



A Fortunate Place



Shire of Wickepin

# Agenda

## Ordinary Meeting of Council

Council Chambers, Wickepin

# 20 DECEMBER 2017



## Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 20 December 2017 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark J. Hook  
Chief Executive Officer

11 December 2017

### Time Table

11.00am	Australia Day Committee Meeting
12.00pm	Lunch
12.45pm	Strategic Planning with Caroline Robinson of Wheatbelt Business Network
2.00pm	Local Govt Act Review Discussion Based on Notes Attached.
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

### Disclaimer

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

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

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

NAME:
SIGNATURE:
ADDRESS:
TELEPHONE:
MEETING/DATE:
NAME OF ORGANISATION REPRESENTING (if applicable):

[illegible]

## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 20 December 2017**

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

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

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

7. Receival of Minutes

## 7.1 Lifestyle Retirement Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	CR.MEE.203
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	12 December 2017

### Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 29 November 2017.

### Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 29 November 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 Lifestyle Retirement Committee Meeting held on Wednesday 29 November 2017 be received.

Voting Requirements: Simple majority.

### Resolution No

Moved Cr / Seconded Cr

That the Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 29 November 2017 be received.

Carried /



A Fortunate Place



Shire of Wickepin

# Minutes

## Lifestyle Retirement Committee

Council Chambers, Wickepin

# 29 NOVEMBER 2017



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**Minutes of a Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin  
Wednesday 29 November 2017**

The Chairperson declared the meeting open at 3.09pm.

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

Syd Martin	Member
Cr Fran Allan	Member
Murray Lang	Member
Colin Hemley	Member
Kevin Coxon	Member

Mr Mark J Hook	Chief Executive Officer
Mrs Natalie Manton	Deputy Chief Executive Officer
Mrs Leah Taylor	Executive Support Officer (Minute Taker)

**Apologies**

Cr Allan Lansdell	Member
Coleen Thompson	Member
Chris Lozenicins	Member
Leanne Smith	Member
Audrey Bird	Member

**Leave of Absence (Previously Approved)**

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

**4.1 The CEO Mark Hook called for nominations for Chairperson for the Lifestyle Retirement Committee.**

Syd Martin was nominated by Colin Hemley.

Syd Martin accepted the nomination.

As there were no other nominations, the CEO Mark Hook declared Syd Martin elected as Chairperson of the Lifestyle Retirement Committee for a period of two years.

**Moved Colin Hemley / Seconded Cr Fran Allan**

That Syd Martin be elected as Chairperson for the Lifestyle Retirement Committee for a period of two years.

**Carried 5/0**

## 5. Declarations of Member's and Officer's Interest

## 6. Confirmation of Minutes – Lifestyle Retirement Committee Meeting – 9 August 2017

Moved Murray Lang / Seconded Cr Fran Allan

That the minutes of the Lifestyle Retirement Committee held on 9 August 2017 be confirmed as a true and correct record.

Carried 5/0

## 7. Status Report

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

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

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

○ = in progress    ✓ = completed    ✕ =superseded

## 8. Notice of Motions of Which Notice Has Been Given

## 9. Receipt of Reports & Consideration of Recommendations

## Business of Meeting

**9.1 – Passed Resolutions by Council**

Submission To:	Lifestyle Retirement Committee
Location / Address:	Whole Shire
Name of Applicant:	Council
File Reference:	CR.MEE.203
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	23 August 2017

Enclosure / Attachment: Nil

**Background:**

At the August 2017 Lifestyle Retirement Committee Meeting, the committee resolved to put forward the following recommendations to Council;

*"That the Lifestyle Retirement Committee advise council that the Independent Living Units be given a high priority in councils future planning and that council fully exhaust all funding through the State Government and Federal Government and that if all funding is exhausted, council fund the construction of the Independent Living Units, in the 2018/2019 budget, as outlined in the Wheatbelt South Aged Housing Alliance Business Case, at Johnston Park"*

**Comment:**

At the Ordinary Meeting of Council on 16 August 2017, Council passed the following resolution;

**Resolution No 160817-04****Moved Cr Martin / Seconded Cr Lansdell**

That the construction of the Independent Living Units at Johnston Park be given a high priority in councils future planning and that further funding from State and Federal Governments be pursued and that council consider self-funding the construction of a number of Independent Living Units at Johnston Park in the 2018/2019 Budget as outlined in the Wheatbelt South Aged Housing Alliance Business Case.

Carried 6/0

The resolution differed as Council felt that the recommendation did not give a definite answer that council would like to construct the Independent Living Units at Johnston Park.

Statutory Environment:	Nil.
Policy Implications:	Not applicable.
Financial Implications:	Nil.
Strategic Implications:	Not applicable.
Recommendation:	Nil
Voting Requirements:	Nil

Governance, Audit and Community Services

**9.2 – Quote for refurbishment Aged Units Wogolin Road**

Submission To: Ordinary Council  
 Location / Address: Whole Shire  
 Name of Applicant: Mark J Hook, Chief Executive Officer  
 File Reference: CP.MAI.520  
 Author: Mark J Hook, Chief Executive Officer  
 Disclosure of any Interest: Nil  
 Date of Report: 23 November 2017

Enclosure / Attachment: Nil

**Background:**

The Shire of Wickepin placed the following in the 2017/2018 adopted budget for refurbishment of the four Cottage Home Units, kitchens and bathrooms:

	Housing			
<b>CLCH1</b>	Upgrade Cottage Homes	<b>Units 1- 4</b>	<b>MUNICIPAL</b>	100,000

**Comment:**

The Chief Executive Officer requested quotes from the following companies:

Company Name	Email	Sent
Ben Kittow - BK Constructions	<a href="mailto:bkconstructions@live.com.au">bkconstructions@live.com.au</a>	13/09/2017
L R Sims and Co	<a href="mailto:lindus@bigpond.com">lindus@bigpond.com</a>	13/09/2017
M & V Ranieri	<a href="mailto:mvr146@bigpond.net.au">mvr146@bigpond.net.au</a>	13/09/2017
South East Cabinet Makers	<a href="mailto:souteastcabinetmakers@westnet.com.au">souteastcabinetmakers@westnet.com.au</a>	13/09/2017
Narrogin Cabinet Makers	<a href="mailto:philbythe@live.com">philbythe@live.com</a>	13/09/2017

Council as of the 22<sup>nd</sup> November 2017 has only received one quote from Ben Kittow - BK Constructions.

The quote received is as follows:

**Benjamin Kittow Constructions**

PO Box 189

Cuballing WA 6311

T: 0437 378 492

E: bkconstructions@live.com.au

ABN: 16 607 376 831

Builder's Registration # 13 506

Name: Wickepin Units x4 (**price for 1 unit ONLY**)

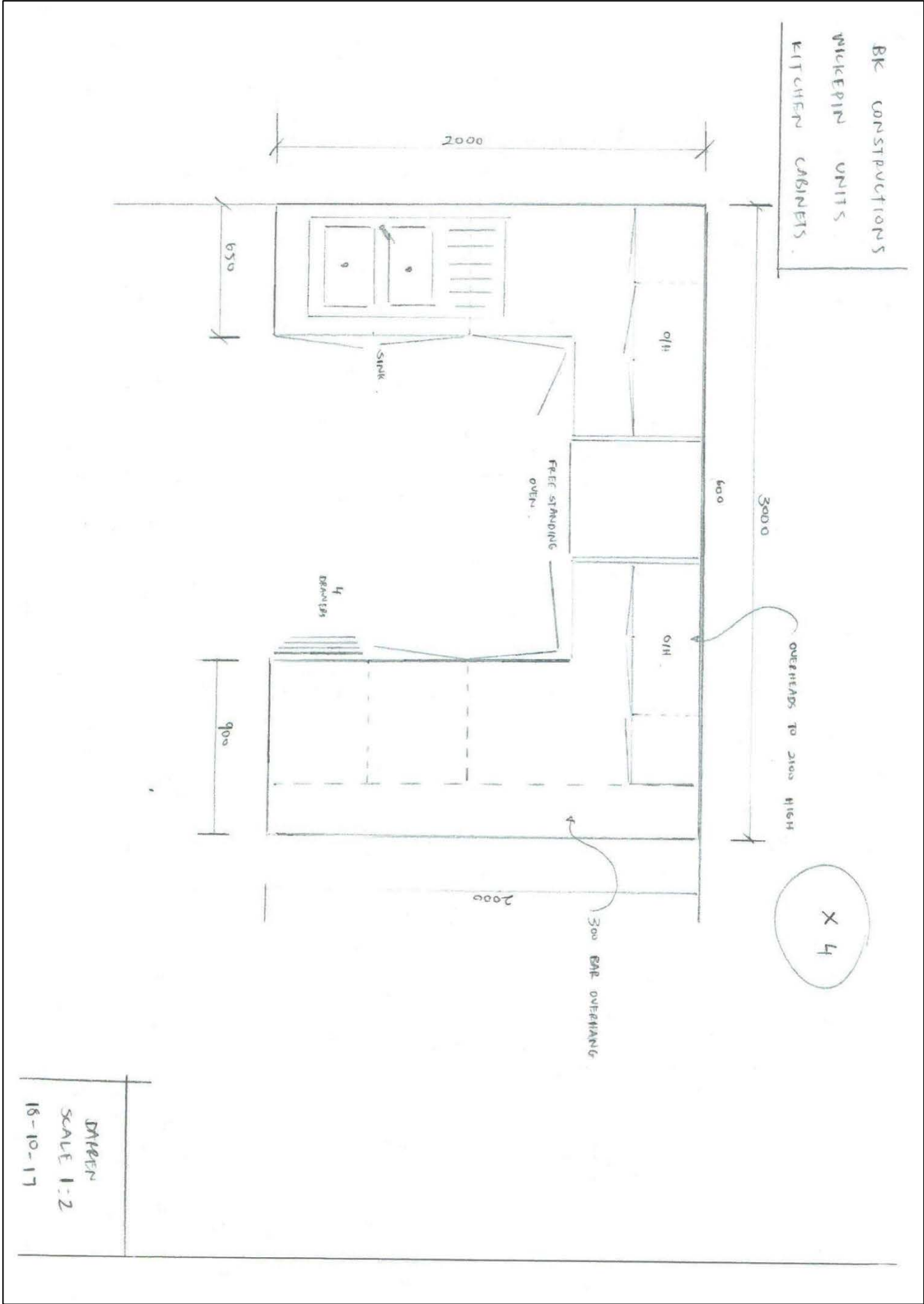
Address: 94 Wogolin Rd, Wickepin

Contact: CEO of Wickepin, Mark Hook

Date: 29 Oct 17

Quotation Number: 0702

Qty	Description	Price	GST	Total
	<b><u>NEW KITCHEN &amp; BATHROOM REFURBISHMENT FOR SINGLE UNIT ONLY.</u></b>			
	<b><u>KITCHEN</u></b>	\$14,452.60	\$1,445.26	\$15,897.86
	*Remove existing and replace with new orientation, ( <b>see attached approx. sketch</b> ). *5800x 940 x 650 bench cabinets - 4 drawers, 900 bar top. *2100 x 560 x 320 overhead cabinets. *40mm square formed poly tec laminate benchtops. *Doors, panels and fronts in 16mm poly tec colour panel 1mm edge. *All benchtop, door and carcass material in quality Aussie made materials. *BLUM soft close hinges inc. *BLUM roller runners on drawers - (soft close extra) *Standard bow handle included. *New electric stove. NO ALLOWANCE FOR ANY OTHER APPLIANCES. *Tiled splash back to entire bench area. *New Range hood to be vented through roof.			
	<b><u>BATHROOM</u></b>	\$11,400	\$1,140	\$12,540
	*New floor and wall tiles(all walls to height of shower screen). *New corner vanity & overhead cupboard. *New fixed pane shower screen. *Door and door frame to remain as is. *All wastes and existing toilets to remain. *Grab rails to be utilised or replaced were necessary. *New taps, shower head, toilet roll holder. *Entire room re painted. ( wall colour to be confirmed)			
	PROVIDED UPON REQUEST WITH INVOICING <b><u>COST BREAKDOWN</u></b>  MATERIALS FREIGHT LABOUR TRAVEL \$1.10KM X SCAFFOLD/TRESTLE HIRE ACCOMODATION MEAL ALLOWANCE CLEAN UP/ RUBBISH REMOVAL EXPENDABLES OFFICE HRS			



**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

Overall cost to renovate the four units is \$103,410.40 which is \$3,410.40 over the current adopted budget estimate of \$100,000

**Strategic Implications:** Nil

**Summary:**

The lifestyle Retirement committee is being requested to adopt the design and quotation from Benjamin Kittow constructions for the refurbishment of the 4 Cottage Homes units Wogolin Road Wickepin.

**Recommendation:**

That the Lifestyle Retirement committee adopt the design and quotation from Benjamin Kittow constructions for the refurbishment of the 4 Cottage Home units Wogolin Road Wickepin at a cost of \$103,410.40 GST Exclusive.

**Voting Requirements:** Simple majority

Moved Kevin Coxon / Seconded Cr Fran Allan

That the Lifestyle Retirement committee adopt the design and quotation from Benjamin Kittow constructions for the refurbishment of the 4 Cottage Home units Wogolin Road Wickepin at a cost of \$103,410.40 GST Exclusive.

Carried 5/0



## 10. Notice of Motions for the Following Meeting

### 11. Reports & Information

#### 11.1 Other matters raised by members

##### 11.1.1 Wheatbelt South Aged Housing Alliance - Project Update November 2017

###### WSAHA Business Case

WSAHA Business Case has been reviewed and updated following withdrawal of Royalties for Regions project funding. Cost Benefit Analysis data and project plan to be updated.

###### Memorandum of Understanding

The new Memorandum of Understanding (MOU) has been drafted for the Shires of Corrigin, Cuballing, Narrogin and Wickpin as well as Narrogin Cottage Homes who wish to work together to apply for Building Better Regions Funding to build 20 aged housing units in six towns. The revised MOU will ensure that all partners clearly understand the project aims, objectives and the responsibilities for each of the participants.

The Shire of Wickpin will continue to act as the Lead Agency for the revised Aged Housing Project.

###### Concept Plans

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

TPG Urban Planners are in the process of developing draft Concept Plans and the plans will be circulated to the group soon. The aim of the Concept Plan is to facilitate communication with the community and show the overall layout of units on the site including: areas for future units, site capacity - number of units that will fit on the site, orientation, solar passive, driveway and access, offset of units relative to others, privacy, communal spaces and landscaped areas, drainage etc. i.e. look, feel and orientation of units regardless of what building materials the units are built from.

Once finalised the Concept Plan will be used as the basis for obtaining quotes to design the headworks and build the units.

###### Building Better Regions Funding

The original Royalties for Regions funding was successful but with the change of government the funding was withdrawn so the WSAHA elected to work together to apply for the Federal Building Better Regions funding (BBRF).

The latest funding round opened on 30 October and closes 19 December 2017.

Key priorities of funding are:

- Create jobs
- Have a positive impact on economic activity, including Aboriginal economic participation through employment and supplier-use outcomes
- Enhance community facilities
- Enhance leadership capacity
- Encourage community cohesion and sense of identity.

### Co Funding

- The project be supported by co-funding at the required minimum ratio (generally \$1:\$1 but for remote it is \$1 for every \$3 from the fund).
- Kondinin and Corrigin are considered remote and Cuballing, Narrogin and Wickepin are regional but as there is mix of locations the entire project location can be considered as remote for the purposes of the co-funding requirement.

### Assessment Criteria

Applications are assessed using a weighted point scoring methodology.

- Merit criteria 1 – economic benefit –is worth 15/35 points
- Merit criteria 2 – social benefit –is worth 10/35 points
- The other two merit criteria – value for money and project delivery are worth 5 points each.

Pracsys have been engaged by the WSAHA to complete a Cost Benefit Analysis that will be required to be submitted with the Building Better Regions Fund application to measure economic and social impact of the project which will contribute 25 of the possible 35 merit criteria points.

The revised draft business case and project budget indicate that a cash contribution of approximately \$80,000 per unit would be required from project partners to proceed with an application for this funding. The BBRF funding is in arrears so shires and Narrogin Cottage Homes must be able to fund the project and then be reimbursed once a milestone claim is made which could take 4-6 weeks. The Shire of Wickepin is expecting to build six units and will need to contribute \$480,000 in cash as well as additional in kind works.

The total grant funding for the project is estimated to be \$4,639,500 and cash contribution from the combined 5 project partners of \$1,573,208.

There is no start date but projects are expected to commence in are to be completed by December 2020. This is a very tight timeline and careful management will be required to ensure that the units are built within the funding deadline.

### Project Milestones and Timing

Project commencement date is not known but is expected to be July- October 2018 and will need to be completed by December 2020. Key milestones are expected to be as follows:

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

*3.47pm – DCEO Natalie Manton departed the meeting.*

## 12. Urgent Business

## 13. Closure

The next Lifestyle Retirement Committee Meeting will be held in 2018 – dates to be confirmed.

There being no further business the Chairperson declared the meeting closed at 4.10pm.

### Actions Requested from meeting

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

## 8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
841-190717-09	Sewerage System Capacity – New Dam	CEO	That Council construct a new sewerage holding dam located in the Shire of Wickepin sub-division located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.	○	Construction has commenced.
892-151117-20	Tender for the Supply of one Medium Tray Body Truck	CEO	That Council accept the E quote from WA Hino for the purchase of one Hino 920 Trade Ace medium body truck at a tendered change over price of \$59,980 excl GST with the following accessories: <div style="display: flex; justify-content: flex-end;"> <div> Ski bar to roof 380.00  2 x LED amber beacons 720.00  Tow bar with 50mm ball 960.00  Canvas seat covers 380.00  Rubber mats 220.00  Window tint 280.00  Stoneguard 650.00  Kevrek 1000s fitted 9,850.00  Upgrade left rear spring 720.00  TX3500 UHF 810.00 </div> </div>	✓	Letters sent to successful and unsuccessful applicants 29/11/2017
893-151117-21	Tender for the Supply of one Motor Grader	CEO	That Council accept the E quote received from Westrac for the purchase of one CAT 12M grader at a net changeover price of \$241,700 excl GST with the following options: <ul style="list-style-type: none"> <li>• Supply tyre inflation kit</li> <li>• Supply &amp; install GME UHF Radio</li> <li>• Supply spare tyre &amp; rim</li> <li>• Supply &amp; install no2 slope meter</li> <li>• Supply &amp; install signwriting</li> <li>• Supply &amp; install sharq adaptor plate and sharq cutting edges</li> <li>• Supply &amp; install guards over headlights</li> <li>• Supply &amp; install amber beacons (two)</li> <li>• Supply &amp; install 9kg fire extinguisher</li> <li>• Supply &amp; install 1kg fire extinguisher</li> <li>• 157-0674 supply metric tool kit</li> <li>• Supply &amp; install seat cover/cushion</li> <li>• Supply &amp; install window tinting</li> <li>• 12 months concessional license</li> <li>• Full set of books</li> </ul>	✓	Letters sent to successful and unsuccessful applicants 29/11/2017
894-151117-25	Tincurrin Hall Sale	CEO	That the Shire of Wickepin applies to the Minister for Lands for the inclusion of leasing powers up to 21 years for Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin.	✓	CEO Sent Letter 24/11/2017
895-151117-26	Wickepin She Shed He Shed Donation	CEO	That Council purchase the zincalume sheeting at a cost of \$560 GST inclusive from Ewen Rural Supplies for the Wickepin	✓	CEO Sent Email 17/11/2017

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			She Shed He Shed, for the door being installed on the northern end of the recycling shed.		
896-151117-27	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	That Council approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association with Council's only contribution being of an in kind nature.	✓	CEO Sent Letter 24/11/2017
897-151117-31	Administration Office Christmas Trading Hours 2017/18	CEO	That the trading hours for 2017/18 Christmas period be as follows: Monday 25 December Closed - Public Holiday (for Christmas Day) Tuesday 26 December Closed - Public Holiday (for Boxing Day) Wednesday 27 December Closed - Employee Annual Leave Thursday 28 December Closed - Employee Annual Leave Friday 29 December Closed - Employee Annual Leave Monday 1 January Closed - Public Holiday, New Year Tuesday 2 January Open	✓	Advertised by ESO

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

○ = in progress    ✓ = completed    ✕ = superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

## Technical Services

**10.1.01 – Manager Works and Services Report**

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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:	12 December 2017

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Enclosure / Attachment: Nil

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

Comment:

**Programmed Construction Works**

- The construction team is currently working on the Pingelly Wickepin Road and the bitumen seal is programmed to be applied on Wednesday the 13<sup>th</sup> December.
- Works have also been completed on the Wickepin North road widening. The bitumen seal has been programmed to be applied on Thursday 14<sup>th</sup> December.
- Tree pruning via Twin Karries Contracting has been completed on Dwelyerdine Rd, Line Rd, Wickepin Harrismith Rd and Malyalling Rd. More pruning will be carried out on Wickepin North Rd, Russell Rd, White Rd and Jago Rd if budget allows.
- Culvert widening and vegetation pruning has begun on the Line Road Black Spot Project.
- Work has commenced on the construction of the new sewerage overflow dam.
- Bridge maintenance work on the Yarling Brook Rd Bridge and also the 86 Gate Rd Bridge.
- Preparation work has commenced on the programmed footpath construction projects. This will include the construction of new Gopher / Pram ramps.

**Plant Replacement**

- MWS has issued an order for the purchase of a Cat 12M grader with a 14 ft blade from Westrac Bunbury. The machine is anticipated to be delivered prior to Christmas.
- MWS has issued an order for the purchase of a Hino 920 Trade Ace from WA Hino. As there were no manual transmission trucks available, W.A Hino has agreed to supply a 921 Automatic at the same tendered price. This truck will be delivered prior to Christmas.

**Maintenance Works**

- Grading various roads.
- Pot hole patching.
- Waste transferred from outer refuse sites
- Rubbish tip maintenance.
- Various fallen trees.
- Culvert cleaning various roads
- Signage maintenance.

- Guide posting maintenance.
- Begin vegetation pruning program
- Repair culverts Dwelludine Road
- Various ongoing and general maintenance.
- Sewerage Maintenance and repairs
- Repair plumbing at Arts and Crafts building
- Repair fencing at the Wickepin Caravan Park.
- Repair ceiling panels at the Harrismith community centre.

### Occupational Health and Safety

- No issues to report.

### Workshop

- Replace concrete cutting saw.
- Chainsaw repairs.
- Major service to Komatsu grader which included replacing the injectors.
- Service Cat 12H grader.
- Service Komatsu W250 Loader.
- Service Hino side tippers and dog trailers.
- Service Bomag multi roller.
- Service Dynapac vibe roller.
- Various service works on fire trucks.
- Work on the Yealering ambulance.
- Service various utilities and minor plant items.

### Parks and Gardens

- Prepare oval for cricket.
- Prune street trees various
- Weed control
- Oval maintenance.
- General mowing
- Reticulation repairs and maintenance
- Maintenance and pumping at the sewer ponds.
- Plant screen trees at Wickepin refuse site.
- Mow the Harrismith oval.
- General maintenance at Lake Yealering, Harrismith and Tincurrin.

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 12 December 2017.

**Voting Requirements:** Simple majority

**Resolution No**

Moved Cr / Seconded Cr

That council notes the report from the Manager of Works and Services dated 12 December 2017.

Carried /



## 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:	4 December 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 period ending 30 November 2017 as presented be received.

Voting Requirements: Simple majority

### Resolution No

Moved Cr / Seconded Cr

That the financial statements tabled for the period ending 30 November 2017 as presented be received.

Carried /

# **SHIRE OF WICKEPIN**

## **MONTHLY FINANCIAL REPORT**

**For the Period Ended 30 November 2017**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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## **Report Purpose**

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

## **Overview**

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

## **Statement of Financial Activity by reporting program**

Is presented on page 6 and shows a surplus as at 30 November 2017 of \$2,269,198.

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

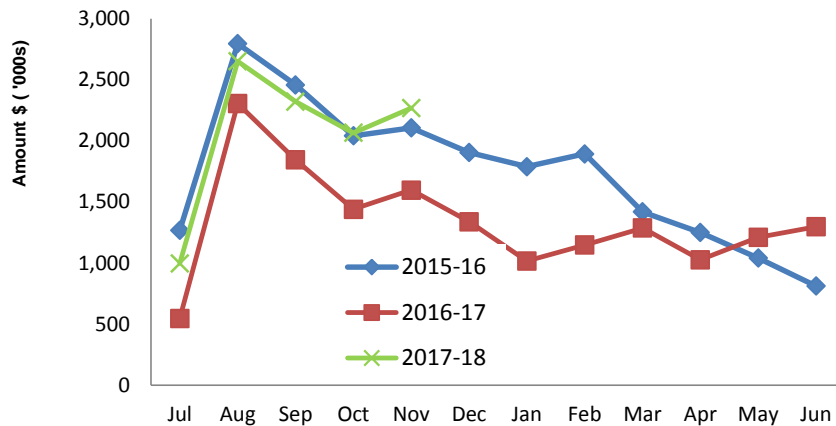
Reviewed by: Mark Hook CEO

Date prepared: 11-Dec-17

## Shire of Wickepin

Monthly Summary Information  
For the Period Ended 30 November 2017

**Liquidity Over the Year (Refer Note 3)**



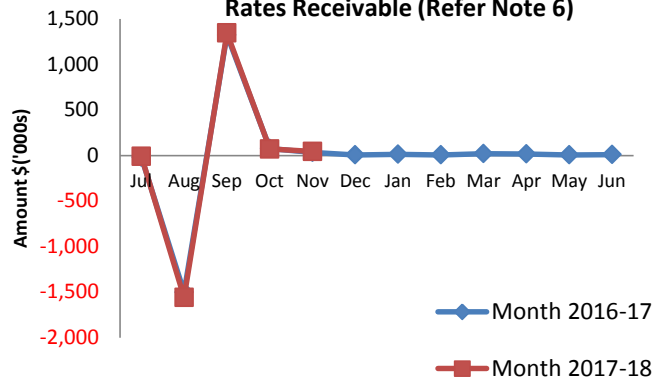
### Cash and Cash Equivalents as at period end

Unrestricted	\$	2,353,723
Restricted	\$	1,647,428
	\$	<u>4,001,151</u>

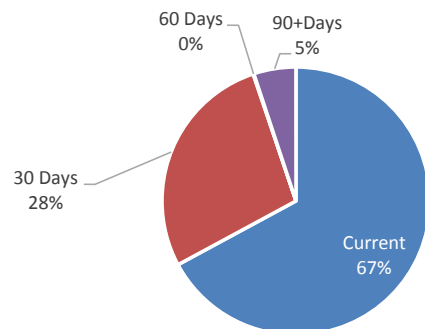
### Receivables

Rates	\$	110,497
Other	\$	<u>8,302</u>
	\$	<u>118,798</u>

**Rates Receivable (Refer Note 6)**



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



### Comments

Unrestricted cash includes the following payments in advance

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

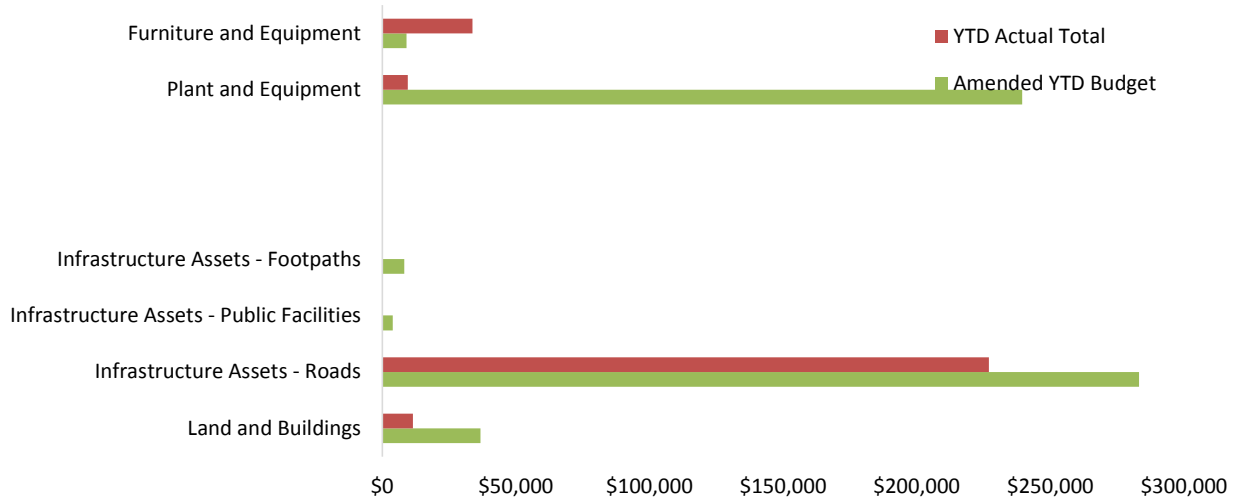
This information is to be read in conjunction with the accompanying Financial Statements and notes.

# Shire of Wickepin

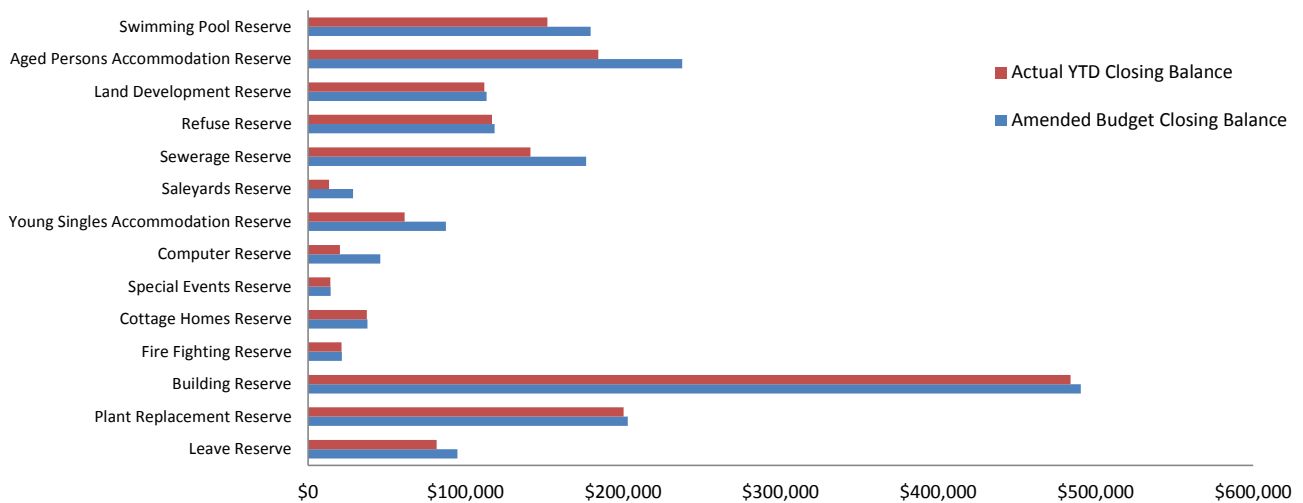
## Monthly Summary Information

For the Period Ended 30 November 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.

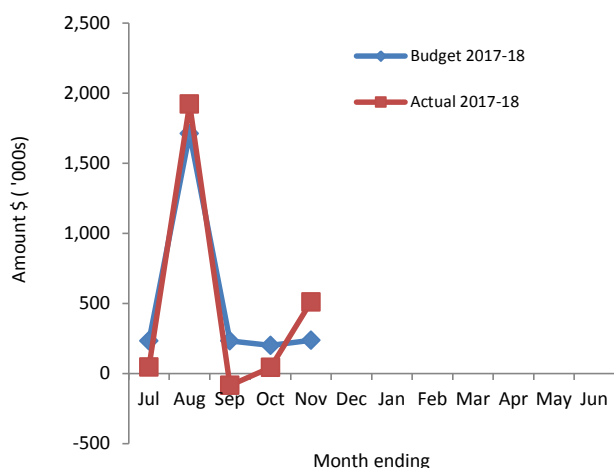
# Shire of Wickepin

## Monthly Summary Information

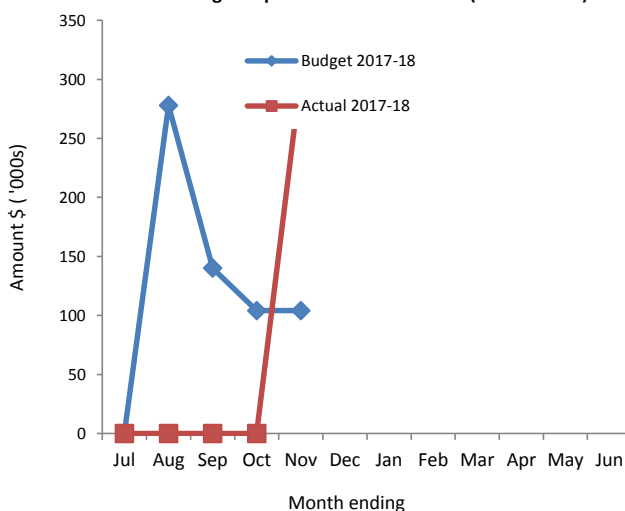
For the Period Ended 30 November 2017

### Revenues

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

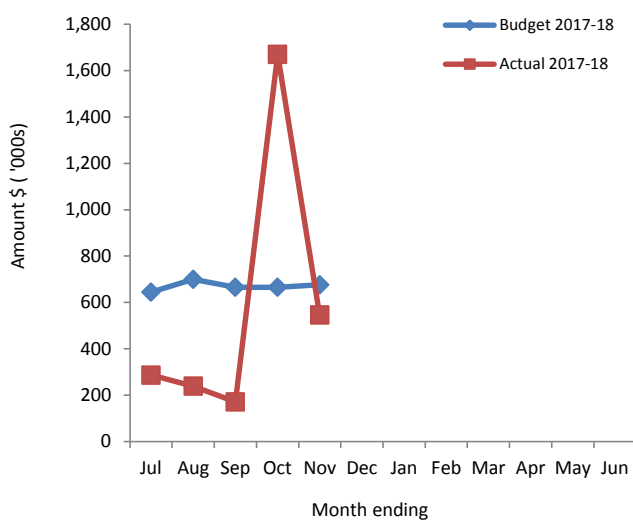


Budget Capital Revenue -v- Actual (Refer Note 2)

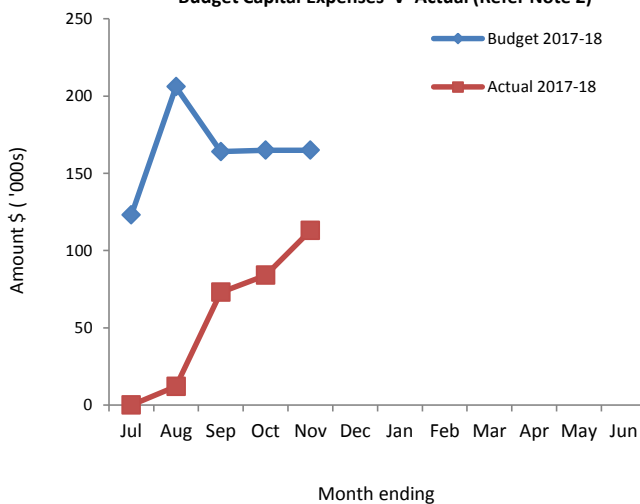


### Expenditure

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



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



### Comments

Depreciation calculated for July, Aug, Sept and October  
Operating revenue decreased due to discount applied to rates in September

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Governance		\$ 5,720	\$ 2,380	\$ 3,693	\$ 1,313	55.18%	
General Purpose Funding - Rates	9	1,357,675	1,351,846	1,359,210	7,364	0.54%	
General Purpose Funding - Other		714,849	297,800	364,927	67,127	22.54%	▲
Law, Order and Public Safety		437,930	197,815	60,683	(137,132)	(69.32%)	▼
Health		250	100	0	(100)	(100.00%)	
Education and Welfare		4,500	1,875	4,155	2,280	121.62%	
Housing		273,440	113,915	64,772	(49,143)	(43.14%)	▼
Community Amenities		170,489	104,190	148,039	43,849	42.09%	▲
Recreation and Culture		57,847	24,080	12,224	(11,856)	(49.23%)	▼
Transport		1,138,728	474,455	381,945	(92,510)	(19.50%)	▼
Economic Services		50,635	21,080	18,432	(2,648)	(12.56%)	
Other Property and Services		64,000	26,655	17,460	(9,195)	(34.50%)	▼
Total Operating Revenue		4,276,063	2,616,191	2,435,541	(180,650)		
<b>Operating Expense</b>							
Governance		(516,699)	(215,175)	(200,632)	14,543	6.76%	▼
General Purpose Funding		(84,007)	(34,975)	(31,492)	3,483	9.96%	▼
Law, Order and Public Safety		(235,735)	(98,175)	(74,534)	23,641	24.08%	▼
Health		(30,662)	(12,745)	(14,262)	(1,517)	(11.90%)	
Education and Welfare		(21,304)	(8,855)	(8,191)	664	7.50%	▼
Housing		(213,216)	(88,725)	(70,334)	18,391	20.73%	▼
Community Amenities		(451,025)	(187,660)	(137,794)	49,866	26.57%	▼
Recreation and Culture		(1,235,597)	(514,540)	(389,189)	125,351	24.36%	▼
Transport		(4,898,727)	(2,041,015)	(1,915,523)	125,492	6.15%	▼
Economic Services		(306,009)	(127,390)	(76,642)	50,748	39.84%	▼
Other Property and Services		(16,270)	(21,410)	5,122	26,532	123.92%	▼
Total Operating Expenditure		(8,009,252)	(3,350,665)	(2,913,472)	437,193		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,725,060	1,968,745	1,812,826	(155,919)	(7.92%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(23,750)	0	23,750	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		934,868	1,210,521	1,334,895	124,374		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	425,196	106,299	0	(106,299)	(100.00%)	▼
Total Capital Revenues		425,196	106,299	0	(106,299)		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(76,240)	0	76,240	100.00%	▼
Infrastructure - Roads	13	(1,132,674)	(471,900)	(226,990)	244,910	51.90%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(32,843)	(13,680)	(244)	13,436	98.21%	▼
Infrastructure - Drainage	13	(15,500)	(6,455)	0	6,455	100.00%	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(957,749)	(239,710)	(20,936)	218,774	91.27%	▼
Furniture and Equipment	13	(36,000)	(15,000)	(33,772)	(18,772)	(125.15%)	▲
Total Capital Expenditure		(2,321,766)	(822,985)	(281,942)	541,043		
Net Cash from Capital Activities		(1,896,570)	(716,686)	(281,942)	434,744		
<b>Financing</b>							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5844	2,435	2,893	458	18.82%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(11,585)	(11,887)	(302)	(2.61%)	
Transfer to Reserves	7	(234,980)	(97,908)	0	97,908	100.00%	▼
Net Cash from Financing Activities		(256,940)	(107,058)	(8,994)	98,065		
Net Operations, Capital and Financing		(1,218,642)	386,777	1,043,959	680,933		
Opening Funding Surplus(Deficit)	3	1,225,238	1,225,239	1,225,239	0	0.00%	
Closing Funding Surplus(Deficit)	3	6,596	1,612,015	2,269,198	680,933		

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

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



**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 November 2017**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,357,675	1,351,806	1,359,210	7,404	0.55%	
Operating Grants, Subsidies and Contributions	11	796,304	331,780	464,819	133,039	40.10%	▲
Fees and Charges		675,786	330,005	298,628	(31,377)	(9.51%)	▼
Service Charges		0	0	0	0		
Interest Earnings		42,400	17,660	9,563	(8,097)	(45.85%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	155,560	64,810	0			
<b>Total Operating Revenue</b>		<b>3,027,725</b>	<b>2,096,061</b>	<b>2,132,220</b>	<b>100,969</b>		
<b>Operating Expense</b>							
Employee Costs		(1,139,806)	(474,735)	(472,941)	1,794	0.38%	
Materials and Contracts		(1,695,859)	(705,800)	(425,378)	280,422	39.73%	▲
Utility Charges		(172,045)	(71,615)	(37,766)	33,849	47.27%	▲
Depreciation on Non-Current Assets		(4,725,060)	(1,968,745)	(1,812,826)	155,919	7.92%	▲
Interest Expenses		(5,014)	(2,085)	(2,399)	(314)	(15.06%)	
Insurance Expenses		(172,911)	(86,625)	(162,162)	(75,537)	(87.20%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(98,557)	(41,060)	0			
<b>Total Operating Expenditure</b>		<b>(8,009,252)</b>	<b>(3,350,665)</b>	<b>(2,913,472)</b>	<b>396,133</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,725,060	1,968,745	1,812,826	(155,919)	(7.92%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(23,750)	0	23,750	(100.00%)	
Adjust Provisions and Accruals			0		0		
<b>Net Cash from Operations</b>		<b>(313,470)</b>	<b>690,391</b>	<b>1,031,574</b>	<b>364,933</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,248,338	520,130	303,321	(216,809)	(41.68%)	▼
Proceeds from Disposal of Assets	8	425,196	106,299	0	(106,299)	(100.00%)	▼
<b>Total Capital Revenues</b>		<b>1,673,534</b>	<b>626,429</b>	<b>303,321</b>	<b>(323,108)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(76,240)	0	76,240	100.00%	▲
Infrastructure - Roads	13	(1,132,674)	(471,900)	(226,990)	244,910	51.90%	▲
Infrastructure - Public Facilities	13	0		0	0		
Infrastructure - Footpaths	13	(32,843)	(13,680)	(244)	13,436	98.21%	▲
Infrastructure - Drainage	13	(15,500)	(6,455)	0	6,455	100.00%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(957,749)	(239,710)	(20,936)	218,774	91.27%	▲
Furniture and Equipment	13	(36,000)	(15,000)	(33,772)	(18,772)	(125.15%)	▼
<b>Total Capital Expenditure</b>		<b>(2,321,766)</b>	<b>(822,985)</b>	<b>(281,942)</b>	<b>541,043</b>		
<b>Net Cash from Capital Activities</b>		<b>(648,232)</b>	<b>(196,556)</b>	<b>21,379</b>	<b>217,935</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5,844	2,435	2,893	458	18.82%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(11,585)	(11,887)	(302)	(2.61%)	
Transfer to Reserves	7	(234,980)	(97,908)	0	97,908	100.00%	▲
<b>Net Cash from Financing Activities</b>		<b>(256,940)</b>	<b>(107,058)</b>	<b>(8,994)</b>	<b>98,065</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,218,642)</b>	<b>386,777</b>	<b>1,043,959</b>	<b>680,933</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,225,238</b>	<b>1,225,239</b>	<b>1,225,239</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>6,596</b>	<b>1,612,015</b>	<b>2,269,198</b>	<b>680,933</b>		

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

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 30 November 2017**

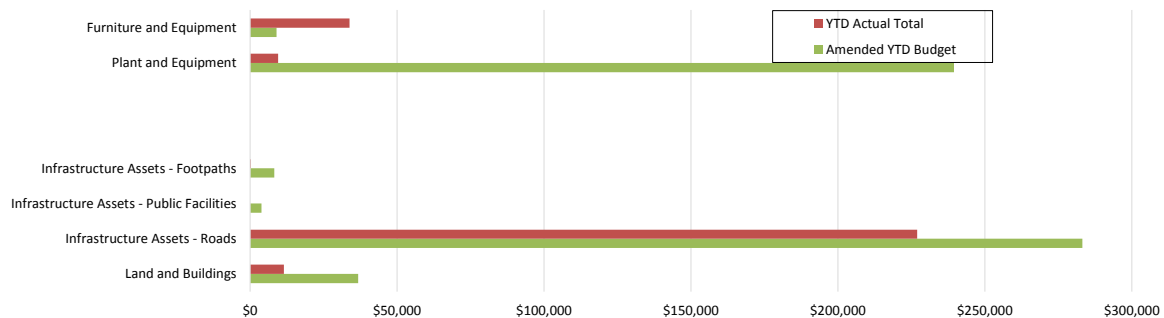
YTD 30 11 2017							
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	11,436	0	11,436	36,750	147,000	(25,314)
Infrastructure Assets - Roads	13	0	226,990	226,990	283,169	1,132,674	(56,179)
Infrastructure Assets - Public Facilities	13	0	0	0	3,875	15,500	(3,875)
Infrastructure Assets - Footpaths	13	244	0	244	8,211	32,843	(7,967)
Plant and Equipment	13	0	9,500	9,500	239,437	957,749	(229,937)
Furniture and Equipment	13	0	33,772	33,772	9,000	36,000	24,772
Capital Expenditure Totals		11,680	270,262	281,942	580,442	2,321,766	(298,500)

**Funded By:**

Capital Grants and Contributions	303,321	1,248,338	1,248,338	945,017
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	106,299	425,196	(106,299)
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			
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Own Source Funding - Operations</b>	<b>(21,379)</b>	<b>(774,196)</b>	<b>648,232</b>	<b>752,817</b>
<b>Capital Funding Total</b>	<b>281,942</b>	<b>580,442</b>	<b>2,321,766</b>	<b>(298,500)</b>

Comments and graphs

Capital Expenditure Program YTD



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

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	5,720		5,720	2,380
General Purpose Funding - Rates	1,357,675		1,357,675	1,351,846
General Purpose Funding - Other	714,849		714,849	297,800
Law, Order and Public Safety	437,930		437,930	197,815
Health	250		250	100
Education and Welfare	4,500		4,500	1,875
Housing	273,440		273,440	113,915
Community Amenities	170,489		170,489	104,190
Recreation and Culture	57,847		57,847	24,080
Transport	1,138,728		1,138,728	474,455
Economic Services	50,635		50,635	21,080
Other Property and Services	64,000		64,000	26,655
<b>Total Operating Revenue</b>	<b>4,276,063</b>	<b>0</b>	<b>4,276,063</b>	<b>2,616,191</b>
<b>Operating Expense</b>				
Governance	(516,699)		(516,699)	(215,175)
General Purpose Funding	(84,007)		(84,007)	(34,975)
Law, Order and Public Safety	(235,735)		(235,735)	(98,175)
Health	(30,662)		(30,662)	(12,745)
Education and Welfare	(21,304)		(21,304)	(8,855)
Housing	(213,216)		(213,216)	(88,725)
Community Amenities	(451,025)		(451,025)	(187,660)
Recreation and Culture	(1,235,597)		(1,235,597)	(514,540)
Transport	(4,898,727)		(4,898,727)	(2,041,015)
Economic Services	(306,009)		(306,009)	(127,390)
Other Property and Services	(16,270)		(16,270)	(21,410)
<b>Total Operating Expenditure</b>	<b>(8,009,252)</b>	<b>0</b>	<b>(8,009,252)</b>	<b>(3,350,665)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	4,725,060		4,725,060	1,968,745
Adjust (Profit)/Loss on Asset Disposal	(57,003)		(57,003)	(23,750)
Adjust Provisions and Accruals	0		0	
<b>Net Cash from Operations</b>	<b>934,868</b>	<b>0</b>	<b>934,868</b>	<b>1,210,521</b>
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	425,196		425,196	106,299
Proceeds from Sale of Investments	0		0	0
<b>Total Capital Revenues</b>	<b>425,196</b>	<b>0</b>	<b>425,196</b>	<b>106,299</b>
<b>Capital Expenses</b>				
Land Held for Resale	0		0	0
Land and Buildings	(147,000)	0	(147,000)	(76,240)
Infrastructure - Roads	(1,132,674)		(1,132,674)	(471,900)
Infrastructure - Public Facilities	0		0	
Infrastructure - Footpaths	(32,843)		(32,843)	(13,680)
Infrastructure - Drainage	(15,500)		(15,500)	(6,455)
Heritage Assets	0		0	0
Plant and Equipment	(957,749)		(957,749)	(239,710)
Furniture and Equipment	(36,000)		(36,000)	(15,000)
<b>Total Capital Expenditure</b>	<b>(2,321,766)</b>	<b>0</b>	<b>(2,321,766)</b>	<b>(822,985)</b>
<b>Net Cash from Capital Activities</b>	<b>(1,896,570)</b>	<b>0</b>	<b>(1,896,570)</b>	<b>(716,686)</b>
<b>Financing</b>				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	5,844		5,844	2,435
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(27,804)		(27,804)	(11,585)
Transfer to Reserves	(234,980)		(234,980)	(97,908)
<b>Net Cash from Financing Activities</b>	<b>(256,940)</b>	<b>0</b>	<b>(256,940)</b>	<b>(107,058)</b>
<b>Net Operations, Capital and Financing</b>	<b>(1,218,642)</b>	<b>0</b>	<b>(1,218,642)</b>	<b>386,777</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>1,225,238</b>	<b>0</b>	<b>1,225,238</b>	<b>1,225,238</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>6,596</b>	<b>0</b>	<b>6,596</b>	<b>1,612,015</b>

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

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

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

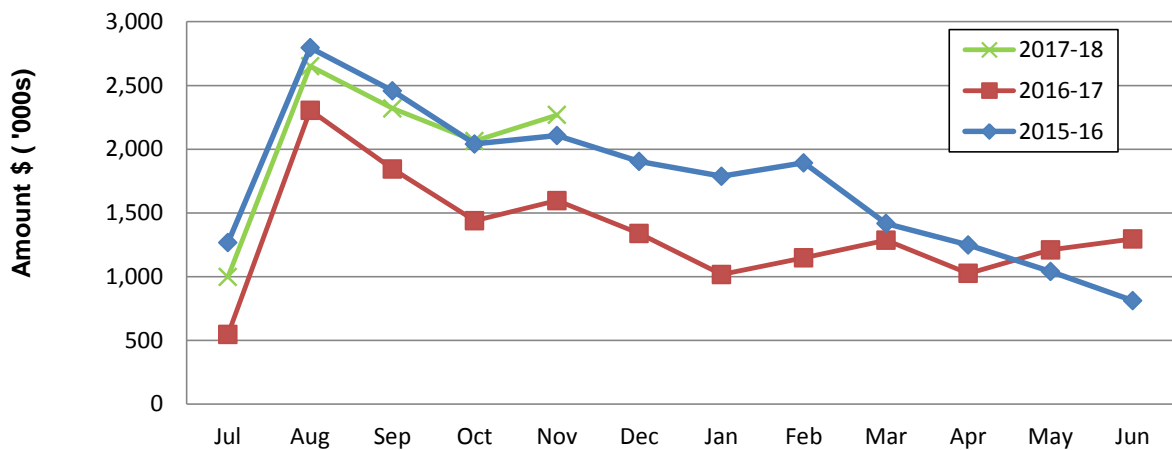
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	1,313	55.18%			
Housing	(49,143)	(43.14%)	▼	Timing	reduced rent on Cottage Homes
Community Amenities	43,849	42.09%	▲	Timing	rubbish charges full year
Recreation and Culture	(11,856)	(49.23%)	▼	Permanent	pool grant not received
Transport	(92,510)	(19.50%)	▼	Timing	Grant not received
Economic Services	(2,648)	(12.56%)			
Other Property and Services	(9,195)	(34.50%)	▼	Timing	reduced diesel fuel rebate
<b>Operating Expense</b>					
<b>Governance</b>	14,543	6.76%	▼	Timing	consulting fees, depreciation, legal expenses
General Purpose Funding	3,483	9.96%	▼	Timing	valuation expenses
Law, Order and Public Safety	23,641	24.08%	▼	Timing	insurance paid full year. Reduced exp fire prevention and loss on sale of assets
Health	(1,517)	(11.90%)			
Housing	18,391	20.73%	▼	Timing	staff housing subsidy paid full year. Reduced depreciation
Community Amenities	49,866	26.57%	▼	Timing	Reduced depreciation. Reduced expenditure on rubbish tips
Recreation and Culture	125,351	24.36%	▼	Timing	Reduced expenditure depreciation, pool maintenance, oval and library contribution not paid yet.
Transport	125,492	6.15%	▼	Timing	Townscape projects not completed
Economic Services	50,748	39.84%	▼	Timing	Reduced expenditure depreciation, caravan parks maintenance and standpipes.
Other Property and Services	26,532	123.92%	▼	Timing	Reduced sick and holiday pay.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(216,809)	(41.68%)	▼	Timing	Grants not received for Tincurrin Fire Truck and road grants.
Proceeds from Disposal of Assets	(106,299)	(100.00%)	▼	Timing	Asset purchases and disposals not completed.
<b>Capital Expenses</b>					
Land and Buildings	76,240	100.00%	▼	Timing	Projects not completed as yet
Infrastructure - Roads	244,910	51.90%	▼	Timing	projects not completed as yet
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	13,436	98.21%	▼	Timing	Projects not completed as yet
Plant and Equipment	218,774	91.27%	▼	Timing	Plant and equip not purchased as yet
Furniture and Equipment	(18,772)	(125.15%)	▲	Timing	Furniture and equip not purchased as yet.
<b>Financing</b>					
Loan Principal	(302)	(2.61%)			

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

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Nov 2017	30 June 2017	YTD 29 Nov 2016
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	2,353,723	1,441,513	1,624,000
Cash Restricted	4	1,647,428	1,647,429	1,243,268
Receivables - Rates	6	110,497	19,522	91,653
Receivables -Other	6	8,302	18,556	31,000
Interest / ATO Receivable/Trust		18,009	25,649	20,764
Inventories			0	0
		4,137,958	3,152,668	3,010,685
<b>Less: Current Liabilities</b>				
Payables		(19,797)	(78,464)	(25,619)
Provisions		(201,537)	(201,537)	(144,743)
		(221,335)	(280,001)	(170,363)
Less: Cash Reserves	7	(1,647,428)	(1,647,429)	(1,243,268)
<b>Net Current Funding Position</b>		<b>2,269,196</b>	<b>1,225,239</b>	<b>1,597,054</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

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

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	490,296			490,296	ANZ	At Call
Reserve Bank Account	0.00%		63,282		63,282	ANZ	At Call
Trust Bank Account	0.00%			41,093	41,093	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal	2.45%	500,000			500,000	ANZ	13.04.2018
Municipal					0		
Municipal	1.45%	1,362,727			1,362,727	WA Treasury	At Call
Reserve	2.40%		1,584,146		1,584,146	ANZ	31.12.2017
Trust	2.10%			54,133	54,133	ANZ	8.1.2018
<b>Total</b>		<b>2,353,723</b>	<b>1,647,428</b>	<b>95,226</b>	<b>4,096,377</b>		

**Comments/Notes - Investments**

Pool manager payment and correction on rent receipt entered into ledger in December instead of November so bank balance has been adjusted to account for these transactions.

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

**Note 5: BUDGET AMENDMENTS**

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

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

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

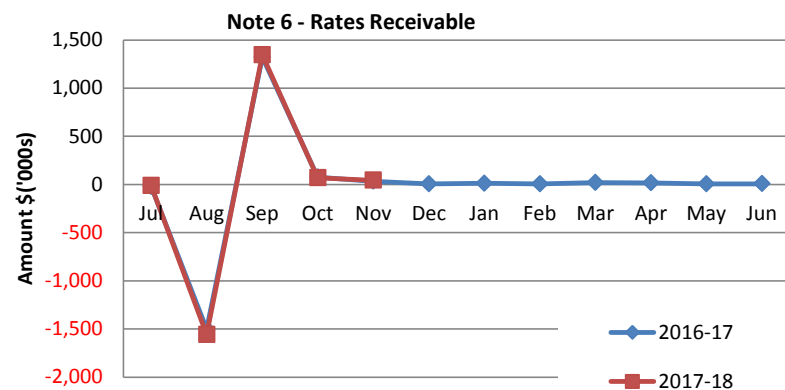
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

YTD 30 Nov 2017	30 June 2017
\$ 19,522	\$ 25,543
1,525,792	1,497,589
(1,434,817)	(1,503,610)
<b>110,497</b>	<b>19,522</b>
<b>110,497</b>	<b>19,522</b>
92.85%	98.72%



Comments/Notes - Receivables Rates

**Receivables - General**

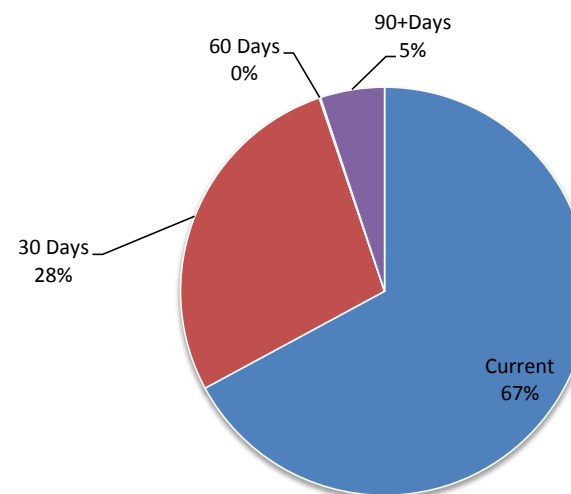
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$ 5,572	\$ 2,299	\$ 9	\$ 422
			<b>8,302</b>

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



Comments/Notes - Receivables General

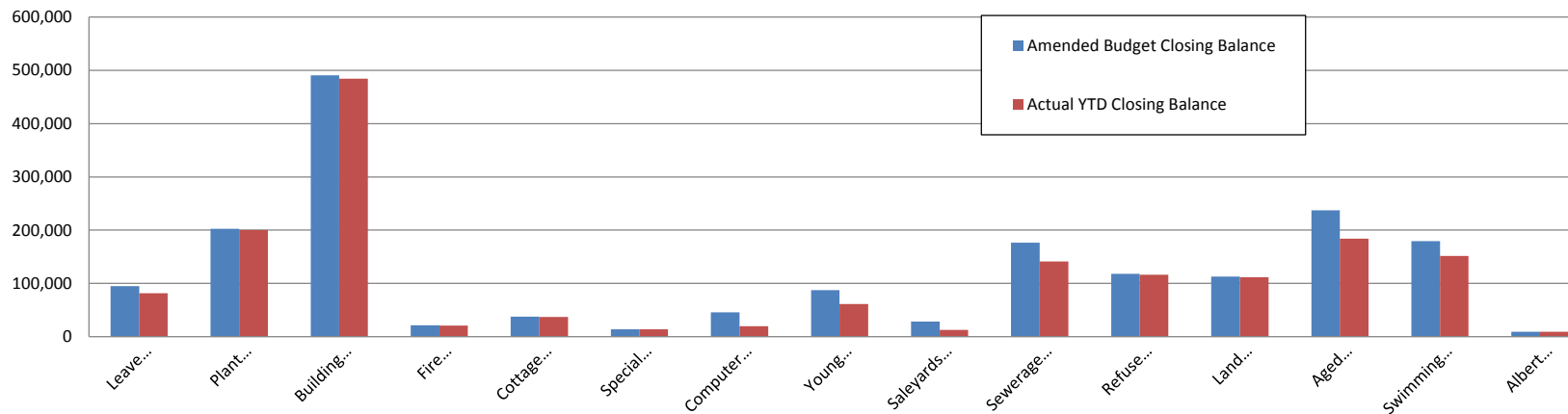


**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 7: Cash Backed Reserve**

2017-18										
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	81,572	1,260		12,000					94,832	81,572
Plant Replacement Reserve	200,182	2,694							202,876	200,182
Building Reserve	483,980	6,514							490,494	483,980
Fire Fighting Reserve	21,123	284							21,407	21,123
Cottage Homes Reserve	37,172	500							37,672	37,172
Special Events Reserve	14,010	189							14,199	14,010
Computer Reserve	20,087	606		25,000					45,693	20,087
Young Singles Accommodation Reserve	61,296	1,162		25,000					87,458	61,296
Saleyards Reserve	13,190	379		15,000					28,569	13,190
Sewerage Reserve	141,033	2,342		32,980					176,355	141,033
Refuse Reserve	116,703	1,571							118,274	116,703
Land Development Reserve	111,712	1,504							113,216	111,712
Aged Persons Accommodation Reserve	184,185	3,152		50,000					237,337	184,185
Swimming Pool Reserve	151,819	2,380		25,000					179,199	151,819
Albert Facey Homestead Reserve	9,364	126							9,490	9,364
Fuel Facility	0	337		25,000				Res 160817-22	25,337	0
	<b>1,647,428</b>	<b>25,000</b>	<b>0</b>	<b>209,980</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,882,408</b>	<b>1,647,428</b>

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



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

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 30 11 2017			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
				<b>Plant and Equipment</b>				
37,600	(3,000)			POAE CEO Vehicle	(1,600)	0	1,600	GL 102230.72
37,600	(2,400)			P0AF CEO Vehicle	(2,200)	0	2,200	GL 102230.72
48,000	(6,000)			P2473 Hino 300 Series 6 Wheel Truck	(28,364)	0	28,364	GL 160020.72
118,000	(14,707)			P813 Cat Grader	(13,293)	0	13,293	GL 160020.72
43,600	(6,600)			P2R MWS Colorado	(9,000)	0	9,000	GL 160020.72
28,000	(4,000)			P2QF Facey Group Utility	3,560	0	(3,560)	GL 141130.70
49,000	(4,900)			P182 Tincurrin Fire Truck	(44,100)	0	44,100	GL 110420.72
				<b>Land &amp; Buildings</b>		0	0	
75,000	(27,000)			5 Smith Street	152,000	0	(152,000)	GL 139730.70
436,800	(68,607)	0	0		57,003	0	(57,003)	

Comments - Capital Disposal/Replacements

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

**Note 9: RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>
<b>Differential General Rate</b>											
GRV	0.0703	195	1,823,479	128,194	45	969	127,270	128,194	1,200		129,394
UV	0.0104	275	126,777,235	1,322,287			1,322,287	1,322,287	500		1,322,787
Mining UV											
<b>Sub-Totals</b>		470	128,600,714	1,450,481	45	969	1,449,557	1,450,481	1,700	0	1,452,181
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV		390	83,554	24,180			24,180	24,180			24,180
UV		390	279,569	5,460			5,460	5,460			5,460
Mining UV											
<b>Sub-Totals</b>		780	363,123	29,640	0	0	29,640	29,640	0	0	29,640
Ex Gratia Rates							1,479,197				1,481,821
Discount							8,454				8,454
Rates Writeoffs							(128,401)				(132,500)
<b>Amount from General Rates</b>							(40)				(100)
<b>Specified Area Rates</b>							<b>1,359,210</b>				<b>1,357,675</b>
<b>Totals</b>							<b>1,359,210</b>				<b>1,357,675</b>

Comments - Rating Information

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

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	
Loan 100 - CEO Residence	69,933		8994	21,960	60,939	47,973	1623	3,520	24/06/2020
Loan 102 - WD Sports Club SS Greens	38,805		2893	5,844	35,912	32,961	776	1,494	17/01/2023
	108,738	0	11,887	27,804	96,851	80,934	2,399	5,014	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2017-18 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	442,492	0	442,492	0	238,417	204,076
Grants Commission - Roads	WALGGC	Y	222,810	0	222,810	0	115,987	106,823
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	21,300	0	21,300	0	14,913	6,387
FESA Grant - Tincurrin Fire Truck	Dept. of Fire & Emergency Serv.	Y	369,400	0		369,400	0	369,400
<b>HOUSING</b>								
Grants - Aged Housing	Regional Development & Lands	Y	28,540		28,540		25,000	3,540
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Grants - Swimming Pool	Community Pool Revitalisation	N	32,000	0	32,000	0	0	32,000
Grants - Kidsport	Department of Sport and Rec	Y	5,000	0	5,000		2,000	3,000
			0	0	0		0	0
<b>TRANSPORT</b>								
Contributions - Road Projects	Blackspot Funding State	Y	168,170	0	0	168,170	0	168,170
Roads To Recovery Grant - Cap	Roads to Recovery	Y	471,857	0	0	471,857	303,321	168,536
RRG Grants - Capital Projects	Regional Road Group	Y	210,371	0	0	210,371	0	210,371
Direct Grant - Maintenance	Dept. of Transport	Y	68,502	0	68,502	0	68,502	0
			0	0	0		0	0
<b>EDUCATION</b>	RDA movie nights	Y	4,200		4,200			4,200
<b>TOTALS</b>			<b>2,044,642</b>	<b>0</b>	<b>824,844</b>	<b>1,219,798</b>	<b>768,140</b>	<b>1,276,503</b>

Operating  
Non-Operating

Operating  
Non-operating

796,304  
1,248,338  
2,044,642

464,819  
303,321  
768,140

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 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 17	Amount Received	Amount Paid	Closing Balance 30-Nov-17
	\$	\$	\$	\$
Housing Bonds	200	810	(1,010)	0
Master Key Deposits	0	600	0	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	320	(320)	0
Building and BCITF	0	108	(108)	0
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0	50		50
WDSC Replacement Greens	69,613	6,834	0	76,447
Kidsport	0		0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	390	(390)	2,329
Yealering Bowling Club Greens	15,800	0	0	15,800
	<b>87,942</b>	<b>9,112</b>	<b>(1,828)</b>	<b>95,226</b>

Level of Completion Indicators

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

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

Note 13: CAPITAL ACQUISITIONS

		30/11/2017					Strategic Reference / Comment
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
Land for Resale							
Community Amenities							
Community Amenities Total		0	0	0	0	0	
Land for Resale Total		0	0	0	0	0	
Land & Buildings							
Housing							
Upgrade Cottage Homes	CLCH1	(100,000)	(56,665)	0	56,665	0	Not commenced as YET
7 Smith Street Roof	LHS2C	(22,000)	(9,165)	0	(24,607)	0	Not commenced as YET
Housing Total		(122,000)	(65,830)	0	32,058	0	
Community Amenities							
Wickepin Cemetery Upgrade	WCU1	0	0	0	0	0	
Harrismith Cemetery Upgrade	HCU1	(20,000)	(8,330)	0	8,330	0	
CAC new car port	WBC3	(5,000)	(2,080)	0	2,080		
Community Amenities Total		(25,000)	(10,410)	0	10,410		
Recreation And Culture Total		0	0	0	0		
Transport							
Transport Total		0	0	0	0		
Economic Services							
Economic Services Total		0	0	0	0		
Land and Buildings Total		(147,000)	(76,240)	0	42,468	0	
Footpaths							
Transport							
Footpaths Wickepin	LFP1	(32,843)	(13,680)	(129)	13,551		
Footpaths Yealering	LFP2	0	0	(115)	(115)		
Transport Total		(32,843)	(13,680)	(244)	13,436	0	
Footpaths Total		(32,843)	(13,680)	(244)	13,436	0	
Furniture & Office Equip.							
Governance							
Governance Total		0	0	0	0	0	
Housing							
Lifestyle Village Capital	CLCH2	(36,000)	(15,000)	(33,772)	(18,772)	0	
		0	0	0	0	0	
		0	0	0	0	0	
Housing Total		(36,000)	(15,000)	(33,772)	(18,772)	0	
Furniture & Office Equip. Total		(36,000)	(15,000)	(33,772)	(18,772)	0	
Plant , Equip. & Vehicles							
Governance							
Holden Colorado CEO P0AF and P0AG	1064	(70,364)	(29,315)		29,315	0	
Governance Total		(70,364)	(29,315)	0	29,315	0	
Community Amenities							

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

Note 13: CAPITAL ACQUISITIONS

		30/11/2017					Strategic Reference / Comment
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
<b>Law, Order And Public Safety</b>							
4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	(153,915)	0	153,915	0	Held over from 2016/17
<b>Law, Order and Public Safety Total</b>		<b>(369,400)</b>	<b>(153,915)</b>	<b>0</b>	<b>153,915</b>	<b>0</b>	
<b>Recreation And Culture</b>							
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Transport</b>							
Hino 300 Maintenance Truck	6034	(71,470)	(29,779)	0	29,779	0	
P813 Grader	6034	(353,000)	(147,083)		147,083	0	
P2433 Bin for Truck Tray	6034	(9,500)	(3,958)	(9,500)	(5,542)		
MWS Nissan Navara or Colorado	6034	(43,015)	(17,923)		17,923	0	
Facey Group Ute	6034	(28,000)	(11,667)		11,667	0	
Depot Hoist	LDP1	(13,000)	(5,415)	(11,436)	(6,021)		
<b>Transport Total</b>		<b>(517,985)</b>	<b>(210,395)</b>	<b>(20,936)</b>	<b>502,719</b>	<b>0</b>	
<b>Economic Services Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(957,749)</b>	<b>(239,710)</b>	<b>(20,936)</b>	<b>532,034</b>	<b>0</b>	
<b>Infrastructure Other</b>							
<b>Recreation and Culture</b>							
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Community Amenity</b>							
Sewerage Dam	LEDC	(15,500)	(6,455)	0	6,455	0	carried over from 2016/17
<b>Community Amenity Total</b>		<b>(15,500)</b>	<b>(6,455)</b>	<b>0</b>	<b>6,455</b>	<b>0</b>	
<b>Public Facilities Total</b>		<b>(15,500)</b>	<b>(6,455)</b>	<b>0</b>	<b>6,455</b>	<b>0</b>	
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
Wickepin Corrigin Road	RG001	(86,997)	(36,245)	(209)	36,036	0	
Wickepin Harrismith Road	RG002	(95,000)	(39,580)	0	39,580	0	
Pingelly Wickepin Road	RG003	(133,560)	(55,650)	(120,273)	(64,623)	0	
<b>Regional Road Group Total</b>		<b>(315,557)</b>	<b>(131,475)</b>	<b>(120,482)</b>	<b>10,993</b>	<b>0</b>	
<b>Transport Roads to Recovery</b>							
Wickepin Corrigin Road	R2R001	(69,813)	(29,085)	(2,135)	26,950	0	
Cemetery Road	R2R057	(50,006)	(20,835)	(4,744)	16,091	0	
Wickepin North Road	R2R015	(90,875)	(37,860)	(19,881)	17,979	0	
Elsinore Road	R2R033	(50,341)	(20,975)	(17,338)	3,637	0	
Henry Street	RR38	(12,494)	(5,205)	0	5,205	0	
Dalton Street	R2115	(10,000)	(4,165)	0	4,165	0	
Roberts Street	R2R116	(10,000)	(4,165)	0	4,165	0	
Connor Street	R2R118	(7,446)	(3,100)	0	3,100	0	
Coxon Street	R2R122	(2,700)	(1,125)	0	1,125	0	
Tincurrin South Road	R2R016	(25,448)	(10,600)	(763)	9,837	0	
Tincurrin North Road	R2R011	(42,286)	(17,615)	(11,651)	5,964	0	
Line Road	RR13	(5,448)	(2,270)	0	2,270	0	
Malyalling Road	R2R036	(95,000)	(39,580)	(30,809)	8,771	0	
<b>Roads to Recovery Total</b>		<b>(471,857)</b>	<b>(196,580)</b>	<b>(87,321)</b>	<b>109,259</b>	<b>0</b>	
<b>Transport Black Spot</b>							
Line Road	BS008	(228,355)	(95,145)	(12,907)	82,238	0	
Kirk Rock/ Dalton Road	BS014	(23,900)	(9,955)	0	9,955	0	
<b>Blackspot Total</b>		<b>(252,255)</b>	<b>(105,100)</b>	<b>(12,907)</b>	<b>92,193</b>	<b>0</b>	
<b>Council Resources Construction</b>							
Harrismith South	CO026	(43,005)	(17,915)	0	17,915	0	
Drainage and Headwalls	CODAH	(50,000)	(20,830)	(6,280)	14,550	0	



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

Note 13: CAPITAL ACQUISITIONS

		30/11/2017					
	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	<b>Council Resources Construction Total</b>	<b>(93,005)</b>	<b>(38,745)</b>	<b>(6,280)</b>	<b>32,465</b>	<b>0</b>	
○	Roads Total	(1,132,674)	(471,900)	(226,990)	244,910	0	
○	<b>Capital Expenditure Total</b>	<b>(2,321,766)</b>	<b>(822,985)</b>	<b>(281,942)</b>	<b>820,531</b>	<b>0</b>	

## Governance, Audit and Community Services

**10.2.02 – List of Accounts**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Smith – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	4 December 2017

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period 1 November 2017 to 30 November 2017.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7883 – 7958	\$ 205,670.39
Cheques	15477 – 15482	\$ 18,568.05
Payroll	November	\$ 89,203.19
Superannuation	November	\$ 12,079.11
Credit Card		\$ 1,217.10
Direct Deductions		\$ 8,097.70
Trust		
EFT		
Cheques	1295	\$ 460.00
	<b>TOTAL</b>	<b>\$ 335,295.54</b>

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 \$335,295.54 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

List of Accounts Due & Submitted to Committee  
November 2017

Chq/EFT	Date	Name	Description	Muni	Trust
1295	14/11/2017	DOCEP - Bond Administrator	BOND LODGEMENT - U2 YARLING COURT LOCHLAN MEAD		\$460.00
EFT7883	7/11/2017	Australasia Performing Right Association Limited	Licence for 1/12/17 to 30/11/18	\$90.20	
EFT7884	7/11/2017	Burgess Rawson (WA) Pty Ltd	Water for Wk Public Toilets	\$228.82	
EFT7885	7/11/2017	Best Office Systems	Printer Charges 23/9/17 to 23/10/17	\$531.98	
EFT7886	7/11/2017	Beaver Tree Services	Remove & Mulch Trees on WK Nth Rd	\$8,800.00	
EFT7887	7/11/2017	Courier Australia	Freight on Parts & Stationery	\$35.17	
EFT7888	7/11/2017	Dc & Lb Curtis	Wk Community Centre Bird Brush	\$2,915.00	
EFT7889	7/11/2017	Dews Excavations	Extend Culverts	\$4,400.00	
EFT7890	7/11/2017	Dumbleyung Hockey Club	Kidsport Voucher	\$135.00	
EFT7891	7/11/2017	Easifleet	Facey Group Vehicle Lease	\$486.26	
EFT7892	7/11/2017	AC & EJ Fulford & Co	Clear Trees on WK Nth Rd	\$3,520.00	
EFT7893	7/11/2017	Great Southern Fuel Supplies	Fuel Account for October 2017	\$15,569.63	
EFT7894	7/11/2017	Philippa Gooding	Facilitation of Enterprising Communities Movie Nights	\$3,160.00	
EFT7895	7/11/2017	Hanson Construction Materials	Stabilised Sand for Line Rd	\$4,424.26	
EFT7896	7/11/2017	Jason Signmakers	Reflective Cones & Sign Frame	\$891.00	
EFT7897	7/11/2017	LGISWA	Workers Compensation Actual Wages Adjustment	\$2,195.42	
EFT7898	7/11/2017	Microwave Safety Systems	Radiation Surveillance	\$141.19	
EFT7899	7/11/2017	Narrogin Earthmoving & Concrete	WANDRRA - WK-HSM Rd	\$40,700.00	
EFT7900	7/11/2017	PCS	Antivirus Licenses	\$1,820.00	
EFT7901	7/11/2017	Perth Audio Visual	WK Community Centre VGA Cable	\$166.50	
EFT7902	7/11/2017	Redfish Technologies Pty Ltd	CCTV Service & Upgrade Cameras	\$7,994.80	
EFT7903	7/11/2017	Kirstin Rigby	Wickepin Caravan Park Commission for October 2017	\$84.67	
EFT7904	7/11/2017	Sheridan's For Badges	Councillor Badges	\$278.85	
EFT7905	7/11/2017	Peter Robert Stribling	Yealering Caravan Park Commission for October 2017	\$158.27	
EFT7906	7/11/2017	A F Smith & A L Bullock	Netball Court Cleaning 28/8/17 to 31/10/17	\$1,371.40	
EFT7907	7/11/2017	Shire Of Narrogin	Sweeping Yea & Wk Town Streets	\$3,304.00	
EFT7908	7/11/2017	The Dan Turner Family Trust	Footing Plans for Yea Bowling Club Ablution Block	\$1,320.00	
EFT7909	7/11/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$2,123.39	

EFT7910	7/11/2017	Wickepin Motors	Replace Windscreen WK701	\$418.00	
EFT7911	7/11/2017	Wickepin District Sports Club	Donation to Merino Fours	\$550.00	
EFT7912	7/11/2017	Yealering Primary School	Donation to End of Year Awards	\$50.00	
EFT7913	7/11/2017	Lake Yealering Progress Association	Catering for Enterprising Communities Movie Night	\$316.66	
EFT7914	15/11/2017	Australia Post	October 2017 Account	\$310.63	
EFT7915	15/11/2017	Air Liquide WA Pty Ltd	October 2017 Cylinder Rental	\$95.30	
EFT7916	15/11/2017	CJD Equipment Pty Ltd	Filters for WK475	\$467.51	
EFT7917	15/11/2017	Cutting Edges Pty Ltd	Grader Blades for WK813	\$1,152.46	
EFT7918	15/11/2017	Country Paint Supplies	Killrust for WK1915	\$29.82	
EFT7919	15/11/2017	Yealering Agparts & Repairs	Yea Cvn Pk Gas Bottle	\$141.00	
EFT7920	15/11/2017	Courier Australia	Freight on Water Samples & Parts	\$33.67	
EFT7921	15/11/2017	Crown Promenade Perth	Accommodation for LG Professionals Conference	\$924.00	
EFT7922	15/11/2017	Ewen Rural Supplies	October 2017 Account	\$5,652.84	
EFT7923	15/11/2017	AC & EJ Fulford & Co	Push Gravel & Tip Maintenance	\$9,570.00	
EFT7924	15/11/2017	Forpark Australia	Johnston Park Exercise Equipment	\$20,873.60	
EFT7925	15/11/2017	Hancocks Home Hardware	Parts for Lawn Mower	\$107.30	
EFT7926	15/11/2017	Elizabeth Heffernan	Cleaning of Albert Facey Homestead	\$40.00	
EFT7927	15/11/2017	Great Southern Waste Disposal	October 2017 Waste Collection & Bulk Pickup Transfer Stations	\$6,904.90	
EFT7928	15/11/2017	Star Track Express	Freight on Parts for WK454	\$34.49	
EFT7929	15/11/2017	PCS	IT Support	\$340.00	
EFT7930	15/11/2017	Parrys	Protective Clothing	\$365.45	
EFT7931	15/11/2017	Maureen Susan Preedy	Cleaning Yea Hall, Toilets & Cvn Pk	\$592.50	
EFT7932	15/11/2017	Shire Of Wickepin	CRC Community Grant - Venue Hire	\$90.00	
EFT7933	15/11/2017	RJ Smith Engineering	Canopy for WK2433	\$10,641.95	
EFT7934	15/11/2017	T-Quip	Parts for WK454	\$139.30	
EFT7935	15/11/2017	Westrac Equipment	Repairs to WK813	\$693.21	
EFT7936	15/11/2017	Wickepin Rural Services	Automatic Transmission Fluid for Hoist	\$88.00	
EFT7937	15/11/2017	Wickepin Hotel And Harvest Cafe	Refreshments for Council	\$230.00	
EFT7938	15/11/2017	Wickepin Newsagency	October 2017 Account	\$440.00	
EFT7939	15/11/2017	Mechanical & Diesel Services	Parts for WK248	\$44.00	
EFT7940	17/11/2017	Australian Taxation Office	BAS For October 2017	\$3,771.00	
EFT7941	17/11/2017	GS & B Madej Bricklaying	Art & Craft Building Repointing	\$2,640.00	

EFT7942	22/11/2017	Air Liquide WA Pty Ltd	Medical Oxygen for Pool	\$95.57	
EFT7943	22/11/2017	Air Response	U4 Yarling Court Aiconditioner	\$1,901.00	
EFT7944	22/11/2017	Yvonne Bowey Consulting	Consulting Fees for Annual Financial Report	\$1,545.00	
EFT7945	22/11/2017	Claw Environmental Pty Ltd	Drum Collection - Drummuster Drums	\$2,075.26	
EFT7946	22/11/2017	Courier Australia	Freight on Library Books & iPads	\$41.50	
EFT7947	22/11/2017	Dc & Lb Curtis	Repairs to Yea Golf Club & CWA	\$16,775.00	
EFT7948	22/11/2017	Ross Edwin Easton	Councillor Sitting Fees	\$799.92	
EFT7949	22/11/2017	Kleenheat Gas	Cylinder rental for Harrismith Community Centre	\$75.90	
EFT7950	22/11/2017	Landmark Engineering & Design Pty Ltd	Vasse Composite Bench for Yea Bike Gazebo	\$2,072.40	
EFT7951	22/11/2017	Murray Grayden Lang	Councillor Sitting Fees	\$848.00	
EFT7952	22/11/2017	Narrogin Furnishings	U5 Cottage Homes Flooring	\$1,299.00	
EFT7953	22/11/2017	PCS	CEO iPad	\$1,087.50	
EFT7954	22/11/2017	Shire Of Cuballing	Procurement & Contract Management Course	\$1,086.28	
EFT7955	22/11/2017	A F Smith & A L Bullock	Repairs to U2 Yarling Court	\$100.00	
EFT7956	22/11/2017	Mr Phil Watson	Rates refund for assessment A6648	\$385.65	
EFT7957	22/11/2017	West Australian Newspapers	Bushfire Directory Advertising - Ngn Observer	\$120.00	
EFT7958	22/11/2017	Wickepin Arts And Crafts Association	Community Grant Funding - Wood Shed	\$769.01	
15477	7/11/2017	Valery Jones	Cleaning of Hsm Public Toilets	\$170.00	
15478	7/11/2017	Telstra	Phone Account to 13/10/17	\$1,636.09	
15479	7/11/2017	Water Corporation	Water Accounts	\$4,751.15	
15480	15/11/2017	Synergy	Power for Streetlights	\$1,765.50	
15481	15/11/2017	Water Corporation	Water Accounts	\$2,102.26	
15482	22/11/2017	Synergy	Electricity Account	\$8,143.05	
DD9382.1	8/11/2017	WA Local Government Super Plan	Payroll deductions	\$4,571.98	
DD9382.2	8/11/2017	ANZ Super - Allan Hemley	Superannuation contributions	\$387.97	
DD9382.3	8/11/2017	Prime Super	Superannuation contributions	\$180.86	
DD9382.4	8/11/2017	ING Custodians Pty Ltd	Superannuation contributions	\$192.78	
DD9382.5	8/11/2017	Tremayne Superannuation Fund	Superannuation contributions	\$106.54	
DD9382.6	8/11/2017	Colonial First State	Superannuation contributions	\$48.41	
DD9382.7	8/11/2017	MTAA Super Fund	Superannuation contributions	\$365.72	
DD9384.1	8/11/2017	WA Local Government Super Plan	Superannuation contributions	\$87.22	
DD9396.1	1/11/2017	ANZ Bank	Merchant Fees	\$376.02	

DD9396.2	1/11/2017	Westnet Pty Ltd	Internet Fees	\$234.90	
DD9396.3	1/11/2017	James Matthews	Pool Manager Contract Payment 07/2017-18	\$2,376.06	
DD9396.4	6/11/2017	ANZ Bank	Credit Card - Fuel & Worksafe High Risk Work Licenses	\$1,087.10	
DD9396.5	15/11/2017	James Matthews	Pool Manager Contract Payment 08/2017-18	\$2,376.06	
DD9396.6	23/11/2017	Best Office Systems	Konica Minolta Copier Lease	\$358.60	
DD9401.1	22/11/2017	WA Local Government Super Plan	Payroll deductions	\$4,573.97	
DD9401.2	22/11/2017	ANZ Super - Allan Hemley	Superannuation contributions	\$387.97	
DD9401.3	22/11/2017	Prime Super	Superannuation contributions	\$180.86	
DD9401.4	22/11/2017	ING Custodians Pty Ltd	Superannuation contributions	\$192.78	
DD9401.5	22/11/2017	Tremayne Superannuation Fund	Superannuation contributions	\$128.84	
DD9401.6	22/11/2017	Colonial First State	Superannuation contributions	\$174.03	
DD9401.7	22/11/2017	MTAA Super Fund	Superannuation contributions	\$365.72	
DD9401.8	22/11/2017	Amp Flexible Lifetime Super Fund	Superannuation contributions	\$133.46	
DD9403.1	6/11/2017	ANZ Bank	Annual Credit Card Fee	\$130.00	
DD9405.1	29/11/2017	James Matthews	Pool Manager Contract 09/2017-18	\$2,376.06	
	9/11/2017	Gross Payroll		\$42,767.08	
	23/11/2017	Gross Payroll		\$46,436.11	
				\$334,835.54	\$460.00

## Governance and Community Service

**10.2.03 – Community Development Officer's Report**

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Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2017

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Enclosure / Attachment: Agenda Item: Facey Festival 2018

**CDO vs CRC**

Attention has been brought to the CDO desk that there is community and council confusion as to the roles of the Shire Community Officer and the Wickepin Community Resource Centre. The roles are seen to be similar and a doubling up of services is seen as being provided to the community.

The CDO desk, since its inception in late 2007 as part of the Strategic Plan Measures: Theme 1 – Develop and Maintain Quality Services and Infrastructure, has covered a broad range of tasks for the Shire of Wickepin. The role initially focussed on sourcing grants for the shire. These grants were critical in updating, restoring and providing facilities around the shire. Along with the update and maintenance of infrastructure, community events were initiated to create goodwill and well-being.

More recently the CDO desk has been utilised in an economic development role. Events are still initiated for community well-being however these events are project managed at a larger scale to drive economic and tourism development and raise the profile of the shire. The CDO desk does liaise with the CRC on smaller, more community driven events that are initiated by the CRC or passed on to the CRC by the shire. Managing community events is only one facet of the position and not the primary job description.

The CDO desk is responsible for initiating and managing many of the projects that have made the Shire of Wickepin an interesting and vibrant place to visit and live in. These include but are not limited to:

- Wickepin War Memorial
- Cemeteries in Yealering and Wickepin
- Heritage Precinct: Restoration of Railway Building, Old Police Station and Arts & Crafts Building
- Walk trails and signage
- Johnston Park development

**Future Key Projects for the CDO:**

- Aged Housing
- Tourism Master Plan
- Facey Festival
- Rejuvenation of Wickepin main street including recreation spaces

The CDO is involved in shire governance on a constant basis, obtains grants to support projects for the shire as a whole, is involved in long-term planning for the shire, ensures projects are delivered in a cost effective manner, and creates big events for the shire to drive economic growth. The CDO desk tasks itself with town enrichment and design, and promotion of the Shire of Wickepin.



The CRC pursues entertainment and/or education opportunities for the community, manages the library, provides public internet access, and engages with youth, seniors and volunteers. Confusion can arise with the word *community* in both positions. The CDO role has developed into a Project Manager/ Economic Development Officer for the shire and the Community Resource Centre deliver as the name describes – a resource tool for the community.

#### Projects Currently on CDO Desk

Healthy Community Precinct: Johnston Park	<ul style="list-style-type: none"> <li>• Strength training equipment</li> <li>• Water refill station, Solar overhead lights</li> <li>• Seating and landscaping</li> <li>• Funded by Royalties for Regions and Shire with in-kind support</li> </ul>
Facey Festival	<ul style="list-style-type: none"> <li>• Art Prize 2018</li> <li>• Facey Carriage Drive</li> <li>• Scooplight Theatre production: A Fortunate Life</li> </ul>
Dryandra Makers Trail	<ul style="list-style-type: none"> <li>• Mother's Day weekend 12 &amp; 13 May</li> <li>• Shire support in kind</li> </ul>
Campfire Country Weekend	<ul style="list-style-type: none"> <li>• Weekend of the 23 -25 June 2018</li> <li>• Shire support in kind</li> </ul>
Anzac Day	<ul style="list-style-type: none"> <li>• 25 April 2018</li> <li>• Shire initiative</li> </ul>

Grant Name	Funding Organisation	Amount Requested exc Gst	Status
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	\$2,500	Approved 2017 to January 2018
Enterprising Communities	RDA Wheatbelt	\$4,110	Approved Council Contribution in-kind \$1,400 Acquitted
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Facey Festival	Tourism WA Regional Events Scheme	18,000	Submitted Council contribution to be confirmed Council contribution in-kind

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:**

- (1) **To Develop and Maintain Quality Services and Infrastructure:**  
A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.
- (2) **To Ensure the Protection and Improvement of the Environment:**  
A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.
- (3) **To Promote the Development of a Viable and Diversified Local Economy:**  
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.
- (4) **To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:**  
A healthy, strong and connected community that is actively engaged and involved.
- (5) **To Provide Efficient, Effective and Accountable Governance:**  
Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.
- (6) **To Promote the Shire as a Focal Point in the Development of the Greater Region:**  
A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

**Recommendation:**

That council notes the report from the Community Development Officer dated 7 December 2017

**Voting Requirements:** Simple majority.

## Governance and Community Service

**10.2.04 – Facey Festival**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2017

Enclosure / Attachment: Scooplight Theatre Fee Estimate

**Background:**

Wickepin Art Prize is a biennial event and has been running since 2008. Shire of Wickepin wishes to expand the weekend event to create a greater interest base and include more activities.

These would include:

- Arty Party opening night on Friday, which will include music, catering and an artist creating an artwork on stage during the evening.
- An exhibition of Judith Lambert's work. Judith is a WA artist who was born and raised in Wickepin.
- All the grandchildren and relatives of Albert Facey will be invited to town for the weekend for a Facey reunion.
- Shire of Wickepin will be partnering with the Albert Facey Homestead Committee to host a Facey Feast, a high tea, on the verandah of the Facey Homestead.
- Scooplight Theatre will be dramatising snippets of "A Fortunate Life" the autobiography by Albert Facey. These will be presented as a moving theatre production, a Performance Promenade, set amongst the historical precinct in Wickepin, including the Facey Homestead, Railway Station building and old Police Station. We aim to have 3 limited-number shows on the Saturday evening. Local actors will supplement the actors coming from Perth.
- Shire of Wickepin will be partnering with Facey Group to present a Lamb & Lager evening on Saturday at the Community Centre.
- Shire of Wickepin will be supporting the Wickepin Primary School P& C to co-ordinate an open garden day. Approximately 10 gardens within a 25km radius of Wickepin will be open. Morning tea provided at one garden with lunch at the Community Centre.
- Feast on Art, a long table lunch amongst the artwork in the Town Hall, on Sunday.
- Shire will be hosting the Avon & Hills Carriage Driving Club for the weekend. They will be parading through town on the Saturday in traditional dress and showcasing carriage drive eventing at different venues around town.
- Leading into the Art Prize weekend, Shire aims to run a series of sculpture workshops using recycled materials. The artworks created will be exhibited at the Art Prize. Similar workshops have been successfully run in the past.

**Comment:**

Wickepin Art Prize normally stands alone. It is well-supported and has gained a good reputation among the artists who enter and visitors who attend the opening and who make the weekend visit to Wickepin to view the art. Successful sculpture workshops leading to the weekend have been run and these help drive the interest in the Art Prize.

Shire of Wickpin recognises to make the Art Prize more sustainable and to help cross-promote tourism of the town and greater shire, it needs to create an event to showcase the shire and not just the art. Wickpin is well-known for the story of Albert Facey with his best-selling autobiography "A Fortunate Life" which is viewed as a classic piece of Australian literature and is understood to be one of Australia's most loved books. Since publication in 1981 it has sold over a million copies and is estimated to have been read by double that amount. It is also on the compulsory reading list in many Australian primary and secondary schools. There is sustained interest in the book and Albert's life. Tourists make the trip to Wickpin specifically to view the Homestead. To foster this love of the book and Homestead, Shire will be creating a 'Facey Festival'. By partnering with the Albert Facey Homestead Committee and the Facey Group; and inviting the relatives and extended family of Albert Facey to Wickpin for the weekend, Shire will achieve greater interest for the town, leading to increased numbers involved with the Art Prize.

Shire of Wickpin is in discussion with Scooplight Theatre, who have written and directed several site specific, interpretive works which have been successfully performed by students at various locations in urban and rural Western Australia. Scooplight Theatre are very excited to bring the story of Albert Facey to life through a series of short extracts enacted amongst the historical area located around Albert Facey's original Homestead.

Shire will also be value adding to the opening night 'Arty Party' by engaging an artist to create a work of art on stage during the opening.

Shire of Wickpin is hosting the Facey Festival with the goal of creating a biennial event to highlight the point of difference of the Shire from other regional Art Prizes and events.

Shire objectives for the Facey Festival are to:

- Engage more partners in establishing the event
- Create higher audience satisfaction by providing more activities and diverse points of interest
- Increase visitor numbers to the event
- Create greater community engagement
- Make art more accessible (and less exclusive)
- Create a sense of pride in the community

The CDO has submitted a grant application to Tourism WA Regional Events Scheme for \$18,000 to cover the cost of the theatre production. Grant application results will be available in April/May. The Regional Events Scheme is highly competitive. The CDO would like Council to consider placing funding in the 2018/2019 budget to cover the costs of the Facey Festival if the grant application is not successful.

Statutory Environment: Nil

Financial Implications: Cost of Art Competition will be in the 2018/19 budget.  
2016/17 budget was as follows;  
5412 - Art Competition \$16,650.00  
Acquisitive Art Prize \$5,000.00

Policy Implications: Nil

## Strategic Implications:

<b>Theme 3 – To promote the development of a viable and diversified local economy</b>	
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.	
<b>Goal</b>	<b>Action</b>
<b>3.1 To actively support the development of tourism opportunities in the Shire.</b>	<ul style="list-style-type: none"> <li>• Investigate and implement methods for improving the promotion of tourism in the district.</li> <li>• Liaise with local and regional tourist promotion groups with the aim of promoting the development of tourism in the Shire.</li> <li>• Seek advice from the WA Tourism Commission with regard to promoting the district.</li> <li>• Publicise the availability of the information and encourage local and external entrepreneurs to become actively involved in the Shire of Wickepin.</li> </ul>

<b>Theme 6 – To Promote the Shire as the Focal Point in the Development of the Greater Region</b>	
A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.	
<b>Goal</b>	<b>Action</b>
<b>6.1 Promote the expansion of regional facilities and activities already established and targeted within the shire.</b>	<ul style="list-style-type: none"> <li>• Actively lobby for the expedient Support for expansion of grain handling facilities and the provision of infrastructure relating to expansion of the CBH Strategic Grain Receiver Bin.</li> <li>• Support efforts to achieve additional funding from sponsorship and other sources for the regional concept of the Facey Group.</li> <li>• Maintain support for the continued development of the Albert Facey Homestead and precincts as a regionally significant tourist attraction</li> <li>• Develop a plan that recognises that there may be opportunities to provide housing to attract people who work in the Narrogin Region and who may be encouraged to become residents in the Wickepin Shire and for employees in industry at the Kaolin Mine should it be established</li> <li>• Maintain support for Lake Yealering care group in the development of eco/camp and Lake surrounds as a regionally significant tourist attraction.</li> </ul>

**Summary:**

The Shire of Wickepin is being requested to fund the Facey Festival in October 2018 including the Scooplight Theatre production of the Performance Promenade – extracts of “A Fortunate Life” by Albert Facey.

**Recommendation:**

That Council place funding of \$18,000 in the 2018/2019 budget for the Facey Festival if the Shire of Wickepin Tourism WA grant application is unsuccessful.

**Voting Requirements:** Simple majority

Governance, Audit & Community Service


## 10.2.05 – Upper Great Southern Hockey Association - Donation

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.SPN.217
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	20 November 2017

Enclosure / Attachment: Nil

### Background:

Council has received the following letter from the Upper Great Southern Hockey Association INC requesting financial support towards the International Hockey Matches in Narrogin on the 27 and 28 January 2018.



**UPPER GREAT SOUTHERN  
HOCKEY ASSOCIATION INC.**

ABN. 12 547 002 356

**Seniors**  
PO Box 240  
Narrogin WA 6312  
ugshockey@westnet.com.au  
Phone / Fax. (08) 9881 1851

**Juniors**  
PO Box 302  
Narrogin WA 6312  
ugshajuniors@westnet.com.au

Mr Mark Hook,  
CEO, Shire of Wickpin  
PO Box 19  
Wickpin WA 6370

Dear Mr Hook,

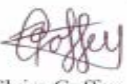
**Financial support for hosting two international hockey matches in Narrogin**

The Upper Great Southern Hockey Association is extremely proud to announce that we will again be hosting two men's international hockey matches in Narrogin on the 27 and 28 January, 2018. These matches will see our Kookaburra's take on the Netherlands.


This is a massive coup for the Upper Great Southern Hockey Association, but even more so the entire Great Southern Region. We are expecting crowds of up to 2,500 for each of the games, and no doubt this will include people from your shire. The benefits of hosting such a match in regional WA are also widespread, and do not fall solely on Narrogin itself.

However, hosting such an event has a significant cost attached. Therefore any financial support that you could commit to the running of this momentous event would be greatly appreciated. If you require more details, please contact the UGSHA President, Mark Regan, on 0417 188 440.



Yours sincerely,

  
Claire Coffey  
Secretary of the Upper Great Southern Hockey Association  
Mobile – 0439699200

20 November 2017



Department of  
Sport and  
Recreation



**Comment:**

Council has not budgeted for any contribution towards the two International Hockey Games being held in Narrogin on the 27 and 28 January 2018.

Council will need to treat any contribution to the Upper Great Southern Hockey Association INC as an unbudgeted item which requires a decision by Absolute Majority.

Although the International Hockey Game will be great for the Narrogin Region the CEO cannot see any benefit to the Local Hockey club or other sporting clubs within the Shire of Wickepin.

**Statutory Environment:** *Local Government Act 1995 Section 6.8*

**6.8. Expenditure from municipal fund not included in annual budget**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) Is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) Is authorised in advance by resolution\*; or
  - (c) Is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

**Financial Implications:** Cost of any contribution the council decides to make.

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested make a financial contribution to the Upper Great Southern Hockey Association INC towards the two International Hockey Games being held in Narrogin on the 27 and 28 January 2018.

**Recommendation:**

That Council advise the Upper Great Southern Hockey Association that the Shire of Wickepin won't be making a financial contribution towards the two International Hockey Games being held in Narrogin on the 27 and 28 January 2018.

**Voting Requirements:** Absolute majority



Governance, Audit & Community Service

## 10.2.06 – Chef Executive Officer Annual Leave

Submission To:	Ordinary Council
Location / Address:	
Name of Applicant:	Mark J Hook Chief Executive Officer
File Reference:	Personal File
Author:	Mark J Hook Chief Executive Officer
Disclosure of any Interest:	CEO is person requesting leave - Financial
Date of Report:	5 December 2017

Enclosure / Attachment: NIL

### Background:

The Chief Executive Officer wishes to apply to Council for Annual Leave for the following dates.

Wednesday 27<sup>th</sup> December 2017 to 5<sup>th</sup> January 2018.

The Shire Administration Centre will be closed over the following dates.

Monday 25 December	Closed - Public Holiday (for Christmas Day)
Tuesday 26 December	Closed - Public Holiday (for Boxing Day)
Wednesday 27 December	Closed - Employee Annual Leave
Thursday 28 December	Closed - Employee Annual Leave
Friday 29 December	Closed - Employee Annual Leave
Monday 1 January	Closed – Public Holiday, New Year
Tuesday 2 January	Open

### Comment:

The Chief Executive officer is entitled to four weeks Annual Leave and one Executive day per Month under his current Contract.

## 7. LEAVE ENTITLEMENTS

*Leave entitlement shall be provided in accordance with the NES, as summarised below:*

### 7.1 Annual Leave

*The Chief Executive Officer is entitled to four weeks paid annual leave each year, to be taken during agreed periods. The Council may also direct the Chief Executive Officer to take annual leave if s/he has accrued over 30 days entitlement.*

### 7.2 Long service leave

*The long service leave accrued by the Chief Executive Officer shall be in accordance with the Local Government (Long Service Leave) Regulations.*

### 7.3 Personal leave

*7.3.1 Paid personal leave is available to the Chief Executive Officer when they are absent:*

*Due to personal illness or injury (sick leave); or  
for the purposes of caring for an immediate family or household member who is sick and requires the Chief Executive Officer's care and support (carer's leave); or for an*

*unexpected emergency affecting the member; or because of the serious illness, injury or death of an immediate family or household member (bereavement leave)*

*7.3.2 The amount of personal leave to which the Chief Executive Officer is entitled depends on how long they have worked for the Employer and shall accrue at the rate of 0.8333 day for each completed month of service.*

*7.3.3 The Chief Executive Officer is entitled to use up to two days personal leave as non-cumulative paid compassionate leave on any occasion on which a member of the Chief Executive Officer's immediate family or household contracts or develops a personal illness that poses a serious threat to his or her life; or sustains a personal injury that poses a serious threat to his or her life; or dies*

*7.3.4 The Chief Executive Officer is entitled to use up to two weeks personal leave each year to care for members of his or her immediate family or household who are sick and require care and support or for an unexpected emergency affecting the member. This entitlement is subject to the Chief Executive Officer being responsible for the care and support of the person concerned.*

#### **7.4 Parental leave**

*7.4.1 Parental Leave encompasses Maternity Leave, Paternity Leave and Adoption Leave, and is available if the Chief Executive Officer has been employed for a 12 month period or more immediately preceding the commencement of the leave.*

*7.4.2 The leave is unpaid (including Public Holidays), and is available for a period of up to 52 weeks in one unbroken period (with the ability to request an additional 52 weeks). Personal leave is not available and no leave entitlements accrue during the period of Parental Leave.*

*7.4.3 The Chief Executive Officer may take any other forms of paid leave to which he is entitled, such as annual or long service leave, in substitution for some or all of this 52 week period. The maximum entitlement to Paternity Leave is reduced by any maternity leave taken by the Chief Executive Officer's partner. Paternity Leave cannot normally be taken while the Chief Executive Officer's partner is on maternity leave.*

#### **7.5 Public holidays**

*The Chief Executive Officer shall be entitled to Western Australian Gazetted public holidays.*

#### **7.6 Executive, Community Service and Study Leave**

*The Chief Executive Officer is entitled to one Executive day per month as executive leave and, if relevant, community service and/or study leave by agreement with the Council.*

If the leave is approved the Chief Executive Officer, under Policy 2.1.18 will appoint Mrs Natalie Manton as the Acting Chief Executive Officer during the Chief Executive Officers absence on annual leave.

**Statutory Environment:**        *Local Government Act 1995.*  
   *CEO Contract*

**Policy Implications:**

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#### **2.1.18 ACTING CHIEF EXECUTIVE OFFICER**

**OBJECTIVE:** *Set down guidelines for the employment of an Acting CEO.*

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

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

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

**Financial Implications:**        Nil - Allowed for in Budget.

**Strategic Implications:**        NIL

**Summary:**

Council is being requested to allow the Chief Executive Officer to take leave from Wednesday 27th December 2017 to 5th January 2018

**Recommendation:**

That Council allow the Chief Executive Officer to take leave from Wednesday 27th December 2017 to 5th January 2018

**Voting Requirements:**        Simple Majority

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Governance, Audit and Community Services**10.2.07 – Louie-Jane Gamble – Rates - 11 Collins Street**

Submission To:	Ordinary Council
Location / Address:	Lot 192 11 Collins Street Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	A5261
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 December 2017

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Enclosure / Attachment: Nil

**Background:**

Council has received the following email from Louie-Jane Gamble C/o PO Box 647, Mt Barker WA6324 on the 7<sup>th</sup> December 2017.

*With a Shire meeting pending, I email rather than write a formal letter, hoping for some guidance on this matter before the years out. Further to my letter of enquiry & interview with Mr Mark Hook (22/11/17), I thank the CEO for the helpful information regarding dwelling options presently available to my husband and I in the town. Having learnt we're unable to place 'our home' van on this double block, I remain interested in purchasing the land, as a long-term interest in Wickepin. Whilst I renege on any idea of dwelling on the block/s, power and water are supplied at the Dumbleyung St frontage and I would consider building a new shed-patio there.*

*I realise this would be an unusual situation and a seemingly irrational investment on my part, but given my passion for the Environment and the piece of history in Wickepin, the idea appeals to me. ( In doing so, I'd be sure to pay respects to Henrietta Blackburn and her two young daughters, in some small way. Maybe to all Pioneer Women of the district ?! ) As far as I can see, this is a valuable piece of remnant vegetation,( healthy Eucalypts, Wattles and Sheoaks) plus mature garden plantings on the Dumbleyung Rd block, acting as a buffer between industry and residences; one which I would delight in maintaining and hopefully enhancing. I feel the seller, Karl Wilson, is also of this opinion. We've yet to negotiate a price, as I need to better my position before making an offer to Karl this month. While there are no Shire services required for sewerage, rubbish collection, or fire controls, should I have to pay the full Council rates, for essentially maintaining this bush/parkland ? I would agree to Shire putting a caveat on the land, so that it remains **uncleared** into the future. This also appeals to me,- so long as I'm not paying full rates for the privilege of ownership. Please note, I am a DVA Pensioner, with a modest inheritance. As before, I would arrange for my family to take responsibility for the land if /when I'm unable. I could arrange to **vest it to the Shire** at that point, should this be an attractive proposition for both parties. This would then be reflected in my Advanced Health Directives and Will. I trust Shire will consider my proposals in the context of broader town-planning and hopefully respond most favourably, - ie by approving some relief in the Shire rates, so that I may most sensibly go ahead with "my dream". Forgive me, please, - but I feel this could also help tidy the adjoining blocks in the future.*

**Comment:**

The rates payable on property A5261 Lot 192 11 Collins Street Wickpin owned by Carl David Danilovic Wilson currently is as follows.

Rates (Minimum)	\$390
Refuse site levy	\$17.50
ESL	\$75.00
Sewerage	\$190.00
<b>TOTAL</b>	<b>\$672.50</b>



The Local Government states the following in relation to rateable land.

## 6.26. *Rateable land*

- (1) Except as provided in this section all land within a district is rateable land.

## 25. Rateable land exemptions

If a notice published by a continuing authority under section 532(3d) of the former provisions is in force immediately before the commencement day —

- (a) that notice continues to have effect after the commencement day according to its terms; and
- (b) section 532(3e) and (3f) of the former provisions continue to apply to that notice while the notice is in effect as if the reference in section 532(3f)(a) to subsection (3)(c) were a reference to section 6.26(2)(g).

## 26. Land declared to be exempt from payment of rates

- (1) If land has been declared by the Governor under section 532(8) or (10) of the former provisions to be exempt from municipal rates and that declaration is in force immediately before the commencement

day, the land is to be treated as land declared by the Minister under section 6.26(4) to be exempt from rates and the Minister may by declaration made under that subsection cancel or vary that declaration.

- (2) If land has been declared by a council under section 532(12) (as read with section 532(11)) of the former provisions to be exempt from municipal rates and that declaration is in force immediately before the commencement day, the land is to continue to be exempt from rates under this Act until the continuing authority cancels that declaration, and those subsections continue to have effect for the purposes of this clause.

Lot 192 Collins Street Wickepin has not been declared under sections 25 or 26 of the Local Government Act 1995. So it is the view of the CEO that Council is unable to make the property unrateable.

Council may if it wishes to, give a donation to the owner each year equivalent of the rates raised.

If council undertake this it would raise quite a large discussion on the large amount of agricultural land that has been set aside by farmers for protection of the environment. It is the view of the CEO that Council should deny this request.

#### Statutory Environment:

Local Government Act 1995 Sections -

##### 6.26. *Rateable land*

25. Rateable land exemptions

26. Land declared to be exempt from payment of rates

Policy Implications: Nil

Financial Implications: Increase in donations of \$672.50

Strategic Implications: Nil

#### Summary:

Council is being requested to make Lot 192 11 Collins unrateable if purchased by Louie-Jane Gamble

#### Recommendation:

That Council advise Louie-Jane Gamble that it is unable to make Lot 192 11 Collins unrateable and is unwilling to make any donation equivalent to the rate payment on Lot 192 11 Collins.

Voting Requirements: Simple Majority

Governance, Audit and Community Services

## 10.2.08 – Government Regional Officers' Housing (GROH) Program

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Matthew Meyers, Program Manager, Housing Programs
File Reference:	CP.DAC.511
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 December 2017

Enclosure / Attachment: Nil

### Background:

Council moved the following resolution at the 22 September Ordinary Meeting of Council

#### Resolution No 200917-09

Moved Cr Martin / Seconded Cr Astbury

That council invite representatives from the Department of Communities to the October 2017 council meeting to discuss further their request for council to construct a suitable dwelling in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option.

Carried 8/0

Members from GROH were unable to attend the meeting in person so a phone link up was used to discuss this matter with them during the September 2017 Council Meeting.

Following is the item that was presented to the ordinary meeting of Council on the 22 September 2017.

### **Background:**

*GROH wishes to negotiate with Council for the provision of a suitable 4 bedroom 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option.*

*The Chief Executive Officer has received the following email from Matthew Meyers, Program Manager, Housing Programs, Housing, and Department of Communities*

*Thanks for speaking with me earlier today and confirming your willingness to entertain building a dwelling for a long term leaseback under the Government Regional Officers' Housing (GROH) Program. The Housing Authority is seeking feedback from the Council on its capacity to build a 4 bedroom 2 bathroom home in Wickepin for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option. A cost rent can be negotiated on the build to allow the Shire to recoup costs associated with the acquisition of land and building. Should the Shire have existing suitable and appropriate existing owned housing stock in Wickepin, we would also be happy to consider this option.*

*Below I have provided an outline of the process when an investor wishes to lease on a long term basis.*



**Stage 1** - If GROH has a requirement for this type of housing then the owner will be required to supply the terms, conditions and the proposed address. If these are satisfactory then a floor plan is required. The floor plan will be assessed for compliance with room sizes, the GROH design brief and specification. The location (address) rental information and any variance from GROH standards will be referred to the departments for their consideration and approval.

**Stage 2** - When GROH and the client department are satisfied with the floor plan, term, conditions and the location of the proposed house then agreement in principle will be provided by GROH. This is only an agreement in principle and is conditional upon the owner supplying the following to the satisfaction of GROH before an "Agreement to Lease" will be drawn up:

1. The site plan for the selected lot.
2. External elevation drawings showing all four sides of the house.
3. Internal elevations for the kitchen, bathroom, ensuite and laundry.
4. Floor plan.
5. Electrical plan.
6. Wardrobe, linen and broom cupboard details.
7. GROH specification and design brief, current at that particular time will be included in the documentation.
8. Any agreed variations from the design brief / specification will be documented

If GROH and the owner cannot reach agreement with this proposal at this point, then there will be no obligation on either party to proceed and the proposal will lapse.

**Stage 3** - Once the owner has supplied the required details and they are approved by GROH then an "Agreement to Lease" document will be signed by GROH and the owner. The following documentation will be included in this agreement:

1. Finalised site plan for the selected lot
2. Finalised external elevation drawings showing all four sides of the house.
3. Finalised internal elevations for the kitchen, bathroom, ensuite and laundry.
4. Finalised floor plan.
5. Finalised electrical plan.
6. Finalised wardrobe, linen and broom cupboard details.
7. The GROH specification and design brief upon which the agreement is based will be included in the documentation.
8. Any agreed variations from the GROH design brief / specification.

**Stage 4** - Upon completion of the dwelling a representative of GROH will be required to inspect the property to verify that it is complete and meets the specified requirements. If this is the case the property will be accepted and the lease will commence from this date.

In addition I have provided the links to our design specification South and an Expression of Interest form.

[http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Part\\_C\\_Construction\\_Specification\\_BCA\\_Class\\_1\\_and\\_10.pdf](http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Part_C_Construction_Specification_BCA_Class_1_and_10.pdf)

[http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Part\\_B\\_Functional\\_Brief\\_GROH\\_and\\_Key%20Worker\\_Housing\\_Single\\_and\\_Grouped\\_Dwellings.pdf](http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Part_B_Functional_Brief_GROH_and_Key%20Worker_Housing_Single_and_Grouped_Dwellings.pdf)



[http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Appendix%20B\\_Requirements%20for%20GROH%20May%202016.pdf](http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Appendix%20B_Requirements%20for%20GROH%20May%202016.pdf)

*Our preference would be for a 4 bedroom 2 bathroom dwelling with a separate living area.*

*Appreciate your feedback on the Shire of Wickepin's capacity to provide housing in Wickepin to meet this need. I understand that you will seek advice at the Shire's next meeting in September 2017 to gauge its interest of entering into this type of arrangement.*

**Comment:**

It is the understanding of the Chief Executive Officer that there is currently a need for housing in Wickepin for teachers currently working at the Wickepin and Yealering Schools.

The issue for Council is; does the Shire of Wickepin use its financial resources to fund a State responsibility at the detriment to staff housing requirements.

If the Shire of Wickepin was to look at this proposal the cost of the construction of a suitable house in Wickepin would be around \$450,000 to \$500,000. Council could either use their reserve fund which currently has a balance of \$483,980, or it may wish to borrow the money from the Treasury which would be as follows. This equates to approximate loan repayments of \$60,250 per year for ten years.

**Borrower:**

**Interest Rate:** 3.77% Quarterly compounding  
0.94%

**\* These rates do not include the government guarantee fee.**

**Date of Advance:** 21 October 2017

**Term (yrs)** 10 Years

**Maturity Date:**

**Amount of Advance:** \$500,000.00

**Schedule Basis:** 40

**Payments per year** 4 Quarterly compounding

<b>Total interest</b>	\$102,483.09
<b>Total capital</b>	\$500,000.00
<b>Total combined</b>	\$602,483.09

The main argument for not supporting such a venture is that the State Government is abrogating its responsibility for State Housing, for its employees to Local Governments and communities such as Wickepin.

I am sure that the support for the Wickepin School is a major element in any future Shire of Wickepin Community Strategic and Corporate Plans but such a request will stretch council's current reserves and staff housing resources.

Council will require funds in the near future for the replacement of its ageing housing stock, as the current works Manager house will need to be either disposed of or a new one constructed in the near future, if Council is going to be able to compete in the workforce market for future works managers.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

Loan repayments of \$60,250 per annum for ten years or a building reserve balance of \$00.00 if Council utilises its current building reserve funds.

**Strategic Implications:** Nil

**Summary:**

The Shire of Wickepin is being requested to finance the construction of a suitable 4 bedroom 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option.

**Recommendation:**

That the Shire of Wickepin advise Mr Matthew Meyers, Program Manager, Housing Programs, Housing, Department of Communities that Council is not in a position to fund the construction of a suitable 4 bedroom 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option at this moment in time.

**Voting Requirements:** Simple majority

## Governance, Audit &amp; Community Services

**10.2.09 – Council and committee meetings 2018**

Submission To: Ordinary Council  
 Location / Address: Wogolin Road Wickpin  
 Name of Applicant: Mark J Hook, Chief Executive Officer  
 File Reference: GO.CME.1323  
 Author: Mark J Hook, Chief Executive Officer  
 Disclosure of any Interest: Nil  
 Date of Report: 12 December 2017

Enclosure / Attachment: Nil

**Background:**

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

**Comment:**

Following is the proposed meeting dates for 2018:

[Council Meetings](#)

	Day	Date	Time
Council	Wednesday	February 21, 2018	3.30pm
Council	Wednesday	March 21, 2018	3.30pm
Council	Wednesday	April 18, 2018	3.30pm
Council	Wednesday	May 16, 2018	3.30pm
Council	Wednesday	June 20, 2018	3.30pm
Council	Wednesday	July 18, 2018	3.30pm
Council	Wednesday	August 15, 2018	3.30pm
Council	Wednesday	September 19, 2018	3.30pm
Council	Wednesday	October 17, 2018	3.30pm
Council	Wednesday	November 21, 2018	3.30pm
Council	Wednesday	December 19, 2018	3.30pm

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

Committee	Day	Date	Time
Governance	Wednesday	February 21, 2018	1.30pm
Governance	Wednesday	June 20, 2018	1.30pm
Governance	Wednesday	October 17, 2018	1.30pm

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

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

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

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 14, 2018	3.00pm
Lifestyle Retirement	Wednesday	May 9, 2018	3.00pm
Lifestyle Retirement	Wednesday	August 8, 2018	3.00pm
Lifestyle Retirement	Wednesday	November 14, 2018	3.00pm

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

Committee	Day	Date	Time
Albert Facey Homestead	Monday	5 February 2018	9.00am
Albert Facey Homestead	Monday	7 May 2018	9.00am
Albert Facey Homestead	Monday	6 August 2018	9.00am
Albert Facey Homestead	Monday	5 November 2018	9.00am

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 17, 2018	12.00pm
Australia Day	Wednesday	December 19, 2018	12.00pm

**Statutory Environment:**

Local Government (Administration) Regulations 1996

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

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

Local Government Act 1995

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

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

#### 5.4. Calling council meetings

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

#### Summary:

Council is being requested to adopt the proposed 2018 meeting dates.

#### Recommendation:

That Council adopts the following meeting dates for 2018.

#### Council Meetings

	Day	Date	Time
Council	Wednesday	February 21, 2018	3.30pm
Council	Wednesday	March 21, 2018	3.30pm
Council	Wednesday	April 18, 2018	3.30pm
Council	Wednesday	May 16, 2018	3.30pm
Council	Wednesday	June 20, 2018	3.30pm
Council	Wednesday	July 18, 2018	3.30pm
Council	Wednesday	August 15, 2018	3.30pm
Council	Wednesday	September 19, 2018	3.30pm
Council	Wednesday	October 17, 2018	3.30pm
Council	Wednesday	November 21, 2018	3.30pm
Council	Wednesday	December 19, 2018	3.30pm

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

Committee	Day	Date	Time
Governance	Wednesday	February 21, 2018	1.30pm
Governance	Wednesday	June 20, 2018	1.30pm
Governance	Wednesday	October 17, 2018	1.30pm

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

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

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

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 14, 2018	3.00pm
Lifestyle Retirement	Wednesday	May 9, 2018	3.00pm
Lifestyle Retirement	Wednesday	August 8, 2018	3.00pm
Lifestyle Retirement	Wednesday	November 14, 2018	3.00pm

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

Committee	Day	Date	Time
Albert Facey Homestead	Monday	5 February 2018	9.00am
Albert Facey Homestead	Monday	7 May 2018	9.00am
Albert Facey Homestead	Monday	6 August 2018	9.00am
Albert Facey Homestead	Monday	5 November 2018	9.00am

[Australia Day Committee](#)

Committee	Day	Date	Time
Australia Day	Wednesday	October 17, 2018	12.00pm
Australia Day	Wednesday	December 19, 2018	12.00pm

Voting Requirements: Simple Majority

## Governance, Audit and Community Services

**10.2.10 - Appointment of Authorised Officers**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	LE.LL.1817
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 December 2017

Enclosure / Attachment Nil.

**Background**

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

**Comment**

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

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

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

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

*Authorised officer under the Cat Act 2011;*

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

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

*Local Government Act 1995 (as amended)*

*Local Government Act (Miscellaneous Provisions Act 1960)*

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

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

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

2. *That all previous appointments be cancelled.*

**Carried 7/0**

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

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

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

*Authorised officer under the Cat Act 2011;*

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

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

*Local Government Act 1995 (as amended)*

*Local Government Act (Miscellaneous Provisions Act 1960)*

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

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

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

2. *That all previous appointments be cancelled.*

## Statutory Environment

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

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

### **Authorised Person under the Litter Act 1979**

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

(1) *For the purposes of this Act an authorised officer is —*

(a) *any member of the Police Force;*

(b) *any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment;*

(c) *within the district of a local government, any person who is —*

(i) *a member of the council of the local government; or*

(ii) *an employee of the local government; or*

(iii) *an honorary inspector appointed by the local government under section 27AA.*



### **Authorised Person under the Bush Fires Act 1954**

#### *14B. Powers of authorised persons during authorised periods*

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

### **Authorised person under the Cat Act 2011**

#### *Division 3 — Authorised persons*

#### *Subdivision 1 — Appointment of authorised persons*

#### *48. Authorised persons*

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

*Penalty: a fine of \$5 000.*

### **Dog Act 1976**

#### *3. Interpretation*

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

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

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

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

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

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Not applicable.

**Summary:**

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

**Recommendation:**

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

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

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

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

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

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

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

2. *That all previous appointments be cancelled.*

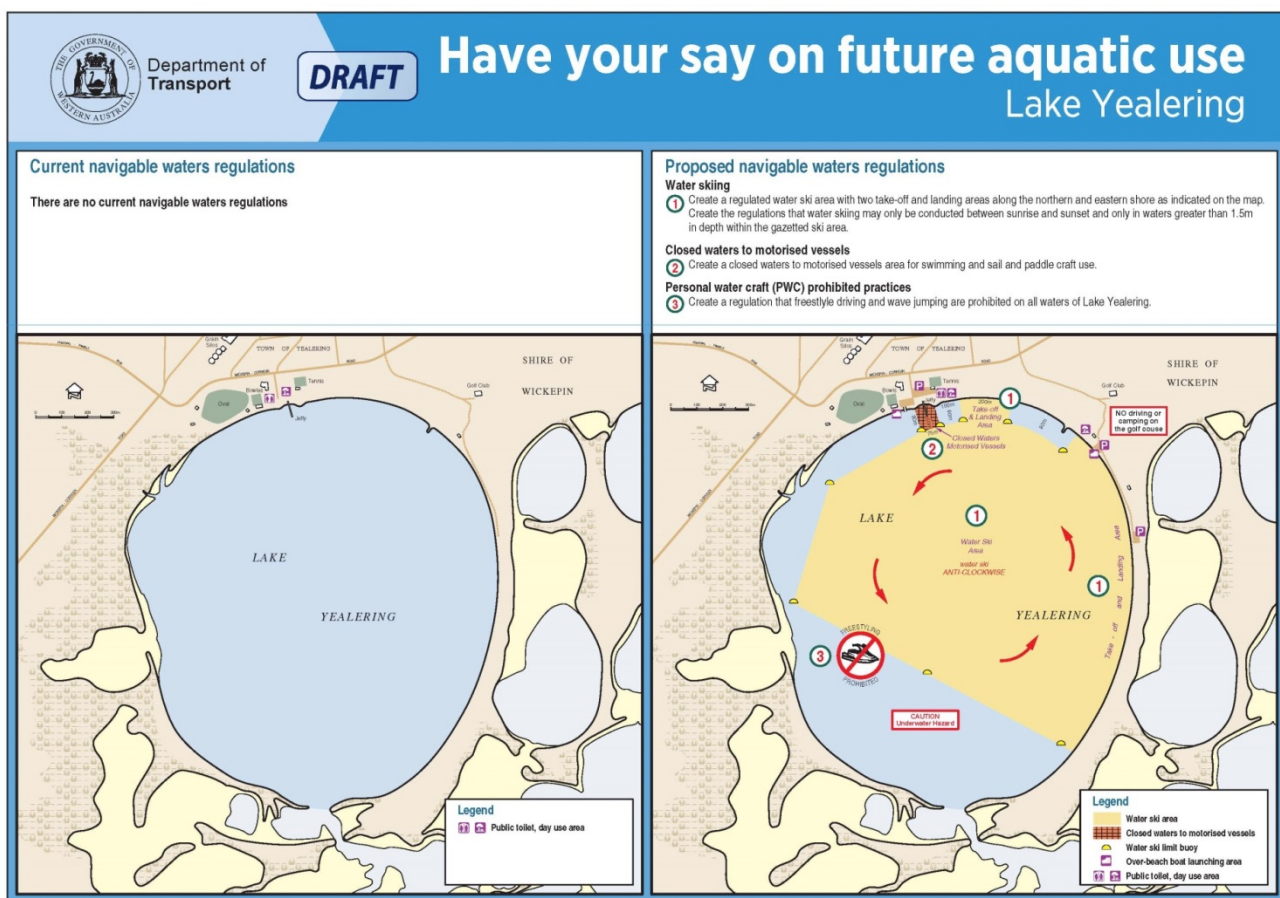
Voting Requirements: Simple Majority

Governance, Audit and Community Services

**10.2.11 – Yealering Lake - Request for Gazettal as Ski Lake**

Submission To:	Ordinary Council
Location / Address:	Lake Yealering
Name of Applicant:	Natalie Manton, Deputy CEO
File Reference:	RM.RA.2509, RC.PR.G.2
Author:	Natalie Manton, Deputy CEO
Disclosure of any Interest:	Nil
Date of Report:	13 December 2017

Enclosure / Attachment: Draft – Future Aquatic Use Plan

**Background:**

The Shire of Wickepin contacted the Department Transport in September 2014 notifying them that the Yealering Lake was full of water and people were skiing on the lake. A request was made for assistance in gazetting the lake for skiing. Concerns were raised at the time about the safety of users in general and more particularly swimmers in the designated swimming area following the removal of the banks which used to segregate the swimmers from boats.

Council passed the following resolution No 150317-12 on 15 March 2017:

- 1 That the Shire of Wickepin request that the Department of Transport give urgent consideration to the suitability of Lake Yealering for gazettal for water sports and skiing.

2 *That the Shire of Wickepin work with its insurer, LGIS and the Department of Transport to address safety concerns at Lake Yealering by:*

- *Defining areas that are safe to use for water sports.*
- *Restricting boat use in defined closed water areas.*
- *Educating boat users on the general boating rules and safety guidelines for skiing.*
- *Minimising the risk of injury or conflict between the active and passive users of the lake including: swimmers, paddlers, jet skis and boats.*

In July 2017 the Department of Transport contacted the Shire of Wickepin and noted that due to record high rainfalls experienced inland of Western Australia, especially within the Great Southern Region, the Department of Transport was undertaking an Aquatic Use Review of twelve key inland lakes and how they are used, now and into the future. Lake Yealering was included in this review.

As part of the Aquatic Use Review the Department of Transport surveyed Lake Yealering to ensure a safe minimum depth existed and identify any potentially unknown hazards. Following the results of the survey Mr Chris Mather, Team Leader of Navigational Safety for the Department of Transport, Marine Safety, met on site in November 2017 to discuss the process of the aquatic use review and gazettal options for the lake. The Shire of Wickepin was invited to comment on the lakes current usage and provide suggestions of future usage to improve the safety and amenity of the lake. Other key stakeholders were also consulted including:

- Living Lakes committee
- Yealering Progress Association
- Sporting groups in lake precinct: Yealering Bowling Club, Tennis Club, Golf Club.
- Yealering Caravan Park Manager
- Local Business: Yealering Shop, Yealering Hotel
- Boat owners.

Following the on-site meeting the Department of Transport produced a draft proposal for future aquatic use of Lake Yealering. The proposal was sent out for public comment and suggested amendments were received from two community members and boat users.

**Comment:**

In Western Australia water skiing is prohibited unless an area has been set aside for that purpose and the Department of Transport sets a minimum of 1.5 metres depth requirement to formally gazette a water ski area.

The draft map produced by the Department of Transport for public comment provides clear guidelines of safe water use areas, parking, boat ramps and take-off and landing areas as well as prohibited activities.

**Statutory Environment:**

***Division 2 - Lake Yealering***

**Application**

5.3 This Division applies to Reserve No 9610.

**Appointment of authorised persons**

5.4 The local government may authorise, under section 9.10 of the Act, a person or persons to perform all or any of the functions under this local law in relation to the reserve.

## Speed of vehicles

5.5 A person shall not on the reserve drive a motor vehicle of any kind, whether towing a boat or caravan or not, other than upon a defined road or on an approved parking area –

- (a) at a speed in excess of fifteen (15) kilometres per hour;
- (b) in a reckless, negligent or dangerous manner; or
- (c) while under the influence of drugs or alcohol.

## Water activities on Lake Yealering

5.6 (1) A person shall not swim, ski, sail, row or drive a motor powered boat on or in any part of Lake Yealering –

- (a) other than in an area which may be set aside, from time to time for the purpose; or
- (b) which may from time to time, be declared unfit for the purpose.

(2) For the purpose of subclause (1) areas may be delineated by a map, notice, flags, markers or buoys placed in position by a person or persons authorised by the local government to do so.

Under the navigable waters regulations 1958 it is an offence to water ski in an area not set aside for the purpose. Extract below.

### 48A. Areas for speed boats and water ski-ing

(1) The chief executive officer may, by notice published in the *Government Gazette* —

- (a) limit the speed of any specified class or classes of motor boat, in any navigable waters therein defined;
- (b) define and set aside any area of navigable waters for the purpose of racing by speed boats of which the owners have been granted permission to race by the chief executive officer;
- (c) define and set aside, and impose conditions on the use of, any area of navigable waters for the purposes of para-sailing or water ski-ing and, where he sees fit, specify times when that area may be so used and may by that notice, permit the use in accordance with that notice of any waters mentioned in regulation 48(a), for that purpose;
- (d) vary or cancel any previous notice under this subregulation.

(2) A person shall not race a motor boat, or drive a motor boat towing a para-sailor or a water skier in any navigable waters, except in an area defined and set aside by the chief executive officer for the purpose and, where times during which the area may be so used have been specified under subregulation (1)(c), during those times, and where the chief executive officer has imposed any conditions on the racing of speed boats, on para-sailing or on water ski-ing, in any such defined area, a person failing to comply with those conditions commits an offence.

(3) Where, under the provisions of this regulation, the chief executive officer defines and sets aside any area of navigable waters, for a specified purpose, he may, at the same or any other time order that those waters be not used for any but the specified purpose; and a person shall not thereupon, use those waters for any but the specified purpose.

[Regulation 48A inserted in Gazette 19 Dec 1962 p. 4016; amended in Gazette 16 Dec 1963 p. 3876; 16 Oct 1970 p. 3206; 12 Jul 1974 p. 2625; 16 May 1986 p. 1661; 11 Aug 1992 p. 3975-6; 28 Aug 1992 p. 4241.]

Financial Implications: Nil

Policy Implications: Nil

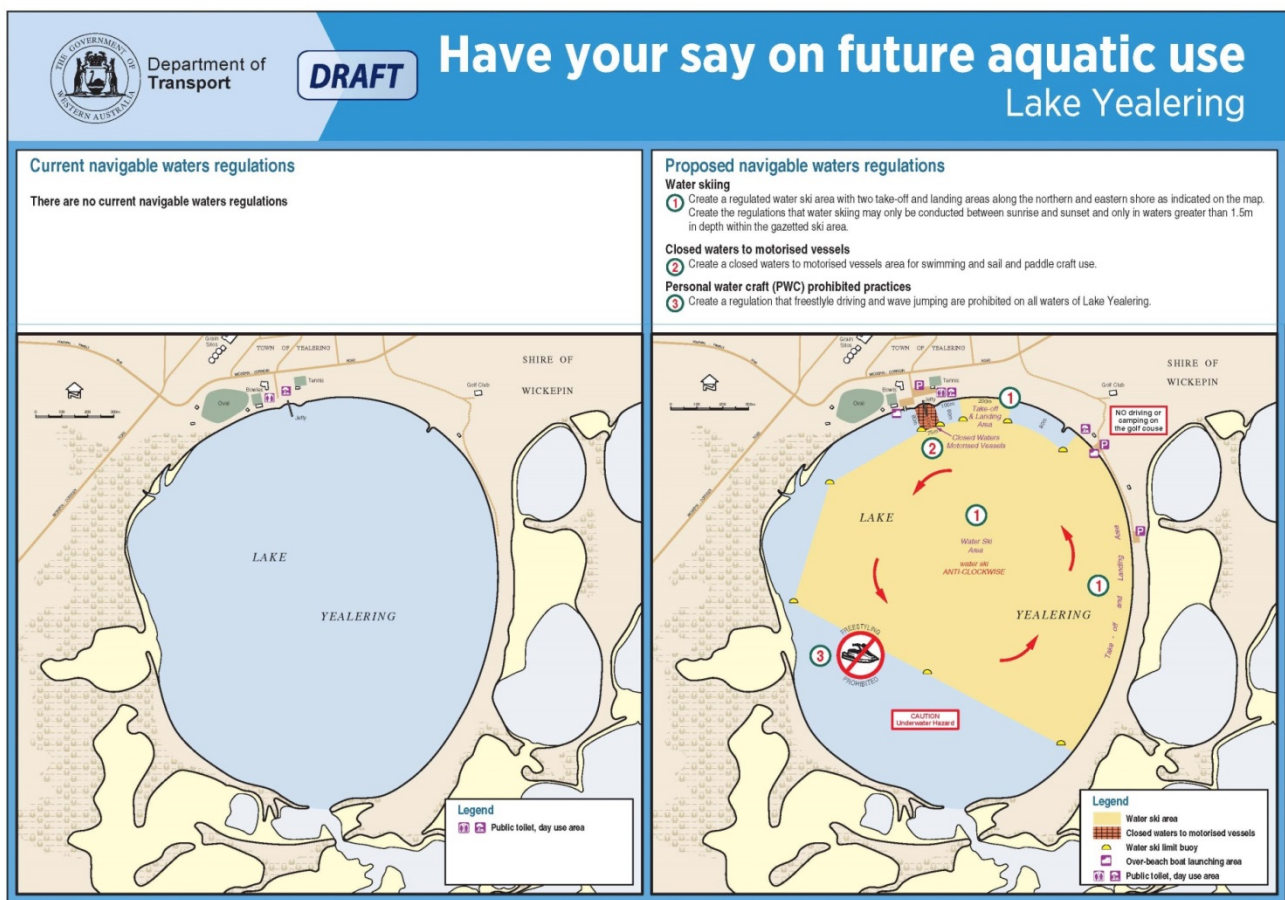
### Summary:

The Shire of Wickepin sought assistance from the Department of Water to have Lake Yealering considered for gazetting as suitable for water sports. The matter was considered an urgent priority as Lake Yealering is currently full and is being frequently used by boat owners despite the lake not being endorsed for boats or skiing.

The Department of Transport requests that the Shire of Wickepin endorse the proposed future aquatic use map.

### Recommendation:

That the draft future aquatic use plan outlining proposed closed water, ski areas, boat ramps, parking as well as take-off and landing zones be endorsed by the Shire of Wickepin.



Voting Requirements: Simple majority

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Governance, Audit and Community Services

## 10.2.12 – Application for Planning Approval – Mobile Phone Base Station – Lot 1 (No. 577) Tincurrin Road, Tincurrin

Submission To:	Ordinary Council
Location / Address:	Lot 1 (No. 577) Tincurrin Road, Tincurrin
Name of Applicant:	Planning Solutions
File Reference:	A6231/IBP2017469
Author:	Leigh Medlen, Planning Officer
Disclosure of any Interest:	Nil.
Date of Report:	28 November 2017

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### Enclosure / Attachment:

Attachment One – Locality Plan

Attachment Two – Application for Planning Approval

Attachment Three – Visual Amenity Impact Assessment

### Background:

Council is requested to consider an application for planning approval for the installation of a mobile phone base station at Lot 1 (No. 577) Tincurrin Road, Tincurrin.

The proposal can be considered as 'Telecommunications Infrastructure' which is defined by the Shire of Wickepin Town Planning Scheme No.4 as:

*"Telecommunications Infrastructure – means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with a telecommunications network."*

The proposal consists of the installation of a 60 metre Lattice Tower and associated ancillary equipment such as an equipment shelter, 6 panel antennas mounted on top of the mobile phone tower and a GPS antenna. The lattice tower will be constructed out of steel with a non-reflective finish. The equipment shelter will be constructed of colourbond and be a 'pale eucalypt' finish. The equipment shelter is 3.0 meters in length and 2.5 metres in width with a total area of 7.5m<sup>2</sup>. The application proposes to remove existing trees and shrubs for the installation of the telecommunications infrastructure within the existing lease area. The proposed monopole is proposed to be located within an existing lease area held by Telstra.

The subject property is zoned as 'General Agriculture' under the Shire of Wickepin Town Planning Scheme No.4. The subject property being Lot 1 (No. 577) Tincurrin North Road, Tincurrin is approximately 19,983 m<sup>2</sup> in area. Surrounding properties are zoned 'General Agriculture' to the north, south, east and west of the property. Currently, on site there is existing telecommunications infrastructure within the existing Telstra lease area. Within the legal surveyed boundary of the lot there is an existing residence and associated outbuildings.

The subject property is covered in mature vegetation and the proposed monopole is located approximately 16.05 metres from the eastern boundary to Tincurrin North Road and approximately 45 metres to the northern lot boundary. The proposed monopole will be located approximately 113 metres from the Wickepin-Harrismith Road.

### Comment:

Under the Shire of Wickepin Town Planning Scheme No.4 'Telecommunications Infrastructure' is listed as a 'D' land use permissibility. A 'D' use is defined as:

*"Means that the use is not permitted unless the local government has exercised its discretion by granting development approval."*

The development is required to be built in accordance with the development standards and requirements of a 'General Agriculture' Zone. The application has been assessed against the development standards for a 'General Agriculture' Zone as per the Shire of Wickepin Town Planning Scheme No. 4 in the below table:

Requirement	Provided	Officers Comments
<b>Boundary Setbacks</b>		
Front – 20 metres (50 to a major road)	Does Not Comply 16.05 metres	The proposal does not meet the minimum front setbacks to Tincurrin North Road. A variation to the development standards of the Shire of Wickepin Town Planning Scheme No.4 would therefore be required to be considered by Council.
Rear – 20 metres	Complies Approximately 60 metres	Complies
Side – 20 metres	Complies Approximately 40 metres to nearest side boundary	Complies.

As shown in the above table, the proposal therefore does not meet the minimum setback distances required to the front boundary and requires Council to consider a variation to the provisions of Shire of Wickepin Town Planning Scheme No.4. Council has the ability to consider a variation to the Shire of Wickepin Town Planning Scheme under Clause 4.5 which states:

***"Clause 4.5 – Variations to site and development standards and requirements.***

*Except for development in respect of which the Residential Planning Codes apply, if a development is the subject of an application for development approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.*

*4.5.2 In considering an application for development approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to –*

- a) Consult the affected parties by following one or more of the provisions for advertising uses under clause 64 of the deemed provisions; and*
- b) Have regard to any expressed view prior to making its determination to grant the variation."*

*4.5.3 The power conferred by this clause may only be exercised if the local government is satisfied that –*

- a) Approval of the proposed development would be appropriate having regard to the criteria set out in clause 67 of the deemed provisions; and*
- b) The non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality."*



In regards to Clause 4.5.2 listed above, it is recommended that Council notify the affected landowners adjoining the subject property to allow the public opportunity to comment on the proposal. Clause 64 of the deemed provisions provides multiple forms of advertising that could be undertaken however, it should be considered that notification to the surrounding landowners to be the most suitable form of advertising due to the minor nature of the non-compliance to the development standards.

It is therefore recommended that Council notify adjoining landowners of the proposal and invite any written comments from adjoining landowners that could be impacted by the development in accordance with Clause 64 (3) (a) of the deemed provisions. It is also further recommended that Council notify the following relevant stakeholders and invite their comments on the proposal, Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage.

In regards to Clause 4.5.3 which requires the variation to consider the matters set out in Clause 67 of the deemed provisions. It has been determined that the application would have minimal adverse impact on the surrounding locality or future use of the land on the following premises:

- The subject property has existing telecommunications infrastructure located on the property.
- The surrounding properties are not sensitive land uses and therefore the potential impact of the development would be considered to be minimal given the surrounding land uses are for the purposes of broad acre farming.

It has been determined the greatest impact to the surrounding areas or future development of the area would be the potential impact to visual amenity of the natural landscape. An assessment of the impact to the visual amenity of the proposal has been provided as per attachment 3. An assessment against the relevant state planning policies has also been undertaken in the below section of this report. It has been determined from this assessment that minimal adverse impact would result from the proposed development.

#### Assessment against State Planning Policy 5.2 – Telecommunications Infrastructure.

Potential adverse impacts to visual amenity and the benefits of the proposed infrastructure has to be considered and weighed up by Council. The Western Australian Planning Commission (WAPC) have developed a State Planning Policy to guide local governments in the assessment of telecommunications infrastructure. State Planning Policy – Telecommunications Infrastructure states:

*"The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area."*

The potential impact to visual amenity has been assessed using the provisions of the State Planning Policy. State Planning Policy – Telecommunications Infrastructure which states:

- ii) *Telecommunications Infrastructure should be sited and designed to minimise visual impact whenever possible:*
  - a) *Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
  - b) *Be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or panorama, whether viewed from public or private land.*
  - c) *Not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised; and*
  - d) *Display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;*

In relation to point a) above, the proposed tower will be visible along the Tincurrin North Road as well as the Wickepin-Harrismith Road. The Wickepin-Harrismith Road is a major regional road as dedicated by the Shire of Wickepin Town Planning Scheme No.4, while Tincurrin North Road is a local road. Both road networks play an

integral role to the connectivity to and from the Shire of Wickepin; however are not scenic or tourist routes. There is currently an existing tower on the property, the proposed tower would be significantly taller than the existing tower and therefore would present a greater potential for adverse impact to the visual amenity of the surrounding area however, given the mature, remanent vegetation as well as the location of the tower it would be unlikely to impact any visual amenity or viewing locations within the Shire of Wickepin.

In relation to point b) above, there are no places of cultural heritage significance on the subject property or surrounding the proposed site. It would therefore be unlikely that the proposed site and application would impact on landmarks or heritage significance of the locality.

In relation to point c) above, there is existing Telecommunication Infrastructure present on the subject property. It would be unlikely that the additional tower and associated ancillary equipment would therefore impact any social, heritage or visual landscapes. The subject property is not surrounded by sensitive land uses and is surrounded by broad acre farming.

In relation to point d) above, the lattice tower is to be constructed of steel and have a non-reflective galvanised finish. The equipment shelter will be constructed from colourbond with 'pale eucalypt' treatments. It could be considered that the finishes to the equipment shelter would be sympathetic with the surrounding character of the landscape.

From the above assessment it should be considered that the location of the telecommunications infrastructure is compliant with the State Planning Policy 5.2 as detailed above.

#### Electromagnetic Energy Report

The electromagnetic energy report, as supplied by the applicant, highlights that the maximum Electromagnetic Energy (EME) calculated at the site is 1.56V/m; equivalent to 6.45mW/m<sup>2</sup> or 0.17% of the public exposure limit. The Australian Communications and Media Authority controls the exposure limits. The report provided highlights that the subject property would be below the public exposure limits and therefore is expected to be compliant with the maximum provision for EME exposure limits.

From the above assessments it has been determined that the proposed application would be unlikely to have any adverse impact to the visual amenity upon the surrounding location that could potentially outweigh the benefits of the proposed infrastructure. It is also recommended that the proposal is forwarded to adjoining landowners who could potentially be impacted by the proposal to allow them opportunity to comment on the proposal. It is also further recommended that Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage are forwarded the details of the proposal for comment.

<b>Statutory Environment:</b>	Shire of Wickepin Town Planning Scheme No. 4 Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015
<b>Policy Implications:</b>	State Planning Policy 5.2 – Telecommunications Infrastructure
<b>Financial Implications:</b>	Application for Planning Approval Fee of \$800.00 has been made payable to the Shire of Wickepin. Cost of giving notice to adjoining landowners Shire of Narrogin Planning Advice
<b>Strategic Implications:</b>	Nil

**Summary:**

Council is requested to consider the application for planning approval for the installation of a mobile phone base station at Lot 1 (No.577) Tincurrin Road, Tincurrin and associated ancillary equipment and to determine the application for planning approval.

**Recommendation:**

That Council:

1. Advertise the application for Planning Approval to adjoining landowners for public comment in accordance with clause 64 (3) (a) of the deemed provisions for local planning schemes.
2. Forward the application to Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage for comment on the proposal and have due regard to any comments received.
3. In the event that no negative submissions are received authorise the Chief Executive Officer to grant planning approval for the mobile phone base state at Lot 1 (No. 577) Tincurrin North Road, Tincurrin, subject to the following conditions:
  - a) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
  - b) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
  - c) The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
  - d) All drainage run-off associated with the development shall be contained on site or connected to the Shires storm water drainage system to the satisfaction of the Chief Executive Officer.
  - e) The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
  - f) All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
  - g) Should the application require the clearing of remnant vegetation the applicant should liase with the Department of Water and Environmental Regulation.

**Voting Requirements:** Simple majority

Governance, Audit and Community Services

## 10.2.13 – Townscape and Cultural Planning Committee membership

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.206
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 <sup>th</sup> December 2017

Enclosure / Attachment: Nil

### Background:

Council has received a nomination from Spencer Davidson of Yealering to be a member of the Shire of Wickpin Townscape and Cultural Planning Committee.

### Comment:

At the 15<sup>th</sup> November 2017 Ordinary Meeting of Council the following resolution was passed

### Resolution No 151117-03 Moved Cr Allan / Seconded Cr Martin

That the following appointments to the Townscape and Cultural Planning Committee be endorsed:

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

Carried 8/0 by Absolute Majority

Council needs to appoint Spencer Davidson as a member of the Shire of Wickpin Townscape and Cultural Planning Committee as he was not part of the list of requested members presented to the 15<sup>th</sup> November 2017 Council Meeting.

Statutory Environment: Local Government act 1995

### 5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*

- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
  - (a) *to be a member of the committee; or*
  - (b) *that a representative of the CEO be a member of the committee,**the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

#### **5.11. Committee membership, tenure of**

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
  - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
  - (b) *the person resigns from membership of the committee; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,**whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
  - (a) *the term of the person's appointment as a committee member expires; or*
  - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day, whichever happens first*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee.

**Recommendation:**

That Council appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee.

**Voting Requirements:** Simple majority

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Governance, Audit and Community Services

## 10.2.14 – Lifestyle Retirement Committee Meeting Recommendations

Submission To:	Lifestyle Retirement Committee
Location / Address:	Whole Shire
Name of Applicant:	Lifestyle Retirement Committee
File Reference:	CR.MEE.203
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	12 December 2017

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Enclosure / Attachment: Nil

### Background:

Lifestyle Retirement Committee meeting held on Wednesday 29 November 2017.

### Comment:

The Lifestyle Retirement Committee meeting was held on Wednesday 29 November 2017 and passed the following recommendation:

**Moved Kevin Coxon / Seconded Cr Fran Allan**

That the Lifestyle Retirement committee adopt the design and quotation from Benjamin Kittow constructions for the refurbishment of the 4 Cottage Home units Wogolin Road Wickepin at a cost of \$103,410.40 GST Exclusive.

**Carried 5/0**

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

### Recommendation:

That Council pass the following recommendation:

That Council adopt the design and quotation from Benjamin Kittow constructions for the refurbishment of the 4 Cottage Home units Wogolin Road Wickepin at a cost of \$103,410.40 GST Exclusive.

Voting Requirements: Simple majority.

## 11. President's Report

### Presidents Report December 2017

A Big welcome to our Staff to Agatha Prior who commenced work on December 11th as our ESO, as we say Good-bye to Leah Taylor who has resigned to commence family duties.

Many Thanks to Leah who has been here for 5 years, and has done a wonderful job especially with all of her "Technical Initiatives". We all wish Leah all the best in your Family Role, and hope that Agatha enjoys all of the challenges of the ESO's role.

On Monday November 20th the Wickepin CRC held their bi-monthly meeting where 15 new and interested community members came along and were briefed on the workings of the CRC, and invited to join the committee.

Tuesday 21st November saw the meeting of the Wheatbelt South Aged Housing Alliance at Wickepin, where we were briefed by Natalie of the progress of the submission for funding to the "Building Better Regions" Federal grant fund. By now the application would have been submitted and we can only cross our fingers and toes that we are successful, and that we will be able to progress with building the proposed Aged Care Facilities as planned.

Friday 24th November saw the annual Wickepin Shire sponsored event, the Senior Citizen's Christmas Lunch held at the community centre. A good number attended where the Senior Citizens celebrated and enjoyed a hot roast Christmas lunch, activities and entertainment together.

Friday 1st December I accompanied the CEO Mark to the Central Country Zone of WALGA meeting at Wagin where the bi-annual elections for our Zone were undertaken following the council elections in October.

I am again elected to the Executive Committee and the CEO and myself were also placed on the working group from our Zone that is discussing the Local Government Act Review phases as they come up, to assist WALGA with their submissions to the Department for Local Government.

Also at the Zone Meeting we were pleased to hear that the two Roadside Car Crash Trailers are now finished and have initially been delivered to the Host Shires of our Zone, being Cuballing and Kulin. These trailers are available for any Shire within our zone to have them placed on strategic road sites to raise the awareness of road safety.

Amongst other guests at this Zone meeting were Nationals WA representatives Hon Mia Davies MLA and Hon Colin DeGrussa MLC, Federal Member for O'Connor Mr Rick Wilson MP, representatives from LGIS – Mr Jonathon Seth, CEO and Mr Peter Hoare, Chief Operating Officer who all addressed the meeting for a few minutes on various points of interest.

On behalf of Council on Monday 11th December I attended the Wickepin Primary School end of year presentations, and on Wednesday 13th December I attended the Yealering Primary School end of year presentations where I assisted to present the Principal's Award to the student of his choice, as there were no graduating year 6 students this year. Congratulations to all of the Award Recipients, and to all of the school staff and students on a wonderful year's work.

It was wonderful to hear from the Principals their Thanks to the Wickepin Council and Shire for assistance to the Wickepin and Yealering Schools for various requests that have been needed throughout the year. Many Thanks to CEO and our council staff for doing a great job in accommodating the needs of our Primary Schools.

Friday 15th December was the annual year-end celebration by the Works Staff, a great evening for all to reflect on the past year's achievements and look forward to the challenges of the year to come. A big Thank You to all Staff and fellow Councillors for everyone's efforts throughout the year, and I wish everyone a very Merry Christmas and a Safe and Happy New Year





## 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:	11 December 2017

**Living Lakes**

J.A.K. Civil Pty Ltd has been formally appointed as the Contractor for Living Lakes Stage 3. All additional financial and construction methodology requested from J.A.K. Civil was reviewed by Wheatbelt NRM, and the tender Evaluation Panel, and determined to be satisfactory for the project. We held a preliminary meeting with J.A.K. Civil Pty Ltd on Monday to discuss timelines and program etc. At this meeting the following was confirmed:

- J.A.K. Civil will immediately commence preparation of the required Management Plans for review and approval by Wheatbelt NRM.
- Due to the current water levels in Lake Yealering, and the associated impact on the works, it was determined that works would be undertaken at Lake Ewlyamartup first.
- Works are planned to commence mid to late January 2018 at Lake Ewlyamartup, subject to all of the required approvals being in place.
- Construction at Lake Ewlyamartup will take approximately 3-4 months, subject to weather conditions.
- Should weather conditions and water levels be favourable upon completion of works at Lake Ewlyamartup, J.A.K. Civil will shift to Lake Yealering and commence works, prior to winter.
- Should weather conditions and water levels not be favourable upon completion of works at Lake Ewlyamartup, J.A.K. Civil will commence works at Lake Yealering in October-November 2018. We note a contingency plan is in place to undertake the works under wet conditions, should Lake Yealering not have dried out by late 2018.
- All works should be completed at both lakes by April 2019.

None of the tender submissions provided an option for the work to be carried out on both lakes simultaneously. The decision to undertake the Lake Ewlyamartup work first was made due to the level of impact that high water levels have on the differing sites. Emails will be sent to both the Lake Ewlyamartup Working Group and Lake Yealering Steering Committee shortly to update them on the above.

Refer below for an update on the permits and approvals being progressed:

Activity	Task	Status	Risk
Department of Planning, Heritage and Lands Approvals	Section 91 Licences to access and undertake works on Unallocated Crown Land	Submitted – in progress. Letters of consent have been provided by the DPLH in lieu of the S.91 Licences being issued.	Timeframe/conditions
Department of Aboriginal Affairs Approvals	Section 18 applications for each lake	Submitted – in progress.	Timeframe/conditions
Department of Water and Environmental Regulation Approvals	Section 5C License for Lake Yealering	Approved	
	Native Vegetation Clearing Permits for each lake	Submitted – in progress	Timeframe/conditions

Department of Biodiversity, Conservation and Attractions	Submit letter for DBCA support	Complete	
Main Roads WA	Submit engineering drawings for approval for Lake Ewlyamartup	Submitted – in progress	Timeframe/conditions
Water Corporation	Submit engineering drawings for approval for Lake Ewlyamartup	Submitted – in progress	Timeframe/conditions

#### Next steps for Wheatbelt NRM -

- Secure all approvals, and schedule construction start date with J.A.K. Civil.
- Appoint a consultant engineer to assist Wheatbelt NRM during the construction phase of the project. Three (3) quotes have been obtained and we are currently going through the review and selection process.
- Update the Maintenance and Management Plans prepared by Worley Parsons and present to the PCG.
- Collate and review the community survey data to commence preparation of the Activation Plans for each lake.

#### Executive Support Officer

The CEO has appointed Agatha Prior to the position of ESO and Agatha will have commenced work with the Shire of Wickepin on the 11<sup>th</sup> December 2017. Leah's last day will be the 22<sup>nd</sup> December 2017.

#### Deputy CEO Natalie Manton

Natalie has been advised that she is the preferred candidate by WALGA for the CEO position at the Shire of Corrigin. Congratulations Natalie as she will be missed by us all and we wish her well in her new position as CEO at the Shire of Corrigin. The CEO will be advertising the position of Finance Manager in due course. The February 2018 council meeting will most probably be Natalie's last meeting with the Shire of Wickepin.

#### Christmas Break

The trading hours for 2017/18 Christmas period is as follows:

Monday 25 December	Closed - Public Holiday (for Christmas Day)
Tuesday 26 December	Closed - Public Holiday (for Boxing Day)
Wednesday 27 December	Closed - Employee Annual Leave
Thursday 28 December	Closed - Employee Annual Leave
Friday 29 December	Closed - Employee Annual Leave
Monday 1 January	Closed – Public Holiday, New Year
Tuesday 2 January	Open

The CEO will be on annual leave from Wednesday 27th December 2017 to 5th January 2018

To all the Councillors and staff a Merry Christmas and Happy New Year and on behalf of the Hook family, thank you all for a great twelve months so all have an exciting and prosperous 2018.

#### CEO Vehicle Change Over

The CEO has accepted a quote from Edwards Holden Narrogin to change over the current trailblazer with a new trailblazer at a changeover of \$1,550

#### Wickepin Caravan Park

Mrs Kirsten Rigby has advised that she will be relinquishing the contract to manage the Wickepin Caravan Park as of the 31<sup>st</sup> December 2017. The CEO will make arrangements for the management of the caravan Park in the interim period until a new manager can advertised and appointed for a three year term to make it fall in line with the Harrismith and Yealering caravan park agreements that fall due 30 June 2018.

### Meetings Attended

<b><u>November</u></b>	
20 <sup>th</sup>	Department of Transport regarding renewal of contract for DOT services at the Shire of Wickepin
21 <sup>st</sup>	WSAHA meeting at Wickepin
21 <sup>st</sup>	LGIS Skin Cancer checks for all staff
21 <sup>st</sup>	LGIS ergonomic assessments for new staff
22 <sup>nd</sup>	Meeting with Louie-Jane Gamble to discuss building on Lot 192 11 Collins Street Wickepin
22 <sup>nd</sup>	LGIS Manual lifting training
23 <sup>rd</sup>	Met Rick Wilson MP, Member for O'Connor at the Yealering Bowling Club discussed aged housing the grant received by the Yealering Bowling Club from Rick Wilson for their shades
24 <sup>th</sup>	Seniors Christmas Luncheon WCC
25 <sup>th</sup>	LG Professionals Wheatbelt South Sundowner Shire of Narrogin
29 <sup>th</sup>	Lifestyle Retirement committee meeting
30 <sup>th</sup>	LG Act Review Narrogin Town Hall
<b><u>December</u></b>	
1 <sup>st</sup>	CCZ WALGA
8 <sup>th</sup>	ROE Roc Yealering
10 <sup>th</sup>	She Shed He Shed Xmas Function Wickepin
11 <sup>th</sup>	Wickepin Primary School Awards night

Delegation Register

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing cheques	December	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	Appointment of ESO	11 December 2017	Agatha Prior
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	Community Christmas Tree	16 December 2017	Wickepin Community Christmas Tree
			Cricket Club Season 17/18	2017/2018	Wickepin Cricket Club
			Book Launch	2 December 2017	Olivia Dawes
A13	Hire of Community Halls / Community Centre	CEO			

Voting Requirements: Simple majority

13. Notice of Motions for the Following Meeting
14. Reports & Information
15. Urgent Business
16. Closure