



A Fortunate Place



Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

16 AUGUST 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 16 August 2017 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark J. Hook
Chief Executive Officer

12 August 2017

Time Table

1.00pm	Lunch
1.30pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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

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

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

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

[illegible]

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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<p style="text-align: center;">Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin Wednesday 16 August 2017</p>
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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 – 19 July 2017

7. Receival of Minutes

7.1 Governance, Audit & Community Services Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	26 July 2017

Enclosure / Attachment:

Minutes of the Governance, Audit & Community Services Committee Meeting held on Wednesday 19 July 2017.

Background:

The Governance, Audit & Community Services Committee Meeting was held on Wednesday 19 July 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 19 July 2017 be received.

Voting Requirements: Simple majority.



A Fortunate Place



Shire of Wickepin

Minutes

Governance, Audit and Community Services Committee
Council Chambers, Wickepin

19 JULY 2017

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Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers, Wickepin – Wednesday 19 July 2017

The Chairperson declared the meeting open at 12.10pm.

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 R Easton	Member
Cr G Hinkley	Member – <i>Via telephone link-up</i>
Mr Mark J Hook	Chief Executive Officer
Mrs Leah Taylor	Executive Support Officer (Minute Taker)

Urgent Business

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

Submission To:	Governance, Audit and Community Services Committee meeting
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.CME.1323
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 July 2017

Enclosure / Attachment: Nil

Background:

Council has received a request from Cr Gerri Hinkley to attend the 19 July 2017 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA. Council resolution by Absolute Majority is required under Section 5.25(ba) of the *Local Government Act 1995* to attend meetings of Council by telephone link-up.

Comment:

Council staff attempt to have the Agendas prepared at least a week prior to the Governance, Audit and Community Services Committee meeting. In completing this there will be business of an urgent nature that will arise from time to time.

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

5.5 Urgent Business

- 5.5.1** A Councillor may move a motion or ask a question involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member agrees to the business being raised and the Presiding Member considers that either;

- (a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Council or committee; or
- (b) the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the council;

5.5.2 Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Members ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to receive a late item to allow Cr Hinkley to attend the 19 July 2017 Governance, Audit and Community Services Committee meeting via telephone link-up.

Recommendation:

That the presiding Member accepts the late agenda item to allow Cr Hinkley to attend the 19 July 2017 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Voting Requirements: Absolute Majority

Moved Cr Lansdell / Seconded Cr Allan

That the presiding Member accepts the late Agenda Item to allow Cr Hinkley to attend the 17 February 2016 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Carried 5/0

Late Item

Cr Gerri Hinkley – Phone Link-Up Meeting Attendance

Submission To:	Governance, Audit and Community Services Committee meeting
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.CME.1323
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 July 2017

Enclosure / Attachment: Nil

Background:

Council has received a request from Cr Gerri Hinkley to attend the 19 July 2017 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Comment:

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

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

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

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

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

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

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

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

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

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

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

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

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

Financial Implications: Nil

Policy Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to allow Cr Hinkley to attend the 19 July 2017 Governance, Audit and Community Services Committee meeting via telephone link-up.

Recommendation:

That Council allow Cr Hinkley to attend the 19 July 2017 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Voting Requirements: Absolute majority

Moved Cr Lansdell / Seconded Cr Allan

That Council allow Cr Hinkley to attend the 19 July 2017 Governance, Audit and Community Services Committee meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Carried 5/0

Apologies**Leave of Absence (Previously Approved)**

Cr S Martin Member

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 – 15 February 2017**

Moved Cr Allan / Seconded Cr Lansdell

That the minutes of the Governance, Audit and Community Services Committee held on 15 February 2017 be confirmed as a true and correct record.

Carried 6/0

7. Status Report

Subject/Action	Date	Officer	Progress	Status	Comment
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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 Manual – Council ICT Use Policy

Submission To:	Governance, Audit & Community Services Committee
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	23 May 2017

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.

1.3 SOCIAL MEDIA - COUNCILLORS

OBJECTIVE: Ensure all the Shire of Wickepin councillors 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 councillors 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

If a user uses 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.

Councillors who are required to use social media 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 should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from 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 councillor cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the President. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the President (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 Consequences of Breaching This Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may be referred to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.3.4 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's councillors 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) 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 Council ICT Use Policy as attached be adopted by Council.

Voting Requirements: Simple Majority

Moved Cr Allan / Seconded Cr Lansdell

That the Council ICT Use Policy as follows be adopted by Council:

1.4 SOCIAL MEDIA - COUNCILLORS

OBJECTIVE: *Ensure all the Shire of Wickepin councillors 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 councillors 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

If a Councillor uses 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.

Councillors who are required to use social media 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 President and/or CEO; 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 should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from 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 councillor cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the President. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the President (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 Consequences of Breaching This Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may be referred to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.4.4 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's councillors 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) are responsible for reading this policy prior to accessing social media.

Carried 6/0

12.22pm – President Julie Russell entered the Chambers.

Governance, Audit & Community Services

9.2 – Policy Manual – iPad Policy

Submission To:	Governance, Audit & Community Services Committee
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	23 May 2017

Enclosure / Attachment: iPad Policy

Background:

It has been recognised that an iPad Policy is required now that councillors have their own iPads with individual council email addresses.

Comment:

The objective of the iPad Policy is to provide clear parameters in relation to the use, support and ownership of Council iPads.

1.5 iPad Policy

OBJECTIVE:

- To provide clear guidance on the issuing of Council owned iPads;
- To identify the acceptable use of Council owned iPads;
- To ensure the rules relating to Council owned iPads are applied consistently across the business; and
- To set out the standards of behaviour expected of iPad users, being the Councillors and Council staff, when making reference to Shire of Wickepin Council through various media platforms.

1.5.1 Background

The Shire of Wickepin recognises that a high proportion of the community either own or have access to iPads and that the use of these devices will promote communication between Council, Councillors, and its community. Additionally, iPads have been adopted as a tool to support Council in facilitating service delivery and productivity. The iPad device will facilitate the electronic distribution of Shire of Wickepin Council meeting agendas, business papers and minutes. This device will allow reading, reviewing and/or commenting on large volumes of documents and will allow Councillors and senior management to perform these tasks in a paperless format. The Apple iPad and similar devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media and web content. Such devices are not substitutes for more versatile laptop computers, and shall not be purchased as such.

1.5.2 Policy Statement

The provision of iPad devices shall be restricted to Councillors of Shire of Wickepin Council, CEO, Deputy CEO and other senior managers as delegated by the Chief Executive Officer. The iPad devices are provided to facilitate work related use. The use of non-standard software and internet applications is prohibited; i.e. Skype, MySpace, Bebo, Friendster, Flickr, Twitter, Yahoo Groups, Google Groups, Whirlpool, and other similar sites. Modification of standard Internet software to bypass security measures is prohibited. The maintenance of appropriate security measures is essential to ensure the confidentiality and integrity of the Council's information.

1.5.3 Application of Policy

This policy applies to Councillors and relevant Council senior management employees who are provided with access and usage of a Council owned iPad device.

Approval of an iPad purchase and associated data plan will be on a case-by-case basis at the discretion of the CEO.

1.5.4 Administration of Information Systems

The CEO is responsible to ensure the continued understanding of the policy and its protocols by relevant Council staff and elected Councillors. All iPad users are to have individual passwords (pin number) for security purposes. All users are to maintain confidentiality of their login pin number. The Council appointed Administrator is the Executive Support Officer. The Executive Support Officer and IT Support will have access rights to all user passwords. These designated Officers shall not disclose Council staff user passwords and will only use these details in their responsibility of administering corporate information systems.

1.5.5 Technical Support

The Executive Support Officer is responsible for the management of information services and facilities; i.e. iPads, laptops and computers.

1.5.6 iPad Usage

Council fosters an environment where the privacy of communications will be respected as long as individuals abide by the council's stated policies. While Council's information systems do allow the logging and screening of activity in certain circumstances, the Council does not support pervasive and systematic surveillance. All users are to be conscious of the fact that improper use of iPad devices may pose a threat to Council information systems security and adversely impact on the potential legal liability exposure of the Council.

1.5.7 Conditions of Usage

- *The iPad device is accessible to all Councillors, during their term of office.*
- *The iPad device is accessible to the CEO and DCEO, during their employment at Council.*
- *iPad use is limited to reasonable use that supports the Shire of Wickepin.*
- *The iPad is to be used as the official means of electronic distribution of Shire of Wickepin Council Ordinary Meeting agendas, business papers and minutes of meeting.*
- *The iPad may be used as the means of electronic distribution of Committees of Council agendas, business papers and minutes of meeting.*
- *The iPad may be used for web browsing for work related activities.*
- *The use and access to 'streaming' Internet sites on the iPad is not allowed. These sites may include media sites, Skype, music, sport and movie sites.*
- *Councillors and Council staff may not use the iPad to conduct business or secondary employment for personal financial gain.*

1.5.8 Conditions of Usage

Council will revoke the availability and use of an iPad because of misuse or serious abuse of usage as listed below:

- *Conducting business other than Council business, (i.e. secondary employment) without the approval of the CEO.*
- *Promotion of a personal or commercial benefit.*
- *Violation of a copyright.*
- *Sending of viruses or other destructive content.*
- *Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material).*
- *Sending material that uses offensive language.*
- *Sending, disclosing and/or distributing personal or confidential information held by Council.*
- *Sending, disclosing and/or distributing slanderous and/or defamatory material.*
- *Sending emails as a form of harassment, bullying or threatening behaviour.*
- *Lending the iPad to a third party is strictly prohibited.*

- *Make disparaging or any adverse comment about Council, any policy or decision of Council or any of Council's related employees, contractors and other Councillors.*
- *Any act that contravenes a law or is a criminal offence.*
- *Any act that may have a negative impact to Council.*

1.5.9 iPad Ownership

The iPad device and associated accessories that have been issued by Council will at all times remain in the ownership of Council. If a Council employee resigns, retires or their employment is terminated for any reason that employee is required as part of the exit interview to return the iPad and accessories to Council. If a Councillor resigns, retires or their election tenure finishes that Councillor is required to return the iPad and accessories to the Shire of Wickepin. Council issued iPads are not the personal property of Council officials or Council staff and may be reassigned or recalled if directed by the CEO. Council reserves the right to require the return of the iPad at any time. If an iPad is requested to be returned it must be handed-in to the CEO within 24 hours of the request being made.

1.5.10 Enforcement

Users must comply with the requirements of this Policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Councillors referral to a Conduct Review Committee). Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to Council's iPad either permanently or on a temporary basis.

1.5.11 Criminal Activity

Illegal use of an iPad device and any related criminal activities will result in the matter being referred to the Police for investigation and / or CCC if necessary.

1.5.12 Responsibilities

Shire of Wickepin

Shire of Wickepin Council will be responsible for the payment of iPad expenses associated with:

- *The purchase of all Apple iPad devices;*
- *Payment of monthly data plan and equipment charges, and review of the same;*
- *Training and support charges;*
- *The servicing and maintenance of the equipment;*
- *Repairs to the equipment.*

CEO

- *Ensuring that Councillors and Council staff are aware of and have an understanding of the iPad Policy and received a copy of the same;*
- *Ensuring that Councillors and Council staff comply with the "Conditions of Usage" requirements of the iPad Policy;*
- *Implementing disciplinary procedures, where there is proven misuse or improper use of Council's iPad.*

IT Support

- *Implementation, administration and technical support to all users of the iPad devices;*
- *Reporting misuse of Council iPad Policy to the CEO.*

Councillors and Authorised Users

- *Have read and understood the iPad Policy;*
- *Adhere to the "Conditions of Usage" requirements as detailed herein the Council iPad Policy;*
- *Ensure their use of the iPad is consistent with ethical behaviour under the Council iPad Policy and Code of Conduct;*
- *Ensure if an iPad is lost or stolen to immediately advise the CEO.*

1.5.13 Virus Scanning

IT support shall ensure current virus scanning software is loaded onto the iPad device. The use of unauthorised software is strictly prohibited. Unauthorised software may be deleted from an individual's iPad.

1.5.14 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's councillors 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) 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 iPad Policy as attached be adopted by Council.

Voting Requirements: Simple Majority

Moved Cr Lang / Seconded Cr Allan

That the iPad Policy as follows be adopted by Council:

1.1 iPad Policy

OBJECTIVE:

- To provide clear guidance on the issuing of Council owned iPads;
- To identify the acceptable use of Council owned iPads;
- To ensure the rules relating to Council owned iPads are applied consistently across the business; and
- To set out the standards of behaviour expected of iPad users, being the Councillors and Council staff, when making reference to Shire of Wickepin Council through various media platforms.

1.1.1 Background

The Shire of Wickepin recognises that a high proportion of the community either own or have access to iPads and that the use of these devices will promote communication between Council, Councillors, and its community. Additionally, iPads have been adopted as a tool to support Council in facilitating service delivery and productivity. The iPad device will facilitate the electronic distribution of Shire of Wickepin Council meeting agendas, business papers and minutes. This device will allow reading, reviewing and/or commenting on large volumes of documents and will allow Councillors and senior management to perform these tasks in a paperless format. The Apple iPad and similar devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media and web content. Such devices are not substitutes for more versatile laptop computers, and shall not be purchased as such.

1.1.2 Policy Statement

The provision of iPad devices shall be restricted to Councillors of Shire of Wickepin Council, CEO, Deputy CEO and other senior managers as delegated by the Chief Executive Officer. The iPad devices are provided to facilitate work related use. The use of non-standard software and internet applications is prohibited; i.e. Skype, MySpace, Bebo, Friendster, Flickr, Yahoo Groups, Google Groups,

Whirlpool, and other similar sites. Modification of standard Internet software to bypass security measures is prohibited. The maintenance of appropriate security measures is essential to ensure the confidentiality and integrity of the Council's information.

1.1.3 Application of Policy

This policy applies to Councillors and relevant Council senior management employees who are provided with access and usage of a Council owned iPad device.

Approval of an iPad purchase and associated data plan will be on a case-by-case basis at the discretion of the CEO.

1.1.4 Administration of Information Systems

The CEO is responsible to ensure the continued understanding of the policy and its protocols by relevant Council staff and elected Councillors. All iPad users are to have individual passwords (pin number) for security purposes. All users are to maintain confidentiality of their login pin number. The Council appointed Administrator is the Executive Support Officer. The Executive Support Officer and IT Support will have access rights to all user passwords. These designated Officers shall not disclose Council staff user passwords and will only use these details in their responsibility of administering corporate information systems.

1.1.5 Technical Support

The Executive Support Officer is responsible for the management of information services and facilities; i.e. iPads, laptops and computers.

1.1.6 iPad Usage

Council fosters an environment where the privacy of communications will be respected as long as individuals abide by the council's stated policies. While Council's information systems do allow the logging and screening of activity in certain circumstances, the Council does not support pervasive and systematic surveillance. All users are to be conscious of the fact that improper use of iPad devices may pose a threat to Council information systems security and adversely impact on the potential legal liability exposure of the Council.

1.1.7 Conditions of Usage

- *The iPad device is accessible to all Councillors, during their term of office.*
- *The iPad device is accessible to the CEO and DCEO, during their employment at Council.*
- *iPad use is limited to reasonable use that supports the Shire of Wickepin.*
- *The iPad is to be used as the official means of electronic distribution of Shire of Wickepin Council Ordinary Meeting agendas, business papers and minutes of meeting.*
- *The iPad may be used as the means of electronic distribution of Committees of Council agendas, business papers and minutes of meeting.*
- *The iPad may be used for web browsing for work related activities.*
- *The use and access to 'streaming' Internet sites on the iPad is not allowed. These sites may include media sites, Skype, music, sport and movie sites.*
- *Councillors and Council staff may not use the iPad to conduct business or secondary employment for personal financial gain.*

1.1.8 Conditions of Usage

Council will revoke the availability and use of an iPad because of misuse or serious abuse of usage as listed below:

- *Conducting business other than Council business, (i.e. secondary employment) without the approval of the CEO.*
- *Promotion of a personal or commercial benefit.*
- *Violation of a copyright.*
- *Intentionally sending viruses or other destructive content.*
- *Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material).*
- *Sending material that uses offensive language.*
- *Sending, disclosing and/or distributing personal or confidential information held by Council.*
- *Sending, disclosing and/or distributing slanderous and/or defamatory material.*

- *Sending emails as a form of harassment, bullying or threatening behaviour.*
- *Lending the iPad to a third party is strictly prohibited.*
- *Make disparaging or any adverse comment about Council, any policy or decision of Council or any of Council's related employees, contractors and other Councillors.*
- *Any act that contravenes a law or is a criminal offence.*
- *Any act that may have a negative impact to Council.*

1.1.9 iPad Ownership

The iPad device and associated accessories that have been issued by Council will at all times remain in the ownership of Council. If a Council employee resigns, retires or their employment is terminated for any reason that employee is required as part of the exit interview to return the iPad and accessories to Council. If a Councillor resigns, retires or their election tenure finishes that Councillor is required to return the iPad and accessories to the Shire of Wickepin. Council issued iPads are not the personal property of Council officials or Council staff and may be reassigned or recalled if directed by the CEO. Council reserves the right to require the return of the iPad at any time. If an iPad is requested to be returned it must be handed-in to the CEO within 24 hours of the request being made.

1.1.10 Enforcement

Users must comply with the requirements of this Policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Councillors referral to a Conduct Review Committee). Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to Council's iPad either permanently or on a temporary basis.

1.1.11 Criminal Activity

Illegal use of an iPad device and any related criminal activities will result in the matter being referred to the Police for investigation and / or CCC if necessary.

1.1.12 Responsibilities

Shire of Wickepin

Shire of Wickepin Council will be responsible for the payment of iPad expenses associated with:

- *The purchase of all Apple iPad devices;*
- *Payment of monthly data plan and equipment charges, and review of the same;*
- *Training and support charges;*
- *The servicing and maintenance of the equipment;*
- *Repairs to the equipment.*

CEO

- *Ensuring that Councillors and Council staff are aware of and have an understanding of the iPad Policy and received a copy of the same;*
- *Ensuring that Councillors and Council staff comply with the "Conditions of Usage" requirements of the iPad Policy;*
- *Implementing disciplinary procedures, where there is proven misuse or improper use of Council's iPad.*

IT Support

- *Implementation, administration and technical support to all users of the iPad devices;*
- *Reporting misuse of Council iPad Policy to the CEO.*

Councillors and Authorised Users

- *Have read and understood the iPad Policy;*
- *Adhere to the "Conditions of Usage" requirements as detailed herein the Council iPad Policy;*
- *Ensure their use of the iPad is consistent with ethical behaviour under the Council iPad Policy and Code of Conduct;*
- *Ensure if an iPad is lost or stolen to immediately advise the CEO.*

1.1.13 Virus Scanning

IT support shall ensure current virus scanning software is loaded onto the iPad device. The use of unauthorised software is strictly prohibited. Unauthorised software may be deleted from an individual's iPad.

1.1.14 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's councillors 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) are responsible for reading this policy prior to accessing social media.

Carried 7/0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

11.1.1 Audit Timetable 2017

Key area	Target date	Person responsible
Audit Planning Meeting	29 March 2017	Butler Settineri Team
Interim Audit 1	17– 18 May 2017	Butler Settineri Team & Shire of Wickepin
Bank confirmation letters	3 July 2017	Butler Settineri Team & Shire of Wickepin
Reconciled financial information to be provided for audit	22 August 2017	Shire of Wickepin
Audit selections to Shire	25 August 2017	Butler Settineri Team
Draft Financial report from the Shire	25 August 2017	Shire of Wickepin
Audit fieldwork – Final Visit	6 - 8 September 2017	Shire of Wickepin
Audit completion	20 September 2017	Butler Settineri Team
Final manager review (including financials)	27 September 2017	Butler Settineri Team
Audit Partner review	4 October 2017	Butler Settineri Team
Financial report to be signed by client	11 October 2017	Shire of Wickepin
Audit report sign off	12 October 2017	Butler Settineri
Exit meeting with Management (AGM)	TBA	Butler Settineri Team & Shire of Wickepin
Council Meeting	18 October 2017	

12.26 pm – Cr Hinkley departed the meeting via telephone link-up – lost connection.

12.29pm – Cr Hinkley entered the meeting via telephone link-up.

12. Urgent Business

13. Closure

There being no further business the Chairperson declared the meeting closed at 12.30pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 18 October 2017.

7.2 Lifestyle Retirement Committee Meeting

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

Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 9 August 2017.

Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 9 August 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 Lifestyle Retirement Committee Meeting held on Wednesday 9 August 2017 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 9 August 2017 be received.

Carried /



A Fortunate Place



Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Council Chambers, Wickepin

9 AUGUST 2017

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**Minutes of a Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin
Wednesday 9 August 2017**

The Chairperson declared the meeting open at 3.05pm.

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

Murray Lang	Member
Colin Hemley	Member
Audrey Bird	Member
Karen Williamson	Member
Syd Martin	Chairperson

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

Apologies

Cr Fran Allan	Member
Cr Allan Lansdell	Member
Coleen Thompson	Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – Lifestyle Retirement Committee Meeting – 10 May 2017

Moved Murray Lang / Seconded Colin Hemley

That the minutes of the Lifestyle Retirement Committee held on 10 May 2017 be confirmed as a true and correct record.

Carried 5/0

7. Status Report

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

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

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

Business of Meeting

9.1 – Proposed Aged Units Johnston Park, Wickepin

Submission To:	Lifestyle Committee
Location / Address:	Johnston Park
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.LOA.1230 / CR.MEE.203
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 August 2017

Enclosure / Attachment: Nil

Background:

The Chair of the Lifestyle Committee has requested the CEO to present to the Lifestyle Retirement Committee the cost of raising loans for the construction of suitable aged accommodation units on Johnston Park Wickepin.

1. \$1,500,000 over ten and twenty years
2. \$1,250,000 over ten and twenty years

Also, put forward was a request that the Shire of Wickepin borrows the necessary funds required to construct aged units at Johnston Park, Wickepin.

Comment:

As requested by the Chair of the Lifestyle Retirement Committee, the CEO requested the Treasury Corporation to provide the current borrowing rates for Local Government for \$1,500,000 and \$1,250,000 over ten and twenty years.

Following are the current indicative borrowing rates provided by Tamara Marsh Client Relationship Manager WA Treasury Corporation based on the above request as of the 7th August 2017:

Interest Rate:	3.77%	Quarterly compounding
	0.94%	
* These rates do not include the government guarantee fee.		
Date of Advance:	21 October 2017	
Term (yrs)	10	Years
Maturity Date:		
Amount of Advance:	\$1,500,000.00	
Schedule Basis:	40	
Payments per year	4	Quarterly compounding
Total interest	\$307,449.27	
Total capital	\$1,500,000.00	
Total combined	\$1,807,449.27	
	Annual	
	Repayment	
	\$180,745	

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

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

Date of Advance: **21 October 2017**

Term (yrs) **20** Years

Maturity Date:

Amount of Advance: **\$1,500,000.00**

Schedule Basis: **80**

Payments per year **4** Quarterly compounding

Total interest	\$642,634.24
Total capital	\$1,500,000.00
Total combined	\$2,142,634.24

Annual
Repayment
\$107,132

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

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

Date of Advance: **21 October 2017**

Term (yrs) **10** Years

Maturity Date:

Amount of Advance: **\$1,500,000.00**

Schedule Basis: **40**

Payments per year **4** Quarterly compounding

Total interest	\$535,528.53
Total capital	\$1,250,000.00
Total combined	\$1,785,528.53

Annual
Repayment
\$89,276

Interest Rate: **3.06%** Quarterly compounding
0.94%

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

Date of Advance: **21 October 2017**

Term (yrs) **10** Years

Maturity Date:

Amount of Advance: **\$1,500,000.00**

Schedule Basis: **40**

Payments per year **4** Quarterly compounding

Total interest	\$205,726.79
Total capital	\$1,250,000.00
Total combined	\$1,455,726.79

Annual
Repayment
\$145,573

The above figures are subject to change and they exclude the government guarantee fee of 0.70%.

Following are the amounts that have been placed in the 2017/2018 budget estimates for adoption by Council. These figures are still subject to change until the final budget is adopted in August 2017.

	Capital Housing	
CLCH1	Upgrade Cottage Homes	100,000

NOTES TO AND FORMING PART OF THE BUDGET

For Year Ending 30th June 2018

	2016/2017 Balance	2017/2018 Budget	
6. RESERVES		\$	
Summary of Transfers To Cash Backed Reserves			
Transfers to Reserves	Opening balance		Closing balance
	\$	\$	
133640 COTTAGE HOMES RESERVE	37,172		37,172
133940 AGED PERSONS ACCOMM RESERVE	184,185	50,000	234,185

If the Shire of Wickepin was not to transfer the \$50,000 and not undertake the upgrade to the existing Cottage Homes units it would be able to fund the Annual loan fund of \$89,276 from the current budget amounts.

The current Cottage Homes are in need of a major upgrade to bring them up to the current requirements for aged housing.

The Shire of Wickepin still has not heard from the Minister for Primary Industries and Regional Development regarding the signed agreement for the funding of The Wheatbelt South Aged Housing Alliance Aged Housing Project, which if funded will deliver 38 independent living units across seven local governments in the Wheatbelt South region at a cost of \$10,089,000. The Shire of Wickepin is the lead agency for the Wheatbelt South Aged Housing Alliance.

There may also be additional funding that still has to be explored through the Federal Governments Grant Schemes such as the following:

Regional and Community Programmes

- **Building Better Regions Fund**

The Building Better Regions Fund will invest nearly \$500 million over four years in infrastructure projects and community investments to create jobs drive economic growth and build stronger regional communities into the future.

- **Community Development Grants Programme**

The Australian Government has established the Community Development Grants Programme to support needed infrastructure that promotes stable, secure and viable local and regional economies.

- **National Stronger Regions Fund**

The National Stronger Regions Fund invests in infrastructure projects which deliver economic benefit and address disadvantage.

- **Stronger Communities Programme**

The Stronger Communities Programme is providing \$67.5 million over three funding rounds commencing in 2015-16.

- **Regional Growth Fund**

The Australian Government will provide \$472.2 million over four years from 2017-18 to establish Regional Growth Fund.

The Shire of Wickepin has not consulted or discussed funding options with members of the community to see if there is any interest in the upfront purchasing any units under a lease for life scenario. This would allow capital to be raised prior to the construction and reduce the capital amount of funding the Shire of Wickepin would need to inject into this project to construct three or four units on Johnston Park, Wickepin.

This avenue still needs to be fully explored.

The Chair of the Lifestyle Retirement Committee has requested the following recommendation be listed for discussion at the Lifestyle Retirement Committee Meeting being held on the 9th August 2017:

That the Wickepin Lifestyle Committee requests the Shire of Wickepin to borrow an amount of \$1,500,000 over twenty years for the construction of suitable aged accommodation units on Johnston Park Wickepin.

Statutory Environment:

Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Residential Tenancies Act 1987

Policy Implications:

No Policy.

Financial Implications:

Annual loan repayment of \$89,276 based on \$1.5m 20 years.

Strategic Implications:

Fits within theme one of the Shire of Wickepin Strategic Community Plan 2012 – 2022

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Review, at least annually, the five-year road program for the district. Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary
1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> We have a clear, published townscape plan that addresses the community's needs.
1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> Grants Officer employed.

Recommendation:

That the Wickepin Lifestyle Committee requests the Shire of Wickepin to borrow an amount of \$1,500,000 over twenty years for the construction of suitable aged accommodation units on Johnston Park, Wickepin.

Voting Requirements: Simple Majority

Moved Murray Lang / Seconded Karen Williamson

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

Carried 5/0

The resolution different from the officers recommendation as the Lifestyle retirement committee felt that all avenues of retrieving funding be exhausted for the Independent Living Units before approaching council for funding.

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

The next Lifestyle Retirement Committee Meeting will be held on Wednesday 8 November 2017 at 3.00pm.

There being no further business the Chairperson declared the meeting closed at 3.57pm.

Actions Requested from meeting

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

8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
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.	✓	Design and specifications received. Minor modifications required.
839-190717-04	Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin	CEO	Council affirm the Retrospective Planning Approval for Lot 27 Curlew Way, Wickepin in accordance with the setbacks indicated in the approved building permit, given at the 21 June 2017 Ordinary Council Meeting. 1. A landscape plan and parking plan be prepared for the northern building setback area to the satisfaction of the legal authority. 2. No development to occur in the northern building setback area including a change of level other than that approved or necessitated by the building permit and including any retaining walls other than those arising from the above unless the subject of a separate planning approval by the legal authority. 3. Roof materials to be non-reflective colorbond. 4. The effluent disposal system be designed to ensure discharge of effluent is retained onsite. 5. Fencing along the northern boundary opposite the approved building to be to the satisfaction of Council. Advice note: The applicant is advised that any future building development proposed in the 10 metre northern side setback area will need to be subject to a planning approval by the local authority to ensure compliance with Condition C2.	✓	Submission reply letters sent 26/07/2017.
840-190717-05	Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin	CEO	That Council express their disappointment in writing to Redink.	✓	Letter sent 25/07/2017.
841-190717-09	Sewerage System Capacity – New Dam	CEO	That Council construct a new sewerage holding dam located in the Shire of Wickepin sub-division located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.	○	Construction to commence soon.
842-190717-10	Sewerage System Capacity – New Dam	CEO	That Council delegates to the CEO to contact the Wickepin District Sports Club and the Wickepin Football Club for compensation on the loss of the crop on the land.	✓	CEO contacted WDPC and WFC. No compensation is sought.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
843- 190717-11	Restricted Access Vehicle Permits - Council Roads	CEO	<ol style="list-style-type: none"> 1. That the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that Council believes Dalton Road unsuitable to be added to the Restricted Access Vehicles Network 4 Permit Network. 2. That the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that it believes a Restricted Local Access Period Permit would be more suitable for Dalton Road. 	✓	Letter sent 26/07/2017.
844- 190717-12	Jean Sloan Seed Collecting to June 2017	CEO	<p>That Council grant permission to Jean Sloan of Kondinin to collect native plants from reserves (gravel pits, road verges, and Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2018.</p> <p>With the following conditions:</p> <ul style="list-style-type: none"> • Permission is only granted to Jean Sloan • Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds. • All care to be taken to avoid the disturbance of fauna habitat. • All care to be taken to avoid any disturbance that may lead to soil degradation. • No damage to be done to Golf fairways and rough. • No picking during imposed harvest and vehicle movement bans • No picking during Total Fire Ban 	✓	Letter sent 27/07/2017.
845- 190717-13	Tender - 05/2016-17 Flood Damage Road Remedial Works	CEO	That Council accept the tender from Narrogin Earth Moving for Flood Damage Road Remedial Works as per received RFT 05/2016-17 Flood Damage Road Remedial Works at a tendered price of \$281,732.	✓	Successful/ unsuccessful letters sent 27/07/2017.
846- 190717-14	Tender - 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate)	CEO	<p>That Council accept the tender from Bitutek Pty Ltd as per received RFT 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate) for a full service and lay of bitumen products at the following tendered prices:</p> <ul style="list-style-type: none"> • Full Service 7mm Works Program m2 \$3.52 • Full Service 10mm Works Program m2 \$3.63 	✓	Successful/ unsuccessful letters sent 27/07/2017.
847- 190717-15	Tender - 02/2017-18 Supply and Lay Asphalt	CEO	<p>That Council accept the tender from Great Southern Paving as per the received RFT 02/2017-18 Supply and Lay Asphalt at the following tendered prices:</p> <ul style="list-style-type: none"> • Rate to apply 25mm Black Asphalt \$21.00 • Rate to apply 25mm Red Asphalt \$34.50 	✓	Successful/ unsuccessful letters sent 27/07/2017.
848- 190717-16	Tender - 03/2017-18 Annual Bulldozer, Excavator work	CEO	That Council accept the tender from AC & EJ Fulford for Bulldozer and Excavator hire as per the received RFT 03/2017-18 Annual Bulldozer, Excavator work at the tendered price of \$330 per hour for the CAT D8L bulldozer and \$220 per hour for the DOOSAN DX225LC excavator.	✓	Successful/ unsuccessful letters sent 27/07/2017.
849-	Wheatbelt NRM - Living Lakes project, Lake	CEO	1. That the CEO forward a letter from the Shire of Wickepin confirming that the Wheatbelt NRM are permitted to access Lot 29612,	✓	Email sent by CEO 24/07/2017.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
	Yealering		containing Lake Yealering for Stage 3 of the Lake Yealering Living Lakes Project. 2. That Council may agree to undertake the future maintenance of the engineering installed infrastructure subject to the adoption of the Maintenance and Management Plan.		Follow up letter sent 27/07/2017.
850-190717-21	Fees and Charges Adoption 2017/18	CEO	That Council adopt the attached Schedule of Fees and Charges for the 2017/2018 financial year effective as of 1 July 2017.	✓	Complete.
851-190717-22	Local Planning Policy Design Guidelines for Residences in Rural Residential Zone	CEO	That the Policy 11.3.2 Local Planning Policy Design Guidelines for Residences in Rural Residential Zone not be reinstated into the 2017 Policy Manual.	✓	No action.
852-190717-24	Chief Executive Officers – Annual Performance Appraisal 2017	CEO	That Council: 1. Notes that Mr Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2016/17 has been undertaken; 2. Endorses Mr Hook's overall rating of 'Satisfactory'; 3. Schedules the next review of the CEO's performance to be undertaken and completed in the week commencing 19 March 2018; 4. Endorses the Key Result Areas for the 2017/18 appraisal period; and 5. Considers an adjustment to the CEO's annual total reward package in accordance with Clause 9 of the contract of employment, and the determination of the Salaries and Allowances Tribunal of 11 April 2017 (effective from 1 July 2017).	✓	Complete.
853-190717-25	Chief Executive Officers – Annual Review	CEO	That Council increase the Current Chief Executive Total Salary Package to the following as of the first pay period on or after the 1st July 2017 a. Total Reward Package Components The components of the Total Reward Package are: 6.2 salary (cash component)\$124,000 per year; 6.3 The benefit value of the provision of a motor vehicle for private use \$14,779 per year; 6.4.1 Superannuation 9.5% \$ 11,783 per year 6.5.1 Housing Allowance \$ 7,650 per year 6.5.2 Housing Utilities Up to \$ 5,000 per year Total \$163,240 per year	✓	Complete.
854-190717-27	Chief Executive Officer Annual Leave	CEO	That Council allow the Chief Executive Officer to take Leave from Monday 25 September to Friday 6 October 2017.	✓	Complete.
855-190717-28	Wickepin Community Resource Centre - Bee Hotels located in Wickepin Shire Gardens	CEO	That Council give permission to the Wickepin CRC to place Native Bee Hotels within the following gardens in the Shire of Wickepin: <ul style="list-style-type: none"> • Albert Facey Homestead Gardens • Wickepin Shire Administration office gardens • Wickepin Heritage Walk Trails • Harrismith Walk Trails • Around Lake Yealering 	✓	Letter sent 26/07/2017.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
856-190717-29	Shire of Narrogin – Provision of Health, Building and Planning Services	CEO	That the CEO advertise for the provision of building services, planning services and environmental health services for the Shire of Wickpin.	✓	Advert placed in Narrogin Observer, West Australian, Facebook and the Watershed News.
857-190717-30	Tincurrin Hall Community Consultation - 2017	CEO	That the Shire of Wickpin offers the Tincurrin Hall for sale and removal from Vested Reserve 18104, Tincurrin LOT 7.	○	
858-	WALGA - Perth Stadium Tour	CEO	That Council nominate the following representatives to attend the Perth Stadium Perth Stadium Tour on Thursday, 3 August at 2.00pm as part of Local Government Week: Cr Lang	✓	Email sent by CEO 27/07/2017.
859-190717-32	WALGA – ESL Levy Review	CEO	That the CEO forwards the completed response form to WALGA by the C.O.B 26 July 2017.	✓	Email sent by CEO 24/07/2017.
860-	Bush Fire Control 2017/2018	CEO	<ol style="list-style-type: none"> 1. That Dave Stacey be appointed as the Chief Bush Fire Control Officer of the Shire of Wickpin for the 2017/2018 bush fire season; 2. That Roger Butler be appointed as the Deputy Chief Bush Fire Control Officer of the Shire of Wickpin for the 2017/2018 bush fire season; 3. That the following persons are appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickpin for the 2017/2018 bush fire season: <ul style="list-style-type: none"> - Wes Astbury - Tim Heffernan - Daniel White - Steve Rose - Keith Parnell - Philip Russell - Roger Butler - Colin Coxon - David Stacey - Gordon McDougall - Jimmy Hamilton - Trevor Leeson - Nathan Astbury - Mark Hook 4. That the following persons be appointed as Clover Permit Issuing Officers for the 2017/2018 fire season: <ul style="list-style-type: none"> - Steve Rose - Wes Astbury 5. That the following persons be appointed as Dual Fire Control Officers for the 2017/2018 fire season: <ul style="list-style-type: none"> David Stacey & Colin Coxon Shire of Corrigin Trevor Leeson, Nathan Astbury, Phillip Russell Shire of Narrogin Steve Rose, Trevor Leeson, Roger Butler Shire of Cuballing Gordon McDougall & Wes Astbury Shire of Dumbleyung Nathan Astbury Shire of Wagin Roger Butler, Colin Coxon, & Steve Rose Shire of Pingelly Wes Astbury, Colin Coxon & David Stacey Shire of Kulin 	✓	Complete.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<p>6. That the following fire break order and burning periods be endorsed for the 2017/2018 season:</p> <p>Bush Fires Act 1954 Shire of Wickepin Annual Firebreak Notice 2017/2018 Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre of Local Shire Bush Fire Control Officer.</p> <p>Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2017 and thereafter to 28 April 2018 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:</p> <p>Rural Land Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion; To subdivide each holding into lots of no greater than 200 hectares; and To surround the homestead, out buildings and fuel storages on any such land.</p> <p>Townsite Land All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty not more than \$400.</p> <p>Clearing of Fence Lines When clearing for new fence lines, landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the CEO and Manager Works & Services. Any timber removed from the road reserve is to be pushed onto the owner's property.</p> <p>Fencing of Road Reserves Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.</p> <p>Burning on Roadsides Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.</p> <p>Burning Periods Restricted Burning – 1 October 2017 to 13 November 2017; Prohibited Burning – 14 November 2017 to 7 February 2018; Restricted Burning – 8 February 2018 to 14 April 2018</p> <p>Harvest and Fire Ban 2017/2018 Season Harvesting is banned on Christmas Day and New Year's Day Lighting of fires are banned on Good Friday and Easter Sunday</p>		
861-		CEO	That all FCO's place the following conditions on all permits issued for the burning off of chaff	✓	Labels sent to all FCO's

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			heaps in cereal crop stubble, except for pulse stubble paddocks or if the entire paddock is to be burnt including chaff heaps: Either a: <ul style="list-style-type: none"> • 20 metre fire break either raked or scarified around the perimeter of the individual heaps being burnt. Or a : • 20 metre fire break either raked or scarified around the perimeter of the heaps being burnt. Or a: • 20 metre fire break either raked or scarified around the perimeter of the paddock where heaps are being burnt. 		27/07/2017.

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

Infrastructure and Engineering Services**10.1.01 – Manager Works and Services Report**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	10 August 2017

Enclosure / Attachment: Nil

Background: Nil

Comment:

Programmed Construction Works

- Gravel supplies have been secured for the proposed 2017/18 works program. Pushing and stockpiling is now underway.

Plant Replacement

Nil

Maintenance Works

- Consistent rain has caused some drainage maintenance issues throughout the shire. Staff have been utilized in trying to resolve these problems.
- Grading of roads has also been delayed due to the very wet conditions. Grading is being carried out when conditions are suitable.
- A large hole that appeared approximately 500 meters south of Yealering on the Wickepin Corrigin Road has been repaired.
- Several table drains have been cleaned out along the Wickepin Harrismith Road, Russell Road, Tincurrin North Road and various other roads.
- Several large trees that fell across roads were removed.
- General sign maintenance, guide posting and bitumen patching.
- Refuse site maintenance in Wickepin, Yealering, Harrismith and Tincurrin.
- A bluemetal swale has been constructed in Johnston Park behind the playgroup building as a method of controlling water run-off.
- Preparations for a funeral.

Occupational Health and Safety

- A tree pruning course held at Narrogin Shire was attended by 4 staff from Wickepin.

Workshop

- Kangaroo damage to WK342. Insurance claim has been accepted and repairs are under way.
- General ongoing servicing and minor repairs.
- Assist with building maintenance and general maintenance issues.
- Compile prices for a workshop vehicle hoist.
- Source prices for a Motor Grader as per 2017/18 budget.
- Repair and recondition chain saws.
- Vastly improve general workshop operations.
- Sort out oil types and train staff in correct use.

Parks and Gardens

- Begin roadside spraying program
- Prune roses
- Weed control
- Oval maintenance.
- General mowing
- Reticulation repairs and maintenance
- Maintenance and pumping at the sewer ponds.
- Plant historic rose bush at Facey Homestead.

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 10 August 2017.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

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

Carried /

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Natalie Manton - Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 August 2017

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

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

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

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

Carried /

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 31 July 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 31 July 2017 of \$997,536.

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

Preparation

Prepared by: Natalie Manton Deputy CEO

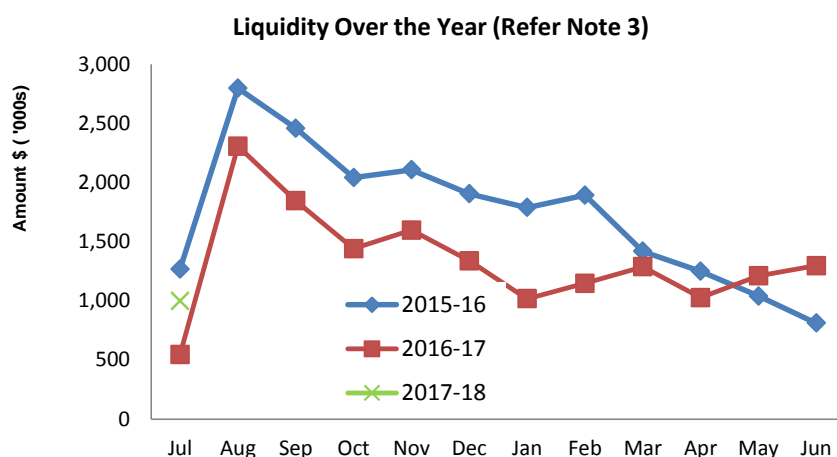
Reviewed by: Mark Hook CEO

Date prepared: 9-Aug-17

Shire of Wickpin

Monthly Summary Information

For the Period Ended 31 July 2017

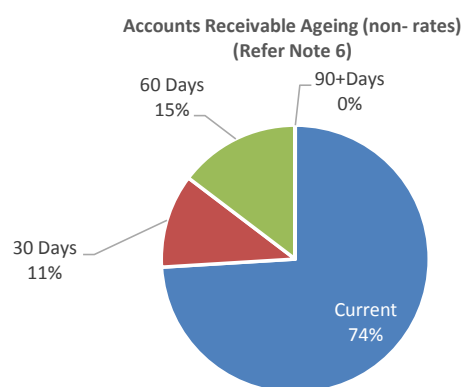
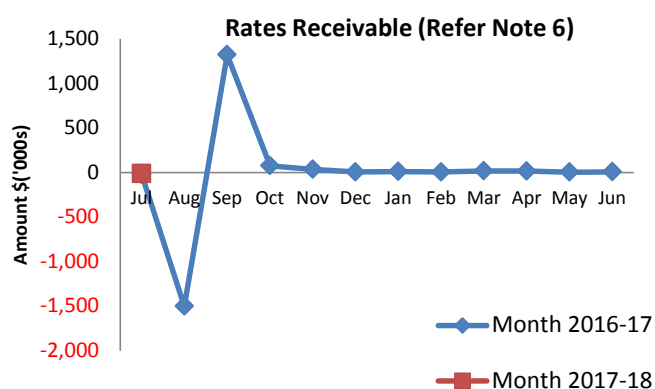


Cash and Cash Equivalents as at period end

Unrestricted	\$	1,130,719
Restricted	\$	1,647,428
	\$	<u>2,778,147</u>

Receivables

Rates	\$	12,329
Other	\$	43,718
	\$	<u>56,047</u>



Comments

Unrestricted cash includes the following payments in advance

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

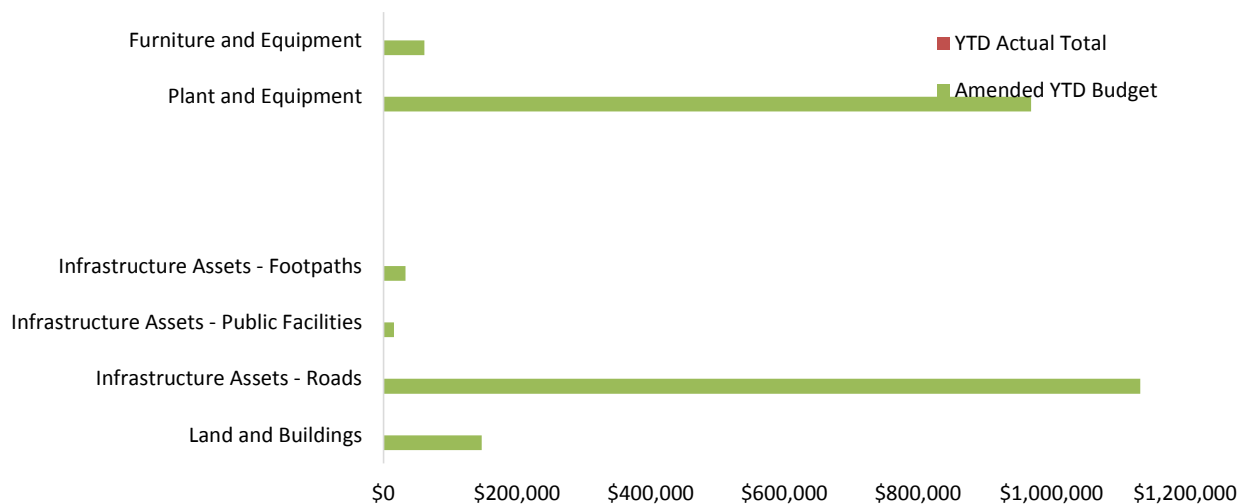
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin

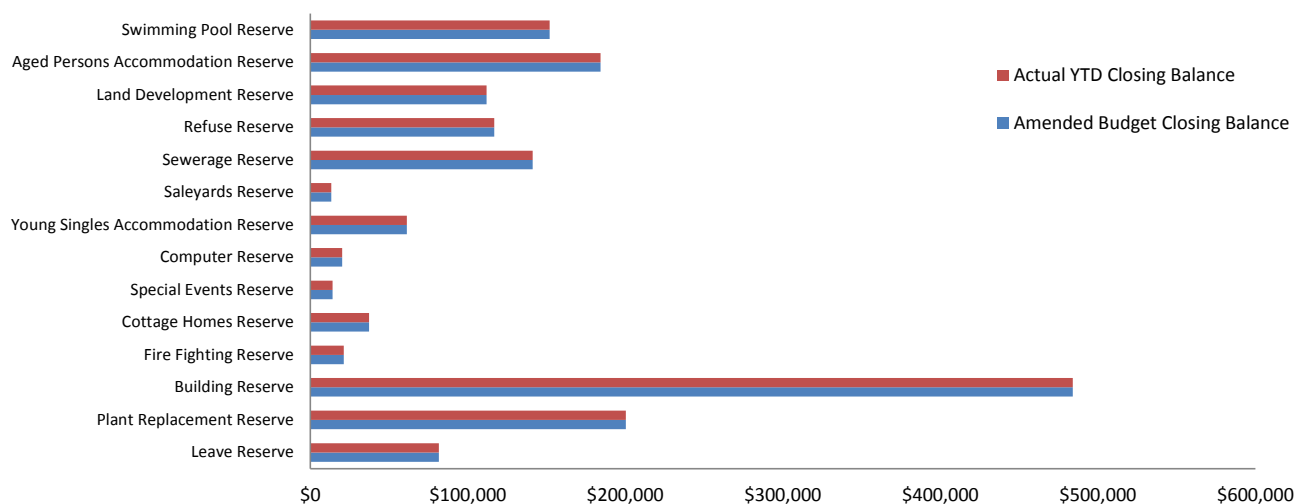
Monthly Summary Information

For the Period Ended 31 July 2017

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

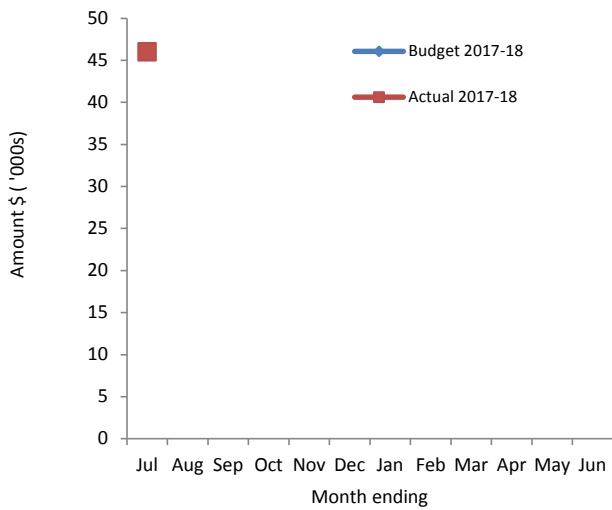
Shire of Wickepin

Monthly Summary Information

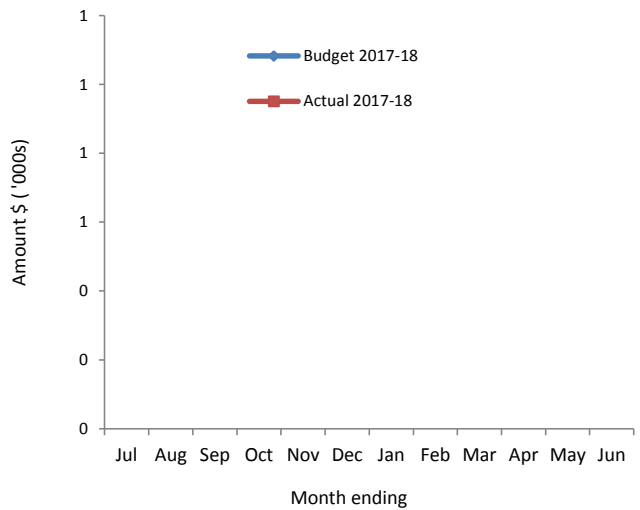
For the Period Ended 31 July 2017

Revenues

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

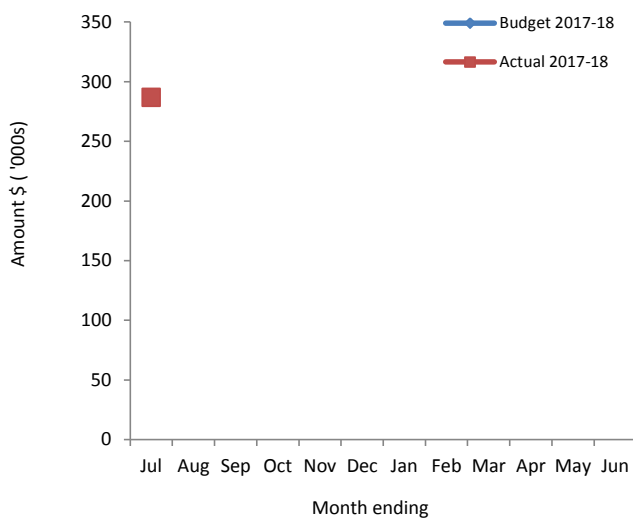


Budget Capital Revenue -v- Actual (Refer Note 2)

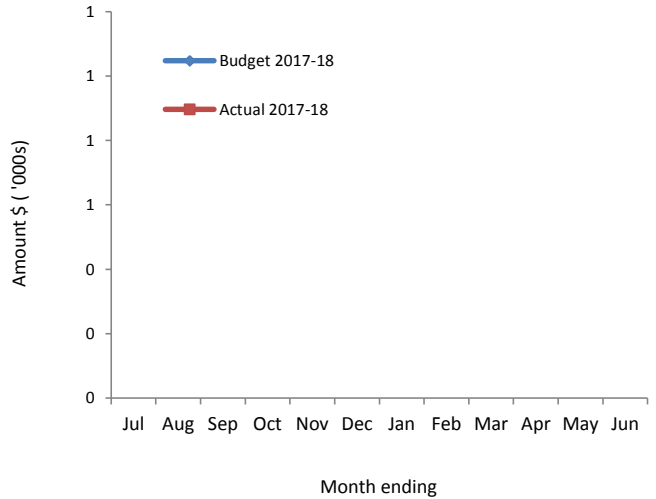


Expenditure

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 31 July 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		0	0	0	0		
General Purpose Funding - Rates	9	0	0	0	0		
General Purpose Funding - Other		0	0	1,752	1,752		
Law, Order and Public Safety		0	0	7	7		
Health		0	0	0	0		
Education and Welfare		0	0	0	0		
Housing		0	0	34,363	34,363		▲
Community Amenities		0	0	2,298	2,298		
Recreation and Culture		0	0	2,312	2,312		
Transport		0	0	1,738	1,738		
Economic Services		0	0	2,198	2,198		
Other Property and Services		0	0	1,582	1,582		
Total Operating Revenue		0	0	46,249	46,249		▲
Operating Expense							
Governance		0	0	(73,233)	(73,233)		▲
General Purpose Funding		0	0	(6,635)	(6,635)		▲
Law, Order and Public Safety		0	0	(31,148)	(31,148)		▲
Health		0	0	(964)	(964)		
Education and Welfare		0	0	(383)	(383)		
Housing		0	0	(8,408)	(8,408)		▲
Community Amenities		0	0	(11,718)	(11,718)		▲
Recreation and Culture		0	0	(37,579)	(37,579)		▲
Transport		0	0	(60,369)	(60,369)		▲
Economic Services		0	0	(11,063)	(11,063)		▲
Other Property and Services		0	0	(45,882)	(45,882)		▲
Total Operating Expenditure		0	0	(287,382)	(287,382)		▼
Funding Balance Adjustments							
Add back Depreciation		0	0	0	0		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		0	0	(241,133)	(241,133)		
Capital Revenues							
Proceeds from Disposal of Assets	8		0	0	0		
Total Capital Revenues		0	0	0	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13		0	0	0		
Infrastructure - Roads	13		0	(6)	(6)		
Infrastructure - Public Facilities	13					100.00%	▼
Infrastructure - Footpaths	13		0	0	0		
Infrastructure - Drainage	13		0	0	0		
Heritage Assets	13		0	0	0		
Plant and Equipment	13		0	0	0		
Furniture and Equipment	13		0	0	0		
Total Capital Expenditure		0	0	(6)	(6)		
Net Cash from Capital Activities		0	0	(6)	(6)		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal			7,769	2,893	(4,876)	(62.76%)	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10		(27,804)	(4,674)	23,130	83.19%	▼
Transfer to Reserves	7	0	0	0	0		
Net Cash from Financing Activities		0	(20,035)	(1,781)	18,254		
Net Operations, Capital and Financing		0	(20,035)	(242,919)	(222,884)		
Opening Funding Surplus(Deficit)	3	1,240,456	1,240,456	1,240,456	0	0.00%	
Closing Funding Surplus(Deficit)	3	1,240,456	1,220,421	997,536	(222,884)		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 July 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 0	\$ 0	\$ 0	\$ 0	%	
Operating Grants, Subsidies and Contributions	11	0	0	0	0		
Fees and Charges		0	0	19,777	19,777		▲
Service Charges		0	0	0	0		
Interest Earnings		0	0	1,472	1,472		
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	0	0	0	0		
Total Operating Revenue		0	0	21,249	21,249		▲
Operating Expense							
Employee Costs		0	0	(92,447)	(92,447)		▼
Materials and Contracts		0	0	(81,978)	(81,978)		▼
Utility Charges		0	0	0	0		
Depreciation on Non-Current Assets		0	0	0	0		
Interest Expenses		0	0	(1,118)	(1,118)		
Insurance Expenses		0	0	(111,839)	(111,839)		▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	0	0	0	0		
Total Operating Expenditure		0	0	(287,382)	(287,382)		▼
Funding Balance Adjustments							
Add back Depreciation		0	0	0	0		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		0	0	(266,133)	(266,133)		
Capital Revenues							
Grants, Subsidies and Contributions	11	0	0	25,000	25,000		▲
Proceeds from Disposal of Assets	8	0	0	0	0		
Total Capital Revenues		0	0	25,000	25,000		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	0	0		
Infrastructure - Roads	13	0	0	(6)	(6)		
Infrastructure - Public Facilities	13	0	0	0	15,500	100.00%	▲
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	0	0	0	0		
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		0	0	(6)	15,494		
Net Cash from Capital Activities		0	0	24,994	40,494		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	7,769	2,893	(4,876)	(62.76%)	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	0	(27,804)	(4,674)	23,130	83.19%	▲
Transfer to Reserves	7	0	0	0	0		
Net Cash from Financing Activities		0	(20,035)	(1,781)	18,254		
Net Operations, Capital and Financing		0	(20,035)	(242,919)	(207,384)		
Opening Funding Surplus(Deficit)	3	1,240,456	1,240,456	1,240,456	0	0.00%	
Closing Funding Surplus(Deficit)	3	1,240,456	1,220,421	997,536	(207,384)		

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

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

SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 2017

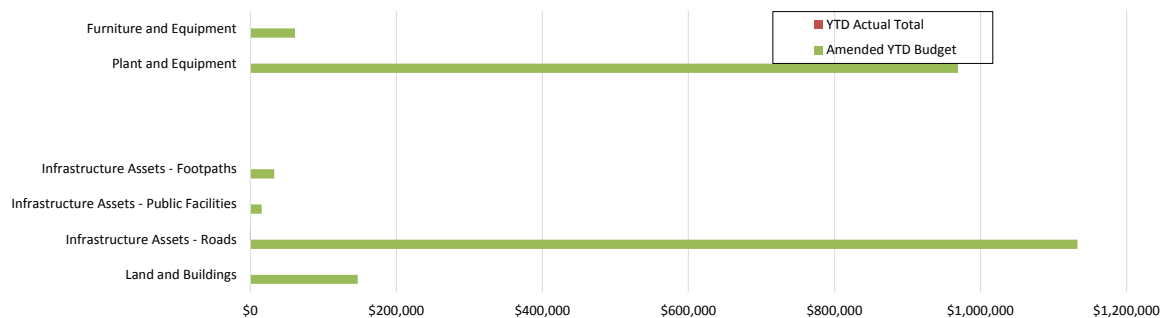
		YTD 31 07 2017					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	0	0	147,000	147,000	(147,000)
Infrastructure Assets - Roads	13	0	6	6	1,132,674	1,132,674	(1,132,668)
Infrastructure Assets - Public Facilities	13	0	0	0	15,500	15,500	(15,500)
Infrastructure Assets - Footpaths	13	0	0	0	32,843	32,843	(32,843)
Plant and Equipment	13	0	0	0	969,116	969,116	(969,116)
Furniture and Equipment	13	0	0	0	61,000	61,000	(61,000)
Capital Expenditure Totals		0	6	6	2,358,133	2,358,133	(2,358,127)

Funded By:

Capital Grants and Contributions	25,000	0	0	25,000
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	0	476,000	0
Own Source Funding - Cash Backed Reserves				
Computer Reserve			0	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0			
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	(24,994)	2,358,133	1,882,133	(2,383,127)
Capital Funding Total	6	2,358,133	2,358,133	(2,358,127)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 July 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance			0	0
General Purpose Funding - Rates			0	0
General Purpose Funding - Other			0	0
Law, Order and Public Safety			0	0
Health			0	0
Education and Welfare			0	0
Housing			0	0
Community Amenities			0	0
Recreation and Culture			0	0
Transport			0	0
Economic Services			0	0
Other Property and Services			0	0
Total Operating Revenue	0	0	0	0
Operating Expense				
Governance			0	0
General Purpose Funding			0	0
Law, Order and Public Safety			0	0
Health			0	0
Education and Welfare			0	0
Housing			0	0
Community Amenities			0	0
Recreation and Culture			0	0
Transport			0	0
Economic Services			0	0
Other Property and Services			0	0
Total Operating Expenditure	0	0	0	0
Funding Balance Adjustments				
Add back Depreciation			0	0
Adjust (Profit)/Loss on Asset Disposal			0	0
Adjust Provisions and Accruals	0		0	
Net Cash from Operations	0	0	0	0
Capital Revenues				
Proceeds from Disposal of Assets			0	0
Proceeds from Sale of Investments	0		0	0
Total Capital Revenues	0	0	0	0
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings		0	0	0
Infrastructure - Roads			0	0
Infrastructure - Public Facilities			0	0
Infrastructure - Footpaths			0	0
Infrastructure - Drainage			0	0
Heritage Assets			0	0
Plant and Equipment			0	0
Furniture and Equipment			0	0
Total Capital Expenditure	0	0	0	0
Net Cash from Capital Activities	0	0	0	0
Financing				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal			0	0
Transfer from Reserves		0	0	0
Advances to Community Groups			0	0
Repayment of Debentures			0	0
Transfer to Reserves			0	0
Net Cash from Financing Activities	0	0	0	0
Net Operations, Capital and Financing	0	0	0	0
Opening Funding Surplus(Deficit)		0	0	0
Closing Funding Surplus(Deficit)	0	0	0	0

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 31 July 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 31 July 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 31 July 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 31 July 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 31 July 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 31 July 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 31 July 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 31 July 2017

Note 2: EXPLANATION OF MATERIAL VARIANCES

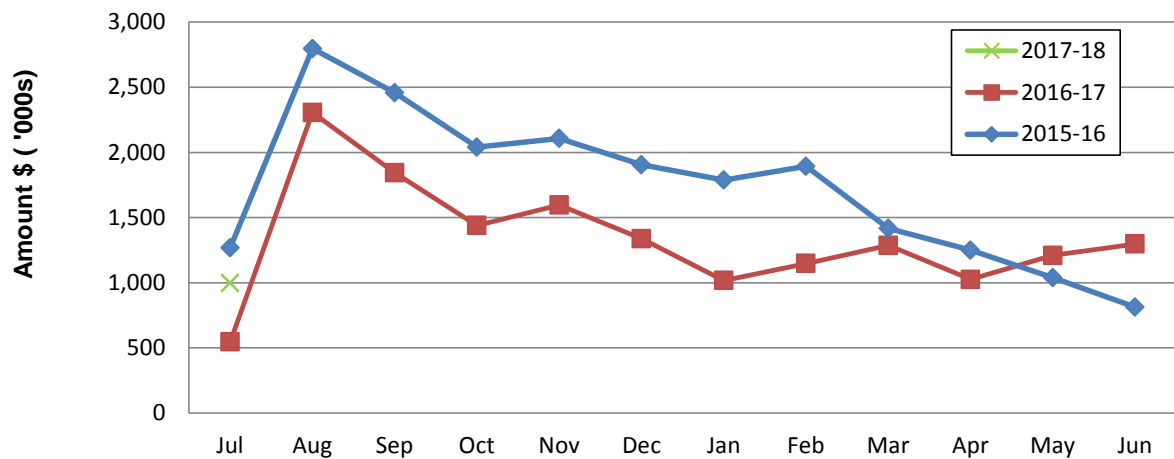
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	0				
Housing	34,363		▲	Timing	
Community Amenities	2,298				
Recreation and Culture	2,312				
Transport	1,738				
Economic Services	2,198				
Other Property and Services	1,582		▲	Timing	
Operating Expense					
Governance	(73,233)		▲	Timing	
General Purpose Funding	(6,635)		▲		
Law, Order and Public Safety	(31,148)		▲	Timing	
Health	(964)				
Housing	(8,408)		▲	Timing	
Community Amenities	(11,718)		▲	Timing	
Recreation and Culture	(37,579)		▲	Timing	
Transport	(60,369)		▲	Timing	
Economic Services	(11,063)		▲	Timing	
Other Property and Services	(45,882)		▲	Timing	
Capital Revenues					
Grants, Subsidies and Contributions	25,000		▲	Timing	
Proceeds from Disposal of Assets	0				
Capital Expenses					
Land and Buildings	0				
Infrastructure - Roads	(6)				
Infrastructure - Public Facilities	15,500	100.00%	▼	Timing	
Infrastructure - Footpaths	0				
Plant and Equipment	0				
Furniture and Equipment	0				
Financing					
Loan Principal	23,130	83.19%	▼	Timing	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Jul 2017	30 June 2017	YTD 30 Jul 2016
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,130,719	1,441,513	1,915,357
Cash Restricted	4	1,647,428	1,647,429	1,073,211
Receivables - Rates	6	12,329	19,522	59,256
Receivables -Other	6	43,718	18,556	30,002
Interest / ATO Receivable/Trust		17,871	25,649	34,308
Inventories			0	0
		2,852,065	3,152,668	3,112,134
Less: Current Liabilities				
Payables		(20,780)	(78,464)	(24,475)
Provisions		(186,320)	(186,320)	(121,904)
		(207,101)	(264,784)	(146,380)
Less: Cash Reserves	7	(1,647,428)	(1,647,429)	(1,073,211)
Net Current Funding Position		997,536	1,240,456	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 31 July 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	272,286			272,286	ANZ	At Call
Reserve Bank Account	0.00%		63,282		63,282	ANZ	At Call
Trust Bank Account	0.00%			35,901	35,901	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal	2.50%				0	ANZ	
Municipal					0		
Municipal	1.45%	857,733			857,733	WA Treasury	At Call
Reserve	2.40%		1,584,146		1,584,146	ANZ	31.12.2017
Trust	2.30%			54,133	54,133	ANZ	8.7.17
Total		1,130,719	1,647,428	90,034	2,868,181		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 5: BUDGET AMENDMENTS

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

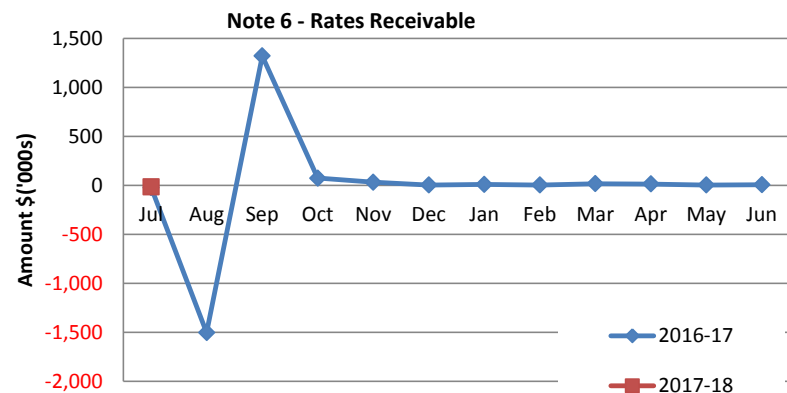
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
 % Collected

YTD 31 Jul 2017	30 June 2017
\$	\$
19,522	25,543
85	1,497,589
(7,278)	(1,503,610)
12,329	19,522
12,329	19,522
37.12%	98.72%



Comments/Notes - Receivables Rates

Receivables - General

Receivables - General

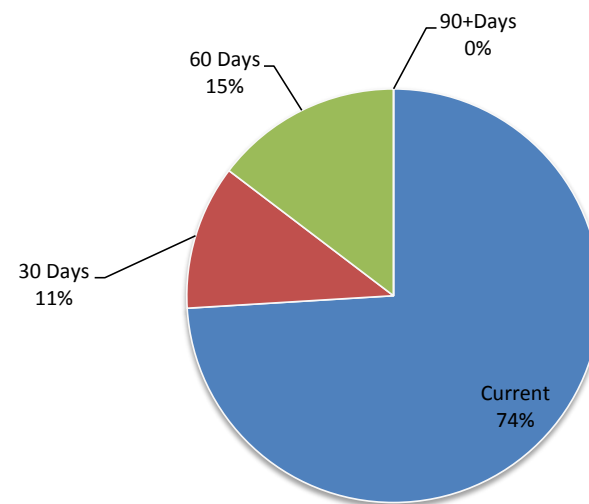
Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
32,368	4,942	6,408	0

43,718

Note 6 - Accounts Receivable (non-rates)



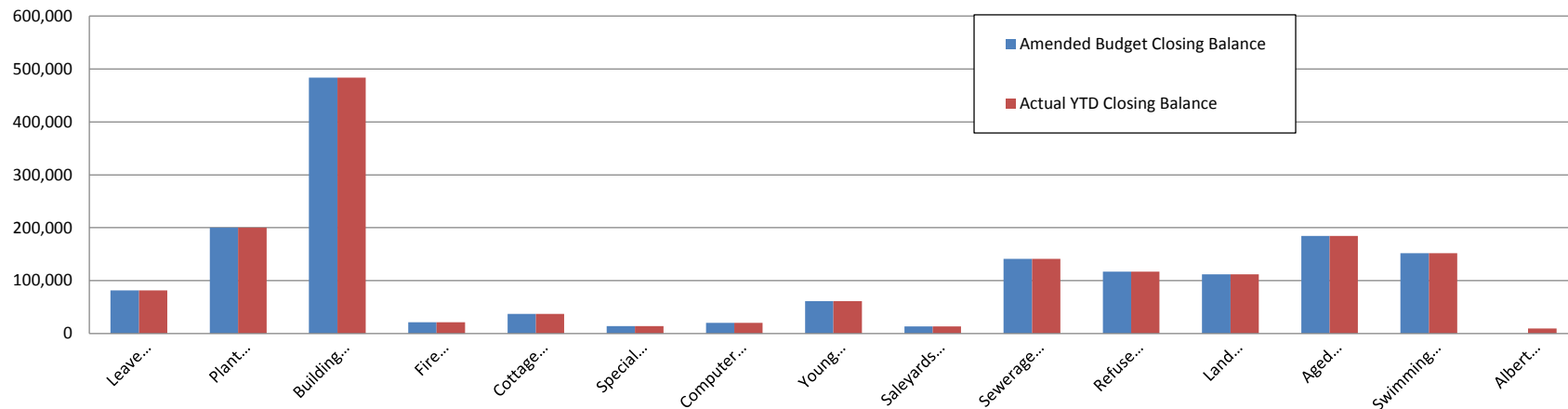
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 7: Cash Backed Reserve

2017-18										
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	81,572								81,572	81,572
Plant Replacement Reserve	200,182								200,182	200,182
Building Reserve	483,980								483,980	483,980
Fire Fighting Reserve	21,123								21,123	21,123
Cottage Homes Reserve	37,172								37,172	37,172
Special Events Reserve	14,010								14,010	14,010
Computer Reserve	20,087								20,087	20,087
Young Singles Accommodation Reserve	61,296								61,296	61,296
Saleyards Reserve	13,190								13,190	13,190
Sewerage Reserve	141,033								141,033	141,033
Refuse Reserve	116,703								116,703	116,703
Land Development Reserve	111,712								111,712	111,712
Aged Persons Accommodation Reserve	184,185								184,185	184,185
Swimming Pool Reserve	151,819								151,819	151,819
Albert Facey Homestead Reserve	9,364								9,364	9,364
	1,647,428	0	0	0	0	0	0		1,638,064	1,647,428

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 31 July 2017

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 31 07 2017			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	Plant and Equipment	\$	\$	\$	
				0 POAE CEO Vehicle	(1,600)	0	1,600	GL 102230.72
				0 A0AF CEO Vehicle	(2,200)	0	2,200	GL 102230.72
				0 P2473 Hino 300 Series 6 Wheel Truck	(28,364)	0	28,364	GL 160020.72
				0 P813 Cat Grader	(13,293)	0	13,293	GL 160020.72
				0 P2R MWS Colorado	(9,000)	0	9,000	GL 160020.72
				0 P2QF Facey Group Utility	3,560	0	(3,560)	GL 141130.70
				0 P182 Tincurrin Fire Truck		0	0	GL 110420.72
				0 Land & Buildings		0	0	
				0 5 Smith Street	152,000	0	(152,000)	GL 139730.70
0	0	0	0		101,103	0	(101,103)	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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											
UV											
Mining UV											
Sub-Totals		0	0	0	0	0	0	0	0	0	0
Minimum Payment	Minimum \$										
GRV											
UV											
Mining UV											
Sub-Totals		0	0	0	0	0	0	0	0	0	0
Ex Gratia Rates							0				0
Discount							0				
Rates Writeoffs							0				
Amount from General Rates							0				0
Specified Area Rates							0				
Totals							0				0

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	
Loan 100 - CEO Residence	69,933		1781	21,960	68,152	47,973	342	3,520	24/06/2020
Loan 99 - Wickepin Community Centre					0	0		-	
Loan 101- WD Sports Club SS Tractor	0				0	0			1/06/2017
Loan 102 - WD Sports Club SS Greens	38,805		2893	5,844	35,912	32,961	776	1,494	17/01/2023
	108,738	0	4,674	27,804	104,064	80,934	1,118	5,014	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2017-18 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	0	0	0	0	0	0
Grants Commission - Roads	WALGGC	Y	0	0	0	0	0	0
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	0	0	0	0	0	0
FESA Grant - Tincurrin Fire Truck	Dept. of Fire & Emergency Serv.	Y	0	0	369,400	0	0	369,400
HOUSING								
Grants - Aged Housing	Regional Development & Lands	Y	0	0	25,000	0	25,000	0
Yarling Brook	Trust	Y	0	0	0	0	0	0
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Grants - Swimming Pool	Community Pool Revitalisation		0	0	0	0	0	0
Grants - Kidsport	Department of Sport and Rec	Y	0	0	0	0	0	0
Grants - Wickepin Sculpture Project	CANWA	Y	0	0	0	0	0	0
TRANSPORT								
Contributions - Road Projects	Blackspot Funding	Y	0	0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	0	0	0	0	0	0
RRG Grants - Capital Projects	Regional Road Group	Y	0	0	0	0	0	0
Direct Grant - Maintenance	Dept. of Transport	Y	0	0	0	0	0	0
Heritage Trail Grant	Lotterywest	Y	0	0	0	0	0	0
ECONOMIC SERVICES								
TOTALS			0	0	394,400	0	25,000	369,400
Operating	Operating		0				0	
Non-Operating	Non-operating		0				25,000	
			<u>0</u>				<u>25,000</u>	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31-Jul-17
	\$	\$	\$	\$
Housing Bonds	200	5,480	(5,680)	0
Master Key Deposits	300	900	(1,200)	0
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	1,190	(1,190)	0
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0	50	(50)	0
WDSC Replacement Greens	53,479	16,134	0	69,613
Kidsport	888		(888)	0
Albert Facey Homestead	9,574	1,039	(10,613)	0
Miscellaneous Trust	7,483	1,764	(6,918)	2,329
Yealering Bowling Club Greens	0	15,800		15,800
	71,924	42,357	(26,539)	87,742

Level of Completion Indicators

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

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 July 2017

Note 13: CAPITAL ACQUISITIONS

		31/07/2017					
	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 0	0	0	0	0	Not commenced as grant not received carried over to 2017/18
	Housing Total	0	0	0	0	0	
	Community Amenities						
○	Wickepin Cemetery Upgrade	WCU1 0	0	0	0	0	
	Harrismith Cemetery Upgrade	HCU1 0	0	0	0	0	
	Community Amenities Total	0	0	0	0	0	
○	Recreation And Culture Total	0	0	0	0	0	
	Transport						
○	Depot Fence	LDP1 0	0	0	0	0	
○	Transport Total	0	0	0	0	0	
	Economic Services						
○	Economic Services Total	0	0	0	0	0	
○	Land and Buildings Total	0	0	0	0	0	
	Footpaths						
○	Transport						
○	Footpaths Wickepin	LFP1 0	0	0	0	0	
○	Footpaths Yealering	LFP2 0	0	0	0	0	
○	Transport Total	0	0	0	0	0	
○	Footpaths Total	0	0	0	0	0	
	Furniture & Office Equip.						
	Governance						
○	Councillor Ipads	0954 0			0	0	
○	Office Computer	0954 0			0	0	
○	Governance Total	0	0	0	0	0	
○	Pool Lane ropes, filter maintenance, shade, paint	4704 0	0	0	0	0	
○	Recreation And Culture Total	0	0	0	0	0	
○	Furniture & Office Equip. Total	0	0	0	0	0	
	Plant , Equip. & Vehicles						
	Governance						
○	Holden Colorado CEO P0AF and P0AG	1064 0			0	0	
○	Governance Total	0	0	0	0	0	
	Community Amenities						
○	Law, Order And Public Safety						
○	4x4 Broadacre Firetruck - Tincurrin	1184 0	0	0	0	0	Held over to 2017/18
	Law, Order and Public Safety Total	0	0	0	0	0	
	Recreation And Culture						
○	Recreation And Culture Total	0	0	0	0	0	
	Transport						

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 13: CAPITAL ACQUISITIONS

		31/07/2017					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Infrastructure Assets							
Hino 300 Maintenance Truck	6034		0		0	0	
P813 Grader	6034		0		0	0	
P2433 Bin for Truck Tray	6034		0		0	0	
MWS Nissan Navara or Colorado	6034		0		0	0	
Facey Group Ute	6034		0		0	0	
Transport Total		0	0	0	0	0	
Economic Services Total		0	0	0	0	0	
Plant , Equip. & Vehicles Total		0	0	0	0	0	
Infrastructure Other							
Recreation And Culture Total		0	0	0	0	0	
Public Facilities Total		0	0	0	0	0	
Roads							
Transport Regional Road Group							
Wickepin Corrigin Road	RG001	0	0	0	0	0	
Wickepin Harrismith Road	RG002	0	0	0	0	0	
Pingelly Wickepin Road	RG003	0	0	0	0	0	
Regional Road Group Total		0	0	0	0	0	
Transport Roads to Recovery							
Wickepin Corrigin Road	R2R001	0	0	0	0	0	
Cemetery Road	R2R057	0	0	0	0	0	
Wickepin North Road	R2R015	0	0	0	0	0	
Elsinor Road	R2R033	0	0	0	0	0	
Henry Street	RR38	0	0	0	0	0	
Dalton Street	R2115	0	0	0	0	0	
Roberts Street	R2R116	0	0	0	0	0	
Connor Street	R2R118	0	0	0	0	0	
Coxon Street	R2R122	0	0	0	0	0	
Tincurrin South Road	R2R016	0	0	0	0	0	
Tincurrin North Road	R2R011	0	0	0	0	0	
Malyalling Road	R2R036	0	0	0	0	0	
Roads to Recovery Total		0	0	0	0	0	
Transport Black Spot							
Line Road	BS008						
Kirk Rock/ Dalton Road	Bs014	0	0	0	0	0	
Blackspot Total		0	0	0	0	0	
Council Resources Construction							
Harrismith South	CO026	0	0	0	0	0	
Dorakin Road	C028	0	0	(6)	(6)	0	
Drainage and Headwalls	CODAH	0	0	0	0	0	
Council Resources Construction Total		0	0	(6)	(6)	0	
Roads Total		0	0	(6)	(6)	0	
Capital Expenditure Total		0	0	(6)	(6)	0	

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Bullock – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Bullock – Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	1 August 2017

Enclosure / Attachment: List of Accounts

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

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7568 – 7637	\$ 258,079.74
Cheques	15453 – 15456	\$ 11,917.71
Payroll	July	\$ 83,951.57
Superannuation	July	\$ 9,298.37
Credit Card	July	\$ 813.40
Direct Deductions	July	\$5,426.16
Trust		
EFT		
Cheques		
JULY TOTAL		<u>\$ 369,486.95</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 **\$369,486.95** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council acknowledges that payments totalling **\$369,486.95** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried /

List of Accounts Due & Submitted to Committee					
July 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT7568	14/07/2017	Covs	Flags for WK3517	277.08	
EFT7569	14/07/2017	Derbahl Pty Ltd	Pump out Septic Tank Yea Toilets	506.80	
EFT7570	14/07/2017	Frank Weston & Co	Parts for Walktrail Bridge	304.76	
EFT7571	14/07/2017	Hancocks Home Hardware	Coach Screws	54.00	
EFT7572	14/07/2017	IT Vision	Annual SynergySoft Licence Fees	28,010.40	
EFT7573	14/07/2017	Artistralia Northstar Asset Pty Ltd	Copyright for Screening Red Dog True Blue	165.00	
EFT7574	14/07/2017	State Library Of WA	Better Beginnings Program 2017/18	77.00	
EFT7575	14/07/2017	Officeworks Superstores Pty Ltd	Stationery	104.70	
EFT7576	14/07/2017	Ramm Software Pty Ltd	RAMM Annual Support & Maintenance Fee	6,387.52	
EFT7577	14/07/2017	Kirstin Rigby	Caravan Park Management Fees	2,075.00	
EFT7578	14/07/2017	Western Australian Treasury Corp	Loan No. 102 Interest payment -	5,792.79	
EFT7579	14/07/2017	Wickpin Ladies Hockey Club	Kidsport Vouchers	195.00	
EFT7580	18/07/2017	Covs	Workshop Floor Cleaner	182.93	
EFT7581	18/07/2017	Clark Equipment	Radiator for WK2489	1,619.12	
EFT7582	18/07/2017	Cuballing Netball Club	Kidsport Vouchers	270.00	
EFT7583	18/07/2017	Easifleet	Facey Group Vehicle Lease	486.26	
EFT7584	18/07/2017	Hancocks Home Hardware	Cut Key for 10 Smith St	24.00	
EFT7585	18/07/2017	IT Vision User Group	ITV User Group Subscription 2017/18	715.00	
EFT7586	18/07/2017	Jemm Mowing & Carpet Cleaning Services	Carpet Cleaning U3 Cottage Homes	120.00	
EFT7587	18/07/2017	Narrogin Betta Home Living	Landline Phone Handset	129.95	
EFT7588	18/07/2017	Star Track Express	Freight on Parts for WK2489	70.94	
EFT7589	18/07/2017	PCS	IT Support for 28/6/17 to 7/7/17	382.50	
EFT7590	18/07/2017	Upper Great Southern Hockey Association	Kidsport Vouchers`	302.50	
EFT7591	18/07/2017	Western Australian Local Government Association	Annual WALGA Subscriptions	24,875.49	
EFT7592	18/07/2017	Wickpin Ladies Hockey Club	Kidsport Vouchers	65.00	
EFT7593	20/07/2017	Australia Post	Postage Account for June 2017	280.94	

EFT7594	20/07/2017	Air Liquide Wa Pty Ltd	Cylinder Rental June 2017	87.92	
EFT7595	20/07/2017	All Pumps & Water Boring	Transfer Pump	5,782.70	
EFT7596	20/07/2017	Country Paint Supplies	Decking Oil for WK Caravan Park	183.00	
EFT7597	20/07/2017	Courier Australia	Freight on Radio Parts	10.81	
EFT7598	20/07/2017	Kelly Cochrane	Cleaning Yea Hall & Cvn Park	275.00	
EFT7599	20/07/2017	Landgate	Mining Tenement Valuation Rolls	211.80	
EFT7600	20/07/2017	Dial Before You Dig	Membership Fees April - Jun 2017	110.00	
EFT7601	20/07/2017	Ewen Rural Supplies	Account for June 2017	3,869.45	
EFT7602	20/07/2017	Fairfax Media Publications Pty Ltd	Advertising in The Senior	654.24	
EFT7603	20/07/2017	Great Southern Fuel Supplies	June 2017 Account	15,630.62	
EFT7604	20/07/2017	Geoff Perkins Farm Machinery	Parts for WK342	20.46	
EFT7605	20/07/2017	C Holmes Bricklaying & Maintenance	Repairs to Old Police Station Toilets	1,500.00	
EFT7606	20/07/2017	JOHN PHILLIPS CONSULTING	CEO Review 2017	1,980.00	
EFT7607	20/07/2017	Great Southern Waste Disposal	June 2017 Waste Collection	6,168.70	
EFT7608	20/07/2017	Narrogin Hardware Makit	Parts to Repair Facey Group Building	38.60	
EFT7609	20/07/2017	Star Track Express	Freight on Parts for WK813	40.47	
EFT7610	20/07/2017	Officeworks Superstores Pty Ltd	Stationery	62.28	
EFT7611	20/07/2017	PCS	Monthly Fees for June 2017	85.00	
EFT7612	20/07/2017	Pritchard Bookbinders	Bind Council Minutes Jul - Dec 2016	88.00	
EFT7613	20/07/2017	Wagin Plumbing	Repairs to Standpipe, Yea Bowling Club, Office Filters	2,127.40	
EFT7614	20/07/2017	Maureen Susan Preedy	Cleaning Yea Carvan Park, Hall & Toilets	510.00	
EFT7615	20/07/2017	Westrac Equipment	Parts for WK813	799.51	
EFT7616	20/07/2017	Western Australian Treasury Corp	Guarantee Fee for Treasury Loans to 30/6/17	418.50	
EFT7617	20/07/2017	Wickepin Rural Services	Fencing for Sth Est Yealering Rd	3,673.00	
EFT7618	20/07/2017	Wickepin Hotel And Harvest Cafe	Refreshments	105.00	
EFT7619	20/07/2017	Mechanical & Diesel Services	Parts for WK813	199.10	
EFT7620	20/07/2017	Yealering Spraying Service	Mozzie Fogging	2,194.50	
EFT7621	28/07/2017	Central Country Zone Walga	Annual Subscription 2017/18	4,158.00	
EFT7622	28/07/2017	Cailes Gas Services	Supply & Install New Stove U1 Yarling Court	1,605.00	
EFT7623	28/07/2017	Jason Signmakers	Red & White Delineators	583.00	
EFT7624	28/07/2017	J C B Construction Equipment Australia	Filters for WK697	446.07	

EFT7625	28/07/2017	Kels Tyres	Puncture Repairs WK342, WK813 & WK2255	335.50	
EFT7626	28/07/2017	LGIS Insurance Broking Service	Cancelled - Reissued as EFT7636 & EFT 7637		
EFT7627	28/07/2017	Narrogin Quarry Operations	Cracker Dust for Wk-Hsm Rd	261.61	
EFT7628	28/07/2017	Star Track Express	Freight on Part From WA Hino & JCB	85.69	
EFT7629	28/07/2017	Narrogin Toyota	Telescopic Pruner	1,760.00	
EFT7630	28/07/2017	Wagin Plumbing	Installation New Pump at Sewer Ponds	2,072.95	
EFT7631	28/07/2017	Royal Life Saving Society	Pool First Aid Equipment	78.25	
EFT7632	28/07/2017	RSA Works	Road Safety Audit Wickepin-Harrismith Rd	2,145.00	
EFT7633	28/07/2017	Sunny Industrial Brushware	Square Drives	914.55	
EFT7634	28/07/2017	WA Hino Sales & Service	Fuel Filters for WK698, WK2473 & WK1955	434.94	
EFT7635	28/07/2017	Waterman Irrigation	Standpipe Remote Access Charges for 6 Mths	376.20	
EFT7636	28/07/2017	LGIS Insurance Broking Service	Insurance 2017/18	44,181.49	
EFT7637	28/07/2017	LGISWA	Insurance 2017/18	78,340.75	
15453	14/07/2017	Shire Of Wickepin	Cancelled - Rego amount altered between producing & processing		
15454	18/07/2017	Shire Of Wickepin	Registration MH78197	25.10	
15455	20/07/2017	Synergy	Power Account	9,628.60	
15456	20/07/2017	Water Corporation	Water Accounts	2,264.01	
DD9308.1	5/07/2017	WA Local Government Super Plan	Payroll deductions	3,522.76	
DD9308.2	5/07/2017	Ramsay Superannuation Fund	Superannuation contributions	44.98	
DD9308.3	5/07/2017	Prime Super	Superannuation contributions	180.86	
DD9308.4	5/07/2017	ING Custodians Pty Ltd	Superannuation contributions	192.78	
DD9308.5	5/07/2017	ANZ Super	Superannuation contributions	237.97	
DD9308.6	5/07/2017	Tremayne Superannuation Fund	Superannuation contributions	111.50	
DD9308.7	5/07/2017	MTAA Super Fund	Superannuation contributions	365.72	
DD9317.1	19/07/2017	WA Local Government Super Plan	Payroll deductions	3,560.40	
DD9317.2	19/07/2017	Prime Super	Superannuation contributions	180.86	
DD9317.3	19/07/2017	ING Custodians Pty Ltd	Superannuation contributions	192.78	
DD9317.4	19/07/2017	ANZ Super	Superannuation contributions	237.97	
DD9317.5	19/07/2017	Tremayne Superannuation Fund	Superannuation contributions	104.07	
DD9317.6	19/07/2017	MTAA Super Fund	Superannuation contributions	365.72	
DD9326.1	3/07/2017	ANZ Bank	Merchant Fees for June 2017	168.36	
DD9326.2	3/07/2017	Westnet Pty Ltd	Internet Charges for July 2017	144.90	

DD9326.3	6/07/2017	ANZ Bank	Credit Card to 22/6/17 - DoT WK2433 & 0WK Rego & Plate Changes	813.40	
DD9326.4	12/07/2017	James Matthews	Pool Manager Contract Payment 01/2017-18	2,376.06	
DD9326.5	24/07/2017	Best Office Systems	Konica Minolta Copier Lease	358.60	
DD9326.6	26/07/2017	James Matthews	Pool Manger Contract Payment 02/2017-18	2,376.06	
DD9326.7	7/07/2017	American Express Australia Limited	Amex Merchant Fees June 2017	2.18	
	06/07/2017	Gross Payroll		42,194.83	
	20/07/2017	Gross Payroll		41,756.74	
				369,486.95	-

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 August 2017

Enclosure / Attachment: Nil

Arts and Cultural	Dryandra Country Art Food and Wine Trail <ul style="list-style-type: none"> Meeting in Narrogin committee re 2018 trail Other <ul style="list-style-type: none"> Meeting with Arts Narrogin and Kate Russell re Arthur Russell exhibition Support to She Shed/He Shed
Community Development	Wickepin Cemetery <ul style="list-style-type: none"> MAS extension to be installed War Memorial <ul style="list-style-type: none"> Discussion with historian re WW2 history Townscape <ul style="list-style-type: none"> Correspondence with Wayfound regarding mapping for Shire tourist map Support to ESO re map layout design for printing Attended Yealering Progress Association AGM Budget discussions Other <ul style="list-style-type: none"> Provided notes for Facebook page Follow up grant opportunities for Shire of Wickepin projects Informed community members on grant opportunities and events Correspondence with, and support to, Wickepin CRC re events Attended Women In Agriculture Day hosted by Facey Group
Economic Development	Facey Carriage Drive <ul style="list-style-type: none"> Correspondence and phone conference re drive. To be held on the weekend of 13-15 October Yealering Foreshore <ul style="list-style-type: none"> Meeting with Wheatbelt Natural Resource Management Living Lakes Project Manager, Meghan McGregor Enterprising Communities Program <ul style="list-style-type: none"> Correspondence with community with regards hosting movie and information sessions Contacted prospective facilitators re evenings Communication with Regional Development Australia Wheatbelt Background work for evenings
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Social media promotion Correspondence with newspapers and magazines re placement of advertising Editorial to tourism paper

Special Needs Groups including Youth, Disabled and Older People.	Johnston Park <ul style="list-style-type: none"> Correspondence with Wheatbelt Development Commission (WDC) Correspondence with suppliers Other <ul style="list-style-type: none"> Research into possible playground equipment for youth
Sport and Recreation	Kidsport <ul style="list-style-type: none"> Communication with Kidsport Assisted individuals and provided support to clubs Kidsport invoices processed Kidsport vouchers processed Top-up Grant for 2016/17 acquitted 2018 grant submitted Contacted adjoining shire sporting clubs with outstanding vouchers
Governance Other	<ul style="list-style-type: none"> Staff support as needed Responded to queries from CDO Network

Projects Currently On CDO Desk

Enterprising Communities	<ul style="list-style-type: none"> Encourage a culture of community enterprise development and innovation – working towards cohesiveness and self-reliance within the community independent of government/shire funding
Dryandra Country Art Food and Wine Trail	<ul style="list-style-type: none"> Mother's Day weekend Annual event – 2018 planning Shire support in-kind
Campfire Country Weekend	<ul style="list-style-type: none"> Weekend of the 22 – 24 June 2018 Shire support in kind
Healthy Community Precinct: Johnston Park	<ul style="list-style-type: none"> Strength training equipment Water refill station Solar overhead lights Seating and landscaping Health and Well-Being Plan Funded by Royalties for Regions and Shire with in-kind support
Lake Yealering: Concept Plan	<ul style="list-style-type: none"> Concept Plan received Foreshore Development pending funding

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions Wheatbelt DC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Kidsport	Department of Sport and Recreation	\$1,500 \$2,500	Grant Acquitted 2016/2017 May-July Grant Pending 2017 to January 2018
Enterprising Communities	Regional Development Australia Wheatbelt with Lotterywest	\$4,110	Approved Council Contribution in-kind \$1,400

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

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

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

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

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

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

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

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

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

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

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

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

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

Recommendation:

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

Voting Requirements: Simple majority.

Governance, Audit and Community Services**10.2.04 – Budget Adoption 2017/2018**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 August 2017

Enclosure / Attachment: Budget documents as attached

Background:**Comment:**

The 2017/2018 budget document is presented for Councils discussion. The budget has been prepared and based on a 2% rate revenue increase on UCV and 3% on GRV with the minimum rates being raised to \$390 from \$375 and a 0% increase on sewerage and rubbish rates.

The unimproved valuations across the shire have increased for 2017/2018. The unimproved valuations for the shire are;

2010/2011	\$124,031,017
2011/2012	\$124,939,774
2012/2013	\$122,256,970
2013/2014	\$122,110,678
2014/2015	\$121,957,500
2015/2016	\$122,140,894
2016/2017	\$122,070,000
2017/2018	\$126,651,300

The gross rental values valuations across the shire have increased for 2017/2018. Gross rental valuations for the shire are;

2010/2011	\$1,545,081
2011/2012	\$1,928,560
2012/2013	\$1,927,825
2013/2014	\$1,926,922
2014/2015	\$1,932,574
2015/2016	\$2,261,229
2016/2017	\$2,244,789
2017/2018	\$2,249,483

Comment:

The proposed rate increase will nett council approximately \$30,426. The salaries and wages budget has been increased by 3.3% to take in the award increases handed down by the Fair Work Commission which came into operation on 1 July 2017.

Council provides one general waste bin (green lid) and one recycling bin (yellow lid) to the following;

- New residential; and
- New commercial.

REFUSE COLLECTION

The annual refuse charge on council's rate notice entitles the following pick up from premises;

Residential

- 1x 240 litre green waste bin
- 1x 240 litre yellow recycling bin

Commercial

- 3x 240 litre green waste bin
- Bulk recycling (cardboard, paper etc.) pick up from approved pick up area
- 3 x 240 litres yellow recycle bins for glass, plastics, aluminium etc.

Over and above the allocated amount of collection incurs an additional charge based on annual refuse charges.

Council's contractors will not pick up 44 gallon drums or any other rubbish receptacle other than a 240 litre bin.

The 2017/2018 Budget has no new loans being raised.

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The main features of the draft budget include:

- The budget has been prepared with a 2% rate increase for UV and 3% for GRV which is less than the 4% outlined in the Long Term Financial Plan. This increase applies to all general rate categories.
- Household and commercial waste charges and charges are proposed to have no increase and are itemised separately in the draft budget.
- Sewerage charges are proposed to have no increase and are itemised separately in the draft budget
- A capital works programme totalling \$1,143,249 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. The other major component of the budget expenditure is the road infrastructure which is \$2,126,696 this is in line with Council's strategy to increase the investment in road and associated assets.
- An estimated surplus of \$1,240,455 is anticipated to be brought forward from 30 June 2017. However this is unaudited and may change. Any change will be addressed as part of any future budget review.

Principal grant funding for the year is estimated from:

- Roads to Recovery – decreased from \$545,008 to \$471,857 a difference of \$73,151.

Although this is down it is still an increase from the 2014/2015 figure of \$ 254,656, the 2018/2019 anticipated figure for Roads to Recovery will be \$235,929.

While no specific consultation has occurred on the 2017/2018 budget, community consultation and engagement has previously occurred during development of the Community Strategic Plan from which the Corporate Business Plan was developed. Extensive internal consultation has occurred between all staff and through forums and workshops with elected members.

Council currently in accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level in the Shire of Wickepin Monthly, Annual and Budget statements of financial activity for reporting material variances is 5% or \$5,000, whichever is the greater.

The 2017/2018 budget has been developed and based on the existing Plan for the Future and Strategic Planning documents adopted by council.

The 2017/2018 Budget includes the following Federal Assistance Grants:

0181	<i>Grants Commission General Purpose</i>	
	2017/2018 Allocation 100%	950,035
	Advanced Payment 2017/2018 Allocation	507,543
	2017/2018 Allocation less advanced 16/17	442,492
	17/18	950,035
0201	<i>Grants Commission General Purpose - Roads</i>	
	2017/2018 Allocation 100%	495,189
	Advanced Payment 2017/2018 Allocation	272,379
	2017/2018 Allocation less advanced 16/17	222,810
	17/18	495,189

	2016/2017	2017/2018
General Purpose Grant	\$974,478	\$950,035
Local Roads Grant	\$489,871	\$495,189

This is a decrease overall of \$19,125 on the 2016/2017 allocation. The general purpose grant has decreased by \$24,443 and the Local Roads Grant has increased by \$5,381.

These are only notional grant advice and have been released for budgeting purposes only and are subject to change.

The 2017/2018 Budget includes the reduction for the first quarterly payment of \$7,100 for the ESL levy from DFES as this was paid on the 29th June 2017 so this is part of the 2016/2017 brought forward figure.

Statutory Environment:

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30th June.

Division 5 and 6 of part 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government Act (Financial Management) Regulations 1996* details the form and content of the budget. The 2016/2017 budget as presented is considered to meet statutory requirements.

Local Government (Financial Management) Regulations 1996

Annual budget — s. 6.2

Part 3

33. Completion of annual budget

A copy of the annual budget of a local government is to be submitted to the Departmental CEO within 30 days of its adoption by the local government.

[Regulation 33 amended in Gazette 20 Jun 2008 p. 2723.]

Policy Implications:

The budget is based on the principles contained in the Plan for the Future and the Corporate Business Plan. Council current Strategic Plan is due for update and it is anticipated the update will be completed by the 31 Dec 2017.

Financial Implications:

Specific financial implications are as outlined in the detail section of this report and as itemized in the 2017/2018 budget attached.

Strategic Implications:

The 2017/2018 budget has been developed and based on the existing Strategic Planning documents adopted by council.

Summary:

Council is being requested to adopt the 2017/2018 Annual Budget.

Recommendation:

That:

PART A – MUNICIPAL FUND BUDGET FOR 2017/2018

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in the Attachments of this agenda for the 2017/2018 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Notes to and Forming Part of the Budget (excluding the Roadworks Program)
- Budget Program Schedules as detailed within the budget (excluding the Roadworks Program)
- Transfers to / from Reserve Accounts as detailed in the budget

ABSOLUTE MAJORITY REQUIRED**PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

That:

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

General Rates

- | | |
|----------------------------|----------------------------|
| • Gross Rental Value (GRV) | 7.0302 cents in the dollar |
| • Unimproved Values (UV) | 1.0430 cents in the dollar |

Minimum Payments

- | | |
|----------------------------|-------|
| • Gross Rental Value (GRV) | \$390 |
| • Unimproved Values (UV) | \$390 |

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- | | |
|--|-------------------|
| • Full payment and 1 st instalment due date | 26 September 2017 |
| • 2 nd quarterly instalment due date | 30 November 2017 |
| • 3 rd quarterly instalment due date | 31 January 2018 |
| • 4 th quarterly instalment due date | 3 April 2018 |

Pursuant to Section 6.46 of the *Local Government Act 1995*, council offers a discount of 10% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 26 September 2017 or 35 days after the date of service appearing on the rate notice, whichever is the later.

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

ABSOLUTE MAJORITY REQUIRED

PART C – OTHER STATUTORY FEES FOR 2016/2017

That:

Pursuant to section 53 of the *Cemeteries Act 1986* the council adopts the Fees and Charges for the Wickepin, Yealering, Harrismith and Toolibin Cemeteries included in the 2017/2018 budget.

Pursuant to Regulation 53(2) of the *Building Regulation 2012* the council adopts a swimming pool inspection fee of \$35 inclusive of GST.

Pursuant to section 112 of the Health Act, council adopts the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (including recycling)

- 240ltr bin per weekly collection \$210pa
1x 240 litre green waste bin
1x 240 litre yellow recycling bin

Commercial Premises (including recycling)

- 240ltr bin per weekly collection \$420.00pa
3x 240 litre green waste bin
Bulk recycling (cardboard, paper etc.) pick up from approved pick up area
3x 240 litre yellow recycle bins for glass, plastics, aluminium etc.

Refuse site levies

- non-minimum rated properties \$50.00pa
- minimum rated properties \$17.50pa

Pursuant to section 41 of the Health Act, council adopts the following charges for the Wickepin Sewerage Scheme

- Sewerage is set at 4.6980 cents in the dollar for GRV per dollar of valuation.
- Minimum sewerage rate to be set at \$190 for both residential and commercial properties.
- Those non-rate able properties serviced by the sewerage scheme be rated as follows:-
 - Police Department \$590
 - Medical Centre \$590
 - Education Department \$590
 - St John Ambulance \$ 0 Resolution No 240914-22

ABSOLUTE MAJORITY REQUIRED

PART D – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2016/2017**That:**

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 30 of the *Local Government (Administration) Regulations 1996*, council adopts the following sitting fees for payment of elected member’s individual meeting attendance fees:

- | | |
|-------------|-------|
| • Council | \$100 |
| • Committee | \$50 |

(SAT Band 4)

Pursuant to section 5.98(2)(b) and (3) of the *Local Government Act 1995* and regulations 31 of the *Local Government (Administration) Regulations 1996*, council adopts the following reimbursements for elected members:

- | | |
|--------------------------------|----------------------------|
| • Telecommunications Allowance | \$525.60 |
| • Travel | \$0.91 cents per kilometre |

Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance: (SAT Band 4)

- | | |
|-------------|---------|
| • President | \$4,500 |
|-------------|---------|

Pursuant to section 5.98A(1) of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance: (SAT Band 4)

- | | |
|--------------------|---------|
| • Deputy President | \$1,000 |
|--------------------|---------|

ABSOLUTE MAJORITY REQUIRED**PART E – MATERIAL VARIANCE REPORTING FOR 2017/2018****That:**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2017/2018 for reporting material variances shall be 5% or \$5,000, whichever is the greater.

SIMPLE MAJORITY**PART F – ROAD WORKS PROGRAM FOR 2017/2018**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, that council adopt the 2017/2018 Roadworks Program as presented in the Budget Notes.

Governance, Audit and Community Services

10.2.05 – Planning Application – Dog Grooming Business Lot 74, 45 Sewell Street Yealering

Submission To:	Ordinary Council
Location / Address:	Lot 74, 45 Sewell Street Yealering
Name of Applicant:	Susanne Bond
File Reference:	A2546
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	CEO – Uses the services of Susanne Bond dog washing business
Date of Report:	10 August 2017

Enclosure / Attachment: Nil

Background:

Council has received a Planning Application from Susanne Bond of 45 Sewell Street Yealering WA 6372 to utilise the premises at Lot 74 Sewell Street Yealering WA 6712 for a dog washing and grooming business.



Figure 1 Map Showing residence at Lot 74, 45 Sewell Street Yealering (outlined in yellow)

Comment:

Council has dealt with this matter as a Temporary Planning approval back in December 2016 and the comments received from Council contract Town Planning Service Land Vision (Trevor Moran) then was.

Extract of email received 8 December 2016.

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

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

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

Sue Bond requested temporary approval for the dog wash business back in December 2016 where council passed the following decision.

Resolution No 211216-14

Moved Cr Lang / Seconded Cr Allan

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

With the following conditions being imposed:

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

Carried 8/0

Council has not received any complaints from any neighbours or persons in the Shire of Wickepin during the temporary approval but Council approval ran out on the 30 June 2017.

Before Council can make a decision on this matter it will need to be advertised as per the Shire of Wickepin LPS4.

9.4 Advertising of applications

9.4.1 Where an application is made for planning approval to commence a use or commence or carry out development which involves a use which is –

- (a) an 'A' use as referred to in clause 4.3.2; or
- (b) a use not listed in the Zoning Table,

the local government is not to grant approval to that application unless notice is given in accordance with clause 9.4.3.

9.4.2 Despite clause 9.4.1, where application is made for a purpose other than a purpose referred to in that clause, the local government may require notice be given in clause 9.4.3.

- 9.4.3 The local government may give notice or require the applicant to give notice of an application for planning approval in one or more of the following ways –
- (a) notice of the proposed use or development served on nearby owners and occupiers who, in the opinion of the local government, are likely to be affected by the granting of planning approval, stating that submissions may be made to the local government by a specified date being not less than 14 days from the day the notice is served;
 - (b) notice of the proposed use or development published in a newspaper circulating in the Scheme area stating that submissions may be made to the local government by a specified day being not less than 14 days from the day the notice is published;
 - (c) a sign or signs displaying notice of the proposed use or development to be erected in a conspicuous position on the land for a period of not less than 14 days from the day the notice is erected.
- 9.4.4 The notice referred to in clause 9.4.3(a) and (b) is to be in the form prescribed in Schedule 8 with such modifications as are considered appropriate by the local government.
- 9.4.5 Any person may inspect the application for planning approval referred to in the notice and the material accompanying that application at the offices of the local government.
- 9.4.6 After the expiration of the specified period from the serving of notice of the application for planning approval, the publication of the notice or the erection of a sign or signs, whichever is the later, the local government is to consider and determine the application.

Statutory Environment:

Shire of Wickepin Town Planning Scheme number 4

Planning and Development Act 2005

Financial Implications: Nil

Policy Implications: No Policy

Strategic Implications:

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

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

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

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

Theme 3 – To promote the development of a viable and diversified local economy		
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.		
Goal	Action	Measure
3.5 Encourage the retention of existing and the introduction of new businesses.	<ul style="list-style-type: none"> Assist with the provision of resources for housing and other infrastructure for local businesses, in conjunction with other authorities. Investigate the initiatives adopted by other communities for the expansion of the local community. Investigate the establishment of a Business Enterprise Centre to serve the Shire of Wickepin in its own right or in conjunction with another local government/s. 	<ul style="list-style-type: none"> We have a clear, documented community amenity and facilities plan that addresses for housing/infrastructure measured in accordance with other local communities.

Summary:

Council is being requested to advertise the planning application from Susann Bond of 45 Sewell Street Yealering to operate a dog washing grooming business at her property located at Lot 45 Sewell street Yealering WA 6712.

Recommendation:

That Council advertise the planning application from Susann Bond of 45 Sewell Street Yealering to operate a dog washing grooming business at her property located at Lot 45 Sewell street Yealering WA 6712 in line with Section 9.4.3 (b) of the Shire of Wickepin LPS 4.

Voting Requirements: Simple majority

Governance, Audit & Community Services

10.2.06 – Governance, Audit & Community Services Committee Meeting Recommendations

Submission To:	Council
Location / Address:	Whole Shire
Name of Applicant:	Governance, Audit & Community Services Committee
File Reference:	CP.PLA.572/CR.MEE.202
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	26 July 2017

Enclosure / Attachment: Nil

Background:

Governance, Audit & Community Services Committee meeting held Wednesday 19 July 2017.

Comment:

The Governance, Audit & Community Services Committee meeting was held on Wednesday 19 July 2017 and passed the following recommendations:

Moved Cr Allan / Seconded Cr Lansdell

That the Council ICT Use Policy as follows be adopted by Council:

1.6 SOCIAL MEDIA - COUNCILLORS

OBJECTIVE: Ensure all the Shire of Wickepin councillors 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 councillors 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.

1.6.1 Social Media Use for Shire of Wickepin Purposes

If a Councillor uses 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.

Councillors who are required to use social media 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 President and/or CEO; 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 should always be aware that the Shire of Wickpin may be liable for any posts made. Accordingly s/he should always seek guidance from the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

1.6.2 Records Personal/Private Use of the Shire of Wickpin's Corporate Sites

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

A person of the Shire of Wickpin is able to share links that the Shire of Wickpin 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.

1.6.3 Consequences of Breaching This Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may be referred to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.6.4 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickpin's councillors 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) are responsible for reading this policy prior to accessing social media.

Carried 6/0

Moved Cr Lang / Seconded Cr Allan

That the iPad Policy as follows be adopted by Council:

1.2 iPad Policy

OBJECTIVE:

- To provide clear guidance on the issuing of Council owned iPads;
- To identify the acceptable use of Council owned iPads;
- To ensure the rules relating to Council owned iPads are applied consistently across the business; and
- To set out the standards of behaviour expected of iPad users, being the Councillors and Council staff, when making reference to Shire of Wickpin Council through various media platforms.

1.2.1 Background

The Shire of Wickpin recognises that a high proportion of the community either own or have access to iPads and that the use of these devices will promote communication between Council, Councillors, and its community. Additionally, iPads have been adopted as a tool to support Council in facilitating service delivery and productivity. The iPad device will facilitate the electronic distribution of Shire of Wickpin Council meeting agendas, business papers and minutes. This device will allow reading, reviewing and/or commenting on large volumes of documents and will allow Councillors and senior management to perform these tasks in a paperless format. The Apple iPad and similar devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media and web content. Such devices are not substitutes for more versatile laptop computers, and shall not be purchased as such.

1.2.2 Policy Statement

The provision of iPad devices shall be restricted to Councillors of Shire of Wickepin Council, CEO, Deputy CEO and other senior managers as delegated by the Chief Executive Officer. The iPad devices are provided to facilitate work related use. The use of non-standard software and internet applications is prohibited; i.e. Skype, MySpace, Bebo, Friendster, Flickr, Yahoo Groups, Google Groups, Whirlpool, and other similar sites. Modification of standard Internet software to bypass security measures is prohibited. The maintenance of appropriate security measures is essential to ensure the confidentiality and integrity of the Council's information.

1.2.3 Application of Policy

This policy applies to Councillors and relevant Council senior management employees who are provided with access and usage of a Council owned iPad device.

Approval of an iPad purchase and associated data plan will be on a case-by-case basis at the discretion of the CEO.

1.2.4 Administration of Information Systems

The CEO is responsible to ensure the continued understanding of the policy and its protocols by relevant Council staff and elected Councillors. All iPad users are to have individual passwords (pin number) for security purposes. All users are to maintain confidentiality of their login pin number. The Council appointed Administrator is the Executive Support Officer. The Executive Support Officer and IT Support will have access rights to all user passwords. These designated Officers shall not disclose Council staff user passwords and will only use these details in their responsibility of administering corporate information systems.

1.2.5 Technical Support

The Executive Support Officer is responsible for the management of information services and facilities; i.e. iPads, laptops and computers.

1.2.6 iPad Usage

Council fosters an environment where the privacy of communications will be respected as long as individuals abide by the council's stated policies. While Council's information systems do allow the logging and screening of activity in certain circumstances, the Council does not support pervasive and systematic surveillance. All users are to be conscious of the fact that improper use of iPad devices may pose a threat to Council information systems security and adversely impact on the potential legal liability exposure of the Council.

1.2.7 Conditions of Usage

- *The iPad device is accessible to all Councillors, during their term of office.*
- *The iPad device is accessible to the CEO and DCEO, during their employment at Council.*
- *iPad use is limited to reasonable use that supports the Shire of Wickepin.*
- *The iPad is to be used as the official means of electronic distribution of Shire of Wickepin Council Ordinary Meeting agendas, business papers and minutes of meeting.*
- *The iPad may be used as the means of electronic distribution of Committees of Council agendas, business papers and minutes of meeting.*
- *The iPad may be used for web browsing for work related activities.*
- *The use and access to 'streaming' Internet sites on the iPad is not allowed. These sites may include media sites, Skype, music, sport and movie sites.*
- *Councillors and Council staff may not use the iPad to conduct business or secondary employment for personal financial gain.*

1.2.8 Conditions of Usage

Council will revoke the availability and use of an iPad because of misuse or serious abuse of usage as listed below:

- Conducting business other than Council business, (i.e. secondary employment) without the approval of the CEO.
- Promotion of a personal or commercial benefit.
- Violation of a copyright.
- Intentionally sending viruses or other destructive content.
- Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material).
- Sending material that uses offensive language.
- Sending, disclosing and/or distributing personal or confidential information held by Council.
- Sending, disclosing and/or distributing slanderous and/or defamatory material.
- Sending emails as a form of harassment, bullying or threatening behaviour.
- Lending the iPad to a third party is strictly prohibited.
- Make disparaging or any adverse comment about Council, any policy or decision of Council or any of Council's related employees, contractors and other Councillors.
- Any act that contravenes a law or is a criminal offence.
- Any act that may have a negative impact to Council.

1.2.9 iPad Ownership

The iPad device and associated accessories that have been issued by Council will at all times remain in the ownership of Council. If a Council employee resigns, retires or their employment is terminated for any reason that employee is required as part of the exit interview to return the iPad and accessories to Council. If a Councillor resigns, retires or their election tenure finishes that Councillor is required to return the iPad and accessories to the Shire of Wickepin. Council issued iPads are not the personal property of Council officials or Council staff and may be reassigned or recalled if directed by the CEO. Council reserves the right to require the return of the iPad at any time. If an iPad is requested to be returned it must be handed-in to the CEO within 24 hours of the request being made.

1.2.10 Enforcement

Users must comply with the requirements of this Policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Councillors referral to a Conduct Review Committee). Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to Council's iPad either permanently or on a temporary basis.

1.2.11 Criminal Activity

Illegal use of an iPad device and any related criminal activities will result in the matter being referred to the Police for investigation and / or CCC if necessary.

1.2.12 Responsibilities

Shire of Wickepin

Shire of Wickepin Council will be responsible for the payment of iPad expenses associated with:

- The purchase of all Apple iPad devices;
- Payment of monthly data plan and equipment charges, and review of the same;
- Training and support charges;
- The servicing and maintenance of the equipment;
- Repairs to the equipment.

CEO

- Ensuring that Councillors and Council staff are aware of and have an understanding of the iPad Policy and received a copy of the same;
- Ensuring that Councillors and Council staff comply with the "Conditions of Usage" requirements of the iPad Policy;
- Implementing disciplinary procedures, where there is proven misuse or improper use of Council's iPad.

IT Support

- Implementation, administration and technical support to all users of the iPad devices;

- Reporting misuse of Council iPad Policy to the CEO.

Councillors and Authorised Users

- Have read and understood the iPad Policy;
- Adhere to the "Conditions of Usage" requirements as detailed herein the Council iPad Policy;
- Ensure their use of the iPad is consistent with ethical behaviour under the Council iPad Policy and Code of Conduct;
- Ensure if an iPad is lost or stolen to immediately advise the CEO.

1.2.13 Virus Scanning

IT support shall ensure current virus scanning software is loaded onto the iPad device. The use of unauthorised software is strictly prohibited. Unauthorised software may be deleted from an individual's iPad.

1.2.14 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's councillors 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) are responsible for reading this policy prior to accessing social media.

Carried 7/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendations:

1. That the Council ICT Use Policy as follows be adopted by Council:

1.7 SOCIAL MEDIA - COUNCILLORS

OBJECTIVE: Ensure all the Shire of Wickepin councillors 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 councillors 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.

1.7.1 Social Media Use for Shire of Wickepin Purposes

If a Councillor uses 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.

Councillors who are required to use social media 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 President and/or CEO; 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 should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

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

An councillor cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the President. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the President (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.

1.7.3 Consequences of Breaching This Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may be referred to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

1.7.4 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's councillors 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) are responsible for reading this policy prior to accessing social media.

2. That the iPad Policy as follows be adopted by Council:

1.3 iPad Policy

OBJECTIVE:

- **To provide clear guidance on the issuing of Council owned iPads;**
- **To identify the acceptable use of Council owned iPads;**
- **To ensure the rules relating to Council owned iPads are applied consistently across the business; and**
- **To set out the standards of behaviour expected of iPad users, being the Councillors and Council staff, when making reference to Shire of Wickepin Council through various media platforms.**

1.3.1 Background

The Shire of Wickepin recognises that a high proportion of the community either own or have access to iPads and that the use of these devices will promote communication between Council, Councillors, and its community. Additionally, iPads have been adopted as a tool to support Council in facilitating service delivery and productivity. The iPad device will facilitate the electronic distribution of Shire of Wickepin Council meeting agendas, business papers and minutes. This device will allow reading, reviewing and/or commenting on large volumes of documents and will allow Councillors and senior management to perform these tasks in a paperless format. The Apple iPad and similar devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media and web content. Such devices are not substitutes for more versatile laptop computers, and shall not be purchased as such.

1.3.2 Policy Statement

The provision of iPad devices shall be restricted to Councillors of Shire of Wickepin Council, CEO, Deputy CEO and other senior managers as delegated by the Chief Executive Officer. The iPad devices are provided to facilitate work related use. The use of non-standard software and internet applications is prohibited; i.e. Skype, MySpace, Bebo, Friendster, Flickr, Yahoo Groups, Google Groups, Whirlpool, and other similar sites. Modification of standard Internet software to bypass security measures is prohibited. The maintenance of appropriate security measures is essential to ensure the confidentiality and integrity of the Council's information.

1.3.3 Application of Policy

This policy applies to Councillors and relevant Council senior management employees who are provided with access and usage of a Council owned iPad device.

Approval of an iPad purchase and associated data plan will be on a case-by-case basis at the discretion of the CEO.

1.3.4 Administration of Information Systems

The CEO is responsible to ensure the continued understanding of the policy and its protocols by relevant Council staff and elected Councillors. All iPad users are to have individual passwords (pin number) for security purposes. All users are to maintain confidentiality of their login pin number. The Council appointed Administrator is the Executive Support Officer. The Executive Support Officer and IT Support will have access rights to all user passwords. These designated Officers shall not disclose Council staff user passwords and will only use these details in their responsibility of administering corporate information systems.

1.3.5 Technical Support

The Executive Support Officer is responsible for the management of information services and facilities; i.e. iPads, laptops and computers.

1.3.6 iPad Usage

Council fosters an environment where the privacy of communications will be respected as long as individuals abide by the council's stated policies. While Council's information systems do allow the logging and screening of activity in certain circumstances, the Council does not support pervasive and systematic surveillance. All users are to be conscious of the fact that improper use of iPad devices may pose a threat to Council information systems security and adversely impact on the potential legal liability exposure of the Council.

1.3.7 Conditions of Usage

- *The iPad device is accessible to all Councillors, during their term of office.*
- *The iPad device is accessible to the CEO and DCEO, during their employment at Council.*
- *iPad use is limited to reasonable use that supports the Shire of Wickepin.*
- *The iPad is to be used as the official means of electronic distribution of Shire of Wickepin Council Ordinary Meeting agendas, business papers and minutes of meeting.*
- *The iPad may be used as the means of electronic distribution of Committees of Council agendas, business papers and minutes of meeting.*
- *The iPad may be used for web browsing for work related activities.*
- *The use and access to 'streaming' Internet sites on the iPad is not allowed. These sites may include media sites, Skype, music, sport and movie sites.*
- *Councillors and Council staff may not use the iPad to conduct business or secondary employment for personal financial gain.*

1.3.8 Conditions of Usage

Council will revoke the availability and use of an iPad because of misuse or serious abuse of usage as listed below:

- *Conducting business other than Council business, (i.e. secondary employment) without the approval of the CEO.*
- *Promotion of a personal or commercial benefit.*
- *Violation of a copyright.*

- Intentionally sending viruses or other destructive content.
- Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material).
- Sending material that uses offensive language.
- Sending, disclosing and/or distributing personal or confidential information held by Council.
- Sending, disclosing and/or distributing slanderous and/or defamatory material.
- Sending emails as a form of harassment, bullying or threatening behaviour.
- Lending the iPad to a third party is strictly prohibited.
- Make disparaging or any adverse comment about Council, any policy or decision of Council or any of Council's related employees, contractors and other Councillors.
- Any act that contravenes a law or is a criminal offence.
- Any act that may have a negative impact to Council.

1.3.9 iPad Ownership

The iPad device and associated accessories that have been issued by Council will at all times remain in the ownership of Council. If a Council employee resigns, retires or their employment is terminated for any reason that employee is required as part of the exit interview to return the iPad and accessories to Council. If a Councillor resigns, retires or their election tenure finishes that Councillor is required to return the iPad and accessories to the Shire of Wickepin. Council issued iPads are not the personal property of Council officials or Council staff and may be reassigned or recalled if directed by the CEO. Council reserves the right to require the return of the iPad at any time. If an iPad is requested to be returned it must be handed-in to the CEO within 24 hours of the request being made.

1.3.10 Enforcement

Users must comply with the requirements of this Policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Councillors referral to a Conduct Review Committee). Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to Council's iPad either permanently or on a temporary basis.

1.3.11 Criminal Activity

Illegal use of an iPad device and any related criminal activities will result in the matter being referred to the Police for investigation and / or CCC if necessary.

1.3.12 Responsibilities

Shire of Wickepin

Shire of Wickepin Council will be responsible for the payment of iPad expenses associated with:

- The purchase of all Apple iPad devices;
- Payment of monthly data plan and equipment charges, and review of the same;
- Training and support charges;
- The servicing and maintenance of the equipment;
- Repairs to the equipment.

CEO

- Ensuring that Councillors and Council staff are aware of and have an understanding of the iPad Policy and received a copy of the same;
- Ensuring that Councillors and Council staff comply with the "Conditions of Usage" requirements of the iPad Policy;
- Implementing disciplinary procedures, where there is proven misuse or improper use of Council's iPad.

IT Support

- Implementation, administration and technical support to all users of the iPad devices;
- Reporting misuse of Council iPad Policy to the CEO.

Councillors and Authorised Users

- Have read and understood the iPad Policy;

- Adhere to the "Conditions of Usage" requirements as detailed herein the Council iPad Policy;
- Ensure their use of the iPad is consistent with ethical behaviour under the Council iPad Policy and Code of Conduct;
- Ensure if an iPad is lost or stolen to immediately advise the CEO.

1.3.13 Virus Scanning

IT support shall ensure current virus scanning software is loaded onto the iPad device. The use of unauthorised software is strictly prohibited. Unauthorised software may be deleted from an individual's iPad.

1.3.14 Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's councillors 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) are responsible for reading this policy prior to accessing social media.

Governance, Audit and Community Services**10.2.07 – Bush Fire Control 2017/2018**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	ES.APN.901
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 July 2017

Enclosure / Attachment: Nil**Background:**

The Bush Fire Control Officers AGM took place on Tuesday 4 July 2017.

Officers Comments:

Under the Bush Fires Act 1954, it is required by Council to adopt the appointment of Bush Fire Control Officers for the 2017/2018 Bush Fire season.

The following item was missed from the July 2017 Bush Fire Control adoption:

Dual Fire Control Officers from adjoining Shires**Moved Rex Bergin / Seconded Colin Coxon****Recommendation:**

That the following persons be appointed as Dual Fire Control Officers for the 2017/2018 fire season from adjoining Shires:

Shire of Pingelly	Rodney Leonard Shaddick Robert Alexander Kirk Victor Arthur Lee Andrew Augustin Marshall Sam MacNamara
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Shire of Wagin	Steve Angwin
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Shire of Corrigin	Craig Jespersen Greg Doyle
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Shire of Cuballing	
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Shire of Narrogin	
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Shire of Kulin	J. Spark A. Dearlove
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Shire of Dumbleyung	
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Carried

Strategic Implications: Not applicable

Enabling Legislation: *Bush Fires Act 1954*

Council Policy: Nil

Recommendation:

That the following persons be appointed as Dual Fire Control Officers for the 2017/2018 fire season from adjoining Shires:

Shire of Pingelly	Rodney Leonard Shaddick Robert Alexander Kirk Victor Arthur Lee Andrew Augustin Marshall Sam MacNamara
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Shire of Wagin	Steve Angwin
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Shire of Corrigin	Craig Jespersen Greg Doyle
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Shire of Kulin	J. Spark A. Dearlove
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Governance, Audit and Community Services

10.3.01 – Lifestyle Retirement Committee Meeting Recommendations

Submission To:	Lifestyle Retirement Committee
Location / Address:	Whole Shire
Name of Applicant:	Lifestyle Retirement Committee
File Reference:	CR.MEE.203
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	10 August 2017

Enclosure / Attachment: Nil

Background:

Lifestyle Retirement Committee meeting held on Wednesday 10 August 2017.

Comment:

The Lifestyle Retirement Committee meeting was held on Wednesday 10 August 2017 and passed the following recommendation:

Moved Murray Lang / Seconded Karen Williamson

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

Carried 5/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council pass the following recommendation:

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

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:	10 August 2017

Sewerage System Capacity – New Dam

The CEO has spoken with the Wickepin District Sports Club and the Wickepin Football Club and they have both advised the CEO that they are happy with the dam being constructed on the Yarling Brook Estate. Both clubs have advised that they don't require any compensation for the loss of the crop that may be damaged or destroyed.

Yealering Progress Association

The Yealering Progress Association has elected new office bearers comprising of;

- Kym Smith – President
- Todd Hill – Vice President
- Maureen Preedy – Treasurer
- Christine Hill – Secretary

Local Government Week

I attended Local Government Week along with Councillors Astbury, Lang, Lansdell and Hinkley and the conference was good. Thank you for allowing the Chief Executive Officer and partner to attend Local Government Week again this year.

Annual Leave

The Chief Executive Officer will be on annual leave from the Monday 25th September to Friday 6th October 2017 and will return back to work on the 9th October 2017. During this time as per Councils Policy 2.1.18 Acting Chief Executive Officer the Deputy Chief Executive Officer Mrs Natalie Manton will be made the Acting Chief Executive Officer.

Wheatbelt South Aged Housing Alliance

Council has received the following letter from the Minister for Regional Development; Agriculture and Food; Minister assisting the Minister for State Development; Jobs and Trade Hon Alannah MacTiernan.

Thank you for your letter dated 31 May 2017 regarding the release of Royalties for Regions funds allocated to the Wheatbelt South Aged Housing Alliance.

As you would be aware, the State Government is facing significant budgetary pressure and is currently reviewing its financial commitments to ensure the Royalties for Regions Fund prioritises election commitments and supports strategic projects that that will create jobs and broaden the economic base in regional areas.

All Royalties for Regions programs are being reviewed. Priorities will then be set in the lead up to the 2017-18 State Budget as we ensure we deliver the best outcomes for regional Western Australia.

The Department of Primary Industries and Regional Development will continue to keep project partners informed as information becomes available through the budget process.

This letter was presented to the Lifestyle Retirement Committee on the 9th August 2017 and forwarded onto the member Councils of the Wheatbelt South Aged Housing Alliance. The WSAHA will be meeting shortly to discuss the avenues to progress the business case and the signing of the FAAA for the Independent Living Units.

Also discussions will be held on whether the group wish to apply for funds for the Independent Living Units through the Federal Government grant systems such as the \$297.7 million Building Better Regions Fund (BBRF) which aims to create jobs, drive economic growth and build stronger regional communities. The program is directed to support projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide and Canberra.

There are two streams of funding available under the program:

- Infrastructure Project Stream
- Community Investment Stream

Funding has just been announced for \$10 million for the Great Southern Housing Initiative, which intend to construct 79 housing units for independent seniors and regional employees across nine shires, including Broomehill-Tambellup, Cranbrook, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling.

Meetings Attended

August	
2 nd to 4 th	Local Government Week
7 th	Albert Facey Homestead Committee
8 th	Budget Workshop
8 th	WDSC – AGM and General Meeting
9 th	WBSRRG
9 th	Wickpin School Council Meeting
9 th	Lifestyle Retirement Committee

Delegation Register

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing cheques	July	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment plans		Rate payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Wickepin Football Club Home Games	2017 Season	Wickepin Football Club
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