



A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

21 FEBRUARY 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 21 February 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

16 February 2018

Time Table

| | |
|---------|--|
| 10.00am | Caroline Robinson |
| 12.00pm | Lunch |
| 12.45pm | Forum Session |
| 3.00pm | Afternoon Tea |
| 3.30pm | Ordinary Council Meeting |
| 5.00pm | Governance, Audit and Community Services 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**

Any member of the public wishing to participate in Public Question Time during Council meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

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

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

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

Table of Contents

| | | |
|---|---|----------|
| 1. | ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)..... | 6 |
| 2. | PUBLIC QUESTION TIME..... | 6 |
| 3. | APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES..... | 6 |
| 4. | PETITIONS, MEMORIALS AND DEPUTATIONS | 6 |
| 5. | DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST | 6 |
| 6. | CONFIRMATION OF MINUTES | 6 |
| 7. | RECEIVAL OF MINUTES..... | 6 |
| 7.1 | ALBERT FACEY HOMESTEAD COMMITTEE MEETING | 7 |
| 7.2 | LIFESTYLE RETIREMENT COMMITTEE MEETING..... | 17 |
| 8. | STATUS REPORT..... | 32 |
| 9. | NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN | 34 |
| 10. | RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS | 34 |
| | | |
| TECHNICAL SERVICES | | |
| 10.1.01 | – MANAGER WORKS AND SERVICES REPORT | 35 |
| | | |
| GOVERNANCE, AUDIT AND COMMUNITY SERVICES | | |
| 10.2.01 | – FINANCIAL REPORT | 36 |
| 10.2.02 | – LIST OF ACCOUNTS | 38 |
| 10.2.04 | – COMMUNITY DEVELOPMENT OFFICER'S REPORT | 51 |
| 10.2.06 | – CBH – RAV NETWORK CUBALLING EAST ROAD..... | 68 |
| 10.2.07 | – BEE HIVE LOT 220 WOGOLIN ROAD WICKEPIN WA 6370..... | 72 |
| 10.2.08 | – WALGA - THIRD PARTY APPEAL RIGHT'S IN PLANNING | 75 |
| 10.2.09 | – POLICY SHIRE OF WICKEPIN HOUSING - WATER..... | 78 |
| 10.2.10 | – POLICY COUNCIL SUPERANNUATION CONTRIBUTION..... | 80 |
| 11. | PRESIDENT'S REPORT | 83 |
| 12. | – CHIEF EXECUTIVE OFFICER'S REPORT | 84 |
| 13. | NOTICE OF MOTIONS FOR THE FOLLOWING MEETING..... | 89 |
| 14. | REPORTS & INFORMATION..... | 89 |
| 15. | URGENT BUSINESS | 89 |
| 16. | CLOSURE..... | 89 |

**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 21 February 2018**

The President declared the meeting open at pm.

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

Leave of Absence (Previously Approved)

Apologies

2. **Public Question Time**

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

4. **Petitions, Memorials and Deputations**

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

6. **Confirmation of Minutes – Ordinary Meeting of Council – 20 December 2017**

Resolution No

Moved Cr / Seconded Cr

That the minutes of the Ordinary Council meeting held on Wednesday 20 December 2017 be confirmed as a true and correct record.

Carried /

7. **Receival of Minutes**

7.1 Albert Facey Homestead 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: | 15 February 2018 |

Enclosure / Attachment:

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018.

Background:

The Albert Facey Homestead Committee Meeting was held on Monday 5 February 2018.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meeting 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: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes for the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the Minutes for the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018 be received.

Carried /



A Fortunate Place



Shire of Wickepin

Minutes

Albert Facey Homestead

Committee Meeting

Council Chambers, Wickepin

5 FEBRUARY 2018

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

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| NAME: |
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| SIGNATURE: |
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| NAME OF ORGANISATION REPRESENTING (if applicable): |
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Table of Contents

| | | |
|------|--|----|
| 1. | ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)..... | 12 |
| 2. | PUBLIC QUESTION TIME | 12 |
| 3. | APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES | 12 |
| 4. | PETITIONS, MEMORIALS AND DEPUTATIONS..... | 12 |
| 5. | DECLARATIONS OF MEMBER'S AND OFFICER'S INTEREST | 13 |
| 6. | CONFIRMATION OF MINUTES – ALBERT FACEY HOMESTEAD – 6 NOVEMBER 2017 | 13 |
| 7. | STATUS REPORT (BUSINESS ARISING FROM PREVIOUS MINUTES) | 13 |
| 8. | FINANCIALS | 13 |
| 8.1 | ALBERT FACEY HOMESTEAD MUNICIPAL FUNDS BUDGET | 14 |
| 10. | RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS | 15 |
| 12. | REPORTS & INFORMATION..... | 15 |
| 12.1 | OTHER MATTERS RAISED BY MEMBERS..... | 15 |
| 13. | URGENT BUSINESS | 16 |
| 14. | CLOSURE..... | 16 |

**Minutes of an Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin
– Monday 5 February 2018 commencing @ 2.00pm.**

The Chairperson declared the meeting open at 2.35pm.

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

| | |
|-------------------|--|
| Dave Astbury | Member |
| Libby Heffernen | Member |
| Linley Rose | Member |
| Helen Warrilow | Member |
| Margaret Fleay | Member |
| Mr Mark Hook | Chief Executive Officer |
| Agatha Prior | Executive Support Officer (Minute Taker) |
| CR Allan Lansdell | Observer |

Apologies

Karen Rushton
Luci Satori
Charlotte Astbury

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 *The CEO Mark Hook called for nominations for Chairperson for the Albert Facey Homestead Committee.*

Dave Astbury was nominated by Libby Heffernen

Dave Astbury accepted the nomination.

Moved Linley Rose /Seconded Margaret Fleay

That Dave Astbury be elected as Chairperson for the Albert Facey Homestead committee for a period of two years.

Carried 5 / 0

Declarations of Member's and Officer's Interest

Confirmation of Minutes – Albert Facey Homestead – 6 November 2017

Moved Linley Rose /Seconded Libby Heffernen

That the minutes of the Albert Facey Homestead Committee held on 6 November 2017 be confirmed as a true and correct record.

Carried 5 / 0

Status Report (Business arising from previous minutes)

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

| Subject/Action | Officer | Progress | Status | Comment |
|-----------------------------------|---------|--------------------------------|--------|-----------------|
| Albert Facey Heritage Trail Signs | CDO | CDO has spoken to TPG | ○ | |
| Repairs to roof and gutters | CEO | Dale Curtis to carry out works | ✓ | Works Completed |

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

○ = in progress ✓ = completed ✕ =superseded

- Financials

8.1 Albert Facey Homestead Municipal Funds Budget

| | |
|-----------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Albert Facey Homestead Committee |
| Name of Applicant: | Mark J Hook, Chief Executive Officer |
| File Reference: | CR.MEE.208 |
| Author: | Mark J Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 31 January 2018 |

Enclosure / Attachment: Nil

Background:

Comment:

Below is the current 2017/2018 financial statement for the Albert Facey Homestead committee.

| Date | Description | Income |
|------------|---|-----------------|
| 28/07/2017 | Albert Facey Homestead Takings | 260.00 |
| 06/09/2017 | Albert Facey Homestead Takings | 231.82 |
| 04/10/2017 | Albert Facey Homestead Takings | 358.23 |
| 13/10/2017 | Albert Facey Homestead Takings | 181.82 |
| 16/10/2017 | Albert Facey Lunch Avon Valley Carriage Drive | 130.91 |
| 09/11/2017 | Albert Facey Homestead Takings | 181.82 |
| 31/01/2018 | Albert Facey Homestead Takings | 214.55 |
| | | <u>1,559.15</u> |

| Date | Description | Expenditure |
|------------|--|-----------------|
| 13/07/2017 | LGISWA Property Insurance 2017/18 | 204.45 |
| 31/07/2017 | Elizabeth Heffernan Cleaning July 2017 | 40.00 |
| 29/08/2017 | Elizabeth Heffernan Cleaning 28 August 2017 | 40.00 |
| 30/09/2017 | EWEN RURAL SUPPLIES mop & paint brushes September 2017 | 49.01 |
| | Rake | 14.09 |
| | Paint brush | 5.82 |
| 02/10/2017 | LGISWA Property insurance 2017/18 | 204.45 |
| 16/11/2017 | Refix facias, realign & fix back gutters, add downpipes & re-nail loose sheeting | 2,200.00 |
| 10/11/2017 | Cleaning | 40.00 |
| 31/10/2017 | Items for morning tea (Credit Ewens) | -14.84 |
| 31/10/2017 | Items for morning tea | 42.80 |
| 31/10/2017 | Catering for carriage drive | 90.91 |
| 21/11/2017 | Fire equipment service | 50.00 |
| 07/11/2017 | Spider Spraying & Baiting | 145.72 |
| | | <u>3,112.41</u> |

Financial Implications: Not Applicable

Policy Implications: Not Applicable

Strategic Implications: Not Applicable

Recommendation:

That the financial statement tabled for the period ending 31 January 2018 as presented be received.

Voting Requirements: Simple majority

Moved Libby Heffernen / Seconded Margaret Fleay

That the financial statement tabled for the period ending 31 January 2018 as presented be received

Carried 5 / 0

- Notice of Motions of Which Notice Has Been Given
- Receipt of Reports & Consideration of Recommendations

11. Notice of Motions for the Following Meeting

12. Reports & Information

12.1 Other matters raised by members

12.1.2 Linley Rose – Congratulations

Linley Rose extended big congratulations to Dave Astbury on his Order of Australia Medal.

12.1.3 Libby Heffernen – Creative Car Cruise

Libby Heffernen asked if any committee members are available for the weekend of the 17 March 2018 to assist with a car club visit.

12.1.4 CR Allan Lansdell - Campfire Country

CR Allan Lansdell proposed the Albert Facey committee put together a tour for people attending Campfire Country 15, 16 and 17 June 2018.

13. Urgent Business

14. Closure

The next Albert Facey Homestead Committee Meeting will be held on 7 May 2018 at 2.00pm.

There being no further business the Chairperson declared the meeting closed at 3.17pm.

Actions Requested from meeting

| <i>Subject/Action</i> | <i>Officer</i> |
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7.2 Lifestyle Retirement Committee Meeting

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|-----------------------------|---|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Agatha Prior, Executive Support Officer |
| File Reference: | CR.MEE.203 |
| Author: | Agatha Prior, Executive Support Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 February 2018 |

Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018.

Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 14 February 2018.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meeting 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: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes for the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the Minutes for the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018 be received.

Carried /



A Fortunate Place



Minutes

Lifestyle Retirement Committee

Council Chambers, Wickepin

14 FEBRUARY 2018



Notice of a Lifestyle Retirement Committee Meeting

Please note that the next Lifestyle Retirement Committee Meeting of the Shire of Wickepin will be held on Wednesday 14 February 2018 at Council Chambers, Wickepin, commencing at 3.00pm.

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

9 February 2018

Disclaimer

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Terms of Reference

1. Name

Lifestyle Retirement Committee

2. Members

Syd Martin
Cr Fran Allan
Cr Allan Lansdell
Murray Lang
Coleen Thompson
Colin Hemley
Audrey Bird
Kevin Coxon
Leanne Smith
Chris Lozenicins

3. Objectives

This Committee deals with issues relating to lifestyle retirement in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Lifestyle Retirement 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 Aged Persons Housing.
5. To represent the Councils position in regards Aged Housing to regulatory bodies and interest groups/committees.
6. To assist the Wickepin Council in developing an Aged Housing 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 Lifestyle Retirement 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 Lifestyle Retirement Committee Meeting at the beginning of each year by the committee members.

7. Meeting Frequency

The Lifestyle Retirement Committee meets four times a year on the second Wednesday of that month at 3:00pm.

Meeting dates for 2018 are as follows:

| Day | Date | Time |
|-----------|-------------------|--------|
| Wednesday | February 14, 2018 | 3.00pm |
| Wednesday | May 9, 2018 | 3.00pm |
| Wednesday | August 8, 2018 | 3.00pm |
| Wednesday | November 14, 2018 | 3.00pm |

8. Related Policies/Bylaws: Nil

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

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| MEETING/DATE: |
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- 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.

Table of Contents

| | | |
|-------------|--|-----------|
| <u>1.</u> | <u>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</u> | <u>25</u> |
| <u>2.</u> | <u>PUBLIC QUESTION TIME</u> | <u>25</u> |
| <u>3.</u> | <u>APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES</u> | <u>25</u> |
| <u>4.</u> | <u>PETITIONS, MEMORIALS AND DEPUTATIONS</u> | <u>25</u> |
| <u>5.</u> | <u>DECLARATIONS OF MEMBER'S AND OFFICER'S INTEREST</u> | <u>25</u> |
| <u>6.</u> | <u>CONFIRMATION OF MINUTES – LIFESTYLE RETIREMENT COMMITTEE MEETING – 29</u> <u>NOVEMBER 2017</u> | <u>25</u> |
| <u>7.</u> | <u>STATUS REPORT</u> | <u>26</u> |
| <u>8.</u> | <u>NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN</u> | <u>26</u> |
| <u>9.</u> | <u>RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS</u> | <u>26</u> |
| <u>9.1</u> | <u>PROJECT UPDATE</u> | <u>27</u> |
| <u>11.</u> | <u>REPORTS & INFORMATION</u> | <u>31</u> |
| <u>11.1</u> | <u>OTHER MATTERS RAISED BY MEMBERS</u> | <u>31</u> |
| <u>12.</u> | <u>URGENT BUSINESS</u> | <u>31</u> |
| <u>13.</u> | <u>CLOSURE</u> | <u>31</u> |

**Minutes of a Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin
Wednesday 14 February 2018**

The Chairperson declared the meeting open at 2.58 pm.

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

| | |
|------------------|-------------|
| Syd Martin | Chairperson |
| Cr Fran Allan | Member |
| Murray Lang | Member |
| Coleen Thompson | Member |
| Kevin Coxon | Member |
| Chris Lozenicins | Member |

| | |
|--------------------|--|
| Mr Mark J Hook | Chief Executive Officer |
| Mrs Natalie Manton | Deputy Chief Executive Officer |
| Ms Agatha Prior | Executive Support Officer (Minute Taker) |

Apologies

| | |
|-------------------|--------|
| Cr Allan Lansdell | Member |
| Colin Hemley | Member |
| Audrey Bird | Member |
| Leanne Smith | 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 – Lifestyle Retirement Committee Meeting – 29 November 2017

Moved Fran Allan / Seconded Murray Lang

That the minutes of the Lifestyle Retirement Committee held on 29 November 2017 be confirmed as a true and correct record.

Carried 6 / 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/File | Progress | Status | Comment |
|--|------|--------------|--|--------|--|
| Timeline be undertaken that shows decisions needed to be undertaken by the Lifestyle committee and Council towards the aged housing accommodation. | | CEO | Unable to progress until Financial Assistance Agreement is signed and finalized by the State Government. | ○ | FAA sent back to the Department of Regional Development for signing on 19/04/2017. |

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

Business of Meeting**9.1 – Project Update**

| | |
|------------------------------------|--|
| Submission To: | Lifestyle Retirement Committee |
| Location / Address: | Whole Shire |
| Name of Applicant: | Council |
| File Reference: | CR.MEE.203 |
| Author: | Natalie Manton, Deputy Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 9 February 2018 |

Wheatbelt South Aged Housing Alliance (WSAHA)

The new Memorandum of Understanding (MOU) has been drafted for the Shires of Corrigin, Cuballing, Narrogin and Wickepin as well as Narrogin Cottage Homes who will work together to build 20 aged housing units in six towns. The revised MOU was signed on 28 November 2017 and ensures that all partners clearly understand the project aims, objectives and the responsibilities for each of the participants.

The Shire of Wickepin will act as the Lead Agency for the Aged Housing Project.

Concept Plans

TPG Urban Planners were appointed to develop a Concept Plan for each of the towns of Corrigin, Cuballing, Kondinin, Hyden, Narrogin and Wickepin with the cost to be covered by the individual shires.

The aim of the Concept Plan is to facilitate communication with the community and show the overall layout of units on the site including: areas for future units, site capacity - number of units that will fit on the site, orientation, solar passive, driveway and access, offset of units relative to others, privacy, communal spaces and landscaped areas and drainage

Once finalized, the Concept Plan will be used as the basis for obtaining quotes to design the headwork's and build the units.



CONCEPT SUMMARY

| | |
|----------------------------------|---------------------|
| Lot Area | 9,704m ² |
| Proposed Development Area | 2,121m ² |
| Proposed New Access Laneway Area | 1,236m ² |
| Proposed Number of Units | 6 |

- Site layout is to consider future expansion to cater for potential additional 6 units.
- Site layout is to consider relationship to existing pedestrian link and landscape elements to the east.

Note: This concept plan is intended as a guide to inform tendering parties only. Site conditions and dimensions may vary.

Aged Housing Concept
23 Johnston Street, Wickepin

Date: 18 Dec 2017
 Scale: 1:400 (if A3) 1:200 (if A1)
 Manager: GP
 Designer: GW
 Checker: GP
 File: 17-036 CP 6 A



Building Better Regions Funding

The Building Better Regions Fund application was submitted on 19 December 2017 along with supporting documents including:

- Business Case
- Concept Plans
- Communications Plan
- Procurement Plan
- Project Plan
- Risk Management Plan

The application to build 20 units requested BBRF total grant funding of \$4,924,200 and cash contribution from the combined 5 project partners of \$1,642,200 as well as in kind funds of \$754,470.

An announcement of successful applications is not expected until Mid-2018. There is no start date but projects are expected to commence after July 2018 and are to be completed by December 2020.

Pracsys were engaged by the WSAHA to complete a Cost Benefit Analysis to measure economic and social impact of the project which contributed 25 of the possible 35 merit criteria points.

The business case and project budget indicate that a cash contribution of approximately \$82,000 per unit would be required. The Shire of Wickepin is planning to build six units and will need to contribute \$450,000 in cash as well as additional in kind works.

Project Milestones and Timing

The start date is not known yet but if the BBRF application is successful the project is expected to commence between July and October 2018 and will need to be completed by December 2020. Key milestones are expected to be as follows:

| | |
|----------|--|
| Oct 2018 | Call tenders |
| Dec 2018 | Award tenders |
| Mar 2019 | Building commence |
| Oct 2019 | Building completed |
| Dec 2019 | Services installed (power, water and telecommunications) |
| May 2020 | Landscaping, driveway and fences completed |
| Oct 2020 | Final payments to contractors |
| Dec 2020 | Final report and acquittal. |

Regional Aged Accommodation Program

The State Government recently announced the Regional Aged Accommodation Program (Program) - a Royalties for Regions initiative in the 2017-18 State Budget with a funding allocation of \$22.7 million. The key objective of the Program is to provide grant funding to suitable residential aged care or aged accommodation projects in regional areas. Program submissions must be submitted by COB 9th March 2018.

Some key points regarding the program are:

The Program will not be publicly advertised. Regional Development Commissions have been asked to solicit proposals from proponents.

- Funding for projects will only be available in 2018/19 and 2019/20 financial years
- The requested funding must only be utilised towards units/beds for residents 65 years and over, and/or Aboriginal people aged 55 years and over. If any component of the proposal caters to people outside these demographics, then the proponent must utilise alternative funding sources to deliver this component.
- All submissions must be supported by a robust business case.

Eligibility Criteria

- Project proposals must be for the refurbishment, expansion or creation of residential aged care or aged accommodation
- The funding must only be utilised towards units/beds for residents 65 years and over, and/or Aboriginal people aged 55 years and over. If any component of the proposal caters to people outside these demographics, then the proponent must utilise alternative funding sources to deliver this component.
- All submissions must be supported by a robust Business Case.

The following principles will be applied in the delivery of the Program:

- Aged accommodation projects that were not funded as part of the 2017-18 State budget will be given the opportunity to apply to access the Program
- Consideration will be given to new aged care projects (either residential aged care or aged accommodation) from across all regions, that are well scoped, well leveraged and demonstrate need.
- Funding for projects will only be available in 2018/19 and 2019/20.

The assessment panel will give priority to projects that:

- Demonstrate need or demand.
- Contribute to regional outcomes (i.e. create jobs and promote economic growth).
- Are ready for construction.
- Have a high proportion of leveraged funding (suitable evidence of secured leveraged funding must be provided with the proposal).
- Have a high level of proposed local content.
- Implement means testing in the allocation of resident beds/units.

Demonstrate ongoing sustainability and viability

- Demonstrate ageing in place principles.
- Demonstrate an understanding of Commonwealth Government, State Government, and Local Government standards relating to universal design in the construction and/or operation of the facility.

An independent Assessment Panel will evaluate submissions against the following criteria:

- Need for Royalties for Regions Investment 30%
- Alignment to Regional Priorities (including Local Jobs/Local Content) - 20%
- Proposal Status – 10%
- Recurrent Funding/Sustainability– 10%
- Leveraged Funding – 10%
- Proponent Experience/Project Governance – 10%
- Implementation of Means Testing – 10%

As the lead agency for the WSAHA Aged Housing Project the Shire of Wickepin has recommendation that the WSAHA submit an application for funding as part of the Royalties for Regions – Regional Aged Accommodation Fund for \$1,642,200 being the cash component of the Building Better Regions Fund application.

It was also recommended that a consultant be engaged to review the existing WSAHA Aged Housing Project documents and revise where necessary to address the Regional Aged Accommodation Fund criteria

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

12. Urgent Business

13. Closure

The next Lifestyle Retirement Committee Meeting will be held in 9 May 2018

There being no further business the Chairperson declared the meeting closed at 4.00 pm.

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 |
|---------------|---|--------------|---|--------|--|
| 841-190117-09 | Sewerage System Capacity – New Dam | CEO | That Council construct a new sewerage holding dam located in the Shire of Wickepin sub-division located on the East side of Wickepin-Harrismith Rad, including pipes, fittings and pumping facility at a cost of \$15,500.00 | ✓ | Construction is Completed |
| 898-201217-8 | UGSHA – Donation | CEO | That Council advise the UGSHA that the Shire of Wickepin won't be making a financial contribution towards the two international hockey games being held in Narrogin on the 27-28 January 2018 | ✓ | CEO sent letter 22/12/2017 |
| 899-201217-10 | Louie-jane Gamble – Rates 11 Collins St | CEO | That Council advise Louie-Jane Gamble that it is unable to make Lot 192, 11 Collins St unrateable and is unwilling to make any donation equivalent to the rate payment on Lot 192, 11 Collins St | ✓ | CEO sent letter 22/12/2017 |
| 900-201217-11 | GROH Housing Program | CEO | That the Shire of Wickepin advise Mr Matthew Meyers, Program Manager, Housing Programs, Housing, DOC that Council is not in a position to fund the construction of a suitable 4 bedroom, 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH program on a 9 year lease with a 1 year option at this moment in time | ✓ | CEO sent letter 22/12/2017 |
| 901-201217-15 | Application for the Planning Approval – Mobile Phone Base Station – Lot 1 (No. 577) Tincurrin Road, Tincurrin | CEO | That Council: <ol style="list-style-type: none"> 1. Advertise the application for Planning Approval to adjoining landowners for public comment in accordance with clause 64 (3) (a) of the deemed provisions for local planning schemes. 2. Forward the application to Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage for comment on the proposal and have due regard to any comments received. 3. In the event that no negative submissions are received authorise the Chief Executive Officer to grant planning approval for the mobile phone | ✓ | No Submissions Received. Approval Granted |

| Item | Subject/Action | Officer/File | Progress | Status | Comment |
|------|----------------|--------------|---|--------|---------|
| | | | <p>base state at Lot 1 (No. 577) Tincurrin North Road, Tincurrin, subject to the following conditions:</p> <ul style="list-style-type: none"> a) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing. b) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use. c) The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council. d) All drainage run-off associated with the development shall be contained on site or connected to the Shires storm water drainage system to the satisfaction of the Chief Executive Officer. e) The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise. f) All electromagnetic emissions are to comply | | |

| Item | Subject/Action | Officer/File | Progress | Status | Comment |
|---------------|--|--------------|--|--------|----------------------------|
| | | | and be carried out in accordance with Australian Communications and Media Authority requirements. g) Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation. | | |
| 902-201217-16 | Townscape and Cultural Planning Committee membership | CEO | That Council appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee | ✓ | ESO sent letter 24/11/2017 |

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Technical Services

10.1.01 – Manager Works and Services Report

| | |
|-----------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Peter Vlahov, Manager Works & Services |
| File Reference: | CM.REP.1 |
| Author: | Peter Vlahov, Manager Works & Services |
| Disclosure of any Interest: | Nil |
| Date of Report: | 14 February 2018 |

Enclosure / Attachment: Nil

Background: Monthly report submitted from Manager of Works & Services, Mr Peter Vlahov.

Comment: No Report as Manager of works on Annual Leave.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That Council notes there is no report from the Manager of Works and Services.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council notes there is no report from the Manager of Works and Services.

Carried /

Governance, Audit and Community Services

10.2.01 – Financial Report

| | |
|-----------------------------|-----------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Natalie Manton – DCEO |
| File Reference: | FM.FR.1212 |
| Author: | Natalie Manton – DCEO |
| Disclosure of any Interest: | Nil |
| Date of Report: | 8 February 2018 |

Enclosure / Attachment: Listed below & attached (monthly report).

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

Comment: 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

Recommendation: That the financial statements tabled for the periods ending 31 December 2017 and 31 January 2018 as presented be received.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That the financial statements tabled for the periods ending 31 December 2017 and 31 January 2018 as presented, be received.

Carried /

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

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

TABLE OF CONTENTS

| | |
|---|----|
| Compilation Report | 39 |
| Monthly Summary Information | 40 |
| Statement of Financial Activity by Program | 43 |
| Statement of Financial Activity By Nature or Type | 44 |
| Statement of Capital Acquisitions and Capital Funding | 45 |
| Statement of Budget Amendments | 46 |
| Note 1 Significant Accounting Policies | 47 |
| Note 2 Explanation of Material Variances | 54 |
| Note 3 Net Current Funding Position | 55 |
| Note 4 Cash and Investments | 56 |
| Note 5 Budget Amendments | 57 |
| Note 6 Receivables | 59 |
| Note 7 Cash Backed Reserves | 60 |
| Note 8 Capital Disposals | 61 |
| Note 9 Rating Information | 62 |
| Note 10 Information on Borrowings | 63 |
| Note 11 Grants and Contributions | 64 |
| Note 12 Trust | 65 |
| Appendix A Details of Capital Acquisitions | 66 |

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 January 2018 of \$1,322,924.

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

Preparation

Prepared by: Natalie Manton Deputy CEO

Reviewed by: Mark Hook CEO

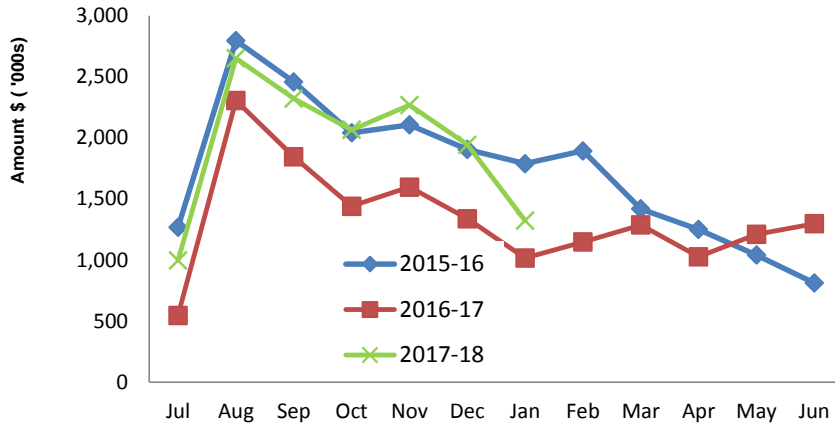
Date prepared: 12-Feb-18

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 January 2018

Liquidity Over the Year (Refer Note 3)



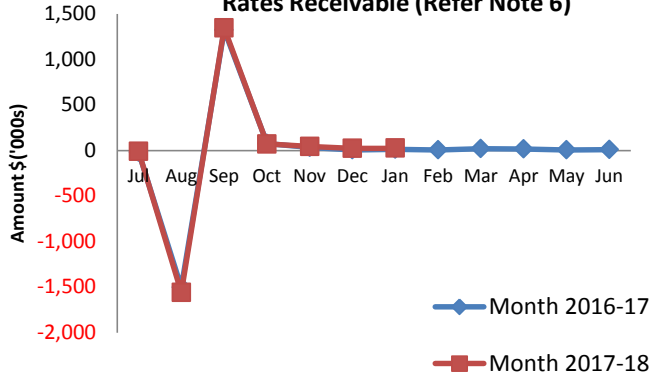
**Cash and Cash Equivalents
as at period end**

| | | |
|--------------|----|------------------|
| Unrestricted | \$ | 1,406,921 |
| Restricted | \$ | 1,666,594 |
| | \$ | <u>3,073,515</u> |

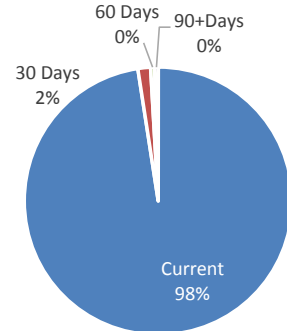
Receivables

| | | |
|-------|----|---------------|
| Rates | \$ | 60,867 |
| Other | \$ | <u>23,510</u> |
| | \$ | 84,377 |

Rates Receivable (Refer Note 6)



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



Comments

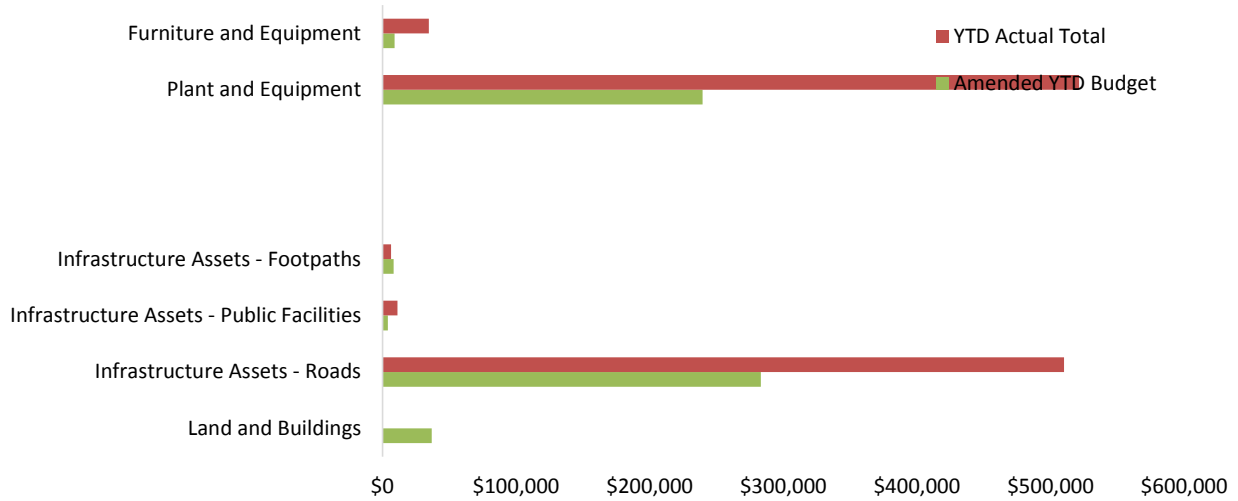
Unrestricted cash includes the following payments in advance

| | |
|-----------------------------------|---------------------|
| 17/18 FESA paid in advance | \$7,490.00 |
| 17/18 Grants Commission - General | \$503,477.00 |
| 17/18 Grants Commission - Roads | \$272,918.00 |
| Amounts paid in advance | \$783,885.00 |

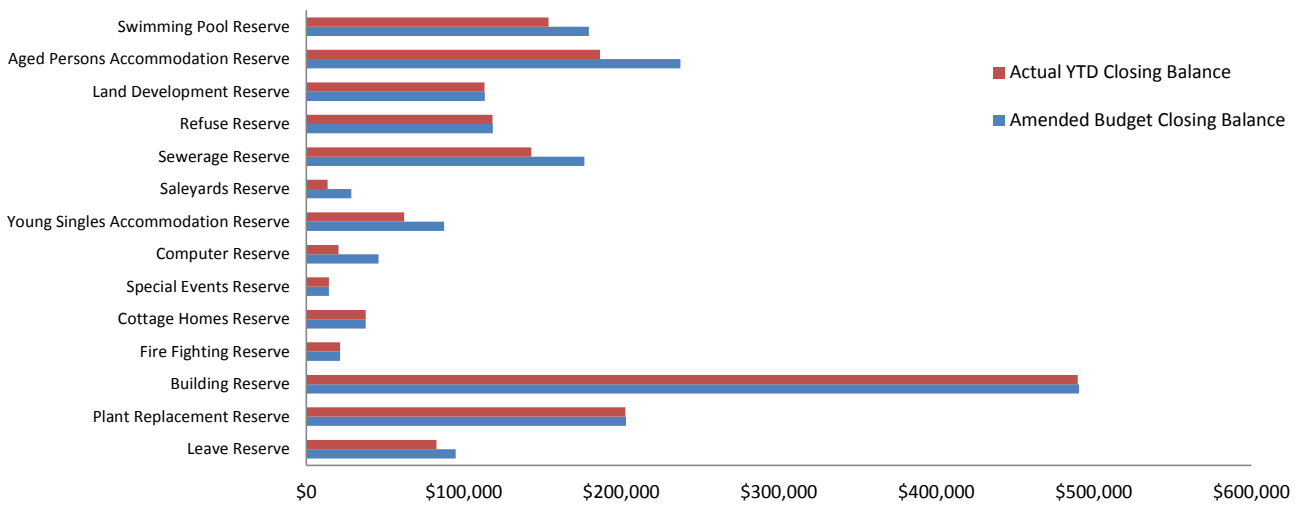
This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

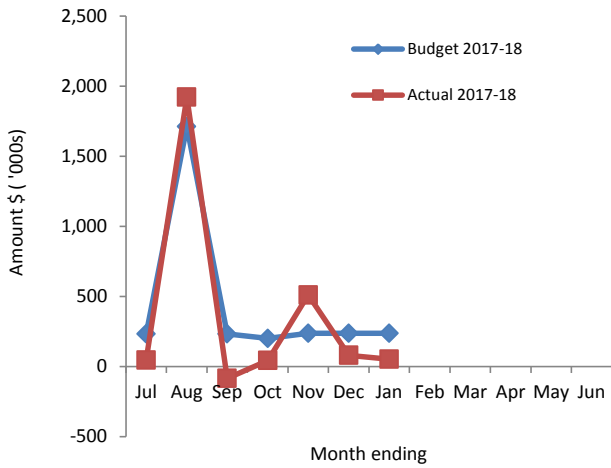
Shire of Wickepin

Monthly Summary Information

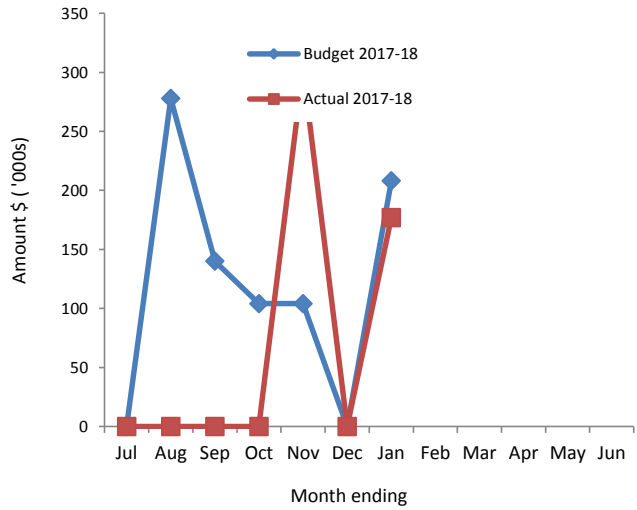
For the Period Ended 31 January 2018

Revenues

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

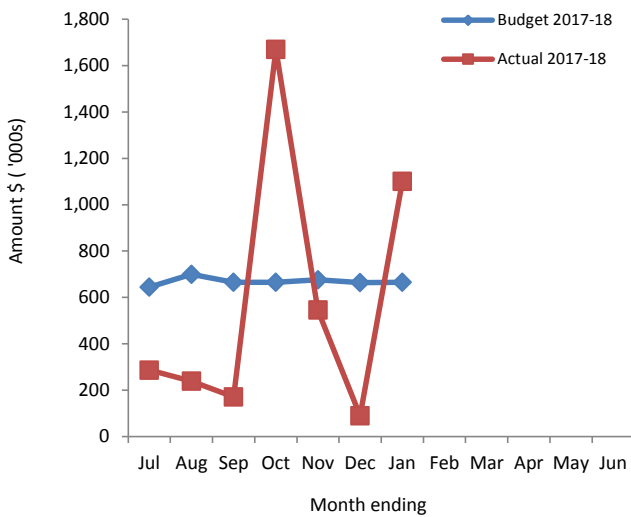


Budget Capital Revenue -v- Actual (Refer Note 2)

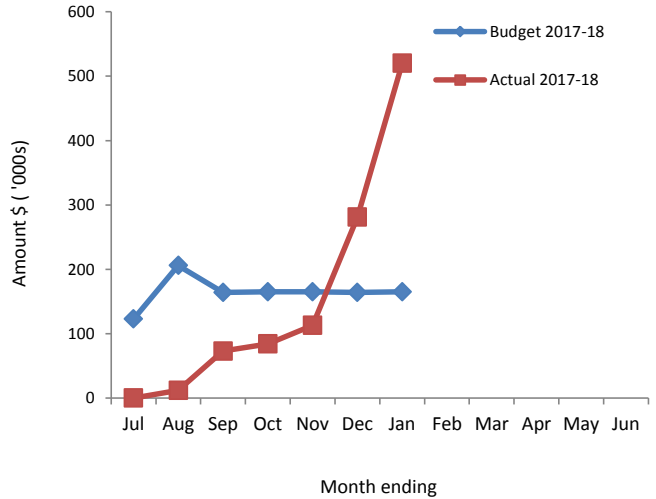


Expenditure

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 January 2018

| | Note | Amended Annual Budget | Amended YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|--|------|-----------------------|------------------------|--------------------|------------------|--------------------|------|
| Operating Revenues | | \$ | \$ | \$ | \$ | % | |
| Governance | | 5,720 | 3,332 | 6,455 | 3,123 | 93.72% | |
| General Purpose Funding - Rates | 9 | 1,357,675 | 1,353,536 | 1,359,257 | 5,721 | 0.42% | |
| General Purpose Funding - Other | | 714,849 | 416,920 | 388,046 | (28,874) | (6.93%) | ▼ |
| Law, Order and Public Safety | | 437,930 | 266,411 | 67,861 | (198,550) | (74.53%) | ▼ |
| Health | | 250 | 140 | 0 | (140) | (100.00%) | ▼ |
| Education and Welfare | | 4,500 | 2,625 | 4,201 | 1,576 | 60.03% | |
| Housing | | 273,440 | 159,481 | 96,254 | (63,227) | (39.65%) | ▼ |
| Community Amenities | | 170,489 | 123,118 | 154,193 | 31,075 | 25.24% | ▲ |
| Recreation and Culture | | 57,847 | 33,712 | 20,188 | (13,524) | (40.12%) | ▼ |
| Transport | | 1,138,728 | 664,237 | 419,906 | (244,331) | (36.78%) | ▼ |
| Economic Services | | 50,635 | 29,512 | 28,663 | (849) | (2.88%) | |
| Other Property and Services | | 64,000 | 37,317 | 23,038 | (14,279) | (38.26%) | ▼ |
| Total Operating Revenue | | 4,276,063 | 3,090,341 | 2,568,061 | (522,280) | | |
| Operating Expense | | | | | | | |
| Governance | | (516,699) | (301,245) | (256,245) | 45,000 | 14.94% | ▼ |
| General Purpose Funding | | (84,007) | (48,965) | (42,364) | 6,601 | 13.48% | ▼ |
| Law, Order and Public Safety | | (235,735) | (137,445) | (102,782) | 34,663 | 25.22% | ▼ |
| Health | | (30,662) | (17,843) | (15,878) | 1,965 | 11.02% | ▼ |
| Education and Welfare | | (21,304) | (12,397) | (8,871) | 3,526 | 28.44% | ▼ |
| Housing | | (213,216) | (124,215) | (115,245) | 8,970 | 7.22% | ▼ |
| Community Amenities | | (451,025) | (262,724) | (211,371) | 51,353 | 19.55% | ▼ |
| Recreation and Culture | | (1,235,597) | (720,356) | (550,716) | 169,640 | 23.55% | ▼ |
| Transport | | (4,898,727) | (2,857,421) | (2,659,968) | 197,453 | 6.91% | ▼ |
| Economic Services | | (306,009) | (178,346) | (112,866) | 65,480 | 36.72% | ▼ |
| Other Property and Services | | (16,270) | (19,894) | (27,590) | (7,696) | (38.69%) | ▲ |
| Total Operating Expenditure | | (8,009,252) | (4,680,851) | (4,103,895) | 576,956 | | |
| Funding Balance Adjustments | | | | | | | |
| Add back Depreciation | | 4,725,060 | 2,756,243 | 2,551,105 | (205,138) | (7.44%) | ▼ |
| Adjust (Profit)/Loss on Asset Disposal | 8 | (57,003) | (33,250) | 20,570 | 53,820 | (161.86%) | |
| Adjust Provisions and Accruals | | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | | 934,868 | 1,132,483 | 1,035,841 | (96,642) | | |
| Capital Revenues | | | | | | | |
| Proceeds from Disposal of Assets | 8 | 425,196 | 106,299 | 177,060 | 70,761 | 66.57% | ▲ |
| Total Capital Revenues | | 425,196 | 106,299 | 177,060 | 70,761 | | |
| Capital Expenses | | | | | | | |
| Land Held for Resale | | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 13 | (147,000) | (106,736) | 0 | 106,736 | 100.00% | ▼ |
| Infrastructure - Roads | 13 | (1,132,674) | (660,660) | (509,911) | 150,749 | 22.82% | ▼ |
| Infrastructure - Public Facilities | 13 | | | | | | |
| Infrastructure - Footpaths | 13 | (32,843) | (19,152) | (6,303) | 12,849 | 67.09% | ▼ |
| Infrastructure - Drainage | 13 | (15,500) | (9,037) | (11,127) | (2,090) | (23.13%) | ▼ |
| Heritage Assets | 13 | | 0 | 0 | 0 | | |
| Plant and Equipment | 13 | (957,749) | (335,594) | (521,314) | (185,720) | (55.34%) | ▲ |
| Furniture and Equipment | 13 | (36,000) | (21,000) | (34,742) | (13,742) | (65.44%) | ▲ |
| Total Capital Expenditure | | (2,321,766) | (1,152,179) | (1,083,396) | 68,783 | | |
| Net Cash from Capital Activities | | (1,896,570) | (1,045,880) | (906,336) | 139,544 | | |
| Financing | | | | | | | |
| Proceeds from New Debentures | 10 | 0 | 0 | 0 | 0 | | |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | | 5844 | 2,922 | 5,844 | 2,922 | 100.02% | |
| Transfer from Reserves | 7 | 0 | 0 | 0 | 0 | | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | (27,804) | (13,902) | (18,497) | (4,595) | (33.05%) | ▼ |
| Transfer to Reserves | 7 | (234,980) | (117,490) | (19,167) | 98,323 | 83.69% | ▼ |
| Net Cash from Financing Activities | | (256,940) | (128,470) | (31,820) | 96,650 | | |
| Net Operations, Capital and Financing | | (1,218,642) | (41,867) | 97,685 | 193,372 | | |
| Opening Funding Surplus(Deficit) | 3 | 1,225,238 | 1,225,239 | 1,225,239 | 0 | 0.00% | |
| Closing Funding Surplus(Deficit) | 3 | 6,596 | 1,183,372 | 1,322,924 | 193,372 | | |

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 January 2018

| | Note | Amended Annual Budget | Amended YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|------|-----------------------|------------------------|--------------------|------------------|--------------------|------|
| Operating Revenues | | | | | | | |
| Rates | 9 | \$ 1,357,675 | \$ 1,353,480 | \$ 1,359,257 | \$ 5,777 | 0.43% | |
| Operating Grants, Subsidies and Contributions | 11 | 796,304 | 464,492 | 479,459 | 14,967 | 3.22% | |
| Fees and Charges | | 675,786 | 428,729 | 382,764 | (45,965) | (10.72%) | ▼ |
| Service Charges | | 0 | 0 | 0 | 0 | | |
| Interest Earnings | | 42,400 | 24,724 | 32,343 | 7,619 | 30.82% | ▲ |
| Other Revenue | | 0 | 0 | 0 | 0 | | |
| Profit on Disposal of Assets | 8 | 155,560 | 90,734 | 10,917 | | | |
| Total Operating Revenue | | 3,027,725 | 2,362,159 | 2,264,740 | (17,602) | | |
| Operating Expense | | | | | | | |
| Employee Costs | | (1,139,806) | (664,629) | (630,655) | 33,974 | 5.11% | ▲ |
| Materials and Contracts | | (1,695,859) | (988,120) | (659,983) | 328,137 | 33.21% | ▲ |
| Utility Charges | | (172,045) | (100,261) | (64,799) | 35,462 | 35.37% | ▲ |
| Depreciation on Non-Current Assets | | (4,725,060) | (2,756,243) | (2,551,105) | 205,138 | 7.44% | ▲ |
| Interest Expenses | | (5,014) | (2,919) | (3,704) | (785) | (26.91%) | |
| Insurance Expenses | | (172,911) | (111,195) | (162,162) | (50,967) | (45.84%) | ▼ |
| Other Expenditure | | 0 | 0 | 0 | 0 | | |
| Loss on Disposal of Assets | 8 | (98,557) | (57,484) | (31,486) | | | |
| Total Operating Expenditure | | (8,009,252) | (4,680,851) | (4,103,895) | 550,959 | | |
| Funding Balance Adjustments | | | | | | | |
| Add back Depreciation | | 4,725,060 | 2,756,243 | 2,551,105 | (205,138) | (7.44%) | ▼ |
| Adjust (Profit)/Loss on Asset Disposal | 8 | (57,003) | (33,250) | 20,569 | 53,819 | (161.86%) | |
| Adjust Provisions and Accruals | | | 0 | | 0 | | |
| Net Cash from Operations | | (313,470) | 404,301 | 732,519 | 382,038 | | |
| Capital Revenues | | | | | | | |
| Grants, Subsidies and Contributions | 11 | 1,248,338 | 728,182 | 303,321 | (424,861) | (58.35%) | ▼ |
| Proceeds from Disposal of Assets | 8 | 425,196 | 106,299 | 177,060 | 70,761 | 66.57% | ▲ |
| Total Capital Revenues | | 1,673,534 | 834,481 | 480,381 | (354,100) | | |
| Capital Expenses | | | | | | | |
| Land Held for Resale | | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 13 | (147,000) | (106,736) | 0 | 106,736 | 100.00% | ▲ |
| Infrastructure - Roads | 13 | (1,132,674) | (660,660) | (509,911) | 150,749 | 22.82% | ▲ |
| Infrastructure - Public Facilities | 13 | 0 | | 0 | 0 | | |
| Infrastructure - Footpaths | 13 | (32,843) | (19,152) | (6,303) | 12,849 | 67.09% | ▲ |
| Infrastructure - Drainage | 13 | (15,500) | (9,037) | (11,127) | (2,090) | (23.13%) | |
| Heritage Assets | 13 | 0 | 0 | 0 | 0 | | |
| Plant and Equipment | 13 | (957,749) | (335,594) | (521,314) | (185,720) | (55.34%) | ▼ |
| Furniture and Equipment | 13 | (36,000) | (21,000) | (34,742) | (13,742) | (65.44%) | ▼ |
| Total Capital Expenditure | | (2,321,766) | (1,152,179) | (1,083,396) | 68,783 | | |
| Net Cash from Capital Activities | | (648,232) | (317,698) | (603,015) | (285,317) | | |
| Financing | | | | | | | |
| Proceeds from New Debentures | | 0 | 0 | 0 | 0 | | |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | | 5,844 | 2,922 | 5,844 | 2,922 | 100.02% | |
| Transfer from Reserves | 7 | 0 | 0 | 0 | 0 | | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | (27,804) | (13,902) | (18,497) | (4,595) | (33.05%) | |
| Transfer to Reserves | 7 | (234,980) | (117,490) | (19,167) | 98,323 | 83.69% | ▲ |
| Net Cash from Financing Activities | | (256,940) | (128,470) | (31,820) | 96,650 | | |
| Net Operations, Capital and Financing | | (1,218,642) | (41,867) | 97,685 | 193,371 | | |
| Opening Funding Surplus(Deficit) | 3 | 1,225,238 | 1,225,239 | 1,225,239 | 0 | 0.00% | |
| Closing Funding Surplus(Deficit) | 3 | 6,596 | 1,183,372 | 1,322,923 | 193,371 | | |

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 January 2018

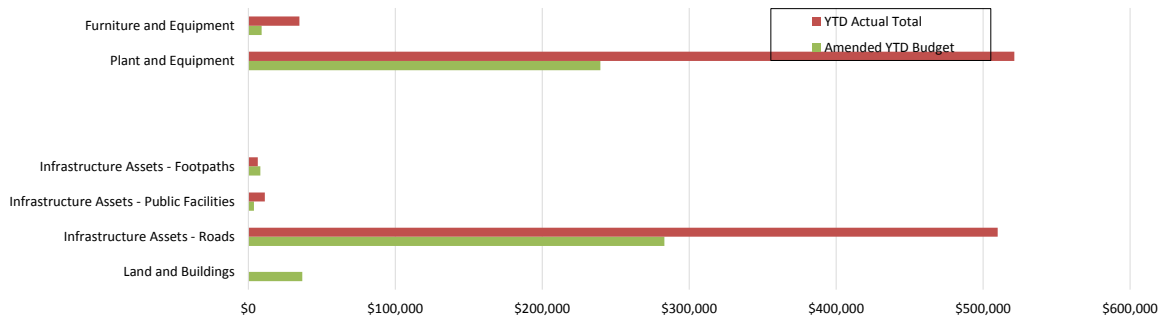
| YTD 31 01 2018 | | | | | | | |
|---|------|-----------------------------|--------------------------------------|--------------------------------|------------------------|-----------------------|--------------------|
| Capital Acquisitions | Note | YTD Actual New /Upgrade (a) | YTD Actual (Renewal Expenditure) (b) | YTD Actual Total (c) = (a)+(b) | Amended YTD Budget (d) | Amended Annual Budget | Variance (d) - (c) |
| | | \$ | \$ | \$ | \$ | \$ | \$ |
| Land and Buildings | 13 | 0 | 0 | 0 | 36,750 | 147,000 | (36,750) |
| Infrastructure Assets - Roads | 13 | 0 | 509,910 | 509,910 | 283,169 | 1,132,674 | 226,742 |
| Infrastructure Assets - Public Facilities | 13 | 11,127 | 0 | 11,127 | 3,875 | 15,500 | 7,252 |
| Infrastructure Assets - Footpaths | 13 | 6,303 | 0 | 6,303 | 8,211 | 32,843 | (1,908) |
| Plant and Equipment | 13 | 0 | 521,313 | 521,313 | 239,437 | 957,749 | 281,876 |
| Furniture and Equipment | 13 | 0 | 34,742 | 34,742 | 9,000 | 36,000 | 25,742 |
| Capital Expenditure Totals | | 17,430 | 1,065,965 | 1,083,395 | 580,442 | 2,321,766 | 502,954 |

Funded By:

| | | | | |
|--|------------------|----------------|------------------|----------------|
| Capital Grants and Contributions | 303,321 | 1,248,338 | 1,248,338 | 945,017 |
| Borrowings | 0 | 0 | 0 | 0 |
| Other (Disposals & C/Fwd) | 177,060 | 106,299 | 425,196 | 70,761 |
| Own Source Funding - Cash Backed Reserves | | | | |
| Computer Reserve | | | 0 | |
| Saleyard Reserve | | | 0 | |
| Refuse Reserve | | | 0 | |
| Land Development Reserve | | | 0 | |
| Staff Housing Reserve | 0 | | | |
| Building Reserve | 0 | | | |
| Total Own Source Funding - Cash Backed Reserves | 0 | 0 | 0 | 0 |
| Own Source Funding - Operations | 603,014 | (774,196) | 648,232 | 1,377,210 |
| Capital Funding Total | 1,083,395 | 580,442 | 2,321,766 | 502,954 |

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 January 2018

| | Adopted Budget | Adopted Budget Amendments (Note 5) | Amended Annual Budget | Amended YTD Budget (a) |
|--|--------------------|------------------------------------|-----------------------|------------------------|
| Operating Revenues | \$ | \$ | \$ | \$ |
| Governance | 5,720 | | 5,720 | 3,332 |
| General Purpose Funding - Rates | 1,357,675 | | 1,357,675 | 1,353,536 |
| General Purpose Funding - Other | 714,849 | | 714,849 | 416,920 |
| Law, Order and Public Safety | 437,930 | | 437,930 | 266,411 |
| Health | 250 | | 250 | 140 |
| Education and Welfare | 4,500 | | 4,500 | 2,625 |
| Housing | 273,440 | | 273,440 | 159,481 |
| Community Amenities | 170,489 | | 170,489 | 123,118 |
| Recreation and Culture | 57,847 | | 57,847 | 33,712 |
| Transport | 1,138,728 | | 1,138,728 | 664,237 |
| Economic Services | 50,635 | | 50,635 | 29,512 |
| Other Property and Services | 64,000 | | 64,000 | 37,317 |
| Total Operating Revenue | 4,276,063 | 0 | 4,276,063 | 3,090,341 |
| Operating Expense | | | | |
| Governance | (516,699) | | (516,699) | (301,245) |
| General Purpose Funding | (84,007) | | (84,007) | (48,965) |
| Law, Order and Public Safety | (235,735) | | (235,735) | (137,445) |
| Health | (30,662) | | (30,662) | (17,843) |
| Education and Welfare | (21,304) | | (21,304) | (12,397) |
| Housing | (213,216) | | (213,216) | (124,215) |
| Community Amenities | (451,025) | | (451,025) | (262,724) |
| Recreation and Culture | (1,235,597) | | (1,235,597) | (720,356) |
| Transport | (4,898,727) | | (4,898,727) | (2,857,421) |
| Economic Services | (306,009) | | (306,009) | (178,346) |
| Other Property and Services | (16,270) | | (16,270) | (19,894) |
| Total Operating Expenditure | (8,009,252) | 0 | (8,009,252) | (4,680,851) |
| Funding Balance Adjustments | | | | |
| Add back Depreciation | 4,725,060 | | 4,725,060 | 2,756,243 |
| Adjust (Profit)/Loss on Asset Disposal | (57,003) | | (57,003) | (33,250) |
| Adjust Provisions and Accruals | 0 | | 0 | |
| Net Cash from Operations | 934,868 | 0 | 934,868 | 1,132,483 |
| Capital Revenues | | | | |
| Proceeds from Disposal of Assets | 425,196 | | 425,196 | 106,299 |
| Proceeds from Sale of Investments | 0 | | 0 | 0 |
| Total Capital Revenues | 425,196 | 0 | 425,196 | 106,299 |
| Capital Expenses | | | | |
| Land Held for Resale | 0 | | 0 | 0 |
| Land and Buildings | (147,000) | 0 | (147,000) | (106,736) |
| Infrastructure - Roads | (1,132,674) | | (1,132,674) | (660,660) |
| Infrastructure - Public Facilities | 0 | | 0 | 0 |
| Infrastructure - Footpaths | (32,843) | | (32,843) | (19,152) |
| Infrastructure - Drainage | (15,500) | | (15,500) | (9,037) |
| Heritage Assets | 0 | | 0 | 0 |
| Plant and Equipment | (957,749) | | (957,749) | (335,594) |
| Furniture and Equipment | (36,000) | | (36,000) | (21,000) |
| Total Capital Expenditure | (2,321,766) | 0 | (2,321,766) | (1,152,179) |
| Net Cash from Capital Activities | (1,896,570) | 0 | (1,896,570) | (1,045,880) |
| Financing | | | | |
| Proceeds from New Debentures | 0 | | 0 | 0 |
| Proceeds from Advances | 0 | | 0 | 0 |
| Self-Supporting Loan Principal | 5,844 | | 5,844 | 2,922 |
| Transfer from Reserves | 0 | 0 | 0 | 0 |
| Advances to Community Groups | 0 | | 0 | 0 |
| Repayment of Debentures | (27,804) | | (27,804) | (13,902) |
| Transfer to Reserves | (234,980) | | (234,980) | (117,490) |
| Net Cash from Financing Activities | (256,940) | 0 | (256,940) | (128,470) |
| Net Operations, Capital and Financing | (1,218,642) | 0 | (1,218,642) | (41,867) |
| Opening Funding Surplus(Deficit) | 1,225,238 | 0 | 1,225,238 | 1,225,238 |
| Closing Funding Surplus(Deficit) | 6,596 | 0 | 6,596 | 1,183,371 |

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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 January 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 January 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 January 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 January 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 January 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 Fortunate Place.

"Wickepin offers a safe, pleasant healthy lifestyle, with a community that has strong sporting and social

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 January 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 January 2018

Note 2: EXPLANATION OF MATERIAL VARIANCES

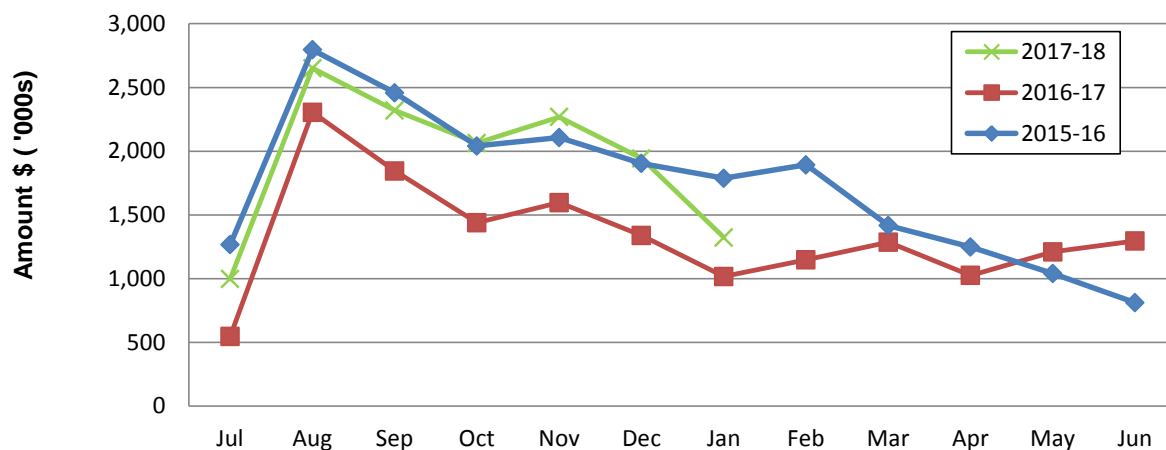
| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|-------------------------------------|-----------|----------|------|----------------------|---|
| Operating Revenues | \$ | % | | | |
| Governance | 3,123 | 93.72% | | | |
| Housing | (63,227) | (39.65%) | ▼ | Timing | reduced rent on Cottage Homes & % Smith St |
| Community Amenities | 31,075 | 25.24% | ▲ | Timing | rubbish charges full year. Increased Drum muster |
| Recreation and Culture | (13,524) | (40.12%) | ▼ | Permanent | pool grant not received |
| Transport | (244,331) | (36.78%) | ▼ | Timing | Grant not received for Blackspot, Main Roads and WANDRA |
| Economic Services | (849) | (2.88%) | | | |
| Other Property and Services | (14,279) | (38.26%) | ▼ | Timing | reduced diesel fuel rebate and licencing rebate. |
| Operating Expense | | | | | |
| Governance | 45,000 | 14.94% | ▼ | Timing | consulting fees, depreciation, legal expenses |
| General Purpose Funding | 6,601 | 13.48% | ▼ | Timing | valuation expenses |
| Law, Order and Public Safety | 34,663 | 25.22% | ▼ | Timing | insurance paid full year. Reduced exp fire prevention, dog control and loss on sale of assets |
| Health | 1,965 | 11.02% | ▼ | Timing | reduced expenditure Environmental Health |
| Housing | 8,970 | 7.22% | ▼ | Timing | staff housing subsidy paid full year. Reduced depreciation, playgroup and housing maintenance. |
| Community Amenities | 51,353 | 19.55% | ▼ | Timing | Reduced depreciation. Reduced expenditure on rubbish tips and sewerage maintenance expenses. |
| Recreation and Culture | 169,640 | 23.55% | ▼ | Timing | Reduced expenditure depreciation, pool maintenance, oval and library contribution not paid yet. |
| Transport | 197,453 | 6.91% | ▼ | Timing | Townscape projects not completed. Increased expense of road maintenance, halls insurance and maintenance. |
| Economic Services | 65,480 | 36.72% | ▼ | Timing | Reduced expenditure depreciation, caravan parks maintenance and standpipes. |
| Other Property and Services | (7,696) | (38.69%) | ▲ | Timing | Long service leave A Ramsay. Insurance paid full year, outside staff training. Staff bonus paid including inside staff. |
| Capital Revenues | | | | | |
| Grants, Subsidies and Contributions | (424,861) | (58.35%) | ▼ | Timing | Grants not received for Tincurrin Fire Truck and road grants. |
| Proceeds from Disposal of Assets | 70,761 | 66.57% | ▲ | Timing | Asset purchases and disposals not completed. |
| Capital Expenses | | | | | |
| Land and Buildings | 106,736 | 100.00% | ▼ | Timing | Projects not completed as yet |
| Infrastructure - Roads | 150,749 | 22.82% | ▼ | Timing | projects not completed as yet |
| Infrastructure - Public Facilities | 0 | | | | |
| Infrastructure - Footpaths | 12,849 | 67.09% | ▼ | Timing | Projects not completed as yet |
| Plant and Equipment | (185,720) | (55.34%) | ▲ | Timing | Plant and equip not purchased as yet |
| Furniture and Equipment | (13,742) | (65.44%) | ▲ | Timing | Furniture and equip not purchased as yet. |
| Financing | | | | | |
| Loan Principal | (4,595) | (33.05%) | | | |

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

Note 3: NET CURRENT FUNDING POSITION

| | | Positive=Surplus (Negative=Deficit) | | |
|-------------------------------------|---|-------------------------------------|------------------|------------------|
| | | YTD 31 Jan 2018 | 30 June 2017 | YTD 30 Jan 2017 |
| | | \$ | \$ | \$ |
| Current Assets | | | | |
| Cash Unrestricted | 4 | 1,406,921 | 1,441,513 | 975,440 |
| Cash Restricted | 4 | 1,666,594 | 1,647,429 | 1,274,113 |
| Receivables - Rates | 6 | 60,867 | 19,522 | 73,835 |
| Receivables -Other | 6 | 23,510 | 18,556 | 112,223 |
| Interest / ATO Receivable/Trust | | 94,150 | 25,649 | 27,693 |
| Inventories | | | 0 | 0 |
| | | 3,252,042 | 3,152,668 | 2,463,304 |
| Less: Current Liabilities | | | | |
| Payables | | (60,987) | (78,464) | (26,842) |
| Provisions | | (201,537) | (201,537) | (144,743) |
| | | (262,525) | (280,001) | (171,586) |
| Less: Cash Reserves | 7 | (1,666,595) | (1,647,429) | (1,274,113) |
| Net Current Funding Position | | 1,322,922 | 1,225,239 | 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 January 2018

Note 4: CASH AND INVESTMENTS

| | Interest Rate | Unrestricted \$ | Restricted \$ | Trust \$ | Total Amount \$ | Institution | Maturity Date |
|--------------------------|---------------|------------------|------------------|----------------|------------------|-------------|---------------|
| (a) Cash Deposits | | | | | | | |
| Municipal Bank Account | 0.00% | 90,343 | | | 90,343 | ANZ | At Call |
| Reserve Bank Account | 0.00% | | 63,282 | | 63,282 | ANZ | At Call |
| Trust Bank Account | 0.00% | | | 26,649 | 26,649 | ANZ | At Call |
| Cash On Hand | Nil | 700 | | | 700 | N/A | On Hand |
| (b) Term Deposits | | | | | | | |
| Municipal | 2.45% | 500,000 | | | 500,000 | ANZ | 13.04.2018 |
| Municipal | | | | | 0 | | |
| Municipal | 1.45% | 815,878 | | | 815,878 | WA Treasury | At Call |
| Reserve | 2.35% | | 1,603,312 | | 1,603,312 | ANZ | 30.06.2018 |
| Trust | 2.10% | | | 74,706 | 74,706 | ANZ | 30.06.2018 |
| Total | | 1,406,921 | 1,666,594 | 101,356 | 3,174,871 | | |

Comments/Notes - Investments

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

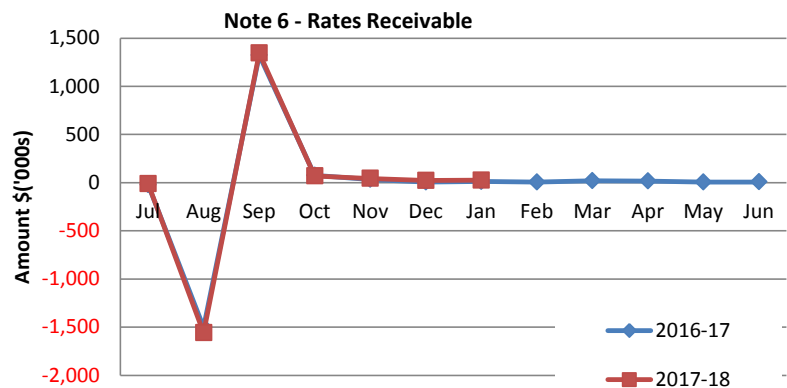
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
 % Collected

| | YTD 31 Jan 2018 | 30 June 2017 |
|---------------------------------|-----------------|---------------|
| | \$ | \$ |
| Opening Arrears Previous Years | 19,522 | 25,543 |
| Levied this year | 1,526,347 | 1,497,589 |
| <u>Less</u> Collections to date | (1,485,002) | (1,503,610) |
| Equals Current Outstanding | 60,867 | 19,522 |
| Net Rates Collectable | 60,867 | 19,522 |
| % Collected | 96.06% | 98.72% |



Comments/Notes - Receivables Rates

Receivables - General

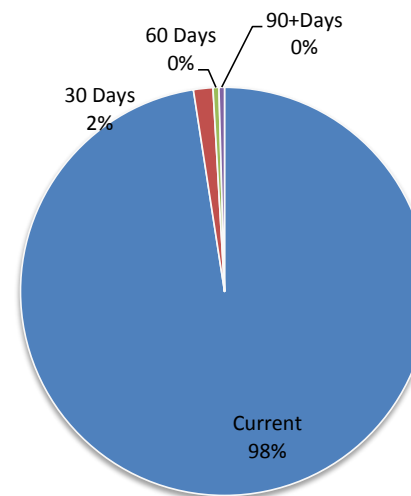
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

| | Current | 30 Days | 60 Days | 90+Days |
|--|---------|---------|---------|---------------|
| | \$ | \$ | \$ | \$ |
| Receivables - General | 22,936 | 361 | 110 | 103 |
| Total Receivables General Outstanding | | | | 23,510 |

Note 6 - Accounts Receivable (non-rates)



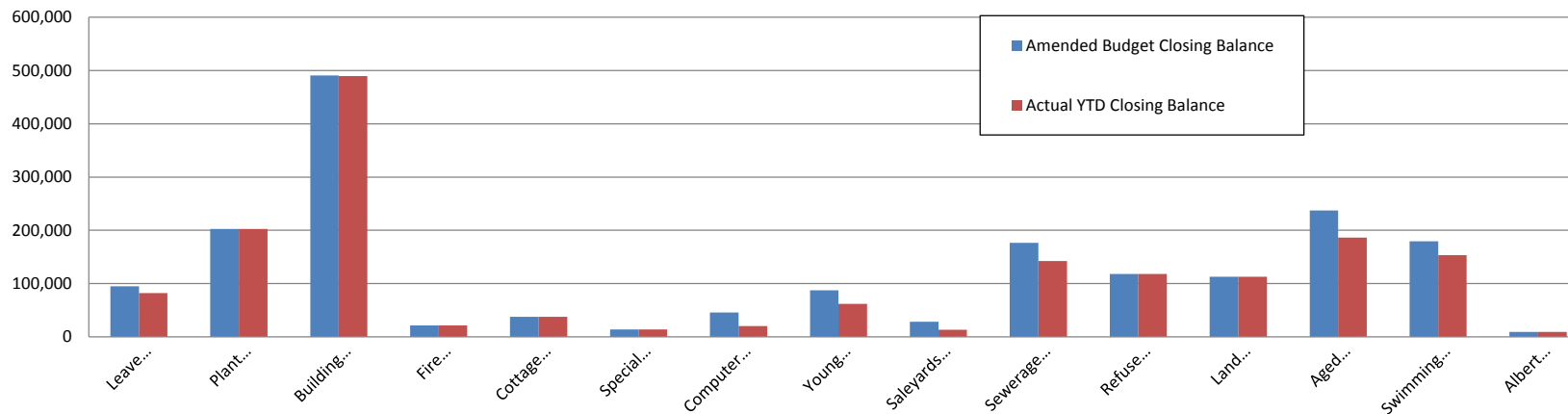
Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

| 2017-18 | | Amended Budget Interest Earned | Actual Interest Earned | Amended Budget Transfers In (+) | Actual Transfers In (+) | Amended Budget Transfers Out (-) | Actual Transfers Out (-) | Transfer out Reference | Amended Budget Closing Balance | Actual YTD Closing Balance |
|-------------------------------------|------------------|--------------------------------|------------------------|---------------------------------|-------------------------|----------------------------------|--------------------------|------------------------|--------------------------------|----------------------------|
| Name | Opening Balance | | | | | | | | | |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | | \$ | \$ |
| Leave Reserve | 81,572 | 1,260 | 949 | 12,000 | | | | | 94,832 | 82,521 |
| Plant Replacement Reserve | 200,182 | 2,694 | 2,329 | | | | | | 202,876 | 202,511 |
| Building Reserve | 483,980 | 6,514 | 5,631 | | | | | | 490,494 | 489,611 |
| Fire Fighting Reserve | 21,123 | 284 | 246 | | | | | | 21,407 | 21,369 |
| Cottage Homes Reserve | 37,172 | 500 | 432 | | | | | | 37,672 | 37,604 |
| Special Events Reserve | 14,010 | 189 | 163 | | | | | | 14,199 | 14,173 |
| Computer Reserve | 20,087 | 606 | 234 | 25,000 | | | | | 45,693 | 20,321 |
| Young Singles Accommodation Reserve | 61,296 | 1,162 | 713 | 25,000 | | | | | 87,458 | 62,009 |
| Saleyards Reserve | 13,190 | 379 | 153 | 15,000 | | | | | 28,569 | 13,343 |
| Sewerage Reserve | 141,033 | 2,342 | 1,641 | 32,980 | | | | | 176,355 | 142,674 |
| Refuse Reserve | 116,703 | 1,571 | 1,358 | | | | | | 118,274 | 118,061 |
| Land Development Reserve | 111,712 | 1,504 | 1,300 | | | | | | 113,216 | 113,012 |
| Aged Persons Accommodation Reserve | 184,185 | 3,152 | 2,143 | 50,000 | | | | | 237,337 | 186,328 |
| Swimming Pool Reserve | 151,819 | 2,380 | 1,766 | 25,000 | | | | | 179,199 | 153,585 |
| Albert Facey Homestead Reserve | 9,364 | 126 | 109 | | | | | | 9,490 | 9,473 |
| Fuel Facility | 0 | 337 | | 25,000 | | | | Res 160817-22 | 25,337 | 0 |
| | 1,647,428 | 25,000 | 19,167 | 209,980 | 0 | 0 | 0 | | 1,882,408 | 1,666,595 |

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



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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 01 2018 | | | |
| | | | | | Amended Annual Budget Profit/(Loss) | Actual Profit/(Loss) | Variance | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | | |
| | | | | Plant and Equipment | | | | |
| 37,634 | (3,789) | 36,606 | 2,761 | P0AE CEO Vehicle | (1,600) | 2,761 | 4,361 | GL 102230.72 |
| | (2,400) | | | P0AF CEO Vehicle | (2,200) | 0 | 2,200 | GL 102230.72 |
| 48,000 | (7,220) | 14,545 | (26,235) | P2473 Hino 300 Series 6 Wheel Truck | (28,364) | (26,235) | 2,129 | GL 160020.72 |
| 118,000 | (17,748) | 95,000 | (5,252) | P813 Cat Grader | (13,293) | (5,252) | 8,041 | GL 160020.72 |
| | (6,600) | | | P2R MWS Colorado | (9,000) | 0 | 9,000 | GL 160020.72 |
| 28,000 | (5,247) | 30,909 | 8,156 | P2QF Facey Group Utility | 3,560 | 8,156 | 4,596 | GL 160030.70 |
| | (4,900) | | | P182 Tincurrin Fire Truck | (44,100) | 0 | 44,100 | GL 160030.70 |
| | | | 0 | Land & Buildings | | | 0 | |
| | (27,000) | | | 5 Smith Street | 152,000 | 0 | (152,000) | GL 139730.70 |
| 231,634 | (74,904) | 177,060 | (20,570) | | 57,003 | (20,570) | (77,573) | |

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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 | 0.0703 | 195 | 1,823,479 | 128,194 | 93 | 969 | 127,318 | 128,194 | 1,200 | | 129,394 |
| UV | 0.0104 | 275 | 126,777,235 | 1,322,287 | | | 1,322,287 | 1,322,287 | 500 | | 1,322,787 |
| Mining UV | | | | | | | | | | | |
| Sub-Totals | | 470 | 128,600,714 | 1,450,481 | 93 | 969 | 1,449,605 | 1,450,481 | 1,700 | 0 | 1,452,181 |
| Minimum Payment | Minimum \$ | | | | | | | | | | |
| GRV | | 390 | 83,554 | 24,180 | | | 24,180 | 24,180 | | | 24,180 |
| UV | | 390 | 279,569 | 5,460 | | | 5,460 | 5,460 | | | 5,460 |
| Mining UV | | | | | | | | | | | |
| Sub-Totals | | 780 | 363,123 | 29,640 | 0 | 0 | 29,640 | 29,640 | 0 | 0 | 29,640 |
| Ex Gratia Rates | | | | | | | 1,479,245 | | | | 1,481,821 |
| Discount | | | | | | | 8,454 | | | | 8,454 |
| Rates Writeoffs | | | | | | | (128,401) | | | | (132,500) |
| Amount from General Rates | | | | | | | (40) | | | | (100) |
| Specified Area Rates | | | | | | | 1,359,257 | | | | 1,357,675 |
| Totals | | | | | | | 1,359,257 | | | | 1,357,675 |

Comments - Rating Information

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

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-17 | New Loans | Principal Repayments | | Principal Outstanding | | Interest Repayments | | Loan Completion Date |
|-------------------------------------|-----------------------|--------------|-------------------------|-------------------------|--------------------------|-------------------------|------------------------|-------------------------|----------------------------|
| | | | Actual \$ | Amended Budget \$ | Actual \$ | Amended Budget \$ | Actual \$ | Amended Budget \$ | |
| Loan 100 - CEO Residence | 69,933 | | 12,653 | 21,960 | 57,280 | 47,973 | 2,210 | 3,520 | 24/06/2020 |
| Loan 102 - WD Sports Club SS Greens | 38,805 | | 5,844 | 5,844 | 32,961 | 32,961 | 1,494 | 1,494 | 17/01/2023 |
| | 108,738 | 0 | 18,497 | 27,804 | 90,241 | 80,934 | 3,704 | 5,014 | |

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 January 2018

Note 11: GRANTS AND CONTRIBUTIONS

| Program/Details GL | Grant Provider | Approval | 2017-18 Amended Budget | Variations Additions (Deletions) | Operating | Capital | Recoup Status | |
|--|---------------------------------|----------|------------------------------|--|----------------|------------------|----------------|------------------|
| | | | | | | | Received | Not Received |
| | | (Y/N) | \$ | \$ | \$ | \$ | \$ | \$ |
| GENERAL PURPOSE FUNDING | | | | | | | | |
| Grants Commission - General | WALGGC | Y | 442,492 | 0 | 442,492 | 0 | 238,417 | 204,076 |
| Grants Commission - Roads | WALGGC | Y | 222,810 | 0 | 222,810 | 0 | 115,987 | 106,823 |
| LAW, ORDER, PUBLIC SAFETY | | | | | | | | |
| FESA Grant - Operating Bush Fire Brigade | Dept. of Fire & Emergency Serv. | Y | 21,300 | 0 | 21,300 | 0 | 22,013 | (713) |
| FESA Grant - Tincurrin Fire Truck | Dept. of Fire & Emergency Serv. | Y | 369,400 | 0 | | 369,400 | 0 | 369,400 |
| HOUSING | | | | | | | | |
| Grants - Aged Housing | Regional Development & Lands | Y | 28,540 | | | 28,540 | 28,541 | (1) |
| COMMUNITY AMENITIES | | | | | | | | |
| RECREATION AND CULTURE | | | | | | | | |
| Grants - Swimming Pool | Community Pool Revitalisation | N | 32,000 | 0 | 32,000 | 0 | 0 | 32,000 |
| Grants - Kidsport | Department of Sport and Rec | Y | 5,000 | 0 | 5,000 | | 2,000 | 3,000 |
| | | | 0 | 0 | 0 | | 4,000 | (4,000) |
| TRANSPORT | | | | | | | | |
| Contributions - Road Projects | Blackspot Funding State | Y | 168,170 | 0 | 0 | 168,170 | 0 | 168,170 |
| Roads To Recovery Grant - Cap | Roads to Recovery | Y | 471,857 | 0 | 0 | 471,857 | 303,321 | 168,536 |
| RRG Grants - Capital Projects | Regional Road Group | Y | 210,371 | 0 | 0 | 210,371 | 0 | 210,371 |
| Direct Grant - Maintenance | Dept. of Transport | Y | 68,502 | 0 | 68,502 | 0 | 68,502 | 0 |
| | | | 0 | 0 | 0 | | 0 | 0 |
| EDUCATION | | | | | | | | |
| | RDA movie nights | Y | 4,200 | | 4,200 | | | 4,200 |
| TOTALS | | | 2,044,642 | 0 | 796,304 | 1,248,338 | 782,780 | 1,261,862 |
| Operating | Operating | | 796,304 | | | | 479,459 | |
| Non-Operating | Non-operating | | 1,248,338 | | | | 303,321 | |
| | | | <u>2,044,642</u> | | | | <u>782,780</u> | |

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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 17 | Amount Received | Amount Paid | Closing Balance 31-Jan-18 |
|-------------------------------|--------------------------------|--------------------|----------------|---------------------------------|
| | \$ | \$ | \$ | \$ |
| Housing Bonds | 0 | 1,250 | (1,250) | 0 |
| Master Key Deposits | 0 | 1,200 | (600) | 600 |
| Special Plates | 0 | 0 | 0 | 0 |
| Land Sales | 0 | 0 | 0 | 0 |
| Nomination Deposits | 0 | 320 | (320) | 0 |
| Building and BCITF | 0 | 165 | (108) | 57 |
| Ram Pavillion | 0 | 0 | 0 | 0 |
| LCDC Landcare | 0 | 0 | 0 | 0 |
| Cat/Dog Trap Hire | 0 | 100 | (50) | 50 |
| WDSC Replacement Greens | 69,613 | 9,907 | 0 | 79,520 |
| Kidsport | 0 | 0 | 0 | 0 |
| Albert Facey Homestead | 0 | 0 | 0 | 0 |
| Miscellaneous Trust | 2,329 | 390 | (390) | 2,329 |
| Yealering Bowling Club Greens | 15,800 | 3,000 | 0 | 18,800 |
| | 87,742 | 16,332 | (2,718) | 101,356 |

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 January 2018

Note 13: CAPITAL ACQUISITIONS

| | | 31/01/2018 | | | | | |
|-----------------------|--|-----------------------|--------------------|-----------------|-----------------------|--------------------------|-------------------------------|
| 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 | | | | | | |
| ○ | Upgrade Cottage Homes | CLCH1 (100,000) | (79,331) | 0 | 79,331 | 0 | Not commenced as YET |
| ○ | 7 Smith Street Roof | LHS2C (22,000) | (12,831) | 0 | (21,911) | 0 | Not commenced as YET |
| | Housing Total | (122,000) | (92,162) | 0 | 57,420 | 0 | |
| | Community Amenities | | | | | | |
| ○ | Wickepin Cemetery Upgrade | WCU1 0 | 0 | 0 | 0 | 0 | |
| ○ | Harrismith Cemetery Upgrade | HCU1 (20,000) | (11,662) | 0 | 11,662 | 0 | |
| ○ | CAC new car port | WBC3 (5,000) | (2,912) | 0 | 2,912 | 0 | |
| | Community Amenities Total | (25,000) | (14,574) | 0 | 14,574 | 0 | |
| ○ | Recreation And Culture Total | 0 | 0 | 0 | 0 | 0 | |
| | Transport | | | | | | |
| ○ | Transport Total | 0 | 0 | 0 | 0 | 0 | |
| | Economic Services | | | | | | |
| ○ | Economic Services Total | 0 | 0 | 0 | 0 | 0 | |
| ○ | Land and Buildings Total | (147,000) | (106,736) | 0 | 71,994 | 0 | |
| | Footpaths | | | | | | |
| | Transport | | | | | | |
| ○ | Footpaths Wickepin | LFP1 (32,843) | (19,152) | (6,188) | 12,964 | 0 | |
| ○ | Footpaths Yealering | LFP2 0 | 0 | (115) | (115) | 0 | |
| ○ | Transport Total | (32,843) | (19,152) | (6,303) | 12,849 | 0 | |
| ○ | Footpaths Total | (32,843) | (19,152) | (6,303) | 12,849 | 0 | |
| | Furniture & Office Equip. | | | | | | |
| | Governance | | | | | | |
| ○ | | | | | 0 | 0 | |
| ○ | | | | | 0 | 0 | |
| ○ | Governance Total | 0 | 0 | 0 | 0 | 0 | |
| | Housing | | | | | | |
| ● | Lifestyle Village Capital | CLCH2 (36,000) | (21,000) | (34,742) | (13,742) | 0 | |
| ○ | | 0 | 0 | 0 | 0 | 0 | |
| ○ | | 0 | 0 | 0 | 0 | 0 | |
| ○ | Housing Total | (36,000) | (21,000) | (34,742) | (13,742) | 0 | |
| ○ | Furniture & Office Equip. Total | (36,000) | (21,000) | (34,742) | (13,742) | 0 | |
| | Plant , Equip. & Vehicles | | | | | | |
| | Governance | | | | | | |
| ● | Holden Colorado CEO PDAF and P0AG | 1064 (70,364) | (41,041) | (37,970) | 3,071 | 0 | |
| ○ | Governance Total | (70,364) | (41,041) | (37,970) | 3,071 | 0 | |
| | Community Amenities | | | | | | |

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

Note 13: CAPITAL ACQUISITIONS

| | | 31/01/2018 | | | | | |
|--|-------------------------------------|-----------------------|--------------------|------------------|-----------------------|--------------------------|-------------------------------|
| Infrastructure Assets | | Amended Annual Budget | Amended YTD Budget | YTD Actual | Variance (Under)/Over | YTD Actual (Renewal Exp) | Strategic Reference / Comment |
| Law, Order And Public Safety | | | | | | | |
| ○ | 4x4 Broadacre Firetruck - Tincurrin | 1184 | (369,400) | (215,481) | 0 | 215,481 | 0 Held over from 2016/17 |
| Law, Order and Public Safety Total | | | (369,400) | (215,481) | 0 | 215,481 | 0 |
| Recreation And Culture | | | | | | | |
| Recreation And Culture Total | | | 0 | 0 | 0 | 0 | 0 |
| Transport | | | | | | | |
| ● | Hino 300 Maintenance Truck | 6034 | (71,470) | (29,779) | (74,668) | (44,889) | 0 |
| ● | P813 Grader | 6034 | (353,000) | (147,083) | (336,700) | (189,617) | 0 |
| ● | P2433 Bin for Truck Tray | 6034 | (9,500) | (3,958) | (9,500) | (5,542) | 0 |
| ● | MWS Nissan Navara or Colorado | 6034 | (43,015) | (17,923) | (49,091) | (31,168) | 0 |
| ○ | Facey Group Ute | 6034 | (28,000) | (11,667) | | 11,667 | 0 |
| ● | Depot Hoist | LDP1 | (13,000) | (7,581) | (13,385) | (5,804) | 0 |
| Transport Total | | | (517,985) | (294,553) | (483,344) | 165,610 | 0 |
| Economic Services Total | | | 0 | 0 | 0 | 0 | 0 |
| Plant , Equip. & Vehicles Total | | | (957,749) | (335,594) | (521,314) | 168,681 | 0 |
| Infrastructure Other | | | | | | | |
| Recreation and Culture | | | | | | | |
| Recreation And Culture Total | | | 0 | 0 | 0 | 0 | 0 |
| Community Amenity | | | | | | | |
| ● | Sewerage Dam | LEDC | (15,500) | (9,037) | (11,127) | (2,090) | 0 carried over from 2016/17 |
| Community Amenity Total | | | (15,500) | (9,037) | (11,127) | (2,090) | 0 |
| Public Facilities Total | | | (15,500) | (9,037) | (11,127) | (2,090) | 0 |
| Roads | | | | | | | |
| Transport Regional Road Group | | | | | | | |
| ● | Wickepin Corrigin Road | RG001 | (86,997) | (50,743) | (55,053) | (4,310) | 0 |
| ○ | Wickepin Harrismith Road | RG002 | (95,000) | (55,412) | (5,000) | 50,412 | 0 |
| ● | Pingelly Wickepin Road | RG003 | (133,560) | (77,910) | (179,999) | (102,089) | 0 |
| Regional Road Group Total | | | (315,557) | (184,065) | (240,051) | (55,986) | 0 |
| Transport Roads to Recovery | | | | | | | |
| ○ | Wickepin Corrigin Road | R2R001 | (69,813) | (40,719) | (2,320) | 38,399 | 0 |
| ○ | Cemetery Road | R2R057 | (50,006) | (29,169) | (6,349) | 22,820 | 0 |
| ○ | Wickepin North Road | R2R015 | (90,875) | (53,004) | (38,221) | 14,783 | 0 |
| ○ | Elsinore Road | R2R033 | (50,341) | (29,365) | (17,338) | 12,027 | 0 |
| ● | Henry Street | RR38 | (12,494) | (7,287) | (15,446) | (8,159) | 0 |
| ○ | Dalton Street | R2115 | (10,000) | (5,831) | (3,781) | 2,050 | 0 |
| ● | Roberts Street | R2R116 | (10,000) | (5,831) | (7,566) | (1,735) | 0 |
| ● | Connor Street | R2R118 | (7,446) | (4,340) | (9,112) | (4,772) | 0 |
| ● | Coxon Street | R2R122 | (2,700) | (1,575) | (6,346) | (4,771) | 0 |
| ● | Tincurrin South Road | R2R016 | (25,448) | (14,840) | (34,511) | (19,671) | 0 |
| ○ | Tincurrin North Road | R2R011 | (42,286) | (24,661) | (12,827) | 11,834 | 0 |
| ● | Line Road | RR13 | (5,448) | (3,178) | (4,032) | (854) | 0 |
| ○ | Malyalling Road | R2R036 | (95,000) | (55,412) | (50,476) | 4,936 | 0 |
| Roads to Recovery Total | | | (471,857) | (275,212) | (208,324) | 66,888 | 0 |
| Transport Black Spot | | | | | | | |
| ○ | Line Road | BS008 | (228,355) | (133,203) | (55,255) | 77,948 | 0 |
| ○ | Kirk Rock/ Dalton Road | BS014 | (23,900) | (13,937) | 0 | 13,937 | 0 |
| Blackspot Total | | | (252,255) | (147,140) | (55,255) | 91,885 | 0 |
| Council Resources Construction | | | | | | | |
| ○ | Harrismith South | CO026 | (43,005) | (25,081) | 0 | 25,081 | 0 |

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

Note 13: CAPITAL ACQUISITIONS

| | | 31/01/2018 | | | | | |
|--|-------|-----------------------|--------------------|-------------|-----------------------|--------------------------|-------------------------------|
| Infrastructure Assets | | Amended Annual Budget | Amended YTD Budget | YTD Actual | Variance (Under)/Over | YTD Actual (Renewal Exp) | Strategic Reference / Comment |
| ○ Drainage and Headwalls | CODAH | (50,000) | (29,162) | (6,280) | 22,882 | 0 | |
| ○ Council Resources Construction Total | | (93,005) | (54,243) | (6,280) | 47,963 | 0 | |
| ○ Roads Total | | (1,132,674) | (660,660) | (509,911) | 150,749 | 0 | |
| ● Capital Expenditure Total | | (2,321,766) | (1,152,179) | (1,083,396) | 388,441 | 0 | |

Governance, Audit and Community Services

10.2.02 – List of Accounts

| | |
|-----------------------------|----------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Amanda Bullock – Finance Officer |
| File Reference: | FM.BA.1201 |
| Author: | Amanda Smith – Finance Officer |
| Disclosure of any Interest: | Financial |
| Date of Report: | 2 February 2018 |

Enclosure / Attachment: List of Accounts
 Background: List of Accounts remitted during the period from 1 December 2017 to 31 January 2018.

| | <u>Vouchers</u> | <u>Amounts</u> |
|--------------------------|-----------------------|----------------------|
| Municipal Account | | |
| EFT | 7959 – 8056 | \$ 358,102.76 |
| Cheques | 15483 – 15493 | \$ 20,676.95 |
| Payroll | December | \$ 99,274.44 |
| Superannuation | December | \$ 12,990.87 |
| Credit Card | December | \$ 3,314.70 |
| Direct Deductions | December | \$ 5,364.51 |
| Trust | | |
| EFT | | \$ 0.00 |
| Cheques | 1296 – 1297 | \$ 1040.00 |
| | DECEMBER TOTAL | <u>\$ 500,764.23</u> |

| | <u>Vouchers</u> | <u>Amounts</u> |
|--------------------------|--------------------------|----------------------|
| Municipal Account | | |
| EFT | 8057 – 8093, 8095 – 8117 | \$ 498,226.72 |
| Cheques | 15494 – 15499 | \$ 23,541.97 |
| Payroll | January | \$ 87,366.71 |
| Superannuation | January | \$ 11,484.33 |
| Credit Card | January | \$ 1,656.05 |
| Direct Deductions | January | \$ 5,484.25 |
| Trust | | |
| EFT | 8094 | \$ 50.00 |
| Cheques | | \$ 0.00 |
| | JANUARY TOTAL | <u>\$ 627,810.03</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 costing's and the amounts shown have been remitted.

| | |
|--------------------------------|---|
| Comment: | Detailed answers to queries can be obtained for presentation at council meeting. |
| Statutory Environment: | Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4) |
| Policy Implications: | Policy 3.1.7 - Cheque Issue |
| Strategic Implications: | Not applicable |
| Recommendation: | That Council acknowledges that payments totalling \$1,128,574.26 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory. |
| Voting Requirements: | Simple majority |

Resolution No

Moved Cr / Seconded Cr

That Council acknowledges that payments totalling \$1,128,574.26 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 | | | | | |
|---|------------|--|---|--------------|-----------|
| December 2017 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| 1296 | 20/12/2017 | Mrs Oliva Dawes | Refund Bond | | \$ 600.00 |
| 1297 | 22/12/2017 | DOCEP - Bond Administrator | Bond Lodgement - U3 Cottage Homes | | \$ 440.00 |
| EFT7959 | 5/12/2017 | Narrogin Sports Power | Items for Swimming Pool | \$ 55.49 | |
| EFT7960 | 5/12/2017 | Best Office Systems | Konica Minolta Copier Charges | \$ 548.32 | |
| EFT7961 | 5/12/2017 | Covs | Parts for Plant, Spray Mark & Protective Equipment | \$ 632.87 | |
| EFT7962 | 5/12/2017 | Dc & Lb Curtis | New Roof & Insulation for Oil Shed | \$ 1,793.00 | |
| EFT7963 | 5/12/2017 | AC & EJ Fulford & CO | Tip Maintenance and Cleaning Creek on Collins St | \$ 2,640.00 | |
| EFT7964 | 5/12/2017 | J C B Construction Equipment Australia | Filter for WK697 | \$ 112.49 | |
| EFT7965 | 5/12/2017 | Landmark Engineering & Design Pty Ltd | Benches for Wk Community Centre Courts | \$ 1,218.80 | |
| EFT7966 | 5/12/2017 | Wagin Midalia Steel | Signpost Pipes for Line, Malyalling & Tincurrin North Rds | \$ 1,642.30 | |
| EFT7967 | 5/12/2017 | Komatsu Australia Pty Ltd | Filters for WK518 & WK822 | \$ 917.49 | |
| EFT7968 | 5/12/2017 | Narrogin Hire Service And Reticulation | Reticulation Parts | \$ 380.40 | |
| EFT7969 | 5/12/2017 | Narrogin Quarry Operations | Cracker Dust for Wk-Corrigin Rd | \$ 202.71 | |
| EFT7970 | 5/12/2017 | Star Track Express | Freight on Items From JR Hersey | \$ 56.03 | |
| EFT7971 | 5/12/2017 | Rapid Print Finishing | Binding of Council Minutes | \$ 89.10 | |
| EFT7972 | 5/12/2017 | Pingelly Tyre Service | Tyres & Repairs for WK632, WK342 & WK3680 | \$ 3,875.00 | |
| EFT7973 | 5/12/2017 | Redfish Technologies Pty Ltd | Projector Screen for Council Chambers | \$ 730.40 | |
| EFT7974 | 5/12/2017 | A F Smith & A L Bullock | Repairs to Yea Cvn Pk | \$ 568.00 | |
| EFT7975 | 5/12/2017 | T-quip | Part for WK642 | \$ 38.15 | |
| EFT7976 | 5/12/2017 | Janet Vlahov Photography | Council Photos | \$ 300.00 | |
| EFT7977 | 5/12/2017 | Wickepin Motors | Repairs to WK0 | \$ 489.50 | |
| EFT7978 | 12/12/2017 | Air Liquide Wa Pty Ltd | Cylinder Rental for November 2017 | \$ 92.21 | |
| EFT7979 | 12/12/2017 | Bitutek | Spray Seal Works | \$126,919.96 | |
| EFT7980 | 12/12/2017 | Country Paint Supplies | White Paint for Yarling Brook Rd Bridge | \$ 69.50 | |
| EFT7981 | 12/12/2017 | Courier Australia | Freight on Parts, Library Books, BFB Clothing & Water Samples | \$ 108.39 | |
| EFT7982 | 12/12/2017 | Kelly Cochrane | October 2017 Cleaning for Yea Hall & Cvn Pk | \$ 952.50 | |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|--|---|--------------|-------|
| December 2017 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| EFT7983 | 12/12/2017 | Landgate | Interim Valuations | \$ 146.40 | |
| EFT7984 | 12/12/2017 | Dews Excavations | Clean Table Drain Wk-Pingelly Rd | \$ 1,936.00 | |
| EFT7985 | 12/12/2017 | Diamond Lock & Key | Keys for Wk Community Centre | \$ 41.80 | |
| EFT7986 | 12/12/2017 | Easifleet | Facey Group Vehicle Lease | \$ 486.26 | |
| EFT7987 | 12/12/2017 | Everlon Bronze | Cemetery Plaque | \$ 218.90 | |
| EFT7988 | 12/12/2017 | Efire & Safety | Fire Equipment Service | \$ 3,872.00 | |
| EFT7989 | 12/12/2017 | FESA - ESL | 2017/18 ESL Quarter 2 | \$ 12,172.50 | |
| EFT7990 | 12/12/2017 | Fowler Surveys | Centreline Spotting & Shoulder Pickup | \$ 2,156.00 | |
| EFT7991 | 12/12/2017 | Great Southern Fuel Supplies | November 2017 Fuel Account | \$ 14,507.29 | |
| EFT7992 | 12/12/2017 | Geoff Perkins Farm Machinery | Part for WK475 | \$ 228.65 | |
| EFT7993 | 12/12/2017 | Great Southern Paving | Asphalt for Fence Rd & Wk-Harrismith Rd | \$ 8,937.50 | |
| EFT7994 | 12/12/2017 | J R & A Hersey Pty Ltd | Parts for WK2489, Oil Pump, Depot, WK-Pingelly Rd & Parks & Gardens | \$ 670.44 | |
| EFT7995 | 12/12/2017 | Harris Zuglian Electrics | Depot Hoist Installation & U3 Cottage Homes Repairs | \$ 2,384.95 | |
| EFT7996 | 12/12/2017 | Narrogin Ford | Replacement MWS Vehicle | \$ 20,000.00 | |
| EFT7997 | 12/12/2017 | Jim's Pest Control | Treatment for Spiders & Rodent Baiting | \$ 5,252.50 | |
| EFT7998 | 12/12/2017 | Shire Of Mingenew | LG Professionals Dinner Reimbursement | \$ 35.18 | |
| EFT7999 | 12/12/2017 | MJB Industries | Headwalls for Line Rd | \$ 3,448.50 | |
| EFT8000 | 12/12/2017 | Great Southern Waste Disposal | November 2017 Waste Collection & Bulk Pickup Transfer Stations | \$ 6,218.10 | |
| EFT8001 | 12/12/2017 | Star Track Express | Freight on Parts & Late Fees | \$ 107.15 | |
| EFT8002 | 12/12/2017 | Officeworks Superstores Pty Ltd | Stationery | \$ 160.36 | |
| EFT8003 | 12/12/2017 | PCS | Monthly Fees | \$ 85.00 | |
| EFT8004 | 12/12/2017 | Parrys | Clothing | \$ 350.10 | |
| EFT8005 | 12/12/2017 | Maureen Susan Preedy | Cleaning of Yea Toilets, Hall & Caravan Park | \$ 545.00 | |
| EFT8006 | 12/12/2017 | Tpg Town Planning, Urban Design And Heritage | WSAHA Concept Plan Monthly Fee | \$ 9,900.00 | |
| EFT8007 | 12/12/2017 | Shire Of Wickepin | CRC Community Grant - Venue Hire for Seniors Lunch | \$ 160.00 | |
| EFT8008 | 12/12/2017 | Peter Robert Stribling | Yealering Caravan Park Commission for November 2017 | \$ 112.91 | |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|-------------------------------------|--|--------------|-------|
| December 2017 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| EFT8009 | 12/12/2017 | Stewart & Heaton | Fire Jackets & Pants | \$ 3,492.65 | |
| EFT8010 | 12/12/2017 | A F Smith & A L Bullock | Repairs to Hsm Golf Club, WK Cvn Pk, Art & Crafts & Clean Netball Courts | \$ 1,550.00 | |
| EFT8011 | 12/12/2017 | Western Australian Treasury Corp | Loan No. 100 Interest payment - | \$ 2,123.39 | |
| EFT8012 | 12/12/2017 | Wickepin Hotel And Harvest Cafe | Refreshments | \$ 1,053.92 | |
| EFT8013 | 12/12/2017 | Wickepin Newsagency | November 2017 Account | \$ 177.45 | |
| EFT8014 | 12/12/2017 | Wickepin Community Resource Centre | He Shed She Shed Donation | \$ 470.00 | |
| EFT8015 | 12/12/2017 | Wayfound | Printing | \$ 582.45 | |
| EFT8016 | 12/12/2017 | Lake Yealering Progress Association | Community Grant - Tourism Brochure | \$ 2,000.00 | |
| EFT8017 | 12/12/2017 | Yealering Shop | November Account | \$ 19.70 | |
| EFT8018 | 22/12/2017 | Australia Post | November 2017 Account | \$ 175.94 | |
| EFT8019 | 22/12/2017 | Frances Allan | Councillor Sitting Fees Jun - Dec 2017 | \$ 2,330.08 | |
| EFT8020 | 22/12/2017 | Wes Astbury | Councillor Sitting Fees Jun - Dec 2017 | \$ 2,302.68 | |
| EFT8021 | 22/12/2017 | Aquatic Services WA | Replace & Calibrate WK Oval Compact Controller | \$ 1,848.00 | |
| EFT8022 | 22/12/2017 | Triset Boss P / L | Cheques | \$ 693.00 | |
| EFT8023 | 22/12/2017 | Tutt Bryant Equipment | Filters for WK541 | \$ 1,044.55 | |
| EFT8024 | 22/12/2017 | Burgess Rawson (WA) Pty Ltd | Wk Public Toilets Water Usage | \$ 536.54 | |
| EFT8025 | 22/12/2017 | Best Office Systems | Konica Minolta Copier Charges | \$ 200.85 | |
| EFT8026 | 22/12/2017 | CJD Equipment Pty Ltd | Parts for WK475 | \$ 550.00 | |
| EFT8027 | 22/12/2017 | Central Agcare | Donation to Central Agcare as per Budget | \$ 2,000.00 | |
| EFT8028 | 22/12/2017 | Courier Australia | Freight on Parts, Cheques & Facey Group Australia Day Award | \$ 35.49 | |
| EFT8029 | 22/12/2017 | Covs | Parts for Plant, Lawnmowers and Chainsaw | \$ 1,077.26 | |
| EFT8030 | 22/12/2017 | Clark Equipment | Parts for WK2489 | \$ 123.24 | |
| EFT8031 | 22/12/2017 | Dc & Lb Curtis | Supply & Install New Roof Yea Tennis Club Toilet Block | \$ 5,148.00 | |
| EFT8032 | 22/12/2017 | Edwards Motors Pty Ltd | Repairs to WK632 | \$ 140.60 | |
| EFT8033 | 22/12/2017 | Ewen Rural Supplies | November 2017 Account | \$ 3,759.31 | |
| EFT8034 | 22/12/2017 | AC & EJ Fulford & CO | Construct Sewer Dam & Maintain Dump | \$ 12,760.00 | |
| EFT8035 | 22/12/2017 | Cr Gerri Hinkley | Councillor Sitting Fees Jun - Dec 2017 | \$ 2,430.92 | |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|---|---|--------------|-------|
| December 2017 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| EFT8036 | 22/12/2017 | Sarah Jane Hyde | Councillor Sittng Fees Jun - Dec 2017 | \$ 337.60 | |
| EFT8037 | 22/12/2017 | Jason Signmakers | Facey Group Australia Day Award | \$ 53.90 | |
| EFT8038 | 22/12/2017 | Kels Tyres | Tyre Valves for WK475 & WK2489 | \$ 25.30 | |
| EFT8039 | 22/12/2017 | Cr Allan Lansdell | Councillor Sitting Fees Jun - Dec 2017 | \$ 812.80 | |
| EFT8040 | 22/12/2017 | Metal Artwork Creations | Desk Plaque - Agatha Prior | \$ 53.90 | |
| EFT8041 | 22/12/2017 | Steven John Martin | Councillor Sitting Fees Jun - Dec 2017 | \$ 1,168.56 | |
| EFT8042 | 22/12/2017 | Narrogin Hire Service And Reticulation | PVC for Yarling Court | \$ 48.00 | |
| EFT8043 | 22/12/2017 | Narrogin Glass | Flywire Doors for Yea Cvn Pk | \$ 3,015.60 | |
| EFT8044 | 22/12/2017 | Narrogin Pumps, Solar And Spraying | Pump for WK248 Water Tank & Sewer Ponds, Ph buffer, Reticulation & Parts for Standpipes | \$ 1,581.47 | |
| EFT8045 | 22/12/2017 | Narrogin Agricultural Repairs | Parts for Chainsaws | \$ 311.60 | |
| EFT8046 | 22/12/2017 | Narrogin Betta Home Living | Replacement Kettle for Depot | \$ 39.95 | |
| EFT8047 | 22/12/2017 | Narrogin Junior Basketball | Kidsport Vouchers | \$ 130.00 | |
| EFT8048 | 22/12/2017 | Wagin Plumbing | Repairs to WK Oval Reticulation | \$ 1,325.50 | |
| EFT8049 | 22/12/2017 | Pingelly Tyre Service | Tyre & Tube for WK2567 & WK813 | \$ 338.12 | |
| EFT8050 | 22/12/2017 | Sebel Pty Ltd | Wk Community Centre Tables | \$ 2,642.64 | |
| EFT8051 | 22/12/2017 | A F Smith & A L Bullock | Repairs to U2 Yarling Court | \$ 78.00 | |
| EFT8052 | 22/12/2017 | Shire Of Narrogin | Building & EHO Services Oct & Nov 2017 | \$ 2,420.00 | |
| EFT8053 | 22/12/2017 | Twinkarri P / L | Tree Pruning for Line, Malyalling Cemetery, WK-Hsm & Dwelyerdine Rds | \$ 51,557.00 | |
| EFT8054 | 22/12/2017 | Wickepin Rural Services | November Account | \$ 3,235.70 | |
| EFT8055 | 22/12/2017 | Western Australian Local Government Association | Elected Member Training - Cr Hyde | \$ 195.00 | |
| EFT8056 | 22/12/2017 | Yealering Hotel | Staff Christmas Party | \$ 1,540.00 | |
| 15483 | 5/12/2017 | Cr Julie Russell | Reimbursement of Items for Seniors Christmas Lunch | \$ 277.30 | |
| 15484 | 12/12/2017 | Judith Faye Bransby | Reimburse Overcharges | \$ 70.49 | |
| 15485 | 12/12/2017 | Telstra | Phone Account | \$ 1,605.08 | |
| 15486 | 12/12/2017 | Synergy | Power for Streetlights | \$ 1,758.75 | |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|----------------------------------|--|-------------|-------|
| December 2017 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| 15487 | 12/12/2017 | Water Corporation | Water Account for Storage Tank on Rabbit Proof Fence Rd | \$ 41.85 | |
| 15488 | 14/12/2017 | Shire Of Wickepin | Petty Cash Reimbursement: Swimming Pool Float, Magnifying Glass, Afternoon Tea, Christmas Decorations | \$ 131.50 | |
| 15489 | 22/12/2017 | Nathan Stewart Astbury | Councillor Sitting Fees Jun - Dec 2017 | \$ 415.00 | |
| 15490 | 22/12/2017 | A & A Corasaniti | Concrete Ramp | \$ 6,105.44 | |
| 15491 | 22/12/2017 | Cr Julie Russell | Councillor Sitting Fees Jun - Dec 2017 | \$ 3,562.80 | |
| 15492 | 22/12/2017 | Synergy | Power Accounts | \$ 1,514.40 | |
| 15493 | 22/12/2017 | Water Corporation | Water Accounts | \$ 5,194.34 | |
| DD9410.1 | 6/12/2017 | WA Local Government Super Plan | Payroll deductions | \$ 5,094.78 | |
| DD9410.2 | 6/12/2017 | ANZ Super | Superannuation contributions | \$ 450.47 | |
| DD9410.3 | 6/12/2017 | Prime Super | Superannuation contributions | \$ 228.36 | |
| DD9410.4 | 6/12/2017 | ING Custodians Pty Ltd | Superannuation contributions | \$ 240.28 | |
| DD9410.5 | 6/12/2017 | Tremayne Superannuation Fund | Superannuation contributions | \$ 157.54 | |
| DD9410.6 | 6/12/2017 | Colonial First State | Superannuation contributions | \$ 133.47 | |
| DD9410.7 | 6/12/2017 | MTAA Super Fund | Superannuation contributions | \$ 460.72 | |
| DD9410.8 | 6/12/2017 | AMP Flexible Lifetime Super Fund | Superannuation contributions | \$ 111.22 | |
| DD9418.1 | 20/12/2017 | WA Local Government Super Plan | Payroll deductions | \$ 4,586.85 | |
| DD9418.2 | 20/12/2017 | ANZ Super | Superannuation contributions | \$ 387.97 | |
| DD9418.3 | 20/12/2017 | Prime Super | Superannuation contributions | \$ 180.86 | |
| DD9418.4 | 20/12/2017 | ING Custodians Pty Ltd | Superannuation contributions | \$ 192.78 | |
| DD9418.5 | 20/12/2017 | Tremayne Superannuation Fund | Superannuation contributions | \$ 79.29 | |
| DD9418.6 | 20/12/2017 | Colonial First State | Superannuation contributions | \$ 276.07 | |
| DD9418.7 | 20/12/2017 | MTAA Super Fund | Superannuation contributions | \$ 365.72 | |
| DD9418.8 | 20/12/2017 | AMP Flexible Lifetime Super Fund | Superannuation contributions | \$ 44.49 | |
| DD9423.1 | 1/12/2017 | ANZ Bank | Merchant Fees for EFTPOS Terminal | \$ 253.31 | |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|------------------------------------|--|---------------------|-------------------|
| December 2017 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| DD9423.3 | 6/12/2017 | ANZ Bank | Credit Card: Plate Remake, Councillor Gratuity, Heavy Vehicle Licences, LG Professionals Conference Accommodation & Worksafe High Risk Work Licence | \$ 3,314.70 | |
| DD9423.4 | 7/12/2017 | American Express Australia Limited | Merchant Fees EFTPOS Terminal Amex Payments | \$ 0.48 | |
| DD9423.5 | 13/12/2017 | James Matthews | Pool Manager Contract Payment 10/2017-18 | \$ 2,376.06 | |
| DD9423.6 | 27/12/2017 | James Matthews | Pool Manager Contract Payment 11/2017-18 | \$ 2,376.06 | |
| DD9423.7 | 27/12/2017 | Best Office Systems | Konica Minolta Copier Lease | \$ 358.60 | |
| | 07/12/2017 | Gross Payroll | | \$ 53,217.95 | |
| | 21/12/2017 | Gross Payroll | | \$ 46,056.49 | |
| | | | | \$499,724.23 | \$1,040.00 |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|--|--|---------------|-------|
| January 2018 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| EFT8057 | 08/01/2018 | AMPAC Debt Recovery (WA) Pty Ltd | Debt Recovery Costs December 2017 | \$ 1,490.28 | |
| EFT8058 | 08/01/2018 | Bitutek | Bituminous Spray Seal Works | \$ 50,932.02 | |
| EFT8059 | 08/01/2018 | Amanda Louise Smith | Reimbursement - Council Meeting Items & Keyboard | \$ 130.15 | |
| EFT8060 | 08/01/2018 | Covs | Parts for Plant Items, Depot & WK-Pingelly Rd | \$ 708.26 | |
| EFT8061 | 08/01/2018 | Dews Excavations | Line Rd Headwall Installation | \$ 726.00 | |
| EFT8062 | 08/01/2018 | Edwards Motors Pty Ltd | CEO Vehicle Changeover | \$ 1,500.00 | |
| EFT8063 | 08/01/2018 | Harris Zuglian Electrics | Repairs at U2 Yarling Court | \$ 595.10 | |
| EFT8064 | 08/01/2018 | Komatsu Australia Pty Ltd | Parts & Repairs to WK518 | \$ 9,347.54 | |
| EFT8065 | 08/01/2018 | Narrogin Hire Service And Reticulation | Retic Parts | \$ 228.00 | |
| EFT8066 | 08/01/2018 | Great Southern Waste Disposal | December 2017 Waste Collection & Bulk Pickup Transfer Stations | \$ 7,538.10 | |
| EFT8067 | 08/01/2018 | Narrogin Glass | Window for WK813 | \$ 215.60 | |
| EFT8068 | 08/01/2018 | Narrogin Hardware Makit | Parts for Yea Hall, Wk Cvn Pk & Tip | \$ 82.80 | |
| EFT8069 | 08/01/2018 | Narrogin & Districts Netball Association | Kidsport Voucher | \$ 115.00 | |
| EFT8070 | 08/01/2018 | Officeworks Superstores Pty Ltd | Certificate Frames | \$ 82.45 | |
| EFT8071 | 08/01/2018 | PCS | IT Support for Nov - Dec | \$ 340.00 | |
| EFT8072 | 08/01/2018 | Parrys | Staff Clothing | \$ 344.20 | |
| EFT8073 | 08/01/2018 | Wagin Plumbing | Repair Damaged Sewer Lines at Facey Group Building | \$ 1,833.70 | |
| EFT8074 | 08/01/2018 | Maureen Susan Preedy | Cleaning Yea Toilets & Cvn Pk | \$ 657.50 | |
| EFT8075 | 08/01/2018 | Pracsys | WSAHA Cost Benefit Analysis | \$ 11,869.00 | |
| EFT8076 | 08/01/2018 | Kirstin Rigby | WK Caravan Park Commission | \$ 71.03 | |
| EFT8077 | 08/01/2018 | Sheridan's For Badges | Staff Name Badges | \$ 79.09 | |
| EFT8078 | 08/01/2018 | Peter Vlahov | Reimbursement - Repairs to Mobile | \$ 190.00 | |
| EFT8079 | 08/01/2018 | Western Australian Treasury Corp | Loan No. 102 Payment | \$ 5,792.79 | |
| EFT8080 | 08/01/2018 | WA Hino Sales & Service | WK2473 Vehicle Changeover | \$ 66,135.04 | |
| EFT8081 | 08/01/2018 | Wilsons Sign Solutions | Councillor Honour Board Update | \$ 116.60 | |
| EFT8082 | 08/01/2018 | Westrac Equipment | WK813 Vehicle Changeover | \$ 265,870.00 | |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|--|---|--------------|----------|
| January 2018 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| EFT8083 | 08/01/2018 | WESTERN AUSTRALIAN TREASURY CORP | Government Guarantee Fee | \$ 376.56 | |
| EFT8084 | 15/01/2018 | Narrogin Sports Power | Child Swim Vest | \$ 87.97 | |
| EFT8085 | 15/01/2018 | Courier Australia | Freight on Water Samples | \$ 22.11 | |
| EFT8086 | 15/01/2018 | Landgate | Rural UV Interim Valuation | \$ 80.90 | |
| EFT8087 | 15/01/2018 | Great Southern Fuel Supplies | December Account | \$ 11,468.53 | |
| EFT8088 | 15/01/2018 | Grab Photography & Design | Harrismith Cemetery Concept Development | \$ 2,117.50 | |
| EFT8089 | 15/01/2018 | Landmark Engineering & Design Pty Ltd | Bins | \$ 11,886.60 | |
| EFT8090 | 15/01/2018 | Narrogin Hire Service And Reticulation | Hose & Fittings | \$ 58.20 | |
| EFT8091 | 15/01/2018 | Shire Of Narrogin | Ranger Services | \$ 302.00 | |
| EFT8092 | 15/01/2018 | Wickepin Rural Services | December Account | \$ 1,597.90 | |
| EFT8093 | 15/01/2018 | Wickepin Community Resource Centre | 2017/18 Budget Allocation | \$ 17,971.36 | |
| EFT8094 | 16/01/2018 | Sarah Jane Hyde | Cat Trap Bond Refund | | \$ 50.00 |
| EFT8095 | 16/01/2018 | Australia Post | December 2017 Account | \$ 179.85 | |
| EFT8096 | 16/01/2018 | Air Liquide Wa Pty Ltd | Cylinder Rental | \$ 95.30 | |
| EFT8097 | 16/01/2018 | Building Supplies W A | Ceiling Panels for WK & HSM Community Centres & Yea Hall | \$ 262.40 | |
| EFT8098 | 16/01/2018 | Corner's Auto Electrics | Repairs to WK0 | \$ 63.25 | |
| EFT8099 | 16/01/2018 | Kelly Cochrane | Cleaning Yea Hall & Cvn Pk | \$ 600.00 | |
| EFT8100 | 16/01/2018 | Dial Before You Dig | Dial Before You Dig Referrals Oct - Dec 2017 | \$ 110.00 | |
| EFT8101 | 16/01/2018 | Easifleet | Facey Group Vehicle Lease | \$ 486.26 | |
| EFT8102 | 16/01/2018 | Fowler Surveys | Spot Centreline Wk-Pingelly Rd | \$ 1,452.00 | |
| EFT8103 | 16/01/2018 | Narrogin Hire Service And Reticulation | Reticulation Parts for WK Cvn Pk | \$ 804.03 | |
| EFT8104 | 16/01/2018 | Narrogin Toyota | Parts for Chainsaws, Lawnmowers, Quickcut Saw & Whipper Snipper | \$ 2,280.78 | |
| EFT8105 | 16/01/2018 | The Workwear Group Pty Ltd | Uniform | \$ 549.00 | |
| EFT8106 | 16/01/2018 | TPG Town Planning, Urban Design And Heritage | WASHA Concept Plan | \$ 9,900.00 | |
| EFT8107 | 16/01/2018 | RJ Smith Engineering | Parts for WK518 & WK2433 | \$ 687.50 | |
| EFT8108 | 16/01/2018 | A F Smith & A L Bullock | Repairs to 5 Smith St & Wk Community Centre | \$ 920.60 | |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|---|--|--------------|-------|
| January 2018 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| EFT8109 | 16/01/2018 | Wickepin Newsagency | December 2017 Account | \$ 184.60 | |
| EFT8110 | 17/01/2018 | Southern Cross Austereo | Australia Day Radio Commercials | \$ 319.00 | |
| EFT8111 | 29/01/2018 | Burgess Rawson (WA) Pty Ltd | Fuel Facility Rent & Management Fees | \$ 2,648.25 | |
| EFT8112 | 29/01/2018 | Courier Australia | Freight on Bushfire Clothing | \$ 16.10 | |
| EFT8113 | 29/01/2018 | Ewen Rural Supplies | December Account | \$ 2,511.07 | |
| EFT8114 | 29/01/2018 | Jason Signmakers | Signs and brackets | \$ 336.60 | |
| EFT8115 | 29/01/2018 | PCS | Computer Support | \$ 170.00 | |
| EFT8116 | 29/01/2018 | Phil's Electrics | Check Air Con Yea Bowling Club | \$ 261.25 | |
| EFT8117 | 29/01/2018 | Western Australian Local Government Association | Short Course eLearning Sam Dawes & Agatha Prior | \$ 429.00 | |
| 15494 | 08/01/2018 | Telstra | Phone Account to 13.12.17 | \$ 1,659.17 | |
| 15495 | 08/01/2018 | Water Corporation | Water Accounts | \$ 6,375.60 | |
| 15496 | 15/01/2018 | Telstra | Bushfire SMS Messages Account | \$ 229.50 | |
| 15497 | 15/01/2018 | Synergy | Power for Streetlights | \$ 1,732.15 | |
| 15498 | 16/01/2018 | E I & SM Astbury | Gravel for Line Rd | \$ 3,300.00 | |
| 15499 | 29/01/2018 | Synergy | Power Account | \$ 10,245.55 | |
| DD9425.1 | 03/01/2018 | WA Local Government Super Plan | Payroll deductions | \$ 4,285.97 | |
| DD9425.2 | 03/01/2018 | ANZ Super | Superannuation contributions | \$ 387.97 | |
| DD9425.3 | 03/01/2018 | Prime Super | Superannuation contributions | \$ 180.86 | |
| DD9425.4 | 03/01/2018 | ING Custodians Pty Ltd | Superannuation contributions | \$ 192.78 | |
| DD9425.5 | 03/01/2018 | Tremayne Superannuation Fund | Superannuation contributions | \$ 59.47 | |
| DD9425.6 | 03/01/2018 | MTAA Super Fund | Superannuation contributions | \$ 365.72 | |
| DD9425.7 | 03/01/2018 | Colonial First State | Superannuation contributions | \$ 153.73 | |
| DD9434.1 | 02/01/2018 | ANZ Bank | Merchant Fees EFTPOS Terminal | \$ 228.63 | |
| DD9434.2 | 02/01/2018 | Westnet Pty Ltd | Internet Fees | \$ 144.90 | |
| DD9434.3 | 09/01/2018 | ANZ Bank | Credit Card Payment High Risk Work Licence, Resigning Staff Gift, WK0 & OWK Changeover Registration & Plate Change Fees, Dangerous Goods | \$ 1,656.05 | |

| List of Accounts Due & Submitted to Committee | | | | | |
|---|------------|----------------------------------|--|----------------------|-----------------|
| January 2018 | | | | | |
| Chq/EFT | Date | Name | Description | Muni | Trust |
| | | | Licence | | |
| DD9434.4 | 10/01/2018 | James Matthews | Pool Manager Contract Payment 12/2017-18 | \$ 2,376.06 | |
| DD9434.5 | 24/01/2018 | James Matthews | Pool Manager Contract Payment 13/2017-18 | \$ 2,376.06 | |
| DD9434.6 | 24/01/2018 | Best Office Systems | Konica Minolta Copier Lease | \$ 358.60 | |
| DD9440.1 | 17/01/2018 | WA Local Government Super Plan | Payroll deductions | \$ 4,381.31 | |
| DD9440.2 | 17/01/2018 | ANZ Super | Superannuation contributions | \$ 387.97 | |
| DD9440.3 | 17/01/2018 | Prime Super | Superannuation contributions | \$ 180.86 | |
| DD9440.4 | 17/01/2018 | ING Custodians Pty Ltd | Superannuation contributions | \$ 192.78 | |
| DD9440.5 | 17/01/2018 | Tremayne Superannuation Fund | Superannuation contributions | \$ 84.24 | |
| DD9440.6 | 17/01/2018 | MTAA Super Fund | Superannuation contributions | \$ 365.72 | |
| DD9440.7 | 17/01/2018 | Amp Flexible Lifetime Super Fund | Superannuation contributions | \$ 111.22 | |
| DD9440.8 | 17/01/2018 | Colonial First State | Superannuation contributions | \$ 153.73 | |
| | 04/01/2018 | Gross Payroll | | \$ 43,753.02 | |
| | 18/01/2018 | Gross Payroll | | \$ 43,613.69 | |
| | | | | \$ 627,760.03 | \$ 50.00 |

Governance, Audit and Community Service

10.2.04 – 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: | 14 February 2018 |

Enclosure / Attachment: Nil

| | |
|-----------------------|---|
| Arts and Cultural | <ul style="list-style-type: none"> • Planning for the 2018 Wickepin Art Prize • Planning for Dryandra Makers Trail • Sculpture workshop weekend co-ordinated to support the She Shed/He Shed with projects • Potential grants sought for sculpture workshops leading into Art Prize |
| Community Development | <p>Townscape</p> <ul style="list-style-type: none"> • Correspondence with Harrismith Community Centre and Grab Creative re Harrismith cemetery concept plans. Concept plan to be updated and presented at March Townscape & Cultural Planning Committee meeting • Dustbins for Wogolin Road upgraded to bins with shire promotional images. To be installed in March • Bench ordered for Wickepin Heritage Walk Trail as per townscape budget • Support to Yealering Progress Committee as needed <p>War Memorial/Anzac</p> <ul style="list-style-type: none"> • Department of Veteran's Affairs: correspondence and planning regarding 'Saluting their Service' Commemorative Grant for research to enable the stories of the fallen of Wickepin War Memorial, including those who enlisted from all wars. Stefanie Green engaged as historian for research. • Planning for 2018 Anzac Day service <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Facebook page • Follow up grant opportunities for Shire of Wickepin projects • Informed community members on grant opportunities and events • Correspondence with, and support to, Wickepin CRC re events |
| Economic Development | <p>Johnston Park (Healthy Communities Precinct)</p> <ul style="list-style-type: none"> • Correspondence with Wheatbelt Development Commission (WDC) and suppliers • Exercise equipment installed • Seat and water refill station installed • Solar bollards installed • Information signs designed and manufactured -to be installed in March • Wellbeing Postcards created and to be distributed once park is complete • Hotmix pads to be in place by early March <p>Facey Festival</p> |

| | |
|----------------------------------|--|
| | <ul style="list-style-type: none"> Grant submitted to Tourism WA Regional Events Scheme to fund a production by Scooplight Theatre, bringing the story of Albert Facey to life through the dramatisation of extracts from his book enacted amongst the historical area around the Homestead. Contact made with extended Facey family to return to Wickepin for the weekend Department of Veteran's Affairs: Armistice Centenary Grant Program. Expression of Interest lodged with Rick Wilson's office for a grant to fund a returned soldier's parade. This would fall on the weekend of the Facey Festival and be incorporated into the Facey Carriage Drive. Support to Wickepin P & C to co-ordinate an open garden day to coincide with the Facey Festival Correspondence with Avon& Hills Carriage Driving Club re planning 2018 Facey Carriage Drive |
| Tourism, Marketing and Promotion | <ul style="list-style-type: none"> Correspondence with newspapers and magazines re placement of advertising Social media promotion |
| Sport and Recreation | <p>Kidsport</p> <ul style="list-style-type: none"> Communication with Kidsport. Vouchers will be processed by Sport and Recreation (WA) from February 2018 onwards. The process will remain the same for individuals, and clubs will automatically receive payment once they lodge voucher numbers. The CDO will provide support to individuals and club who struggle with the new system. Assisted individuals and clubs Kidsport invoices and vouchers processed Contacted adjoining shire sporting clubs with outstanding vouchers Acquitted the current 2017/2018 grant |
| Governance Other | <ul style="list-style-type: none"> Staff support as needed Responded to queries from CDO Network Liaison with Manager of Works, CEO, DCEO 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 | Approved 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 |
| Facey Festival | Tourism WA Regional Events Scheme | \$18,000 | Pending Council Contribution in-kind |
| Armistice Centenary Grant | Department of Veteran's Affairs | \$4,000 | Pending Council contribution in-kind |
| Enterprising Communities | Regional Development Australia | \$4,110 | Acquitted Council Contribution in-kind |
| Kidsport | Department of Sport and Recreation | \$2,500 | Acquitted |

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 14 February 2018.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That Council notes the report from the Community Development Officer dated 14 February 2018.

Carried /

Governance, Audit and Community Service

10.2.05 –Department of Transport Provision of Licensing Services

| | |
|-----------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark J Hook, Chief Executive Officer |
| File Reference: | GR.SL.1439 |
| Author: | Mark J Hook Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 24 January 2018 |

Enclosure / Attachment:

1. Dot966417 agreement for the provision of licensing services in shire of Wickepin in terms of section 11 of the road traffic (administration) act 2008
2. Dot966417 agreement for the provision of non-road law functions in shire of Wickepin

Background:

The Shire of Wickepin agreement with the Department of Transport for the provision of licensing services under Section 11 of the Road Traffic (Administration) Act 2008 expired on the 31st December 2017.

Due to the time frames the CEO contacted the Department of Transport and advised them that Council was unable to meet there renewal deadlines as Council had not received the new contracts in time to take them to the December 2017 Council meeting. The Department has amended the renewal timelines to the 31st March 2018.

Comment:

The provision of licensing services at the Shire of Wickepin is delivered as a service to the residents in the Shire of Wickepin the cost of providing the service is offset by the commission fees received from the Department of Transport for undertaking the services on their behalf.

The commissions received from the Department of Transport licensing services for 2016/2017 was \$12,648.82.

The previous Commission fess as agreed under a contract variation on the 9/9/2008 is as follows.

SCHEDULE B: SCHEDULE OF RATES**SOUTHERN COMMISSION SCHEDULE 1: 1 JULY 2008**

This Schedule 1 relates to commission payment category rates for processing licensing cash receipt and non cash information data input (includes non transaction allowance credit card merchant fees)

Commission Payment Category Rates**Scale of Fees for On-line Processing - Monetary Transactions**

| Category | Average Transaction Time | Commission (Volume < 19,300) | Commission (Volume > 19,300) |
|--------------------|--------------------------|------------------------------|------------------------------|
| Category 1 | 0 – 3.5 minutes | 8.08 | 5.83 |
| Category 2 | 3.6 – 5.5 minutes | 10.44 | 7.37 |
| Category 3 | 5.6 – 8.5 minutes | 13.07 | 9.09 |
| Category 4 | 8.6 – 10.5 minutes | 15.70 | 10.84 |
| Category 5 | 10.6 – 14.5 minutes | 18.86 | 12.91 |
| Category 6 | 14.6 – 20.5 minutes | 24.14 | 16.34 |
| Category 7 | 20.6 – 29.5 minutes | 32.00 | 21.54 |
| Category 8 | 29.6 – 35.5 minutes | 39.93 | 26.70 |
| Category – updates | | 2.74 | 2.74 |
| Category 9 | 0 – 3.5 minutes | 5.44 | 4.11 |
| Category 10 | 3.6 – 5.5 minutes | 7.83 | 5.64 |
| Category 11 | 5.6 – 8.5 minutes | 10.44 | 7.37 |
| Category 12 | 8.6 – 10.5 minutes | 13.07 | 9.09 |
| Category 13 | 10.6 – 14.5 minutes | 16.24 | 11.18 |
| Category 14 | 14.6 – 20.5 minutes | 21.50 | 14.65 |
| Category 15 | 20.6 – 29.5 minutes | 29.40 | 19.83 |
| Category 16 | 29.6 – 35.5 minutes | 37.29 | 25.01 |
| Category 17 | 45.0 - 50.0 minutes | TBD | TBD |
| Category 18 | 120.0 - 125.0 minutes | TBD | TBD |

Southern Commission Schedule 2: 1 July 2008**Commission Payment Rates For Individual Licensing Transactions**

This Schedule 2 relates to commission payment rates for individual licensing transactions processed including cash receipts and non cash information data input (includes non transaction allowance and credit card merchant fees).

Classification of Transactions

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Revised Commission (Volume < 19,300) | Revised Commission (Volume > 19,300) |
|--|------------|--------------------------------|--------|--------------------------------------|--------------------------------------|
| Vehicle Renewals | | | | | |
| Straight Renewal | 2 | M | 1 | 8.08 | 5.83 |
| Renewal - with concession update | 3 | M | 1 | 8.08 | 5.83 |
| Renewal - with change of address | 2.5 | M | 1 | 8.08 | 5.83 |
| Renewal - with change of name | 2.5 | M | 1 | 8.08 | 5.83 |
| Renewal - with inspection form (details to be checked) | 3 | M | 1 | 8.08 | 5.83 |
| Renewal - with change of plate | 3 | M | 1 | 8.08 | 5.83 |
| Renewal - to uniform date | 2 | M | 1 | 8.08 | 5.83 |
| Renewal - with transfer infringement | 2.5 | M | 1 | 8.08 | 5.83 |
| Renewal - with plate infringement | 2.5 | M | 1 | 8.08 | 5.83 |
| Renewal - with variation (change of colour, engine number, body type, make, horsepower, tare, insurance) | 3 | M | 1 | 8.08 | 5.83 |
| Renewal - with multiple updates | 3 | M | 1 | 8.08 | 5.83 |
| Heavy vehicles - renewal | 2 | M | 1 | 8.08 | 5.83 |
| Heavy vehicles - change of nominated use | 2 | M | 1 | 8.08 | 5.83 |
| Heavy vehicles - change of concession | 2 | M | 1 | 8.08 | 5.83 |
| Heavy vehicles - fixed nominated use advice | 2 | NM | update | 2.74 | 2.74 |
| Duplicate copy of licence papers | 2 | M | 1 | 8.08 | 5.83 |
| Renewal and change of address with no payment | 1.75 | NM | 9 | 5.44 | 4.11 |
| Change of Plates | | | | | |
| Straight change of plate | 2 | M | 1 | 8.08 | 5.83 |
| Lost or stolen plate change (statutory declaration) | 2 | M | 1 | 8.08 | 5.83 |

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Revised Commission (Volume < 19,300) | Revised Commission (Volume > 19,300) |
|---|------------|--------------------------------|--------|--------------------------------------|--------------------------------------|
| Retained plate (to be issued at a later date) | 2 | M | 1 | 8.08 | 5.83 |
| Change plate for original issue of personalised, special series or remake | 2 | M | 1 | 8.08 | 5.83 |
| Variation to Vehicle Details | | | | | |
| Change of colour, model, engine number (no fee adjustment) | 2 | NM | 9 | 5.44 | 4.11 |
| Change of insurance class (fee adjustment - up or down) | 2 | M or NM | 1 or 9 | \$8.08 or \$5.44 | \$5.83 or \$4.11 |
| Change of horse power or tare (possible fee adjustment - up or down) | 2 | M or NM | 1 or 9 | \$8.08 or \$5.44 | \$5.83 or \$4.11 |
| Change of fee type (possible fee adjustment - up or down) | 2 | M or NM | 1 or 9 | \$8.08 or \$5.44 | \$5.83 or \$4.11 |
| Change in nominated use (possible fee adjustment - up or down) | 2 | M or NM | 1 or 9 | \$8.08 or \$5.44 | \$5.83 or \$4.11 |
| Vehicle Updates | | | | | |
| Add condition | 2 | NM | 9 | 5.44 | 4.11 |
| Delete condition | 2 | NM | 9 | 5.44 | 4.11 |
| Add concession | 2 | NM | 9 | 5.44 | 4.11 |
| Delete concession | 2 | NM | 9 | 5.44 | 4.11 |
| New Registration | | | | | |
| Basic new registration | 5 | M | 2 | 10.44 | 7.37 |
| New registration with concession/condition update | 5 | M | 2 | 10.44 | 7.37 |
| New registration for heavy vehicle | 6 | M | 3 | 13.07 | 8.09 |
| Plate Receipts | | | | | |
| Eastern State plate return | 2 | NM | 9 | 5.44 | 4.11 |
| Western Australian plate return - no refund | 2 | NM | 9 | 5.44 | 4.11 |
| Western Australian plate return - refund | 2.5 | NM | 9 | 5.44 | 4.11 |
| Plate infringements | 2 | NM | 9 | 5.44 | 4.11 |
| Transfers | | | | | |
| Transfer details update (multi notification) | 0.75 | NM | update | 2.74 | 2.74 |
| Transfer update and payment | 2.5 | M | 1 | 8.08 | 5.83 |

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Revised Commission (Volume < 19,300) | Revised Commission (Volume > 19,300) |
|---|------------|--------------------------------|------|--------------------------------------|--------------------------------------|
| Transfer update, transfer payment and adjustment payment | 3 | M | 1 | 8.08 | 5.83 |
| Transfer update, transfer, adjustment and renewal payment | 4 | M | 2 | 10.44 | 7.37 |
| Transfer update, transfer, payment and infringement payment | 3 | M | 1 | 8.08 | 5.83 |
| Transfer update, concession update and transfer payment | 2.5 | M | 1 | 8.08 | 5.83 |
| Transfer update, transfer and renewal payment | 3 | M | 1 | 8.08 | 5.83 |
| Deceased estate transfer update and payment | 2.5 | M | 1 | 8.08 | 5.83 |
| Divorce settlement transfer update and payment | 2.5 | M | 1 | 8.08 | 5.83 |
| First and Final demand letter payment | 1.5 | M | 1 | 8.08 | 5.83 |
| Transfer infringement payment | 1.5 | M | 1 | 8.08 | 5.83 |
| Eastern States Registration with no inspection required | 5 | NM | 11 | 10.44 | 7.37 |
| Dealer Acquisitions | | | | | |
| One to five in one transaction | 2 | M | 1 | 8.08 | 5.83 |
| Adjustment Payment | | | | | |
| System generated notification | 2 | M | 1 | 8.08 | 5.83 |
| Created by update or variation plus update time | 2 | M | 1 | 8.08 | 5.83 |
| Motor Driver Renewal | | | | | |
| Renewal with photograph | 2 | M | 1 | 8.08 | 5.83 |
| Renewal without photograph (data card still requires photographing) | 2 | M | 1 | 8.08 | 5.83 |
| Renewal with concession application | 2 | M | 1 | 8.08 | 5.83 |
| Renewal with concession deleted | 2.5 | M | 1 | 8.08 | 5.83 |
| Renewal with change of address | 2.5 | M | 1 | 8.08 | 5.83 |
| Change of name or date of birth | 2.5 | M | 1 | 8.08 | 5.83 |
| Renewal without payment | 1.5 | NM | 9 | 5.44 | 4.11 |
| Renewal and change of address without payment | 2 | NM | 9 | 5.44 | 4.11 |
| Duplicate copy of licence | 2 | M | 1 | 8.08 | 5.83 |

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Revised Commission (Volume < 19,300) | Revised Commission (Volume > 19,300) |
|--|------------|--------------------------------|--------|--------------------------------------|--------------------------------------|
| Certified copy of licence | 2 | NM | 9 | 5.44 | 4.11 |
| Firearms Renewals | | | | | |
| Renewal | 2 | M | 1 | 8.08 | 5.83 |
| Infringement | 2 | M | 1 | 8.08 | 5.83 |
| Renewal and infringement | 2 | M | 1 | 8.08 | 5.83 |
| Proof of Age | | | | | |
| Application | 3 | M | 1 | 8.08 | 5.83 |
| Replacement copy | 2 | M | 1 | 8.08 | 5.83 |
| Certified copy | 2 | NM | 9 | 5.44 | 4.11 |
| Change of Address (multi advice) | | | | | |
| Motor driver licence | 0.5 | NM | update | 2.74 | 2.74 |
| Motor vehicle registration | 0.5 | NM | update | 2.74 | 2.74 |
| Firearms | 0.5 | NM | update | 2.74 | 2.74 |
| Revenue Transactions | | | | | |
| Off Road Vehicle New Registrations | | | | | |
| New registrations (includes new registration update) | 6 | M | 3 | 13.07 | 9.09 |
| Renewals | 2.5 | M | 1 | 8.08 | 5.83 |
| Plate change | 2.5 | M | 1 | 8.08 | 5.83 |
| Transfers | 2.5 | M | 1 | 8.08 | 5.83 |
| Plate receipt - manual | 2.5 | NM | 9 | 5.44 | 4.11 |
| Special Plate Applications | | | | | |
| Personalised plates | 2 | M | 1 | 8.08 | 5.83 |
| Sporting plates | 2.5 | M | 1 | 8.08 | 5.83 |
| Local Authority | 2.5 | M | 1 | 8.08 | 5.83 |
| Special Series | 2.5 | M | 1 | 8.08 | 5.83 |
| Plate Remake Applications | 2 | M | 1 | 8.08 | 5.83 |
| Special Plate Transfers | 2 | M | 1 | 8.08 | 5.83 |
| Sale of Disc Holders | 2 | M | 1 | 8.08 | 5.83 |
| Maritime Collections | | | | | |
| Boat renewal payments | 2 | M | 1 | 8.08 | 5.83 |
| Boat transfer payments | 2 | M | 1 | 8.08 | 5.83 |
| Commercial vessel survey payments | 2 | M | 1 | 8.08 | 5.83 |
| Hire vessel survey payments | 2 | M | 1 | 8.08 | 5.83 |
| Marine payment - miscellaneous | 2 | M | 1 | 8.08 | 5.83 |
| Maritime pen duty payments | 2 | M | 1 | 8.08 | 5.83 |

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Revised Commission (Volume < 19,300) | Revised Commission (Volume > 19,300) |
|---|------------|--------------------------------|------|--------------------------------------|--------------------------------------|
| Slipway fees | 2 | M | 1 | 8.08 | 5.83 |
| Temporary Permits | 3 | M | 1 | 8.08 | 5.83 |
| Suspense Receipts | 2 | M | 1 | 8.08 | 5.83 |
| Vehicle Modification Permit | 2 | M | 1 | 8.08 | 5.83 |
| Dishonoured cheque payments | 2 | M | 1 | 8.08 | 5.83 |
| Instructors Fees | 2 | M | 1 | 8.08 | 5.83 |
| Original Motor Driver Licence | | | | | |
| New application and application fee payment | 5 | M | 2 | 10.44 | 7.37 |
| Issue of Learners Permit | 1.5 | M | 1 | 8.08 | 5.83 |
| Update to practical driving assessment incorporating booking the practical driving assessment and provision of meeting point for driving assessment | 14 | NM | 13 | 16.24 | 11.18 |
| Practical test update and renewal or duplicate | 2 | M | 1 | 8.08 | 5.83 |
| Transfer application, application fee and renewal payment | 6 | M | 3 | 13.07 | 9.09 |
| Additional class updates and application fee payment | 4 | M | 2 | 10.44 | 7.37 |
| Additional class learner permit | 1.5 | NM | 9 | 5.44 | 4.11 |
| Extra practical test payment | 2 | M | 1 | 8.08 | 5.83 |
| Extraordinary licence - original application | 7 | M | 3 | 13.07 | 9.09 |
| Extraordinary licence - renewal | 2 | M | 1 | 8.08 | 5.83 |
| Reissue of lapsed licence and payment of renewal | 4 | M | 2 | 10.44 | 7.37 |
| Issue of Medical Assessment | 3 | NM | 9 | 5.44 | 4.11 |
| Oral test | 10 | M | 4 | 15.70 | 10.84 |
| Written test | 15 | M | 6 | 24.14 | 16.34 |
| Procedures if passed | 15 | M | 6 | 24.14 | 16.34 |
| Practical test | 50 | NM | 17 | TBD | TBD |
| Practical test | 125 | NM | 18 | TBD | TBD |
| Conducting Computerised Theory Test (CTT) | 15 | M | 6 | 24.14 | 16.34 |
| Conducting Hazard Perception Test (HPT) | 17 | M | 6 | 24.14 | 16.34 |
| Practical Test update pass - issue Phase II permit and Log Book | 3 | M | 1 | 8.08 | 5.83 |
| Phase II application fee payment | 3 | M | 1 | 8.08 | 5.83 |

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Revised Commission (Volume < 19,300) | Revised Commission (Volume > 19,300) |
|---|------------|--------------------------------|------|--------------------------------------|--------------------------------------|
| Supplementary Phase II application fee payment | 3 | M | 1 | 8.08 | 5.83 |
| Verify Log Book details and update Licence record | 5 | NM | 10 | 7.83 | 5.64 |
| Issue replacement Log Book | 3 | NM | 9 | 5.44 | 4.11 |
| Service of Demerit Point Suspension | 5 | NM | 10 | 7.83 | 5.64 |
| Processing of good behaviour period elections | 5 | NM | 10 | 7.83 | 5.64 |
| Service of breach notices for good behaviour period | 5 | NM | 10 | 7.83 | 5.64 |

The new commission fees under the proposed Dot966417 agreement for the provision of licensing services in Shire of Wickepin in terms of section 11 of the Road Traffic (administration) Act 2008 is as follows.

SCHEDULE B: SCHEDULE OF RATES**SOUTHERN REGION COMMISSION SCHEDULE 1: 1 JANUARY 2018**

This Schedule 1 relates to Commission payment category rates for processing licensing cash receipts and non-cash information data input (includes non-transaction allowance and credit card merchant fees).

Commission Payment Category Rates**Scale of Fees for On-line Processing - Monetary Transactions:**

| Category | Average Transaction Time | Commission (Volume ≤ 19,300) | Commission (Volume ≥ 19,301) |
|------------|--------------------------|---------------------------------|---------------------------------|
| Category 1 | 0 – 3.5 minutes | \$9.71 | \$7.01 |
| Category 2 | 3.6 – 5.5 minutes | \$12.54 | \$8.86 |
| Category 3 | 5.6 – 8.5 minutes | \$15.72 | \$10.93 |
| Category 4 | 8.6 – 10.5 minutes | \$18.88 | \$13.03 |
| Category 5 | 10.6 – 14.5 minutes | \$22.68 | \$15.51 |
| Category 6 | 14.6 – 20.5 minutes | \$29.03 | \$19.64 |
| Category 7 | 20.6 – 29.5 minutes | \$38.48 | \$25.89 |
| Category 8 | 29.6 – 35.5 minutes | \$48.01 | \$32.10 |

Scale of Fees for On-line Processing - Non Monetary Transactions:

| Category | Average Transaction Time | Commission (Volume ≤ 19,300) | Commission (Volume ≥ 19,301) |
|--------------------|--------------------------|---------------------------------|---------------------------------|
| Category – updates | | \$3.26 | \$3.26 |
| Category 9 | 0 - 3.5 minutes | \$6.49 | \$4.90 |
| Category 10 | 3.6 - 5.5 minutes | \$9.36 | \$6.74 |
| Category 11 | 5.6 - 8.5 minutes | \$12.45 | \$8.80 |
| Category 12 | 8.6 - 10.5 minutes | \$15.60 | \$10.86 |
| Category 13 | 10.6 - 14.5 minutes | \$19.40 | \$13.33 |
| Category 14 | 14.6 - 20.5 minutes | \$25.67 | \$17.48 |
| Category 15 | 20.6 - 29.5 minutes | \$35.10 | \$23.68 |
| Category 16 | 29.6 - 35.5 minutes | \$44.52 | \$29.87 |
| Category 17 | 45.0 - 50.0 minutes | TBD | TBD |
| Category 18 | 120.0 - 125.0 minutes | TBD | TBD |

This Schedule 2 relates to Commission payment rates for individual licensing transactions processed including cash receipts and non-cash information data input (includes non-transaction allowance and credit card merchant fees).

Classification of Transactions

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Commission (Volume < 19,300) (Includes 1.00% Increase) | Commission (Volume > 19,300) (Includes 1.00% Increase) |
|--|------------|--------------------------------|--------|--|--|
| Vehicle Renewals | | | | | |
| Straight Renewal | 2 | M | 1 | 9.71 | 7.01 |
| Renewal - with concession update | 3 | M | 1 | 9.71 | 7.01 |
| Renewal - with change of address | 2.5 | M | 1 | 9.71 | 7.01 |
| Renewal - with change of name | 2.5 | M | 1 | 9.71 | 7.01 |
| Renewal - with inspection form (details to be checked) | 3 | M | 1 | 9.71 | 7.01 |
| Renewal - with change of plate | 3 | M | 1 | 9.71 | 7.01 |
| Renewal - to uniform date | 2 | M | 1 | 9.71 | 7.01 |
| Renewal - with transfer infringement | 2.5 | M | 1 | 9.71 | 7.01 |
| Renewal - with plate infringement | 2.5 | M | 1 | 9.71 | 7.01 |
| Renewal - with variation (change of colour, engine number, body type, make, horsepower, tare, insurance) | 3 | M | 1 | 9.71 | 7.01 |
| Renewal - with multiple updates | 3 | M | 1 | 9.71 | 7.01 |
| Heavy vehicles - renewal | 2 | M | 1 | 9.71 | 7.01 |
| Heavy vehicles - change of nominated use | 2 | M | 1 | 9.71 | 7.01 |
| Heavy vehicles - change of concession | 2 | M | 1 | 9.71 | 7.01 |
| Heavy vehicles - fixed nominated use advice | 2 | NM | update | 3.26 | 3.26 |
| Duplicate copy of licence papers | 2 | M | 1 | 9.71 | 7.01 |
| Renewal and change of address with no payment | 1.75 | NM | 9 | 6.49 | 4.90 |
| Change of Plates | | | | | |
| Straight change of plate | 2 | M | 1 | 9.71 | 7.01 |
| Lost or stolen plate change (statutory declaration) | 2 | M | 1 | 9.71 | 7.01 |
| Retained plate (to be issued at a later date) | 2 | M | 1 | 9.71 | 7.01 |
| Change plate for original issue of personalised, special series or remake | 2 | M | 1 | 9.71 | 7.01 |
| Variation to Vehicle Details | | | | | |
| Change of colour, model, engine number (no fee adjustment) | 2 | NM | 9 | 6.49 | 4.90 |
| Change of insurance class (fee adjustment - up or down) | 2 | M or NM | 1 or 9 | \$9.71 or \$6.49 | \$7.01 or \$4.90 |
| Change of horse power or tare (possible fee adjustment - up or down) | 2 | M or NM | 1 or 9 | \$9.71 or \$6.49 | \$7.01 or \$4.90 |
| Change of fee type (possible fee adjustment - up or down) | 2 | M or NM | 1 or 9 | \$9.71 or \$6.49 | \$7.01 or \$4.90 |
| Change in nominated use (possible fee adjustment - up or down) | 2 | M or NM | 1 or 9 | \$9.71 or \$6.49 | \$7.01 or \$4.90 |
| Vehicle Updates | | | | | |
| Add condition | 2 | NM | 9 | 6.49 | 4.90 |
| Delete condition | 2 | NM | 9 | 6.49 | 4.90 |
| Add concession | 2 | NM | 9 | 6.49 | 4.90 |
| Delete concession | 2 | NM | 9 | 6.49 | 4.90 |
| New Registration | | | | | |
| Basic new registration | 5 | M | 2 | 12.54 | 8.86 |
| New registration with concession/condition update | 5 | M | 2 | 12.54 | 8.86 |
| New registration for heavy vehicle | 6 | M | 3 | 15.72 | 10.93 |
| Plate Receipts | | | | | |

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Commission (Volume < 19,300) (Includes 1.00% Increase) | Commission (Volume > 19,300) (Includes 1.00% Increase) |
|---|------------|--------------------------------|--------|--|--|
| Eastern State plate return | 2 | NM | 9 | 6.49 | 4.90 |
| Western Australian plate return - no refund | 2 | NM | 9 | 6.49 | 4.90 |
| Western Australian plate return - refund | 2.5 | NM | 9 | 6.49 | 4.90 |
| Plate infringements | 2 | NM | 9 | 6.49 | 4.90 |
| Transfers | | | | | |
| Transfer details update (multi notification) | 0.75 | NM | update | 3.26 | 3.26 |
| Transfer update and payment | 2.5 | M | 1 | 9.71 | 7.01 |
| Transfer update, transfer payment and adjustment payment | 3 | M | 1 | 9.71 | 7.01 |
| Transfer update, transfer, adjustment and renewal payment | 4 | M | 2 | 12.54 | 8.86 |
| Transfer update, transfer, payment and infringement payment | 3 | M | 1 | 9.71 | 7.01 |
| Transfer update, concession update and transfer payment | 2.5 | M | 1 | 9.71 | 7.01 |
| Transfer update, transfer and renewal payment | 3 | M | 1 | 9.71 | 7.01 |
| Deceased estate transfer update and payment | 2.5 | M | 1 | 9.71 | 7.01 |
| Divorce settlement transfer update and payment | 2.5 | M | 1 | 9.71 | 7.01 |
| First and Final demand letter payment | 1.5 | M | 1 | 9.71 | 7.01 |
| Transfer infringement payment | 1.5 | M | 1 | 9.71 | 7.01 |
| Eastern States Registration with no inspection required | 5 | NM | 11 | 12.45 | 8.80 |
| Dealer Acquisitions | | | | | |
| One to five in one transaction | 2 | M | 1 | 9.71 | 7.01 |
| Adjustment Payment | | | | | |
| System generated notification | 2 | M | 1 | 9.71 | 7.01 |
| Created by update or variation plus update time | 2 | M | 1 | 9.71 | 7.01 |
| Driver Renewal | | | | | |
| Renewal with photograph | 2 | M | 1 | 9.71 | 7.01 |
| Renewal without photograph (data card still requires photographing) | 2 | M | 1 | 9.71 | 7.01 |
| Renewal with concession application | 2 | M | 1 | 9.71 | 7.01 |
| Renewal with concession deleted | 2.5 | M | 1 | 9.71 | 7.01 |
| Renewal with change of address | 2.5 | M | 1 | 9.71 | 7.01 |
| Change of name or date of birth | 2.5 | M | 1 | 9.71 | 7.01 |
| Renewal without payment | 1.5 | NM | 9 | 6.49 | 4.90 |
| Renewal and change of address without payment | 2 | NM | 9 | 6.49 | 4.90 |
| Duplicate copy of licence | 2 | M | 1 | 9.71 | 7.01 |
| Certified copy of licence | 2 | NM | 9 | 6.49 | 4.90 |
| Change of Address (multi advice) | | | | | |
| Motor driver licence | 0.5 | NM | update | 3.26 | 3.26 |
| Motor vehicle registration | 0.5 | NM | update | 3.26 | 3.26 |
| Special Plate Applications | | | | | |
| Personalised plates | 2 | M | 1 | 9.71 | 7.01 |
| Sporting plates | 2.5 | M | 1 | 9.71 | 7.01 |
| Local Authority | 2.5 | M | 1 | 9.71 | 7.01 |
| Special Series | 2.5 | M | 1 | 9.71 | 7.01 |
| Plate Remake Applications | | | | | |
| | 2 | M | 1 | 9.71 | 7.01 |

| Transaction Type | Time (min) | Monetary/ Non Monetary (M/ NM) | Cat. | Commission (Volume < 19,300) (Includes 1.00% Increase) | Commission (Volume > 19,300) (Includes 1.00% Increase) |
|---|------------|--------------------------------|------|--|---|
| Special Plate Transfers | 2 | M | 1 | 9.71 | 7.01 |
| Temporary Permits | 3 | M | 1 | 9.71 | 7.01 |
| Suspense Receipts | 2 | M | 1 | 9.71 | 7.01 |
| Vehicle Modification Permit | 2 | M | 1 | 9.71 | 7.01 |
| Dishonoured cheque payments | 2 | M | 1 | 9.71 | 7.01 |
| Instructors Fees | 2 | M | 1 | 9.71 | 7.01 |
| Original Driver Licence | | | | | |
| New application and application fee payment | 5 | M | 2 | 12.54 | 8.86 |
| Issue of Learners Permit | 1.5 | M | 1 | 9.71 | 7.01 |
| Update to practical driving assessment incorporating booking the practical driving assessment and provision of meeting point for driving assessment | 14 | NM | 13 | 19.40 | 13.33 |
| Practical test update and renewal or duplicate | 2 | M | 1 | 9.71 | 7.01 |
| Transfer application, application fee and renewal payment | 6 | M | 3 | 15.72 | 10.93 |
| Additional class updates and application fee payment | 4 | M | 2 | 12.54 | 8.86 |
| Additional class learner permit | 1.5 | NM | 9 | 6.49 | 4.90 |
| Extra practical test payment | 2 | M | 1 | 9.71 | 7.01 |
| Extraordinary licence - original application | 7 | M | 3 | 15.72 | 10.93 |
| Extraordinary licence - renewal | 2 | M | 1 | 9.71 | 7.01 |
| Reissue of lapsed licence and payment of renewal | 4 | M | 2 | 12.54 | 8.86 |
| Issue of Medical Assessment | 3 | NM | 9 | 6.49 | 4.90 |
| Conducting Computerised Theory Test (CTT) - General | 15 | M | MDL | 24.26 | No volume rate is applicable and the four transactions will be processed as separate MDL Commission payment |
| Conducting Computerised Theory Test (CTT) - Heavy | 15 | M | MDL | 16.72 | |
| Conducting Computerised Theory Test (CTT) - Rider | 15 | M | MDL | 16.72 | |
| Practical test - light vehicle | 50 | NM | 17 | TBD | |
| Practical test - heavy vehicle | 125 | NM | 18 | TBD | TBD |
| Conducting Hazard Perception Test (HPT) | 17 | M | 6 | 29.03 | 19.64 |
| Practical Test update pass - issue Phase II permit and Log Book | 3 | M | 1 | 9.71 | 7.01 |
| Phase II application fee payment | 3 | M | 1 | 9.71 | 7.01 |
| Supplementary Phase II application fee payment | 3 | M | 1 | 9.71 | 7.01 |
| Verify Log Book details and update Licence record | 5 | NM | 10 | 9.36 | 6.74 |
| Issue replacement Log Book | 3 | NM | 9 | 6.49 | 4.90 |
| Service of Demerit Point Suspension | 5 | NM | 10 | 9.36 | 6.74 |
| Processing of good behaviour period elections | 5 | NM | 10 | 9.36 | 6.74 |
| Service of breach notices for good behaviour period | 5 | NM | 10 | 9.36 | 6.74 |

The new commission fees under the proposed Dot966417 agreement for the provision of non-road law functions in shire of Wickepin are as follows.

SCHEDULE 2: SOUTHERN REGION SERVICE FEES: 1 JANUARY 2018

FEES PER TRANSACTION PAID BY THE DEPARTMENT OF TRANSPORT

| Category | Average Transaction Time | Commissions less than predetermined volume | Commissions greater than predetermined volume |
|--|--------------------------|--|---|
| | | Transaction volume will be aggregated with the Road Law Agreement to determine the rate payable. | |
| Scale of Fees for On-line Processing - Monetary Transactions (M) | | | |
| Category 1 | 0 – 3.5 minutes | \$9.71 | \$7.01 |
| Category 3 | 5.6 – 8.5 minutes | \$15.72 | \$10.93 |
| Scale of Fees for On-line Processing - Non Monetary Transactions (NM) | | | |
| Category – updates | | \$3.26 | \$3.26 |
| Category 9 | 0 - 3.5 minutes | \$6.49 | \$4.90 |

| Transaction Type | Time (min) | (M/NM) | Cat. | Commission payable | Commission payable |
|--|------------|--------|------|--------------------|--------------------|
| Photo Card | | | | | |
| Application | 3 | M | 1 | \$9.71 | \$7.01 |
| Replacement copy | 2 | M | 1 | \$9.71 | \$7.01 |
| Certified copy | 2 | NM | 9 | \$6.49 | \$4.90 |
| Off Road Vehicle New Registrations | | | | | |
| New registrations (includes new registration update) | 6 | M | 3 | \$15.72 | \$10.93 |
| Renewals | 2.5 | M | 1 | \$9.71 | \$7.01 |
| Plate change | 2.5 | M | 1 | \$9.71 | \$7.01 |
| Transfers | 2.5 | M | 1 | \$9.71 | \$7.01 |
| Plate receipt - manual | 2.5 | NM | 9 | \$6.49 | \$4.90 |
| Maritime Collections | | | | | |
| Boat renewal payments | 2 | M | 1 | \$9.71 | \$7.01 |
| Boat transfer payments | 2 | M | 1 | \$9.71 | \$7.01 |
| Commercial vessel survey payments | 2 | M | 1 | \$9.71 | \$7.01 |
| Hire vessel survey payments | 2 | M | 1 | \$9.71 | \$7.01 |

DOT966417 Agreement for the Provision of Non Road Law Functions in Shire of Wickepin

| | | | | | |
|-------------------------------------|---|---|---|--------|--------|
| Marine payment - miscellaneous | 2 | M | 1 | \$9.71 | \$7.01 |
| Maritime pen duty payments | 2 | M | 1 | \$9.71 | \$7.01 |
| Slipway fees | 2 | M | 1 | \$9.71 | \$7.01 |
| Driving Instructor Fee Agent | | | | \$9.71 | \$7.01 |
| Instructor Fees | 2 | M | 1 | \$9.71 | \$7.01 |

The term for agreement DOT966417 for the provision of licensing services in shire of Wickepin in terms of section 11 of the road traffic (administration) act 2008 as shown in item 2 Schedule L is as follows.

SCHEDULE L: AGREEMENT TERM AND CONTACT DETAILS

| Item No | Item Description | Details |
|---------|--------------------------|---|
| 1 | Agreement Term | The appointment of the Agent by the CEO is for an initial term expiring 31 December 2020. |
| 2 | Commencement Date | The Commencement Date is the date the Agreement is made. |
| 3 | Maximum Term | The appointment of the Agent by the CEO will expire on 31 December 2020. |

The term for agreement Dot966417 for the provision of non-road law functions in shire of Wickepin as shown in item 2 of schedule 9.

SCHEDULE 9: AGREEMENT TERM AND CONTACT DETAILS

| Item No | Item Description | Details |
|---------|--------------------------|---|
| 1 | Agreement Term | The appointment of the Agent by the CEO is for an initial term expiring 31 December 2020. |
| 2 | Commencement Date | The Commencement Date is the date the Agreement is made. |
| 3 | MAXIMUM TERM | The appointment of the Agent by the CEO will expire on 31 December 2020. |

The provision of licensing services in the Shire of Wickepin is seen by the CEO as the provision of a service to the residents of the Shire of Wickepin. The commissions received cover part cost of the

Customer Service Officer wages but probably do not cover the full cost of the time taken to provide the licensing services. The provision of the licensing services is a benefit to the community as it brings people to Wickepin and they do other things while in Wickepin such as shopping, collecting papers and mail etc.

The new commissions are a slight increase on the 2008 commissions but still don't cover the full recovery costs of the licensing service provided.

The Department of Transport in the future will be increasing their online presence which will mean more transactions that will be able to be done on line, meaning fewer transactions at the Shire of Wickepin thereby reducing the Shire's commissions. The reduction of commissions at this stage is unknown

It is the view of the CEO that Council should renew both contracts under the proposed agreements attached under separate cover as a provision of licensing services to the Shire of Wickepin residents.

The contracts require the Common Seal of the Shire of Wickepin under the Shire of Wickepin Standing Orders Local Law the following must be followed.

21.2 Custody and Use of Common Seal

The Chief Executive Officer shall have charge of the common seal of the Council and shall be responsible for the safe custody and proper use of it.

21.3 Seal not to be Improperly Used

Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the common seal of the Council.

Statutory Environment:

*Shire of Wickepin Standing Orders 21.2 and 21.3
Local Government Act 1995*

Division 3 — Documents

9.49A. Execution of documents

- (1) *A document is duly executed by a local government if —*
 - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
 - (a) *the mayor or president; and*
 - (b) *the chief executive officer or a senior employee authorised by the chief executive officer,*

each of whom is to sign the document to attest that the common seal was so affixed.
- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local*

government, either generally or subject to conditions or restrictions specified in the authorisation.

- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

Policy Implications: Nil

Financial Implications:

There could be a possible reduction of commissions due to more online presence for the Department of Transport amount at this stage unknown.

Council budgeted the \$12,650 for the 2017/2018 commissions from the Department of Transport. As at the 24th January 2018 Council had received \$6,622.16.

Strategic Implications: Nil

Summary:

Council is being requested by the Department of Transport to sign and attach the Common Seal to the following contracts for the provision of licensing services in the Shire of Wickepin.

1. Dot966417 agreement for the provision of licensing services in the Shire of Wickepin in terms of section 11 of the Road Traffic (administration) Act 2008
2. Dot966417 agreement for the provision of non-road law functions in the Shire of Wickepin

Recommendation:

That the Shire of Wickepin sign and attach the common seal to the following contracts

1. Dot966417 agreement for the provision of licensing services in Shire of Wickepin in terms of section 11 of the Road Traffic (administration) Act 2008
2. Dot966417 agreement for the provision of non-road law functions in the Shire of Wickepin

Voting Requirements: Simple majority

Enclosure / Attachment: Nil

Resolution No

Moved Cr / Seconded Cr

That the Shire of Wickepin sign and attach the common seal to the following contracts

1. Dot966417 agreement for the provision of licensing services in the Shire of Wickepin in terms of section 11 of the Road Traffic (administration) Act 2008
2. Dot966417 agreement for the provision of non-road law functions in the Shire of Wickepin

Carried /

Governance, Audit & Community Services

10.2.06 – CBH – RAV Network Cuballing East Road

| | |
|-----------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Cuballing East Road |
| Name of Applicant: | CBH Group |
| File Reference: | TT.PLA.2801 / RD.PLA.2630 |
| Author: | Mark J Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 12 February 2018 |

Enclosure / Attachment: Nil

Background:

Council has received the following email from Rob Dickie Government and Industry Relations Advisor CBH Group on the 1 February 2018.

CBH Operations are planning to move ~14,000mt of canola from Wickepin to Brookton on 5 February and our road transport contractor was planning to use the Cuballing East Rd as the shortest (most economical) route. The Shire has a condition on the Cuballing East Rd, from the intersection of the Williams Kondinin Rd, to the Cuballing East Rd and Wardering Rd – it's about 3kms – advising a speed restriction and that permit is required, and the route is not to be used as a "through route". Our transport contractor was unclear on what this "through route" restriction meant. Following our phone conversation yesterday, the Shire position is clear in that CBH Operations are not currently permitted to use this route to transfer grain from Wickepin to Brookton. Our road transport contractor has advised us that the 19km diversion that is required to be made will add approx. \$2.00 per tonne in their road transport charge, equivalent to \$28,000, for this move. We anticipate that a similar \$/t cost increase will be incurred for any future moves from Wickepin to Brookton. Grain does not move from Wickepin to Brookton every year, but in some years a portion of grain will be required to be moved to Brookton. In this case we are moving this grain to Brookton in order to be transferred by rail to Kwinana terminal as the most economical pathway. The additional cost for this move, and any future moves with equivalent increases in road transport costs will be borne by WA growers. CBH respectfully request the Shire Council to remove the condition on the Cuballing East Rd road to allow the transfer of grain via the most economical route to Brookton. CBH is willing to negotiate and meet any speed restriction or other conditions, such as advanced notification, that the Shire considers reasonable to facilitate approval to use the route when required. Myself or the local CBH Operations Area / Zone Manager would be happy to discuss with you as required.

Comment:

Following is the listing for the Cuballing East Road in the RAV network permit system from Heavy Vehicle Section of Main Roads.

RAV Network 6

31/10/2016

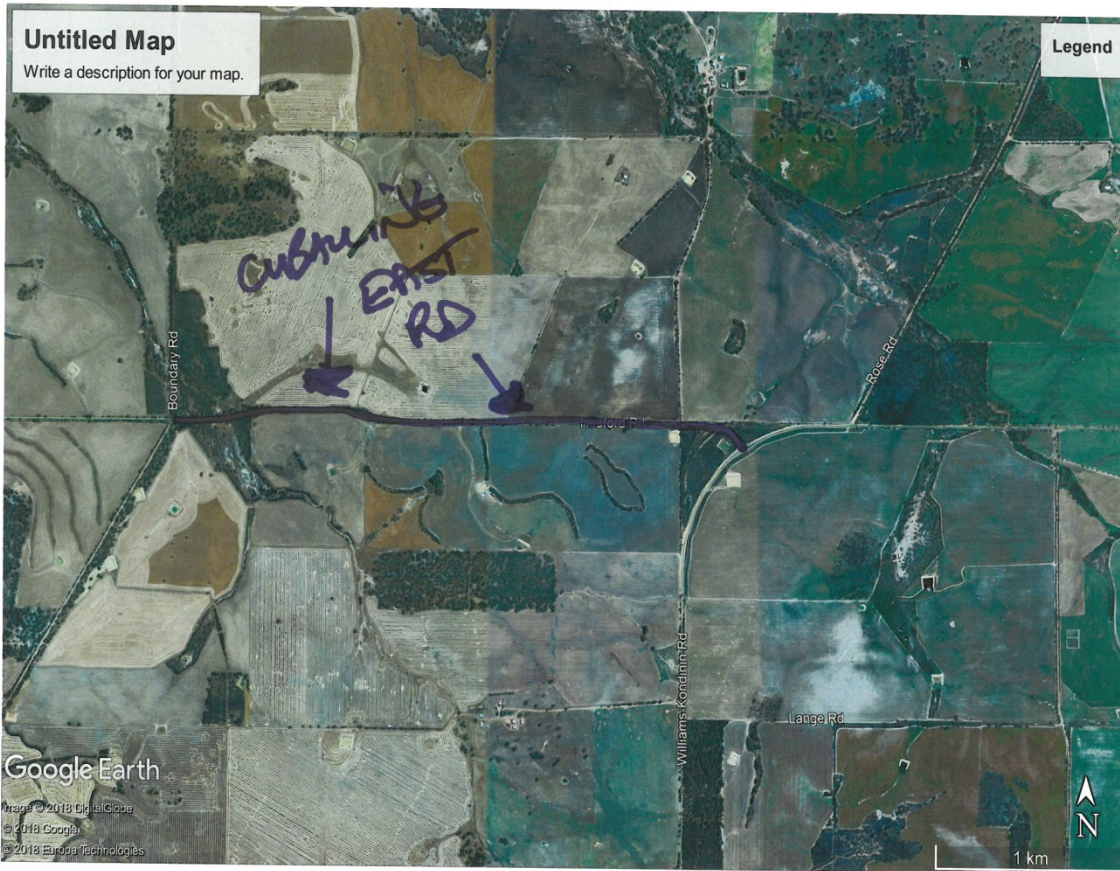
Wickepin

| ROAD DETAILS | | | | RESTRICTIONS | | |
|--------------|-------------------|-------------------|------------------|----------------------|----------------------------------|--|
| Road No | Road Name | Local Road Name | Local Government | Intersection From | Intersection To | Conditions |
| 4290024 | Cuballing East Rd | Cuballing East Rd | Wickepin | Williams Kondinin Rd | Cuballing East Rd & Wardering Rd | <p>Network Conditions</p> <ul style="list-style-type: none"> · Headlights to be switched on at all times · Not to be used as a through route. For local delivery and pickup only. Driver must carry documentation as proof of local delivery or pickup <p>Speed Conditions</p> <ul style="list-style-type: none"> · Maximum speed 80 km/h |

Mr. Garry Sherry CEO of the Shire of Cuballing has given the following information on the Cuballing East Road.

Cuballing east road has no local restrictions from us. Cuballing got funding to upgrade the road some time ago; our thinking was that the Cuballing East road was a through route for CBH from Wickepin to Brookton. Cuballing West road is local traffic only and Cuballing have previously denied access for CBH to cart from Wickepin to Wandering.

The section of the Cuballing East Road in the Shire of Wickepin is approximately three kilometers and commences from the Williams Kondinin Road and finishes at the Shire of Cuballing boundary. It is listed as a Regional Distributor in the Shire of Wickepin Roman Data.



Map showing Cuballing East Road

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Additional cost of road maintenance due to heavy vehicles

Strategic Implications: Nil

Summary:

Council is being requested by CBH Group to remove the restrictions under the RAV network for the Cuballing East Road to allow CBH to empty the Wickepin Bin to the Brookton bin to allow the grain to go to port via rail from Brookton bin

Recommendation:

That Council advise the Main Roads Heavy Vehicle section that it wishes to remove the following conditions form the Cuballing East Road RAV Network conditions.

- Headlights to be switched on at all times
- Not to be used as a through route. For local delivery and pickups only. Driver must carry documentation as proof of local delivery or pickup

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council advises the Main Roads Heavy Vehicle section that it wishes to remove the following conditions form the Cuballing East Road RAV Network conditions.

- Headlights to be switched on at all times
- Not to be used as a through route. For local delivery and pickups only Driver must carry documentation as proof of local delivery or pickup

Carried /

Governance, Audit and Community Services

10.2.07 – Beehive Lot 220 Wogolin Road Wickepin WA 6370

| | |
|-----------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Lot 220 Wogolin Road Wickepin |
| Name of Applicant: | Mark J Hook, Chief Executive Officer |
| File Reference: | A5141 |
| Author: | Mark J Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 8 February 2018 |

Enclosure / Attachment: Nil

Background:

Council has received a request from the owners of Lot 220 26 Wogolin Road to keep a beehive on their premises behind the house along with other private properties and reserves within the Shire of Wickepin.

A5141 Lot 220 26 Wogolin road is shown on the following map bordered in yellow.



Comment:

Councils Health Local Law 2000 states the following in relation to beehives and the keeping of bees.

Division 7 - Bee keeping

Interpretation

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

Restrictions on keeping of Bees in Hives

6.7.2 (1) *A person shall not keep or permit the keeping of bees anywhere within the district unless approval to do so has been given by the Council*

(2) *If, in the opinion of an Environmental Health Officer, the approved bee hives are causing a nuisance, the Council may direct any bees or approved bee hives to be removed.*

(3) *A person shall comply with a direction within the time specified.*

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

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

Statutory Environment:

Local Government Act 1995

Shire of Wickepin Health Local Law 2000

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to give approval for one beehive at Lot 220, 26 Wogolin Road Wickepin WA 6370.

Recommendation:

That Council gives approval to Garry and Elizabeth Thompson to keep one bee hive at the following locations.

1. Other private properties within the Shire of Wickepin with owners consent
2. Reserves within the Shire of Wickepin with owners consent
3. At the rear of property Lot 220, 26 Wogolin Road Wickepin WA 6370

That the approval be subject to all regulatory approvals being in place prior to the installation of any bee hives.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council gives approval to Garry and Elizabeth Thompson to keep one beehive at the following

1. Other private properties within the Shire of Wickepin with owners consent
2. Reserves within the Shire of Wickepin with owners consent
3. At the rear of property Lot 220, 26 Wogolin Road Wickepin WA 6370

That the Approval be subject to all regulatory approvals being in place prior to the installation of any bee hives.

Carried /

Governance, Audit and Community Services

10.2.08 – WALGA - Third Party Appeal Right's in Planning

| | |
|-----------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark J Hook, Chief Executive Officer |
| File Reference: | GR.SL.1452 |
| Author: | Mark J Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 14 February 2018 |

Enclosure / Attachment:

1. Correspondence from WALGA
2. Outcomes of Consultation – Third Party Appeal Right's in Planning

Background:

In December 2016, WALGA State Council resolved to undertake research on Third Party Appeal Rights around Australia in the Planning section.

In Aril 2017, WALGA prepared a Discussion Paper regarding Third Party Appeal Rights Planning which was distributed to its local government members. The discussion paper outlined WALGA's position and provided the arguments for and against Third Party Appeal Rights.

The feedback received was presented to the WALGA State Council at its meeting held on 8 September 2017. The feedback received was collated under the following options:

1. *Support the introduction of Third Party Appeal Rights from decisions made by Development Assessment Panels.*
2. *Support the Introduction of Third Party Appeal Rights from decisions where discretion has been exercised under the R-Codes, Local Planning Policies and Local Planning Schemes.*
3. *Support the introduction of Third Party Appeal Rights against development approvals.*
4. *Support the introduction of Third party Appeal rights against development approvals and/or the conditions or absence of conditions of an approval.*
5. *Other.*

Two workshops on the submissions received to the discussion paper were held in November 2017. Option 1 received the most votes from the participant and based on the outcome of the report the Association is requesting that the members consider the following preferred model for Third party Appeal Rights in Planning in Western Australia.

Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.

Council is requested to provide their feedback either to support or reject the above proposal no later than 15 March 2018.

Comment:

Under the current *Planning and Development Act 2005*, there is no provision to allow for Third Party Appeal Rights in Western Australian Planning Legislation. Western Australia is the only state that does not allow Third Party Appeal Right's. There are arguments 'for' and 'against' the changes to the current legislation to allow for Third Party Appeal Right's as outlined in Attachment 2 on the 'Outcomes to Consultation'. The introduction of the Third Party Appeal Rights could improve the quality of the decision due to the awareness by the decision maker that their decisions could be reviewed as a result of Third Party Appeals. This is particularly true with applications to the Development Assessment Panel (DAP) whereby there is currently no ability for a Third Party Appeal including the Local Government to have DAP decisions reviewed. This process can also help to assist in improving transparency of the decision making and confidence of the community in the planning system. The makeup of the DAP Panels are currently made up of non-elected members, who cannot be expected to have the depth of local community knowledge nor aware of the local community issues that elected members have. As outline in Attachment 2, there are issues regarding the Third Party Appeal Rights, which may increase the number of appeals being made and how multiple appeals are to be determined. This can result in further delay in determining the outcome to a complex system.

From the Shire of Wickepin perspective, there has only been two planning applications that have gone through the DAP process and they were both for the Kaolin Mine. The DAP application is determined on the total cost of the development. For optional DAP application, outside the City of Perth the estimated value of development of \$2 million or more and less than \$10 million. For Mandatory DAP Application the development cost is an estimated value of over \$10 million. On this basis the proposed model would not have a significant impact on the overall planning process within the Shire, however from a State wide perspective the preferred model for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels should be supported.

Statutory Environment:

Planning and Development Act 2005

Policy Implications: Nil

Financial Implications:

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

Strategic Implications: Nil

Summary:

Council has received correspondence from WALGA requesting that its members consider the proposal to "Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels". This was a result of the outcome on the discussion paper undertaken in December 2016 by WALGA on its current policy position.

Recommendation:

That Council:

1. Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.
2. Writes to the Western Australia Local Government Association of Council's support above.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council:

1. Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.
2. Writes to the Western Australia Local Government Association of Council's support above.

Carried /

Governance, Audit and Community Services

10.2.09 – Policy Shire of Wickepin Housing - Water

| | |
|-----------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Natalie Manton, Deputy Chief Executive Officer |
| File Reference: | CM.POL.403 |
| Author: | Natalie Manton, Deputy Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 February 2018 |

Enclosure / Attachment: Nil

Background:

The Shire of Wickepin owns 17 houses and units with 3 being tenanted by Works staff and the remaining rented to the CEO, Manager of Works and private tenants on a periodical tenancy basis. The CEO and Manager of Works employment contract includes separate negotiated arrangements for utilities including water.

The Shire of Wickepin has adopted the common practice in standard tenancy agreements for private tenants (i.e. non staff) which require for the tenant to pay all water consumption charges.

In June 2015 the Shire of Wickepin adopted Policy 6.1.1.2 Employee Housing Tenancy Policy which stipulated that:
Water charges will be paid by Council, a maximum of \$500 per annum, with the condition that the tenant waters all lawn and garden areas.

Annual water charges (including supply charges of approximately \$243 per annum) for the three staff houses that were not subject to separate arrangements for utilities for 2016/17 were:

| | |
|-------------------|-------|
| 7 Smith Street | \$462 |
| U 5 Cottage homes | \$442 |
| 49 Collins Street | \$640 |

The Shire of Wickepin waters and maintains the gardens at Cottage Homes so the tenant has not been responsible for any lawn or garden maintenance.

This policy has not had the desired outcome and the lawns and gardens in employee housing has not improved as a result of the incentive.

Comment:

The incentive has not achieved desired outcome of ensuring lawns and gardens are watered.

The water allowance only provides a benefit to 3 of the 22 staff members.

The standard Residential Tenancy Agreement under the Residential Tenancy Act 1987 requires the tenant to be responsible for water consumption charges and ensure that lawns and gardens are watered and maintained.

The water consumption charges for the previous financial year were below \$500 per annum meaning that the tenant did not pay for any water in that period.

Statutory Environment: Residential Tenancy Act 1987

Financial Implications: Additional income from water consumption costs of approximately \$1,000 per annum.

Policy Implications: - New Policy

Summary:

Council is being requested to vary the existing policy 6.1.1.2 Employee Housing - Tenancy Policy to require all tenants of Shire of Wickepin houses, including staff, to pay for the water consumption charges.

Recommendation:

That the existing policy 6.1.1.2 Employee Housing - Tenancy Policy be varied to require all tenants of Shire of Wickepin houses, including staff, to pay water consumption charges.

The CEO and Manager of Works contract arrangements may provide separate arrangements for water consumption charges.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That the existing policy 6.1.1.2 Employee Housing - Tenancy Policy be varied to require all tenants of Shire of Wickepin houses, including staff, to pay water consumption charges.

The CEO and Manager of Works contract arrangements may provide separate arrangements for water consumption charges.

Carried /

Governance, Audit and Community Services

10.2.10 – Policy Council Superannuation Contribution

| | |
|-----------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Natalie Manton, Deputy Chief Executive Officer |
| File Reference: | PE.SUP.2014 |
| Author: | Natalie Manton, Deputy Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 14 February 2018 |

Enclosure / Attachment: Nil

Background:

In the past advertisements for positions at the Shire of Wickepin included an offer for a Council superannuation contribution of 3% as an incentive to attract staff. There are currently seven staff who have taken up this offer.

Last year Council contributions made contributions of approximately \$9,700 with \$8,532 being from Works staff and \$1,181 being from Admin staff.

There has been no documented policy to support the offer of a Council contribution superannuation of 3%. No offer of Council superannuation contribution has been made to staff employed in the past five years.

An announcement was made in the 2014 Federal Budget that the minimum superannuation guarantee contribution would remain at 9.5% until 30 June 2018. The charge percentage will then increase by 0.5% each year until it reaches 12% from 1 July 2022.

Comment:

The Council superannuation contribution assists in attracting and retaining quality staff to work for the Shire of Wickepin.

Statutory Environment: Superannuation Guarantee Contribution (Administration) Act 1992

Financial Implications: Additional cost of Council contribution of approximately \$5,000 to \$10,000

Policy Implications: - New Policy

Summary:

Council is being requested to establish a Council Superannuation Contribution Policy to assist in attracting and retaining staff.

Recommendation:

That Council adopt the following policy;

Superannuation – Council Contributions

This Policy applies to all employees including full-time, part-time or casual. Senior employees employed under a contract may include alternative arrangements.

Employees will nominate a fund into which their Superannuation Guarantee Contributions (SGC) is paid.

If the employee does not nominate their own superannuation fund then the superannuation default fund shall be the WA Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire of Wickepin will match the additional contribution to a maximum of 13% of salary, which includes the SGC component. The superannuation guarantee amount plus the Shire of Wickepin contribution is not to exceed 13%. As the Superannuation Guarantee amount increases over time, the threshold for maximum matching contribution by the Shire of Wickepin will decrease.

Employees may voluntarily contribute more than the threshold amount but will not receive a further contribution from the Shire of Wickepin.

The additional contribution and the voluntary contribution will be deposited in to the employee's fund of choice.

The Chief Executive Officer may vary the application of this policy in negotiating individual contracts with senior employees.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council adopt the following policy;

Superannuation – Council Contributions

This Policy applies to all employees including full-time, part-time or casual. Senior employees employed under a contract may include alternative arrangements.

Employees will nominate a fund into which their Superannuation Guarantee Contributions (SGC) is paid.

If the employee does not nominate their own superannuation fund then the superannuation default fund shall be the WA Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire of Wickepin will match the additional contribution to a maximum of 13% of salary, which includes the SGC component. The superannuation guarantee amount plus the Shire of Wickepin contribution is not to exceed 13%. As the Superannuation Guarantee amount increases over time, the threshold for maximum matching contribution by the Shire of Wickepin will decrease.

Employees may voluntarily contribute more than the threshold amount but will not receive a further contribution from the Shire of Wickepin.

The additional contribution and the voluntary contribution will be deposited in to the employee's fund of choice.

The Chief Executive Officer may vary the application of this policy in negotiating individual contracts with senior employees.

Carried /

Council

11. President's Report

Presidents Report 16 February 2018

Welcome back to everyone after our Christmas and New Year Break.

On Thursday, 18 January, Leah Taylor took her pledge to become an Australian Citizen in front of her husband Caen and Mother Lorraine. Congratulations to you Leah, and Welcome to Australia.

Our annual Australia Day celebrations were held this year at Harrismith Golf Club on Friday 26 January. It was pleasing this year to receive a number of community citizen award nominations, and it was with pleasure that I presented the Citizen of the Year to John McDougall; Senior Citizen of the Year to Ray Lewis and Community Group of the Year to the Wickepin Community Resource Centre. Congratulations to all award recipients, and the other nominees as well.

Congratulations also to Stephen Rose, who was the recipient for the Facey Group Progressive Agricultural Award for 2017.

Thank you to all who attended and assisted in the day's proceedings.

On Tuesday, 6 February, Cr Lansdell, CEO Mark Hook and I met with the Hon Peter Rundle MLA, Member for Roe, who was doing a "drive around" to catch up on the general issues that our Shire is facing.

A farewell celebration was held Thursday 15 February at the Wickepin Bowling Club for Natalie Manton, DCEO, and Peter Vlahov MOW who are moving on. Nat is moving to Corrigin Shire as their new CEO, and Peter is moving to the Broomehill- Tambellup Shire as their MOW. The Wickepin Shire Council and Communities have been privileged to have both Nat and Peter work with us for the past 10-12 years, and we wish you both the very best of luck in your new endeavours.

Thank you to the Wickepin Hotel for catering with lovely platters of nibbles, to Agatha and Samantha for organising the event, and to Janet and Peter (B) for attending the bar.

On Monday, 19 February the WSAHA will meet to discuss the funding status regarding the (already applied for) Building Better Regions Funding, and the upcoming Royalties for Regions Regional Aged Accommodation Program.

Upcoming scheduled meetings include the sub-group of our Regional Roads Group in Dumbleyung on Thursday, 22 February and the Central Country Zone meeting in Wandering on Friday, 23 February.

Resolution No

Moved Cr / Seconded Cr

That Council endorse the President's Report dated 16 February 2018.

Carried /

Council

12. – Chief Executive Officer's Report

Submission

| | |
|-----------------------------|------------------------------------|
| To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CM.REP.2 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of Any Interest: | Nil |
| Date of Report: | 8 February 2018 |

Executive Support Officer

Agatha Prior has commenced in the position of ESO.

Leah and Caen are proud parents of a boy Fergus John Taylor born Thursday 25th January 2018 at 9.05am weighing 7pounds 1 ounce. Mum is doing well.

Deputy CEO Natalie Manton

As you are all aware Natalie has been advised that she is the new CEO at the Shire of Corrigin. The following advert has been placed in the West Australian.

The Shire of Wickepin is looking for an enthusiastic, suitably qualified person with local government experience to fill this position and manage the finance and corporate services section of Council. The position is classified under the Local Government Industry Award 2010. A contract will be negotiated from 3 to 5 years with a salary package in the range of \$88,900 – \$99,900, including a cash component of \$75,000 to \$80,000. Additional benefits include 9.5% superannuation and subsidized accommodation in a 4x2 house. For information on how to apply, please contact Agatha Prior on 9888 1005 or email eso@wickepin.wa.gov.au. Information is also available on the Shire of Wickepin website: www.wickepin.wa.gov.au. Applications close on Friday 9 February 2018 at 4.00pm

Manager of Works Mr Peter Vlahov

As you are all aware Peter has resigned at the Manager of Works with the Shire of Wickepin Peters last day with the Shire of Wickepin will be the Friday 16th March 2018. The following advert has been placed in the West Australian.

The Shire of Wickepin is seeking a highly motivated person for the position of Manager of Works, who can exercise a high degree of autonomy to achieve set outcomes. This person must have excellent communication skills and be able to manage staff in a fair and effective manner. The position is classified under the Local Government Industry Award 2010. A contract will be negotiated from 3 to 5 years with a salary package in the range of \$112,000 - \$130,000 this includes a cash component of \$70,000 - \$85,000. Additional benefits include 9.5% superannuation, full private use of 4X4 dual cab and subsidized accommodation. For information on how to apply, please contact Agatha Prior on 9888 1005 or email eso@wickepin.wa.gov.au. Information is also available on the Shire of Wickepin website: www.wickepin.wa.gov.au. Applications close on Friday 2nd March 2018 at 4.00pm.

Great Southern Waste

Great Southern Waste Tender 01-2015/2016 Provision of Refuse and Recycling Collection Services for period of three year ending 1st September 2018 will expire on the 1st September 2018.

The RFT 01 – 2015/2016 Provision of Refuse and Recycling Collection Services had the following clause.

Tenders are invited from suitable organisations for the provision of weekly kerbside refuse and recycling material collection services in the Town sites of Wickepin, Yealering, Harrismith and Tincurrin for a period of 3 years commencing in 1 September 2015, with a possible extension for a further 3 years.

The CEO requested Great Southern Waste if they would like a three year extension to the waste contract under this clause of the tender.

The following has been received from Great Southern Waste in relation to this matter.

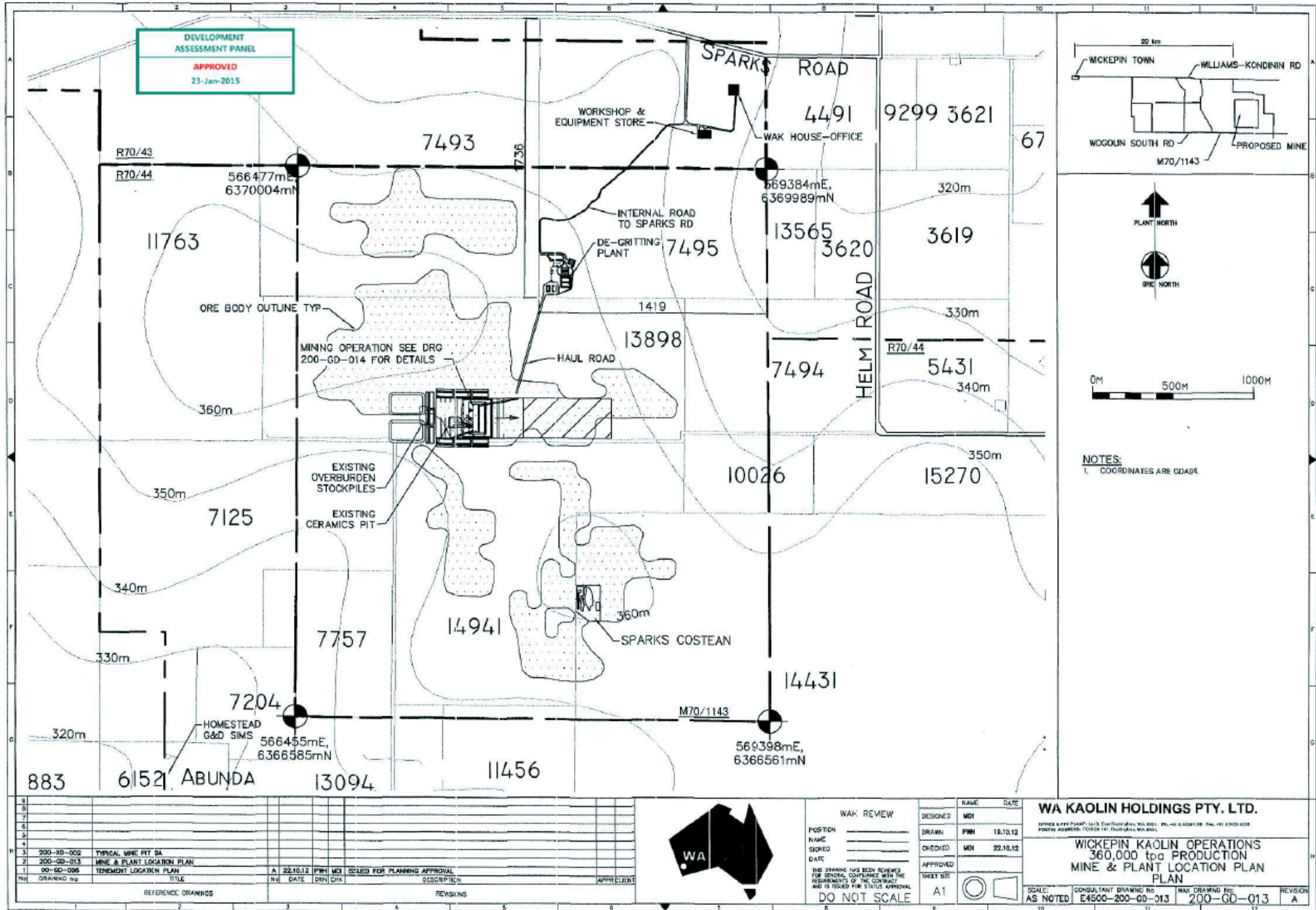
Great Southern Waste Disposal wish to advise they will be accepting the extension of the contract with the Shire of Wickepin from the 1st September 2018 for a further three (3) year term until the 1st September 2021 as per conditions of the current contract.

The CEO has accepted the extension to the Great Southern Waste Contract for the Provision of Refuse and Recycling Collection Services in the Shire of Wickepin and the extended contract will now expire on the 1st September 2021 under the same terms and conditions of the previous tender.

WA Kaolin DAP Application

WA Kaolin advised the CEO that the plans submitted for the kaolin mine and de-gritting plant incorrectly showed the location of the de-gritting plant on Lot 14431 (DP155015). The location of the de-gritting plant should be on Lot 7495 (DP233525). I attended a meeting with Andrew Sorensen to discuss this matter and advised him he would need to contact the DAP panel direct to see what could be done. The DAP panel requested the CEO if there was any problems with the maps being amended to show the de-gritting plant being placed on Lot 7495 (DP233525) and not Lot 14431 (DP155015). The CEO advised the DAP panel that there was no problem with the de-gritting plant being moved to Lot 7495 (DP233525). Zoe Hendry, Senior Committee Support Officer, Business and Corporate Services for the DAP panel has advised the CEO by email on the 6th February 2018 that the plans have been amended by the DAP panel to show the de-gritting plant on Lot 7495 (DP233525).

Please refer to following amended approved plan (200-GD-013) forwarded to the CEO via email on the 6th February 2018 from Zoe Hendry, Senior Committee Support Officer, Business and Corporate Services for the DAP panel.



Peter Rundle

The President Councillor Julie Russell, Councillor Allan Lansdell and the Chief Executive Officer met with Peter Rundle MLA member for Roe on the 6th February 2018. The matters that were discussed during this meeting were.

1. Grants for Independent Living Units
2. Community Resource Centres
3. Education Housing
4. CBH and DLG ruling
5. Department of Transport Licensing
6. Main Roads WA Narrogin Branch
7. Direct Grants for 2018/2019

MEETINGS ATTENDED

| | |
|-----------------------------|--|
| <u>January 2018</u> | |
| 10 th | Meeting with Andrew Sorensen WA Kaolin |
| 16 th | Meeting with Ming Zhuo Narrogin EHO |
| 18 th | Leah Taylor Australian Citizenship Ceremony |
| 22 nd | Damien Ferguson Griffin Valuations |
| 23 rd | CCZ WALGA Local Government Act Review Committee Brookton |
| 24 th | WDC Philippa Kirby Aged Housing Grants |
| | |
| <u>February 2018</u> | |
| 5 th | Albert Facey Homestead Committee |
| 6 th | Peter Rundle MLA Member for ROE |
| 7 th | IT Vision |
| 12 th | CCZ WALGA Local Government Act Review Phone meeting |
| 14 th | Lifestyle Committee Meeting |
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Delegations to be inserted –

| No. | Delegation Name | Delegation To | Delegation Exercised | When Exercised | Persons Affected |
|-----|--|---------------|--|--|---|
| A1 | Cheque Signing and Account Authorisation | CEO | Signing Cheques | January | Nil |
| A2 | Septic Tank Application Approvals | EHO | | | |
| A3 | Building Approvals | BO | | | |
| A4 | Road Side Advertising | CEO | | | |
| A5 | Application for Planning Consent | CEO | | | |
| A6 | Appointment and Termination of Staff | CEO | | | |
| A7 | Rates Recovery – Instalment Payments | CEO | | | |
| A8 | Issue of Orders | CEO | | | |
| A9 | Legal Advice | CEO | | | |
| A10 | Permits to Use Explosives | CEO | | | |
| A11 | Street Stalls | CEO | | | |
| A12 | Liquor Consumption on Shire Owned Property | CEO | Cricket Club Season 17/18 Ladies Day Spring Field Day Triathlon Presentations Women in Agriculture Movie Night Work Function | 2017/2018 7 March 2018 12 September 2018 8 March 2018 25 July 2018 10 February 2018 23 February 2018 | Wickepin Cricket Club Wickepin CRC Facey Group Wickepin CRC Facey Group Wickepin CRC Landmark |
| A13 | Hire of Community Halls / Community Centre | CEO | | | |

Recommendations:

That Council endorse the Chief Executive Officer's Report dated 8 February 2018.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council endorse the Chief Executive Officer's Report dated 8 February 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.