



A Fortunate Place

Shire of Wickepin

Minutes

Ordinary Meeting of Council

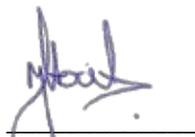
Council Chambers, Wickepin

20 February 2019

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 February 2019 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

13 February 2019

Time Table

11.00am	Forum Session
12.00pm	Lunch
1.00pm	Governance, Audit and Community Services Committee Meeting
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.

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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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 20 February 2019**

The President declared the meeting open at 3.34pm.

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

President	Julie Russell
Councillor	Nathan Astbury
Councillor	Allan Lansdell
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Gerri Hinkley
Councillor	Fran Allan
Councillor	Wes Astbury
Chief Executive Officer	Mark Hook
Finance Manager	Erika Clement
Executive Services Officer	Rebecca Pauley

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 – 19 December 2019

Council Decision: Resolution No: 200219-01

Moved Cr Lansdell / Seconded Cr Allan

That the minutes of the Ordinary Council meeting held on Wednesday 19 December 2019 be confirmed as a true and correct record.

Carried 8 / 0

7. Reveal of Minutes

7.1 – Annual Elector’s Meeting

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Rebecca Pauley, Executive Services Officer
File Reference:	CR.MEE.208
Author:	Rebecca Pauley, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	11 February 2019

Enclosure/Attachments:

Minutes of the Annual Elector’s Meeting held on Thursday 7 February 2019.

Summary:

Council is being requested to receive the Annual Elector’s Meeting minutes held on Thursday 7 February 2019.

Background

The Annual Elector’s Meeting was held on Thursday 7 February 2019.

Comments:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings 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:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Annual Elector's Meeting held on Thursday 7 February 2019 be received.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 200219-02****Moved Cr Hinkley / Seconded Cr Astbury**

That the recommendations listed under agenda items 7.1, 7.2, 7.3 and 7.4 be adopted en-bloc.

Carried 8 / 0



Shire of Wickepin
Minutes

Annual Elector's Meeting

Shire of Wickepin Community Centre

7 FEBRUARY 2019

**Minutes of an Annual Elector's Meeting – Annual Farmers Forum held in the Shire of Wickepin
Community Centre, Wickepin Thursday 7 February 2019 commencing at 5:30pm**

1. Attendance

President	Cr JA Russell
Councillor	Cr FA Allan
Councillor	Cr SJ Hyde
Councillor	Cr AG Lansdell
Councillor	Cr SJ Martin
Chief Executive Officer	Mark Hook
Finance Manager	Erika Clement
Manager of Works	Gary Rasmussen
Phillipa Ellis	Pool Manager
Rebecca Pauley	Minute Taker
Guest Speaker	Tanya Dupagne

Attendees	Hazel Green
	Eileen Cutliff
	Marion Hook
	Murray Lang
	Tracey Angwin
	Dave Astbury
	Charlotte Astbury
	Greg Snow
	Ken Martin
	Linley Rose
	Leila Allenby
	Simon Newman
	Colin Hemley
	Ray Lewis

Apologies

Deputy President	Cr WA Astbury
Electors	Kevin Coxon

2. Opening

The President Cr Russell declared the meeting open at 5.34pm.

3. Confirmation of Minutes - Annual Electors Meeting 15 November 2017

Moved Cr Fran Allan / Seconded Hazel Green

That the minutes of the Annual Electors Meeting held on Wednesday 15 November 2017 be confirmed as a true and correct record.

Carried

4. Annual Report 2017/2018

4.1 Acceptance of Annual Report 2017/2018

The President Cr Russell gave a brief outline of the 2017/2018 Annual Report. Cr Russell thanked the CEO, DCEO and all the Shire of Wickepin staff for their work over the last year. Cr Russell advised that the Council does strive to achieve the best for all communities within the Shire of Wickepin. The Shire President Cr Julie Russell thanked her deputy Cr Wes Astbury and fellow councillors for the last year's work.

Moved Dave Astbury / Seconded Linley Rose

That the 2017/2018 Shire of Wickepin Annual Report as presented be accepted.

Carried

4.2 Business Arising

Thank you to Councillors and staff for their work on behalf of the community for the 2017/2018 period.

Moved Linley Rose / Seconded Hazel Green

Thank you to Councillors and staff for their work on behalf of the community for the 2017/2018 period.

Carried

5. General Business

5.1 Independent Auditor's Report – Butler Settineri

Murray Lang asked for Council to review the Annual Report 2017/2018 in relation to the Butler Settineri comments regarding a misstatement on the second page of the Independent Auditor's Report:

"In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated."

Cr J Russell commented that the following paragraph demonstrates that there was no misstatement:

"If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard."

CEO advised that this statement confirms that the Auditor's Report is satisfied that there is no material misstatement in the 2017/2018 annual report.

5.2 Seniors Housing

Dave Astbury inquired as to the status of senior housing in the Wickepin and the progress of applications for funding.

CEO advised that the application process had been completed and ready for review when a change of government voided that application. The current application was scaled down on the advice of the

incoming government and is with the Minister for consideration. The proposal is for fourteen units at 5.6 million dollars.

5.3 Wickepin Hotel

Greg Snow, Linley Rose and Ray Lewis inquired about health inspections at the Wickepin Hotel.

CEO advised that inspections were being conducted regularly including a further upcoming inspection in March 2019. A professional cleaning crew had recently cleaned the Hotel and the Hotel had met the required health standards.

5.4 CBH

Ray Lewis commented that there would be four new bins at the CBH site. He raised his concerns regarding appropriate infrastructure for drainage for new roads as part of the CBH project.

CEO advised that CBH will comply with all the conditions as laid down under the planning approval.

5.5 Entry into Wickepin Signs

Ray Lewis commented that the new signs recently erected for the Shire of Wickepin were too small and consequently became a blur when driving past. He suggested that the signs should have been made larger.

CEO advised that he and the CDO had arrived at a design which was put to Council for consideration. The design was agreed on and adopted.

5.6 Unregistered Dogs

Ray Lewis commented that there are unregistered dogs in town.

CEO advised that the Ranger regularly patrols Wickepin. He also advised that it is legal to use a gun to destroy a dog which enters a farm without permission. Further, that if a dog is destroyed on a farm, the Shire Ranger should collect and dispose of the carcass.

5.7 Car Bodies

Ray Lewis commented that there were car bodies on various properties in town.

CEO advised that options regarding car bodies on properties in town will be discussed at Council.

5.8 Christmas Lights

Ray Lewis commented that there had not been Christmas Lights on display in 2018.

CEO commented that there is a design which has been put forward to the She Shed He Shed group with the request that a Christmas light display will be prepared for the 2019 festive season.

5.9 Road Names

Tracey Angwin commented that roads had sudden name changes which was confusing for navigation, citing the example of one street at different junctions being named Angwin, Prittow and North.

CEO commented that when new street signs were erected that the Geographical Names Committee was used as the correct reference.

5.10 CBH Bin Access

Dave Astbury commented that a slip road should be made to access the CBH bins.

CEO commented that the roads would be widened to a design suitable to Wheatbelt South Mainroads Western Australia.

5.11 Stop Sign on Railway

Murray Lang commented that people often did not stop at the stop sign on the railway line and that the sign should be removed, particularly in relation to road trains and trucks.

Cr J Russell commented that she observed maintenance crews for the railway line at times.

CEO responded that on various occasions that removal of the stop sign had been discussed with Mainroads Western Australia. The outcome has been that in order for railway worker safety to be observed, and given that infrequent checks of the railway lines occurred, the stop sign will remain.

5.12 Ray Lewis commented that the use of road trains and heavy trucks was impacting on the roads.

CEO commented that the Premier's position was that transporting produce by trucks was the preferred method. Further, that funding had been contributed for the maintenance and up-keep of roads.

5.13 Thank you by the President to Tanya Dupagne for coming to Wickepin and being the guest speaker.

6. Closure

There being no further business the Shire President Cr Julie Russell declared the meeting closed at 6.26pm.

7.2 – Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Rebecca Pauley, Executive Services Officer
File Reference:	CR.MEE.208
Author:	Rebecca Pauley, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	11 February 2019

Enclosure/Attachments:

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 11 February 2019.

Summary:

Council is being requested to receive the Albert Facey Homestead Committee Meeting minutes held on Monday 11 February 2019.

Background

The Albert Facey Homestead Committee Meeting was held on Monday 11 February 2019.

Comments:

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

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Albert Facey Homestead Committee Meeting held on Monday 11 February 2019 be received.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 200219-03****Moved Cr Hinkley / Seconded Cr Astbury**

That the recommendations listed under agenda items 7.1, 7.2, 7.3 and 7.4 be adopted en-bloc.

Carried 8 / 0



A Fortunate Place

Shire of Wickepin

Minutes

Albert Facey Homestead Committee

Council Chambers, Wickepin

11 FEBRUARY 2019

**Minutes of an Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin –
Monday 11 February 2019**

The Chairperson declared the meeting open at 2.03pm.

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

Dave Astbury	Member
Helen Warrilow	Member
Margaret Fleay	Member
Charlotte Astbury	Member
Luci Satori	Member
Libby Heffernan	Member
Linley Rose	Member
Mr Mark Hook	Chief Executive Officer
Rebecca Pauley	Minute Taker

Leave of Absence (Previously Approved)

Karen Rushton

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – Albert Facey Homestead Committee – 5 November 2018.

Moved Charlotte Astbury / Seconded Allan Lansdell

That the minutes of the Albert Facey Homestead Committee held on 5 November 2018 be confirmed as a true and correct record.

Carried 8 / 0

7. Status Report (Business arising from previous minutes)

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

Subject/Action	Officer	Progress	Status	Comment
That a double power point be installed on the verandah of the Albert Facey Homestead.	CEO	CEO has obtained a quote.	○	
That the Albert Facey Homestead committee nominate The She Shed He Shed for the 2018 Community Group Award.	The Albert Facey Homestead Committee made the nomination for the 2018 Community Group Award.	The She Shed He Shed was nominated for and awarded the 2018 Community Group Award at the Australia Day breakfast.	✓	Completed

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

○ = in progress ✓ = completed ✕ =superseded

8. Financials

8.1 Albert Facey Homestead Municipal Funds Budget

Submission To:	Ordinary Council
Location / Address:	Albert Facey Homestead Committee
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.208
Author:	Erika Clement
Disclosure of any Interest:	Nil
Date of Report:	6 February 2019

Enclosure / Attachment: Nil.

Background:

Comment:

<u>Date</u>	<u>Description</u>	<u>Income</u>
5/11/2018	Albert Facey Takings November	\$ 54.55
29/01/2019	Albert Facey Takings 29/01/2019	\$ 272.73
		<u>\$ 327.28</u>

<u>Date</u>	<u>Description</u>	<u>Expenditure</u>
30/10/2018	Art Prize Donation Expenditure	\$ 1,000.00
06/11/2018	Ewens Rural Supplies Milo, Coffee, Tea, Sugar, Teabags, Milk - October 2018	\$ 33.74
09/11/2018	Efire & Safety November 2018 Fire Equipment Service	\$ 50.00
19/11/2018	Department Of Fire And Emergency (DFES)	\$ 82.00
21/11/2018	Jim's Pest Control Rodent Baiting And Spider Spraying 2018	\$ 127.03
		<u>\$ 1,292.77</u>

Financial Implications: Not applicable.

Policy Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation: That the financial statement tabled for the period ending 31 January 2019 as presented be received.

Voting Requirements: Simple majority.

Moved Linley Rose / Seconded Libby Heffernan

That the financial statement tabled for the period ending 31 January 2019 as presented be received.

Carried 8 / 0

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

10.1 Quote for Power Point

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4 th February 2019

Enclosure/Attachments:

1. Harris Zuglian Electrics Quote

**HARRIS
ZUGLIAN
ELECTRICS**
ABN 85 034 929 787 ACN 141 014 306
 Healds Pty Ltd trustee for HZE Unit Trust trading as Harris Zuglian Electrics
 383 Walton Street, CORRIGIN WA 6375
 Telephone: (08) 9063 2911 Fax: (08) 9063 2922
 Email: hzelectrics@bigpond.com

Gary Harris
0417 632 289

Quote

12/12/2018

Shire of Wickepin
PO Box 19
WICKEPIN WA 6370

Quote # **Q2018/37**

Your Order #

Quantity	Description	Our Price	Unit	Disc	Amount	
	Location: Albert Facey House.					N
1	Install power point at back of house.	\$55.90	1		\$55.90	G
12	Weather Proof Power Point 'box' 10amp Double	\$2.30	1mt		\$27.60	G
1	2 Core Active+Earth Cable 2.5mm TPS (R,Bk,E)	\$7.00	1		\$7.00	G
	Junction Box	\$2.72	1		\$2.73	G
	Fixings/Consumables	\$100.00	1 hr		\$200.00	G
2	HZ Labour Tradesman	\$1.40	1km		\$84.00	G
60	HZ Travel per Km (Shared)					

We appreciate the opportunity to submit a quote for your approval

SALE AMOUNT	\$377.23
FREIGHT	\$0.00
10% GST	\$37.72

Quote prepared by: Gary Harris

Quote Total \$414.95

Quote is valid for 30 days from above date

Summary:

The Albert Facey Homestead is being asked if they wish to proceed with the power point as requested by Luci Satori at the 5th November 2018 Meeting at a cost of \$414.95.

Background

At the 5th November 2018 Albert Facey Homestead Committee Meeting the following request was made

- **Installation of Power Point**

Luci suggested that a power point be installed on the veranda for future catering events at the homestead. The CEO will contact HZ Electrics for advice and installation of where best to install the power point.

Comments:

The installation cost for the power point appears to be excessive for the requirements for the period the power point may be required.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

Cost of the proposed power point is \$414.95.

Strategic Implications:

Nil.

Recommendations:

That the power point not be proceeded with.

Voting Requirements:

Simple majority.

Moved Luci Satori / Seconded Libby Heffernan

That the power point not be proceeded with.

Carried 8 / 0

11. Notice of Motions for the Following Meeting

12. Reports & Information

12.1 Other matters raised by members

Banner

Libby Heffernan stated that the Avon Carriage Club presented the Albert Facey Homestead Committee a banner to recognise Armistice which should be framed and displayed. Libby will research quotes and design ideas for framing. Linley Rose will put forward wording for a plaque to be attached to the frame. The CEO agreed that the framed banner could be displayed at the Hall, the CRC or at the Shire.

Roster

Luci Satori will draw up a new volunteer roster for the Albert Facey Homestead.

Working Bee at the Albert Facey Homestead

Libby Heffernan suggested a working bee to take place at the homestead on Monday 25 March from 9am to 11am either the kitchen or two rooms.

Carriage

CEO suggested that the carriage needed to be oiled at the same time as the Homestead is.

Gardening

Libby Heffernan thanked the efforts of the gardeners. The gardens around the house look well cared for and attractive.

Facey History

Allan Lansdell is undertaking research of farms, locations and points of interest in relation to Albert Facey's life. Linley Rose suggested oral history of several local people including Malcolm Gath, Kevin Pauley and Murray Lang might be useful.

13. Urgent Business

14. Closure

The next Albert Facey Homestead Committee Meeting will be held on Monday 6 May 2019.

There being no further business the Chairperson declared the meeting closed at 2.51pm.

Actions Requested from meeting

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

7.3 – Lifestyle Retirement Committee Meeting

Submission To: Ordinary Council
Location/Address: Whole Shire
Name of Applicant: Rebecca Pauley, Executive Services Officer
File Reference: CR.MEE.208
Author: Rebecca Pauley, Executive Services Officer
Disclosure of any Interest: Nil
Date of Report: 13 February 2019

Enclosure/Attachments:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 13 February 2019.

Summary:

Council is being requested to receive the Lifestyle Retirement Committee Meeting minutes held on Wednesday 13 February 2019.

Background

The Lifestyle Retirement Committee Meeting was held on Wednesday 13 February 2019.

Comments:

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

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Lifestyle Retirement Committee Meeting held on Wednesday 13 February 2019 be received.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 200219-04****Moved Cr Hinkley / Seconded Cr Astbury**

That the recommendations listed under agenda items 7.1, 7.2, 7.3 and 7.4 be adopted en-bloc.

Carried 8 / 0



A Fortunate Place

Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Council Chambers, Wickepin

13 FEBRUARY 2019



Notice of a Lifestyle Retirement Committee Meeting

Please note that the next Lifestyle Retirement Committee Meeting of the Shire of Wickepin will be held on Wednesday 13 February 2019 at Council Chambers, Wickepin, commencing at 9.30am.

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

A handwritten signature in blue ink, appearing to read "Mark Hook", is written over a horizontal red line.

Mark Hook
Chief Executive Officer

7 February 2019

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.

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Terms of Reference

1. Name

Lifestyle Retirement Committee

2. Members

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

3. Objectives

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

The Lifestyle Retirement Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Formulate recommendations to the Ordinary Council Meeting.
4. To represent to the Council the views of the community regarding Aged Persons Housing.
5. To represent the Councils position in regards Aged Housing to regulatory bodies and interest groups/committees.
6. To assist the Wickepin Council in developing an Aged Housing Strategy.

4. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

5. Appointment of Committee Members

Council calls for written nominations for members of the Lifestyle Retirement Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting.

6. Appointment of Committee Chair

A chairperson is appointed every second year at the first Lifestyle Retirement Committee Meeting after the Local Government elections by the committee members.

7. Meeting Frequency

The Lifestyle Retirement Committee meets four times a year on the second Wednesday of that month at 9:30am.

Meeting dates for 2019 are as follows:

Day	Date	Time
Wednesday	February 13, 2019	9.30am
Wednesday	May 8, 2019	9.30am
Wednesday	August 14, 2019	9.30am
Wednesday	November 13, 2019	3.00pm

8. Related Policies/Bylaws: Nil

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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**Minutes of Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin
Wednesday 13 February**

The Chairperson declared the meeting open at 9.37am.

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

Syd Martin	Chairperson
Cr Allan Lansdell	Member
Cr Fran Allan	Member
Murray Lang	Member
Colin Hemley	Member.
Coleen Thompson	Member
Kevin Coxon	Member
Erika Clement	Manager of Finance
Rebecca Pauley	Minute taker

Apologies

Audrey Bird	Member
Leanne Smith	Member
Chris Lozenicins	Member
Mark Hook	Chief Executive Officer

Leave of Absence (Previously Approved)

2. Public Question Time
3. Applications for Leave of Absence/Apologies
4. Petitions, Memorials and Deputations
5. **Declarations of Member's and Officer's Interest**
6. Confirmation of Minutes – Lifestyle Retirement Committee Meeting – 5 November 2018.

Moved Collin Hemley / Seconded Coleen Thompson

That the minutes of the Lifestyle Retirement Committee meeting held on 5 November 2018 be confirmed as a true and correct record.

Carried 7 / 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
Nil					

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
10. Notice of Motions for the Following Meeting
11. Reports & Information

Business Case - Wheatbelt South Aged Housing Alliance – Aged Housing Project

A meeting was held at the Shire on 6 February 2019 with the Wheatbelt South Aged Housing Alliance, Councillors, the Lifestyle Retirement Committee and CEO Eugenie Stockmann of Co-operation Housing and CEO Jenni Mattila of Matilla Advisory to discuss the Business Case.

Discussion ensued regarding the meeting including funding options, a cooperative, the project paying for itself, shares or raising money through Treasury.

Colin Hemley, Fran Allan and Coleen Thompson were concerned that the long term efforts in attempting to secure the funding for the project was not progressing satisfactorily and felt that it was a wasted time, effort and money to date unless the process could move forward more quickly.

Kevin Coxon suggested more pressure for action might be helpful and that a formal face to face meeting with Minister MacTiernan an appropriate avenue.

Moved Kevin Coxon / Seconded Colin Hemley

Recommendation to Council that a sit down meeting with Minister MacTiernan and the Shire of Wickepin regarding the Aged Housing Project be arranged as a matter of priority.

Carried 7 / 0

~~Fran Allan suggested that a personal letter from the Lifestyle Retirement Committee inviting Wickepin Shire President Julie Russell to future Lifestyle Retirement Committee meetings to seek her active support for the Aged Housing Project is required. This was supported along with the consensus that active backing from the Shire Council would meaningfully benefit the project.~~

Kevin Coxon suggested the meeting scheduled for 8 May 2019 is too far away and that March or early April would be a better alternative.

Finance Manager Erika Clement stated that when the time line in the decision making process for the Business Case is clarified, that the date of the next Lifestyle Retirement Committee meeting would be determined and earlier than the currently scheduled 8 May 2019.

12. Urgent Business

13. Closure

The next Lifestyle Retirement Committee meeting is currently scheduled at 8 May 2019 at 9.30am however the meeting will come forward. Committee members will be notified as soon as the new date is determined.

There being no further business the Chairperson declared the meeting closed at 10.09am.

Actions requested from meeting

<i>Subject/Action</i>	<i>Officer</i>
Letter to President Julie Russell to attend the next Committee Meeting	Chairperson Syd Martin
Request to Council to invite Minister MacTiernan to have a sit down meeting with the Shire of Wickepin in regards to the prioritization of the Aged Housing Project.	CEO Mark Hook

7.4 – Governance, Audit and Community Services Committee Meeting

Submission To: Ordinary Council
Location/Address: Whole Shire
Name of Applicant: Rebecca Pauley, Executive Services Officer
File Reference: CR.MEE.208
Author: Rebecca Pauley, Executive Services Officer
Disclosure of any Interest: Nil
Date of Report: 19 December 2018

Enclosure/Attachments:

Minutes of the Governance, Audit and Community Services Committee Meeting held on Wednesday 19 December 2018.

Summary:

Council is being requested to receive the Governance, Audit and Community Services Committee Meeting held on Wednesday 19 December 2018.

Background

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 19 December 2018.

Comments:

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

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Governance, Audit and Community Services Committee Meeting held on Wednesday 19 December 2018 be received.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 200219-05

Moved Cr Hinkley / Seconded Cr Astbury

That the recommendations listed under agenda items 7.1, 7.2, 7.3 and 7.4 be adopted en-bloc.

Carried 8 / 0



A Fortunate Place

Shire of Wickepin

Minutes

Governance, Audit and Community Services Committee
Council Chambers, Wickepin

19 DECEMBER 2018



Notice of a Governance, Audit and Community Services Committee Meeting

Please note that the next Governance, Audit and Community Services Committee Meeting of the Shire of Wickepin will be held on 19 December 2018 at Council Chambers, Wickepin, commencing at 1.00pm.

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

A handwritten signature in blue ink, appearing to read "Mark Hook", is written over a horizontal red line.

Mark Hook
Chief Executive Officer

10 December 2018

Disclaimer

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

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

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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.
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- 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.
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Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers, Wickepin – Wednesday 19 December 2018.

The Chairperson declared the meeting open at 1:15pm.

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

Cr J Russell	Member
Cr W Astbury	Member
Cr A Lansdell	Member
Cr F Allan	Member
Cr N Astbury	Member
Cr S Hyde	Member
Cr G Hinkley	Member
Marius van der Merwe	Auditor, Butler Settineri (1.20pm)
Mr Mark J Hook	Chief Executive Officer
Erika Clement	Finance Manager
Ms Lara Marchei	Executive Support Officer (Minute Taker)

Apologies

Cr S Martin	Member
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Leave of Absence (Previously Approved)

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 – Governance, Audit and Community Services – 21 February 2018.

Moved Cr Allan / Seconded Cr N Astbury

That the minutes of the Governance, Audit and Community Services Committee held on 21 February 2018 be confirmed as a true and correct record.

Carried 6 / 0

7. Status Report

Subject/Action	Date	Officer	Progress	Status	Comment

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**

Urgent Business

Urgent Business – Cr Gerri Hinkley – Phone Link-Up Meeting Attendance

Submission To:	Governance, Audit and Community Services Committee
Location / Address:	Whole Shire
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:	17 th December 2018

Enclosure / Attachment: Nil

Background:

Council has received a request from Cr Gerri Hinkley to attend the 19 December 2018 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA. A Council resolution by Absolute Majority is required under Section 5.25(ba) of the *Local Government Act 1995* for Councillor Hinkley to attend meetings of Council by telephone link-up.

Comment:

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

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

5.5 Urgent Business

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to receive a late item to allow Cr Hinkley to attend the 19 December 2018 Governance, Audit and Community Services Committee meeting via telephone link-up.

Recommendation:

That the presiding Member accept the late Agenda Item to allow Cr Hinkley to attend the 19 December 2018 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Voting Requirements: Absolute majority.

Moved Cr Allan / Seconded Cr Hyde

That the presiding Member accept the late Agenda Item to allow Cr Hinkley to attend the 19 December 2018 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Carried 6 / 0

Late Item

Cr Gerri Hinkley – Phone Link-Up Meeting Attendance

Submission To:	Governance, Audit and Community Services Committee Meeting
Location / Address:	Whole Shire
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:	17 December 2018

Enclosure / Attachment: Nil

Background:

Council has received a request from Cr Gerri Hinkley to attend the 19 December 2018 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Comment:

Under Section 5.25(ba) of the *Local Government Act 1995* Councillors may attend any meeting of Council via telephone or other conferencing facilities as long as it is a resolution of Council passed by absolute majority allowing them to do so.

For the purposes of Administration Regulation 14A, a person who is not physically present at a council or committee meeting is to be taken to be 'present' (remote participation) if:

- the person is simultaneously in audio contact with each person present at the meeting by telephone or other instantaneous communication means
- the person is in a suitable place (approved by an absolute majority decision of council), and
- the council has approved (by absolute majority decision) the arrangement.

Council cannot grant its approval for remote participation (non-physical attendance) if it means that at more than half of the meetings of the council or the committee in that financial year, the person would be participating 'remotely.'

For a person to have approval for remote participation (non-physical attendance) at a council or a committee meeting, council has to approve (by an absolute majority decision) the suitable place for the person to be physically present during the course of the meeting.

Approval for remote participation at a council or committee meeting can only be given if the elected member is in a suitable place. Council must approve the suitable place by an absolute majority decision and that suitable place must meet the requirements of Administration Regulation 14A(4), and is a place located:

- in a townsite (as defined under section 3(1) of the *Land Administration Act 1997*) or other residential area, and
- 150km or further from the place at which the meeting is to be held, in accordance with the notice calling the meeting.

It is not possible to use *Regulation 14A* to allow an elected member who is outside the State of Western Australia to participate in a meeting.

This is because a 'suitable place' is defined under the *Land Administration Act 1997* which only applies to the State of Western Australia. The department's view is that the definition, 'or other residential area', would have to be interpreted as being limited to a place of the same kind as a 'townsite'.

Administration Regulation 14B(1) provides for a council member to be recorded in the minutes of a council meeting as being 'present' if they are prevented from physically attending a council meeting by fire, flood, storm, lightning or other natural disaster as long as they participate by remote attendance. In this instance, this regulation does not depend on the requirement of there being 'a suitable place'.

The member must be continuously and simultaneously in audio contact with each person present at the meeting by telephone or other instantaneous communication means and the member must have the authorisation to be present from the mayor or president, or from the council (simple majority decision).

Cr Hinkley has nominated 24 Loftus Street, Nedlands Perth WA as her nominated place of attendance for the Council meeting. As this is within a Townsite, it complies with *Administration Regulation 14B(1)* and Cr Hinkley needs to be permitted by absolute majority of Council to attend by telephone link-up.

Statutory Environment: *Section 5.25(ba) of the Local Government Act 1995*
Administration Regulation 14B(1)

Financial Implications: Nil.

Policy Implications: Nil.

Strategic Implications: Nil.

Summary:

Council is being requested to allow Cr Hinkley to attend the 19 December 2018 Governance, Audit and Community Services Committee meeting via telephone link-up.

Recommendation:

That Council allow Cr Hinkley to attend the 19 December 2018 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Voting Requirements: Absolute majority.

Moved Cr Hyde / Seconded Cr Russell

That Council allow Cr Hinkley to attend the 19 December 2018 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Carried 6 / 0

Cr F. Allan left the meeting at 1.28pm and returned at 1.31pm.
Cr G. Hinkley left the meeting at 1.30pm and returned at 1.35pm.
DCEO Erika Clements entered the meeting at 1.31pm.

Governance, Audit and Community Services**9.1 – 2017/2018 Annual Report**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2018

Enclosure/Attachments:

- Annual Audit Report for the year ended 30 June 2018
- Butler Settineri Management Report for the year ended 30 June 2018

Summary:

The Governance, Audit and Community Services committee is being requested to adopt the Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2018.

Background

Council has received the Annual Audit Report for 2017/2018 from Butler Settineri; a copy will be forwarded to the Department of Local Government as per the Local Government Financial Regulations.

Comments:

The Shire of Wickepin has received the audit report from Butler Settineri. Mr Marius van der Merwe, Auditor, Butler Settineri, will be in attendance to present the 2017/2018 Audit Report.

There have been no adverse findings with in the Annual Report for 2017/2018.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Part 4

Financial reports — s. 6.4

(2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Recommendations:

That the Governance, Audit and Community Services committee adopts the Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2018.

Voting Requirements:

Absolute majority.

Moved Cr Russell / Seconded Cr Lansdell

That the Governance, Audit and Community Services Committee meeting adopts the Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2018.

Carried 7 / 0

Marius van der Merwe left the meeting at 2.10pm.

10. Notice of Motions for the Following Meeting
11. Reports & Information
 - 11.1 Other matters raised by members
12. Urgent Business
13. Closure

There being no further business the Chairperson declared the meeting closed at 2.30pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 20 February 2019.

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
954-211118-11	Council engage McLeods Barristers and Solicitors for advice on Shire Buildings and Leases	CEO	<p>1. That council engage McLeods Barristers and Solicitors to provide advice as to the ownership of the following land and structures:</p> <ul style="list-style-type: none"> · Wickepin District Sports Club · Yealering Bowling Club · Yealering Golf Club · Yealering Tennis Club · Wickepin Arts and Crafts · Harrismith Golf Club · Toolibin Tennis Club · Harrismith Cricket Club <p>2. That the CEO liaise with McLeods Barristers and Solicitors to draft individual lease agreements based on ownership of the land and structures for the above sporting and community groups.</p> <p>3. That the CEO liaise with all of the above sporting bodies regarding the lease.</p> <p>4. That the CEO request Reserve 15088 Toolibin Tennis Club and Reserves. 24442 Harrismith Cricket Club to be vested in the Shire of Wickepin as sporting and recreational reserves.</p>	Ü	<p>CEO sent email to McLeods. 27.11.18</p> <p>Awaiting meeting to discuss leases.</p>
960-191218-08	Clarke Equipment Bobcat	CEO	Completed.	Ü	Refer to Manager of Works Report
961-191218-14	Approval to keep one bee hive.	CEO	Rex and Dale Bergin at Lot 6, 33 Henry Street Wickepin WA 6370 to keep one bee hive.	Ü	Letter sent: 09.01.19
962-191218-13	Application for extension for Planning Approval	CEO	Kaolin Processing Plant (DAP/14/000685) WA Kaolin PTY LTD Lot 14431 Sparks Road Narrogin WA 6370	Ü	Letter sent: 25.01.19

If not noted, please insert numbers of items once attended to and return sheet to CEO.
 m = in progress Ü = completed Ñ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Technical Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services – Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services – Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	13 February 2019

Enclosure/Attachments:

Nil.

Summary:

Monthly report submitted from the Manager of Works & Services, Gary Rasmussen.

Comments:**Programmed Construction Works**

- Pingelly Wickepin Road: The construction crew have completed all works on this job and are waiting for seal works to be completed.
- Wickepin North Road: The construction crew are working on this at the present time and looking to be finished by mid-March.
- Wickepin Harrismith Road: Asphalt works will be completed by March.
- Wash bay sand pad is in the pit, the oil separator and all reinforcement has been purchased and formwork. All works will kick off after the war memorial repaving works have been completed.
- Carport: The carport kits have been purchased and the maintenance team are pouring the concrete slabs this week.
- Private Works: A private driveway has been completed at Yealering.
- Harrismith Cemetery: The lime stone has been placed and gravel walk way completed.

Maintenance Works

- Maintenance Grader: A light grade on the haul roads and I have not received any complaints about the road conditions as yet.
- Pot-Hole Patching: Ongoing.
- Signage Maintenance: Ongoing.
- Drainage and Bridge Works: On hold at the moment.
- Australia Day: Clean up at Yealering hall and surrounds came up well for the event.

Occupational Health and Safety

- Lost Time Injury: Nothing to report.
- Incident Report plant: Jockey wheel failed due to poor welding.

Workshop

- General servicing.

Parks and Gardens

- General mowing and whipper snipping is ongoing.
- Walk trail maintenance and clean ups are ongoing.
- General maintenance at Lake Yealering and Harrismith.
- Trees at the Wickepin war memorial, we need to look at them. As this summer has done damage to the trees they are very stressed due to the dry conditions. Need to look at native trees to replace them with, we also have to consider the tree roots as well so they do not damage the asphalt carpark and concrete footpath. We will put this in the budget for next year. I will talk to Townscape about this and will present a recommendation to them with a tree selection from Graham.

Plant and Equipment

- Bob Cat: An oversight on my behalf for not picking up the bob cat T650 which was not compliant with the specification that was outlined in the quotation specification. The plant did not meet kilowatt recordation by 7 kilowatts.
- This decision has to be over turned and go out to quotation again. I take full responsibility for this mistake.
- Have completed the plant replacement program and will be passing to Mark this month.

Other Information

- Five Year Works Program: I will have a draft program for Council to look at next meeting.
- Avery Road: We have had a culvert collapse which is an old timber top culvert and white ants have done the damage. The road is closed at the present time. I have requested a contractor to price this work. At the present time it will cost around \$7000 with materials.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That Council notes the report from the Manager of Works and Services dated 13 February 2019.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 200219-06

Moved Cr Hyde / Seconded Cr Martin

That Council notes the report from the Manager of Works and Services dated 13 February 2019.

Carried 8 / 0

Technical Services

10.1.02 – Tender – Supply of Bob Cat with Trailer

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Mark J Hook, Chief Executive Officer
File Reference: PS.TEN.2110
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 14 February 2019

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to recall tenders through the WALGA Equote system for the replacement of Councils existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer WK3518.

Background

Council passed the following resolution at the December 2018 Council meeting.

Resolution No 191218-08

Moved Cr Lansdell / Seconded Cr Hyde

That council accept the WALGA Equote supplied by Clarke Equipment for a Bobcat T650 Compact Track Loader with plant trailer and with the additional option of a Digga Rotary Axe at a changeover price of \$ 117,050 GST exclusive. This includes trading council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer for Bobcat WK3518.

Carried 8 / 0

Comments:

When the manager of works notified the prospective tenderers on the decision for the replacement of the Bobcat and trailer there was an issue found with the decision of Council in that the Bobcat T650 Compact Track Loader tendered by Clark Equipment did not actually meet the tender specifications in relation to the required horsepower as outlined in the Manager of Works Report for this meeting.

The Manager of Finance and the Manger of works dealt with this matter while the CEO was on Annual Leave and held discussions with WALGA and Clark Equipment.

The advice received from WALGA Preferred Suppliers was to revoke the council decision from the December 2018 meeting and restart the process through WALGA Equotes once the decision at the December meeting has been revoked by Council.

Clark Equipment have advised the Manager of Works and the Manager of Finance by sending the following email regarding this issue.

On behalf of Steve Micah, Clark Equipment acknowledge the below email with reference to the purchase order for the Skid Steer Loader being cancelled due to non-compliance of the quoted specification. I have now cancelled this order in our system. Please don't hesitate to contact Steve anytime to discuss any equipment opportunities moving forward.

Due to this being an administration error and the original motion has been acted upon Council is unable to rescind or revoke the decision as laid down in Councils Standing Orders. As this was purely an administration error and Clarke Equipment have agreed that their tender was outside of the specifications all Council needs to do is restart the tender process over again for the replacement of a suitable bobcat and trailer.

Statutory Environment:

Local Government Administration Regulations (1996)

10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee,
inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
 - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Shire of Wickepin Local Laws

16.19 Revoking or Changing Decisions Made at Council or Committee Meetings

16.19.1 A substantive motion may be revoked at any time provided that no action in relation to the resolution being rescinded has already occurred.

16.19.2 If a decision has been made at a council meeting, then any motion to revoke or change the decision must be supported-

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

- (b) in any other case, by at least one third of the number of offices (whether vacant or not) of Councillors of the council or mover, inclusive of the mover.

16.19.3 This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Policy Implications:

Nil.

Financial Implications:

The figures in the adopted budget for 2018/2019 are as follows:

P2489 2010 Bobcat Skid Steere	95,550
P3518 1988 Flat Top Trailer for Bob Cat	37,500
TOTAL	\$133,050

Strategic Implications:

Nil.

Recommendations:

That Council recall tenders through the WALGA Equote system for the replacement of Councils existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer WK3518.

Voting Requirements:

Simple majority.

Council Decision: Resolution No: 200219-07

Moved Cr Hyde / Seconded Cr Lansdell

That Council recall tenders through the WALGA Equote system for the replacement of Council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer WK3518.

Carried 8 / 0

Technical Services

10.1.03 – Williams Kondinin Road

Submission To:	Ordinary Council
Location / Address:	Williams Kondinin Road
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GR.SL.1446
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 th February 2019

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to inform Mr Richard Sellers Commissioner of Main Roads WA, Director General Transport of the current state of the Williams Kondinin Road and request action to have the road fully repaired and all safety issue attended to.

Background

The CEO has received a number of complaints regarding the dangerous state of the Williams Kondinin Road, especially the areas within the Wickepin Townsite. The whole section of the Williams Kondinin Road to Narrogin is in a poor state of repair and in some areas is quite dangerous. There has been a number of stories given to the CEO where trucks or cars have hit the pushed areas and been forced to cross over the white line into oncoming traffic.

Comments:

Below is a photo showing the pushed area in the Wickepin Townsite opposite the Wickepin Golf Course. As can be seen in these photos if a car or truck was to deviate due to it hitting the pushed area it may swerve and hit pedestrians utilising the existing footpath as the pushed area is very close to the edge of the Williams Kondinin Road. The footpath is used regularly by pedestrians walking to the Pool and the Wickepin Sports Club. The pushed areas on the road is also a major traffic issue for motor cycles and push bikes as they all have to deviate around them for safety.



The other issue with the Williams Kondinin Road is the state of the guide posts and delineators and the amount of signs that have trees growing in front of the signs making them unable to be seen by the motorists using the road. This is a major safety issue for all users of the road. Most of the guide posts and delineators no longer meet the requirements of Australian Standard AS 1742.2-2009 "Manual of Uniform Traffic Control Devices, Part 2: Traffic Control Devices for General Use" as laid down by Main Roads WA.

This matter has been raised at the RRG level but appears to have had no action taken by the Wheatbelt South Main Roads WA on this matter. Following is an extract from the Lakes RRG Sub Group Meeting held in Dumbleyung on Thursday 25th October 2019.

GENERAL BUSINESS

That the following issues be raised for discussion at the next Regional Road Group Meeting:

- 1. Line Marking, specifically the length of time it takes to have marking carried out;*
- 2. The Australian standards for reflectivity on road signs;*
- 3. Maintenance of road signs including trees covering signs, reflectors on guideposts and white line marking;*
- 4. The performance of Road Maintenance contractors in the Wheatbelt Region; and*
- 5. Staffing levels and availability of staff at the Narrogin Main Roads Office.*

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That Council inform Mr Richard Sellers Commissioner of Main Roads WA, Director General of Transport of the current state of the Williams Kondinin Road and request action be taken to have the road fully repaired and all safety issues attended to.

Voting Requirements:

Simple majority.

Council Decision:**Resolution No: 200219-08****Moved Cr Martin / Seconded Cr Astbury**

1. That Council inform Mr Richard Sellers Commissioner of Main Roads WA, Director General of Transport and Mr Craig Manton Regional Manager of Wheatbelt of the current state of the Williams Kondinin Road and request action to be taken to have the road fully repaired and all safety issues attended to. Council is concerned in regards to continuing road deterioration due to increased heavy haulage being placed upon regional roads and request the State government to treat this issue as a priority in regional freight movement future planning and funding plans state wide.
2. Letters to WALGA and all relevant politicians.
3. Council is prepared to offer our services to repair the road and charge MRD for those costs, so that safety concerns are attended to and to avoid lengthy delays due to inadequate MRD activities to repair road failures.

Carried 8 / 0

3.50pm – MWS Gary Rasmussen departed the Chambers.

Governance, Audit and Community Services

10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.BA.1201
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Financial
Date of Report:	14 February 2019

Enclosure/Attachments:

Nil

Summary:

List of Accounts remitted during the period from 1 December 2018 to 31 December 2018 and 1 January 2019 to 31 January 2019.

<u>Municipal Account</u>	<u>Vouchers</u>	<u>Amounts</u>
EFT	8930-9003,9005	\$ 185,977.27
Cheques	15574-15576	\$ 20,045.46
Payroll	December	\$ 73,546.00
Superannuation	December	\$ 12,726.73
Credit Card	December	\$ 2,031.87
Direct Deductions	December	\$ 388.80
Licensing	December	\$ 32,304.70
	December Total	\$327,020.83
Trust		
EFT		\$ 0.00
Cheques		\$ 0.00
	December Total	\$ 0.00
<u>Municipal Account</u>	<u>Vouchers</u>	<u>Amounts</u>
EFT	9004,9006-9045,9084-9121	\$ 119,919.35
Cheques	15577-15585	\$ 16,322.25
Payroll	January	\$ 104,080.00
Superannuation	January	\$ 20,556.68
Credit Card	January	\$ 3149.72
Direct Deductions	January	\$ 1029.30
Licensing	January	\$ 33,691.70
	January Total	\$298,749.00
Trust		
EFT		\$ 0.00
Cheques		\$ 0.00
	January Total	\$ 0.00

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.

Comments:

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

Statutory Environment:

Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4).

Policy Implications:

Policy 3.1.7 - Cheque Issue.

Strategic Implications:

Nil.

Recommendations:

That Council acknowledges that payments totalling \$327,020.83 for December 2018 and \$298,749.00 for January 2019 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.

Council Decision:

Resolution No: 200219-09

Moved Cr Martin / Seconded Cr Allan

That Council acknowledges that payments totalling \$327,020.83 for December 2018 and \$298,749.00 for January 2019 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 8 / 0

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	14 February 2019

Enclosure/Attachments:

Monthly Financial report for the months of December 2018 and January 2019.

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.

Comments:

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:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the financial statements tabled for the period ending 31 December 2018 and 31 January 2019 as presented be received.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 200219-10

Moved Cr Hyde / Seconded Cr Astbury

That the financial statements tabled for the period ending 31 December 2018 and 31 January 2019 as presented be received.

Carried 8 / 0

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

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

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Shire of Wickepin**Compilation Report**

For the Period Ended 31 December 2018

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 December 2018 of \$1,958,796.

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

Preparation

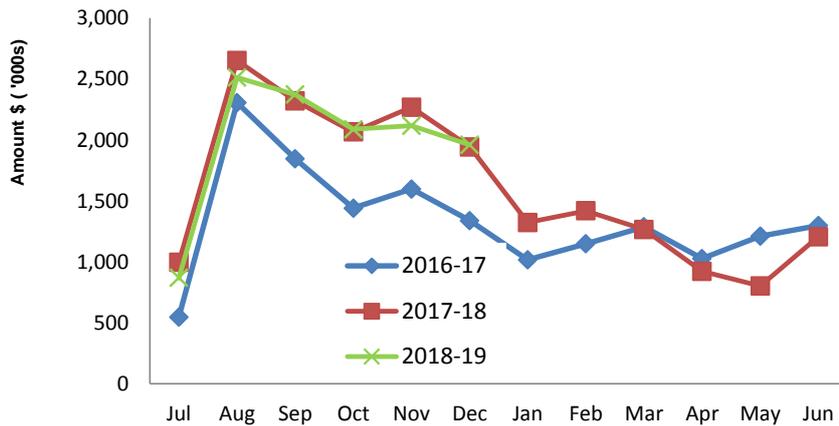
Prepared by: Erika Clement Finance Manager

Reviewed by: Mark Hook CEO

Date prepared: 24-Jan-19

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 December 2018

Liquidity Over the Year (Refer Note 3)



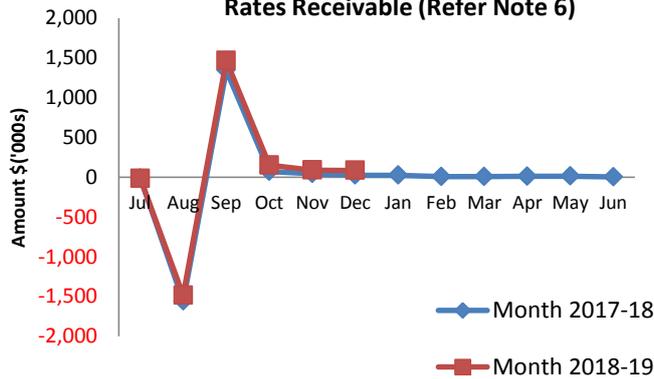
Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,989,213
Restricted	\$ 1,804,855
	\$ 3,794,068

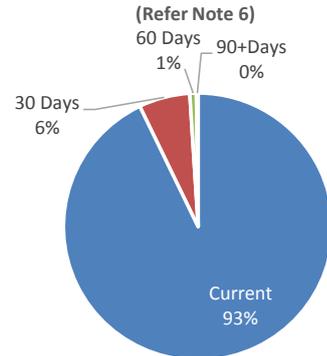
Receivables

Rates	\$ 84,630
Other	\$ 73,182
	\$ 157,812

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates)



Comments

Unrestricted cash includes the following payments in advance

18/19 FESA paid in advance	\$7,703
18/19 Grants Commission - General	\$515,969
18/19 Grants Commission - Roads	\$281,233
Amounts paid in advance	\$804,905

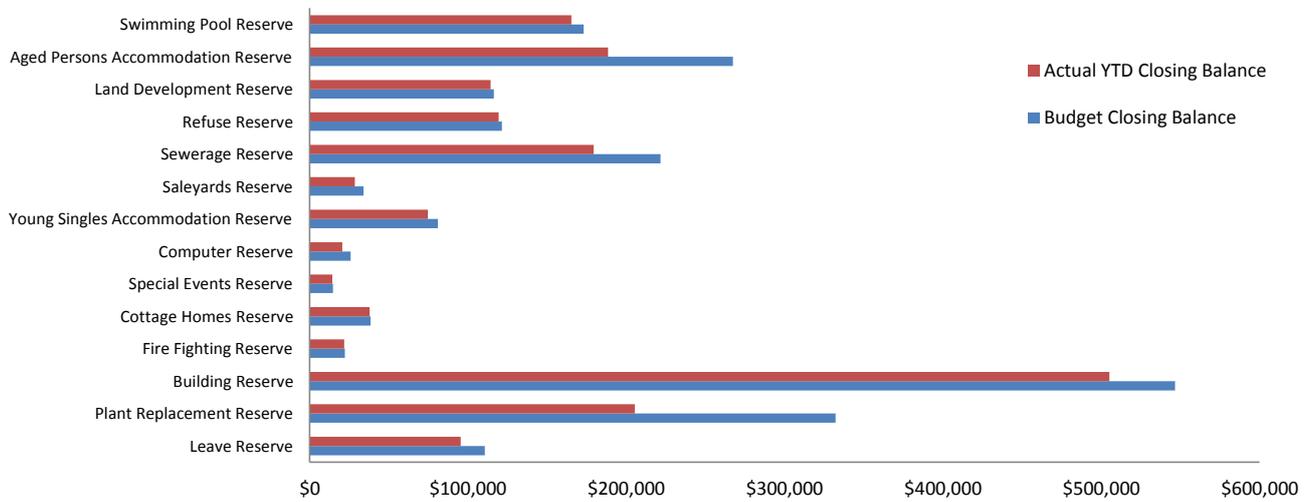
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 December 2018

Capital Expenditure Program YTD (Refer Note 13)



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



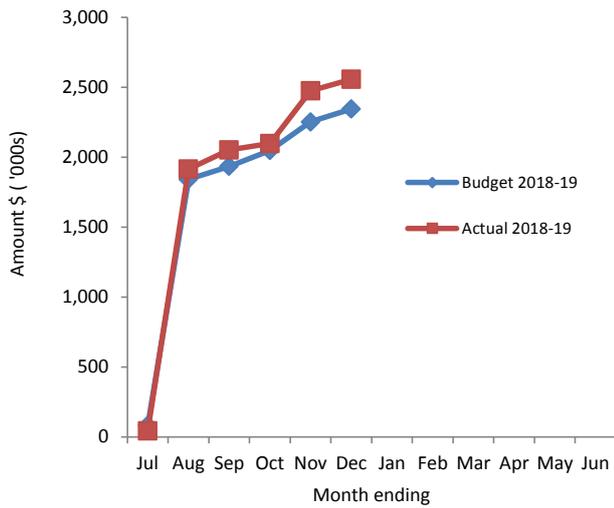
Comments

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

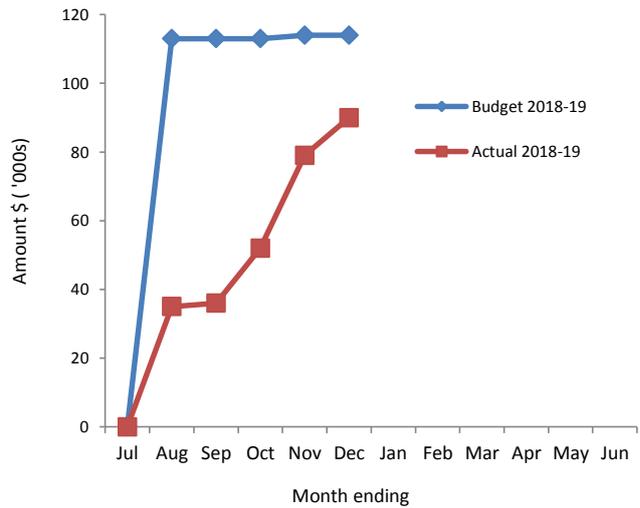
Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 December 2018

Revenues

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

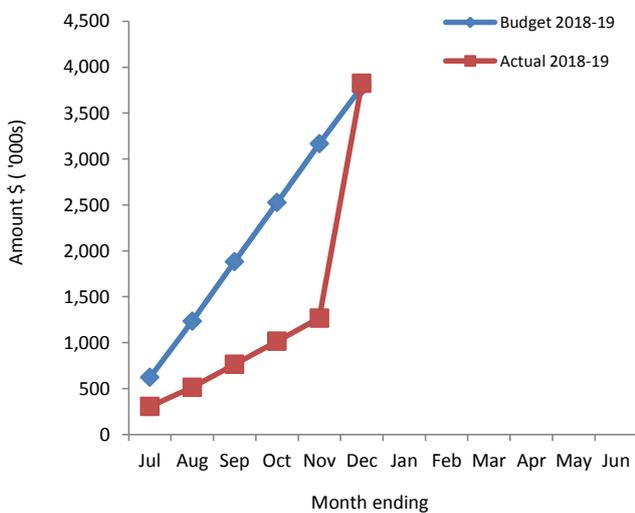


Budget Capital Revenue -v- Actual (Refer Note 2)

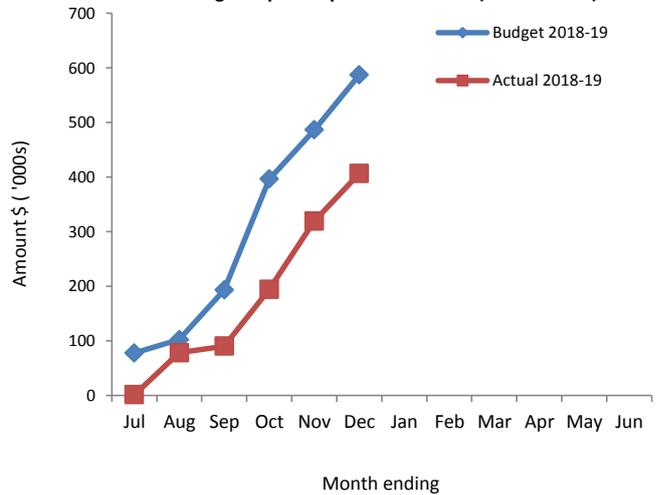


Expenditure

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



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



Comments

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 December 2018

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Governance	1,110	546	8,147	7,601	1392.03%	▲
General Purpose Funding - Rates	1,352,265	1,352,041	1,359,636	7,595	0.56%	
General Purpose Funding - Other	819,181	394,554	386,442	(8,112)	(2.06%)	
Law, Order and Public Safety	72,887	57,115	57,714	599	1.05%	
Health	250	120	0	(120)	(100.00%)	
Education and Welfare	4,160	2,076	159	(1,917)	(92.34%)	
Housing	108,150	64,064	60,066	(3,998)	(6.24%)	
Community Amenities	186,040	157,257	150,369	(6,888)	(4.38%)	
Recreation and Culture	32,597	16,278	24,456	8,178	50.24%	▲
Transport	646,931	405,312	469,799	64,487	15.91%	▲
Economic Services	42,165	23,564	24,487	923	3.92%	
Other Property and Services	33,500	16,740	15,983	(757)	(4.52%)	
Total Operating Revenue	3,299,236	2,489,667	2,557,258	67,591		
Operating Expense						
Governance	(445,002)	(269,608)	(261,974)	7,634	2.83%	
General Purpose Funding	(87,054)	(45,150)	(33,703)	11,447	25.35%	▼
Law, Order and Public Safety	(252,430)	(161,511)	(155,172)	6,339	3.92%	
Health	(25,916)	(13,104)	(11,349)	1,755	13.40%	▼
Education and Welfare	(17,842)	(8,880)	(2,763)	6,117	68.88%	▼
Housing	(189,061)	(94,386)	(76,131)	18,255	19.34%	▼
Community Amenities	(383,798)	(191,616)	(166,998)	24,618	12.85%	▼
Recreation and Culture	(982,652)	(494,212)	(515,761)	(21,549)	(4.36%)	
Transport	(4,759,357)	(2,379,528)	(2,433,261)	(53,733)	(2.26%)	
Economic Services	(241,056)	(120,408)	(101,343)	19,065	15.83%	▼
Other Property and Services	(26,141)	(32,102)	(64,437)	(32,335)	(100.73%)	▲
Total Operating Expenditure	(7,410,310)	(3,810,505)	(3,822,891)	(12,386)		
Funding Balance Adjustments						
Add back Depreciation	4,327,930	2,163,936	2,356,220	192,284	8.89%	▲
Adjust (Profit)/Loss on Asset Disposal	24,900	34,500	50,795	16,295	47.23%	▲
Adjust Provisions and Accruals	0	0	0	0		
Net Cash from Operations	241,756	877,598	1,141,382	263,784		
Capital Revenues						
Proceeds from Disposal of Assets	170,594	113,729	90,352	(23,377)	(20.56%)	▼
Total Capital Revenues	170,594	113,729	90,352	(23,377)		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(64,200)	(27,996)	(13,328)	14,668	52.39%	▼
Infrastructure - Roads	(677,876)	(292,848)	(158,699)	134,149	45.81%	▼
Infrastructure - Public Facilities						
Infrastructure - Footpaths	(10,000)	(4,998)	(181)	4,817	96.38%	▼
Infrastructure - Drainage	(84,500)	(38,736)	(31,897)	6,839	17.66%	▼
Heritage Assets		0	0	0		
Plant and Equipment	(397,144)	(200,392)	(176,658)	23,734	11.84%	▼
Furniture and Equipment	(22,000)	(22,000)	(25,347)	(3,347)	(15.22%)	
Total Capital Expenditure	(1,255,720)	(586,970)	(406,111)	180,859		
Net Cash from Capital Activities	(1,085,126)	(473,241)	(315,759)	157,482		
Financing						
Proceeds from New Debentures	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	6,081	2,534	3,010	476	18.80%	
Transfer from Reserves	46,500	19,375	0	(19,375)	(100.00%)	
Advances to Community Groups	0	0	0	0		
Repayment of Debentures	(29,837)	(10,700)	(14,482)	(3,782)	(35.35%)	
Transfer to Reserves	(313,466)	(156,733)	0	156,733	100.00%	▼
Net Cash from Financing Activities	(290,722)	(145,524)	(11,472)	134,052		
Net Operations, Capital and Financing	(1,134,092)	258,833	814,151	571,613		
Opening Funding Surplus(Deficit)	1,134,092	1,144,645	1,144,645	0	0.00%	
Closing Funding Surplus(Deficit)	0	1,403,478	1,958,796	571,613		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 December 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,352,265	1,352,011	1,359,636	7,625	0.56%	
Operating Grants, Subsidies and Contributions	11	861,048	462,857	506,282	43,426	9.38%	▲
Fees and Charges		459,782	330,945	338,700	7,755	2.34%	
Service Charges		0	0	0	0		
Interest Earnings		52,000	10,998	4,456	(6,542)	(59.48%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	21,680	10,836	3,888			
Total Operating Revenue		2,746,775	2,167,647	2,212,962	52,263		
Operating Expense							
Employee Costs		(1,318,973)	(659,786)	(599,683)	60,103	9.11%	▲
Materials and Contracts		(1,358,671)	(708,019)	(588,203)	119,816	16.92%	▲
Utility Charges		(175,545)	(87,690)	(55,914)	31,776	36.24%	▲
Depreciation on Non-Current Assets		(4,327,930)	(2,163,936)	(2,356,220)	(192,284)	(8.89%)	▼
Interest Expenses		(3,453)	(1,716)	(2,023)	(307)	(17.87%)	
Insurance Expenses		(179,158)	(141,358)	(166,166)	(24,808)	(17.55%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(46,580)	(45,336)	(54,682)			
Total Operating Expenditure		(7,410,310)	(3,807,841)	(3,822,891)	(5,704)		
Funding Balance Adjustments							
Add back Depreciation		4,327,930	2,163,936	2,356,220	192,284	8.89%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,900	34,500	50,794	16,294	47.23%	▲
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(310,705)	558,242	797,086	255,138		
Capital Revenues							
Grants, Subsidies and Contributions	11	552,461	322,020	344,296	22,276	6.92%	▲
Proceeds from Disposal of Assets	8	170,594	113,729	90,352	(23,377)	(20.56%)	▼
Total Capital Revenues		723,055	435,749	434,648	(1,101)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(27,996)	(13,328)	14,668	52.39%	▲
Infrastructure - Roads	13	(677,876)	(292,848)	(158,699)	134,149	45.81%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(10,000)	(4,998)	(181)	4,817	96.38%	▲
Infrastructure - Drainage	13	(84,500)	(38,736)	(31,897)	6,839	17.66%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(397,144)	(200,392)	(176,658)	23,734	11.84%	▲
Furniture and Equipment	13	(22,000)	(22,000)	(25,347)	(3,347)	(15.22%)	
Total Capital Expenditure		(1,255,720)	(586,970)	(406,111)	180,859		
Net Cash from Capital Activities		(532,665)	(151,221)	28,537	179,758		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	2,534	3,010	476	18.80%	
Transfer from Reserves	7	46,500	19,375	0	(19,375)	(100.00%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(10,700)	(14,482)	(3,782)	(35.35%)	
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▲
Net Cash from Financing Activities		(290,722)	(145,524)	(11,472)	134,052		
Net Operations, Capital and Financing		(1,134,092)	261,497	814,151	568,948		
Opening Funding Surplus(Deficit)	3	1,134,092	1,144,645	1,144,645	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	1,406,142	1,958,796	568,948		

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

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

**SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 December 2018**

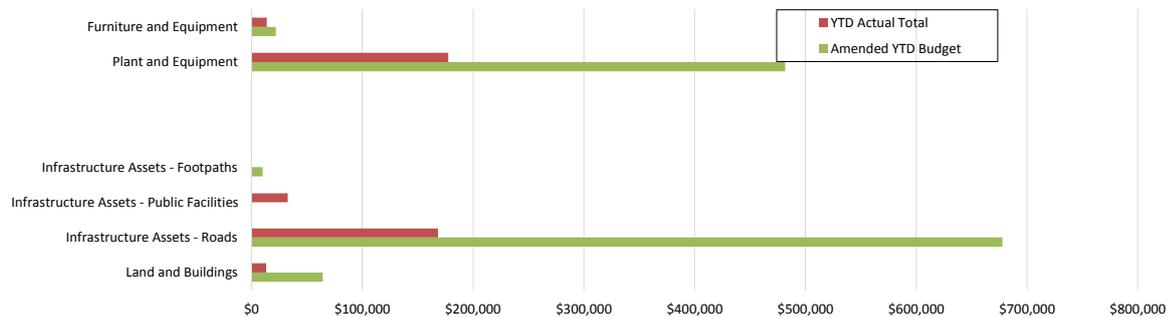
		YTD 31 12 2018					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	13,329	0	13,329	64,200	64,200	(50,872)
Infrastructure Assets - Roads	13		168,319	168,319	677,876	677,876	(509,557)
Infrastructure Assets - Public Facilities	13	32,780	0	32,780	0	0	32,780
Infrastructure Assets - Footpaths	13	181	0	181	10,000	10,000	(9,819)
Plant and Equipment	13	177,623	0	177,623	481,644	481,644	(304,021)
Furniture and Equipment	13	13,878	0	13,878	22,000	22,000	(8,122)
Capital Expenditure Totals		237,791	168,319	406,111	1,255,720	1,255,720	(849,609)

Funded By:

Capital Grants and Contributions	344,296	552,461	552,461	208,165
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	90,352	113,729	170,594	(23,377)
Own Source Funding - Cash Backed Reserves				
Leave Reserve			13,500	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0		33,000	
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	0	19,375	46,500	(19,375)
Own Source Funding - Operations	(28,537)	570,155	486,165	(598,692)
Capital Funding Total	406,111	1,255,720	1,255,720	(849,609)

Comments and graphs

Capital Expenditure Program YTD



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

1. SIGNIFICANT ACCOUNTING POLICIES**(a) Basis of Accounting**

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

A Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment

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

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .*

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

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

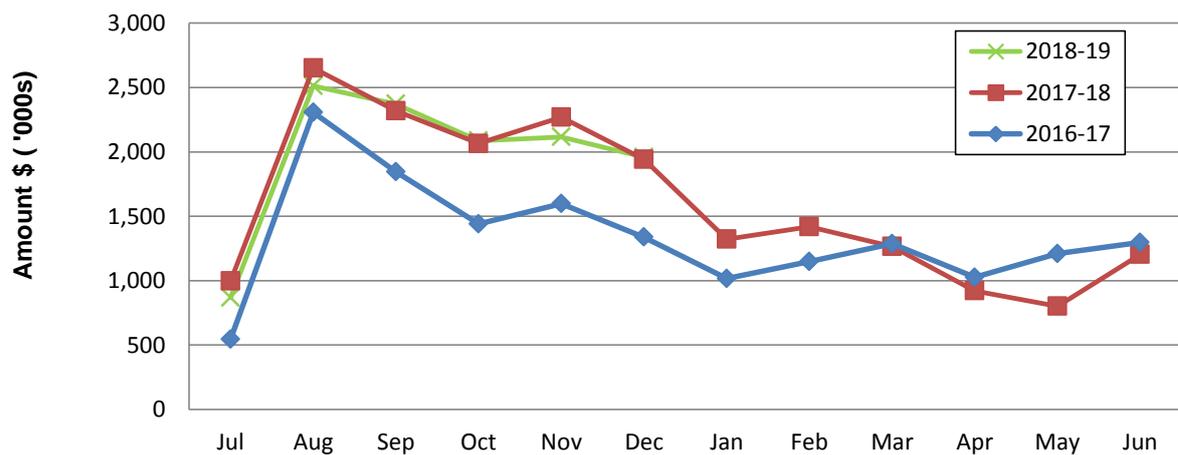
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	7,601	1392.03%	▲	Permanent	Great Southern Regional Business Assc - Refund
General Purpose Funding - Other	(8,112)	(2.06%)			
Law, Order and Public Safety	599	1.05%			
Housing	(3,998)	(6.24%)			
Community Amenities	(6,888)	(4.38%)			
Recreation and Culture	8,178	50.24%	▲	Permanent	Art Prize Entries, Arty Party ticket sales, Lamb & Lager Ticket Sales
Transport	64,487	15.91%	▲	Permanent	WANDRRA funds received for 17/18
Other Property and Services	(757)	(4.52%)			
Operating Expense					
Governance	7,634	2.83%			
General Purpose Funding	11,447	25.35%	▼	Timing	Expenditure not as high
Law, Order and Public Safety	6,339	3.92%			
Health	1,755	13.40%	▼	Timing	Waiting for Shire of Narrogin Accounts
Education and Welfare	6,117	68.88%	▼	Timing	CDO projects not completed, Donations lower
Housing	18,255	19.34%	▼	Timing	Maintenance costs down.
Community Amenities	24,618	12.85%	▼	Timing	Maintenance costs down.
Recreation and Culture	(21,549)	(4.36%)			
Transport	(53,733)	(2.26%)			
Economic Services	19,065	15.83%	▼	Timing	Maintenance costs down.
Other Property and Services	(32,335)	(100.73%)	▲	Timing	Workers Comp still be claimedf from LGIS
Capital Revenues					
Grants, Subsidies and Contributions	22,276	6.92%	▲	Timing	Increase in Direct Road Grant
Proceeds from Disposal of Assets	(23,377)	(20.56%)	▼	Timing	Assets not yet disposed of
Capital Expenses					
Land and Buildings	14,668	52.39%	▼	Timing	Washdown Bay & CAC Carport still to be finished
Infrastructure - Roads	134,149	45.81%	▼	Timing	Road Projects not yet started or completed
Infrastructure - Footpaths	4,817	96.38%	▼	Timing	Footpath projects not started yet
Plant and Equipment	23,734	11.84%	▼	Timing	Skid Steere Loader & Trailer still be purchased
Furniture and Equipment	(3,347)	(15.22%)			
Financing					
Loan Principal	(3,782)	(35.35%)			

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

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)			
		YTD 31 Dec		YTD 30 Dec	
Note		2018	30 June 2018	2017	
		\$	\$	\$	
Current Assets					
	Cash Unrestricted	4	1,989,213	1,296,360	975,440
	Cash Restricted	4	1,804,855	1,804,855	1,274,113
	Receivables - Rates	6	84,630	18,877	73,835
	Receivables -Other	6	73,182	11,566	112,223
	Interest / ATO Receivable/Trust		13,015	25,910	27,693
	Inventories			0	0
			3,964,895	3,157,568	2,463,304
Less: Current Liabilities					
	Payables		(24,024)	(17,216)	(26,842)
	Provisions		(177,221)	(190,853)	(144,743)
			(201,245)	(208,068)	(171,586)
	Less: Cash Reserves	7	(1,804,854)	(1,804,855)	(1,274,113)
Net Current Funding Position			1,958,796	1,144,645	1,017,605

Note 3 - Liquidity Over the Year**Comments - Net Current Funding Position**

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	165,765			165,765	ANZ	At Call
Reserve Bank Account	0.00%		4,855		4,855	ANZ	At Call
Trust Bank Account	0.00%			42,267	42,267	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal	2.50%	400,000			400,000	ANZ	09-May-19
Municipal	1.45%	1,422,748			1,422,748	WA Treasury	At Call
Reserve	2.35%		1,800,000		1,800,000	ANZ	18-Jan-19
Trust	2.10%			80,000	80,000	ANZ	18-Jan-19
Total		1,989,212	1,804,855	122,267	3,916,334		

Comments/Notes - Investments

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

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		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 31 December 2018**

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

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

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

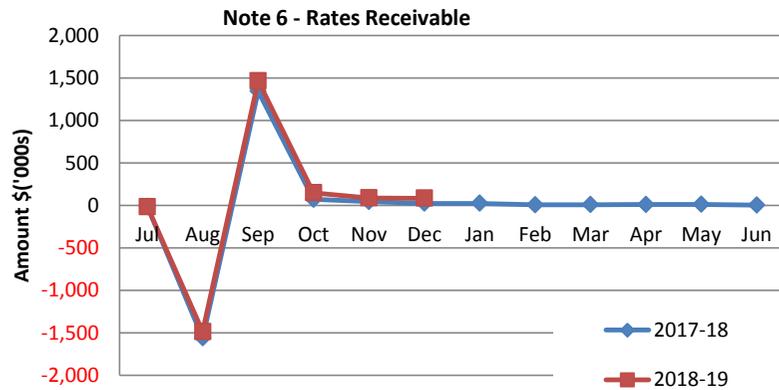
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 6: RECEIVABLES

Receivables - Rates Receivable

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

	YTD 31 Dec 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,532,273	1,497,589
Less Collections to date	(1,467,165)	(1,503,610)
Equals Current Outstanding	84,630	19,522
Net Rates Collectable	84,630	19,522
% Collected	94.55%	98.72%



Comments/Notes - Receivables Rates

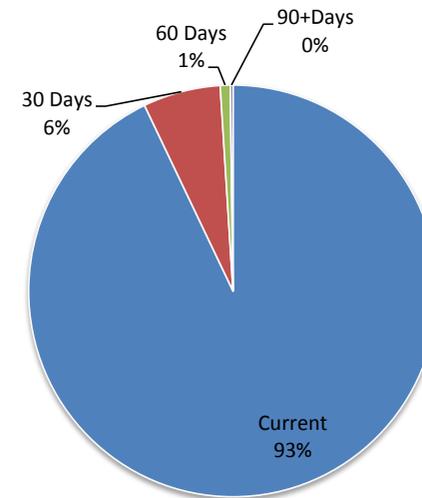
Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	67,965	4,487	576	155
Total Receivables General Outstanding				73,182

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 12 2018			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
Plant and Equipment								
37,970	(3,308)	35,950	1,288	PCEOF Holden Colorado CEO	1,000	1,288	288	GL 109930.70
				PCEOG Holden Colorado CEO	(2,480)	0	2,480	
53,500	(16,000)			P2489 2010 Bobcat Skid Steere	6,750	0	(6,750)	
1,000	(200)			P3518 1988 Flat Top Trailer for Bob Cat	0	0	0	
12,000	(3,600)	11,000	2,600	P2495 2007 John Deere Mower	2,600	2,600	(0)	
34,000	(6,800)	16,129	(11,071)	P706 2014 Holden Colorado Single Cab Utility 4X4	0	(11,071)	(11,071)	
43,673	(11,989)	27,273	(4,411)	PFACEY 2014 - Facey Group Colorado Crew Utility 4x4	11,330	(4,411)	(15,741)	
49,000	(9,799)	0	(39,201)	P182 Tincurrin Fire Truck	(44,100)	(39,201)	4,899	
231,143	(51,696)	90,352	(50,795)		(24,900)	(50,795)	(25,895)	

Comments - Capital Disposal/Replacements

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

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	0.9958	278	132,731,703	1,321,708	(111)		1,321,597	1,321,742			1,321,742
Sub-Totals		472	134,550,918	1,449,602	(111)	0	1,449,491	1,449,636	0	0	1,449,636
Minimum Payment	Minimum \$										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
Sub-Totals		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,480,691				1,480,836
Discount							11,734				8,454
Rates Writeoffs							(10)				
Amount from General Rates							1,359,636				1,489,290
Specified Area Rates											
Totals							1,359,636				1,489,290

Comments - Rating Information

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

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 100 - CEO Residence	47,972		11,472	23,285	36,500	24,687	1,269	2,196	24/06/2020
Loan 102 - WD Sports Club SS Greens	32,961		3,010	6,081	29,951	26,880	659	1,258	17/01/2023
	80,933	0	14,482	29,366	66,451	51,567	1,928	3,454	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2018-19 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	527,399	0	527,399	0	263,700	263,700
Grants Commission - Roads	WALGGC	Y	235,332	0	235,332	0	117,666	117,666
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	22,337	0	22,337	0	7,703	14,635
				0			0	0
HOUSING								
						0	0	0
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Armistice Day Grant	RSL	Y	3,860	0	3,860		3,860	0
TRANSPORT								
				0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	215,181	0	0	215,181	154,430	60,751
RRG Grants - Capital Projects	Regional Road Group	Y	245,690	0	0	245,690	98,276	147,414
Direct Grant - Maintenance	Dept. of Transport	Y	72,120	0	72,120	0	117,214	
State Flood Income- Wandrra Funding	Wandrra Funding		91,590	0	0	91,590	91,590	
EDUCATION								
	RDA movie nights				0			0
TOTALS			1,413,509	0	861,048	552,461	854,438	604,165
Operating	Operating				861,048		506,282	
Non-Operating	Non-operating				552,461		344,296	

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

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 31-Dec-18
	\$	\$	\$	\$
Housing Bonds	0	900	(260)	640
Master Key Deposits	1,200	600	(1,200)	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	1,114	(1,052)	62
Ram Pavillion	0	0	0	0
LCDC Landcare	0	2,193	0	2,193
Cat/Dog Trap Hire	100	100	(100)	100
WDSC Replacement Greens	85,770	8,309	0	94,079
Kidsport	0	0	0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	3,762	-1,143	(1,725)	894
Yealering Bowling Club Greens	23,700	0	0	23,700
Licensing		180,369	(180,369)	0
	114,532	192,442	(184,706)	122,268

Level of Completion Indicators

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

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

Note 13: CAPITAL ACQUISITIONS

		31/12/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Land for Resale							
Land for Resale Total		0	0	0	0	0	
Land & Buildings							
Housing							
5 Smith St	LHS11C	(8,200)	0	(9,278)	(9,278)		
Housing Total		(8,200)	0	(9,278)	(9,278)	0	
Community Amenities							
CAC new car port	WBC3	(15,000)	(7,500)	0	7,500		carried over from 2017/2018
Community Amenities Total		(15,000)	(7,500)	0	7,500		
Transport							
Washdown Bay - Depot	LDP1	(41,000)	(20,496)	(4,051)	16,445		
Transport Total		(41,000)	(20,496)	(4,051)	16,445		
Land and Buildings Total		(64,200)	(27,996)	(13,328)	14,668	0	
Footpaths							
Transport							
Footpaths Wickepin	LFP1	(10,000)	(4,998)	(78)	4,920		
Footpaths Yealering	LFP2	0	0	0	0		
Walk Trails	LWW1	0	0	(103)	(103)		
Transport Total		(10,000)	(4,998)	(181)	4,817	0	
Footpaths Total		(10,000)	(4,998)	(181)	4,817	0	
Furniture & Equipment							
Recreation And Culture							
Johnson Park Exercise Equipment	CJPE	0	0	(1,849)	(1,849)		0 carried over from 2017/2018
Aquatic Centre - Chemical Controller	LSP3	(12,000)	(12,000)	(13,878)	(1,878)		
Wickepin Community Centre	CLCC1	(10,000)	(10,000)	(9,620)	380		
Recreation And Culture Total		(22,000)	(22,000)	(25,347)	(3,347)	0	
Furniture & Office Equip. Total		(22,000)	(22,000)	(25,347)	(3,347)	0	
Plant , Equip. & Vehicles							
Governance							
Holden Colorado CEO	1064	(70,364)	(37,000)	(37,586)	(586)		0
Governance Total		(70,364)	(37,000)	(37,586)	(586)	0	
Transport							
P2489 2010 Bobcat Skid Steere	6034	(119,750)	(49,896)	0	49,896		0
P3518 1988 Flat Top Trailer for Bob Cat	6034	(37,500)	(15,625)	0	15,625		0
P2495 - 2007 John Deere Mower	6034	(60,500)	(25,208)	(59,990)	(34,782)		
P706 - 2014 Holden Colorado Single Cab Utility 4x4	6034	(43,015)	(7,169)	(30,675)	(23,506)		
PFACEY - 2014 - Facey Group Colorado Crew Utility 4x4	6034	(66,015)	(11,003)	(48,407)	(37,405)		0
Transport Total		(326,780)	(163,392)	(139,072)	(30,172)	0	
Plant , Equip. & Vehicles Total		(397,144)	(200,392)	(176,658)	(30,758)	0	
Infrastructure Other							
Recreation and Culture							
Wickepin Cemetery Upgrade	WCU1	(4,000)	(1,998)	0	1,998		

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

Note 13: CAPITAL ACQUISITIONS

		31/12/2018					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Infrastructure Assets						
○	Harrismith Cemetery Upgrade	(15,000)	(7,500)	(13,662)	(6,162)		
○	War Memorial	(5,000)	(2,496)	(965)	1,531		
○	Wickepin Oval - Lights	(20,000)	(9,996)	0	9,996		
○	Street Bins	3854	0	0	0		
○	Boundary Signs	(23,500)	(11,748)	(13,507)	(1,759)		carried over from 2017/2018
○	Benches	(7,000)	(3,498)	0	3,498		
○	Town Information Board Upgrade	(3,000)	(1,500)	0	1,500		
○	Recreation And Culture Total	(84,500)	(38,736)	(28,135)	10,601		0
	Community Amenity						
○	Effluent Drainage Scheme	LED1	0	0	(3,762)	(3,762)	0
○	Community Amenity Total	0	0	(3,762)	(3,762)		0
○	Public Facilities Total	(84,500)	(38,736)	(31,897)	6,839		0
	Roads						
	Transport Regional Road Group						
○	Wickepin Corrigin Road	RG001	(80,925)	(40,458)	(1,125)	39,333	0
○	Wickepin Harrismith Road	RG002	(130,000)	(64,998)	(850)	64,148	0
○	Pingelly Wickepin Road	RG003	(157,610)	(78,804)	(123,639)	(44,835)	0
○	Regional Road Group Total	(368,535)	(184,260)	(125,614)	58,646		0
	Transport Roads to Recovery						
○	Wickepin North Rd	R2R015	(134,190)	(16,596)	(10,995)	5,601	0
○	Inkiepinkie Road	R2R160	(33,194)	(21,258)	(5,004)	16,254	0
○	86 Gate Road	R2R013	(42,518)	(21,018)	(706)	20,312	0
○	Kirk Rock Road	R2R014	(42,039)	(21,018)	(706)	20,312	0
○	Roads to Recovery Total	(251,941)	(79,890)	(17,410)	62,480		0
	Council Resources Construction						
○	Drainage and Headwalls	CODAH	(57,400)	(28,698)	(15,675)	13,023	0
○	Council Resources Construction Total	(57,400)	(28,698)	(15,675)	13,023		0
○	Roads Total	(677,876)	(292,848)	(158,699)	134,149		0
○	Capital Expenditure Total	(1,255,720)	(586,970)	(406,111)	126,368		0

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 31 January 2019

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

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Shire of Wickepin
Compilation Report
For the Period Ended 31 January 2019

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 January 2019 of \$1,708,601.

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

Preparation

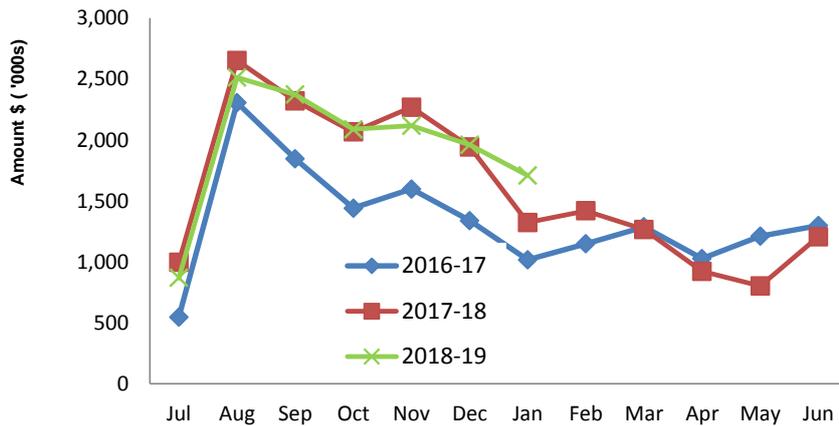
Prepared by: Erika Clement Finance Manager

Reviewed by: Mark Hook CEO

Date prepared: 7-Feb-19

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 January 2019

Liquidity Over the Year (Refer Note 3)



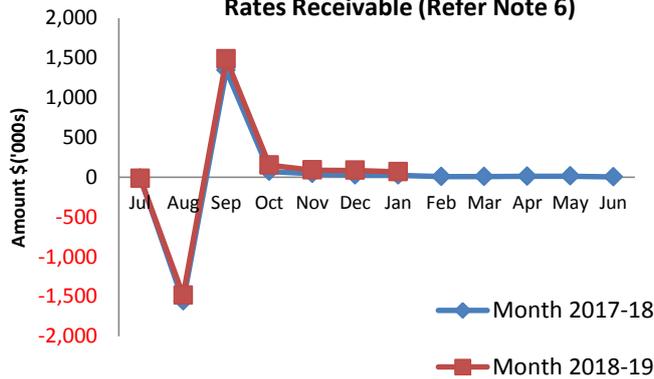
Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,842,677
Restricted	\$ 1,804,855
	\$ 3,647,531

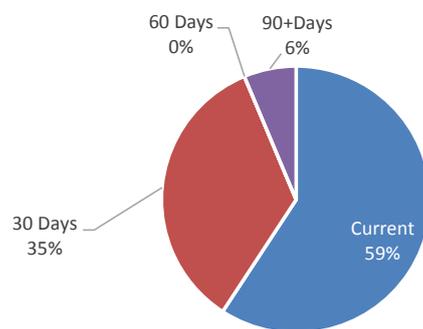
Receivables

Rates	\$ 66,445
Other	\$ 11,520
	\$ 77,965

Rates Receivable (Refer Note 6)



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



Comments

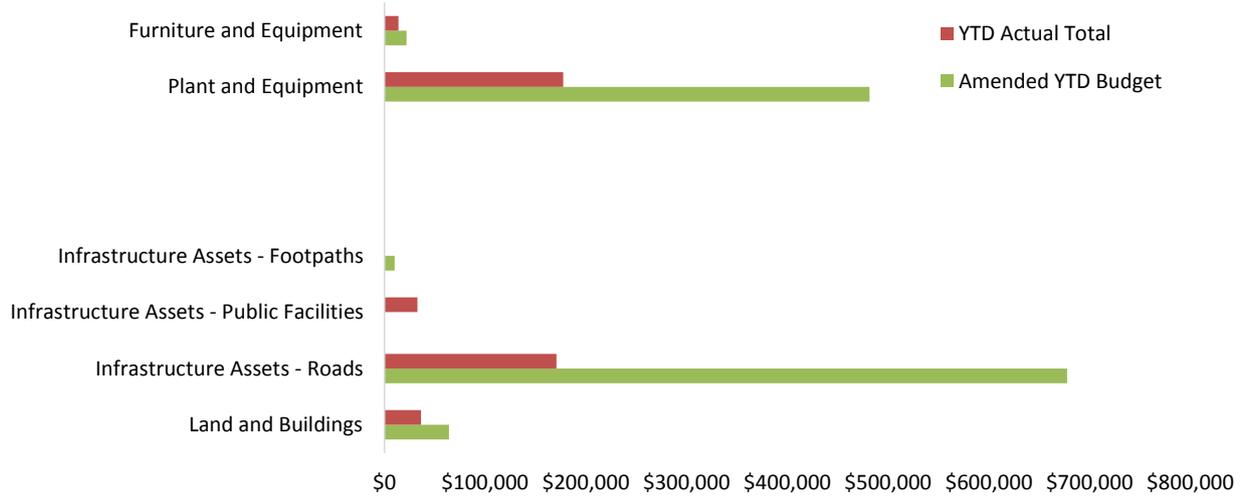
Unrestricted cash includes the following payments in advance

18/19 FESA paid in advance	\$7,703
18/19 Grants Commission - General	\$515,969
18/19 Grants Commission - Roads	\$281,233
Amounts paid in advance	\$804,905

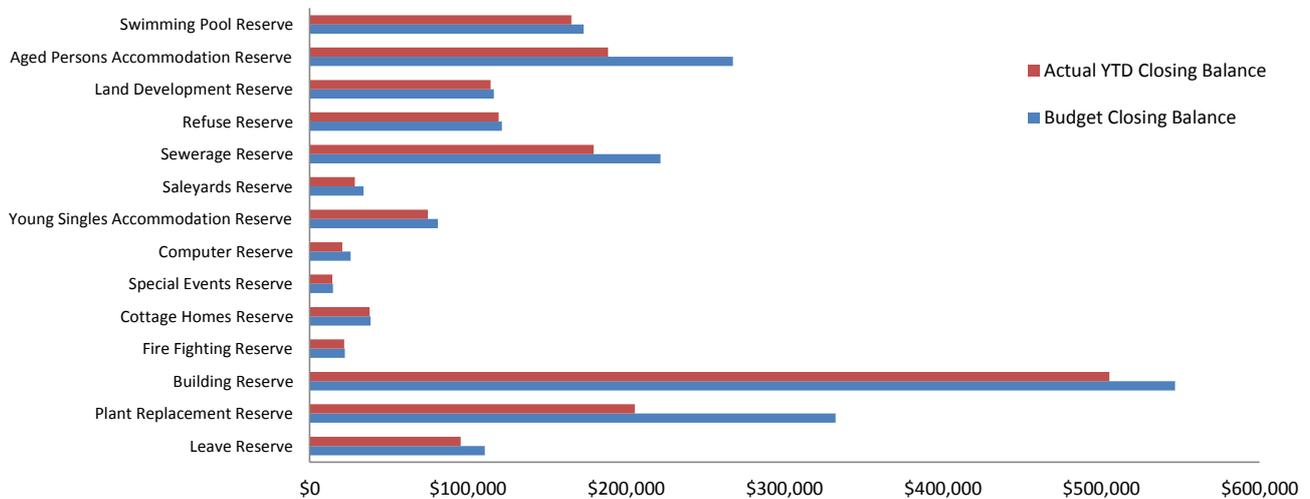
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 January 2019

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

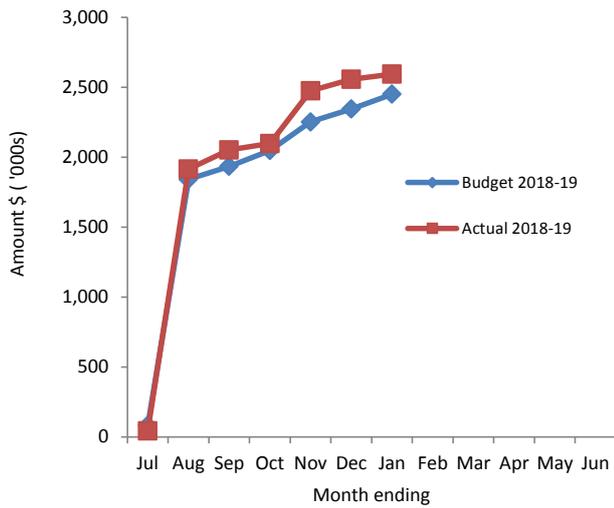
Majority of plant and vehicles purchased for the year.

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

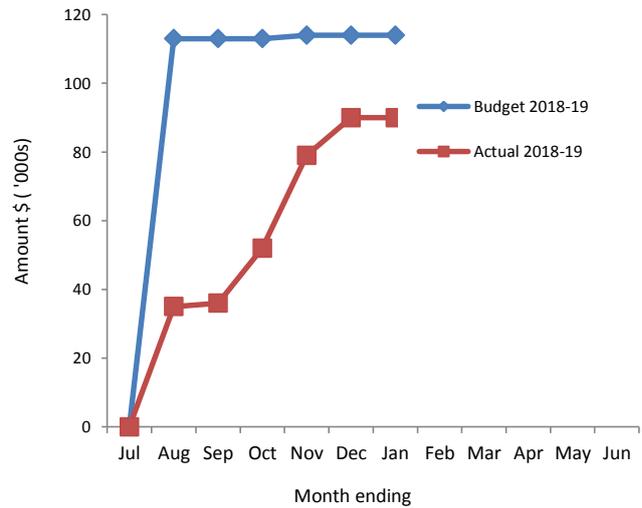
Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 January 2019

Revenues

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

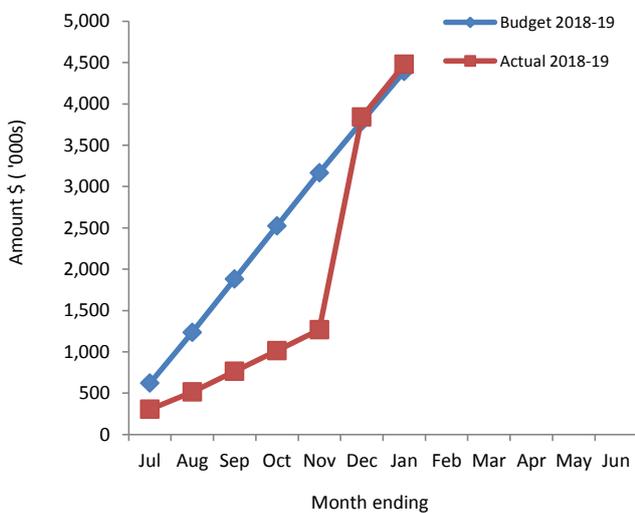


Budget Capital Revenue -v- Actual (Refer Note 2)

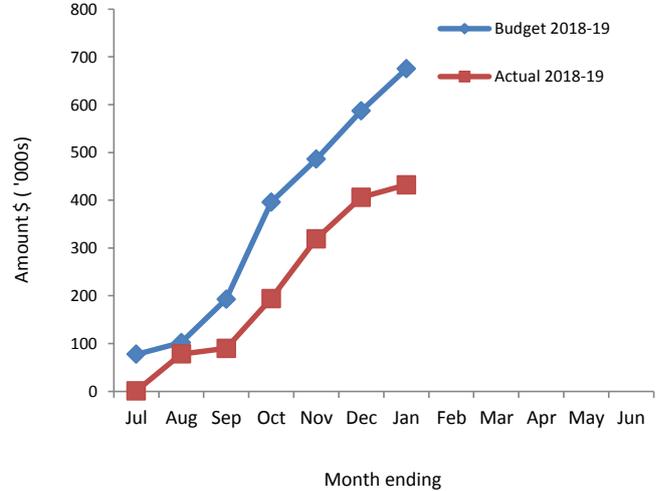


Expenditure

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



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



Comments

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 January 2019

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues							
Governance		1,110	637	8,147	7,510	1178.89%	▲
General Purpose Funding - Rates	9	1,352,265	1,352,087	1,359,627	7,540	0.56%	
General Purpose Funding - Other		819,181	411,752	387,114	(24,637)	(5.98%)	▼
Law, Order and Public Safety		72,887	64,706	72,166	7,460	11.53%	▲
Health		250	140	0	(140)	(100.00%)	▼
Education and Welfare		4,160	2,422	186	(2,236)	(92.31%)	▼
Housing		108,150	71,408	65,958	(5,450)	(7.63%)	▼
Community Amenities		176,300	156,369	156,709	340	0.22%	
Recreation and Culture		32,597	18,991	26,774	7,783	40.98%	▲
Transport		646,931	445,579	471,840	26,261	5.89%	▲
Economic Services		42,165	26,658	27,129	471	1.77%	
Other Property and Services		33,500	19,530	17,855	(1,675)	(8.58%)	▼
Total Operating Revenue		3,289,496	2,570,279	2,593,506	23,227		
Operating Expense							
Governance		(445,002)	(298,718)	(270,908)	27,810	9.31%	▼
General Purpose Funding		(87,054)	(52,125)	(46,177)	5,948	11.41%	▼
Law, Order and Public Safety		(252,430)	(176,647)	(166,606)	10,040	5.68%	▼
Health		(25,916)	(15,228)	(13,270)	1,958	12.86%	▼
Education and Welfare		(17,842)	(10,360)	(3,330)	7,030	67.86%	▼
Housing		(189,061)	(110,117)	(88,748)	21,369	19.41%	▼
Community Amenities		(374,058)	(217,875)	(206,466)	11,409	5.24%	▼
Recreation and Culture		(982,652)	(575,497)	(597,008)	(21,511)	(3.74%)	▼
Transport		(4,759,357)	(2,776,116)	(2,852,588)	(76,472)	(2.75%)	▼
Economic Services		(241,056)	(140,476)	(125,548)	14,928	10.63%	▼
Other Property and Services		(26,141)	(31,078)	(108,260)	(77,182)	(248.35%)	▲
Total Operating Expenditure		(7,400,570)	(4,404,237)	(4,478,909)	(74,672)		
Funding Balance Adjustments							
Add back Depreciation		4,327,930	2,524,592	2,753,190	228,598	9.05%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,900	32,900	50,795	17,895	54.39%	▲
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		241,756	723,534	918,582	195,048		
Capital Revenues							
Proceeds from Disposal of Assets	8	170,594	113,729	90,352	(23,377)	(20.56%)	▼
Total Capital Revenues		170,594	113,729	90,352	(23,377)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(32,662)	(36,194)	(3,532)	(10.81%)	▼
Infrastructure - Roads	13	(677,876)	(341,656)	(161,285)	180,371	52.79%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(10,000)	(5,831)	(181)	5,650	96.90%	▼
Infrastructure - Drainage	13	(84,500)	(45,192)	(31,897)	13,295	29.42%	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(397,144)	(227,624)	(176,658)	50,966	22.39%	▼
Furniture and Equipment	13	(22,000)	(22,000)	(25,347)	(3,347)	(15.22%)	▼
Total Capital Expenditure		(1,255,720)	(674,965)	(431,562)	243,403		
Net Cash from Capital Activities		(1,085,126)	(561,236)	(341,210)	220,026		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	6,081	6,081	(0)	(0.01%)	▼
Transfer from Reserves	7	46,500	19,375	0	(19,375)	(100.00%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(19,700)	(19,497)	203	1.03%	▼
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▼
Net Cash from Financing Activities		(290,722)	(150,977)	(13,417)	137,560		
Net Operations, Capital and Financing		(1,134,092)	11,321	563,956	570,529		
Opening Funding Surplus(Deficit)	3	1,134,092	1,144,645	1,144,645	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	1,155,966	1,708,601	570,529		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 January 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,352,265	1,352,052	1,359,627	7,575	0.56%	
Operating Grants, Subsidies and Contributions	11	861,048	470,624	520,620	49,996	10.62%	▲
Fees and Charges		459,782	352,382	360,117	7,735	2.20%	
Service Charges		0	0	0	0		
Interest Earnings		52,000	27,831	4,959	(22,872)	(82.18%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	21,680	12,642	3,888			
Total Operating Revenue		2,746,775	2,215,531	2,249,210	42,433		
Operating Expense							
Employee Costs		(1,318,973)	(769,667)	(757,369)	12,298	1.60%	
Materials and Contracts		(1,358,671)	(814,850)	(673,126)	141,724	17.39%	▲
Utility Charges		(175,545)	(102,305)	(71,575)	30,730	30.04%	▲
Depreciation on Non-Current Assets		(4,327,930)	(2,524,592)	(2,753,190)	(228,598)	(9.05%)	▼
Interest Expenses		(3,453)	(2,002)	(2,800)	(798)	(39.87%)	
Insurance Expenses		(179,158)	(147,626)	(166,166)	(18,540)	(12.56%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(46,580)	(45,542)	(54,682)			
Total Operating Expenditure		(7,410,310)	(4,406,584)	(4,478,909)	(63,185)		
Funding Balance Adjustments							
Add back Depreciation		4,327,930	2,524,592	2,753,190	228,598	9.05%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,900	32,900	50,794	17,894	54.39%	▲
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(310,705)	366,439	574,286	225,741		
Capital Revenues							
Grants, Subsidies and Contributions	11	552,461	360,425	344,296	(16,129)	(4.47%)	
Proceeds from Disposal of Assets	8	170,594	113,729	90,352	(23,377)	(20.56%)	▼
Total Capital Revenues		723,055	474,154	434,648	(39,506)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(32,662)	(36,194)	(3,532)	(10.81%)	
Infrastructure - Roads	13	(677,876)	(341,656)	(161,285)	180,371	52.79%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(10,000)	(5,831)	(181)	5,650	96.90%	▲
Infrastructure - Drainage	13	(84,500)	(45,192)	(31,897)	13,295	29.42%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(397,144)	(227,624)	(176,658)	50,966	22.39%	▲
Furniture and Equipment	13	(22,000)	(22,000)	(25,347)	(3,347)	(15.22%)	
Total Capital Expenditure		(1,255,720)	(674,965)	(431,562)	243,403		
Net Cash from Capital Activities		(532,665)	(200,811)	3,086	203,897		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	6,081	6,081	(0)	(0.01%)	
Transfer from Reserves	7	46,500	19,375	0	(19,375)	(100.00%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(19,700)	(19,497)	203	1.03%	
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▲
Net Cash from Financing Activities		(290,722)	(150,977)	(13,417)	137,560		
Net Operations, Capital and Financing		(1,134,092)	14,651	563,955	567,198		
Opening Funding Surplus(Deficit)	3	1,134,092	1,144,645	1,144,645	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	1,159,296	1,708,600	567,198		

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

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

**SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 January 2019**

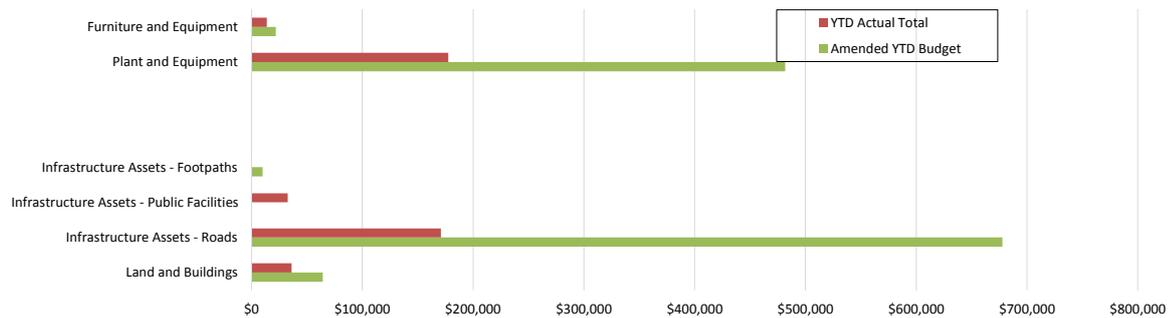
		YTD 31 01 2019					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	36,194	0	36,194	64,200	64,200	(28,007)
Infrastructure Assets - Roads	13		170,905	170,905	677,876	677,876	(506,971)
Infrastructure Assets - Public Facilities	13	32,780	0	32,780	0	0	32,780
Infrastructure Assets - Footpaths	13	181	0	181	10,000	10,000	(9,819)
Plant and Equipment	13	177,623	0	177,623	481,644	481,644	(304,021)
Furniture and Equipment	13	13,878	0	13,878	22,000	22,000	(8,122)
Capital Expenditure Totals		260,656	170,905	431,561	1,255,720	1,255,720	(824,159)

Funded By:

Capital Grants and Contributions	344,296	552,461	552,461	208,165
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	90,352	113,729	170,594	(23,377)
Own Source Funding - Cash Backed Reserves				
Leave Reserve			13,500	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0		33,000	
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	0	19,375	46,500	(19,375)
Own Source Funding - Operations	(3,087)	570,155	486,165	(573,241)
Capital Funding Total	431,561	1,255,720	1,255,720	(824,159)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

**SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019**

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 Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment

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

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .*

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 31 January 2019

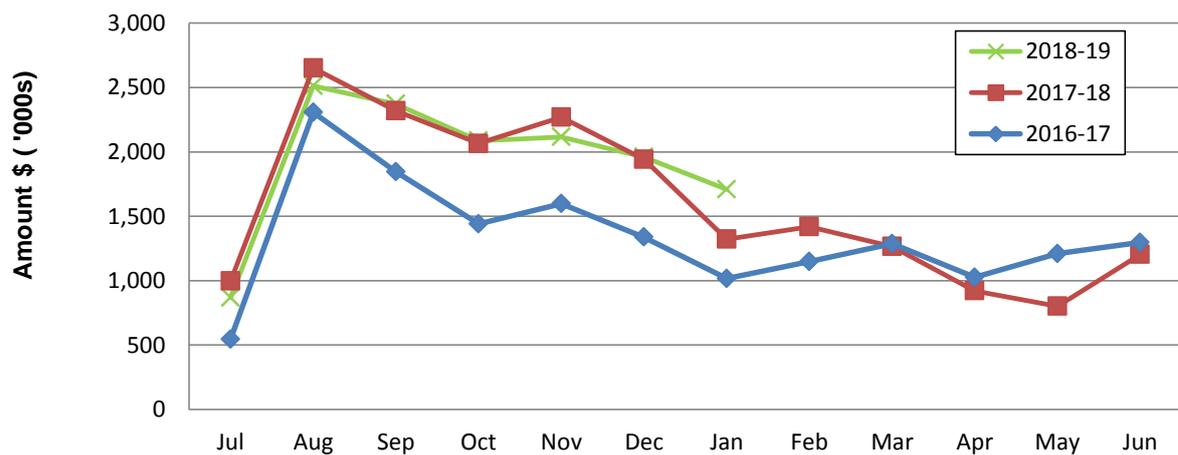
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	7,510	1178.89%	▲	Permanent	Great Southern Regional Business Assoc - Refund
General Purpose Funding - Other	(24,637)	(5.98%)	▼	Timing	Interest not yet received from TD's
Law, Order and Public Safety	7,460	11.53%	▲	Permanent	ESL Grant 2017/2018 supplement
Housing	(5,450)	(7.63%)	▼	Timing	Housing Units vacant
Community Amenities	340	0.22%			
Recreation and Culture	7,783	40.98%	▲	Permanent	Art Prize Entries, Arty Party ticket sales, Lamb & Lager Ticket Sales
Transport	26,261	5.89%	▲	Timing	
Other Property and Services	(1,675)	(8.58%)			
Operating Expense					
Governance	27,810	9.31%	▼	Timing	Expenditure not as high
General Purpose Funding	5,948	11.41%	▼	Timing	Expenditure not as high
Law, Order and Public Safety	10,040	5.68%	▼	Timing	Expenditure not as high
Health	1,958	12.86%	▼	Timing	Waiting for Shire of Narrogin Accounts
Education and Welfare	7,030	67.86%	▼	Timing	CDO projects not completed, Donations lower
Housing	21,369	19.41%	▼	Timing	Maintenance costs down.
Community Amenities	11,409	5.24%	▼	Timing	Maintenance costs down.
Recreation and Culture	(21,511)	(3.74%)			
Transport	(76,472)	(2.75%)			
Economic Services	14,928	10.63%	▼	Timing	Maintenance costs down.
Other Property and Services	(77,182)	(248.35%)	▲	Timing	Workers Comp still be claimed from LGIS
Capital Revenues					
Grants, Subsidies and Contributions	(16,129)	(4.47%)			
Proceeds from Disposal of Assets	(23,377)	(20.56%)	▼	Timing	Assets not yet disposed of
Capital Expenses					
Land and Buildings	(3,532)	(10.81%)			
Infrastructure - Roads	180,371	52.79%	▼	Timing	Road Projects not yet started or completed
Infrastructure - Footpaths	5,650	96.90%	▼	Timing	Footpath projects not started yet
Plant and Equipment	50,966	22.39%	▼	Timing	Skid Steere Loader & Trailer still be purchased
Furniture and Equipment	(3,347)	(15.22%)			
Financing					
Loan Principal	203	1.03%			

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)			
		YTD 31 Jan			
Note		2019	30 June 2018	YTD 30 Jan 2018	
		\$	\$	\$	
Current Assets					
	Cash Unrestricted	4	1,842,677	1,296,360	975,440
	Cash Restricted	4	1,804,855	1,804,855	1,274,113
	Receivables - Rates	6	66,445	18,877	73,835
	Receivables -Other	6	11,520	11,566	112,223
	Interest / ATO Receivable/Trust		10,395	25,910	27,693
	Inventories			0	0
			3,735,892	3,157,568	2,463,304
Less: Current Liabilities					
	Payables		(45,216)	(17,216)	(26,842)
	Provisions		(177,221)	(190,853)	(144,743)
			(222,437)	(208,068)	(171,586)
	Less: Cash Reserves	7	(1,804,854)	(1,804,855)	(1,274,113)
Net Current Funding Position			1,708,601	1,144,645	1,017,605

Note 3 - Liquidity Over the Year**Comments - Net Current Funding Position**

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	19,229			19,229	ANZ	At Call
Reserve Bank Account	0.00%		4,855		4,855	ANZ	At Call
Trust Bank Account	0.00%			42,977	42,977	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal	2.50%	400,000			400,000	ANZ	09-May-19
Municipal	1.45%	1,422,748			1,422,748	WA Treasury	At Call
Reserve	2.35%		1,800,000		1,800,000	ANZ	18-Jun-19
Trust	2.10%			80,000	80,000	ANZ	18-Jun-19
Total		1,842,677	1,804,855	122,977	3,770,509		

Comments/Notes - Investments

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2019

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 31 January 2019**

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

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

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

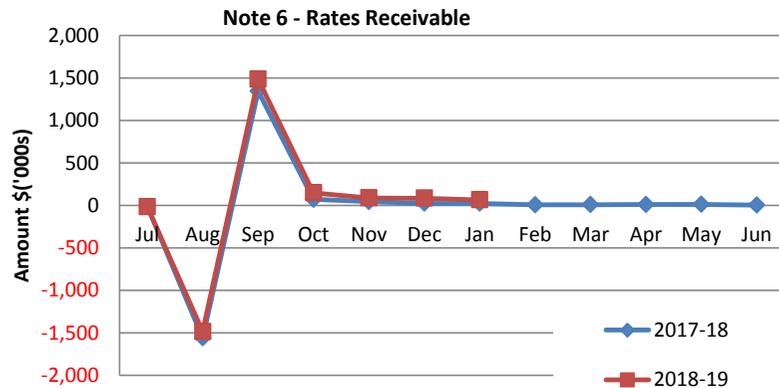
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 6: RECEIVABLES

Receivables - Rates Receivable

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

	YTD 31 Jan 2019	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,532,790	1,497,589
<u>Less Collections to date</u>	<u>(1,485,867)</u>	<u>(1,503,610)</u>
Equals Current Outstanding	66,445	19,522
Net Rates Collectable	66,445	19,522
% Collected	95.72%	98.72%



Comments/Notes - Receivables Rates

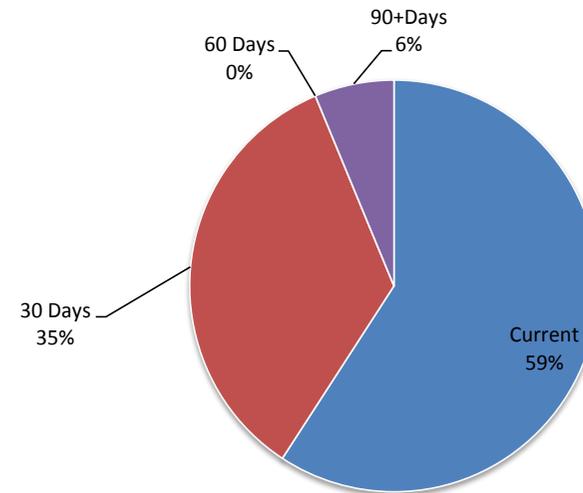
Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	6,819	3,977	0	724
Total Receivables General Outstanding				11,520

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 01 2019			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
37,970	(3,308)	35,950	1,288	PCEOF Holden Colorado CEO	1,000	1,288	288	GL 109930.70
				PCEOG Holden Colorado CEO	(2,480)	0	2,480	
53,500	(16,000)			P2489 2010 Bobcat Skid Steere	6,750	0	(6,750)	
1,000	(200)			P3518 1988 Flat Top Trailer for Bob Cat	0	0	0	
12,000	(3,600)	11,000	2,600	P2495 2007 John Deere Mower	2,600	2,600	(0)	
34,000	(6,800)	16,129	(11,071)	P706 2014 Holden Colorado Single Cab Utility 4X4	0	(11,071)	(11,071)	
43,673	(11,989)	27,273	(4,411)	PFACEY 2014 - Facey Group Colorado Crew Utility 4x4	11,330	(4,411)	(15,741)	
49,000	(9,799)	0	(39,201)	P182 Tincurrin Fire Truck	(44,100)	(39,201)	4,899	
231,143	(51,696)	90,352	(50,795)		(24,900)	(50,795)	(25,895)	

Comments - Capital Disposal/Replacements

**SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019**

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	0.9958	278	132,731,703	1,321,708	(111)		1,321,597	1,321,742			1,321,742
Sub-Totals		472	134,550,918	1,449,602	(111)	0	1,449,491	1,449,636	0	0	1,449,636
Minimum Payment	Minimum \$										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
Sub-Totals		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,480,691				1,480,836
Discount							11,734				8,454
Rates Writeoffs							(132,780)				
							(19)				
Amount from General Rates							1,359,627				1,489,290
Specified Area Rates											
Totals							1,359,627				1,489,290

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 100 - CEO Residence	47,972		13,417	23,285	34,555	24,687	1,447	2,196	24/06/2020
Loan 102 - WD Sports Club SS Greens	32,961		6,080	6,081	26,881	26,880	1,258	1,258	17/01/2023
	80,933	0	19,497	29,366	61,436	51,567	2,705	3,454	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2018-19 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	527,399	0	527,399	0	263,700	263,700
Grants Commission - Roads	WALGGC	Y	235,332	0	235,332	0	117,666	117,666
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	22,337	0	22,337	0	22,040	297
				0			0	0
HOUSING								
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Armistice Day Grant	RSL	Y	3,860	0	3,860		3,860	0
TRANSPORT								
				0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	215,181	0	0	215,181	154,430	60,751
RRG Grants - Capital Projects	Regional Road Group	Y	245,690	0	0	245,690	98,276	147,414
Direct Grant - Maintenance	Dept. of Transport	Y	72,120	0	72,120	0	117,214	(45,094)
State Flood Income- Wandrra Funding	Wandrra Funding		91,590	0	0	91,590	91,590	
EDUCATION								
	RDA movie nights				0			0
TOTALS			1,413,509	0	861,048	552,461	868,776	544,734
Operating	Operating				861,048		520,620	
Non-Operating	Non-operating				552,461		344,296	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

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 18	Amount Received	Amount Paid	Closing Balance 31-Jan-19
	\$	\$	\$	\$
Housing Bonds	0	900	(260)	640
Master Key Deposits	1,200	600	(1,200)	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	1,114	(1,052)	62
Ram Pavillion	0	0	0	0
LCDC Landcare	0	2,193	0	2,193
Cat/Dog Trap Hire	100	100	(100)	100
WDSC Replacement Greens	85,770	9,559	0	95,329
Kidsport	0	0	0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	3,762	-1,143	(2,265)	354
Yealering Bowling Club Greens	23,700	0	0	23,700
Licensing		214,061	(214,061)	0
	114,532	227,384	(218,938)	122,978

Level of Completion Indicators

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 13: CAPITAL ACQUISITIONS

		31/01/2019					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Land for Resale							
○	Land for Resale Total	0	0	0	0	0	
Land & Buildings							
Housing							
●	5 Smith St	LHS11C	(8,200)	0	(9,278)	(9,278)	
	Housing Total		(8,200)	0	(9,278)	(9,278)	0
Community Amenities							
○	CAC new car port	WBC3	(15,000)	(8,750)	(6,607)	2,143	carried over from 2017/2018
○	Community Amenities Total		(15,000)	(8,750)	(6,607)	2,143	
Transport							
○	Washdown Bay - Depot	LDP1	(41,000)	(23,912)	(20,309)	3,603	
○	Transport Total		(41,000)	(23,912)	(20,309)	3,603	
○	Land and Buildings Total		(64,200)	(32,662)	(36,194)	(3,532)	0
Footpaths							
Transport							
○	Footpaths Wickepin	LFP1	(10,000)	(5,831)	(78)	5,753	
○	Footpaths Yealering	LFP2	0	0	0	0	
○	Walk Trails	LWW1	0	0	(103)	(103)	
○	Transport Total		(10,000)	(5,831)	(181)	5,650	0
○	Footpaths Total		(10,000)	(5,831)	(181)	5,650	0
Furniture & Equipment							
Recreation And Culture							
●	Johnson Park Exercise Equipment	CJPE	0	0	(1,849)	(1,849)	0 carried over from 2017/2018
●	Aquatic Centre - Chemical Controller	LSP3	(12,000)	(12,000)	(13,878)	(1,878)	
○	Wickepin Community Centre	CLCC1	(10,000)	(10,000)	(9,620)	380	
○	Recreation And Culture Total		(22,000)	(22,000)	(25,347)	(3,347)	0
○	Furniture & Office Equip. Total		(22,000)	(22,000)	(25,347)	(3,347)	0
Plant , Equip. & Vehicles							
Governance							
○	Holden Colorado CEO	1064	(70,364)	(37,000)	(37,586)	(586)	0
○	Governance Total		(70,364)	(37,000)	(37,586)	(586)	0
Transport							
○	P2489 2010 Bobcat Skid Steere	6034	(119,750)	(49,896)	0	49,896	0
○	P3518 1988 Flat Top Trailer for Bob Cat	6034	(37,500)	(15,625)	0	15,625	0
○	P2495 - 2007 John Deere Mower	6034	(60,500)	(25,208)	(59,990)	(34,782)	
●	P706 - 2014 Holden Colorado Single Cab Utility 4x4	6034	(43,015)	(7,169)	(30,675)	(23,506)	
●	PFACEY - 2014 - Facey Group Colorado Crew Utility 4x4	6034	(66,015)	(11,003)	(48,407)	(37,405)	0
○	Transport Total		(326,780)	(190,624)	(139,072)	(30,172)	0
○	Plant , Equip. & Vehicles Total		(397,144)	(227,624)	(176,658)	(30,758)	0
Infrastructure Other							
Recreation and Culture							
○	Wickepin Cemetery Upgrade	WCU1	(4,000)	(2,331)	0	2,331	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 13: CAPITAL ACQUISITIONS

		31/01/2019					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Infrastructure Assets						
○	Harrismith Cemetery Upgrade	(15,000)	(8,750)	(13,662)	(4,912)		
○	War Memorial	(5,000)	(2,912)	(965)	1,947		
○	Wickepin Oval - Lights	(20,000)	(11,662)	0	11,662		
○	Street Bins	3854	(7,000)	0	0		
○	Boundary Signs	WBS1	(23,500)	(13,706)	(13,507)	199	carried over from 2017/2018
○	Benches	4584	(7,000)	(4,081)	0	4,081	
○	Town Information Board Upgrade	7124	(3,000)	(1,750)	0	1,750	
○	Recreation And Culture Total	(84,500)	(45,192)	(28,135)	17,057	0	
	Community Amenity						
○	Effluent Drainage Scheme	LED1	0	0	(3,762)	(3,762)	0
○	Community Amenity Total	0	0	(3,762)	(3,762)	0	
○	Public Facilities Total	(84,500)	(45,192)	(31,897)	13,295	0	
	Roads						
	Transport Regional Road Group						
○	Wickepin Corrigin Road	RG001	(80,925)	(47,201)	(1,125)	46,076	0
○	Wickepin Harrismith Road	RG002	(130,000)	(75,831)	(1,750)	74,081	0
○	Pingelly Wickepin Road	RG003	(157,610)	(91,938)	(124,269)	(32,331)	0
○	Regional Road Group Total	(368,535)	(214,970)	(127,144)	87,826	0	
	Transport Roads to Recovery						
○	Wickepin North Rd	R2R015	(134,190)	(19,362)	(10,995)	8,367	0
○	Inkiepinkie Road	R2R160	(33,194)	(24,801)	(5,147)	19,654	0
○	86 Gate Road	R2R013	(42,518)	(24,521)	(706)	23,815	0
○	Kirk Rock Road	R2R014	(42,039)	(24,521)	(706)	23,815	0
○	Roads to Recovery Total	(251,941)	(93,205)	(17,553)	75,652	0	
	Council Resources Construction						
○	Drainage and Headwalls	CODAH	(57,400)	(33,481)	(16,587)	16,894	0
○	Council Resources Construction Total	(57,400)	(33,481)	(16,587)	16,894	0	
○	Roads Total	(677,876)	(341,638)	(161,295)	180,371	0	
○	Capital Expenditure Total	(1,255,720)	(674,965)	(431,562)	161,680	0	

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker – Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	13 February 2019

Community Development	<p>Townscape</p> <ul style="list-style-type: none"> Boundary statement signs have been installed. Comments have been favourable however the signs are felt to be slightly small. Jason Signs have been contacted to discuss the production of slightly larger statement signs – with the smaller signs being moved to the outlying sub-arterial gravel roads entering the Shire. The signs production came in well below budget – the manufacture of more signs will fit within budget. Exteria Landmark have been provided with images for the new pictorial strut bins. Manufacture to begin shortly. <p>War Memorial</p> <ul style="list-style-type: none"> War Memorial extension: wandoo posts have been ordered and will be picked up by the Shire in March. The posts will match the existing war memorial pillars. Names for the plaques have been submitted to Jason Signs for formatting. <p>Wickepin Winter Weekend</p> <ul style="list-style-type: none"> Planning for the weekend of music and dance to be held over the weekend of 21 – 23 June 2019 at the Wickepin Town Hall and Community Centre grounds <p>Community Grants</p> <ul style="list-style-type: none"> Information and adverts sent out the greater community regarding the availability of the shire community funding. The 2019/20 grant round funding will open in late February and will close at 4pm Friday 24 May. Follow up Shire Community Grants with successful 2018/19 applicants re acquittal process underway. <p>Other</p> <ul style="list-style-type: none"> Information sent to community on events and grant opportunities Communication with Yealering Progress Association re projects
Economic Development	<p>Harrismith Cemetery</p> <ul style="list-style-type: none"> The Niche Wall has been refurbished and rendered. The ashes have been interred and plaques replaced. Families who are having their old plaques remade to match with the existing style will have their loved ones ashes interred once the new plaques arrive. The Wall of Honour will have the commemorative inscriptions attached once fabrication of the plaques has been completed. Crushed limestone has been laid and a gravel path compacted to the site of the graves. Gravel is yet to be placed and compacted at the front gateway. A new cemetery sign and niche wall signs have yet to be ordered. The CDO has requested quotes. <p>Wickepin Cemetery</p> <ul style="list-style-type: none"> Extensions to the existing memorial ash system have been picked up from Perth and will be installed when the works crew are available.

	<p>Yealering Foreshore</p> <ul style="list-style-type: none"> Meeting with the Living Lakes steering committee and NRM to discuss marketing strategy for the lake. Plans for the implementation of Lake Yealering master plan will be determined by the funding remaining once groundworks for the living lakes project have been completed <p>Wickepin Playground</p> <ul style="list-style-type: none"> Discussion and consultation with landscape architects with regards possible plans for the park in Wickepin stretching along Wogolin Rd and wrapping around Albert Facey Homestead.
Tourism	<ul style="list-style-type: none"> The Shire of Wickepin brochure and the tourism map pads have been re-ordered with modifications and updates. They have been delivered and passed onto businesses. Social media: posts to the shire Facebook and Instagram pages
Sport and Recreation	<ul style="list-style-type: none"> Correspondence with the Narrogin co-ordinator of the Upper Great Southern Building Sustainable Clubs Program Support to Department of Local Government, Sport and Cultural Industries Information forwarded to clubs re grant opportunities
Governance Other	<ul style="list-style-type: none"> Staff support as needed Responded to queries from CDO Network Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken.

4.05 – CDO Lee Parker entered the Chambers.

Harrismith Cemetery Build



Statutory Environment:

Local Government Act 1995.

Policy Implications:

Nil.

Financial Implications:

Nil.

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:

Nil.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 200219-11

Moved Cr Allan / Seconded Cr Hyde

That Council notes the report from the Community Development Officer dated 13 February 2019.

Carried 8 / 0

4.23 - CDO Lee Parker departed the Chambers.

4.25 - CEO Mark Hook entered the Chambers.

Governance, Audit and Community Services

10.2.04 – Agribusiness Feasibility Study

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7TH December 2018

Enclosure/Attachments:

Attached under separate cover are the proposals from consultants to attract and promote Agricultural based Industries and Businesses to the Shire of Wickepin.

1. Whitney Consulting – Tara Whitney
2. WA Tourism & Regional Development Consultancy – Kylie Whitehead
3. Bluesee Pty Ltd – Ester Jones (Price)
4. Strickland Park Economics – John Roberts

Summary:

Council is being requested to invite each of the consulting firms who submitted a proposal for consultants to attract and promote Agricultural based Industries and Businesses to the Shire of Wickepin at a date suitable to the Consultants and the Shire of Wickepin.

Background

Council placed an amount of \$25,000 in the 2018/2019 adopted budget for the provision of a feasibility study Agricultural Hub.

The CEO placed the following advert in the West Australian:

Shire of Wickepin

Quotation

The Shire of Wickepin is seeking the services of suitable consultants to attract and promote Agricultural based Industries and Businesses to the Shire of Wickepin.

The main objectives and aims are

- Make the Shire of Wickepin an Agricultural hub for research, development and education. Provide for the expansion of new and current Agricultural industries into the Shire of Wickepin.

Consultants must show full scope of works as part of Quotation.

Submissions Close 4.00pm Friday 25 January 2019.

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

Council has received the following proposals from the above advert.

1. Whitney Consulting – Tara Whitney
Stage one only \$16,360 plus GST. Includes travel for Tara Whitney to attend start up meeting and monthly Steering Committee meetings in Wickepin, during project period. Request for any additional travel or any travel by Caroline or Anna will incur additional costs.

Extract from quote received

Prices are correct as at 18th January 2019 and the Quote is valid for 30 business days. If you identify something you require that is outside the scope of what we've agreed we will notify and provide a quote before proceeding without scope of work. It is assumed that all work, other than where specified, can be conducted via email, phone or videoconference. Request for face to face meetings will incur additional cost for travel. Whitney Consulting will undertake all work to the highest standard however; we do not accept liability offers for any offers we have been involved in the development of.

2. WA Tourism & Regional Development Consultancy – Kylie Whitehead

Wickepin Development Project - Initial Design of Programme Process

Contact	Why	What	Who	Where	When	How	How Much	Result	Evidence
		INTRODUCTION					\$12,000		
F2F - Face to Face	Introductions, creating Possibility & Opportunity & buy-in	Initial Gatherings of Interested People, set date for next gathering as individuals indicate buy-in	BC, KW, Crs, FG	Venue	1st meeting	2 Media Releases, Posters, Emails to Groups, Word-of-Mouth (WOM), Meeting of interested people	Catering, Time, IT, Stationery	Project Core Group (CG), Helpers set up	50+ attendees at meeting, 5-7 core group, 25 Helpers; Date Next Meet
F2F	Make Light Work	Decide Reps from Subject-Specific Groupings: Traders/Shops, Accommodation, Farmers, Art/Craft, Sport, etc	BC, KW, Crs, FG	Venue	1st meeting	Gather ideas, choose Sub-Group reps/ players.	Time, IT, Stationery	People chosen to be Group Reps, players in the Programme	Min 7 sub-group Reps
F2F	Gather information about Shire players/ products - be familiar with own playground	ACTION 1: Choose who will gather initial details of assets, products for Shire Inventory	KW, All present, P	Venue	1st meeting	Individuals to research information, pass to KW	Time, IT, Stationery	Shire Inventory of products, players, assets	Spreadsheets & Stats as work on a Shire Inventory begins
WS - Wickepin Shire	Grow Interest & Participation	Publicity, Public Awareness initiatives & Extra people who can be called on identified.	KW, CG, H, WKS, FG	Shire	Preface Phase	Emails, Media Releases, Posters, WOM, Group Talks	Stationery, IT, Time	CG & Helpers with Extras	CG & Helpers each with sub-teams of 4-6 people
V - Various	Set up Communication practices, prepare for 1st CG meeting	Draft a format for communication between Programme Consultant (KW), Community Liaison person (CL), all others	CL, KW, CG, H, P	Venue	Preface Phase	Obtain contact details, decide minimum regularity of communication.	Time, Telecom, IT	Phone, email contact between KW & CL, others	Spreadsheets of phone numbers, email addresses.
		PHASE 1					\$12,500		
F2F	Know what is being worked on over programme's 1st & 2nd year	PROJECT: Choose Development Project/s	CL, KW, CG, H, P	Venue	2nd Meeting	Put forth project Ideas and Choose those to be completed in next 12months, 24months	Catering, Stationery, Time, IT	Programme projects chosen by players	Min 1 project named per 20 players/ participants
F2F	Everyone aligned with direction, outcomes wanted	PROJECT: Design Development Project goals, aims, players, time-frame	CL, KW, CG, H, P	Venue	2nd Meeting	Group/s work on Strat Plan after KW outlines the process	Catering, Time, IT	Players contribute expertise, indicate involvement	Project Strat Plan/s min 50% completed
F2F	Maximise marketing, community awareness & promo success	Introduction to Customer Types, Market prospects, Matching them with local Product	KW, All present	Venue	2nd Meeting	KW gives details, outlines Market basics	Time, Stationery, IT	Players aware of Market basics for enterprise development	Notes, details of Market basics handed out, covered in talk
F2F	Ensure everyone has relevant details & research skills are adequate	ACTION 2: "Identify Customer Types who would be attracted to Operations in Wickepin" & "Take 20 photographs for own business portfolio". Complete Project Strat Plan. Follow up on Action 1 of Inventory gathering.	KW, CG. All present	Venue	2nd Meeting	KW reviews Action outcomes brought to meeting (Inventory of Products/Players in Shire), set Action 3	Time, Stationery, IT. Action 2 handout.	Research skills honed, relevant Shire Industry details gathered, new Action 2 work set	Industry Inventory completed. Action 2 task handed out.

CG - Core Group and WS	Generate community pride and appreciation of own Shire worth	Publicity of Shire assets via Community Awareness Campaign	CL, CG, H, Cty Groups, Media, Schools, MKS	Shire	Phase 1 4 wks to finish	Run a Photograph Competition for best Industry Pics - with description of "what makes a good pic" (people in it)	Stationery, Time, IT, Sponsorship	Community members grow their awareness of what it is about them/ their surrounds that Visitors/ potential businesses find attractive	Photographs of local Assets now on file, available for varieties of purposes, eg marketing, promoting, advertising
V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Phase 1	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Clarify rising matters, results noted for next meeting.
		PHASE 2					\$12,500		
F2F	Everyone aligned with direction, outcomes wanted, budget, funding sources, happy with Project Plan	PROJECT: Review progress so far, finalise & sign-off on Project Strat Plan completed since last meeting. Costs & funding sources understood, researched & sought. Engage community.	CL, CG, H, P, KW	Venue	3rd meeting	Group discussion, last alterations made to Plan, time line finalised, players confirmed, budget finalised. Grant application/s or likely sponsors listed.	Time, Catering, Stationery, Grant options	Grant writers/ sponsor getters chosen, Strat Plan produced. List of invitees for other meetings	Strat Plan for Project printed & available for use, continued reference, review. Grant applications.
F2F	Develop awareness, practice of attracting Customers/ Potential Businesses/Players	Introduction to "Itinerary Development" and "Courting the Customers/Businesses/Players"	KW, All present	Venue	3rd meeting	KW gives details, outlines basics for developing itineraries, courting players	Time, Stationery, IT, Catering	Communication, customer-relationship skills honed	Notes, details of "Courting Players", designing Itineraries handed out, covered in talk.
F2F	Prepare, arm Players with quality products, skills to plan Itineraries, resource & locate potential clients	ACTION 3: Design 2day/1night (an Industry-specific) Itinerary for interested Customers. List email addresses of 100 potential Customer sources. Look over previous work - 20 photos collected, & how Customers identified.	KW, CG, All present	Venue	3rd meeting	KW reviews Action 2 results brought to meeting (20 photos, Participant types identified). Set new Action 3.	Time, Stationery, IT, Action 3 handout	Portfolio of pics started. International, award-winning Industry marketing strategies incorporated in Shire operations. Format for when showing customers around	Players have min. 20 own, quality, market-apt photos in portfolio. Customer ID details & Host format compiled. Action 3 handed out.
CG	Grow, renew & create more community pride, sense of real worth	Publicity of Shire's Customer assets via Community Awareness Campaign - seeking from the public "Quite Interesting" facts about Shire	CL, CG, H Cty Groups, Media, Schools, Shops	Shire	Phase 2	Using "Quite Interesting" facts, make up Questions & Run a Quiz competition/ Quiz Night - "Do You Know Your Shire?"	Stationery, Time, Sponsorship	Community members grow their awareness of the Town/ their surrounds	Details about the Shire added to Inventory, itinerary items for Actions, etc.
F2F	Enable highest quality of Programme up-take, and best means of growing local and neighbouring economies	Examine Programme objectives for sections which will require financing. Research Grant options and complete application/s for funding to fulfil on Programme format.	KW, CL, WKS	Shire	Phase 2	Research Govt, Lottery West et al Grant options that match Programme objectives & actions, and complete the budget and written applications	Time, IT, Staff time	Grants completed and sent off.	Copies of applications, acknowledgement of receipt from funding bodies
V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Phase 2	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for next meeting.
		PHASE 3					\$12,750		

F2F	Measure & ensure progress made on project & satisfaction levels meet intentions	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. Engage community.	CL, CG, H, P, KW	Venue	4th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes. Invite people to be part of the Programme	Time, Stationery, IT, Catering	Complete works finalised on time. List of invitees for future engagement	Adjustments made to Plan, Actions. Evidence as identified in Plan. 1 new Participant
F2F	Obtain a perspective common to business operators of what are the best locations to operate in	Examine what established businesses state are their reasons for choosing a location and compare it with findings from university business studies.	KW, All present	Venue	4th meeting	KW offers details of conversations had with Agriculture-related businesses, hands out findings by professional analysts & assists group discussion.	Time, Stationery, IT	A list of preferred characteristics based on what others regard as "location, location, location"	Compiled List of Ideal Location Characteristics businesses look for
F2F	Record details of what people in different Business Development fields consider and value when setting up / operating	ACTION 4: Search phone & email details of each of following, related to Business & Industry: 1. Real Estate Agent 2. Investment Broker 3. Business Broker 4. Small Bizz Development professional 5. Large Agric-related operator. Ask formulated questions of each, record replies. Review Action 3 - Itinerary design & 100 email addresses.	KW, CG, All present	Venue, on-site locales	4th meeting	KW reviews Action 3 results brought to the meeting (Itineraries and email addresses). Sets Action 4 and give explanation of each of the specialists listed. Participants design list of questions to be asked.	Time, Stationery, IT, Action 4 handout	Database of business establishment specialists. Record of current, up-to-date considerations and opinions influencing what, how, why, when, where businesses are set-up.	Written reference material - specific to contemporary business developers. Action 4 handed out.
F2F	Recognise standout assets of Wickepin as a location for a business	Seek out all the Locations available in Wickepin, visit the sites and record information, photos.	KW, All Cty, H, P, CG, CL	Venue, on-site locales	Phase 3	Discussions among attendees, bus trip to possible locations, photos, written record of outcome of opinions	Bus hire, fuel, Time, Stationery, IT	Written details of possible locations for new businesses in the Shire	Recorded description of business locations in Wickepin
F2F	Compile a Directory to hand to potential Customers	Compile a written description plus photos of all the Locations identified, detailing the individual characteristics, qualities and purchase prices.	KW, CG, CRC	Venue, CRC	Phase 3	Work together and collaborate with CRC to produce a booklet.	Time, Stationery, IT, Printing Cost	Wider knowledge and recognition of Shire, with features in booklet form	Dossier of Shire locations available for all business Enquiries
V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Phase 3	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for nxt meeting.
		PHASE 4					\$14,000		
F2F	Measure & ensure progress made on project & satisfaction levels meet intentions	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. Engage Community.	CL, CG, H, P, KW	Venue	5th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, IT, Stationery, Catering	Complete works finalised on time.	Adjustments made to Plan, Actions. Evidence as identified in Plan.
F2F	Expand realms of possibility to include other produce which might be grown here	Investigate other crops or growing methods being grown or used elsewhere, in similar or conducive conditions - other States, Overseas.	KW, Guest Speaker, All present	Venue	5th meeting	KW issues handout of details - introduction to possibilities. Guest Speaker relates details of business they set up, how they chose what to grow, stages met along the way.	Time, IT, Hand-out, Guest Speaker Stationery,	First-hand experience of a successful producer, a potential advisor for the future, written details of other examples.	Written details of several successful examples of alternative crops for reference

F2F	Measure local willingness to take on new cropping regimes: be aware of types of alternative cash crops: understand from experienced outside farmers what is involved in growing them.	ACTION 5: a. Research 10 (or more) other plants/crops not already cultivated in Wickepin but which could be, while returning an income. b. Contact 5 local farmers, discuss with each if they would or not be interested in trialling a new crop/growing regime. c. Contact 5 growers of 5 different plants/crops & not in WK Shire - seek their experiences, reasons for choosing that crop. Players email each other who they are contacting, not to double up. Photo evidence where possible. Review Action 4 - conversations with Business & Industry specialists.	KW, CG, All Present	Venue	5th meeting	KW reviews Action 4 results brought to the meeting (details of conversations with businesses). Sets Action 5. Players design list of questions to be asked of local farmers & decide among themselves who they will contact, not to double up. Also design list of questions to ask outsiders - email each other name of who they are contacting.	Time, IT, Action 5 hand-out, Stationery, Telecom	a. Database and details of alternative, income-producing crops: b. Record of local farmer willingness to expand income and business possibilities. c. Record of knowledge & practices of experienced outside farmers. d. Grown community awareness. e. Potential advisors known. f. Photo library	Written reference material from crop-type research for future use. Summary of discoveries from talking to other local & interested farmers. Summary of discoveries from talking with experienced, outsider farmers. Action 5 handed out. Reference Photos.
F2F, V	Follow leads from Farmers and grow impetus	Create working relationships with as many farmers who would be involved - court them, inspire them, paint the picture for their/their family's future - invite them along.	KW, CG, FG, BC, P		Phase 4	Decide and use most effective means and method - specifically for Wickepin - of obtaining community/business buy-in	Time, IT, telecom	Farmers contacted, encouraging feedback given/obtained, along with additional players	5 farmers choose to be part of the programme
V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Phase 4	Email & telephone conversations	Time, Telecom	Assistance sought and provided	Arising matters clarified, results noted for nxt meeting.
		PHASE 5					\$14,000		
F2F	Measure & ensure progress made on project & satisfaction levels meet intentions	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. Engage Community.	CL, CG, H, P, KW	Venue	6th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, Stationery, IT, Catering	Complete works finalised on time.	Adjustments made to Plan, Actions. Evidence as identified in Plan. 2 new participants.
F2F	Expand realms of possibility to include other livestock - birds, fish, animals, etc - which might be grown here	Investigate other livestock currently grown elsewhere, in similar or conducive conditions - other States, Overseas.	KW, Guest Speaker, All present	Venue	6th meeting	KW issues handout of details - introduction to possibilities. Guest Speaker relates details of the business they set up, how they chose what to breed/grow, stages met along the way.	Time, IT, Hand-out, Guest Speaker Stationery,	First-hand experience of a successful producer, a potential advisor for the future. Written details of other examples.	Written details of several successful examples of livestock alternatives

F2F	Measure local willingness to take on new livestock regimes: be aware of types of alternative income-producing animals: understand from experienced outside farmers what is involved in breeding/growing them.	ACTION 6: a. Research 10 (or more) other livestock types not already cultivated in Wickepin but which could be, and return an income. b. Contact 5 local farmers, discuss with each if they would or not be interested in trialling a new variety of livestock. Contact 5 different growers of 5 different animals/birds/insects & not in WK Shire - seeking their experiences, reasons for choosing what to grow/breed. Players email each other who they are contacting. Review Action 5 - conversations with farmers & research of alternate crops. Photos where can.	KW, CG, All Present	Venue	6th meeting	KW reviews Action 5 results brought to the meeting (details of research & conversations with farmers). Sets Action 6. Players design list of questions to be asked of local farmers & decide among themselves who they will contact, not to double up. Also design list of questions for outsiders - email each other name of who they are contacting.	Time, IT, Action 5 hand-out, Stationery, Telecom	a. Database and details of alternative, income-producing livestock: b. Record of local farmer willingness to expand income and business possibilities. c. Record of knowledge & practices of experienced outside farmers. d. Grown community awareness. e. Potential advisors known. f. Photo library.	Written reference material from livestock-type research for future use. Summary of discoveries from talking to other local & interested farmers. Summary of discoveries from talking with experienced, outsider farmers. Action 6 handed out. Reference Photos.
F2F, V	Follow leads from Farmers and grow impetus	Create working relationships with as many farmers (all family members) who would be involved - court them, inspire them, paint the picture for their/their family's future.	KW, CG, FG, BC, P	Shire	Phase 5	Decide and use most effective means and method specifically for Wickepin of obtaining community/business buy-in	Time, IT, telecom	Farmers contacted, encouraging feedback given/obtained, along with additional players	5 farmers choose to be part of the programme
V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Phase 5	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for next meeting.
		PHASE 6					\$14,000		
F2F	Measure & ensure progress made on project & satisfaction levels meet intentions	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. Engage Community.	CL, CG, H, P, KW	Venue	7th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, Stationery, IT, Catering	Complete works finalised on time.	Adjustments made to Plan, Actions. Evidence as identified in Plan. 2 new participants.
F2F	Complete Action 6 objectives - expand advantages of the programme.	Review Action 6: swap details of research and conversations. Discuss correlations between Actions 5 & 6, and the experiences in setting up new businesses, as related by the 2 Guest Speakers.	All present, P	Venue	7th meeting	KW reviews Action 6 results brought to the meeting (details of research & conversations with growers). Leads discussion on findings, potentials they point to, areas needing more information, who else may provide info or be interested.	Time, IT, Stationery	Enriched databases and library of findings, contacts. Increased understanding of the "world of growing Wickepin".	Written summary & record of conversations with growers & of observed similarities between outcomes of Actions 5 & 6 - increased reference material

F2F	Create prospect for increased profits, through greater product differentiation from any one commodity - can relate to Agriculture or anything being made or already-existing assets (eg Art, Visitorism, Nature)	1. Explore the realm of Progression of Economic Value, what opportunities for both increased profits and adding value to raw materials. 2. Understand machinations of world Commodities market, influence on farming profits. Examine the flow-on effects for the Wickepin Shire. Generate interest & enthusiasm for new enterprise developments in the Shire.	KW, All Present, P, Guest Speaker	Venue	7th meeting	KW presents information from industry research on Adding Value to Goods, what advocates say of its value in growing Local, State & Federal economies. Guest Speaker covers influences of world Commodities markets on farmer incomes and details of financial gains for farmers and enterprises who value-add.	Time, IT, Stationery, Guest Speaker	Reference details handed out, recognition of both limitations of dealing only at commodity level, & why value-adding is imperative.	Information provided in Handouts from KW and Guest Speaker, 5 people take on value-adding their commodity, 2 people decide to set up own enterprise to capitalise on local assets.
F2F, V, CG	Ideas need to be backed-up with proof. If the gains are not there, to be enjoyed, we won't be suggesting those ideas for new enterprise development.	ACTION 7: Choose 1 example each from Actions 5 & 6, research relevant information and calculate the value-added advantages of that new enterprises. Photos where possible.	KW, All Present, CG	Venue	Phase 6	KW reviews Action 6 results brought to the meeting (details of research & conversations with farmers). Sets Action 7. Examples given for calculating value-added advantages	Time, IT, Stationery	Database information, photographs, contact details and library of findings increased.	Findings from Action 6 research tabled and included in reference library. Action 7 handed out. Photos
V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL		Phase 6	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for next meeting.
		OVERVIEW - SUPPORT - NEW VIEW					\$12,500		
F2F	There is a "secret ingredient" which must be present in any domain before success occurs. From day one it was a component of the programme and now is time to bring its effects into the spotlight.	Review "what has happened to Wickepin" since the programme began. Note any differences in general attitudes, what up-take has occurred. Review each of the Phases - esp Psychographics of who we reckon will come here, note any changes in expectation. Next step: Phase 7 - increase the numbers of fish -- and finesse.	KW, All present	Venue	8th meeting	KW creates the "world of microscopics and atomic particles" - explanation of the machinations of growing rural communities, of noted alterations within the Shire. All round discussion/ sharing of everyone's own perspective. Note what results are identified.	Time, Stationery, IT, Catering	Conscious awareness of how, why community business and economic development occurs. Identified results for Wickepin so far.	Notes from discussion pin-pointing where progress has been made. 2 extra Players.
F2F	Generate community pride & appreciation of Players' achievements.	Note from conversations what progress has been made, what ideas have been refined & why. Recognise "cause in the matter" is this Group.	KW, All present	Venue	8th meeting	Deliberate acknowledgement of the accomplishments by each of the Players in the programme. Naming what has been achieved so far.	Time, IT	Players all know, now, from experience they can fish - New enterprises have been set up.	Written list of examples cited by Players of where advances occurred in the Shire - how many fish
F2F	Expand the view, bring new possibilities into the picture, broaden the mind-set of the Players	Bring into the discussion other assets in the Wickepin Shire offering chances for new enterprises - eg: art, wildflowers, Nature, Visitorism, Farm-stay, Vacant buildings	KW, All present	Venue	Overview Support New View	Discuss and distinguish what else is in the Shire which can generate new business ventures - consider what is being done elsewhere	Time, IT, Stationery	Openings appear for new ventures, new people to approach and court - expanded horizons	Discussion notes listing minimum of 20 new avenues to explore for economic growth
F2F, V	Research and locate others who may be interested in setting-up new or locating their business in Wickepin	ACTION 8: List email addresses & contact details of 50 new potential-Customer sources from within/outside the Shire. Review Action 7 - financial gains of Value-adding	KW, All present, P, CG	Venue	Overview Support New View	Look up organisations, businesses, individuals, interest groups (local & outside) and note their contact details.	Time, IT, Stationery, Telecom	More details to add to databases and Library of contacts. 50 more people to court.	Database lists from findings of Action 7. Action 8 handed out.

V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Overview Support New View	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for nxt meeting.
		PHASE 7					\$15,000		
F2F	Measure & ensure progress made on project & satisfaction levels meet intentions	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance. Engage Community,	CL, CG, H, KW	Venue	9th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, IT, Stationery, Catering	Complete works finalised on time. List of invitees.	Adjustments made to Plan, Actions. Evidence as identified in Plan. 2 new participants
F2F	Hone skills in advertising & marketing product, portraying product to potential customer in an attractive format. Provide means of reaching potential clients.	a. Introduction to "Producing Advertising Material" - content, wording used, attention-grabbing photos, types of ad campaigns, media types, relating adverts to customer types, etc b. "Creating Web/Social media sites" - photos, story-lines, what content, creating links, editing & entering own up-dates, which web designer & builder, etc.	KW, All present, Guest Speaker	Venue	9th meeting	KW outlines aspects of writing, producing advertising material & info specific to market. Guest Speaker/s goes through the processes of and details relevant to setting up own Web-site, social media pages - of designing own Logo/brand.	Time, Guest Speaker/s (Website), Catering, Stationery, IT	Understanding what's involved in identifying product assets, converting them to published/media-ready material. More quality printed material for Shows, local & wider distribution - websites & social media	Notes, details of Brochure/ advertising Production, Logo/Brand designing, & Web/ Social media pages handed out.
F2F	Equip players with promotion, advertising, fuller marketing skills, providing practice in identifying, locating and connecting with Customers.	ACTION 9: Look over previous work in Action 3 (design 2day/1night itinerary) & access the databases of email addresses of potential clients. Design Full brochure for own Operation. Review Action 8 - ID potential Customers	KW, All present, P, CG	Venue	9th meeting	KW reviews Action 3 results brought to meeting (Itinerary & list of potential clients). Set Action 4. Recaps brochure design characteristics.	Time, Stationery, IT	Several 2day/1night itineraries, & email addresses to select from for own product/ operation. Action 4 handout.	Combining individually-made itineraries to give total of 20-30 day/night itinerary for Wickepin. Total, combined email addresses (now 2000+).
V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Phase 7	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for nxt meeting.
		OUT-REACH INTERMISSION					\$10,000		
F2F	All new or potentially new and all expanding enterprises must be encouraged, inspired, assisted to continue to see themselves achieving their objectives	Personally visit and attend to All local Participants, start-up and expanding businesses, all interested parties still deciding what to do - offer support, assistance, information - whatever can be done to ensure their endeavours run smoothly and they reach their goals.	KW, CL, CG, H	Venue and V	Inter-Phase	Meet together to design plan to personally visit all local Participants/ Enterprises. Establish contact, set time and date. Visit, provide the service they need & encouragement. Note the actions and bring back details to next meeting.	Time, IT, Stationery, Telecom, Travel	All Participants and enterprises, and those previously showing interest in participating are visited, encouraged and assisted to fullest extent.	Written record of requests and support given.

F2F	Maintain full awareness of actions CG, P are taking, enrich success for all concerned, ensure economic growth occurs.	Players meet together to go over all actions taken in being of service to Participants, et al, in the Programme. Conversations noted and any follow-up organised. All those assisted are given a Feedback Survey to fill in - CG collects them.	KW, CL, CG, All present, P	Venue	Inter-Phase	Players and those in the supportive roles relate what conversations were had, what assistance sought, what support was able to be given, and what still remains to be done. All noted.	Time, IT, Stationery, Telecom, Travel	Written record of requests and responses. Feedback Surveys distributed and collected.	All participants give feedback that they have been attended to very well, name their benefits from Programme support
		PHASE 8					\$12,750		
F2F	Fulfil on Project itself, to completion.	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance.	CL, CG, H, P, KW	Venue	10th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, IT, Catering, Stationery	Complete works finalised on time.	Adjustments made to Plan, Actions. Evidence as identified in Plan.
F2F	Inform & educate people in own community & offer experience of local product assets	ACTION 10 - Design & conduct own-Community Famil tours - walking main street - which is co-delivered by School Students & Shoppies - and driven to chosen locations in an educational famil. Review Action 9 - Itinerary brochure design - incorporate skills into this Action.	CL, CG, H, School, BC, Crs, Shops, Farms, P	Shire	Phase 8 - 4 wks to finish	Engage School students to deliver talks collaboratively with Shops, Operators. Templates for designing tour itineraries handed out.	Time, Cty Bus Hire, Posters, Itinerary Templates, IT Stationery	Groups of Community Members walk main street on a famil hosted by School students, & participate in bussed tour to chosen locations hosted by CG.	Q&A sheets completed, feedback comments collected & collated, Photos, 65 people on famil. Action 10 hand out
F2F, V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL, CG	Shire	Phase 8	Email & telephone conversations	Time, Telecom	Assistance sought and provided	Arising matters clarified, results noted for next meeting.
		PHASE 9					\$12,000		
F2F	Measure & ensure progress made on project & satisfaction levels meet intentions	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance.	CL, CG, H, KW	Venue	11th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, IT, Catering, Stationery	Complete works finalised on time.	Adjustments made to Plan, Actions. Evidence as identified in Plan.
F2F	Increase adaptability, be alert to, willing to & confident in attracting varieties of Visitors, Businesses & starting own while engaging Neighbours	Introduction to inter-Shire Customer packages based on Interest-group topics - eg. sport, art, geology, wildflowers, school groups, supplying farm produce, creating co-operatives/ partnerships to value-add, share skills, etc	KW, All present	Venue & Shire	11th meeting	KW gives details, outline basics for engaging Operators in Wickepin & neighbouring Shires, collaborating for mutual benefits, customer-sharing and economic growth potential	Time, IT, Catering, Stationery	Ideas for & instructions in designing, operating itineraries to engage neigh-bouring Shires, specialist Customers/ partners.	Details, notes, templates on Interest-group/ topic-specific itineraries connecting Shire with neighbours,

F2F	Collaborate with "outsiders" to increase Customer numbers, products for sale, widen marketing options, broaden awareness of Wickepin's economic advantages	ACTION 11: Arrange to meet with Regional Industry players & design Interest-group tour (at least 2 days) - widen market & customer awareness. Review Action 9 (Full Brochure Designs) & Action 10 (community famil) and incorporate into this Action qualities learned from those previous exercises. Make notes of all new learning and experiences gained.	KW, All present, CG, P	Venue & Shire	11th meeting - 4 wks to finish	KW reviews Action 10 results (community famil). Sets Action 11. Itinerary templates & last-used copy handed out. All previous skills & Library material used. Template for recording all newly learned/experienced skills given out and collected when filled in. Organise the visit/s.	Time, IT, Stationery, Cty bus hire/travel Funding	Finessed brochures/ advertising material available & distributed. Personally meet and Host other Players from other areas. Advanced standards of business practice are recognised & reached & wider market spread attained. Confidence in joint, inter-Shire events.	New horizons identified. 30 Attendees on Tour. Records of all newly-learned or experienced ideas, practices are compiled. Template produced for making up Inter-Shire tour itineraries. Handout Action 11.
F2F, V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Phase 9	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for next meeting.
		PHASE 10					\$14,000		
F2F	Fulfil on Project itself, to completion.	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance.	CDO, CG, H, KW	Venue	12th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, IT, Catering, Stationery	Complete works finalised on time.	Adjustments made to Plan, Actions. Evidence as identified in Plan.
F2F	Connect Shire with wider, Global Customer players, create full view of the Industry	Introduction to "International Customer Attraction", Regional organisations, State bodies, & realms of Wholesalers, Retailers.	KW, All present, CRC, Guest Speaker	Venue	12th meeting	KW gives details, outlines basics about the fuller world of the Industry. Guest Speaker tells about Global Wholesalers and Retailers.	Time, IT, Stationery, Guest Speaker	Information about other aspects & relevant connections, players in Industry on a world scale.	Notes, contact details to connect with Global Industry players - names/ examples of some.
F2F, V	Increase market reach & prepare newcomers for involvement in Industry.	Produce "Show-Bags" of helpful information to be 1. presented to New businesses; 2. taken to Industry-relevant Shows (Caravan & Camping, the Royal, local events, Business Seminars, etc).	CDO, CG, H Cty Groups, Shops, Crs	Shire	Phase 10	Make up 2 show-bag templates, one for new businesses, other to take to Shows.	Stationery, Time, IT	Welcome for newcomers, help them be aligned with what is happening in Shire. 50 bags ready for Shows.	Two Show Bag templates and 50 Show Bags made up, ready for use on demand.
	Expand market reach, contribute to local events, collaborate with others in Community	ACTION 12: Chose already occurring event, design Customer-attraction package, market it to Overseas/Interstate clients. Meet with event organisers, obtain details of their "reach market", This Activity may occur at a time after the Programme is complete	CL, CG, H, P, Cty Groups, Media, O/S groups	Shire	Phase 9 - Or later (12 mths)	KW reviews details of Actions 11 brought to meeting (Inter-Shire tour itinerary). Sets Action 12. Compile 3day/2night itinerary, research O/S connections & invite them to the Shire.	Stationery, Time, IT, Funding	Event-specific itinerary created & Invitations sent to O/S E/S potential Customers, in collaboration with local group. Organise and Host their visit.	2,000 O/S E/S groups/ businesses/ individuals receive invitation to local Shire event, packaged with 3d/2n itinerary. 20 Visit. Action 12 handout
F2F	Acknowledge everyone who has been involved in Programme.	Organise small celebratory event to mark completion of Programme.	KW, All present	Venue	12th meeting 8 wks	Decide on date, time and place. Organise with caterers	Time, IT, Stationery	Plans and organising compete for Programme Finale event.	Invitations written up and sent out. Event organised.
F2F, V	Keep project & Programme running on time & with integrity	Maintain excellent communication & provide effective assistance to Shire Community players	KW, CL	Shire	Phase 10	Email & telephone conversations	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for next meeting.

		PHASE 11					\$14,000		
F2F	<i>Fulfil on Project itself, to completion.</i>	PROJECT: Work on Project according to Strat Plan. Review progress, provide assistance.	CDO, CG, H, KW	Venue	13th meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, IT, Catering, Stationery	Complete works finalised on time.	Adjustments made to Plan, Actions. Evidence as Identified in Plan.
	<i>Expand realms of enterprise, generate interest in- and outside the community, create conditions for long-term economic stability.</i>	<i>Pursue opportunities to attract multi-million-dollar and long-term enterprises, in which Investors would be interested, discover which ones are most suitable, what information they need.</i>	KW, All Present, Guest Speaker	Venue	13th meeting	<i>KW relates that large and long-term projects could be undertaken in Wickepin (eg: Wind and Solar energy production, Engineering works, etc), for which Investment finances would be necessary. Guest Speaker details the world of Investors/ Brokers.</i>	Time, IT, Stationery, Guest Speaker	Five large enterprises are recognised/ identified for which Wickepin is well-suited.	Details of types of projects which Investors are currently seeking out are provided by Guest Speaker
	<i>Fully widen scope of opportunity for enterprises to be successful and to accomplish the objective of growing Wickepin's economy</i>	ACTION 13: Compile Investment Portfolio for Wickepin Shire - using all information amassed during the Programme (incl details of Business Brokers). Find 10 Investment Brokers who indicate they have clients likely to be interested, and forward them the details.	KW, All Present. CG, P	Venue	13th meeting	<i>KW reviews progress made on Action 12 (hosting ES/OS at local event). Procedures outlined so Players can research Investment Brokers, have preliminary conversations to ascertain their suitability, & make up portfolios.</i>	Time, IT, Telecom	Investment portfolio compiled, packaged and sent out to 10 Brokers.	2 Investors show a positive interest in financially supporting local enterprises. Action 13 handout
F2F, V	<i>Keep project & Programme running on time & with integrity</i>	<i>Maintain excellent communication & provide effective assistance to Shire Community players</i>	KW, CL	Shire	Phase 11	<i>Email & telephone conversations</i>	Time, Telecom	Assistance sought, noted and provided	Arising matters clarified, results noted for next meeting.
		FINALE					\$12,500		
F2F	<i>Project Plan Template designed, produced for future use.</i>	PROJECT: Celebrate completion of Project. Review its processes, outcomes & write up a Template. Complete on any funding acquittal requirements.	CL, CG, H, KW	Venue	Final meeting	Correlate results/evidence with what/who/when. Discuss findings & hone practices to meet required outcomes	Time, IT, Catering, Stationery	Complete works finalised on time.	Final Project Plan template produced & celebration held. Funding acquittals forwarded.
	<i>Ensure all possibility for the Programme influence to be sustained in all future years.</i>	ACTION REVIEW - examine outcome of Action 13. Attend to any ongoing organisational requirements for Action 12. All successes and achievements resulting from the Programme are acknowledged.	KW, All Present	Venue	Final meeting	<i>KW reviews Action 13. Discussions on which Investors indicated an interest or took up making an investment. Action 12 progress noted and support given. Things set up so the work goes ahead beyond this Programme.</i>	Time, IT, Stationery	Wickepin now has a large amount of reference material, up-to-date data-bases of contacts/ leads, + organising & enterprise development skills to sustain and grow their community and economy for decades.	7,000+ connections and details of 4,000+ businesses now on file. Over 1,000 people came to the Shire during the course of the Programme. 20 new enterprises in action.
F2F	<i>Continue and sustain Industry success & growth in Shire</i>	<i>Choose future Programme outline for activities beyond this one.</i>	KW, All present	Venue	Final meeting, Final Phase	<i>New Programme Leader takes over the reins, group sets next meeting dates.</i>	Time, IT, Stationery	All successful results of this programme are carried forward & new Programme is created.	Meeting dates set for next project determination, design & strat plan.

F2F	<i>Provide assistance in designing future</i>	<i>Complete customer-satisfaction, feedback questions. Discussion on feedback received.</i>	<i>All present, CL, KW</i>	<i>Venue</i>	<i>Final meeting, Final Phase</i>	<i>All players asked to comment on this Programme & complete feedback questionnaire.</i>	<i>Time, IT, Stationery</i>	<i>Responses, opinions and great ideas collated.</i>	<i>Feedback forms returned. Results collated & emailed to players.</i>	
<i>Project Consultant, Guest Speaker Fees, Expenses</i>							<i>\$194,500</i>			

3. Bluesee Pty Ltd – Ester Jones (Price)

2.5 PRICE BREAKDOWN

Refer to attached spreadsheet for full cost breakdown.

Professional Fees In summary:

Phase 1: \$8,170.00

Phase 2: \$43,635.00

Phase 3: Indicative budget range \$40,000 to \$60,000 and subject to separate contract. The true cost estimate for this phase will be determined by the types and complexity of opportunities as well as who will be performing them.

Accommodation, Travel and Expenses: *Charged at cost, with estimates provided in the cost breakdown.*

Lee-Ann travels ex Sunshine Coast; Esther travels ex Denmark at 75c/km

2.6 PRICE BASIS

1. *All prices exclude GST.*
2. *Prices are AUD.*
3. *20 public forum sessions over 10 working days included with maximum of 8 attending each session. Additional sessions due to high interest/attendance shall be charged at \$1100 each.*
4. *Self-contained accommodation at Wickepin or nearby*
5. *A Shire designated person (such as a Project Officer, Personal Assistant etc) shall perform follow up of Ratepayers after Esther's initial contact and lock-in/manage bookings of the public forum sessions. If this activity moves to Bluesee then additional charges shall apply.*
6. *Only one review by SoW included for the report. Further iterations will be at extra cost.*
7. *In Section 2.4 Roles and Responsibilities, we identified Bluesee being involved for 'contribution/comment' so as to provide SoW some continuity. The cost to provide this has not been included as it will be up to SoW if they feel they require ongoing support into Phase 3 and to what extent will also be determined by the selected 3 options and the final one being taken forward.*

2.7 CONTRACT TERMS & CONDITIONS INCLUSIONS

1. *The contract shall be lump sum with milestone payments at the completion of each phase.:*
2. *Invoices shall be paid within 10 working days of issue to SoW.*
3. *Contract shall include reference that Section 3.2 of this proposal applies to the Contract pricing.*

SoW Into Wickepin Scope fo Work Cost Breakdown

Item No.	Activity	Location	Bluesee Personnel	FTE	Number of days	Day cost	Accommodation	Expenses	Travel
	Phase 1								
1.0	Preparation for Public presentation and support SoW with invitation process	Wickepin	Esther	1	1.5	\$ 1,650.00			
1.1	<i>Wickepin Trip 1</i>						\$ 800.00	\$ 245.00	\$ 470.00
1.2	Travel Denmark to/from Wickepin for kick-off meeting	Wickepin	Esther	1	0.8	\$ 880.00			
1.3	Kick-off meeting with Shire Council and CEO Day 1 A.M	Wickepin	Esther	1	0.5	\$ 550.00			
1.4	Place rate payers into public forum session groups Day 1 P.M.	Wickepin	Esther	1	0.5	\$ 550.00			
1.5	Attend Shire Public Meeting Day 1 Evening	Wickepin	Esther	1	0.5	\$ 550.00			
1.6	Contact potential 'small group leaders' via phone and face to face Days 2 & 3	Wickepin	Esther	1	2	\$ 2,200.00			
1.7	Monitor bookings and interest x 2 weeks . Go/No Go decision with SoW for Phase 2.	Denmark	Esther	1	0.25	\$ 275.00			
1.8	Phase 1 Total					\$ 8,170.00			
	Phase 2								
2.0	Documentation and systems preparation for meetings	Wickepin	Esther and Lee-Ann	2	2.5	\$ 5,500.00	\$ 2,400.00	\$ 840.00	\$ 1,400.00
2.1	<i>Travel time allowance Denmark Return</i>	Wickepin	Esther and Lee-Ann	2	0.8	\$ 1,760.00			
2.2	Shire Council Meeting to determine Assessment Decision Matrix parameters	Wickepin	Esther and Lee-Ann	2	0.8	\$ 1,760.00			
2.3	Facilitate maximum of 20 small group interview sessions with maximum of 8 attendees at each	Wickepin	Esther and Lee-Ann	2	10	\$ 22,000.00			
2.4	Apply ADM to opportunity list at sessions	Wickepin	Esther and Lee-Ann	2	0.5	\$ 1,100.00			
2.5	SoW finalise top 3 opportunities using ADM of sessions and a Shire led ADM process.	Wickepin	Esther and Lee-Ann	2	1	\$ 2,200.00			
2.6	Compile and issue Phase 1 & 2 report	Denmark	Lee-Ann with support from Esther	1	4	\$ 4,400.00			
2.7	Go/No Go decision with SoW for Phase 3	Denmark	Esther and Lee-Ann	2	0.125	\$ 275.00			
	Phase 2 Total					\$ 43,635.00			
	Phase 3 - Develop full feasibility of preferred option								
	Estimate only					\$40-60k			
	Base prices:								
	Day rate based on 8 hours per day	\$ 1,100.00							
	Accommodation								
	Wickepin/Narrogin AirBnB	\$ 200.00							
	Perth	\$ 200.00							
	Daily Expenses e.g. meals	\$ 35.00							
	Travel kms Denmark to/from Wickepin	315	\$	0.75	\$ 470.00	Rounded to \$470			
	Travel Perth	400	\$	0.75	\$ 600.00				

4. Strickland Park Economics – John Roberts

The total fee for conducting the project is \$29,650 (excl. GST) and \$32,615 (incl. GST).

Table 1 shows a detailed breakdown of the fees for the project. We would welcome the opportunity to discuss the proposed fees with the Shire and amend the budget if required.

Table 1. Price Schedule

Project Stage	Hours				Costing				
	John Roberts	John Loney	Andy Paterson	Total Hours	Fees (\$)	Expenses (Travel and Accom. etc. (\$))	Total (excl. GST) (\$)	GST (\$)	Total (incl. GST) (\$)
Stage 1. Project Inception									
Step 1.1. Initial Project Meeting	1	1	1	3	450		450	45	495
Step 1.2. Tour of Shire	3	3	3	9	1,350	350	1,700	170	1,870
Stage 2. Shire of Wickepin Economic and Socio-Demographic Profile									
Step 2.1. Data Collection	4	2	4	10	1,500		1,500	150	1,650
Step 2.2. Economic and Socio-Demographic Profile	4	2	2	8	1,200		1,200	120	1,320
Stage 3. Stakeholder Engagement									
Step 3.1. Review of Shire of Wickepin's Strategic Community Plan Stakeholder Survey	2	2	2	6	900		900	90	990
Step 3.2. Stakeholder Identification	2	1	1	4	600		600	60	660
Step 3.3. Consultation Plan	2	1	1	4	600		600	60	660
Step 3.4. Stakeholder Interviews	16	16	16	48	7,200	1,000	8,200	820	9,020
Step 3.5 Consultation Findings	8	2	4	14	2,100		2,100	210	2,310
Stage 4. Agricultural and Related Industries Investment Strategy and Action Plan									
Step 4.1. Information Collation	4	2	2	8	1,200		1,200	120	1,320
Step 4.2. Agricultural and Related Industries Investment Strategy	8	6	6	20	3,000		3,000	300	3,300
Step 4.3. Action Plan	8	6	6	20	3,000		3,000	300	3,300
Step 4.4. Stakeholder Workshop	4	4	4	12	1,800	200	2,000	200	2,200
Stage 5. Reporting									
Step 5.1. Final Draft Agricultural and Related Industries Investment Strategy and Action Plan	4	4	4	12	1,800		1,800	180	1,980
Step 5.2. Final Agricultural and Related Industries Investment Strategy and Action Plan	2	1	1	4	600		600	60	660
Step 5.3. Presentation	2	1	1	4	600	200	800	80	880
TOTALS	74	54	58	186	27,900	1,750	29,650	2,965	32,615

Comments:

All four of the received proposals fits within the outline given to the consultants and all of them appear to be deliverable and would give an outcome for the Shire of Wickepin.

The CEO believes Council should make a date outside of the council meeting dates prior to the March 2019 meeting to meet with all the proponents and request a presentation so we can all fully understand each of the proposals presented.

This will also allow all Councillors to have a full understanding of the outcomes being delivered by each Consultant and at what phase or stage Council wishes to go to.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

Council placed an amount of \$25,000 in the 2018/2019 adopted budget for the provision of a feasibility study Agricultural Hub.

Strategic Implications:

Nil.

Recommendations:

The Council request all consultants to give a presentation to Council on their individual proposals on Monday 11th March 2019 commencing at 10.00 am allowing 90 minutes per consultant.

Voting Requirements:

Simple majority.

Council Decision:

Resolution No: 200219-12

Moved Cr Hinkley / Seconded Cr Lansdell

The Council request all consultants to give a presentation to Council on their individual proposals on Monday 11th March 2019 commencing at 10.00 am allowing 90 minutes per consultant.

Carried 8 / 0

Governance, Audit & Community Services

10.2.05 – Exemption to Keep More Than 2 Dogs at 516 Dorakin Rd

Submission To:	Ordinary Council
Location / Address:	516 Dorakin Road Wickepin WA 6370
Name of Applicant:	Robert Auld
File Reference:	LE.LL.1817 / A1170
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 February 2019

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to consider granting an exemption to allow the keeping of three dogs at 516 Dorakin Road Wickepin WA 6370.

Background

Council has received an application from Robert Auld requesting an exemption to keep three (3) dogs at 516 Dorakin Road Wickepin WA 6370. The owner of the property is C&H Murray and Yarramundi Trust of Jago Road Wickepin WA 6370.

In support of this application the following information has been provided by the applicant:

The three dogs currently residing on the property are:

1. Jackson – Border Collie X - DE sexed Male - Licence number L0070
2. Ruby – Kelpie X - DE Sexed Female - Licence Number L0071
3. Rosie - Border Collie X - DE Sexed Female – Licence Number L0075

The reason given for wanting more than two dogs is that they are all working dogs and are required on the property for stock work.

Comments:

All the dogs requested are registered with the Shire of Wickepin. The dogs have sufficient area and the fencing at the rear of the property complies with Councils Policy

There have been no complaints from neighbours regarding the dogs and the dogs are in good condition and the fencing on the property is suitable to contain three dogs and complies with Councils Policy 4.2.1.1

Council has received an adjoining landowner's consultation form as per council's policy 4.2.1 from the adjoining Fraser Murray of Murray Road Tincurrin who leases Woodlands North Toolibin Road WA 6312, who fully supports the application for three dogs at 516 Dorakin Road Wickepin WA 6370.

The Staff recommend supporting the request as all details comply with Council's dog policy:

4.2.1 APPLICATION TO KEEP ADDITIONAL DOGS ON PREMISES IN TOWN SITES AND RURAL RESIDENTIAL PROPERTIES

Statutory Environment:

Dog Act 1976 S26 (3) Limitation as to numbers

(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

- a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;*
- b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and*
- c) May be revoked or varied at any time.*

Shire of Wickepin Local Law 3.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been -*
 - (a) licensed under Part 4 as an approved kennel establishment; or*
 - (b) granted an exemption under section 26(3) of the Act.*
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -*
 - (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or*
 - (b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.*

Policy Implications:

4.2 ANIMAL CONTROL

4.2.1 APPLICATION TO KEEP ADDITIONAL DOGS ON PREMISES IN TOWN SITES AND RURAL RESIDENTIAL PROPERTIES

OBJECTIVE: Control the number of dogs permitted to be kept on a property within the Shire of Wickepin under Section 26 (3) of the Dog Act 1976 (WA).

No more than 2 dogs may be kept on any town property within the Shire of Wickepin without prior Council approval.

Applications for permanent accommodation of additional dogs shall be made to Council and all immediate neighbours are to be notified of the application.

Applications for temporary accommodation of additional dogs shall be approved by the CEO.

Where Council is satisfied in relation to any particular premises that the provisions of the Dog Act 1976 (WA regarding approved kennel establishments need not be applied in the circumstances, Council may approve the keeping of additional dogs on the premises.

Council approval:

- may be made subject to conditions;
- shall not authorise the keeping of more than 6 dogs on any premises; and

- may be revoked or varied at any time.

4.2.2 CRITERIA FOR RESIDENTS OBTAINING PERMISSION TO KEEP 3 OR MORE DOGS IN THE SHIRE OF WICKEPIN

An application on the prescribed form (attached) must be submitted to the Shire of Wickepin offices. Applications may be for temporary approval up to 3 months or for permanent approval.

All dogs must be registered with the Shire of Wickepin.

The dog owner must provide a reason for wanting to have more than 2 dogs on the town property.

The lot size where dogs reside should be minimum 750sqm, although Council may determine that a smaller area may be approved dependant on size, breed, age of dogs and the topography of the property.

The area where the dogs are confined must have sufficient area for the dogs to use, play and have adequate shelter.

The fencing must be of sufficient strength, configuration and height to confine the dogs and not allow dogs to dig under or climb/jump over.

Gates must meet the same criteria as the fencing when secured and should be lockable.

Houses built on stumps are to have sufficient materials attached under the house and secured into the ground so as to prevent dogs from getting through openings or digging under the house.

Applications are to be checked by the Ranger, or Customer Service Officer, and they are to advise the applicant of the application process.

Once the applicant has submitted the prescribed form, the Ranger is to visit the property to ensure it complies with the conditions set out in the application.

Council officers will arrange notification in writing to be served on each occupier of every residence and landowner within a radius of 70 metres of the nominated property of the applicant's intention to seek Council's approval to keep more than 2 dogs on the nominated property. Notification will include the total number and breed of dogs intended to be kept and invite submissions to be made to Council in respect to the application within 21 days of the date of notification.

After the expired period, the Ranger shall prepare a report on the application to including:

- a map showing the applicants property and immediate properties;
- a summary of the written views of neighbours;
- details of any previous complaints in respect to barking, dogs causing a nuisance, wandering and aggressive behaviour, relevant to the dogs in question;
- comments from the dog owner as to their responsibilities in looking after the dogs; and
- condition of the dogs.

As soon as practical the applicant and neighbours who responded shall be advised of Council's decision in the matter. The applicant will be advised that, if proven justified complaints are received, the approval can be cancelled by the CEO. If the application is rejected the applicant shall be given advice on their right of appeal to the decision.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That Council approves an exemption to keep three dogs at 516 Dorakin Road Wickepin WA 6370, subject to the following conditions:

It applies only to the following dogs:

- Jackson – Border Collie X - DE sexed Male - Licence number L0070
- Ruby – Kelpie X - DE Sexed Female - Licence Number L0071
- Rosie - Border Collie X - DE Sexed Female – Licence Number L0075

The dogs are not to cause a nuisance to occupiers of adjoining properties

Voting Requirements:

Simple majority

Council Decision:

Resolution No: 200219-13

Moved Cr Lansdell / Seconded Cr Hinkley

That Council approves an exemption to keep three dogs at 516 Dorakin Road Wickepin WA 6370, subject to the following conditions:

It applies only to the following dogs:

1. Jackson – Border Collie X – DE sexed Male – Licence number L0070
2. Ruby – Kelpie X – DE Sexed Female – Licence Number L0071
3. Rosie – Border Collie X – DE Sexed Female – Licence Number L0075

The dogs are not to cause a nuisance to occupiers of adjoining properties.

Carried 8 / 0

Council

11 President's Report

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

Our Annual Australia Day celebrations were held this year at the Yealering Town Hall precinct, on the shores of the beautiful Lake Yealering and within coo-ee of the Lake Yealering Bowling Club greens. A chilly morning to start but the day was soon warmed by the BBQ's sizzling breakfast for the pleasing crowd of around 100 people of our district.

It was with much pleasure that Cr. Allan and I presented the Citizen of the Year Award to Stefanie Green; Senior Citizen of the Year Award to John Menegola and the Community Group of the Year Award to the She-Shed-He-Shed. Congratulations to all of the award recipients and other nominees as well. Congratulations also to Dr Kelly Pearce, who was the recipient for the Facey Group Progressive Agricultural Award for 2018.

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

The Annual Elector's meeting held on 7 February 2019 was well attended, the Annual Report was received for 2017/18 and many relevant questions regarding our Shire were addressed.

Our special guest speaker, Tanya Dupagne from Camp Kulin, gave a raw and inspiring address of her journey from the streets of Kwinana, around the world and then to Kulin where her innovation and enthusiasm has led her to become the winner of many accolades to mark her successes. Tanya's main encouragement for Wickepin was to:

Have a look at what you already have;
Think Outside the Square;
Take on challenge;
Persevere to ultimately succeed.

Great inspiration, and discussions with question and answer time afterwards showed that enthusiasm had been aroused amongst the attendees.

We await anxiously the result of our funding application to the WSAHA Aged Housing Project that was submitted on 13 December 2018.

Upcoming scheduled meetings in March include the Regional Roads Group in Wickepin and the Central Country Zone meeting.

Council Decision:

Resolution No: 200219-14

Moved Cr Lansdell / Seconded Cr Allan

That Council notes the President's Report dated 20 February 2019.

Carried 8 / 0

Council

12 Chief Executive Officer's Report

SUBMISSION TO:	Ordinary Council
LOCATION / ADDRESS:	Whole Shire
NAME OF APPLICANT:	Mark J Hook Chief Executive Officer
AUTHOR:	Mark J Hook Chief Executive Officer
DISCLOSURE OF ANY INTEREST:	Nil
FILE REFERENCE:	CM.REP.2
DATE OF REPORT:	14 th February 2019

WSAHA

Tammy King Principal Grants Consultant Grants Empire has sent the Business Case supporting the Wheatbelt South Aged Housing Alliance's request for funding towards the Aged Housing Project, together with recent letters of commitment from the Shire's of Wickepin, Kondinin, Cuballing and Corrigin to Pip Kirby at the Wheatbelt Development Commission on the 13th December 2018. Council is still yet to hear anything from the WDC in relation to the requested grant. The CEO has spoken to Pip Kirby on the 12th February and she advised that the WDC had not heard anything regarding the Shire of Wickepin Application.

The CEO attended the meeting on the 6 February 2019 with the Wheatbelt South Aged Housing Alliance, Councillors, the Lifestyle Retirement Committee and CEO Eugenie Stockmann of Co-operation Housing and CEO Jenni Mattila of Matilla Advisory to discuss options regarding a cooperative housing model for the Independent Living units through the WSAHA.

The meeting was not very fruitful and really did not discuss the cooperative housing model fully, the CEO is having ongoing discussions with Eugenie Stockmann of Co-operation Housing to fully outline the cooperative housing model to Council and the WSAHA.

This may still be an option open to the community and the CEO feels it worthwhile to continue discussion with cooperation housing to see how it all works.

Australia Day

Congratulations to all the citizen of the year winners for 2018

Citizen of the Year - Stefie Green

Senior Citizen of the Year – John Menegola

Community Group of the year - She Shed He Shed

Thank you to all the Councillors and staff that attended the event as I believe it was great day.

Wickepin District Sports Club

The Wickepin District Spots club have advised the tenant Karen Avery that she wish to terminate for the house on the Wickepin Golf Club as outlined in the lease agreement.

Karen Avery has met with the CEO to see if she could still rent the house from the Shire of Wickepin. The CEO advised Karen Avery that this would be a decision of Council and she would need to write to Council. The CEO also advised that the rent would be based on a normal market value rent for Wickepin and the house would need to be inspected and works carried out to ensure the property meets all the requirements under the tenancy Act before council would relet the property.

Living Lakes

JAK have commenced earthworks, drainage and all associated works as part of the Living Lakes Project and it is anticipated to be all completed by April 2019. The Work is underway on the Avon Y Control Structure, Excavation has been undertaken, concrete to be poured on Monday 4/02/2019. JAK advised that they will contact landholders in regards to access through their properties to undertake the required works. Aboriginal Heritage monitors are required for the excavation works at the northern edge of the lake as this area is a recognised significant Aboriginal site.

MEETINGS ATTENDED

<u>December</u>	
14 th	Staff Xmas Wind up
18 th	Tony Shaw – Shawmac – Black Spot Gillimanning road onsite inspection
20 th	Kim Smith - LYPA – Lake Yealering fore shore for wedding in April
<u>January</u>	
30 th	Attended John Cowcher President Shire of Williams Funeral
31 st	WNRM – Contractors meeting lake Yealering – Living Lakes project
<u>February</u>	
4 th	Karen Avery regarding golf club house
5 th	LGIS – Business Continuity Planning
6 th	WSAHA meeting presentation by Cooperation Housing
6 th	CCZ WALGA – New Act working group
7 th	Judy Bransby
7 th	Annual Electors Meeting
8 th	Market Creations – Annual meeting regarding website etc.
11 th	Albert Facey Homestead Meeting
12 th	WBNRM and Creative spaces regarding Living Lakes Project and marketing signage plan for Lake Yealering under the Living Lakes Project
13 th	Phone link up Cooperation housing re cooperative housing proposal
15 th	RRG Main Roads
15 th	WNRM – Contractors meeting lake Yealering – Living Lakes project
19 th	LGIS Annual insurance review

Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts	01/12/2018-31/01/2019	CEO, FM
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	Staff Appointments: Casual - Rex Bergen	11.02.19	Shire of Wickepin
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	<ol style="list-style-type: none"> 1. Williamson Family – wedding at Yealering Hall and Lake. 2. Yealering Hall – funeral for Brad Turner. 3. Wickepin Football Club 	<p>30.01.19</p> <p>05.02.19</p> <p>11.02.19</p>	<p>Guests at the wedding.</p> <p>Guests at the after funeral event.</p> <p>Members and associates of Wickepin Football Club.</p>
A13	Hire of Community Halls / Community Centre	CEO			
A14	The Food Act 2008 and the Food Regulations 2009	CEO	Certificate of Registration of a Food Business – The Yealering Pantry	09.01.19	Matthew Pockran. Members of the public.
A15	The Public Health Act 2016	CEO			

Council Decision:

Resolution No: 200219-15

Moved Cr Martin / Seconded Cr Lansdell

That Council notes the Chief Executive Officer's report dated 14 February 2019.

Carried 8 / 0

13. Notice of Motions for the Following Meeting

14. Reports & Information

15. Urgent Business

15.1 Aged Housing Project

The Lifestyle Retirement Committee recommended to Council that it was a matter of priority to arrange a sit down meeting with Minister MacTiernan and the Shire of Wickepin regarding the Aged Housing Project as being progressed by the Wheatbelt South Aged Housing Alliance.

Council Decision: Resolution No: 200219-16

Moved Cr Martin / Seconded Cr Allan

That Hon. Alannah MacTiernan MLC and Hon. Darren West MLC be invited to attend a face to face meeting to discuss the progress of the Aged Housing Project as a matter of priority.

Carried 8 / 0

15.2 Policy Manual Update

Council discussed updating the Policy Manual to include BankWest in the list as an option for Council investments.

3.1.9 Council Investments

OBJECTIVE: Provide clear parameters in relation to Council investments.

Council may invest surplus funds with the following Australian-owned Banks, provided they hold banking corporation licenses under the *Banking Act 1959* as regulated by the Australian Prudential Regulation Authority:

- Australian and New Zealand Banking Group;
- Bendigo Bank Limited;
- Commonwealth Bank of Australia;
- National Bank of Australia; and
- Westpac Banking Corporation.

Council authorises surplus funds to be invested in "Cash Term Deposits". The CEO shall obtain quotes from banks authorised under this policy when investing Council funds in order to obtain the highest possible interest rate.

Council authorises for Council Municipal and Reserve Fund account signatories to invest surplus Council funds with the Western Australian Treasury Corporation under Cash Term Deposits or the Overnight Cash Deposit Facility.

The CEO is to include a monthly investment report to Council in its monthly financial report detailing all surplus funds invested.

Council Decision: Resolution No: 200219-17

Moved Cr Lansdell / Seconded Cr Hyde

Section 3.1.9 of the Shire of Wickepin Policy Manual should be updated to include BankWest as an option for Council investments.

Carried 8 / 0

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.28 pm.