



A Fortunate Place



Shire of Wickepin

Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

19 APRIL 2017

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 19 April 2017**

The President declared the meeting open at 3.30pm.

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

President	Cr JA Russell
Councillor	Cr Fran Allan
Councillor	Cr MG Lang
Councillor	Cr GCL Hinkley
Councillor	Cr RE Easton
Councillor	Cr WA Astbury
Councillor	Cr SJ Martin
Chief Executive Officer	Mr MJ Hook
Deputy Chief Executive Officer	Mrs NA Manton
Executive Support Officer	Mrs LG Taylor (Minute Taker)
Customer Service Officer	Miss SJ Dawes (Observer)

Leave of Absence (Previously Approved)

Councillor	Cr AG Lansdell
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Apologies

2. Public Question Time

President Julie Russell welcomed the new Customer Service Officer Samantha Dawes to the meeting.

3.31pm - Cr Allan departed the Chambers due to declaring a financial interest in agenda item 10.2.09.

President Julie Russell welcomed Lake Yealering Bowling Club Members John Mckenzie, Lois Shipley and Graeme Poultney to the meeting. John McKenzie thanked the Shire of Wickepin for the new synthetic bowling green at the Yealering Bowling Club. He advised Councillors of the lack of toilets close enough to the green for the bowlers to use and requested permission to place a toilet (pre-fabricated ablution block) at the Yealering Bowling Club. President Julie Russell advised that this agenda item 10.2.09 will be dealt with by Council and the outcome will be advised.

3.37pm - Lake Yealering Bowling Club Members John Mckenzie, Lois Shipley and Graeme Poultney departed the meeting.

3.38pm – Cr Allan returned to the Chambers.

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.2.09	Lake Yealering Bowling Club – Pre-fabricated Ablution Block	Cr Fran Allan	Financial	Treasurer and Secretary of the Lake Yealering Bowling Club.
10.2.13	Wickepin District Sports Club – Restructuring Sporting Facilities feasibility study	Cr Julie Russell	Proximity	Owens land adjoining Wickepin District Sports Club.

6. Confirmation of Minutes – Ordinary Meeting of Council – 15 March 2017

Resolution No 190417-01

Moved Cr Asbury / Seconded Cr Lang

That the minutes of the Ordinary Council meeting held on Wednesday 15 March 2017 be confirmed as a true and correct record.

Carried 7/0

7. Receival of Minutes

7.1 Bush Fire Control Officer's Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	ES.MEE.904
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	29 March 2017

Enclosure / Attachment:

Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 28 March 2017.

Background:

The Bush Fire Control Officer's Meeting was held on Tuesday 28 March 2017.

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 of the Bush Fire Control Officer's Meeting held on Tuesday 28 March 2017 be received.

Voting Requirements: Simple majority.

Resolution No 190417-02

Moved Cr Astbury / Seconded Cr Hinkley

That the Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 28 March 2017 be received.

Carried 7/0

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
767-210916-19	Townscape and Cultural Planning Committee Meeting Recommendations	CEO	That a sign post be installed for a Recreational Vehicle Camp Site in Wogolin Road Wickepin by the 24 hour Fuel Depot and at the side and rear of Aussie Fulford's tractor museum.	✓	Signs received and installed.
784-211216-05	Wickepin Sheep Sale Yards – Hand Rail Quotes	CEO	1. That no quotes be accepted. 2. That the CEO draft a design and specifications for the handrails at the Wickepin Saleyards and re-quote.	○	Awaiting Design and specifications.
799-150317-08	Public Health Act 2016 - Delegations	CEO	That Council, pursuant to <i>Section 21(1)(b)(i) Part 2</i> of the new <i>Public Health Act 2016</i> , delegates all the powers and duties conferred or imposed on the Shire of Wickepin by the <i>Public Health Act 2016</i> to the Chief Executive Officer of the Shire of Wickepin.	✓	Memo given to 21/03/2017. Added to Delegation Register, to be taken to Council 21/03/2017.
800-150317-09	2016/2017 Budget Review	CEO	1. That Council adopt the Review of Budget Report as presented by the Chief Executive Officer for the year ending 30 June 2017. 2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> .	✓	Letter sent to the department 21/03/2017.
801-150317-10	Albert Facey Homestead Committee Meeting Recommendations	CEO	1. That all the financial transactions for the Albert Facey Homestead Committee be put through the Shire of Wickepin Municipal Fund immediately as per the <i>Local Government Act 1995</i> and the <i>Local Government (Financial Management) Regulations 1996</i> . 2. That the Albert Facey Homestead Committee request Council to set up the following reserve account: Albert Facey Homestead - to be used for the refurbishment and future maintenance requirements of the Albert Facey Homestead. 3. That the amount of \$9,269.19 be transferred from T744 Albert Facey Homestead Committee Trust Account to the new Albert Facey Homestead Reserve account.	✓	Memo sent to DCEO 21/03/2017.
802-150317-11	Governance, Audit & Community	CEO	1. That the amended Policy 3.1.6 Financial Assistance to Sporting and Community Groups be adopted by Council with the	✓	Policies changed/added to Policy

Item	Subject/Action	Officer/ File	Progress	Status	Comment
	Services Committee Meeting Recommendations		<p>following amendment: Change wording from 'council will fund the following' to 'council may fund the following'.</p> <p>2. That the amended Staff ICT Use Policy be adopted by Council:</p> <p>1.4.1 Social Media Use for Shire of Wickepin Purposes The Shire of Wickepin may direct specified employees to use social media for Shire of Wickepin purposes. Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for Shire of Wickepin purposes. If a person is provided with express permission by the Chief Executive Officer to use social media s/he must provide information that is truthful, accurate and in the interests of the Shire of Wickepin. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public. Employees who are required to use social media in the course of their work must:</p> <ul style="list-style-type: none"> - Use spell check and proof read each post; - Understand the context before entering any conversation; - Know the facts and verify the sources; - Be respectful of all individuals and communities with which the person interacts with online; - Be polite and respectful of other opinions; - Seek to conform to the cultural and behavioural norms of the social media platform being used; - If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and - Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons. <p>A person required to use social media who has been trained and given express permission by the Chief Executive Officer should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.</p> <p>1.4.2 Records Personal/Private Use of the Shire of Wickepin's Corporate Sites An employee cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.</p>		Manual. Compliance Audit Return emailed March 2017.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<p><i>A person of the Shire of Wickepin is able to share links that the Shire of Wickepin has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.</i></p> <p>1.4.3 Personal/Private Use of Non-Shire Of Wickepin Sites <i>Employees at the Shire of Wickepin are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.</i> <i>Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Wickepin and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.</i></p> <p>1.4.4 Consequences of Breaching This Policy <i>The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Wickepin, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.</i></p> <p>1.4.5 Variation to this Policy <i>This policy may be cancelled or varied from time to time. All the Shire of Wickepin's employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.</i> That the Recovery of Debts, Rates and Service Charges Policy be adopted by Council.</p> <p>3. That the Policy Manual Review 2017 report be received.</p> <p>4. That the Governance, Audit and Community Services Committee adopts the Annual Compliance Audit Return for the year 1 January 2016 to 31 December 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by the due date 31 March 2017.</p>		
803-150317-12	Yealering Lake - Request for Gazettal as Ski Lake	CEO	<p>1. That the Shire of Wickepin request that the Department of Transport give urgent consideration to the suitability of Lake Yealering for gazettal for water sports and skiing.</p> <p>2. That the Shire of Wickepin work with its insurer, LGIS and the Department of Transport to address safety concerns at Lake Yealering by:</p> <ul style="list-style-type: none"> • Defining areas that are safe to use for water sports. • Restricting boat use in defined closed water areas. 	✓	Letter sent to Department of Transport 21/03/2017.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<ul style="list-style-type: none"> • Educating boat users on the general boating rules and safety guidelines for skiing. • Minimising the risk of injury or conflict between the active and passive users of the lake including: swimmers, paddlers, jet skis and boats. 		
804-150317-15	Secondary Freight Route Project	CEO	<p>That Council:</p> <ol style="list-style-type: none"> 1. Supports up to Phase 5 of the Secondary Freight Route Project ('Project') with Regional Development Australia (Wheatbelt) seeking funding through the Federal Government's 'Building Better Regions Fund'. 2. Support the required co-contributions for the Project to originate from MRWA allocations to the Wheatbelt South and Wheatbelt North Regional Road Groups or any other funding source. 3. Should the allocation referred to in 2. above not be forthcoming, Council consider an allocation in the Shire of Wickepin's 2017/18 Annual Budget for up to \$20,000, with the final amount dependent upon the required co-contribution and assuming that no other sources of funding are identified (i.e. worst case scenario). 	✓	Email sent to Lyn Baker RRG Chairperson 21/03/2017.

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:	8 March 2017

Enclosure / Attachment: Nil

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

Comment: Not applicable.

Programmed Construction Works

- Wickepin Corrigin Road reconstruction. The construction team have been engaged in reconstructing the section between Kirk Rock Road and Malyalling Road. Clearing and formation work has been completed and Gravel carting has also been completed. Mixing and compacting of the gravel is now under way.
- Gravel has been located and stockpiled for the Dorakin Road gravel sheeting project.

Plant Replacement

- The process for obtaining prices for the 2017/18 plant replacement has commenced.
- An insurance claim has been lodged for the damaged rubbish truck as per CEO report.

Maintenance Works

- Bitumen patching along the Wickepin Harrismith Road.
- Various street tree pruning.
- Call outs for various fires.
- Install artworks along walk trail.
- Install various signs and picnic benches around Wickepin, Yealering and Harrismith.
- Repair various footpath issues.
- Maintain refuse sites.
- Maintenance at sewer pump station.
- Repair chlorinator at sewer ponds and sports oval.
- Organize filter maintenance at swimming pool.
- Various grading southern portion of shire.
- Ongoing building maintenance.

Occupational Health and Safety

- All fire equipment in all shire buildings has been serviced and tagged.

Workshop

- General ongoing servicing and minor repairs.
- Assist with building maintenance and general maintenance issues.
- An advertisement has been placed for a mechanic.

Parks and Gardens

- Large areas of spraying to control caltrop outbreaks.
- Tidy fire breaks.
- Weed control.
- Oval maintenance including dethatching.
- General mowing.
- Reticulation repairs and maintenance.
- Begin upgrade to Golden Memorial Park in Yealering.

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 the report from the Manager of Works and Services dated 6 April 2017.

Voting Requirements: Simple majority

Resolution No 190417-03**Moved Cr Allan / Seconded Cr Hinkley**

That council notes the report from the Manager of Works and Services dated 6 April 2017.

Carried 7/0

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Natalie Manton - Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 April 2017

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 March 2017 as presented be received.

Voting Requirements: Simple majority

Resolution No 190417-04

Moved Cr Lang / Seconded Cr Martin

That the financial statements tabled for the periods ending 31 March 2017 as presented be received.

Carried 7/0

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 31 March 2017

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

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Shire of Wickepin

Compilation Report

For the Period Ended 31 March 2017

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2017 of \$1,287,061.

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

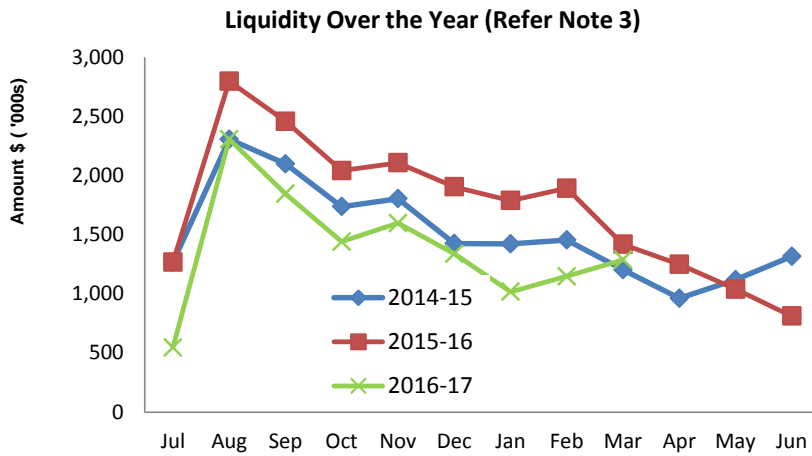
Reviewed by: Mark Hook CEO

Date prepared: 12-Mar-17

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 March 2017

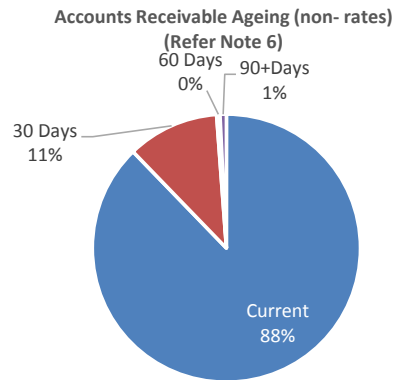
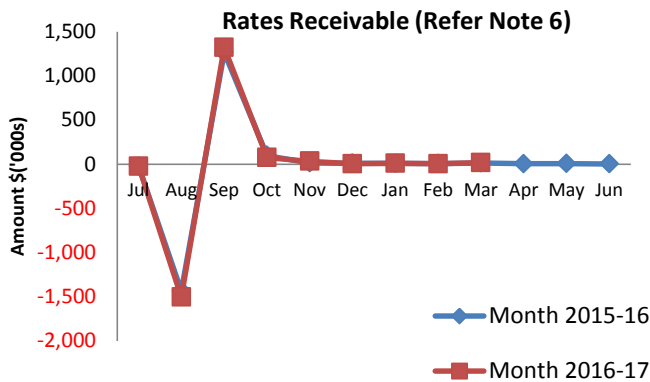


Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,359,703
Restricted	\$ 1,292,381
	\$ 2,652,084

Receivables

Rates	\$ 48,015
Other	\$ 37,986
	\$ 86,000



Comments

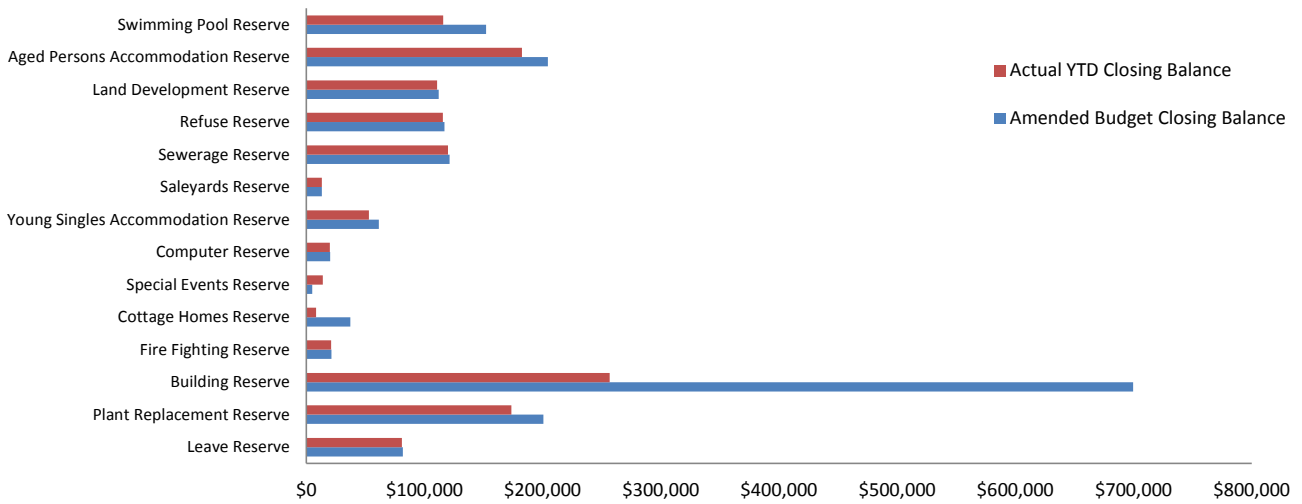
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 March 2017

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

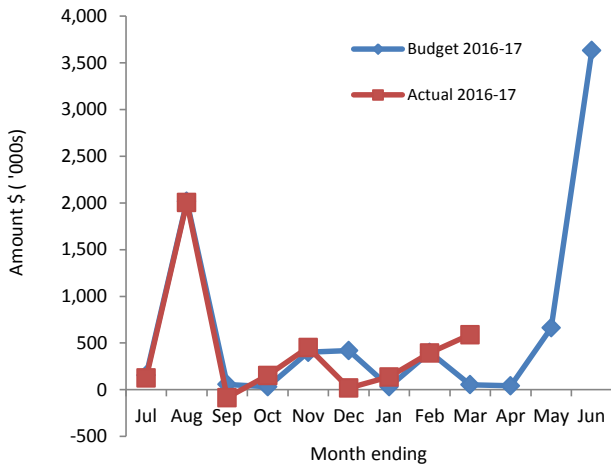
Shire of Wickepin

Monthly Summary Information

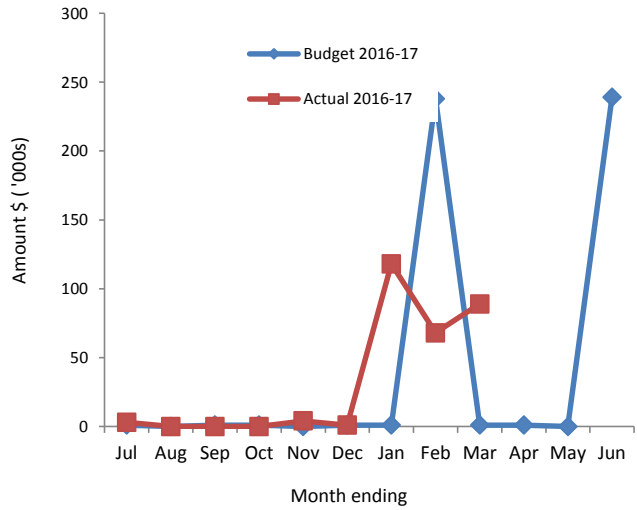
For the Period Ended 31 March 2017

Revenues

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

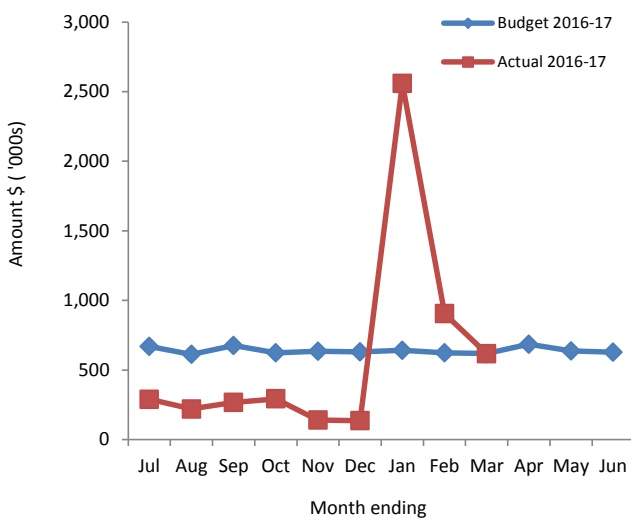


Budget Capital Revenue -v- Actual (Refer Note 2)

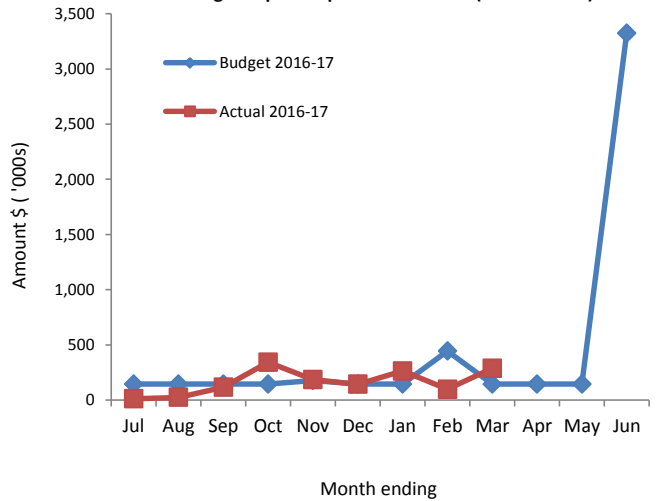


Expenditure

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



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



Comments

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		26,296	18,873	24,757	5,884	31.18%	▲
General Purpose Funding - Rates	9	1,326,356	1,326,143	1,328,389	2,246	0.17%	
General Purpose Funding - Other		1,530,046	1,147,500	1,131,288	(16,212)	(1.41%)	
Law, Order and Public Safety		436,835	60,263	57,444	(2,819)	(4.68%)	
Health		400	297	236	(61)	(20.54%)	
Education and Welfare		250	180	232	52	29.04%	
Housing		3,289,300	47,817	50,150	2,333	4.88%	
Community Amenities		168,058	158,361	158,967	606	0.38%	
Recreation and Culture		86,782	72,240	86,008	13,768	19.06%	▲
Transport		970,800	685,067	876,266	191,199	27.91%	▲
Economic Services		43,095	32,283	49,632	17,349	53.74%	▲
Other Property and Services		35,800	26,838	30,155	3,317	12.36%	
Total Operating Revenue		7,914,018	3,575,862	3,793,524	217,662		
Operating Expense							
Governance		(468,496)	(358,733)	(332,387)	26,346	7.34%	▲
General Purpose Funding		(74,606)	(51,417)	(52,484)	(1,067)	(2.08%)	
Law, Order and Public Safety		(207,136)	(162,432)	(137,495)	24,937	15.35%	▲
Health		(32,911)	(24,642)	(19,089)	5,553	22.53%	▲
Education and Welfare		(10,956)	(8,163)	(3,479)	4,684	57.38%	▲
Housing		(248,092)	(185,814)	(151,999)	33,815	18.20%	▲
Community Amenities		(432,857)	(324,144)	(292,798)	31,346	9.67%	▲
Recreation and Culture		(1,229,361)	(928,565)	(933,527)	(4,962)	(0.53%)	
Transport		(4,685,836)	(3,458,628)	(3,278,864)	179,764	5.20%	▲
Economic Services		(269,249)	(201,708)	(188,307)	13,401	6.64%	▲
Other Property and Services		(22,085)	(25,323)	(38,081)	(12,758)	(50.38%)	▼
Total Operating Expenditure		(7,681,586)	(5,729,569)	(5,428,511)	301,058		
Funding Balance Adjustments							
Add back Depreciation		4,653,900	3,490,353	3,471,098	(19,255)	(0.55%)	
Adjust (Profit)/Loss on Asset Disposal	8	(100,600)	0	28,458	28,458		▲
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		4,785,732	1,336,646	1,864,569	527,923		
Capital Revenues							
Proceeds from Disposal of Assets	8	476,000	198,333	243,407	45,074	22.73%	▲
Total Capital Revenues		476,000	198,333	243,407	45,074		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(3,216,000)	(22,491)	(11,502)	10,989	48.86%	▲
Infrastructure - Roads	13	(1,021,259)	(765,873)	(775,260)	(9,387)	(1.23%)	
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(37,000)	(27,738)	(18,603)	9,135	32.93%	▲
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(1,033,050)	(336,250)	(638,418)	(302,168)	(89.86%)	▼
Furniture and Equipment	13	(48,500)	(46,750)	(28,393)	18,357	39.27%	▲
Total Capital Expenditure		(5,355,809)	(1,199,102)	(1,472,176)	(273,074)		
Net Cash from Capital Activities		(4,879,809)	(1,000,769)	(1,228,769)	(228,000)		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,769	5,827	5,618	(209)	(3.59%)	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(28,481)	(21,361)	(21,037)	324	1.51%	
Transfer to Reserves	7	(602,215)	(451,661)	(49,113)	402,548	89.13%	▲
Net Cash from Financing Activities		(622,927)	(467,195)	(64,533)	402,662		
Net Operations, Capital and Financing		(717,003)	(131,318)	571,268	702,585		
Opening Funding Surplus(Deficit)	3	717,315	715,793	715,793	0	0.00%	
Closing Funding Surplus(Deficit)	3	312	584,476	1,287,061	702,585		

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 March 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,383,226	\$ 1,382,986	\$ 1,385,260	\$ 2,274	0.16%	
Operating Grants, Subsidies and Contributions	11	1,684,723	1,294,626	1,308,824	14,198	1.10%	
Fees and Charges		418,377	328,321	356,034	27,713	8.44%	▲
Service Charges		0	0	0	0		
Interest Earnings		57,600	43,200	31,280	(11,920)	(27.59%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	174,600	0	13,308			
Total Operating Revenue		3,718,526	3,049,133	3,094,706	32,265		
Operating Expense							
Employee Costs		(1,127,120)	(844,881)	(764,013)	80,868	9.57%	▲
Materials and Contracts		(1,463,420)	(1,093,212)	(855,557)	237,655	21.74%	▲
Utility Charges		(171,585)	(128,538)	(123,009)	5,529	4.30%	
Depreciation on Non-Current Assets		(4,653,900)	(3,490,353)	(3,471,098)	19,255	0.55%	
Interest Expenses		(6,572)	(4,914)	(5,880)	(966)	(19.65%)	
Insurance Expenses		(184,989)	(167,671)	(167,187)	484	0.29%	
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(74,000)	0	(41,767)			
Total Operating Expenditure		(7,681,586)	(5,729,569)	(5,428,511)	342,825		
Funding Balance Adjustments							
Add back Depreciation		4,653,900	3,490,353	3,471,098	(19,255)	(0.55%)	
Adjust (Profit)/Loss on Asset Disposal	8	(100,600)	0	28,458	28,458		▲
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		590,240	809,917	1,165,752	384,293		
Capital Revenues							
Grants, Subsidies and Contributions	11	4,195,492	526,729	698,818	172,089	32.67%	▲
Proceeds from Disposal of Assets	8	476,000	198,333	243,407	45,074	22.73%	▲
Total Capital Revenues		4,671,492	725,062	942,225	217,163		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(3,216,000)	(22,491)	(11,502)	10,989	48.86%	▲
Infrastructure - Roads	13	(1,021,259)	(765,873)	(775,260)	(9,387)	(1.23%)	
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(37,000)	(27,738)	(18,603)	9,135	32.93%	▲
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(1,033,050)	(336,250)	(638,418)	(302,168)	(89.86%)	▼
Furniture and Equipment	13	(48,500)	(46,750)	(28,393)	18,357	39.27%	▲
Total Capital Expenditure		(5,355,809)	(1,199,102)	(1,472,176)	(273,074)		
Net Cash from Capital Activities		(684,317)	(474,040)	(529,951)	(55,911)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,769	5,827	5,618	(209)	(3.59%)	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(28,481)	(21,361)	(21,037)	324	1.51%	
Transfer to Reserves	7	(602,215)	(451,661)	(49,113)	402,548	89.13%	▲
Net Cash from Financing Activities		(622,927)	(467,195)	(64,533)	402,662		
Net Operations, Capital and Financing		(717,004)	(131,318)	571,268	731,044		
Opening Funding Surplus(Deficit)	3	717,315	715,793	715,793	0	0.00%	
Closing Funding Surplus(Deficit)	3	311	584,476	1,287,061	731,044		

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 March 2017

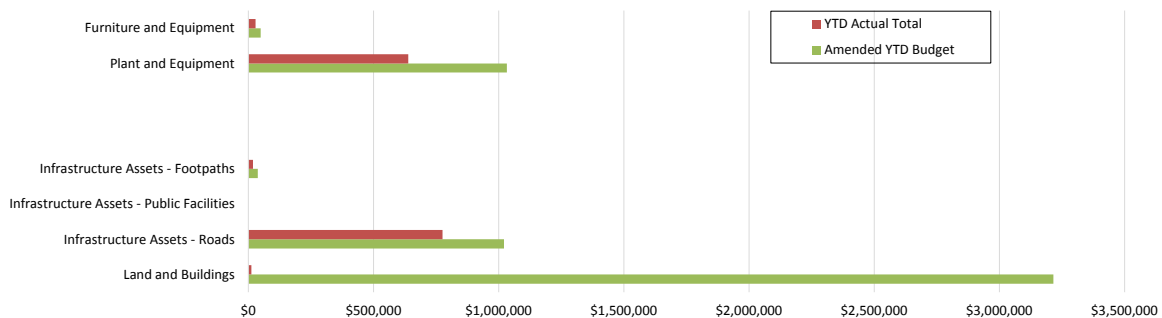
Capital Acquisitions	Note	YTD 31 03 2017					Variance (d) - (c)
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	11,502	0	11,502	3,216,000	3,216,000	(3,204,498)
Infrastructure Assets - Roads	13	0	775,260	775,260	1,021,259	1,021,259	(245,999)
Infrastructure Assets - Public Facilities	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	18,603	0	18,603	37,000	37,000	(18,397)
Plant and Equipment	13	21,268	617,150	638,418	1,033,050	1,033,050	(394,632)
Furniture and Equipment	13	7,125	21,268	28,393	48,500	48,500	(20,107)
Capital Expenditure Totals		58,498	1,413,678	1,472,176	5,355,809	5,355,809	(3,883,633)

Funded By:

Capital Grants and Contributions	698,818	4,195,492	4,195,492	3,496,674
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	243,407	198,333	476,000	45,074
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	33,486	0	0	33,486
Own Source Funding - Operations	496,465	961,984	684,317	(465,519)
Capital Funding Total	1,472,176	5,355,809	5,355,809	(3,883,633)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 March 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
Governance	26,296		26,296	18,873
General Purpose Funding - Rates	1,326,356		1,326,356	1,326,143
General Purpose Funding - Other	1,530,046		1,530,046	1,147,500
Law, Order and Public Safety	436,835		436,835	60,263
Health	400		400	297
Education and Welfare	250		250	180
Housing	3,289,300		3,289,300	47,817
Community Amenities	168,058		168,058	158,361
Recreation and Culture	86,782		86,782	72,240
Transport	970,800		970,800	685,067
Economic Services	43,095		43,095	32,283
Other Property and Services	35,800		35,800	26,838
Total Operating Revenue	7,914,018	0	7,914,018	3,575,862
Operating Expense				
Governance	(468,496)		(468,496)	(358,733)
General Purpose Funding	(74,606)		(74,606)	(51,417)
Law, Order and Public Safety	(207,136)		(207,136)	(162,432)
Health	(32,911)		(32,911)	(24,642)
Education and Welfare	(10,956)		(10,956)	(8,163)
Housing	(248,092)		(248,092)	(185,814)
Community Amenities	(432,857)		(432,857)	(324,144)
Recreation and Culture	(1,229,362)		(1,229,362)	(928,565)
Transport	(4,685,836)		(4,685,836)	(3,458,628)
Economic Services	(269,249)		(269,249)	(201,708)
Other Property and Services	(22,085)		(22,085)	(25,323)
Total Operating Expenditure	(7,681,586)	0	(7,681,586)	(5,729,569)
Funding Balance Adjustments				
Add back Depreciation	4,653,900		4,653,900	3,490,353
Adjust (Profit)/Loss on Asset Disposal	(100,600)		(100,600)	0
Adjust Provisions and Accruals	0		0	0
Net Cash from Operations	4,785,732	0	4,785,732	1,336,646
Capital Revenues				
Proceeds from Disposal of Assets	476,000		476,000	198,333
Proceeds from Sale of Investments	0		0	0
Total Capital Revenues	476,000	0	476,000	198,333
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(3,216,000)	0	(3,216,000)	(22,491)
Infrastructure - Roads	(1,021,259)		(1,021,259)	(765,873)
Infrastructure - Public Facilities	0		0	0
Infrastructure - Footpaths	(37,000)		(37,000)	(27,738)
Infrastructure - Drainage	0		0	0
Heritage Assets	0		0	0
Plant and Equipment	(1,033,050)		(1,033,050)	(336,250)
Furniture and Equipment	(48,500)		(48,500)	(46,750)
Total Capital Expenditure	(5,355,809)	0	(5,355,809)	(1,199,102)
Net Cash from Capital Activities	(4,879,809)	0	(4,879,809)	(1,000,769)
Financing				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	7,769		7,769	5,827
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(28,481)		(28,481)	(21,361)
Transfer to Reserves	(602,215)		(602,215)	(451,661)
Net Cash from Financing Activities	(622,927)	0	(622,927)	(467,195)
Net Operations, Capital and Financing	(717,004)	0	(717,004)	(131,318)
Opening Funding Surplus(Deficit)	717,315	0	717,315	717,315
Closing Funding Surplus(Deficit)	311	0	311	585,997

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 March 2017

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 March 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

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 March 2017

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 March 2017

Note 2: EXPLANATION OF MATERIAL VARIANCES

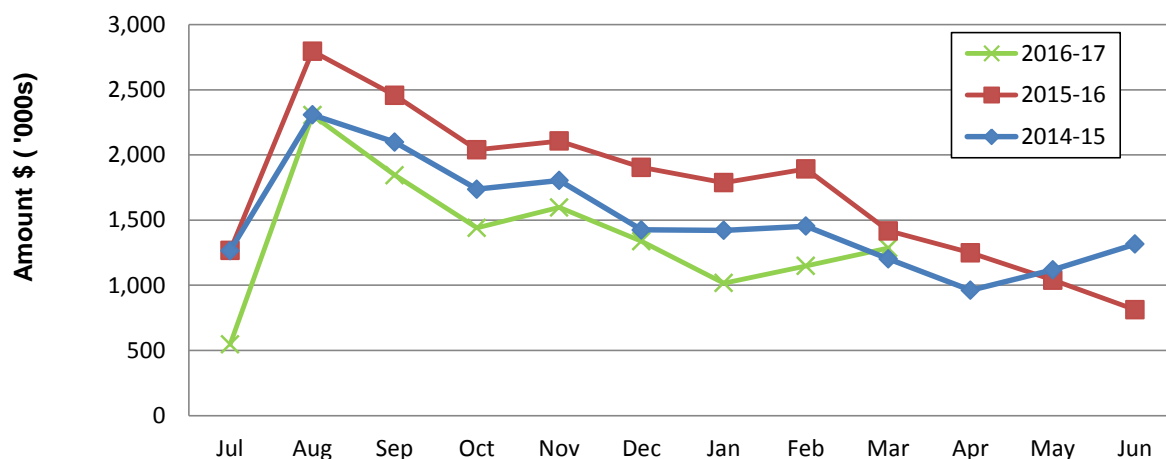
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	5,884	31.18%	▲	Timing	LSL Contribution paid & good driver rebate
Housing	2,333	4.88%			
Community Amenities	606	0.38%			
Recreation and Culture	13,768	19.06%	▲	Timing	Art entries and sales received. Pool grant received.
Transport	191,199	27.91%	▲	Timing	Road grants received
Economic Services	17,349	53.74%	▲	Permanent	Income from Albert Facey Homestead Committee
Other Property and Services	3,317	12.36%			
Operating Expense					
General Purpose Funding	(1,067)	(2.08%)			
Law, Order and Public Safety	24,937	15.35%	▲	Timing	Depreciation less than budget. Dog control less than budget.
Health	5,553	22.53%	▲	Timing	reduced EHO wages. Mosquito control reduced expense
Housing	33,815	18.20%	▲	Timing	WSAHA funds not spent. Reduced expenditure Cottage homes.
Community Amenities	31,346	9.67%	▲	Timing	Living lakes concept plan not completed
Recreation and Culture	(4,962)	(0.53%)			
Transport	179,764	5.20%	▲	Timing	Depreciation less than budget. Reduced loss on plant sale.
Economic Services	13,401	6.64%	▲	Timing	Reduced caravan park and area promotion expenditure.
Other Property and Services	(12,758)	(50.38%)	▼	Timing	Increased gross wages, sick and holiday pay. Increased staff training expense.
Capital Revenues					
Grants, Subsidies and Contributions	172,089	32.67%	▲	Timing	Claims Roads to Recovery and MRWA in advance.
Proceeds from Disposal of Assets	45,074	22.73%	▲	Timing	reduced proceeds from sale of plant and vehicles Multit tyre roller.
Capital Expenses					
Land and Buildings	10,989	48.86%	▲	Permanent	Aged housing project not spent
Infrastructure - Roads	(9,387)	(1.23%)			
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	9,135	32.93%	▲	Timing	Footpaths still to be completed
Plant and Equipment	(302,168)	(89.86%)	▼	Timing	Tincurrin Fire Truck and CEO vehicle still to purchase
Furniture and Equipment	18,357	39.27%	▲	Timing	Pool filter work still to be completed
Financing					
Loan Principal	324	1.51%			

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Mar	30 June 2016	YTD 30 Mar
		2017	2016	2016
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,359,703	793,781	1,915,357
Cash Restricted	4	1,292,381	1,243,268	1,073,211
Receivables - Rates	6	48,015	24,021	59,256
Receivables -Other	6	37,986	127,981	30,002
Interest / ATO Receivable/Trust		32,226	16,340	34,308
Inventories			0	0
		2,770,310	2,205,391	3,112,134
Less: Current Liabilities				
Payables		(46,127)	(101,587)	(24,475)
Provisions		(144,743)	(144,743)	(121,904)
		(190,870)	(246,330)	(146,380)
Less: Cash Reserves	7	(1,292,381)	(1,243,268)	(1,073,211)
Net Current Funding Position		1,287,059	715,793	1,892,543

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 March 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	247,945			247,945	ANZ	At Call
Reserve Bank Account	0.00%		21,537		21,537	ANZ	At Call
Trust Bank Account	0.00%			23,036	23,036	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal	2.50%	506,199			506,199	ANZ	23.05.2017
Municipal					0		
Municipal	1.45%	604,859			604,859	WA Treasury	At Call
Reserve	2.70%		1,270,844		1,270,844	ANZ	30.06.17
Trust	2.30%			53,549	53,549	ANZ	8.7.17
Total		1,359,703	1,292,381	76,585	2,728,669		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

Note 5: BUDGET AMENDMENTS

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

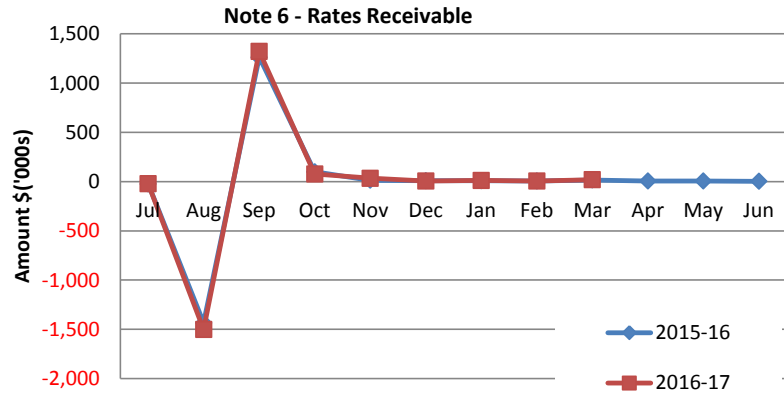
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						
	Opening surplus adjustment						0
							0
	Changes Due to Timing						
							0
				0	0	0	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31 Mar 2017	30 June 2016
	\$	\$
Opening Arrears Previous Years	25,543	24,553
Levied this year	1,495,821	1,461,313
Less Collections to date	(1,473,349)	(1,460,323)
Equals Current Outstanding	48,015	25,543
Net Rates Collectable	48,015	25,543
% Collected	96.84%	98.28%



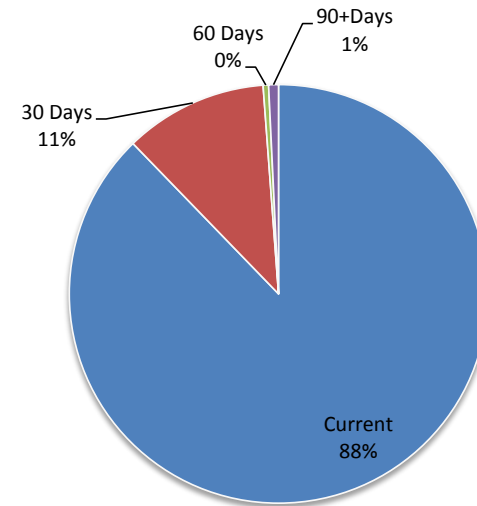
Comments/Notes - Receivables Rates

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	33,335	4,203	160	288
Total Receivables General Outstanding				37,986

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



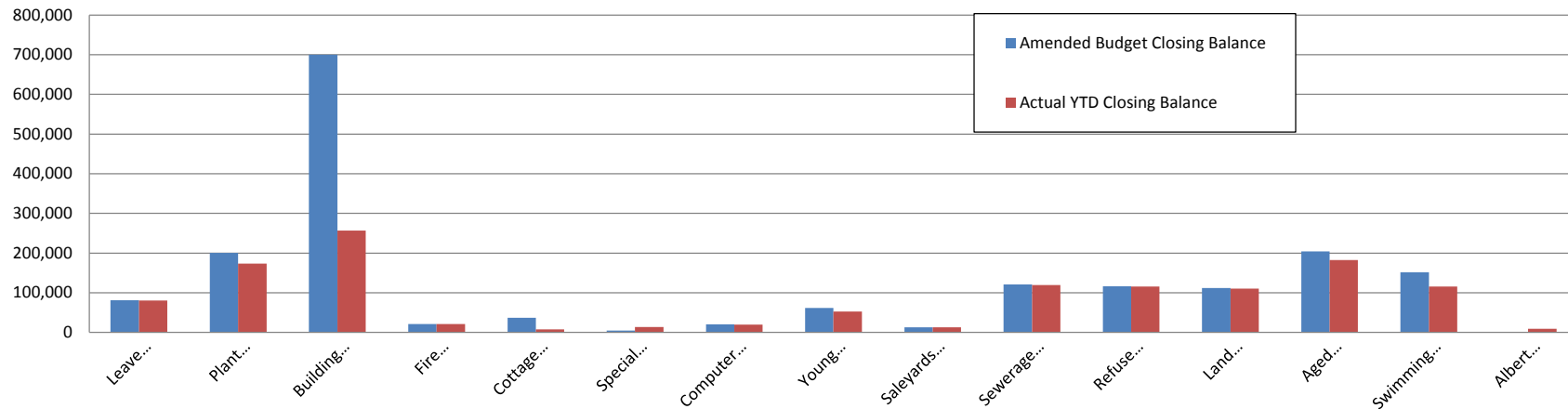
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

Note 7: Cash Backed Reserve

2016-17 Name	Opening Balance	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
Leave Reserve	\$ 64,711	\$ 1,562	\$ 813	\$ 15,215	\$ 15,217	\$	\$	M Hook LSL	\$ 81,488	\$ 80,741
Plant Replacement Reserve	171,245	4,132	2,153	25,000					200,377	173,398
Building Reserve	253,506	6,117	3,187	440,000					699,623	256,693
Fire Fighting Reserve	20,648	498	259						21,146	20,907
Cottage Homes Reserve	7,988	193	100	29,000					37,181	8,088
Special Events Reserve	4,807	116	60		9,000			Res 211216-12	4,923	13,867
Computer Reserve	19,636	474	247						20,110	19,883
Young Singles Accommodation Reserve	52,098	1,257	655	8,000					61,355	52,753
Saleyards Reserve	12,796	309	161						13,105	12,957
Sewerage Reserve	118,313	2,855	1,487						121,168	119,800
Refuse Reserve	114,080	2,753	1,434						116,833	115,514
Land Development Reserve	109,202	2,635	1,373						111,837	110,575
Aged Persons Accommodation Reserve	180,045	4,344	2,263	20,000					204,389	182,308
Swimming Pool Reserve	114,193	2,755	1,435	35,000					151,948	115,628
Albert Facey Homestead Reserve	0	0	0		9,269			Res 150317-10		9,269
	1,243,268	30,000	15,627	572,215	33,486	0	0		1,845,483	1,292,381

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 March 2017

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 03 2017			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
			0	CEO Vehicle	550	0	(550)	
50,000	(1,260)	32,959	(15,781)	CEO Vehicle	550	(15,781)	(16,331)	
85,000	(3,961)	89,091	8,052	Hino 6 Wheel Truck P248	(47,000)	8,052	55,052	
30,000	(756)	34,500	5,256	Rubber Multi Roller P541	(19,000)	5,256	24,256	
28,000	(476)	19,729	(7,795)	Colorado Single Cab P468 Gardeners	4,500	(7,795)	(12,295)	
24,000	(612)	14,546	(8,842)	Works Foreman ute P2567	4,000	(8,842)	(12,842)	
31,500	(535)	28,000	(2,965)	MWS Colorado P2Q	(8,000)	(2,965)	5,035	
31,500	(535)	24,582	(6,383)	Facey Group Utility	0	(6,383)	(6,383)	
			0	Land & Buildings				
				5 Smith Street	165,000			
280,000	(8,135)	243,407	(28,458)		100,600	(28,458)	35,942	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

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	6.9322	193	1,793,579	124,334		0	124,334	124,334	500	0	124,834
UV	1.0617	267	121,630,000	1,291,346	940	0	1,292,286	1,291,346	500		1,291,846
Mining UV		5	448,768	4,765			4,765	4,765			4,765
Sub-Totals		465	123,872,347	1,420,445	940	0	1,421,385	1,420,445	1,000	0	1,421,445
	Minimum \$										
Minimum Payment											
GRV	375.00	64	83,621	23,625	0	0	23,625	23,625	0	0	23,625
UV	375.00	13	250,100	4,875	0	0	4,875	4,875	0	0	4,875
Mining UV	375.00	2	46,406	750			750	750			750
Sub-Totals		79	380,127	29,250	0	0	29,250	29,250	0	0	29,250
Ex Gratia Rates							1,450,635				1,450,695
Discount							6,201				6,201
Rates Writeoffs							(128,401)				(130,540)
Amount from General Rates							(47)				0
Specified Area Rates							1,328,389				1,326,356
Totals							56,871				56,870
							1,385,260				1,383,226

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	
Loan 100 - CEO Residence	90,643		15,419	20,711	69,932	69,932	4,005	4,769	24/06/2020
Loan 99 - Wickepin Community Centre					0	0			
Loan 101- WD Sports Club SS Tractor	2,152			2,152	0	0	10	82	1/06/2017
Loan 102 - WD Sports Club SS Greens	44,423		5,618	5,618	38,805	38,805	1,865	1,721	17/01/2023
	137,218	0	21,037	28,481	108,737	108,737	5,880	6,573	

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 March 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2016-17 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	978,544	0	978,544	0	730,859	247,686
Grants Commission - Roads	WALGGC	Y	489,332	0	489,332	0	367,403	121,929
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	19,688	0	19,688	0	13,385	6,303
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	3,036,000	0	0	3,036,000	0	3,036,000
Yarling Brook	Trust	Y	1,096	0	1,096		1,097	(1)
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Grants - Swimming Pool	Community Pool Revitalisation		32,000	0	32,000	0	32,000	0
Grants - Kidsport	Department of Sport and Rec	Y	3,500	0	3,500		3,516	(16)
Grants - Wickepin Sculpture Project	CANWA	Y	7,655	0	7,655		7,655	0
TRANSPORT								
Contributions - Road Projects	Blackspot Funding	Y	26,914	0	0	26,914	10,765	16,149
Roads To Recovery Grant - Cap	Roads to Recovery	Y	545,008	0	0	545,008	482,988	62,020
RRG Grants - Capital Projects	Regional Road Group	Y	218,170	0	0	218,170	205,065	13,105
Direct Grant - Maintenance	Dept. of Transport	Y	116,740	0	116,740	0	116,741	(1)
Heritage Trail Grant	Lotterywest	Y	36,168	0	36,168		36,168	0
ECONOMIC SERVICES								
TOTALS			5,880,215	0	1,684,723	4,195,492	2,007,642	3,872,573

Operating
Non-Operating

Operating
Non-operating

1,684,723
4,195,492
5,880,215

1,308,824
698,818
2,007,642

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

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 16	Amount Received	Amount Paid	Closing Balance 31-Mar-17
	\$	\$	\$	\$
Housing Bonds	200	1,880	(2,080)	0
Master Key Deposits	300	900	(1,200)	0
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	1,190	(697)	493
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0	50	(50)	0
WDSC Replacement Greens	53,479	12,384	0	65,863
Kidsport	888		(888)	0
Albert Facey Homestead	9,574	1,039	(10,613)	0
Miscellaneous Trust	7,483	1,764	(6,918)	2,329
Yealering Bowling Club Greens	0	7,900		7,900
	71,924	27,107	(22,446)	76,585

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 March 2017

Note 13: CAPITAL ACQUISITIONS

31/03/2017							
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							
Aged Accommodation Units	CLCH2	(3,186,000)	0	0	0	0	
Housing Total		(3,186,000)	0	0	0	0	
Community Amenities							
Harrismith Cemetery Upgrade	HCU1	(10,000)	(7,497)	(3,326)	4,171	0	
Community Amenities Total		(10,000)	(7,497)	(3,326)	4,171		
Recreation And Culture Total		0	0	0	0		
Transport							
Depot Fence	LDP1	(20,000)	(14,994)	(8,177)	6,817		
Transport Total		(20,000)	(14,994)	(8,177)	6,817		
Economic Services							
Economic Services Total		0	0	0	0		
Land and Buildings Total		(3,216,000)	(22,491)	(11,502)	10,989	0	
Footpaths							
Transport							
Footpaths Wickepin	LFP1	(37,000)	(27,738)	(18,603)	9,135		
Footpaths Yealering	LFP2	0	0	0	0		
Transport Total		(37,000)	(27,738)	(18,603)	9,135	0	
Footpaths Total		(37,000)	(27,738)	(18,603)	9,135	0	
Furniture & Office Equip.							
Governance							
Councillor Ipads	0954	(12,000)	(12,000)	(7,125)	4,875	0	
Office Computer	0954	(4,500)	(2,750)	(2,936)	(186)	0	
Governance Total		(16,500)	(14,750)	(10,061)	4,689	0	
Pool Lane ropes, filter maintenance, shade, paint	4704	(32,000)	(32,000)	(18,332)	13,668	0	
Recreation And Culture Total		(32,000)	(32,000)	(18,332)	13,668	0	
Furniture & Office Equip. Total		(48,500)	(46,750)	(28,393)	18,357	0	
Plant , Equip. & Vehicles							
Governance							
Holden Colorado CEO	6034	(72,500)	(36,250)	(37,504)	(1,254)	0	
Governance Total		(72,500)	(36,250)	(37,504)	(1,254)	0	
Community Amenities							
Law, Order And Public Safety							
4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	0	0	0	0	
Law, Order and Public Safety Total		(369,400)	0	0	0	0	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

Note 13: CAPITAL ACQUISITIONS

31/03/2017							
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Recreation And Culture							
Recreation And Culture Total							
		0	0	0	0	0	
Transport							
	6034	(200,000)	0	(198,880)	(198,880)	0	
	6034	(147,500)	0	(154,500)	(154,500)	0	
	6034	(100,000)	0	(107,000)	(107,000)	0	
	6034	(32,500)	0	(32,729)	(32,729)	0	
	6034	(36,150)	0	(36,132)	(36,132)	0	
	6034	(47,000)	0	(43,673)	(43,673)	0	
	6034	(28,000)	0	(28,000)	(28,000)	0	
Transport Total							
		(591,150)	(300,000)	(600,914)	(600,914)	0	
Economic Services Total							
		0	0	0	0	0	
Plant , Equip. & Vehicles Total							
		(1,033,050)	(336,250)	(638,418)	(602,168)	0	
Infrastructure Other							
Recreation And Culture Total							
		0	0	0	0	0	
Public Facilities Total							
		0	0	0	0	0	
Roads							
Transport Regional Road Group							
	RG001	(157,095)	(117,819)	(110,629)	7,190	0	
	RG002	(88,365)	(66,267)	(117,609)	(51,342)	0	
	RG003	(81,795)	(61,344)	(88,126)	(26,782)	0	
Regional Road Group Total							
		(327,255)	(245,430)	(316,364)	(70,934)	0	
Transport Roads to Recovery							
	RR26	(148,216)	(111,159)	(142,057)	(30,898)	0	
	R2R048	(49,195)	(36,891)	(51,538)	(14,647)	0	
	RR14	(162,314)	(121,734)	(141,322)	(19,588)	0	
	RR11	(10,895)	(8,163)	0	8,163	0	
	R2R114	(8,065)	(6,048)	0	6,048	0	
	R2R161	0	0	(1,918)	(1,918)	0	
	RR37	(11,679)	(8,757)	0	8,757	0	
	R2R052	(3,095)	(2,313)	0	2,313	0	
	R2R016	(40,304)	(30,222)	(1,908)	28,314	0	
	R2R001	(39,746)	(29,808)	(4,545)	25,263	0	
	R2R002	(62,500)	(46,872)	(51,487)	(4,615)	0	
	R2R003	(9,000)	(6,750)	(4,800)	1,950	0	
Roads to Recovery Total							
		(545,009)	(408,717)	(399,575)	9,142	0	
Transport Black Spot							
	BS036	(40,370)	(30,276)	(34,380)	(4,104)	0	
Blackspot Total							
		(40,370)	(30,276)	(34,380)	(4,104)	0	
Council Resources Construction							
	CO035	(41,000)	(30,744)	(23,442)	7,302	0	
	CO28	(41,000)	(30,744)	0	30,744	0	
	CODAH	(26,625)	(19,962)	(1,500)	18,462	0	
Council Resources Construction Total							
		(108,625)	(81,450)	(24,942)	56,508	0	
Roads Total							
		(1,021,259)	(765,873)	(775,261)	(9,388)	0	
Capital Expenditure Total							
		(5,355,809)	(1,199,102)	(1,472,176)	(573,074)	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 Bullock – Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	4 April 2017

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1 March 2017 to 31 March 2017.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7202 – 7211, 7214 – 7256, 7258 – 7291	\$ 267,763.11
Cheques	15409 – 15414	\$ 21,102.38
Payroll	February	\$ 141,290.66
Superannuation	February	\$ 15,229.93
Credit Card	February	\$ 0
Direct Deductions	February	\$ 5,324.65
Trust		
EFT	7212 – 7213, 7257	\$ 9,425.35
Cheques		\$ 0.00
	FEBRUARY TOTAL	<u>\$ 460,136.08</u>

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

Certificate of Chief Executive Officer:

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

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 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totalling **\$460,136.08** 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 190417-05

Moved Cr Easton / Seconded Cr Allan

That Council acknowledges that payments totalling **\$460,136.08** 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 7/0

List of Accounts Due & Submitted to Committee

March 2017

Chq/EFT	Date	Name	Description	Muni	Trust
EFT7202	7/03/2017	DC & LB Curtis	Supply and Install Colourbond Fence at 13 Collins St	\$ 4,510.00	
EFT7203	7/03/2017	Chedoona Environs	Plants	\$ 1,940.00	
EFT7204	7/03/2017	FESA - ESL	2016/17 Quarter 3 ESL Payment	\$ 11,438.10	
EFT7205	7/03/2017	Kels Tyres	Tyres for Facey Group Vehicle	\$ 253.00	
EFT7206	7/03/2017	Narrogin Glass	Door Lock	\$ 71.50	
EFT7207	7/03/2017	Narrogin Retravision	Replacement Mobile Phone	\$ 688.00	
EFT7208	7/03/2017	Narrogin Auto Electrics	Battery for WK687	\$ 284.00	
EFT7209	7/03/2017	Star Track Express	Freight on Parts for WK248 & WK342	\$ 56.55	
EFT7210	7/03/2017	Mandy Rydzewski	Work Clothes Reimbursement	\$ 127.50	
EFT7211	7/03/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment	\$ 2,123.39	
EFT7212	9/03/2017	Building Commission	Building Services Levy Payment For 18 Wogolin Rd		\$ 56.65
EFT7213	9/03/2017	Wickepin Community Resource Centre	Printing Etc For Triathlon		\$ 99.51
EFT7214	9/03/2017	AMPAC Debt Recovery (WA) Pty Ltd	Debt Recovery Costs	\$ 2,277.73	
EFT7215	9/03/2017	Covs Parts Pty Ltd	LED Beacon for WK518	\$ 683.47	
EFT7216	9/03/2017	Clark Equipment	Filters for WK2489	\$ 670.84	
EFT7217	9/03/2017	Geoff Perkins Farm Machinery	Lawn Mower Wheel Assembly	\$ 106.39	
EFT7218	9/03/2017	J R & A Hersey Pty Ltd	Various Consumables and Safety Equipment	\$ 682.41	
EFT7219	9/03/2017	Harris Zuglian Electrics	Install Bain-Marie Outlet in Wickepin Community Centre	\$ 756.40	
EFT7220	9/03/2017	Great Southern Waste Disposal	February 2017 Waste Collection	\$ 6,168.70	
EFT7221	9/03/2017	PCS	Monthly Fees	\$ 85.00	
EFT7222	9/03/2017	Wagin Plumbing	Annual Testing of Backflow Valves	\$ 1,576.30	
EFT7223	9/03/2017	RCPA	Box Culvert & Lid for South East Yealering Rd	\$ 821.15	
EFT7224	9/03/2017	Kirstin Rigby	Wickepin Caravan Park Commission	\$ 54.15	
EFT7225	9/03/2017	Peter Stribling	Yealering Caravan Park Commission	\$ 43.82	
EFT7226	9/03/2017	WA Hino Sales & Service	Filters for WK248 & WK342	\$ 448.10	
EFT7227	9/03/2017	Wurth Australia Pty Ltd	Tools for WK 0	\$ 187.70	
EFT7228	15/03/2017	Australia Post	February Account	\$ 327.81	
EFT7229	15/03/2017	Air Liquide WA Pty Ltd	Cylinder Rental for February 2017	\$ 82.05	

EFT7230	15/03/2017	Arts Narrogin Inc	Advertising in 2017 Dryandra country Art Food and Wine Trail Guide	\$ 440.00	
EFT7231	15/03/2017	Aquatic Services WA	Repairs at Sewer Ponds	\$ 220.00	
EFT7232	15/03/2017	Abel Wassermann Hydro Cleaning Services	Pressure Cleaning of Wickepin Community Centre	\$ 2,946.90	
EFT7233	15/03/2017	Tutt Bryant Equipment	Window for WK541	\$ 304.89	
EFT7234	15/03/2017	Corner's Auto Electrics	Repairs to WK2567	\$ 312.40	
EFT7235	15/03/2017	Cutting Edges Pty Ltd	Cutting Edges for WK813	\$ 1,193.54	
EFT7236	15/03/2017	Kelly Cochrane	Cleaning for February 2017	\$ 250.00	
EFT7237	15/03/2017	Derbahl Pty Ltd	Yealering Lake Toilets Septic System Works	\$ 506.80	
EFT7238	15/03/2017	Everlon Bronze	Centenary Wall Plaque	\$ 130.35	
EFT7239	15/03/2017	Facey Group Inc	2016/17 Sponsorship Instalment 2	\$ 11,000.00	
EFT7240	15/03/2017	Great Southern Fuel Supplies	February 20017 Fuel Account	\$ 14,272.80	
EFT7241	15/03/2017	Grahame Woodcock	Repairs at 49 Collins St	\$ 93.50	
EFT7242	15/03/2017	Jason Signmakers	Road Signs	\$ 955.80	
EFT7243	15/03/2017	Kels Tyres	Repairs to 0WK	\$ 33.00	
EFT7244	15/03/2017	State Library Of WA	Freight on Library Books	\$ 301.22	
EFT7245	15/03/2017	Marketforce Productions	Advertising of Annual Electors Meeting	\$ 188.80	
EFT7246	15/03/2017	Narrogin Chamber Of Commerce	Annual Membership Fees	\$ 215.00	
EFT7247	15/03/2017	Narrogin Hardware Makit	Angle Grinder	\$ 170.00	
EFT7248	15/03/2017	Star Track Express	Freight on Filters for WK2489	\$ 77.01	
EFT7249	15/03/2017	Narrogin Toyota	Parts for Hedge Trimmers	\$ 28.60	
EFT7250	15/03/2017	Parrys	Work Clothes for Andrew McColl	\$ 403.70	
EFT7251	15/03/2017	Wagin Plumbing	Repairs at Yealering Caravan Park	\$ 943.25	
EFT7252	15/03/2017	Maureen Susan Preedy	Cleaning for February 2017	\$ 440.00	
EFT7253	15/03/2017	A F Smith & A L Bullock	Repairs to Depot Metre Box	\$ 538.80	
EFT7254	15/03/2017	Telford Industries	Chlorine for Pool and Sewer Treatment	\$ 480.26	
EFT7255	15/03/2017	WA HINO SALES & SERVICE	Replacement Vehicle for WK248	\$121,343.29	
EFT7256	15/03/2017	Wickepin Newsagency	February Account	\$ 454.45	
EFT7257	20/03/2017	Shire Of Wickepin	Trust Transfer As Per Council Resolution 150317-10		\$9,269.19
EFT7258	21/03/2017	Australian Taxation Office	February 2017 BAS	\$ 1,840.00	
EFT7259	21/03/2017	Yealering Agparts & Repairs	Twoway for WK2567	\$ 359.70	
EFT7260	21/03/2017	Courier Australia	Freight on Water Samples & Library Books	\$ 40.60	
EFT7261	21/03/2017	Ewen Rural Supplies	Monthly Account for February 2017	\$ 2,874.70	

EFT7262	21/03/2017	AC & EJ Fulford & CO	Level & Stockpile Sand at Sand Pit	\$ 3,300.00
EFT7263	21/03/2017	Flameless Fire & Safety	Fire Equipment Service and New Equipment	\$ 11,894.30
EFT7264	21/03/2017	Geoff Perkins Farm Machinery	Mower Blades	\$ 282.34
EFT7265	21/03/2017	Great Southern Paving	Walktrail Footpaths	\$ 24,885.00
EFT7266	21/03/2017	Elizabeth Heffernan	Albert Facey Homestead Cleaning	\$ 60.00
EFT7267	21/03/2017	Landmark Engineering & Design Pty Ltd	Bin Surrounds	\$ 3,700.40
EFT7268	21/03/2017	Narrogin Bearing Service	Parts for WK3578	\$ 305.80
EFT7269	21/03/2017	Narrogin Agricultural Repairs	Parts for Chainsaws	\$ 265.50
EFT7270	21/03/2017	Star Track Express	Freight on Parts for WK248	\$ 46.92
EFT7271	21/03/2017	Narrogin Toyota	Parts for Chainsaws	\$ 319.99
EFT7272	21/03/2017	PCS	iPad Air2	\$ 878.00
EFT7273	21/03/2017	T-quip	Parts for WK454	\$ 235.50
EFT7274	28/03/2017	Skipper Transport Parts	Brake Booster for WK3517	\$ 70.95
EFT7275	28/03/2017	Asphalt In A Bag	Asphalt	\$ 1,718.75
EFT7276	28/03/2017	Aquatic Services WA	Oval Chlorinator Repairs	\$ 2,183.50
EFT7277	28/03/2017	RJ Broun Painting Services	Painting Albert Facey Homestead	\$ 5,500.00
EFT7278	28/03/2017	Dews Excavations	Storm Damage repairs to Tilbrooks Crossing	\$ 1,072.50
EFT7279	28/03/2017	Easifleet	Monthly Vehicle Lease	\$ 438.49
EFT7280	28/03/2017	Frank Weston & Co	Chequer Plate for Johnston St	\$ 400.25
EFT7281	28/03/2017	Grahame Woodcock	Repair/Service Air Conditioner at 7 Rintel St	\$ 93.50
EFT7282	28/03/2017	J R & A Hersey Pty Ltd	Guide Posts & Delineators for Wickepin-Corrigin Rd	\$ 1,199.00
EFT7283	28/03/2017	Harris Zuglian Electrics	Harrismith Golf Club Exit Signs	\$ 864.60
EFT7284	28/03/2017	Jason Signmakers	Decals for Directional Markers	\$ 220.00
EFT7285	28/03/2017	Landmark Engineering & Design Pty Ltd	Outdoor Setting	\$ 4,941.20
EFT7286	28/03/2017	Loadstar 2001 Pty Ltd	Car Ramps for WK3220	\$ 484.00
EFT7288	28/03/2017	Narrogin Technology Solutions	UPS	\$ 159.00
EFT7289	28/03/2017	T-quip	Sharpen Reels on WK2495	\$ 2,150.20
EFT7290	28/03/2017	Upper Great Southern Hockey Association	Kidsport	\$ 220.00
EFT7291	28/03/2017	Wickepin Football Club	Kidsport	\$ 50.00
15409	7/03/2017	Australian Communications & Media Authority	Annual Radio Licence Renewal to 1/3/18	\$ 108.00
15410	9/03/2017	Telstra	Telephone Bill to 13/2/17	\$ 1,660.48
15411	9/03/2017	Water Corporation	Water Charges	\$ 783.72

15412	15/03/2017	Synergy	Streetlighting to 24/2/17	\$ 1,688.90
15413	21/03/2017	Synergy	Group Power Account	\$ 10,556.70
15414	21/03/2017	Water Corporation	Water Charges	\$ 6,304.58
DD9211.1	1/03/2017	WA Local Government Super Plan	Payroll deductions	\$ 3,376.52
DD9211.2	1/03/2017	ANZ Super	Superannuation contributions	\$ 381.51
DD9211.3	1/03/2017	Prime Super	Superannuation contributions	\$ 175.95
DD9211.4	1/03/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 187.56
DD9211.5	1/03/2017	MTAA Super Fund	Superannuation contributions	\$ 227.71
DD9211.6	1/03/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 127.39
DD9211.7	1/03/2017	Colonial First State	Superannuation contributions	\$ 208.36
DD9211.8	1/03/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 145.64
DD9211.9	1/03/2017	Australian Super	Superannuation contributions	\$ 179.91
DD9221.1	15/03/2017	WA Local Government Super Plan	Payroll deductions	\$ 3,529.44
DD9221.2	15/03/2017	Australian Super	Superannuation contributions	\$ 135.85
DD9221.3	15/03/2017	ANZ Super	Superannuation contributions	\$ 381.51
DD9221.4	15/03/2017	Ramsay Superannuation Fund	Superannuation contributions	\$ 134.95
DD9221.5	15/03/2017	Prime Super	Superannuation contributions	\$ 175.95
DD9221.6	15/03/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 187.56
DD9221.7	15/03/2017	MTAA Super Fund	Superannuation contributions	\$ 326.61
DD9221.8	15/03/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 93.74
DD9221.9	15/03/2017	Colonial First State	Superannuation contributions	\$ 91.16
DD9227.1	1/03/2017	ANZ Bank	Merchant Fees	\$ 116.09
DD9227.2	1/03/2017	Westnet Pty Ltd	Internet Fees for March 2017	\$ 144.90
DD9227.3	8/03/2017	James Matthews	Pool Manager Contract Payment 18/2016-17	\$ 2,352.53
DD9227.4	23/03/2017	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60
DD9233.1	29/03/2017	WA Local Government Super Plan	Payroll deductions	\$ 3,427.75
DD9233.2	29/03/2017	ANZ Super	Superannuation contributions	\$ 381.51
DD9233.3	29/03/2017	Prime Super	Superannuation contributions	\$ 175.95
DD9233.4	29/03/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 187.56
DD9233.5	29/03/2017	MTAA Super Fund	Superannuation contributions	\$ 280.99
DD9233.6	29/03/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 137.00
DD9233.7	29/03/2017	Colonial First State	Superannuation contributions	\$ 208.36

DD9233.8	29/03/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 82.00	
DD9233.9	29/03/2017	Australian Super	Superannuation contributions	\$ 177.46	
DD9236.1	22/03/2017	James Matthews	Pool Manager Contract Payment 19/2016-17	\$ 2,352.53	
DD9221.10	15/03/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 104.03	
	02/03/2017	Gross Payroll		\$ 45,526.21	
	16/03/2017	Gross Payroll		\$ 47,095.21	
	30/03/2017	Gross Payroll		\$ 48,669.24	
				\$450,710.73	\$9,425.35

Governance, Audit and Community Services

10.2.03 - EHO/Building Surveyor's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Allan Ramsay, EHO/Building Surveyor
File Reference:	CM.REP.2203
Author:	Allan Ramsay, EHO/Building Surveyor
Disclosure of any Interest:	Nil
Date of Report:	6 April 2017

Enclosure / Attachment: Nil

Background: Monthly report submitted by EHO/Building Surveyor, Mr. Allan Ramsay.

Building Licenses:

There was one (1) building application approved and license issued for the month of March 2017.

Listed below is a summarised breakdown of the application and proposed structure:

License No	Name & Address of Owner	Registered Builder (RB) or Owner Builder (OB)	Structure	Situation of Building Lot or Street No & Town
5/16-17	Tim Cowcher	Registered Builder (RB)	New Colourbond Trimdeck façade to building	18 Wogolin Road, Wickepin WA 6370
6/16-17	Quintin Turner	Registered Builder (RB)	Colourbond Shed	13 Wickepin Street, Wickepin WA 6370

Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation:

That Council notes the report from the EHO/Building Surveyor 6 April 2017.

Voting Requirements: Simple Majority

Resolution No 190417-06**Moved Cr Lang / Seconded Cr Astbury**

That Council notes the report from the EHO/Building Surveyor 6 April 2017.

Carried 7/0

4.04pm – CSO Samantha Dawes departed the Chambers.

4.05pm – CSO Samantha Dawes returned to the Chambers.

4.05pm – CDO Lee Parker entered the Chambers.

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:	6 April 2017

Enclosure / Attachment: Report: Yealering Foreshore Development Plan
Report: Community Consultation Stage 1
Report: Community Consultation Stage 2

<p>Arts and Cultural</p>	<p>Sculpture Workshops</p> <ul style="list-style-type: none"> • Bird Park Installed • Official opening planned for 29 April 2017 <p>Dryandra Country Art Food and Wine Trail</p> <ul style="list-style-type: none"> • Correspondence and Narrogin meeting with Dryandra Committee • Communication with stall holders for 2017 • Planning <p>CampFire Country Weekend</p> <ul style="list-style-type: none"> • Correspondence re weekend 9 & 10 June at Wickepin Town Hall <p>Other</p> <ul style="list-style-type: none"> • Installation of Shedder sculptures around Wickepin Walktrail • Support to She Shed/He Shed
<p>Community Development</p>	<p>Wickepin Cemetery</p> <ul style="list-style-type: none"> • Granite Niche Wall extension picked up, waiting installation <p>Anzac Day</p> <ul style="list-style-type: none"> • Meetings with ESO re planning for the day • Communication with community members and schools re planning <p>Townscape</p> <ul style="list-style-type: none"> • Correspondence with Wayfound regarding mapping for Shire map • Painting of Albert Facey Homestead completed • Quotes for restoration works of Arts & Crafts building sought Greg Madej to repair painted section of wall • Quotes to repair damaged toilet walls at old Police Station • Benches installed in Wickepin, Yealering and Harrismith <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

Economic Development	Facey Carriage Drive <ul style="list-style-type: none"> Correspondence re drive in 2017 Yealering Foreshore <ul style="list-style-type: none"> Correspondence with Grab Creative with regards Concept Plan Concept Plan attached
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Correspondence with Albert Facey Homestead committee and Caravan clubs re planned tourist trips Social media promotion Correspondence with newspapers and magazines re advertising
Special Needs Groups including Youth, Disabled and Older People.	Johnston Park <ul style="list-style-type: none"> Project at the ready: waiting for funding from Royalties for Regions in 2018 financial year
Sport and Recreation	Walk Trails <ul style="list-style-type: none"> Installed signs along Yealering Walk Trail, Harrismith Walk Trail and in-ground plaques for Wickepin Communication with TPG and Jason Signs re manufacture of signs Installation of Bird Park completed Kidsport <ul style="list-style-type: none"> Communication with Kidsport Assisted individuals and provided support to clubs Kidsport invoices processed Kidsport vouchers processed
Governance Other	<ul style="list-style-type: none"> Staff support as needed Responded to queries from CDO Network

Projects Currently On CDO Desk

Walk Trails Signage	<ul style="list-style-type: none"> Signage in Harrismith, Yealering and Wickepin Funded by Lotterywest and Shire
Sculpture Workshops	<ul style="list-style-type: none"> Acquittal completed and approved by CAN WA CAN Wa and Shire funding with in-kind Shire support
Yealering Concept Plan for Lake Yealering	<ul style="list-style-type: none"> Concept Plan received
Dryandra Country Art Food and Wine Trail	<ul style="list-style-type: none"> Mother's Day weekend - Annual event Shire support in kind 2017 planning
Campfire Country Weekend	<ul style="list-style-type: none"> Weekend of the 9 & 10 June 2017 Shire support in kind
Anzac Day	<ul style="list-style-type: none"> 25 April 2017 Shire initiative
Healthy Community Precinct: Johnston Park	<ul style="list-style-type: none"> Strength training equipment Water refill station Solar overhead lights Seating and landscaping Funded by Royalties for Regions and Shire with in-kind support

Grant Name	Funding Organisation	Amount Requested exc Gst	Status
Walktrail Projects	Lotterywest	\$36,168.	Acquitted and acquittal approved Council Contribution \$15,000 (\$5000/town)
Healthy Community Precinct	Royalties For Regions Wheatbelt DC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336

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 6 April 2017.

Voting Requirements: Simple majority.

Resolution No 190417-07

Moved Cr Martin / Seconded Cr Astbury

That council notes the report from the Community Development Officer dated 6 April 2017.

Carried 7/0

4.17pm – CDO Lee Parker departed the Chambers.

Governance and Community Services

10.2.05 – Review of Delegations from Council to Chief Executive Officer

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.AUT.1320
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	21 March 2017

Enclosure / Attachment: Current Register of Delegations (under separate cover).

Background:

Council in accordance with *Section 5.46 of the Local Government Act* is required to review all delegations to the Chief Executive Officer excluding those in section 5.43 of the Act.

Comment:

<p>Local Government Act 1995 Part 5-Administration Division 4-Local Government Employees</p>

5.43. Limits on Delegations to Chief Executive Officer;

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties;

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47.]

The following is a list of powers and duties that are currently delegated to the Chief Executive Officer or other senior officer:

- A1 Cheque Signing and account authorisation
- A2 Septic tank application approvals
- A3 Building approvals
- A4 Roadside advertising
- A5 Application for planning consent
- A6 Appointment and termination of staff
- A7 Rates recovery – installment payments
- A8 Issue of orders
- A9 Legal advise
- A10 Permits to use explosives
- A11 Street Stalls
- A12 Liquor consumption on shire owned property
- A13 Hire of Community Halls/Community Centre
- A14 The Food Act 2008 and the Food Regulations 2009

There has been one change to the existing Delegation Register as part of the review Delegation Register for 2016/2017:

- A15 Public Health Act 2016

Statutory Environment:

Compliance with the provisions of the *Local Government Act 1995 – Section 5.46*

To comply with the *Local Government Act 1995* Council needs to adopt the reviewed delegation register as attached under separate cover.

- 5.46. Register of, and records relevant to, delegations to CEO and employees
- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
 - (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Policy Implications:

There are a number of Council policies that complement the list of delegations. Council can delegate whatever power or duty it wishes to the Chief Executive Officer, provided that power or duty is not specifically excluded under section 5.43 of the *Local Government Act 1995* (as amended)

Financial Implications: Nil

Strategic Implications: To provide efficient, effective and accountable governance.

Summary:

Council is being requested to adopt the reviewed delegation register as at the 19 April 2017.

Recommendation:

That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 19 April 2017.

Voting Requirements: Absolute majority

Resolution No 190417-08

Moved Cr Astbury / Seconded Cr Allan

That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 19 April 2017.

Carried 7/0

Governance, Audit and Community Services

10.2.06 - Appointment of Authorised Officers

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	LE.LL.1817
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	22 March 2017

Enclosure / Attachment Nil.

Background

Under various acts and regulations, Council must appoint authorised officers to act on behalf of Council under these acts and regulations.

Comment

The last list of authorised officer for the Shire of Wickepin is:

Resolution No 211216-17

Moved Cr Lang / Seconded Cr Lansdell

1. That the Shire of Wickepin makes the following appointments:

Aleeha Turner, Leah Pearson, Natalie Manton, Amanda Bullock, Lara Marchei, Gillian Spargo and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and John Warburton (Town of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

2. That all previous appointments be cancelled.

Carried 8/0

To ensure Council complies with the Legislation and Regulations, Council needs to adopt the following persons as authorised officers to allow for the officers to legally carry out their role;

1. *That the Shire of Wickepin makes the following appointments:*

Samantha Dawes, Leah Taylor, Natalie Manton, Amanda Bullock, Lara Marchei, Gillian Spargo, Jenna Lansdell and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Authorised officer under the Cat Act 2011;
Dog Registration Officer's under the Dog Act 1976 (as amended);*

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Local Government Act 1995 (as amended)
Local Government Act (Miscellaneous Provisions Act 1960)
Bush Fires Act 1954 (as amended)
Dog Act 1976 (as amended)
Litter Act 1979 (as amended)
Cat Act 2011*

Guy Maley and Noel White (Town of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Bush Fires Act 1954 (as amended)
Dog Act 1976 (as amended)
Litter Act 1979 (as amended)
Cat Act 2011*

2. *That all previous appointments be cancelled.*

Statutory Environment

Authorised Person under the *Local Government Act 1995 as Amended*.

Authorised Person under the *Local Government (Miscellaneous Provisions) Act 1960*.

Authorised Person under the Litter Act 1979

26. *Authorised officers, appointment and jurisdiction of etc.*

- (1) *For the purposes of this Act an authorised officer is —*
- (a) *any member of the Police Force;*
 - (b) *any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment;*
 - (c) *within the district of a local government, any person who is —*
 - (i) *a member of the council of the local government; or*
 - (ii) *an employee of the local government; or*
 - (iii) *an honorary inspector appointed by the local government under section 27AA.*

Authorised Person under the Bush Fires Act 1954

14B. Powers of authorised persons during authorised periods

- (1) *In this section — authorised person means a bush fire liaison officer or another person who is given an authorisation and includes a person acting under an authorised person's orders and directions under section 13(6);*

Authorised person under the Cat Act 2011

Division 3 — Authorised persons

Subdivision 1 — Appointment of authorised persons

48. Authorised persons

- (1) *A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.*
- (2) *A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of section 62.*
- (3) *An authorisation under this section may be made on such conditions as the local government determines, in writing given to the authorised person.*
- (4) *The local government may, in writing given to the authorised person, at any time, cancel an authorisation under this section or add, vary or cancel a condition of an authorisation.*
- (5) *The local government is to issue to each authorised person appointed under subsection (1) a certificate stating that the person is an authorised person for the purposes of this Act.*
- (6) *An authorised person appointed under subsection (1) must —*
- (a) *carry the certificate at all times when exercising powers or performing functions as an authorised person; and*
 - (b) *produce for inspection the certificate at the reasonable request of any person; and*
 - (c) *if he or she ceases to be an authorised person, return the certificate to the local government as soon as is practicable.*

Penalty: a fine of \$5 000.

Dog Act 1976

3. Interpretation

- (1) *In this Act, unless the context otherwise requires —*

authorised person means a person who is appointed by a local government, to exercise powers on behalf of the local government, under section 29(1);

registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act;

- (3) *A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment, and shall produce*

that certificate on being required so to do by a person in respect of whom he exercises, has exercised, or is about to exercise any such power.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Not applicable.

Summary:

Council is being requested to appoint authorised officers under various acts and regulations to allow officers to exercise powers under these acts or regulations.

Recommendation:

1. *That the Shire of Wickepin makes the following appointments:*

Samantha Dawes, Leah Taylor, Natalie Manton, Amanda Bullock, Lara Marchei, Gillian Spargo, Jenna Lansdell and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Authorised officer under the Cat Act 2011;
Dog Registration Officer's under the Dog Act 1976 (as amended);*

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Local Government Act 1995 (as amended)
Local Government Act (Miscellaneous Provisions Act 1960)
Bush Fires Act 1954 (as amended)
Dog Act 1976 (as amended)
Litter Act 1979 (as amended)
Cat Act 2011*

Guy Maley and Noel White (Town of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Bush Fires Act 1954 (as amended)
Dog Act 1976 (as amended)
Litter Act 1979 (as amended)
Cat Act 2011*

2. *That all previous appointments be cancelled.*

Voting Requirements: Simple Majority

Resolution No 190417-09**Moved Cr Martin / Seconded Cr Hinkley**

1. That the Shire of Wickepin makes the following appointments:

Samantha Dawes, Leah Taylor, Natalie Manton, Amanda Bullock, Lara Marchei, Gillian Spargo, Jenna Lansdell and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and Noel White (Shire of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

2. That all previous appointments be cancelled.

Carried 7/0

Governance, Audit and Community Services


10.2.07 – Central Agcare Counselling – Budget Request


Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Mark J Hook, Chief Executive Officer
File Reference: FM.BU.1208
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 13 March 2017

Enclosure / Attachment:

Background:

Council has received the following letter from Central Agcare Inc:

	<p>Central Agcare Inc. PO Box 6 Corrigin WA 6375 Ph: 08 90632037 Fax: 08 90632319 E: ceagcare@bigpond.com</p>								
<p>7th of March 2017</p> <p>Chief Executive Officer Shire of Wickepin PO Box 19 Wickepin WA 6370</p>	<table border="1"> <tr> <td colspan="2" style="text-align: center;">SHIRE OF WICKEPIN</td> </tr> <tr> <td>DATE RECEIVED:</td> <td>10 MAR 2017</td> </tr> <tr> <td>FILE NO:</td> <td>FM-BU-1208</td> </tr> <tr> <td>TO:</td> <td>CEO</td> </tr> </table>	SHIRE OF WICKEPIN		DATE RECEIVED:	10 MAR 2017	FILE NO:	FM-BU-1208	TO:	CEO
SHIRE OF WICKEPIN									
DATE RECEIVED:	10 MAR 2017								
FILE NO:	FM-BU-1208								
TO:	CEO								
<p>Dear Mr Mark Hook,</p> <p>We are writing to you to request an allowance in your 2017/2018 budget for your past, annual contribution to Central Agcare Inc. of \$2000.00.</p> <p>Central Agcare Inc. is a non-profit organisation that receives State Government funding to provide a mobile Family Counselling Service, covering an area nearly half the size of Tasmania. We currently employ two qualified and experienced Family Counsellors and a part time office manager. We operate 64hrs per week and cover the Shires of Corrigin, Kulin, Kondinin, Narembeen, Bruce Rock, Quairading, Brookton, Pingelly and Wickepin, with rooms available in each town.</p> <p>In the past 12 month we have seen a large increase in numbers of people presenting in emotional distress. As an example, the amount of cases of depression and anxiety has more than doubled in 2016.</p> <p>Central Agcare also receives Federal funding to provide some Emergency Financial Assistance throughout the region. We have seen an increase in demand for these services spiral as well. We have provided over 320 instances of relief and our priority is to keep the majority of funds assistance local. In the past 2 years, we have put more than \$130,000 back into our regional businesses by helping their clients pay for food, services or outstanding accounts.</p> <p>The annual contribution from our local shires is a great advantage for our service, as it provides leverage with various government funding bodies by showing support from the local communities. For this, we are extremely appreciative.</p>									



Central Agcare Inc.
 PO Box 6
 Corrigin WA 6375
 Ph: 08 90632037
 Fax: 08 90632319
 E: ceagcare@bigpond.com

We wish to thank you for your past support and look forward to a favourable response. While we appreciate that at this time of year the requests for assistance come flooding in, we would like to point out that we understand that budget forecast are tight and therefore have left the requested amount the same as the past 8 years.

Please contact me if you have any queries.

Regards,

James Sullivan
 Chairperson
 Central Agcare Inc

Comment:

Council in past financial years have contributed annually to Central Agcare which is a local non-profit organisation structured to provide family counselling services in the local region.

Central Agcare provides a very important service to local families and individuals.

In the past years Council has made the following financial contributions;

2010	\$2,000
2011	\$2,000
2012	\$2,000
2013	\$2,000
2014	\$2,000
2015	\$2,000
2016	\$2,000

Councilor Fran Allan is Council's official delegate on the board of Central Agcare.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable

Financial Implications: Cost of donation \$2,000

Strategic Implications: Not applicable

Summary:

Council is being requested to continue its Annual contribution to Central Agcare.

Recommendation:

That Council includes an allocation of \$2,000 in its 2017/2018 budget estimates as a donation toward the Central Agcare Service.

Voting Requirements: Simple majority.

Resolution No 190417-10**Moved Cr Allan / Seconded Cr Hinkley**

That Council includes an allocation of \$2,000 in its 2017/2018 budget estimates as a donation toward the Central Agcare Service.

Carried 7/0

Governance, Audit and Community Services

10.2.08 – Harrismith Community Centre – Harrismith Cemetery

Submission To: Ordinary Council
Location / Address: Harrismith Cemetery
Name of Applicant: Mark J Hook, Chief Executive Officer
File Reference: CP.MAI.558 / CR.MEE.220
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 21 March 2017

Enclosure / Attachment:



HARRISMITH COMMUNITY CENTRE

Harrismith WA 6361

21-02-2017

To the Wickepin Shire Council and CEO, Mr Mark Hook

On the 20th February 2017 the Harrismith Community Centre held its AGM where one of the agenda items was the continued redevelopment of the Harrismith Cemetery. A quote for the gazebo costing \$10800 was presented to the meeting however this expended all the allocated money in this year's budget resulting in insufficient funds for the upgrade of the niche wall and surrounds. After considerable discussion and constructive input from the CEO, Mr Mark Hook, it was decided that a concept plan was the best solution to assisting with the successful redevelopment of the cemetery that will serve the community for future generations.

A motion was put to the meeting and passed stating "That the Shire prepares a concept plan for the redevelopment of the Harrismith Cemetery".

On behalf of the Harrismith Community Centre we request that our motion be given consideration by Council.

Yours Sincerely

Sue Astbury (Secretary/Treasurer of the Harrismith Community Centre)

Background:

Council has received the above letter from the Harrismith Community Centre requesting council to defer the Harrismith Cemetery Project until a concept plan has been developed.

Comment:

Council has undertaken the redevelopment of the Yealering and Wickepin Cemeteries under the Royalties for Region Program and both have been well accepted by their individual communities.

The Harrismith Cemetery redevelopment has had \$10,000 allocated to it in the 2016/2017 budget. This project has stalled due to the lack of a formal concept plan outlining what is required at the Harrismith cemetery. The CEO attended the Harrismith Community Centre AGM and advised the Harrismith Community Centre that there was a need for a formal concept plan as it appeared the redevelopment of the Harrismith cemetery was not looking at the whole picture of the Harrismith cemetery such as the upgrade of the existing niche wall or even the internal lay out within the Harrismith cemetery.



Photo of existing Harrismith Cemetery niche wall and gazebo - Photo new fence Harrismith Cemetery



Photo new fence Harrismith Cemetery

The CEO has approached the concept designer that undertook the concept plans for the Yealering and Wickepin cemeteries and they have provided a written quote of \$4,235 GST inclusive to undertake the following:

Concept Development Plan including

- Preliminary Consultation
- 2 Plan Reviews (Client Feedback)
- Up to 3 follow up on site visits (Plan Development)
- Product research and recommendations
- Supply final concept plan (PDF format)

Does not include Site Survey or Final Build Plans

To enable the Shire of Wickepin to provide the best for the Harrismith Community at the Harrismith cemetery it is the view of the CEO that Council needs to undertake a full concept plan of the whole Harrismith cemetery so that it is able to fully budget and plan for the future requirements for the Harrismith cemetery.

Council has allocated \$10,000 to the Harrismith cemetery project in the 2016/2017 budget and has spent \$3,325.56 which is made up of the following:

- | | |
|--------------------------------------|------------|
| • Fencing | \$1,309.10 |
| • Bricks | \$1,576.83 |
| • Shire of Wickepin Costs Wages etc. | \$ 439.63 |

The fencing and brick costs were carried forward from the 2015/2016 as the accounts were received after the close of the 2015/2016 Financial Year and could not be included in the 2015/2016 Annual Financial Statements.

If Council agrees to undertake the concept plan the CEO cannot see the balance of \$6,674.44 being spent at the Harrismith cemetery so Council should use the savings to fund the Harrismith cemetery concept plan.

Statutory Environment:

Local Government Act 1995

Cemeteries Act 1986

Policy Implications: Nil

Financial Implications:

Cost of concept plan is \$4,235 GST inclusive. Council has allocated \$10,000 in the 2016/2017 for the redevelopment of the Harrismith cemetery.

Strategic Implications:

Fits within theme 1 of Shire of Wickepin Corporate Business Plan 2015 - 2020

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Strategies	Action(s)	When	Implications for Informing strategies	Funding	Council Role
Goal - 1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Continue to maintain Council assets at current service levels Establish and engage the community on an asset consolidation and replacement program Lake Yealering living lakes project <ul style="list-style-type: none"> Investigation into the replacement of Community Resource Centre 	2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Partner
			2016-2018	Nil	Grants	Partner/Provider
Goal - 1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> Continue to implement Townscape plans and maintain Public Conveniences Seek funding for construction of Independent Living Units Construction of Independent Living Units 	2015-2020	Nil	Existing	Provider
			2015-2016	Nil	Grants	Partner/Provider
			2016-2018	\$	Grants	Provider
Goal - 1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> The Shire has employed a Grants Officer and will continue to actively pursue all grant funding opportunities. 	2015-2020	Nil	Existing	Provider

Service Levels

Success Measures

The transport network is well maintained	Percentage of maintenance activities completed annually Number of road accidents Community satisfaction with roads and footpaths
Assets are renewed as planned	Percentage of Capital Works Program completed annually Townscape plans are implemented Asset sustainability ratio Asset renewal funding ratio
Grant funding levels are maintained or improved	Amount of grant funding received

Summary:

Council is being requested by the Harrismith Community Centre to prepare a concept plan for the Harrismith cemetery.

Recommendation:

That Council accept the quote of \$4,235 GST inclusive from Grab Creative Co to undertake a Concept Development Plan for the Harrismith Cemetery including:

- Preliminary Consultation
- 2 Plan Reviews (Client Feedback)
- Up to 3 follow up on site visits (Plan Development)
- Product research and recommendations
- Supply final concept plan (PDF format)

Voting Requirements: Simple majority

Resolution No 190417-11**Moved Cr Astbury / Seconded Cr Easton**

1. That Council accept the quote of \$4,235 GST inclusive from Grab Creative Co to undertake a Concept Development Plan for the Harrismith Cemetery including:

- Preliminary Consultation
- 2 Plan Reviews (Client Feedback)
- Up to 3 follow up on site visits (Plan Development)
- Product research and recommendations
- Supply final concept plan (PDF format)

2. That the Concept Development Plan for the Harrismith Cemetery be based on a project budget of up to \$20,000.

Carried 7/0

4.44pm – Cr Allan departed the Chambers due to declaring a financial interest; Treasurer and Secretary of the Lake Yealering Bowling Club.

Governance, Audit and Community Services

10.2.09 – Lake Yealering Bowling Club – Pre-fabricated Ablution Block

Submission To:	Ordinary Council
Location / Address:	Lake Yealering Bowling Club Yealering
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PR.MAI.1907 / RC.LIA.2406
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	28 March 2017

Enclosure / Attachment:

	Lake Yealering Bowling Club C/- Post Office Yealering WA 6372
Wickepin Shire Council 77 Wogolin Rd Wickepin WA 6370	
	Wednesday, 22 March 2017
Ref: Application for Shire Community Grants / Ablution Block	
CEO & Councillors,	
The Lake Yealering Bowling Club once again would like to thank you for your support with our clubs' improvement over the past 4 years.	
Since the new synthetic green has been down we have had three open days that have exceeded our initial expectations, with all seven rinks full on each game day. Our members have also commented on the improvement of their game which has resulted in our club members playing in the B division semi-finals.	
The female members of our club have recently decided to hold a Ladies Gala Day, with the last one held in Yealering 17 years ago. We feel that the fantastic new playing field should be used to its full potential and we hope all ladies throughout the league can come and support the day.	
With improved facilities that now exist at the club and the many compliments that follow, unfortunately we are frequently asked if bathroom facilities are going to be incorporated into the club grounds.	
We have been fortunate enough to have a member of the club purchase a pre-fab ablution block to erect at the end of our building which will certainly be a welcome addition, especially for our older bowling members.	
The Lake Yealering Bowling Club has applied for further grant funding towards this project but it does not fit within their guidelines.	
Attached are email replies from grant bodies such as; CSFFF, RAC, Origin LPG Sports Grant & Rick Wilson.	
Herein attached is the relevant paperwork to apply to the Shire's Community Grants for further assistance to finalise this project at the Lake Yealering Bowling Club.	
Yours truly,	
	
Kevin Coxon President Lake Yealering Bowling Club Ph. (08) 9888 7066 Email: kandrcoxon@westnet.com.au	

Background:

Council has received the above letter from the Lake Yealering Bowling Club. Before Council progresses this through to the Shire of Wickepin Community Grants Scheme for 2017/2018 council needs to approve the pre-fabricated ablution block being placed on council's Crown Reserve 9610 at the Lake Yealering Bowling Club grounds.

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

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

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

Application for permit

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

- (2) An application for a permit under this local law shall -
- (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (a) provide the information required by the form; and
 - (b) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

Division 4 - General**Agreement for building**

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

Duration of permit

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

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 3.12.

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

- 3.13 (1) A person shall not without a permit -
- (a) subject to subclause 3, hire local government property;
 - (b) advertise anything by any means on local government property;
 - (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
 - (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property unless the trading is conducted -
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or

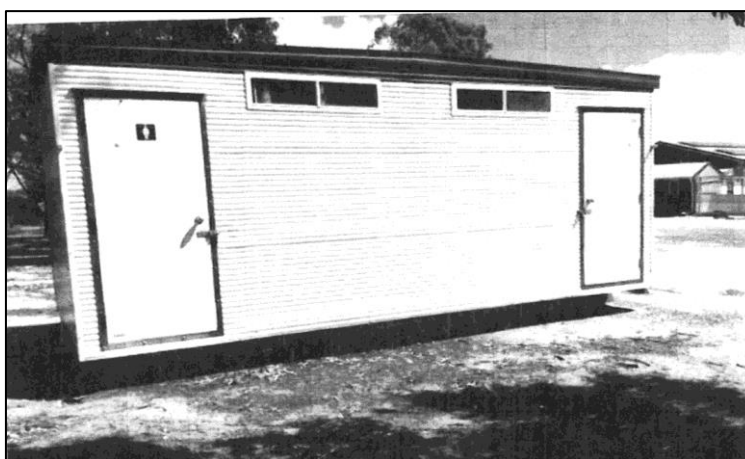
- (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
- (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose -
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stand any vehicle on local government property;
- (h) conduct a function on local government property ;
- (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
- (j) light a fire on local government property except in a facility provided for that purpose;
- (k) parachute, hang glide, absail or base jump from or on to local government property;
- (l) erect a building or a refuelling site on local government property;
- (m) make any excavation on or erect or remove any fence on local government property;
- (n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person; or
- (o) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property.

(2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

(3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

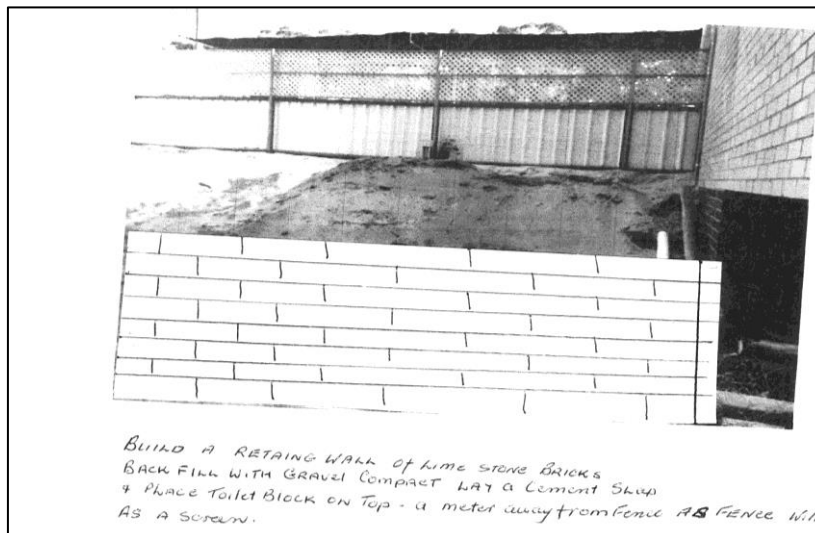
Comment:

The Chief Executive Officer has met with representatives of the Lake Yealering Bowling Club onsite to discuss the provision of the pre-fabricated ablution block being placed at the Lake Yealering Bowling Club. The President Mr Kevin Coxon has also spoken with Councils Environmental Health Officer (EHO) Mr Allan Ramsay to discuss the health requirements for the proposed toilet block. Council's EHO initially advised the Lake Yealering Bowling Club President that the pre-fabricated ablution building was suitable and that a storage tank could be used for the effluent which could be pumped out by a licensed operator as and when needed. Unfortunately the EHO has since contacted the WA Health Department and they have advised that a storage system would not be approved and they will require the installation of normal septic tank system 30 metres away from the Lake.



Picture of proposed pre-fabricated ablution block

The proposal by the Lake Yealering Bowling Club is to place the pre-fabricated ablution block between the existing clubhouse and the machinery shed. The pre-fabricated ablution block will be on a concrete floor on a limestone retaining wall.



The septic system is able to be placed outside of the 30 meter radius from Lake Yealering as required by the WA Health Department under the *Public Health Act 2016* and the *Heath (Miscellaneous Provisions) Act 1911*. The CEO has requested Wagin plumbing to provide a plan for the septic tank system required and whether or not it may be plumbed and pumped to the existing septic system at the Yealering hall.

If Council agrees to the pre-fabricated abluion block being placed on Council reserve the Lake Yealering Bowling Club will need to apply for building licences and septic system permit from Council and the Health Department WA.

Council will need to consider that once approval is given to the Lake Yealering Bowling Club to place the pre-fabricated abluion block on councils property council is agreeing to the care control and management of the facility, as it sits within a council vested reserve. It needs to be clearly stated to the Lake Yealering Bowling Club that if council allows for the pre-fabricated abluion block to be placed on council's property at the Lake Yealering Bowling Club council may not replace the pre-fabricated abluion block once it reaches the end of its useful life. It should also be made clear that until a lease agreement is made between the Lake Yealering Bowling Club and the Shire of Wickepin stating differently, the maintenance and cleaning of the pre-fabricated abluion block shall be at the expense of the Lake Yealering Bowling Club once it has been installed.



Aerial View of Lake Yealering Bowling Club

The Chief Executive Officer agrees with the need for an ablution block at the Lake Yealering Bowling Club. Currently all patrons of the Lake Yealering Bowling Club use the Yealering Hall public toilets and this is sometimes too far away for the older players, therefore the male players tend to urinate around the old tank stand which is not an acceptable practice and very unhygienic, this practice should be stopped. The best way to do this is to agree to the placement of the pre-fabricated ablution block at the Lake Yealering Bowling Club.

Letter of support received from the Yealering Progress Association on 7 April 2017:



Lake Yealering Progress Association

C/o Post Office, Yealering, WA 6372

7th April, 2017

To Wickepin Shire Council,

It is with great enthusiasm that we support the Yealering bowling club in their endeavor to install ablution facilities within the club grounds.

Since the installation of the new synthetic green at The Yealering Bowling club we believe that there will be increased membership and definitely an increase in club events, as already proven with a highly successful ladies gala event held today.

The uneven path to the existing Town hall toilet facility is quite long and difficult to use quickly and safely given the range of ability for bowling participants.

For the comfort of all members, and visitors to the Club, we believe that toilet facilities closer to the club are paramount.

Yours sincerely,



Christine Hill sec.

Statutory Environment:*Local Government Act 1995**Public Health Act 2016**Heath (Miscellaneous Provisions) Act 1911**Shire of Wickepin Local Government Property Local Law***Policy Implications:** Nil**Financial Implications:**

None at this stage as Council is only giving permission to place the proposed ablution block on Councils land. The cost of the overall project is anticipated to be around \$15,000. The Lake Yealering Bowling Club has stated in their letter to Council that they would anticipate applying for a community grant towards the installation of the pre-fabricated ablution block.

The pre-fabricated ablution block has been donated to the Lake Yealering Bowling Club by a member of the Yealering Community.

Strategic Implications: Fits within theme 1 of Council Corporate Business Plan 2015-2020

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Strategies	Action(s)	When	Implications for Informing strategies	Funding	Council Role
Goal - 1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Continue to maintain Council assets at current service levels Establish and engage the community on an asset consolidation and replacement program Lake Yealering living lakes project Investigation into the replacement of Community Resource Centre 	2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Partner
			2016-2018	Nil	Grants	Partner/ Provider
Goal - 1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> Continue to implement Townscape plans and maintain Public Conveniences Seek funding for construction of Independent Living Units Construction of Independent Living Units 	2015-2020	Nil	Existing	Provider
			2015-2016	Nil	Grants	Partner/ Provider
			2016-2018	\$	Grants	Provider
Goal - 1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> The Shire has employed a Grants Officer and will continue to actively pursue all grant funding opportunities. 	2015-2020	Nil	Existing	Provider

Service Levels	Success Measures
The transport network is well maintained	Percentage of maintenance activities completed annually Number of road accidents Community satisfaction with roads and footpaths
Assets are renewed as planned	Percentage of Capital Works Program completed annually Townscape plans are implemented Asset sustainability ratio Asset renewal funding ratio
Grant funding levels are maintained or improved	Amount of grant funding received

Summary:

Council is being requested to approve a pre-fabricated ablution and septic tank system at the Lake Yealering Bowling Club on Vested Crown Reserve 9610.

Recommendation:

1. That council give approval to the Lake Yealering Bowling Club to place a pre-fabricated ablutions block and septic system at the Lake Yealering Bowling Club on Vested Crown Reserve 9610 between the existing building and the machinery shed.
2. That the Approval be subject to all approvals being received from the WA Department of Health.
3. That the Lake Yealering Bowling Club be advised that the maintenance and cleaning of the pre-fabricated ablution block shall be at the expense of the Lake Yealering Bowling Club once it has been installed.

Voting Requirements:**Simple majority****Resolution No 190417-12****Moved Cr Martin / Seconded Cr Astbury**

1. That council give approval to the Lake Yealering Bowling Club to place a pre-fabricated ablutions block and septic system at the Lake Yealering Bowling Club on Vested Crown Reserve 9610 between the existing building and the machinery shed.
2. That the Approval be subject to all approvals being received from the WA Department of Health.
3. That the Lake Yealering Bowling Club be advised that the maintenance and cleaning of the pre-fabricated ablution block shall be at the expense of the Lake Yealering Bowling Club once it has been installed.
4. That council's approval is for the installation of a pre-fabricated ablutions block and septic system only as the funding for the installation will be considered separately.

Carried 6/0

The resolution differed to the officer's recommendation as Council felt that it needed to be stated that the resolution is for council approval for installation only and the funding for the pre-fabricated ablutions block and septic system should be considered separately.

5.00pm – Cr Allan returned to the Chambers.

5.00pm – CSO Samantha Dawes departed the meeting.

Governance, Audit and Community Services

10.2.10 – Sale of Tincurrin Hall

Submission To:	Ordinary Council
Location / Address:	Vested Reserve 18104 for Agricultural Hall, vested 15/06/1966 on TINCURRIN LOT 7.
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CP.A&D.501
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	17 March 2017

Enclosure / Attachment: Nil

Back Ground:

The Chief Executive officer has received the following email's:

*From: David Hicks
Sent: Friday, 17 March 2017 10:42 AM
To: Wickepin Admin
Subject: ICS2017882 - Tincurrin hall*

*Hi CEO
This is just an enquiry to see if the shire would want to get the hall of the books?
If that were the case would the shire be prepared to sell it as is where is?
My idea would be to make an offer if that were the case.
Thank you I will no doubt hear from you soon*

The CEO replied to the email as follows:

David, thank you for your email regarding the Tincurrin Hall.

The Tincurrin Hall sits on a Vested Reserve 18104 for Agricultural Hall, vested 15/06/1966 on Tincurrin Lot 7. As it is a vested Reserve council is unable to sell the land as it is still owned by the state Government and council only has the care control and management of the land. If you wish to only purchase the Tincurrin Hall building and remove it from the Reserve then council may consider this.

The reply from Mr David Hicks to the CEOS reply was:

*Hi mark
Thanks for your prompt reply. would you be able to put it to the council meeting next time I don't know what you would want for it I had a price of \$500 as it would take a bit to move it If successful I would move it to the last tennis court site with council permission thanks again for your prompt reply*

Comment:

Council has not made a decision on the Tincurrin Hall and Council has not gone to the community in any form of community consultation on the requirements for the Tincurrin Community, if the hall was removed or demolished from the current site.

Prior to Council making a decision in relation to the sale of the Tincurrin Hall, council needs to undertake a comprehensive community consultation with the Tincurrin Community.

The Tincurrin Hall is currently in a poor state of repair and is unable to be hired out due to its current state. In its current state it is the belief of the CEO that Council would be opening itself for major public liabilities issues if the hall was used for any purpose.

The state of the Tincurrin Hall has been discussed by council at forum sessions and at its ordinary monthly meetings of council.

Staff members have presented council with reports on the state of the Tincurrin Hall and as yet no decision has been made on the fate of the Tincurrin Hall.

The decisions by council in relation to the Tincurrin Hall at this moment are as follows:

Resolution No 220715-21**Moved Cr Hinkley / Seconded Cr Easton**

That Council note the responses to the Shire of Wickepin Halls questionnaire.

Carried 8/0

Resolution No 220715-22**Moved Cr Lansdell / Seconded Cr Lang**

That items 2, 3 and 4 from the Officers recommendation be discussed at a future Forum Session.

Carried 8/0

The Tincurrin Hall was also presented and discussed at a Forum Session on the 16 November 2016 where the CEO was to update the Shire of Wickepin Hall Report and represent it to Council.

Following is a summary regarding the Tincurrin hall from a survey undertaken by the CDO in 2015. The survey was completed by 77 respondents representing approximately 10% of the population of the Shire of Wickepin.

The major results of the survey were:

- The safety of the halls was generally considered to be very safe although 9 of the respondents considered the Tincurrin Hall to be very to extremely unsafe.
- The maintenance of the halls was generally regarded as good. A higher proportion of respondents regarded the maintenance of the Tincurrin Harrismith halls to be poor to very poor.
- A high number of people indicated that they would not be likely to use the halls in the Shire of Wickepin in future. Wickepin and Yealering halls were more likely to meet needs quite well in future.

- Comments regarding future improvements to the Tincurrin Hall varied and ranged from doing nothing to completely rebuilding the hall. The majority of responses suggested that something should be done in the next 1-4 years.
- The majority of responses regarded the Wickepin, Yealering and Harrismith as still being needed by the community with opinions divided 50% for and 50% against the need for the Tincurrin Hall.
- The future of the Tincurrin hall was a vexed question for survey participants with responses ranging from maintain in current state to demolish the hall.

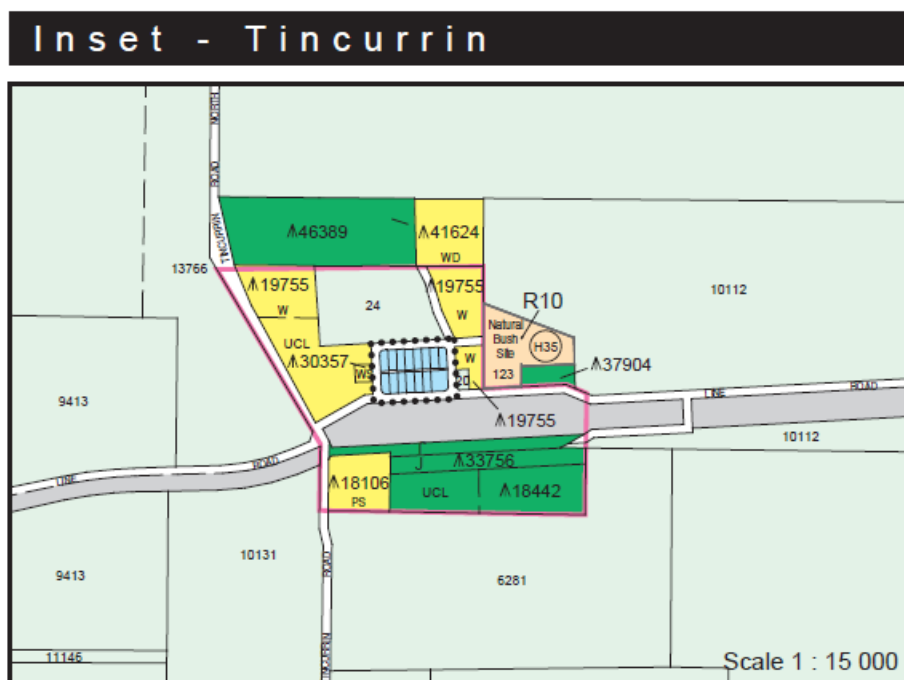
If Council was to consider the sale of the Tincurrin Hall it would need a current valuation as per the requirements of *Section 3.58 of the Local Government Act 1995*.

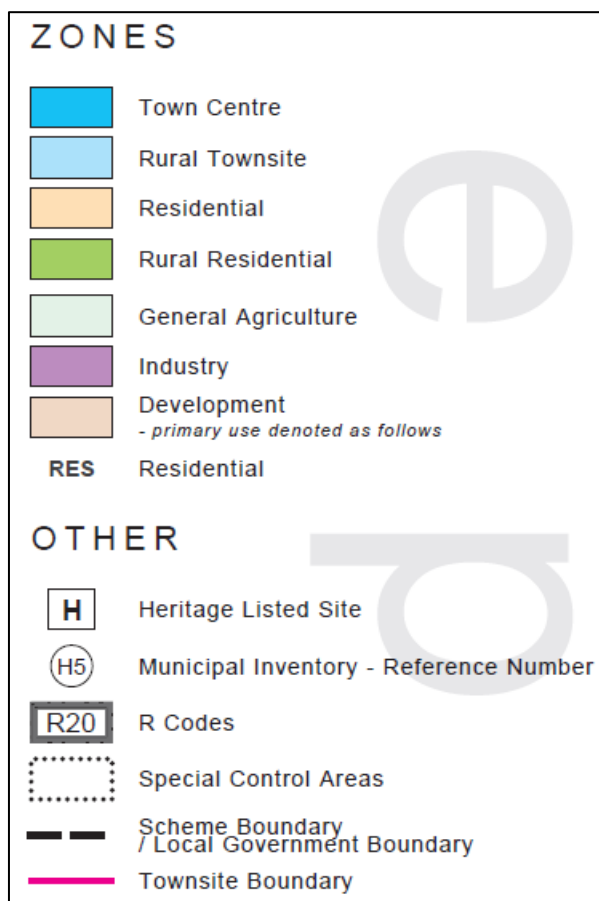
Council needs to make a decision one way or another on the Tincurrin Hall as the hall continues to deteriorate each year with limited maintenance and upgrades being undertaken.

The management and maintenance of the Shire of Wickepin other halls should not cloud the issue that the Tincurrin Hall is no longer fit for use.

If Council is considering selling the Tincurrin Hall for removal or demolition for scrap it would be fairer to the community if this was tendered for sale to see if there is any other community members or scrap dealers that wish to purchase the Tincurrin Hall for removal or scrap.

It should also be made very clear to the purchaser that if they wish to move, dismantle and reassemble the Tincurrin Hall on any block within the Shire of Wickepin it will require a building permit and brought up to all the current building codes and standards for residential buildings if the intention is to live in the building. If it is to be used as a shed then the class 10 building codes and standards will need to be complied with.





The current Zoning of the old Tincurrin Tennis Courts is Rural Residential:

Rural-Residential Zone

- To provide opportunities for planned, contained and sustainable low-density living environments in locations which do not adversely impact upon general agriculture production and/or town development and in accordance with the regional settlement hierarchy.
- To provide for a range of rural lifestyle opportunities such as hobby farms, horse breeding, rural retreats.
- To ensure rural-residential development is managed to minimise impacts on the natural environment and to enhance natural resource management.
- To ensure that all lots are adequately serviced with the necessary infrastructure;

The following would be allowed in a Rural Residential Zone

- dwelling – single
- home office

Statutory Environment:

Shire of Wickepin Town Planning Scheme 4

Section 3.58 of the Local Government Act 1995.

3.58. Disposing of property

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

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

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

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

Policy Implications: No Policy in relation to this matter

Financial Implications:

The amount received from the sale of the property should be placed in Councils Building Reserve.

Strategic Implications: No strategic implications

Summary:

Council is being requested to sell the Tincurrin Hall for \$500 to David Hicks of Tincurrin so he can move it to the old Tincurrin tennis court block.

**Recommendation:**

That Council consult with the Tincurrin Community on any proposal to offer the Tincurrin Hall for demolition, sale, or removal from its current site.

Voting Requirements: Simple majority

Resolution No 190417-13**Moved Cr Martin / Seconded Cr Easton**

That Council consult with the Tincurrin Community on any proposal to offer the Tincurrin Hall for demolition, sale, or removal from its current site.

Carried 7/0

Governance, Audit and Community Services

10.2.11 – Coulston Group Sale – Wickepin Caravan Park

Submission To: Ordinary Council
Location / Address: Wickepin Caravan Park Lot 1 Wogolin Road
Name of Applicant: Mark Hook, Chief Executive Officer
File Reference: CP.A&D.501
Author: Mark Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 17 March 2017

Enclosure / Attachment:

 <p>COULSTON GROUP <small>Property Investment Development Management Advisory</small></p>	<p>Suite 5.04, Level 5, 220 George Street, Sydney NSW 2000</p>	<p>Tel: + 61 2 9241 7988 Fax: + 61 2 9475 4801</p>										
<p>7th March, 2017</p>	<table border="1"> <tr> <th colspan="2">SHIRE OF WICKEPIN</th> </tr> <tr> <td>DATE RECEIVED:</td> <td>14 MAR 2017</td> </tr> <tr> <td>FILL NO:</td> <td>CP.A&D.501</td> </tr> <tr> <td>TO:</td> <td>CEO</td> </tr> <tr> <td colspan="2">1CS2017880</td> </tr> </table>		SHIRE OF WICKEPIN		DATE RECEIVED:	14 MAR 2017	FILL NO:	CP.A&D.501	TO:	CEO	1CS2017880	
SHIRE OF WICKEPIN												
DATE RECEIVED:	14 MAR 2017											
FILL NO:	CP.A&D.501											
TO:	CEO											
1CS2017880												
 <p>Wickepin Caravan Park Wogolin Road WICKEPIN WA 6370</p>												
<p>To the Owner,</p>												
<p>FORMAL EXPRESSION OF INTEREST TO PURCHASE</p>												
<p>We are a property investment and development firm based in Sydney with a mandate to purchase well located caravan and/or tourist parks throughout Australia.</p>												
<p>As your asset is very well located, we would like to make an unsolicited offer to purchase and I hope you don't mind the direct nature of our approach.</p>												
<p>Our terms are flexible and we are generally able to negotiate a deal in keeping with both your lifestyle and financial needs. Recent experience shows we can pay above market prices with sale terms acceptable to all parties.</p>												
<p>Please find my contact details below for your reference. A response at your earliest convenience is greatly appreciated and we look forward to hearing from you in due course.</p>												
<p>Yours sincerely,</p>												
												
<p>Walt Coulston AAPI, A Fin, B Comm (Prop Econ) Managing Director Coulston Group walt@coulstongroup.com.au</p>												
<p><small>Property Investment Development Management Advisory</small></p>												

Back Ground:

Council has received the above letter from the Coulston Group expressing an interest in purchasing the Wickepin Caravan Park.

Comment:

The Wickepin Caravan Park is owned by council freehold on the following title Volume 1500 Folio 781:

LT. 38

Application B519918
Volume 1500 Folio 780

WESTERN AUSTRALIA

REGISTER BOOK
VOL. 1500 FOL. 781

CERTIFICATE OF TITLE

UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

I certify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

Dated 12th April, 1978

Lindborough
REGISTRAR OF TITLES

ESTATE AND LAND REFERRED TO

Estate in fee simple in portion of Williams Location 1610 and being Lot 1 on Plan 10939, delineated and coloured green on the map in the Third Schedule hereto, limited however to the natural surface and therefrom to a depth of 609.6 metres.

FIRST SCHEDULE (continued overleaf)

Shire of Wickepin of Wickepin.

SECOND SCHEDULE (continued overleaf)

NIL

Lindborough
REGISTRAR OF TITLES

THIRD SCHEDULE

Scale 1:1250

NOTE: RULING THROUGH AND SEALING WITH THE OFFICE SEAL INDICATES THAT AN ENTRY NO LONGER HAS EFFECT. ENTRIES NOT RULED THROUGH MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS.

72010/12/77-45M-5/2860

PERSONS ARE CAUTIONED AGAINST ALTERING OR ADDING TO THIS CERTIFICATE OR ANY NOTIFICATION HEREON

Page 1 (of 2 pages) 1500 781 VOL. FOL.

As the land is held as freehold title by Council, Council is able to sell the land as long as it follows the requirements of sale in accordance with Section 3.58 of the Local Government Act 1995.

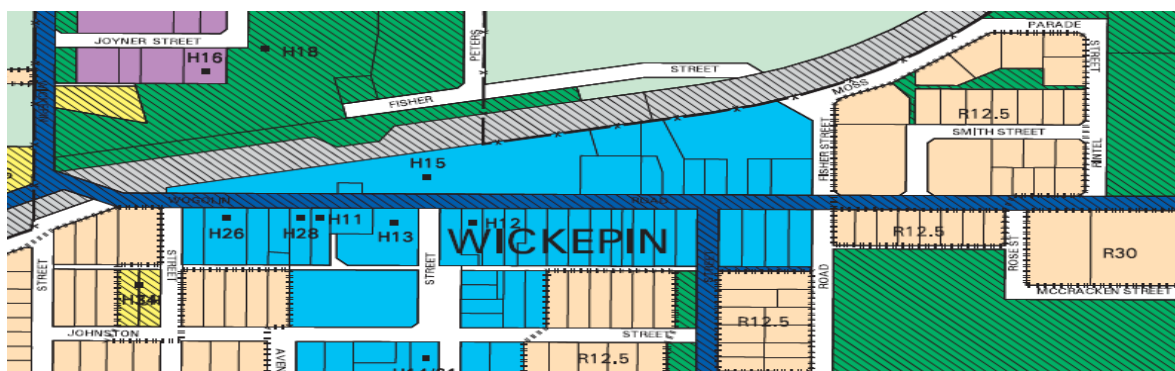
The Coulston Group is listed on the World Wide Web as follows:

Coulston Group has been involved in the management, investment and development of residential and commercial real estate for almost 30 years. Starting from humble beginnings in 1982, Coulston Group has built a reputation of creating high quality property assets. Today Coulston Group is a privately owned and operated family based group of companies specialising in Property Investment, Development, Management and Real Estate Advisory. All past and current investments have been funded via our own balance sheet without tricky financial engineering, Joint Venture Partners or the need for mezzanine or bridging finance. Coulston Group actively manages its own property portfolio and internally project manages all of its projects to date. The group's current asset base spans the Residential, Commercial, Hotel, Bulky Goods and Retail property sectors. Coulston Group also has a pipeline of over 600 new residential apartment sites within metropolitan Sydney. Walt Coulston is a licensed Real Estate Agent and qualified Property Valuer holding a Bachelor of Business, majoring in Property Economics from the University of Western Sydney. Walt is an Associate of the Financial Services Institute of Australasia (FINSIA) and formerly a Director with Jones Lang LaSalle in Sydney. Walt is responsible for the day to day operation of the Coulston Groups property and investment portfolio, with a specific focus on prime quality direct property assets. The group's current asset base spans the Retail, Commercial, Hotel, Bulky Goods and Residential property sectors.

The Wickepin Caravan Park is getting tired and is in need of some major upgrades although the toilet block would last a few more years. The inside of the caravan park needs revamping with major landscaping and overhaul of the caravan site areas.



The land is zoned Town Centre as per the following map taken from the Shire of Wickepin TPS4.



ZONES

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The objectives of the Town Centre in TPS 4 are as follows:

4.1 Objectives of the zones

The objectives of the zones are –

(a) Town Centre Zone

- To provide for a consolidated, accessible, safe and vibrant town centre with a mix of compatible uses.
- To protect, maintain and enhance where possible the visual and heritage elements of the town.
- To maintain the attractive features of a rural town lifestyle.

4.2 Zoning Table

4.2.1 The Zoning Table indicates, subject to the provisions of the Scheme, uses permitted in the Scheme area in the various zones. The permissibility of any uses is determined by cross-reference between the list of use classes on the left hand side of the Zoning Table and the list of zones at the top of the Zoning Table.

4.2.2 The symbols used in the cross reference in the Zoning Table have the following meanings –

- ‘P’ means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;
- ‘D’ means that the use is not permitted unless the local government has exercised its discretion by granting planning approval;

'A' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4;

'X' means a use that is not permitted by the Scheme.

LANDUSE	Town Centre
abattoir	X
agriculture – extensive	X
agriculture – intensive	X
agroforestry	X
amusement parlour	A
animal establishment	X
animal husbandry – intensive	X
bed & breakfast	A
betting agency	D
caravan park	A
caretaker's dwelling	D
car park	D
childcare premises	D
cinema/theatre	D
civic use	P
club premises	P
community purpose	P
consulting rooms	P
convenience store	P
corrective institution	X
dwelling - grouped	D
dwelling - single	D
educational establishment	D
exhibition centre	D
family day care	D
fast food outlet	A
fuel depot	A
funeral parlour	D
home business	D
home occupation	D
home office	P
home store	D
hospital	D
hotel	A
industry – cottage	P
industry – extractive	X
industry – general	X
industry – light	D
industry – mining	X
industry – rural	D
industry – service	P
lunch bar	P
market	D
medical centre	P
motel	D
motor vehicle, boat or caravan sales	D
motor vehicle repair	A
motor vehicle wash	D
nightclub	D

LANDUSE	Town Centre
office	P
park home park	A
place of worship	P
plantation	X
reception centre	A
recreation – private	D
residential building	D
restaurant	D
restricted premises	D
rural home business	X
rural pursuit	X
service station	D
shop	P
showroom	D
storage	A
tavern	D
telecommunications infrastructure	A
trade display	D
veterinary centre	D
warehouse	A
winery	X

If Council was to sell the land the above zoning shows what the lands may be used for under the current Shire of Wickepin Town Planning Scheme 4.

This would mean that the developer may not keep the use of the land as a caravan park as the land is able to be redeveloped for other purposes under the Shire of Wickepin Town planning Scheme 4.

If Council was to consider the sale of the Wickepin Caravan Park it would need to get a current valuation as per the requirements of Section 3.58 the Local Government Act 1995.

The Western Australian Planning Commission has provided the following planning bulletin 49/2014 in relation to redevelopment of Caravan Parks.



Planning Bulletin 49/2014 Caravan Parks



May 2014

1. Intent

To support the provision of caravan parks within Western Australia by facilitating greater flexibility in the design and composition of new or redeveloped caravan parks, while delivering quality land use planning outcomes.

2. Purpose

This bulletin, applied on a case-by-case basis, provides guidance on matters to be taken into consideration in planning for caravan parks, including the development of new or redevelopment of existing parks.

3. Introduction and background

Caravan parks are a fundamental component of Western Australia's tourism accommodation mix, particularly in regional areas where self-drive travel is the most practical means of moving between locations. Caravan parks are primarily intended to provide short-stay accommodation for leisure tourists, and vary considerably in size, scale, function, design, location, services and facilities across the State. Due to the evolution of caravan parks, they may not necessarily be referred to as such; other names include tourist or holiday park.

The retention and development of caravan parks as affordable holiday accommodation within the State is a priority that is being addressed across government. Caravan parks experience competing demands, which have contributed to numerous closures throughout Western Australia. Demands include pressure to:

- redevelop (e.g. for residential use or higher end tourism accommodation);

- meet minimum standards and the increasing complexity of regulatory requirements;
- upgrade aging infrastructure, and fund replacement and maintenance;
- provide a greater range of facilities in response to changing market demands;
- continue to provide an affordable holiday experience while balancing increased operational expenses; and
- cater to the demand for other accommodation needs (e.g. social housing, transient workforce accommodation, retirement living, emergency housing).

4. Objectives

Key planning objectives are:

- to ensure the development and long term retention of caravan parks as a form of short-stay (affordable) accommodation primarily for leisure tourists;
- to recognise that the commercial sustainability of caravan parks requires some flexibility in product mix, site design and risk mitigation approaches;
- to plan for and facilitate growth in the caravan park industry;
- to ensure the compatibility of short-stay and long-stay uses of caravan parks through appropriate separation;
- to encourage the development and redevelopment of caravan parks in a manner that responds appropriately to the environment, economy and context, and maintains a minimum standard; and

- to ensure any new caravan parks are located appropriately to their intended market, function and context.

5. Types of caravan parks

Caravan parks are a designated area of land primarily for affordable short-stay accommodation by leisure tourists provided for within a range of accommodation products. 'Short-stay' refers to occupancy by the same person for no longer than three consecutive months in any twelve month period. 'Long-stay' refers to occupancy by the same person for any period of time greater than three months. Long-stay accommodation is secondary to the primary use.

Other park types and associated licencing provisions exist; these may be exclusively long-stay parks such as residential parks, park home parks, lifestyle villages, transient workforce accommodation parks, transit parks, nature-based parks or a mix of these park types. This bulletin has not been produced for the intent of guiding these types of developments. However, this bulletin, as well as any other applicable policies, could be used as a guide where there are common features.

6. Accommodation products and permanent structures

Caravan parks may provide a range of accommodation products to meet visitor demand such as powered and unpowered camp sites, minimal service recreational vehicle (RV) sites, on-site vans, cabins, chalets and eco/safari tents. Caravan parks also provide permanent structures such as caretaker's dwelling/manager's residence, shop/office, café, games/recreation room, ablution facilities, camp kitchen and camp laundry. Many different accommodation products and permanent structures

are permitted in caravan parks, and may not be limited to those mentioned above. It should also be noted that not all of these accommodation types may be permitted under *Caravan Parks and Camping Grounds Act 1995* administered by the Department of Local Government and Communities.

Whilst flexibility of accommodation products and permanent structures are permissible, and required for commercial viability, planning considerations exist as to the positioning of these products and structures in constrained areas. For the purposes of this bulletin, constrained areas refers to a specific portion of land that may have restrictions in use due to environmental factors (e.g. steep slopes, flood plains, coastal hazards, bushfire prone areas). Accommodation products located in constrained areas should be removable from the site within 24 hours, this may require the need for additional equipment such as a crane. Permanent structures should not be permitted in constrained areas.

Some cabins and chalets can be affixed to a site (e.g. on a slab) and therefore may be considered permanent structures; as well as this, some camp kitchens, camp laundries and offices may be transportable or donga type structures that can be removed within 24 hours. Discretion should be used when considering these.

7. Implementation

Due consideration of this bulletin

The Western Australian Planning Commission (WAPC) and local governments are encouraged to consider the position set out by this bulletin in planning and decision-making for caravan park related developments.

For the purposes of this bulletin, redevelopment refers to a significant overall upgrade of the entire caravan park and/or construction of new facilities. Discretion should be used when applying this bulletin to the assessment of planning applications. Where the application is for a minor change, such as the renovation of an ablution block or addition of a

swimming pool, there may not be the need for studies to be undertaken as per Section 8.

Local planning strategy

Where tourism is considered significant within a locality or region, a more detailed tourism component of the local planning strategy should be prepared by the local government. A tourism component of a local planning strategy should provide local governments with a sound rationale for determining the future land allocation, planning controls and infrastructure needs for tourism, including caravan parks, based on sound planning principles. Guidance on the preparation of the tourism component of a local planning strategy is outlined in the *Tourism Planning Guidelines*.

Local planning scheme and scheme amendments

It is intended that the preparation of new or amended local planning schemes reflect the provisions of this bulletin and guidance contained in the *Tourism Planning Guidelines*. Schemes should include zones that allow for caravan park developments and the permissibility of land uses in each zone. Definitions may be guided by the WAPC's *Model Scheme Text* or the *Caravan Parks and Camping Grounds Act 1995*.

Zoning

The preference is for new caravan park sites to be zoned *'Special Use - Caravan Park'*, as opposed to the generic *'Tourist'* zone to provide long term security of use of the site as a caravan park.

In order to promote a more standardised approach to zoning, a local planning scheme may provide for caravan parks (intended for short-stay and long-stay) in the following manner:

- by zoning Caravan Parks as *'Tourist'* or *'Special Use - Caravan Park'*;
- by the zoning table identifying Caravan Parks as a permitted use (P) in the *'Tourist'* zone and a discretionary use (D or A) in the *'Residential'* or *'Rural'* zones; and

- by the zoning table identifying Park Home Parks as not permitted use (X) in the *'Tourist'* or *'Special Use - Caravan Park'* zones.

In utilising *'Special Use'* zones, additional scheme provisions may be appropriate for inclusion in the *Schemes Special Use Schedule*. These site specific provisions may be used to restrict length of stay within the caravan park.

Caravan parks primarily intended for long-stay or non-tourism purposes (e.g. residential parks, park home parks, lifestyle villages or transient workforce accommodation parks) should be defined as Park Home Parks and zoned *'Special Use - Park Home Park'*.

Rezoning

The rezoning of *'Tourist'* or *'Special Use - Caravan Park'* zoned sites to residential, commercial or alike zones is generally considered inconsistent with the objectives of this bulletin. However, if a rezoning is proposed, it should be justified and assessed in the context of the WAPC's *Tourism Planning Guidelines*, any relevant local planning strategy and this bulletin. Where it can be demonstrated that a caravan park site is no longer required, and this is supported by the WAPC in consultation with relevant stakeholders, including long-stay tenants, the WAPC may recommend that the Minister approve the rezoning subject to all other relevant planning considerations.

Subdivision and strata subdivision

Subdivision is generally not supported for caravan parks; exceptions may be considered for excising a portion of a site if it can be demonstrated that it is no longer required and where the excised portion is to be developed for a compatible tourist use. The strata titling of caravan parks is not permitted. This is to avoid the potential for strata lot owners to develop individual sites in a way which is contrary to the purpose and intent of the caravan park.

8. Criteria to assess new and/or the redevelopment of existing caravan parks

A range of factors should be taken into consideration when planning or assessing new caravan parks, redeveloping existing caravan parks, and when determining a new or modified caravan park licence application. As a guide the following criteria, where relevant, should be used to assist in the planning and assessment process:

Site Suitability

Location and context

- Identify the purpose and composition of the caravan park in relation to its location and context. Considerations may vary between a stop-over/transit caravan park, destination caravan park catering for tourists and a caravan park catering to long-stay/permanent occupants.
- Where practicable, caravan parks comprising a long-stay component should be located where there is access to urban facilities and amenities.
- There is a presumption against caravan parks comprised of long-stay residents being located in areas of high tourism value because it is preferable that these sites/locations are secured for tourism purposes.
- Provide details of land tenure and any lease agreements.

Topography, drainage, soils and vegetation

- Caravan parks should generally not be located on steep slopes due to erosion risk and potential drainage problems associated with earthworks and retaining cut and fill embankments. However, if mitigation measures are outlined, sites may be considered in constrained areas.
- Caravan parks should not generally be permitted in areas of potential risk from flooding or waterlogging. However if mitigation measures are outlined, sites may be considered in constrained areas. Watercourses

(such as streams and creeks) and local sensitive environmental features should not be disturbed or altered by the development.

- Acid sulphate soils and other soil types may not be suitable for development as they are susceptible to slipping and slumping, especially during wet periods.
- Vegetation clearing should be kept to a minimum, and in particular, the retention of mature trees should be encouraged, subject to appropriate management of falling limbs and bushfire risk.
- Caravan parks are regarded as generally incompatible in Priority 1 and Priority 2 water resource protection areas, and are conditional use in Priority 3 areas (must be connected to deep sewerage, except where exemptions apply under the *Government Sewerage Policy*).

Coastal or fire hazard constraints

- Many existing caravan parks are situated within coastal environments. The location of new or the redevelopment of existing coastal caravan parks should take into account coastal processes, landform stability, coastal hazards, climate change and biophysical criteria. Compliance with any relevant coastal planning policy or guideline is required; this may necessitate the need for a coastal hazard risk management and adaptation plan being prepared, where one does not exist.
- Where a new or the redevelopment of an existing coastal caravan park is likely to result in increased visitation to the adjacent foreshore area, a foreshore management plan may need to be developed and implemented.
- Many caravan parks are located in bush settings which may present a bushfire hazard. For sites identified as being bushfire-prone, compliance with any relevant bushfire planning policy or guideline is required. This may necessitate the need for a bushfire hazard assessment and/or bushfire management plan being prepared.

Visual impact

- Caravan parks may have an impact on landscape character and visual amenity in rural and natural landscapes. The visual impact of the caravan park should be considered from scenic vantage points, public lookouts and tourist routes to reduce the minimisation of high value view sheds.

Internal Design

Separation of accommodation types/purpose

- Any long-stay accommodation should complement the short-stay sites with priority given to locating short-stay accommodation on those areas of the site providing the highest tourism amenity (e.g. the beachfront, proximity to shared ablution blocks).
- The design of the caravan park should separate any long-stay accommodation from short-stay accommodation to help ameliorate noise and social issues. Where possible, separate facilities and access should be provided.
- Location of overflow areas should be identified if the caravan park site is likely to require additional space in peak periods, subject to the availability of land. Where practicable, overflow areas should be located in areas that are least likely to impact on long-stay residents to avoid potential conflicts. A local government is required to endorse the details of overflow facilities on each licence.

Access

- Suitable access and egress should be provided to ensure traffic, cyclist and pedestrian safety within the park.
- Secondary or alternative access routes in event of an emergency (e.g. fire or flood) should be identified.
- Internal road design should consider the interaction between pedestrians and vehicles, and adequate manoeuvring space for RVs and vehicles towing caravans and trailers.

Amenity

- Vegetation and landscaping should be considered as they are important for integrating the caravan park into the landscape. Vegetation and landscaping provide screening from surrounding land uses, help reduce visual and noise impacts, provide privacy for park users, provide shade, and contribute to a desirable setting for a caravan park.
- Other visual and amenity considerations may include design to minimise the opportunity for crime, using complementary structure styles, colours and materials, suitable choice of fencing, and separating recreational areas (e.g. playgrounds and pools) from quiet activity areas.

Capability

Services

- Utility services including a suitable electricity supply, telephone service or mobile phone network availability, a demonstrable water supply and wastewater treatment system should be available. Service providers should be consulted regarding the availability and capacity of services in determining new sites for caravan parks, particularly during seasonal peak demand.
- Where reticulated sewerage is not available, on-site wastewater disposal is to be to the satisfaction of the Health Department.
- All caravan parks are required to have a chemical toilet dump point, with some exemptions (e.g. park home parks). Dump points should be located away from accommodation and in areas of less tourism amenity. If exempted

from providing a dump point on the facility, demonstrated access to an alternative off-site dump point is to be identified.

- Caravan parks catering to long-stay users may be may need to consider a higher level of services and infrastructure than those catering to short-stay users.
- Long-stay sites must be separately metered for electricity and have a separate tap or connection to water.

9. Development to be consistent with Caravan Parks and Camping Grounds Act and Regulations

Development and redevelopment of caravan parks must also comply with the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*, and any updates and/or creation of new legislation that supersede those mentioned.

10. Further information

Enquiries concerning this bulletin should be directed to:

Department of Planning
Gordon Stephenson House
140 William Street
PERTH WA 6000

Locked Bag 2506
PERTH WA 6001

Information relevant to this bulletin is published at www.planning.wa.gov.au.

Other resources

Below is a list of other resources which may be relevant, any updates to these policies or legislation shall supersede those listed:

- *Residential Parks (Long-stay Tenants) Act 2006*
- *Residential Tenancies Act 1987*
- *Building Act 2011*
- *Building Code of Australia*
- *Strata Titles Act 1985*
- *Health Act 1911*
- *Planning Bulletin 83 – Planning for Tourism*
- *Planning Bulletin 71 – Residential Leasehold Estates and Development*
- *Tourism Planning Guidelines*
- *State Planning Policy 2.6 – State Coastal Planning Policy*
- *State Planning Policy 3.4 – Natural Hazards and Disasters*
- *Planning for Bush Fire Protection Guidelines*
- *Development Control Policy 1.3 – Strata Titles*
- Department of Local Government and Communities website
- Department of Environment and Regulation clearing policies
- Department of Health and WAPC sewerage policies
- Department of Fire and Emergency Services bushfire policies
- Department of Water and WAPC water management policies
- Department of Commerce brochures/information on residential parks

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This document is available in alternative formats on application to Department of Planning Communication Services



The intent of this bulletin is to support the provision of caravan parks within Western Australia by facilitating greater flexibility in the design and composition of new or redeveloped caravan parks, while delivering quality land use planning outcomes.

Key planning objectives for caravan parks are to:

- ensure the development and long term retention of caravan parks as a form of short stay (affordable) accommodation primarily for leisure tourists;
- recognise that the commercial sustainability of caravan parks requires some flexibility in product mix, site design and risk mitigation approaches;
- plan for and facilitate growth in the caravan park industry;
- ensure the compatibility of short stay and long stay uses of caravan parks through appropriate separation;
- encourage the development and redevelopment of caravan parks in a manner that responds appropriately to the environment, economy and context, and maintains a minimum standard; and
- ensure any new caravan parks are located appropriately to their intended market, function and context

If the Caravan Park is sold Council would require the new owner to Licence the Caravan Park under the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Regulations 1997*.

Part 2 — Regulation of caravan parks and camping grounds

Division 1 — Licences

6. *Caravan park or camping ground not to be operated without licence*

- (1) On and after the appointed day a person must not operate a facility, or a facility of a prescribed type, unless the person holds the appropriate licence under this Act in relation to that facility.

Council has budgeted the following for General Maintenance at the Wickepin Caravan Park.

LCP1	Wickepin Caravan Park & Accommodation unit		Budget 2016/2017
	Labour	800	
	Overheads	544	
	Plant	-	
	Utilities	8,300	
	Contacts / Consultants	5,260	
	Commissions Caretaker	4,500	
	Quarterly Payments	7,500	
	Insurance	180	
	Materials	11,000	38,084

The current income received from the Wickepin Park as of the 20th March 2017 is \$10,254.33.

The current Expenditure for the Wickepin Park as of the 20th March 2017 is \$17,047.97 a current nett loss of \$6,793.64.

LCP1 - CARAVAN PARKS WKPN		
Description	Original Budget	Actual
EMPLOYEE COSTS - SALARY & WAGE	800.00	1,743.45
UTILITY CHARGES	8,300.00	4,120.28
DEPRECIATION ON FIXED ASSETS	0.00	0.00
MATERIALS	11,000.00	2,670.84
INSURANCE	180.00	359.04
CONTRACTS	17,260.00	6,363.42
PLANT COSTS ALLOCATED	0.00	570.50
LABOUR OVERHEADS	544.00	1,220.44
Total	38,084.00	17,047.97

If Council was to consider the sale of the Wickepin Caravan Park it would need to know what the Coulston Groups ideas were for the land as Council may be able to develop a new Caravan Park in Wickepin at a better site with newer and better facilities from the proceeds of the sale of the land.

Statutory Environment:

Council must dispose of any property in accordance with *Section 3.58 of the Local Government Act 1995*.

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

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

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

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

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

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

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

and

- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

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

Caravan Parks and Camping Grounds Act 1995

Part 2 — Regulation of caravan parks and camping grounds

Division 1 — Licences

6. Caravan park or camping ground not to be operated without licence

- (1) *On and after the appointed day a person must not operate a facility, or a facility of a prescribed type, unless the person holds the appropriate licence under this Act in relation to that facility.*

Caravan Parks and Camping Regulations 1997

Part 3 — Caravan parks and camping grounds

Division 1 — Duties of licence holders

16. Schedules 5 and 6 — licence holder's duty

The licence holder of a facility is to ensure that —

- (a) Schedule 5 is complied with in respect of all caravans on the facility; and
- (b) subject to regulation 27A, Schedule 6 is complied with in respect of all annexes on the facility.

Penalty: \$3 000.

[Regulation 16 amended in Gazette 25 Aug 2000 p. 4911.]

17. Schedule 7 — licence holder's duty

Subject to regulation 27B, the licence holder of a caravan park or camping ground is to ensure that Schedule 7 is complied with in respect of the facility.

Penalty: \$3 000.

[Regulation 17 amended in Gazette 25 Aug 2000 p. 4911.]

18. Compliance with licence conditions

A licence holder is to comply with each condition imposed on the licence.

Penalty: \$3 000.

19. Other duties of licence holders

(1) The licence holder of a facility is to ensure that —

- (a) there is clearly displayed at the office of the facility a notice stating the hours during which the office will be open, or if the facility has no office, there is displayed in a conspicuous place at the facility a notice stating when and where the licence holder or manager is available;
- (b) all occupiers have access into the facility at all times;
- (c) an occupier has pedestrian access to his or her site at all times;
- (d) an occupier has vehicular access to the parking area for his or her site at all times;
- (e) an on-site caravan, and all bed linen and eating and cooking utensils provided by the licence holder in that caravan, are thoroughly cleaned before allowing any person or group of people to stay in the caravan;
- (f) there are no animals in any on-site caravan at the facility, other than a guide dog or hearing dog accompanying its owner;
- (g) an occupier has access to any ablution and toilet facilities of the facility at all times and to recreational and any laundry facilities of the facility at all reasonable times;
- (h) all areas of the facility are at all times in a clean, hygienic and safe condition and are not a hazard to safety or health;
- (i) an occupier's access to communal facilities is disrupted as little as possible in the course of cleaning, repairing and renovating those facilities, and where necessary, that substitute facilities are provided;
- (j) an occupier's use and enjoyment of the facility is not unreasonably restricted or interfered with;

(k) each caravan on the facility has wheels attached to it, or in the case of a park home assembled from components, each component of the park home has wheels attached to it, and is maintained in such a condition that it is able to be moved under its own power or by being towed, within 24 hours of —

- (i) any services attached to it being disconnected; and
- (ii) in the case of a park home assembled from components, it being split into components;

and

- (l) in so far as it is under the licence holder's control, occupiers at the facility comply with these regulations.

- (2) The licence holder of a facility is to comply with any direction given by an authorised person as to the cleaning of any on-site caravan at that facility, or any bed linen or eating or cooking utensils provided by the licence holder in that caravan.

Penalty: \$2 000.

Policy Implications:

No Policy in relation to this matter

Financial Implications:

The amount received from the sale of the property should be placed in Councils Building Reserve.

Strategic Implications:

Sale of the Wickepin Caravan Park is not part of the Shire of Wickepin Corporate Business Plan 2015 – 2020 or Shire of Wickepin Strategic Community Plan 2012-2022

Summary:

Council is being requested by the Coulston Group to sell the Wickepin Caravan Park held by certificate of title Volume 1500 Folio 781.

Recommendation:

That Council advise the Coulston Group that it is willing to enter into negotiation for the sale of the Wickepin Caravan Park.

Voting Requirements: Simple majority

Resolution No 190417-14

Moved Cr Lang / Seconded Cr Astbury

That Council advise the Coulston Group that it is willing to enter into discussions on the possible sale of the Wickepin Caravan Park.

Carried 7/0

The resolution differed from the officer's recommendation as council felt the word 'negotiation' should be taken out and replaced with 'discussion of the possible sale'.

Governance, Audit and Community Services

10.2.12 – WALGA 2017 Association Honours

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Western Australian Local Government Association
File Reference:	GR.SL.1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	17 March 2017

Enclosure / Attachment: Nil

Background:

Nominations for the WALGA 2017 Honours Program opened on 13 March 2017 and closes on Friday 5 May 2017.

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

There are six categories of awards in 2017 Honours program, details are below:

Local Government Medal

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

Life Membership

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

Eminent Service Award

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

Long and Loyal Service Award

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

Merit Award

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

Local Government Distinguished Officer Award

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

Comment:

Nominations for 2017 Honours Program are now open and close on Friday 5 May 2017.

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

Councillor Steven Martin was awarded the Eminent Service Award at the 2015 WALGA Convention.

The Chief Executive Officer is not aware of any Councillors that would meet the current criteria for the 2016 WALGA Associations Honours.

Councillor Allan Lansdell may meet the criteria for the Long and Loyal Service Award but the CEO is not sure of his terms as Councillor with the Shire of Cuballing and Shire of Lake Grace.

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

Statutory Environment: Nil

Policy Implications: No Policy

Financial Implications: Nil

Strategic Implications: Nil

Summary: Nil

Recommendation:

That Council nominate the following Councillors for the Following Awards.

Local Government Medal -

Life Membership -

Eminent Service Award -

Long and Loyal Service Award -

Merit Award -

Local Government Distinguished Officer Award -

Voting Requirements: Simple majority

5.16pm – Cr Russell departed the Chambers due to declaring a proximity interest; Owns land adjoining Wickepin District Sports Club.


Cr Astbury took the chair in Cr Russell's absence.

Governance, Audit and Community Services

10.2.13 – Wickepin District Sports Club – Restructuring Sporting Facilities feasibility study

Submission To:	Ordinary Council
Location / Address:	Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	RC.LIA.2406
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	CEO is a delegate to the WDSC
Date of Report:	24 March 2017

Enclosure / Attachment:

WICKEPIN DISTRICT SPORTS CLUB INC.		
PO BOX 6 WICKEPIN WA 6370		
President Dave Astbury Ph: 08 9888 1274	Treasurer Helen Sands Ph: 08 9888 1046	Secretary Skye Moxham Ph: 08 9888 1420
<p>Mark Hook Chief Executive Officer Shire of Wickepin PO Box 19 Wickepin WA 6370</p> <p>24th March 2017</p> <p>Dear Mark,</p> <p>Wickepin District Sports Club would like to ask the Shire of Wickepin to do a feasibility study on restructuring the sporting facilities of the Shire with a vision for the next 15-20 years.</p> <p>This request is from a motion moved at a member's meeting to discuss the future of the Wickepin District Sports Club last night.</p> <p>Yours sincerely,</p> <div style="text-align: center;">  </div> <p>Skye Moxham Secretary Wickepin District Sports Club</p>		

Background:

Council has received the above letter from the Wickepin District Sports Club Inc. requesting Council to undertake a feasibility study on restructuring the sporting facilities within the Shire of Wickepin for the next 15-20 years.

Comment:

The CEO attended the Wickepin District Sports Club special meeting held on 23 March 2017 to discuss the future of the Wickepin District Sports Club Building. The CEO attended as a representative from the Wickepin Bowling Club and also as the CEO off the Shire of Wickepin.

The CEO answered questions asked of him in relation to the current facilities. Following is a copy of the letter forwarded to the WDSC, after the WDSC requested the CEO and Building Surveyor to provide a report on the building.



Shire of Wickepin

77 Wogolin Road, PO Box 19
WICKEPIN WA 6370
Phone: 08 9888 1005
Fax: 08 9888 1074
www.wickepin.wa.gov.au

Contact: Mr Mark Hook
File: A5166

David Astbury
Wickepin District Sports Club
PO Box 6
WICKEPIN WA 6370

26 October 2016

Dear Dave,

BUILDING INSPECTION

Following an inspection of the Wickepin Sportsman's Club on the 17th October 2016 by myself and Allan Ramsay, I would like to provide the following information.

There was no sign of any further termite activity noted within the Wickepin District Sports Club building. It was noticed that the damaged timber floor joists had been replaced but two of the damaged joists have been joined by nailing them together. In relation to these joined timbers they will need to be bolted top and bottom to provide more structural support rather than relying on the nails.

We were unable to make a visual inspection of the floor boards but it was noted that there appears to be a number of damaged floor boards. The damaged floor boards need to be repaired or replaced. This requires lifting the existing carpet to allow for the damaged floor boards to be repaired or replaced. It is suggested that the carpet be lifted and relayed by a carpet layer.

The floor joists in the passage way to the outside door facing the Bowling Green span too far and require 2/190 x45 treated pine beams to be installed under and across the floor joists.

The building is nearly 50 years old and appears to have no major structural issues; however the building is at the stage of requiring large maintenance items such as

- Renovating toilet and ablation facilities,
- Removal of the asbestos/cement material and replacing it with suitable replacement materials
- Inspect and Upgrade all Switch Boards
- Paint Exterior

- Paint Interior
- Replace Air conditioner and heaters with central reverse cycle air conditioner system
- Fixing loading bay area and steps

Following are some recommendations for the Wickepin District Sports Club building.

1. Immediately bolt together the timber joins in the floor joists in the subfloor area using m12 bolts top and bottom.
2. Repair replace damaged floor boards
3. Immediately Place 2, 90x45 pine beam bolted together top and bottom (4 off) at the end of the passage way across and under the floor joists that are spanning 5500mm in the subfloor area.
4. Immediately repair the concrete loading bay and steps
5. Inspect and Upgrade all electrical switchboards
6. Prepare a budget and maintenance schedule to progressively renovate the building over a five year period.

Yours sincerely



Mark J Hook
Chief Executive Officer

Following is the 20 March 2013 Forum session where this matter was discussed:

1.2.2 WICKEPIN COMMUNITY RECREATION CENTRE PARKING

Background:

Council requested the Chief Executive Officer to look into the future of having the Wickepin Bowling Club, Tennis Club and Golf Club moving into the Wickepin Community Recreation Area with the Football, Hockey and Cricket.

Comment:

The Chief Executive Officer has also looked into the parking as part of this design.

As you can see the Bowling Club has not been incorporated into the design as it is unable to fit at this area with Two Bowling Rinks.

It is also difficult to incorporate a standalone Hockey Oval so attached is three options in relation to parking and moving the Tennis Club. Unfortunately any way you look at the way the Wickepin Community Centre has been added to it has made it impossible to incorporate the Tennis Club without its own standalone building.

Each draft also incorporates knocking down the existing old public toilets as the toilets at the Community should be used as the old toilets need a lot of repair and the asbestos roof needs to be removed as soon as possible.

Option One – *Is moving the tennis club with parking around area of tennis courts and leaving old toilets.*

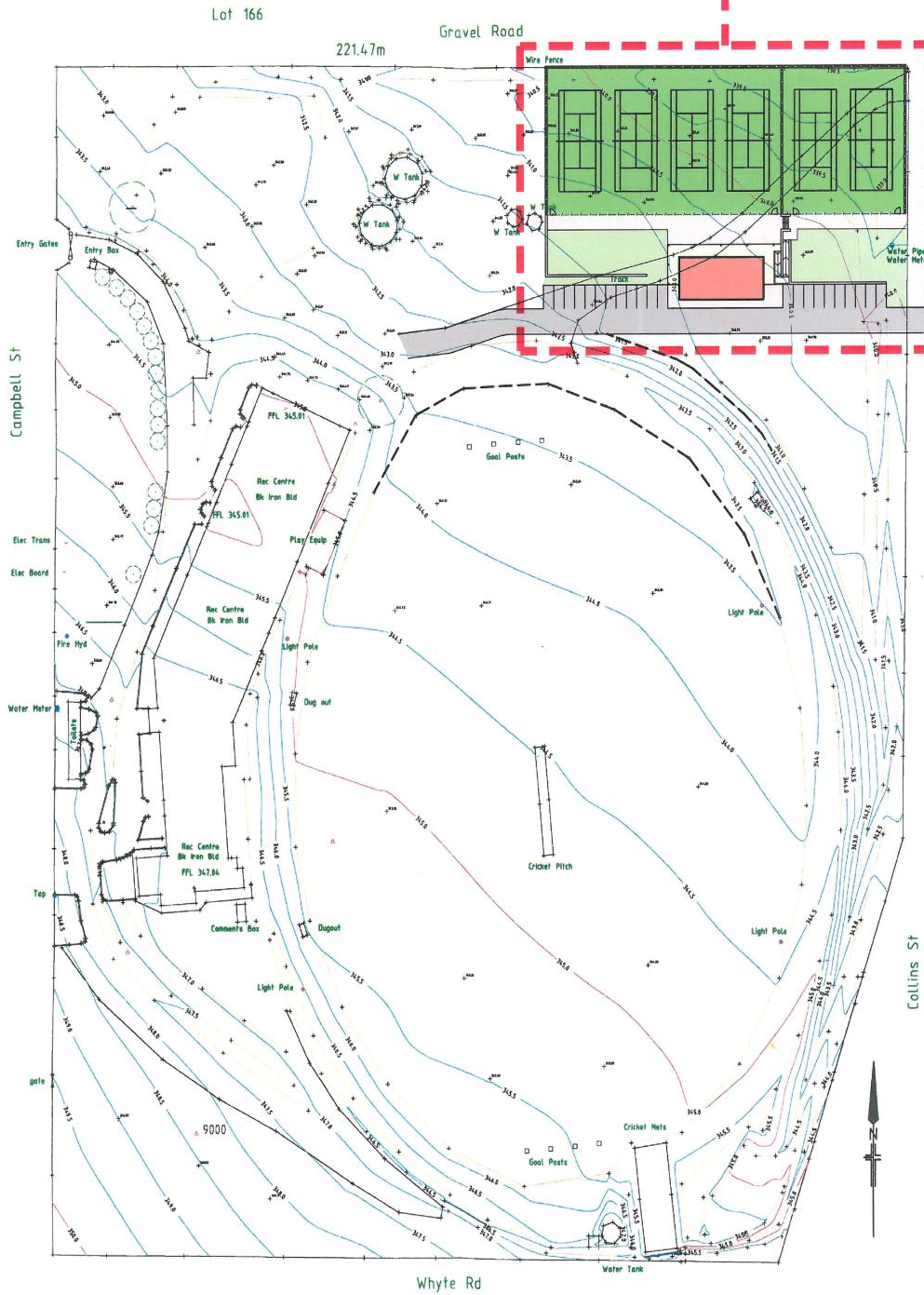
Option Two – *Is moving the tennis club with parking around area of tennis courts and angle parking for the trucks at the Ram Pavilion entrance and parking around front area of Community Centre removing the Old Toilet Block.*

Option Three – *Is moving the tennis club with parking around area of tennis courts and straight parking for the trucks at the Ram Pavilion entrance and parking around front area of Community Centre removing the Old Toilet Block.*

As part of the overall upgrade of the Wickepin Sports and Recreation Area Council should consider ramping down the area at the back of the Community Centre to allow patrons to sit and watch football etc. the area in question is marked as part of option three.

All option require the tennis courts and pavilion to be on split levels due to the lay of the land and this will require substantial retaining walls and foundations for the walls will be quite large.

SITE AREA FOR NEW PROPOSED SPORTS PAVILION, 6 TENNIS COURTS & PARKING



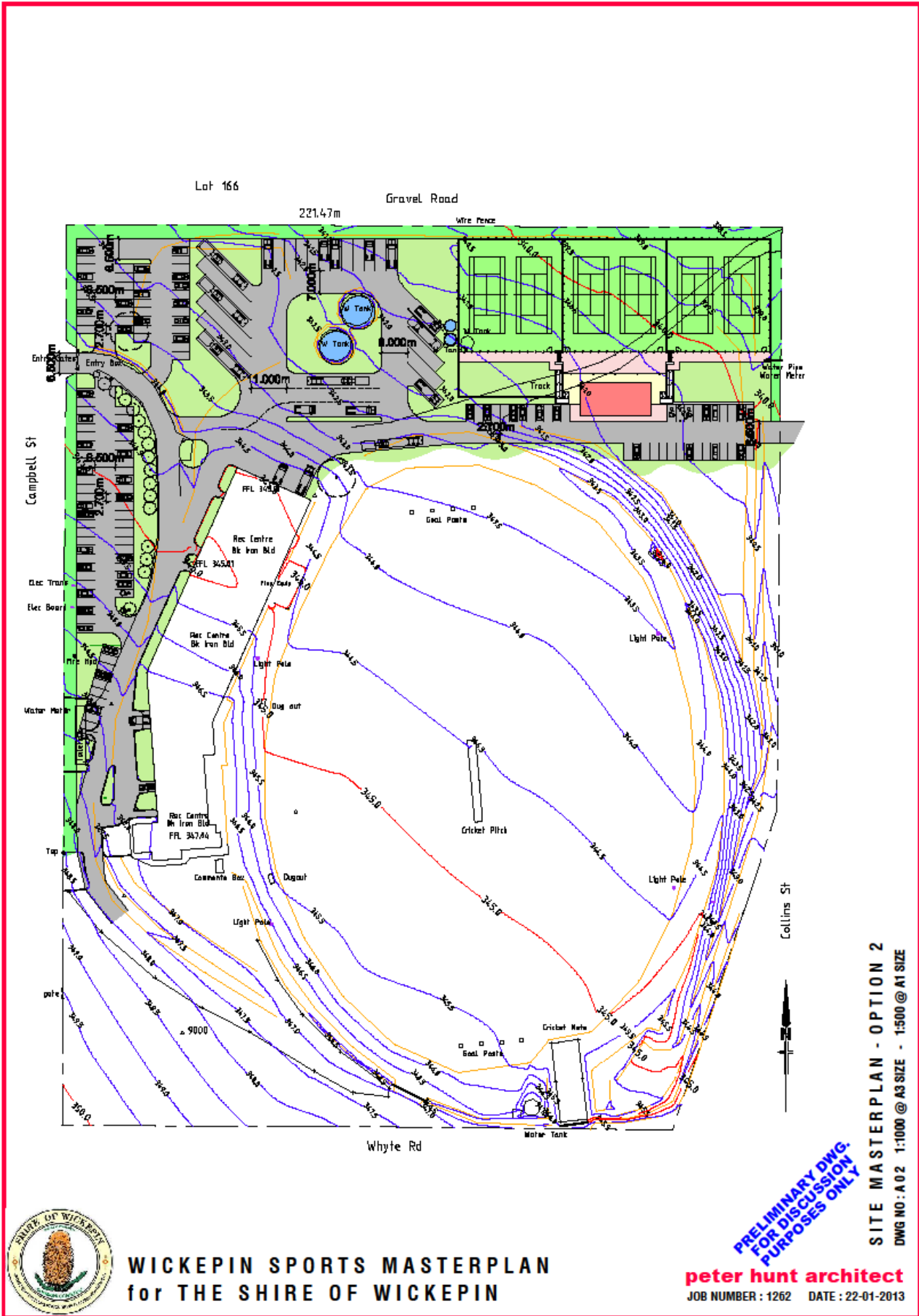
SITE MASTERPLAN
DWG NO.: A.0.1 1:1000 @ A3 SIZE - 1:500 @ A1 SIZE



WICKEPIN SPORTS MASTERPLAN
for THE SHIRE OF WICKEPIN

peter hunt architect

JOB NUMBER : 1262 DATE : 21-12-2012



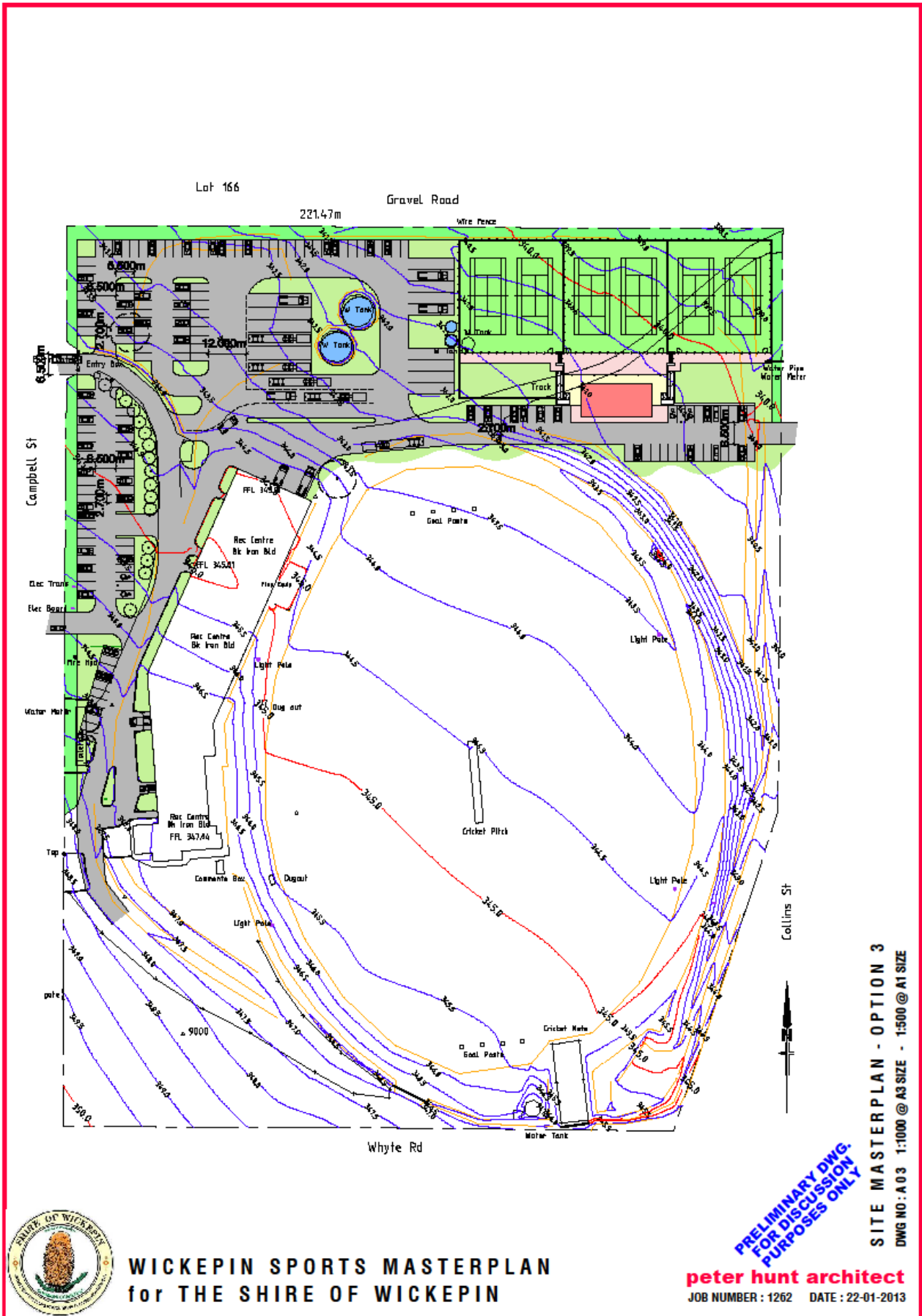
**PRELIMINARY DWG.
FOR DISCUSSION
PURPOSES ONLY**

SITE MASTERPLAN - OPTION 2
DWG NO : A 02 1:1000 @ A3 SIZE - 1:500 @ A1 SIZE



**WICKEPIN SPORTS MASTERPLAN
for THE SHIRE OF WICKEPIN**

peter hunt architect
JOB NUMBER : 1262 DATE : 22-01-2013



**PRELIMINARY DWG.
FOR DISCUSSION
PURPOSES ONLY**

SITE MASTERPLAN - OPTION 3
DWG NO : A 03 1:1000 @ A3 SIZE - 1:500 @ A1 SIZE



**WICKEPIN SPORTS MASTERPLAN
for THE SHIRE OF WICKEPIN**

peter hunt architect
JOB NUMBER : 1262 DATE : 22-01-2013

With the declining members in each sport it may be time to revisit the provision of all sporting facilities within the shire of Wickepin and consolidate the sporting facilities in each town.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Cost of consultant to undertake the feasibility study.

Strategic Implications: Nil

Summary:

Council is being requested by the members of the Wickepin District Sports Club to undertake a full feasibility of all the sporting facilities within the Shire of Wickepin with an overall vision for the next 15-20 years.

Recommendation:

That the CEO place an advertisement in the West Australian requesting quotes for the provision of a full feasibility study (covering the next fifteen years) of all the sporting groups needs in relation to sporting facilities (including possible relocation of sporting facilities) within the Shire of Wickepin.

Voting Requirements: Simple majority

Resolution No 190417-15

Moved Cr Lang / Seconded Cr Hinkley

That the CEO place an advertisement in the West Australian requesting quotes for the provision of a full feasibility study (covering the next fifteen years) of all the sporting groups needs in relation to sporting facilities (including possible relocation of sporting facilities) within the Shire of Wickepin.

Carried 6/0

5.32pm – Cr Russell returned to the Chambers.

Governance, Audit & Community Services

10.2.14 – 2017 WALGA AGM - Voting Delegates and Attendees Local Government Week

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:	Chief Executive officer attend Conference
Date of Report:	6 April 2017

Enclosure / Attachment: Nil

Background:

The Western Australian Local Government Association (WALGA) has formally given notice that Annual General Meeting will be held on Wednesday 2 August 2017 from 1.30pm to 5.30pm at the Perth Convention and Exhibition Centre during Local Government Week.

Comment:

Council needs to choose the voting delegate to the Annual General Meeting (AGM) of WALGA.

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association.

Council must complete and return the following form to the Association by 3 July 2017 to register the attendance and voting entitlements of Council’s delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered. Only registered delegates or proxy registered delegates are permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):

Last year's resolution for delegates was:

Resolution No 180516-14

Moved Cr Martin / Seconded Cr Hinkley

1. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Perth Convention Exhibition Centre on 3 August to 5 August 2016 be:

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):
Cr Russell	Cr Lang
Cr Astbury	Cr Marin

2. That the Chief Executive Officer register the Chief Executive Officer and the following Councillors for the 2016 Local Government Week Convention being held at the Perth Convention Exhibition Centre between Wednesday 3 August to 5 August 2016:

- Mr Mark J Hook
- Cr Russell Delegate
- Cr Astbury Delegate
- Cr Lang Observer
- Cr Hinkley Observer
- Cr Martin Observer
- Cr Lansdell Observer

Carried 7/0

Council needs to register those Councillors that will be attending Local government week this year so it can all be budgeted for and registrations commenced.

Councils Policy 2.1.1 Councillors Attendance at Conferences, Seminars, Training and Induction Courses States the following:

Two delegates, two observers, the CEO and partners may attend Local Government Week.

2017 Local Government Convention

General Information

The 2017 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 2 August to 4 August 2017. The tentative schedule for the Convention is as follows:

<u>Tuesday, 1 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum	3.30 pm	5.30 pm
Mayors and Presidents Reception	5.30 pm	7.00 pm
<u>Wednesday, 2 August</u>		
State and Local Government Forum	8.30 am	12.30 pm
Registration for AGM and collection of voting keypads	10.00 am	1.30 pm
Honour Recipients Luncheon	12.00 pm	1.00 pm
WALGA AGM (including Honours Awards Presentations)	1.30 pm	5.30 pm
Convention Opening Welcome Reception	5.30 pm	7.00 pm
<u>Thursday, 3 August</u>		
ALGWA AGM and Breakfast	7.00 am	8.30 am
Opening and Convention Sessions	9.00 am	5.30 pm
Sundowner	5.30 pm	7.00 pm
<u>Friday, 4 August</u>		
Convention Breakfast with Matthew Pavlich	7.30 am	8.45 am
Convention Sessions	9.00 am	3.30 pm
Convention Gala Dinner	7.00 pm	11.30 pm

Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 2 August 2017. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a \$60 cost for those not registered as a Full Delegate.

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2017 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is COB **Monday, 5 June 2017**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by COB **Friday, 12 May 2017** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

Enquiries relating to the preparation or submission of motions should be directed to Ana Fernandez, Executive Officer Governance on 9213 2013 or via email afernandez@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.

Statutory Environment: *Local Government Act 1995*

Financial Implications:

Costs for the registration fees at Local Government week for 2017 at this stage are unknown.

Policy Implications:

2 GOVERNANCE

2.1 MEMBERS OF COUNCIL

2.1.1 COUNCILLORS ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING AND INDUCTION COURSES

OBJECTIVE: Council supports relevant training opportunities for Councillors and will meet reasonable costs associated with attending conferences, seminars, training and induction courses.

Priority is given to induction or training courses specifically organised for the benefit of new Councillors.

Two delegates, two observers, the CEO and partners may attend Local Government Week.

Conferences, seminars or courses held by organisations of which Council is a member or has an interest in (e.g. Central Country Zone of WALGA) may be attended by Council's appointed representatives to those organisations or other nominated delegates.

The Council, Shire President or CEO may authorise payment of costs of attending any conference, seminar, training or induction course including travel, accommodation, meals, telephone expenses, childcare and other reasonable expenses. Councillors must provide all receipts to the CEO.

Reports on attendance at any conference should be provided to Council upon return.

Strategic Implications: Nil

Summary:

Council is being requested to register delegates and voting delegates for the 2017 WALGA Local Government Week Convention and AGM

Recommendation:

1. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Perth Convention Exhibition Centre commencing on 2 August 2017 be:

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):

2. That the Chief Executive Officer register the Chief Executive Officer and the following Councillors for the 2017 Local Government Week Convention being held at the Perth Convention Exhibition Centre commencing Wednesday 2 August 2017:

- Mr Mark J Hook
- Cr Delegate
- Cr Delegate
- Cr Observer
- Cr Observer

Voting Requirements: Simple Majority

Resolution No 190417-16

Moved Cr Allan / Seconded Cr Easton

1. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Perth Convention Exhibition Centre commencing on 2 August 2017 be:

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):
Cr Allan Lansdell	Cr Steve Martin
Cr Grayden Lang	Cr Wes Astbury

2. That the Chief Executive Officer register the Chief Executive Officer and the following Councillors for the 2017 Local Government Week Convention being held at the Perth Convention Exhibition Centre commencing Wednesday 2 August 2017:

- Mr Mark J Hook
- Cr Lansdell Delegate
- Cr Lang Delegate
- Cr Martin Observer
- Cr Astbury Observer
- Cr Hinkley Observer

Carried 7/0

11. President's Report

On April 4th I accompanied CEO Mark Hook to the Wheatbelt South Regional Road Group meeting which was held here at Wickepin Community Centre. Although we (Wickepin) are not required to vote on matters at this meeting, we have had our input through our Lakes Sub-Group and voting delegates for this meeting are nominated from our Sub-Group (Lakes). We can, however, have an input on discussions if required and requested from the Chair. It is also a great insight as to how the Main Roads Department works in with Local Governments on the Wheatbelt Road Network, and relevant information is presented regarding road funding from both the State and Federal levels.

Ian Duncan from WALGA gave an update on the State Road Funds to Local Government Agreement for 2018/19, which has currently expired and is in a 2 year extension period, but which is in negotiation phase to secure another 4-5 year agreement. Rodney Thornton from WALGA Roadwise gave an update on the road statistics for this current period, and also an update on the impending Crash Car Trailers, which we have contributed to and are awaiting delivery.

The Secondary Freight Route discussion was held and more understanding of the concept was made. A review of the maps was held, and RDA will be making a submission for funding so that a Business Case may then be made to submit to the relevant bodies for funding for roads recognised on the Strategic Freight Route.

On Wednesday 12th April I attended the Central Country Zone Executive Committee meeting in Cuballing, where the Executive discussed matters relating to the next financial year's budgetary requirements of our Zone and the appointment of the Zone Auditor. We also had initial discussions on the 2018 Wheatbelt Conference, and the Zone Meeting Evaluation Analysis that was put to delegates for their input. Further discussions on these will be at the Central Country Zone meeting to be held at Quairading next Friday 28th April.

I would like to express Thanks to all of our Bushfire Control Officers and volunteers for their efforts over the past bushfire season, and in particular the past month where there have been a few fire incidents that have required volunteer assistance in extinguishing fires. We are now in Open Burning Season, and I would request that everyone remain diligent and take extra care in "burning off", as fires can, and will, Get Away.

Resolution No 150217-17
Moved Cr Martin / Seconded Cr Hinkley

That Council endorse the Presidents Report dated 19 April 2017.

Carried 7/0

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:	6 April 2017

Wheatbelt South Aged Housing Alliance

The CEO has received the following emails from Wendy Newman of the Wheatbelt Development Commission regarding the Wheatbelt South Aged Housing Alliance.

You would be aware that announcements were made last December for your Well-Aged Housing projects. Lauren Clarke from WDC has been in touch with project leads to progress financial agreements, and I thank you for your efforts to progress them. Please note the statement below from DRD in relation to the approach to these FAAs.

I'm aware that the Department and a number of Commissions are receiving questions from proponents and funding recipients regarding the status of projects and funding agreements. The Department has developed the following holding statement in order to provide consistent advice in the short term. A change of government understandably brings new priorities and a period of adjustment. It is encouraging that the new government has made a strong commitment to regional development and Royalties for Regions. A renewed focus on growing jobs and the economy is consistent with the current strategic direction of regional development. It will take some time for before the new government is settled in and the Department has had the opportunity to brief a new Minister on the Royalties for Regions program. During this period the Department will not be considering new initiatives and as a general rule will not be progressing Royalties for Regions funding agreements. Approved projects with funding agreements in place, should continue to be delivered as normal, unless advised otherwise. As the priorities of the new government become clearer over coming weeks, the Department will keep project partners informed.

The above emails have been forwarded to members of the Lifestyle Retirement Committee.

As requested by the Lifestyle Retirement Committee the CEO organised a bus trip to look at other Aged Accommodation Units in the region; Karinya in Narrogin, Williams and Darkan. Unfortunately, the bus trip was cancelled as only three of the Lifestyle committee members could make the bus trip.

WK2433 – Light Rubbish Truck

As advised by email on 23/03/2017 the rubbish truck WK2433 has been in an accident and was turned over onto its side on the 22/03/2017. The driver is ok and has been checked at the Wickepin Medical centre. He only suffered slight shock and bruising from wearing his seat belt. The accident was reported to the Wickepin Police but as there was no other vehicle involved and there was no serious injury to the driver the police advised there was no need to do an investigation on the accident. The CEO has looked into the accident and the reason for the accident was some loose gravel on a corner that caused the vehicle to veer onto the wrong side of the road and hit a culvert which caused the vehicle to tip over on its side.

There is extensive damage to the underside of the truck including the steering and the side of the cab chassis has been damaged along with the back part of the truck. It is the opinion of the CEO that the truck will be a wright off.

An insurance claim has been forwarded to Zurich Australia. The Manger of Works will get quotes from suitable suppliers to replace the truck ready for discussion at the May 2017 Council Meeting.



Wickepin Saleyards – Quotes Hand Rails

The Chief Executive Officer has contacted the designer Judith McDougall Designs requesting the specifications for the hand rails at the Wickepin Saleyards and received the following return email:

The documentation is and has been at the engineers for some time now. I am told that I am on his "urgent list". Hopefully they are not too far away.

Main Roads Wheatbelt South

Craig Manton, Regional Manager Wheatbelt, has accepted the position of Acting Executive Director Heavy Vehicles Services and shifts over to this position as of Monday 27 February 2017. Craig Manton's replacement will be Mr Robert Barnsley who will be relocating to the Wheatbelt and will be the A/Regional Manager Wheatbelt Region. Robert has previously acted as Regional Manager, Wheatbelt South. Robert has over 20 years' experience in Senior Project Manager roles within Main Roads WA.

WANDRRA – Flood Damage

The Chief Executive Officer has contacted the Main Roads WA expressing concern at the length of time it is taking to have the Shire of Wickepin WANDRRA claims processed. Council is unable to undertake any works on the flood damage until Councils claim is processed.

The CEO has received the following email from Main Roads on the 24/3/2017 regarding the Shire of Wickepin WANDRRA claim.

I can confirm we have received your NDRRA formal 'estimate' and it has been recorded and forwarded. The estimate is now being assessed by MRWA. There may or may not be some clarification required. Once approval of the NDRRA estimate form has been received by council this action then allows a council to commence the claiming process that then requires DPC approval from Perth. I can't confirm when you will receive a response from us regarding your application. As mentioned in the email below, we have taken on additional resources to assess the claims.

The CEO received the following email from Main Roads on the 5 April 2017

I wish to inform you that Rob Barnsley, A/Regional Manager for Main Roads Wheatbelt Region has approved council's AGRN 743 NDRRA estimate form for those local roads as listed by council and aligned to the supporting photos.

Council may now commence claiming costs for re-instatement works using the attached and applicable NDRRA workbook forms.

Interim claims to allow for a cash flow can be provided for uncompleted and completed works. All claimed completed works must have photos provided showing the completed works, and aligned to photos of the damaged road or section which must also be provided.

Meetings Attended

March 2017	
16 th	Staff Meeting
16 th	DOAC Narrogin
17 th	Market Creations – regarding new web page designs
21 st	Lake Yealering Bowling Club – Regarding proposed ablution block and septic system
23 rd	Send off for Senior Constable Adrian Hiscock at the Wickepin Newsagency Cafe
April 2017	
4 th	WBS Regional Road Group – Wickepin
5 th	Lake Yealering Bowling Club regarding proposed amenities block

Delegation Register

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing cheques	February	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	Payment plans		Rate payers
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	Busselton Caravan Club – visit to Yealering Wickepin Football Training and games	28 April 2017 2017 Season	Kym Smith Wickepin Football Club
A13	Hire of Community Halls / Community Centre	CEO			

Voting Requirements: Simple majority

**Resolution No 150217-18
Moved Cr Martin / Seconded Cr Lang**

That Council endorse the Chief Executive Officer's Report dated 6 April 2017.

Carried 7/0

13. Notice of Motions for the Following Meeting

14. Reports & Information

Cr Hinkley

Cr Hinkley queried the Tincurrin School Site sale. The CEO Mark Hook advised that offers for the sale closed on 18 April 2017.

CEO Mark Hook

The CEO advised that he has placed a tenant in 5 Smith Street. He also advised that 10 Smith Street is now available and is being held for the Mechanic position if it is required.

Cr Astbury

Cr Astbury queried an item from President Russell's report; the outcome from the Crash Car Trailers. Cr Julie Russell gave an update regarding this matter.

15. Urgent Business**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.53pm.