



A Fortunate Place



Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

15 MARCH 2017



Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 15 March 2017 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Natalie A Manton
Acting Chief Executive Officer

10 March 2017

Time Table

1.30pm	Lunch
2.00pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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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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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 15 March 2017**

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

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

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

7. Receival of Minutes

7.1 Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lara Marchei, Executive Support Officer
File Reference:	
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 March 2017

Enclosure / Attachment:

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 13 February 2017.

Background:

The Albert Facey Homestead Committee Meeting was held on Monday 13 February 2017.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of the Albert Facey Homestead Committee Meeting held on Monday 13 February be received.

Voting Requirements: Simple majority.

**Minutes of an Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin – Monday
13 February commencing @ 9.10am.**

The Chairperson declared the meeting open at 9.10am.

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

Dave Astbury	Chairperson
Linley Rose	
Helen Warrilow	
Charlotte Astbury	
Cr Grayden Lang	
Mr Mark Hook	Chief Executive Officer

Apologies

Lucy Satori
Margaret Fleay
Libby Heffernan

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 – Albert Facey Homestead – 14 November 2016

Moved Helen Warrilow / Seconded Cr Grayden Lang

That the minutes of the Albert Facey Homestead Committee held on 14 November 2016 be confirmed as a true and correct record.

Carried

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
Format and print booklets.	ESO		○	ESO to format and produce booklet provided by Charlotte Astbury.

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

○ = in progress ✓ = completed ✕ =superseded

8. Financials

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Governance, Audit and Community Services

10.1 – Albert Facey Homestead Municipal Funds and New Reserve Account

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:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 th February 2017

Enclosure / Attachment: Nil

Background:

The following resolutions were passed at the Albert Facey Homestead Committee Meeting held on the 10 November 2015:

Moved Linley Rose / Seconded Libby Heffernan

That the Albert Facey Homestead committee ANZ bank account be closed and funds be moved to a new trust account within the Shire of Wickepin.

Carried 4/0

Moved Dave Astbury / Seconded Linley Rose

That the Shire of Wickepin takes over the Albert Facey Homestead committee management.

Carried 4/0

Currently the Trust account has a balance of \$9,269.19 which includes the original initial deposit from the Albert Facey Homestead accounts and the operating and income expenses for the 2016/2017 financial year to date.

Comment:

The running of a trust account is for the holding of funds on behalf of community groups that don't wish to have their own accounting or banking systems. As the Albert Facey homestead Committee is a committee of Council the funds should not be in a trust account. To ensure Council is complying with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* the Albert Facey Homestead Committee Expenses and Income must be operated through the Shire of Wickepin Municipal Fund.

This will allow for better budgeting as the CEO will prepare a budget for the Albert Facey Homestead through the normal budgeting processes and will be part of the normal Shire of Wickepin financial processes.

Below is the current 2016/2017 adopted budget for the Albert Facey Homestead committee as shown in the 2016/2017 Shire of Wickepin adopted budget.

	EXPENDITURE		Actual	2015/2016	Budget	2016/2017
6782	Albert Facey Homestead		1,394		7,692	
LAF1	Albert Facey Homestead		1,394			
	Labour	01			150	
	Overheads	98			102	
	Contracts / Consultants	21			3,550	
	Insurance	06			390	
	General Running Expenses	05			3,000	
	Materials	05		1,394	500	7,692

	INCOME		Actual	2015/2016	Budget	2016/2017
6883	Reimbursements		-			
	Albert Facey Homestead Admission Fees	52			(1,200)	
	Albert Facey Homestead Committee	47				
				-		(1,200)

The current Municipal Fund Budget allocations are not currently being utilised as the 10 November 2015 resolutions states that a separate trust account would be set up to allow for the Shire of Wickepin to administer the funds of the Albert Facey Homestead Committee so all transactions are currently being run through the Trust Account.

As the Albert Facey Homestead Committee is actually a committee of Council all funds should be put through the Shire of Wickepin Municipal Fund as outlined in the *Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996*.

The amount currently in the Trust Fund T744 Albert Facey Homestead Committee should be transferred to a newly Albert Facey Homestead Reserve Fund with the following operating statement:

Albert Facey Homestead - To be used for the future maintenance and refurbishment requirements for the Albert Facey Homestead.

Statutory Environment:

Local Government Act 1995

6.11. Reserve accounts

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

*** Absolute majority required.**

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

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

Reserve accounts

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

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

Regulation 38

Reserve account information

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

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

Financial Implications: Nil
Policy Implications: No Policy

Summary:

The Albert Facey Homestead Committee is being requested to run all the financial transactions for the Albert Facey Homestead Committee through the Shire of Wickepin Municipal Fund in line with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and request the Shire of Wickepin to set up a reserve account for the refurbishment and future maintenance of the Albert Facey Homestead.

With all the current funds being held in the Albert Facey Homestead Committee trust account being transferred into the newly set up Albert Facey Homestead reserve account.

Recommendation:

1. That all the financial transactions for the Albert Facey Homestead Committee be put through the Shire of Wickepin Municipal Fund immediately as per the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*
2. That the Albert Facey Homestead Committee request Council to set up the following reserve account
Albert Facey Homestead - To be used for the refurbishment and future maintenance requirements of the Albert Facey Homestead.
3. That the amount of \$9,269.19 be transferred from T744 Albert Facey Homestead Committee Trust Account to the new Albert Facey Homestead Reserve account.

Voting Requirements: Absolute majority

Moved Linley Rose / Seconded Charlotte Astbury

1. That all the financial transactions for the Albert Facey Homestead Committee be put through the Shire of Wickepin Municipal Fund immediately as per the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*
2. That the Albert Facey Homestead Committee request Council to set up the following reserve account
Albert Facey Homestead - To be used for the refurbishment and future maintenance requirements of the Albert Facey Homestead.
3. That the amount of \$9,269.19 be transferred from T744 Albert Facey Homestead Committee Trust Account to the new Albert Facey Homestead Reserve account.

Carried by Absolute Majority

12. Notice of Motions for the Following Meeting

13. Reports & Information

13.1 Other matters raised by members

13.1.1 Charlotte Astbury

Charlotte provided to the meeting a draft copy of the Albert Facey Homestead visitor information booklet to be formatted and published by the ESO.

13.1.2 Helen Warrilow

Helen suggested a 'think tank' to improve visitor numbers to the homestead and to entice more volunteers to the homestead roster.

13.1.3 Linley Rose

- Linley advised that the Dryandra Country Art, Food and Wine Trail is on again the 13th & 14th May 2017. Lee Parker has commenced planning for Wickepin's involvement over the weekend.
- Linley suggested installing a timer light inside the homestead to avoid lights being left on.

13.1.4 Country Music Weekend

The CEO advised that the Dave Higgins Country Music Weekend has been booked 9 – 11 June 2017 at the Town Hall and they will be accommodated at the Community Centre.

14. Urgent Business

15. Closure

The next Albert Facey Homestead Committee Meeting will be held on Monday 1 May 2017 at 9.00am.

There being no further business the Chairperson declared the meeting closed at 9.40am.

Actions Requested from meeting

Subject/Action	Officer
Format and Print Booklets	ESO
Installation of timer light inside homestead	CEO

7.2 Governance, Audit & Community Services Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lara Marchei, Executive Support Officer
File Reference:	
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 March 2017

Enclosure / Attachment:

Minutes of the Governance, Audit & Community Services Committee Meeting held on Wednesday 15 February 2017.

Background:

The Governance, Audit & Community Services Committee Meeting was held on Wednesday 15 February 2017.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of the Governance, Audit & Community Services Committee Meeting held on Wednesday 15 February 2017 be received.

Voting Requirements: Simple majority.

**Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers,
Wickepin – Wednesday 15 February 2017**

The Chairperson declared the meeting open at 12.40pm.

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

Cr J Russell	President - Member
Cr W Astbury	Deputy President - Chairperson
Cr A Lansdell	Member
Cr F Allan	Member
Cr G Lang	Member
Cr S Martin	Member
Cr R Easton	Member

Mr Mark J Hook	Chief Executive Officer
Ms Lara J Marchei	Executive Support Officer (Minute Taker)

Apologies

Cr G Hinkley	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 – 16 November 2016

Moved Cr Allan / Seconded Cr Lansdell

That the minutes of the Governance, Audit and Community Services Committee held on 16 November 2016 be confirmed as a true and correct record.

Carried 7/0

7. Status Report

Subject/Action	Date	Officer	Progress	Status	Comment
That the CEO amend Policy 3.1.6 Financial Assistance to Sporting and Community Groups with the discussed changes and bring to the next Governance, Audit and Community Services committee meeting.	21/09/16	CEO, DCEO, CDO, ESO	Amendments still being undertaken by staff.	✓	Presented in current agenda.

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

Governance, Audit & Community Services

9.1 – Policy Review – 3.1.6 Financial Assistance to Sporting and Community Groups

Submission To:	Governance, Audit & Community Services Committee
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 November 2016

Enclosure / Attachment: Financial Assistance to Sporting and Community Groups Policy

Background:

It has been recognised that the policy *3.1.6 Financial Assistance to Sporting and Community Groups* needs reviewing, for clarity on the matter.

Comment:

The objective of the Financial Assistance to Sporting and Community Groups policy is to provide clear guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.

Policy 3.1.6 *Financial Assistance to Sporting and Community Groups* was reviewed by the Governance, Audit and Community Services committee at the September 2016 meeting, and it was requested that the changes be made and it be brought back to the next Governance meeting.

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

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the amended Policy 3.1.6 Financial Assistance to Sporting and Community Groups.

Recommendation:

That the amended Policy 3.1.6 Financial Assistance to Sporting and Community Groups be adopted by Council.

Voting Requirements: Simple Majority

Moved Cr Martin / Seconded Cr Russell

That the amended Policy 3.1.6 Financial Assistance to Sporting and Community Groups be adopted by Council with the following amendment:

Change wording from 'council will fund the following' to 'council may fund the following'.

Carried 7/0

Governance, Audit & Community Services

9.2 – Policy Manual – Council ICT Use Policy

Submission To:	Governance, Audit & Community Services Committee
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 November 2016

Enclosure / Attachment: Council ICT Use Policy

Background:

It has been recognised that a Council ICT Use Policy is required now that councillors have their own iPads with individual council email addresses and the majority are using social media.

Comment:

The objective of the Council ICT Use Policy is to provide clear parameters in relation to the use of electronic email and social media usage within the Shire of Wickepin.

1.1 SOCIAL MEDIA

Objective: Ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Wickepin.

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Wickepin who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Wickepin.

Social Media means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube, and Foursquare.

1.1.1 Social Media Use for Shire of Wickepin Purposes

The Shire of Wickepin may direct specified employees to use social media for Shire of Wickepin purposes.

Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for Shire of Wickepin purposes.

If a person is provided with express permission by the Chief Executive Officer to use social media s/he must provide information that is truthful, accurate and in the interests of the Shire of Wickepin. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

- *Use spell check and proof read each post;*
- *Understand the context before entering any conversation;*
- *Know the facts and verify the sources;*
- *Be respectful of all individuals and communities with which the person interacts with online;*
- *Be polite and respectful of other opinions;*
- *Seek to conform to the cultural and behavioural norms of the social media platform being used;*
- *If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and*

- *Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.*

A person required to use social media who has been trained and given express permission by the Chief Executive Officer should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

1.1.2 Records Personal/Private Use of the Shire of Wickepin's Corporate Sites

An employee cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.

A person of the Shire of Wickepin is able to share links that the Shire of Wickepin has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

1.1.3 Personal/Private Use of Non-Shire Of Wickepin Sites

Employees at the Shire of Wickepin are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Wickepin and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

1.1.4 Consequences of Breaching This Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Wickepin, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.1.5 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.

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

Policy Implications: *As above*

Financial Implications: *Nil*

Strategic Implications: *Nil*

Summary:

Council is being requested to adopt the Council ICT Use Policy.

Recommendation:

That the amended Council ICT Use Policy be adopted by Council:

1.2 SOCIAL MEDIA

Objective: Ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Wickepin.

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Wickepin who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Wickepin.

Social Media means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube, and Foursquare.

1.2.1 Social Media Use for Shire of Wickepin Purposes

The Shire of Wickepin may direct specified employees to use social media for Shire of Wickepin purposes.

Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for Shire of Wickepin purposes.

If a person is provided with express permission by the Chief Executive Officer to use social media s/he must provide information that is truthful, accurate and in the interests of the Shire of Wickepin. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

- *Use spell check and proof read each post;*
- *Understand the context before entering any conversation;*
- *Know the facts and verify the sources;*
- *Be respectful of all individuals and communities with which the person interacts with online;*
- *Be polite and respectful of other opinions;*
- *Seek to conform to the cultural and behavioural norms of the social media platform being used;*
- *If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and*
- *Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.*

A person required to use social media who has been trained and given express permission by the Chief Executive Officer should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

1.2.2 Records Personal/Private Use of the Shire of Wickepin's Corporate Sites

An employee cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.

A person of the Shire of Wickepin is able to share links that the Shire of Wickepin has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

1.2.3 Personal/Private Use of Non-Shire Of Wickepin Sites

Employees at the Shire of Wickepin are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Wickepin and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

1.2.4 Consequences of Breaching This Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Wickepin, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.2.5 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.

Voting Requirements: Simple Majority

Moved Cr Martin / Seconded Cr Lang

That the amended Staff ICT Use Policy be adopted by Council:

1.3 SOCIAL MEDIA

Objective: Ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Wickepin.

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Wickepin who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Wickepin.

Social Media means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube, and Foursquare.

1.3.1 Social Media Use for Shire of Wickepin Purposes

The Shire of Wickepin may direct specified employees to use social media for Shire of Wickepin purposes.

Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for Shire of Wickepin purposes.

If a person is provided with express permission by the Chief Executive Officer to use social media s/he must provide information that is truthful, accurate and in the interests of the Shire of Wickepin. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

- *Use spell check and proof read each post;*
- *Understand the context before entering any conversation;*
- *Know the facts and verify the sources;*
- *Be respectful of all individuals and communities with which the person interacts with online;*
- *Be polite and respectful of other opinions;*
- *Seek to conform to the cultural and behavioural norms of the social media platform being used;*

- *If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and*
- *Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.*

A person required to use social media who has been trained and given express permission by the Chief Executive Officer should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

1.3.2 Records Personal/Private Use of the Shire of Wickepin's Corporate Sites

An employee cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.

A person of the Shire of Wickepin is able to share links that the Shire of Wickepin has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

1.3.3 Personal/Private Use of Non-Shire Of Wickepin Sites

Employees at the Shire of Wickepin are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Wickepin and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

1.3.4 Consequences of Breaching This Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Wickepin, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.3.5 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.

Carried 7/0

Note: CEO to bring back a similar policy for councillors.

Governance, Audit & Community Services

9.3 – Policy Manual – Recovery of Debts, Rates and Service Charges Policy

Submission To:	Governance, Audit & Community Services Committee
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 February 2017

Enclosure / Attachment: Recovery of Debts, Rates and Service Charges Policy attached

Background:

It has been recognised that Policy 3.1.1 Rates Recovery and Instalment Payments Policy needs to be updated and expanded.

Comment:

The objective of the new Recovery of Debts, Rates and Service Charges Policy is to provide guidelines and to prescribe the process for the collection of outstanding debts, recovery of rates and service charges and the charging of interest in relation to those debts.

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

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the Recovery of Debts, Rates and Service Charges Policy.

Recommendation:

That the Recovery of Debts, Rates and Service Charges Policy be adopted by Council.

Voting Requirements: Simple Majority

Moved Cr Lang / Seconded Cr Easton

That the Recovery of Debts, Rates and Service Charges Policy be adopted by Council.

Carried 7/0

Governance, Audit & Community Services

9.4 – Policy Manual Review 2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	24 November 2016

Enclosure / Attachment: Nil

Background:

The Shire of Wickepin Policy manual has been recently reviewed by staff and several areas of the manual were discovered to require changes. Changes include correction of typographical errors, updates to name changes and improvements for readability and understanding. Some policies have been removed in the Working Draft Shire of Wickepin Policy Manual as they were considered out dated or were covered under various sections of State Legislation.

Comment:

The CEO has undertaken a full review of the Policy Manual and no changes are required at this stage as it has been thoroughly reviewed throughout 2016.

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

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the Shire of Wickepin's Policy Manual 2017.

Recommendation:

That the Policy Manual Review 2017 report be received.

Voting Requirements: Absolute Majority

Martin/Lansdell

Moved Cr Martin / Seconded Cr Lansdell

That the Policy Manual Review 2017 report be received.

Carried 7/0

Governance, Audit & Community Services

9.5 – Annual Compliance Audit Return 2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.AUD.1200
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 February 2017

Enclosure / Attachment: Annual Compliance Audit Return 2017 under separate cover.

Background:

It is a statutory requirement for local councils to prepare and present the above report to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2017.

Comment:

There were no issues of “non” compliance in the return.

Statutory Environment: Section 7.13(1) of Local Government Act.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

Objective 5 - To provide efficient, effective and accountable governance

Summary: Nil

Recommendation:

That the Governance, Audit and Community Services Committee adopts the Annual Compliance Audit Return for the year 1 January 2016 to 31 December 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by the due date 31 March 2017.

Moved Cr Martin / Seconded Cr Russell

That the Governance, Audit and Community Services Committee adopts the Annual Compliance Audit Return for the year 1 January 2016 to 31 December 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by the due date 31 March 2017.

Carried 7/0

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 1.08pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 21 June 2016.

Actions Requested from meeting

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

7.3 Annual Elector's Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lara Marchei, Executive Support Officer
File Reference:	
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 March 2017

Enclosure / Attachment:

Minutes of the Annual Elector's Meeting held on Wednesday 15 February 2017.

Background:

The Annual Elector's Meeting was held on Wednesday 15 February 2017.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of the Annual Elector's Meeting held on Wednesday 15 February 2017 be received.

Voting Requirements: Simple majority.

**Minutes of an Annual Electors Meeting – Annual Farmers Forum held in the Wickepin Community Centre,
Wickepin Wednesday 15 February 2017 commencing at 6:30pm**

1. Attendance

Shire President	Cr JA Russell
Deputy Shire President	Cr WA Astbury
Councillor	Cr FA Allan
Councillor	Cr RE Easton
Councillor	SJ Martin
Councillor	MG Lang
Councillor	AG Lansdell

Chief Executive Officer	Mr MJ Hook
Deputy CEO	Mrs NA Manton
Manager of Works	Mr P Vlahov
Executive Support Officer	Ms LJ Marchei
	Ms AL Bullock

Electors	Kevin Coxon
	Ted Astbury
	Murray Lang
	Dave Astbury
	Syd Martin
	Tony Smith

Apologies

Councillor	Cr GCL Hinkley
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2. Opening

The Shire President Cr J Russell declared the meeting open at 6.30pm.

3. Confirmation of Minutes - Annual Electors Meeting 16 March 2016

Moved Cr Astbury / Seconded Cr Lang

That the minutes of the Annual Electors Meeting held on Wednesday 16 March 2016 be confirmed as a true and correct record.

Carried

4. Annual Report 2015/2016

4.1 Acceptance of Annual Report 2015/2016

Moved Dave Astbury / Seconded Tony Smith

That the 2015/2016 Shire of Wickepin Annual Report as presented be accepted.

Carried

The Shire President Cr Julie Russell gave a brief outline of the 2015/2016 Annual Report and thanked the Manager of Works, CEO, DCEO and all the Shire of Wickepin Staff for their work over the last year.

The Shire President Cr Julie Russell congratulated the Lake Yealering Living Lakes team and complimented Ian and Sara Hill on all the hard work they have given to the Lake Yealering Living Lakes project.

The Shire President Cr Julie Russell congratulated the overall winners of the Facey Group Progressive Agricultural Award for 2016, being Stretton Farms - Craig & Karen Jespersen, Yealering, and also congratulations to the other nominees for the award being Scott Young and Ricky & Maree Dougall.

The Shire President Cr Julie Russell congratulated and thanked all of the volunteers in the Shire of Wickepin over the past twelve months. The Bushfire Management and Response teams along with the St John Ambulance team are absolutely vital to the safety and wellbeing of our shire and community. With regards to the Bushfire teams, we have dedicated Bushfire Control Officers in the areas of Harrismith, Townsendale, Yealering-86 Gate, Tincurrin-Toolibin and Wickepin who regularly monitor the weather conditions and guide the communities as to the safety of activities that can be carried out through periods of severe weather events. In addition to this, they attend and oversee bushfire (and other fire) events and join with other members of our volunteer bushfire brigades in responding to, and extinguishing, fires that may have started by various means. With regards to our St John Ambulance teams, we have dedicated ambulance officers and drivers in the areas of Tincurrin-Harrismith, Yealering and Wickepin who attend to various emergencies or patient care as required from time to time. In the event of any emergency situation these volunteers respond immediately the call is taken, without fear or favour, and at all times to the best of their abilities. In these situations I must extend "thank you" to the families and workers who "carry on with the job" whilst the emergency is being attended to. In times of extreme emergencies both the Bushfire Officers and St John Ambulance Officers work hand in hand with DFES, Police and Health Authorities, and for that we thank you for your professionalism, skill and knowledge at being able to cope with these situations.

4.2 Business Arising

5. General Business

5.1 Ted Astbury

1. Tank installed at Harrismith standpipe with or without standpipe for firefighting appliances, with various camlock fittings to be attached to tank.

CEO has advised Council will look into this matter.

2. Gravel sheeting on Line Rd 1.5km and 70m on Harrismith North Rd, south of David and Judith Quartermaine's house.

MWS advised Mr Astbury that the Line Road gravel section is ok and does not require any further gravel sheeting. Harrismith North Road will be put into the 2017/2018 gravel sheeting program. Mr Astbury congratulated the Shire for their work in having a mobile phone tower installed in Tincurrin under round 2 of the Federal Mobile Black Spot Program.

6. Closure

There being no further business the Shire President Cr Julie Russell declared the meeting closed at 6.46pm.

7.4 Townscape & Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lara Marchei, Executive Support Officer
File Reference:	
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 March 2017

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee meeting held on Wednesday 8 March 2017.

Background:

The Townscape & Cultural Planning Committee meeting held on Wednesday 8 March 2017

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of the Townscape & Cultural Planning Committee meeting held on Wednesday 8 March 2017 be received.

Voting Requirements: Simple majority.

**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers, Wickepin -
Wednesday 8 March 2017**

The Chairperson declared the meeting open at 9.40am.

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

Murray Lang	Chairperson
Margaret Fleay	Member
Sue Astbury	Member
Jodi Thompson	Member

Lee Parker	Community Development Officer (committee and staff member)
Lara Marchei	Executive Support Officer

Apologies

Mark Hook	Chief Executive Officer
Cr Fran Allan	Member
Jean Chalmers	Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

12. Confirmation of Minutes – Townscape & Cultural Planning – 9 November 2016

Moved Sue Astbury / Seconded Lee Parker

That the minutes of the Townscape and Cultural Planning Committee held on 9 November 2016 be confirmed as a true and correct record.

Carried 5/0

13. 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	Progress	Status	Comment
Install 48 hour sign posts for Recreational Vehicle Camp Site in Wogolin Road Wickepin by the 24 hour Fuel Depot and at the side and rear of Aussie Fulford's tractor museum.	14/09/2016	MWS		○	Signs have been ordered and ready to install.

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

Townscape and Cultural Planning

9.1 – Community Development Officer’s Report

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

Enclosure / Attachment: Nil

Arts and Cultural	<p>Sculpture Workshops</p> <ul style="list-style-type: none"> • Acquittal completed <p>Dryandra Country Art Food and Wine Trail</p> <ul style="list-style-type: none"> • Correspondence and Narrogin meeting with Dryandra Committee • Communication with stall holders for 2017 • Advert for Trail guide submitted • Trail guide information collated and submitted • Press release to the The West Australian <p>CampFire Country Weekend</p> <ul style="list-style-type: none"> • Correspondence and meeting re weekend 9 & 10 June at Wickepin Town Hall <p>Other</p> <ul style="list-style-type: none"> • Support to She Shed/He Shed
Community Development	<p>Wickepin Cemetery</p> <ul style="list-style-type: none"> • Correspondence with Everlon re ordered extension to Granite Niche Wall • Delivery expected late March <p>Anzac Day</p> <ul style="list-style-type: none"> • Correspondence with John Duckworth, Vietnam Veteran, with regards speaking • Meetings with ESO re planning for the day • Communication with community members and schools re planning <p>Townscape</p> <ul style="list-style-type: none"> • Research into mapping needs for Shire map • Forum session held 16 February 2017. Outcomes to be discussed at next meeting on 8 March 2017. <p>Other</p> <ul style="list-style-type: none"> • Support to CRC for Movie Night • Provided notes for Facebook page • Follow up grant opportunities for Shire of Wickepin projects. • Informed community members on grant opportunities and events. • Updated and posted community grant applications for 2017/18. Applications close 28 April 2017.
Economic Development	<p>Facey Carriage Drive</p> <ul style="list-style-type: none"> • Correspondence re drive in 2017 <p>Yealering Foreshore</p> <ul style="list-style-type: none"> • Correspondence with Grab Creative with regards Concept Plan
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> • Social media promotion • Advertisement for the Shire of Wickepin in The West Australian Travel Guide
Special Needs	Johnston Park

Groups including Youth, Disabled and Older People.	<ul style="list-style-type: none"> • Communication re approved grant application for creating the Health Community Precinct at Johnston Park • Discussion with regards development of Johnston Park
Sport and Recreation	<p>Walk Trails</p> <ul style="list-style-type: none"> • Proof read and responded to queries with regards the signage for Yealering Walk Trail, Harrismith Walk Trail and in-ground plaques for Wickepin • Communication with tpg and Jason Signs re manufacture of signs • Site meeting with Great Southern Paving re installation of hotmix along Wickepin Heritage Trail • Site meetings with shire works crew re upcoming work on Heritage Trail in Wickepin. Installation pending. • Signage for Wickepin, Harrismith and Yealering has been delivered and expected to be erected within the fortnight. <p>Kidsport</p> <ul style="list-style-type: none"> • Communication with Kidsport • Assisted individuals and provided support to clubs • Kidsport invoices processed
Governance Other	<ul style="list-style-type: none"> • Staff support as needed • Responded to queries from CDO Network

Projects Currently On CDO Desk

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

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

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

(1) To Develop and Maintain Quality Services and Infrastructure:

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

(2) To Ensure the Protection and Improvement of the Environment:

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

(3) To Promote the Development of a Viable and Diversified Local Economy:

A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

(4) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:

A healthy, strong and connected community that is actively engaged and involved.

(5) To Provide Efficient, Effective and Accountable Governance:

Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.

(6) To Promote the Shire as a Focal Point in the Development of the Greater Region:

A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

Recommendation:

That the Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 7 March 2017.

Voting Requirements: Simple majority.

Moved Sue Astbury / Seconded Jodi Thompson

That the Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 7 March 2017.

Carried 5/0

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

11.1 Other matters raised by members

11.1.1 Sue Astbury

Sue Astbury advised the following:

- Include bushland behind Tincurrin Hall on future maps plotting wildflowers along with bush near Wedin Siding dam.
- Concerns over the spraying of the wildflowers along one side of the Harrismith airstrip. Sue suggested shire install sign suggesting proper use of airstrip which does not include dumping of chemical.
- The Harrismith cemetery upgrade is progressing and gave an update. Lee advised the CEO has requested a concept plan quote for stage 2 of the Harrismith Cemetery redevelopment.

11.1.2 Murray Lang

Murray advised the following:

- Community concerns regarding excessive airconditioning units located at the property of 6 Joyner Street, Wickepin. This is becoming an eyesore along the Heritage Walk Trail. CDO advised that the dumping was within the boundaries of the property.
- For the shire to raise public awareness of its projects and activities in the Watershed separate to the shire notes. A discussion ensued regarding converting the Watershed to electronic format to make it more accessible, user friendly and to create a greater impact.

12. Urgent Business**13. Closure**

The next Townscape & Cultural Planning forum session will be held on Thursday 27 April 2017 at the Harrismith Hall commencing at 9.30am. The next Townscape & Cultural Planning Committee meeting will be held on Wednesday 7 June 2017 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 11.00am.

8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
767-210916-19	Townscape and Cultural Planning Committee Meeting Recommendations	CEO	That a sign post be installed for a Recreational Vehicle Camp Site in Wogolin Road Wickepin by the 24 hour Fuel Depot and at the side and rear of Aussie Fulford's tractor museum.	○	CEO sent memo to MWS. Signs have been ordered.
784-211216-05	Wickepin Sheep Sale Yards – Hand Rail Quotes	CEO	1. That no quotes be accepted. 2. That the CEO draft a design and specifications for the handrails at the Wickepin Saleyards and re-quote.	○	Letters sent to company's advising of Council decision 22/12/2016. Dan Turner has been asked to draft a design and specifications.
794-211216-18	Bush Fire Prone areas BAL Assessment Lot 27, Curlew Way	CEO	1. That Council request the Office of Bushfire Risk Management to remove the area marked in pink (Wickepin Golf Course) on the map (shown in the Council Minutes December 2016) from the designated bushfire prone areas in the Wickepin Townsite. 2. That the CEO review the Office of Bush Fire Risk Management Bush Fire prone map areas across the whole of the Shire of Wickepin.	○	Letter sent 22/12/2016. Review of Bush Fire prone mapping to be undertaken.
796-150217-08	Local Government Nominations Development Assessment Panels	CEO	That Council nominate the following Councillors to the Wheatbelt Joint Development Assessment Panel for the Shire of Wickepin for a three-year term, expiring on 26 April 2020. Cr Allan Lansdell (Member) Cr Gerri Hinkley (Member) Cr Julie Russell (Alternate Member) Cr Wes Astbury (Alternate Member)	○	
797-150217-09	Chief Executive Officer Annual Leave	CEO	That Council allow the Chief Executive Officer to take Leave from 3 March 2017 to 10 March 2017.	✓	
798-150217-10	Property Seizure and Sale	DCEO	That the Shire of Wickepin approve the issuing of a Property Seizure and Sale Order – Sale of Land against the owner of A6264 and register the Property Seizure and Sale Order on the title of the land.		

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

○ = in progress ✓ = completed ✕ =superseded

9. **Notice of Motions of Which Notice Has Been Given**

10. **Receipt of Reports & Consideration of Recommendations**

Technical Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	8 March 2017

Enclosure / Attachment: Nil

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

Comment: Not applicable.

Programmed Construction Works

- Wickepin Pingelly Road construction has been completed. A 7mm final seal has been applied.
- Lomos Road reconstruction has been completed.
- Yealering South East Road reconstruction has been completed.
- Richter Street reseal has been completed.
- Central Avenue reseal has been completed.
- Rintel Street reseal has been completed.
- Wickepin Harrismith Road widening has been completed.
- Asphalt the intersection of Toolibin North Road and Wickepin Harrismith Road has been completed.
- Concrete pad at Yealering Caravan Park has been completed.
- Construct red asphalt footpath in Collins Street has been completed.
- Construct new asphalt walk trails in Wickepin has been completed.
- Pressure clean all floor tile surfaces at the Wickepin Community Centre has been completed.
- Works have commenced on the reconstruction of a section of the Wickepin Corrigin Road as per the works program.
- Some delays and added costs have been incurred as a result of recent heavy rain and flooding.

Plant Replacement

- The new side tipping dog trailer was delivered during January. .
- The new six wheel dual tipping truck is due to be delivered on Tuesday 14th March.

Maintenance Works

- Flood damage and fallen trees
- Tree pruning
- Call outs to remove fallen trees
- Culvert works.
- Bitumen patching
- Various ongoing maintenance.
- Refuse site maintenance
- Ongoing grading.
- Repair concrete footpath at Yealering Post Office.
- Assess and cost flood damage and submit claims to WANDRA.

Occupational Health and Safety

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

Workshop

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

Parks and Gardens

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

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That Council notes the report from the Manager of Works and Services dated 8 March 2017.

Voting Requirements: Simple majority

Governance, Audit and Community Services

10.2.01 – Financial Report

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

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements tabled for the periods ending 28 February 2017 as presented be received.

Voting Requirements: Simple majority

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 28 February 2017

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

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Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 28 February 2017 of \$1,147,698.

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

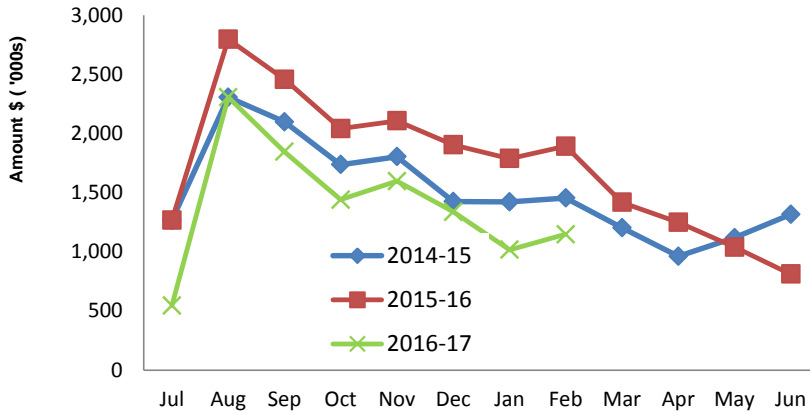
Preparation

Prepared by: Natalie Manton Deputy CEO

Reviewed by: Mark Hook CEO

Date prepared: 8-Mar-17

Liquidity Over the Year (Refer Note 3)



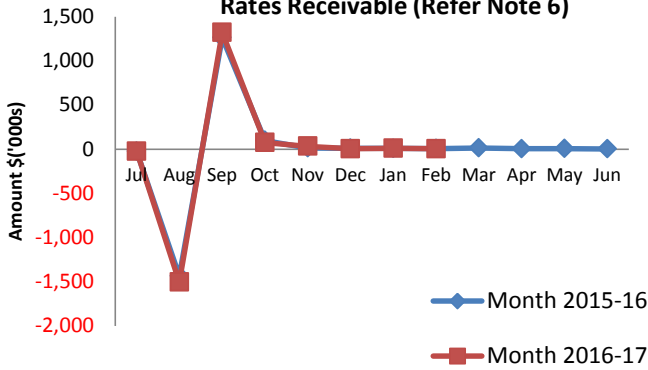
Cash and Cash Equivalents
as at period end

Unrestricted	\$	1,112,450
Restricted	\$	1,274,112
	\$	<u>2,386,562</u>

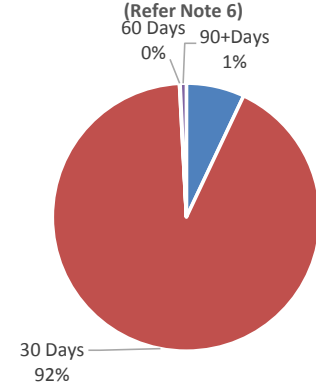
Receivables

Rates	\$	67,195
Other	\$	117,555
	\$	<u>184,750</u>

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates)



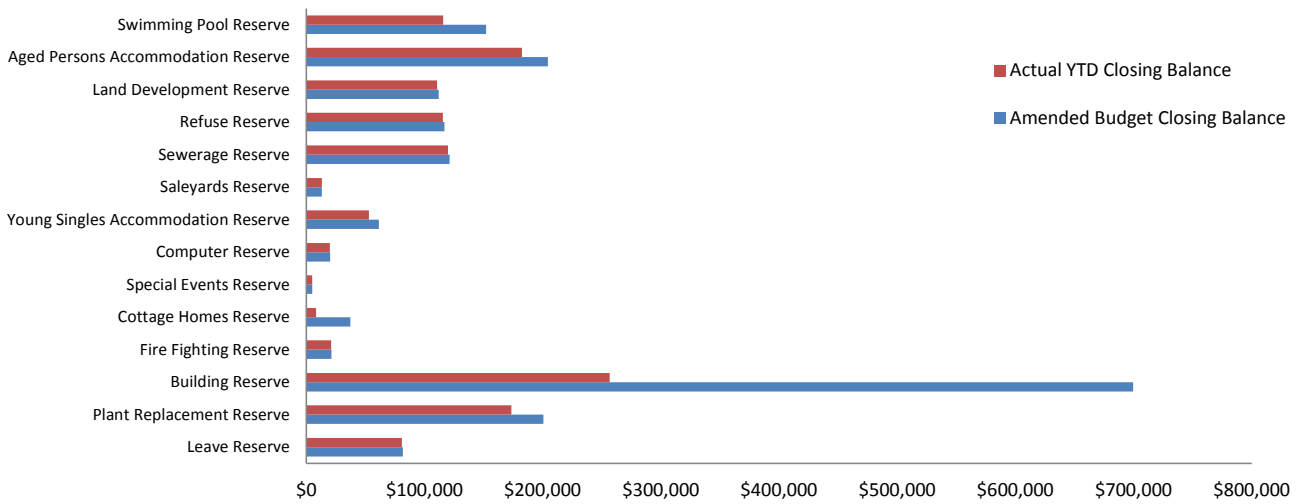
Comments

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

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

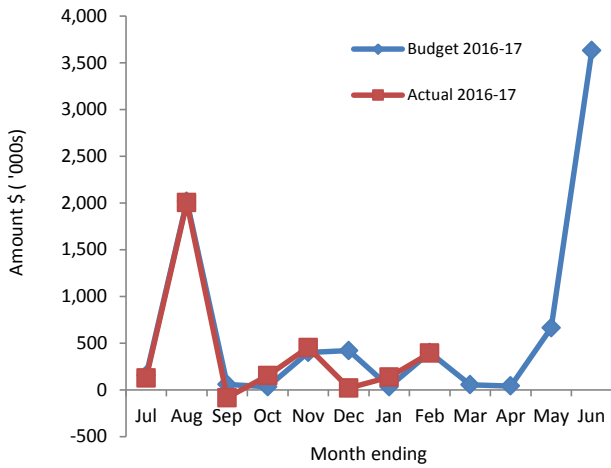
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Monthly Summary Information

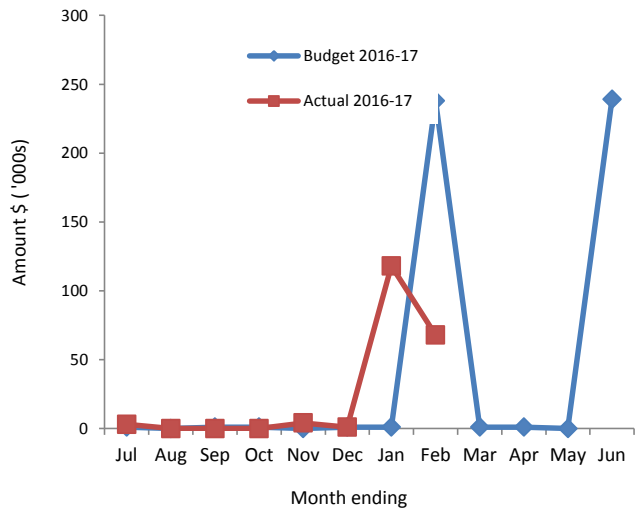
For the Period Ended 28 February 2017

Revenues

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

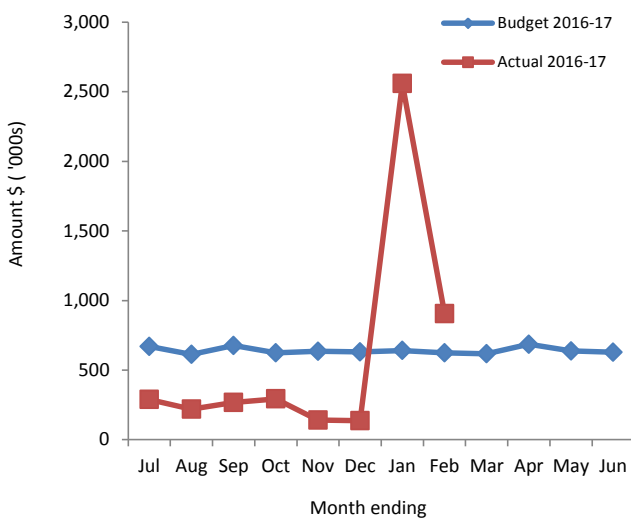


Budget Capital Revenue -v- Actual (Refer Note 2)

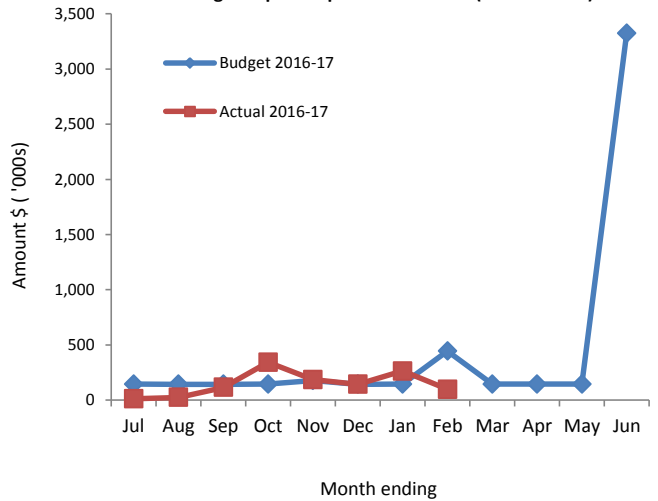


Expenditure

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



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



Comments

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2017

15 March 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		26,296	16,776	24,757	7,981	47.57%	▲
General Purpose Funding - Rates	9	1,326,356	1,326,060	1,328,394	2,334	0.18%	
General Purpose Funding - Other		1,530,046	1,142,323	1,124,356	(17,967)	(1.57%)	
Law, Order and Public Safety		436,835	54,601	57,437	2,836	5.19%	
Health		400	264	236	(28)	(10.61%)	
Education and Welfare		250	160	160	(0)	(0.28%)	
Housing		3,289,300	42,504	43,078	574	1.35%	
Community Amenities		168,058	155,142	155,511	369	0.24%	
Recreation and Culture		86,782	50,811	84,118	33,307	65.55%	▲
Transport		970,800	680,445	325,874	(354,571)	(52.11%)	▼
Economic Services		43,095	28,696	32,807	4,111	14.32%	
Other Property and Services		35,800	23,856	27,062	3,206	13.44%	
Total Operating Revenue		7,914,018	3,521,638	3,203,789	(317,849)		
Operating Expense							
Governance		(468,496)	(319,429)	(308,802)	10,627	3.33%	
General Purpose Funding		(74,606)	(45,704)	(44,445)	1,259	2.76%	
Law, Order and Public Safety		(207,136)	(147,560)	(116,860)	30,700	20.81%	▲
Health		(32,911)	(21,904)	(17,107)	4,797	21.90%	▲
Education and Welfare		(10,956)	(7,256)	(3,140)	4,116	56.73%	▲
Housing		(248,092)	(165,168)	(137,786)	27,382	16.58%	▲
Community Amenities		(432,857)	(288,128)	(255,606)	32,522	11.29%	▲
Recreation and Culture		(1,229,361)	(834,108)	(824,589)	9,519	1.14%	
Transport		(4,685,836)	(3,074,336)	(2,873,795)	200,541	6.52%	▲
Economic Services		(269,249)	(179,296)	(156,587)	22,709	12.67%	▲
Other Property and Services		(22,085)	(28,986)	(71,805)	(42,819)	(147.72%)	▼
Total Operating Expenditure		(7,681,586)	(5,111,875)	(4,810,521)	301,354		
Funding Balance Adjustments							
Add back Depreciation		4,653,900	3,102,536	3,076,997	(25,539)	(0.82%)	
Adjust (Profit)/Loss on Asset Disposal	8	(100,600)	0	36,514	36,514		▲
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		4,785,732	1,512,299	1,506,779	(5,520)		
Capital Revenues							
Proceeds from Disposal of Assets	8	476,000	198,333	154,314	(44,019)	(22.19%)	▼
Total Capital Revenues		476,000	198,333	154,314	(44,019)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(3,216,000)	(19,992)	(11,502)	8,490	42.47%	▲
Infrastructure - Roads	13	(1,021,259)	(680,776)	(687,434)	(6,658)	(0.98%)	
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(37,000)	(24,656)	(18,603)	6,053	24.55%	▲
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(1,033,050)	300,000	(460,806)	(760,806)	253.60%	
Furniture and Equipment	13	(48,500)	(46,750)	(6,327)	40,423	86.47%	▲
Total Capital Expenditure		(5,355,809)	(472,174)	(1,184,672)	(712,498)		
Net Cash from Capital Activities		(4,879,809)	(273,841)	(1,030,358)	(756,517)		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,769	4,532	5,618	1,086	23.95%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(28,481)	(16,614)	(19,290)	(2,676)	(16.11%)	
Transfer to Reserves	7	(602,215)	(351,292)	(30,844)	320,448	91.22%	▲
Net Cash from Financing Activities		(622,927)	(363,374)	(44,516)	318,857		
Net Operations, Capital and Financing		(717,003)	875,084	431,904	(443,180)		
Opening Funding Surplus(Deficit)	3	717,315	715,793	715,793	0	0.00%	
Closing Funding Surplus(Deficit)	3	312	1,590,878	1,147,698	(443,180)		

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 28 February 2017

15 March 2017

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Rates	1,383,226	1,382,906	1,385,265	2,359	0.17%	
Operating Grants, Subsidies and Contributions	11 1,684,723	1,283,642	1,272,656	(10,986)	(0.86%)	▲
Fees and Charges	418,377	289,961	322,575	32,614	11.25%	▲
Service Charges	0	0	0	0		
Interest Earnings	57,600	38,400	24,507	(13,893)	(36.18%)	▼
Other Revenue	0	0	0	0		
Profit on Disposal of Assets	8 174,600	0	5,256			
Total Operating Revenue	3,718,526	2,994,909	3,010,259	10,094		
Operating Expense						
Employee Costs	(1,127,120)	(747,172)	(659,956)	87,216	11.67%	▲
Materials and Contracts	(1,463,420)	(981,572)	(754,559)	227,013	23.13%	▲
Utility Charges	(171,585)	(114,256)	(104,553)	9,703	8.49%	▲
Depreciation on Non-Current Assets	(4,653,900)	(3,102,536)	(3,076,997)	25,539	0.82%	
Interest Expenses	(6,572)	(4,368)	(5,503)	(1,135)	(25.99%)	
Insurance Expenses	(184,989)	(161,971)	(167,187)	(5,216)	(3.22%)	
Other Expenditure	0	0	0	0		
Loss on Disposal of Assets	8 (74,000)	0	(41,767)			
Total Operating Expenditure	(7,681,586)	(5,111,875)	(4,810,521)	343,120		
Funding Balance Adjustments						
Add back Depreciation	4,653,900	3,102,536	3,076,997	(25,539)	(0.82%)	
Adjust (Profit)/Loss on Asset Disposal	8 (100,600)	0	36,510	36,510		▲
Adjust Provisions and Accruals	0	0	0	0		
Net Cash from Operations	590,240	985,570	1,313,245	364,186		
Capital Revenues						
Grants, Subsidies and Contributions	11 4,195,492	526,729	193,530	(333,199)	(63.26%)	▼
Proceeds from Disposal of Assets	8 476,000	198,333	154,314	(44,019)	(22.19%)	▼
Total Capital Revenues	4,671,492	725,062	347,844	(377,218)		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	13 (3,216,000)	(19,992)	(11,502)	8,490	42.47%	▲
Infrastructure - Roads	13 (1,021,259)	(680,776)	(687,434)	(6,658)	(0.98%)	
Infrastructure - Public Facilities	13 0	0	0	0		
Infrastructure - Footpaths	13 (37,000)	(24,656)	(18,603)	6,053	24.55%	▲
Infrastructure - Drainage	13 0	0	0	0		
Heritage Assets	13 0	0	0	0		
Plant and Equipment	13 (1,033,050)	300,000	(460,806)	(760,806)	253.60%	
Furniture and Equipment	13 (48,500)	(46,750)	(6,327)	40,423	86.47%	▲
Total Capital Expenditure	(5,355,809)	(472,174)	(1,184,672)	(712,498)		
Net Cash from Capital Activities	(684,317)	252,888	(836,828)	(1,089,716)		
Financing						
Proceeds from New Debentures	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	7,769	4,532	5,618	1,086	23.95%	
Transfer from Reserves	7 0	0	0	0		
Advances to Community Groups	0	0	0	0		
Repayment of Debentures	10 (28,481)	(16,614)	(19,290)	(2,676)	(16.11%)	
Transfer to Reserves	7 (602,215)	(351,292)	(30,844)	320,448	91.22%	▲
Net Cash from Financing Activities	(622,927)	(363,374)	(44,516)	318,857		
Net Operations, Capital and Financing	(717,004)	875,084	431,901	(406,673)		
Opening Funding Surplus(Deficit)	3 717,315	715,793	715,793	0	0.00%	
Closing Funding Surplus(Deficit)	3 311	1,590,878	1,147,694	(406,673)		

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 28 February 2017

15 March 2017

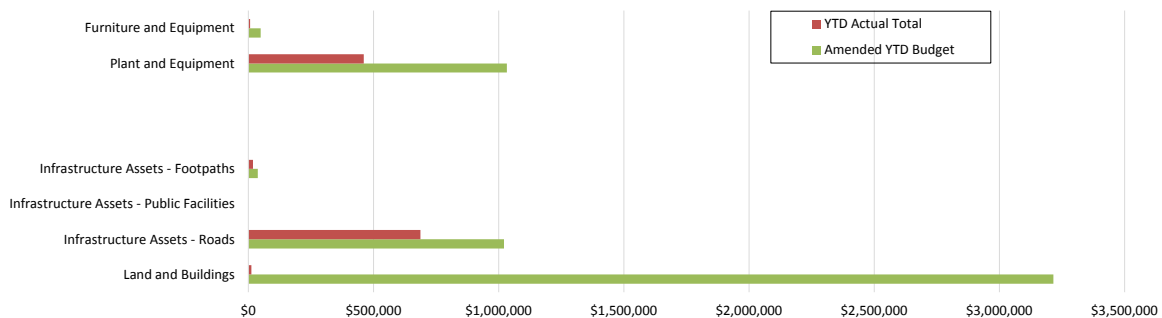
Capital Acquisitions	Note	YTD 28 02 2017					Variance (d) - (c)
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	11,502	0	11,502	3,216,000	3,216,000	(3,204,498)
Infrastructure Assets - Roads	13	0	687,434	687,434	1,021,259	1,021,259	(333,825)
Infrastructure Assets - Public Facilities	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	18,603	0	18,603	37,000	37,000	(18,397)
Plant and Equipment	13	21,268	439,538	460,806	1,033,050	1,033,050	(572,244)
Furniture and Equipment	13	6,327	0	6,327	48,500	48,500	(42,173)
Capital Expenditure Totals		57,700	1,126,972	1,184,672	5,355,809	5,355,809	(4,171,137)

Funded By:

Capital Grants and Contributions	193,530	4,195,492	4,195,492	4,001,962
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	154,314	198,333	476,000	(44,019)
Own Source Funding - Cash Backed Reserves				
Computer Reserve			0	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0			
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	15,217	0	0	15,217
Own Source Funding - Operations	821,611	961,984	684,317	(140,373)
Capital Funding Total	1,184,672	5,355,809	5,355,809	(4,171,137)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 28 February 2017

15 March 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
Governance	26,296		26,296	16,776
General Purpose Funding - Rates	1,326,356		1,326,356	1,326,060
General Purpose Funding - Other	1,530,046		1,530,046	1,142,323
Law, Order and Public Safety	436,835		436,835	54,601
Health	400		400	264
Education and Welfare	250		250	160
Housing	3,289,300		3,289,300	42,504
Community Amenities	168,058		168,058	155,142
Recreation and Culture	86,782		86,782	50,811
Transport	970,800		970,800	680,445
Economic Services	43,095		43,095	28,696
Other Property and Services	35,800		35,800	23,856
Total Operating Revenue	7,914,018	0	7,914,018	3,521,638
Operating Expense				
Governance	(468,496)		(468,496)	(319,429)
General Purpose Funding	(74,606)		(74,606)	(45,704)
Law, Order and Public Safety	(207,136)		(207,136)	(147,560)
Health	(32,911)		(32,911)	(21,904)
Education and Welfare	(10,956)		(10,956)	(7,256)
Housing	(248,092)		(248,092)	(165,168)
Community Amenities	(432,857)		(432,857)	(288,128)
Recreation and Culture	(1,229,362)		(1,229,362)	(834,108)
Transport	(4,685,836)		(4,685,836)	(3,074,336)
Economic Services	(269,249)		(269,249)	(179,296)
Other Property and Services	(22,085)		(22,085)	(28,986)
Total Operating Expenditure	(7,681,586)	0	(7,681,586)	(5,111,875)
Funding Balance Adjustments				
Add back Depreciation	4,653,900		4,653,900	3,102,536
Adjust (Profit)/Loss on Asset Disposal	(100,600)		(100,600)	0
Adjust Provisions and Accruals	0		0	0
Net Cash from Operations	4,785,732	0	4,785,732	1,512,299
Capital Revenues				
Proceeds from Disposal of Assets	476,000		476,000	198,333
Proceeds from Sale of Investments	0		0	0
Total Capital Revenues	476,000	0	476,000	198,333
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(3,216,000)	0	(3,216,000)	(19,992)
Infrastructure - Roads	(1,021,259)		(1,021,259)	(680,776)
Infrastructure - Public Facilities	0		0	0
Infrastructure - Footpaths	(37,000)		(37,000)	(24,656)
Infrastructure - Drainage	0		0	0
Heritage Assets	0		0	0
Plant and Equipment	(1,033,050)		(1,033,050)	300,000
Furniture and Equipment	(48,500)		(48,500)	(46,750)
Total Capital Expenditure	(5,355,809)	0	(5,355,809)	(472,174)
Net Cash from Capital Activities	(4,879,809)	0	(4,879,809)	(273,841)
Financing				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	7,769		7,769	4,532
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(28,481)		(28,481)	(16,614)
Transfer to Reserves	(602,215)		(602,215)	(351,292)
Net Cash from Financing Activities	(622,927)	0	(622,927)	(363,374)
Net Operations, Capital and Financing	(717,004)	0	(717,004)	875,084
Opening Funding Surplus(Deficit)	717,315	0	717,315	717,315
Closing Funding Surplus(Deficit)	311	0	311	1,592,399

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

A Fortunate Place.

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

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

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

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

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

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

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 28 February 2017

15 March 2017

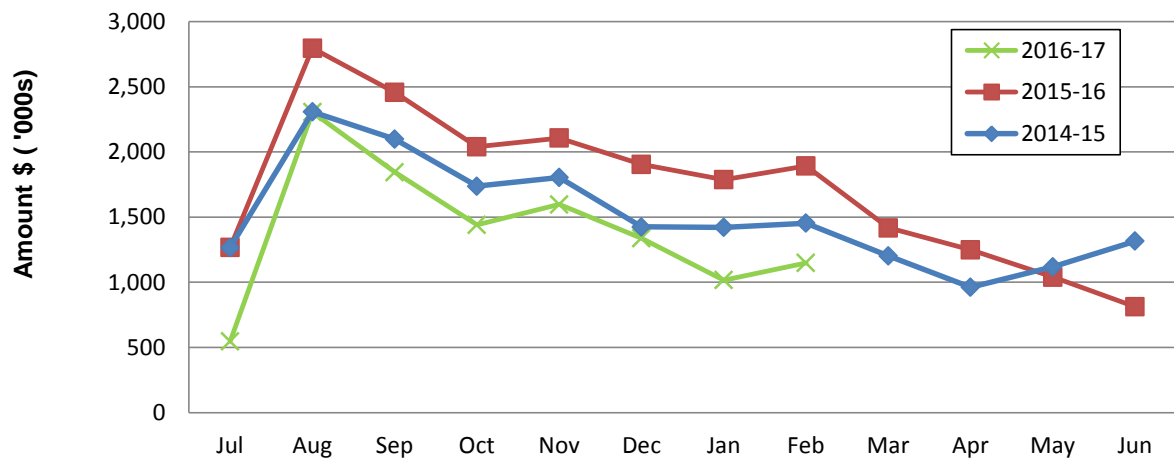
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	7,981	47.57%	▲	Timing	LSL Contribution paid & good driver rebate
Housing	574	1.35%			
Community Amenities	369	0.24%			
Recreation and Culture	33,307	65.55%	▲	Timing	Art entries and sales received. Pool grant received.
Transport	(354,571)	(52.11%)	▼	Timing	R2R project grants not received
Economic Services	4,111	14.32%			
Other Property and Services	3,206	13.44%			
Operating Expense					
General Purpose Funding	1,259	2.76%			
Law, Order and Public Safety	30,700	20.81%	▲	Timing	Depreciation less than budget
Health	4,797	21.90%	▲	Timing	reduced EHO wages. Mosquito control reduced expense
Housing	27,382	16.58%	▲	Timing	WSAHA funds not spent. Reduced expenditure Cottage homes.
Community Amenities	32,522	11.29%	▲	Timing	Living lakes concept plan not completed
Recreation and Culture	9,519	1.14%			
Transport	200,541	6.52%	▲	Timing	Depreciation less than budget.
Economic Services	22,709	12.67%	▲	Timing	reduced caravan park expenditure.
Other Property and Services	(42,819)	(147.72%)	▼	Timing	Admin Allocations
Capital Revenues					
Grants, Subsidies and Contributions	(333,199)	(63.26%)	▼	Timing	Grant funding not received as yet
Proceeds from Disposal of Assets	(44,019)	(22.19%)	▼	Timing	reduced proceeds from sale of plant and vehicles.
Capital Expenses					
Land and Buildings	8,490	42.47%	▲	Permanent	Aged housing project not spent
Infrastructure - Roads	(6,658)	(0.98%)			
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	6,053	24.55%	▲	Timing	Footpaths still to be completed
Plant and Equipment	(760,806)	253.60%		Timing	New truck still be to purchased
Furniture and Equipment	40,423	86.47%	▲	Timing	equipment still to be purchased
Financing					
Loan Principal	(2,676)	(16.11%)			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				YTD 28 Feb	30 June 2016	YTD 28 Feb
				Note	2017	2016
					\$	\$
Current Assets						
Cash Unrestricted	4	1,112,450	793,781	1,915,357		
Cash Restricted	4	1,274,112	1,243,268	1,073,211		
Receivables - Rates	6	67,195	24,021	59,256		
Receivables -Other	6	117,555	127,981	30,002		
Interest / ATO Receivable/Trust		13,745	16,340	34,308		
Inventories			0	0		
		2,585,057	2,205,391	3,112,134		
Less: Current Liabilities						
Payables		(18,507)	(101,587)	(24,475)		
Provisions		(144,743)	(144,743)	(121,904)		
		(163,250)	(246,330)	(146,380)		
Less: Cash Reserves	7	(1,274,112)	(1,243,268)	(1,073,211)		
Net Current Funding Position		1,147,695	715,793	1,892,543		

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

15 March 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	407,178			407,178	ANZ	At Call
Reserve Bank Account	0.00%		3,268		3,268	ANZ	At Call
Trust Bank Account	0.00%			30,131	30,131	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal	2.50%	500,000			500,000	ANZ	23.03.2017
Municipal					0		
Municipal	1.45%	204,572			204,572	WA Treasury	At Call
Reserve	2.70%		1,270,844		1,270,844	ANZ	30.06.17
Trust	2.30%			53,549	53,549	ANZ	8.7.17
Total		1,112,450	1,274,112	83,680	2,470,242		

Comments/Notes - Investments

Note 5: BUDGET AMENDMENTS

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

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

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			-	-	-	-

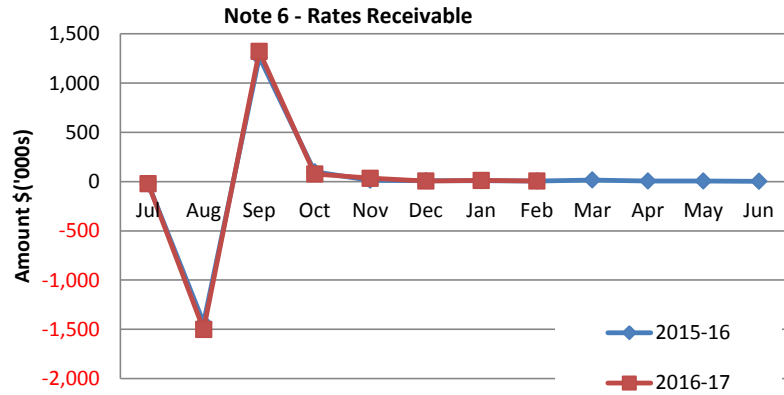
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

15 March 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 28 Feb 2017	30 June 2016
	\$	\$
Opening Arrears Previous Years	25,543	24,553
Levied this year	1,495,526	1,461,313
Less Collections to date	(1,453,874)	(1,460,323)
Equals Current Outstanding	67,195	25,543
Net Rates Collectable	67,195	25,543
% Collected	95.58%	98.28%



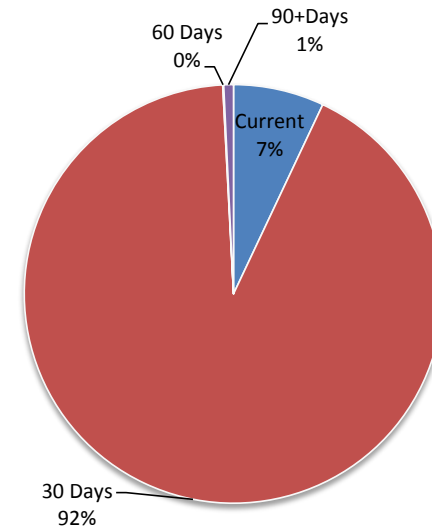
Comments/Notes - Receivables Rates

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	8,247	108,337	90	881
Total Receivables General Outstanding				117,555

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

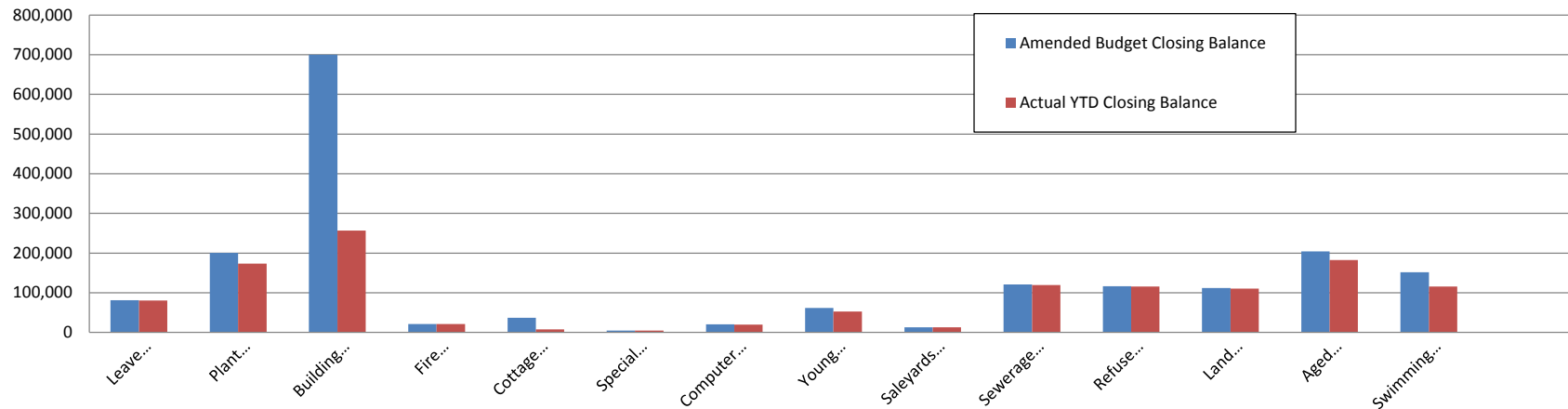
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

15 March 2017

Note 7: Cash Backed Reserve

2016-17 Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 64,711	\$ 1,562	\$ 813	\$ 15,215	\$ 15,217	\$	\$	M Hook LSL	\$ 81,488	\$ 80,741
Plant Replacement Reserve	171,245	4,132	2,153	25,000					200,377	173,398
Building Reserve	253,506	6,117	3,187	440,000					699,623	256,693
Fire Fighting Reserve	20,648	498	259						21,146	20,907
Cottage Homes Reserve	7,988	193	100	29,000					37,181	8,088
Special Events Reserve	4,807	116	60						4,923	4,867
Computer Reserve	19,636	474	247						20,110	19,883
Young Singles Accommodation Reserve	52,098	1,257	655	8,000					61,355	52,753
Saleyards Reserve	12,796	309	161						13,105	12,957
Sewerage Reserve	118,313	2,855	1,487						121,168	119,800
Refuse Reserve	114,080	2,753	1,434						116,833	115,514
Land Development Reserve	109,202	2,635	1,373						111,837	110,575
Aged Persons Accommodation Reserve	180,045	4,344	2,263	20,000					204,389	182,308
Swimming Pool Reserve	114,193	2,755	1,435	35,000					151,948	115,628
	1,243,268	30,000	15,627	572,215	15,217	0	0		1,845,483	1,274,112

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



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

15 March 2017

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 28 02 2017			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
			0	CEO Vehicle	550	0	(550)	
50,000	(1,260)	32,958	(15,782)	CEO Vehicle	550	(15,782)	(16,332)	
			0	Hino 6 Wheel Truck P248	(47,000)	0	47,000	
30,000	(756)	34,500	5,256	Rubber Multi Roller P541	(19,000)	5,256	24,256	
28,000	(475)	19,729	(7,796)	Colorado Single Cab P468 Gardeners	4,500	(7,796)	(12,296)	
24,000	(611)	14,545	(8,844)	Works Foreman ute P2567	4,000	(8,844)	(12,844)	
31,500	(535)	28,000	(2,965)	MWS Colorado P2Q	(8,000)	(2,965)	5,035	
31,500	(535)	24,582	(6,383)	Facey Group Utility	0	(6,383)	(6,383)	
			0	Land & Buildings				
				5 Smith Street	165,000			
195,000	(4,172)	154,314	(36,514)		100,600	(36,514)	27,886	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

15 March 2017

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	6.9322	193	1,793,579	124,334		0	124,334	124,334	500	0	124,834
UV	1.0617	267	121,630,000	1,291,346	940	0	1,292,286	1,291,346	500		1,291,846
Mining UV		5	448,768	4,765			4,765	4,765			4,765
Sub-Totals		465	123,872,347	1,420,445	940	0	1,421,385	1,420,445	1,000	0	1,421,445
	Minimum \$										
Minimum Payment											
GRV	375.00	64	83,621	23,625	0	0	23,625	23,625	0	0	23,625
UV	375.00	13	250,100	4,875	0	0	4,875	4,875	0	0	4,875
Mining UV	375.00	2	46,406	750			750	750			750
Sub-Totals		79	380,127	29,250	0	0	29,250	29,250	0	0	29,250
Ex Gratia Rates							1,450,635				1,450,695
Discount							6,201				6,201
Rates Writeoffs							(128,401)				(130,540)
Amount from General Rates							(42)				0
Specified Area Rates							1,328,394				1,326,356
Totals							56,871				56,870
							1,385,265				1,383,226

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

15 March 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	
Loan 100 - CEO Residence	90,643		13,672	20,711	69,932	69,932	3,628	4,769	24/06/2020
Loan 99 - Wickepin Community Centre					0	0			
Loan 101- WD Sports Club SS Tractor	2,152			2,152	0	0	10	82	1/06/2017
Loan 102 - WD Sports Club SS Greens	44,423		5,618	5,618	38,805	38,805	1,865	1,721	17/01/2023
	137,218	0	19,290	28,481	108,737	108,737	5,503	6,573	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

15 March 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2016-17 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	978,544	0	978,544	0	730,859	247,686
Grants Commission - Roads	WALGGC	Y	489,332	0	489,332	0	367,403	121,929
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	19,688	0	19,688	0	13,385	6,303
FESA Grant - Tincurrin Fire Truck	Dept. of Fire & Emergency Serv.	Y	369,400	0		369,400	0	369,400
HOUSING								
Grants - Aged Housing	Regional Development & Lands	Y	3,036,000	0	0	3,036,000	0	3,036,000
Yarling Brook	Trust	Y	1,096	0	1,096		1,097	(1)
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Grants - Swimming Pool	Community Pool Revitalisation		32,000	0	32,000	0	32,000	0
Grants - Kidsport	Department of Sport and Rec	Y	3,500	0	3,500		3,516	(16)
Grants - Wickepin Sculpture Project	CANWA	Y	7,655	0	7,655		7,655	0
TRANSPORT								
Contributions - Road Projects	Blackspot Funding	Y	26,914	0	0	26,914	10,765	16,149
Roads To Recovery Grant - Cap	Roads to Recovery	Y	545,008	0	0	545,008	0	545,008
RRG Grants - Capital Projects	Regional Road Group	Y	218,170	0	0	218,170	182,765	35,405
Direct Grant - Maintenance	Dept. of Transport	Y	116,740	0	116,740	0	116,741	(1)
Heritage Trail Grant	Lotterywest	Y	36,168	0	36,168		0	36,168
ECONOMIC SERVICES								
TOTALS			5,880,215	0	1,684,723	4,195,492	1,466,186	4,414,029

Operating
Non-Operating

Operating
Non-operating

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

1,272,656
193,530
1,466,186

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 16	Amount Received	Amount Paid	Closing Balance 28-Feb-17
	\$	\$	\$	\$
Housing Bonds	200	1,880	(2,080)	0
Master Key Deposits	300	900	(1,200)	0
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	697	(640)	57
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0	50	(50)	0
WDSC Replacement Greens	53,479	11,133	0	64,612
Kidsport	888		(888)	0
Albert Facey Homestead	9,574	1,039	(1,343)	9,270
Miscellaneous Trust	7,483	1,764	(6,819)	2,428
Yealering Bowling Club Greens	0	7,900		7,900
	71,924	25,363	(13,020)	84,267

Level of Completion Indicators

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 28 February 2017

Note 13: CAPITAL ACQUISITIONS

28/02/2017							
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Land for Resale							
Community Amenities							
Community Amenities Total		0	0	0	0	0	
Land for Resale Total		0	0	0	0	0	
Land & Buildings							
Housing							
Aged Accommodation Units	CLCH2	(3,186,000)	0	0	0	0	
Housing Total		(3,186,000)	0	0	0	0	
Community Amenities							
Harrismith Cemetery Upgrade	HCU1	(10,000)	(6,664)	(3,326)	3,338	0	
Community Amenities Total		(10,000)	(6,664)	(3,326)	3,338	0	
Recreation And Culture Total		0	0	0	0	0	
Transport							
Depot Fence	LDP1	(20,000)	(13,328)	(8,177)	5,151		
Transport Total		(20,000)	(13,328)	(8,177)	5,151		
Economic Services							
Economic Services Total		0	0	0	0	0	
Land and Buildings Total		(3,216,000)	(19,992)	(11,502)	8,490	0	
Footpaths							
Transport							
Footpaths Wickepin	LFP1	(37,000)	(24,656)	(18,603)	6,053		
Footpaths Yealering	LFP2	0	0	0	0		
Transport Total		(37,000)	(24,656)	(18,603)	6,053	0	
Footpaths Total		(37,000)	(24,656)	(18,603)	6,053	0	
Furniture & Office Equip.							
Governance							
Councillor Ipads	0954	(12,000)	(12,000)	(6,327)	5,673	0	
Office Computer	0954	(4,500)	(2,750)	(2,936)	(186)	0	
Governance Total		(16,500)	(14,750)	(9,263)	5,487	0	
Pool Lane ropes, filter maintenance, shade, paint	4704	(32,000)	(32,000)	(18,332)	13,668	0	
Recreation And Culture Total		(32,000)	(32,000)	(18,332)	13,668	0	
Furniture & Office Equip. Total		(48,500)	(46,750)	(27,595)	19,155	0	
Plant , Equip. & Vehicles							
Governance							
Holden Colorado CEO	6034	(72,500)	0	(37,504)	(37,504)	0	
Governance Total		(72,500)	0	(37,504)	(37,504)	0	
Community Amenities							
Law, Order And Public Safety							
4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	0	0	0	0	
Law, Order and Public Safety Total		(369,400)	0	0	0	0	

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 28 February 2017

15 March 2017

Note 13: CAPITAL ACQUISITIONS

28/02/2017							
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Recreation And Culture							
○	Recreation And Culture Total	0	0	0	0	0	
Transport							
○	Hino 700 6 wheel truck	6034	(200,000)	0	0	0	
●	Multi tyre roller	6034	(147,500)	0	(154,500)	(154,500)	
●	New Dog Trailer	6034	(100,000)	0	(107,000)	(107,000)	
●	Single cab ute 4x4 to replace P468	6034	(32,500)	0	(32,729)	(32,729)	
●	Single cab ute 4x4 to replace P2567	6034	(36,150)	0	(36,132)	(36,132)	
●	MWS Nissan Navara or Colorado	6034	(47,000)	0	(43,673)	(43,673)	
●	Facey Group Ute	6034	(28,000)	0	(28,000)	(28,000)	
○	Transport Total		(591,150)	300,000	(402,034)	(402,034)	
Economic Services Total							
○	Plant , Equip. & Vehicles Total		(1,033,050)	300,000	(439,538)	(439,538)	
Infrastructure Other							
○	Recreation And Culture Total		0	0	0	0	
○	Public Facilities Total		0	0	0	0	
Roads							
Transport Regional Road Group							
○	Wickepin Corrigin Road	RG001	(157,095)	(104,728)	(59,597)	45,131	0
●	Wickepin Harrismith Road	RG002	(88,365)	(58,904)	(117,609)	(58,705)	0
●	Pingelly Wickepin Road	RG003	(81,795)	(54,528)	(88,126)	(33,598)	0
○	Regional Road Group Total		(327,255)	(218,160)	(265,331)	(47,171)	0
Transport Roads to Recovery							
○	Yealering South Road	RR26	(148,216)	(98,808)	(108,326)	(9,518)	0
●	Aileen Road	R2R048	(49,195)	(32,792)	(51,538)	(18,746)	0
●	Lomos South Road	RR14	(162,314)	(108,208)	(141,322)	(33,114)	0
○	Richter Street	RR11	(10,895)	(7,256)	0	7,256	0
○	Rintel Street	R2R114	(8,065)	(5,376)	0	5,376	0
○	Lake Road 2015/16 project carry over	R2R161	0	0	(1,918)	(1,918)	0
○	Central Ave	RR37	(11,679)	(7,784)	0	7,784	0
○	Rose Road	R2R052	(3,095)	(2,056)	0	2,056	0
○	Tincurrin South Road	R2R016	(40,304)	(26,864)	(345)	26,519	0
○	Wickepin Corrigin Road	R2R001	(39,746)	(26,496)	(4,545)	21,951	0
○	Wickepin Harrismith Road	R2R002	(62,500)	(41,664)	(51,487)	(9,823)	0
○	Wickepin Pingelly Road	R2R003	(9,000)	(6,000)	(4,800)	1,200	0
○	Roads to Recovery Total		(545,009)	(363,304)	(364,282)	(978)	0
Transport Black Spot							
○	Malyalling Road	BS036	(40,370)	(26,912)	(34,380)	(7,468)	0
○	Blackspot Total		(40,370)	(26,912)	(34,380)	(7,468)	0
Council Resources Construction							
○	Gillimanning Road	CO035	(41,000)	(27,328)	(23,442)	3,886	0
○	Dorakin Road	CO28	(41,000)	(27,328)	0	27,328	0
○	Drainage and Headwalls	CODAH	(26,625)	(17,744)	0	17,744	0
○	Council Resources Construction Total		(108,625)	(72,400)	(23,442)	48,958	0
○	Roads Total		(1,021,259)	(680,776)	(687,435)	(6,659)	0
○	Capital Expenditure Total		(5,355,809)	(472,174)	(1,184,672)	(412,498)	0

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Bullock – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Bullock – Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	3 March 2017

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1 February 2017 to 28 February 2017.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7136 – 7151, 7154 - 7201	\$ 159,832.09
Cheques	15402 – 15408	\$ 13,348.92
Payroll	February	\$ 84,249.21
Superannuation	February	\$ 9,681.12
Credit Card	February	\$ 176.52
Direct Deductions	February	\$ 4,927.82
Trust		
EFT	7152 – 7153	\$ 1,178.20
Cheques	1288	\$ 780.00
FEBRUARY TOTAL		<u>\$ 274,173.88</u>

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

Certificate of Chief Executive Officer:

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

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

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

Policy Implications: Policy 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totalling **\$274,173.88** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority

List of Accounts Due & Submitted to Committee

February 2017

Chq/EFT	Date	Name	Description	Amount	Bank
1288	13/02/2017	Country Wide Insurance Brokers	Triathlon Insurance		\$ 780.00
EFT7136	6/02/2017	Narrogin Sports Power	Table Tennis Bats for Pool	\$ 39.98	
EFT7137	6/02/2017	Courier Australia	Freight on Fire Supplies & Water Samples	\$ 43.87	
EFT7138	6/02/2017	Edwards Motors Pty Ltd	Wheel Studs & Nuts for WK0	\$ 127.90	
EFT7139	6/02/2017	Harris Zuglian Electrics	Install Smoke Alarm to 49 Collins St	\$ 516.76	
EFT7140	6/02/2017	J & S Kulker Painting	Paint Unit 5 Cottage Homes, Wickepin Town Hall & Harrismith Golf Club	\$ 6,699.00	
EFT7141	6/02/2017	James Matthews	Extended Pool Hours for Australia Day	\$ 135.00	
EFT7142	6/02/2017	Midland Monumental	Granite Plaques	\$ 4,317.50	
EFT7143	6/02/2017	Narrogin Nursery	Pots for Cemetery	\$ 190.00	
EFT7144	6/02/2017	Narrogin Carpets & Curtains	Repair Blinds at 10 Smith St	\$ 932.00	
EFT7145	6/02/2017	Officeworks Superstores Pty Ltd	Stationery Order	\$ 122.20	
EFT7146	6/02/2017	Pacific Brands Workwear	Uniform Order for Lee Parker	\$ 285.00	
EFT7147	6/02/2017	TPG Town Planning, Urban Design And Heritage	Walk Trail Signage	\$ 1,727.00	
EFT7148	6/02/2017	A F Smith & A L Bullock	Install Roof Vents at Swimming Pool	\$ 459.00	
EFT7149	6/02/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT7150	6/02/2017	Wickepin Newsagency	Stationery and News Papers	\$ 11.80	
EFT7151	6/02/2017	Wickepin Community Resource Centre	Repairs to Table at Swimming Pool	\$ 79.45	
EFT7152	13/02/2017	Building Commission, Department Of Commerce	Building Services Levy January 2017		\$ 56.65
EFT7153	17/02/2017	Shire Of Wickepin	Trust Fund To Shire Of Wickepin		\$ 1,121.55
EFT7154	17/02/2017	Australia Post	January 2017 Account	\$ 220.40	
EFT7155	17/02/2017	Air Liquide WA Pty Ltd	Cylinder Rental for January 2017	\$ 90.84	
EFT7156	17/02/2017	ABS Solutions	Pump Station Inspection and Service	\$ 2,150.50	
EFT7157	17/02/2017	Best Office Systems	Laminating Documents	\$ 90.00	
EFT7158	17/02/2017	Dc & Lb Curtis	Repair Tiles at Unit 2 Yarling Court	\$ 264.00	
EFT7159	17/02/2017	Edwards Motors Pty Ltd	Wheel for WK0	\$ 271.65	
EFT7160	17/02/2017	Ewen Rural Supplies	January 2017 Account	\$ 2,541.08	
EFT7161	17/02/2017	Great Southern Fuel Supplies	Fuel for January 2017	\$ 10,258.86	
EFT7162	17/02/2017	Great Southern Paving	Road Widening Harrismith Rd and Intersection	\$ 76,930.00	
EFT7163	17/02/2017	Hancocks Home Hardware	Safe Key for Cottage Homes & Globes for Hall	\$ 497.00	

EFT7164	17/02/2017	Harris Zuglian Electrics	LED Lights for Sale Yards	\$ 1,023.55	
EFT7165	17/02/2017	Jason Signmakers	Stop Slow Bat	\$ 187.00	
EFT7166	17/02/2017	Marketforce Productions	Public Notices - Ordinary Council Meetings	\$ 620.85	
EFT7167	17/02/2017	Narrogen Hire Service And Reticulation	Reticulation Parts	\$ 1,067.05	
EFT7168	17/02/2017	Great Southern Waste Disposal	January 2017 Waste Collection	\$ 7,841.74	
EFT7169	17/02/2017	Narrogen Hardware Makit	Door Locks for Pool and Harrismith Caravan Park	\$ 201.40	
EFT7170	17/02/2017	Narrogen Retravisoin	Fix TV Antenna at Unit 1 Yarling Court	\$ 347.00	
EFT7171	17/02/2017	Narrogen Bearing Service	Wheel Bearings and Brakes for WK3578	\$ 130.25	
EFT7172	17/02/2017	PCS	IT Support	\$ 255.00	
EFT7173	17/02/2017	Parrys	Clothing for Works Personnel	\$ 153.70	
EFT7174	17/02/2017	Maureen Susan Preedy	Cleaning	\$ 275.00	
EFT7175	17/02/2017	Kirstin Rigby	Caravan Park Management	\$ 149.32	
EFT7176	17/02/2017	State Law Publisher	TPS4 Amendment 2 Advertising in Government Gazette	\$ 72.00	
EFT7177	17/02/2017	Rj Smith Engineering	Repairs to WK822	\$ 3,385.03	
EFT7178	17/02/2017	A F Smith & A L Bullock	Repairs to Swimming Pool Trampoline	\$ 982.38	
EFT7179	17/02/2017	Telford Industries	Chlorine for Effluent System	\$ 943.36	
EFT7180	17/02/2017	Wickepin District Sports Club	Sponsorship Tennis Club Open Day	\$ 200.00	
EFT7181	23/02/2017	Arts Norrogen Inc	Dryandra Country Art Food and Wine Trail Registration	\$ 275.00	
EFT7182	23/02/2017	YEALERING AGPARTS & REPAIRS	Fuel & Gas	\$ 405.45	
EFT7183	23/02/2017	Courier Australia	Freight on Library Books	\$ 40.58	
EFT7184	23/02/2017	Covs Parts Pty Ltd	Globe for WK475	\$ 25.42	
EFT7185	23/02/2017	Kelly Cochrane	Cleaning Yealering Hall & Caravan Park	\$ 275.00	
EFT7186	23/02/2017	Ewen Rural Supplies	Donation to Big Bash League	\$ 400.00	
EFT7187	23/02/2017	Easifleet	Facey Group Monthly Vehicle Lease	\$ 438.49	
EFT7188	23/02/2017	Major Motors Pty Ltd	Repairs to Fire Truck	\$ 742.50	
EFT7189	23/02/2017	Moore Stephens	Budgeting Workshops	\$ 1,553.20	
EFT7190	23/02/2017	Narrogen Retravisoin	Satellite Decoder	\$ 399.00	
EFT7191	23/02/2017	TPG Town Planning, Urban Design And Heritage	Walktrail Signage	\$ 440.00	
EFT7192	23/02/2017	A F Smith & A L Bullock	Cleaning of Netball Courts from 8/12/16 to 14/2/17	\$ 432.86	
EFT7193	23/02/2017	Southern Cross Austereo	Radio West Fire Safety Message January 2017	\$ 242.00	
EFT7194	23/02/2017	West Australian Newspapers	Australia Day Advertising	\$ 165.00	
EFT7195	28/02/2017	Burgess Rawson (WA) Pty Ltd	Water Usage for Wickepin Public Toilets	\$ 1,005.05	
EFT7196	28/02/2017	Best Office Systems	Konica Minolta Copier Charges	\$ 545.72	

EFT7197	28/02/2017	Jason Signmakers	Harrismith & Yealering Heritage Signs and Directional Markers	\$ 15,513.30	
EFT7198	28/02/2017	Mcpest Pest Control	Termite Inspections and Reports	\$ 2,948.00	
EFT7199	28/02/2017	Officeworks Superstores Pty Ltd	Stationery Order	\$ 53.71	
EFT7200	28/02/2017	TPG Town Planning, Urban Design And Heritage	Walk Trail Signs Final Invoice	\$ 4,719.00	
EFT7201	28/02/2017	G & J Suckling	Satellite TV Repairs	\$ 254.00	
15402	17/02/2017	Shire Of Wickepin	Petty Cash	\$ 199.50	
15403	17/02/2017	Telstra	Bushfire SMS Messages for January 2017	\$ 683.00	
15404	17/02/2017	Synergy	Street Lighting Account for 25 September to 24 December	\$ 1,592.25	
15405	17/02/2017	Water Corporation	Water Account for Storage Tank on Rabbit Proof Fence Rd	\$ 38.18	
15406	23/02/2017	Synergy	Street Lighting	\$ 2,151.25	
15407	28/02/2017	Synergy	Power Charges for 5 Smith St	\$ 31.10	
15408	28/02/2017	Water Corporation	Water Usage Charges	\$ 8,653.64	
DD9193.1	1/02/2017	WA Local Government Super Plan	Payroll deductions	\$ 3,832.60	
DD9193.2	1/02/2017	ANZ Super - Allan Hemley	Superannuation contributions	\$ 381.51	
DD9193.3	1/02/2017	Prime Super	Superannuation contributions	\$ 175.95	
DD9193.4	1/02/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 187.56	
DD9193.5	1/02/2017	MTAA Super Fund	Superannuation contributions	\$ 177.78	
DD9193.6	1/02/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 76.91	
DD9193.7	1/02/2017	Australian Super	Superannuation contributions	\$ 135.85	
DD9201.1	15/02/2017	WA Local Government Super Plan	Payroll deductions	\$ 3,355.79	
DD9201.2	15/02/2017	Australian Super	Superannuation contributions	\$ 146.87	
DD9201.3	15/02/2017	ANZ Super - Allan Hemley	Superannuation contributions	\$ 381.51	
DD9201.4	15/02/2017	Ramsay Superannuation Fund	Superannuation contributions	\$ 134.95	
DD9201.5	15/02/2017	Prime Super	Superannuation contributions	\$ 175.95	
DD9201.6	15/02/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 187.56	
DD9201.7	15/02/2017	MTAA Super Fund	Superannuation contributions	\$ 177.78	
DD9201.8	15/02/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 103.35	
DD9201.9	15/02/2017	Colonial First State	Superannuation contributions	\$ 49.20	
DD9206.1	1/02/2017	ANZ Bank	Merchant Fees for EFTPOS Terminal	\$ 77.86	
DD9206.2	1/02/2017	Westnet Pty Ltd	Internet Charges	\$ 144.90	
DD9206.3	6/02/2017	ANZ Bank	Credit Card Charges	\$ 176.52	
DD9206.4	8/02/2017	James Matthews	Pool Manager Contract Payment 16/2016-17	\$ 2,352.53	
DD9206.5	22/02/2017	James Matthews	Pool Manager Contract Payment 17/2016-17	\$ 2,352.53	

	02/02/2017	Gross Payroll		\$ 39,911.73	
	16/02/2017	Gross Payroll		\$ 44,337.48	
				\$ 272,215.68	\$ 1,958.20

Governance, Audit and Community Service

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	9 March 2017

Enclosure / Attachment: Nil

Snapshot 2014 to 2017**Grant Funding Acquired**

Wickepin Walk Trail Signage	Lotterywest	\$19,071
Creating Age Friendly Communities	Wheatbelt Development Commission	\$51,260
Sport 4 All - Kidsport	Department of Sport and Recreation	\$3,000
Wickepin Sculpture Project	CAN WA	\$7,655
Sport 4 All Kidsport	Department of Sport and Recreation	\$3,500
Walk Trails Project	Lotterywest	\$36,168
Healthy Community Precinct	Wheatbelt Development Commission	\$28,540
TOTAL		\$149,194

Projects Completed

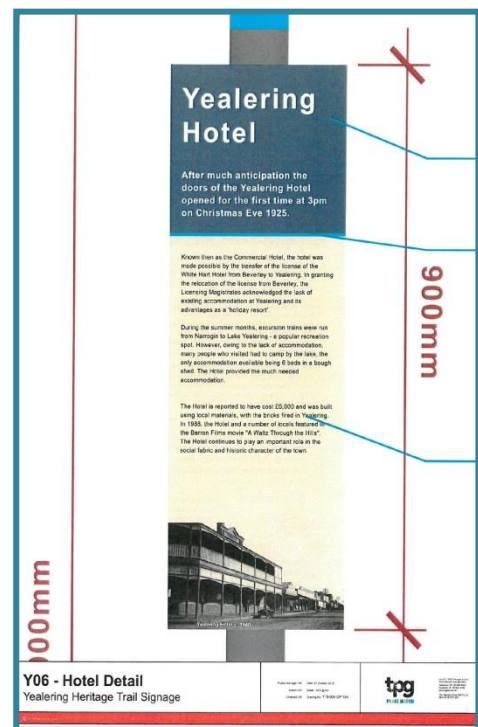
Wickepin Cemetery	Redevelopment of the old Ash Wall to the new Granite Niche Wall including landscaping and Gazebo. Official opening organised.
War Memorial	WW1 Installation honouring the fallen. Visual Image Fence highlighting the 10 th Light Horse Brigade.
Restoration of Old Railway Station building	Grant to execute emergency work to exterior of building. CDO enabled the grant funding to extend to a full restoration of the Railway Building. Railway Station is now used for functions and displays.
Sculpture Projects	2014 and 2016 Well supported and incredibly successful sculpture workshops facilitated by Perth artists. Shire profile raised within the art community and beyond.
Walk Trails	Walk Trail signage designed and manufactured for Wickepin Heritage Trail, Yealering Historical Trail and Harrismith Wildflower Trail. Hotmix extended along walk trail in Wickepin. Projects along the Wickepin trail implemented.
Art Prize	2014 and 2016 Successful and well attended Art Weekends.
Johnston Park	Installation of gazebo, exercise equipment, landscaping, lighting and pathways for Creating Aged Friendly Communities.
Tourism	Brochure collated and published. Instagram and facebook accounts updated.

Townscape	Townscape and Cultural Planning Committee projects attended to ie seating, benches and pathways.
Wickepin Swimming Pool	Mural for exterior street frontage and walls within the pool precinct.

Community Development

Anzac Day	2015 2016 2017 Preparation for the day. Speakers etc organised. Display collated.
Facey Carriage Drive	2015 2016 2017 Horse and Carriage Drive within the Shire. CDO coordinates the day.
Dryandra Art Food and Wine Trail	2015 2016 2017 Self-Drive Trail through Wickepin and surrounding shires. CDO coordinates and manages the art for Wickepin and sits on the organising committee for the district.
CampFire Country	2015 2017 Country and Music: including family dance evenings and line dancing in the Wickepin Town Hall.
Movie Night	2015 CDO hosted the event 2016 2017 support to Community Resource Centre to host event
Kidsport	2014 2015 2016 2017 Maintain correspondence and training with Department of Sport and Recreation. Process vouchers and educate sporting clubs.

Sample of Signage being installed in Yealering and Harrismith



Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:**(7) 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.

(8) 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.

(9) 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.

(10) 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.

(11) 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.

(12) To Promote the Shire as a Focal Point in the Development of the Greater Region:

A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

Recommendation:

That council notes the report from the Community Development Officer dated 9 March 2017.

Voting Requirements: Simple majority.

Governance, Audit and Community Services

10.2.04 – Public Health Act 2016 - Delegations

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.AUT.1300
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	1 March 2017

Enclosure / Attachment: Nil

Background:

The Gazettal of the new *Public Health Act 2016* has significant updates and changes that affect the roles and responsibilities of Environmental Health Officers. There is a significant amount of work required to transition to the new regulatory framework. Council has been advised by the Department of Health WA that the implementation of these changes can be done in a staged manner over the next 3 to 5 years.

The old *Health Act 1911* will be known as the *Heath (Miscellaneous Provisions) Act 1911* and all regulations made under this Act will continue to be the enforcement tool for Environmental Health Officers until the provisions of the new Act are fully proclaimed over the coming years.

With the new Act there are five stages of implementation of which stage 1 and 2 are already in effect and have no practical implications for the Shire of Wickepin. Stage 3 involves key elements of the administrative frame work and replaces the administrative framework under Part 2 of the *Health Act 1911* This includes the Gazettal of Environmental health Officers to enforce the provisions of the Act within their Local Government Authority. Stage 3 commenced on the 24th January 2017 and Council needs to take administration actions to effect this transition within the Shire of Wickepin.

Stage 4 will adopt changes to the *Public Health Act 2016* relating to notifiable infectious disease and related conditions, prescribed conditions of health, serious public health incident powers and public health emergencies. The commencement date for stage 4 is still yet to be determined and as such no action is required by Local Government until stage 4 is fully implemented.

Stage 5 will be the most significant stage of implementation for enforcement agencies as it represents the point at which they move from the framework provided by the *Heath (Miscellaneous Provisions) Act 1911* to the *Public health Act 2016* The development of new regulations under the *Public Health Act 2016* relating to environmental health matters will feature provisions for the following:

- The built environment
- Water
- Body art and personal appearances
- Pests and vectors

Equivalent provisions in the *Heath (Miscellaneous Provisions) Act 1911* along with regulations and local laws made under the Act will be repealed. The following provisions will also commence with the enforcement provisions.

- Public Health Planning
- Public health Assessments, and ;
- Registration and Licensing

Stage 5 will require substantial works by local governments to implement. The Department of Health has advised that it will work closely with local government in the lead up to the implementation of stage 5.

All currently employed Environmental Health Officers will automatically be authorised officers and will continue to enforce both the new and the old public health legislations. However stage 3 requires that they must be provided a certificate of authority to be produced upon request.

Section 21(1)(b)(i) Part 2 of the new Public health Act 2016, council may delegate powers and duties conferred on it to the Chief Executive Officer or an authorised officer of the Local Government. At this time the effect of the delegation being sought is minor (signing certificates), however as more provisions are Gazetted to expand the powers of the *Public Health Act 2016*, This delegation will provide a smoother implementation of the new provisions as they are required.

Comment:

The designation of authorised officers and the appointment of EHO's is now the responsibility of Local Government as the enforcement agency. The Department of Health no longer has a role in the designation or appointment of EHO's or authorised officers.

As stage 3 has commenced all designations must be made under the *Public Health Act 2016* and not under the *Heath Act 1911* (which is now the *Heath (Miscellaneous Provisions) Act 1911*).

Section 17 of the new Public health Act 2016 provides Council with the ability to appoint Environmental Health Officers/Authorised Officers without the need to apply for approval from the Health Department of WA. Under these new provisions Council needs to provide this delegation to the CEO.

Statutory Environment:

Public Health Act 2016

Section 17 of the new Public Health Act 2016

Section 21(1)(b)(i) Part 2 of the new Public health Act 2016

Heath (Miscellaneous Provisions) Act 1911

Financial Implications: Nil

Policy Implications: Nil

Summary:

Council is being requested pursuant to *Section 21(1)(b)(i) Part 2 of the new Public health Act 2016*, to delegates all the powers and duties conferred or imposed on the Shire of Wickepin by the *Public Health Act 2016* to the Chief Executive officer of the Shire of Wickepin.

Recommendation:

That Council pursuant to *Section 21(1)(b)(i) Part 2 of the new Public health Act 2016*, delegates all the powers and duties conferred or imposed on the Shire of Wickepin by the *Public Health Act 2016* to the Chief Executive officer of the Shire of Wickepin.

Voting Requirements: Simple majority

Governance, Audit and Community Services

10.2.05 – 2016/2017 Budget Review

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	1 March 2017

Enclosure / Attachment: Review of Budget Report for period ending 28 February 2017

Background:

Council under the *Local Government (Financial Management) Regulations 1996* must undertake a review of its Budget in each financial year between 1 January and 31 March. A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2017 for the period ending 31 December 2016 is presented for Council to consider. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comment:

A review of the actual expenses to date compared to the 2016/2017 adopted budget has been conducted and the expected variances are shown in the attached report.

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards*. Council adopted a 5% and a \$5,000 minimum for the reporting of materials variances to be used in the statements of financial activity and the annual budget review.

The budget has been reviewed to continue to deliver on other strategies adopted by council and maintain a high level of services across all programs. The closing funds remain in surplus as a result of this budget review. The budget has also been reviewed on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

Statutory Environment: Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Financial Implications:

Budget Surplus anticipated for the year ending 30 June 2017 is \$165,955.

Policy Implications:

The budget is based on principles contained in the Strategic Plan and Plan for the Future.

Strategic Implications:

The Budget Review has been developed based on existing Strategic Planning Documents adopted by council to provide efficient, effective and accountable governance.

Summary:

Council is being requested to adopt the Review of Budget Report for the year ending 30 June 2017.

Recommendation:

1. That Council adopt the Review of Budget Report as presented by the Chief Executive Officer for the year ending 30 June 2017.
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the *Local Government (Financial Management) Regulations 1996*.

Voting Requirements: Absolute majority.

SHIRE OF WICKEPIN
REVIEW OF BUDGET REPORT
For the Period Ended 28 February 2017

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Note 4 Predicted Variances

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

SHIRE OF WICKEPIN
STATEMENT OF BUDGET REVIEW
(Nature or Type)
For the Period Ended 28 February 2017

15 March 2017

FM Reg
33A (1)

FM Reg 33A(2A)(a)

FM Reg 33A(2A)(c)

FM Reg 33A

FM Reg Sch 1

Note	Budget v Actual		Predicted				
	Annual Budget \$ (a)	YTD Actual \$ (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End \$ (a)+(c)+(d)		
	\$	\$	\$	\$	\$		
	Operating Revenues						
4.5.1	1,383,226	1,385,265	0		1,383,226		
4.1.3	1,684,723	1,272,656	1,000	0	1,685,723	▲	
	Profit on Asset Disposal	5,256	(165,000)	0	9,600	▼	
4.1.2	418,377	322,575	4,455		422,832	▲	
	Service Charges	0	0		0		
	Interest Earnings	57,600	24,507	0	57,600		
	Other Revenue				0		
		3,718,526	(159,545)	0	3,558,981		
	Operating Expense						
4.2.1	(1,127,120)	(659,956)	(8,000)		(1,135,120)	▲	
4.2.2	(1,463,420)	(754,559)	171,000		(1,292,420)	▼	
4.2.3	(171,585)	(104,553)	0	0	(171,585)		
	Depreciation (Non-Current Assets)	(4,653,900)	(3,076,997)		(4,653,900)		
	Interest Expenses	(6,572)	(5,503)		(6,572)		
	Insurance Expenses	(184,989)	(167,187)	8,000	(176,989)	▼	
	Loss on Asset Disposal	(74,000)	(41,767)		(74,000)		
	Other Expenditure	0			0		
		(7,681,586)	171,000	0	(7,510,586)		
	Funding Balance Adjustment						
	Add Back Depreciation	4,653,900	3,076,997		4,653,900		
	Adjust (Profit)/Loss on Asset Disposal	(100,600)	36,510		(100,600)		
	Adjust Provisions and Accruals	0			0		
	Net Operating	590,240	1,313,244	11,455	0	601,695	
	Capital Revenues						
4.1.3	4,195,492	193,530	(3,405,400)		790,092	▼	
	Proceeds from Disposal of Assets	476,000	154,314		476,000		
	Proceeds from New Debentures	0			0		
	Proceeds from Sale of Investments	0			0		
	Proceeds from Advances	0			0		
	Self-Supporting Loan Principal	7,769	5,618		7,769		
4.3.7	Transfer from Reserves	0	0	0	0		
		4,679,261	353,462	(3,405,400)	0	1,273,861	
	Capital Expenses						
4.4.1	0				0		
4.4.2	(3,216,000)	(11,502)	3,036,000		(180,000)	▼	
4.4.3	(1,033,050)	(460,806)	369,400		(663,650)	▼	
4.4.4	(48,500)	(6,327)	5,000		(43,500)	▼	
4.4.5	(1,021,259)	(687,434)	(70,500)		(1,091,759)	▲	
4.4.6	(37,000)	(18,603)			(37,000)		
	Purchase of Investments	0			0		
	Repayment of Debentures	(28,481)	(19,290)		(28,481)		
	Advances to Community Groups	0			0		
4.5.10	Transfer to Reserves	(602,215)	(30,844)	220,000	0	(382,215)	▼
		(5,986,505)	(1,234,806)	3,559,900	0	(2,426,605)	
	Net Capital	(1,307,244)	(881,344)	154,500	0	(1,152,744)	
	Net Operating + Capital	(717,004)	431,900	165,955	0	(551,049)	
4.5.2	Opening Funding Surplus(Deficit)	717,315	715,793			717,315	
3	Closing Funding Surplus(Deficit)	311	1,147,693	165,955	0	166,266	▲

FM Reg
33A(2A)(b)

SHIRE OF WICKEPIN
STATEMENT OF BUDGET REVIEW
(Statutory Reporting Program)
For the Period Ended 28 February 2017

15 March 2017

FM Reg
33A (1)

FM Reg 33A(2A)(a)

FM Reg 33A(2A)(c)

FM Reg 33A

FM Reg Sch 1

Operating Revenues

Note	Budget v Actual		Predicted		Year End \$ (a)+(c)+(d)	
	Revised Annual Budget \$ (a)	YTD Actual \$ (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)		
	\$	\$	\$	\$	\$	
	26,296	24,757	4,455		30,751	▲
	2,856,402	2,452,750	0	0	2,856,402	▼
	436,835	57,437	(369,400)		67,435	▼
	400	236			400	
	250	160			250	
	3,289,300	43,078	(3,201,000)	0	88,300	▼
	168,058	155,511	0	0	168,058	
	86,782	84,118	9,000	0	95,782	▲
	970,800	325,874	0	0	970,800	
	43,095	32,807	0		43,095	
	35,800	27,062	(8,000)		27,800	▼
	7,914,018	3,203,790	(3,564,945)	0	4,349,073	

Operating Expense

	(468,496)	(308,802)	29,000		(439,496)	▼
	(74,606)	(44,445)			(74,606)	
	(207,136)	(116,860)	8,000		(199,136)	▼
	(32,911)	(17,107)			(32,911)	
	(10,956)	(3,140)			(10,956)	
	(248,092)	(137,786)	50,000		(198,092)	▼
	(432,857)	(255,606)	7,000		(425,857)	▼
	(1,229,362)	(824,589)	23,000		(1,206,362)	▼
	(4,685,836)	(2,873,795)	15,000		(4,670,836)	▼
	(269,249)	(156,587)	8,000		(261,249)	▼
	(22,085)	(71,805)	31,000		8,915	▼
	(7,681,586)	(4,810,522)	171,000	0	(7,510,586)	

Funding Balance Adjustment

	4,653,900	3,076,997			4,653,900	
	(100,600)	36,514	220,000		119,400	▲
	0				0	

Net Operating

	4,785,732	1,506,779	(3,173,945)	0	1,611,787	
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Capital Revenues

	476,000	154,314	(220,000)		256,000	▼
	0				0	
	0				0	
	0				0	
	7,769	5,618			7,769	
4.3.7	0	0			0	
	483,769	159,932	(220,000)	0	263,769	

Capital Expenses

	0				0	
	(3,216,000)	(11,502)	3,036,000		(180,000)	▼
	(1,033,050)	(460,806)	369,400		(663,650)	▼
	(48,500)	(6,327)	5,000		(43,500)	▼
	(1,021,259)	(687,434)	(70,500)		(1,091,759)	▲
	(37,000)	(18,603)			(37,000)	
	0				0	
	(28,481)	(19,290)			(28,481)	
	0				0	
4.5.10	(602,215)	(30,844)	220,000		(382,215)	▼
	(5,986,505)	(1,234,806)	3,559,900	0	(2,426,605)	

Net Capital

	(5,502,736)	(1,074,874)	3,339,900	0	(2,162,836)	
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Net Operating + Capital

	(717,004)	431,905	165,955	0	(551,049)	
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Opening Funding Surplus(Deficit)

	717,315	715,793	0		717,315	
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Closing Funding Surplus(Deficit)

3	311	1,147,698	165,955	0	166,266	▲
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FM Reg
33A(2A)(b)

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(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.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, 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

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade 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.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued 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 of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be raised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

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

(i) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the *Local Government (Financial Management) Regulations* were amended and the measurement of non-current assets at Fair Value became mandatory.

In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land Under Control

In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of state or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014 and now form part of Land and Buildings to be subject to regular revaluation as detailed above.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Roads - Aggregate	25 years
Roads - Unsealed - Gravel	35 years
Drains and Sewers	75 years
Footpaths	20 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

Expenditure on items of equipment under \$3,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2015.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

(l) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(m) 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 municipality 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 Council 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 Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) 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.

(o) 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.

(p) 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.

(q) 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, service charges and sewerage rates.

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 these as television and radio broadcasting, underground electricity, neighbourhood surveillance services and water. 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 associated 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.

(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

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

COMMUNITY VISION

A Fortunate Place

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

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

(r) STATEMENT OF OBJECTIVE (Continued)

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, immunisation services, mosquito control and operation of medical centre.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth

Activities:

Support for childcare, development of services for the aged and rural counselling support.

HOUSING

Objective:

To provide and maintain staff and other housing.

Activities:

Provision and maintenance of staff and other housing.
routes and environmental enhancement within the shire.

COMMUNITY AMENITIES

Objective:

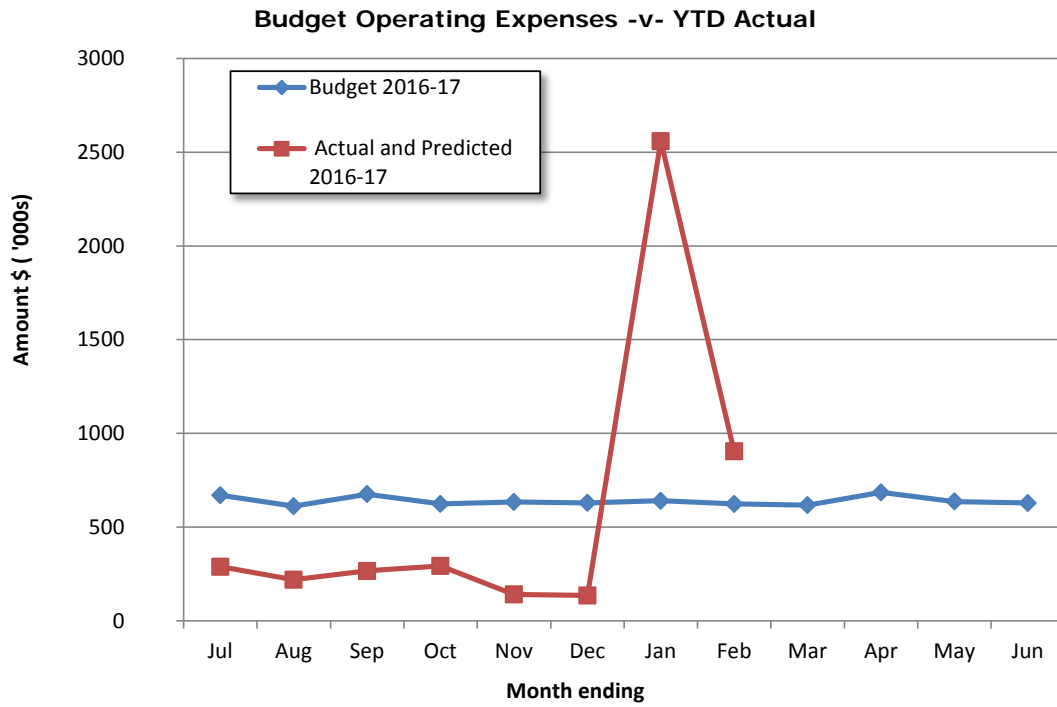
To provide services required by the community.

Activities:

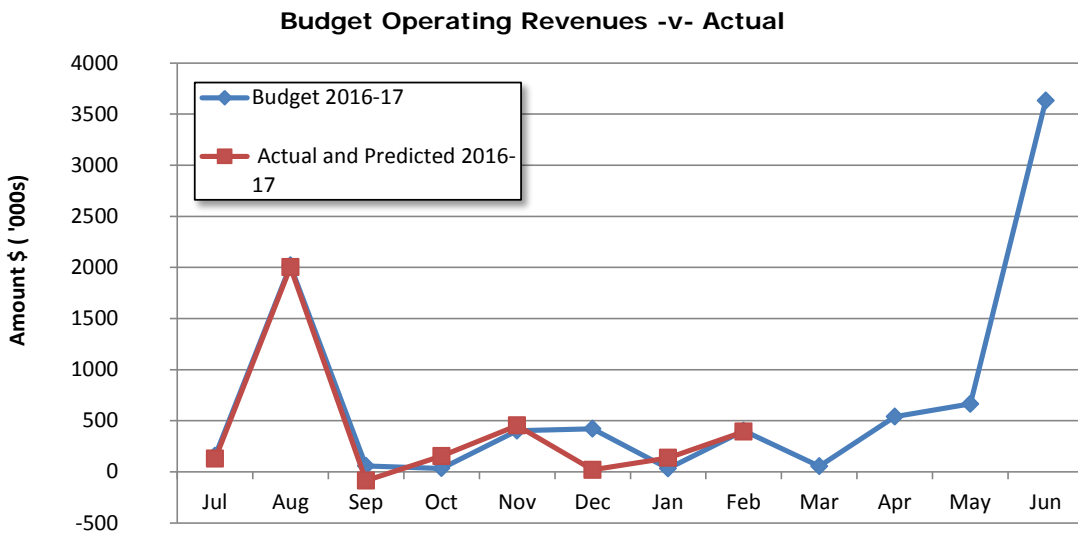
Rubbish collection services, operation of tip, noise control, support for waste recycling, litter control, administration of the town planning scheme, strategic planning, maintenance of cemetery, public conveniences and town drainage maintenance.

RECREATION AND CULTURE

Note 2 - Graphical Representation - Source Statement of Financial Activity

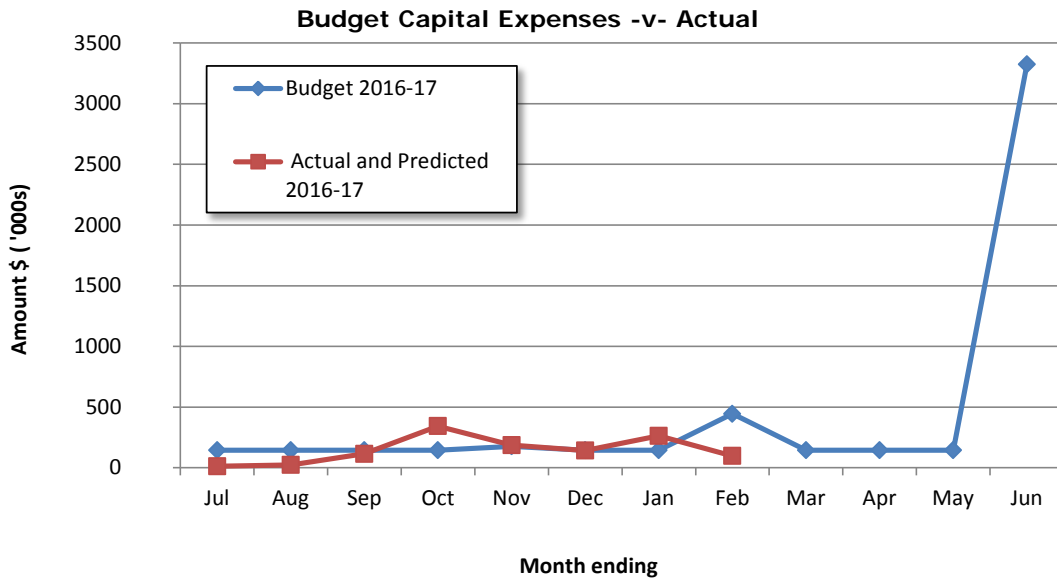


Comments/Notes - Operating Expenses

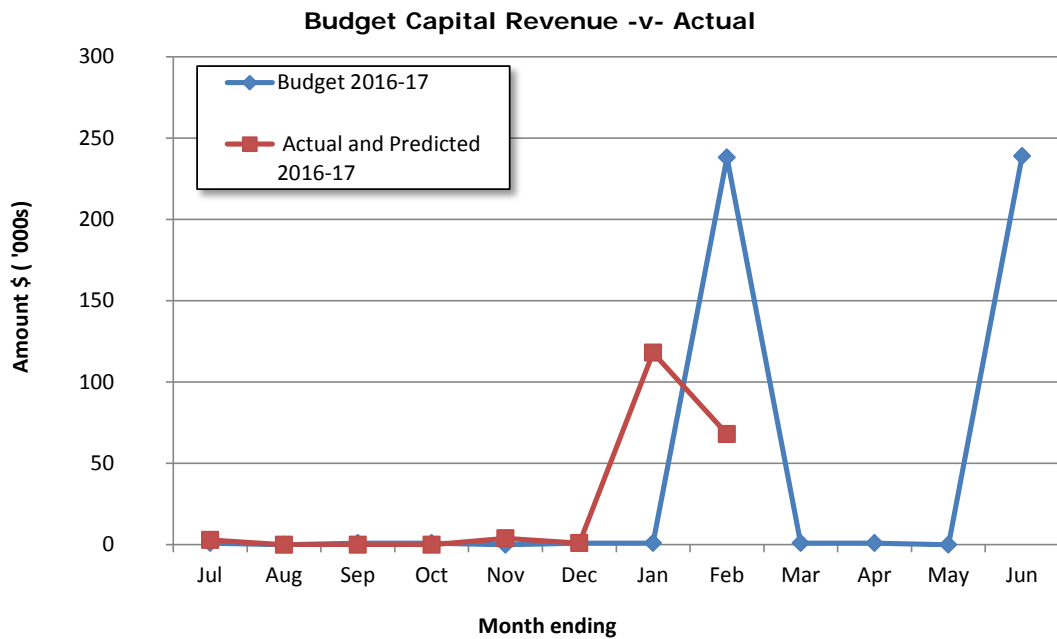


Comments/Notes - Operating Revenues

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

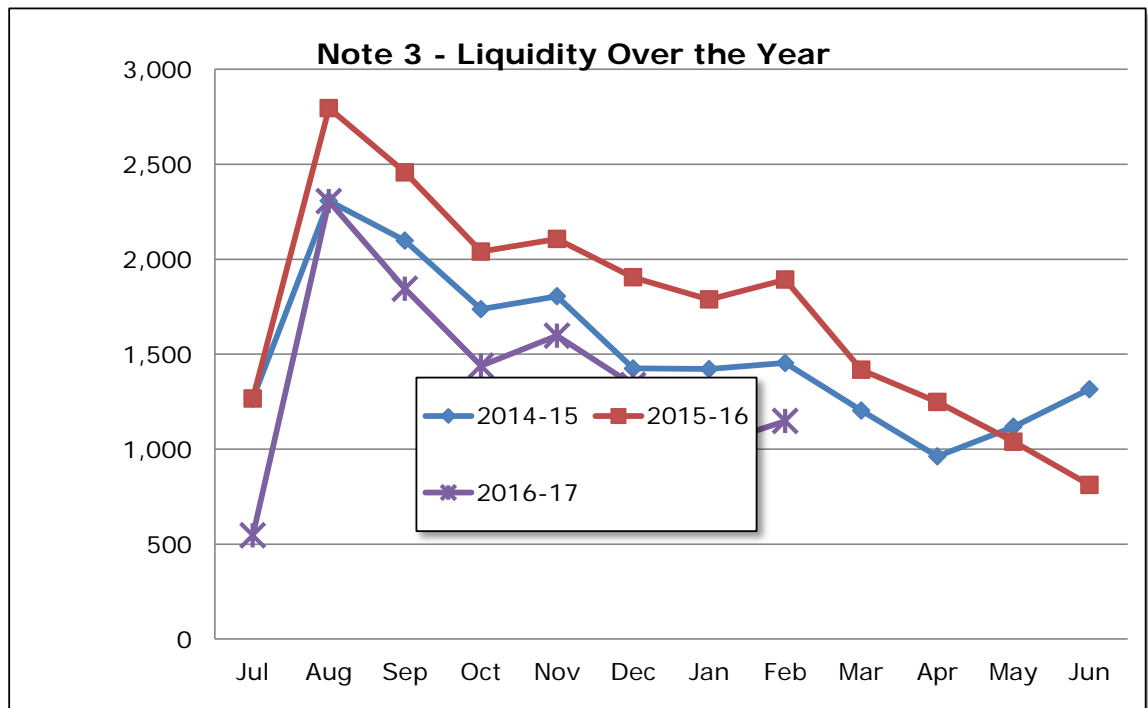


Comments/Notes - Capital Revenues

Note 3: NET CURRENT FUNDING POSITION

FM Reg 33A
(2A)(c)

Note	Positive=Surplus (Negative=Deficit)		
	2016-17		
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	1,112,450	1,746,284	1,915,357
Cash Restricted	1,274,112	1,073,211	1,073,211
Receivables - Rates and Rubbish	67,195	81,575	59,256
Receivables -Other	131,300	120,052	30,002
Interest/ATO Receivable /Trust	0	0	34,308
	2,585,057	3,021,122	3,112,134
Less: Current Liabilities			
Payables	(18,507)	(37,830)	(24,475)
Provisions	(144,743)	(121,904)	(121,904)
	(163,250)	(159,734)	(146,379)
Less: Cash Restricted	(1,274,112)	(1,073,211)	(1,073,211)
Net Current Funding Position	1,147,695	1,788,177	1,892,544



Comments/Notes - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
For the Period Ended 28 February 2017

Note 4: PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 PROFIT ON ASSET DISPOSAL		
5 Smith Street	(165,000)	
4.1.2 FEES AND CHARGES		
LGIS dividend not budgeted for	4,455	
4.1.3 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Art prize income over budget	9,000	
Diesel fuel rebate under budget	(8,000)	
4.1.7 INTEREST EARNINGS		
interest applied at end of year		
4.1.8 OTHER REVENUE		
No Material Variance		
Predicted Variances Carried Forward	(159,545)	0

SHIRE OF WICKEPIN
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
For the Period Ended 28 February 2017

Note 4: PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(159,545)	0
4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS		
Works staff training - heavy vehicle training over budget	(8,000)	
4.2.2 MATERIAL AND CONTRACTS		
Election expense not expected to be required	7,000	
Consultants fees not required this year	22,000	
CEO House expenses over budget	4,000	
WSAHA no expenditure to date - carried over to 2017-18	40,000	
Cottage homes maintenance not completed as yet	6,000	
Living Lakes project not complete	7,000	
Budget for concept plans not required	5,000	
Oval maintenance under budget	16,000	
Facey Homestead painting in budget as maintenance and grants	2,000	
Bridges and Culverts under budget	10,000	
Street cleaning under budget	5,000	
Wickepin Caravan Park maintenance - under budget	8,000	
Engineering consultants under budget	9,000	
Fuel and oil costs lower than budgeted	30,000	
4.2.3 UTILITY CHARGES		
4.2.4 DEPRECIATION (NON CURRENT ASSETS)		
4.2.4 INTEREST EXPENSES		
No Material Variance		
4.2.5 INSURANCE EXPENSES		
Fire insurance under budget	8,000	
4.2.6 LOSS ON ASSET DISPOSAL		
4.2.7 OTHER EXPENDITURE		
No Material Variance		
Predicted Variances Carried Forward	11,455	0

SHIRE OF WICKEPIN
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
For the Period Ended 28 February 2017

Note 4: PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	11,455	0
4.3 CAPITAL REVENUE		
4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Grant for Aged Housing Units not expected to be received until 2018/19	(3,036,000)	
Tincurrin Fire Truck	(369,400)	
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS		
No Material Variance		
4.3.3 PROCEEDS FROM NEW DEBENTURES		
No Material Variance		
4.3.4 PROCEEDS FROM SALE OF INVESTMENT		
No Material Variance		
4.3.5 PROCEEDS FROM ADVANCES		
No Material Variance		
4.3.6 SELF-SUPPORTING LOAN PRINCIPAL		
No Material Variance		
4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
Predicted Variances Carried Forward	(3,393,945)	0

SHIRE OF WICKEPIN
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
For the Period Ended 28 February 2017

Note 4: PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(3,393,945)	0
4.4 CAPITAL EXPENSES		
4.4.1 LAND HELD FOR RESALE		
4.4.2 LAND AND BUILDINGS		
Aged Accommodation Units are not expected to be constructed until 2016/2017	3,036,000	
4.4.3 PLANT AND EQUIPMENT		
Tincurrin Fire Truck	369,400	
4.4.4 FURNITURE AND EQUIPMENT		
Savings on Councillor ipads	5,000	
4.4.5 INFRASTRUCTURE ASSETS - ROADS		
Wickepin Harrismith Road completed over budget	(58,000)	
Wickepin Pingelly Road completed over budget	(33,500)	
Lomos South Road Project complete under budget	21,000	
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
4.4.7 PURCHASES OF INVESTMENT		
No Material Variance		
4.4.8 REPAYMENT OF DEBENTURES		
No Material Variance		
4.4.9 ADVANCES TO COMMUNITY GROUPS		
No Material Variance		
4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)		
reduction in transfers to building reserve	220,000	
Predicted Variances Carried Forward	165,955	0
Predicted Variances Brought Forward	165,955	0

**SHIRE OF WICKEPIN
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
For the Period Ended 28 February 2017**

Note 4: PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.4.5.1 RATE REVENUE		
4.5.2 OPENING FUNDING SURPLUS(DEFICIT)		
Total Predicted Variances as per Annual Budget Review	165,955	0

Governance, Audit & Community Services

10.2.06 – Albert Facey Homestead Committee Meeting Recommendations

Submission To:	Council
Location / Address:	Whole Shire
Name of Applicant:	Albert Facey Homestead Committee
File Reference:	CR.MEE.208
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 March 2017

Enclosure / Attachment: Nil

Background:

Albert Facey Homestead Committee meeting held Monday 13 February 2017.

Comment:

The Albert Facey Homestead Committee meeting was held on Monday 13 February 2017 and passed the following recommendations:

Moved Linley Rose / Seconded Charlotte Astbury

1. That all the financial transactions for the Albert Facey Homestead Committee be put through the Shire of Wickepin Municipal Fund immediately as per the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*
2. That the Albert Facey Homestead Committee request Council to set up the following reserve account

Albert Facey Homestead - To be used for the refurbishment and future maintenance requirements of the Albert Facey Homestead.
3. That the amount of \$9,269.19 be transferred from T744 Albert Facey Homestead Committee Trust Account to the new Albert Facey Homestead Reserve account.

Carried by Absolute Majority

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendations:

1. That all the financial transactions for the Albert Facey Homestead Committee be put through the Shire of Wickepin Municipal Fund immediately as per the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.
2. That the Albert Facey Homestead Committee request Council to set up the following reserve account:

Albert Facey Homestead - to be used for the refurbishment and future maintenance requirements of the Albert Facey Homestead.

3. That the amount of \$9,269.19 be transferred from T744 Albert Facey Homestead Committee Trust Account to the new Albert Facey Homestead Reserve account.

Voting Requirements: Absolute majority.

Governance, Audit & Community Services

10.2.07 – Governance, Audit & Community Services Committee Meeting

Recommendations

Submission To:	Council
Location / Address:	Whole Shire
Name of Applicant:	Governance, Audit & Community Services Committee
File Reference:	CP.PLA.572/CR.MEE.202
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 March 2017

Enclosure / Attachment: Nil

Background:

Governance, Audit & Community Services Committee meeting held Wednesday 15 February 2017.

Comment:

The Governance, Audit & Community Services Committee meeting was held on Wednesday 15 February 2017 and passed the following recommendations:

Moved Cr Martin / Seconded Cr Russell

That the amended Policy 3.1.6 Financial Assistance to Sporting and Community Groups be adopted by Council with the following amendment:

Change wording from 'council will fund the following' to 'council may fund the following'.

Carried 7/0

Moved Cr Martin / Seconded Cr Lang

That the amended Staff ICT Use Policy be adopted by Council:

1.4 SOCIAL MEDIA

Objective: Ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Wickepin.

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Wickepin who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Wickepin.

Social Media means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube, and Foursquare.

1.4.1 Social Media Use for Shire of Wickepin Purposes

The Shire of Wickepin may direct specified employees to use social media for Shire of Wickepin purposes.

Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for Shire of Wickepin purposes.

If a person is provided with express permission by the Chief Executive Officer to use social media s/he must provide information that is truthful, accurate and in the interests of the Shire of Wickepin. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

- *Use spell check and proof read each post;*
- *Understand the context before entering any conversation;*
- *Know the facts and verify the sources;*
- *Be respectful of all individuals and communities with which the person interacts with online;*
- *Be polite and respectful of other opinions;*
- *Seek to conform to the cultural and behavioural norms of the social media platform being used;*
- *If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and*
- *Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.*

A person required to use social media who has been trained and given express permission by the Chief Executive Officer should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

1.4.2 Records Personal/Private Use of the Shire of Wickepin's Corporate Sites

An employee cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.

A person of the Shire of Wickepin is able to share links that the Shire of Wickepin has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

1.4.3 Personal/Private Use of Non-Shire Of Wickepin Sites

Employees at the Shire of Wickepin are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Wickepin and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

1.4.4 Consequences of Breaching This Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Wickepin, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.4.5 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or

professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.

Carried 7/0

Moved Cr Lang / Seconded Cr Easton

That the Recovery of Debts, Rates and Service Charges Policy be adopted by Council.

Carried 7/0

Moved Cr Martin / Seconded Cr Lansdell

That the Policy Manual Review 2017 report be received.

Carried 7/0

Moved Cr Martin / Seconded Cr Russell

That the Governance, Audit and Community Services Committee adopts the Annual Compliance Audit Return for the year 1 January 2016 to 31 December 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by the due date 31 March 2017.

Carried 7/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendations:

1. That the amended Policy 3.1.6 Financial Assistance to Sporting and Community Groups be adopted by Council with the following amendment:

Change wording from 'council will fund the following' to 'council may fund the following'.

2. That the amended Staff ICT Use Policy be adopted by Council:

1.4.1 Social Media Use for Shire of Wickepin Purposes

The Shire of Wickepin may direct specified employees to use social media for Shire of Wickepin purposes.

Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for Shire of Wickepin purposes.

If a person is provided with express permission by the Chief Executive Officer to use social media s/he must provide information that is truthful, accurate and in the interests of the Shire of Wickepin. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal

information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

- Use spell check and proof read each post;
- Understand the context before entering any conversation;
- Know the facts and verify the sources;
- Be respectful of all individuals and communities with which the person interacts with online;
- Be polite and respectful of other opinions;
- Seek to conform to the cultural and behavioural norms of the social media platform being used;
- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
- Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person required to use social media who has been trained and given express permission by the Chief Executive Officer should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

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An employee cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.

A person of the Shire of Wickepin is able to share links that the Shire of Wickepin has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

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Employees at the Shire of Wickepin are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Wickepin and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

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The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Wickepin, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.4.5 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.

3. That the Recovery of Debts, Rates and Service Charges Policy be adopted by Council.
4. That the Policy Manual Review 2017 report be received.
5. That the Governance, Audit and Community Services Committee adopts the Annual Compliance Audit Return for the year 1 January 2016 to 31 December 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by the due date 31 March 2017.

Voting Requirements: Simple majority.

Governance, Audit and Community Services

10.2.08 – Yealering Lake - Request for Gazettal as Ski Lake

Submission To:	Ordinary Council
Location / Address:	Lake Yealering
Name of Applicant:	Natalie Manton, Acting CEO
File Reference:	RM.RA.2509
Author:	Natalie Manton, Acting CEO
Disclosure of any Interest:	Nil
Date of Report:	9 March 2017

Enclosure / Attachment: Nil

Background:

Lake Yealering is located on the edge of the Yealering town site which covers an area of 13 hectares. The lake is contained within Crown Reserve 9610 which is vested in the Shire of Wickepin and is reserved for the purposes of 'Recreation and Waterway' with no power to lease contained within the Reserve's Management Orders.

Increasing the recreational use of Lake Yealering has been proposed for many years. The Department of Water produced the Upper Avon River Recovery Plan Section 20 - Lake Yealering Report in December 2006 following a period of community consultation.

The Interim Steering Committee formed as part of the recovery plan developed the following vision to provide direction for management actions for outcomes by 2025:

The lakes near Yealering are recognised as the source of the Avon River. They are also recognised as wetlands of national importance that are managed as an integrated part of catchments being farmed with sustainable practices. Lake Yealering provides prolonged recreational opportunities for the region and is attractive to tourists. The nature conservation values of the lakes are increasing through local interest and care. The threatened impacts of salinity and occasional flooding on the town of Yealering, farms and roads or rail adjacent to the lakes are reduced. Reconstructed ecosystems, including some commercial options, are established in priority sections of the Avon River channel and floodplain downstream from the lakes and major tributaries.

A key outcome of the report was the proposed actions for increased water-based recreation on Lake Yealering for the Yealering community and visitors to the region. At the time the community recognised that increasing the depth of water in Lake Yealering was not feasible without major earthworks to increase the banks or lower the lake bed. The community expressed interest in prolonging the period over which the depth of water in the lake remained suitable for water-skiing.

The Living Lakes Project commenced in 2011/12 and further developed the vision outlined in the Upper Avon River Recovery Plan Section 20 - Lake Yealering Report. With the support of Royalties for Regions funding the Living Lakes Feasibility Study provided significant background information on the engineering solutions to increase and retain the level of water in Lake Yealering. The Living Lakes project has now progressed to the final stage in which the proposed engineering works are due to commence within the next 2 years.

A Concept Plan for improving the passive recreational and social aspects of the lake was also produced as part of the Living Lakes Project. The Shire of Wickepin has engaged a consultant to further develop a concept plan to upgrade the lake foreshore, picnic area and boat ramp to improve the access and amenity of the lake.

The engineering works proposed in the Living Lakes Project to create a bund and gate structure, combined with the recent rainfall event has meant that the water depth in the lake is anticipated to remain high for some time.

Significant recent rainfall has meant that the lake is currently full and despite not being gazetted as a ski lake, boat users are frequently using the lake for skiing, jet skiing, kayaking, paddle boarding and swimming.

The gazettement of Lake Yealering as being suitable for recreational water sports is urgently required to enable the Shire of Wickepin to address safety concerns and work with the Department of Transport to:

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

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

Shire of Wickepin staff met onsite with Department of Transport officers during their annual inland lake patrol in October 2014. Following the removal of the banks to the old swimming area the Department of Transport installed buoys and three floats to mark a closed water area.



Photos and maps defining a proposed ski area were sent to the Department of Transport in 2014 and again in 2017.

Comment:

Following the recent heavy rain the Shire of Wickepin has received numerous calls regarding skiing on Lake Yealering. Despite staff informing members of the community that the lake is not gazetted as a ski lake and there being signs at the lake informing them that swimming and boating are prohibited, there are several boats using

the lake particularly on weekends. The usage and management of the lake is currently unregulated and potentially dangerous for users.

As the lake is not gazetted for skiing and as such the Shire of Wickepin is not in a position to distribute the Department of Transport guidelines on safe skiing and boat rules.

If the lake was to be gazetted as suitable for water sports the Department of Transport would determine a location that is suitable for the purpose of water-skiing and may also impose conditions on use such as suitable times, speed and direction of travel. The Department of Transport is able to provide suitable signage as well as public education and information to ensure the safety of all users.

According to the Navigational Safety & Moorings Manager, Marine Safety at the Department of Transport a lake is generally not gazetted as being suitable for water sports if the depth is less than 1.5m in depth as per recommendations by the Water Ski Association of WA.

The Department of Transport are currently conducting a review of inland lakes for aquatic use.

Statutory Environment:

Division 2 - Lake Yealering

Application

5.3 This Division applies to Reserve No 9610.

Appointment of authorised persons

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

Speed of vehicles

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

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

Water activities on Lake Yealering

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

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

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

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

48A. Areas for speed boats and water skiing

1. The chief executive officer may, by notice published in the *Government Gazette* —
 - a) limit the speed of any specified class or classes of motor boat, in any navigable waters therein defined;
 - b) define and set aside any area of navigable waters for the purpose of racing by speed boats of which the owners have been granted permission to race by the chief executive officer;

- c) define and set aside, and impose conditions on the use of, any area of navigable waters for the purposes of para-sailing or water skiing and, where he sees fit, specify times when that area may be so used and may by that notice, permit the use in accordance with that notice of any waters mentioned in regulation 48(a), for that purpose;
 - d) vary or cancel any previous notice under this subregulation.
2. A person shall not race a motor boat, or drive a motor boat towing a para-sailor or a water skier in any navigable waters, except in an area defined and set aside by the chief executive officer for the purpose and, where times during which the area may be so used have been specified under subregulation (1)(c), during those times, and where the chief executive officer has imposed any conditions on the racing of speed boats, on para-sailing or on water skiing, in any such defined area, a person failing to comply with those conditions commits an offence.
 3. Where, under the provisions of this regulation, the chief executive officer defines and sets aside any area of navigable waters, for a specified purpose, he may, at the same or any other time order that those waters be not used for any but the specified purpose; and a person shall not thereupon, use those waters for any but the specified purpose.

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

Financial Implications: Nil

Policy Implications: Nil

Summary:

The Shire of Wickepin has tried for several years to seek assistance from the Department of Water to have the lake considered for gazetting as suitable for water sports. The matter has now become an urgent priority as Lake Yealering is currently full and is being frequently used by boat owners despite the lake not being gazetted for boats or skiing.

Recommendation:

1. That the Shire of Wickepin request that the Department of Transport give urgent consideration to the suitability of Lake Yealering for gazettal for water sports and skiing.
2. That the Shire of Wickepin work with its insurer, LGIS and the Department of Transport to address safety concerns at Lake Yealering by:
 - Defining areas that are safe to use for water sports.
 - Restricting boat use in defined closed water areas.
 - Educating boat users on the general boating rules and safety guidelines for skiing.
 - Minimising the risk of injury or conflict between the active and passive users of the lake including: swimmers, paddlers, jet skis and boats.

Voting Requirements: Simple majority

11. President's Report

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	1 March 2017

Recommendation:

That Council endorse the Chief Executive Officer's Report dated 1 March 2017.

Customer Services Officer

The Chief Executive Officer has appointed Samantha Dawes as the new Customer Service Officer and Samantha will be starting late February Early March in the position.

Plant Operator

Interviews have been held for the position of Plant Operator and the Manager of Works and the CEO have appointed Mr Andrew McColl of Wickepin to the position of Plant Operator. Andrew will be commencing employment in the first week of March 2017.

Wheatbelt South Aged Housing Alliance

The Wheatbelt Development Commission has confirmed that the commencement dates for the Wheatbelt South Aged Housing Alliance will be the 2018/2019 financial year. It is hoped the Financial Agreement will be signed by the March Council Meeting.

Harrismith Cemetery

The CEO received the following letter via email from the Harrismith Community Centre Committee on the 26 February 2017.

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

The Chief Executive Officer has requested a quote from Grab Photography for a quote for a concept plan for the finalisation of the Harrismith Cemetery upgrade. There is monies allocated in the budget for concept plans and the CEO believes this is the best way to finalise this project. Council has allocated \$10,000 in the 2016/2017 budget for the Harrismith Cemetery Upgrade.

MEETINGS ATTENDED

FEBRUARY	
16 th	Townscape Forum Session
20 th	CSO Interviews
21 st	Plant Operator Interviews
22 nd	Sub-Regional Road Group Meeting - Dumbleyung
23 rd	ROMAN training Shire of Cuballing
MARCH	
1 st	Insurance Program - Renewal Review 2017-2018

Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing cheques	February	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment plans		Rate payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Lee Parker	8 February 2017	Country Camp Fire
A13	Hire of Community Halls / Community Centre	CEO			

Voting Requirements: Simple majority

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