – For use by commercial customers: may include major road building, mining, water carting for large projects, and farming.

Community – Available to assist local farmers, households not connected to schemes etc. limited use by shire for their own purposes.

Local Authority – For use by Shire only – locked no public access available.

Metre Number	2017/2018			2018/2019			2018/2019			2018/2019		
	Water use	Service Charge	Total	Water use	Service Charge	Total	Water use	Service Charge	Total	Water use	Service Charge	Total
HK1300033	88.46	207.87	296.33	185.41	4246.85	4432.26				93.76	00.00	93.76
CK1200776	0.00	207.87	207.87					265.41	265.41	00.00	00.00	00.00
FK1050052	19.13	207.87	227.00	40.09	1658.93	1699.02				20.27	00.00	20.27
HK1000079	11.95	207.87	219.82	25.06	4246.85	4271.91				12.67	00.00	12.67
HK1200002	169.76	207.87	377.63	355.78	4246.85	4602.63				179.91	00.00	179.91
HK0600077	427.56	207.87	645.43	917.01	4246.85	5163.86				463.72	00.00	463.72
FK0400059	215.20	207.87	423.07	450.99	1658.93	2109.92				228.06	00.00	228.06
BC1409650	00.00	207.87	207.87				00.00	265.41	265.41	00.00	00.00	00.00
CK1000175	38.25	207.87	246.12				40.54	265.41	305.95	40.54	00.00	40.54
FM9800005	5915.33	207.87	6123.20	12397.21	1658.93	14056.14				6269.12	00.00	6269.12
CK1301121	569.06	207.87	776.93				603.09	265.41	868.50	603.09	00.00	603.09
WFD0150067	447.12	207.87	654.99	1562.01	1658.93	3220.94				473.86	00.00	473.86
KK0510168	303.66	207.87	511.53	1060.83	6635.71	7696.54				321.82	00.00	321.82

The Standpipes required by the Shire of Wickepin for roads etc. are the following stand pipes marked yellow in the above table

- 9007805451 HK0600077 - Halliday road intersection of Wickepin Kulin road
- 9007805363 FK040059 - Williams Kondinin Road at Ten mile Intersection
- 9007805515 HK1200002 - Williams Kondinin Road Tincurrin north road intersection
- 9007806120 HK1300033 - 86 gate road
- 9007805929 FK1050052 - Harrismith Road North Wogolin south road intersection
- 9007802314 FM9800005 - Williams Kondinin Road intersection Wickepin Pingelly road

The following standpipes have the swipe card control meters.

- 9007805929 FK1050052 - Harrismith Road North Wogolin south road intersection



- 9007802314 FM9800005 - Williams Kondinin Road intersection Wickepin Pingelly road



- 9007806120 HK1300033 - 86 gate road



Council should keep these as Commercial Standpipes as we are able to track the water usage and directly bill the users from the swipe cards.

Council is being requested to fill out the following form by the 31 October 2017 classifying what Council requires with all of its current standpipes.

Account Number	Meter number	Meter Size	Local Authority	Commercial	Community	Fire Fighting Only
9007806120	HK1300033	80			N/A	
9007806112	CK1200776	25	N/A			
9007805929	FK1050052	50			N/A	
9007805881	HK1000079	80			N/A	
9007805515	HK1200002	80			N/A	
9007805451	HK0600077	80			N/A	
9007805363	FK040059	50			N/A	
9007802947	BC1409650	20		N/A		
9007802429	CK1000175	25		N/A		
9007802314	FM9800005	50			N/A	
9007769411	CK1301121	25		N/A		
9007749250	WFD0150067	50			N/A	
9007669285	KK0510168	100			N/A	

The CEO believes the form should be filled out as follows:

Account Number	Meter number	Meter Size	Local Authority	Commercial	Community	Fire Fighting Only
9007806120	HK1300033	80		✓	N/A	
9007806112	CK1200776	25	N/A			
9007805929	FK1050052	50		✓	N/A	
9007805881	HK1000079	80			N/A	✓
9007805515	HK1200002	80	✓		N/A	
9007805451	HK0600077	80	✓		N/A	
9007805363	FK040059	50	✓		N/A	
9007802947	BC1409650	20		N/A		✓
9007802429	CK1000175	25		N/A		✓
9007802314	FM9800005	50		✓	N/A	
9007769411	CK1301121	25		N/A		✓
9007749250	WFD0150067	50			N/A	✓
9007669285	KK0510168	100			N/A	✓

With Commercial standpipes if Council uses the water for road construction etc. it is able to apply for a refund from the water corporation for the water used for the road construction.

If Council fills out the form as shown by the CEO it will mean the following charges for 2019/2020.

	2019/2020			2019/2020		
	Commercial			Local Authority		
Metre Number	Water use	Service Charge	Total	Water use	Service Charge	Total
HK1300033	185.41	4246.85	4432.26	93.76	00.00	93.76
CK1200776				00.00	00.00	00.00
FK1050052	40.09	1658.93	1699.02			
HK1000079				12.67	00.00	12.67
HK1200002				179.91	00.00	179.91
HK0600077				463.72	00.00	463.72
FK040059				228.06	00.00	228.06
BC1409650				00.00	00.00	00.00
CK1000175				40.54	00.00	40.54
FM9800005	12397.21	1658.93	14056.14			
CK1301121				603.09	00.00	603.09
WFD0150067				473.86	00.00	473.86
KK0510168				321.82	00.00	321.82

This will add the following to Councils water accounts for 2019/2020

1. Service Charges 18/19 \$623.61 to 19/20 \$7,564.71
2. Water usage 18/19 \$6,022.92 to 19/20 \$12,622.71

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

An increase on Council charges for Water usage and service charges in the vicinity of \$14,000.

Strategic Implications:

Nil

Recommendations:

That the Chief Executive Officer fill out the Water Corporation action plan and submit the plan by the 31st October 2018 as follows.

Account Number	Meter number	Meter Size	Local Authority	Commercial	Community	Fire Fighting Only
9007806120	HK1300033	80		✓	N/A	
9007806112	CK1200776	25	N/A			
9007805929	FK1050052	50		✓	N/A	
9007805881	HK1000079	80			N/A	✓

9007805515	HK1200002	80	✓		N/A	
9007805451	HK0600077	80	✓		N/A	
9007805363	FK040059	50	✓		N/A	
9007802947	BC1409650	20		N/A		✓
9007802429	CK1000175	25		N/A		✓
9007802314	FM9800005	50		✓	N/A	
9007769411	CK1301121	25		N/A		✓
9007749250	WFD0150067	50			N/A	✓
9007669285	KK0510168	100			N/A	✓

Voting Requirements:

Simple Majority

Council Decision:

Resolution No: 190918-
Moved Cr / Seconded Cr

That the Chief Executive Officer fill out the Water Corporation action plan and submit the plan by the 31st October 2018 as follows.

Account Number	Meter number	Meter Size	Local Authority	Commercial	Community	Fire Fighting Only
9007806120	HK1300033	80		✓	N/A	
9007806112	CK1200776	25	N/A			
9007805929	FK1050052	50		✓	N/A	
9007805881	HK1000079	80			N/A	✓
9007805515	HK1200002	80	✓		N/A	
9007805451	HK0600077	80	✓		N/A	
9007805363	FK040059	50	✓		N/A	
9007802947	BC1409650	20		N/A		✓
9007802429	CK1000175	25		N/A		✓
9007802314	FM9800005	50		✓	N/A	
9007769411	CK1301121	25		N/A		✓
9007749250	WFD0150067	50			N/A	✓
9007669285	KK0510168	100			N/A	✓

Carried /

Governance, Audit and Community Services

10.1.08 – Rod House - Seed Collecting to June 2019

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Jean Sloan - Kondinin
File Reference:	EM.PER.1105
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	33 August 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to grant permission to Rod House of Crawley requests permission to seek permission to carry out nectar sampling and seed collecting of *Leptospermum* sp from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to June 2019.

With the following conditions:

- Permission is only granted to Jean Sloan
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during Total Fire Ban

Background

Rod House of Crawley requests permission to seek permission to carry out nectar sampling and seed collecting of *Leptospermum* sp from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to June 2019.

Comments:

The author of this report can see no issues in granting Rod House permission to carry out nectar sampling and seed collecting of *Leptospermum* sp from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2019.

Following is an extract from the Department of Parks and Wildlife Flora Licensing Information Sheet.

All flora that is native to Western Australia is protected throughout the State under the Wildlife Conservation Act 1950. Protected flora is defined as any plant (including any wildflower, palm, shrub tree, fern, creeper or vine) and includes any part of a plant, including seeds and spores.

On Crown Land, protected flora may only be taken by individuals who hold a licence issued by the Department of Parks and Wildlife (DPaW) under the Wildlife Conservation Act 1950. Persons who wish to take flora for identification, research, education, hobby, or other non-commercial purposes must hold a Scientific or Other Prescribed Purposes (SOPP) Licence.

Non-commercial collection of flora from private property requires the permission of the property owner, but no licence from DPaW.

If the flora is being taken for commercial purposes a Commercial Purposes (CP) Licence is required. A CP Licence must be held by each individual taking flora. Before a CP licence can be issued, the applicant must demonstrate that they have an area on which they are authorised to harvest flora. This includes the written permission of the government agency or authorised agent that is managing the land. If the land that the applicant wishes to collect on is CALM land/water or managed by the department, the Wildlife Licensing section will seek permission from the relevant DPaW district on the applicant's behalf

The commercial collection of flora from conservation estate (Nature Reserves, National Parks or Conservation Parks, etc) is generally not permitted.

CP licensees are required to submit returns of the flora taken under their licence, and licence renewal is dependent on the satisfactory completion and submission of such returns.

The commercial collection of flora species listed as Priority on the department's "Threatened and Priority Flora List" is also not generally permitted. If applicants wish to take Priority flora they must complete an "Application to Take Priority Flora Species under a Commercial Purposes Licence" and submit this to the department's Wildlife Licensing Section. Applications will only be approved where the activity will assist in the preservation or protection of the Priority flora species of interest. If successful the applicant will be issued with a CP Licence which is amended to allow for the taking of specified Priority flora species in the amounts approved by DPaW, and only for use as approved by DPaW.

Protected flora may only be taken from private property by the owner or occupier of the land or by a person who has the owner or occupier's permission. Protected flora taken from private property, whether it be harvested from natural or cultivated stands, may only be sold under a Commercial Producer's (PN) Licence. A PN licence only covers the properties that are listed on the licence, therefore if you wish to sell flora taken from other properties not listed on your licence you must apply for an additional licence. PN licensees are required to submit returns of the flora sold under their licence, and licence renewal is dependent on the satisfactory completion and submission of such returns. The applicant must state on their application form whether the flora to be sold is taken from Natural (P) or Artificial/Cultivated (A) stands, as well as listing the species and parts to be taken. The renewal of a licence is the responsibility of the licensee and will not automatically be granted. Each request for renewal is treated as a new application, so that in the event circumstances change, the appropriate licence conditions can be issued. Current letters of authority must be included with each application and the land to which the application relates and proposed species to be harvested must be listed. Licence renewal is dependent on the satisfactory completion and submission of returns.

Statutory Environment:

Wildlife Conservation Act (1950)

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Recommendations:

That Council grant permission to Rod House permission to carry out nectar sampling and seed collecting of *Leptospermum* sp from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2019.

With the following conditions:

- All conditions imposed on the Licence from the Department of Parks and Wildlife are to be followed at all times.
- Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans
- No picking during Total Fire Bans

Voting Requirements:

Simple majority

Council Decision: Resolution No: 190918-

Moved Cr / Seconded Cr

That Council grant permission to Rod House permission to carry out nectar sampling and seed collecting of *Leptospermum* sp from reserves (gravel pits, road verges, Town-site reserves) vested to the Shire of Wickepin for the period to 30 June 2019.

With the following conditions:

- All conditions imposed on the Licence from the Department of Parks and Wildlife are to be followed at all times.
- Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans
- No picking during Total Fire Bans

Carried /

Governance, Audit and Community Services

10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Amanda Smith – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	5 Septmeber 2018

Enclosure/Attachments:

List of accounts.

Summary:

List of Accounts remitted during the period from 1 August 2018 to 31 August 2018.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	8580 – 8609, 8611 – 8632	\$ 96,254.63
Cheques	15547 – 15553	\$ 18,401.98
Payroll	August	\$ 130,322.12
Superannuation	August	\$ 15,980.97
Credit Card	August	\$ 884.40
Direct Deductions	August	\$ 1,559.84
Licensing	August	\$ 29,182.95
Trust		
EFT	8610	\$ 50.00
Cheques		\$ 0.00
	TOTAL	<u>\$ 292,636.89</u>

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 \$ 292,636.89 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:

Simply Majority

Council Decision: Resolution No: 190818-

Moved Cr / Seconded Cr

That Council acknowledges that payments totalling \$ 292,636.89 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried /

List of Accounts Due & Submitted to Committee

Aug-18

Chq/EFT	Date	Name	Description	Muni	Trust
EFT8580	02/08/2018	WA Treasury	Loan Guarantee Fee	\$ 329.04	
EFT8581	09/08/2018	Australia Post	July 2018 Account	\$ 107.55	
EFT8582	09/08/2018	Air Liquide WA Pty Ltd	Cylinder Rental for July 2018	\$ 95.30	
EFT8583	09/08/2018	Aquatic Services WA	Pool Pump Repairs	\$ 3,839.00	
EFT8584	09/08/2018	Burgess Rawson (WA) Pty Ltd	Wk Public Toilet Water	\$ 44.72	
EFT8585	09/08/2018	Best Office Systems	Konica Minolta Copier Charges	\$ 90.86	
EFT8586	09/08/2018	Chefmaster	Bin Liners	\$ 284.10	
EFT8587	09/08/2018	Cemeteries & Crematoria Assn Of WA	2018-19 Membership	\$ 120.00	
EFT8588	09/08/2018	Kelly Cochrane	Cleaning Yea Hall & Cvn Pk	\$ 459.00	
EFT8589	09/08/2018	Landgate	Rural UV's & Land Enquiry	\$ 117.90	
EFT8590	09/08/2018	Ewen Rural Supplies	July 2018 Account	\$ 3,388.24	
EFT8591	09/08/2018	Easifleet	Facey Group Vehicle Lease	\$ 585.35	
EFT8592	09/08/2018	Great Southern Fuel Supplies	July 2018 Fuel Account	\$ 15,307.82	
EFT8593	09/08/2018	Hancocks Home Hardware	Lights for Wk Community Centre	\$ 53.70	
EFT8594	09/08/2018	Elizabeth Heffernan	Albert Facey Homestead Cleaning	\$ 40.00	
EFT8595	09/08/2018	Jason Signmakers	Traffic Control Signs	\$ 2,482.15	
EFT8596	09/08/2018	Knightline Computers	Computer Cables	\$ 24.90	
EFT8597	09/08/2018	Local Health Authorities Analytical Committee	2018-19 Fees	\$ 392.70	
EFT8598	09/08/2018	Marketforce Productions	Mechanic Advertising	\$ 1,525.88	
EFT8599	09/08/2018	Great Southern Waste Disposal	July 2018 Waste Collection & Bulk Pickup Transfer Stations	\$ 7,908.36	
EFT8600	09/08/2018	PCS	Monthly IT Fees	\$ 85.00	
EFT8601	09/08/2018	Parrys	Works Uniform	\$ 577.85	
EFT8602	09/08/2018	Hilton Hotels Of Australia Pty Ltd	LG Week Accommodation	\$ 2,603.15	
EFT8603	09/08/2018	Maureen Susan Preedy	Cleaning Yea Hall, Cvn Pk & Toilets	\$ 533.00	
EFT8604	09/08/2018	Element Advisory Pty Ltd	Boundary Statement Concept Design	\$ 7,502.00	
EFT8605	09/08/2018	Pingelly Tyre Service	Tyre Repairs WK541	\$ 111.00	
EFT8606	09/08/2018	Peter Robert Stribling	Yea Cvn Pk Commission	\$ 40.00	
EFT8607	09/08/2018	DAPHNE MAE TETLOW	Wk Cvn Pk Commission	\$ 83.73	

List of Accounts Due & Submitted to Committee

Aug-18

Chq/EFT	Date	Name	Description	Muni	Trust
EFT8608	09/08/2018	WA Treasury	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT8609	09/08/2018	Wickepin Newsagency	July Account	\$ 1,288.40	
EFT8610	23/08/2018	Bree Short	Refund Bond On Cat Trap		\$50.00
EFT8611	23/08/2018	Yvonne Bowey Consulting	Annual Reports Preparation	\$ 1,434.40	
EFT8612	23/08/2018	Best Office Systems	Printing & Laminating A1 Shire Maps	\$ 138.00	
EFT8613	23/08/2018	Brett Rowe Mobile HD Mechanical Services	Vehicle Maintenance	\$ 3,389.50	
EFT8614	23/08/2018	Yealering Agparts & Repairs	Gas Bottle, Handheld Radio & Repairs to WK3680	\$ 673.30	
EFT8615	23/08/2018	Courier Australia	Freight on Signs, Library Books & Pool Cleaner	\$ 296.75	
EFT8616	23/08/2018	Covs	Ratchet Straps & Parts for 1WK	\$ 73.68	
EFT8617	23/08/2018	Edwards Motors Pty Ltd	CEO Vehicle Changeover	\$ 1,800.00	
EFT8618	23/08/2018	Frank Weston & Co	Angle Iron for Shed Door Repairs 7 Rintel St	\$ 43.56	
EFT8619	23/08/2018	Hancocks Home Hardware	Clothes Line for Wk Cvn Pk	\$ 309.75	
EFT8620	23/08/2018	Harris Zuglian Electrics	Connect Generator WK Community Centre, Repairs Cottage Homes, Relocate Netball Scoreboard & Repair Pool Power Issue	\$ 1,650.98	
EFT8621	23/08/2018	Howson Management	Generic Traffic Management Plans	\$ 5,148.00	
EFT8622	23/08/2018	Kulker Plumbing Service	Repair Sewer Pipe	\$ 196.31	
EFT8623	23/08/2018	State Library Of WA	2018/19 Better Beginnings Program	\$ 66.00	
EFT8624	23/08/2018	MJB Industries	Pipes for Pingelly-WK Rd & Drainage/Headwalls	\$ 17,112.70	
EFT8625	23/08/2018	Narrogin Hire Service And Reticulation	Reticulation Parts for WK Cvn Pk	\$ 171.00	
EFT8626	23/08/2018	Narrogin Betta Home Living	White Goods for 5 Smith St, Microwave & Kettle for Wk Community Centre	\$ 1,592.95	
EFT8627	23/08/2018	Narrogin Technology Solutions	Computer Cables for WK Community Centre	\$ 39.90	
EFT8628	23/08/2018	Hilton Hotels Of Australia Pty Ltd	LG Week Accommodation	\$ 872.50	
EFT8629	23/08/2018	The Workwear Group Pty Ltd	Uniform Order	\$ 630.66	
EFT8630	23/08/2018	Shire Of Narrogin	Planning Officer Fees July 2018	\$ 633.60	
EFT8631	23/08/2018	Wickepin Rural Services	Roadside Spraying Chemical	\$ 1,430.00	
EFT8632	23/08/2018	Western Australian Local Government Association	LG Week Attendance	\$ 6,407.00	
			Total EFT	\$ 96,254.63	\$50.00
15547	02/08/2018	Audio Clinic	Audiometric Hearing Test	\$ 408.00	

List of Accounts Due & Submitted to Committee

Aug-18

Chq/EFT	Date	Name	Description	Muni	Trust
15548	09/08/2018	A & A Corasaniti	Hsm Cemetery Gazebo Works	\$ 9,545.80	
15549	09/08/2018	Telstra	Phone Account	\$ 1,673.72	
15550	09/08/2018	Synergy	Power for Streetlights	\$ 1,763.90	
15551	09/08/2018	Water Corporation	Water Accounts	\$ 2,234.64	
15552	23/08/2018	Synergy	Power Accounts	\$ 2,273.15	
15553	23/08/2018	Water Corporation	Water Accounts	\$ 502.77	
			Total Cheques	\$ 18,401.98	
DD9767.1	01/08/2018	WA Local Government Super Plan	Payroll deductions	\$ 3,631.34	
DD9767.2	01/08/2018	ANZ Super	Superannuation contributions	\$ 405.10	
DD9767.3	01/08/2018	Colonial First State	Superannuation contributions	\$ 271.98	
DD9767.4	01/08/2018	Prime Super	Superannuation contributions	\$ 186.42	
DD9767.5	01/08/2018	Australian Ethical Super	Superannuation contributions	\$ 198.84	
DD9767.6	01/08/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 104.93	
DD9767.7	01/08/2018	MTAA Super Fund	Superannuation contributions	\$ 212.53	
DD9767.8	01/08/2018	Macquarie Investment Management Limited	Superannuation contributions	\$ 193.54	
DD9795.1	15/08/2018	WA Local Government Super Plan	Payroll deductions	\$ 3,902.71	
DD9795.2	15/08/2018	ANZ Super	Superannuation contributions	\$ 405.10	
DD9795.3	15/08/2018	Colonial First State	Superannuation contributions	\$ 254.45	
DD9795.4	15/08/2018	Prime Super	Superannuation contributions	\$ 186.42	
DD9795.5	15/08/2018	Australian Ethical Super	Superannuation contributions	\$ 198.84	
DD9795.6	15/08/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 120.29	
DD9795.7	15/08/2018	MTAA Super Fund	Superannuation contributions	\$ 183.67	
DD9795.8	15/08/2018	Macquarie Investment Management Limited	Superannuation contributions	\$ 193.54	
DD9824.1	29/08/2018	WA Local Government Super Plan	Payroll deductions	\$ 3,794.08	
DD9824.2	29/08/2018	ANZ Super	Superannuation contributions	\$ 405.10	
DD9824.3	29/08/2018	Colonial First State	Superannuation contributions	\$ 254.45	
DD9824.4	29/08/2018	Prime Super	Superannuation contributions	\$ 186.42	
DD9824.5	29/08/2018	Australian Ethical Super	Superannuation contributions	\$ 198.84	
DD9824.6	29/08/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 115.17	
DD9824.7	29/08/2018	MTAA Super Fund	Superannuation contributions	\$ 183.67	

List of Accounts Due & Submitted to Committee

Aug-18

Chq/EFT	Date	Name	Description	Muni	Trust
DD9824.8	29/08/2018	Macquarie Investment Management Limited	Superannuation contributions	\$ 193.54	
			Total Superannuation	\$ 15,980.97	
DD9827.1	03/08/2018	Classic Funding Group Pty Ltd	Konica Minolta Copier Lease	\$ 884.40	
DD9827.2	17/08/2018	Westnet Pty Ltd	September 2018 Internet Charges	\$ 144.90	
DD9827.3	22/08/2018	ANZ Bank	Credit Card Account	\$ 1,414.94	
			Total Direct Debits	\$ 2,444.24	
98010818	01/08/2018	Dept Of Transport	Trans Licensing	\$ 854.75	
98020818	02/08/2018	Dept Of Transport	Trans Licensing	\$ 502.45	
98030818	03/08/2018	Dept Of Transport	Trans Licensing	\$ 2,492.90	
98060818	06/08/2018	Dept Of Transport	Trans Licensing	\$ 520.35	
98070818	07/08/2018	Dept Of Transport	Trans Licensing	\$ 2,070.90	
98090818	09/08/2018	Dept Of Transport	Trans Licensing	\$ 931.40	
98100818	10/08/2018	Dept Of Transport	Trans Licensing	\$ 1,579.75	
98130818	13/08/2018	Dept Of Transport	Trans Licensing	\$ 375.90	
98140818	14/08/2018	Dept Of Transport	Trans Licensing	\$ 2,669.95	
98150818	15/08/2018	Dept Of Transport	Trans Licensing	\$ 4,707.25	
98160818	16/08/2018	Dept Of Transport	Trans Licensing	\$ 527.65	
98170818	17/08/2018	Dept Of Transport	Trans Licensing	\$ 316.45	
98200818	20/08/2018	Dept Of Transport	Trans Licensing	\$ 2,478.15	
98210818	21/08/2018	Dept Of Transport	Trans Licensing	\$ 43.15	
98220818	22/08/2018	Dept Of Transport	Trans Licensing	\$ 441.35	
98230818	23/08/2018	Dept Of Transport	Trans Licensing	\$ 1,172.15	
98240818	24/08/2018	Dept Of Transport	Trans Licensing	\$ 2,295.35	
98270818	27/08/2018	Dept Of Transport	Trans Licensing	\$ 621.85	
98280818	28/08/2018	Dept Of Transport	Trans Licensing	\$ 1,894.55	
98290818	29/08/2018	Dept Of Transport	Trans Licensing	\$ 933.85	
98300818	30/08/2018	Dept Of Transport	Trans Licensing	\$ 1,167.00	
98310818	31/08/2018	Dept Of Transport	Trans Licensing	\$ 585.85	
			Total Licensing	\$ 29,182.95	
	02/08/2018	Gross Payroll		\$ 43,096.45	

List of Accounts Due & Submitted to Committee

Aug-18

Chq/EFT	Date	Name	Description	Muni	Trust
	16/08/2018	Gross Payroll		\$ 44,089.41	
	30/08/2018	Gross Payroll		\$ 43,136.26	
			Total Payroll	<u>\$130,322.12</u>	
				<u>\$292,586.89</u>	<u>\$50.00</u>

Credit Card Payment Summary

23 July 2018 to 22 August 2018

CEO		
1/08/2018	Ascu Spanish Grill - Local Government Week Meals	\$ 466.90
2/08/2018	Lalla Rookh Bar - Local Government Week Refreshments	\$ 56.00
2/08/2018	Lalla Rookh Bar - Local Government Week Meals	\$ 339.50
13/08/2018	Liquor Baron Narrogin - Refreshments	\$ 46.99
16/08/2018	Department of Transport - Plate Change CEO Vehicle	\$ 26.85
16/08/2018	Department of Transport - Registration CEO Vehicle	\$ 388.25
19/08/2018	BP Mt Barker - Fuel	\$ 90.45
	<u>Total Payments</u>	<u>\$ 1,414.94</u>

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Agatha Prior – Executive Support Officer
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	7 September 2018

Enclosure/Attachments:

Monthly financial report for August, 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 31 August 2018 as presented be received.

Voting Requirements:

Simply Majority

Council Decision:

Resolution No: 190918-

Moved Cr / Seconded Cr

That the financial statements tabled for the period ending 31 August 2018 as presented be received.

Carried /

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 31 August 2018

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

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Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 August 2018 of \$2,512,760.

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

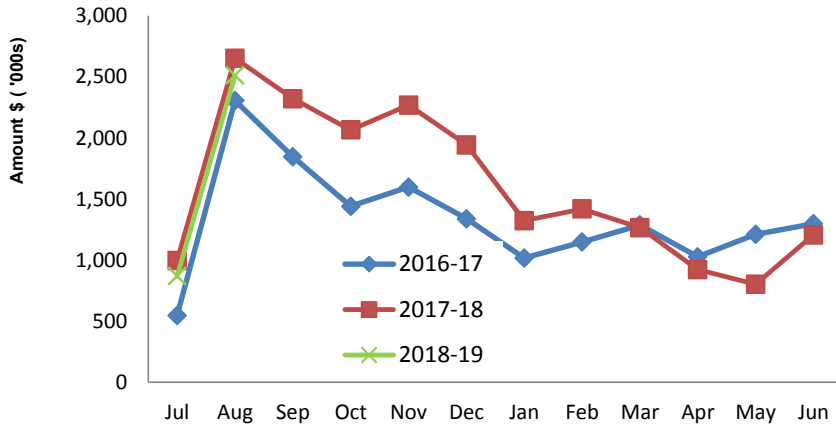
Date prepared: 7-Sep-18

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 August 2018

Liquidity Over the Year (Refer Note 3)



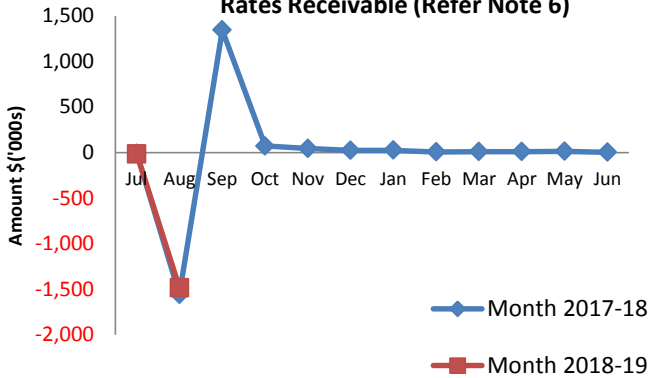
Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,204,613
Restricted	\$ 1,804,855
	\$ 3,009,467

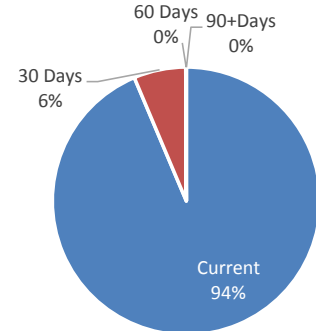
Receivables

Rates	\$ 1,484,930
Other	\$ 18,125
	\$ 1,503,055

Rates Receivable (Refer Note 6)



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



Comments

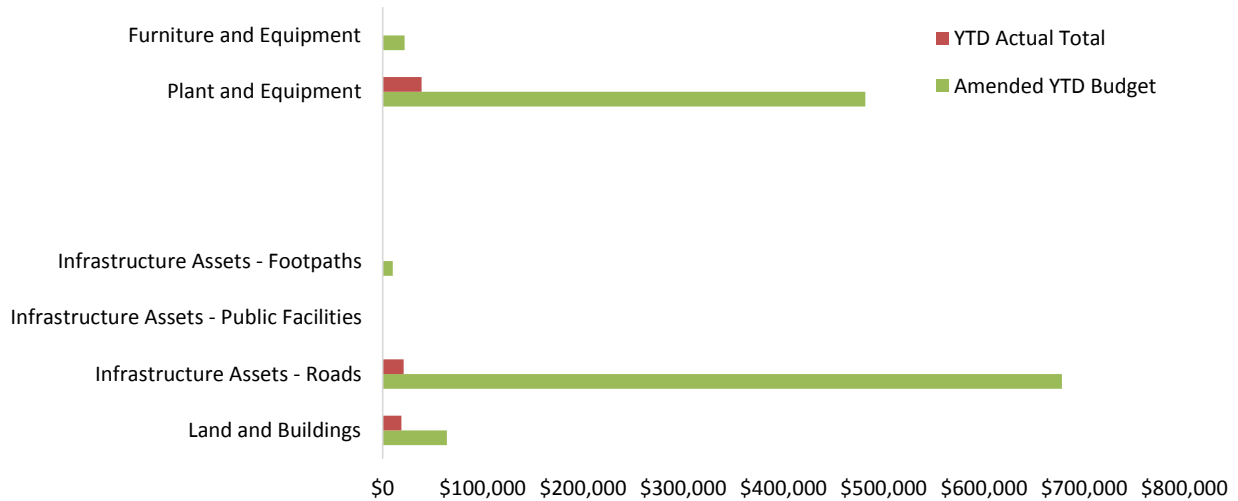
Unrestricted cash includes the following payments in advance

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

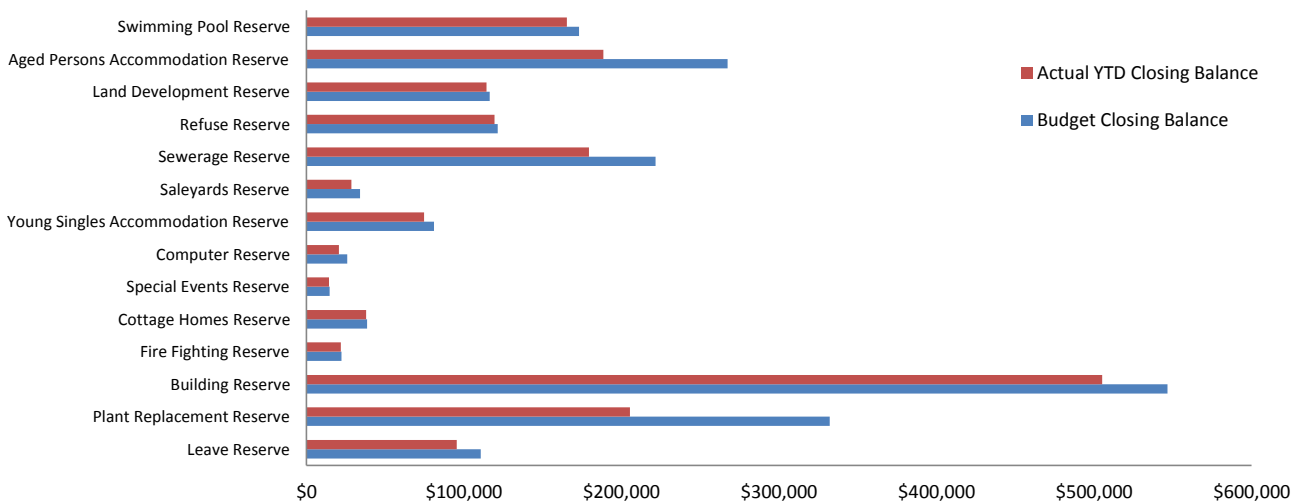
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 August 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.

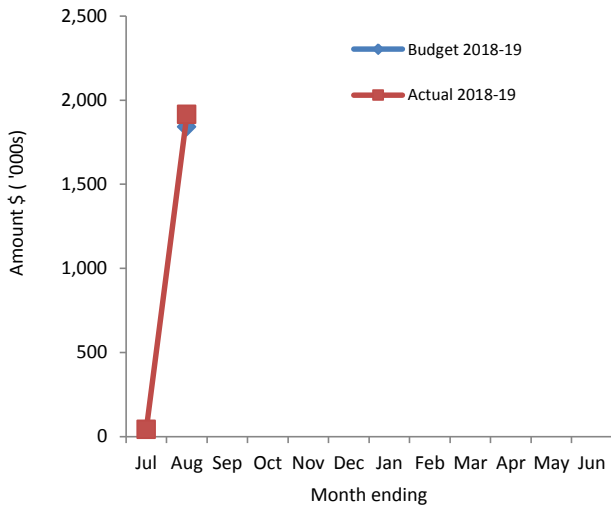
Shire of Wickepin

Monthly Summary Information

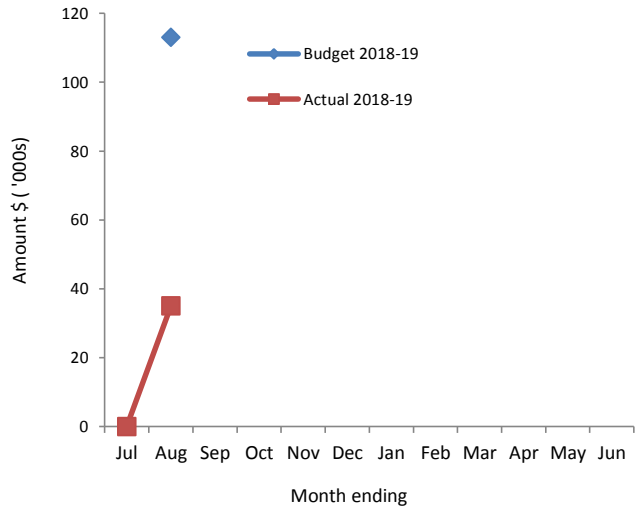
For the Period Ended 31 August 2018

Revenues

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

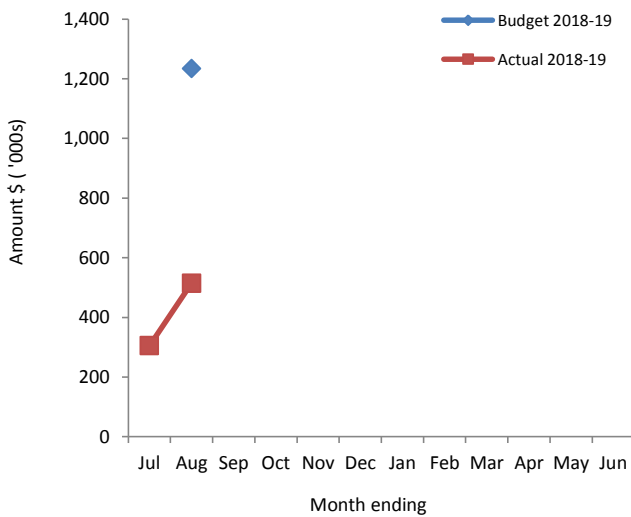


Budget Capital Revenue -v- Actual (Refer Note 2)

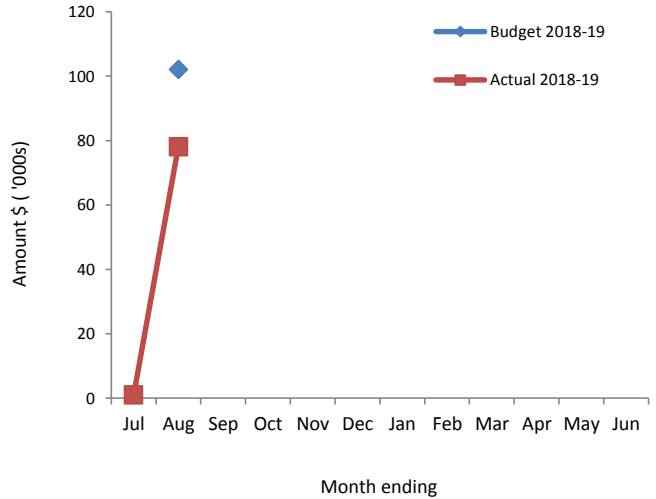


Expenditure

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 31 August 2018

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		1,110	182	4,574	4,392	2413.00%	
General Purpose Funding - Rates	9	1,352,265	1,458,008	1,476,157	18,149	1.24%	
General Purpose Funding - Other		819,181	195,079	191,001	(4,078)	(2.09%)	
Law, Order and Public Safety		72,887	12,144	44,497	32,353	266.41%	▲
Health		250	40	0	(40)	(100.00%)	
Education and Welfare		4,160	692	0	(692)	(100.00%)	
Housing		108,150	18,020	14,230	(3,790)	(21.03%)	
Community Amenities		186,040	30,996	143,540	112,544	363.09%	▲
Recreation and Culture		32,597	5,426	7,965	2,539	46.80%	
Transport		646,931	107,818	26,144	(81,674)	(75.75%)	▼
Economic Services		42,165	7,020	2,062	(4,958)	(70.63%)	
Other Property and Services		33,500	5,580	6,146	566	10.13%	
Total Operating Revenue		3,299,236	1,841,005	1,916,314	75,310		
Operating Expense							
Governance		(445,002)	(109,365)	(111,927)	(2,562)	(2.34%)	
General Purpose Funding		(87,054)	(14,500)	(13,583)	917	6.33%	▼
Law, Order and Public Safety		(252,430)	(42,052)	(38,259)	3,793	9.02%	▼
Health		(25,916)	(4,308)	(1,867)	2,441	56.65%	▼
Education and Welfare		(17,842)	(2,960)	(708)	2,252	76.08%	▼
Housing		(189,061)	(31,462)	(11,414)	20,048	63.72%	▼
Community Amenities		(383,798)	(63,872)	(42,277)	21,595	33.81%	▼
Recreation and Culture		(982,652)	(163,652)	(71,070)	92,582	56.57%	▼
Transport		(4,759,357)	(793,176)	(151,840)	641,336	80.86%	▼
Economic Services		(241,056)	(40,136)	(20,848)	19,288	48.06%	▼
Other Property and Services		(26,141)	(4,324)	(50,484)	(46,160)	(1067.53%)	▲
Total Operating Expenditure		(7,410,310)	(1,269,807)	(514,279)	755,529		
Funding Balance Adjustments							
Add back Depreciation		4,327,930	721,312	0	(721,312)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	24,900	4,150	(1,288)	(5,438)	(131.03%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		241,756	1,296,659	1,400,748	104,089		
Capital Revenues							
Proceeds from Disposal of Assets	8	170,594	113,729	35,950	(77,780)	(68.39%)	▼
Total Capital Revenues		170,594	113,729	35,950	(77,780)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(9,332)	(2,665)	6,667	71.44%	▼
Infrastructure - Roads	13	(677,876)	(97,616)	(20,829)	76,787	78.66%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(10,000)	(1,666)	0	1,666	100.00%	▼
Infrastructure - Drainage	13	(84,500)	(12,912)	(15,498)	(2,586)	(20.03%)	
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(397,144)	(91,464)	(37,586)	53,878	58.91%	▼
Furniture and Equipment	13	(22,000)	(3,666)	(1,849)	1,817	49.56%	▼
Total Capital Expenditure		(1,255,720)	(216,656)	(78,428)	138,228		
Net Cash from Capital Activities		(1,085,126)	(102,927)	(42,478)	60,449		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	507	3,010	2,503	494.02%	
Transfer from Reserves	7	46,500	11,625	0	(11,625)	(100.00%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(14,919)	(6,797)	8,122	54.44%	▼
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▼
Net Cash from Financing Activities		(290,722)	(159,520)	(3,787)	155,733		
Net Operations, Capital and Financing		(1,134,092)	1,034,213	1,354,483	314,833		
Opening Funding Surplus(Deficit)	3	1,134,092	1,158,277	1,158,277	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	2,192,489	2,512,760	314,833		

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 31 August 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,352,265	\$ 1,457,998	\$ 1,476,157	\$ 18,159	1.25%	
Operating Grants, Subsidies and Contributions	11	861,048	207,067	194,529	(12,538)	(6.06%)	▼
Fees and Charges		459,782	76,588	244,193	167,605	218.84%	▲
Service Charges		0	0	0	0		
Interest Earnings		52,000	3,666	148	(3,518)	(95.96%)	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	21,680	3,612	1,288			
Total Operating Revenue		2,746,775	1,748,931	1,916,314	169,708		
Operating Expense							
Employee Costs		(1,318,973)	(219,762)	(239,653)	(19,891)	(9.05%)	▼
Materials and Contracts		(1,358,671)	(246,814)	(142,493)	104,321	42.27%	▲
Utility Charges		(175,545)	(29,230)	(13,520)	15,710	53.75%	▲
Depreciation on Non-Current Assets		(4,327,930)	(721,312)	0	721,312	100.00%	▲
Interest Expenses		(3,453)	(572)	(1,119)	(547)	(95.69%)	
Insurance Expenses		(179,158)	(44,355)	(117,494)	(73,139)	(164.89%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(46,580)	(7,762)	0			
Total Operating Expenditure		(7,410,310)	(1,269,807)	(514,279)	747,767		
Funding Balance Adjustments							
Add back Depreciation		4,327,930	721,312	0	(721,312)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	24,900	4,150	(1,288)	(5,438)	(131.04%)	▼
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(310,705)	1,204,585	1,400,748	190,725		
Capital Revenues							
Grants, Subsidies and Contributions	11	552,461	92,074	0	(92,074)	(100.00%)	▼
Proceeds from Disposal of Assets	8	170,594	113,729	35,950	(77,780)	(68.39%)	▼
Total Capital Revenues		723,055	205,803	35,950	(169,854)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(9,332)	(2,665)	6,667	71.44%	▲
Infrastructure - Roads	13	(677,876)	(97,616)	(20,829)	76,787	78.66%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(10,000)	(1,666)	0	1,666	100.00%	▲
Infrastructure - Drainage	13	(84,500)	(12,912)	(15,498)	(2,586)	(20.03%)	
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(397,144)	(91,464)	(37,586)	53,878	58.91%	▲
Furniture and Equipment	13	(22,000)	(3,666)	(1,849)	1,817	49.56%	▲
Total Capital Expenditure		(1,255,720)	(216,656)	(78,428)	138,228		
Net Cash from Capital Activities		(532,665)	(10,853)	(42,478)	(31,625)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	507	3,010	2,503	494.02%	
Transfer from Reserves	7	46,500	11,625	0	(11,625)	(100.00%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(14,919)	(6,797)	8,122	54.44%	▲
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▲
Net Cash from Financing Activities		(290,722)	(159,520)	(3,787)	155,733		
Net Operations, Capital and Financing		(1,134,092)	1,034,213	1,354,483	314,832		
Opening Funding Surplus(Deficit)	3	1,134,092	1,158,277	1,158,277	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	2,192,489	2,512,760	314,832		

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 31 August 2018

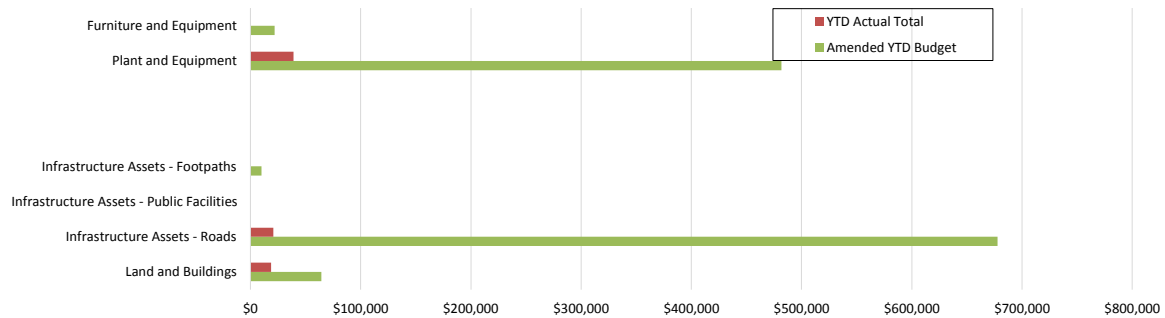
YTD 31 08 2018							
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	18,616	0	18,616	64,200	64,200	(45,584)
Infrastructure Assets - Roads	13	0	20,829	20,829	677,876	677,876	(657,047)
Infrastructure Assets - Public Facilities	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	0	0	0	10,000	10,000	(10,000)
Plant and Equipment	13	0	38,982	38,982	481,644	481,644	(442,662)
Furniture and Equipment	13	0	0	0	22,000	22,000	(22,000)
Capital Expenditure Totals		18,616	59,812	78,428	1,255,720	1,255,720	(1,177,292)

Funded By:

Capital Grants and Contributions	0	552,461	552,461	552,461
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	35,950	113,729	170,594	(77,780)
Own Source Funding - Cash Backed Reserves				
Leave Reserve			13,500	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0		33,000	
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	0	11,625	46,500	(11,625)
Own Source Funding - Operations	42,478	577,905	486,165	(535,427)
Capital Funding Total	78,428	1,255,720	1,255,720	(1,177,292)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 31 August 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 31 August 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 31 August 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 31 August 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 31 August 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 31 August 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 31 August 2018

Note 2: EXPLANATION OF MATERIAL VARIANCES

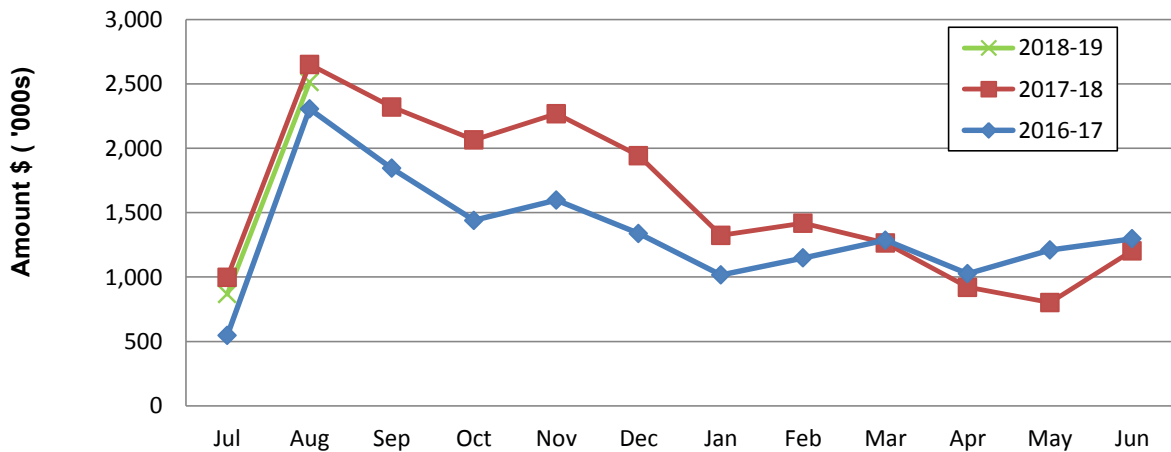
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	4,392	2413.00%			
General Purpose Funding - Other	(4,078)	(2.09%)			
Law, Order and Public Safety	32,353	266.41%	▲	Timing	Esl Levy
Housing	(3,790)	(21.03%)			
Community Amenities	112,544	363.09%	▲	Timing	Refuse Charges
Recreation and Culture	2,539	46.80%			
Transport	(81,674)	(75.75%)			
Other Property and Services	566	10.13%			
Operating Expense					
Governance	(2,562)	(2.34%)			
General Purpose Funding	917	6.33%	▼	Timing	
Law, Order and Public Safety	3,793	9.02%	▼	Timing	
Housing	20,048	63.72%	▼	Timing	
Community Amenities	21,595	33.81%	▼	Timing	
Recreation and Culture	92,582	56.57%	▼	Timing	Events still to happen
Transport	641,336	80.86%	▼	Timing	Road Construction not yet started
Economic Services	19,288	48.06%	▼	Timing	
Other Property and Services	(46,160)	(1067.53%)	▲	Timing	
Capital Revenues					
Grants, Subsidies and Contributions	(92,074)	(100.00%)	▼	Timing	Roads Funding not yet received
Proceeds from Disposal of Assets	(77,780)	(68.39%)	▼	Timing	Assets not disposed of
Capital Expenses					
Land and Buildings	6,667	71.44%	▼	Timing	Accounts not received yet
Infrastructure - Roads	76,787	78.66%	▼	Timing	Road Projects not yet started
Infrastructure - Footpaths	1,666	100.00%	▼	Timing	Footpath projects not started yet
Plant and Equipment	53,878	58.91%	▼	Timing	Plant Purchases not yet occurred
Furniture and Equipment	1,817	49.56%	▼	Timing	Projects not completed
Financing					
Loan Principal	8,122	54.44%	▼	Timing	Budget Profiling not completed

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)			
		YTD 31 Aug		YTD 30 Aug	
Note		2018	30 June 2017	2017	
		\$	\$	\$	
Current Assets					
	Cash Unrestricted	4	1,204,613	1,296,360	975,440
	Cash Restricted	4	1,804,855	1,804,855	1,274,113
	Receivables - Rates	6	1,484,930	18,877	73,835
	Receivables -Other	6	18,125	11,566	112,223
	Interest / ATO Receivable/Trust		13,555	25,910	27,693
	Inventories			0	0
			4,526,078	3,157,568	2,463,304
Less: Current Liabilities					
	Payables		(31,244)	(17,216)	(26,842)
	Provisions		(177,221)	(177,221)	(144,743)
			(208,465)	(194,436)	(171,586)
	Less: Cash Reserves	7	(1,804,854)	(1,804,855)	(1,274,113)
Net Current Funding Position			2,512,759	1,158,277	1,017,605

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 31 August 2018

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	403,913			403,913	ANZ	At Call
Reserve Bank Account	0.00%		4,855		4,855	ANZ	At Call
Trust Bank Account	0.00%			37,247	37,247	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	1.45%	800,000			800,000	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
Total		1,204,613	1,804,855	117,247	3,126,715		

Comments/Notes - Investments

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 August 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						
				0	0	0	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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				-	-	-	-

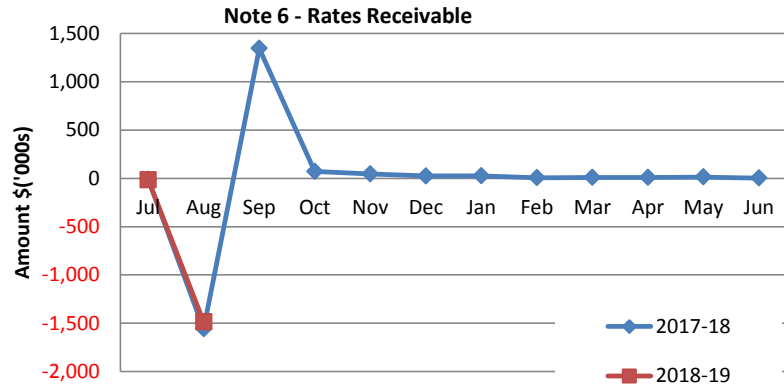
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 6: RECEIVABLES

Receivables - Rates Receivable

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

	YTD 31 Aug 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,646,034	1,497,589
<u>Less</u> Collections to date	(180,626)	(1,503,610)
Equals Current Outstanding	1,484,930	19,522
Net Rates Collectable	1,484,930	19,522
% Collected	10.84%	98.72%



Comments/Notes - Receivables Rates

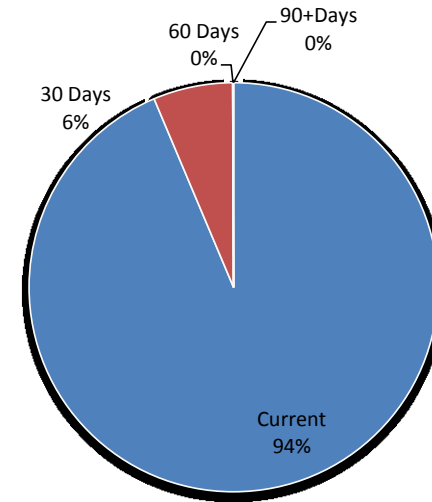
Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	16,974	1,138	13	0
Total Receivables General Outstanding				18,125

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 31 August 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 08 2018			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
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	(7,000)			P706 2014 Holden Colorado Single Cab Utility 4x4		0	0	
43,673	(12,000)			PFACEY 2014 - Facey Group Colorado Crew Utility 4x4	11,330	0	(11,330)	
49,000	(4,900)			P182 Tincurrin Fire Truck	(44,100)	0	44,100	
						0	0	
231,143	(47,408)	35,950	1,288		(24,900)	1,288	26,188	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 \$
Differential General Rate											
GRV	7.3020	194	1,819,215	127,894	(400)	0	127,494	127,894			127,894
UV	0.9958	278	132,731,703	1,321,708	0		1,321,708	1,321,742			1,321,742
Sub-Totals		472	134,550,918	1,449,602	(400)	0	1,449,202	1,449,636	0	0	1,449,636
Minimum Payment	Minimum \$										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
Sub-Totals		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,480,402				1,480,836
Discount							11,734				8,454
Rates Writeoffs							(15,979)				
							0				
Amount from General Rates							1,476,157				1,489,290
Specified Area Rates											
Totals							1,476,157				1,489,290

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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		3787	23,285	44,185	24,687	460	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	6,797	29,366	74,136	51,567	1,119	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 31 August 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)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	527,399	0	527,399	0	131,850	395,549
Grants Commission - Roads	WALGGC	Y	235,332	0	235,332	0	58,833	176,499
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	22,337	0	22,337	0	0	22,337
				0			0	0
HOUSING								
						0	0	0
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Armiticace Day Grant	RSL	Y	3,860	0	3,860		3,846	14
TRANSPORT								
				0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	215,181	0	0	215,181	0	215,181
RRG Grants - Capital Projects	Regional Road Group	Y	245,690	0	0	245,690	0	245,690
Direct Grant - Maintenance	Dept. of Transport	Y	72,120	0	72,120	0	0	72,120
State Flood Income- Wandrra Funding	Wandrra Funding		91,590	0	0	91,590	0	
EDUCATION								
	RDA movie nights				0			0
TOTALS			1,413,509	0	861,048	552,461	194,529	1,127,390
Operating	Operating		861,048				194,529	
Non-Operating	Non-operating		552,461				0	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 31-Aug-18
	\$	\$	\$	\$
Housing Bonds	0	260	(260)	0
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	57	0	57
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	3,309	0	89,079
Kidsport	0	0	0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	3,762	-2,243	0	1,519
Yealering Bowling Club Greens	23,700	0	0	23,700
Licensing		57,076	(57,076)	0
	114,532	61,352	(58,636)	117,248

Level of Completion Indicators

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 13: CAPITAL ACQUISITIONS

		31/08/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Land for Resale							
Community Amenities							
Community Amenities Total		0	0	0	0	0	
○	Land for Resale Total	0	0	0	0	0	
Land & Buildings							
Housing							
○	5 Smith St	LHS11C	(8,200)	0	(1,269)	(1,269)	
Housing Total		(8,200)	0	(1,269)	(1,269)	0	
Community Amenities							
○	CAC new car port	WBC3	(15,000)	(2,500)	0	2,500	carried over from 2017/2018
Community Amenities Total		(15,000)	(2,500)	0	2,500	0	
Recreation and Culture							
Recreation And Culture Total		0	0	0	0	0	
Transport							
○	Washdown Bay - Depot	LDP1	(41,000)	(6,832)	(1,396)	5,436	
Transport Total		(41,000)	(6,832)	(1,396)	5,436	0	
Economic Services							
Economic Services Total		0	0	0	0	0	
Land and Buildings Total		(64,200)	(9,332)	(2,665)	6,667	0	
Footpaths							
Transport							
○	Footpaths Wickepin	LFP1	(10,000)	(1,666)	0	1,666	
Transport Total		(10,000)	(1,666)	0	1,666	0	
Footpaths Total		(10,000)	(1,666)	0	1,666	0	
Furniture & Equipment							
Governance							
Governance Total		0	0	0	0	0	
Recreation And Culture							
●	Johnson Park Exercise Equipment	CJPE	0	0	(1,849)	(1,849)	carried over from 2017/2018
○	Aquatic Centre - Chemical Controller	LSP3	(12,000)	(2,000)	0	2,000	
○	Wickepin Community Centre	CLCC1	(10,000)	(1,666)	0	1,666	
Recreation And Culture Total		(22,000)	(3,666)	(1,849)	1,817	0	
Furniture & Office Equip. Total		(22,000)	(3,666)	(1,849)	1,817	0	
Plant , Equip. & Vehicles							
Governance							
●	Holden Colorado CEO	1064	(70,364)	(37,000)	(37,586)	(586)	
Governance Total		(70,364)	(37,000)	(37,586)	(586)	0	
Community Amenities							
Community Amentities Total		0	0	0	0	0	
Law, Order And Public Safety							
Law, Order And Public Safety Total		0	0	0	0	0	
Transport							

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 13: CAPITAL ACQUISITIONS

		31/08/2018					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Infrastructure Assets						
○	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)	0	7,169	
○	PFACEY - 2014 - Facey Group Colorado Crew Utility 4x4	6034	(66,015)	(11,003)	0	11,003	0
○	Transport Total		(326,780)	(54,464)	0	108,901	0
	Economic Services						
	Economic Services Total		0	0	0	0	0
○	Plant , Equip. & Vehicles Total		(397,144)	(91,264)	(37,586)	108,315	0
	Infrastructure Other						
	Recreation and Culture						
○	Wickepin Cemetery Upgrade	WCU1	(4,000)	(666)	0	666	
○	Harrismith Cemetery Upgrade	HCU1	(15,000)	(2,500)	(8,678)	(6,178)	
○	War Memorial	CWWM1	(5,000)	(832)	0	832	
○	Wickepin Oval - Lights	WKLI	(20,000)	(3,332)	0	3,332	
○	Street Bins	3854	(7,000)	0	0	0	
○	Boundary Signs	WBS1	(23,500)	(3,916)	(6,820)	(2,904)	
○	Benches	4584	(7,000)	(1,166)	0	1,166	
○	Town Information Board Upgrade	7124	(3,000)	(500)	0	500	carried over from 2017/2018
○	Recreation And Culture Total		(84,500)	(12,912)	(15,498)	(2,586)	0
	Community Amenity						
○	Community Amenity Total		0	0	0	0	0
○	Public Facilities Total		(84,500)	(12,912)	(15,498)	(2,586)	0
	Roads						
	Transport Regional Road Group						
○	Wickepin Corrigin Road	RG001	(80,925)	(13,486)	(37)	13,449	0
○	Wickepin Harrismith Road	RG002	(130,000)	(21,666)	(293)	21,373	0
○	Pingelly Wickepin Road	RG003	(157,610)	(26,268)	(5,521)	20,747	0
○	Regional Road Group Total		(368,535)	(61,420)	(5,851)	55,569	0
	Transport Roads to Recovery						
○	Wickepin North Rd	R2R015	(134,190)	(5,532)	(1,016)	4,516	0
○	Inkiepinkie Road	R2R160	(33,194)	(7,086)	(585)	6,501	0
○	86 Gate Road	R2R013	(42,518)	(7,006)	(585)	6,421	0
○	Kirk Rock Road	R2R014	(42,039)	(7,006)	(585)	6,421	0
○	Roads to Recovery Total		(251,941)	(26,630)	(2,771)	23,859	0
	Council Resources Construction						
○	Drainage and Headwalls	CODAH	(57,400)	(9,566)	(12,208)	(2,642)	0
○	Council Resources Construction Total		(57,400)	(9,566)	(12,208)	(2,642)	0
○	Roads Total		(677,876)	(97,616)	(23,625)	76,787	0
○	Capital Expenditure Total		(1,255,720)	(216,656)	(78,428)	192,665	0

10.2.03 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker – Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	12 September 2018

Arts and Cultural	<p>Wickepin Art Prize</p> <ul style="list-style-type: none"> Weekend of the 12 - 14 October 2018 Wickepin Art Prize is a biennial event and has been running since 2008. We attract a high calibre of art from around the South West, Great Southern and Perth area. Acquisitive Prize is \$5000 with a total prize pool of just under \$12,000. Categories include Acquisitive Prize, Best Sculpture, People’s Choice, Best Landscape, Best Textile, Best Portrait, Best Local and a Packers Prize. Local schools are encouraged to enter and we have prizes allocated to school categories. Art Prize is open all weekend in the Wickepin Town Hall Arty Party - opening night Friday. Judge, Judith Lambert, to announce awards. Jax Music providing entertainment. Nibbles and drinks available. Facey Carriage Drive: Horse and Carriages parading through town, including an Armistice Parade simulating returned and wounded soldiers (parade funded by DVA). Avon & Hills Carriage Driving Club will be returning to Wickepin to strut their stuff in authentic type turnout. They will parade through town on the Saturday morning and do events around the town during the afternoon. On Sunday they head out for a long drive along the back roads to East Wickepin. Open Garden day organised by the Wickepin P & C. Beautiful gardens in and around Wickepin. Ticket includes morning tea, lunch and complimentary glass of bubbles. History and machinery displays. She Shed He Shed, a local group of sculptors, incorporating the Men’s Shed and their ideology of fixing things and making-do, will have operational vintage machines on display and their sculptures located throughout the Wickepin Heritage Trail. The History Group will have their rooms open and on display in the Wickepin Town Hall for the weekend. Exhibition of Judith Lambert’s work, a WA artist who was born and raised in Wickepin, will be in the Wickepin Town Hall and open all weekend. Judith will be at the Arty Party to discuss her work. Albert Facey Celebration on the Homestead Verandah on Saturday. The Homestead will be the venue for carriage drivers, the extended family of Albert Facey and the community to have a high tea-type lunch and celebrate all things Facey. Community Markets Saturday morning, including Wilson Brewery from Albany, along the main road through Wickepin Lamb & Lager Evening on Saturday in the Community Centre. Wilson Brewery will be doing a bar takeover in a relaxed atmosphere with a variety of tasty lamb tapas on offer. Yealering Progress will be catering. Feast on Art -Long Table Lunch in the Wickepin Town Hall on Sunday 12.30pm. Catering by Christine Hill Food.
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> Budget discussions Maintenance meetings Boundary statement entry signs: See agenda item <p>War Memorial/Anzac/Armistice</p> <ul style="list-style-type: none"> Work is well underway on the book, ‘Fallen but not Forgotten’, to be published later this year. Stefie Green has been sourcing photographs of soldiers and has locals proof-reading the stories she has written. The book will be launched as part of the Armistice Day celebrations to be held on the 11/11/2018.

	<p>Other</p> <ul style="list-style-type: none"> Information sent to community on events and grant opportunities
Economic Development	<p>Harrismith Cemetery</p> <ul style="list-style-type: none"> Shire is waiting for Tony Corasaniti, builder, to begin work on the niche wall Cr Astbury has raised the possibility of the old shelter being re-located to the site of the old Church at the corner of 104 Gate Road and Fence Road. He is prepared to do the maintenance work on the shelter to make it sound and secure. Townscape had discussed relocating the shelter to the walk trail in Harrismith but noted that it would require work to stabilise it securely. Townscape has approved the moving of the gazebo to the old Church site. The CDO will liaise with Cr Astbury with regards relocation. <p>Johnston Park (Healthy Communities Precinct)</p> <ul style="list-style-type: none"> Park complete <p>Facey Festival</p> <ul style="list-style-type: none"> Planning for the weekend 12 – 14 October Checklist created for Manager of Works with regards maintenance and areas to be used for the Facey Festival Advertising has been set in place to create community engagement with the event and to inspire locals to attend <p>Albert Facey Carriage Drive</p> <ul style="list-style-type: none"> Planning and correspondence for the event Armistice Parade with grant funding from DVA to include depictions of the fallen soldier, wounded and returning soldiers Carriage driving event planned to be held on the Wickepin Primary School oval Sheep yards for horses organised at the Community Centre Drive to Ten Mile Tennis Courts planned for Sunday including packed lunch
Tourism	<ul style="list-style-type: none"> Correspondence with newspapers and magazines re placement of advertising
Sport and Recreation	<ul style="list-style-type: none"> Support to Department of Local Government, Sport and Cultural Industries Information forwarded to clubs re grant opportunities
Governance Other	<ul style="list-style-type: none"> Staff support as needed Responded to queries from CDO Network Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken Attended the 2018 Community Development Conference: Keynote speaker Stephen Yarwood explored key trends influencing communities. Tim Muirhead reflected on why community still matters and holding community together. The CDO attended 5 extra sessions with the key points repeating themselves: Progressive shires require innovative, driven and nimble councils. Active happy communities are created from the bottom-up ie. Local Government cannot implement change from the top down - it needs to be grass-roots based to create engagement.

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Waiting for Acquittal approval Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Approved Council contribution in-kind

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not applicable.

Financial Implications:

Not Applicable.

Strategic Implications:

- (1) **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.
- (2) **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.
- (3) **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.
- (4) **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.
- (5) **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.
- (6) **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 12 September 2018.

Voting Requirements:

Simple Majority

Council Decision: **Moved / Seconded**

That Council notes the report from the Community Development Officer dated 12 September 2018.

Carried /

10.2.04 – Peter Clarke – Old Wickepin Cemetery

Submission To:	Ordinary Council
Location / Address:	Old Wickepin Cemetery, Cemetery Road Wickepin
Name of Applicant:	Peter Clarke
File Reference:	CP.MAI.560
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	30 August 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to allow Mr Peter Clarke to request the University of WA to undertake a survey of the Old Cemetery Site to locate all unmarked graves. Mr Peter Clarke has stated that he would be happy to meet any costs associated with the survey.

Background

The Chief Executive Officer has received the following email from Mr Peter Clarke.

Thank you for returning my call regarding the Old Cemetery. I was aware there was a fire that destroyed records but I had no idea it was deliberately lit, there must be a great story attached to that incident. My interest in the Old Cemetery is that my grandfather is buried there and our family has attempted to discover his grave but were unsuccessful because of the lost records. My grandfather is James Nicholas Wearn Matthews who died in January 1929. I believe his name is on the board which is located at the cemetery. My inquiry is in regards to the Shires knowledge of the actual location of the graves. Are there any records/maps which identifies the graves? When I have visited a few graves are still evident but most seem to have returned to the bush. It has occurred to me that it would be respectful for those who are buried at this historical site to have a record of grave sites. I have no experience or knowledge on how such a survey would be carried or if the Shire and the people of Wickepin would even want this to be carried out. I assume protocols would need to be followed at such a site with supervision to ensure the site was not disturbed. I have phoned the University of WA to see if they could assist and they have suggested I write to them regarding my inquiry. I would be happy to meet any of the costs associate with a survey, if it was to occur.

Comments:

The Chief Executive Officer has replied to Mr Peter Clarke with the following email. Thank you for your email and phone conversation regarding the old Wickepin Cemetery and locating your Grandfathers grave. Sorry for the late reply but I have been doing some research myself on the old cemetery and unfortunately like yourself I have not been able to find anything. I have prepared an Agenda item for Council regarding your email and the University of WA undertaking a survey. The real issue will be how to identify the actual unmarked graves with no maps to identify who has been buried in each plot.

The Old Wickepin Cemetery

The Old Wickepin Cemetery is located in Location 6008 Reserve No. 9641 on the outskirts of Wickepin on the Kulin Road. This location was owned by Henry Joyner and the cemetery portion is believed to have been donated for the purpose of a cemetery. It ceased to be used at the end of 1929 as the area is very wet in winter and there was a problem in keeping the water levels down for burials during this time.

Unfortunately today the only graves that are recognisable are the ones with headstones. There are many more graves in the cemetery which can't be identified. All records for this cemetery have been lost so it is impossible to find where family sites may be other than those with headstones.

Some of the people buried in the old cemetery were not always residents of the area, but people who died passing through. There were no towns east of Wickepin, or Yarlmg as it was then called, in these early days of settlement, so many of these settlers were buried in the Old Wickepin Cemetery as it was the nearest burial ground.



From this book it appears that all the previous records for the Old Cemetery have been lost and their appears to be no way off finding who has been buried in what burial plot except for those that have headstones in place.

It would still be good to have all the burial sites surveyed and marked so they can all be maintained. At the moment we only look after the sites that can be identified as it is unknown where all the burial sites are as all maps and records have been lost.

Statutory Environment:

Cemeteries Act 1986

Cemetery means land declared by the Governor to be a cemetery under section 4(1) or deemed to be a cemetery under this Act and so far as the context allows includes a disused burial ground and a closed cemetery;

6. **Local governments to perform functions of Board**

Where an order is made or is deemed to have been made under section 5 vesting the care, control and management of a cemetery in a local government, the local government shall, subject to this Act and to any necessary modifications, perform and be subject to the duties imposed on Boards under this Act and may exercise the powers conferred on Boards under this Act; and references in this Act to a Board or Boards shall be construed accordingly in relation to such a local government as the case may require.

24. **Management of cemeteries**

(1) A Board shall —

- (a) set aside areas of a cemetery for burials; and
- (b) preserve and maintain a cemetery in a safe, clean and orderly condition.

43. **Vesting control of closed cemetery**

- (1) *The Governor may, by order published in the Gazette, vest the care, control and management of a cemetery closed under the Cemeteries Act 1897 or this Act, in a Board or other person.*
- (2) *Every closed cemetery the care, control and management of which is vested in a Board under subsection (1) shall be deemed to be a cemetery for the purposes of this Act, but no burial may be permitted in the cemetery except in accordance with section 4(2) or with the written approval of the Minister under section 12.*

Policy Implications:

Nil

Financial Implications:

No cost to Council

Strategic Implications:

Services and facilities provided by the Shire have been linked with the relevant strategies in the Strategic Community Plan in the following table. The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Wickepin.

SHIRE SERVICE	STRATEGIC COMMUNITY PLAN
Cemetery	4.1, 4.3, 4.4

GOAL 4: Maintain Shire owned facilities in a strategic manner and also to meet community needs

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
4.1 Asset Management Plan is developed and adopted	4.3 Asset Management Plan is reviewed	-Level of facility usage is maintained and increases	Asset maintenance and preservation is in line with community needs and Shire financial resources
4.2 Encourage greater usage of current Shire owned facilities	4.4 Support the improvement and maintenance of assets in a strategic manner	-Level of community investment into facilities and equipment	

Recommendations:

That council gives permission to Mr Peter Clarke to undertake a full survey of the Old Wickepin Cemetery, on Location 6008 Reserve 9641, Cemetery road Wickepin with all cost being borne by Mr Peter Clarke

Voting Requirements:

Simple Majority.

Council Decision: Resolution No: 190918-

Moved Cr / Seconded Cr

That council gives permission to Mr Peter Clarke to undertake a full survey of the Old Wickepin Cemetery, on Location 6008 Reserve 9641, Cemetery road Wickepin with all cost being borne by Mr Peter Clarke

Carried /

10.2.05 – She Shed He Shed group - Transportable Office Crib Room

Submission To:	Ordinary Council
Location / Address:	Recycling Yard – Lot 208 Richter Street, Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CP.MAI.548
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 September 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to give the She Shed He Shed group permission to place a transportable office crib room at the Wickepin Recycling Yard currently utilised by the She Shed He Shed Group.

Background

The She Shed He Shed group requested permission to place a transportable office crib room at the Wickepin Recycling yard currently being used by the She Shed He Shed Group.

The transportable building was donated to the She Shed He Shed group on the provision that they remove the structure from its current site immediately. The CEO has given temporary permission to place the transportable at the recycling yard subject to Council approval and all building and town planning approvals.

Following is a photo of the transportable building.



Comments:

The She Shed He Shed group would like to place the transportable building permanently at the Wickepin Recycling Yard directly off the existing shed as shown in the following Photo. The structure will fit between the shed and the gate.



Councils building surveyor and the Town Planner will be liaising with the She Shed He Shed group for the required building and Town Planning requirements.

There appears to be no issues with the relocated building being placed at the Wickepin Recycling yard in the proposed space at end of the shed.

Council needs to consider that once approval is given to the She Shed He Shed group to place the transportable office crib room on councils property council is agreeing to the care control and management of the facility, as it sits on land owned by the Council. It needs to be clearly stated to the She Shed He Shed group that if council allows for the transportable office crib room to be placed on council's property at the Wickepin Recycling Yard council may not replace the transportable office crib room once it reaches the end of its useful life. It should also be made clear that until a lease agreement is made between She Shed He Shed group and the Shire of Wickepin stating differently the maintenance and cleaning of the pre-fabricated Office Crib Room shall be at the expense of the She Shed He Shed group once it has been installed.

Statutory Environment:

Local Government Act 1995, Public Health Act 2016, Health (Miscellaneous Provisions) Act 191, Shire of Wickepin Local Government Property Local Law, Shire of Wickepin TPS 4

The Shire of Wickepin *Local Government Property Local Law* States the following:

Division 2 - Applying for a permit***PART 3 - PERMITS******Division 1 - Preliminary******Application of Part***

3.1 *This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.*

Application for permit

3.2 (1) *Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).*

(2) *An application for a permit under this local law shall -*

(a) *be in the form determined by the local government;*

(b) *be signed by the applicant*

(c) *provide the information required by the form; and*

(d) *be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.*

Division 4 - General***Agreement for building***

3.7 *Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.*

Duration of permit

3.8 *A permit is valid for one year from the date on which it is issued, unless it is -*

(a) *otherwise stated in this local law or in the permit; or*

(b) *cancelled under clause 3.12.*

Division 5 - When a permit is required***Activities needing a permit***

3.13 (1) *A person shall not without a permit -*

(a) *subject to subclause 3, hire local government property;*

(b) *advertise anything by any means on local government property;*

- (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
 - (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property unless the trading is conducted -
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
 - (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose -
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stand any vehicle on local government property;
 - (h) conduct a function on local government property ;
 - (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
 - (j) light a fire on local government property except in a facility provided for that purpose;
 - (k) parachute, hang glide, absail or base jump from or on to local government property;
 - (l) erect a building or a refuelling site on local government property;
 - (m) make any excavation on or erect or remove any fence on local government property;
 - (m) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person; or
 - (n) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

Policy Implications:

No Policy for Relocated or Transportable Office Crib Rooms, Policy only covers dwellings.

Financial Implications:

No cost to Council

Strategic Implications:

Nil

Recommendations:

1. That council give approval to the She Shed He Shed group to place a pre-fabricated office crib room at the Wickepin Recycling Depot
2. with costs being borne by the She Shed He Shed group.
3. That Approval be subject to all building and planning approvals being granted.
4. That the She Shed He Shed group be advised that the maintenance and cleaning of the pre-fabricated ablution block shall be at the expense of the She Shed He Shed group once it has been installed.
5. That Council advise the She Shed He Shed Group that Council takes no responsibility for the replacement or insurance for the pre-fabricated office crib room.

Voting Requirements:

Simple Majority

Council Decision:

Resolution No: 190918-

Moved Cr

/ Seconded Cr

1. That council give approval to the She Shed He Shed group to place a pre-fabricated office crib room at the Wickepin Recycling Depot
2. With costs being borne by the She Shed He Shed group.
3. That Approval be subject to all building and planning approvals being granted.
4. That the She Shed He Shed group be advised that the maintenance and cleaning of the pre-fabricated ablution block shall be at the expense of the She Shed He Shed group once it has been installed.
5. That Council advise the She Shed He Shed Group that Council takes no responsibility for the replacement or insurance for the pre-fabricated office crib room.

Carried /

Governance, Audit and Community Services

10.2.06 – Townscape and Cultural Planning Committee Meeting Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Townscape and Cultural Planning Committee
File Reference:	CR.MEE.208
Author:	Agatha Prior – Executive Support Officer
Disclosure of any Interest:	Nil.
Date of Report:	12 September 2018

Enclosure/Attachments:

Nil.

Summary:

Townscape and Cultural Planning Committee meeting held on Wednesday 12 September 2018.

Background

Townscape and Cultural Planning Committee meeting held on Wednesday 12 September 2018.

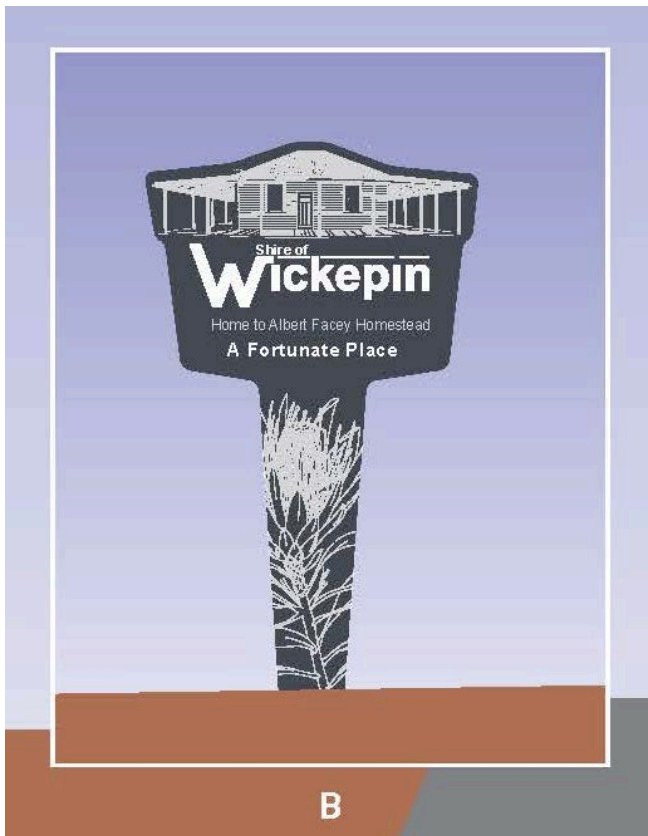
Comments:

Townscape and Cultural Planning Committee meeting was held on Wednesday 12 September 2018 and passed the following recommendation:

Recommendation: Moved Paige Leeson / Seconded Leah Taylor

The CDO recommends that the Townscape and Cultural Planning committee adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries.

Carried 6 / 1



Statutory Environment:

Nil.

Policy Implications:

Not applicable.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That council pass the following recommendation;

'That Council adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries'

Voting Requirements:

Simply majority

Council Decision:**Resolution No: 190918-****Moved Cr / Seconded Cr**

'That Council adopt Sign Mock up - Option 3, Style B and Font 3 to be placed at the Shire of Wickepin boundaries'

Carried /

Governance, Audit and Community Services

10.2.07 – Amended Shire Policy – 2.1.16 Authorisation to Purchase Goods and Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.POL.403
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 September 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to adopt the amended Policy 2.1.16 Authorisation to Purchase Goods and Services to allow for the Works Supervisor to write purchase orders.

Background

With some adjustments to the tasks being undertaken by the outside works staff the Manager of Works has requested that the Shire Works Supervisor Mr Peter Bransby be given authority to write purchase orders.

Comments:

The CEO understands the need for the Shire Works Supervisor Mr Peter Bransby to write purchase orders and recommends that the Works Supervisor Mr Peter Bransby be given authority to write purchase orders..

If Council agrees with this request the Council Policy 2.1.16 Authorisation to Purchase Goods and Services will need to be amended as follows.

2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to \$25,000;
- Finance Officer up to \$1,000;
- Manager of Works and Services up to \$50,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Customer Service Officer – office expenditure up to \$1,000;

- Works Supervisor up to \$2,500; and
- Mechanic up to \$2,500.

Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- Job Code (request code from Finance Officer if not known).
- Date Required By if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
- Details of verbal or written quotations or tender.

Designated forms are completed as evidence of recording the quotations to ensure there is transparency in the process with reasons for selecting specific suppliers and justification for purchase decisions. Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

On receipt of a Purchase Order the Finance Officer will check:

- The correct job or general ledger code is allocated.
- There are sufficient funds in that budget code.
- The quotation record sheet is correctly filled out.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
191016-12	19/10/2016
150317-11	15/03/2017
210617-15	21/06/2017

Statutory Environment:

Local Government Act 1995,
Local Government (Financial Management) Regulations 1996

Policy Implications:

Amendment to Policy 2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

Financial Implications:

Nil

Strategic Implications:

Nil

Recommendations:

That Council adopt the amended Policy 2.1.16 Authorisation to Purchase Goods and Services as follows

2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to \$25,000;
- Finance Officer up to \$1,000;
- Manager of Works and Services up to \$50,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Customer Service Officer – office expenditure up to \$1,000;
- Works Supervisor up to \$2,500; and
- Mechanic up to \$2,500.

Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- Job Code (request code from Finance Officer if not known).
- Date Required By if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
- Details of verbal or written quotations or tender

Designated forms are completed as evidence of recording the quotations to ensure there is transparency in the process with reasons for selecting specific suppliers and justification for purchase decisions. Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

On receipt of a Purchase Order the Finance Officer will check:

- The correct job or general ledger code is allocated.
- There are sufficient funds in that budget code.
- The quotation record sheet is correctly filled out.

Voting Requirements:

Simple Majority

Council Decision: Resolution No: 190918-**Moved Cr / Seconded Cr**

That Council adopt the amended Policy 2.1.16 Authorisation to Purchase Goods and Services as follows
2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to \$25,000;
- Finance Officer up to \$1,000;
- Manager of Works and Services up to \$50,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Customer Service Officer – office expenditure up to \$1,000;
- **Works Supervisor up to \$2,500; and**
- Mechanic up to \$2,500.

Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- Job Code (request code from Finance Officer if not known).
- Date Required By if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
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Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

On receipt of a Purchase Order the Finance Officer will check:

- The correct job or general ledger code is allocated.
- There are sufficient funds in that budget code.
- The quotation record sheet is correctly filled out.

Carried /

Council

11. President's Report

Council

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Chief Executive Officer – Mark J Hook
File Reference:	CM.REP.2
Author:	Chief Executive Officer – Mark J Hook
Disclosure of any Interest:	Nil.
Date of Report:	11 September 2018

Main Roads Direct Grants

The Chief Executive Officer has been advised by Main Roads that the direct Grants for 2018/2019 for the Shire of Wickepin are as follows.

Shire of Wickepin \$117,214

At the time of adopting the budget Council was advised that the 2018/2019 Direct Grants was going to be \$72,120 and that was the figure used in the 2018/2019 Budget Estimates. So Council has actually had an increase of \$45,094 on the 2018/2019 Direct Grants.

This puts the Direct Grants back to roughly the same amount prior to them being reduced by 50% in 2017/2018. The 2016/2017 allocation was \$116,741.

Mechanic

The Chief Executive Officer, after advertising and undertaking selection interviews has appointed Mr Rob Clement as Councils mechanic. Rob has been placed on a three month trial basis and has commenced work at the depot.

Finance Officer

As previously advised Amanda Smith has tendered her resignation as Finance Officer with the Shire of Wickepin effective on the Friday 14 September 2018. The CEO has commenced the advertising off a new Finance Officer. The position was offered internally and there were no takers for the current Finance Position.

Outside Staff

The MWS and CEO authorised a day trip for the outside staff to the Newdegate field day and the staff were appreciative of the field trip to Newdegate.

Congratulations to Peter Bransby who turns 65 this Month.

MEETINGS ATTENDED

August 2018	
15 th	Meeting with the Pivotal group at the Facey Group
22 nd	LGIS Work Safe Co-Ordinator regarding work safe issues
23 rd	Meeting with the new Senior EHO at the Shire of Narrogin Mr Robert Powell and Ming Zhuo Environmental Health Officer Shire of Narrogin to discuss matters with Wickepin Hotel and other Health issues in the Shire of Wickepin.
29 th	Water Corporation regarding changes to Standpipe charges
31 st	WALGA CCZ Meeting Wickepin
31 st	Pingelly PRACC opening
September 2018	
5 th	Brian and Lois Shipley
6 th	Attended Newdegate Field Day
7 th	LG Professionals Branch Meeting
12 th	WA Country Health Services Northam

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	Building Approval	August 2018	P & Leeson
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery - Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Wickepin P&C Marilyn Piper Lee Parker Lee Parker Wickepin CRC Wickepin FC	August 2018 August 2018 August 2018 August 2018 August 2018 August 2018	Wickepin P&C Avon & Hills CDO CDO Wickepin CRC Wickepin FC
A13	Hire of Community Halls / Community Centre	CEO			

Council Decision

Resolution No:

Moved Cr / Seconded Cr

That Council endorse the Chief Executive Officer's Report dated 12 September 2018.

Carried /

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