



A Fortunate Place



Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

21 DECEMBER 2016

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 21 December 2016**

The President declared the meeting open at 3.37pm.

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

President	Cr JA Russell
Councillor	Cr SJ Martin
Councillor	Cr Fran Allan
Councillor	Cr MG Lang
Councillor	Cr AG Lansdell
Councillor	Cr GCL Hinkley
Councillor	Cr RE Easton
Councillor	Cr WA Astbury
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Miss LG Pearson (Minute Taker)

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

In attendance:

3:30pm – Marius van der Merwe - Butler Settineri

President Julie Russell welcomed Marius van der Merwe from Butler Settineri to public question time.

Marius van der Merwe gave an update to the Councillors in relation to the 2015/2016 Annual Audit Report (Agenda Item 10.2.04) undertaken by Butler Settineri and answered any questions the Councillors had regarding the Audit Report.

President Julie Russell thanked Marius van der Merwe for his attendance.

4.15pm – *Marius van der Merwe departed the meeting.*

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1.03	Wickepin Sheep Sale Yards – Hand Rail Quotes	Cr Allan Lansdell	Financial	Put tender in for Hand Rails at the Wickepin Sheep Saleyards.
10.1.03	Wickepin Sheep Sale Yards – Hand Rail Quotes	Cr Julie Russell	Proximity	Owens land adjacent to Wickepin Saleyards.
10.2.08	CEO Long Service Leave	CEO Mark Hook	Financial	CEO is person applying for Long Service Leave.
10.2.09	Temporary Planning Approval – Dog Grooming Lot 74, 45 Sewell Street Yealering	CEO Mark Hook	Financial	CEO uses dog grooming business.
10.2.13	Bush Fire Prone areas BAL Assessment Lot 27, Curlew Way	Cr Julie Russell	Proximity	Owens land adjoining Wickepin Townsite.

6. Confirmation of Minutes – Ordinary Meeting of Council – 16 November 2016

Resolution No 211216-01

Moved Cr Allan / Seconded Cr Astbury

That the minutes of the Ordinary Council meeting held on Wednesday 16 November 2016 be confirmed as a true and correct record.

Carried 8/0

7. Receival of Minutes

7.1 Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	18 November 2016

Enclosure / Attachment:

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 14 November 2016.

Background:

The Albert Facey Homestead Committee Meeting was held on Monday 14 November 2016.

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 Albert Facey Homestead Committee Meeting held on Monday 14 November 2016 be received.

Voting Requirements: Simple majority.

Resolution No 211216-02

Moved Cr Hinkley / Seconded Cr Lang

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 8/0

7.2 Australia Day Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 December 2016

Enclosure / Attachment:

Minutes of the Australia Day Committee Meeting held on Wednesday 16 November 2016.

Background:

The Australia Day Committee Meeting was held on Wednesday 16 November 2016.

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 Australia Day Committee Meeting held on Wednesday 16 November 2016 be received.

Voting Requirements: Simple majority.

Resolution No 211216-02

Moved Cr Hinkley / Seconded Cr Lang

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 8/0

7.3 Governance, Audit and Community Services Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 December 2016

Enclosure / Attachment:

Minutes of the Governance, Audit and Community Services Committee Meeting held on Wednesday 16 November 2016.

Background:

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 16 November 2016.

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 Governance, Audit and Community Services Committee Meeting held on Wednesday 16 November 2016 be received.

Voting Requirements: Simple majority.

Resolution No 211216-02**Moved Cr Hinkley / Seconded Cr Lang**

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 8/0

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
748-170816-10	Wickepin Hotel & Harvest Café - Signage	CEO	That this matter lay on the table until more information on the advertising signage locations has been provided by the applicant.	○	Letter sent 18/08/2016. Waiting for information from the Wickepin Hotel and Harvest Café.
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.	○	CEO sent memo to MWS. Signs have been ordered.
779-161116-04	Wickepin Triathlon 2017	CEO	That Council waives the entry fees to the Wickepin Swimming Pool for the competitors and spectators for the Wickepin Triathlon being held on 18 February 2017.	✓	Letter sent 18/11/2016.
780-161116-05	Saleyards Working Group Meeting Recommendations	CEO	That the CEO request two quotes for the installation of the double hand rails at the Wickepin Sheep Sale yards and bring the quotes back to the December 2016 Council meeting.	✓	Advert placed in the Watershed News, Facebook and the Narrogin Observer.
781-161116-09	Wickepin Community Resource Centre Sponsorship	CEO	That Council advises the Wickepin Community Resource Centre that Council is able to provide \$500 sponsorship to the Wickepin Community Resource Centre for The Big Bash to be held on the afternoon of Saturday 10 December 2016 at the Wickepin Community Centre.	✓	Phone call to CRC 17/11/2016. Letter sent 18/11/2016. Offered free use of community bus for pick up and drop off for surrounding towns.
782-161116-10	Townscape and Cultural Planning Committee Meeting Recommendations	CEO	That the CEO present a full financial report on the Wickepin Art Prize 2016 to the December 2016 Council meeting.	✓	Included as December 2016 Agenda item.

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

4.23pm – MWS Peter Vlahov entered the Chambers.

Technical Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	14 December 2016

Enclosure / Attachment: Nil

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

Comment: Not applicable.

Programmed Construction Works

- Wickepin Pingelly Road construction has been completed. A 7mm final seal may be applied during March.
- Lomos Road reconstruction has been completed.
- Yealering South East Road reconstruction is 40% completed.

Plant Replacement

- The new side tipping dog trailer is due for delivery during January 2017.
- The new six wheel dual tipping truck is due to be delivered during February 2017.

Maintenance Works

- Signage repairs
- Tree pruning
- Call outs to remove fallen trees
- Culvert works
- Bitumen patching
- Various ongoing maintenance
- Refuse site maintenance
- Ongoing grading.

Occupational Health and Safety

- Nothing to report

Workshop

- General ongoing servicing and minor repairs.
- Assist with building maintenance and general maintenance issues.

Parks and Gardens

- Whipper snip all areas for fire reduction
- Tidy fire breaks
- Weed control
- Oval fertilization
- General mowing
- Reticulation repairs and maintenance.

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 14 December 2016.

Voting Requirements: Simple majority

Resolution No 211216-03

Moved Cr Hinkley / Seconded Cr Astbury

That Council notes the report from the Manager of Works and Services dated 14 December 2016.

Carried 8/0

Infrastructure and Engineering Services

10.1.02 – Jean Sloan Seed Collecting to June 2017

Submission To: Ordinary Council
Location / Address: Whole Shire, Wickepin Golf Club
Name of Applicant: Mark J Hook, Chief Executive Officer
File Reference: EM.PER.1105
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 18 November 2016

Enclosure / Attachment:

SHIRE OF WICKEPIN	
DATE RECEIVED:	18 NOV 2016
FILE NO:	EM.PER.1105
TO:	CEO

Jean Sloan
 88 Connell Street
 PO Box 22
 Kondinin 6367
yeerakin@westnet.com.au
 ph 0427891229
 14th November 2016

Mr Hook
 Chief Executive Officer
 Shire of Wickepin

Dear Mark,

I am writing to request permission to collect native plant seed from reserves (gravel pits, road verges, townsite reserves) vested to the Shire of Wickepin for the period to June 2017.

I currently hold Commercial Purposes License CP014905 from Dept Parks and Wildlife.

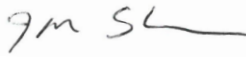
I will abide by conditions of the license.

I will also apply appropriate hygiene measures to prevent spread of plant diseases and weeds, take care to avoid fauna habitat disturbance and avoid disturbance that may lead to soil degradation.

I have attached a list of flora seed which I pick from various shires. In Wickepin Shire this year I anticipate picking *Acacia erinacea*, *pulchella*, *Hakea prostrata*, *Eucalyptus gardneri*, *sargentii*.

I also request special permission to collect seed from *Eucalyptus caesia*, Silver Princess, growing on the Wickepin Golf Club. I will pick 20% of older fruit and won't need to remove branches. Nindethana Seed have asked me to source *Euc caesia*, which is priority 4 flora so is difficult to collect from wild populations.

Thank you for your consideration.

Jean Sloan


Background:

Jean Sloan of Kondinin wishes to have access to all reserves vested in the Shire of Wickepin and the Wickepin Golf Club for the collection of native plant seeds. The list of flora seed she picks from other shires was not attached to the letter.

Comment:

Jean Sloan currently holds a commercial purpose licence number CPO104637 from the Department of Parks and Wildlife.

Council passed the following resolution at its Ordinary Meeting of Council held on the 18 February 2015:

Resolution No 180215-6**Moved Cr Lansdell / Seconded Cr Easton**

That Council grant permission to Jean Sloan of Kondinin to Collect Native Plant Seed from Reserves vested in the Shire of Wickepin up to the 28th February 2016.

With the following conditions:

- All persons collecting native seed are licensed according to the Wildlife Conservation Act (1950) and will abide by the conditions of the licence.
- Permission is for a twelve month period beginning 1st July 2014.
- This letter allows for collection by only Greening Australia (WA) staff members.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitat.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- No picking during imposed harvest and vehicle movement bans.

Carried 8/0

The author of this report can see no issue granting Jean Sloan a licence to collect native plant seed from Reserves Vested in the Shire of Wickepin and the Wickepin Golf Club in line with the permission granted last year.

Statutory Environment: Wildlife Conservation Act (1950)

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to grant permission to Jean Sloan of Kondinin to collect native plant seed from Reserves Vested in the Shire of Wickepin and the Wickepin Golf Club up to the 30th June 2017.

With the following conditions:

- The permission is only granted to Jean Sloan
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the Wickepin Golf Club fairways and rough.

Recommendation:

That Council grant permission to Jean Sloan of Kondinin to collect native plant seed from reserves vested in the Shire of Wickepin and the Wickepin Golf Club up to the 30 June 2017.

With the following conditions:

- The permission is only granted to Jean Sloan
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the Wickepin Golf Club fairways and rough.

Voting Requirements: Simple majority

Resolution No 211216-04

Moved Cr Lansdell / Seconded Cr Hinkley

That Council grant permission to Jean Sloan of Kondinin to collect native plant seed from reserves vested in the Shire of Wickepin and the Wickepin Golf Club up to the 30 June 2017.

With the following conditions:

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

Carried 8/0

The resolution differed from the officer's recommendation as Council felt that it should be stated, as in previous years, that there should be no picking during imposed harvest and vehicle movement bans.

4.35pm – Cr Julie Russell departed the Chambers due to declaring a proximity interest; Owns land adjacent to Wickepin Saleyards.

4.35pm – Cr Lansdell departed the Chambers due to declaring a financial interest; Put quote in for Hand Rails at the Wickepin Sheep Saleyards.

Infrastructure and Engineering Services

10.1.03 – Wickepin Sheep Sale Yards – Hand Rail Quotes

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Wickepin Saleyards, Working Group
File Reference:	ED.MEE.209
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Cr Allan Lansdell - Financial
Date of Report:	8 December 2016

Enclosure / Attachment: Quote Aussie Stockyards

Background:

The following resolution was passed at the 16 November 2016 Ordinary Meeting of council:

Resolution No 161116-05


Moved Cr Martin / Seconded Cr Allan

That the CEO request two quotes for the installation of the double hand rails at the Wickepin Sheep Sale yards and bring the quotes back to the December 2016 Council meeting.

Carried 8/0

Comment:

The following Advertisements were placed in the Watershed News, Facebook and the Narrogin Observer:



Shire of Wickepin

**Quotation - Hand Rails
Wickepin Sheep Saleyards**

The Shire of Wickepin is seeking quotes for the design and construction of hand rails over the existing walkways at the Wickepin Sheep Saleyards located on the Pingelly Wickepin Road Wickepin WA 6370.

Council invites submissions from interested persons up until Friday 9 December 2016.

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

The following companies were sent details for the Design and Construction of Hand Rails at the Wickepin Sheep Saleyards.

Name	Company	Phone	Tender Info Sent	Date Sent	Sent Via
Allan Lansdell		0428 744 0033	Advert	14/11/2016	email
	Australian Ramp & Access Solutions	9356 7000	Advert	28/11/2016	email
Libby Heffernan	Men Shed guys		Advert	5/12/2016	email
Merv McCrystal	Narrogin Boilermakers	98814394	Advert	29/11/2016	email

At the writing of this report the Tenders received on the 9 December 2016 were from the following Companies:

SHIRE OF WICKEPIN – Quotes Received
Quotation – Handrails Wickepin Saleyards

****All Prices Exclude GST****

Company	Description	Materials	Labour	Total
Allan Lansdell	Bend and shape 130 uprights weld and attach to existing yards and foot rails. Weld all rails to 130 uprights. Handrail to be 1meter above foot rail 600mm wide. All welds to be clean and painted with cold galvanising paint.	3,686	5,000	8,686
Australian Ramp & Access Solutions	Budgetary Estimate - quotation subject to final site measure & design approval acceptance. 1Supply and Install Design single handrail to suit existing walkways, 1m high, 42mm diameter, one side of existing walkways, side mount bolted to existing walkway material, braced back to existing post uprights. Galvanised. Custom design No site hot works. Engineered design. CAD plans supplied on order 10 year structural guarantee. Labour, Travel, Accommodation. Remove all rubbish off site. Allow 4 weeks for installation after approved drawings & final Engineer Certification. Sample railing length installed on site if requested at time of order.			172,986
Narrogin Boilermakers	Design and construction of hand rails over existing walkways at the Wickepin Sheep Sale Yards. All materials and design are to Australian Standards using Manufactured set Ball type Stanchions at 2.0mt centres, 32NB Galvanised Pipe for top Rails and 25NB Galvanised pipe for middle rail and kick rail running the full length of Walkway. Each walkway is 44.0 Mt Long. Handrail will be on each side of walkway. There are five (5) walkways in total. All Stanchions to be stabilised to make rigid, using bolted spreader bar. End of Walkways will have round of corner bends. The construction will be galvanised.			50,000
Shire of Wickepin	Construct hand rails for 5 walk ways at the Wickepin Sale Yards using 32mm Medium Wall Galvanized pipe and appropriate fittings. Quotation includes all labour and materials.	\$10,275	\$11,200	\$21,475

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Nil.

Financial Implications:

If Council authorises the project to proceed the amount of \$8,686 will be taken from the Wickepin Saleyards Reserve Account.

Strategic Implications: Nil

Summary:

Council is being requested to utilise funds from the Wickepin Saleyards Reserve account to undertake the quoted works from Allan Lansdell for hand rails at the Wickepin Saleyards at a cost of \$8,686.

Recommendation:

1. That the Shire of Wickepin accept the quote from Allan Lansdell in the amount of \$8,686 to Supply and Erect handrails to the Wickepin Saleyards.
2. That the funds for the supply and erection of hand rails for the Wickepin Saleyards be taken for the Saleyards Reserve account.

Voting Requirements: Absolute Majority

Resolution No 211216-05

Moved Cr Lang / Seconded Cr Allan

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.

Carried 6/0

4.50pm- Cr Russell and Cr Lansdell returned to the Chambers.

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:	5 December 2016

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 for the period ending 30 November 2016 as presented be received.
Voting Requirements:	Simple majority

Resolution No 211216-06

Moved Cr Martin / Seconded Cr Allan

That the financial statements for the period ending 30 November 2016 as presented be received.

Carried 8/0

SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2016

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickepin

Compilation Report

For the Period Ended 30 November 2016

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 November 2016 of \$1,597,055.

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

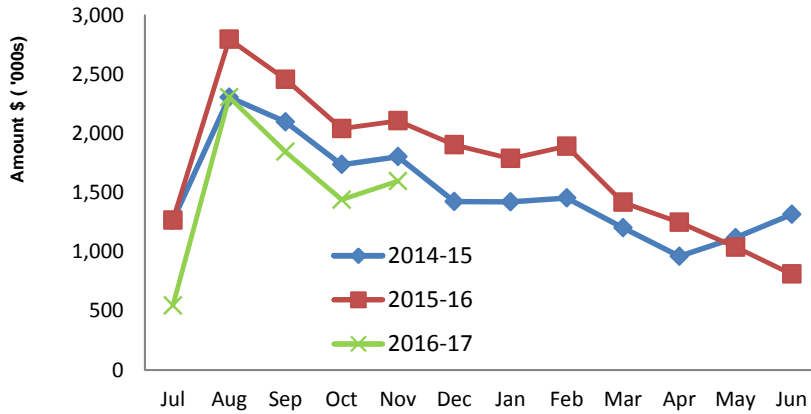
Reviewed by: Mark Hook CEO

Date prepared: 7-Nov-16

Shire of Wickepin

Monthly Summary Information
For the Period Ended 30 November 2016

Liquidity Over the Year (Refer Note 3)



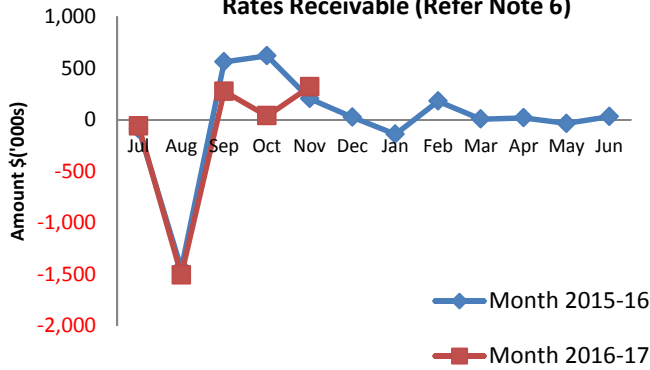
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 1,624,000
Restricted	\$ 1,243,268
	\$ 2,867,268

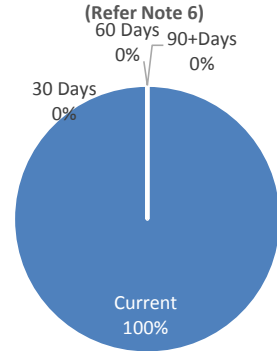
Receivables

Rates	\$ 91,653
Other	\$ 31,000
	\$ 122,653

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates)



Comments

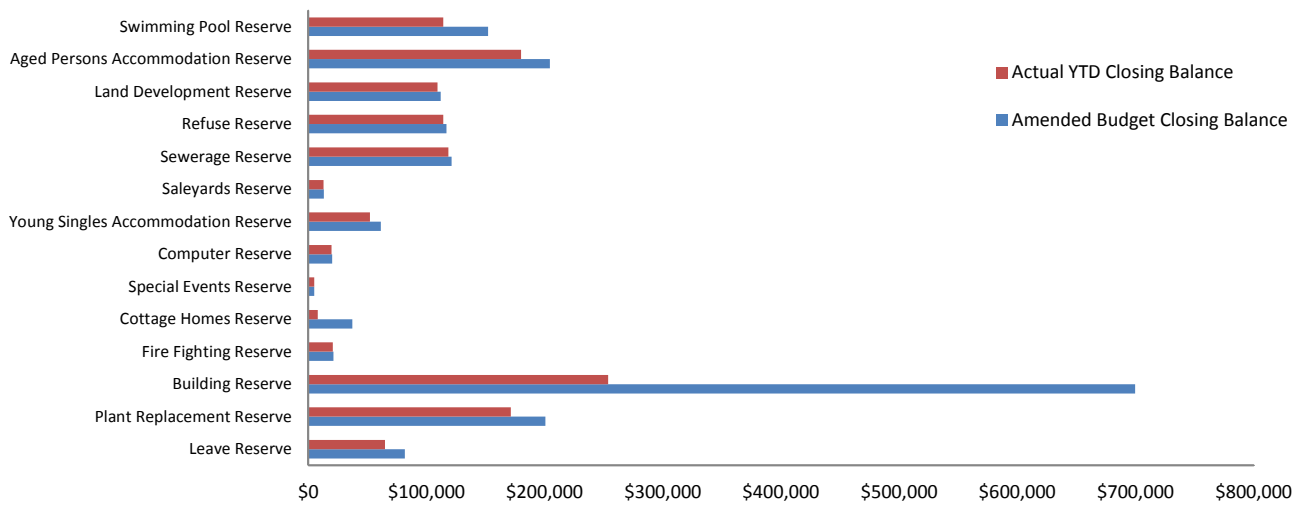
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 November 2016

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.

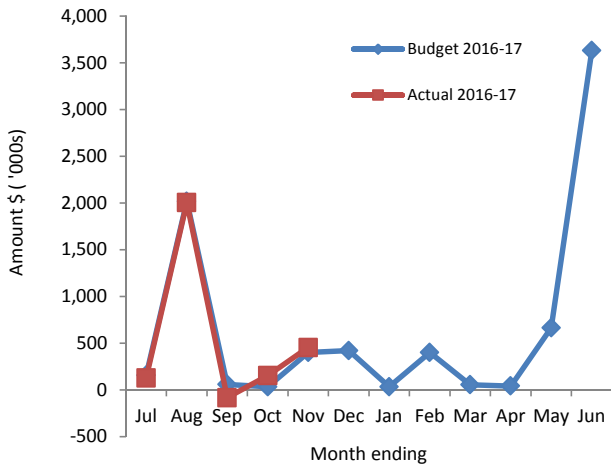
Shire of Wickepin

Monthly Summary Information

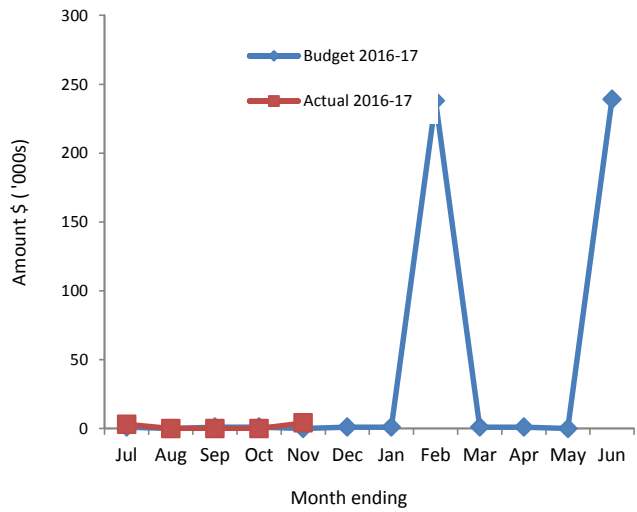
For the Period Ended 30 November 2016

Revenues

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

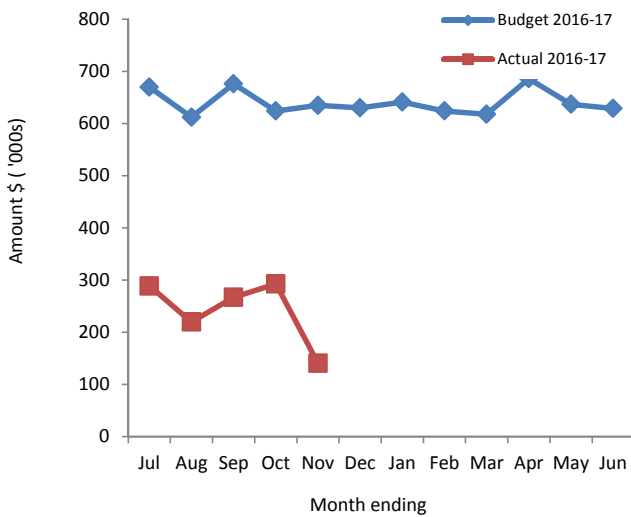


Budget Capital Revenue -v- Actual (Refer Note 2)

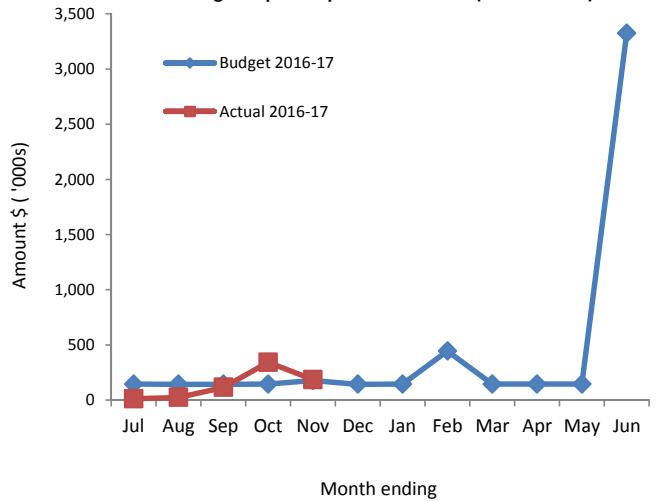


Expenditure

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 30 November 2016

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		26,296	10,485	20,537	10,052	95.87%	▲
General Purpose Funding - Rates	9	1,326,356	1,325,811	1,328,519	2,708	0.20%	
General Purpose Funding - Other		1,530,046	759,823	738,896	(20,927)	(2.75%)	
Law, Order and Public Safety		436,835	47,459	50,579	3,120	6.57%	
Health		400	165	0	(165)	(100.00%)	
Education and Welfare		250	100	110	10	9.55%	
Housing		3,289,300	26,565	26,079	(486)	(1.83%)	
Community Amenities		168,058	145,485	147,468	1,983	1.36%	
Recreation and Culture		86,782	33,815	76,048	42,233	124.90%	▲
Transport		970,800	285,297	219,367	(65,930)	(23.11%)	▼
Economic Services		43,095	17,935	26,876	8,941	49.85%	▲
Other Property and Services		35,800	14,910	19,135	4,225	28.34%	
Total Operating Revenue		7,914,018	2,667,850	2,653,614	(14,236)		
Operating Expense							
Governance		(468,496)	(213,017)	(201,572)	11,445	5.37%	▲
General Purpose Funding		(74,606)	(28,565)	(29,398)	(833)	(2.91%)	
Law, Order and Public Safety		(207,136)	(102,944)	(53,239)	49,705	48.28%	▲
Health		(32,911)	(13,690)	(12,548)	1,142	8.34%	▲
Education and Welfare		(10,956)	(4,535)	(1,624)	2,911	64.19%	▲
Housing		(248,092)	(103,230)	(63,438)	39,792	38.55%	▲
Community Amenities		(432,857)	(180,080)	(126,770)	53,310	29.60%	▲
Recreation and Culture		(1,229,361)	(496,965)	(301,005)	195,960	39.43%	▲
Transport		(4,685,836)	(1,921,460)	(311,838)	1,609,622	83.77%	▲
Economic Services		(269,249)	(112,060)	(63,861)	48,199	43.01%	▲
Other Property and Services		(22,085)	(39,975)	(44,811)	(4,836)	(12.10%)	
Total Operating Expenditure		(7,681,586)	(3,216,521)	(1,210,105)	2,006,416		
Funding Balance Adjustments							
Add back Depreciation		4,653,900	1,939,085	0	(1,939,085)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(100,600)	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		4,785,732	1,390,414	1,443,509	53,095		
Capital Revenues							
Proceeds from Disposal of Assets	8	476,000	198,333	126,315	(72,018)	(36.31%)	▼
Total Capital Revenues		476,000	198,333	126,315	(72,018)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(3,216,000)	(12,495)	(11,502)	993	7.95%	▲
Infrastructure - Roads	13	(1,021,259)	(425,485)	(335,147)	90,338	21.23%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(37,000)	(15,410)	(1,166)	14,244	92.43%	▲
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(1,033,050)	0	(325,938)	(325,938)		▼
Furniture and Equipment	13	(48,500)	(34,750)	(6,327)	28,423	81.79%	▲
Total Capital Expenditure		(5,355,809)	(488,140)	(680,080)	(191,940)		
Net Cash from Capital Activities		(4,879,809)	(289,807)	(553,765)	(263,958)		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,769	3,237	2,781	(456)	(14.09%)	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(28,481)	(11,867)	(11,263)	604	5.09%	▲
Transfer to Reserves	7	(602,215)	(250,923)	0	250,923	100.00%	▲
Net Cash from Financing Activities		(622,927)	(259,553)	(8,482)	251,071		
Net Operations, Capital and Financing		(717,003)	841,055	881,262	40,207		
Opening Funding Surplus(Deficit)	3	717,315	715,793	715,793	0	0.00%	
Closing Funding Surplus(Deficit)	3	312	1,556,848	1,597,055	40,207		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2016

	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	1,382,666	1,385,390	2,724	0.20%	
Operating Grants, Subsidies and Contributions	11	1,684,723	893,565	899,860	6,295	0.70%	
Fees and Charges		418,377	222,172	265,785	43,613	19.63%	▲
Service Charges		0	0	0	0		
Interest Earnings		57,600	24,000	5,814	(18,186)	(75.77%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	174,600	0	0	0		
Total Operating Revenue		3,718,526	2,522,403	2,556,849	34,446		
Operating Expense							
Employee Costs		(1,127,120)	(465,545)	(446,166)	19,379	4.16%	
Materials and Contracts		(1,463,420)	(592,880)	(542,965)	49,915	8.42%	▲
Utility Charges		(171,585)	(71,410)	(51,766)	19,644	27.51%	▲
Depreciation on Non-Current Assets		(4,653,900)	(1,939,085)	0	1,939,085	100.00%	▲
Interest Expenses		(6,572)	(2,730)	(3,023)	(293)	(10.73%)	
Insurance Expenses		(184,989)	(144,871)	(166,186)	(21,315)	(14.71%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(74,000)	0	0	0		
Total Operating Expenditure		(7,681,586)	(3,216,521)	(1,210,105)	2,006,416		
Funding Balance Adjustments							
Add back Depreciation		4,653,900	1,939,085	0	(1,939,085)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(100,600)	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		590,240	1,244,967	1,346,744	101,777		
Capital Revenues							
Grants, Subsidies and Contributions	11	4,195,492	145,447	96,765	(48,682)	(33.47%)	▼
Proceeds from Disposal of Assets	8	476,000	198,333	126,315	(72,018)	(36.31%)	▼
Total Capital Revenues		4,671,492	343,780	223,080	(120,700)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(3,216,000)	(12,495)	(11,502)	993	7.95%	▲
Infrastructure - Roads	13	(1,021,259)	(425,485)	(335,147)	90,338	21.23%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(37,000)	(15,410)	(1,166)	14,244	92.43%	▲
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(1,033,050)	0	(325,938)	(325,938)		▼
Furniture and Equipment	13	(48,500)	(34,750)	(6,327)	28,423	81.79%	▲
Total Capital Expenditure		(5,355,809)	(488,140)	(680,080)	(191,940)		
Net Cash from Capital Activities		(684,317)	(144,360)	(457,000)	(312,640)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,769	3,237	2,781	(456)	(14.09%)	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(28,481)	(11,867)	(11,263)	604	5.09%	▲
Transfer to Reserves	7	(602,215)	(250,923)	0	250,923	100.00%	▲
Net Cash from Financing Activities		(622,927)	(259,553)	(8,482)	251,071		
Net Operations, Capital and Financing		(717,004)	841,055	881,262	40,207		
Opening Funding Surplus(Deficit)	3	717,315	715,793	715,793	0	0.00%	
Closing Funding Surplus(Deficit)	3	311	1,556,848	1,597,055	40,207		

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

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

SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2016

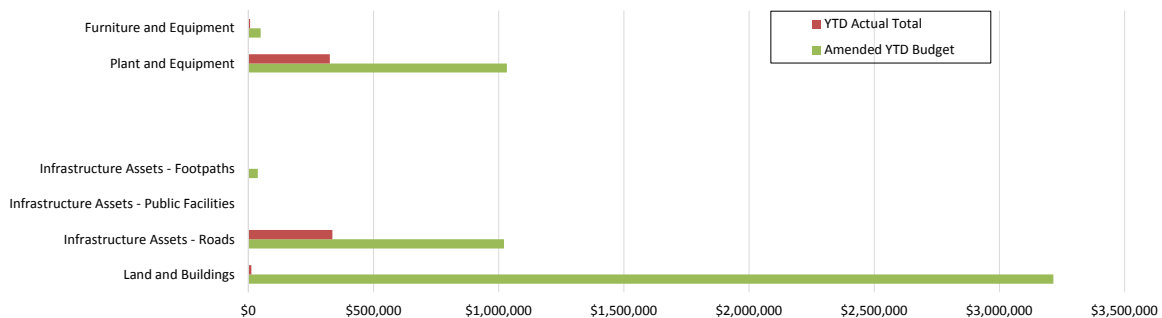
Capital Acquisitions	Note	YTD 30 11 2016					Variance (d) - (c)
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	11,502	0	11,502	3,216,000	3,216,000	(3,204,498)
Infrastructure Assets - Roads	13	0	335,147	335,147	1,021,259	1,021,259	(686,112)
Infrastructure Assets - Public Facilities	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	1,166	0	1,166	37,000	37,000	(35,834)
Plant and Equipment	13	0	325,938	325,938	1,033,050	1,033,050	(707,112)
Furniture and Equipment	13	6,327	0	6,327	48,500	48,500	(42,173)
Capital Expenditure Totals		18,995	661,085	680,080	5,355,809	5,355,809	(4,675,729)

Funded By:

Capital Grants and Contributions	96,765	4,195,492	4,195,492	4,098,727
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	126,315	198,333	476,000	(72,018)
Own Source Funding - Cash Backed Reserves				
Computer Reserve			0	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0			
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	457,000	961,984	684,317	(504,984)
Capital Funding Total	680,080	5,355,809	5,355,809	(4,675,729)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 November 2016

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
Governance	26,296		26,296	10,485
General Purpose Funding - Rates	1,326,356		1,326,356	1,325,811
General Purpose Funding - Other	1,530,046		1,530,046	759,823
Law, Order and Public Safety	436,835		436,835	47,459
Health	400		400	165
Education and Welfare	250		250	100
Housing	3,289,300		3,289,300	26,565
Community Amenities	168,058		168,058	145,485
Recreation and Culture	86,782		86,782	33,815
Transport	970,800		970,800	285,297
Economic Services	43,095		43,095	17,935
Other Property and Services	35,800		35,800	14,910
Total Operating Revenue	7,914,018	0	7,914,018	2,667,850
Operating Expense				
Governance	(468,496)		(468,496)	(213,017)
General Purpose Funding	(74,606)		(74,606)	(28,565)
Law, Order and Public Safety	(207,136)		(207,136)	(102,944)
Health	(32,911)		(32,911)	(13,690)
Education and Welfare	(10,956)		(10,956)	(4,535)
Housing	(248,092)		(248,092)	(103,230)
Community Amenities	(432,857)		(432,857)	(180,080)
Recreation and Culture	(1,229,362)		(1,229,362)	(496,965)
Transport	(4,685,836)		(4,685,836)	(1,921,460)
Economic Services	(269,249)		(269,249)	(112,060)
Other Property and Services	(22,085)		(22,085)	(39,975)
Total Operating Expenditure	(7,681,586)	0	(7,681,586)	(3,216,521)
Funding Balance Adjustments				
Add back Depreciation	4,653,900		4,653,900	1,939,085
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	1,390,414
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)	(12,495)
Infrastructure - Roads	(1,021,259)		(1,021,259)	(425,485)
Infrastructure - Public Facilities	0		0	0
Infrastructure - Footpaths	(37,000)		(37,000)	(15,410)
Infrastructure - Drainage	0		0	0
Heritage Assets	0		0	0
Plant and Equipment	(1,033,050)		(1,033,050)	0
Furniture and Equipment	(48,500)		(48,500)	(34,750)
Total Capital Expenditure	(5,355,809)	0	(5,355,809)	(488,140)
Net Cash from Capital Activities	(4,879,809)	0	(4,879,809)	(289,807)
Financing				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	7,769		7,769	3,237
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(28,481)		(28,481)	(11,867)
Transfer to Reserves	(602,215)		(602,215)	(250,923)
Net Cash from Financing Activities	(622,927)	0	(622,927)	(259,553)
Net Operations, Capital and Financing	(717,004)	0	(717,004)	841,055
Opening Funding Surplus(Deficit)	717,315	0	717,315	717,315
Closing Funding Surplus(Deficit)	311	0	311	1,558,370

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 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

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 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 30 November 2016

Note 2: EXPLANATION OF MATERIAL VARIANCES

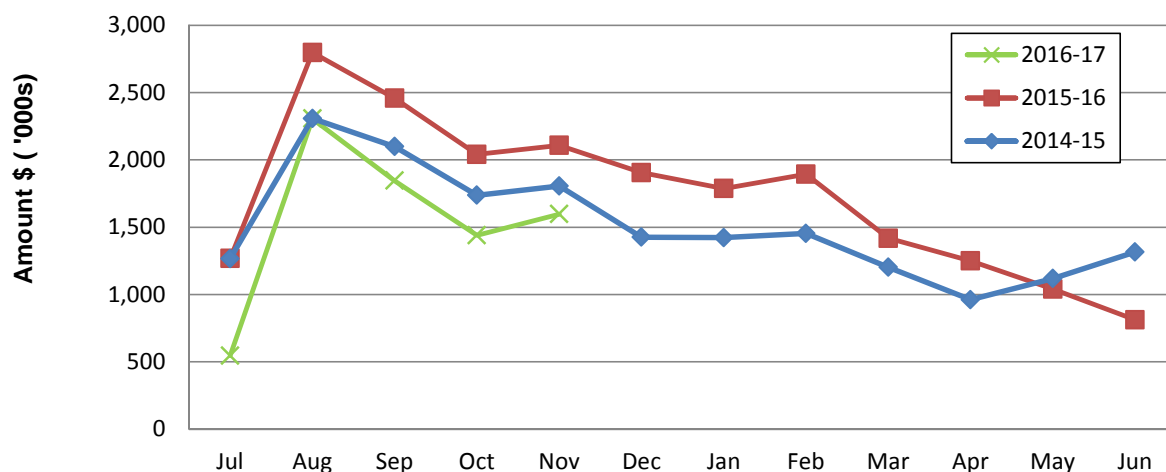
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	10,052	95.87%	▲	Timing	LSL Contribution invoiced
Housing	(486)	(1.83%)			
Community Amenities	1,983	1.36%			
Recreation and Culture	42,233	124.90%	▲	Timing	Art entries and sales received
Transport	(65,930)	(23.11%)	▼	Timing	Road project grants not received
Economic Services	8,941	49.85%	▲		Full year saleyard fees paid
Other Property and Services	4,225	28.34%			
Operating Expense					
General Purpose Funding	(833)	(2.91%)			
Law, Order and Public Safety	49,705	48.28%	▲	Timing	Depreciation not calculated
Health	1,142	8.34%	▲		
Housing	39,792	38.55%	▲	Timing	Depreciation not calculated
Community Amenities	53,310	29.60%	▲	Timing	Depreciation not calculated
Recreation and Culture	195,960	39.43%	▲	Timing	Depreciation not calculated
Transport	1,609,622	83.77%	▲	Timing	Depreciation not calculated
Economic Services	48,199	43.01%	▲	Timing	Depreciation not calculated
Other Property and Services	(4,836)	(12.10%)		Timing	Works Staff training over budget
Capital Revenues					
Grants, Subsidies and Contributions	(48,682)	(33.47%)	▼	Timing	Pool grant not received as yet
Proceeds from Disposal of Assets	(72,018)	(36.31%)	▼	Timing	Proceeds calculated December
Capital Expenses					
Land and Buildings	993	7.95%	▲		
Infrastructure - Roads	90,338	21.23%	▲	Timing	1/3 road program spent
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	14,244	92.43%	▲	Timing	Footpaths still to be completed
Plant and Equipment	(325,938)		▼	Timing	New truck still to be purchased
Furniture and Equipment	28,423	81.79%	▲	Timing	equipment still to be purchased
Financing					
Loan Principal	604	5.09%	▲		

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Nov 2016	30th June 2016	YTD 30 Nov 2015
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,624,000	793,781	2,025,309
Cash Restricted	4	1,243,268	1,243,268	1,058,936
Receivables - Rates	6	91,653	24,021	98,244
Receivables -Other	6	31,000	127,981	7,472
Interest / ATO Receivable/Trust		20,764	16,340	32,731
Inventories			0	0
		3,010,685	2,205,391	3,222,692
Less: Current Liabilities				
Payables		(25,619)	(101,587)	(24,162)
Provisions		(144,743)	(144,743)	(123,086)
		(170,362)	(246,330)	(147,249)
Less: Cash Reserves	7	(1,243,268)	(1,243,268)	(1,058,936)
Net Current Funding Position		1,597,055	715,793	2,016,507

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	520,849			520,849	ANZ	At Call
Reserve Bank Account	0.00%		3,268		3,268	ANZ	At Call
Trust Bank Account	0.00%			24,047	24,047	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal	2.50%	500,000			500,000	ANZ	23.03.2017
Municipal					0		
Municipal	1.45%	602,451			602,451	WA Treasury	At Call
Reserve	2.70%		1,240,000		1,240,000	ANZ	25.01.17
Trust	2.30%			52,935	52,935	ANZ	8.1.17
Total		1,624,000	1,243,268	76,982	2,944,250		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

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 30 November 2016

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

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

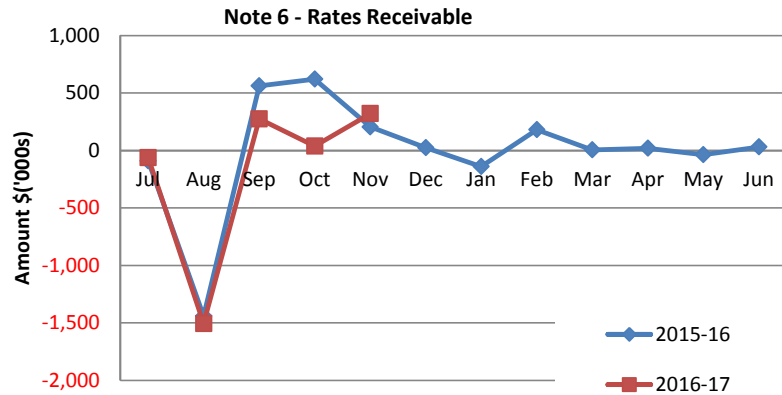
Strategy Ref	Strategy	Action Ref	Action	2014-15 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
	Total			-	-	-	-

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 30 Nov 2016	30 June 2016
	\$	\$
Opening Arrears Previous Years	25,543	24,553
Levied this year	1,494,662	1,461,313
Less Collections to date	(1,428,552)	(1,460,323)
Equals Current Outstanding	91,653	25,543
Net Rates Collectable	91,653	25,543
% Collected	93.97%	98.28%



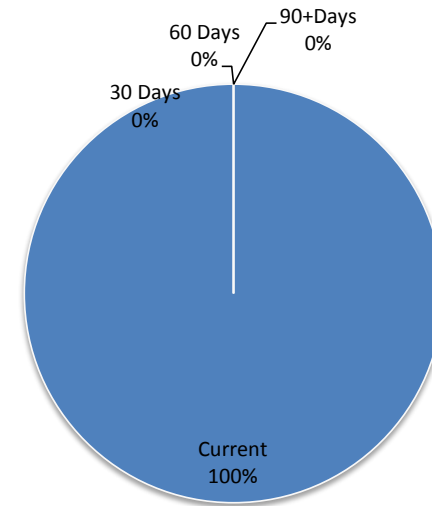
Comments/Notes - Receivables Rates

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	31,000	0	0	0
Total Receivables General Outstanding				31,000

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



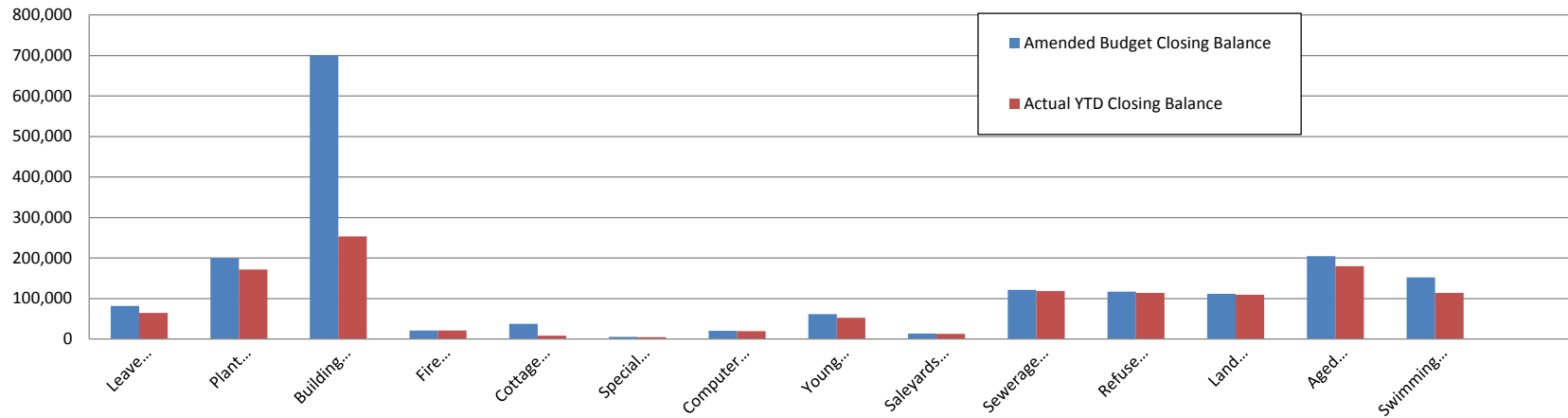
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 7: Cash Backed Reserve

2016-17		Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance									
Leave Reserve	\$ 64,711	\$ 1,562	\$	\$ 15,215	\$	\$	\$		\$ 81,488	\$ 64,711
Plant Replacement Reserve	171,245	4,132		25,000					200,377	171,245
Building Reserve	253,506	6,117		440,000					699,623	253,506
Fire Fighting Reserve	20,648	498							21,146	20,648
Cottage Homes Reserve	7,988	193		29,000					37,181	7,988
Special Events Reserve	4,807	116							4,923	4,807
Computer Reserve	19,636	474							20,110	19,636
Young Singles Accommodation Reserve	52,098	1,257		8,000					61,355	52,098
Saleyards Reserve	12,796	309							13,105	12,796
Sewerage Reserve	118,313	2,855							121,168	118,313
Refuse Reserve	114,080	2,753							116,833	114,080
Land Development Reserve	109,202	2,635							111,837	109,202
Aged Persons Accommodation Reserve	180,045	4,344		20,000					204,389	180,045
Swimming Pool Reserve	114,193	2,755		35,000					151,948	114,193
	1,243,268	30,000	0	572,215	0	0	0		1,845,483	1,243,268

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 30 November 2016

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 11 2016			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
			0	CEO Vehicle	550	0	(550)	
37,504		32,959	0	CEO Vehicle	550	0	(550)	
			0	Hino 6 Wheel Truck P248	(47,000)	0	47,000	
154,500		34,500	0	Rubber Multi Roller P541	(19,000)	0	19,000	
32,729		19,729	0	Colorado Single Cab P468 Gardeners	4,500	0	(4,500)	
36,132		14,545	0	Works Foreman ute P2567	4,000	0	(4,000)	
43,673		24,582	0	MWS Colorado P2Q	(8,000)	0	8,000	
			0	Facey Group Utility	0	0	0	
				Land & Buildings				
				5 Smith Street	165,000			
304,538	0	126,315	0		100,600	0	64,400	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

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							(128,286)				(130,540)
							(31)				0
Amount from General Rates							1,328,520				1,326,356
Specified Area Rates							56,871				56,870
Totals							1,385,390				1,383,226

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

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		8482	20,711	69,932	69,932	2134	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		82	1/06/2017
Loan 102 - WD Sports Club SS Greens	44,423		2781	5,618	38,805	38,805	888	1,721	17/01/2023
	137,218	0	11,263	28,481	108,737	108,737	3,022	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 30 November 2016

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	487,239	491,305
Grants Commission - Roads	WALGGC	Y	489,332	0	489,332	0	244,936	244,397
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	19,688	0	19,688	0	6,693	12,996
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		3,500	0
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	0	26,914
Roads To Recovery Grant - Cap	Roads to Recovery	Y	545,008	0	0	545,008	0	545,008
RRG Grants - Capital Projects	Regional Road Group	Y	218,170	0	0	218,170	96,765	121,405
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		0	36,168
ECONOMIC SERVICES								
TOTALS			5,880,215	0	1,684,723	4,195,492	996,625	4,883,590
Operating	Operating		1,684,723				899,860	
Non-Operating	Non-operating		4,195,492				96,765	
			<u>5,880,215</u>				<u>996,625</u>	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

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 30-Nov-16
	\$	\$	\$	\$
Housing Bonds	200	1,880	(1,820)	260
Master Key Deposits	300	900	(700)	500
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
BCITF	0	583	(583)	0
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	6,770	0	60,249
Kidsport	888		(775)	113
Albert Facey Homestead	9,574	1,039	(1,343)	9,270
Miscellaneous Trust	7,483	525	(4,917)	3,091
Yealering Bowling Club Greens	0	3,500		3,500
	71,924	15,247	(10,188)	76,983

Level of Completion Indicators

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

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2016

Note 13: CAPITAL ACQUISITIONS

30/11/2016							
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)	(4,165)	(3,326)	839	0	
Community Amenities Total		(10,000)	(4,165)	(3,326)	839	0	
Recreation And Culture Total		0	0	0	0	0	
Transport							
Depot Fence	LDP1	(20,000)	(8,330)	(8,177)	153		
Transport Total		(20,000)	(8,330)	(8,177)	153		
Economic Services							
Economic Services Total		0	0	0	0	0	
Land and Buildings Total		(3,216,000)	(12,495)	(11,502)	993	0	
Footpaths							
Transport							
Footpaths Wickepin	LFP1	(37,000)	(15,410)	(1,166)	14,244		
Footpaths Yealering	LFP2	0	0	0	0		
Transport Total		(37,000)	(15,410)	(1,166)	14,244	0	
Footpaths Total		(37,000)	(15,410)	(1,166)	14,244	0	
Furniture & Office Equip.							
Governance							
Councillor Ipads	0954	(12,000)	0	(6,327)	(6,327)	0	
Office Computer	0954	(4,500)	(2,750)	0	2,750	0	
Governance Total		(16,500)	(2,750)	(6,327)	(3,577)	0	
Pool Lane ropes, filter maintenance, shade, paint	4704	(32,000)	(32,000)	0	32,000	0	
Recreation And Culture Total		(32,000)	(32,000)	0	32,000	0	
Furniture & Office Equip. Total		(48,500)	(34,750)	(6,327)	28,423	0	
Plant , Equip. & Vehicles							
Governance							
Holden Colorado CEO	6034	(72,500)	0	(37,504)	(37,504)	0	
Governance Total		(72,500)	0	(37,504)	(37,504)	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 30 November 2016

Note 13: CAPITAL ACQUISITIONS

30/11/2016							
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							
Hino 700 6 wheel truck	6034	(200,000)	0		0	0	
Multi tyre roller	6034	(147,500)	0	(154,500)	(154,500)	0	
New Dog Trailer	6034	(100,000)	0	(21,400)	(21,400)	0	
Single cab ute 4x4 to replace P468	6034	(32,500)	0	(32,729)	(32,729)	0	
Single cab ute 4x4 to replace P2567	6034	(36,150)	0	(36,132)	(36,132)	0	
MWS Nissan Navara or Colorado	6034	(47,000)	0	(43,673)	(43,673)	0	
Facey Group Ute	6034	(28,000)	0		0	0	
Transport Total		(591,150)	0	(288,434)	(288,434)	0	
Economic Services Total		0	0	0	0	0	
Plant , Equip. & Vehicles Total		(1,033,050)	0	(325,938)	(325,938)	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							
Wickepin Corrigin Road	RG001	(157,095)	(65,455)	(51,677)	13,778	0	
Wickepin Harrismith Road	RG002	(88,365)	(36,815)	(85,282)	(48,467)	0	
Pingelly Wickepin Road	RG003	(81,795)	(34,080)	(67,018)	(32,938)	0	
Regional Road Group Total		(327,255)	(136,350)	(203,977)	(67,627)	0	
Transport Roads to Recovery							
Yealering South Road	RR26	(148,216)	(61,755)	(25,137)	36,618	0	
Aileen Road	R2R048	(49,195)	(20,495)	(51,538)	(31,043)	0	
Lomos South Road	RR14	(162,314)	(67,630)	(4,691)	62,939	0	
Richter Street	RR11	(10,895)	(4,535)	0	4,535	0	
Rintel Street	R2R114	(8,065)	(3,360)	0	3,360	0	
Lake Road 2015/16 project carry over	R2R161	0	0	(1,918)	(1,918)	0	
Central Ave	RR37	(11,679)	(4,865)	0	4,865	0	
Rose Road	R2R052	(3,095)	(1,285)	0	1,285	0	
Tincurrin South Road	R2R016	(40,304)	(16,790)	0	16,790	0	
Wickepin Corrigin Road	R2R001	(39,746)	(16,560)	(4,545)	12,015	0	
Wickepin Harrismith Road	R2R002	(62,500)	(26,040)	(237)	25,803	0	
Wickepin Pingelly Road	R2R003	(9,000)	(3,750)	(4,800)	(1,050)	0	
Roads to Recovery Total		(545,009)	(227,065)	(92,866)	134,199	0	
Transport Black Spot							
Malyalling Road	BS036	(40,370)	(16,820)	(34,380)	(17,560)	0	
Blackspot Total		(40,370)	(16,820)	(34,380)	(17,560)	0	
Council Resources Construction							
Gillimanning Road	CO035	(41,000)	(17,080)	(3,924)	13,156	0	
Dorakin Road	CO28	(41,000)	(17,080)	0	17,080	0	
Drainage and Headwalls	CODAH	(26,625)	(11,090)	0	11,090	0	
Council Resources Construction Total		(108,625)	(45,250)	(3,924)	41,326	0	
Roads Total		(1,021,259)	(425,485)	(335,146)	90,339	0	
Capital Expenditure Total		(5,355,809)	(488,140)	(680,079)	(191,939)	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:	5 December 2016

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1 November 2016 to 30 November 2016.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	6879, 6885 - 6973	\$ 197,776.76
Cheques	15374 - 15379	\$ 12,680.01
Payroll	November	\$ 85,220.40
Superannuation	November	\$ 13,174.57
Credit Card	November	\$ 462.80
Direct Deductions	November	\$ 8,095.21
Trust		
EFT	6880 - 6884	\$ 2,447.65
Chq	1280 - 1283	\$ 2,376.74
	TOTAL	\$ 322,234.14

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: 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totaling **\$322,234.14** 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 211216-07

Moved Cr Astbury / Seconded Cr Lansdell

That Council acknowledges that payments totaling **\$322,234.14** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 8/0

List of Accounts Due & Submitted to Committee

November 2016

Chq/EFT	Date	Name	Description	Muni	Trust
1280	8/11/2016	Rex Patrick Bergin	Cat Trap Returned		\$ 50.00
1281	8/11/2016	Paul Elliot	Art Prize 2016 Prize Winner		\$ 750.00
1282	22/11/2016	DOCEP Bond Administrator	Unit 2 Cottage Homes Bond		\$ 480.00
1283	22/11/2016	Shire Of Wickepin	Trust Fund Transferred To Muni As Per Resolution 21091617		\$ 1,096.74
EFT6879	1/11/2016	RJ Broun Painting Services	Interior Painting Of Unit 2 Cottage Homes	\$ 2,600.00	
EFT6880	8/11/2016	Chris Goldberg	Art Prize 2016 Prize Winner		\$ 750.00
EFT6881	8/11/2016	Toby Hills	Art Prize 2016 Prize Winner		\$ 750.00
EFT6882	8/11/2016	Steven Makse	Art Prize 2016 Prize Winner		\$ 750.00
EFT6883	8/11/2016	Lg Rose	Art Prize 2016 Prize Winner Amelia Corbett Sunflowers		\$ 75.00
EFT6884	8/11/2016	Cassidy Smith	Art Prize 2016 Prize Winner		\$ 100.00
EFT6885	8/11/2016	APRA	Licence Fees For 1/12/16 To 30/11/17	\$ 88.55	
EFT6886	8/11/2016	Julianne Auld	Rates Refund For Assessment A6276	\$ 243.05	
EFT6887	8/11/2016	Bunnings	Landscape Stone For CEO Residence	\$ 256.40	
EFT6888	8/11/2016	Stephanie Boyle	Sale Of Artwork	\$ 538.20	
EFT6889	8/11/2016	Rosalind Boyle	Sale Of Artwork	\$ 858.00	
EFT6890	8/11/2016	Courier Australia	Freight On Library Books, Pool Water Samples And Pre-printed Stationery	\$ 59.66	
EFT6891	8/11/2016	Covs Parts Pty Ltd	Filter For Wk697	\$ 123.29	
EFT6892	8/11/2016	Kelly Cochrane	Cleaning Of Yealering Hall And Caravan Park	\$ 300.00	
EFT6893	8/11/2016	Country Tyres	Repair Tyre On Wk822	\$ 289.47	
EFT6894	8/11/2016	Landgate	Rural UV Interim Valuation	\$ 119.85	
EFT6895	8/11/2016	Dept Of Planning & Infrastructure	Extension Of Time Application Fee WA Kaolin	\$ 150.00	
EFT6896	8/11/2016	Jo Duffy	2016 Art Prize Winner	\$ 3,300.00	
EFT6897	8/11/2016	MJ & JL Dyke	Parts For Wk3517 & Wk475	\$ 2,271.78	
EFT6898	8/11/2016	Edwards Motors Pty Ltd	Change Over Of CEO Vehicle	\$ 5,000.00	
EFT6899	8/11/2016	Ewen Rural Supplies	October Invoice	\$ 4,185.03	
EFT6900	8/11/2016	Neil Elliott	2016 Art Prize Winner	\$ 550.00	
EFT6901	8/11/2016	Great Southern Fuel Supplies	Fuel Account For October 2016	\$ 9,559.07	
EFT6902	8/11/2016	Leon Holmes	2016 Art Prize Winner And Sale Of Artwork	\$ 1,705.00	
EFT6903	8/11/2016	Local Government Managers Australia	LGMA Annual State Conference 2016 Natalie Manton	\$ 265.00	
EFT6904	8/11/2016	Microwave Safety Systems	Microwave Safety Check	\$ 141.19	

EFT6905	8/11/2016	Great Southern Waste Disposal	Waste Disposal 26/9/16 To 31/10/16	\$ 6,848.76	
EFT6906	8/11/2016	Narrogin Glass	Flywire Door Set For CEO Residence	\$ 1,735.51	
EFT6907	8/11/2016	Narrogin Hardware Makit	Reticulation Parts For Depot And Cottage Homes	\$ 75.50	
EFT6908	8/11/2016	Lorette Naude	2016 Art Prize Winner And Sale Of Artwork	\$ 104.60	
EFT6909	8/11/2016	Kellie Orr	Sale Of Artwork	\$ 429.00	
EFT6910	8/11/2016	Parrys	Work Clothing For Peter Vlahov	\$ 25.45	
EFT6911	8/11/2016	Lori Pensini	Sale Of Artwork	\$ 3,200.00	
EFT6912	8/11/2016	Jane Pearsall	Sale Of Artwork	\$ 1,170.00	
EFT6913	8/11/2016	C Quartermaine	2016 Art Prize Winner And Art Sales	\$ 1,545.00	
EFT6914	8/11/2016	Kirstin Rigby	Wickepin Caravan Park Commission	\$ 477.81	
EFT6915	8/11/2016	Peter Stribling	Yealering Caravan Park Commission	\$ 213.55	
EFT6916	8/11/2016	RJ Smith Engineering	New Spray Bar For Wk248	\$ 2,508.00	
EFT6917	8/11/2016	Kirsten Sivyer	Sale Of Artwork	\$ 1,287.00	
EFT6918	8/11/2016	Antony Smith	Repairs To Gate At MWS Residence	\$ 273.80	
EFT6919	8/11/2016	Lee Snibson	Sale Of Artwork	\$ 195.00	
EFT6920	8/11/2016	Maggie Smith	Sale Of Artwork	\$ 234.00	
EFT6921	8/11/2016	Janet Vlahov Photography	Sale Of Artwork	\$ 124.80	
EFT6922	8/11/2016	Western Australian Treasury Corp	Loan No. 100 Interest Payment	\$ 2,123.39	
EFT6923	8/11/2016	Wickepin District Sports Club	Sponsorship Of Merino Fours Bowling Event	\$ 550.00	
EFT6924	8/11/2016	Wickepin Hotel And Harvest Cafe	Accommodation For Wickepin Art Prize 2016	\$ 150.00	
EFT6926	8/11/2016	Ewen Rural Supplies	Teabags, Milk & Coffee Albert Facey Homestead		\$ 22.65
EFT6927	16/11/2016	Australia Post	October 2016 Postage Charges	\$ 348.85	
EFT6928	16/11/2016	Air Liquide Wa Pty Ltd	Gas Cylinder Rental October 2016	\$ 84.70	
EFT6929	16/11/2016	Ballards Of Narrogin	Mulch	\$ 700.00	
EFT6930	16/11/2016	Corner's Auto Electrics	Install UHF/VHF Radios on Fire Vehicles	\$ 848.65	
EFT6931	16/11/2016	Cutting Edges Pty Ltd	Cutting Edges for WK518	\$ 1,037.08	
EFT6932	16/11/2016	Yealering Agparts & Repairs	Repairs to WK2489 & Gas Bottles for Yealering Caravan Park	\$ 949.30	
EFT6933	16/11/2016	Central Agcare	Annual Donation	\$ 2,000.00	
EFT6934	16/11/2016	Chedoona Environs	Potted Plants	\$ 196.50	
EFT6935	16/11/2016	Frank Weston & Co	Metal Bin Protectors	\$ 734.76	
EFT6936	16/11/2016	Geoff Perkins Farm Machinery Centre	Hydraulic Repairs to WK1951	\$ 243.70	
EFT6937	16/11/2016	It Vision User Group	IT Vision User Group Membership Subscription 2016/17	\$ 715.00	
EFT6938	16/11/2016	Momar Australia P/L	Cleaning products for Depot, Public Toilets & Caravan Parks	\$ 2,073.78	

EFT6939	16/11/2016	Narrogin Retravision	Installation of Air Conditioner to 7 Rintel St	\$ 183.00
EFT6940	16/11/2016	Narrogin Auto Electrics	Repairs to WK2567	\$ 137.53
EFT6941	16/11/2016	Pcs	IT Support	\$ 255.00
EFT6942	16/11/2016	Wagin Plumbing	Repair Sewer Pump Line Between Ponds and Retic Dam	\$ 368.50
EFT6943	16/11/2016	Maureen Susan Preedy	Cleaning of Yealering Caravan Park and Hall	\$ 595.00
EFT6944	16/11/2016	Paramount Safety Products	45L Portable Twin Eyewash	\$ 1,564.20
EFT6945	16/11/2016	RCPA	Headwalls and boxes	\$ 1,711.60
EFT6946	16/11/2016	Catherine V Russell	Sale of Artwork	\$ 396.00
EFT6947	16/11/2016	Kirsten Sivyer	Reimbursement	\$ 33.00
EFT6948	16/11/2016	Antony Smith	Cleaning Pavilion Floor and Doors	\$ 485.60
EFT6949	16/11/2016	Southern Cross Austereo	Radio West Fire Safety Message 2016/17	\$ 60.50
EFT6950	16/11/2016	Narrogin Outdoor Solutions	Limestone Blocks for Collins St Footpath	\$ 306.02
EFT6951	16/11/2016	Wickepin Newsagency	October Account	\$ 600.70
EFT6952	23/11/2016	Butler Settineri	Audit for 1516	\$ 4,313.25
EFT6953	23/11/2016	Courier Australia	Freight on Library Books	\$ 37.54
EFT6954	23/11/2016	Barry Corke	Sale of Art Work	\$ 827.54
EFT6955	23/11/2016	Esplanade Hotel	LGMA Conference Accommodation & Meals Natalie Manton	\$ 1,120.50
EFT6956	23/11/2016	Easifleet	Facey Group Vehicle Lease November 2016	\$ 438.49
EFT6957	23/11/2016	AC & EJ Fulford & Co	Gravel Pit Works	\$ 10,395.00
EFT6958	23/11/2016	Great Southern Paving	Lay Asphalt for Harrismith Rd	\$ 79,926.00
EFT6959	23/11/2016	Jim's Pest Control	Spider Spraying and Rodent Baiting for all Council Properties	\$ 5,065.50
EFT6960	23/11/2016	J & S Kulker Painting	Painting of Wickepin Swimming Pool & Wickepin Community Centre	\$ 8,200.50
EFT6961	23/11/2016	Komatsu Australia Pty Ltd	Parts for WK822	\$ 1,384.93
EFT6962	23/11/2016	Narrogin Hire Service	Reticulation Parts	\$ 444.40
EFT6963	23/11/2016	Narrogin Retravision	Replacement Remote for Air Conditioner in Caravan Park Kitchen	\$ 90.00
EFT6964	23/11/2016	Narrogin Furnishings	Roller Blind Repairs for Community Centre	\$ 200.00
EFT6965	23/11/2016	Star Track Express	Freight on Parts for WK822 from Komatsu	\$ 78.67
EFT6966	23/11/2016	Narrogin Liquor Store	Refreshments and Glass Hire for Art Opening	\$ 2,065.81
EFT6967	23/11/2016	Officeworks Superstores Pty Ltd	Stationery Order	\$ 86.05
EFT6968	23/11/2016	PCS	Councillor iPads	\$ 6,960.00
EFT6969	23/11/2016	Wagin Plumbing	Relocation of Water Meter & Install New Tap at Wickepin Cemetery	\$ 2,472.25
EFT6970	23/11/2016	Upper Great Southern Hockey Association	Kidsport Vouchers	\$ 154.00
EFT6971	23/11/2016	Wickepin Motors	Excess on Insurance Claim for WK706	\$ 300.00

EFT6972	23/11/2016	Wickepin Community Resource Centre	Tree Planting in Wickepin Heritage Trails Area	\$ 592.65	
EFT6973	23/11/2016	West Australian Newspapers	Bushfire Directory Advert	\$ 120.00	
15374	8/11/2016	Landmark	Refund Overpayment Of Saleyaes Account	\$ 301.50	
15375	8/11/2016	Water Corporation	Water Account For Standpipes, Community Centre, Yealering Cemetery And	\$ 1,259.88	
15376	16/11/2016	Telstra	Satellite Phone Account	\$ 35.00	
15377	16/11/2016	Synergy	Power for Streetlights From 25/9/16 to 24/10/16	\$ 1,667.25	
15378	16/11/2016	Water Corporation	Water Charges for Facey Group Building, Harrismith Oval, Harrismith Caravan	\$ 706.08	
15379	23/11/2016	Synergy	Group Account Power From 15/7/16 to 4/11/16	\$ 8,710.30	
DD9122.1	9/11/2016	WA Local Government Super Plan	Superannuation contributions	\$ 5,270.95	
DD9122.2	9/11/2016	Ramsay Superannuation Fund	Superannuation contributions	\$ 56.23	
DD9122.3	9/11/2016	Prime Super	Superannuation contributions	\$ 175.95	
DD9122.4	9/11/2016	ING Custodians Pty Ltd	Superannuation contributions	\$ 187.56	
DD9122.5	9/11/2016	MTAA Super Fund	Superannuation contributions	\$ 356.00	
DD9122.6	9/11/2016	ANZ Super	Superannuation contributions	\$ 175.95	
DD9122.7	9/11/2016	Tremayne Superannuation Fund	Superannuation contributions	\$ 91.33	
DD9122.8	9/11/2016	Colonial First State	Superannuation contributions	\$ 183.76	
DD9130.1	23/11/2016	WA Local Government Super Plan	Superannuation contributions	\$ 5,570.18	
DD9130.2	23/11/2016	Ramsay Superannuation Fund	Superannuation contributions	\$ 134.95	
DD9130.3	23/11/2016	Prime Super	Superannuation contributions	\$ 175.95	
DD9130.4	23/11/2016	ING Custodians Pty Ltd	Superannuation contributions	\$ 187.56	
DD9130.5	23/11/2016	MTAA Super Fund	Superannuation contributions	\$ 177.78	
DD9130.6	23/11/2016	ANZ Super	Superannuation contributions	\$ 175.95	
DD9130.7	23/11/2016	Tremayne Superannuation Fund	Superannuation contributions	\$ 57.68	
DD9130.8	23/11/2016	Colonial First State	Superannuation contributions	\$ 196.79	
DD9131.1	1/11/2016	ANZ Bank	ANZ merchant fees and terminal rental	\$ 444.12	
DD9131.2	1/11/2016	Westnet Pty Ltd	Internet charges for Admin Office and Depot	\$ 234.90	
DD9131.3	2/11/2016	James Matthews	Pool mangers contract payment 9/2016	\$ 2,352.53	
DD9131.4	9/11/2016	ANZ Bank	October Credit Card	\$ 462.80	
DD9131.5	16/11/2016	James Matthews	Pool Manager Contract Payment 10/2016	\$ 2,352.53	
DD9131.6	24/11/2016	Best Office Systems	Konica Minolta Lease	\$ 358.60	
DD9133.1	30/11/2016	James Matthews	Pool Manager Contract Payment 11/2016	\$ 2,352.53	
	10/11/2016	Pavroll	Gross Pavroll	\$ 42,820.73	
	24/11/2016	Pavroll	Gross Pavroll	\$ 42,399.67	
				\$ 317,409.75	\$ 4,824.39

Governance, Audit and Community Services

10.2.03 – Financial Management Review - Section 6.10 Local Government Act 1995

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.AUD.1225
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2016

Enclosure / Attachment: Nil

Background:

The CEO under Section 6.10 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 must undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

Comment:

To comply with this section of the Local Government Act 1995 the CEO appointed Yvonne Bowey Consulting to undertake a comprehensive review of the financial management systems.

Following is the management letter and the report received from Yvonne Bowey Consulting after the completion of the review.

The Chief Executive Officer will put in place the recommendations from the report.

7 December 2016

Mr M Hook
Chief Executive Officer
Shire of Wickepin
PO Box 19
WICKEPIN WA 6370

Dear Mark

2016 FINANCIAL MANAGEMENT REVIEW

I would like to present my findings and recommendations of the Financial Management Review (FMR) that I have just completed.

Approach and Objectives

The primary objective of the FMR was to assess the adequacy and effectiveness of systems and controls in place within the Shire of Wickepin. The responsibility of determining the adequacy of the procedures undertaken is that of the Chief Executive Officer (CEO). The procedures were performed solely to assist the CEO in satisfying his duty under Section 6.10 of the Local Government Act 1995.

My findings included within this report are based on the site-work I completed in November 2016. Findings are based on information provided during this site-work.

Summary of Findings

The procedures performed and my findings on each of the FMR system areas are detailed in the attached report.

There are only two areas that I consider 'high' risk as they potentially contravene State or Federal Legislation. These recommendations are highlighted in yellow on the report. I would recommend that measures be put in place to monitor and review areas noted, and the time frame for such a review be in the near future.

There is one area I would consider 'medium' risk. This is the whole division of Information Technology. Staff, when interviewed are not entirely certain as to procedures and protocols in this area. Due to the importance of information security, it might be appropriate that one staff member be upskilled in this area, or at least designated as the responsible employee when dealing with your IT Consultant.

All other areas have recommendations that are minor or 'low' risk, and are made with the view to improving systems in the future.

I consider that all transactions relevant to the accounting system for the Shire of Wickepin are being recorded, and there are comprehensive monthly checklists in place for both the DCEO and FO. It may be beneficial for the checklists to evolve so that more notation can be made on them. It is also important that the staff using them understand what and why the item is on the checklist and they don't just 'tick the box' without understanding the process.

Overall, the financial systems in place are working well and being monitored effectively. Your staff should be congratulated on the efficiency of operations and the degree of accuracy in all sectors.

Other Matters

My report is solely for the purpose of assessing adequacy and effectiveness of systems and controls, for your information. It is not to be used for any other purpose, nor distributed to any other party.

I would like to thank you and your staff for their co-operation whilst conducting the FMR. If you have any queries in respect of this report, please do not hesitate to contact me.

Yours Sincerely



Yvonne Bowey

Yvonne Bowey Consulting

**SHIRE OF WICKEPIN
FINANCIAL MANAGEMENT REVIEW
OCTOBER 2016**

POLICIES, PROCEDURES AND ACT & REGULATION COMPLIANCE

Scope	Findings	Recommendations
Annual review of delegations	Yes, reviewed 15 June 2016.	
Policy Manual	<p>Yes, in place. <u>Last full review June 2015.</u></p> <p>Overview of Policy manual states " The Policy Manual is reviewed by Council every year to ensure its relevance and application within the community in which it serves. No full review was undertaken in 2016.</p> <p>3.1.5 Credit card limit set at \$5,000 in policy manual, but actual limit is \$10,000 (being for two card holders), and reported as such in the Annual report.</p> <p>3.1.7.6 and 3.1.9 both refer to Regional Pricing Policy, but are not consistent with each other. This will be corrected once 3.1.7 Purchasing policy is adopted by Council at the December 2016 meeting.</p> <p>3.1.13.1 Annual budget shall be adopted by July Council meeting. 2016 Budget adopted in August.</p> <p>3.1.13.2 Monthly Financial Reporting. This policy has a scale for reporting variances, which slightly varies from the Material</p>	<p>Set a timetable for when sections of the Policy Manual are due for review. This timetable should be included in the Compliance Register. If not completed annually, then the overview in the manual needs amending. <u>Suggestion of bi- annually as a minimum for every policy to be reviewed.</u></p> <p>Amend policy 3.1.13.1 to adopt budget by no later than the Ordinary Council Meeting in August.</p> <p>3.1.13.2 <u>needs</u> amending to state that the Material Variance Reporting threshold is adopted annually as part of the Annual</p>

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	Variance <u>Reporting</u> threshold adopted in August as part of Annual Budget adoption.	<u>Budget.</u>
Tender Register	<p>Upon inspection on 21 November, the last entry in the register was in February 2016. After enquiry, it was determined that there had been three further tenders since, commenced/issued. Details of tenders within the register are incomplete of required information. After reviewing the register back until 2009, full details were kept until this time and then lapsed.</p> <p>Local Government (Function and General) Regulations 1996 Part 4 Division 2, Clause 17 specifies the Tender register requirements as per below:</p> <p>17. Tenders register <i>(1) The CEO is responsible for keeping the tenders register and making it available for public inspection.</i> <i>(2) The tenders register is to include, for each invitation to tender —</i> <i>(a) a brief description of the goods or services required; and</i> <i>[(b) deleted]</i> <i>(c) particulars of —</i> <i>(i) any notice by which expressions of interests from</i></p>	<p>The tender register <u>be</u> updated as a matter of urgency in order to comply with Regulations. Training of staff/delegation of responsibility required so that the Tender Register is updated as soon as the Tender is called and continually updated until the Tender process is completed.</p> <p>It would also be beneficial to include an Index/Summary in the front of the register so that individual tenders can be easily identified and located. This Index would include Date, Tender Number, Description of Item, successful tender, amount, <u>resolution number.</u></p>

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	<p><u>prospective tenderers was sought; and</u> (ii) <u>any person who submitted an expression of interest; and</u> (iii) <u>any list of acceptable tenderers that was prepared under regulation 23(4);</u> <u>and</u> (d) <u>a copy of the notice of the invitation to tender; and</u> (e) <u>the name of each tenderer whose tender has been opened; and</u> (f) <u>the name of any successful tenderer.</u> (3) <u>The tenders register is to include for each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government.</u> [Regulation 17 amended in Gazette 29 Jun 2001 p. 3131; 18 Sep 2015 p. 3807.]</p>	
Compliance Audit Return	Register of Financial Interests was inspected and all primary and annual returns were present and up to date, including designated Senior Employees, CEO and Manager of Works Services.	

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	Compliance Audit Return for year ended 2015 was adopted on 16 March 2016 and forwarded to Department of Local Government.	
Audit Committee meeting	Terms of Reference established, meeting dates set for 2016 as first Wednesday, every second month, at 1.30pm.	
Integrated Planning Documentation and Updating	Strategic Plan adopted for 2013 - 2022, due for review 2017. Corporate Plan adopted December 2015. <u>Long Term Financial Plan 2015 to 2024</u> , Asset Management Plan Strategy December 2013, Sewerage August 2014, Roads and Bridges June 2014, Buildings June 2014. Workforce Plan December 2013.	
Compliance calendar	<u>Reviewed Governance 'Cheat Sheet'</u> . Contains job guides list on a monthly basis, but not overly complete. Also contains items not of relevance to Governance Compliance.	That a Governance Compliance Calendar be established that contains all compliance issues and deadlines. It should contain the actions required, deadlines, staff member responsible, what actions were taken and signed off by either DCEO or CEO for action completed. Then cycle actions back onto Calendar for future requirements.

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ASSETS

Scope	Findings	Recommendations
Bank Accounts: Municipal Account <ul style="list-style-type: none"> • Entries completed regularly • Outstanding <u>cheques</u> • Bank Reconciliations completed regularly • Payment authorities 	<p>Entries for direct debits and credits entered daily. Direct debits are handled via <u>creditors</u>, which ensures that they are listed in the accounts for payment submitted to Council.</p> <p>All outstanding <u>cheques</u> were current.</p> <p>Formal bank reconciliations are done on a monthly basis, but interim reconciliations are completed at least once mid-month</p> <p>Two signatories required for <u>cheques</u>. Online banking requires two <u>authorisations</u>. CEO, DCEO and MWS have banking toggles to <u>authorise</u>. Administration <u>staff have</u> access to view and upload transactions, but cannot <u>authorise</u> transactions.</p>	
Investments <ul style="list-style-type: none"> • Investments are reconciled to supporting documentation and general ledger balances monthly • Investment register completed with details of where amounts are invested, how much, and maturity dates. 	<p>Investments are part of the monthly Municipal Bank reconciliation as this forms part of the Municipal Balance in the general ledger.</p> <p>These details are presented to Council monthly and also filed separately. No register as such kept, but information accessible.</p>	<p><u>Details of investments to remain filed separately and a summary sheet (excel spreadsheet) to be created that details investments at any particular date.</u></p>

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<ul style="list-style-type: none"> • Clear policy exists for the investment of surplus funds • Delegated authority exists for the surplus of funds 	<p>Policy 3.1.10 exists specifying which Banks can be used to invest funds. Under this policy CEO is required to obtain quotes from Banks <u>authorised</u> under this policy. No evidence of quotes being received from all 5 Institutions.</p> <p>Authority is delegated to Bank account signatories to invest surplus funds - CEO, DCEO and MWS.</p>	(Investment Register) That as per Policy 3.1.10, quotes be obtained from the five Banking Institutions listed prior to investing surplus funds. These quotes <u>be</u> maintained in the investment register.
Reserves <ul style="list-style-type: none"> • Reserves are reconciled to the supporting documentation and general ledger balances monthly • Transfers to or from Reserves are accompanied by supporting documentation 	<p><u>Reconciled monthly</u>. Register maintained with breakdown of reserve balances monthly.</p> <p>Yes, resolution numbers noted for transfers to and from reserves and interest dispersed upon receipt. Total reserves balanced to general ledger and accumulated reserves.</p>	
Trust <ul style="list-style-type: none"> • Entries completed regularly • Bank reconciliations completed regularly • Trust liabilities report balanced to bank account and general ledger balances 	<p><u>Receipting as per daily receipting</u>. Payments and supporting documentation to creditors clerk for payment.</p> <p>Yes, completed as part of the monthly bank reconciliations.</p> <p>Mix of manual and automated trust liabilities used. All liabilities are <u>recognised</u> in manual spreadsheet, but Miscellaneous Trust in general ledger includes more than one</p>	<p>That the required amendments be made to the general ledger for all trust liabilities to be shown separately in the ledger, effectively removing the Miscellaneous category. This</p>

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	<u>liability.</u>	<u>should</u> remove the requirement for 'manual' calculation as Trust Liabilities report will total to the general ledger trust movements.
Petty Cash/Cash Floats <ul style="list-style-type: none"> • Stored in secure areas when not in use • Policy exists about the use and limitations of petty cash • Reconciled on a regular basis 	Yes, stored in safe. Separate float for <u>licencing</u> , both balanced on a daily basis. Daily takings are recorded on daily sign off forms and placed in banking bags. Banking sent to Narrogin once a week with an employee, who signs to take banking. No policy can be found <u>formalising</u> the limitation and use of petty cash. Current procedure is that the DCEO has a key. All purchases need to be accompanied by receipt and petty cash slip, which shows amount and general ledger code. FO reconciles this on a monthly basis. Transactions listed monthly, but petty cash reimbursed every two months.	Policy <u>guidelines to be created about the use and purpose of petty cash.</u>
Fixed Assets <ul style="list-style-type: none"> • Policy for <u>capitalisation</u> of assets • Comparison of actual to budget expenditure for assets 	Policy 3.1.11.2 states the material limits for different category of assets, Plant, Land, Buildings and Furniture and Equipment. Note 13 - Capital Acquisitions is presented as part of the monthly financial report to Council.	That the Policy 3.1.11.2 be modified to include the material limits for infrastructure assets. As part of this report, any variances that exceed material variance threshold should be reported in the Comment column. This would provide information about why and how differences have arisen.

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<ul style="list-style-type: none"> • Review of depreciation rates and remaining useful life of assets • Asset register balanced to general ledger monthly • Insurance for assets is maintained and reviewed • Fixed assets are valued in line with Fair value rotation 	Policy 3.1.11.1 states the rates at which Property, Plant and Equipment are to be depreciated at. Included in the Monthly checklist for DCEO, but not completed until the Audit for 2016 has been <u>finalised</u> . Insurance review completed annually. Plant, Furniture and Equipment completed 2016. <u>Land and Buildings due 2017. Infrastructure Assets due 2018.</u>	That Policy 3.1.11.1 <u>be</u> modified to include the depreciation rates for Infrastructure Assets, in line with the Annual Report. Now that Fair Value of Assets has commenced its second cycle, a broader review of depreciation rates might be required so that large profit or losses on disposal of assets is avoided. The threshold for new assets to be advised to your insurer <u>be</u> checked. Ensure that any new assets purchased over this threshold are insured immediately upon purchase, not just at the annual review. Item <u>be</u> added to compliance register so that if independent valuations are required enough lead time is allowed.
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INCOME

Scope	Findings	Recommendations
Receipting of Income <ul style="list-style-type: none"> • Daily Procedures • Reconciliation of Daily Receipts • Banking of Receipts • EFT deposits banked to Synergy 	<p>Mail payments listed in Mail Payments Book, and receipt number added once processed. In person payments processed immediately.</p> <p><u>Licencing and Synergy Receipts balanced independently on a daily basis.</u></p> <p>Banking remitted to Narrogin at least weekly via the Banking Sign out form.</p> <p>FO access online banking on a daily basis to update EFT amounts. A separate batch of EFT remittances completed daily. <u>If Amanda away, then completed on her next working day.</u></p>	
External Operations - Caravan Parks <ul style="list-style-type: none"> • Banking/Reconciliation Procedures 	<p>Wickepin <u>Bookings taken at Admin office as well as by Caretaker. Debtors only raised by request of Caretaker. Agreements in place for the payment of commission. Relying on honesty system</u></p> <p>Harrismith <u>Bookings taken at Harrismith Hotel. Accommodation summary submitted to Council once a quarter with payment of fees less the commission earned by Caretaker.</u></p>	<p>Suggest that the booking sheet be maintained as well as a receipt booklet in triplicate - top copy receipt to customer, second copy to Administration with banking and third copy kept in book. Administration to keep running tally of receipt numbers issued and reconcile to takings presented.</p> <p>Above procedure will not work unless copies sent to Administration as part of the reconciliation process. Cost benefits of additional administration need to be weighed</p>

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	<u>Again, relying on honesty system.</u>	<u>against the possible risk.</u>
External Operations - Swimming Pool <ul style="list-style-type: none"> • Banking/Reconciliation Procedures 	<p>Pool taking and attendance record noted. <u>Amounts taken to Administration on fortnightly basis.</u></p>	<p><u>Difficult to control unless turn style installed. Cost/Risk benefit not worthwhile for such an expense.</u></p>
External Operations - Community Centre/Halls <ul style="list-style-type: none"> • Banking/Reconciliation Procedures 	<p>Wickepin Bookings made via Administration, a venue hire form is completed. If Bond required, this receipted to Trust.</p> <p>Harrismith Bookings made via Sue Asbury (Harrismith Community Centre Committee). Policy 7.1.1.2 discloses terms of use for Harrismith Hall.</p> <p>Yealering Bookings made via Administration. Policy 7.1.1.1 discloses terms of use for the Yealering Hall.</p>	
External Operations - Community Bus <ul style="list-style-type: none"> • Banking/Reconciliation Procedures 	<p>Bookings made via Administration. Booking form completed as well as separate hire form which notes km travelled. Log book kept at Administration to check continuous account of km and bookings. Shire use km <u>are</u> noted in log book.</p>	

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<p>Debtors</p> <ul style="list-style-type: none"> • Regularity of raising • Collection Procedures • Trial balanced reconciled to general ledger • Regular debtors (Private Works, Bus Hire, Venue Bookings, Rentals) • Debtor Write-off 	<p>Once a month at end of month unless urgent and done as needed.</p> <p>As per monthly checklist, statements sent every month for outstanding debts. Second friendly reminder sent, then debt handed to DCEO. No clear policy sighted for how debts are to be recovered after this point.</p> <p><u>Monthly checklist being followed, which includes this function, but FO not certain when asked whether this is done. Reconciled upon checking.</u></p> <p>Standard invoices have been set up in Synergy, some for monthly and some annually. Rentals are on a maintained spreadsheet to ensure that tenants are up to date. Any rentals via the payroll are not maintained on this spreadsheet. <u>Private works</u> forms are completed and usually picked up as FO completes payroll and cross checks that debts are raised. Bus hire checked to log book to ensure all raised, as well as credits for receipts for fuel credited against hire.</p> <p>Credit notes credited for 'errors' in raising. No debtor write offs in recent past.</p>	<p>As part of the monthly checklist, a list of all regular monthly debtors to be raised should be included and checked off to ensure all possible debts for recovery are invoiced.</p> <p>Policy to be adopted for the Debt Collection process so all debtors are treated consistently and fairly.</p> <p>Staff training and supervision of monthly checklist may be required. FO needs an understanding of what is on the checklist and for what purpose the task is being completed.</p>
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<p>Rating</p> <ul style="list-style-type: none"> • Annual valuation update balanced to system prior to raising rates • Interim valuations updated and balances to system valuations • Policy for collection/write-offs • Aged trial balance is reconciled to general ledger at least monthly • Rates raised in line with adopted rate in the \$ • Procedures for new valuation requests 	<p>Yes, file imported and reconciled.</p> <p>Spreadsheet of running balance checked monthly and after each new transaction. Periodically this is checked with the VGO.</p> <p>Policy 3.1.1 allows ratepayers to apply in writing to the CEO detailing a payment plan for rates. No other policy for collection exists.</p> <p><u>Reconciled to General ledger every month as part of the Monthly Checklist. Reconciled to October 2016.</u></p> <p>Rates adopted UV 1.0617, GRV 6.9322. These values are current on the system.</p> <p>New valuations for UV properties are generated from Advice of Sale Enquiries, should there be contiguous land holdings of existing landowners or if parcels of previously contiguous have be sold in portions. New valuations for GRV properties are generated from Certificates of Completion for Building Licences. Once Certificate of Completions issued, electronic copies of plans are being sent to VGO requesting new valuations. A reconciliation of old building licences issued is currently taking place, to ensure new valuations have been requested for previous building licences issued.</p>	<p>Policy to be adopted for the Debt Collection process, so all rating debtors are treated consistently and fairly.</p>
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PAYROLL

Scope	Findings	Recommendations
Timesheets signed by employee and Supervising Officer	Yes, sighted for dual signatures and consistently applied. One sample timesheet not signed - part time employee who may not be in office regularly.	Ensure that all employee timesheets are signed by employees.
Total hours worked including overtime are approved before entry	<u>Payroll officer unsure as to what is 'authorised' overtime.</u> Call out overtime is marked on timesheets and <u>authorised</u> , but at time of entry total overtime for pay period unknown.	<u>Clarification/policy as to who is eligible for overtime and when it is unauthorised.</u> If agreed as part of enterprise bargaining, then it needs to <u>documented</u> .
Employee files to be secure and include appointment details, contract details, TFN declarations, <u>rates of pay</u> , allowance details, deduction details, and superannuation details.	Employee files not in a secure location - held in DCEO office in non-lockable drawer. <u>Randomly checked 5 files and all details intact.</u> One employee on a contract did not have a copy of employment agreement on file as this was designated 'Vital' Records and is held in the storeroom. Induction packs very thorough.	Employee files need to be located in secured area so access is restricted to CEO, DCEO and payroll officer only. Ensure that all employees on contracts have a copy of their employment contract on their employee file, with originals to be stored as Vital Records.
Total hours for pay runs checked prior to payment	Timecards entered by payroll officer and then checked by DCEO for allocation errors. Then timecards are applied and a detailed report of payroll printed. DCEO or CEO check. Pay difference report is also printed to highlight any differences in pay from last period. Explanations of differences noted. DCEO checks total hours against timecards, leave request forms and previous pay runs for accuracy.	

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Payments reviewed prior to creation of payment file for bank	Yes, reviewed by DCEO or CEO. Once reviewed, payroll officer creates bank file. Payroll run <u>finalised</u> , batch updated and payroll balanced prior to the file being uploaded to the bank for <u>authorisation</u> by two officers. <u>Authorisers</u> sign Synergy report acknowledging the bank amount equals the payroll report total.	
Payroll deductions checked regularly for accuracy	<u>Reliance upon the Pay difference report on a fortnightly basis.</u> No formal procedure to ensure that payroll deductions are accurate. It is noted however that Employees are required to complete a payroll deduction form to request deductions for rent, additional superannuation, additional tax etc. and specifying the date that deductions are to cease. Any changes to deductions are to be received in writing.	
Calculation and reporting of leave accruals	Accruals printed on <u>payslips</u> each fortnight. No formal calculation reported on in the general ledger until year end. <u>Reliance on system to compute the accruals accurately.</u> A review of the accuracy of Synergy leave accruals was undertaken in 2015 by DCEO and payroll contractor to update payroll records in synergy. Manual verification of synergy leave calculations are made throughout the year as required. Long service leave accruals checked prior to entitled date. Letter written to staff on <u>10-year anniversary of employment</u> advising that long service	

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	leave is due, specifying the rate of pay, notice requirements and general LSL regulations including regarding deferral of leave. Following the 2015/16 audit, the reporting of accruals has been added to the DCEO monthly checklist.	
Cost allocations are completed by Supervising Officer	Works staff timesheets are completed by MWS and checked by DCEO. Admin allocations are all per budget allocations and reviewed annually as part of budget.	
Terminated employees are removed immediately from the system	Employee was terminated on 11.11.16. <u>When termination date entered in payroll calculation for final pay, employee no longer current on Synergy.</u> Casual employee's hours need to be manually entered for them to appear in payroll. No PAYG summaries issued until year end.	
Payroll register is reconciled to the general ledger	Done fortnightly prior to upload of file to bank. <u>Reconciled to October 2016.</u>	
Actual to Budget comparisons of wages made and variances explained	Done as part of the Monthly Financial Statement but not highlighted unless a material variance. No material variance to October 2016.	
Annual reconciliations of PAYG and payment summaries, superannuation and leave accruals	<u>Done annually as part of BAS and audit process.</u>	
Superannuation remitted on a time	Superannuation remitted fortnightly.	

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PURCHASING

Scope	Findings	Recommendations
<u>Purchasing policy/delegations in place and limits not being breached.</u>	<u>Authorisations per policy 2.1.5, including who and limits. Policy updated 19 October 2016. As yet no formal notification given to employees about limits.</u> Staff induction manual 7.6 does not replicate policy 2.1.5. <u>Purchasing policy per 3.1.7. Was submitted to Governance, Audit and Community Services Committee on 16 November 2016 and to be presented to December Council meeting.</u>	Letter of acknowledgement sent to each employee who has purchasing authority stating terms and conditions as per Policy 2.1.5 and obtain employee signature that these terms and conditions are understood. All new employees who have <u>authorisation</u> need to sign acknowledgement as part of their induction. Staff induction manual to be updated to state Policy 2.1.5
Use of purchase order books	Purchases over \$100 must issue a Purchase Order. Register maintained of what order book is issued to which employee - and books signed for. Books in triplicate, original to creditor, second copy to FO, third copy remains in purchase order book.	
Open or outstanding purchase orders are investigated	FO will place 'old' purchase orders at front of creditors file and follows up with person issuing order as to why it is delayed.	
List of payments presented to Council with explanations	Yes.	

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Aged trial balance reconciled to general ledger at least monthly	Yes, completed as part of monthly checklist of FO. <u>Reconciled to October 2016.</u>	
Supplier statements reconciled to ledger	Statements checked to Creditors Aged trial balance and missing invoices followed up. If Invoice number has already been used, a message to inform the FO is generated. This cannot be relied upon if the invoice number input is not consistently used as the full number of the invoice.	
Purchasing policy for competitive quotes	Policy 3.7.3 (to be adopted in December) states limits and purchasing requirements.	
Large contract and contract register	Not maintained. FO will note part payments made on Purchase order until full payment is completed.	For large contracts where part payments are made, register of contract, expected payment dates per contract, <u>authorising officer</u> for completion of part payment etc. should be established by Supervising Officer. Copy of payment schedule to be issued to FO and no payments made until Supervising Officer has signed off on payments.
Credit Cards <ul style="list-style-type: none"> • Use of Credit cards expressly stated as per policy • Supporting documentation of transactions is retained • Credit cards are reconciled on a monthly basis 	<p>Yes. Cardholder limit \$5,000, limit with bank \$10,000 as there is capacity for a second card holder.</p> <p>Yes, entered in the creditors system as per <u>creditors</u> batch.</p> <p>Yes, as part of allocation of monthly direct debit.</p>	

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STOCKS

Scope	Findings	Recommendations
Stock - Fuel <ul style="list-style-type: none"> • Reconciliation and balancing • Stock takes 	<p>Nil - all vehicles have fuel card issued. Dockets for fuel purchases kept and matched to statement. Fuel put in tanker and then allocated to vehicles more difficult to determine. DCEO does 'reasonableness' test every month to determine level of tanker and fuel used.</p> <p>Nil required. Blue metal stocked for individual jobs as required.</p>	

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TAXATION REQUIREMENTS

Scope	Findings	Recommendations
Lodgement of BAS, FBT and PAYG returns by authorised officer	Copy of BAS lodgement on file. Copy of FBT return lodged by Moore Stephens on file.	
Reconciliation of taxation clearing accounts	Spot check correct. Spreadsheet of monthly BAS items to be printed and put on BAS file.	
Spot check of BAS transactions and allocations	Spot check highlighted some discrepancies regarding the treatment of Residential Housing expenses and employee reimbursements. Expense treated as Input taxed (no credit claimed) and reimbursement treated as GST applicable. Net result that the Shire is out of pocket by GST component.	Generally, DCEO had a good understanding of treatment of transactions and it was discovered that the Creditor Clerk may have 'changed' the treatment of these transactions. Training for creditors clerk may be required. Suggest that the Monthly Checklist for BAS be updated to specifically check for transactions relating to Residential Housing.
Accounting policies and procedures specify correct treatment for preparing the fringe Benefit tax within any given financial year.	FBT return outsourced to Moore Stephens in 2016, previously completed in house. Benefits paid as expense payment for CEO and MWS was for telephone and internet expenses only.	Multiple expense benefits exist and should be shown regardless of whether an employee reimbursement is made. It may be beneficial for the DCEO to undergo training in workings of FBT in order to ensure compliance with the FBT legislation.

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OTHER TRANSACTIONS

Scope	Findings	Recommendations
Journals <ul style="list-style-type: none"> Supporting documentation exists for the posting of journals 	Yes, documentation attached for corrections, CEO counter signed.	

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BUDGETS AND REPORTING

Scope	Findings	Recommendations
Budget <ul style="list-style-type: none"> • Adopted prior to 31 August • Rate of interest to be paid on rates was included • Land trading and trading undertakings was included • Investment information was included • Borrowings information was included • Calculation of Net Current Asset position at start of year was included 	Yes, 17 August 2016, resolution 170816-12 Yes, Resolution 170816-13 Yes Yes <u>Yes</u> <u>Yes</u>	
Monthly Financial Report <ul style="list-style-type: none"> • Includes Annual Budget • Includes Monthly Budget • Includes actual to the end of month in review • Material variance adopted • Material variances reported in monthly financial statements with explanations • Net Current Asset position reported at end of month • Composition of Net Current Asset Position reported • Statement of Financial Position (Balance Sheet) reconciles 	Yes <u>Yes</u> <u>Yes</u> Yes - 17 August 2016 Resolution 170816-17 Yes Yes Yes Yes	

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Budget Review <ul style="list-style-type: none"> • Review conducted between 1 January 2015 and 31 March 2015 • Review submitted to Council within 30 days of review • Council adopted/rejected review by absolute majority • Within 30 days of determination, copy of review and determination sent to Department of Local Government • Content of Review 	29 February 2016 Yes, submitted to Council 16 March 2016 Yes, however not noted in Minutes as by Absolute Majority Yes Includes Budget review by Nature and Type and Program, includes Net Current Asset Position, as well as comprehensive list of predicted variances.	
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INFORMATION TECHNOLOGY

Scope	Findings	Recommendations
Information Technology Controls <ul style="list-style-type: none"> • Virus Protection • Backups • System Passwords • Access Controls 	Contact made with IT Consultant but some uncertainty as to what is used. Daily and taken off site by CEO and FO Used, but generic type passwords used that can easily be 'guessed' by other staff members. Synergy system capable of many different access levels	<u>That an employee be designated the responsibility of IT and sufficient training made available.</u> Passwords be updated so that staff set their passwords and a master list be issued to Shire's IT consultant.
System Access Restrictions <ul style="list-style-type: none"> • Matrix of Employees and System Access maintained • Processing restrictions • Reporting restrictions 	An internal records access review was undertaken to assess current access v required access, which seems functional. However, upon questioning, there was no particular staff member assigned to managing the access for new and/or changing employees. Yes, in place but not necessarily maintained Yes, in place but not necessarily maintained.	<u>That an employee be designated the responsibility of staff access and assigning levels to each employee.</u> This would need to be at DCEO or CEO level to ensure security of access is maintained. An annual review of the Access Matrix would be ideal, showing that all levels of access have been reviewed.

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Statutory Environment:*Local Government Act 1995***6.10. Financial management regulations***Regulations may provide for —*

- (a) *the security and banking of money received by a local government; and*
- (b) *the keeping of financial records by a local government; and*
- (c) *the management by a local government of its assets, liabilities and revenue; and*
- (d) *the general management of, and the authorisation of payments out of —*
 - (i) *the municipal fund; and*
 - (ii) *the trust fund,**of a local government*

*Local Government (Financial Management) Regulations 1996***Part 2 — General financial management — s. 6.10****5. CEO's duties as to financial management**

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*

- (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities;**and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
- (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.*

[Regulation 5 amended in Gazette 31 Mar 2005 p. 1047 and 1053.]

Financial Implications: Nil

Policy Implications: Nil

Summary:

Council is being requested to receive the review of the financial management systems as undertaken by Yvonne Bowey Consulting as per Section 6.10 of the *Local Government Act 1995*

Recommendation:

1. That Council notes and receives the financial management systems review report as presented.
2. That the CEO implements the recommendations outlined within the report as presented.

Voting Requirements: Simple majority

Resolution No 211216-08

Moved Cr Martin / Seconded Cr Allan

1. That Council notes and receives the financial management systems review report as presented.
2. That the CEO implements the recommendations outlined within the report as presented.

Carried 8/0

Governance, Audit and Community Services

10.2.04 - 2015/2016 - Annual Report**Submission To:**

Ordinary Council

Location / Address:

Whole Shire

Name of Applicant:

Mark Hook, Chief Executive Officer

File Reference:

FM.FR.1211

Author:

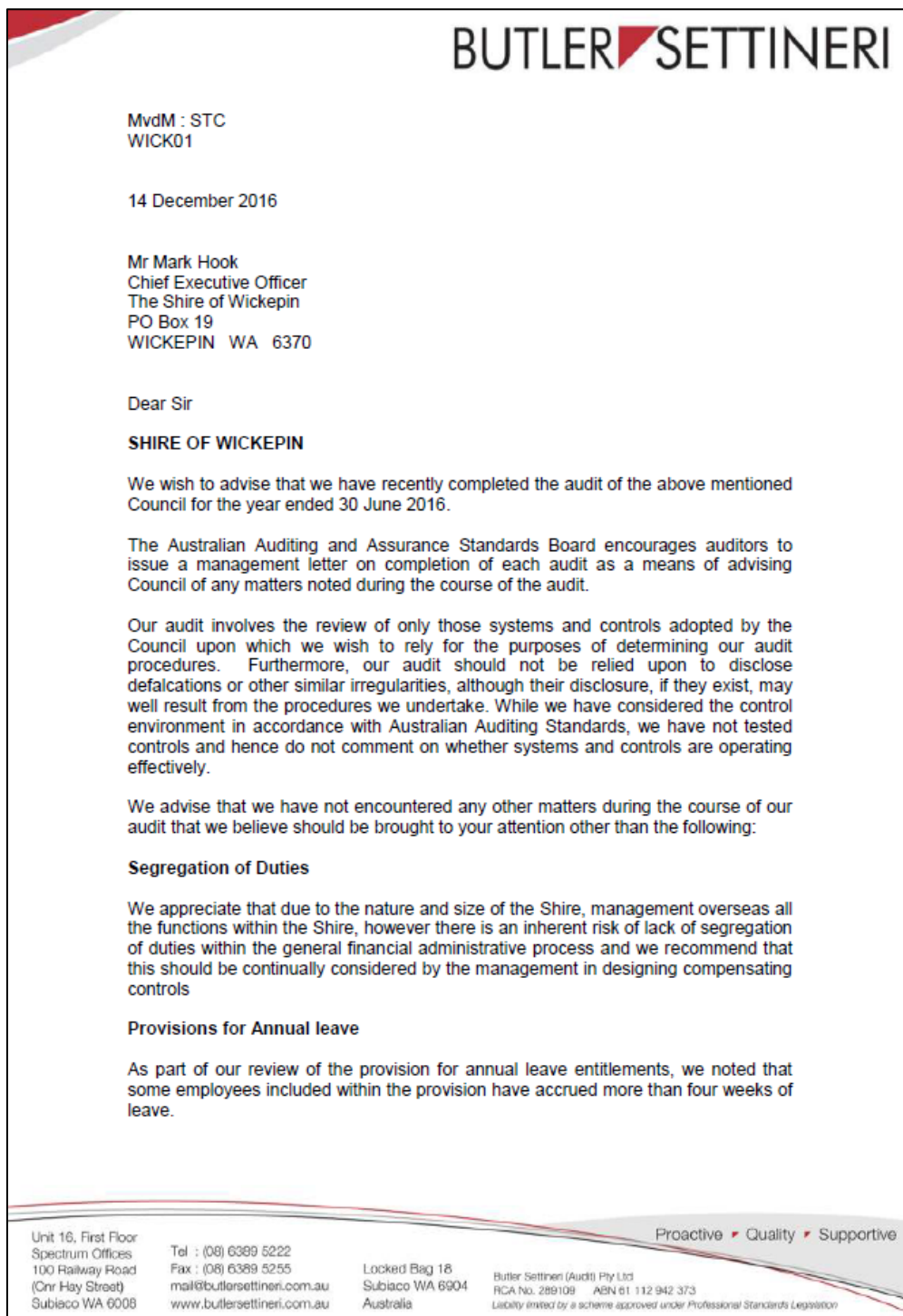
Mark Hook, Chief Executive Officer

Disclosure of any Interest:

Nil

Date of Report:

12 December 2016

Enclosure / Attachment: Annual Report, Butler Settineri Management Report and Auditors Report.

While we appreciate that there will be key members of staff within the Shire, we suggest that employees are encouraged to use their annual leave entitlements, both as an internal control procedure and to minimise the Shire's liabilities.

Asset sustainability ratio, Operating Surplus Ratio and Own Source Revenue Ratio

Under Note 18 of the financial report, we note the above mentioned ratios do not meet the benchmark of greater than 0.9, 0.01 and 0.4 set by the Department of Local Government respectively.

We would like to remind you of the compliance requirements to meet the above ratios. Regular monitoring of the above ratio is recommended.

Should you have any questions please do not hesitate to contact me.

Yours faithfully
BUTLER SETTINERI (AUDIT) PTY LTD



MARIUS VAN DER MERWE CA
Director

Background:

The Annual Report along with the auditor's report for 2015/2016 is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

Comment:

The 2015/2016 annual report includes the annual financial statement, shire president's report, chief executive officer's report, community support officer's report, and auditors report, as well as other general information about council.

Council has received the audit report and management letter for 2015/2016 from Butler Settineri on 14 December 2016; a copy has been forwarded to the Department of Local Government as per the Local Government Financial Regulations.

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

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

If council accepts and adopts the annual report on the 21st December 2016 the 56th day will be the 15 February 2017 which is council's normal meeting date. Council may wish to move the annual electors and farmer's forum to an earlier date to make sure it complies with the 56 day requirement.

Statutory Environment:

Local Government Act 1995

5.27. Electors' general meetings

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

5.54. Acceptance of annual reports

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

** Absolute majority required.*

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

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

5.55. Notice of annual reports

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

5.53. Annual reports

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

(iv) such other information as may be prescribed.

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

Local Government Administration (Regulations) 1996

Part 3 — Electors' meetings

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

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

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

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

17. Voting at meeting (Act s. 5.31)

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

18. Procedure at meeting (Act s. 5.31)

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

Local Government (Financial Management) Regulations 1996

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

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

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

Financial Implications: Nil

Policy Implications: Nil

Strategic Implications: To provide efficient, effective and accountable governance

Summary:

Council is being requested to adopt the 2015/2016 Annual Report as attached under separate cover.

Recommendation:

1. That Council adopts the Annual Audit and Management Reports provided by Councils Auditors Butler Settineri, for the year ended 30 June 2016.
2. That the Shire of Wickepin 2015/2016 Annual Report be received and adopted.
3. That the annual electors meeting and Farmers Forum be held on 15 February 2016 at 6.30pm.

Voting Requirements: Absolute majority

Resolution No 211216-09**Moved Cr Lansdell / Seconded Cr Astbury**

1. That Council adopts the Annual Audit and Management Reports provided by Councils Auditors Butler Settineri, for the year ended 30 June 2016.
2. That the Shire of Wickepin 2015/2016 Annual Report be received and adopted.
3. That the annual electors meeting and Farmers Forum be held on 15 February 2016 at 6.30pm.

Carried 8/0

Governance, Audit and Community Service

10.2.05 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	14 December 2016

Enclosure / Attachment: Nil

Arts and Cultural	<p>Art Prize 2016</p> <ul style="list-style-type: none"> Budget breakdown Preliminary discussions for 2018 Art Prize <p>Sculpture Workshops</p> <ul style="list-style-type: none"> Correspondence with participants of workshops Acquittal underway <p>Dryandra Country Art Food and Wine Trail</p> <ul style="list-style-type: none"> Correspondence with Dryandra Committee Preliminary communication with stall holders for 2017 <p>Other</p> <ul style="list-style-type: none"> Correspondence with Country Campfire re June event Correspondence with street artists with regards possible 2017/2018 project Support to She Shed/He Shed
Community Development	<p>Wickepin Cemetery</p> <ul style="list-style-type: none"> Correspondence with Everlon Ordering of extension Granite Niche Wall Communication with families <p>Townscape</p> <ul style="list-style-type: none"> Research into mapping needs for Shire map Organisation for park seats in budget <p>Other</p> <ul style="list-style-type: none"> Co-ordination with CRC and support for Big Bash Support to CRC for Movie Night Support to Men's Shed/She Shed with dustbin manufacturing Provided notes for Facebook page, mail out and Instagram Follow up grant opportunities for Shire of Wickepin projects Informed community members on grant opportunities and events.
Economic Development	<p>Facey Carriage Drive</p> <ul style="list-style-type: none"> Correspondence re drive in 2017 <p>Yealering Foreshore</p> <ul style="list-style-type: none"> Assessment of quotes for concept plan Concept plan by Grab Creative approved Correspondence with Grab Creative
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Press Release and images to Western Councillor Social media promotion
Special Needs Groups including Youth, Disabled	<p>Johnston Park</p> <ul style="list-style-type: none"> Communication re completed grant application for creating Health Community Precinct at Johnston Park.

and Older People.	<ul style="list-style-type: none"> • Discussion with regards development of Johnston Park
Sport and Recreation	<p>Walk Trails</p> <ul style="list-style-type: none"> • Proof read and responded to queries with regards the signage for Yealering Walk Trail, Harrismith Walk Trail and in-ground plaques for Wickepin • Site meeting with Manager Of Works re installation of created art works along Wickepin Heritage Trail • Site meetings with shire works crew re upcoming work on Heritage Trail in Wickepin. Installation pending. <p>Kidsport</p> <ul style="list-style-type: none"> • Processed vouchers • Followed up with Sport and Recreation re grant and kidsport queries • Assisted individuals and provided support to clubs
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 underway • CanWa and Shire funding with in-kind shire support
Yealering Concept Plan for Lake Yealering	<ul style="list-style-type: none"> • Concept Plan approved.
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

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Walktrail Projects	Lotterywest	\$36,168.	Approved Council Contribution \$15,000 (\$5000/town)
Sculpture Project	CAN WA Catalyst Fund	\$7,655.	Approved Council Contribution \$5,800 (in-kind)
Healthy Community Precinct	Royalties For Regions Wheatbelt DC	\$28,540.50	Submitted Pending Approval July 2017 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 14 December 2016.

Voting Requirements:

Simple majority.

Resolution No 211216-10**Moved Cr Lang / Seconded Cr Easton**

That Council notes the report from the Community Development Officer dated 14 December 2016.

Carried 8/0

Governance, Audit & Community Services

10.2.06 – Governance, Audit & Community Services Committee Meeting

Recommendations

Submission To:	Council
Location / Address:	Whole Shire
Name of Applicant:	Governance, Audit & Community Services Committee
File Reference:	CP.PLA.572/CR.MEE.202
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	13 December 2016

Enclosure / Attachment: Nil

Background:

Governance, Audit & Community Services Committee meeting held Wednesday 16 November 2016.

Comment:

The Governance, Audit & Community Services Committee Meeting was held on Wednesday 16 November 2016 and passed the following recommendations:

Moved Cr Russell / Seconded Cr Allan

That the draft Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2016 be received.

Carried 8/0

Moved Cr Martin / Seconded Cr Easton

That the following Policy 4.1.3 Fire Control Officers be adopted by Council:

4.1.3 FIRE CONTROL OFFICERS

OBJECTIVE: Provide clear parameters in relation to Fire Control Officers.

4.1.3.1 CHIEF BUSH FIRE CONTROL OFFICER

The Chief Bush Fire Control Officer (CBFCO) is the most senior Fire Control Officer appointed by the Shire of Wickepin.

The CBFCO will take overall charge of fire fighting in the Shire of Wickepin. The CBFCO is expected to assume the role of leader, guide and mentor to all Bush Fire Control Officers and the bush fire organisation in his area, providing co-ordination of the Bush Fire Brigade as well as co-ordination between municipalities and other fire suppression agencies.

4.1.3.1.1 Duties

- primary management of all fire fighters and members of the Brigade;
- responsible for the safety and wellbeing of all personnel under the CBFCO control at any time when involved in any activities while representing the Shire of Wickepin Bush Fire Brigade;
- ensures fire fighting equipment is maintained at a high level of proficiency and in a safe manner;

co-ordinate Bush Fire Brigade resources in fire related matters;

delegate tasks to ensure the proper running and maintenance of the Bush Fire Brigade and its objectives;

possess working knowledge of the Bush Fire Brigades area of responsibility, the high risk areas, firebreaks access, water supplies and major landowners and land vestings;

manage Bush Fire Brigade members according to each member's skills and abilities;

liaise with adjoining Brigades and operate the Brigade under the direction of a FCO to ensure best use of the Bush Fire Brigade and its resources;

co-ordinate the Brigades roster system;

co-ordinate weather checks and make decisions on harvest and vehicle movement bans;

ensure provision of adequate training of all brigade members;

attend District Operational Advisory Committee (DOAC) meetings;

attend Cuballing/Wickepin LEMC meetings;

determine an appeal where a fire burning permit has been refused;

report the CEO and Shire President on all relevant bush fire matters as required; and

any other reporting requirements.

4.1.3.2 DUTIES OF A BUSH FIRE CONTROL OFFICER

A Fire Control Officer is a person who has been nominated at the Shire of Wickepin Bushfire Brigade AGM and appointed by the Shire of Wickepin Council. The FCO is a voluntary worker who gives their time in furthering the aims of fire prevention and control within the Shire of Wickepin.

Each appointment must be notified to DFES for publication in the Government Gazette and in a newspaper circulated in the Shire of Wickepin.

FCO duties include;

- attending Bush Fire Brigade Meetings;
- participating in the formation of control policies;
- supervising and inspecting firebreaks and impress on land users the necessity to meet and maintain the required standards;
- issuing Bush Fire Permits for the burning of bush and impress on land users and owners the necessity to abide by the terms set out on the permit;
- preventing Bush Fires and protecting life and property in the case of an outbreak of a Bush Fire including directing volunteers;
- demanding the name and address of any person committing an offence against the Bush Fires Act and reporting to the Shire of Wickepin FCO.
- ensure Bush Fire Brigade appliances are serviced and checked on a regular basis;
- battery, tyres, water, oil, and fuel of the Shire of Wickepin fire fighting appliances are checked at least weekly; and
- other Bush Fire Control related matters as directed by Council.

In all duties, an FCO is subject to Council direction and the *Bush Fires Act 1954 (WA)*.

A FCO is not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided they are carried out in good faith.

4.1.3.3 EXPERIENCE AND TEMPERAMENT

An FCO must:

- have a good working knowledge of bush fire legislation, the fundamentals of bush fire prevention work and fire behaviour;
- have a clear understanding of their role and their relationship to Council;
- have experience in dealing with the public;
- be a person of integrity with an even temperament and strength of character;
- command obedience and respect and be capable of positive action;
- have a reasonable educational background;
- have a high sense of responsibility and be willing to take as well as give orders;
- have some relevant fire experience and training; and
- be physically fit and in good health to carry out tasks to ensure they do not jeopardise the safety of others.

4.1.3.4 VOLUNTEER BUSH FIRE BRIGADES

Bush Fire Brigades will be established and maintained in the various fire areas across the Shire of Wickepin, providing proper and adequate fire protection.

The Shire of Wickepin will encourage members of the Volunteer Brigades to participate in training programs offered by the Shire of Wickepin and the Department of Fire and Emergency Services WA.

The CEO is authorised to approve and record applications for enrolments as Fire Fighting members, without reference to the Bush Fire Control Officer's Committee.

Carried 8/0

That the Governance, Audit and Community Services Committee request Council to adopt the amended Policy 3.1.7: Purchasing as follows.

3.1.7 PURCHASING

OBJECTIVE: To ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire of Wickepin;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire of Wickepin;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire of Wickepin and that ethical decision making is demonstrated.

The Shire of Wickepin is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “Act”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “Regulations”) Procurement processes and practices to be complied with are defined within this Policy and the Shire of Wickepin’s prescribed procurement procedures.

3.1.7.1 ETHICS & INTEGRITY

All officers and employees of the Shire of Wickepin undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity.

All officers and employees of the Shire of Wickepin must act in an honest and professional manner at all times which supports the standing of the Shire of Wickepin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wickepin’s policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Wickepin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3.1.7.2 VALUE FOR MONEY

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Wickepin.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;

- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire of Wickepin's boundaries to be given the opportunity to quote for providing goods and services wherever possible.\

3.1.7.3 PURCHASING REQUIREMENTS

The requirements that must be complied with by the Shire of Wickepin, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Wickepin.

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined in this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under this Policy is not deemed to be suitable.

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire of Wickepin will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

Where the Shire of Wickepin has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Wickepin must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

The table below prescribes the purchasing process that the Shire of Wickepin must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	<p>Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Wickepin, by obtaining at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</p>
Over \$5,000 and up to \$50,000	<p>Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or

	<ul style="list-style-type: none"> from the open market. <p>Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</p>
Over \$50,000 and up to \$150,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in 3.1.7.3 Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire of Wickepin's tender procedures.</p> <p>The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- any of the other exclusions under Regulation 11 of the Regulations apply.
- an emergency situation as defined by the Local Government Act 1995;
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or

Determining purchasing value is to be based on the following considerations:

- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Shire of Wickepin may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire of Wickepin's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Wickepin is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Wickepin must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by:

- Up to \$25,000 Chief Executive Officer, Deputy Chief Executive officer or Works Manager prior to entering into a contract.
- Up to \$50,000 Chief Executive Officer and Works Manager prior to entering into a contract.
- Up to \$150,000 Chief Executive Officer prior to entering into a contract.

From time to time, the Shire of Wickepin may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Shire of Wickepin shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An urgent or emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an urgent or emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An urgent or emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Wickepin in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

3.1.7.4 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire of Wickepin's Records Management Policy and associated procurement procedures. For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;

- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

3.1.7.5 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire of Wickepin is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire of Wickepin shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire of Wickepin's sustainability objectives.

3.1.7.6 BUY LOCAL AND REGIONAL PRICE PREFERENCE

As much as practicable, the Shire of Wickepin must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire of Wickepin, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire of Wickepin Regional Price Preference Policy.

3.1.7.7 PURCHASING FROM WA DISABILITY ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire of Wickepin is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

3.1.7.8 PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire of Wickepin is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

The Shire of Wickepin is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire of Wickepin.

Carried 8/0

Statutory Environment:	Nil.
Policy Implications:	Not applicable.
Financial Implications:	Nil.
Strategic Implications:	Nil

Recommendation:

1. That the draft Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2016 be received.
2. That the following Policy 4.1.3 Fire Control Officers be adopted by Council:

4.1.3 FIRE CONTROL OFFICERS

OBJECTIVE: Provide clear parameters in relation to Fire Control Officers.

4.1.3.1 CHIEF BUSH FIRE CONTROL OFFICER

The Chief Bush Fire Control Officer (CBFCO) is the most senior Fire Control Officer appointed by the Shire of Wickepin.

The CBFCO will take overall charge of fire fighting in the Shire of Wickepin. The CBFCO is expected to assume the role of leader, guide and mentor to all Bush Fire Control Officers and the bush fire organisation in his area, providing co-ordination of the Bush Fire Brigade as well as co-ordination between municipalities and other fire suppression agencies.

4.1.3.1.2 Duties

- *primary management of all fire fighters and members of the Brigade;*
- *responsible for the safety and wellbeing of all personnel under the CBFCO control at any time when involved in any activities while representing the Shire of Wickepin Bush Fire Brigade;*
- ensures fire fighting equipment is maintained at a high level of proficiency and in a safe manner;*
- co-ordinate Bush Fire Brigade resources in fire related matters;*
- delegate tasks to ensure the proper running and maintenance of the Bush Fire Brigade and its objectives;*
- possess working knowledge of the Bush Fire Brigades area of responsibility, the high risk areas, firebreaks access, water supplies and major landowners and land vestings;*
- manage Bush Fire Brigade members according to each member's skills and abilities;*
- liaise with adjoining Brigades and operate the Brigade under the direction of a FCO to ensure best use of the Bush Fire Brigade and its resources;*
- co-ordinate the Brigades roster system;*
- co-ordinate weather checks and make decisions on harvest and vehicle movement bans;*
- ensure provision of adequate training of all brigade members;*
- attend District Operational Advisory Committee (DOAC) meetings;*
- attend Cuballing/Wickepin LEMC meetings;*
- determine an appeal where a fire burning permit has been refused;*
- report the CEO and Shire President on all relevant bush fire matters as required; and*
- any other reporting requirements.*

4.1.3.2 DUTIES OF A BUSH FIRE CONTROL OFFICER

A Fire Control Officer is a person who has been nominated at the Shire of Wickepin Bushfire Brigade AGM and appointed by the Shire of Wickepin Council. The FCO is a voluntary worker who gives their time in furthering the aims of fire prevention and control within the Shire of Wickepin.

Each appointment must be notified to DFES for publication in the Government Gazette and in a newspaper circulated in the Shire of Wickepin.

FCO duties include;

- attending Bush Fire Brigade Meetings;*
- participating in the formation of control policies;*
- supervising and inspecting firebreaks and impress on land users the necessity to meet and maintain the required standards;*
- issuing Bush Fire Permits for the burning of bush and impress on land users and owners the necessity to abide by the terms set out on the permit;*
- preventing Bush Fires and protecting life and property in the case of an outbreak of a Bush Fire including directing volunteers;*
- demanding the name and address of any person committing an offence against the Bush Fires Act and reporting to the Shire of Wickepin FCO.*
- ensure Bush Fire Brigade appliances are serviced and checked on a regular basis;*
- battery, tyres, water, oil, and fuel of the Shire of Wickepin fire fighting appliances are checked at least weekly; and*
- other Bush Fire Control related matters as directed by Council.*

In all duties, an FCO is subject to Council direction and the Bush Fires Act 1954 (WA).

A FCO is not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided they are carried out in good faith.

4.1.3.3 EXPERIENCE AND TEMPERAMENT

An FCO must:

- have a good working knowledge of bush fire legislation, the fundamentals of bush fire prevention work and fire behaviour;*
- have a clear understanding of their role and their relationship to Council;*
- have experience in dealing with the public;*
- be a person of integrity with an even temperament and strength of character;*
- command obedience and respect and be capable of positive action;*
- have a reasonable educational background;*
- have a high sense of responsibility and be willing to take as well as give orders;*
- have some relevant fire experience and training; and*
- be physically fit and in good health to carry out tasks to ensure they do not jeopardise the safety of others.*

4.1.3.4 VOLUNTEER BUSH FIRE BRIGADES

Bush Fire Brigades will be established and maintained in the various fire areas across the Shire of Wickepin, providing proper and adequate fire protection.

The Shire of Wickepin will encourage members of the Volunteer Brigades to participate in training programs offered by the Shire of Wickepin and the Department of Fire and Emergency Services WA.

The CEO is authorised to approve and record applications for enrolments as Fire Fighting members, without reference to the Bush Fire Control Officer's Committee.

3. That the Governance, Audit and Community Services Committee request Council to adopt the amended Policy 3.1.7: Purchasing as follows:

3.1.7 PURCHASING

OBJECTIVE: *To ensure that all purchasing activities:*

- *demonstrate that best value for money is attained for the Shire of Wickepin;*
- *are compliant with relevant legislations, including the Act and Regulations;*
- *are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire of Wickepin;*
- *mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;*
- *ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and*
- *are conducted in a consistent and efficient manner across the Shire of Wickepin and that ethical decision making is demonstrated.*

The Shire of Wickepin is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the "Act") and Part 4 of the Local Government (Functions and General) Regulations 1996, (the "Regulations") Procurement processes and practices to be complied with are defined within this Policy and the Shire of Wickepin's prescribed procurement procedures.

3.1.7.1 ETHICS & INTEGRITY

All officers and employees of the Shire of Wickepin undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity.

All officers and employees of the Shire of Wickepin must act in an honest and professional manner at all times which supports the standing of the Shire of Wickepin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- *full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;*
- *all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wickepin's policies and Code of Conduct;*
- *purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;*
- *all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;*
- *any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and*
- *any information provided to the Shire of Wickepin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.*

3.1.7.3 VALUE FOR MONEY

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Wickepin.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- *all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;*
- *the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.*
- *financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);*
- *a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;*
- *the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;*
- *purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and*
- *providing opportunities for businesses within the Shire of Wickepin's boundaries to be given the opportunity to quote for providing goods and services wherever possible.*

3.1.7.3 PURCHASING REQUIREMENTS

The requirements that must be complied with by the Shire of Wickepin, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Wickepin.

*Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined in this Purchasing Policy.*

*Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under this Policy is not deemed to be suitable.*

Determining purchasing value is to be based on the following considerations:

4. *Exclusive of Goods and Services Tax (GST);*
5. *The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire of Wickepin will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.*
6. *Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.*

Where the Shire of Wickepin has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Wickepin must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

The table below prescribes the purchasing process that the Shire of Wickepin must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
<i>Up to \$5,000</i>	<p><i>Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Wickepin, by obtaining at least one (1) oral or written quotation from a suitable supplier, either from:</i></p> <ul style="list-style-type: none"> • <i>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or</i> • <i>from the open market.</i> <p><i>Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</i></p>
<i>Over \$5,000 and up to \$50,000</i>	<p><i>Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</i></p> <ul style="list-style-type: none"> • <i>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</i> • <i>from the open market.</i> <p><i>Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</i></p>
<i>Over \$50,000 and up to \$150,000</i>	<p><i>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</i></p> <p><i>Quotations within this threshold may be obtained from:</i></p> <ul style="list-style-type: none"> • <i>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</i> • <i>from the open market.</i> <p><i>Requests for quotation from a pre-qualified panel of suppliers (whether administered through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</i></p>
<i>Over \$150,000</i>	<p><i>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in 3.1.7.3 Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy and the Shire of Wickepin's tender procedures.</i></p> <p><i>The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</i></p>

An exemption to publicly invite tenders may apply in the following instances:

- *the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.*
- *the purchase is from a Regional Local Government or another Local Government;*
- *the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;*
- *the purchase is acquired from an Australian Disability Enterprise and represents value for money;*
- *any of the other exclusions under Regulation 11 of the Regulations apply.*
- *an emergency situation as defined by the Local Government Act 1995;*
- *the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;*
- *the purchase is under auction that has been authorised by Council;*
- *the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or*

Determining purchasing value is to be based on the following considerations:

- *The actual or expected value of a contract over the full contract period (including all options to extend); or*
- *The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.*

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Shire of Wickepin may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire of Wickepin's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Wickepin is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Wickepin must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by:

- *Up to \$25,000 Chief Executive Officer, Deputy Chief Executive officer or Works Manager prior to entering into a contract.*
- *Up to \$50,000 Chief Executive Officer and Works Manager prior to entering into a contract.*
- *Up to \$150,000 Chief Executive Officer prior to entering into a contract.*

From time to time, the Shire of Wickepin may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Shire of Wickepin shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An urgent or emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an urgent or emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An urgent or emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Wickepin in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

6.1.7.4 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire of Wickepin's Records Management Policy and associated procurement procedures. For each procurement activity, such documents may include:

- *The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);*
- *Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;*
- *Request for Quotation/Tender documentation;*
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- *Evaluation documentation, including individual evaluators note and clarifications sought;*
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- *Contract Management Plans which describes how the contract will be managed; and*
- *Copies of contract(s) with supplier(s) formed from the procurement process.*

3.1.7.9 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire of Wickepin is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire of Wickepin shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire of Wickepin's sustainability objectives.

3.1.7.10 BUY LOCAL AND REGIONAL PRICE PREFERENCE

As much as practicable, the Shire of Wickepin must:

- *where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;*
- *consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);*
- *ensure that procurement plans address local business capability and local content;*
- *explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;*
- *avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and*
- *provide adequate and consistent information to potential suppliers.*

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire of Wickepin, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire of Wickepin Regional Price Preference Policy.

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Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

3.1.7.12 PURCHASING FROM ABORIGINAL BUSINESSES

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The Shire of Wickepin is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire of Wickepin.

Voting Requirements: Simple majority.

Resolution No 211216-11

Moved Cr Lansdell / Seconded Cr Allan

1. That the draft Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2016 be received.
2. That the following Policy 4.1.3 Fire Control Officers be adopted by Council:

4.1.3 FIRE CONTROL OFFICERS

OBJECTIVE: Provide clear parameters in relation to Fire Control Officers.

4.1.3.1 CHIEF BUSH FIRE CONTROL OFFICER

The Chief Bush Fire Control Officer (CBFCO) is the most senior Fire Control Officer appointed by the Shire of Wickepin.

The CBFCO will take overall charge of fire fighting in the Shire of Wickepin. The CBFCO is expected to assume the role of leader, guide and mentor to all Bush Fire Control Officers and the bush fire organisation in his area, providing co-ordination of the Bush Fire Brigade as well as co-ordination between municipalities and other fire suppression agencies.

4.1.3.1.3 Duties

- primary management of all fire fighters and members of the Brigade;
- responsible for the safety and wellbeing of all personnel under the CBFCO control at any time when involved in any activities while representing the Shire of Wickepin Bush Fire Brigade;
- ensures fire fighting equipment is maintained at a high level of proficiency and in a safe manner;
- co-ordinate Bush Fire Brigade resources in fire related matters;
- delegate tasks to ensure the proper running and maintenance of the Bush Fire Brigade and its objectives;
- possess working knowledge of the Bush Fire Brigades area of responsibility, the high risk areas, firebreaks access, water supplies and major landowners and land vestings;
- manage Bush Fire Brigade members according to each member's skills and abilities;
- liaise with adjoining Brigades and operate the Brigade under the direction of a FCO to ensure best use of the Bush Fire Brigade and its resources;
- co-ordinate the Brigades roster system;
- co-ordinate weather checks and make decisions on harvest and vehicle movement bans;
- ensure provision of adequate training of all brigade members;
- attend District Operational Advisory Committee (DOAC) meetings;
- attend Cuballing/Wickepin LEMC meetings;
- determine an appeal where a fire burning permit has been refused;
- report the CEO and Shire President on all relevant bush fire matters as required; and
- any other reporting requirements.

4.1.3.2 DUTIES OF A BUSH FIRE CONTROL OFFICER

A Fire Control Officer is a person who has been nominated at the Shire of Wickepin Bushfire Brigade AGM and appointed by the Shire of Wickepin Council. The FCO is a voluntary worker who gives their time in furthering the aims of fire prevention and control within the Shire of Wickepin.

Each appointment must be notified to DFES for publication in the Government Gazette and in a newspaper circulated in the Shire of Wickepin.

FCO duties include;

- attending Bush Fire Brigade Meetings;
- participating in the formation of control policies;
- supervising and inspecting firebreaks and impress on land users the necessity to meet and maintain the required standards;
- issuing Bush Fire Permits for the burning of bush and impress on land users and owners the necessity to abide by the terms set out on the permit;
- preventing Bush Fires and protecting life and property in the case of an outbreak of a Bush Fire including directing volunteers;
- demanding the name and address of any person committing an offence against the Bush Fires Act and reporting to the Shire of Wickepin FCO.
- ensure Bush Fire Brigade appliances are serviced and checked on a regular basis;

- battery, tyres, water, oil, and fuel of the Shire of Wickepin fire fighting appliances are checked at least weekly; and
- other Bush Fire Control related matters as directed by Council.

In all duties, an FCO is subject to Council direction and the Bush Fires Act 1954 (WA).

A FCO is not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided they are carried out in good faith.

4.1.3.3 EXPERIENCE AND TEMPERAMENT

An FCO must:

- have a good working knowledge of bush fire legislation, the fundamentals of bush fire prevention work and fire behaviour;
- have a clear understanding of their role and their relationship to Council;
- have experience in dealing with the public;
- be a person of integrity with an even temperament and strength of character;
- command obedience and respect and be capable of positive action;
- have a reasonable educational background;
- have a high sense of responsibility and be willing to take as well as give orders;
- have some relevant fire experience and training; and
- be physically fit and in good health to carry out tasks to ensure they do not jeopardise the safety of others.

4.1.3.4 VOLUNTEER BUSH FIRE BRIGADES

Bush Fire Brigades will be established and maintained in the various fire areas across the Shire of Wickepin, providing proper and adequate fire protection.

The Shire of Wickepin will encourage members of the Volunteer Brigades to participate in training programs offered by the Shire of Wickepin and the Department of Fire and Emergency Services WA.

The CEO is authorised to approve and record applications for enrolments as Fire Fighting members, without reference to the Bush Fire Control Officer's Committee.

3. That the Governance, Audit and Community Services Committee request Council to adopt the amended Policy 3.1.7: Purchasing as follows:

3.1.7 PURCHASING

OBJECTIVE: To ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire of Wickepin;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire of Wickepin;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire of Wickepin and that ethical decision making is demonstrated.

The Shire of Wickepin is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995

(the “Act”) and Part 4 of the Local Government (Functions and General) Regulations 1996, (the “Regulations”) Procurement processes and practices to be complied with are defined within this Policy and the Shire of Wickepin’s prescribed procurement procedures.

3.1.7.1 ETHICS & INTEGRITY

All officers and employees of the Shire of Wickepin undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity.

All officers and employees of the Shire of Wickepin must act in an honest and professional manner at all times which supports the standing of the Shire of Wickepin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wickepin’s policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Wickepin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3.1.7.4 VALUE FOR MONEY

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Wickepin.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire of Wickepin’s boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3.1.7.3 PURCHASING REQUIREMENTS

The requirements that must be complied with by the Shire of Wickepin, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Wickepin.

Purchasing that is \$150,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined in this Purchasing Policy.

Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under this Policy is not deemed to be suitable.

Determining purchasing value is to be based on the following considerations:

- 1. Exclusive of Goods and Services Tax (GST);*
- 2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire of Wickepin will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.*
- 3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.*

Where the Shire of Wickepin has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Wickepin must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

The table below prescribes the purchasing process that the Shire of Wickepin must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
<i>Up to \$5,000</i>	<p><i>Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Wickepin, by obtaining at least one (1) oral or written quotation from a suitable supplier, either from:</i></p> <ul style="list-style-type: none"> <i>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or</i> <i>• from the open market.</i> <p><i>Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</i></p>
<i>Over \$5,000 and up to \$50,000</i>	<p><i>Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</i></p> <ul style="list-style-type: none"> <i>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</i> <i>• from the open market.</i> <p><i>Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</i></p>
<i>Over \$50,000 and up to \$150,000</i>	<p><i>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</i></p> <p><i>Quotations within this threshold may be obtained from:</i></p>

	<ul style="list-style-type: none"> • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in 3.1.7.3 Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy and the Shire of Wickepin's tender procedures.</p> <p>The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- any of the other exclusions under Regulation 11 of the Regulations apply.
- an emergency situation as defined by the Local Government Act 1995;
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or

Determining purchasing value is to be based on the following considerations:

- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Shire of Wickepin may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire of Wickepin's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Wickepin is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Wickepin must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by:

- *Up to \$25,000 Chief Executive Officer, Deputy Chief Executive officer or Works Manager prior to entering into a contract.*
- *Up to \$50,000 Chief Executive Officer and Works Manager prior to entering into a contract.*
- *Up to \$150,000 Chief Executive Officer prior to entering into a contract.*

From time to time, the Shire of Wickepin may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Shire of Wickepin shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An urgent or emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an urgent or emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An urgent or emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Wickepin in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

3.1.7.4 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire of Wickepin's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- *The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);*
- *Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;*
- *Request for Quotation/Tender documentation;*
- *Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);*
- *Copies of quotes/tenders received;*
- *Evaluation documentation, including individual evaluators note and clarifications sought;*
- *Negotiation documents such as negotiation plans and negotiation logs;*
- *Approval of award documentation;*
- *All correspondence to respondents notifying of the outcome to award a contract;*
- *Contract Management Plans which describes how the contract will be managed; and*
- *Copies of contract(s) with supplier(s) formed from the procurement process.*

3.1.7.13 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire of Wickepin is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire of Wickepin shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire of Wickepin's sustainability objectives.

3.1.7.14 BUY LOCAL AND REGIONAL PRICE PREFERENCE

As much as practicable, the Shire of Wickepin must:

- *where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;*
- *consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);*
- *ensure that procurement plans address local business capability and local content;*

- *explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;*
- *avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and*
- *provide adequate and consistent information to potential suppliers.*

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire of Wickepin, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire of Wickepin Regional Price Preference Policy.

3.1.7.15 PURCHASING FROM WA DISABILITY ENTERPRISES

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire of Wickepin is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

3.1.7.16 PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire of Wickepin is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

The Shire of Wickepin is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire of Wickepin.

Carried 8/0

Governance, Audit and Community Services

10.2.07 – 2018 Wickepin Art Prize

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Townscape and Cultural Planning Committee
File Reference:	RC.PRG.2416
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 December 2016

Enclosure / Attachment: Nil

Background:

The Townscape and Cultural Planning Committee meeting was held on Wednesday 9 November 2016 and passed the following recommendation:

Moved Sue Astbury / Seconded Margaret Fleay

1. That the CDO present a full financial report on the 2016 Wickepin Art Prize to the next Townscape and Cultural Planning committee meeting.
2. That the 2018 Wickepin Art Prize Acquisitive Prize be raised to \$5,000.
3. That the 2018 Wickepin Art Prize for all other entries be raised.
4. That the CDO present a budget for the 2018 Wickepin Art Prize based on the increase in the prize pool to the next Townscape and Cultural Planning committee meeting.

Carried 6/0

Council at its Ordinary meeting of Council held on the 16 November 2016 passed the flowing resolution of Council:

Resolution No 161116-10

Moved Cr Martin / Seconded Cr Lansdell

That the CEO present a full financial report on the Wickepin Art Prize 2016 to the December 2016 Council meeting.

Carried 8/0

The resolution differed to the officer's recommendation as Council felt that it was necessary to see the financials for the Wickepin Art Prize 2016 before any financial decisions were made for the 2018 Wickepin Art Prize.

Comment:

Following is the breakdown of the 2016 Wickepin Art Prize as requested by Council:

Shire of Wickepin Art Prize 2016 Statement			
Income			
Art Prize Entry		1,209.56	
Sponsorship		3,622.73	
Art Sales	13,254.54		
Art Sales Commission	2,358.71	15,613.25	
Arty Party		3,981.54	
Available Trust Funds @ Commencement		4,296.55	
Shire Contribution - Art Prize		3,000.00	
Shire Contribution - Arty Party		2,000.00	
Total Income			33,723.63
Expenses			
Art Prize		20,099.97	
Arty Party		4,136.02	
Total Expenses			24,235.99
Net Funds			9,487.64

Following is the 2016/2017 budget allocation as shown in the adopted Annual Budget for 2016/2017 showing a nett cost to Council of \$5,053 for 2016/2017. The Actual 2016/2017 figures showing a nett profit of \$9,487.64 for the 2016/2017 financial year:

5412	Cultural Planning				2,527	
	Other Programs			05		1,000
	Art Competition			22		16,650
	Acquisitive Art Prize			22		5,000

5484	Contributions				(545)	(16,597)
	Art Competition	Entry fees Sponsor		48		(12,300)
	Art Competition	Transfer from Trust		48	(545)	(4,297)

The Townscape Committee resolution included raising the acquisitive art prize to \$5,000 and the other level of prize monies to \$1,000.

Following is a budget for the 2018 Wickepin Art Prize with the acquisitive art prize raised to \$5,000 and the following prizes as per the following:

Sculpture Prize	1,000
People's Choice	1,000
Landscape	1,000
Textile	1,000
Portrait	1,000
Local	1,000
Packers	500
High School	100
Runner-Up	50
Primary	50
Runner-Up	25

Council currently contributes the following towards the Wickepin Art Prize:

Shire Contribution - Art Prize	3,000
Shire Contribution - Arty Party	2,000

With the Wickepin Art Prize 2016 making a profit of \$9,487.64, this amount should be transferred into the special events reserve. Council would then be able to raise the acquisitive art prize and the other prizes as per the above without increasing its own contributions, as long as the sponsorship and other income streams remained the same for the 2018 Wickepin Art Prize.

Following is a proposed budget for the 2018 Wickepin Art Prize:

Shire of Wickepin Art Prize 2016 Budget Breakdown			
Income			
Art Prize Entry		1,200.00	
Sponsorhip		4,450.00	
<i>Albert Facey Homestead</i>	1,000.00		
<i>Watershed</i>	1,500.00		
<i>Community Group Grant</i>	1,000.00		
<i>Jasons Signs</i>	250.00		
<i>Mark Regan Wesfarmers</i>	200.00		
<i>Great Southern Fuels</i>	350.00		
<i>S&L Rose</i>	100.00		
<i>G & L Lang</i>	50.00		
Art Sales Commission		2,300.00	
Available Trust Funds @ Commencement		9,000.00	
Shire Contribution - Art Prize		3,000.00	
Arty Party			
Arty Party tickets at \$15 each		2,600.00	
Bar Sales		2,250.00	
Shire Contribution - Arty Party		2,000.00	
Total Income			26,800.00
Expenses			
Art Prize			
Art Prize Awards		11,725.00	
<i>Acquisitive Prize</i>	5,000.00		
<i>Sculpture Prize</i>	1,000.00		
<i>Peoole's Choice</i>	1,000.00		
<i>Landscape</i>	1,000.00		
<i>Textile</i>	1,000.00		
<i>Portrait</i>	1,000.00		
<i>Local</i>	1,000.00		
<i>Packers</i>	500.00		
<i>High School</i>	100.00		
<i>Runner-UP</i>	50.00		
<i>Primary</i>	50.00		
<i>Runner-UP</i>	25.00		
Judge		500.00	
Judge Accommodation		100.00	
Packaging/tape/sundries		150.00	
Arty Party			
Catering		2,500.00	
Musician		250.00	
Bar Licence		60.00	
Accommodation for musician		100.00	
Beer Wine Soft Drinks		2,500.00	
Sundries: Cocktail table		100.00	
Total Expenses			17,985.00
Net Funds			8,815.00

Statutory Environment: *Local Government Act 1995*

Policy Implications: Not applicable.

Financial Implications:

No financial implications as the Wickepin Art Prize made a profit of \$9,487.64 and the transfer being requested to the special events reserve is \$9,000.

Strategic Implications:

Fits within theme 4.4 of councils strategic Plan

Theme 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

Goal	Action	Measure
4.1 Support the development and maintenance of recreational facilities and organisations in the district.	<ul style="list-style-type: none"> Provide regular maintenance and development of recreation facilities. Provide and maintain walk trails for recreation and tourism purposes. 	<ul style="list-style-type: none"> We have adopted a recreation maintenance and development plan to be published to the community to address this need.
4.2 Give support to the retention and expansion of educational facilities in the community.	<ul style="list-style-type: none"> We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues. 	<ul style="list-style-type: none"> We have a clear, published community educational and facilities plan that addresses the community's needs.
4.3 Community engagement	<ul style="list-style-type: none"> Council proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire. 	<ul style="list-style-type: none"> A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.
4.4 Give support to Arts, Crafts and Cultural activities and Special Events	<ul style="list-style-type: none"> Maintain the present level of support to Arts & Crafts and Cultural Groups. Encourage the conduct of "Special Events" by community and other groups 	<ul style="list-style-type: none"> We publish a monthly calendar of events and actively invest in the promotion of community activities. The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.

Recommendation:

1. That the amount of \$9,000 be transferred to the Special Reserves Account for the 2018 Wickepin Art Prize from Councils Municipal Funds for 2016/2017.
2. That the 2018 art prizes be raised to the following:

Acquisitive Prize	5,000.00
Sculpture Prize	1,000.00
People's Choice	1,000.00
Landscape	1,000.00
Textile	1,000.00
Portrait	1,000.00
Local	1,000.00
Packers	500.00
High School	100.00
Runner-Up	50.00
Primary	50.00
Runner-Up	25.00

3. That the following budget for the 2018 Wickepin Art Prize be placed in the 2018/2019 Budget Estimates:

Shire of Wickepin Art Prize 2016 Budget Breakdown			
Income			
Art Prize Entry		1,200.00	
Sponsorship		4,450.00	
<i>Albert Facey Homestead</i>	<i>1,000.00</i>		
<i>Watershed</i>	<i>1,500.00</i>		
<i>Community Group Grant</i>	<i>1,000.00</i>		
<i>Jasons Signs</i>	<i>250.00</i>		
<i>Mark Regan Wesfarmers</i>	<i>200.00</i>		
<i>Great Southern Fuels</i>	<i>350.00</i>		
<i>S&L Rose</i>	<i>100.00</i>		
<i>G & L Lang</i>	<i>50.00</i>		
Art Sales Commission		2,300.00	
Available Trust Funds @ Commencement		9,000.00	
Shire Contribution - Art Prize		3,000.00	
Arty Party			
Arty Party tickets at \$15 each		2,600.00	
Bar Sales		2,250.00	
Shire Contribution - Arty Party		2,000.00	
Total Income			26,800.00
Expenses			
Art Prize			
Art Prize Awards		11,725.00	
<i>Acquisitive Prize</i>	<i>5,000.00</i>		
<i>Sculpture Prize</i>	<i>1,000.00</i>		
<i>Peoole's Choice</i>	<i>1,000.00</i>		
<i>Landscape</i>	<i>1,000.00</i>		
<i>Textile</i>	<i>1,000.00</i>		
<i>Portrait</i>	<i>1,000.00</i>		
<i>Local</i>	<i>1,000.00</i>		
<i>Packers</i>	<i>500.00</i>		
<i>High School</i>	<i>100.00</i>		
<i>Runner-UP</i>	<i>50.00</i>		
<i>Primary</i>	<i>50.00</i>		
<i>Runner-UP</i>	<i>25.00</i>		
Judge		500.00	
Judge Accommodation		100.00	
Packaging/tape/sundries		150.00	
Arty Party			
Catering		2,500.00	
Musician		250.00	
Bar Licence		60.00	
Accommodation for musician		100.00	
Beer Wine Soft Drinks		2,500.00	
Sundries: Cocktail table		100.00	
Total Expenses			17,985.00
Net Funds			8,815.00

Voting Requirements: Absolute Majority

Resolution No 211216-12**Moved Cr Martin / Seconded Cr Hinkley**

1. That the amount of \$9,000 be transferred to the Special Reserves Account for the 2018 Wickepin Art Prize from Councils Municipal Funds for 2016/2017.
2. That the 2018 art prizes be raised to the following:

Acquisitive Prize	5,000.00
Sculpture Prize	1,000.00
People's Choice	1,000.00
Landscape	1,000.00
Textile	1,000.00
Portrait	1,000.00
Local	1,000.00
Packers	500.00
High School	100.00
Runner-Up	50.00
Primary	50.00
Runner-Up	25.00

3. That the following budget for the 2018 Wickepin Art Prize be placed in the 2018/2019 Budget Estimates:

Shire of Wickepin Art Prize 2018 Budget Breakdown			
Income			
Art Prize Entry		1,200.00	
Sponsorship		4,450.00	
<i>Albert Facey Homestead</i>	<i>1,000.00</i>		
<i>Watershed</i>	<i>1,500.00</i>		
<i>Community Group Grant</i>	<i>1,000.00</i>		
<i>Jasons Signs</i>	<i>250.00</i>		
<i>Mark Regan Wesfarmers</i>	<i>200.00</i>		
<i>Great Southern Fuels</i>	<i>350.00</i>		
<i>S&L Rose</i>	<i>100.00</i>		
<i>G & L Lang</i>	<i>50.00</i>		
Art Sales Commission		2,300.00	
Available Trust Funds @ Commencement		9,000.00	
Shire Contribution - Art Prize		3,000.00	
Arty Party			
Arty Party tickets at \$15 each		2,600.00	
Bar Sales		2,250.00	
Shire Contribution - Arty Party		2,000.00	
Total Income			26,800.00
Expenses			
Art Prize			
Art Prize Awards		11,725.00	
<i>Acquisitive Prize</i>	<i>5,000.00</i>		
<i>Sculpture Prize</i>	<i>1,000.00</i>		
<i>People's Choice</i>	<i>1,000.00</i>		
<i>Landscape</i>	<i>1,000.00</i>		
<i>Textile</i>	<i>1,000.00</i>		
<i>Portrait</i>	<i>1,000.00</i>		
<i>Local</i>	<i>1,000.00</i>		
<i>Packers</i>	<i>500.00</i>		
<i>High School</i>	<i>100.00</i>		
<i>Runner-UP</i>	<i>50.00</i>		
<i>Primary</i>	<i>50.00</i>		
<i>Runner-UP</i>	<i>25.00</i>		
Judge		500.00	
Judge Accommodation		100.00	
Packaging/tape/sundries		150.00	
Arty Party			
Catering		2,500.00	
Musician		250.00	
Bar Licence		60.00	
Accommodation for musician		100.00	
Beer Wine Soft Drinks		2,500.00	
Sundries: Cocktail table		100.00	
Total Expenses			17,985.00
Net Funds			8,815.00

Carried 8/0

Note: That the Townscape and Cultural Planning committee be advised that this may change at budget adoption in 2018/19.

5.25pm - CEO Mark Hook departed the Chambers due to declaring a financial interest; CEO is person applying for Long Service Leave.

Governance, Audit and Community Services

10.2.08 – CEO Long Service Leave

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PE.IR.2002
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Mark J Hook, Chief Executive Officer - Financial
Date of Report:	8 December 2016

Enclosure / Attachment: Nil

Background:

The Chief Executive Officer Mr Mark J Hook, long service leave fell due on the 26 June 2016.

The Chief Executive Officer is requesting Council to defer his Long Service Leave for two to three years from the 26 June 2016 up to the 26 June 2019.

Comment:

The usual practice for LSL is to take 13 weeks leave between the due date and no more than 6 months later unless otherwise requested formally in writing and agreed to by the Council.

Under the provisions of the *Local Government (Long Service Leave) Regulations* where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for, or in lieu of, that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of six months unless otherwise agreed in writing between the Shire of Wickepin and the employee.

The Western Australian Local Government Association and the Shire of Coorow will be contributing to the CEO Long Service Leave as per the following amounts determined in accordance with the following formula –

$$C = \frac{(L \times S \times P)}{TS}$$

- C is the amount of the contribution that may be recovered from that council;
- L is the amount of long service leave or pro rata long service leave for or in lieu of which the cost is paid (expressed in weeks);
- S is that period of service (expressed in completed weeks);
- P is the weekly rate of pay for ordinary time applicable to the usual classification of the worker (excluding all allowances) in the week immediately preceding the end of that period of service; and
- TS is the total period of service in respect of which the long service benefit accrued (expressed in completed weeks).

WALGA	\$ 3,282.04
Shire of Coorow	\$ 11,934.62

To enable the CEO to take 13 weeks Long Service Leave plus any allowable annual leave would require Council to appoint an acting CEO for this length of time. Normally this would be the Deputy CEO Mrs Natalie Manton and the CEO can see no reason why this would not be the case when he takes his LSL.

When the DCEO takes on the position of Acting CEO for the period of the CEO LSL, the acting CEO will need to appoint an acting DCEO as this position could not remain vacant for the period of thirteen weeks, as the Acting CEO would not be able to undertake both positions simultaneously.

The total cost of the CEO LSL for the thirteen weeks based on his current rate of pay would be \$30,700.

The costs for an acting DCEO would be in the vicinity of \$25,000 plus accommodation and travelling if required.

Statutory Environment:

Local Government (Long Service Leave) Regulations

6. Entitlement to leave

- (1) *The long service benefits to which a worker shall be entitled by reason of continuous service with one or more employers shall be as provided in this regulation.*
- (2) *Subject to subregulation (5) and regulations 6A and 6B a worker is entitled to 13 weeks long service leave in respect of each 10 years' continuous service that he completes.*

7. Taking leave

- (1) Where a worker is entitled to long service leave —
 - (a) at least 2 months' notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;
 - (b) the employer shall not require the worker to commence the leave within 6 months of the date on which the worker became entitled to it;
 - (c) the leave taken shall be inclusive of any public holidays allowable under the worker's conditions of employment but shall not be inclusive of any annual leave;
 - (d) the leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.
- (2) Subject to subregulation (1) long service leave shall be taken at the earliest practicable date.

8. Payment for or in lieu of leave

- (2) Where the commencement of long service leave under regulation 6 has been postponed to meet the convenience of the worker beyond the period of 6 months mentioned in regulation 7(1)(b) the rate of payment for or in lieu of that leave shall be the rate applicable to him for ordinary time (excluding all allowances) at the end of that period of 6 months unless otherwise agreed in writing between the employer and the worker.

Financial Implications:

Council's contribution to the CEO Long Service Leave would be taken from the Leave Reserve which at the 30/11/2016 had a balance of \$64,711

Policy Implications:**2.1.18 ACTING CHIEF EXECUTIVE OFFICER****OBJECTIVE: Set down guidelines for the employment of an Acting CEO.**

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

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

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

Summary:

Council is being requested to allow the current CEO Mr Mark Hook to postpone his LSL for up to three years from the 26/06/2016 to the 26/06/2019 as per the current *Local Government (Long Service Leave) Regulations*.

Recommendation:

That the Current CEO Mr Mark Hook be allowed to defer his Long Service Leave due on the 26/06/2016 for a period during and up to the 26/06/2019 at his current rate of pay as at the 21 December 2016.

Voting Requirements: Simple majority

Resolution No 211216-13**Moved Cr Lansdell / Seconded Cr Easton**

That the Current CEO Mr Mark Hook be allowed to defer his Long Service Leave due on the 26/06/2016 for a period during and up to the 26/06/2019 at his current rate of pay as at the 21 December 2016.

Carried 8/0

5.33pm – CEO Mark Hook returned to the Chambers.

5.34pm – CEO Mark Hook departed the Chambers due to declaring a financial interest; CEO uses dog grooming business.

Governance, Audit and Community Services

10.2.09 – Temporary Planning Approval – Dog Grooming Lot 74, 45 Sewell Street Yealering

Submission To:	Ordinary Council
Location / Address:	Lot 74, 45 Sewell Street Yealering
Name of Applicant:	Susanne Bond
File Reference:	A2546
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	CEO – Uses the services of Susann Bond dog washing business
Date of Report:	9 December 2016

Enclosure / Attachment: Nil

Background:

Council has received a request by email dated 4 December 2016 from Susanne Bond of 45 Sewell Street Yealering WA 6372 to utilise the premises at Lot 74 Sewell Street Yealering WA 6712 for a temporary period for a dog washing and grooming business while her mobile grooming van is being repaired.



Figure 1 Map Showing residence at Lot 74, 45 Sewell Street Yealering

Comment:

Comments received from Council contract Town Planning Service Land Vision (Trevor Moran) is as follows.

Extract of email received 8 December 2016

It could be approved as either a home business or a home occupation both of which are A uses in the residential zone and require advertising. Another option is to provide temporary approval under clause 10.6.

The CEO believes the best interim solution would be to give temporary approval under 10.6 of the Shire of Wickepin TPS4. This will allow the business to still operate and offer a valuable service to the Shire of Wickepin residents, while her mobile dog washing and grooming vehicle is being repaired.

Section 10.6 of the Shire of Wickepin TPS4 states the following.

10.6 Temporary planning approval

Where the local government grants planning approval, the local government may impose conditions limiting the period of time for which the approval is granted.

Note: A temporary planning approval is where the local government grants approval for a limited period, for example, where the land may be required for some other purpose in the future, and is different to the term of the planning approval which is the period within which the development must commence.

When granting this approval Council must still consider the following as outlined in Section 10.2 of the Shire of Wickepin TPS4.

10.2 Matters to be considered by local government

The local government in considering an application for planning approval is to have due regard to such of the following matters as are in the opinion of the local government relevant to the use or development the subject of the application –

- (a) the aims and provisions of the Scheme and any other relevant local planning schemes operating within the Scheme area;*
- (b) the requirements of orderly and proper planning including any relevant proposed new local planning scheme or amendment, or region scheme or amendment, which has been granted consent for public submissions to be sought;*
- (c) any approved statement of planning policy of the Commission;*
- (d) any approved environmental protection policy under the Environmental Protection Act 1986;*
- (e) any relevant policy or strategy of the Commission and any relevant policy adopted by the Government of the State;*

- (f) *any Local Planning Policy adopted by the local government under clause 2.4, any heritage policy statement for a designated heritage area adopted under clause 7.2.2, and any other plan or guideline adopted by the local government under the Scheme;*
- (g) *in the case of land reserved under the Scheme, the ultimate purpose intended for the reserve;*
- (h) *the conservation of any place that has been entered in the Register within the meaning of the Heritage of Western Australia Act 1990, or which is included in the Heritage list under clause 7.1, and the effect of the proposal on the character or appearance of a heritage area;*
- (i) *the compatibility of a use or development with its setting;*
- (j) *any social issues that have an effect on the amenity of the locality;*
- (k) *the cultural significance of any place or area affected by the development;*
- (l) *the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;*
- (m) *whether the land to which the application relates is unsuitable for the proposal by reason of it being, or being likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;*
- (n) *the preservation of the amenity of the locality;*
- (o) *the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;*
- (p) *whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles;*
- (q) *the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (r) *whether public transport services are necessary and, if so, whether they are available and adequate for the proposal;*
- (s) *whether public utility services are available and adequate for the proposal;*

- (t) *whether adequate provision has been made for access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
- (u) *whether adequate provision has been made for access by disabled persons;*
- (v) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (w) *whether the proposal is likely to cause soil erosion or land degradation;*
- (x) *the potential loss of any community service or benefit resulting from the planning approval;*
- (y) *any relevant submissions received on the application;*
- (z) *the comments or submissions received from any authority consulted under clause 10.1.1;*
- (za) *any other planning consideration the local government considers relevant.*

The service provided by Susanne Bond is a well utilised service and is a required service for small communities such as the Shire of Wickepin. The support of this business shows that the Shire of Wickepin does promote and support the implementation and retention of local business within the Shire of Wickepin.

The Chief Executive Officer does utilise the services of the dog washing and grooming business for his two dogs at 19 Moss Parade on a Bi Monthly basis.

The CEO believes that Council should grant approval to Susanne Bond for a Dog Washing and Grooming business to operate from Lot 74, 45 Sewell Street Yealering 6372 under Section 10.6 Temporary Planning Approval of the Shire of Wickepin TPS4 for period of six Months to 30 June 2017.

Council should consider imposing the following conditions on the temporary planning approval:

- 1 No more than three customer vehicles to be parked on or alongside the road verge at 45 Sewell Street Yealering WA 6372 any given time.
- 2 No more than four customers' dogs (being washed or groomed) to be on the premises at any given time.
- 3 All dogs being groomed to be licenced and micro chipped with the relevant Local Authority.
- 4 Planning approval only granted to 30 June 2017.

Statutory Environment:

Shire of Wickepin Town Planning Scheme number 4

Planning and Development Act 2005

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

Financial Implications: Nil

Policy Implications: No Policy

Strategic Implications:

Fits with in section 3 of The Shire of Wickepin Corporate Business Plan 2015 – 2020:

Goal	Strategies	Action(s)	When	Implications for Informing strategies	Funding	Council Role
Goal 3.5 Encourage the retention of existing and the introduction of new businesses.	<ul style="list-style-type: none"> Assist with the provision of resources for housing and other infrastructure for local businesses, in conjunction with other authorities. Investigate the initiatives adopted by other communities for the expansion of the local community. 	<ul style="list-style-type: none"> Work with local business to improve sustainability and provide support through advocacy and partnering programs where necessary. Ensure town infrastructure has sufficient capacity to enable business expansion. 	2015-2020	Nil	Existing	Advocate/ Partner
			2015-2020	Nil	Existing	Provider

Service Levels	Success Measures
Tourism activities and events are supported	Number of activities and events Number of visitor enquiries
Walking trails maintained to be fit for purpose	Length of walking trails upgraded per annum Length of walking trails maintained
Land and infrastructure is available for growth	Number of forward years capacity of land supply Number of forward years capacity of infrastructure
Support sustainable new and existing local businesses	Change in number of local businesses per annum

Fits within them 3 of The Shire of Wickepin Strategic Community Plan 2012/2022:

Theme 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.		
Goal	Action	Measure
3.5 Encourage the retention of existing and the introduction of new businesses.	<ul style="list-style-type: none"> Assist with the provision of resources for housing and other infrastructure for local businesses, in conjunction with other authorities. Investigate the initiatives adopted by other communities for the expansion of the local community. Investigate the establishment of a Business Enterprise Centre to serve the Shire of Wickepin in its own right or in conjunction with another local government/s. 	<ul style="list-style-type: none"> We have a clear, documented community amenity and facilities plan that addresses for housing/infrastructure measured in accordance with other local communities.

Summary:

Council is being requested to grant temporary planning approval for a period of six months to Susann Bond of 45 Sewell Street Yealering to operate a dog washing grooming business at her property located at Lot 45 Sewell street Yealering WA 6712.

With the following conditions being imposed:

- 1 No more than three customer vehicles to be parked on road verge at 45 Sewell Street Yealering WA 6372 any given time.
- 2 No more than four customers' dogs (being washed or groomed) to be on the premises at any given time.
- 3 All dogs being groomed to be licenced and micro chipped with the relevant Local Authority.
- 4 Planning approval only granted to 30 June 2017.

Recommendation:

That Planning approval be granted to Susann Bond of 45 Sewell Street Yealering to operate a dog washing grooming business at Lot 74 Sewell street Yealering WA 6712.

With the following conditions being imposed:

- 1 No more than three customer vehicles to be parked on road verge at 45 Sewell Street Yealering WA 6372 any given time.
- 2 No more than four customers' dogs (being washed or groomed) to be on the premises at any given time.
- 3 All dogs being groomed to be licenced and micro chipped with the relevant Local Authority.
- 4 Planning approval only granted to the 30th June 2017.

Voting Requirements: Simple majority

Resolution No 211216-14**Moved Cr Lang / Seconded Cr Allan**

That Planning approval be granted to Susann Bond of 45 Sewell Street Yealering to operate a dog washing grooming business at Lot 74 Sewell street Yealering WA 6712.

With the following conditions being imposed:

- 1 No more than three customer vehicles to be parked on road verge at 45 Sewell Street Yealering WA 6372 any given time.
- 2 No more than four customers' dogs (being washed or groomed) to be on the premises at any given time.
- 3 All dogs being groomed to be licenced and micro chipped with the relevant Local Authority.
- 4 Planning approval only granted to the 30th June 2017.

Carried 8/0

5.35pm – The CEO Mark Hook returned to the chambers.

Governance, Audit & Community Services

10.2.10 - Dual Fire Control Officers 2016/2017 – Shire of Corrigin

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Shire of Corrigin
File Reference:	ES.APN.901
Author:	Natalie Manton, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2016

Enclosure / Attachment: Nil

Background:

Council has received a letter from the Shire of Corrigin requesting Craig Jespersen and Greg Doyle be appointed as a Dual Fire Control Officer with the Shire of Wickepin.

Comment:

Fire Control Officers who adjoin neighbouring shires require the adjoining Shires approval to act as a Dual Fire Control Officers.

Statutory Environment: Bush Fires Act 1954.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary:

Council is being requested by the Shire of Corrigin to appoint Craig Jespersen and Greg Doyle as Dual Fire Control Officer for the 2016/2017 fire season.

Recommendation:

That Council appoints Craig Jespersen and Greg Doyle as Dual Fire Control Officer from the Shire of Corrigin for the 2016/2017 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

Voting Requirements: Simple majority

Resolution No 211216-15

Moved Cr Martin / Seconded Cr Astbury

That Council appoints Craig Jespersen and Greg Doyle as Dual Fire Control Officer from the Shire of Corrigin for the 2016/2017 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

Carried 8/0

Governance, Audit & Community Services

10.2.11 – Council and committee meetings 2017

Submission To:	Ordinary Council
Location / Address:	Wogolin Road Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.CME.1323
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	21 November 2016

Enclosure / Attachment: Nil

Background:

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

Comment:

Following is the proposed meeting dates for 2017:

[Council Meetings](#)

	Day	Date	Time
Council	Wednesday	February 15, 2017	3.30pm
Council	Wednesday	March 15, 2017	3.30pm
Council	Wednesday	April 19, 2017	3.30pm
Council	Wednesday	May 17, 2017	3.30pm
Council	Wednesday	June 21, 2017	3.30pm
Council	Wednesday	July 19, 2017	3.30pm
Council	Wednesday	August 16, 2017	3.30pm
Council	Wednesday	September 20, 2017	3.30pm
Council	Wednesday	October 18, 2017	3.30pm
Council	Wednesday	November 15, 2017	3.30pm
Council	Wednesday	December 20, 2017	3.30pm

[Governance, Audit & Community Services Committee \(same day as Council\)](#)

Committee	Day	Date	Time
Governance	Wednesday	February 15, 2017	1.30pm
Governance	Wednesday	June 21, 2017	1.30pm
Governance	Wednesday	October 18, 2017	1.30pm

[Townscape and Cultural Planning Committee \(four times a year, second Wednesday\)](#)

Committee	Day	Date	Time
Townscape Forum Session	Thursday	February 16, 2017	10.00am
Townscape	Wednesday	March 8, 2017	9.30am
Townscape	Wednesday	June 7, 2017	9.30am
Townscape	Wednesday	September 13, 2017	9.30am
Townscape	Wednesday	November 8, 2017	9.30am

Lifestyle Retirement Committee (four times a year, second Wednesday)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 8, 2017	3.00pm
Lifestyle Retirement	Wednesday	May 10, 2017	3.00pm
Lifestyle Retirement	Wednesday	August 9, 2017	3.00pm
Lifestyle Retirement	Wednesday	November 8, 2017	3.00pm

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

Committee	Day	Date	Time
Albert Facey Homestead	Monday	13 February 2017	9.00am
Albert Facey Homestead	Monday	1 May 2017	9.00am
Albert Facey Homestead	Monday	7 August 2017	9.00am
Albert Facey Homestead	Monday	6 November 2017	9.00am

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 18, 2017	12.00pm
Australia Day	Wednesday	December 20, 2017	12.00pm

Statutory Environment:

Local Government (Administration) Regulations 1996

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

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

Local Government Act 1995

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

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

5.4. Calling council meetings

- An ordinary or a special meeting of a council is to be held —
- 1 (a) if called for by either —
 - (i) the mayor or president; or
 - (ii) at least $\frac{1}{3}$ of the councillors,
 - 2 in a notice to the CEO setting out the date and purpose of the proposed meeting; or
 - 3 (b) if so decided by the council.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the proposed 2017 meeting dates.

Recommendation:

That Council adopts the following meeting dates for 2017.

[Council Meetings](#)

	Day	Date	Time
Council	Wednesday	February 15, 2017	3.30pm
Council	Wednesday	March 15, 2017	3.30pm
Council	Wednesday	April 19, 2017	3.30pm
Council	Wednesday	May 17, 2017	3.30pm
Council	Wednesday	June 21, 2017	3.30pm
Council	Wednesday	July 19, 2017	3.30pm
Council	Wednesday	August 16, 2017	3.30pm
Council	Wednesday	September 20, 2017	3.30pm
Council	Wednesday	October 18, 2017	3.30pm
Council	Wednesday	November 15, 2017	3.30pm
Council	Wednesday	December 20, 2017	3.30pm

[Governance, Audit & Community Services Committee \(same day as Council\)](#)

Committee	Day	Date	Time
Governance	Wednesday	February 15, 2017	1.30pm
Governance	Wednesday	June 21, 2017	1.30pm
Governance	Wednesday	October 18, 2017	1.30pm

[Townscape and Cultural Planning Committee \(four times a year, second Wednesday\)](#)

Committee	Day	Date	Time
Townscape Forum Session	Thursday	February 16, 2017	10.00am
Townscape	Wednesday	March 8, 2017	9.30am
Townscape	Wednesday	June 7, 2017	9.30am
Townscape	Wednesday	September 13, 2017	9.30am
Townscape	Wednesday	November 8, 2017	9.30am

[Lifestyle Retirement Committee \(four times a year, second Wednesday\)](#)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 8, 2017	3.00pm
Lifestyle Retirement	Wednesday	May 10, 2017	3.00pm
Lifestyle Retirement	Wednesday	August 9, 2017	3.00pm
Lifestyle Retirement	Wednesday	November 8, 2017	3.00pm

[Albert Facey Homestead Committee \(four times a year, first Monday\)](#)

Committee	Day	Date	Time
Albert Facey Homestead	Monday	13 February 2017	9.00am
Albert Facey Homestead	Monday	1 May 2017	9.00am
Albert Facey Homestead	Monday	7 August 2017	9.00am
Albert Facey Homestead	Monday	6 November 2017	9.00am

[Australia Day Committee](#)

Committee	Day	Date	Time
Australia Day	Wednesday	October 18, 2017	12.00pm
Australia Day	Wednesday	December 20, 2017	12.00pm

Voting Requirements: Simple Majority

Resolution No 211216-16

Moved Cr Allan / Seconded Cr Lansdell

That Council adopts the following meeting dates for 2017.

[Council Meetings](#)

	Day	Date	Time
Council	Wednesday	February 15, 2017	3.30pm
Council	Wednesday	March 15, 2017	3.30pm
Council	Wednesday	April 19, 2017	3.30pm
Council	Wednesday	May 17, 2017	3.30pm
Council	Wednesday	June 21, 2017	3.30pm
Council	Wednesday	July 19, 2017	3.30pm
Council	Wednesday	August 16, 2017	3.30pm
Council	Wednesday	September 20, 2017	3.30pm
Council	Wednesday	October 18, 2017	3.30pm
Council	Wednesday	November 15, 2017	3.30pm
Council	Wednesday	December 20, 2017	3.30pm

[Governance, Audit & Community Services Committee \(same day as Council\)](#)

Committee	Day	Date	Time
Governance	Wednesday	February 15, 2017	1.30pm
Governance	Wednesday	June 21, 2017	1.30pm
Governance	Wednesday	October 18, 2017	1.30pm

[Townscape and Cultural Planning Committee \(four times a year, second Wednesday\)](#)

Committee	Day	Date	Time
Townscape Forum Session	Thursday	February 16, 2017	10.00am
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Townscape	Wednesday	September 13, 2017	9.30am
Townscape	Wednesday	November 8, 2017	9.30am

[Lifestyle Retirement Committee \(four times a year, second Wednesday\)](#)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 8, 2017	3.00pm
Lifestyle Retirement	Wednesday	May 10, 2017	3.00pm
Lifestyle Retirement	Wednesday	August 9, 2017	3.00pm
Lifestyle Retirement	Wednesday	November 8, 2017	3.00pm

[Albert Facey Homestead Committee \(four times a year, first Monday\)](#)

Committee	Day	Date	Time
Albert Facey Homestead	Monday	13 February 2017	9.00am
Albert Facey Homestead	Monday	1 May 2017	9.00am
Albert Facey Homestead	Monday	7 August 2017	9.00am
Albert Facey Homestead	Monday	6 November 2017	9.00am

[Australia Day Committee](#)

Committee	Day	Date	Time
Australia Day	Wednesday	October 18, 2017	12.00pm
Australia Day	Wednesday	December 20, 2017	12.00pm

Carried 8/0

Governance, Audit and Community Services

10.2.12 - 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:	24 November 2016

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 180215-10

Moved Cr Lansdell / Seconded Cr Allan

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

Leah Pearson, Natalie Manton, Amanda Bullock, 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 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.

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:*

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)

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Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and John Warburton (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:*

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;

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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.*

Voting Requirements: Simple Majority

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

5.47pm – Cr Julie Russell departed the Chambers due to declaring a proximity interest; Owns land adjoining Wickepin Townsite.

Governance, Audit and Community Services

10.2.13 – Bush Fire Prone areas BAL Assessment Lot 27, Curlew Way

Submission To:	Ordinary Council
Location / Address:	Lot 27 Curlew Way Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	A6371
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 December 2016

Enclosure / Attachment:

Letter form J & K Ewen

Bushfire Prone Area Map

Bushfire Solutions South West – BAL Assessment Lot 27 Curlew Way

Email form Neill Thompson Bushfire Solutions South West

Planning in Bushfire Prone Areas Bushfire Policy Framework – Information Sheet

Background:

Council has received a request from Jayden and Kerryn Ewen to reduce the Bushfire Attack Level Assessment from BAL12.5 to Low.

Comment:

The BCA bush fire construction requirements applies to Class 10a buildings located in designated bush fire prone areas. Any associated structures such as garages, carports, decks or verandas that are attached or adjacent to a house may need to comply with the requirements of the BCA and AS 3959. This could mean that the structure will need to meet the same construction requirements as the house, or be adequately separated from the house either by the nature of its construction or by its distance (>6m) from the house. Construction of buildings in bushfire prone areas may trigger the need for a BAL assessment to be undertaken before works can begin.

Australian Standards As 3959, have classified different bushfire intensity levels that a home may experience during a bushfire. These are referred to as Bushfire Attack Levels or BAL's for short.

There are 6 bushfire attack levels in total, these are;

BAL Flame Zone

BAL 40

BAL 29

BAL 19

BAL 12.5

BAL Low

These individual levels are based on;

- The region where you live.
- The vegetation type around your property.
- The distance from your home to individual vegetation types.
- Slope on the property.

G4 BUSHFIRE ATTACK LEVELS (BALs) EXPLAINED

The 2009 edition of AS 3959 (this Standard) explains Bushfire Attack Levels (BALs) as follows:

- (a) **BAL—LOW** The risk is considered to be **VERY LOW**.
There is insufficient risk to warrant any specific construction requirements but there is still some risk.
- (b) **BAL—12.5** The risk is considered to be **LOW**.
There is a risk of ember attack.
The construction elements are expected to be exposed to a heat flux not greater than 12.5 kW/m².
- (c) **BAL—19** The risk is considered to be **MODERATE**.
There is a risk of ember attack and burning debris ignited by wind borne embers and a likelihood of exposure to radiant heat.
The construction elements are expected to be exposed to a heat flux not greater than 19 kW/m².
- (d) **BAL—29** The risk is considered to be **HIGH**.
There is an increased risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to an increased level of radiant heat.
The construction elements are expected to be exposed to a heat flux not greater than 29 kW/m².
- (e) **BAL—40** The risk is considered to be **VERY HIGH**.
There is a much increased risk of ember attack and burning debris ignited by windborne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front.
The construction elements are expected to be exposed to a heat flux not greater than 40 kW/m².
- (f) **BAL—FZ** The risk is considered to be **EXTREME**.
There is an extremely high risk of ember attack and burning debris ignited by windborne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front.
The construction elements are expected to be exposed to a heat flux greater than 40 kW/m².

Lot 27 Curlew Way Wickepin WA 6370 is within the designated bushfire prone area for the Shire of Wickepin. This is mainly due to the Wickepin Golf Course and the Old Cemetery tree lines.

Attached under separate cover is the Bushfire Assessment Report for Lot 27 Curlew Way from Bushfire Solutions South West.

The BAL rating for 27 Curlew Way by Bushfire Solutions South West rates the property as BAL12.5. Following is a chart outlining the different construction level requirements for Bush Fire Attack Level ratings.

Mr Neill Thompson of Bushfire Solutions South West in a reply to Kerryn Ewen has advised that *“Council may at its discretion override the BAL rating given by Bushfire Solutions South West from BAL 12.5 to BAL Low.”*

This advice is actually incorrect as Council cannot override the BAL rating given by an assessor. The correct advice should be that the Council may request for the bush land areas that is within the 100 metres of the land to be removed from the designated bushfire prone area.

Council may wish to do this and this would allow for the BAL to be reassessed once the land is removed from the designated bushfire prone areas.

The CEO believes that this area of land is very low risk and should be removed for the Bush Fire Prone Areas in the Wickepin Townsite.

	BAL-LOW	BAL-12.5	BAL-19	BAL-29	BAL-40	BAL-FZ (FLAME ZONE)
SUBFLOOR SUPPORTS	No special construction requirements	No special construction requirements	No special construction requirements	Enclosure by external wall or by steel, bronze or aluminium mesh, non-combustible supports where the subfloor is unenclosed or naturally fire resistant timber	If enclosed by external wall refer below 'External Walls' section in table or non-combustible subfloor supports or tested for bushfire resistance to AS 1530.8.1	Subfloor supports - enclosure by external wall or non-combustible with an FRL of 30/- or be tested for bushfire resistance to AS 1530.8.2
FLOORS	No special construction requirements	No special construction requirements	No special construction requirements	Concrete slab on ground or enclosure by external wall, metal mesh as above or flooring less than 400 mm above ground level to be non-combustible, naturally fire resistant timber or protected on the underside with sarking or mineral wool insulation	Concrete slab on ground or enclosure by external wall or protection of underside with a non-combustible material such as fibre cement sheet or be non-combustible or be tested for bushfire resistance to AS 1530.8.1	Concrete slab on ground or enclosure by external wall or an FRL of 30/30/30 or protection of underside with 30 minute incipient spread of fire system or be tested for bushfire resistance to AS 1530.8.2
EXTERNAL WALLS	No special construction requirements	As for BAL-19	External walls - Parts less than 400 mm above ground or decks etc to be of non-combustible material, 6 mm fibre cement clad or bushfire resistant/naturally fire resistant timber	Non-combustible material (masonry, brick veneer, mud brick, aerated concrete, concrete), timber framed, steel framed walls sarked on the outside and clad with 6 mm fibre cement sheeting or steel sheeting or bushfire resistant timber	Non-combustible material (masonry, brick veneer, mud brick, aerated concrete, concrete) or timber framed or steel framed walls sarked on the outside and clad with 9 mm fibre cement sheeting or steel sheeting or be tested for bushfire resistance to AS 1530.8.1	Non-combustible material (masonry, brick veneer, mud brick, aerated concrete, concrete) with minimum thickness of 90 mm or an FRL of -/30/30 when tested from outside or be tested for bushfire resistance to AS 1530.8.2
EXTERNAL WINDOWS	No special construction requirements	4mm Grade A Safety Glass or glass blocks within 400 mm of ground, deck etc with Openable portion metal screened with frame of metal or metal reinforced PVC-U or bushfire resisting timber	5 mm toughened glass or glass blocks within 400 mm of ground, deck etc with Openable portion metal screened with frame of metal or metal reinforced PVC-U or bushfire resisting timber. Above 400mm annealed glass can be used with all glass screened	5 mm toughened glass with openable portion screened and frame of metal or metal reinforced PVC-U, or bushfire resisting timber and portion within 400 mm of ground, deck etc screened	6 mm toughened glass. Fixed and Openable portion screened with steel or bronze mesh	Protected by bushfire shutter or FRL of -/30/- and openable portion screened with steel or bronze mesh or be tested for bushfire resistance to AS 1530.8.2
EXTERNAL DOORS	No special construction requirements	As for BAL-19 except that door framing can be naturally fire resistant (high density) timber	Screened with steel, bronze or aluminium mesh or glazed with 5 mm toughened glass, non-combustible or 35 mm solid timber for 400 mm above threshold, metal or bushfire resisting timber framed for 400 mm above ground, decking, etc, tight-fitting with weather strips at base	Screened with steel, bronze or aluminium mesh or non-combustible, or 35 mm solid timber for 400 mm above threshold. Metal or bushfire resisting timber framed tight-fitting with weather strips at base	Non-combustible or 35 mm solid timber, screened with steel or bronze mesh, metal framed, tight-fitting with weather strips at base	Protected by bushfire shutter or tight-fitting with weather strips at base and an FRL of -/30/-
ROOFS	No special construction requirements	As for BAL-19 (including roof to be fully sarked)	Non-combustible covering. Roof/wall junction sealed. Openings fitted with non-combustible ember guards. Roof to be fully sarked	Non-combustible covering. Roof/wall junction sealed. Openings fitted with non-combustible ember guards. Roof to be fully sarked	Non-combustible covering. Roof/wall junction sealed. Openings fitted with non-combustible ember guards. Roof to be fully sarked and no roof mounted evaporative coolers	Roof with FRL of 30/30/30 or tested for bushfire resistance to AS 1530.8.2. Roof/wall junction sealed. Openings fitted with non-combustible ember guards. No roof mounted evaporative coolers
VERANDAS DECKS ETC.	No special construction requirements	As for BAL-19	Enclosed sub-floor space - no special requirement for material; except within 400 mm of ground. No special requirements for supports or framing. Decking to be non-combustible or bushfire resistant within 300 mm horizontally and 400 mm vertically from a glazed element	Enclosed sub-floor space or non-combustible or bushfire resistant timber supports. Decking to be non-combustible or bushfire-resisting timber	Enclosed sub-floor space or non-combustible supports. Decking to be non-combustible	Enclosed sub-floor space or non-combustible supports. Decking to have no gaps and be non-combustible

Please note: The information in the table is a summary of the construction requirements in the March 2009 standard and is not intended as a design or construction guide. You should consult the standard for the full technical details and amendments issued from time to time.

Statutory Environment:

Shire of Wickepin Town Planning Scheme number 4

Planning and Development Act 2005

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

Australian Standard – AS 3959

Financial Implications: Nil

Policy Implications: Nil

Summary:

Council is being requested to remove the following area marked pink in the following photograph from the designated bushfire prone area for the Shire of Wickepin.



Screenshot taken 13.12.2016

Recommendation:

1. That Council request the Office of Bushfire Risk Management to remove the area marked in pink (Wickepin Golf Course) on the following map from the designated bushfire prone areas in the Wickepin Townsite.



Screenshot taken 13.12.2016

2. That the CEO request the OBRM to remove all the areas marked designated bushfire prone areas in the OBRM mapping in the following townsites:
 - Wickepin
 - Harrismith
 - Tincurrin
 - Yealering

Voting Requirements: Simple majority

Resolution No 211216-18

Moved Cr Martin / Seconded Cr Lansdell

1. That Council request the Office of Bushfire Risk Management to remove the area marked in pink (Wickepin Golf Course) on the following map from the designated bushfire prone areas in the Wickepin Townsite.



Screenshot taken 13.12.2016

2. That the CEO review the Office of Bush Fire Risk Management Bush Fire prone map areas across the whole of the Shire of Wickepin.

Carried 7/0

The resolution differed from the officer's recommendation as Council felt the townsites in the rural areas do have a large amount of bush around them and would be bushfire prone.

5.54pm – Cr Russell returned to the Chambers.

11. President's Report

On Thursday 17th November WALGA President Lynne Craigie and CEO Ricky Burges visited. They were very impressed with our "patch" and we had an informal lunch and discussion on various items, including DFES and Gift Provisions.

Friday 25th November saw the annual Wickepin Shire sponsored event, the Senior Citizen's Christmas Lunch, be held at the community centre. A good number attended where the Senior Citizens celebrated and enjoyed a hot roast Christmas lunch, activities and entertainment together.

Friday 2nd December I accompanied CEO Mark to the Building and Health Surveyor's meeting at the Wickepin Community Centre, where CEO Mark welcomed the group to Wickepin and gave them a bit of local knowledge on the history of the area.

Following which we travelled to Lake Grace to attend the Central Country Zone meeting. It was pleasing to have the CCZ support unanimously the Wickepin Shire Council's item of Roadside Rest Areas, and the Zone will now be working with WALGA Roadwise representative, Rodney Thornton, to build a case for the application for funding from the Road Trauma Trust Fund for the installation of rest areas and pull-off bays throughout the Zone's member council areas in order to target Fatigue, which is one of the 3 highest contributors to road crashes within the Wheatbelt area.

On behalf of Council I attended the Yealering Primary School end of year presentations on Monday 5th December to present 2 Graduation Awards that were donated by Council, and on Monday 12th December I attended the Wickepin Primary School end of year presentations where I also presented 2 Graduation Awards that were donated by Council to the 2016 graduates – the Science Award, and the Dux award. Congratulations to all of the Award Recipients, and to all of the staff and students on a wonderful year's work.

Thursday 15th December, Cr Martin, Cr Lansdell, CEO Mark and Myself, along with representatives from the Wheatbelt South Aged Housing Alliance and the Wickepin Lifestyle Committee welcomed the Minister for Regional Development, the Honourable Terry Redman, to Wickepin with the announcement of \$10 million funding to the Wheatbelt South Aged Housing Alliance, courtesy of the Royalties for Regions programme, and part of the total funding package of \$34m allocated to Well-aged Housing throughout the Wheatbelt. For our part, this will enable 38 aged housing units to be built across 7 shires, including 6 units for Wickepin. An extremely exciting result for the many people who have worked tirelessly on this concept, which will be of huge reward to our communities who will be the beneficiaries of the housing units. Through this collaborative effort, groups of Local Governments have demonstrated what can be achieved when working in partnership with one another. I would like to Congratulate and thank everyone who has contributed to the culmination & submission of this wonderful project. Councils across the Alliance are super excited and will be working very hard to be able to see the visions of the last number of years to now become a reality.

Friday 16th December was the annual year-end celebration by the Works Staff, a great evening for all to reflect on the past year's achievements and look forward to the challenges of the year to come. A big thank you to all Staff and fellow Councillors for everyone's efforts throughout the year, and I wish everyone a very Merry Christmas and a Safe and Happy New Year.

Resolution No 211216-19

Moved Cr Martin / Seconded Cr Allan

That Council endorse the President's Report dated 21 December 2016.

Carried 8/0

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:	9 December 2016

Living Lakes

The CEO attended the Lake Yealering Living Lakes announcement by The Hon Terry Waldron MLA member for Wagin at Lake Yealering on Monday 21 November 2016 with the Shire President Cr Russel and Cr Lang.

Following is the press release from the Minsters Office regarding the living lakes initiative.

\$3.7 million to revitalise lakes in Wheatbelt and Great Southern regions:

- *Lake Yealering and Lake Ewlyamartup to be enhanced*
- *Made possible by Liberal National Government's Royalties for Regions program*

Regional Development Minister Terry Redman today announced the enhancement of the Yealering and Ewlyamartup lakes, thanks to a \$3.7 million Liberal National Government investment through the Royalties for Regions Living Lakes Stage 3 initiative. Mr Redman said the project would employ creative engineering solutions to improve water quality and create permanent and accessible water bodies for the enjoyment of local communities and tourists. "Investment in these lakes will re-establish native flora and fauna, attract visitors and deliver economic returns to the communities," he said. "Lake Yealering in the Wheatbelt and Lake Ewlyamartup in the Great Southern are both integral to their communities. "This investment, through the Royalties for Regions Living Lakes initiative, will increase opportunities for bird watching, boating, swimming and water-skiing. "This revitalisation will boost visitation to these lakes, helping to bring tourism dollars to surrounding communities as well as providing environmental and social benefits. "Engineering improvements to both lakes are aimed at increasing the average number of days each year with water depth greater than 1.5 metres, as well as significantly improving the quality of the water. The Living Lakes initiative will complement the improvements made by the local communities to the amenity of the lakes.

The amount for Lake Yealering will be \$1,140,000.

Lake Yealering Concept Plan

Council allocated the amount of \$27,000 (GST exclusive) in the 2016/2017 adopted budget for a concept plan for the Lake Yealering Foreshore.

The Chief Executive Officer requested quotations for a Lake Yealering Foreshore Development Plan.

Two Quotes were received from the following consultants:

1. Grab Creative Co - \$17,850 GST Exclusive
2. TPG - \$23,680 GST Exclusive

In consultation with the DCEO and the CDO the CEO has appointed Grab Creative Co working in collaboration with Epcad Pty to undertake the Lake Yealering Foreshore Development Plan.

Sara Hills (Grab Creative Co) has worked on many projects for the Wickepin Shire providing cost effective design solutions. Sara has lived and worked in Yealering for 22 years. Sara will bring to the project her intrinsic knowledge of the Lake Precinct and how the community and sporting groups utilise the area. Epcad Pty Ltd is a creative design studio that plan and design valued places and has its foundation in environmental awareness. Mitchell Howard and team recently carried out extensive work on the Lake Yealering Precinct for Worley Parsons in direct response to the Living Lakes Project through the Department of Regional Development. Sara will be the key point of contact for the duration of the project and facilitate communication between the Shire, the Community and Epcad Pty Ltd.

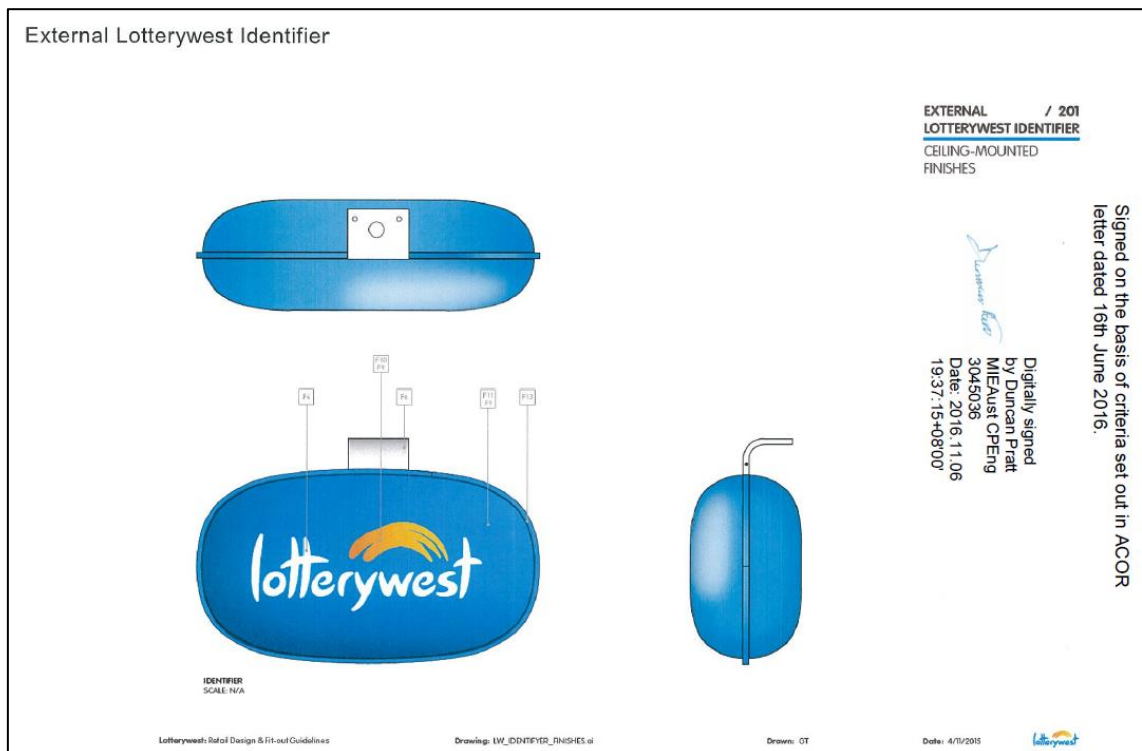
Wickepin Newsagency

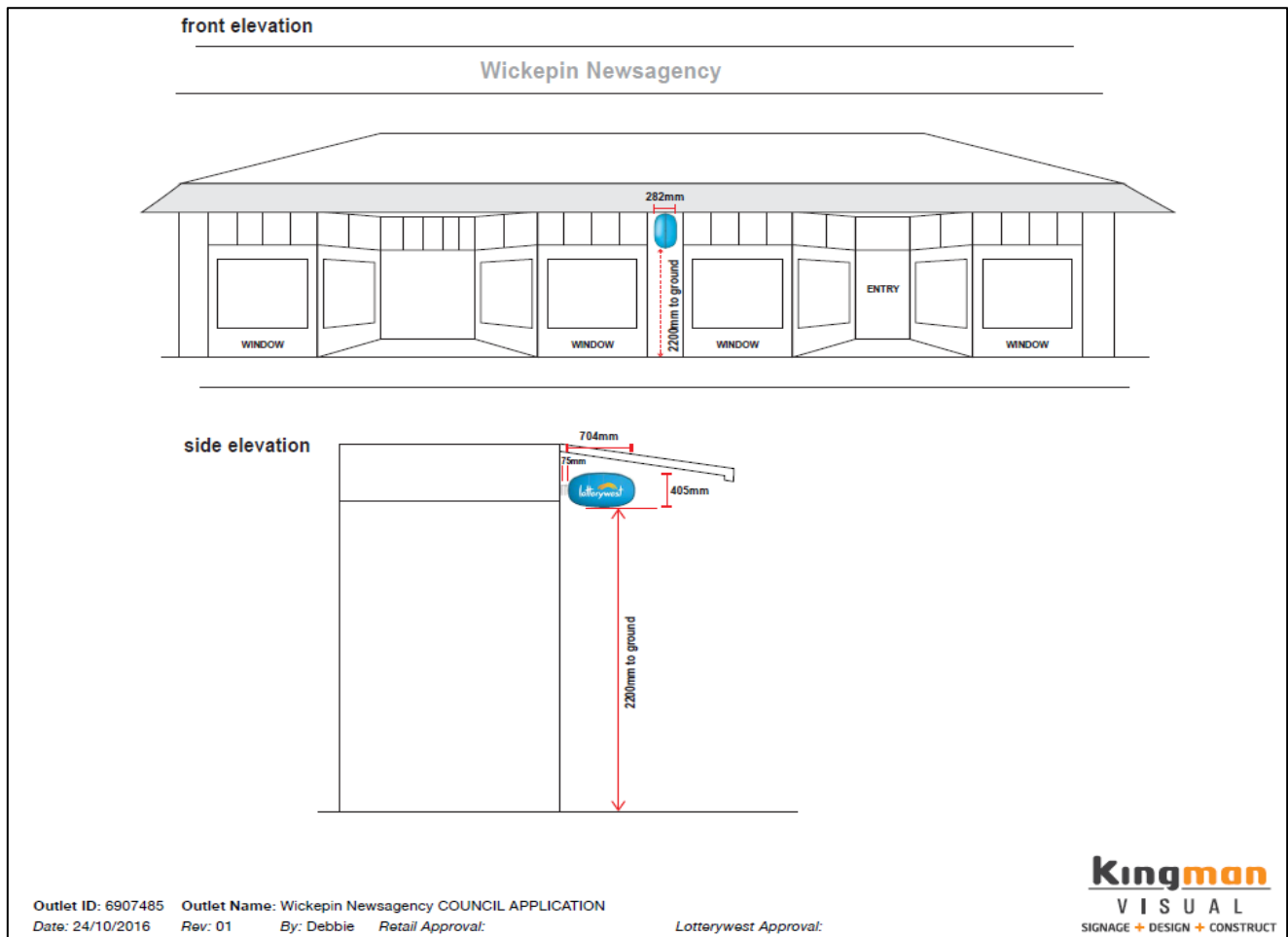
On advice from Councils Town Planners Landvision the Chief Executive Officer has authorised the erection of the following advertising sign at the Wickepin Newsagency as the sign is an exempt sign under the Shire of Wickepin TPS4.

SCHEDULE FIVE

EXEMPTED ADVERTISEMENTS

Land use and/or development	Exempted sign	Maximum size
Dwellings	One professional name plate	0.2m ²
Home Occupation	One advertisement describing the nature of the home occupation.	0.2m ²
Places of Worships, meeting halls and places of public assembly	One advertisement detailing the function and/or the activities of the institution concerned.	0.2m ²
Shops, showrooms and other uses appropriate to the town site area	All advertisements affixed to the building below the top of the awning, or in the absence of an awning, below a line measured at 5 metres from the ground floor level of the building.	N/A
Industrial	A maximum of 4 advertisements applied to or affixed to the wall of the building.	





CCZ Walga Meeting

The following items were passed at the CCZ WALGA Meeting held in Lake Grace on the 2 December 2016:

RESOLUTION: Moved: Cr Blight Seconded: Cr Davidson

That the Central Country Zone write to the Mr Wayne Gregson, Fire and Emergency Services Commissioner pointing out that the Department of Fire and Emergency Services (DFES) are principally funded from the Emergency Services Levy (ESL) and as such DFES should refrain from implying that funding for purchase of assets by DFES is from a different funding stream to the ESL.

CARRIED

RESOLUTION: Moved: Cr Lange Seconded: President Ballard

1. *That the Central Country Zone request WALGA as a matter of urgency, to engage with the local government sector to develop a detailed strategy for the establishment of an independent review of the current arrangement for the management and distribution of the Emergency Services Levy. Such a strategy should include the development of terms of reference that relate to the role of local government in the funding and management of emergency services.*
2. *That in the interim the Central Country Zone engage with the local government sector, through the WALGA Zones, to promote the establishment of an independent review of the current arrangement for the management and distribution of the Emergency Services Levy and that a Working Party of the Zone be formed to develop possible terms of reference for such a review.*

CARRIED

The Zone President invited nominations for the Working Party.

Cr Blight, President Ballard, Cr Cowcher, Cr Davidson and Cr Conley, were nominated and appointed to the Working Party.

RESOLUTION: Moved: Cr Crute Seconded: Cr Baker

That the Central Country Zone endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered subject to the Zones preceding resolution in Item 6.2.4 on Emergency Services Levy.

CARRIED

RESOLUTION: Moved: Cr Blight Seconded: Cr Crute

That the Central Country Zone 2015/2016 Audited Financial Report and Management Letter be accepted.

CARRIED

RESOLUTION: Moved: Cr Blight Seconded: Cr Caporn

That the Central Country Zone write to both the Local Government Grain Freight Group and WALGA in respect to its Freight Policy Forum to enquire whether both groups could review their role and terms of reference, to determine what synergies may exist between the two groups

CARRIED

RESOLUTION: Moved: Cr Baker Seconded: Cr Mulroney

That meetings of the Central Country Zone be held on the following dates during 2017:

- *Friday 24 February 2017 (Narrogin);*
- *Friday 28 April 2017 (Pingelly);*
- *Friday 23 June 2017 (Quairading);*
- *Friday 1 September 2017 (Wagin); and*
- *Friday 1 December 2017 (Wandering) – this meeting will include the election of Zone Office Bearers and State Councillor/Deputy State Councillor.*

CARRIED

RESOLUTION: Moved: Cr Lange Seconded: Cr Russell

That the Central Country Zone consider coordinating the development of a funding application to Road Safety Commission, Road Safety Community Grant Program for the funding of rest areas in the Wheatbelt and the Shire of Wickepin be requested to be the lead agent for receipt of funding.

CARRIED

RESOLUTION: Moved: Cr Crute Seconded: Cr Mulroney

That the Central Country Zone write to the Department of Fire and Emergency Services, with a copy of the correspondence to WALGA, expressing its view with respect to pre-formed L3 incident response teams, being that membership to the pre-formed L3 response team come from the relevant local government where the incident is being predominately coordinated, and from the most relevant LEMC.

CARRIED

DATE, TIME AND PLACE OF NEXT CCZ WALGA MEETING

Friday 24 February 2017 – Shire of Narrogin

Wheatbelt South Aged Housing Alliance

The CEO, DCEO, President Cr Julie Russell, Cr Steve Martin and Cr Allan Lansdell attended the announcement of the \$46.19 million for age-appropriate housing in Wheatbelt and Great Southern as part of the \$600 million Growing our South initiative.

Following is the press release from the Regional Development Ministers office:

Helping aged residents stay in local communities

Thursday, 15 December 2016

- ***\$46.19 million for age-appropriate housing in Wheatbelt and Great Southern***
- ***Part of the \$600 million Growing our South initiative***

Older residents in the Wheatbelt and Great Southern regions will have increased opportunities to remain close to home as they age, thanks to a Liberal National Government Royalties for Regions investment announced today. Regional Development Minister Terry Redman said the \$46.19 million investment would fund the construction of 150 specially designed, age-appropriate houses across 28 local governments in the Wheatbelt and Great Southern, and another 22 houses for key workers in the Great Southern. Mr Redman said regional Western Australia had an older population profile than the metropolitan area and had an increasing need for aged care.

"Staying connected with the community is a real concern for seniors, especially in regional areas," he said. "Providing suitable housing will allow seniors to remain a part of the community in which they have lived their whole lives, and not have to move away to get the care they need."

Seniors and Volunteering Minister Paul Miles said the program aligned with Federal Government aged care reform and delivered on the findings of the State-wide Ageing in the Bush Report.

"Aged housing forms part of an integrated solution to create more vibrant communities that celebrate and respect older people and the contribution they make, while providing positive futures for our small regional towns," Mr Miles said. "By working together, these local governments have developed a sustainable model to drive efficiencies on both the construction and ongoing management of these assets." In the Wheatbelt, a total of 124 independent living units will be built in Victoria Plains, Toodyay, Goomalling, Dowerin, Beverley, Brookton, Pingelly, Moora, Dalwallinu, Wongan-Ballidu, Cunderdin, Tammin, Quairading, Wandering, Cuballing, Narrogin, Wickepin, Corrigin, Kulin, Narembeen and Kondinin. In the Great Southern, 26 units will be built in Broomehill-Tambellup, Cranbrook, Gnowangerup, Katanning and Kent, and regional employee accommodation will be built in Broomehill-Tambellup, Cranbrook, Gnowangerup, Jerramungup, Katanning and Kojonup.

Xmas Party

The staff and Councillors Christmas Party has been organised for Friday 16 December 2016 commencing at 3pm, at the Wickepin District Sports Club. Complimentary bar & food will be served buffet style, which is being catered by Christine Hill. Partners are also invited to attend.

Christmas Break

The Shire office will be closed over Xmas from the 26 December 2016 to the 2 January 2017 reopening for business on Tuesday 3 January 2017.

To all the Councillors and staff; a Merry Christmas and Happy New Year and on behalf of the Hook family, thank you all for a great twelve months, hope you all have an exciting and prosperous 2017.

Meetings Attended

<u>November</u>	
17 th	Meeting with Lynne Craigie and Ricky Burges WALGA with Shire President Cr Julie Russell
17 th	Staff Meeting
21 st	Living Lakes announcement Lake Yealering
22 nd	Meeting with Craig Hansom WALGA Procurement Services
24 th	Radio Interview with ABC regarding Living Lakes
25 th	Kaolin Mine Opening attended with Cr Martin and Cr Lansdell
28 th	Stuart Herring Redfish Technologies CCTV service
29 th	Attended service for Pat Martin
30 th	Held interviews for Casual Gardeners Position
<u>December</u>	
2 nd	Opened EHO Association Meeting at Wickepin Community Centre
2 nd	Attended CCZ Meeting at Lake Grace with Cr Russell
6 th	Met Jim Wyatt, Digital Strategist & Implementation Advisor, Optimi Digital regarding Mobile Tower Coverage
12 th	Attended Wickepin Primary School Awards night
15 th	Attended special announcement by the Minister for Regional Development being held in Wickepin
16 th	Attended Staff Xmas Party

Delegations

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	November 2016	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO	Approval advertising sign attached to business	1/102/2016	Wickepin Newsagency
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	Graduation Dinner	05/12/2016	Wickepin Primary School
			Wickepin Cricket Home games	Cricket Season 2016/17	Wickepin Cricket Club
			Birthday Celebration	19/12/2016	Lee Parker
A13	Hire of Community Halls / Community Centre	CEO			

Recommendations:

That Council endorse the Chief Executive Officer's Report dated 9 December 2016.

Voting Requirements: Simple majority

Resolution No 211216-20**Moved Cr Astbury / Seconded Cr Hinkley**

That Council endorse the Chief Executive Officer's Report dated 9 December 2016.

Carried 8/0

6.17pm - Cr Martin departed the Chambers.

13. Notice of Motions for the Following Meeting**14. Reports & Information**

15. Urgent Business

Urgent Business

15.1 - Urgent Business – Asphalt Tender 04/2016-2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.TEN.1220
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 December 2016

Enclosure / Attachment: Nil

Background:

Council needs to adopt a tender for the balance of its 2016/2017 Asphalt program.

Comment:

Council staff attempt to have the Agendas prepared at least a week prior to the Council Meeting. In completing this there will be business of an urgent nature that will arise from time to time.

Statutory Environment: *Local Government Act 1995*
Shire of Wickepin Standing Orders

5.5 Urgent Business

- 5.5.1** A Councillor may move a motion or ask a question involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member agrees to the business being raised and the Presiding Member considers that either;
- the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Council or committee; or
 - the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the council;
- 5.5.2** Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Members ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to receive a late item to accept tenders for the balance of the 2016/2017 asphalt works as per the 2016/2017 adopted budget.

Recommendation:

That the presiding Member accepts the late Agenda Item to accept tenders for the balance of the 2016/2017 asphalt works as per the 2016/2017 adopted budget.

Voting Requirements: Absolute Majority

Resolution No 211216-21

Moved Cr Lansdell / Seconded Cr Hinkley

That the presiding Member accepts the late Agenda Item to accept tenders for the balance of the 2016/2017 asphalt works as per the 2016/2017 adopted budget.

Carried 8/0

Late Item

15.2 – Asphalt Tender 04/2016-2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.TEN.1220
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 December 2016

Enclosure / Attachment: RFT 04/2016-17 Supply and Lay Asphalt

Background:

Council needs to adopt a tender for the balance of its current 2016/2017 Asphalt Program.

Comment:

The Asphalt Program for the 2016/2017 road works program, footpath program and the Heritage Walk Trails program will go over the \$150,000 limit for not requiring works to go to tender under the *Local Government (Functions and General) Regulations 1996*:

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

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*

It was discovered by the CEO that the aggregated total amount of works under the Roadworks Program, Footpath Program and the Community Development Officers Heritage Trails and Townscape program of works for asphalt would put the total amount of works required over the \$150,000 threshold.

The current amount of works under the road works program currently sits at approximately \$112,000 GST Excluded, and has been contracted by the Works Manager Mr Peter Vlahov to Great Southern Paving. Works on the Wickepin Harrismith Road were completed on the 25/11/2016.

Advice received from the WALGA Procurement Services is that Council will still comply with the *Local Government (Functions and General) Regulations 1996* for tendering, as long as Council call tenders for the balance of the works required, finalising all the asphalt requirements in the 2016/2017 adopted budget.

To comply with the tendering requirements the CEO has advertised the following tender in the Western Australian, Narrogin Observer and the Watershed News

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

1.8. **Statewide public notice**

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

SHIRE OF WICKEPIN

The Shire of Wickepin invites tenders as described below;

**Tender 4 – 2016/2017
Supply and Lay Asphalt**

To supply and lay red or black Asphalt to approximately 3,000 square metres to various projects in the Wickepin shire as per Tender Specifications.

SPECIFICATIONS:

A copy of the Tender Specifications and Conditions of Tender can be obtained either from the Shire's Customer Service counter at 77 Wogolin Road Wickepin or by contacting the Executive Support Officer, Leah Pearson, on 9888 1005 or at eso@wickepin.wa.gov.au. Technical enquiries are to be directed to Manager of Works, Peter Vlahov, on 0429 882 871.

Tenders close at 3.00 pm on Friday 16th December 2016 and can be addressed to the Chief Executive Officer PO Box 19 Wickepin WA 6370 or delivered to the Council Tender box at the Shire of Wickepin Administration Centre 77 Wogolin Road Wickepin and duly marked with the relevant Tender number.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

This matter is being dealt with as a late item, as once the CEO realised the issue and advertised the tender and to allow for the minimum 14 days advertising under section 15 of the *Local Government (Functions and General) Regulations 1996*. The closing date for the Receipt of tenders was the 16 December 2016 which is the day agendas would be normally delivered to Councillors. So to allow for this to be decided upon at the 21 December Council Meeting and to conform to the advertising period under the relevant acts and regulations this matter needs to be dealt with as a late item as Council does not normally meet in January 2017.

At the writing of this report the Tenders received on the 16 December 2016 were from the following Companies:

SHIRE OF WICKEPIN - Tender Received

RFT 04/2016-2017 SUPPLY AND LAY ASPHALT

All Prices Include GST

Tenderer	Description	Red Asphalt per M ²	Black Asphalt per M ²
ATM Asphalt	Price includes the following. <ul style="list-style-type: none"> • Mobilisation and Demobilisation • supply and lay asphalt • Accommodation and meals. • traffic management 	32.93	16.36
LTC Asphalt	Supply and lay asphalt Plus traffic control \$2,750 per day	23.71	21.17
Kelly Asphalt	Supply and lay asphalt	41.25	24.75
Great Southern Paving	Supply and lay asphalt	34.50	21.00
Fulton Hogan	Supply and lay asphalt	41.83	25.46
Stirling Asphalt	Supply and lay asphalt	27.28	22.77
Industrial Roadpavers WA Pty Ltd	Supply and lay asphalt	19.00	17.00

The tenders received have been evaluated utilising the following evaluation sheet:

SHIRE OF WICKEPIN EVALUATION									
Asphalt Tender 04/2016-17 Evaluation Sheet									
CRITERION	A		B		C		TOTAL SCORE		Ranking
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrate a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.				
	weighting	50%	weighting	25%	weighting	25%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
ATM Asphalt	7.0	3.5	9.0	2.3	10.0	2.5	26.00	8.25	5
LTC Asphalt	7.0	3.5	6.0	1.5	10.0	2.5	23.00	7.50	7
Kelly Asphalt	9.0	4.5	9.0	2.3	10.0	2.5	28.00	9.25	4
Great Southern Paving	10.0	5.0	9.0	0.0	10.0	2.5	29.00	7.50	1
Fulton Hogan	9.0	4.5	7.0	1.8	10.0	2.5	26.00	8.75	6
Stirling Asphalt	9.0	4.5	9.0	2.3	10.0	2.5	28.00	9.25	3
Industrial Road Pavers	9.0	4.5	10.0	2.5	10.0	2.5	29.00	9.50	2
		Score	Description of Score						
		0	Offer did not address the criterion						
		1	offer contained insufficient/unclear information						
		2	Acceptable offer						
		3	Good offer						
		4	Very Good offer						
		5	Excellent offer						

The CEO noticed the wrong table had been placed in the agenda item and tabled the following table:

SHIRE OF WICKEPIN EVALUATION																							
Asphalt Tender 04/2016-17 Evaluation Sheet																							
CRITERION	A		B		C		TOTAL SCORE		Ranking														
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Fulton Hogan	9.0	4.5	7.0	1.8	10.0	2.5	26.00	8.75	5														
Stirling Asphalt	9.0	4.5	9.0	2.3	10.0	2.5	28.00	9.25	3														
Roads 2000	9.0	4.5	8.0	2.0	8.0	2.0	25.00	8.50	6														
Industrial Road Pavers	9.0	4.5	10.0	2.5	10.0	2.5	29.00	9.50	2														
<table border="1"> <thead> <tr> <th>Score</th> <th>Description of Score</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Offer did not address the criterion</td> </tr> <tr> <td>1</td> <td>offer contained insufficient/unclear information</td> </tr> <tr> <td>2</td> <td>Acceptable offer</td> </tr> <tr> <td>3</td> <td>Good offer</td> </tr> <tr> <td>4</td> <td>Very Good offer</td> </tr> <tr> <td>5</td> <td>Excellent offer</td> </tr> </tbody> </table>										Score	Description of Score	0	Offer did not address the criterion	1	offer contained insufficient/unclear information	2	Acceptable offer	3	Good offer	4	Very Good offer	5	Excellent offer
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5	Excellent offer																						

After evaluation, the Manager of Works recommends Great Southern Paving as they are a well-equipped and a local company with the experience to deliver the required service at a high standard.

Statutory Environment:

Local Government (Functions and General) Regulations 1996 Section 11

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
 - [(ba) *deleted*]
 - (c) *within the last 6 months —*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
 - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

or

- (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
- (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
- (ea) *the goods or services are to be supplied —*
 - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*

or
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
- (g) *the goods to be supplied under the contract are —*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*

or

(h) the following apply —

- (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and
- (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
- (iii) the local government is satisfied that the contract represents value for money;

or

- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

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

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

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

Financial Implications:

Amounts included in the 2016/2017 adopted budget no financial implication for the 2016/2017 financial year.

Policy Implications:

Refer to Councils Policy 3.1.7 - PURCHASING

Strategic Implications:

Nil

Summary:

Council is being requested to accept the tender from Great Southern Paving for Red Asphalt \$34.500 per m² and Black Asphalt at \$21.00 per m² delivered and laid within the Shire of Wickepin.

Recommendation:

That Council accept the tender received from Great Southern Paving as per the received RFT 04/2016-17 Supply and Lay Asphalt offer form:

Item No	Description	Tendered Rate \$/m ²
1	Rate to apply 25mm Black Asphalt	\$21.00
2	Rate to apply 25mm Red Asphalt	\$34.50

Voting Requirements: Absolute majority

Resolution No 211216-22

Moved Cr Martin / Seconded Cr Russell

That Council accept the tender received from Great Southern Paving as per the received RFT 04/2016-17 Supply and Lay Asphalt offer form:

Item No	Description	Tendered Rate \$/m ²
1	Rate to apply 25mm Black Asphalt	\$21.00
2	Rate to apply 25mm Red Asphalt	\$34.50

Carried 8/0

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 6.19pm.