



A Fortunate Place



Shire of Wickepin

Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

21 JUNE 2017

Table of Contents

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	3
2.	PUBLIC QUESTION TIME	3
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....	3
4.	PETITIONS, MEMORIALS AND DEPUTATIONS	4
5.	DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST	4
6.	CONFIRMATION OF MINUTES – ORDINARY MEETING OF COUNCIL – 17 MAY 2017	4
7.	RECEIVAL OF MINUTES	4
7.1	TOWNSCAPE AND CULTURAL PLANNING COMMITTEE MEETING	5
10.2.15	– APPLICATION FOR RETROSPECTIVE PLANNING APPROVAL LOT 27 CURLEW WAY, WICKEPIN	6
8.	STATUS REPORT	11
9.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.....	12
10.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS	12
TECHNICAL SERVICES		
10.1.01	– MANAGER WORKS AND SERVICES REPORT	13
10.1.02	– PURCHASE ISUZU TIP TRUCK - WK 2433 – SOUTHWEST ISUZU.....	15
10.1.03	– ISUZU TIP TRUCK - WK 2433 – PURCHASE OF TRUCK BODY	19
10.1.04	– GREENING AUSTRALIA - SEED COLLECTING TO JULY 2018.....	21
GOVERNANCE, AUDIT AND COMMUNITY SERVICES		
10.2.01	– FINANCIAL REPORT	23
10.2.02	– LIST OF ACCOUNTS	25
10.2.03	– COMMUNITY DEVELOPMENT OFFICER'S REPORT	32
10.2.04	– POLICY MANUAL – COUNCILLORS ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING	37
10.2.05	– POLICY MANUAL – AUTHORISATION TO PURCHASE GOODS AND SERVICES	41
10.2.06	– POLICY MANUAL – CORPORATE CREDIT CARD	45
10.2.07	– POLICY MANUAL – DEALING WITH FAMILY MEMBERS.....	56
10.2.08	– POLICY MANUAL – PETTY CASH	61
10.2.09	– POLICY MANUAL – PURCHASING	66
10.2.10	– POLICY MANUAL – RELATED PARTY DISCLOSURES	87
10.2.11	– POLICY MANUAL – DEBTS (OTHER THAN RATES AND SERVICE CHARGES)	96
10.2.12	– SPORTING FACILITIES FEASIBILITY STUDY	101
10.2.13	– MATTERS BEHIND CLOSED DOORS	106
10.2.14	– MANAGER OF WORKS – SALARY REVIEW.....	108
10.2.16	– TRANSFER TO RESERVES 2016/2017	109
TOWNSCAPE & CULTURAL PLANNING COMMITTEE		
10.3.01	– TOWNSCAPE AND CULTURAL PLANNING COMMITTEE MEETING RECOMMENDATIONS.....	114
11.	PRESIDENT'S REPORT	123
12.	– CHIEF EXECUTIVE OFFICER'S REPORT	123
13.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING	128
14.	REPORTS & INFORMATION	128
15.	URGENT BUSINESS	128
16.	CLOSURE.....	128

**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 21 June 2017**

The President declared the meeting open at 3.30pm.

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

President	Cr JA Russell
Councillor	Cr F Allan
Councillor	Cr MG Lang
Councillor	Cr GCL Hinkley
Councillor	Cr RE Easton
Councillor	Cr WA Astbury
Councillor	Cr SJ Martin
Member	Cr A Lansdell
Chief Executive Officer	Mr MJ Hook
Deputy Chief Executive Officer	Mrs NA Manton
EHO/Building Surveyor	Mr A Ramsay
Executive Support Officer	Mrs LG Taylor (Minute Taker)

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

Resolution No 210617-01

Moved Cr Easton / Seconded Cr Allan

That Council grant a leave of absence for the Ordinary Council meeting on 19 July 2017 for the following Councillors;

Cr Steven Martin
Cr Julie Russell

Carried 8/0

4. Petitions, Memorials and Deputations

President Julie Russell welcomed Jayden and Kerryn Ewen, Skye Moxham and Clinton Hemley to the meeting and acknowledged that the participants were present to discuss agenda item 10.2.15 Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin.

Clinton Hemley stated his case on behalf of himself and Skye Moxham regarding agenda item 10.2.15 Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin, and the various issues of the setbacks indicated in the building permit.

Kerryn Ewen stated that on behalf of herself and Jayden Ewen in relation to agenda item 10.2.15 Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin, there was no malice or ill intent on behalf of the applicant, Redink Southwest in not applying for and obtaining development approval prior to the issue of a building permit. It was an administrative error which the applicant, Redink Southwest, now seeks to correct as soon as possible so that works on the partly constructed dwelling can continue.

Skye Moxham reaffirmed their case on behalf of herself and Clinton Hemley regarding agenda item 10.2.15 Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin, and the various issues of the setbacks indicated in the building permit relating to their rural residential property. Skye Moxham added that both she and Clinton Hemley are disappointed to be put in this position.

President Julie Russell thanked both parties for attending the meeting, for stating their case and agreed that this is a regrettable position to be in for both parties.

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

6. Confirmation of Minutes – Ordinary Meeting of Council – 17 May 2017

7. Receival of Minutes

Resolution No 210617-02

Moved Cr Martin / Seconded Cr Astbury

That the minutes of the Ordinary Council meeting held on Wednesday 17 May 2017 be confirmed as a true and correct record.

Carried 8/0

7.1 Townscape and Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	CR.MEE.206
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 June 2017

Enclosure / Attachment:

Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 7 June 2017.

Background:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 7 June 2017.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 7 June 2017 be received.

Voting Requirements: Simple majority.

Resolution No 210617-03

Moved Cr Hinkley / Seconded Cr Allan

That the minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 7 June 2017 be received.

Carried 8/0

Resolution No 210617-04**Moved Cr Lang / Seconded Cr Martin**

That item 10.2.15 be brought forward as per Council Standing Orders 5.1.

Carried 8/0

Governance, Audit and Community Services

10.2.15 – Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin

Submission To:	Ordinary Council
Location / Address:	Lot 27 Curlew Way, Wickepin
Name of Applicant:	REDINK SOUTH WEST
File Reference:	A6371
Author:	Trevor Moran, Director, Planning Services, Landvision
Disclosure of any Interest:	Nil
Date of Report:	14 th June 2017

Enclosure / Attachment: Retrospective application for Planning Approval
Planning Advice from Landvision
Legal Advice from McLeods

Background:

An application for retrospective planning approval for a single residence has been received for Lot 27 Curlew Way, Wickepin from Redink Southwest on behalf of the landowners.

Previously a building permit was issued by the Shire's building surveyor and construction of the residence has commenced.

As Lot 27 is in the rural residential zone of Local Planning Scheme No. 4, a planning approval is also required.

Clause 4.18.1 of LPS No. 4 requires all development in the Rural residential zone including single residential development to receive planning approval prior to and as well as a building permit.

“4.18.1 In addition to a building licence, all development, including a single house will require an application for development approval to be made to local government, unless it is within a defined building envelope accepted by local government.”

The applicant was advised of this and has made a retrospective planning application to make the residence a compliant development.

The application for retrospective planning approval, consistent with the approved building plans shows a front setback of 10 metres and a side setback of 5 metres, both of which are variations to the development standards in Local Planning Scheme No. 4 which are 15 metres and 10 metres respectively. Such variations are subject to the discretionary approval of Council.

The building has commenced construction in accordance with these non-standard setbacks a determination for which is now required by Council.

Comment:

The application for planning approval is accompanied by a submission by Redink Southwest who advise that there was “no malice or ill intent on behalf of the applicant in not applying for and obtaining development approval prior to the issue of a building permit. It was an administrative error which the applicant now seeks to correct as soon as possible so that works on the partly constructed dwelling can continue”.

The applicant seeks Council to use its discretion to vary the setbacks to accord with those under which the building has commenced construction.

Advice has been sought from McLeods, Council’s lawyers, and Landvision, Council’s planning consultants.

From a planning perspective Landvision advise that none of the land uses in LPS No. 4 has a front setback of 10 metres, nor do any of the categories in the R Codes. No explanation was made with the application for the building permit as to why this front setback was chosen, nor the variation to the side setback. As a result it went unnoticed.

The neighbour has complained that the variation to the setback has affected his amenity and outlook.

The Council has three options:

- (a) approve the planning application and use its discretion to vary the setbacks;
- (b) approve the planning application and not vary the setbacks;
- (c) not approve the planning application.

Options (b) and (c) would result in the building construction being stopped with possible legal and financial implications.

Statutory Environment:

Council has the authority to retrospectively approve a building commenced or under construction under the general provisions of the Planning and Development Act.

In considering using its discretion, Council is required to consider the deemed provisions in Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015.

These provisions are attached to Landvision’s advice.

Of particular relevance are provisions (a), (m) and (n).

The applicants submit as follows—

- 26.1 Clause 67(a) – aims and provision of the scheme. The proposed development is consistent with LPS4, and where variations are sought, they are sought pursuant to the specific variation provision clause 4.5 in the LPS4.
- 26.3 Clause 67(m) and 67(n) – compatibility of the development with its setting and impact on amenity. An analysis has been provided at paragraph 23 above to provide justification as to why the proposed development, and the proposed variation, are compatible with the locality and will not have any adverse impact on surrounding development.

An aerial image of the site and neighbouring development has been attached to the application as well as paragraph 23 of their submission (see below).



Under Clause 64 of the deemed provisions the application is required to be advertised if it “does not comply with a requirement of this Scheme” (Clause 1(c)) but this requirement can be waived by Council if it is satisfied that the departure from the requirements of this Scheme is of a minor nature (Sub clause (2)).

The applicants submit that advertising of the proposed variations is not required in this instance. Their submission lists the following reasons—

- 23.1 Firstly, the proposed dwelling on the Subject Land is orientated so that its entertaining areas face in a south westerly direction, and that being the case, there is unlikely to be any negative amenity impacts on the northern neighbour.
- 23.2 Secondly, the northern neighbour's residence is setback well away from the northern boundary of the Subject Land, and therefore there is unlikely to be any negative amenity impacts on the northern neighbour.
- 23.3 Thirdly, given the northern and southern neighbours have located their dwellings to the northern side of each of their lots, the proposed dwelling on the Subject Site is relatively evenly spaced between the two residences and so there is no negative visual impact of the proposed development.

- 23.4 Fourthly, and importantly, the deemed to comply setbacks within Table 2 of LPS4 have-not been consistently applied within the Rural Residential zone in this locality, and as a result, there is no negative visual amenity impact of the proposed development on the locality. For example, using the measurement tool on Landgate's Shared Land Information Platform online mapping system, it appears that:
- 23.4.1 The dwelling to the south of the Subject Land is setback approximately 6m to its northern side boundary.
 - 23.4.2 The garage to the dwelling to the north of the Subject Land is setback approximately 5m to its northern side boundary.
 - 23.4.3 The shed on the property at the corner of Williams-Kondinin road and Curlew Way, is setback approximately 2.5m from its southern boundary; and
 - 23.4.2 The shed on the property located on the opposite side of Curley Road from the Subject Land is setback approximately 8m from Curlew Way; and
 - 23.4.5 The dwelling located on the inside corner of Curlew Way, where it abuts Williams-Kondinin Road, is setback approximately 10m from Curlew Way.

Based on the above aerial image the effect of the variation appears to have a minimal effect on the amenity of the neighbours and the neighbourhood.

Policy Implications: Nil

Financial Implications:

McLeods advise inter alia (see attached) that the independent certifier for the Certificate of Design Compliance ought to have made reference to the Shire that it did not have all the required approvals "Specifically it did not have the required development approval".

Notwithstanding McLeods advise that the Shire give notice of this matter to the Shire's Professional Indemnity Insurer as it is possible that the circumstances of the case may give rise to a claim against the Shire by either the developer, or the owner of Lot 27, if the Shire refuses retrospective planning approval, or by the neighbour if the Shire gives retrospective planning approval for the dwelling as constructed.

Strategic Implications: Nil

Summary:

The non-compliant development is under construction and it would cause significant impact on the applicant and the builder if it were not to be approved retrospectively in accordance with the variations to the setbacks indicated in the approved building application.

It is regrettable that the neighbour's expectations and amenity may be marginally (if at all) affected, but at the broader planning level there are no significant impediments to the variations being approved.

Council has the option to not advertise the variations but Council may consider that the neighbouring affected owners should be given an opportunity to make a submission.

Recommendation:

That Council:

- (1) approve the development application in principle in accordance with the setbacks indicated in the approved building permit;
- (2) seek submissions from affected neighbours and if practical, add conditions to the approval to ameliorate any demonstrated adverse impacts on neighbouring properties.

Voting Requirements: Simple majority**Resolution No 210617-05****Moved Cr Lang / Seconded Cr Martin**

That Council approve the development application in principle in accordance with the setbacks indicated in the approved building permit.

Carried 6/2**Resolution No 210617-06****Moved Cr Martin / Seconded Cr Lansdell**

That Council seek submissions from affected neighbours and if practical, add conditions to the approval to ameliorate any demonstrated adverse impacts on neighbouring properties.

Carried 8/0

4.30pm – Jayden and Kerryn Ewen, Sky Moxham and Clinton Hemley departed the meeting.

4.31pm – EHO Allan Ramsay departed the meeting.

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
784-211216-05	Wickepin Sheep Sale Yards – Hand Rail Quotes	CEO	<ol style="list-style-type: none"> 1. That no quotes be accepted. 2. That the CEO draft a design and specifications for the handrails at the Wickepin Saleyards and re-quote. 	○	Awaiting Design and specifications.
814-170517-04	Replacement of Holden Colorado 7, 0 WK	CEO	<ol style="list-style-type: none"> 1. That the quotation for a New MY2017 Holden LTZ Trailblazer, for a change over price of \$997.70 GST Inclusive with the following accessories from Edwards Holden Narrogin be accepted. <ul style="list-style-type: none"> • Tow Package • Prestige Paint • Tint • Electric Brakes • Holden Rubber Mats 	✓	Purchase order issued 18/05/2017. Vehicle received.
815-170517-05	Replacement of 2008 Hino 816 Garbage Truck - WK 2433	CEO	<ol style="list-style-type: none"> 1. That Council replaces the written off 2008 Hino 816 Garbage Truck – WK2433 2. That Council accepts the quote from Southwest Isuzu for a 2017 Isuzu NH NPR 65-190 Tipper body for \$47,500.00. 3. That Council accepts the quote from Rolsteel Enterprises (A & D Engineering) for a Bolt on enclosed body with tow bar for \$11,150. 	✓	Purchase order issued. Vehicle received. Refer agenda item for body.
816-170517-09	Shire of Wickepin Community Grant Applications	CEO	<ol style="list-style-type: none"> 1. That Council place in the budget estimates the application for funding \$2,000.00 from the Yealering Progress Association. 2. That Council place in the budget estimates the application for funding \$2,120.80 from the Wickepin P&C. 3. That Council place in the budget estimates the application for funding \$769.01 from the Wickepin Art & Craft Association. 4. That Council place in the budget estimates the application for funding \$1,100.00 from the Toolibin Tennis Club. 5. That Council place in the budget estimates the application for funding \$429.00 from the Wickepin History Book Committee. 6. That Council place in the budget estimates the application for funding \$3,207.00 from the Yealering Playgroup Club. 	✓	Letters to applicants sent 18/05/2017. Placed in budget estimates.
817-170517-10	Shire of Wickepin Community Grant Applications	CEO	That Council place in the budget estimates the application for funding \$3,740.00 from the Harrismith Golf Club.	✓	Letters to applicants sent 18/05/2017. Placed in budget estimates.

3.57pm – ESO Leah Taylor departed the Chambers.

3.59pm – ESO Leah Taylor returned to the Chambers.

Infrastructure and Engineering 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:	13 June 2017

Enclosure / Attachment: Nil

Background: Nil

Comment:

Programmed Construction Works

- Wickepin Corrigin Road reconstruction. This project has been completed, however there has been some warranty work booked in with the supply company.
- Dorakin Road. Gravel sheeting has been completed.
- The construction team are currently repairing and gravel sheeting a corner on Yarling Brook Road.
- Tender documents have been completed for the WANDRRA flood damage repairs. There has been several enquiries regarding this work.
- Tender documents have been completed for next financial year's asphalt, bitumen and gravel pushing and tip maintenance.
- Cement stabilisation repairs have been completed on two sections of Lomos Road.
- The planned footpath reconstruction for Wogolin Road at Dysons has been completed.

Plant Replacement

- The process for obtaining prices for the 2017/18 plant replacement has been commenced (refer to forum session item).
- Rubbish truck WK2433 has been replaced.
- Komatsu Grader has had the turning circle re-shimmed.
- Low Loader hinges have been repaired and strengthened.

Maintenance Works

- Bitumen patching along the Wickepin Harrismith Road.
- Various street tree pruning.
- Drainage maintenance
- Various repairs to buildings.
- Sewerage system maintenance.
- Transfer of rubbish from outer refuse sites to Wickepin.
- Refuse site maintenance.
- Signage repairs, replacement and installations.
- Maintenance grading.
- Traffic counter placement.

- Grave digging.
- Assist with road construction
- Preparations for the Country and Western music event.
- Footpath maintenance and repairs in Johnston Street and Wogolin Road
- Install RV sign Wickepin Main Street

Occupational Health and Safety

- A safety inspection has been carried out at the depot by Mark Southgate (LGIS)

Workshop

- Kangaroo damage to WK342 (Insurance claim in progress)
- General ongoing servicing and minor repairs.
- Assist with building maintenance and general maintenance issues.
- Addition to sign shed completed awaiting concrete for floor

Parks and Gardens

- Large areas of spraying to control caltrop outbreaks.
- Fire break maintenance
- Weed control
- Oval maintenance.
- General mowing
- Reticulation repairs and maintenance
- Complete upgrade of Golden Memorial Park at Yealering.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That council notes the report from the Manager of Works and Services dated 13 June 2017.

Voting Requirements: Simple majority

Resolution No 210617-07

Moved Cr Astbury / Seconded Cr Allan

That council notes the report from the Manager of Works and Services dated 10 May 2017.

Carried 8/0

Infrastructure and Engineering Services

10.1.02 – Purchase Isuzu Tip Truck - WK 2433 – Southwest Isuzu

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.TEN.2110
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 June 2017

Enclosure / Attachment: Nil

Background:

Council has taken delivery of the new Isuzu Truck WK2433 as per Councils Resolution:



Comment:

The new Isuzu truck has been purchased with a factory fitted tow bar and a 24 to 12 volt reducer also with seat covers and floor mats. The invoiced amount from Southwest Isuzu is \$49,573.64; this amount varies from the council resolution amount of \$47,500.00.

To ensure all the correct governance has been undertaken, and on advice from council's auditors, council needs to ratify the purchase of the Isuzu on the following invoice, so that the correct amount is capitalised in council's asset register and capital purchase accounts.

The Isuzu towbar was added as the towbar with the new truck body from Rolsteel Enterprises (A & D Engineering) was not suitable for the Isuzu. The Manager of Works is getting new quotes from Rolsteel Enterprises (A & D Engineering) for the enclosed body without the towbar etc. The Isuzu is also a 24 volt truck so the 24 to 12 volt reducer is required with the tow bar supplied with the truck.

MAJOR MOTORS PTY LTD ACN 008 996 174 A/T FOR THE MAJOR MOTORS UNIT TRUST T/AS SOUTH WEST ISUZU
SOUTH WEST ISUZU
 ABN: 65 730 475 316 D/L1141 MRB1908 ARC AU21890

PO Box 9203, Picton WA 6229
 3 Giorgi Road, Picton WA 6229
 PH (08) 9724 8444
 FAX (08) 9724 8484

The Truck Specialists of the South West

ISUZU
TRUCKS AND DMAX UTES
 AUTHORISED DEALER

Email: reception@southwestisuzu.com.au
 Web: www.southwestisuzu.com.au

Invoice To :

Shire Of Wickepin

PO Box 19,
 WICKEPIN, WA 6370

ABN: 35 562 596 978
 ACN:

ACN:

For Delivery To :

Shire Of Wickepin

PO Box 19,
 WICKEPIN, WA 6370

Vehicle :

Rego No: WK2433 **Stock No:** B04841 **VIN No:** JAANPR75HF7110249 **Compliance Date:** 3 /2017
Rego Expiry: 31/05/2018 **Odometer:** 20 **Engine:** 4HK1572649 **Build Date:** 01/01/2017

NEW VEHICLE
 Make: ISUZU TRUCK
 Model: NPRBC-B15 NPR 300 65-190 MY15.5 Tipper \$47,500.00
 Paint: 10U Arctic White (729) \$0.00
 Factory Option: V9K 120 Litres of Diesel Fuel \$163.64

OPTIONS:

GENUINE ACCESSORIES:

NON GENUINE ACC.: Isuzu Floor Mats \$90.00

AFTERMARKET ACC.:

3.5 Tonne Tow Bar & 24-12v Reducer \$1,370.00
 Canvas Seat Covers (NPR 65-190 with drivers suspension seat - Brogen Spec) \$450.00

DEALER DELIVERY: PRE DELIVERY \$0.00

LESS ALLOWANCE: \$0.00

Creator No. CS47
 Account No. 160340-90
 GST
 Sports Received
 AUTHORIZED

Vehicle Sub-Total excluding G.S.T. \$49,573.64
G.S.T. Payable \$4,957.36
Vehicle Sub Total Inclusive of G.S.T. \$54,531.00

GST EXCLUSIVE ITEMS:

OTHER INSURANCE:

VEHICLE TOTAL INCLUSIVE OF GST \$54,531.00

LESS TRADE(S):

LESS DEPOSIT:

GOODS WILL BE DELIVERED ON RECEIPT OF BALANCE OWING \$54,531.00

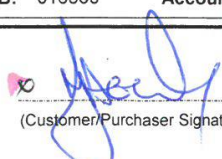
Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

Direct Bank Payment Details

Account Name: South West Isuzu **Bank:** ANZ **BSB:** 016560 **Account:** 837234802

Until the Dealership has received payment in full of the purchase price, title of the motor vehicle shall not pass to the purchaser and the purchaser shall hold possession of the motor vehicle as bailee only.

I have today inspected and taken delivery of the motor vehicle / goods as described in this documentation of which I have found to be in good order and condition.

 1-6-17
 (Customer/Purchaser Signature) (Date)

Document Created On 31/05/2017 1:01:47 PM

Please note: Invoice/s paid by Visa or Master Card will incur a fee of 1% on sales over \$2000.

The quotes presented to the May 2017 council meeting was as follows:

Company	Vehicle	Change Over GST Exempt	Accessories
Rolsteel Enterprises (A & D Engineering)	Bolt on enclosed body with tow bar	\$11,150	Nil
WA Hino	300 series 716 medium Auto Tipper with Rolsteel bolt on body 2 way tail gate conversion tow bar 50mm ball	\$66,809.64	Nil
WA Hino	300 Series 917 medium dump	\$57,250.15	Nil
WA Hino	300 series 716 medium Auto Tipper body	\$55,659.64	Nil
Southwest Isuzu	2017 Isuzu NH NPR 65-190 Tipper body	\$47,500.00	Tow bar \$1,221 12v24v reducer \$286 Floor Mats \$99 Tinted Windows \$385 Canvas Seat Covers \$495 Dual Beacons on ski bar \$1,221 Licence Inspection \$275.00 Extended Warranty to five years \$2,450
Southwest Isuzu	2017 Isuzu NH FRR 75-190 Tipper body	\$50,500.00	As above
Southwest Isuzu	2017 Isuzu NH FRR 107-210 Tipper body	\$66,790.00	As above

Statutory Environment: *Local Government Act 1995*
Local Government (Financial Management) Regulations 1996

Policy Implications:

3.1.7 PURCHASING

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

Strategic Implications: Nil

Summary:

Council is being requested to ratify the purchase of the new Isuzu tip truck WK2433 at the amended price of \$49,573.64.

Recommendation:

That Council ratifies the purchase of the new Isuzu tip truck from Southwest Isuzu with the factory fitted tow bar, 24 to 12 volt reducer, seat covers and floor mats at the invoiced amount of \$49,573.64.

Voting Requirements: Absolute majority

Resolution No 210617-08**Moved Cr Lansdell / Seconded Cr Easton**

That Council ratifies the purchase of the new Isuzu tip truck from Southwest Isuzu with the factory fitted tow bar, 24 to 12 volt reducer, seat covers and floor mats at the invoiced amount of \$49,573.64.

Carried 8/0 Absolute Majority

Infrastructure and Engineering Services

10.1.03 – Isuzu Tip Truck - WK 2433 – Purchase of Truck Body

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager of Works
File Reference:	PS.TEN.2110
Author:	Peter Vlahov, Manager of Works
Disclosure of any Interest:	Nil
Date of Report:	13 June 2017

Enclosure / Attachment: Nil

Background:

Council has taken delivery of the new Isuzu Truck WK2433 as per Councils Resolution:

Resolution No 170517-05

Moved Cr Lang / Seconded Cr Martin

4. That Council replaces the written off 2008 Hino 816 Garbage Truck – WK2433
5. That Council accepts the quote from Southwest Isuzu for a 2017 Isuzu NH NPR 65-190 Tipper body for \$47,500.00.
6. That Council accepts the quote from Rolsteel Enterprises (A & D Engineering) for a Bolt on enclosed body with tow bar for \$11,150.

Carried 7/0



Comment:

The new Isuzu truck has been purchased with a factory fitted tow bar and a 24 to 12 volt reducer also with seat covers and floor mats. However, the body, as per Resolution No 170517-05 dot-point 3, has not been purchased as a cheaper and more versatile design body has been sourced from Ray Smith Engineering in Narrogin.

The MWS sourced quotes for a metal bolt on bolt off body for the Isuzu truck. The quotes received are as follows:

Company	Body	Price incl. GST
Rolsteel Enterprises Pty Ltd	Custom enclosed box belted on factory tipper 3.8m x 1.25mm high x 2.4 wide framed 50 x 50 RHS 2 mm skin with rear doors	\$11,275.00
R.J Smith Engineering	Supply and fit canopy including floor. 4 x doors (2 each side front swinging and 2 rear swinging) and 4 x lifting lugs. (It was recommended by the supplier to include a full floor for a better weather seal).	\$9,515.00
R.J Smith Engineering	Supply and fit canopy without floor. 4 x doors (2 each side front swinging and 2 rear swinging) and 4 x lifting lugs. (It was recommended by the supplier to include a full floor for a better weather seal).	\$8,195.00

Statutory Environment: *Local Government Act 1995*
Local Government (Financial Management) Regulations 1996

Policy Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to purchase the metal body for the Isuzu truck from R.J Smith Engineering for Supply and fit canopy **including** floor, 4 x doors (2 each side front swinging and 2 rear swinging) and 4 x lifting lugs for \$9,515.00.

Recommendation:

That Council purchase the metal body for the Isuzu truck from R.J Smith Engineering for Supply and fit canopy **including** floor, 4 x doors (2 each side front swinging and 2 rear swinging) and 4 x lifting lugs for \$9,515.00.

Voting Requirements: Absolute majority

Resolution No 210617-09

Moved Cr Astbury / Seconded Cr Easton

That Council purchase the metal body for the Isuzu truck from R.J Smith Engineering for Supply and fit canopy **including** floor, 4 x doors (2 each side front swinging and 2 rear swinging) and 4 x lifting lugs for \$9,515.00.

Carried 8/0 Absolute Majority

Infrastructure and Engineering Services

10.1.04 – Greening Australia - Seed Collecting to July 2018

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Greening Australia
File Reference:	EM.PER.1105
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 June 2017

Enclosure / Attachment: Nil

Background:

Greening Australia wishes to have access to all reserves vested in the Shire of Wickepin for the collection of native plant seeds from the 1st July 2017 to 30th June 2018.

Comment:

Greening Australia WA in the past have been granted access and permission to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin.

The permission was granted under 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 2017.
- 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.

The author of this report can see no issue granting Greening Australia permission to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin in line with the previous permission's granted to Greening Australia WA.

Statutory Environment: *Wildlife Conservation Act (1950)*

Policy Implications: No Policy

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to grant permission to Greening Australia to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to the 30th June 2018.

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 2017.
- 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.

Recommendation:

That Council grant permission to Greening Australia to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to the 30th June 2018.

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 2017.
- 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.

Voting Requirements: Simple majority

Resolution No 210617-10

Moved Cr Easton / Seconded Cr Allan

That Council grant permission to Greening Australia to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to the 30th June 2018.

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 2017.
- 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 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.

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:	7 June 2017

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

Background: In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly financial reports.

1. Operating Statement by Function and Activity
2. Bank Balances and Investments
3. Outstanding Debtors

Comment: Council is required to prepare the Statement of Financial Activity as per Local Government (FM) Reg. 36, but can resolve to have supplementary information included as required.

Statutory Environment: Section 6.4(2) of the Local Government Act 1995

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
 - (b) Budget estimates to the end of the month to which the statement relates;
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) The net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
 - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -

- (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements tabled for the periods ending 31 May 2017 as presented be received.

Voting Requirements: Simple majority

Resolution No 210617-11

Moved Cr Allan / Seconded Cr Easton

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

Carried 8/0

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 30 June 2017

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

TABLE OF CONTENTS

Compilation Report	26
Monthly Summary Information	27
Statement of Financial Activity by Program	30
Statement of Financial Activity By Nature or Type	31
Statement of Capital Acquisitions and Capital Funding	32
Statement of Budget Amendments	33
Note 1 Significant Accounting Policies	34
Note 2 Explanation of Material Variances	41
Note 3 Net Current Funding Position	42
Note 4 Cash and Investments	43
Note 5 Budget Amendments	44
Note 6 Receivables	45
Note 7 Cash Backed Reserves	46
Note 8 Capital Disposals	47
Note 9 Rating Information	48
Note 10 Information on Borrowings	49
Note 11 Grants and Contributions	50
Note 12 Trust	51
Appendix A Details of Capital Acquisitions	52

Shire of Wickepin

Compilation Report

For the Period Ended 30 June 2017

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 June 2017 of \$1,210,534.

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

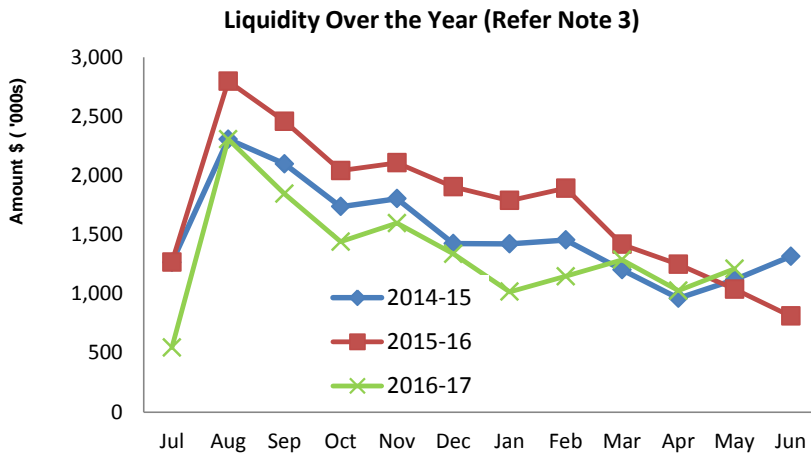
Reviewed by: Mark Hook CEO

Date prepared: 9-June-17

Shire of Wickepin

Monthly Summary Information

For the Period Ended 30 June 2017

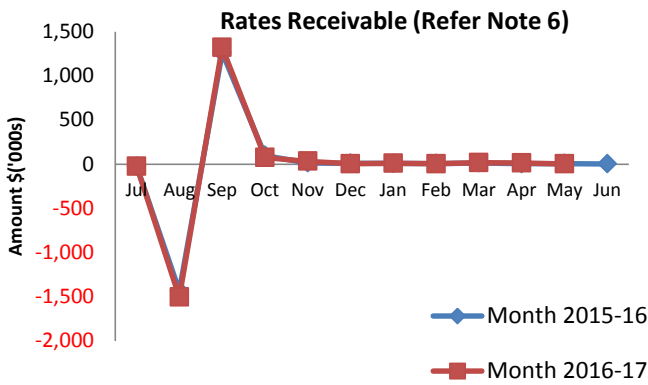


Cash and Cash Equivalents as at period end

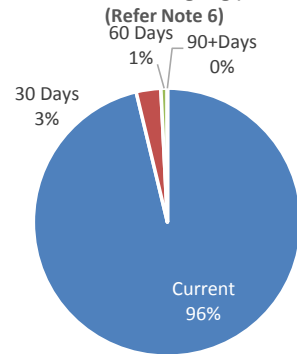
Unrestricted	\$ 1,301,351
Restricted	\$ 1,292,381
	\$ 2,593,732

Receivables

Rates	\$ 27,943
Other	\$ 33,664
	\$ 61,607



Accounts Receivable Ageing (non-rates)



Comments

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

Shire of Wickepin

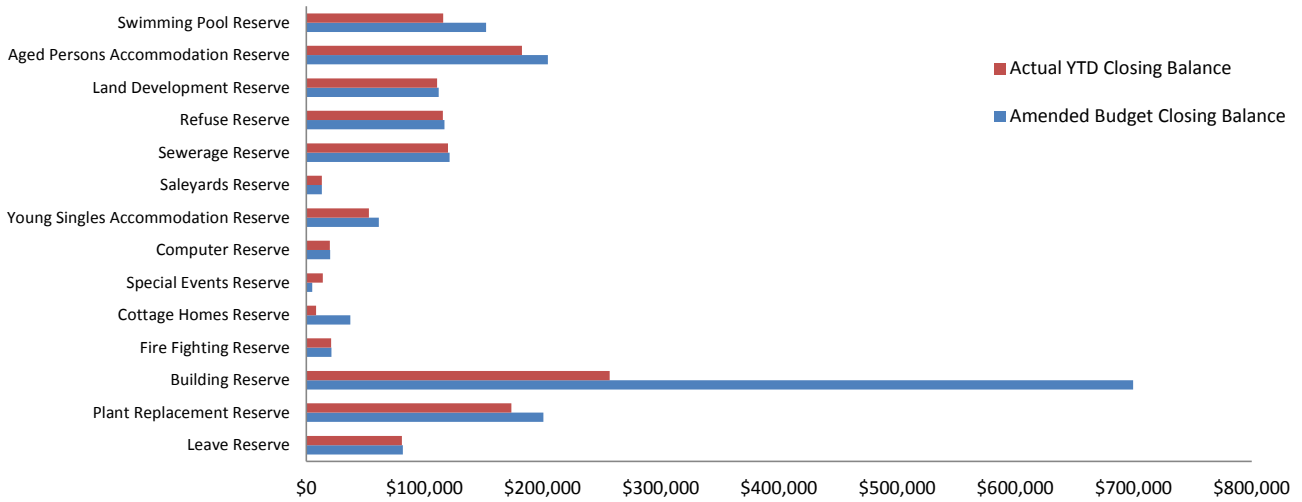
Monthly Summary Information

For the Period Ended 30 June 2017

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

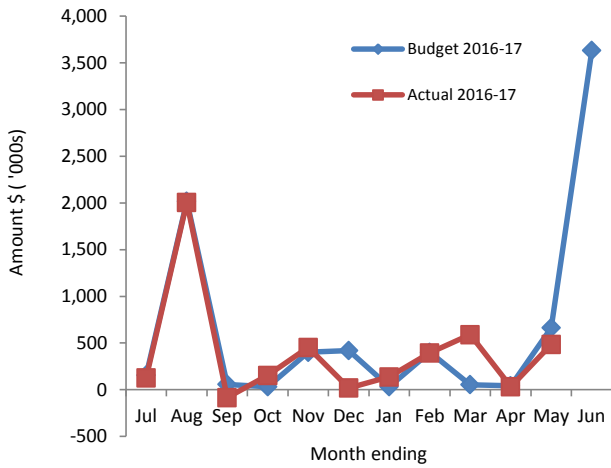
Shire of Wickepin

Monthly Summary Information

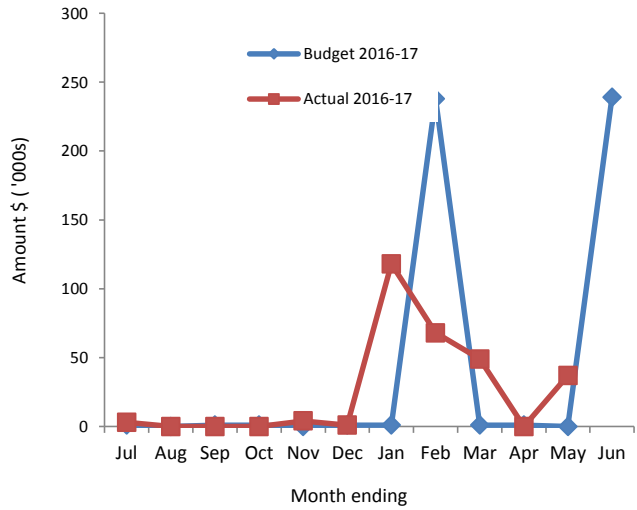
For the Period Ended 30 June 2017

Revenues

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

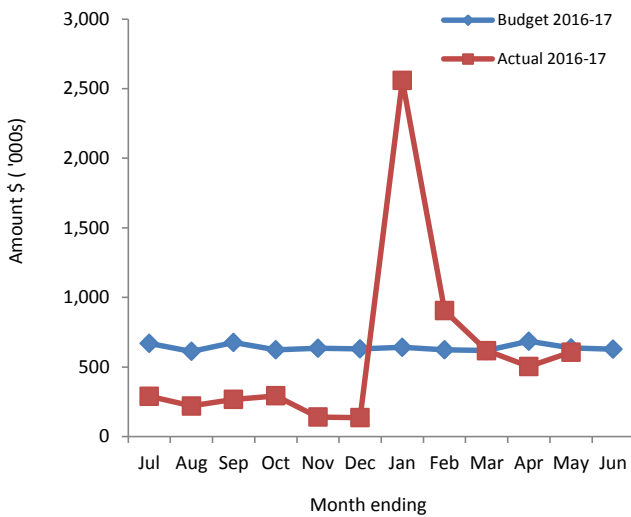


Budget Capital Revenue -v- Actual (Refer Note 2)

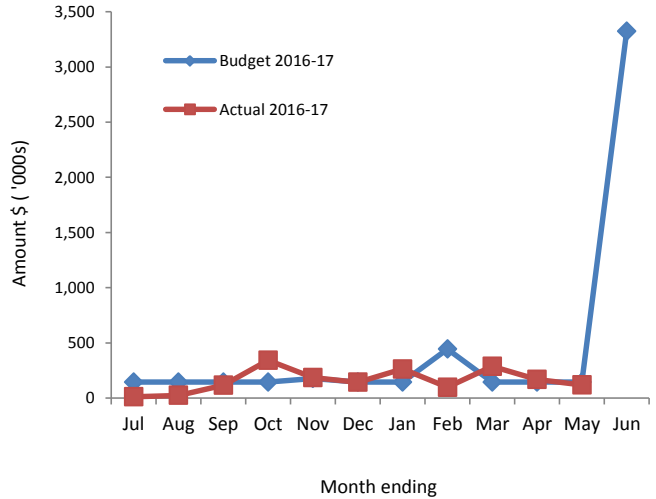


Expenditure

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



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



Comments

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		26,296	24,167	27,939	3,772	15.61%	
General Purpose Funding - Rates	9	1,326,356	1,326,309	1,329,154	2,845	0.21%	
General Purpose Funding - Other		1,530,046	1,524,823	1,505,543	(19,280)	(1.26%)	
Law, Order and Public Safety		436,835	61,743	64,679	2,936	4.76%	
Health		400	363	236	(127)	(34.99%)	
Education and Welfare		250	220	260	40	17.98%	
Housing		3,289,300	58,443	64,194	5,751	9.84%	▲
Community Amenities		168,058	164,799	164,516	(283)	(0.17%)	
Recreation and Culture		86,782	81,904	88,706	6,802	8.30%	▲
Transport		970,800	966,174	967,013	839	0.09%	
Economic Services		43,095	39,457	60,502	21,045	53.34%	▲
Other Property and Services		35,800	32,802	37,076	4,274	13.03%	
Total Operating Revenue		7,914,018	4,281,204	4,309,817	28,613		
Operating Expense							
Governance		(468,496)	(428,841)	(383,260)	45,581	10.63%	▼
General Purpose Funding		(74,606)	(68,843)	(71,575)	(2,732)	(3.97%)	
Law, Order and Public Safety		(207,136)	(192,176)	(154,459)	37,717	19.63%	▼
Health		(32,911)	(30,118)	(25,008)	5,110	16.97%	▼
Education and Welfare		(10,956)	(9,977)	(5,477)	4,500	45.10%	▼
Housing		(248,092)	(227,106)	(176,246)	50,860	22.39%	▼
Community Amenities		(432,857)	(396,176)	(358,237)	37,939	9.58%	▼
Recreation and Culture		(1,229,361)	(1,134,232)	(1,139,102)	(4,870)	(0.43%)	
Transport		(4,685,836)	(4,301,212)	(3,978,499)	322,713	7.50%	▼
Economic Services		(269,249)	(246,532)	(235,324)	11,208	4.55%	
Other Property and Services		(22,085)	(17,997)	(11,976)	6,021	33.46%	▼
Total Operating Expenditure		(7,681,586)	(7,053,210)	(6,539,163)	514,047		
Funding Balance Adjustments							
Add back Depreciation		4,653,900	4,265,987	4,246,589	(19,398)	(0.45%)	
Adjust (Profit)/Loss on Asset Disposal	8	(100,600)	64,400	25,968	(38,432)	(59.68%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		4,785,732	1,558,381	2,043,211	484,830		
Capital Revenues							
Proceeds from Disposal of Assets	8	476,000	436,333	280,134	(156,199)	(35.80%)	▼
Total Capital Revenues		476,000	436,333	280,134	(156,199)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(3,216,000)	(27,489)	(23,407)	4,082	14.85%	▼
Infrastructure - Roads	13	(1,021,259)	(936,067)	(1,006,191)	(70,124)	(7.49%)	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(37,000)	(33,902)	(26,508)	7,394	21.81%	▼
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(1,033,050)	(336,250)	(676,052)	(339,802)	(101.06%)	▲
Furniture and Equipment	13	(48,500)	(46,750)	(28,394)	18,356	39.26%	▼
Total Capital Expenditure		(5,355,809)	(1,380,458)	(1,760,552)	(380,094)		
Net Cash from Capital Activities		(4,879,809)	(944,125)	(1,480,418)	(536,293)		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,769	7,122	7,769	648	9.10%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(28,481)	(26,107)	(26,708)	(601)	(2.30%)	
Transfer to Reserves	7	(602,215)	(552,030)	(49,113)	502,917	91.10%	▼
Net Cash from Financing Activities		(622,927)	(571,016)	(68,052)	502,964		
Net Operations, Capital and Financing		(717,003)	43,240	494,741	413,069		
Opening Funding Surplus(Deficit)	3	717,315	715,793	715,793	0	0.00%	
Closing Funding Surplus(Deficit)	3	312	759,034	1,210,534	413,069		

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 June 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,383,226	\$ 1,383,146	\$ 1,386,025	\$ 2,879	0.21%	
Operating Grants, Subsidies and Contributions	11	1,684,723	1,673,719	1,683,104	9,385	0.56%	
Fees and Charges		418,377	371,847	403,532	31,685	8.52%	▲
Service Charges		0	0	0	0		
Interest Earnings		57,600	52,800	34,437	(18,363)	(34.78%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	174,600	9,600	15,799			
Total Operating Revenue		3,718,526	3,491,112	3,522,896	25,585		
Operating Expense							
Employee Costs		(1,127,120)	(1,028,799)	(898,025)	130,774	12.71%	▲
Materials and Contracts		(1,463,420)	(1,342,245)	(1,027,561)	314,684	23.44%	▲
Utility Charges		(171,585)	(157,102)	(151,347)	5,755	3.66%	
Depreciation on Non-Current Assets		(4,653,900)	(4,265,987)	(4,246,589)	19,398	0.45%	
Interest Expenses		(6,572)	(6,006)	(6,689)	(683)	(11.37%)	
Insurance Expenses		(184,989)	(179,071)	(167,187)	11,884	6.64%	▲
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(74,000)	(74,000)	(41,767)			
Total Operating Expenditure		(7,681,586)	(7,053,210)	(6,539,163)	481,814		
Funding Balance Adjustments							
Add back Depreciation		4,653,900	4,265,987	4,246,589	(19,398)	(0.45%)	
Adjust (Profit)/Loss on Asset Disposal	8	(100,600)	64,400	25,968	(38,432)	(59.68%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		590,240	768,289	1,256,289	449,568		
Capital Revenues							
Grants, Subsidies and Contributions	11	4,195,492	790,092	786,921	(3,171)	(0.40%)	
Proceeds from Disposal of Assets	8	476,000	436,333	280,134	(156,199)	(35.80%)	▼
Total Capital Revenues		4,671,492	1,226,425	1,067,055	(159,370)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(3,216,000)	(27,489)	(23,407)	4,082	14.85%	▲
Infrastructure - Roads	13	(1,021,259)	(936,067)	(1,006,191)	(70,124)	(7.49%)	▼
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(37,000)	(33,902)	(26,508)	7,394	21.81%	▲
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(1,033,050)	(336,250)	(676,052)	(339,802)	(101.06%)	▼
Furniture and Equipment	13	(48,500)	(46,750)	(28,394)	18,356	39.26%	▲
Total Capital Expenditure		(5,355,809)	(1,380,458)	(1,760,552)	(380,094)		
Net Cash from Capital Activities		(684,317)	(154,033)	(693,497)	(539,464)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,769	7,122	7,769	648	9.10%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(28,481)	(26,107)	(26,708)	(601)	(2.30%)	
Transfer to Reserves	7	(602,215)	(552,030)	(49,113)	502,917	91.10%	▲
Net Cash from Financing Activities		(622,927)	(571,016)	(68,052)	502,964		
Net Operations, Capital and Financing		(717,004)	43,240	494,741	413,068		
Opening Funding Surplus(Deficit)	3	717,315	715,793	715,793	0	0.00%	
Closing Funding Surplus(Deficit)	3	311	759,034	1,210,534	413,068		

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 June 2017

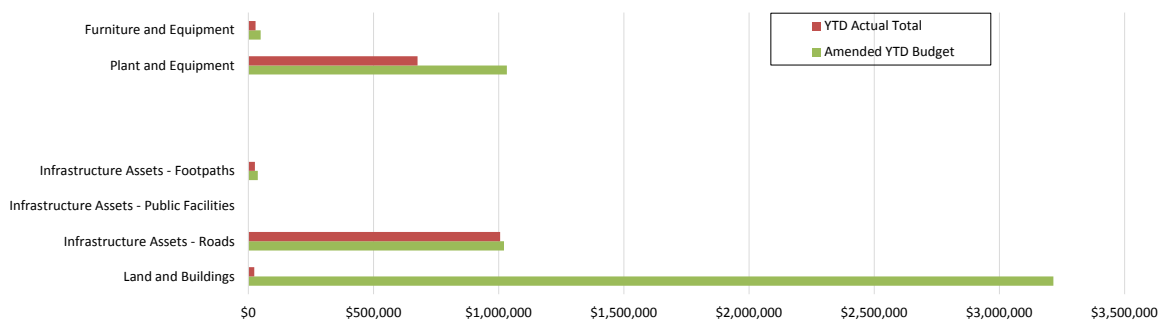
Capital Acquisitions	Note	YTD 31 05 2017					Variance (d) - (c)
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	23,407	0	23,407	3,216,000	3,216,000	(3,192,593)
Infrastructure Assets - Roads	13	0	1,006,191	1,006,191	1,021,259	1,021,259	(15,068)
Infrastructure Assets - Public Facilities	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	26,508	0	26,508	37,000	37,000	(10,492)
Plant and Equipment	13	21,269	654,783	676,052	1,033,050	1,033,050	(356,998)
Furniture and Equipment	13	7,125	21,269	28,394	48,500	48,500	(20,106)
Capital Expenditure Totals		78,309	1,682,243	1,760,552	5,355,809	5,355,809	(3,595,257)

Funded By:

Capital Grants and Contributions	786,921	4,195,492	4,195,492	3,408,571
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	280,134	436,333	476,000	(156,199)
Own Source Funding - Cash Backed Reserves				
Computer Reserve			0	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0			
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	33,486	0	0	33,486
Own Source Funding - Operations	660,011	723,984	684,317	(63,973)
Capital Funding Total	1,760,552	5,355,809	5,355,809	(3,595,257)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 June 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	26,296		26,296	24,167
General Purpose Funding - Rates	1,326,356		1,326,356	1,326,309
General Purpose Funding - Other	1,530,046		1,530,046	1,524,823
Law, Order and Public Safety	436,835		436,835	61,743
Health	400		400	363
Education and Welfare	250		250	220
Housing	3,289,300		3,289,300	58,443
Community Amenities	168,058		168,058	164,799
Recreation and Culture	86,782		86,782	81,904
Transport	970,800		970,800	966,174
Economic Services	43,095		43,095	39,457
Other Property and Services	35,800		35,800	32,802
Total Operating Revenue	7,914,018	0	7,914,018	4,281,204
Operating Expense				
Governance	(468,496)		(468,496)	(428,841)
General Purpose Funding	(74,606)		(74,606)	(68,843)
Law, Order and Public Safety	(207,136)		(207,136)	(192,176)
Health	(32,911)		(32,911)	(30,118)
Education and Welfare	(10,956)		(10,956)	(9,977)
Housing	(248,092)		(248,092)	(227,106)
Community Amenities	(432,857)		(432,857)	(396,176)
Recreation and Culture	(1,229,362)		(1,229,362)	(1,134,232)
Transport	(4,685,836)		(4,685,836)	(4,301,212)
Economic Services	(269,249)		(269,249)	(246,532)
Other Property and Services	(22,085)		(22,085)	(17,997)
Total Operating Expenditure	(7,681,586)	0	(7,681,586)	(7,053,210)
Funding Balance Adjustments				
Add back Depreciation	4,653,900		4,653,900	4,265,987
Adjust (Profit)/Loss on Asset Disposal	(100,600)		(100,600)	64,400
Adjust Provisions and Accruals	0		0	0
Net Cash from Operations	4,785,732	0	4,785,732	1,558,381
Capital Revenues				
Proceeds from Disposal of Assets	476,000		476,000	436,333
Proceeds from Sale of Investments	0		0	0
Total Capital Revenues	476,000	0	476,000	436,333
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(3,216,000)	0	(3,216,000)	(27,489)
Infrastructure - Roads	(1,021,259)		(1,021,259)	(936,067)
Infrastructure - Public Facilities	0		0	0
Infrastructure - Footpaths	(37,000)		(37,000)	(33,902)
Infrastructure - Drainage	0		0	0
Heritage Assets	0		0	0
Plant and Equipment	(1,033,050)		(1,033,050)	(336,250)
Furniture and Equipment	(48,500)		(48,500)	(46,750)
Total Capital Expenditure	(5,355,809)	0	(5,355,809)	(1,380,458)
Net Cash from Capital Activities	(4,879,809)	0	(4,879,809)	(944,125)
Financing				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	7,769		7,769	7,122
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(28,481)		(28,481)	(26,107)
Transfer to Reserves	(602,215)		(602,215)	(552,030)
Net Cash from Financing Activities	(622,927)	0	(622,927)	(571,016)
Net Operations, Capital and Financing	(717,004)	0	(717,004)	43,240
Opening Funding Surplus(Deficit)	717,315	0	717,315	717,315
Closing Funding Surplus(Deficit)	311	0	311	760,555

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 June 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

A Fortunate Place.

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

The Strategic Community Plan defines the key objectives of the Shire as:

(1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.

(2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.

(3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement

(4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

(s) GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 30 June 2017

Note 2: EXPLANATION OF MATERIAL VARIANCES

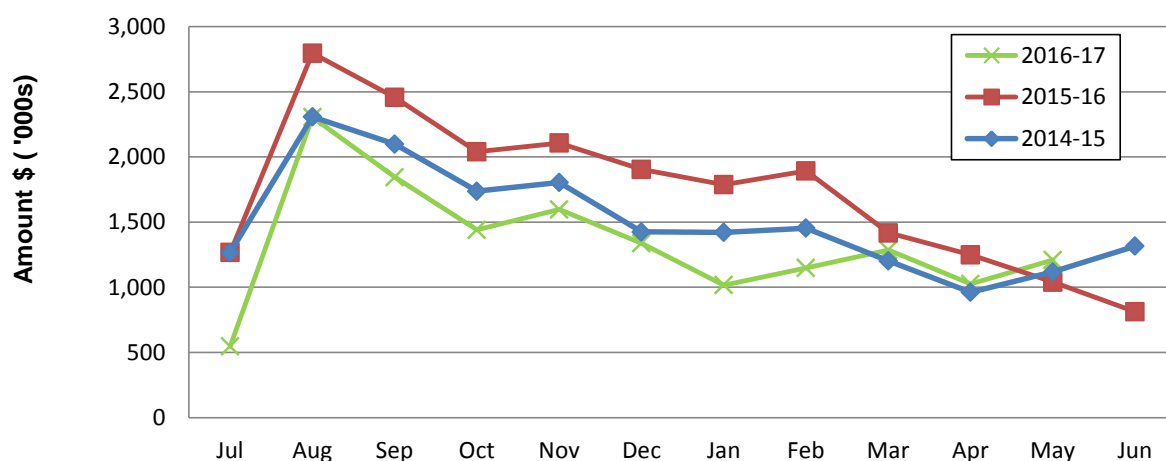
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	3,772	15.61%			
Housing	5,751	9.84%	▲	Permanent	increased rental income
Community Amenities	(283)	(0.17%)			
Recreation and Culture	6,802	8.30%	▲	Permanent	Increased art entries and sales received.
Transport	839	0.09%			
Economic Services	21,045	53.34%	▲	Permanent	Income from Albert Facey Homestead Committee.
Other Property and Services	4,274	13.03%			
Operating Expense					
Governance	45,581	10.63%	▼	Permanent	Decreased admin staff costs, training, uniforms and wages.
General Purpose Funding	(2,732)	(3.97%)			
Law, Order and Public Safety	37,717	19.63%	▼	Permanent	Depreciation less than budget. Dog control less than budget.
Health	5,110	16.97%	▼	Permanent	Reduced EHO wages. Mosquito control reduced expense
Housing	50,860	22.39%	▼	Permanent	WSAHA funds not spent. Reduced expenditure Cottage homes, 5 Smith St and 7 Smith St. Increased expenditure 19 Moss Pde.
Community Amenities	37,939	9.58%	▼	Permanent	Reduced expenditure on tip maintenance and collection costs, street bins, Drum muster, Facey Group vehicle expense, Living Lakes project, landvision, Yarling Brook Estate, cemetery and public toilet maintenance.
Recreation and Culture	(4,870)	(0.43%)			
Transport	322,713	7.50%	▼	Permanent	Reduced expenditure on road and street maintenance, bridges and culverts, street cleaning, Yealering street trees, traffic signs. Reduced loss on plant sale.
Economic Services	11,208	4.55%			
Other Property and Services	6,021	33.46%	▼		Reduced expenditure on Long Service Leave, consultants, fuel and oil, parts and repairs, wages parts and repairs. Increase in staff training expense.
Capital Revenues					
Grants, Subsidies and Contributions	(3,171)	(0.40%)			
Proceeds from Disposal of Assets	(156,199)	(35.80%)	▼	Timing	5 Smith St not sold.
Capital Expenses					
Land and Buildings	4,082	14.85%	▼	Permanent	Reduced expenditure Hsm Cemetery project
Infrastructure - Roads	(70,124)	(7.49%)	▲	Permanent	Regional Road Group & Blackprojects spot over budget.
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	7,394	21.81%	▼	Timing	Reduced Expenditure on footpaths.
Plant and Equipment	(339,802)	(101.06%)	▲	Permanent	Tincurrin Fire Truck deferred until 2017/18.
Furniture and Equipment	18,356	39.26%	▼	Permanent	Painting and filter sand maintenance not capital
Financing					
Loan Principal	(601)	(2.30%)			

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				YTD 31 May	30 June 2016	YTD 30 May
				2017	2016	2016
				\$	\$	\$
Current Assets						
Cash Unrestricted	4	1,301,351	793,781	1,915,357		
Cash Restricted	4	1,292,381	1,243,268	1,073,211		
Receivables - Rates	6	27,943	24,021	59,256		
Receivables -Other	6	33,664	127,981	30,002		
Interest / ATO Receivable/Trust		18,345	16,340	34,308		
Inventories			0	0		
				2,673,685	2,205,391	3,112,134
Less: Current Liabilities						
Payables		(26,028)	(101,587)	(24,475)		
Provisions		(144,743)	(144,743)	(121,904)		
				(170,771)	(246,330)	(146,380)
Less: Cash Reserves	7	(1,292,381)	(1,243,268)	(1,073,211)		
Net Current Funding Position		1,210,532	715,793	1,892,543		

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	444,731			444,731	ANZ	At Call
Reserve Bank Account	0.00%		21,537		21,537	ANZ	At Call
Trust Bank Account	0.00%			32,943	32,943	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal	2.50%				0	ANZ	23.05.2017
Municipal					0		
Municipal	1.45%	855,920			855,920	WA Treasury	At Call
Reserve	2.70%		1,270,844		1,270,844	ANZ	30.06.17
Trust	2.30%			53,549	53,549	ANZ	8.7.17
Total		1,301,351	1,292,381	86,492	2,680,224		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						717,315
	Opening surplus adjustment						717,315
	Changes Due to Timing						717,315
							717,315
				0	0	0	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

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

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

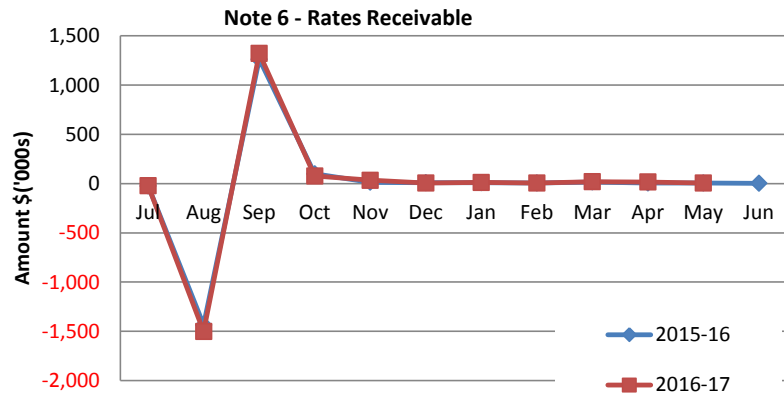
Strategy Ref	Strategy	Action Ref	Action	2016-17 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
	Total			-	-	-	-

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31 May 2017	30 June 2016
	\$	\$
Opening Arrears Previous Years	25,543	24,553
Levied this year	1,496,958	1,461,313
Less Collections to date	(1,494,558)	(1,460,323)
Equals Current Outstanding	27,943	25,543
Net Rates Collectable	27,943	25,543
% Collected	98.16%	98.28%



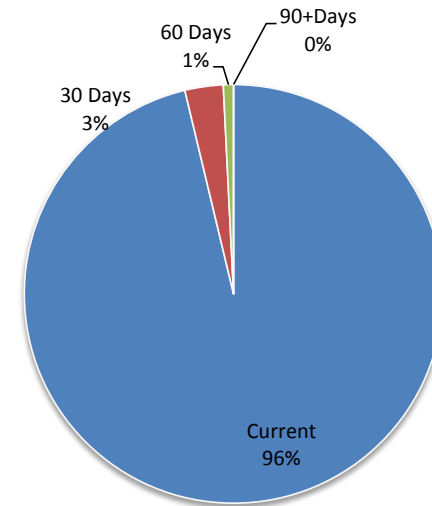
Comments/Notes - Receivables Rates

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	32,405	996	263	0
Total Receivables General Outstanding				33,664

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



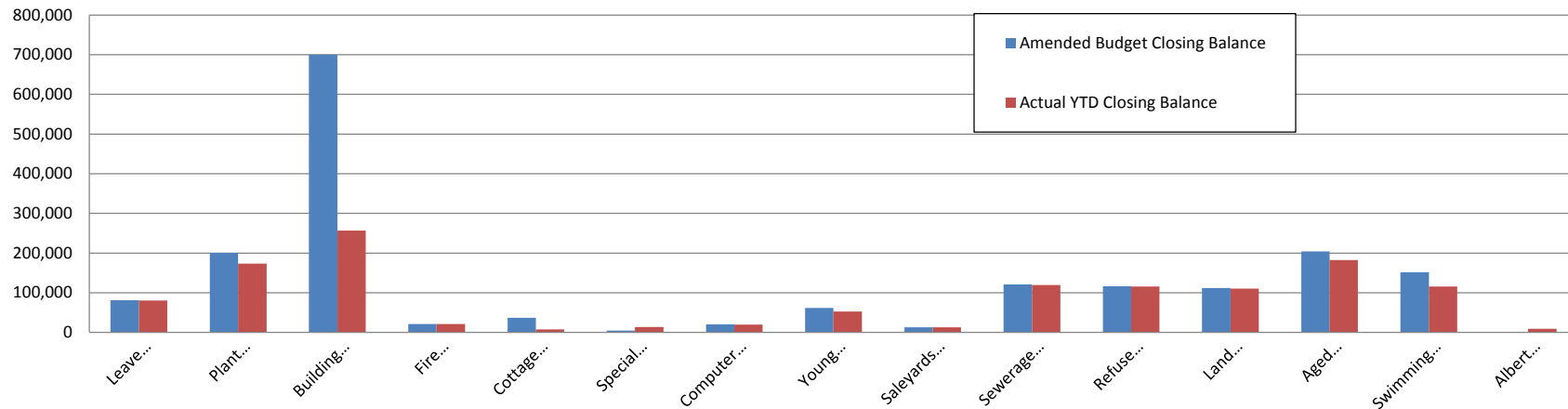
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 7: Cash Backed Reserve

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

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



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 05 2017			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
37,504	(3,267)	36,727	2,490	CEO Vehicle	550	2,490	1,940	
50,000	(1,260)	32,959	(15,781)	CEO Vehicle	550	(15,781)	(16,331)	
85,000	(3,961)	89,091	8,052	Hino 6 Wheel Truck P248	(47,000)	8,052	55,052	
30,000	(756)	34,500	5,256	Rubber Multi Roller P541	(19,000)	5,256	24,256	
28,000	(476)	19,729	(7,795)	Colorado Single Cab P468 Gardeners	4,500	(7,795)	(12,295)	
24,000	(612)	14,546	(8,842)	Works Foreman ute P2567	4,000	(8,842)	(12,842)	
31,500	(535)	28,000	(2,965)	MWS Colorado P2Q	(8,000)	(2,965)	5,035	
31,500	(535)	24,582	(6,383)	Facey Group Utility	0	(6,383)	(6,383)	
				Land & Buildings				
				5 Smith Street	165,000			
317,504	(11,402)	280,134	(25,968)		100,600	(25,968)	38,432	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	6.9322	193	1,793,579	124,334		0	124,334	124,334	500	0	124,834
UV	1.0617	267	121,630,000	1,291,346	1,738	0	1,293,084	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	1,738	0	1,422,183	1,420,445	1,000	0	1,421,445
Minimum Payment	Minimum \$										
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							1,451,433				1,450,695
Discount							6,201				6,201
Rates Writeoffs							(128,401)				(130,540)
Amount from General Rates							(79)				0
Specified Area Rates							1,329,154				1,326,356
Totals							56,871				56,870
							1,386,025				1,383,226

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	
Loan 100 - CEO Residence	90,643		18,938	20,711	71,705	69,932	4,732	4,769	24/06/2020
Loan 99 - Wickepin Community Centre					0	0			
Loan 101- WD Sports Club SS Tractor	2,152		2,152	2,152	0	0	92	82	1/06/2017
Loan 102 - WD Sports Club SS Greens	44,423		5,618	5,618	38,805	38,805	1,865	1,721	17/01/2023
	137,218	0	26,708	28,481	110,510	108,737	6,689	6,573	

All debenture repayments were financed by general purpose revenue.
Interest includes loan guarantee fee

(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 June 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2016-17 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	978,544	0	978,544	0	974,478	4,066
Grants Commission - Roads	WALGGC	Y	489,332	0	489,332	0	489,871	(539)
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	19,688	0	19,688	0	20,078	(390)
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		5,016	(1,516)
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	16,148	10,766
Roads To Recovery Grant - Cap	Roads to Recovery	Y	545,008	0	0	545,008	545,008	0
RRG Grants - Capital Projects	Regional Road Group	Y	218,170	0	0	218,170	225,765	(7,595)
Direct Grant - Maintenance	Dept. of Transport	Y	116,740	0	116,740	0	116,741	(1)
Heritage Trail Grant	Lotterywest	Y	36,168	0	36,168		36,168	0
ECONOMIC SERVICES								
TOTALS			5,880,215	0	1,684,723	4,195,492	2,470,025	3,410,190

Operating
Non-Operating

Operating
Non-operating

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

1,683,104
786,921
2,470,025

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 16	Amount Received	Amount Paid	Closing Balance 31-May-17
	\$	\$	\$	\$
Housing Bonds	200	5,480	(5,680)	0
Master Key Deposits	300	900	(1,200)	0
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	1,190	(1,190)	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	14,883	0	68,362
Kidsport	888		(888)	0
Albert Facey Homestead	9,574	1,039	(10,613)	0
Miscellaneous Trust	7,483	1,764	(6,918)	2,329
Yealering Bowling Club Greens	0	15,800		15,800
	71,924	41,106	(26,539)	86,491

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 June 2017

Note 13: CAPITAL ACQUISITIONS

		31/05/2017					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Infrastructure Assets						
	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						
	Wickepin Cemetery Upgrade	WCU1 0	0	(3,512)	(3,512)	0	
●	Harrismith Cemetery Upgrade	HCU1 (10,000)	(9,163)	(3,326)	5,837	0	
	Community Amenities Total	(10,000)	(9,163)	(6,838)	2,325		
○	Recreation And Culture Total	0	0	0	0		
	Transport						
●	Depot Fence	LDP1 (20,000)	(18,326)	(16,569)	1,757		
●	Transport Total	(20,000)	(18,326)	(16,569)	1,757		
	Economic Services						
○	Economic Services Total	0	0	0	0		
○	Land and Buildings Total	(3,216,000)	(27,489)	(23,407)	4,082	0	
	Footpaths						
	Transport						
●	Footpaths Wickepin	LFP1 (37,000)	(33,902)	(26,508)	7,394		
○	Footpaths Yealering	LFP2 0	0	0	0		
●	Transport Total	(37,000)	(33,902)	(26,508)	7,394	0	
○	Footpaths Total	(37,000)	(33,902)	(26,508)	7,394	0	
	Furniture & Office Equip.						
	Governance						
●	Councillor Ipads	0954 (12,000)	(12,000)	(7,125)	4,875	0	
●	Office Computer	0954 (4,500)	(2,750)	(2,936)	(186)	0	
●	Governance Total	(16,500)	(14,750)	(10,061)	4,689	0	
●	Pool Lane ropes, filter maintenance, shade, paint	4704 (32,000)	(32,000)	(18,332)	13,668	0	
●	Recreation And Culture Total	(32,000)	(32,000)	(18,332)	13,668	0	
●	Furniture & Office Equip. Total	(48,500)	(46,750)	(28,393)	18,357	0	
	Plant , Equip. & Vehicles						
	Governance						
●	Holden Colorado CEO	6034 (72,500)	(36,250)	(75,138)	(38,888)	0	
●	Governance Total	(72,500)	(36,250)	(75,138)	(38,888)	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	
	Recreation And Culture						
○	Recreation And Culture Total	0	0	0	0	0	
	Transport						

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 13: CAPITAL ACQUISITIONS

		31/05/2017					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Infrastructure Assets							
•	Hino 700 6 wheel truck	6034	(200,000)	0	(198,880)	(198,880)	0
•	Multi tyre roller	6034	(147,500)	0	(154,500)	(154,500)	0
•	New Dog Trailer	6034	(100,000)	0	(107,000)	(107,000)	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	(28,000)	(28,000)	0
•	Transport Total		(591,150)	(300,000)	(600,914)	(600,914)	0
Economic Services Total							
•	Plant , Equip. & Vehicles Total		(1,033,050)	(336,250)	(676,052)	(639,802)	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)	(144,001)	(184,928)	(40,927)	0
•	Wickepin Harrismith Road	RG002	(88,365)	(80,993)	(117,609)	(36,616)	0
•	Pingelly Wickepin Road	RG003	(81,795)	(74,976)	(102,542)	(27,566)	0
•	Regional Road Group Total		(327,255)	(299,970)	(405,078)	(105,108)	0
Transport Roads to Recovery							
•	Yealering South Road	RR26	(148,216)	(135,861)	(171,617)	(35,756)	0
•	Aileen Road	R2R048	(49,195)	(45,089)	(51,538)	(6,449)	0
•	Lomos South Road	RR14	(162,314)	(148,786)	(148,594)	192	0
•	Richter Street	RR11	(10,895)	(9,977)	(5,245)	4,732	0
•	Rintel Street	R2R114	(8,065)	(7,392)	(3,537)	3,855	0
○	Lake Road 2015/16 project carry over	R2R161	0	0	(1,918)	(1,918)	0
•	Central Ave	RR37	(11,679)	(10,703)	(5,768)	4,935	0
○	Rose Road	R2R052	(3,095)	(2,827)	(4,545)	(1,718)	0
•	Tincurrin South Road	R2R016	(40,304)	(36,938)	(23,427)	13,511	0
•	Wickepin Corrigin Road	R2R001	(39,746)	(36,432)	(27,761)	8,671	0
•	Wickepin Harrismith Road	R2R002	(62,500)	(57,288)	(51,487)	5,801	0
•	Wickepin Pingelly Road	R2R003	(9,000)	(8,250)	(4,800)	3,450	0
•	Roads to Recovery Total		(545,009)	(499,543)	(500,237)	(694)	0
Transport Black Spot							
•	Malyalling Road	BS036	(40,370)	(37,004)	(51,660)	(14,656)	0
•	Blackspot Total		(40,370)	(37,004)	(51,660)	(14,656)	0
Council Resources Construction							
•	Gillmanning Road	CO035	(41,000)	(37,576)	(24,668)	12,908	0
○	Dorakin Road	CO28	(41,000)	(37,576)	(23,029)	14,547	0
○	Drainage and Headwalls	CODAH	(26,625)	(24,398)	(1,518)	22,880	0
○	Council Resources Construction Total		(108,625)	(99,550)	(49,215)	50,335	0
○	Roads Total		(1,021,259)	(936,067)	(1,006,191)	(70,124)	0
○	Capital Expenditure Total		(5,355,809)	(1,380,458)	(1,760,551)	(680,093)	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:	1 June 2017

Enclosure / Attachment: List of Accounts

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

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7353 – 7462	\$ 159,011.97
Cheques	15419 – 15430, 909872	\$ 53,222.63
Payroll	May	\$ 88,186.40
Superannuation	May	\$ 9,848.29
Credit Card	May	\$ 236.49
Direct Deductions	May	\$7,778.75
Trust		
EFT		
Cheques	1290	\$ 940.00
MAY TOTAL		<u>\$ 319,224.53</u>

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

Certificate of Chief Executive Officer:

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

Comment: Detailed answers to queries can be obtained for presentation at council meeting.

Statutory Environment: Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)

Policy Implications: Policy 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totalling **\$319,224.53** 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 210617-12

Moved Cr Lang / Seconded Cr Easton

That Council acknowledges that payments totalling **\$319,224.53** 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

May 2017

Chq/EFT	Date	Name	Description	Muni	Trust
1290	10/05/2017	DOCEP - Bond Administrator	Bond Lodgement For Unit 1 Cottage Homes		940.00
EFT7353	2/05/2017	Australian Taxation Office	Fringe Benefits Tax	4,182.38	
EFT7354	2/05/2017	ABS Solutions	Install Lifting Handles onto Sewer Pumps	2,832.65	
EFT7355	2/05/2017	Courier Australia	Freight on Signs	11.77	
EFT7356	2/05/2017	Covs	Parts for WK2567	13.90	
EFT7357	2/05/2017	Easifleet	Facey Group Vehicle Lease	438.49	
EFT7358	2/05/2017	Everton Bronze	Wk Cemetery Niche Wall Compartments	3,863.60	
EFT7359	2/05/2017	Geoff Perkins Farm Machinery	Parts for WK248	142.20	
EFT7360	2/05/2017	Grahame Woodcock	Repairs to Wickepin Community Centre Coolroom	645.38	
EFT7361	2/05/2017	J R & A Hersey Pty Ltd	Consumables	340.84	
EFT7362	2/05/2017	Melchiorre Plumbing And Gas	Repair Blocked Sewer	257.40	
EFT7363	2/05/2017	MOORE STEPHENS	Financial Reporting Workshop	1,595.00	
EFT7364	2/05/2017	Narrogin Toyota	Chainsaw parts	121.19	
EFT7365	2/05/2017	Shire of Cuballing	Roman Training	443.54	
EFT7366	2/05/2017	Wa Fire Appliances	Parts for WK248	82.50	
EFT7367	2/05/2017	West Australian Newspapers	Wildflowers Advert	625.57	
EFT7368	4/05/2017	AMPAC Debt Recovery (WA) Pty Ltd	Debt Recovery Fees for April 2017	706.60	
EFT7369	4/05/2017	Burgess Rawson (WA) Pty Ltd	Fuel Facility Rent & Management Fees	3,511.85	
EFT7370	4/05/2017	Best Office Systems	Konica Minolta Copier Charges to 23/4/17	671.03	
EFT7371	4/05/2017	Courier Australia	Freight on Library Books	30.28	
EFT7372	4/05/2017	Grahame Woodcock	Service Air Conditioner at 13a Collins St	145.20	
EFT7373	4/05/2017	Griffin Valuation Advisory	Land, Building & Bridge Valuations	8,010.42	
EFT7374	4/05/2017	GS & B Madej Bricklaying	Wk Arts & Crafts - Remove Paint on Rendered Wall	4,125.00	
EFT7375	4/05/2017	Great Southern Waste Disposal	Arpil 2017 Waste Collection	6,168.70	
EFT7376	4/05/2017	PCS	IT Support for April 2017	255.00	
EFT7377	4/05/2017	Kirstin Rigby	Caravan Park Management Commission	84.58	
EFT7378	4/05/2017	Peter Stribling	Yealering Caravan Park Commission for April 2017	241.46	
EFT7379	4/05/2017	A F Smith & A L Bullock	Wk Community Centre Change Room Taps	892.20	
EFT7380	4/05/2017	Lucinda Sartori	Catering for Bird Park Opening	120.00	

EFT7381	4/05/2017	Western Australian Treasury Corp	Loan No. 101 Fixed Component -	4,357.03	
EFT7382	10/05/2017	Ad Engineering Pty Ltd	SAM Trailer Data Card Service to 30/4/18	528.00	
EFT7383	10/05/2017	Aquatic Services Wa	Change Sand in Pool Filters	13,156.00	
EFT7384	10/05/2017	Ballards Of Narrogin	Mulch	2,000.00	
EFT7385	10/05/2017	Courier Australia	Freight on Water Samples	10.32	
EFT7386	10/05/2017	Connolly Images	Signs for Heritage Walk Trail	469.70	
EFT7387	10/05/2017	Landgate	UV Interim Valuation	5,193.05	
EFT7388	10/05/2017	Ewen Rural Supplies	April 2017 Account	4,127.19	
EFT7389	10/05/2017	Flick Washroom Services	Annual Sanitary Disposal Units Account	2,771.36	
EFT7390	10/05/2017	Great Southern Fuel Supplies	Fuel Account for April 2017	12,840.69	
EFT7391	10/05/2017	Grab Photography & Design	Yealering Foreshore Concept Plan	11,935.00	
EFT7392	10/05/2017	Hancocks Home Hardware	Fluro lights for Wk Cvn Pk & Hammer	56.25	
EFT7393	10/05/2017	Elizabeth Heffernan	Cleaning of Albert Facey Homestead	40.00	
EFT7394	10/05/2017	Harris Zuglian Electrics	Yealering Golf Club Exit Signs	5,311.26	
EFT7395	10/05/2017	Ingreys	Parts for WK2567	20.03	
EFT7396	10/05/2017	Komatsu Australia Pty Ltd	Repairs to WK518	1,894.05	
EFT7397	10/05/2017	Star Track Express	Freight on parts for WK813	34.49	
EFT7398	10/05/2017	Narrogin Toyota	Parts for Chainsaws	90.76	
EFT7399	10/05/2017	Officeline	Chair Trolley for Hsm Community Centre	594.00	
EFT7400	10/05/2017	Parrys	Clothes for Mandy	110.50	
EFT7401	10/05/2017	Maureen Susan Preedy	Cleaning For Yea Hall, Cvn Pk & Toilets	432.50	
EFT7402	10/05/2017	Bob Read	Refund Amy Read Rent	140.00	
EFT7403	10/05/2017	RCPA	Pipes & Headwalls for Wk-Cgn Rd & Bridges/Culverts	1,886.50	
EFT7404	10/05/2017	A F Smith & A L Bullock	5 Smith St Eaves Repairs	1,081.80	
EFT7405	10/05/2017	Westrac Equipment	Parts for WK813	81.46	
EFT7406	10/05/2017	WA Fire Appliances	Parts for P248	500.00	
EFT7407	10/05/2017	Wayfound	Shire & Town Map Data Development	3,168.00	
EFT7408	17/05/2017	Australia Post	Postage Account for April 2017	112.87	
EFT7409	17/05/2017	Air Liquide WA Pty Ltd	Cylinder Rental for April 2017	87.92	
EFT7410	17/05/2017	Ad Engineering Pty Ltd	LED Display Panels for SAM Trailer	389.40	
EFT7411	17/05/2017	Ballards Of Narrogin	Mulch	900.00	
EFT7412	17/05/2017	Dews Excavations	Install Pipes on Wickepin-Corrigin Rd	1,936.00	
EFT7413	17/05/2017	Easifleet	Facey Group Vehicle Lease	486.25	

EFT7414	17/05/2017	Jason Signmakers	Bollards, Cones & Post Caps	973.50	
EFT7415	17/05/2017	Local Government Professionals Australia WA	Introduction to LG	290.00	
EFT7416	17/05/2017	Marketforce Productions	Relief Cleaner Advertising	154.50	
EFT7417	17/05/2017	Market Creations	Narrogin Directory Advertising	776.00	
EFT7418	17/05/2017	Narrogin Pumps, Solar And Spraying	Hose Reel for WK248	745.45	
EFT7419	17/05/2017	Narrogin Toyota	Chainsaw Part & Service	92.13	
EFT7420	17/05/2017	Wagin Plumbing	Repair Hot Water System at 19 Moss Parade	1,292.50	
EFT7421	17/05/2017	RSA Works	Tech Services Work & Safety Audits	6,930.00	
EFT7422	17/05/2017	RJ Smith Engineering	Repairs to Ramps on WK3220	423.50	
EFT7423	17/05/2017	A F Smith & A L Bullock	Repairs to Unit 4 Cottage Homes	473.00	
EFT7424	17/05/2017	WA Hino Sales & Service	Service WK248	1,644.60	
EFT7425	23/05/2017	Best Office Systems	Toner Cartridge for Licensing	175.00	
EFT7426	23/05/2017	Country Paint Supplies	Black Sikaflex	14.30	
EFT7427	23/05/2017	Chefmaster	Rubbish Bags	267.90	
EFT7428	23/05/2017	Kelly Cochrane	Cleaning Yea Hall & Caravan Park	487.50	
EFT7429	23/05/2017	Chedoona Environs	Assorted Plants	153.00	
EFT7430	23/05/2017	Dix Marketing	Drill Chuck	90.00	
EFT7431	23/05/2017	Harris Zuglian Electrics	Smoke Alarms & RCD @ Wk Caravan Park	1,783.70	
EFT7432	23/05/2017	Metrocount	Battery Pack for MetroCount Unit	132.00	
EFT7433	23/05/2017	Mcdonald White & Co Ltd	Rates refund for assessment A6640	91.51	
EFT7434	23/05/2017	Narrogin Betta Electrical	New Stove	699.00	
EFT7435	23/05/2017	A F Smith & A L Bullock	Service & Repair Wk Community Centre Taps	780.72	
EFT7436	23/05/2017	Wickepin Newsagency	Account for April 2017	154.70	
EFT7437	23/05/2017	Wickepin Football Club	Kidsport	440.00	
EFT7438	23/05/2017	Wickepin Netball Club	Kidsport	1,013.00	
EFT7439	25/05/2017	Country Paint Supplies	Decking Timber Stain for Pool	100.65	
EFT7440	25/05/2017	Yealering Agparts & Repairs	Repairs to WK248 & Beacon for WK342	643.74	
EFT7441	25/05/2017	Dx Print Group Pty Ltd	Purchase Order Books	1,072.01	
EFT7442	25/05/2017	Edwards Motors Pty Ltd	CEO Vehicle Change Over	997.70	
EFT7443	25/05/2017	Easifleet	Facey Group Vehicle Registration	359.61	
EFT7444	25/05/2017	Grahame Woodcock	Wickepin Caravan Park Aircon Repairs	93.50	
EFT7445	25/05/2017	Great Southern Paving	Asphalt for Rose, Campbell & Wickepin Streets	5,000.00	
EFT7446	25/05/2017	Harris Zuglian Electrics	Replace Fluors at Depot	369.60	

EFT7447	25/05/2017	Narrogin Hire Service And Reticulation	Hose for Wk Oval	294.00	
EFT7448	25/05/2017	Narrogin Agricultural Repairs	Bench Grinder Wheels	139.00	
EFT7449	25/05/2017	Olympics Netball Club	Kidsport	125.00	
EFT7450	25/05/2017	Shire Of Narrogin	Ranger Services	336.77	
EFT7451	25/05/2017	Wickepin Hotel And Harvest Cafe	Refreshments for Bird Park Opening	75.68	
EFT7452	25/05/2017	Wickepin Community Resource Centre	Bain Marie Hire	150.00	
EFT7453	25/05/2017	Wickepin Ladies Hockey Club	Kidsport	350.00	
EFT7454	30/05/2017	Best Office Systems	Konica Minolta Copier Charges for 23/4/17 to 23/5/17	644.42	
EFT7455	30/05/2017	Butler Settineri	Interim Audit Fees	4,703.01	
EFT7456	30/05/2017	Courier Australia	Freight on Water Samples & PO Books	28.26	
EFT7457	30/05/2017	Covs	Parts for WK822, WK706, WK248 & WK697	495.70	
EFT7458	30/05/2017	FESA - ESL	2016/17 ESL Q4 Contribution	3,812.70	
EFT7459	30/05/2017	C Holmes Bricklaying & Maintenance	Repair Brick Paving Next to Newsagency	875.00	
EFT7460	30/05/2017	Narrogin Petals & Bloom Florist	Anzac Wreaths	275.00	
EFT7461	30/05/2017	A F Smith & A L Bullock	U3 Cottage Homes Repairs	410.00	
EFT7462	30/05/2017	Wickepin Community Resource Centre	Bins for Rest Areas	282.00	
15419	2/05/2017	A & A Corasaniti	Concreting at Yealering Caravan Park & Wickepin Town Hall	9,717.90	
15420	2/05/2017	John Robertson Carpentry Svces	Repairs and Modifications to Lake Yealering Golf Club	3,972.56	
15421	2/05/2017	Synergy	Power for 19 Moss Parade	399.15	
15422	4/05/2017	Telstra	Telephone Account to 13/4/17	1,626.63	
15423	4/05/2017	Water Corporation	Water Accounts	13,112.28	
15424	10/05/2017	A & A Corasaniti	Construction of Sign Shed at Depot	9,231.54	
15425	10/05/2017	Telstra	Bushfire SMS Messages Account to 26/5/17	114.00	
15426	10/05/2017	Water Corporation	Standpipe Water	2,701.56	
15427	17/05/2017	Synergy	Streetlighting	1,681.55	
15428	23/05/2017	Synergy	Power Account for Feb to May	8,759.25	
15429	25/05/2017	Sunshine Nominees Pty Ltd	Rates refund for assessment A6642	1,644.91	
15430	25/05/2017	MR/S AG & HM White	Rates refund for assessment A3188	161.30	
DD9265.1	10/05/2017	WA Local Government Super Plan	Payroll deductions	3,423.01	
DD9265.2	10/05/2017	ANZ Super	Superannuation contributions	381.51	
DD9265.3	10/05/2017	Prime Super	Superannuation contributions	175.95	
DD9265.4	10/05/2017	ING Custodians Pty Ltd	Superannuation contributions	187.56	
DD9265.5	10/05/2017	Tremayne Superannuation Fund	Superannuation contributions	153.82	

DD9265.6	10/05/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	124.84	
DD9265.7	10/05/2017	Australian Super	Superannuation contributions	178.69	
DD9265.8	10/05/2017	MTAA Super Fund	Superannuation contributions	148.83	
DD9269.1	1/05/2017	ANZ Bank	Merchant Fees April 2017	217.66	
DD9269.2	1/05/2017	Westnet Pty Ltd	Internet for May 2017	144.90	
DD9269.3	3/05/2017	James Matthews	Pool Manager Contract Payment 22/2017-17	2,352.53	
DD9269.4	8/05/2017	Anz Bank	Credit Card Account - Paving Bricks	236.49	
DD9269.5	17/05/2017	James Matthews	Pool Manager Contract Payment 23/2016-17	2,352.53	
DD9269.6	23/05/2017	Best Office Systems	Konica Minolta Copier Lease	358.60	
DD9269.7	31/05/2017	James Matthews	Pool Manager Contract Payment 24/2016-17	2,352.53	
DD9275.1	24/05/2017	WA Local Government Super Plan	Payroll deductions	3,553.37	
DD9275.2	24/05/2017	ANZ Super	Superannuation contributions	381.51	
DD9275.3	24/05/2017	Ramsay Superannuation Fund	Superannuation contributions	134.95	
DD9275.4	24/05/2017	Prime Super	Superannuation contributions	175.95	
DD9275.5	24/05/2017	ING Custodians Pty Ltd	Superannuation contributions	187.56	
DD9275.6	24/05/2017	Tremayne Superannuation Fund	Superannuation contributions	144.21	
DD9275.7	24/05/2017	MTAA Super Fund	Superannuation contributions	216.26	
DD9275.8	24/05/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	104.03	
DD9275.9	24/05/2017	Australian Super	Superannuation contributions	176.24	
909872	30/05/2017	Water Corporation	Water Infringement Notice for WK Oval	100.00	
	11/05/2017	Gross Payroll		43,261.94	
	25/05/2017	Gross Payroll		44,924.46	
				\$318,284.53	\$ 940.00

Governance, Audit and Community Service

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	15 June 2017

Enclosure / Attachment: Nil

Arts and Cultural	<p>CampFire Country Weekend</p> <ul style="list-style-type: none"> Weekend 9,10 &11June, Wickepin Town Hall Public Relations for weekend Ensured smooth running of event <p>Dryandra Country Art Food and Wine Trail</p> <ul style="list-style-type: none"> Correspondence with Narrogin committee re possible 2018 trail <p>Other</p> <ul style="list-style-type: none"> Support to Arts Narrogin with Arthur Russell exhibition Support to She Shed/He Shed
Community Development	<p>Wickepin Cemetery</p> <ul style="list-style-type: none"> Bollard installed <p>Anzac Day</p> <ul style="list-style-type: none"> Attended and co-ordinated on the day <p>Townscape</p> <ul style="list-style-type: none"> Correspondence with Wayfound regarding mapping for Shire tourist map Greg Madej sand-rendered damaged painted section of wall on Art & Craft building Replacement for damaged table in Yealering obtained Correspondence with Yealering Progress Association Budget discussions <p>Other</p> <ul style="list-style-type: none"> Provided notes for Facebook page Follow up grant opportunities for Shire of Wickepin projects. Informed community members on grant opportunities and events.
Economic Development	<p>Facey Carriage Drive</p> <ul style="list-style-type: none"> Correspondence re drive. To be held on the weekend of 13-15 October. <p>Yealering Foreshore</p> <ul style="list-style-type: none"> Correspondence with Grab Creative regarding Concept Plan
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Social media promotion Edited Albert Facey Homestead Booklet Correspondence with newspapers and magazines re advertising
Special Needs Groups including Youth, Disabled and Older People.	<p>Johnston Park</p> <ul style="list-style-type: none"> Met with Wheatbelt Development Commission (WDC) to establish grant conditions Working on Health and Wellbeing Plan to meet WDC conditions
Sport and Recreation	<p>Walk Trails</p> <ul style="list-style-type: none"> Installation of sculpture signs along Wickepin Heritage Walk Trail

	Kidsport <ul style="list-style-type: none"> • Communication with Kidsport • Assisted individuals and provided support to clubs • Kidsport invoices processed • Kidsport vouchers processed • Grant for 2016/17 acquitted and top-up grant submitted and approved • Contacted adjoining shire sporting clubs with outstanding vouchers
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 • Waiting to install wayfinder posts in Yealering Wickepin and Harrismith
Yealering Concept Plan for Lake Yealering	<ul style="list-style-type: none"> • Concept Plan received pending adoption by Council
Dryandra Country Art Food and Wine Trail	<ul style="list-style-type: none"> • Mother's Day weekend - Annual event • Shire support in kind • 2018 planning
Campfire Country Weekend	<ul style="list-style-type: none"> • Weekend of the 22 – 24 June 2018 • Shire support in kind
Healthy Community Precinct: Johnston Park	<ul style="list-style-type: none"> • Strength training equipment • Water refill station • Solar overhead lights • Seating and landscaping • Funded by Royalties for Regions and Shire with in-kind support • Health and Well-Being Plan

Grant Name	Funding Organisation	Amount Requested exc Gst	Status
Walktrail Projects	Lotterywest	\$36,168	Approved Council Contribution \$15,000 (\$5000/town)
Healthy Community Precinct	Royalties For Regions Wheatbelt DC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Kidsport	Department of Sport and Recreation	\$1,500 \$3,500	Grant Approved 2016/2017 May-July Grant Acquitted 2016/2017

Wickepin Winter Weekend 9 -11 June

Campfire Country are David and Therese Higginson. They are based near Bridgetown and have a loyal following of friends who follow them around the state to participate in country dancing and music.

A number of caravan clubs including the West Coast Wags and The South West Wanderers also arrived to join in for the weekend. This brought the number of caravans at the Community Centre to around 80. The Caravan Park was also full, as was the accommodation at the Wickepin Hotel. Visitors were from Geraldton, Albany, Perth, Newdegate and everywhere in between.

The Weekend consisted of an Old Time Dance on Friday with Campfire Country providing the music. Around 300 people spent the evening swinging around the Town Hall to a list of dances. Supper was provided by the crowd. Saturday included line-dancing and boot-scooting with Campfire Country and friends singing and playing. A number of line-dancing groups joined and taught the 200+ strong crowd some new dances during the day. Saturday evening was a Country Music concert with over 8 different musicians and a number of poets. The crowd again swelled to about 300 people. A wind-up session was held on Sunday morning. A few new dances were taught and Campfire Country again provided the music. A strong crowd of over 100 dancers took to the floor.

Those visiting and organising the event have all been enthusiastic about the weekend, the facilities on offer and the wonderful Wickepin Town Hall.

They have expressed an interest to hold the weekend again and this has been booked in for the 22 - 24 June 2018.

The spin-off promotion for the entire Shire of Wickepin as a result of the weekend is massive. Caravan clubs and individuals are now looking at making separate trips to the shire to experience Lake Yealering and wildflowers, and to further explore the town of Wickepin. The positive promotion and complimentary word-of mouth advertising for the shire are well-worth the investment in the weekend. A video posted by Wickepin Arts to Facebook has been viewed over 3,000 times – great coverage for a country dance.

The profits (\$3,050) from the doors sales have been donated by Campfire Country to the Wickepin St John Ambulance to assist in purchasing heart-start machinery.





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 15 June 2017.

Voting Requirements: Simple majority.

Resolution No 210617-13

Moved Cr Lansdell / Seconded Cr Hinkley

That council notes the report from the Community Development Officer dated 15 June 2017.

Carried 8/0

Governance, Audit & Community Services

10.2.04 – Policy Manual – Councillors Attendance at Conferences, Seminars, Training and Induction Courses

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.POL.403
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	30 May 2017

Enclosure / Attachment: Nil

Background:

It has been recognised that the Councillors Attendance at Conferences, Seminars, Training and Induction Courses policy requires updating.

Comment:

Council's previous policy is as follows:

GOVERNANCE

MEMBERS OF COUNCIL

COUNCILLORS ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING AND INDUCTION COURSES

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

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

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

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

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

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

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

The new policy has been written to clearly show how many Councillors may attend Local Government Week and also what council will cover costs for:

GOVERNANCE

MEMBERS OF COUNCIL

COUNCILLORS ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING AND INDUCTION COURSES

OBJECTIVE: Council supports relevant training opportunities for Councillors and will meet reasonable costs associated with attending conferences, seminars, training and induction courses. To determine the nature and extent of Elected Member attendance at conferences and/or seminars, and ensure the application of this policy provides for fairness, equity and opportunity for all Elected Members.

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

All Councillors, CEO and partners may attend Local Government Week.

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

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

Conference Costs, Travel and Related Expenses

1. For each Council delegate authorised to attend a conference or seminar in accordance with this Policy, Council would cover direct expenses with such attendances, including the cost of registration, official conference functions/dinners/tours, travel arrangements, accommodation, and reasonable out-of-pocket expenses for the duration of the conference.
2. Reasonable out-of-pocket expenses would not include excessive in-room charges; or personal costs such as dry-cleaning or personal care appointments.
3. Where the conference or seminar is held at a hotel, accommodation in the first instance will be sought from that particular hotel, or if not available, from an accommodation provider as near as practicable to the conference or seminar venue.
4. In the event that accommodation is not onsite, the Shire will reimburse Elected Members any taxi or public transport costs incurred for travel to or from the conference or seminar.
5. Where the mode of transport to attend a conference or seminar is a motor vehicle, the Shire will pay for parking costs incurred relating to attendance at the conference or seminar.

Elected Member Delegate and CEO – Accompanying Person

Where an Elected Member or the CEO is accompanied at a conference, all reasonable costs for or incurred by the accompanying person will be borne by the Shire of Wickepin.

Reasonable out-of-pocket expenses would not include excessive in-room charges; or personal costs such as dry-cleaning or personal care appointments.

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

Statutory Environment: Shire of Wickepin Policy Manual 2015
Local Government Act 1995

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the new Councillors Attendance at Conferences, Seminars, Training and Induction Courses Policy

Recommendation:

That Council adopt the new Councillors Attendance at Conferences, Seminars, Training and Induction Courses Policy as follows:

GOVERNANCE**MEMBERS OF COUNCIL****COUNCILLORS ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING AND INDUCTION COURSES**

OBJECTIVE: Council supports relevant training opportunities for Councillors and will meet reasonable costs associated with attending conferences, seminars, training and induction courses. To determine the nature and extent of Elected Member attendance at conferences and/or seminars, and ensure the application of this policy provides for fairness, equity and opportunity for all Elected Members.

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

All Councillors, CEO and partners may attend Local Government Week.

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

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

Conference Costs, Travel and Related Expenses

- 1. For each Council delegate authorised to attend a conference or seminar in accordance with this Policy, Council would cover direct expenses with such attendances, including the cost of registration, official conference functions/dinners/tours, travel arrangements, accommodation, and reasonable out-of-pocket expenses for the duration of the conference.*
- 2. Reasonable out-of-pocket expenses would not include excessive in-room charges; or personal costs such as dry-cleaning or personal care appointments.*
- 3. Where the conference or seminar is held at a hotel, accommodation in the first instance will be sought from that particular hotel, or if not available, from an accommodation provider as near as practicable to the conference or seminar venue.*
- 4. In the event that accommodation is not onsite, the Shire will reimburse Elected Members any taxi or public transport costs incurred for travel to or from the conference or seminar.*
- 5. Where the mode of transport to attend a conference or seminar is a motor vehicle, the Shire will pay for parking costs incurred relating to attendance at the conference or seminar.*

Elected Member Delegate and CEO – Accompanying Person

Where an Elected Member or the CEO is accompanied at a conference, all reasonable costs for or incurred by the accompanying person will be borne by the Shire of Wickepin.

Reasonable out-of-pocket expenses would not include excessive in-room charges; or personal costs such as dry-cleaning or personal care appointments.

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

Voting Requirements: Simple Majority

Resolution No 210617-14

Moved Cr Astbury / Seconded Cr Lansdell

That Council adopt the new Councillors Attendance at Conferences, Seminars, Training and Induction Courses Policy as follows:

Governance

Members of Council

COUNCILLORS Attendance at Conferences, Seminars, Training and Induction Courses

OBJECTIVE: Council supports relevant training opportunities for Councillors and will meet reasonable costs associated with attending conferences, seminars, training and induction courses. To determine the nature and extent of Elected Member attendance at conferences and/or seminars, and ensure the application of this policy provides for fairness, equity and opportunity for all Elected Members.

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

All Councillors, CEO and partners may attend Local Government Week.

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

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

Conference Costs, Travel and Related Expenses

1. For each Council delegate authorised to attend a conference or seminar in accordance with this Policy, Council would cover direct expenses with such attendances, including the cost of registration, official conference functions, dinners, tours, travel arrangements, accommodation, and reasonable out-of-pocket expenses for the duration of the conference.
2. Reasonable out-of-pocket expenses would not include excessive in-room charges; or personal costs such as dry-cleaning or personal care appointments.
3. Where the conference or seminar is held at a hotel, accommodation in the first instance will be sought from that particular hotel, or if not available, from an accommodation provider as near as practicable to the conference or seminar venue.
4. In the event that accommodation is not onsite, the Shire will reimburse Elected Members any taxi or public transport costs incurred for travel to or from the conference or seminar.
5. Where the mode of transport to attend a conference or seminar is a motor vehicle, the Shire will pay for parking costs incurred relating to attendance at the conference or seminar.

Elected Member Delegate and CEO – Accompanying Person

Where an Elected Member or the CEO is accompanied at a conference, all reasonable costs for or incurred by the accompanying person will be borne by the Shire of Wickepin.

Reasonable out-of-pocket expenses would not include excessive in-room charges; or personal costs such as dry-cleaning or personal care appointments.

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

Carried 8/0

The resolution differs from the recommendation as council requested the words Shire President be removed and the 'I' be changed to ',' in paragraph 3.

Governance, Audit & Community Services

10.2.05 – Policy Manual – Authorisation to Purchase Goods and Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.POL.403
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 June 2017

Enclosure / Attachment: Nil

Background:

It has been recognised that the Authorisation to Purchase Goods and Services policy requires updating.

Comment:

Council's previous policy is as follows:

1.1.1 AUTHORISATION TO PURCHASE GOODS AND SERVICES

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

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

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

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

A purchase order is required for all expenditure over \$100.

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

The Authorisation to Purchase Goods and Services policy has been added to with the following changes indicated in red:

1.1.2 AUTHORISATION TO PURCHASE GOODS AND SERVICES

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

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

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

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

Purchase Orders

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

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

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

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

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

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

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

Statutory Environment: Shire of Wickepin Policy Manual 2015
Local Government Act 1995

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the new Authorisation to Purchase Goods and Services Policy.

Recommendation:

That Council adopt the new Authorisation to Purchase Goods and Services Policy as follows:

1.1.3 AUTHORISATION TO PURCHASE GOODS AND SERVICES

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

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

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

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

Purchase Orders

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

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

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

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

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

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

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

Voting Requirements: Simple Majority

Resolution No 210617-15

Moved Cr Martin / Seconded Cr Easton

That Council adopt the new Authorisation to Purchase Goods and Services Policy as follows:

AUTHORISATION TO PURCHASE GOODS AND SERVICES

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

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

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

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

Purchase Orders

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

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

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

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

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

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

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

Carried 8/0

Governance, Audit & Community Services

10.2.06 – Policy Manual – Corporate Credit Card

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	CM.POL.403
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 June 2017

Enclosure / Attachment: Nil

Background:

It has been recognised that the Corporate Credit Card policy requires updating.

Comment:

Council's previous policy is as follows:

1.1.4 CORPORATE CREDIT CARD

OBJECTIVE: Provide clear parameters in relation to corporate credit cards.

Credit cards will be issued to those Senior Officers who have the condition specified in their contract or conditions of employment.

Council authorises the use of a corporate credit card by an authorised Senior Officer subject to the following conditions:

- *expenditure charges to cards must be in relation to official Council or Shire of Wickepin business and within budget allocations;*
- *cards shall have a credit limit of \$5,000; and*
- *cards shall not be used to obtain cash advances.*

Receipts for all charges to a Shire corporate card must be provided in a timely manner to the CEO or Finance Officer.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

The Corporate Credit Card policy has been added to with the following changes indicated in red:

1.1.5 CORPORATE CREDIT CARD

OBJECTIVE: Provide clear parameters in relation to corporate credit cards.

~~*Credit cards will be issued to those Senior Officers who have the condition specified in their contract or conditions of employment.*~~

~~*Council authorises the use of a corporate credit card by an authorised Senior Officer subject to the following conditions:*~~

- ~~*— expenditure charges to cards must be in relation to official Council or Shire of Wickepin business and within budget allocations;*~~
- ~~*— cards shall have a credit limit of \$5,000; and*~~
- ~~*— cards shall not be used to obtain cash advances.*~~

~~*Receipts for all charges to a Shire corporate card must be provided in a timely manner to the CEO or Finance Officer.*~~

OBJECTIVE: Provide clear parameters in relation to corporate credit cards.

Credit cards can be an efficient method of purchasing goods and services and can reduce administration costs as well as the need to carry cash. If not properly controlled, they can also expose the Shire of Wickepin to significant risks. These risks can be minimised by implementing policies to control their use. The purpose of the Corporate Credit Card Policy is to establish the guidelines for use of the credit card and responsibilities of cardholders.

Legislation

The following provisions of the Local Government Act 1995 (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2)(a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- Local Government (Financial Management) Regulation 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

Policy and Procedure Governing the Use of Corporate Credit Cards

The following policies and procedures are designed to control the use of credit cards:

- An agreement must be signed by the cardholder and the Shire setting out the cardholder's responsibilities and legal obligations when using the credit card.
- A register should be kept of all current cardholders including, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase.
- All new and existing cardholders are to be provided with a copy of the policy relating to the use of credit cards on an annual basis.
- In the event that a cardholder ceases employment, takes an extended period of leave, or moves to a position which does not require the use of a credit card, the cardholder must return the card to the CEO two weeks before termination date, to arrange cancellation and destruction of the card and to ensure all receipts are obtained and the account has been settled.
- In the event that the cardholder loses or misplace their credit card they must notify the issuing financial institution and CEO immediately.
- The credit card account will be unique to the user and may not be transferred to other users.
- If the credit cards issued by the financial institution include reward schemes such as frequent flyer points of fly buys, these will be accumulated in the name of the Shire of Wickepin. The Chief Executive Officer, at their discretion, will decide how these rewards are utilised and could include offering these to charitable institutions, or sporting clubs. Under no circumstances is the reward scheme to be used to provide private benefits to staff or councillors.
- Payments made using Corporate Credit Card will be disclosed in monthly agenda report to council and statements made available for councillors to view.

Cardholders Breaching Credit Card Policy

- Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive and unreasonable will be reported to the Chief Executive Officer or Deputy CEO. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the Chief Executive Officer or Deputy CEO which may result in the withdrawal of the card or termination of employment.
- Cardholders that do not follow any component of the policy, at the discretion of the Chief Executive Officer, may have their credit card cancelled.

- *If the purchase has a component that is private in nature, the entire purchase will be recovered by the cardholder as private expenditure.*

Purchasing

- *Corporate credit cards are only be used for purchasing goods and services on behalf of the Shire of Wickepin which is authorised in the current budget.*
- *Cardholders must follow the Shire of Wickepin Purchasing Policy.*
- *Personal expenditure is prohibited.*
- *The credit card is not be used for cash withdrawals.*
- *The maximum credit card limit is \$5,000.*
- *Where the purchase has been made via facsimile, telephone or over the internet, an invoice or receipt is must be provided containing details of the purchase.*
- *For fringe benefits tax record keeping purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire of Wickepin staff.*

Payments

- *The monthly credit card statement is paid via a direct debit on or before the due date.*
- *All tax invoices and supporting documents for credit card purchases are to be presented to the Finance Officer to be matched up with the statement.*
- *The Finance Officer will code the individual transactions and submit the list to the credit card holder for their confirmation. The transaction list and associated codes will also be authorised by the Deputy CEO or Manager of Works.*
- *The Deputy CEO will be required to authorise and sign the Chief Executive Officer's statement.*

Authorised Use and Limits

- *A credit card may be issued to the Chief Executive Officer and any authorised officers that would benefit from using this payment method.*
- *Council must approve the use of a credit card to the Chief Executive Officer and any changes to their credit card limit up to a maximum of \$5,000.*
- *The Chief Executive Officer may approve the use and any changes to credit card limits up to a maximum \$5,000 for any authorised officers.*
- *The Local Government Act 1995 does not allow for the issue of credit cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card. The Shire of Wickepin may only pay allowances or reimburse expenses to an elected member.*

Finance Officer Responsibilities

The Finance Officer will:

- *Arrange the issuing and cancellations of credit cards as directed by the Chief Executive Officer.*
- *Maintain a register of all cardholders.*
- *Provide cardholders with the Credit Card Policy and where required any changes to the policy and their responsibilities and obligations as cardholders.*
- *Process payments of credit cards including the attachment of all receipts and tax invoices and the relevant authorising officers have signed off on the statements.*
- *Arrange for all cardholders to sign the Credit cardholder Agreement (**refer to Appendix A**) on receipt of the issue of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in the Synergy Central Records system.*

Cardholders Responsibilities and Obligations

Credit cardholder's must:

- Keep their card in a safe place.
- Make payments for goods and services that are within their card limit, budget and authority to do so.
- Adhere to the Corporate Credit Card Policy and procedures and Purchasing Policy.
- Ensure all receipts and tax invoices are kept and submitted to the Finance Officer within seven days of receipt.

Appendix A - AUTHORITY FOR ISSUE OF CORPORATE CREDIT CARD	
Name of Cardholder:	
Position:	
From:	Chief Executive Officer
Date:	

As the Chief Executive Officer, I have authorised the issue of a Shire of Wickepin Corporate Credit Card in line with your official duties as a _____(insert position).

The following conditions apply;

- You have been authorised a card limit of \$_____.
- All purchases are for budgeted expenses within the Shire of Wickepin budget and within the level of your purchasing policy.
- The card is issued in your name, however it is a corporate credit card and all transactions must be official transactions on behalf of the Shire of Wickepin. Under no circumstances must the card be used for private purposes. When a transaction has a small component of private expenditure in nature, the entire transaction must be repaid to the Shire of Wickepin.
- The Chief Executive Officer can call an enquiry into the use of the card, and any findings of transactions that are unauthorised, excessive or unreasonable will result in disciplinary action.
- The card must be kept in a safe place.
- Under no circumstances is cash to be withdrawn from the card.
- All tax invoices and receipts must be kept to validate transactions. The card holder must ensure that a tax invoices and receipts (not EFTPOS slips) contain the following;
 - Suppliers name.
 - Suppliers ABN.
 - Brief description of goods and services supplied.
 - Identifies transactions where GST applies.
- If the transaction relates to entertainment, the cardholder must document how many people they entertained and the names of Shire of Wickepin employees that attended for Fringe Benefit Tax reporting.
- The cardholder must certify that the transactions on the statement are correct.
- Only supervisors can sign off on credit card statements and in the case of the Chief Executive Officer, this must be signed off by the Shire President.
- If the card is lost or stolen, you must immediately contact ANZ Commercial Cards Customer Service on 1800 032 481. The Finance Officer must also be notified in writing to arrange replacement card.
- If your employment is terminated, your card and all tax invoices and receipts must be submitted to the Finance Officer two weeks before employment ceases to ensure account is settled.
- If you agree to abide by the terms above and all other conditions set out in Council Policy 1.1.1 Corporate Credit Cards please sign and return this statement to the Deputy CEO or Finance Officer.

Signature

Date

Statutory Environment: *Shire of Wickepin Policy Manual 2015*
Local Government Act 1995

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

1.1.6 Council is being requested to adopt the new Corporate Credit Card Policy.

Recommendation:

That Council adopt the new Corporate Credit Card Policy as follows:

1.1.7 CORPORATE CREDIT CARD

OBJECTIVE: Provide clear parameters in relation to corporate credit cards.

Credit cards can be an efficient method of purchasing goods and services and can reduce administration costs as well as the need to carry cash. If not properly controlled, they can also expose the Shire of Wickepin to significant risks. These risks can be minimised by implementing policies to control their use. The purpose of the Corporate Credit Card Policy is to establish the guidelines for use of the credit card and responsibilities of cardholders.

Legislation

The following provisions of the Local Government Act 1995 (the Act) and associated regulations impact on the use and control of corporate credit cards:

- *Section 2.7(2)(a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the policies of the local government.*
- *Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.*
- *Local Government (Financial Management) Regulation 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.*

Policy and Procedure Governing the Use of Corporate Credit Cards

The following policies and procedures are designed to control the use of credit cards:

- *An agreement must be signed by the cardholder and the Shire setting out the cardholder's responsibilities and legal obligations when using the credit card.*
- *A register should be kept of all current cardholders including, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase.*
- *All new and existing cardholders are to be provided with a copy of the policy relating to the use of credit cards on an annual basis.*
- *In the event that a cardholder ceases employment, takes an extended period of leave, or moves to a position which does not require the use of a credit card, the cardholder must return the card to the CEO two weeks before termination date, to arrange cancellation and destruction of the card and to ensure all receipts are obtained and the account has been settled.*
- *In the event that the cardholder loses or misplace their credit card they must notify the issuing financial institution and CEO immediately.*

- *The credit card account will be unique to the user and may not be transferred to other users.*
- *If the credit cards issued by the financial institution include reward schemes such as frequent flyer points of fly buys, these will be accumulated in the name of the Shire of Wickepin. The Chief Executive Officer, at their discretion, will decide how these rewards are utilised and could include offering these to charitable institutions, or sporting clubs. Under no circumstances is the reward scheme to be used to provide private benefits to staff or councillors.*
- *Payments made using Corporate Credit Card will be disclosed in monthly agenda report to council and statements made available for councillors to view.*

Cardholders Breaching Credit Card Policy

- *Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive and unreasonable will be reported to the Chief Executive Officer or Deputy CEO. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the Chief Executive Officer or Deputy CEO which may result in the withdrawal of the card or termination of employment. .*
- *Cardholders that do not follow any component of the policy, at the discretion of the Chief Executive Officer, may have their credit card cancelled.*
- *If the purchase has a component that is private in nature, the entire purchase will be recovered by the cardholder as private expenditure.*

Purchasing

- *Corporate credit cards are only be used for purchasing goods and services on behalf of the Shire of Wickepin which is authorised in the current budget.*
- *Cardholders must follow the Shire of Wickepin Purchasing Policy.*
- *Personal expenditure is prohibited.*
- *The credit card is not be used for cash withdrawals.*
- *The maximum credit card limit is \$5,000.*
- *Where the purchase has been made via facsimile, telephone or over the internet, an invoice or receipt is must be provided containing details of the purchase.*
- *For fringe benefits tax record keeping purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire of Wickepin staff.*

Payments

- *The monthly credit card statement is paid via a direct debit on or before the due date.*
- *All tax invoices and supporting documents for credit card purchases are to be presented to the Finance Officer to be matched up with the statement.*
- *The Finance Officer will code the individual transactions and submit the list to the credit card holder for their confirmation. The transaction list and associated codes will also be authorised by the Deputy CEO or Manager of Works.*
- *The Deputy CEO will be required to authorise and sign the Chief Executive Officer's statement.*

Authorised Use and Limits

- *A credit card may be issued to the Chief Executive Officer and any authorised officers that would benefit from using this payment method.*
- *Council must approve the use of a credit card to the Chief Executive Officer and any changes to their credit card limit up to a maximum of \$5,000.*
- *The Chief Executive Officer may approve the use and any changes to credit card limits up to a maximum \$5,000 for any authorised officers.*
- *The Local Government Act 1995 does not allow for the issue of credit cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card. The Shire of Wickepin may only pay allowances or reimburse expenses to an elected member.*

Finance Officer Responsibilities

The Finance Officer will:

- Arrange the issuing and cancellations of credit cards as directed by the Chief Executive Officer.
- Maintain a register of all cardholders.
- Provide cardholders with the Credit Card Policy and where required any changes to the policy and their responsibilities and obligations as cardholders.
- Process payments of credit cards including the attachment of all receipts and tax invoices and the relevant authorising officers have signed off on the statements.
- Arrange for all cardholders to sign the Credit cardholder Agreement (**refer to Appendix A**) on receipt of the issue of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in the Synergy Central Records system.

Cardholders Responsibilities and Obligations

Credit cardholder's must:

- Keep their card in a safe place.
- Make payments for goods and services that are within their card limit, budget and authority to do so.
- Adhere to the Corporate Credit Card Policy and procedures and Purchasing Policy.
- Ensure all receipts and tax invoices are kept and submitted to the Finance Officer within seven days of receipt.

Appendix A - AUTHORITY FOR ISSUE OF CORPORATE CREDIT CARD	
Name of Cardholder:	
Position:	
From:	Chief Executive Officer
Date:	

As the Chief Executive Officer, I have authorised the issue of a Shire of Wickepin Corporate Credit Card in line with your official duties as a _____(insert position).

The following conditions apply;

- You have been authorised a card limit of \$_____.
- All purchases are for budgeted expenses within the Shire of Wickepin budget and within the level of your purchasing policy.
- The card is issued in your name, however it is a corporate credit card and all transactions must be official transactions on behalf of the Shire of Wickepin. Under no circumstances must the card be used for private purposes. When a transaction has a small component of private expenditure in nature, the entire transaction must be repaid to the Shire of Wickepin.
- The Chief Executive Officer can call an enquiry into the use of the card, and any findings of transactions that are unauthorised, excessive or unreasonable will result in disciplinary action.
- The card must be kept in a safe place.
- Under no circumstances is cash to be withdrawn from the card.
- All tax invoices and receipts must be kept to validate transactions. The card holder must ensure that a tax invoices and receipts (not EFTPOS slips) contain the following;
 - Suppliers name.
 - Suppliers ABN.
 - Brief description of goods and services supplied.
 - Identifies transactions where GST applies.

- *If the transaction relates to entertainment, the cardholder must document how many people they entertained and the names of Shire of Wickepin employees that attended for Fringe Benefit Tax reporting.*
- *The cardholder must certify that the transactions on the statement are correct.*
- *Only supervisors can sign off on credit card statements and in the case of the Chief Executive Officer, this must be signed off by the Shire President.*
- *If the card is lost or stolen, you must immediately contact ANZ Commercial Cards Customer Service on 1800 032 481. The Finance Officer must also be notified in writing to arrange replacement card.*
- *If your employment is terminated, your card and all tax invoices and receipts must be submitted to the Finance Officer two weeks before employment ceases to ensure account is settled.*
- *If you agree to abide by the terms above and all other conditions set out in Council Policy 1.1.1 Corporate Credit Cards please sign and return this statement to the Deputy CEO or Finance Officer.*

Signature

Date

Voting Requirements: Simple Majority

Resolution No 210617-16

Moved Cr Lansdell / Seconded Cr Martin

That Council adopt the new Corporate Credit Card Policy as follows:

CORPORATE CREDIT CARD

OBJECTIVE: Provide clear parameters in relation to corporate credit cards.

Credit cards can be an efficient method of purchasing goods and services and can reduce administration costs as well as the need to carry cash. If not properly controlled, they can also expose the Shire of Wickepin to significant risks. These risks can be minimised by implementing policies to control their use. The purpose of the Corporate Credit Card Policy is to establish the guidelines for use of the credit card and responsibilities of cardholders.

Legislation

The following provisions of the Local Government Act 1995 (the Act) and associated regulations impact on the use and control of corporate credit cards:

- *Section 2.7(2)(a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the policies of the local government.*
- *Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.*
- *Local Government (Financial Management) Regulation 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.*

Policy and Procedure Governing the Use of Corporate Credit Cards

The following policies and procedures are designed to control the use of credit cards:

- *An agreement must be signed by the cardholder and the Shire setting out the cardholder's responsibilities and legal obligations when using the credit card.*

- *A register should be kept of all current cardholders including, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase.*
- *All new and existing cardholders are to be provided with a copy of the policy relating to the use of credit cards on an annual basis.*
- *In the event that a cardholder ceases employment, takes an extended period of leave, or moves to a position which does not require the use of a credit card, the cardholder must return the card to the CEO two weeks before termination date, to arrange cancellation and destruction of the card and to ensure all receipts are obtained and the account has been settled.*
- *In the event that the cardholder loses or misplace their credit card they must notify the issuing financial institution and CEO immediately.*
- *The credit card account will be unique to the user and may not be transferred to other users.*
- *If the credit cards issued by the financial institution include reward schemes such as frequent flyer points of fly buys, these will be accumulated in the name of the Shire of Wickepin. The Chief Executive Officer, at their discretion, will decide how these rewards are utilised and could include offering these to charitable institutions, or sporting clubs. Under no circumstances is the reward scheme to be used to provide private benefits to staff or councillors.*
- *Payments made using Corporate Credit Card will be disclosed in monthly agenda report to council and statements made available for councillors to view.*

Cardholders Breaching Credit Card Policy

- *Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive and unreasonable will be reported to the Chief Executive Officer or Deputy CEO. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the Chief Executive Officer or Deputy CEO which may result in the withdrawal of the card or termination of employment. .*
- *Cardholders that do not follow any component of the policy, at the discretion of the Chief Executive Officer, may have their credit card cancelled.*
- *If the purchase has a component that is private in nature, the entire purchase will be recovered by the cardholder as private expenditure.*

Purchasing

- *Corporate credit cards are only be used for purchasing goods and services on behalf of the Shire of Wickepin which is authorised in the current budget.*
- *Cardholders must follow the Shire of Wickepin Purchasing Policy.*
- *Personal expenditure is prohibited.*
- *The credit card is not be used for cash withdrawals.*
- *The maximum credit card limit is \$5,000.*
- *Where the purchase has been made via facsimile, telephone or over the internet, an invoice or receipt is must be provided containing details of the purchase.*
- *For fringe benefits tax record keeping purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire of Wickepin staff.*

Payments

- *The monthly credit card statement is paid via a direct debit on or before the due date.*
- *All tax invoices and supporting documents for credit card purchases are to be presented to the Finance Officer to be matched up with the statement.*
- *The Finance Officer will code the individual transactions and submit the list to the credit card holder for their confirmation. The transaction list and associated codes will also be authorised by the Deputy CEO or Manager of Works.*
- *The Deputy CEO will be required to authorise and sign the Chief Executive Officer's statement.*

Authorised Use and Limits

- *A credit card may be issued to the Chief Executive Officer and any authorised officers that would benefit from using this payment method.*

- Council must approve the use of a credit card to the Chief Executive Officer and any changes to their credit card limit up to a maximum of \$5,000.
- The Chief Executive Officer may approve the use and any changes to credit card limits up to a maximum \$5,000 for any authorised officers.
- The Local Government Act 1995 does not allow for the issue of credit cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card. The Shire of Wickepin may only pay allowances or reimburse expenses to an elected member.

Finance Officer Responsibilities

The Finance Officer will:

- Arrange the issuing and cancellations of credit cards as directed by the Chief Executive Officer.
- Maintain a register of all cardholders.
- Provide cardholders with the Credit Card Policy and where required any changes to the policy and their responsibilities and obligations as cardholders.
- Process payments of credit cards including the attachment of all receipts and tax invoices and the relevant authorising officers have signed off on the statements.
- Arrange for all cardholders to sign the Credit cardholder Agreement (**refer to Appendix A**) on receipt of the issue of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in the Synergy Central Records system.

Cardholders Responsibilities and Obligations

Credit cardholder's must:

- Keep their card in a safe place.
- Make payments for goods and services that are within their card limit, budget and authority to do so.
- Adhere to the Corporate Credit Card Policy and procedures and Purchasing Policy.
- Ensure all receipts and tax invoices are kept and submitted to the Finance Officer within seven days of receipt.

Appendix A - AUTHORITY FOR ISSUE OF CORPORATE CREDIT CARD	
Name of Cardholder:	
Position:	
From:	Chief Executive Officer
Date:	

As the Chief Executive Officer, I have authorised the issue of a Shire of Wickepin Corporate Credit Card in line with your official duties as a _____(insert position).

The following conditions apply;

- You have been authorised a card limit of \$_____.
- All purchases are for budgeted expenses within the Shire of Wickepin budget and within the level of your purchasing policy.
- The card is issued in your name, however it is a corporate credit card and all transactions must be official transactions on behalf of the Shire of Wickepin. Under no circumstances must the card be used for private purposes. When a transaction has a small component of private expenditure in nature, the entire transaction must be repaid to the Shire of Wickepin.
- The Chief Executive Officer can call an enquiry into the use of the card, and any findings of transactions that are unauthorised, excessive or unreasonable will result in disciplinary action.
- The card must be kept in a safe place.
- Under no circumstances is cash to be withdrawn from the card.

- *All tax invoices and receipts must be kept to validate transactions. The card holder must ensure that a tax invoices and receipts (not EFTPOS slips) contain the following;*
 - *Suppliers name.*
 - *Suppliers ABN.*
 - *Brief description of goods and services supplied.*
 - *Identifies transactions where GST applies.*
- *If the transaction relates to entertainment, the cardholder must document how many people they entertained and the names of Shire of Wickepin employees that attended for Fringe Benefit Tax reporting.*
- *The cardholder must certify that the transactions on the statement are correct.*
- *Only supervisors can sign off on credit card statements and in the case of the Chief Executive Officer, this must be signed off by the Shire President.*
- *If the card is lost or stolen, you must immediately contact ANZ Commercial Cards Customer Service on 1800 032 481. The Finance Officer must also be notified in writing to arrange replacement card.*
- *If your employment is terminated, your card and all tax invoices and receipts must be submitted to the Finance Officer two weeks before employment ceases to ensure account is settled.*
- *If you agree to abide by the terms above and all other conditions set out in Council Policy 1.1.1 Corporate Credit Cards please sign and return this statement to the Deputy CEO or Finance Officer.*

Signature

Date

Carried 8/0

Governance, Audit & Community Services

10.2.07 – Policy Manual – Dealing with Family Members

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	CM.POL.403
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 June 2017

Enclosure / Attachment: Nil

Background:

It has been recognised that a Dealing with Family Members policy is required.

Comment:

There is currently no previous policy on Dealing with Family Members.

The suggested Dealing with Family Members Policy is as follows:

1.1.8 DEALING WITH FAMILY MEMBERS

OBJECTIVE:

To set out the Shire's position in relation to dealings with family members, specifically:

- *Employment of individuals who are related to another employee or member of Council is covered by the Equal Opportunities Act 1984 and Section 5.40 of the Local Government Act 1995.*
- *Provision of services to individuals who are related to an employee or member of Council.*
- *Procurement of goods or services from individuals who are related to an employee or member of Council.*

Conflict of Interest

Conflicts of interest can occur when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities. The perception of a conflict of interest can be enough to undermine confidence in the integrity of the employee and the Shire of Wickepin. When dealing with family members, there is a clear potential for an employee's impartiality to be questioned by other staff and the community.

While this policy details specific dealings with family members, it should be noted that the Shire of Wickepin Employees and Councillors Code of Conduct states:

Employees will not take advantage of their position to improperly influence other council members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Elected Members shall not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

For the purposes of this policy, a "family member" is as defined in Section 6 of the Family Court Act 1997 (WA) and includes: Wife, husband, father, mother, son, daughter, grandfather, grandmother, step-father, step-mother, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, step brother, step-sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin. This also includes any legally recognised variation to these relationships, such as de facto, adoptive, ex-nuptial relationships, same sex relationships and changes resulting from separation / divorce.

Employment of Family Members

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Wickepin, the employee or member of Council will not sit on any selection panel relating to the position, and will not attempt to participate in or influence the selection process or decision in any way.

Although it is preferable for family members to hold positions in different areas within the Shire, there may be occasions where this is not possible and in these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing, writing or purchase orders, performance appraisals and staff management.

Except in exceptional circumstances, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed.

No employee will conduct a performance review of a family member, or take part in any salary, promotion, termination or disciplinary discussions or decisions in relation to the family member.

Provision of Services to Family Members

In a small rural local government it is inevitable that situations will arise where the Shire of Wickepin provides services to a family member of an employee. Wherever a discretionary power is being exercised, for example when considering a building application or granting a permit, the Code of Conduct requires the employee to declare their interest, and to disqualify themselves from dealing with their family member or close friend.

An employee should also consider if their impartiality is affected when dealing a customer who they know is a family member or friend of another employee.

Procurement of Goods and Services from Family Members

A situation may arise where the Shire of Wickepin purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- Not submit or authorise a purchase order for the goods or services involved.
- This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied with.

Statutory Environment: Shire of Wickepin Policy Manual 2015
Local Government Act 1995

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the Dealing with Family Members Policy.

Recommendation:

That Council adopt the Dealing with Family Members Policy as follows:

1.1.9 DEALING WITH FAMILY MEMBERS**OBJECTIVE:**

To set out the Shire's position in relation to dealings with family members, specifically:

- **Employment of individuals who are related to another employee or member of Council is covered by the Equal Opportunities Act 1984 and Section 5.40 of the Local Government Act 1995.**
- **Provision of services to individuals who are related to an employee or member of Council.**
- **Procurement of goods or services from individuals who are related to an employee or member of Council.**

Conflict of Interest

Conflicts of interest can occur when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities. The perception of a conflict of interest can be enough to undermine confidence in the integrity of the employee and the Shire of Wickepin. When dealing with family members, there is a clear potential for an employee's impartiality to be questioned by other staff and the community.

While this policy details specific dealings with family members, it should be noted that the Shire of Wickepin Employees and Councillors Code of Conduct states:

Employees will not take advantage of their position to improperly influence other council members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Elected Members shall not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

For the purposes of this policy, a "family member" is as defined in Section 6 of the Family Court Act 1997 (WA) and includes: Wife, husband, father, mother, son, daughter, grandfather, grandmother, step-father, step-mother, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, step brother, step-sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin. This also includes any legally recognised variation to these relationships, such as de facto, adoptive, ex-nuptial relationships, same sex relationships and changes resulting from separation / divorce.

Employment of Family Members

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Wickepin, the employee or member of Council will not sit on any selection panel relating to the position, and will not attempt to participate in or influence the selection process or decision in any way.

Although it is preferable for family members to hold positions in different areas within the Shire, there may be occasions where this is not possible and in these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing, writing or purchase orders, performance appraisals and staff management.

Except in exceptional circumstances, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed.

No employee will conduct a performance review of a family member, or take part in any salary, promotion, termination or disciplinary discussions or decisions in relation to the family member.

Provision of Services to Family Members

In a small rural local government it is inevitable that situations will arise where the Shire of Wickepin provides services to a family member of an employee. Wherever a discretionary power is being exercised, for example when considering a building application or granting a permit, the Code of Conduct requires the employee to declare their interest, and to disqualify themselves from dealing with their family member or close friend.

An employee should also consider if their impartiality is affected when dealing a customer who they know is a family member or friend of another employee.

Procurement of Goods and Services from Family Members

A situation may arise where the Shire of Wickepin purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- Not submit or authorise a purchase order for the goods or services involved.
- This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied with.

Voting Requirements: Simple Majority

Resolution No 210617-17

Moved Cr Lang / Seconded Cr Astbury

That Council adopt the Dealing with Family Members Policy as follows:

DEALING WITH FAMILY MEMBERS

OBJECTIVE:

To set out the Shire's position in relation to dealings with family members, specifically:

- **Employment of individuals who are related to another employee or member of Council is covered by the Equal Opportunities Act 1984 and Section 5.40 of the Local Government Act 1995.**
- **Provision of services to individuals who are related to an employee or member of Council.**
- **Procurement of goods or services from individuals who are related to an employee or member of Council.**

Conflict of Interest

Conflicts of interest can occur when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities. The perception of a conflict of interest can be enough to undermine confidence in the integrity of the employee and the Shire of Wickepin. When dealing with family members, there is a clear potential for an employee's impartiality to be questioned by other staff and the community.

While this policy details specific dealings with family members, it should be noted that the Shire of Wickepin Employees and Councillors Code of Conduct states:

Employees will not take advantage of their position to improperly influence other council members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Elected Members shall not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

For the purposes of this policy, a "family member" is as defined in Section 6 of the Family Court Act 1997 (WA) and includes: Wife, husband, father, mother, son, daughter, grandfather, grandmother, step-father, step-mother, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, step brother, step-sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin. This also includes any legally recognised variation to these

relationships, such as de facto, adoptive, ex-nuptial relationships, same sex relationships and changes resulting from separation / divorce.

Employment of Family Members

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Wickepin, the employee or member of Council will not sit on any selection panel relating to the position, and will not attempt to participate in or influence the selection process or decision in any way.

Although it is preferable for family members to hold positions in different areas within the Shire, there may be occasions where this is not possible and in these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing, writing or purchase orders, performance appraisals and staff management.

Except in exceptional circumstances, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed.

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Provision of Services to Family Members

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An employee should also consider if their impartiality is affected when dealing a customer who they know is a family member or friend of another employee.

Procurement of Goods and Services from Family Members

A situation may arise where the Shire of Wickepin purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- Not submit or authorise a purchase order for the goods or services involved.
- This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied with.

Carried 8/0

Governance, Audit & Community Services

10.2.08 – Policy Manual – Petty Cash

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	CM.POL.403
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 June 2017

Enclosure / Attachment: Nil

Background:

It has been recognised that a Petty Cash policy is required.

Comment:

There is currently no previous policy on Petty Cash.

The suggested Petty Cash Policy is as follows:

1.1.10 PETTY CASH

OBJECTIVE: Provide clear parameters in relation to the use of petty cash.

Petty cash advances are established to facilitate the payment of low-value claims to ensure that these claims are processed in the most efficient manner. Petty cash funds are to be used to pay for miscellaneous and incidental items of small value. Expenditure may only be incurred for Shire of Wickepin business purposes. This policy seeks to ensure that petty cash floats are established and managed appropriately and that staff are not financially disadvantaged as a result of incurring minor work-related expenses.

Policy and Procedure Governing the Use of Petty Cash

The following policies and procedures are designed to control the use of petty cash:

- *It shall be the responsibility of the CEO to consider any application for a petty cash float.*
- *The amount of the petty cash float shall be as determined by the CEO from time to time, but in general should not exceed \$500.*
- *It shall be the responsibility of the Finance Officer to manage the petty cash funds and their reimbursement according to this policy.*
- *Petty cash is only to be used where an urgent purchase is required and payment by corporate credit card is not an option or the amount does not warrant normal purchasing procedure.*
- *Petty cash claims over \$50 including GST must include a tax invoice.*
- *Petty cash claims under \$50 including GST must include one of the following:*
 - *a tax invoice*
 - *a cash register docket*
 - *a receipt*
 - *an invoice.*
 - *the name and ABN of the supplier, the date of purchase, a description of the items purchased, and the amount paid.*
- *Petty cash vouchers will be completed for each petty cash transaction. These vouchers will include:*
 - *Date of the transaction*
 - *GL or job number*
 - *Description of the purchase*
 - *Amount reimbursed to employee*
 - *Signature of the employee reimbursed*

- *At all times the sum of transactions made since the last reimbursement of the petty cash advance should equal the total value of the receipts on hand plus the amount of cash on hand to equal the total value of the petty cash advance.*
- *Petty cash must be reconciled monthly but reimbursed on an as needs basis no more than 2 months after the first transaction since the previous reimbursement.*
- *Petty cash must be reimbursed and reconciled 30 June to meet EOFY requirements.*

The following transactions are specifically excluded from petty cash reimbursement:

- *Cashing of cheques.*
- *Temporary loans to any person whatever.*
- *Payment of expenses exceeding \$100 for any one voucher.*
- *Payment of creditors' accounts.*
- *Purchase of fuel where a fuel card exists.*
- *Payment of any personal remuneration to any person whatever, whether for salaries, wages, honoraria or for any other reason.*

Reimbursement of Petty Cash

Petty cash advances are maintained on an imprest system, which means that details of all disbursements of petty cash to staff must be carefully recorded. To do this, a Petty Cash Reimbursement form is to be prepared listing each transaction from the petty cash advance. The Petty Cash Reimbursement form acts as a register of petty cash transactions and must contain the following information:

- *Date of transaction*
- *Name of supplier*
- *Amount including GST*
- *GST Amount*
- *Details of the transaction*
- *GL/Job allocation*
- *Balance of petty cash remaining*

Regulation 11 of the Local Government (Financial Management) Regulations 1996 states:

- (1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –*
- (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
- (b) *petty cash systems.*

Statutory Environment: *Shire of Wickepin Policy Manual 2015
Local Government Act 1995*

Policy Implications: *As above*

Financial Implications: *Nil*

Strategic Implications: *Nil*

Summary:

Council is being requested to adopt the Petty Cash Policy.

Recommendation:

That Council adopt the Petty Cash Policy as follows:

1.1.11 PETTY CASH**OBJECTIVE: Provide clear parameters in relation to the use of petty cash.**

Petty cash advances are established to facilitate the payment of low-value claims to ensure that these claims are processed in the most efficient manner. Petty cash funds are to be used to pay for miscellaneous and incidental items of small value. Expenditure may only be incurred for Shire of Wickepin business purposes. This policy seeks to ensure that petty cash floats are established and managed appropriately and that staff are not financially disadvantaged as a result of incurring minor work-related expenses.

Policy and Procedure Governing the Use of Petty Cash

The following policies and procedures are designed to control the use of petty cash:

- It shall be the responsibility of the CEO to consider any application for a petty cash float.
- The amount of the petty cash float shall be as determined by the CEO from time to time, but in general should not exceed \$500.
- It shall be the responsibility of the Finance Officer to manage the petty cash funds and their reimbursement according to this policy.
- Petty cash is only to be used where an urgent purchase is required and payment by corporate credit card is not an option or the amount does not warrant normal purchasing procedure.
- Petty cash claims over \$50 including GST must include a tax invoice.
- Petty cash claims under \$50 including GST must include one of the following:
 - a tax invoice
 - a cash register docket
 - a receipt
 - an invoice.
 - the name and ABN of the supplier, the date of purchase, a description of the items purchased, and the amount paid.
- Petty cash vouchers will be completed for each petty cash transaction. These vouchers will include:
 - Date of the transaction
 - GL or job number
 - Description of the purchase
 - Amount reimbursed to employee
 - Signature of the employee reimbursed
- At all times the sum of transactions made since the last reimbursement of the petty cash advance should equal the total value of the receipts on hand plus the amount of cash on hand to equal the total value of the petty cash advance.
- Petty cash must be reconciled monthly but reimbursed on an as needs basis no more than 2 months after the first transaction since the previous reimbursement.
- Petty cash must be reimbursed and reconciled 30 June to meet EOFY requirements.

The following transactions are specifically excluded from petty cash reimbursement:

- Cashing of cheques.
- Temporary loans to any person whatever.
- Payment of expenses exceeding \$100 for any one voucher.
- Payment of creditors' accounts.
- Purchase of fuel where a fuel card exists.
- Payment of any personal remuneration to any person whatever, whether for salaries, wages, honoraria or for any other reason.

Reimbursement of Petty Cash

Petty cash advances are maintained on an imprest system, which means that details of all disbursements of petty cash to staff must be carefully recorded. To do this, a Petty Cash Reimbursement form is to be prepared listing each transaction from the petty cash advance. The Petty Cash Reimbursement form acts as a register of petty cash transactions and must contain the following information:

- Date of transaction
- Name of supplier
- Amount including GST
- GST Amount
- Details of the transaction
- GL/Job allocation
- Balance of petty cash remaining

Regulation 11 of the Local Government (Financial Management) Regulations 1996 states:

- (2) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –
- (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
- (b) petty cash systems.

Voting Requirements: Simple Majority

Resolution No 210617-18

Moved Cr Martin / Seconded Cr Lang

That Council adopt the Petty Cash Policy as follows:

PETTY CASH

OBJECTIVE: Provide clear parameters in relation to the use of petty cash.

Petty cash advances are established to facilitate the payment of low-value claims to ensure that these claims are processed in the most efficient manner. Petty cash funds are to be used to pay for miscellaneous and incidental items of small value. Expenditure may only be incurred for Shire of Wickepin business purposes. This policy seeks to ensure that petty cash floats are established and managed appropriately and that staff are not financially disadvantaged as a result of incurring minor work-related expenses.

Policy and Procedure Governing the Use of Petty Cash

The following policies and procedures are designed to control the use of petty cash:

- It shall be the responsibility of the CEO to consider any application for a petty cash float.
- The amount of the petty cash float shall be as determined by the CEO from time to time, but in general should not exceed \$500.
- It shall be the responsibility of the Finance Officer to manage the petty cash funds and their reimbursement according to this policy.
- Petty cash is only to be used where an urgent purchase is required and payment by corporate credit card is not an option or the amount does not warrant normal purchasing procedure.
- Petty cash claims over \$50 including GST must include a tax invoice.
- Petty cash claims under \$50 including GST must include one of the following:
 - a tax invoice
 - a cash register docket
 - a receipt

- *an invoice.*
- *the name and ABN of the supplier, the date of purchase, a description of the items purchased, and the amount paid.*
- *Petty cash vouchers will be completed for each petty cash transaction. These vouchers will include:*
 - *Date of the transaction*
 - *GL or job number*
 - *Description of the purchase*
 - *Amount reimbursed to employee*
 - *Signature of the employee reimbursed*
- *At all times the sum of transactions made since the last reimbursement of the petty cash advance should equal the total value of the receipts on hand plus the amount of cash on hand to equal the total value of the petty cash advance.*
- *Petty cash must be reconciled monthly but reimbursed on an as needs basis no more than 2 months after the first transaction since the previous reimbursement.*
- *Petty cash must be reimbursed and reconciled 30 June to meet EOFY requirements.*

The following transactions are specifically excluded from petty cash reimbursement:

- *Cashing of cheques.*
- *Temporary loans to any person whatever.*
- *Payment of expenses exceeding \$100 for any one voucher.*
- *Payment of creditors' accounts.*
- *Purchase of fuel where a fuel card exists.*
- *Payment of any personal remuneration to any person whatever, whether for salaries, wages, honoraria or for any other reason.*

Reimbursement of Petty Cash

Petty cash advances are maintained on an imprest system, which means that details of all disbursements of petty cash to staff must be carefully recorded. To do this, a Petty Cash Reimbursement form is to be prepared listing each transaction from the petty cash advance. The Petty Cash Reimbursement form acts as a register of petty cash transactions and must contain the following information:

- *Date of transaction*
- *Name of supplier*
- *Amount including GST*
- *GST Amount*
- *Details of the transaction*
- *GL/Job allocation*
- *Balance of petty cash remaining*

Regulation 11 of the Local Government (Financial Management) Regulations 1996 states:

- (3) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –*
- (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
- (b) *petty cash systems.*

Carried 8/0

Governance, Audit & Community Services

10.2.09 – Policy Manual – Purchasing

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	CM.POL.403
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 June 2017

Enclosure / Attachment: Nil

Background:

It has been recognised that the Purchasing policy requires updating.

Comment:

Council's previous policy is as follows:

1.1.12 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.

1.1.12.1 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.

1.1.12.2 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.

1.1.12.3 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:

- Exclusive of Goods and Services Tax (GST);
- 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.
- 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 - 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 this 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.

1.1.12.4 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.

1.1.12.5 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.

1.1.12.6 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.

1.1.12.7 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.

1.1.12.8 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.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
211216-11	21/12/2016
150317-11	15/03/2017

The Purchasing policy has been added to with the following changes indicated in red:

1.1.13 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.

1.1.13.1 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.

1.1.13.2 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.*

1.1.13.3 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:

- *Exclusive of Goods and Services Tax (GST);*
- *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.*
- *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 - 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 this 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;

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- the purchase is under auction that has been authorised by Council;
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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.

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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.

1.1.13.4 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.

1.1.13.5 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.

1.1.13.6 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.

1.1.13.7 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.

1.1.13.8 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.

1.1.13.9 SHIRE OF WICKEPIN PREFERRED SUPPLIERS

From time to time, the Shire of Wickepin will seek expressions of interest from parties wanting to be Preferred Supplier. Suppliers holding Preferred Supplier Status will have been pre-qualified as being able to demonstrate the following:

- Value for Money.
- Reliability.
- Efficiency.
- Compatibility with the Shire of Wickepin administrative process. ie easy to deal with.
- Proven work history and/or historical knowledge of buildings, systems or issues.
- Adherence to general Shire of Wickepin policies, i.e. local business,
-

Purchases can be made from a Preferred Suppliers list of businesses for less than \$10,000 for a single purchase, with the cumulative total of the purchases not exceeding \$100,000 for each financial year. The Finance Officer will monitor these levels.

Statutory Environment: Shire of Wickepin Policy Manual 2015
Local Government Act 1995

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the new Purchasing Policy.

Recommendation:

That Council adopt the new Purchasing Policy as follows:

1.1.14 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.

1.1.14.1 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.

1.1.14.2 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.

1.1.14.3 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:

- Exclusive of Goods and Services Tax (GST);
- 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.
- 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 - 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 this 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>
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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.

1.1.14.4 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.*

1.1.14.5 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.

1.1.14.6 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.

1.1.14.7 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.

1.1.14.8 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.

1.1.14.9 SHIRE OF WICKEPIN PREFERRED SUPPLIERS

From time to time, the Shire of Wickepin will seek expressions of interest from parties wanting to be Preferred Supplier. Suppliers holding Preferred Supplier Status will have been pre-qualified as being able to demonstrate the following:

- Value for Money.
- Reliability.
- Efficiency.
- Compatibility with the Shire of Wickepin administrative process. ie easy to deal with.
- Proven work history and/or historical knowledge of buildings, systems or issues.
- Adherence to general Shire of Wickepin policies, i.e. local business,

Purchases can be made from a Preferred Suppliers list of businesses for less than \$10,000 for a single purchase, with the cumulative total of the purchases not exceeding \$100,000 for each financial year. The Finance Officer will monitor these levels.

Voting Requirements: Simple Majority

Resolution No 210617-19

Moved Cr Lansdell / Seconded Cr Astbury

That Council adopt the new Purchasing Policy as follows:

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.

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.

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.

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:

- Exclusive of Goods and Services Tax (GST);
- 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.
- 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 Threshold	Value	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 - 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;

	<p>or</p> <ul style="list-style-type: none"> - 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 this 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.

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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- *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.*

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.

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.

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.

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.

SHIRE OF WICKEPIN PREFERRED SUPPLIERS

From time to time, the Shire of Wickepin will seek expressions of interest from parties wanting to be Preferred Supplier. Suppliers holding Preferred Supplier Status will have been pre-qualified as being able to demonstrate the following:

- *Value for Money.*
- *Reliability.*
- *Efficiency.*
- *Compatibility with the Shire of Wickepin administrative process. ie easy to deal with.*
- *Proven work history and/or historical knowledge of buildings, systems or issues.*
- *Adherence to general Shire of Wickepin policies, i.e. local business,*

Purchases can be made from a Preferred Suppliers list of businesses for less than \$10,000 for a single purchase, with the cumulative total of the purchases not exceeding \$100,000 for each financial year. The Finance Officer will monitor these levels.

Carried 8/0

Governance, Audit & Community Services

10.2.10 – Policy Manual – Related Party Disclosures

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	CM.POL.403
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 June 2017

Enclosure / Attachment: Related Party Disclosure Form (attached under separate cover)

Background:

It has been recognised that a Related Party Disclosures policy is required.

Comment:

There is currently no previous policy on Related Party Disclosures.

The suggested Related Party Disclosures Policy is as follows:

1.1.1 RELATED PARTY DISCLOSURES

OBJECTIVE: To establish a procedure for related party disclosures

The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

BACKGROUND

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Wickepin must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

1. Identification of Related Parties

AASB 124 provides that the Shire of Wickepin will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Wickepin has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Wickepin will therefore be required to assess all transactions made with these persons or entities.

2. **Identification of related party transactions**

A related party transaction is a transfer of resources, services or obligations between the Shire of Wickepin (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Shire of Wickepin owned facilities such as [Community Centre, pool, library, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire of Wickepin for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire of Wickepin owned property or property sub-leased by the Shire of Wickepin through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire of Wickepin and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Wickepin (trading arrangement)
- Sale or purchase of any property owned by the Shire of Wickepin, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Wickepin
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Wickepin can determine that an OCT was provided at arms length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3. **Disclosure Requirements**

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required.

Where these services were not provided at arms length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of disclosures

Elected Council members and KMP will be required to complete a Related Party Disclosures - Declaration form each quarter.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

4. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Further Information

Related Party Disclosures - Declaration form

Statutory Environment: *Shire of Wickepin Policy Manual 2015*
 Local Government Act 1995

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the Related Party Disclosures Policy.

Recommendation:

That Council adopt the Related Party Disclosures Policy as follows:

1.1.2 RELATED PARTY DISCLOSURES

OBJECTIVE: To establish a procedure for related party disclosures

The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

BACKGROUND

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Wickepin must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

5. Identification of Related Parties

AASB 124 provides that the Shire of Wickepin will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Wickepin has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).
-

The Shire of Wickepin will therefore be required to assess all transactions made with these persons or entities.

6. Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Wickepin (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Shire of Wickepin owned facilities such as [Community Centre, pool, library, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire of Wickepin for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire of Wickepin owned property or property sub-leased by the Shire of Wickepin through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire of Wickepin and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Wickepin (trading arrangement)
- Sale or purchase of any property owned by the Shire of Wickepin, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Wickepin
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Wickepin can determine that an OCT was provided at arms length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

7. Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required.

Where these services were not provided at arms length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of disclosures

Elected Council members and KMP will be required to complete a Related Party Disclosures – Declaration form each quarter. Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

8. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Further Information

Related Party Disclosures - Declaration form

Voting Requirements: Simple Majority

Resolution No 210617-20**Moved Cr Lang / Seconded Cr Martin**

That Council adopt the Related Party Disclosures Policy as follows:

RELATED PARTY DISCLOSURES**OBJECTIVE: To establish a procedure for related party disclosures**

The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

BACKGROUND

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Wickepin must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Identification of Related Parties

AASB 124 provides that the Shire of Wickepin will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Wickepin has identified the following persons as meeting the definition of Related Party:

- *An elected Council member*
- *Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director*
- *Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.*
- *Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).*

The Shire of Wickepin will therefore be required to assess all transactions made with these persons or entities.

Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Wickepin (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- *Paying rates*
- *Fines*
- *Use of Shire of Wickepin owned facilities such as [Community Centre, pool, library, parks, ovals and other public open spaces (whether charged a fee or not)]*
- *Attending council functions that are open to the public*
- *Employee compensation whether it is for KMP or close family members of KMP*
- *Application fees paid to the Shire of Wickepin for licences, approvals or permits*
- *Lease agreements for housing rental (whether for a Shire of Wickepin owned property or property sub-leased by the Shire of Wickepin through a Real Estate Agent)*
- *Lease agreements for commercial properties*

- Monetary and non-monetary transactions between the Shire of Wickepin and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Wickepin (trading arrangement)
- Sale or purchase of any property owned by the Shire of Wickepin, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Wickepin
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Wickepin can determine that an OCT was provided at arms length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required.

Where these services were not provided at arms length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of disclosures

Elected Council members and KMP will be required to complete a Related Party Disclosures – Declaration form each quarter. Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Further Information

Related Party Disclosures - Declaration form

Carried 8/0

Governance, Audit & Community Services

10.2.11 – Policy Manual – Debts (Other than Rates and Service Charges)

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	CM.POL.403
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 June 2017

Enclosure / Attachment: Nil

Background:

It has been recognised that a Debts (Other than Rates and Service Charges) Policy needs updating.

Comment:

The suggested Debts (Other than Rates and Service Charges) Policy is as follows:

1.1.14.10 DEBTS (OTHER THAN RATES AND SERVICE CHARGES)

Objective: *The following guidelines and procedures will apply to all those invoices raised in respect of non-rates and service charges debtors.*

Debt Management

Invoices for goods or service rendered to the debtor are usually due 30 days after the date of invoice unless specific regulations apply or application for special payment arrangement has been approved.

Invoicing

A debt is created when the service is provided or when the invoice is created; whichever occurs first. Unless there is regulation or accepted practice to the contrary, an invoice should be produced and payment requested at the time, or in advance, of the service being provided. This practice reduces the risk of non-payment. It is recognised that there will be instances where invoicing and payment in advance is not practicable.

Invoices will detail payment terms and that interest may apply to accounts that are outstanding for 60 days and over. Interest will not apply to invoices generated in relation to unpaid grants.

If the invoice is not paid within 60 days of the due date then the following will apply:

Recovery Procedure

- *A Statement will be sent at the end of the month advising the debtor that the account is due for payment.*
- *If the debt remains outstanding after 60 days a Reminder Notice will be issued advising the debtor to contact the Shire of Wickepin if they wish to dispute or query the invoice otherwise payment is expected within 14 days of the issue date of the letter.*
- *If no response is received from the debtor and the debt remaining after 90 days then a Demand Notice will be sent to the debtor advising that if payment is not made within 14 days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.*
- *If there is still no response received from the debtor in response to the Notice of Demand, the debt may be sent to the debt collection agency. A demand notice may not be sent in relation to unpaid grants. However, further reminder notices should continue to be sent.*

A record shall be kept of all attempts to contact the debtor, whether successful or unsuccessful.

Application for Special Payment Arrangement

Debtors experiencing difficulties in paying their debts by the specified due date can apply to the Shire of Wickepin to enter into a Negotiated Special Payment Arrangement.

Write-Off

Once all reasonable attempts to either locate the debtor or to obtain payment have failed, or the cost of recovery exceeds the debt amount the Finance Officer will submit a written request to the Chief Executive Officer for the invoice to be considered for write off. Approval will be sought from the Chief Executive Officer and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the debtors system.

Debt Raised in Error or Debt Adjustment

In the event that an invoice has been raised in error, the Finance Officer will complete a request to raise invoice or request to raise credit note as required to correct the error detailing the reason for the error and supply supporting documentation. This is to be authorised by the Chief Executive Officer or Deputy Chief Executive Officer.

Other Action Which May be Taken

The following list of actions may also be instituted at the discretion of the Chief Executive Officer, against defaulting sundry debtors, who do not respond to normal requests for payment:

- *Rescind any seasonal hall/reserve booking licence (if applicable).*
- *Refuse further hire of facilities, private works, etc.*
- *Request up-front bonds for future dealings with the Shire of Wickepin, which may be used to offset against the outstanding debt.*
- *Offset of any Shire of Wickepin contributions owing to the personal entity against, any outstanding debt.*
- *Report the matter to Council to consider cancellation of a Lease Agreement (if applicable).*
- *Commencement of Court proceedings to recover the outstanding monies.*

Statutory Environment: *Shire of Wickepin Policy Manual 2015
Local Government Act 1995*

Policy Implications: *As above*

Financial Implications: *Nil*

Strategic Implications: *Nil*

Summary:

Council is being requested to adopt the Debts (Other than Rates and Service Charges) Policy.

Recommendation:

That Council adopt the Debts (Other than Rates and Service Charges) Policy as follows:

1.1.14.11 DEBTS (OTHER THAN RATES AND SERVICE CHARGES)

Objective: *The following guidelines and procedures will apply to all those invoices raised in respect of non-rates and service charges debtors.*

Debt Management

Invoices for goods or service rendered to the debtor are usually due 30 days after the date of invoice unless specific regulations apply or application for special payment arrangement has been approved.

Invoicing

A debt is created when the service is provided or when the invoice is created; whichever occurs first. Unless there is regulation or accepted practice to the contrary, an invoice should be produced and payment requested at the time, or in advance, of the service being provided. This practice reduces the risk of non-payment. It is recognised that there will be instances where invoicing and payment in advance is not practicable.

Invoices will detail payment terms and that interest may apply to accounts that are outstanding for 60 days and over. Interest will not apply to invoices generated in relation to unpaid grants.

If the invoice is not paid within 60 days of the due date then the following will apply:

Recovery Procedure

- A Statement will be sent at the end of the month advising the debtor that the account is due for payment.
- If the debt remains outstanding after 60 days a Reminder Notice will be issued advising the debtor to contact the Shire of Wickepin if they wish to dispute or query the invoice otherwise payment is expected within 14 days of the issue date of the letter.
- If no response is received from the debtor and the debt remaining after 90 days then a Demand Notice will be sent to the debtor advising that if payment is not made within 14 days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.
- If there is still no response received from the debtor in response to the Notice of Demand, the debt may be sent to the debt collection agency. A demand notice may not be sent in relation to unpaid grants. However, further reminder notices should continue to be sent.

A record shall be kept of all attempts to contact the debtor, whether successful or unsuccessful.

Application for Special Payment Arrangement

Debtors experiencing difficulties in paying their debts by the specified due date can apply to the Shire of Wickepin to enter into a Negotiated Special Payment Arrangement.

Write-Off

Once all reasonable attempts to either locate the debtor or to obtain payment have failed, or the cost of recovery exceeds the debt amount the Finance Officer will submit a written request to the Chief Executive Officer for the invoice to be considered for write off. Approval will be sought from the Chief Executive Officer and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the debtors system.

Debt Raised in Error or Debt Adjustment

In the event that an invoice has been raised in error, the Finance Officer will complete a request to raise invoice or request to raise credit note as required to correct the error detailing the reason for the error and supply supporting documentation. This is to be authorised by the Chief Executive Officer or Deputy Chief Executive Officer.

Other Action Which May be Taken

The following list of actions may also be instituted at the discretion of the Chief Executive Officer, against defaulting sundry debtors, who do not respond to normal requests for payment:

- Rescind any seasonal hall/reserve booking licence (if applicable).
- Refuse further hire of facilities, private works, etc.
- Request up-front bonds for future dealings with the Shire of Wickepin, which may be used to offset against the outstanding debt.
- Offset of any Shire of Wickepin contributions owing to the personal entity against, any outstanding debt.
- Report the matter to Council to consider cancellation of a Lease Agreement (if applicable).
- Commencement of Court proceedings to recover the outstanding monies.

Voting Requirements: Simple Majority

Resolution No 210617-21

Moved Cr Lansdell / Seconded Cr Martin

That Council adopt the Debts (Other than Rates and Service Charges) Policy as follows:

DEBTS (OTHER THAN RATES AND SERVICE CHARGES)

Objective: The following guidelines and procedures will apply to all those invoices raised in respect of non-rates and service charges debtors.

Debt Management

Invoices for goods or service rendered to the debtor are usually due 30 days after the date of invoice unless specific regulations apply or application for special payment arrangement has been approved.

Invoicing

A debt is created when the service is provided or when the invoice is created; whichever occurs first. Unless there is regulation or accepted practice to the contrary, an invoice should be produced and payment requested at the time, or in advance, of the service being provided. This practice reduces the risk of non-payment. It is recognised that there will be instances where invoicing and payment in advance is not practicable.

Invoices will detail payment terms and that interest may apply to accounts that are outstanding for 60 days and over. Interest will not apply to invoices generated in relation to unpaid grants.

If the invoice is not paid within 60 days of the due date then the following will apply:

Recovery Procedure

A Statement will be sent at the end of the month advising the debtor that the account is due for payment.

- If the debt remains outstanding after 60 days a Reminder Notice will be issued advising the debtor to contact the Shire of Wickepin if they wish to dispute or query the invoice otherwise payment is expected within 14 days of the issue date of the letter.

- If no response is received from the debtor and the debt remaining after 90 days then a Demand Notice will be sent to the debtor advising that if payment is not made within 14 days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.

- If there is still no response received from the debtor in response to the Notice of Demand, the debt may be sent to the debt collection agency. A demand notice may not be sent in relation to unpaid grants. However, further reminder notices should continue to be sent.

A record shall be kept of all attempts to contact the debtor, whether successful or unsuccessful.

Application for Special Payment Arrangement

Debtors experiencing difficulties in paying their debts by the specified due date can apply to the Shire of Wickepin to enter into a Negotiated Special Payment Arrangement.

Write-Off

Once all reasonable attempts to either locate the debtor or to obtain payment have failed, or the cost of recovery exceeds the debt amount the Finance Officer will submit a written request to the Chief Executive Officer for the invoice to be considered for write off.

Approval will be sought from the Chief Executive Officer and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the debtors system.

Debt Raised in Error or Debt Adjustment

In the event that an invoice has been raised in error, the Finance Officer will complete a request to raise invoice or request to raise credit note as required to correct the error detailing the reason for the error and supply supporting documentation. This is to be authorised by the Chief Executive Officer or Deputy Chief Executive Officer.

Other Action Which May be Taken

The following list of actions may also be instituted at the discretion of the Chief Executive Officer, against defaulting sundry debtors, who do not respond to normal requests for payment:

- Rescind any seasonal hall/reserve booking licence (if applicable).

- *Refuse further hire of facilities, private works, etc.*
- *Request up-front bonds for future dealings with the Shire of Wickepin, which may be used to offset against the outstanding debt.*
- *Offset of any Shire of Wickepin contributions owing to the personal entity against, any outstanding debt.*
- *Report the matter to Council to consider cancellation of a Lease Agreement (if applicable).*
- *Commencement of Court proceedings to recover the outstanding monies.*

Carried 8/0

Governance, Audit and Community Services

10.2.12 – Sporting Facilities Feasibility Study

Submission To:	Ordinary Council
Location / Address:	Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	RC.LIA.2406
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 June 2017

Enclosure / Attachment: Nil

Background:

Council at its Ordinary Meeting held on the 19 April 2017 passed the following resolution:

Resolution No 190417-15


Moved Cr Lang / Seconded Cr Hinkley

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

Carried 6/0

Comment:

After the resolution was passed the Chief executive Officer placed the following advertisements in the West Australian, Narrogin Observer and the Watershed papers.



Shire of Wickepin

Quotation – Feasibility Study

The Shire of Wickepin is seeking quotes for a feasibility study to be undertaken, covering the next fifteen years, of all the sporting groups needs in relation to sporting facilities (including possible relocation of sporting facilities) within the Shire of Wickepin.

Council invites submissions from interested persons up until Friday 2 June 2017.

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

Following is the brief that was sent out to all the following companies:

Company	Date Sent
Linda Soerianto Administration Manager & EA to Karen Giles Clubs WA	11/05/2017
 <p>COLE ADVISORY www.coleadvisory.com.au</p>	11/05/2017
<p>AECOM Level 6, 3 Forrest Place, Perth, WA 6000 GPO Box B59 Perth WA 6849</p>	11/05/2017
<p>Scott Alston Managing Director MAK Planning and Design Pty Ltd</p>	11/05/2017
<p>Industrial Automation Group 39 Winton Road Joondalup Business Park Western Australia 6027</p>	11/05/2017
<p>GHD 999 Hay Street Perth WA 6000 Australia</p>	11/05/2017
<p>RPS Australia Asia Pacific Level 2, 27-31 Troode Street, West Perth, WA, Australia, 6005 PO Box 170, West Perth WA 6872.</p>	11/05/2017
<p>Community Perspectives PO Box 122 MT LAWLEY WA 6929</p>	11/05/2017
<p>People Places Planet PO Box 944, Subiaco WA 6904</p>	15/05/2017
<p>RSM Australia Pty Ltd Suite 122 Pelago West, Warambie Road, Karratha 6714 PO Box 1826 Karratha WA 6714</p>	15/05/2017
 <p>Old Fremantle Prison 1 The Terrace Fremantle WA 6160</p>	15/05/2017
	15/05/2017
TPG Place Match	15/05/2017
	15/05/2017
	18/05/2017

Scope of Works Sporting Facilities to 2032

Back Ground

The Shire of Wickepin aims to develop a plan for the future of all its sporting facilities for the next fifteen years.

The Shire of Wickepin is located 210kms South East of Perth. Our Shire is made up of five distinct areas – Wickepin, Yealering, Harrismith, Tincurrin and Toolibin. We boast rural living at its best with essential services close to hand. Excellent educational, medical and recreational facilities and community programs are available. Our population is 720.

Each of our towns has the following sports.

- 1. Wickepin – Football, Netball, Hockey, Archery, Golf, Karate, Tennis, Lawn Bowls, Cricket*
- 2. Yealering – Golf, Lawn Bowls, Tennis, Cricket*
- 3. Harrismith – Golf, Cricket*
- 4. Tincurrin - Tennis*




Project Objectives

The project objectives for the feasibility study are:

- 1. Identify current level of usage at all the facilities*
- 2. Identify current needs and future usage for the next 15 years*
- 3. Undertake a feasibility and sustainability study of all sporting bodies*
- 4. Identify any need for increased level of service or usage at current and future facilities*
- 5. Identify any possible opportunities or benefits in relocating sports facilities into one venue or town*
- 6. Develop a vision for all the recreation precincts*
- 7. Prepare indicative costings for all proposed projects identified*
- 8. Prepare lifecycle cost model for all facilities*

All sporting bodies must be extensively consulted for input into the feasibility study. The feasibility study must include an overall vision for the recreation precincts allowing for current and future needs. The feasibility study needs to cover the needs of the youth, people with disabilities, hosting of broad community events and large competitions.

As of Friday 2nd June Council had received the following quotes from the following companies:

Company	Amount \$
Linda Soerianto Administration Manager & EA to Karen Giles Clubs WA P 1300 640 616 F 1300 503 907	18,500
WA Business Support RPS Australia Asia Pacific Level 2, 27-31 Troode Street, West Perth, WA, Australia, 6005 PO Box 170, West Perth WA 6872.	25,000
Tredwell Management Services <i>Specialising in Sport, Recreation and Open Space</i> Adelaide (Head Office) 209B Henley Beach Road, Torrensville SA 5031 Phone Melbourne Office Level 27, 101 Collins Street, Melbourne, VIC, 3000, Australia Perth Office Level 28, AMP Tower 140 St Georges Terrace Perth WA 6000	24,145
RSM Australia Pty Ltd Suite 122 Pelago West, Warambie Road, Karratha 6714 PO Box 1826 Karratha WA 6714	58,150
 Lana Glogowski Mob: 0419 047 315 lana@progressingpriorityprojects.com.au	19,500
 Business Foundations Inc Old Fremantle Prison 1 The Terrace Fremantle WA 6160	24,600
Community Perspectives PO Box 122 MT LAWLEY WA 6929	23,080
GHD Advisory 999 Hay St. Perth WA 6000 Australia www.ghd.com	39,799
Darren Monument M 0421 366 366 T 08) 9317 8279 F 08) 9317 8279 www.abvconsultants.com.au	46,240
 A BALANCED VIEW LEISURE CONSULTANCY SERVICES	

Before council accepts any of the above quotes council should adopt the 2017/2018 Budget in August 2017. Based on the quotes received council will need to place an amount of \$25,000 in the 2017/2018 budget estimates to progress this further.

Statutory Environment:

Local Government Act 1995

Shire of Wickepin Purchasing Policy - 3.1.7 PURCHASING

Policy Implications: Nil

Financial Implications:

\$25,000 for consultant to undertake the feasibility study to be placed in the 2017/2018 Budget Estimates

Strategic Implications: Nil

Summary:

Council is being requested to place the amount of \$25,000 in the 2017/2018 budget estimates for a feasibility study, covering the next fifteen years of all the sporting groups needs in relation to sporting facilities, including possible relocation of sporting facilities within the Shire of Wickepin.

Recommendation:

That the amount of \$25,000 be placed in the 2017/2018 budget estimates for a feasibility study, covering the next fifteen years of all the sporting groups needs in relation to sporting facilities, including possible relocation of sporting facilities within the Shire of Wickepin.

Voting Requirements: Simple majority

Resolution No 210617-22

Moved Cr Hinkley / Seconded Cr Lang

That the amount of \$25,000 be placed in the 2017/2018 budget estimates for a feasibility study, covering the next fifteen years of all the sporting groups needs in relation to sporting facilities, including possible relocation of sporting facilities within the Shire of Wickepin.

Carried 8/0

Governance, Audit and Community Services

10.2.13 – Matters behind Closed Doors

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.CME.1305
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Chief Executive Officer and Manger of Works
Date of Report:	8 June 2017

Enclosure / Attachment: Nil

Background:

The Manager of Works Annual review is due as part of the 2016/2017 Budget processes.

Comment:

As this matter is of a sensitive nature and Council is discussing staff salaries these matters should be discussed behind closed doors under section 5.23 (2)(b) *Local Government Act 1995*.

Statutory Environment:

Local Government Act 1995

5.23. Meetings generally open to public

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
- (a) *all council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
- (a) *a matter affecting an employee or employees;*
 - (b) *the personal affairs of any person;*

Local Government Administration Regulations 1996

18B. Matters to be included in contracts for CEO's and senior employees — s. 5.39(3) (c)

For the purposes of section 5.39(3) (c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) *the value of one year's remuneration under the contract; or*
- (b) *the value of the remuneration that the person would have been entitled to had the contract not been terminated. [Regulation 18B inserted in Gazette 13 May 2005 p. 2086.]*

Policy Implications: Nil

Financial Implications: Cost of negotiated increases.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That Council close this section of the Meeting to the Public under section 5.23 (2)(b) Local Government Act 1995 as it contains matters affecting an employee or employees.

Voting Requirements: Simple majority

Resolution No 210617-23

Moved Cr Lang / Seconded Cr Allan

That Council close this section of the Meeting to the Public under section 5.23 (2)(b) Local Government Act 1995 as it contains matters affecting an employee or employees.

Carried 8/0

5.25pm – ESO Leah Taylor departed the chambers due to the next item being behind closed doors.

5.25pm – DCEO Natalie Manton departed the chambers due to the next item being behind closed doors.

10.2.14 – Manager of Works – Salary Review

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov: Manager of Works
File Reference:	PF.S29
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 June 2017

Resolution No 210617-24

Moved Cr Easton / Seconded Cr Martin

That Council increase the Manager of Works salary package to the following as of the first pay period on or after the 1st July 2017.

6.2.	Salary (cash component)	\$ 83,500 per year;
6.3	The benefit values of the provision of a motor vehicle	\$ 13,857 per year;
6.4.1	Superannuation 9.5%	\$ 7,933 per year
6.4.2	Superannuation 3%	\$ 2,505 per year
6.5.2	Housing - Allowance rental	\$ 8,320 per year
6.5.1	Housing - Utilities up to	\$ 5,000 per year
6.6	Other benefits – uniform allowance	\$ 400 per year;
Total:		\$121,515 per year

Carried 8/0

Resolution No 210617-25

Moved Cr Martin / Seconded Cr Allan

That Council come out from behind closed doors.

Carried 8/0

5.39pm – DCEO Natalie Manton returned to the chambers.

5.39pm – ESO Leah Taylor returned to the chambers.

Governance, Audit and Community Services

10.2.16 – Transfer to Reserves 2016/2017

Submission To:	Ordinary Council
Location / Address:	
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 June 2017

Enclosure / Attachment: Nil**Background:**

It is that time of year for the movement of transfer of municipal funds to council's reserves as outlined within the 2016/2017 Budget estimates.

Comment:

There have been a number of savings on the purchase of plant items this year and these amounts are in the calculations to be transferred to the Plant Reserve.

	Budget	Actual Changeover
P248 - 2010 Hino 700 6 wheel truck	115,000	109,789
P541 - 2002 Biteli Rubber Multi Tyred Roller	130,500	120,000
P468 - 2012 Colorado Utility	14,000	13,000
P2567- 2013 Nissan Navara 4X4 Single Cab	20,150	20,277
New Pig Trailer	100,000	107,000
PMWS - 2015 Holden Colorado Dual Cab Utility 4x4	23,000	19,091
PCEO 2016 Holden Colorado 7 = 2 change overs	5,000	5,000
P2433 – Hino Rubbish Truck	Written Off	7,625
TOTAL	407,650	402,233

Council also transfers the differences between the Expenditure and Income from the following operating accounts:

GL Account	Name	Expenditure \$	Income \$	Amount to Reserves \$
LFF1	Wickepin Fuel Facility	11,636	17,056	5,420
LSY1	Saleyards	5,389	5,498	00.00
LCH1	Cottage Homes	14,925	14,399	00.00
LYS1	Yarling Court	13,097	18,865	5,768
LJV1	Joint Venture	9,735	14,380	4,645
4032	Community Bus	2,375	3,088	713

The amounts to be transferred this year as at the 30th May 2017 are as follows:

- Wickepin Community Bus \$713 part of budget transfer \$25,000
- Yarling Court Young Singles \$5,768 part of budget transfer \$8,000
- Joint Venture Accommodation Collins Street \$4,645

Council also has in the 2016/2017 the following amounts to be transferred to council reserves as outlined in the 2016/2017 adopted budget:

• Swimming Pool Reserve	\$35,000
• Building Reserve	\$200,000
• LSL Reserve	\$15,216
• Cottage Homes	\$29,000
• Yarling Court Singles Accommodation	\$ 8,000
• Wickepin Sewerage System	\$20,000
• Plant Reserve	\$25,000

This makes the total transfers to reserves being undertaken prior to the 30th June 2017 as follows:

• Cottage Homes	\$29,000
• Yarling Court Singles Accommodation	\$8,000
• Joint Venture Accommodation Collins Street	\$4,645
• Transfer to Plant Reserve	\$25,000
• Transfer to Building Reserve	\$220,000
• Sewerage Reserve	\$20,000
• Transfer to Swimming Pool Reserve	\$35,000
• Long Service Leave Reserve	\$15,215
TOTAL	\$356,860

Council did not budget for any amounts to be transferred from Councils reserve accounts to council's municipal account.

Statutory Environment:

Local Government Act 1995

6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
 - (a) changes* the purpose of a reserve account; or
 - (b) uses* the money in a reserve account for another purpose,
 it must give one month's local public notice of the proposed change of purpose or proposed use.

* Absolute majority required.

- (3) A local government is not required to give local public notice under subsection (2) —
 - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
 - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

Local Government (Financial Management) Regulations 1996**Regulation 17***Reserve accounts*

- (1) *A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.*
- (2) *In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —*
 - (a) *in the information required by regulations 27(g) and 38, by its full title; and*
 - (b) *otherwise, by its full title or by an abbreviation of that title.*

[Regulation 17 amended in Gazette 20 Jun 1997 p. 2839.]

Regulation 18

Circumstances in which local public notice not required for change of use of money in reserve account — s. 6.11(3)(b)

A local government is not required to give local public notice of a proposed change of use of money in a reserve account —

- (a) *where the money is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c); or*
- (b) *where the total amount to be so used does not exceed \$5 000 in a financial year.*

Regulation 38*Reserve account information*

- (1) *In relation to each reserve account, the annual financial report is to include details of —*
 - (a) *the purpose for which the money in the account is set aside;*
 - (b) *the amount set aside during the financial year;*
 - (c) *the amount used during the financial year;*
 - (d) *the opening balance brought forward on 1 July;*
 - (e) *the closing balance at 30 June;*
 - (f) *if the money held in a financial institution or institutions is insufficient to match the corresponding asset account in the balance sheet —*
 - (g) *when the local government anticipates the money in the account will be used; and*
 - (h) *if the purpose of the account was changed or if money in the account was used for another purpose —*
 - (i) *the purpose for which the money was used;*
 - (ii) *the amount changed or used; and*
 - (iii) *the objects of, and reasons for, the change or use.*
- (2) *In relation to an asset re valuation reserve established in accordance with the AAS, the annual financial report is not to include the details set forth in sub regulation(1).*

[Regulation 38 amended in Gazette 20 Jun 2008 p. 2725.]

Financial Implications: Nil

Policy Implications: Nil

7.5 OTHER CULTURE

7.5.1 SALEYARD USE

OBJECTIVE: Provide clear parameters in relation to saleyard use.

The Wickepin Saleyards are available for appropriate hire. 24 hours must separate the close of one sale and the commencement of receivables for next sale.

The Council will set a fee for use of the saleyards as set out on the Fees and Charges.

All operational matters in relation to the saleyards are to be referred to the Saleyard Advisory Committee.

Profits for saleyard fees are to be transferred to the Saleyard Reserve account at the end of each financial

6.2.5 COMMUNITY BUS USE

OBJECTIVE: Provide clear parameters in relation to the use of Shire of Wickepin community bus.

The Shire of Wickepin community bus is available for use. Fees are set each year in the Shire of Wickepin Fees and Charges.

Smoking is not permitted on the community bus in any circumstance.

The vehicle is not to be driven under the influence of alcohol or other drugs in any circumstance.

6.2.5.7 OPERATING BUDGET

Council will make an annual allowance for maintenance, repair and replacement of the community bus.

Any surplus from the operating budget should be transferred to the plant replacement reserve.

Strategic Implications: Nil

Summary:

Council is being requested to move the following amount to reserves as adopted in the 2016/2017 budget along with savings made from plant purchases and the net difference from the income and expenditure accounts for the following accounts; Wickepin Community Bus, Wickepin Saleyards, Cottage Homes, Yarling Court Singles Accommodation and Joint Venture Accommodation units in Collins Street during the 2016/2017 Financial Year.

Recommendation:

That Council transfers the following amounts to the following reserves prior to the 30th June 2017:

• Cottage Homes	\$29,000
• Yarling Court Singles Accommodation	\$8,000
• Joint Venture Accommodation Collins Street	\$4,645
• Transfer to Plant Reserve	\$25,000
• Transfer to Building Reserve	\$220,000
• Sewerage Reserve	\$20,000
• Transfer to Swimming Pool Reserve	\$35,000
• Long Service Leave Reserve	\$15,215
TOTAL	\$356,860

Voting Requirements: Absolute Majority

Resolution No 210617-26

Moved Cr Martin / Seconded Cr Hinkley

That Council transfers the following amounts to the following reserves prior to the 30th June 2017:

• Cottage Homes	\$29,000
• Yarling Court Singles Accommodation	\$8,000
• Joint Venture Accommodation Collins Street	\$4,645
• Transfer to Plant Reserve	\$25,000
• Transfer to Building Reserve	\$220,000
• Sewerage Reserve	\$20,000
• Transfer to Swimming Pool Reserve	\$35,000
• Long Service Leave Reserve	\$15,215
• Saleyards	\$100
TOTAL	\$356,960

Carried 8/0 Absolute Majority

The resolution differed to the officer's recommendation as Council felt that the Saleyards should be added in as per Councils policy 7.5.1 Saleyard Use.

Governance, Audit and Community Services

10.3.01 – Townscape and Cultural Planning Committee Meeting Recommendations

Submission To:	Townscape and Cultural Planning Committee
Location / Address:	Whole Shire
Name of Applicant:	Townscape and Cultural Planning Committee
File Reference:	CR.MEE.206
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 June 2017

Enclosure / Attachment: Nil

Background:

Townscape and Cultural Planning Committee meeting held on Wednesday 7 June 2017.

Comment:

The Townscape and Cultural Planning Committee meeting was held on Wednesday 7 June 2017 and passed the following recommendations:

Moved Fran Allan / Seconded Jean Chalmers

That the Townscape & Cultural Planning Committee adopts the final Yealering Foreshore Development Plan as attached.

Carried 7/0

Moved Sue Astbury / Seconded Allan Lansdell

1. That the Townscape & Cultural Planning Committee adopts the brief for the Wickepin Wogolin Road Revitalisation Project:

WICKEPIN, WOGOLIN ROAD REVITALISATION PROJECT CONSULTANTS BRIEF – TOWNSCAPE AND URBAN DESIGN

Background

The Shire of Wickepin has received a request from the community to establish priorities for the enhancement of the Wickepin Townsite. The principal objectives of the project are to revitalise the Wogolin Road Main Street precinct to make it a dynamic and inviting street presence whilst establishing it as a preferred visitor stopping point.

Overview of Requirements

The Wickepin area was settled in 1909 as a service Centre for broad-acre grain and sheep farming in the area. The shire covers an area of 198,900 hectares and includes the towns of Wickepin, Yealering, Harrismith and Tincurrin. The towns within the Shire of Wickepin boast impressive sporting and recreational facilities including: a football, hockey and cricket oval, indoor netball and basketball courts, synthetic bowling greens, 25 metre swimming pool, golf courses and tennis courts. Community facilities include a Post Office,

Community Health Centre, St John Ambulance, Community Resource Centre and library, playgroup and housing for singles and older people.

The Wickepin town's central business district is located along Wogolin Road and while the area has good facilities, it needs some imaginative improvements (revitalisation) to capitalise on opportunities to have Wickepin recognised as a preferred stop over for the many travellers using the Narrogin Kondinin Road and to develop an attractive sense of place for locals and visitors alike.

Priorities:

The following priorities have been established by Council and the community for the Wickepin Townsite:

- Enhancement of main street playground areas
- Upgrade or relocate skate park with playground area
- Accentuating Wogolin Road as the CBD, and accentuating the Albert Facey Homestead building within the CBD
- Giving Wogolin Road connectivity to the Swimming Pool, Caravan park and Albert Facey Homestead and Heritage walk trail
- Town entry statements on the East and West entrances to Wickepin
- Information Bay Map - Relocate or refurbish
- Upgrade town signage, street furniture

The consultant will work with Shire staff and members of the Wickepin Townscape & Cultural Planning Committee to develop an overview of the revitalisation project and concepts for each of the listed priorities.

Consultative Process and Indicative Timelines:

Stage 1 - It is envisaged that the Consultants will have an initial site meeting with the Townscape & Cultural Planning Committee and Shire representatives to further familiarise themselves with the project parameters and to explore ideas which might be incorporated in the plan. **Mid-September 2017**

Stage 2 - Consultants will present Council and the Townscape & Cultural Planning Committee with a preliminary draft/concept. **Mid December 2017**
Shire will consider draft/concept and liaise with the Townscape & Cultural Planning Committee and Consultants, make necessary amendments and commission final plan. **February 2018**

Stage 3 - Consultants to finalise plan and make presentation to Council and Townscape & Cultural Planning Committee. **March 2018**

Regulatory and Budgetary Matters:

The Consultants will need to take into consideration regulatory matters associated with the project which will include the provisions within the Shire of Wickepin Town Planning Scheme No 4 and Main Roads WA requirements/constraints with respect to signage on the Kondinin Narrogin Road (Wogolin Road).

The final Townscape/Urban Design Plan will be accompanied with associated cost estimates obtained by the Consultants for each of the project components and the estimated total cost of the overall project.

The Final Plan

The final plan submitted by the consultants, adopted by Council and used as a foundation document to access external funding to implement the project will comprise:

- Mapping of the project area.

- Visual and graphic representation of the project overall and its separate components.
- Broad cost estimates for the implementation of the project overall and its separate components.

Engagement of Consultants

Council will seek expressions of interest from not more than three consultants and when selecting a consultant/s will take into account the following factors.

Demonstrated experience in Town Scaping/Urban Design

Fees (Quotes to be inclusive of all work carried out by the consultants, including travelling, accommodation and disbursements)

Capacity to meet the timelines specified in this brief.

Contractual Arrangements

The Shire will authorise the work through its standard purchasing processes (Shire Order Number)

Consultants to submit accounts for payment on completion of each of the three stages specified.

Submitted accounts will be paid by the Shire within 30 days of having been received.

All plans and documents associated with the project will be deemed to be owned by the Shire and may be used by the Shire without limitations.

Expressions of Interest

Expressions of interest will be received to 12.00 noon, Friday 28 July 2017.

Expressions of interest to be submitted in hardcopy to:

The Chief Executive Officer
Shire of Wickepin
P.O.Box 19
WICKEPIN WA 6370
or
emailed to: cdo@wickepin.wa.gov.au

Further information may be obtained from Shire of Wickepin Community Development Officer Lee Parker on 9888 1005.

2. That the Townscape & Cultural Planning Committee request Council to advertise for the expression of interest for the Wogolin Road Revitalisation Project as outlined within the consultants brief adopted by the Townscape & Cultural Planning Committee.
3. That once the expression of interests has been received the amount for the design for the Wickepin Wogolin Road Revitalisation Project be placed in the 2017/2018 budget estimates.

Carried 7/0

Moved Sue Astbury / Seconded Fran Allan

That it be recommended to Council that the following projects, listed in order of priority, be placed in the Townscape budget for 2017/2018:

1. Tincurrin School Heritage Gazebo – concrete floor and painting - \$1,500
2. Redesign and replace boundary signs - \$11,000
3. Town Hall Mural on exterior wall - \$10,000
4. Asphalt 300m of Wickepin Walk Trails - \$13,500
5. Benches x 2 each Yealering, Harrismith and Wickepin - \$7,000

Carried 7/0

Moved Murray Lang / Seconded Jean Chalmers

That it be recommended to Council that Council deal with the issue of untidy properties within the Shire of Wickepin.

Carried 7/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council pass the following recommendations:

1. That Council adopt the Yealering Foreshore Development Plan as attached.
2. That Council adopts the brief for the Wickepin Wogolin Road Revitalisation Project:

***WICKEPIN, WOGOLIN ROAD REVITALISATION PROJECT
CONSULTANTS BRIEF – TOWNSCAPE AND URBAN DESIGN*****Background**

The Shire of Wickepin has received a request from the community to establish priorities for the enhancement of the Wickepin Townsite. The principal objectives of the project are to revitalise the Wogolin Road Main Street precinct to make it a dynamic and inviting street presence whilst establishing it as a preferred visitor stopping point.

Overview of Requirements

The Wickepin area was settled in 1909 as a service Centre for broad-acre grain and sheep farming in the area. The shire covers an area of 198,900 hectares and includes the towns of Wickepin, Yealering, Harrismith and Tincurrin. The towns within the Shire of Wickepin boast impressive sporting and recreational facilities including: a football, hockey and cricket oval, indoor netball and basketball courts, synthetic bowling

greens, 25 metre swimming pool, golf courses and tennis courts. Community facilities include a Post Office, Community Health Centre, St John Ambulance, Community Resource Centre and library, playgroup and housing for singles and older people.

The Wickepin town's central business district is located along Wogolin Road and while the area has good facilities, it needs some imaginative improvements (revitalisation) to capitalise on opportunities to have Wickepin recognised as a preferred stop over for the many travellers using the Narrogin Kondinin Road and to develop an attractive sense of place for locals and visitors alike.

Priorities:

The following priorities have been established by Council and the community for the Wickepin Townsite:

- Enhancement of main street playground areas
- Upgrade or relocate skate park with playground area
- Accentuating Wogolin Road as the CBD, and accentuating the Albert Facey Homestead building within the CBD
- Giving Wogolin Road connectivity to the Swimming Pool, Caravan park and Albert Facey Homestead and Heritage walk trail
- Town entry statements on the East and West entrances to Wickepin
- Information Bay Map - Relocate or refurbish
- Upgrade town signage, street furniture

The consultant will work with Shire staff and members of the Wickepin Townscape & Cultural Planning Committee to develop an overview of the revitalisation project and concepts for each of the listed priorities.

Consultative Process and Indicative Timelines:

Stage 1 - It is envisaged that the Consultants will have an initial site meeting with the Townscape & Cultural Planning Committee and Shire representatives to further familiarise themselves with the project parameters and to explore ideas which might be incorporated in the plan. **Mid-September 2017**

Stage 2 - Consultants will present Council and the Townscape & Cultural Planning Committee with a preliminary draft/concept. **Mid December 2017**
Shire will consider draft/concept and liaise with the Townscape & Cultural Planning Committee and Consultants, make necessary amendments and commission final plan. **February 2018**

Stage 3 - Consultants to finalise plan and make presentation to Council and Townscape & Cultural Planning Committee. **March 2018**

Regulatory and Budgetary Matters:

The Consultants will need to take into consideration regulatory matters associated with the project which will include the provisions within the Shire of Wickepin Town Planning Scheme No 4 and Main Roads WA requirements/constraints with respect to signage on the Kondinin Narrogin Road (Wogolin Road).
The final Townscape/Urban Design Plan will be accompanied with associated cost estimates obtained by the Consultants for each of the project components and the estimated total cost of the overall project.

The Final Plan

The final plan submitted by the consultants, adopted by Council and used as a foundation document to access external funding to implement the project will comprise:

- *Mapping of the project area.*
- *Visual and graphic representation of the project overall and its separate components.*
- *Broad cost estimates for the implementation of the project overall and its separate components.*

Engagement of Consultants

Council will seek expressions of interest from not more than three consultants and when selecting a consultant/s will take into account the following factors.

Demonstrated experience in Town Scaping/Urban Design

Fees (Quotes to be inclusive of all work carried out by the consultants, including travelling, accommodation and disbursements)

Capacity to meet the timelines specified in this brief.

Contractual Arrangements

The Shire will authorise the work through its standard purchasing processes (Shire Order Number)

Consultants to submit accounts for payment on completion of each of the three stages specified.

Submitted accounts will be paid by the Shire within 30 days of having been received.

All plans and documents associated with the project will be deemed to be owned by the Shire and may be used by the Shire without limitations.

Expressions of Interest

Expressions of interest will be received to 12.00 noon, Friday 28 July 2017.

Expressions of interest to be submitted in hardcopy to:

The Chief Executive Officer

Shire of Wickepin

P.O.Box 19

WICKEPIN WA 6370

or

emailed to: cdo@wickepin.wa.gov.au

Further information may be obtained from Shire of Wickepin Community Development Officer Lee Parker on 9888 1005.

3. That advertise for the expression of interest for the Wogolin Road Revitalisation Project as outlined within the consultants brief adopted by the Townscape & Cultural Planning Committee.
4. That once the expression of interests has been received the amount for the design for the Wickepin Wogolin Road Revitalisation Project be placed in the 2017/2018 budget estimates.
5. That the following projects, listed in order of priority, be placed in the Townscape budget for 2017/2018:
 1. Tincurrin School Heritage Gazebo – concrete floor and painting - \$1,500
 2. Redesign and replace boundary signs - \$11,000
 3. Town Hall Mural on exterior wall - \$10,000
 4. Asphalt 300m of Wickepin Walk Trails - \$13,500
 5. Benches x 2 each Yealering, Harrismith and Wickepin - \$7,000
6. That it be recommended to Council that Council deal with the issue of untidy properties within the Shire of Wickepin.

Voting Requirements: Simple majority.

Resolution No 210617-27

Moved Cr Martin / Seconded Cr Easton

That Council pass the following recommendations:

1. That Council adopt the Yealering Foreshore Development Plan as attached.
2. That Council adopts the brief for the Wickepin Wogolin Road Revitalisation Project:

WICKEPIN, WOGOLIN ROAD REVITALISATION PROJECT CONSULTANTS BRIEF – TOWNSCAPE AND URBAN DESIGN

Background

The Shire of Wickepin has received a request from the community to establish priorities for the enhancement of the Wickepin Townsite. The principal objectives of the project are to revitalise the Wogolin Road Main Street precinct to make it a dynamic and inviting street presence whilst establishing it as a preferred visitor stopping point.

Overview of Requirements

The Wickepin area was settled in 1909 as a service Centre for broad-acre grain and sheep farming in the area. The shire covers an area of 198,900 hectares and includes the towns of Wickepin, Yealering, Harrismith and Tincurrin. The towns within the Shire of Wickepin boast impressive sporting and recreational facilities including: a football, hockey and cricket oval, indoor netball and basketball courts, synthetic bowling greens, 25 metre swimming pool, golf courses and tennis courts. Community facilities include a Post Office, Community Health Centre, St John Ambulance, Community Resource Centre and library, playgroup and housing for singles and older people.

The Wickepin town's central business district is located along Wogolin Road and while the area has good facilities, it needs some imaginative improvements (revitalisation) to capitalise on opportunities to have Wickepin recognised as a preferred stop over for the many travellers using the Narrogin Kondinin Road and to develop an attractive sense of place for locals and visitors alike.

Priorities:

The following priorities have been established by Council and the community for the Wickepin Townsite:

- *Enhancement of main street playground areas*
- *Upgrade or relocate skate park with playground area*
- *Accentuating Wogolin Road as the CBD, and accentuating the Albert Facey Homestead building within the CBD*
- *Giving Wogolin Road connectivity to the Swimming Pool, Caravan park and Albert Facey Homestead and Heritage walk trail*
- *Town entry statements on the East and West entrances to Wickepin*
- *Information Bay Map - Relocate or refurbish*
- *Upgrade town signage, street furniture*

The consultant will work with Shire staff and members of the Wickepin Townscape & Cultural Planning Committee to develop an overview of the revitalisation project and concepts for each of the listed priorities.

Consultative Process and Indicative Timelines:

Stage 1 - It is envisaged that the Consultants will have an initial site meeting with the Townscape & Cultural Planning Committee and Shire representatives to further familiarise themselves with the project parameters and to explore ideas which might be incorporated in the plan. **Mid-September 2017**

Stage 2 - Consultants will present Council and the Townscape & Cultural Planning Committee with a preliminary draft/concept. **Mid December 2017**

Shire will consider draft/concept and liaise with the Townscape & Cultural Planning Committee and Consultants, make necessary amendments and commission final plan. **February 2018**

Stage 3 - Consultants to finalise plan and make presentation to Council and Townscape & Cultural Planning Committee. **March 2018**

Regulatory and Budgetary Matters:

The Consultants will need to take into consideration regulatory matters associated with the project which will include the provisions within the Shire of Wickepin Town Planning Scheme No 4 and Main Roads WA requirements/constraints with respect to signage on the Kondinin Narrogin Road (Wogolin Road).

The final Townscape/Urban Design Plan will be accompanied with associated cost estimates obtained by the Consultants for each of the project components and the estimated total cost of the overall project.

The Final Plan

The final plan submitted by the consultants, adopted by Council and used as a foundation document to access external funding to implement the project will comprise:

- Mapping of the project area.
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Engagement of Consultants

Council will seek expressions of interest from not more than three consultants and when selecting a consultant/s will take into account the following factors.

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 4. Asphalt 300m of Wickepin Walk Trails - \$13,500
 5. Benches x 2 each Yealering, Harrismith and Wickepin - \$7,000
6. That it be recommended to Council that Council deal with the issue of untidy properties within the Shire of Wickepin.

Lost 3/5

Resolution No 210617-28

Moved Cr Hinkley / Seconded Cr Lang

That Council pass the following recommendations:

1. That Council adopt the Yealering Foreshore Development Plan as attached.
2. That the following projects, listed in order of priority, be placed in the council budget estimates for 2017/2018:
 1. Tincurrin School Heritage Gazebo – concrete floor and painting - \$1,500
 2. Redesign and replace boundary signs - \$11,000
 3. Town Hall Mural on exterior wall - \$10,000
 4. Asphalt 300m of Wickepin Walk Trails - \$13,500
 5. Benches x 2 each Yealering, Harrismith and Wickepin - \$7,000

Carried 8/0

The resolution differed from the officer's recommendation as Council felt that dot-point 2, 3 and 4 should be removed pending community consultation. Council also felt that dot-point 6 should be removed.

11. President's Report

President Julie Russell reported the following meeting that she has attended:

- Zone Executive Meeting – teleconference.

President Julie Russell also advised that herself and the CEO will be attending the Central Country Zone meeting in Pingelly on Friday 23 June 2016 if any other councillors wish to attend.

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:	14 June 2017

Wheatbelt South Aged Housing Alliance

The CEO has written to the Honourable Alannah MacTiernan MLC, Minister for Regional Development; Agriculture and Food, Minister assisting the Minister for State Development, Jobs and Trade advising that the Wheatbelt South Aged Housing Alliance – Housing Project is ready to go and is only waiting for the Department of Regional Development to confirm the funding to commence the project as per the returned Financial Assistance Agreement. The CEO also requested to meet with the Minister to discuss the overall project and when the Government may sign the Financial Assistance Agreement.

WK2433 Isuzu Tip Truck

The new Isuzu tip truck from Southwest Isuzu has been delivered on 1 June 2017:



Housing - 10 Smith Street

The CEO has signed the lease agreement with the Housing Authority to house the new Police Officer at the Wickepin Police Station. The lease commences from the 12 June 2017 for three years with an option for a further one year term at \$300 per week with an annual rent review and all power at water usage being paid by the tenant.

Department of Transport License Fees 01/07/2017

Council has received its vehicle licence renewals that all have a common expiry of 30th June 2017. The renewal notices received include the new licence fees that were supposed to take effect as of 1st July 2017. This has added approximately \$34,000 to the licence fees for the 2016/2017 financial year. The CEO has complained to the Department of Transport regarding this issue but they have advised that as the licence fees expire on the 30th June 2017 the new licence commences on the 1st July 2017 so the new fees are incorporated into the renewal notice. The CEO has requested Ian Duncan Executive Manager, Infrastructure WALGA to look into this issue for the Shire of Wickepin.

Living Lakes

The following people have been requested to attend a meeting on the 13 June 2017 at the Department or Regional Development offices, Gordon Stephens House 140 William Street Perth regarding the Living Lakes program.

Natarsha Woods, CEO Wheatbelt NRM (Chair), Russell Pritchard & Jessica Van-der-Waag, Great Southern Development Commission, Wendy Newman, CEO Wheatbelt Development Commission, Mark Hook, CEO Shire of Wickepin, Julian Murphy, CEO Shire of Katanning, Wayne Nannup, CEO South West Land & Sea Council, Celine Stocker, Department Regional Development, Felicity Gilbert, Wheatbelt NRM, Tara Read, Wheatbelt NRM

The Agenda for the meeting is as follows:

<i>No</i>	<i>Item</i>	<i>Responsible Officer</i>	<i>Duration Allocated</i>
1	<i>Attendees and Apologies</i>	<i>Chair NW</i>	<i>2 min</i>
2	<i>Introduction & Welcome</i>	<i>Chair NW</i>	<i>10min</i>
3	<i>Draft PCG Terms of Reference</i> <ul style="list-style-type: none"> • <i>Review TOR</i> • <i>Agree on meeting frequency and content</i> • <i>Adopt TOR</i> 	<i>Chair NW</i>	<i>10min</i>
4	<i>Project Overview</i> <i>(work breakdown structure to be tabled a week prior to meeting)</i> <ul style="list-style-type: none"> • <i>Project Scope</i> • <i>Deliverables</i> • <i>Timelines</i> • <i>Budget</i> 	<i>Program Manager</i> <i>FG</i>	<i>40min</i>
5	<i>Draft Communications Plan</i> <i>(Draft coms plan to be tabled a week prior to meeting)</i> <ul style="list-style-type: none"> • <i>Project Control Group</i> • <i>Lake Yealering Steering Committee</i> • <i>Yealering community/Shire of Wickepin</i> • <i>Lake Ewlyamartup Working Group</i> • <i>Katanning community/Shire of Katanning</i> 	<i>Program Manager</i> <i>FG</i>	<i>40min</i>



wheatbelt
natural resource
management

LIVING LAKES STAGE 3 IMPLEMENTATION PROJECT

Project Control Group

Terms of Reference

Background

The Financial Assistance Agreement between the Department of Regional Development and Wheatbelt NRM for Living Lakes Stage 3 Implementation Project defines the following key deliverables:

1. Works to implement existing engineering designs to improve water quality and inundation to lakes Yealering and Ewlyamartup.
2. An activation plan to increase use and visitation to the lakes for tourists and the local community. This includes marketing and events.
3. Maintenance plans for the ongoing conservation of the lakes into the long term.

The Agreement identifies a role for a Living Lakes Project control Group (LLPCG) to oversee the contractual management of the Project and provide advice to the Project Sponsor (Wheatbelt NRM).

The role and responsibilities of the LLPCG include:

1. Monitoring of progress against the goals, timelines and budget;
2. Ensuring appropriate project management is being delivered;
3. Assisting in resolving issues beyond the project managers control;
4. Attending LLPCG meetings; and
5. Providing advice and guidance to the Wheatbelt NRM.

Establishment

The Living Lakes Project Control Group membership has been established on an invitation basis and comprises representatives of organisations that are key stakeholders in this project.

Membership

Membership to the LLPCG is by invitation and is included in the following table.

MEMBER GROUP	MEMBER
Wheatbelt NRM	Natarsha Woods (Chair)
Department of Regional Development	Celine Stocker (non-voting)
Shire of Katanning	Julian Murphy
Shire of Wickepin	Mark Hook proxy Natalie Manton
Wheatbelt Development Commission	TBC
Great Southern Development Commission	Jessica Van der Waag
South West Land & Sea Council	TBC

Terms of Reference

The Living Lakes Project Control Group role is to provide leadership and guidance to support the Wheatbelt NRM Operations Team in achieving the objectives and outputs of the project.

The group will have the following Terms of Reference:

- 1. Contribute to Wheatbelt NRM on the Project Management Plan;*
- 2. Oversee the process of the selection and appointment of contractor for the engineering works;*
- 3. Oversee the process of construction management;*
- 4. Contribute to the Activation Plans for each Lake; and*
- 5. Contribute to the Maintenance Plans for each lake.*

Frequency of Meetings

*The Project Control Group will meet at least four times annually to consider the project progress.
The Project Control Group will meet as required to consider key project decision making points.*

Hopefully I will be able to give more information to council after I have attended the meeting.

Water Pipe Line Wickepin Corrigin Road

The CEO noticed while travelling to Yealering that the Water Corporation had undertaken work on the pipeline on the Wickepin Corrigin Road just out of the Yealering Townsite. The Water Corporation have actually constructed a small road to the pipe line to undertake work on the pipe line. This is actually part of the inlet system for Lake Yearling and the blocking of a natural water way. The CEO has emailed Mick Irving, Regional Stakeholder Manager, South West and Great Southern Regions regarding that this matter be dealt with.



Mick Irving, Regional Stakeholder Manager, South West and Great Southern Regions has advised by email:

That a contractor will attend to remove the access track on Tuesday (13/7). The work was undertaken to access to a damaged water main following the flood event in February.

Sewerage Pond Pump

The Manager of Works Mr Peter Vlahov has advised the CEO that the pump at the Wickepin Sewerage pond is unrepairable and needs replacing. The CEO has authorised the replacement of the pump at a cost of \$5,257 GST Exempt.

Meetings Attended

May	
18 th	Staff Meeting
22 nd	Linda Soerianto - Clubs WA
26 th	Lake Yealering Bowling Club AGM
June	
2 nd	LG Professionals Wheatbelt South Branch AGM
7 th	Townscape and Cultural Planning Committee
13 th	Project Control Group meeting Living lakes – Perth

Delegation Register

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing cheques	May	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment plans		Rate payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Wickepin Football Club Home Games Campfire Country	2017 Season 9 – 11 June 2017	Wickepin Football Club Dave Higgins
A13	Hire of Community Halls / Community Centre	CEO			

Recommendations:

That Council endorses the Chief Executive Officer's Report dated 14 June 2017.

Voting Requirements: Simple majority

Resolution No 210617-29**Moved Cr Hinkley / Seconded Cr Martin**

That Council endorses the Chief Executive Officer's Report dated 14 June 2017.

Carried 8/0

13. Notice of Motions for the Following Meeting**14. Reports & Information****15. Urgent Business****16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 6.11pm.