



A Fortunate Place



Shire of Wickepin

# Agenda

## Ordinary Meeting of Council

Council Chambers, Wickepin

# 20 SEPTEMBER 2017



## Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 20 September 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

15 September 2017

### Time Table

12.00pm	Grants Commission - Public Hearing
2.00pm	Close of Public Hearing
2.00pm	Lunch
2.30pm	Swearing in elected councillors
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.

## Table of Contents

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....	6
2.	PUBLIC QUESTION TIME .....	6
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....	6
4.	PETITIONS, MEMORIALS AND DEPUTATIONS .....	6
5.	DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST .....	6
6.	CONFIRMATION OF MINUTES – ORDINARY MEETING OF COUNCIL – 19 JULY 2017 .....	6
7.	RECEIVAL OF MINUTES .....	6
7.1	ALBERT FACEY HOMESTEAD COMMITTEE MEETING .....	7
7.2	WHEATBELT SOUTH AGED HOUSING ALLIANCE MEETING.....	17
7.3	TOWNSCAPE AND CULTURAL PLANNING COMMITTEE MEETING .....	25
8.	STATUS REPORT .....	39
9.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.....	43
10.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS .....	43
 <b>TECHNICAL SERVICES</b>		
10.1.01	– MANAGER WORKS AND SERVICES REPORT .....	44
10.1.02	– WBS RRG CHAIRPERSON HONORARIUM .....	46
 <b>GOVERNANCE, AUDIT AND COMMUNITY SERVICES</b>		
10.2.01	– FINANCIAL REPORT .....	48
10.2.02	– LIST OF ACCOUNTS .....	81
10.2.03	– COMMUNITY DEVELOPMENT OFFICER'S REPORT .....	88
10.2.04	– DUAL FIRE CONTROL OFFICERS 2017/2018 – SHIRE OF NARROGIN .....	91
10.2.05	– GOVERNMENT REGIONAL OFFICERS' HOUSING (GROH) PROGRAM.....	92
10.2.06	– RFQ 1 2017/2018 HEALTH / BUILDING SERVICES, PLANNING SERVICES FIVE YEAR PERIOD .....	96
10.2.07	– POLICY MANUAL – FINANCIAL REPORTING .....	103
10.2.08	– FINANCIAL MANAGEMENT REVIEW REPORT .....	105
10.2.09	– PLANNING APPLICATION – DOG GROOMING BUSINESS LOT 74, 45 SEWELL STREET YEALERING .....	107
10.3.01	– HARRISMITH HALL .....	116
11.	PRESIDENT'S REPORT .....	121
12.–	CHIEF EXECUTIVE OFFICER'S REPORT .....	121
13.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING .....	125
14.	REPORTS & INFORMATION .....	125
15.	URGENT BUSINESS .....	125
16.	CLOSURE .....	125

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

Rob Barnsley                      Acting Regional Manager – Main Roads WA – Wheatbelt Region

**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 Albert Facey Homestead Committee Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Taylor, Executive Support Officer
<b>File Reference:</b>	CR.MEE.208
<b>Author:</b>	Leah Taylor, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 September 2017

**Enclosure / Attachment:**

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 7 August 2017.

**Background:**

The Albert Facey Homestead Committee Meeting was held on Monday 7 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 the Minutes of the **Albert Facey Homestead Committee Meeting** held on Monday 7 August 2017 be received.

**Voting Requirements:** Simple majority.

### Resolution No

**Moved Cr / Seconded Cr**

That the Minutes of the **Albert Facey Homestead Committee Meeting** held on Monday 7 August 2017 be received.

**Carried /**



A Fortunate Place



Shire of Wickepin

# Minutes

## Albert Facey Homestead Committee

Council Chambers, Wickepin

# 7 AUGUST 2017

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## Table of Contents

---

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	10
2.	PUBLIC QUESTION TIME.....	10
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES .....	10
4.	PETITIONS, MEMORIALS AND DEPUTATIONS .....	10
5.	DECLARATIONS OF MEMBER'S AND OFFICER'S INTEREST.....	10
6.	CONFIRMATION OF MINUTES – ALBERT FACEY HOMESTEAD – 1 MAY 2017 .....	10
7.	STATUS REPORT (BUSINESS ARISING FROM PREVIOUS MINUTES) .....	11
10.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS .....	11
10.1	– ALBERT FACEY HOMESTEAD MUNICIPAL FUNDS BUDGET .....	12
12.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING .....	15
13.	REPORTS & INFORMATION .....	15
13.1	OTHER MATTERS RAISED BY MEMBERS .....	15
15.	CLOSURE .....	16

**Minutes of an Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin – Monday 7 August 2017 commencing @ 9.00am.**

The Chairperson declared the meeting open at 9.10am.

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

Dave Astbury	Chairperson
Linley Rose	Member
Margaret Fleay	Member
Luci Sartori	Member

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

**Apologies**

Cr Grayden Lang	Member
Lee Parker	Community Development Officer
Libby Heffernan	Member
Helen Warrilow	Member
Charlotte Astbury	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 – Albert Facey Homestead – 1 May 2017**

**Moved L Sartori /Seconded D Astbury**

That the minutes of the Albert Facey Homestead Committee held on 1 May 2017 be confirmed as a true and correct record.

**Carried 5/0**

## 7. Status Report (Business arising from previous minutes)

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

Subject/Action	Officer	Progress	Status	Comment
Booklet information for Albert Facey Homestead, and Format and Print Booklets.	Charlotte Astbury/ESO	Formatting and printing of booklets	✓	Complete.
Oiling of timber/verandah	Committee	Committee to organise a working bee for September 2017.	○	
Lock on front door of homestead to be replaced.	CEO		✓	Replaced.
Community Funding Group to be invoiced for painting reimbursement.	FO		✓	Payment received.

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

○ = in progress    ✓ = completed    ✕ =superseded

## 8. Financials

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

## 10. Receipt of Reports & Consideration of Recommendations

## 10.1 – Albert Facey Homestead Municipal Funds Budget

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Albert Facey Homestead Committee
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	CR.MEE.208
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	28 July 2017

**Enclosure / Attachment:** Nil

### Background:

Council is currently preparing its 2017/2018 Budget, as the Albert Facey Committee is a committee of Council there needs to be a budget set aside for the running of the Albert Facey Homestead within Councils 2017/2018 adopted budget.

### Comment:

Below is the current 2017/2018 proposed budget for adoption by Council for the Albert Facey Homestead committee.

<b>6782</b>	<b>Albert Facey Homestead</b>	Maintenance 17/18			
<b>LAF1</b>	<b>Albert Facey Homestead</b>				<b>4,092</b>
	Labour		<b>1</b>		150
	Overheads		<b>98</b>		102
	Utilities		<b>2</b>		-
	Contracts/Consultants	General Maintenance	<b>21</b>		2,930
		Termite Inspection		150	
		Fire Services		30	
		Spraying spiders etc.		50	
		Refix facias gutters down pipes nail loose sheeting		2,200	
		General Maintenance		500	
	Insurance		<b>6</b>		410
	Materials	Various	<b>5</b>		500

	<b>Expenditure</b>		<b>ACTUAL 16/17</b>		<b>BUDGET 16/17</b>	<b>BUDGET 17/18</b>	
<b>6782</b>	<b>Albert Facey Homestead</b>		8,272			7,092	
<b>LAF1</b>	<b>Albert Facey Homestead</b>		8,272		<b>7,692</b>		
	Labour	<b>01</b>				150	
	Overheads	<b>98</b>				102	
	Contacts / Consultants	<b>21</b>				2,930	
	Insurance	<b>06</b>				410	
	General Running Expenses	<b>05</b>				3,000	
	Materials	<b>05</b>		<b>8,272</b>		500	<b>7,092</b>
	<b>Income</b>						
<b>6883</b>	<b>Reimbursements</b>		(10,365)		<b>(1,200)</b>		
	<b>Albert Facey Homestead Admission Fees</b>	<b>52</b>				(550)	
	<b>Albert Facey Homestead Committee</b>	<b>47</b>					
				<b>(10,365)</b>			<b>(550)</b>

**Financial Implications:** As per the proposed Budget for 2017/2018

**Policy Implications:** No Policy

**Summary:**

The Albert Facey Homestead Committee is being requested to accept the proposed 2017/2018 Budget Estimates for the Albert Facey Homestead.

**Recommendation:**

1. That the Albert Facey Homestead Committee request Council to adopt the following Budget Estimates in its 2017/2018 Budget adoption process.

	<b><u>Expenditure</u></b>		<b>BUDGET 17/18</b>	
<b>6782</b>	<b>Albert Facey Homestead</b>		7,092	
<b>LAF1</b>	<b>Albert Facey Homestead</b>			
	Labour	<b>01</b>	150	
	Overheads	<b>98</b>	102	
	Contracts / Consultants	<b>21</b>	2,930	
	Insurance	<b>06</b>	410	
	General Running Expenses	<b>05</b>	3,000	
	Materials	<b>05</b>	500	
				<b>7,092</b>
	<b><u>Income</u></b>			
<b>6883</b>	<b>Reimbursements</b>			
	<b>Albert Facey Homestead Admission Fees</b>	<b>52</b>	(550)	
	<b>Albert Facey Homestead Committee</b>	<b>47</b>		
				<b>(550)</b>

**Voting Requirements:** Simple majority

**Moved M Fleay/Seconded L Sartori**

That the Albert Facey Homestead Committee request Council to adopt the following Budget Estimates in its 2017/2018 Budget adoption process.

**Carried 5/0**


## 12. Notice of Motions for the Following Meeting


## 13. Reports & Information

### 13.1 Other matters raised by members

#### 13.1.1 Albert Facey Homestead – Cancellation of ABN

SHIRE OF WICKEPIN	
DATE RECEIVED:	30 MAY 2017
FILL NO:	LD RG-1
TO:	CEO + DCEO

  
050

  
**Australian Government**  
**Australian Business Register**

Our reference: 3611394455614  
Phone: 13 92 26  
ABN: 43 736 392 980

19 May 2017

**ALBERT FACEY HOMESTEAD GROUP**  
PO BOX 19  
WICKEPIN WA 6370  
AUSTRALIA

**Your Australian business number has been cancelled**

Dear Sir/Madam

We have cancelled your Australian business number (ABN) because you have advised that you are no longer carrying on an enterprise.

Cancellation is effective as of 19 May 2017. If there is an AUSkey associated with the ABN this has also been cancelled.

**Your review rights**  
If you do not agree with our decision, please do not reapply online. Phone us on **13 92 26** between 8.00am and 6.00pm, Monday to Friday. If you still disagree after speaking to us, you may lodge an objection.

You can find out more about disputing a decision, timeframes and forms on our website, **www.abr.gov.au** by searching for 'objections'.

**What you need if you phone us**  
If you phone we need to know we are talking to the right person before discussing your ABN information. We'll ask you for details only you or someone you've authorised would know. An authorised person is someone who you've previously told us can act on your behalf. It will help if you quote your ABN, located at the top of this letter.

Yours faithfully

Michelle Crosby  
Deputy Registrar of the Australian Business Register

E00282-S00001-F143544

> [abr.gov.au](http://abr.gov.au) 7004.97073-01-2016

### 13.1.2 Linley Rose

Linley advised the following:

- There will be a tour of the homestead of approx. 50 people on Saturday 2 September at 9.30am.
- Discussion to be held at the next Homestead committee meeting regarding the voucher system. As all purchases will now need a purchase order a new system will need to be implemented.
- That a sympathy card be sent from the Homestead committee to the Leeson family acknowledging the passing of Wayne Leeson.

## 14. Urgent Business

## 15. Closure

The next Albert Facey Homestead Committee Meeting will be held Monday 6 November commencing at 9.00am.

There being no further business the Chairperson declared the meeting closed at 9.28am.

### Actions Requested from meeting

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

## 7.2 Wheatbelt South Aged Housing Alliance Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Taylor, Executive Support Officer
<b>File Reference:</b>	CR.MEE.208
<b>Author:</b>	Leah Taylor, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 September 2017

**Enclosure / Attachment:**

Minutes of the Wheatbelt South Aged Housing Alliance Meeting held on Tuesday 12 September 2017.

**Background:**

The Wheatbelt South Aged Housing Alliance Meeting was held on Tuesday 12 September 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 Wheatbelt South Aged Housing Alliance Meeting held on Tuesday 12 September 2017 be received.

**Voting Requirements:** Simple majority.

### Resolution No

**Moved Cr / Seconded Cr**

That the Minutes of the Wheatbelt South Aged Housing Alliance Meeting held on Tuesday 12 September 2017 be received.

**Carried /**

# Minutes

## WHEATBELT SOUTH AGED HOUSING ALLIANCE 12 SEPTEMBER 2017 SHIRE OF WICKEPIN



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## **Table of Contents**

---

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	20
2.	CONFIRMATION OF MINUTES – WHEATBELT SOUTH AGED HOUSING ALLIANCE MEETING.....	20
3.	STATUS REPORT (BUSINESS ARISING FROM PREVIOUS MINUTES) .....	20
4.	REPORTS & INFORMATION .....	21
5.	GENERAL BUSINESS .....	24
6.	URGENT BUSINESS .....	24
7.	CLOSURE .....	24

**Minutes of the Wheatbelt South Aged Housing Alliance Meeting held at Shire of Wickepin, –  
Tuesday 12 September 2017 at 3pm**

The Chairperson declared the meeting open at 3.19pm.

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

Julie Russell	Shire of Wickepin (Chairperson)
Mark Hook	Shire of Wickepin
Natalie Manton	Shire of Wickepin
Rob Paull	Shire of Corrigin
Judith Price	Shire of Wandering
Gary Sherry	Shire of Cuballing
Alan George	Shire of Kondinin
Monica Treasure	Shire of Wandering
Leah Taylor	Shire of Wickepin (minute taker)

**Apologies**

Lyn Baker	Shire of Corrigin
Eliza Dowling	Shire of Cuballing
Tory Young	Shire of Kondinin
Taryn Dayman	Shire of Corrigin

**11. Confirmation of Minutes – Wheatbelt South Aged Housing Alliance meeting – 20 February 2017**

**Moved Rob Paull / Seconded Judith Price**

That the minutes of the Wheatbelt South Aged Housing Alliance meeting held on 20 February 2017 be confirmed as a true and correct record.

**Carried**

**12. Status Report (Business arising from previous minutes)**

<b>Subject/Action</b>	<b>Officer</b>
WSAHA councils review the proposed number of units and construction years and request any changes to the outline in the business case. Variations may be possible prior to signing the Financial Assistance Agreement but would still need to conform to the overall plan	✓ Participating councils
WSAHA councils review their preferred type of construction for the units in consultation with their communities to ensure that the funding agreement is flexible enough to allow alternative construction type to modular units if required.	Still waiting to hear from participating councils
WSAHA members to review land tenure to ensure that project is able to commence as soon as funding is received.	Participating councils to send confirmation of land tenure to Natalie Manton
Natalie Manton to investigate indicative prices for the development of	✓

a Concept Plan for interested councils to show the overall layout of units on the site including areas for future units, site capacity - number of units that will fit on the site, orientation, solar passive, driveway and access, offset of units relative to others, privacy, communal spaces and landscaped areas, drainage etc.	
WSAHA members to indicate if they are interested in a concept plan for their project (see examples) and send recommendations of any companies to Natalie.	All except for Kulin indicated support for concept plan.
Each shire to start discussing their preferred business model for units. Investigate if management of units be transferred to a third party organisation.	Participating councils to send confirmation to Natalie Manton
Consider inviting Julie Christensen, Narrogin Cottage Homes and representatives from shires with existing units to a future meeting to explain how existing aged housing units are managed.	Invitation to future meeting
Shires of Cuballing, Corrigin, Kondinin, Kulin, Narembeen, Wandering and Wickepin invoice the Shire of Narrogin for \$3,666.66 (inc gst) for the Verso Housing Needs Analysis.	Shires of Cuballing, Corrigin, Kondinin, Kulin, Narembeen, Wandering and Wickepin
A new draft MOU will be prepared and circulated by the end of the week. WSAHA members to review and note any changes so that final MOU can be sent out in time to be adopted by councils at the March meeting.	Natalie Manton WSAHA members MOU to be revised depending on funding.

○ = in progress    ✓ = completed    ✕ = superseded

#### 4. Reports & Information

##### 4.1 Royalties for Regions Funding Application – Natalie Manton

The Business Case submitted for Royalties for Regions funding in July 2016. The group received notification that funding of \$10 million had been approved on 15 December 2016 with verbal confirmation that the funding has been approved for the 18/19 financial year.

The Shire of Wickepin received formal confirmation on 7 September 2017 from Department of Primary Industries and Regional Development that funding for the Wheatbelt South Aged Housing Alliance Project had not been approved in the budget and that the drafted Financial Assistance Agreement for the project would not be progressed.

The letter indicated that the State government was committed to supporting the development of aged care in the regions and confirmed that up to \$22.7 million had been allocated in the State Budget to support a 'Regional Aged Accommodation Program.' The WSAHA project, along with others will have an opportunity to apply for funding with the breakdown of allocations below. No details of the assessment criteria have been released.

Breakdown of funding:

2017/2018	nil
2018/2019	\$500,000
2019/2020	\$3,000,000
2020/2021	\$19,200,000
<b>Total</b>	<b>\$22,700,000</b>

## 4.2 Regional Development Australia – Building Better Regions Funding

No actual funding round open but is expected to be announcement before end of year.

### Key Priorities of Funding

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

### Infrastructure Projects Stream

- Between \$20,000 and \$10m.
- Projects that are ready to go and that can be started and completed by December 2019.
- All the finer details for this program are contained in the Infrastructure Projects Stream guidelines.

### Co Funding

- The project be supported by co-funding at the required minimum ratio (generally \$1:\$1 but for remote it is \$1 for every \$3 from the Fund).
- Kulin, Kondinin and Corrigin are remote and Cuballing, Narrogin, Wickepin and Wandering are regional but guidelines indicate that "Your project may include multiple site locations. Where there is mix of regional and remote site locations we will consider your entire project location as remote for the purposes of the co-funding requirement."
- The applicant must be a financial co-contributor to the project. It is not enough to be contributing in kind resources and must contribute cash.

### Assessment Criteria

Applications are assessed using a point scoring methodology and is a weighted score so not all aspects are considered to be of equal value.

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

### The importance of a Cost Benefit Analysis

- For grant requests of \$1m or over a Cost Benefit Analysis is required.
- A cost benefit analysis measures both economic and social impact and so this one analysis will contribute to 25/35 possible points.

Eligible activities must directly relate to the project and can include:

- purchase of materials
- external labour hire
- plant and equipment hire
- external consulting costs directly related to the delivery of the construction.

### Ineligible activities

- purchase of land or existing infrastructure
- repair or replacement of existing infrastructure where there is no demonstrated significant increase in benefit
- purchase and installation of manufacturing equipment and furniture

- ongoing operating costs including utilities and staffing
- soft infrastructure, including computer software or hardware that is not an integral part of the funded capital project
- payment of salaries for the applicant's employees
- project overhead items including office equipment, vehicles or mobile capital equipment including: trucks and earthmoving equipment and the applicant's internal plant operating costs
- business case development and feasibility studies.

If approved need to start within 12 weeks of signing grant agreement.

Previous funding round projects announced recently to be finished by 19 Dec 2019 so most likely 2 year project timeframe.

The shires of Wickpin, Narrogin and Kondinin have indicated support for applying for Building Better Regions funding.

If an application is to be made the business case and project budget would need to be revised to suit this funding. A draft version of the budget spreadsheet has been circulated showing the cash contribution that would be required from each shire if we proceeded with an application for this funding.

Initial estimates are for total grant funding of 9,186,550 and cash contribution from the combined 7 shires of \$2,300,000.

Juliet Grist from RDA has suggested that the WSAHA consider a revised Cost Benefit Analysis targeted towards the Building Better Regions funding priorities. Quotes have been requested.

Juliet is able to meet with us on 19 September in Narrogin to discuss the potential funding application.

### **Recommendation**

That the WSAHA revise the Aged Housing Project Business Case, budget and supporting documents in preparation for the next round of Regional Development Australia - Building Better Regions Funding which is anticipated to open at the end of 2017.

### **Moved Gary Sherry / Seconded Alan George**

That the WSAHA revise the Aged Housing Project Business Case, budget and supporting documents in preparation for the next round of Regional Development Australia - Building Better Regions Funding which is anticipated to open at the end of 2017 and that the WSAHA still continue to work with the WDC to exhaust all avenues of State Funding.

### **Carried**

### **4.3 Concept Plans – Natalie Manton**

All participating WSAHA shires, except Kulin, expressed an interest in developing a visual concept plan prior to calling tenders for building of units. The Concept Plan will show the overall layout of units on the site including areas for future units, site capacity - number of units that will fit on the site, orientation, solar passive, driveway and access, offset of units relative to others, privacy, communal spaces and landscaped areas, drainage etc. ie look, feel and orientation of units regardless of what building materials the units are built from.

Natalie Manton has requested quotes from architects and will forward information once received.

#### 4.4 Memorandum of Understanding

The focus on the initial MOU, signed in November 2015, was to work together to gather background information and prepare a business case for the purpose of obtaining funding to build aged appropriate aged housing units.

The new draft MOU has been prepared and circulated to ensure that all partners clearly understand the project aims and objectives and the responsibilities of each of the participating parties for the implementation phase. The MOU will be finalised once we have funding approved.

The Shire of Wickepin is able to continue to act as the Lead Agency and act as the project coordinator for the implementation phase of the project.

#### 4.5 Project Management

The Shire of Wickepin current holds WSAHA funds of \$32,020 being contributions from 15/16 financial year less some afternoon tea expenses. There have been no decisions made on what this funding is to be used for as yet.

No invoices were sent in 16/17 as the initial MOU only mentions seed funding and not ongoing funding.

At the meeting on 22 February 2017, the delegates approved a resolution that each member council contribute \$5,000 each year towards project management once the project commences.

The amount that each shire will need to contribute to the Shire of Wickepin for project administration once the project starts will need to be the amount budgeted for project administration in the WSAHA project budget. Each of the 7 shires will need to contribute \$10,315 cash each year for 3 years to the Shire of Wickepin. This amount will be reduced by income earned on investing grant funding. Interest earned may cover each shire's contribution in the first year.

#### **Moved Rob Paull / Seconded Gary Sherry**

That the WSAHA agree in principle for the Shire of Wickepin to utilise the WSAHA funds of \$32,020 towards the cost of a revised cost benefit analysis as part of the RDA grant application.

#### **Carried**

#### **5. General Business**

#### **6. Urgent Business**

#### **7. Closure**

There being no further business the Chairperson declared the meeting closed at 4.25pm.

The next Wheatbelt South Aged Housing Alliance Meeting will be held on Tuesday 10 October 2017 at 3.00pm held at Wickepin Council Chambers.

## 7.3 Townscape and Cultural Planning Committee Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Taylor, Executive Support Officer
<b>File Reference:</b>	CR.MEE.206
<b>Author:</b>	Leah Taylor, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 September 2017

**Enclosure / Attachment:**

Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 13 September 2017.

**Background:**

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 13 September 2017.

**Comment:**

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

**Statutory Environment:**

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 13 September 2017 be received.

**Voting Requirements:** Simple majority.

### Resolution No

**Moved Cr / Seconded Cr**

That the Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 13 September 2017 be received.

**Carried /**



Shire of Wickepin

# Minutes

Townscape & Cultural Planning Committee  
Council Chambers, Wickepin

# 13 SEPTEMBER 2017

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## **Table of Contents**

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<b>1.</b>	<b>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....</b>	<b>28</b>
<b>2.</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>28</b>
<b>3.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES .....</b>	<b>28</b>
<b>4.</b>	<b>PETITIONS, MEMORIALS AND DEPUTATIONS .....</b>	<b>28</b>
<b>5.</b>	<b>DECLARATIONS OF MEMBER'S AND OFFICER'S INTEREST.....</b>	<b>28</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES – TOWNSCAPE &amp; CULTURAL PLANNING – 7 JUNE 2017 .....</b>	<b>29</b>
<b>7.</b>	<b>STATUS REPORT.....</b>	<b>29</b>
<b>8.</b>	<b>NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....</b>	<b>29</b>
<b>9.</b>	<b>RECEIPT OF REPORTS &amp; CONSIDERATION OF RECOMMENDATIONS .....</b>	<b>29</b>
9.1	COMMUNITY DEVELOPMENT OFFICER'S REPORT .....	30
9.2	PASSED RESOLUTIONS BY COUNCIL .....	34
<b>10.</b>	<b>NOTICE OF MOTIONS FOR THE FOLLOWING MEETING .....</b>	<b>38</b>
<b>11.</b>	<b>REPORTS &amp; INFORMATION .....</b>	<b>38</b>
11.1	OTHER MATTERS RAISED BY MEMBERS.....	38
<b>12.</b>	<b>URGENT BUSINESS .....</b>	<b>38</b>
<b>13.</b>	<b>CLOSURE .....</b>	<b>38</b>

**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers, Wickepin -  
Wednesday 13 September 2017****Moved Cr Fran Allan / Seconded Kevin Coxon**

That Cr Allan Lansdell be nominated as the Chairperson for this meeting in Murray Lang's absence.

**Carried /**

The Chairperson declared the meeting open at 9.37am.

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

Sue Astbury	Member
Cr Allan Lansdell	Member - Elected Chairperson
Cr Fran Allan	Member
Jodi Thompson	Member
Kevin Coxon	Member
Mark Hook	Chief Executive Officer
Lee Parker	Community Development Officer (committee and staff member)
Leah Taylor	Executive Support Officer (committee and staff member)

**Apologies**

Murray Lang	Chairperson
Jean Chalmers	Member
Margaret Fleay	Member

**Visitors**

Kym Smith	Yealering Progress Association
Spencer Davidson	Yealering Progress Association

**Leave of Absence (Previously Approved)****2. Public Question Time****3. Applications for Leave of Absence/Apologies****4. Petitions, Memorials and Deputations****13. Declarations of Member's and Officer's Interest**

**14. Confirmation of Minutes – Townscape & Cultural Planning – 7 June 2017****Moved Cr Fran Allan / Seconded Sue Astbury**

That the minutes of the Townscape and Cultural Planning Committee held on 7 June 2017 be confirmed as a true and correct record.

**Carried 7/0****15. Status Report**

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

Subject/Action	Date	Officer	Progress	Status	Comment
Write to Dawn Jones regarding shop items being placed in main hall.	07/06/17	CEO		✓	Letter sent 08/06/2017.
Lights at Yealering Hall not working – setup of the lights need looking at.	07/06/17	CEO/MWS		✓	MWS has reset the lights and are now working.

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

○ = in progress    ✓ = completed    ✕ =superseded

**8. Notice of Motions of Which Notice Has Been Given****9. Receipt of Reports & Consideration of Recommendations**

## Townscape and Cultural Planning

### 9.1 – Community Development Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Lee Parker, Community Development Officer
<b>File Reference:</b>	CM.PLA.404
<b>Author:</b>	Lee Parker, Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	6 September 2017

**Attachments:** Harrismith Cemetery Concept Plan  
CDO Annual Report

<b>Arts and Cultural</b>	<p><b>Dryandra Country Art Food and Wine Trail</b></p> <ul style="list-style-type: none"> <li>• Meeting in Narrogin committee re 2018 trail</li> <li>• Planning ideas for the 2018 Wickepin Art Prize</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Meeting with Arts Narrogin and Kate Russell re Arthur Russell exhibition</li> <li>• Support to She Shed/He Shed</li> </ul>
<b>Community Development</b>	<p><b>Harrismith Cemetery</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Grab Creative and local stakeholders</li> <li>• Draft Concept plan received</li> <li>• Comments in section below</li> </ul> <p><b>War Memorial</b></p> <ul style="list-style-type: none"> <li>• Discussion with Stefanie Green re WW2 history</li> <li>• Department of Veteran's Affairs: correspondence regarding 'Saluting their Service' Commemorative Grant - small grant for research funding to enable the stories of the fallen of Wickepin War Memorial, including those who enlisted from all wars, to be finalised and published</li> </ul> <p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Wayfound regarding mapping for Shire tourist map</li> <li>• Support to ESO re map layout design for printing</li> <li>• Attended with Yealering Progress Association AGM</li> <li>• Budget discussions</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provided notes for Facebook page</li> <li>• Follow up grant opportunities for Shire of Wickepin projects</li> <li>• Informed community members on grant opportunities and events</li> <li>• Correspondence with, and support to, Wickepin CRC re events</li> <li>• Attended Women In Agriculture Day hosted by Facey Group</li> </ul>
<b>Economic Development</b>	<p><b>Facey Carriage Drive</b></p> <ul style="list-style-type: none"> <li>• Correspondence and phone conference re drive</li> <li>• Meeting with Marilyn Piper and Sue Tighe to plan carriage drive.</li> </ul> <p><b>Yealering Foreshore</b></p> <ul style="list-style-type: none"> <li>• Meeting with Wheatbelt Natural Resource Management Living Lakes Project Manager, Meghan McGregor</li> </ul> <p><b>Enterprising Communities Program</b></p> <ul style="list-style-type: none"> <li>• Correspondence with community with regards hosting movie and information sessions</li> </ul>

	<ul style="list-style-type: none"> <li>• Contacted prospective facilitators re evenings</li> <li>• Engaged facilitator for evenings.</li> <li>• Communication with Regional Development Australia Wheatbelt</li> <li>• Background work for evenings</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>• Social media promotion</li> <li>• Correspondence with newspapers and magazines re placement of advertising</li> <li>• Editorial to tourism paper</li> <li>• Survey on Caravan sites for CMCA. Listed sites with Dollar Wise Program</li> <li>• Meeting and correspondence regarding advertising for Facey Homestead</li> </ul>
<b>Special Needs Groups including Youth, Disabled and Older People.</b>	<ul style="list-style-type: none"> <li>• <b>Johnston Park (Healthy Communities Precinct)</b></li> <li>• Correspondence with Wheatbelt Development Commission (WDC)</li> <li>• Correspondence with suppliers</li> <li>• Grant monies received and equipment ordered</li> <li>• <b>Other</b></li> <li>• Research into possible playground equipment for youth</li> </ul>
<b>Sport and Recreation</b>	<b>Kidsport</b> <ul style="list-style-type: none"> <li>• Communication with Kidsport</li> <li>• Assisted individuals and provided support to clubs</li> <li>• Kidsport invoices processed</li> <li>• Kidsport vouchers processed</li> <li>• Top-up Grant for 2016/17 acquitted 2018 grant submitted and approved</li> <li>• Contacted adjoining shire sporting clubs with outstanding vouchers</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>• Staff support as needed</li> <li>• Responded to queries from CDO Network</li> <li>• Liaison with Manager of Works and ESO for projects needing completion or works to be undertaken, including but not limited to: cemetery installation, installation of way-finder bollards along walktrails; landscaping; mapping.</li> </ul>

#### Projects Currently On CDO Desk

<b>Walk Trails Signage</b>	<ul style="list-style-type: none"> <li>• Signage in Harrismith Yealering and Wickepin</li> <li>• Funded by Lotterywest and Shire</li> <li>• Waiting to install wayfinder posts in Yealering Wickepin and Harrismith</li> </ul>
<b>Yealering Concept Plan for Lake Yealering</b>	<ul style="list-style-type: none"> <li>• Concept Plan received pending adoption by Council</li> </ul>
<b>Dryandra Country Art Food and Wine Trail</b>	<ul style="list-style-type: none"> <li>• Mother's Day weekend - Annual event</li> <li>• Shire support in kind</li> <li>• 2018 planning</li> </ul>
<b>Campfire Country Weekend</b>	<ul style="list-style-type: none"> <li>• Weekend of the 9 &amp; 10 June 2018</li> <li>• Shire support in kind</li> </ul>
<b>Healthy Community Precinct: Johnston Park</b>	<ul style="list-style-type: none"> <li>• Strength training equipment</li> <li>• Water refill station</li> <li>• Solar overhead lights</li> <li>• Seating and landscaping</li> <li>• Funded by Royalties for Regions and Shire with in-kind support</li> </ul>

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 Approved 2017 to January 2018
Enterprising Communities	Regional Development Australia Wheatbelt with Lotterywest	\$4,110	Approved Council Contribution in-kind \$1,400
Saluting their Service	Department of Veteran's Affairs	\$4,000	Work in progress Council Contribution in-kind

### Harrismith Cemetery

Attached to the CDO report is the draft concept plan for the Harrismith Cemetery redevelopment. The Townscape and Cultural Planning Committee in consultation with the Harrismith Community needs to advise which of the options they prefer so that the consultant, Grab Creative, can finalise the preferred plan:

- A. Granite Kerbing
- B. Granite Pillars
- C. Memorial Trees
- D. Low Memorial Wall

### Enterprising Communities

Regional Development Australia Wheatbelt (RDAW) called for expressions of interest to host film nights and community meetings with the aim of encouraging Wheatbelt Communities to develop community enterprises. The objective of the program is to encourage a culture of community enterprise development and innovation – working towards cohesiveness and self-reliance within the community independent of government/shire funding. Lotterywest funding was obtained by RDAW. Shire of Wickepin, having put a proposal to RDAW, has received funding to host film nights and engage a professional facilitator to assist and guide the communities to work through ideas. CDO will initiate the project and engage community stakeholders. It is anticipated that the film nights/meetings will be held during late September and into October.

### Budget Items approved by Council

<b>Town Improvements</b>	76,700		33,000
<b>Town Scape Projects</b>	76,700	77,800	
<b>Heritage Trail Plans and site works</b>			-
Redesign Replace Boundary Signs			11,000
Tincurrin School heritage Gazebo			1,500
Town Hall Mural			-
Benches Yealering Wickepin Harrismith			7,000
Wickepin Heritage Trail upgrade pathway			13,500
<b>Depot Maintenance</b>	35,233		24,940

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:**

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

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

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

That the Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 6 September 2017.

**Voting Requirements:** Simple majority.

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

That the Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 6 September 2017.

**Carried 7/0**

*Sue Astbury advised that a rubbish bin may be needed to be placed at the back of the hall and secured so it cannot be taken. The CEO Mark Hook advised that a bin will be placed there and secured.*

*Spencer Davidson suggested that some bins be placed at the Yealering Transfer Station. The CEO Mark Hook advised that bins can be placed at the Transfer Stations and in town.*

*Cr Allan Lansdell thanked CDO Lee Parker for all her work she has undertaken over the last 3 years and noted how enhanced the town is. He also thanked the Shire workers and the gardeners.*

## Business of Meeting

**9.2 – Passed Resolutions by Council**

<b>Submission To:</b>	Townscape & Cultural Planning Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Council
<b>File Reference:</b>	CR.MEE.206
<b>Author:</b>	Leah Taylor, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	28 June 2017

**Enclosure / Attachment:** Nil

**Background:**

At the June 2017 Townscape and Cultural Planning Committee Meeting, the committee resolved to put forward the following recommendations to Council;

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

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

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

**Background**

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

**Overview of Requirements**

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

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

**Priorities:**

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

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

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

#### *Consultative Process and Indicative Timelines:*

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

*Stage 2 - Consultants will present Council and the Townscape & Cultural Planning Committee with a preliminary draft/concept. Mid December 2017*

*Shire will consider draft/concept and liaise with the Townscape & Cultural Planning Committee and Consultants, make necessary amendments and commission final plan. February 2018*

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

#### *Regulatory and Budgetary Matters:*

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

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

#### *The Final Plan*

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

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

### **Engagement of Consultants**

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

*Demonstrated experience in Town Scaping/Urban Design*

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

*Capacity to meet the timelines specified in this brief.*

### **Contractual Arrangements**

*The Shire will authorise the work through its standard purchasing processes (Shire Order Number) Consultants to submit accounts for payment on completion of each of the three stages specified.*

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

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

### **Expressions of Interest**

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

*Expressions of interest to be submitted in hardcopy to:*

*The Chief Executive Officer*

*Shire of Wickepin*

*P.O.Box 19*

*WICKEPIN WA 6370*

*or*

*emailed to: cdo@wickepin.wa.gov.au*

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

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

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

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

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

**Comment:**

At the Ordinary Meeting of Council on 21 June 2017, Council passed the following resolutions;

**Resolution No 210617-28****Moved Cr Hinkley / Seconded Cr Lang**

That Council pass the following recommendations:

1. That Council adopt the Yealering Foreshore Development Plan as attached.
2. That the following projects, listed in order of priority, be placed in the council budget estimates for 2017/2018:
  1. Tincurrin School Heritage Gazebo – concrete floor and painting - \$1,500
  2. Redesign and replace boundary signs - \$11,000
  3. Town Hall Mural on exterior wall - \$10,000
  4. Asphalt 300m of Wickepin Walk Trails - \$13,500
  5. Benches x 2 each Yealering, Harrismith and Wickepin - \$7,000

**Carried 8/0**

<b>Statutory Environment:</b>	Nil.
<b>Policy Implications:</b>	Not applicable.
<b>Financial Implications:</b>	Nil.
<b>Strategic Implications:</b>	Not applicable.
<b>Recommendation:</b>	Nil
<b>Voting Requirements:</b>	Nil

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

The Harrismith Cemetery Upgrade 2017 Concept Plan prepared by Grab Creative was circulated at the meeting.

Sue Asbury advised that the concept plan was taken to a Harrismith Hall Committee meeting on Monday 11 September 2017. It was decided that a new structure/shelter, niche wall (possibly with extended wings), no garden beds to minimise maintenance and the entrance to the cemetery are all important factors to be considered for the next redesign by Grab Creative. The CDO Lee Parker advised she will be in contact with Sara Hills from Grab Creative regarding the Harrismith Cemetery and then it can be taken to the Harrismith and Tincurrin community for consultation.

**11.1 Other matters raised by members**Kevin Coxon

Kevin Coxon queried whether maintenance was taking place on the Yealering Walk Trail. The CEO Mark Hook advised that maintenance has been carried out by the Shire of Wickepin, however it was agreed in the past that the Yealering Progress Association undertake the maintenance of the Walk Trail. Kym Smith added that she will find out what agreements were made for Yealering Progress Association to undertake and follow up.

**12. Urgent Business****13. Closure****Actions Requested from meeting**

<b><i>Subject/Action</i></b>	<b><i>Officer</i></b>
Rubbish bins to be placed in Yealering and at the Harrismith Hall.	MWS
Harrismith Cemetery – CDO to contact Grab Photography about designs.	CDO

## 8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
841-190717-09	Sewerage System Capacity – New Dam	CEO	That Council construct a new sewerage holding dam located in the Shire of Wickepin sub-division located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.	○	Construction to commence soon.
857-190717-30	Tincurrin Hall Community Consultation - 2017	CEO	That the Shire of Wickepin offers the Tincurrin Hall for sale and removal from Vested Reserve 18104, Tincurrin LOT 7.	✓	Advert placed in the Narrogin Observer, Watershed and Facebook 12/09/2017.
862-160817-04	Lifestyle Retirement Committee Meeting Recommendations	CEO	That the construction of the Independent Living Units at Johnston Park be given a high priority in councils future planning and that further funding from State and Federal Governments be pursued and that council consider self-funding the construction of a number of Independent Living Units at Johnston Park in the 2018/2019 Budget as outlined in the Wheatbelt South Aged Housing Alliance Business Case.	✓	No action required.
863-160817-09	Budget Adoption 2017/2018	CEO	That: <b><u>PART A – MUNICIPAL FUND BUDGET FOR 2017/2018</u></b> Pursuant to the provisions of section 6.2 of the <i>Local Government Act 1995</i> and Part 3 of the <i>Local Government (Financial Management) Regulations 1996</i> , 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: <ul style="list-style-type: none"> <li>• Statement of Comprehensive Income by Nature and Type</li> <li>• Statement of Comprehensive Income by Program</li> <li>• Statement of Cash Flows</li> <li>• Rate Setting Statement</li> <li>• Notes to and Forming Part of the Budget (excluding the Roadworks Program)</li> <li>• Budget Program Schedules as detailed within the budget (excluding the Roadworks Program)</li> <li>• Transfers to / from Reserve Accounts as detailed in the budget</li> </ul>	✓	
864-160817-10	Budget Adoption 2017/2018	CEO	<b><u>PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS</u></b> 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 <i>Local Government Act 1995</i> impose the following general rates and minimum payments on Gross Rental and Unimproved Values.	✓	

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<p>General Rates</p> <ul style="list-style-type: none"> <li>Gross Rental Value (GRV) 7.0302 cents in the dollar</li> <li>Unimproved Values (UV) 1.0430 cents in the dollar</li> </ul> <p>Minimum Payments</p> <ul style="list-style-type: none"> <li>Gross Rental Value (GRV) \$390</li> <li>Unimproved Values (UV) \$390</li> </ul> <p>Pursuant to section 6.45 of the <i>Local Government Act 1995</i> and regulation 64(2) of the <i>Local Government (Financial Management) Regulations 1996</i>, council nominates the following due dates for the payment in full by instalments:</p> <ul style="list-style-type: none"> <li>Full payment and 1<sup>st</sup> instalment due date 26 September 2017</li> <li>2<sup>nd</sup> quarterly instalment due date 30 November 2017</li> <li>3<sup>rd</sup> quarterly instalment due date 31 January 2018</li> <li>4<sup>th</sup> quarterly instalment due date 3 April 2018</li> </ul> <p>Pursuant to Section 6.46 of the <i>Local Government Act 1995</i>, 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.</p> <p>Pursuant to section 6.45 of the <i>Local Government Act 1995</i> and regulation 68 of the <i>Local Government (Financial Management) Regulations 1996</i>, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.</p> <p>Pursuant to section 6.51(1) and subject to section 6.51(4) of the <i>Local Government Act 1995</i> and regulation 70 of the <i>Local Government (Financial Management) Regulations 1996</i>, 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.</p>		
865-160817-11	Budget Adoption 2017/2018	CEO	<p><b><u>PART C – OTHER STATUTORY FEES FOR 2016/2017</u></b></p> <p>That: Pursuant to section 53 of the <i>Cemeteries Act 1986</i> the council adopts the Fees and Charges for the Wickepin, Yealering, Harrismith and Toolibin Cemeteries included in the 2017/2018 budget.</p> <p>Pursuant to Regulation 53(2) of the <i>Building Regulation 2012</i> the council adopts a swimming pool inspection fee of \$35 inclusive of GST.</p> <p>Pursuant to section 112 of the Health Act, council adopts the following charges for the removal and deposit of domestic and commercial waste:</p> <p><b>Residential Premises (including recycling)</b></p>	✓	

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<ul style="list-style-type: none"> <li>• 240ltr bin per weekly collection \$210pa</li> <li>1x 240 litre green waste bin</li> <li>1x 240 litre yellow recycling bin</li> </ul> <p><b>Commercial Premises (including recycling)</b></p> <ul style="list-style-type: none"> <li>• 240ltr bin per weekly collection \$420.00pa</li> <li>3x 240 litre green waste bin Bulk recycling (cardboard, paper etc.) pick up from approved pick up area</li> <li>3x 240 litre yellow recycle bins for glass, plastics, aluminium etc.</li> </ul> <p><b>Refuse site levies</b></p> <ul style="list-style-type: none"> <li>• non-minimum rated properties \$50.00pa</li> <li>• minimum rated properties \$17.50pa</li> </ul> <p>Pursuant to section 41 of the Health Act, council adopts the following charges for the Wickepin Sewerage Scheme</p> <ul style="list-style-type: none"> <li>• Sewerage is set at 4.6980 cents in the dollar for GRV per dollar of valuation.</li> <li>• Minimum sewerage rate to be set at \$190 for both residential and commercial properties.</li> <li>• Those non-rate able properties serviced by the sewerage scheme be rated as follows:-</li> </ul> <p>Police Department \$590 Medical Centre \$590 Education Department \$590 St John Ambulance \$0 Resolution No 240914-22</p>		
866-160817-13	Budget Adoption 2017/2018	CEO	<p><b><u>PART D – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2016/2017</u></b></p> <p><b>That:</b> Pursuant to section 5.99 of the <i>Local Government Act 1995</i> and regulation 30 of the <i>Local Government (Administration) Regulations 1996</i>, council adopts the following sitting fees for payment of elected member’s individual meeting attendance fees:</p> <ul style="list-style-type: none"> <li>• Council \$100</li> <li>• Committee \$50 (SAT Band 4)</li> </ul> <p>Pursuant to section 5.98(2)(b) and (3) of the <i>Local Government Act 1995</i> and regulations 31 of the <i>Local Government (Administration) Regulations 1996</i>, council adopts the following reimbursements for elected members:</p> <ul style="list-style-type: none"> <li>• Telecommunications Allowance \$525.60</li> <li>• Travel \$0.91 cents per kilometre</li> </ul> <p>Pursuant to section 5.98(5) of the <i>Local Government Act 1995</i> and regulation 33 of the <i>Local Government (Administration) Regulations 1996</i>, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance: (SAT Band 4)</p> <ul style="list-style-type: none"> <li>• President \$4,500</li> </ul> <p>Pursuant to section 5.98A(1) of the <i>Local Government Act 1995</i> and regulations 33A of the <i>Local Government (Administration) Regulations 1996</i>, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance: (SAT Band 4)</p> <ul style="list-style-type: none"> <li>• Deputy President \$1,000</li> </ul>	✓	

Item	Subject/Action	Officer/ File	Progress	Status	Comment
867-160817-14	Budget Adoption 2017/2018	CEO	<b><u>PART E – MATERIAL VARIANCE REPORTING FOR 2017/2018</u></b> That: In accordance with regulation 34(5) of the <i>Local Government (Financial Management) Regulations 1996</i> , and AASB 1031 <i>Materiality</i> , 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.	✓	
868-160817-15	Budget Adoption 2017/2018	CEO	<b><u>PART F – ROAD WORKS PROGRAM FOR 2017/2018</u></b> Pursuant to the provisions of section 6.2 of the <i>Local Government Act 1995</i> and Part 3 of the <i>Local Government (Financial Management) Regulations 1996</i> , that council adopt the 2017/2018 Roadworks Program as presented in the Budget Notes with the following items removed: Kirk Rock Road Harrismith South Road Pingelly/Wickepin Road Line Road Roberts Street	✓	
869-160817-16	Budget Adoption 2017/2018	CEO	That Kirk Rock Road be included in the 2017/2018 budget as detailed in the Roadworks Program included in the Budget document presented to Council.	✓	
870-160817-18	Budget Adoption 2017/2018	CEO	That Harrismith South Road be included in the 2017/2018 budget as detailed in the Roadworks Program included in the Budget document presented to Council.	✓	
871-160817-19	Budget Adoption 2017/2018	CEO	That Pingelly/Wickepin Road be included in the 2017/2018 budget as detailed in the Roadworks Program included in the Budget document presented to Council.	✓	
872-160817-20	Budget Adoption 2017/2018	CEO	That Line Road be included in the 2017/2018 budget as detailed in the Roadworks Program included in the Budget document presented to Council.	✓	
873-160817-21	Budget Adoption 2017/2018	CEO	That Roberts Street be included in the 2017/2018 budget as detailed in the Roadworks Program included in the Budget document presented to Council.	✓	
874-160817-22	Budget Adoption 2017/2018	CEO	<b><u>PART G – RESERVE FUNDS – NEW RESERVES ESTABLISHED 2017/2018</u></b> Pursuant to section 6.11 of the <i>Local Government Act 1995</i> a Fuel Facility Reserve is to be established. The purpose of this reserve is to be used for the future maintenance and upgrade of the Wickepin Fuel Facility Wogolin Road Wickepin.	✓	
875-160817-23	Planning Application – Dog Grooming Business Lot 74, 45 Sewell Street	CEO	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	✓	Advertised 23/08/2017. Refer to agenda item.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
	Yealering		Section 9.4.3 (b) of the Shire of Wickepin LPS 4.		
876-160817-24	Governance, Audit & Community Services Committee Meeting Recommendations	CEO	3. That the Council ICT Use Policy (stated in the August 2017 Council minutes) be adopted by Council. 4. That the iPad Policy (stated in the August 2017 Council minutes) be adopted by Council.	✓	Placed in the Policy Manual 27/08/2017.
877-160817-25	Bush Fire Control 2017/2018	CEO	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 Shire of Wagin         Steve Angwin Shire of Corrigin      Craig Jespersen, Greg Doyle Shire of Kulin         J. Spark, A. Dearlove	✓	Letters sent 23/08/2017.

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**

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

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Peter Vlahov, Manager Works & Services
<b>File Reference:</b>	CM.REP.1
<b>Author:</b>	Peter Vlahov, Manager Works & Services
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 September 2017

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**Enclosure / Attachment:** Nil

**Background:** Nil

**Comment:**

**Programmed Construction Works**

- Gravel supplies have been secured for the proposed 2017/18 works program. Pushing and stockpiling has been completed.
- Staff have been concentrating on maintenance issues such as drainage repairs and various gravel sheeting repairs.
- Construction work has commenced on the Wickepin Pingelly Road from Avery Rd to Inkiepinkie Road. It is anticipated that this project will be completed before harvest.
- Wickepin North Road widening will be completed at the same time.
- Quotations have been received for various footpath projects.
- Quotations have been sought for the roadside pruning program.

**Plant Replacement**

- Tenders for the purchase of a motor grader and a maintenance truck have been formulated.
- Quotations for the replacement of the Facey Group utility and MWS utility have been sought.

**Maintenance Works**

- Gravel sheeting Yarling Brook Road from Williams Kondinin Road to Fleay Road.
- Gravel sheeting Wickepin North Road in various locations.
- Extend culvert and drain to move trapped water on Wickepin Harrismith Road south of Brooks Road.
- Clean drains and culverts on Townsendale Rd, Kerush Rd and Pauley Rd.
- Dig grave at Wickepin Cemetery.
- Grade various roads including some bitumen shoulders.
- Various signs.
- Various pot hole patching.
- Fallen trees.
- Maintain transfer stations.
- Maintain Wickepin refuse site.

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Summary:** Not applicable.

**Recommendation:**

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

**Voting Requirements:** Simple majority

**Resolution No**

**Moved Cr / Seconded Cr**

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

**Carried /**

## Infrastructure and Engineering Services

**10.1.02 – WBS RRG Chairperson Honorarium**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	WBS Regional Road Group
<b>File Reference:</b>	RD.MEE.2609
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	30 August 2017

**Enclosure / Attachment:** Nil

**Background:**

The following resolution was passed at the Wheatbelt South Regional Road Group Meeting held in Wickpin on the 9 August 2017:

***That the WBS RRG Chairperson be paid an Honorarium of \$1,800 per year.***

**Comment:**

Following are the reasons presented by the Shire of Cuballing to the WBS Regional Road Group meeting regarding the Honorarium for the Chairperson of the WBS Regional Road Group:

*The Chairperson of the Wheatbelt South Regional Road Group (WBS RRG) is a time consuming, volunteer role that delivers significant outcomes for members of the WBS RRG.*

*The role will always be additional to the considerable activities required as a Councillor of a member Shire.*

*The role of Chairperson of the WBS RRG requires:*

- *attending and chairing 2 or 3 WBS RRG meetings per year;*
- *attending and chairing 2 or 3 WBS RRG Technical Group meetings per year;*
- *attending and representing the WBS RRG at an annual meeting of all RRG Chairs;*
- *actively participating and represent the WBS RRG in projects such as the Secondary Freight Network project; and*
- *prepare and present a report on WBS RRG activities to 5 Central Country Zone Meetings each year.*


*An Honorarium is not expected to cover the full cost to the recipient but be a recognition for the effort completed and a contribution to the expense of completing the activities required.*

*The honorarium of \$1,800 per year represents a contribution of \$100 per year from each WBS RRG member Council.*





*Without the WBS RRG having financial capability, it is envisaged that the WBS RRG member Councils could pay an invoice from the Shire of which the WBS RRG is a Councillor. The Shire*

*of which the WBS RRG Chairperson is a Councillor could then pay the WBS RRG Chairperson through their Elected Member payment system.*

The current chair of the WBS Regional Road Group is President Cr Lynnette Baker from the Shire of Corrigin. Council has received the following invoice from the Shire of Corrigin in the amount of \$100 for payment of the Shire of Wickepin's contribution to the Honorarium for the Chairperson of the WBS Regional Road Group:

 <b>SHIRE OF CORRIGIN</b> ABN: 99 880 773 647 9 Lynch Street, CORRIGIN WA 6375 PO Box 221, CORRIGIN WA 6375 Telephone: (08) 9063 2203 Facsimile: (08) 9063 2005 Email: shire@corrigin.wa.gov.au Website: www.corrigin.wa.gov.au Office Hours: Mon - Fri 8.30am - 4.30pm		16 AUG 2017
SHIRE OF WICKEPIN PO BOX 19 WICKEPIN WA 6370		<b>TAX INVOICE</b> <b>INVOICE 11640</b> DATE 11/08/2017 CUSTOMER NUMBER 871 Page No Page 1 of 1
DESCRIPTION	AMOUNT	
WBSRRG WBS RRG CHAIRPERSON HONORARIUM WBS RRG CHAIRPERSON HONORARIUM 2017 WBS RRG CHAIRPERSON HONORARIUM 1.00 @ 100.00 ea This invoice includes no GST	100.00	
* Indicates item includes GST		
Payment Due in 7 Days Thank You	<b>TOTAL PAYABLE \$100.00</b>	

REMITTANCE ADVICE		
Shire of Corrigin		
NAME: SHIRE OF WICKEPIN	CUSTOMER NO: 871	
BALANCE DUE: \$ 100.00	INVOICE NO: 11640	
 In person	Make payments by cheque, cash, credit card or EFTPOS by presenting this notice INTACT to the cashier at the Shire of Corrigin, 9 Lynch Street, CORRIGIN WA 6375 Between the hours of 8.30am and 4.30pm Monday to Friday	
 By Mail	Make cheques payable to SHIRE OF CORRIGIN, and crossed "NOT NEGOTIABLE". Complete and mail the cheque and this payment slip to Shire of Corrigin, PO Box 221 Corrigin WA 6375. The top portion of this notice should be retained as your	
 By BPoint	Payment can be made via phone on 1300 276 468, or at <a href="http://www.corrigin.wa.gov.au">www.corrigin.wa.gov.au</a> and follow the link. Biller Code: 6375 Account No: 2000560823	
 By EFT	Payment can be made via Electronic Funds Transfer to: BSB: 086-576 Account No: 508311408 Reference: Invoice #	

**Statutory Environment:** Not applicable

**Policy Implications:** Not applicable.

**Financial Implications:** \$100 Annual contribution to the WBS Regional Road Group.

**Strategic Implications:** Not applicable.

#### Summary:

Council is being requested to pay an Annual amount of \$100 towards the Honorarium for the WBS Regional Road Group Chairperson.

#### Recommendation:

That Council pay an Annual contribution of \$100 towards the Honorarium for the WBS Regional Road Group Chairperson.

**Voting Requirements:** Simple majority

## Governance, Audit and Community Services

**10.2.01 – Financial Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton - Deputy Chief Executive Officer
<b>File Reference:</b>	FM.FR.1212
<b>Author:</b>	Natalie Manton - Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 September 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 August 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 August 2017 as presented be received.

**Carried /**

# **SHIRE OF WICKEPIN**

## **MONTHLY FINANCIAL REPORT**

**For the Period Ended 31 August 2017**

**LOCAL GOVERNMENT ACT 1995**

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

### **TABLE OF CONTENTS**

Compilation Report	51
Monthly Summary Information	52
Statement of Financial Activity by Program	55
Statement of Financial Activity By Nature or Type	56
Statement of Capital Acquisitions and Capital Funding	57
Statement of Budget Amendments	58
Note 1      Significant Accounting Policies	59
Note 2      Explanation of Material Variances	66
Note 3      Net Current Funding Position	67
Note 4      Cash and Investments	68
Note 5      Budget Amendments	69
Note 6      Receivables	71
Note 7      Cash Backed Reserves	72
Note 8      Capital Disposals	73
Note 9      Rating Information	74
Note 10      Information on Borrowings	75
Note 11      Grants and Contributions	76
Note 12      Trust	77
Appendix A      Details of Capital Acquisitions	78

## **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 August 2017 of \$2,651,745.

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

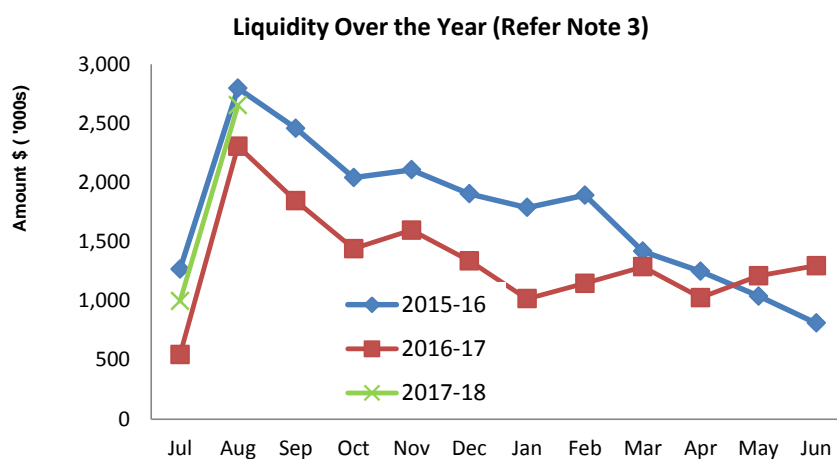
Reviewed by: Mark Hook CEO

Date prepared: 9-Aug-17

# Shire of Wickepin

## Monthly Summary Information

For the Period Ended 31 August 2017

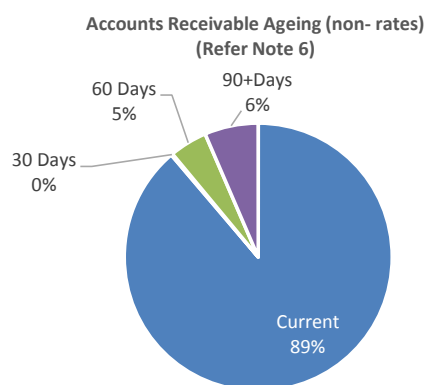
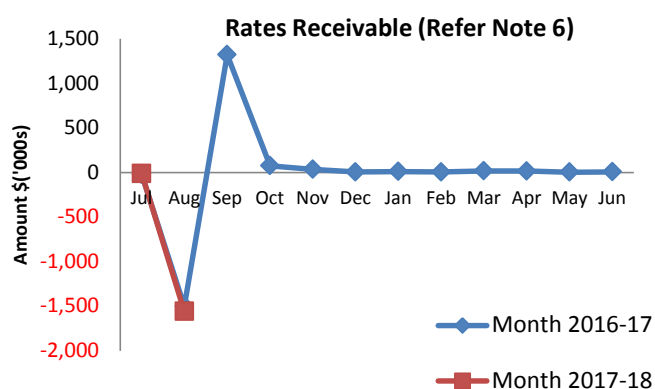


### Cash and Cash Equivalents as at period end

Unrestricted	\$	1,216,866
Restricted	\$	1,647,428
	\$	2,864,294

### Receivables

Rates	\$	1,558,619
Other	\$	96,822
	\$	1,655,441



### Comments

Unrestricted cash includes the following payments in advance

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

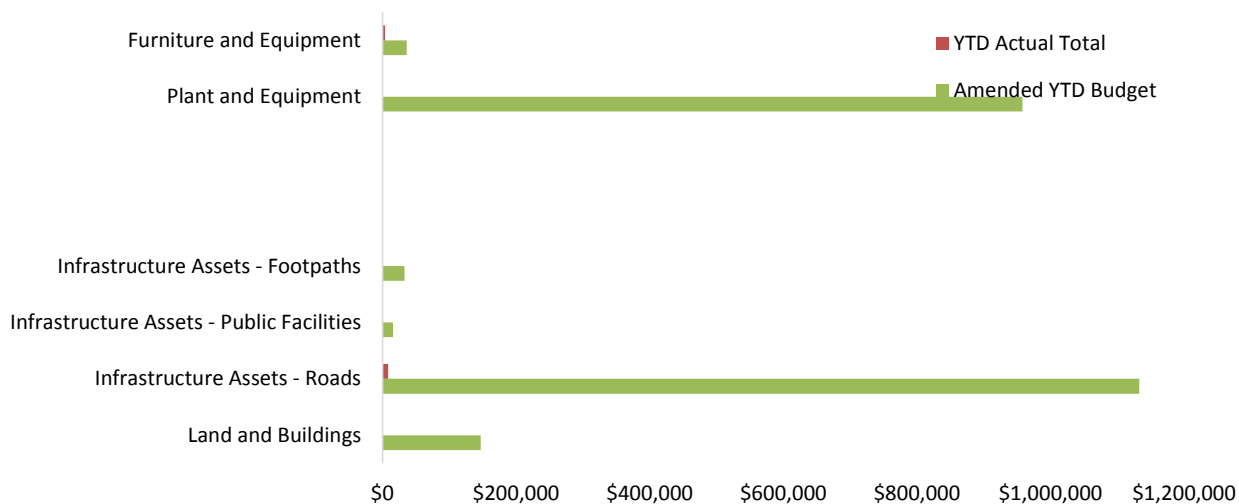
This information is to be read in conjunction with the accompanying Financial Statements and notes.

# Shire of Wickepin

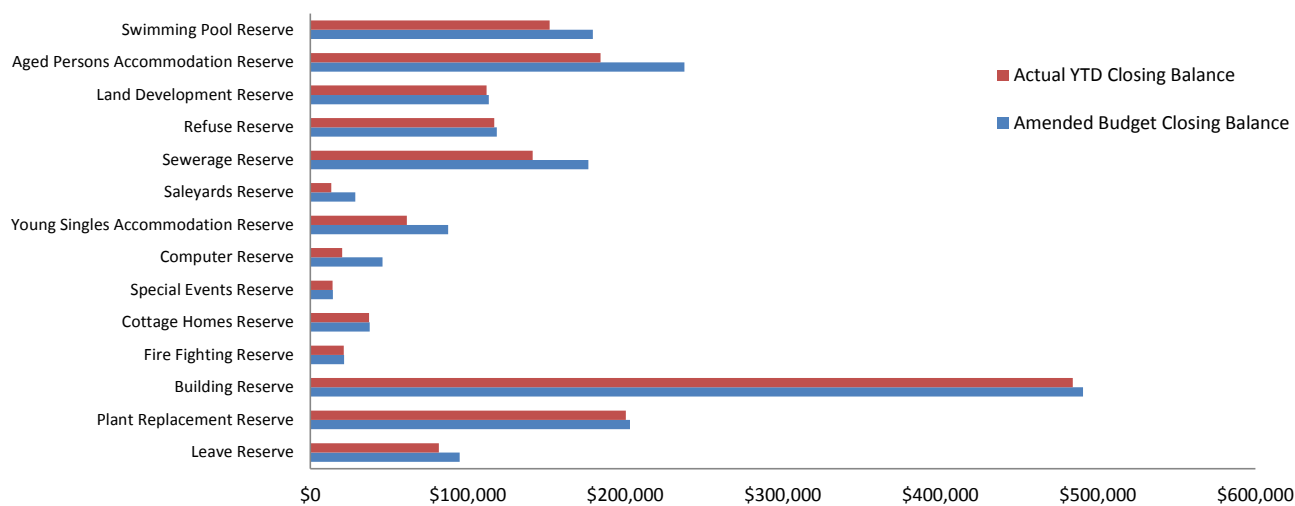
## Monthly Summary Information

For the Period Ended 31 August 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.

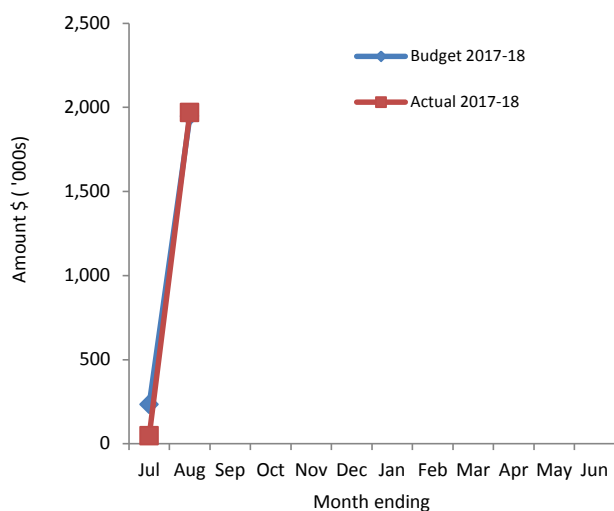
# Shire of Wickepin

## Monthly Summary Information

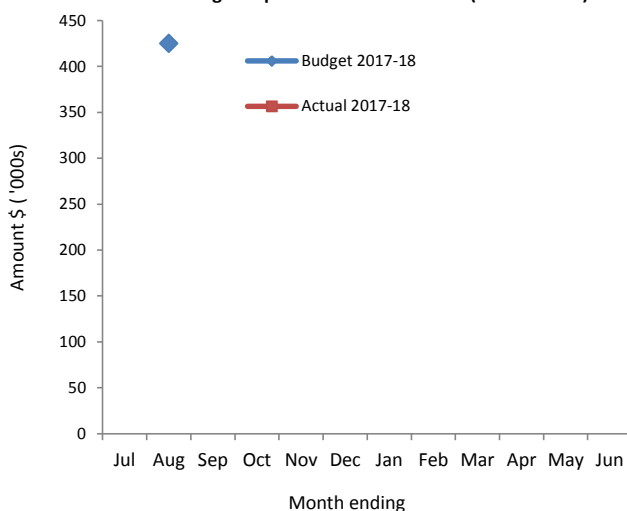
For the Period Ended 31 August 2017

### Revenues

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

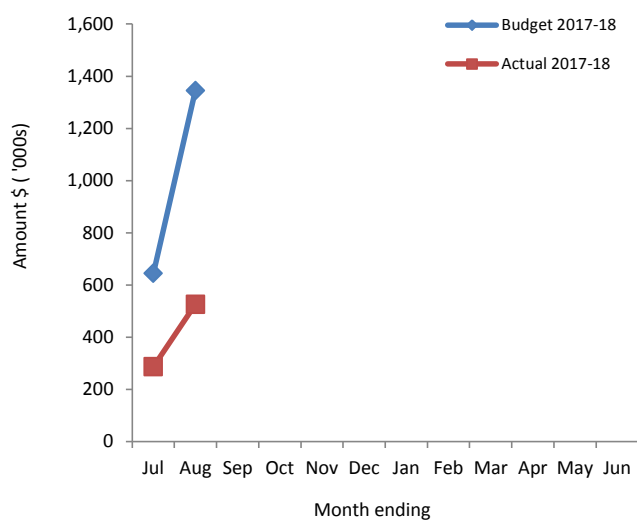


**Budget Capital Revenue -v- Actual (Refer Note 2)**

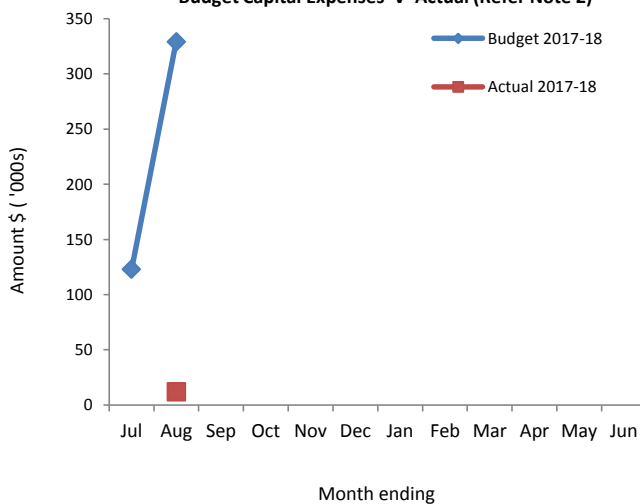


### Expenditure

**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 August 2017**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		5,720	952	1,667	715	75.05%	
General Purpose Funding - Rates	9	1,357,675	1,459,729	1,480,544	20,815	1.43%	
General Purpose Funding - Other		714,849	119,120	180,316	61,196	51.37%	▲
Law, Order and Public Safety		437,930	72,982	40,444	(32,538)	(44.58%)	▼
Health		250	40	0	(40)	(100.00%)	
Education and Welfare		4,500	750	0	(750)	(100.00%)	
Housing		273,440	45,566	41,814	(3,752)	(8.23%)	
Community Amenities		170,489	28,406	136,371	107,965	380.08%	▲
Recreation and Culture		57,847	9,632	3,640	(5,992)	(62.21%)	▼
Transport		1,138,728	189,782	75,810	(113,972)	(60.05%)	▼
Economic Services		50,635	8,432	3,001	(5,431)	(64.41%)	▼
Other Property and Services		64,000	10,662	4,169	(6,493)	(60.89%)	▼
<b>Total Operating Revenue</b>		<b>4,276,063</b>	<b>1,946,053</b>	<b>1,967,776</b>	<b>21,723</b>		
<b>Operating Expense</b>							
Governance		(516,699)	(86,070)	(112,488)	(26,418)	(30.69%)	▲
General Purpose Funding		(84,007)	(13,990)	(12,589)	1,401	10.01%	▼
Law, Order and Public Safety		(235,735)	(39,270)	(45,368)	(6,098)	(15.53%)	▲
Health		(30,662)	(5,098)	(5,370)	(272)	(5.34%)	
Education and Welfare		(21,304)	(3,542)	(671)	2,871	81.07%	▼
Housing		(213,216)	(35,490)	(17,024)	18,466	52.03%	▼
Community Amenities		(451,025)	(75,064)	(37,042)	38,022	50.65%	▼
Recreation and Culture		(1,235,597)	(205,816)	(71,469)	134,347	65.28%	▼
Transport		(4,898,727)	(816,406)	(204,019)	612,387	75.01%	▼
Economic Services		(306,009)	(50,956)	(23,345)	27,611	54.19%	▼
Other Property and Services		(16,270)	(13,684)	3,825	17,509	127.95%	▼
<b>Total Operating Expenditure</b>		<b>(8,009,252)</b>	<b>(1,345,386)</b>	<b>(525,561)</b>	<b>819,825</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,725,060	787,498	0	(787,498)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(9,500)	0	9,500	(100.00%)	
Adjust Provisions and Accruals		0	0		0		
<b>Net Cash from Operations</b>		<b>934,868</b>	<b>1,378,665</b>	<b>1,442,215</b>	<b>63,550</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	425,196	70,866	0	(70,866)	(100.00%)	▼
<b>Total Capital Revenues</b>		<b>425,196</b>	<b>70,866</b>	<b>0</b>	<b>(70,866)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(30,496)	0	30,496	100.00%	▼
Infrastructure - Roads	13	(1,132,674)	(188,760)	(8,197)	180,563	95.66%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(32,843)	(5,472)	(115)	5,358	97.91%	▼
Infrastructure - Drainage	13	(15,500)	(2,582)	0	2,582	100.00%	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(957,749)	(95,884)	0	95,884	100.00%	▼
Furniture and Equipment	13	(36,000)	(6,000)	(3,825)	2,175	36.25%	▼
<b>Total Capital Expenditure</b>		<b>(2,321,766)</b>	<b>(329,194)</b>	<b>(12,137)</b>	<b>317,057</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,896,570)</b>	<b>(258,328)</b>	<b>(12,137)</b>	<b>246,191</b>		
<b>Financing</b>							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5844	0	2,893	2,893		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(4,634)	(6,465)	(1,831)	(39.51%)	
Transfer to Reserves	7	(234,980)	(234,980)	0	234,980	100.00%	▼
<b>Net Cash from Financing Activities</b>		<b>(256,940)</b>	<b>(239,614)</b>	<b>(3,572)</b>	<b>236,042</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,218,642)</b>	<b>880,723</b>	<b>1,426,506</b>	<b>555,283</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,225,238</b>	<b>1,225,239</b>	<b>1,225,239</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>6,596</b>	<b>2,105,962</b>	<b>2,651,745</b>	<b>555,283</b>		

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Rates	9	\$ 1,357,675	\$ 1,459,713	\$ 1,480,544	\$ 20,831	1.43%	
Operating Grants, Subsidies and Contributions	11	796,304	132,712	270,704	137,992	103.98%	▲
Fees and Charges		675,786	112,588	213,693	101,105	89.80%	▲
Service Charges		0	0	0	0		
Interest Earnings		42,400	7,064	2,834	(4,230)	(59.88%)	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	155,560	25,924	0			
Total Operating Revenue		3,027,725	1,738,001	1,967,776	255,699		
<b>Operating Expense</b>							
Employee Costs		(1,139,806)	(189,894)	(246,678)	(56,784)	(29.90%)	▼
Materials and Contracts		(1,695,859)	(282,320)	(159,570)	122,750	43.48%	▲
Utility Charges		(172,045)	(28,646)	(6,023)	22,623	78.97%	▲
Depreciation on Non-Current Assets		(4,725,060)	(787,498)	0	787,498	100.00%	▲
Interest Expenses		(5,014)	(834)	(1,452)	(618)	(74.05%)	
Insurance Expenses		(172,911)	(39,770)	(111,839)	(72,069)	(181.21%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(98,557)	(16,424)	0			
Total Operating Expenditure		(8,009,252)	(1,345,386)	(525,561)	803,401		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,725,060	787,498	0	(787,498)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(9,500)	0	9,500	(100.00%)	
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(313,470)	1,170,613	1,442,215	281,102		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,248,338	208,052		(208,052)	(100.00%)	▼
Proceeds from Disposal of Assets	8	425,196	70,866	0	(70,866)	(100.00%)	▼
Total Capital Revenues		1,673,534	278,918	0	(278,918)		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(30,496)	0	30,496	100.00%	▲
Infrastructure - Roads	13	(1,132,674)	(188,760)	(8,197)	180,563	95.66%	▲
Infrastructure - Public Facilities	13	0		0	0		
Infrastructure - Footpaths	13	(32,843)	(5,472)	(115)	5,358	97.91%	▲
Infrastructure - Drainage	13	(15,500)	(2,582)	0	2,582	100.00%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(957,749)	(95,884)	0	95,884	100.00%	▲
Furniture and Equipment	13	(36,000)	(6,000)	(3,825)	2,175	36.25%	▲
Total Capital Expenditure		(2,321,766)	(329,194)	(12,137)	317,057		
Net Cash from Capital Activities		(648,232)	(50,276)	(12,137)	38,139		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5,844	0	2,893	2,893		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(4,634)	(6,465)	(1,831)	(39.51%)	
Transfer to Reserves	7	(234,980)	(234,980)	0	234,980	100.00%	▲
Net Cash from Financing Activities		(256,940)	(239,614)	(3,572)	236,042		
Net Operations, Capital and Financing		(1,218,642)	880,723	1,426,506	555,283		
Opening Funding Surplus(Deficit)	3	1,225,238	1,225,239	1,225,239	0	0.00%	
Closing Funding Surplus(Deficit)	3	6,596	2,105,962	2,651,745	555,283		

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 August 2017

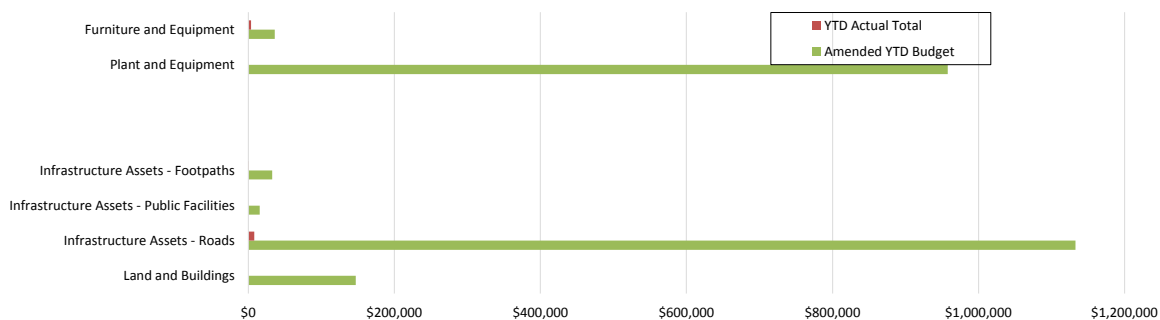
		YTD 31 08 2017					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	0	0	147,000	147,000	(147,000)
Infrastructure Assets - Roads	13	0	8,197	8,197	1,132,674	1,132,674	(1,124,477)
Infrastructure Assets - Public Facilities	13	0	0	0	15,500	15,500	(15,500)
Infrastructure Assets - Footpaths	13	115	0	115	32,843	32,843	(32,728)
Plant and Equipment	13	0	0	0	957,749	957,749	(957,749)
Furniture and Equipment	13	0	3,825	3,825	36,000	36,000	(32,175)
<b>Capital Expenditure Totals</b>		<b>115</b>	<b>12,022</b>	<b>12,137</b>	<b>2,321,766</b>	<b>2,321,766</b>	<b>(2,309,629)</b>

**Funded By:**

Capital Grants and Contributions	25,000	1,248,338	1,248,338	1,223,338
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	70,866	425,196	(70,866)
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	(12,863)	1,002,562	648,232	(1,015,425)
<b>Capital Funding Total</b>	<b>12,137</b>	<b>2,321,766</b>	<b>2,321,766</b>	<b>(2,309,629)</b>

Comments and graphs

Capital Expenditure Program YTD



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

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	5,720		5,720	952
General Purpose Funding - Rates	1,357,675		1,357,675	1,459,729
General Purpose Funding - Other	714,849		714,849	119,120
Law, Order and Public Safety	437,930		437,930	72,982
Health	250		250	40
Education and Welfare	4,500		4,500	750
Housing	273,440		273,440	45,566
Community Amenities	170,489		170,489	28,406
Recreation and Culture	57,847		57,847	9,632
Transport	1,138,728		1,138,728	189,782
Economic Services	50,635		50,635	8,432
Other Property and Services	64,000		64,000	10,662
<b>Total Operating Revenue</b>	<b>4,276,063</b>	<b>0</b>	<b>4,276,063</b>	<b>1,946,053</b>
<b>Operating Expense</b>				
Governance	(516,699)		(516,699)	(86,070)
General Purpose Funding	(84,007)		(84,007)	(13,990)
Law, Order and Public Safety	(235,735)		(235,735)	(39,270)
Health	(30,662)		(30,662)	(5,098)
Education and Welfare	(21,304)		(21,304)	(3,542)
Housing	(213,216)		(213,216)	(35,490)
Community Amenities	(451,025)		(451,025)	(75,064)
Recreation and Culture	(1,235,597)		(1,235,597)	(205,816)
Transport	(4,898,727)		(4,898,727)	(816,406)
Economic Services	(306,009)		(306,009)	(50,956)
Other Property and Services	(16,270)		(16,270)	(13,684)
<b>Total Operating Expenditure</b>	<b>(8,009,252)</b>	<b>0</b>	<b>(8,009,252)</b>	<b>(1,345,386)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	4,725,060		4,725,060	787,498
Adjust (Profit)/Loss on Asset Disposal	(57,003)		(57,003)	(9,500)
Adjust Provisions and Accruals	0		0	
<b>Net Cash from Operations</b>	<b>934,868</b>	<b>0</b>	<b>934,868</b>	<b>1,378,665</b>
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	425,196		425,196	70,866
Proceeds from Sale of Investments	0		0	0
<b>Total Capital Revenues</b>	<b>425,196</b>	<b>0</b>	<b>425,196</b>	<b>70,866</b>
<b>Capital Expenses</b>				
Land Held for Resale	0		0	0
Land and Buildings	(147,000)	0	(147,000)	(30,496)
Infrastructure - Roads	(1,132,674)		(1,132,674)	(188,760)
Infrastructure - Public Facilities	0		0	
Infrastructure - Footpaths	(32,843)		(32,843)	(5,472)
Infrastructure - Drainage	(15,500)		(15,500)	(2,582)
Heritage Assets	0		0	0
Plant and Equipment	(957,749)		(957,749)	(95,884)
Furniture and Equipment	(36,000)		(36,000)	(6,000)
<b>Total Capital Expenditure</b>	<b>(2,321,766)</b>	<b>0</b>	<b>(2,321,766)</b>	<b>(329,194)</b>
<b>Net Cash from Capital Activities</b>	<b>(1,896,570)</b>	<b>0</b>	<b>(1,896,570)</b>	<b>(258,328)</b>
<b>Financing</b>				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	5,844		5,844	
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(27,804)		(27,804)	
Transfer to Reserves	(234,980)		(234,980)	(234,980)
<b>Net Cash from Financing Activities</b>	<b>(256,940)</b>	<b>0</b>	<b>(256,940)</b>	<b>(234,980)</b>
<b>Net Operations, Capital and Financing</b>	<b>(1,218,642)</b>	<b>0</b>	<b>(1,218,642)</b>	<b>885,357</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>1,225,238</b>	<b>0</b>	<b>1,225,238</b>	<b>1,225,238</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>6,596</b>	<b>0</b>	<b>6,596</b>	<b>2,110,595</b>

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

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

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

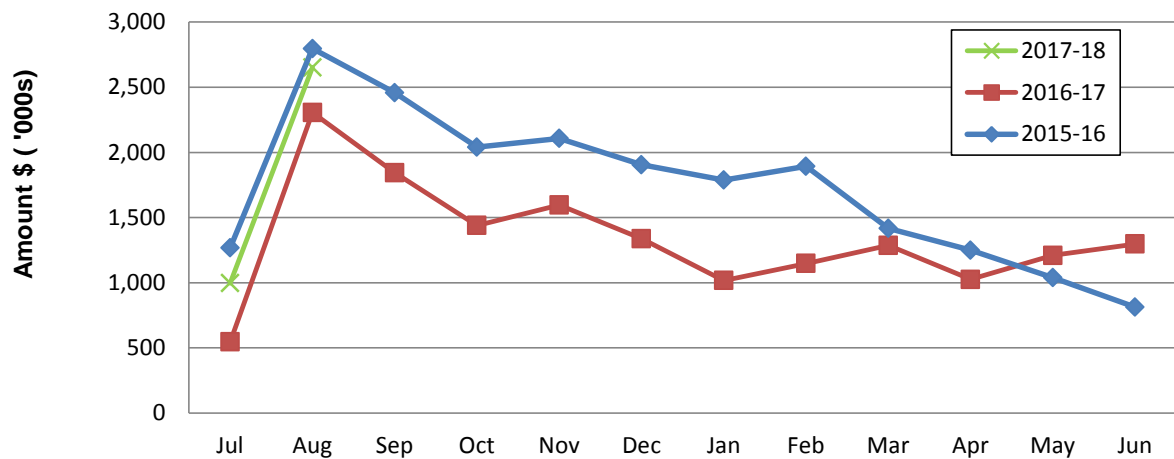
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	715	75.05%			
Housing	(3,752)	(8.23%)			
Community Amenities	107,965	380.08%	▲	Timing	
Recreation and Culture	(5,992)	(62.21%)	▼	Timing	
Transport	(113,972)	(60.05%)	▼	Timing	
Economic Services	(5,431)	(64.41%)	▼	Timing	
Other Property and Services	(6,493)	(60.89%)	▼	Timing	
<b>Operating Expense</b>					
<b>Governance</b>	(26,418)	(30.69%)	▲	Timing	
General Purpose Funding	1,401	10.01%	▼	Timing	
Law, Order and Public Safety	(6,098)	(15.53%)	▲	Timing	
Health	(272)	(5.34%)			
Housing	18,466	52.03%	▼	Timing	
Community Amenities	38,022	50.65%	▼	Timing	
Recreation and Culture	134,347	65.28%	▼	Timing	
Transport	612,387	75.01%	▼	Timing	
Economic Services	27,611	54.19%	▼	Timing	
Other Property and Services	17,509	127.95%	▼	Timing	
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(208,052)	(100.00%)	▼	Timing	
Proceeds from Disposal of Assets	(70,866)	(100.00%)	▼	Timing	
<b>Capital Expenses</b>					
Land and Buildings	30,496	100.00%	▼	Timing	
Infrastructure - Roads	180,563	95.66%	▼	Timing	
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	5,358	97.91%	▼	Timing	
Plant and Equipment	95,884	100.00%	▼	Timing	
Furniture and Equipment	2,175	36.25%	▼	Timing	
<b>Financing</b>					
Loan Principal	(1,831)	(39.51%)			

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

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Aug 2017	30 June 2017	YTD 30 Aug 2016
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,216,866	1,441,513	1,915,357
Cash Restricted	4	1,647,428	1,647,429	1,073,211
Receivables - Rates	6	1,558,619	19,522	59,256
Receivables -Other	6	96,822	18,556	30,002
Interest / ATO Receivable/Trust		10,076	25,649	34,308
Inventories			0	0
		4,529,811	3,152,668	3,112,134
<b>Less: Current Liabilities</b>				
Payables		(29,100)	(78,464)	(24,475)
Provisions		(201,537)	(201,537)	(121,904)
		(230,637)	(280,001)	(146,380)
Less: Cash Reserves	7	(1,647,428)	(1,647,429)	(1,073,211)
<b>Net Current Funding Position</b>		<b>2,651,746</b>	<b>1,225,239</b>	<b>1,892,543</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

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

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	357,139			357,139	ANZ	At Call
Reserve Bank Account	0.00%		63,282		63,282	ANZ	At Call
Trust Bank Account	0.00%			36,693	36,693	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal	2.50%				0	ANZ	
Municipal					0		
Municipal	1.45%	859,027			859,027	WA Treasury	At Call
Reserve	2.40%		1,584,146		1,584,146	ANZ	31.12.2017
Trust	2.10%			54,133	54,133	ANZ	8.1.18
<b>Total</b>		<b>1,216,866</b>	<b>1,647,428</b>	<b>90,826</b>	<b>2,955,120</b>		

**Comments/Notes - Investments**

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

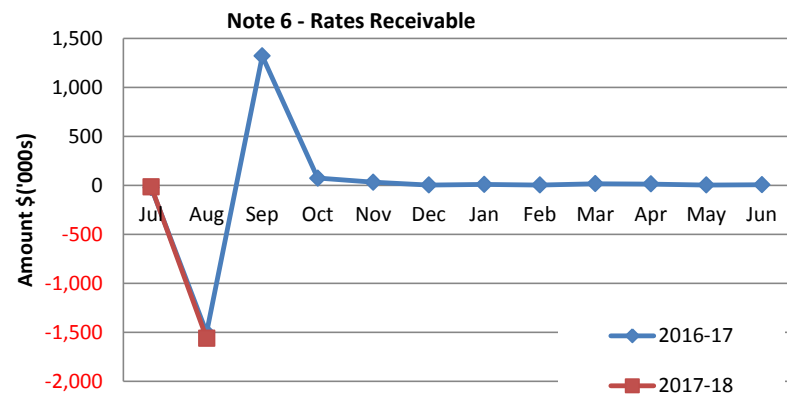
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

YTD 31 Aug 2017	30 June 2017
\$	\$
19,522	25,543
1,644,548	1,497,589
(105,451)	(1,503,610)
<b>1,558,619</b>	<b>19,522</b>
<b>1,558,619</b>	<b>19,522</b>
6.34%	98.72%



Comments/Notes - Receivables Rates

**Receivables - General**

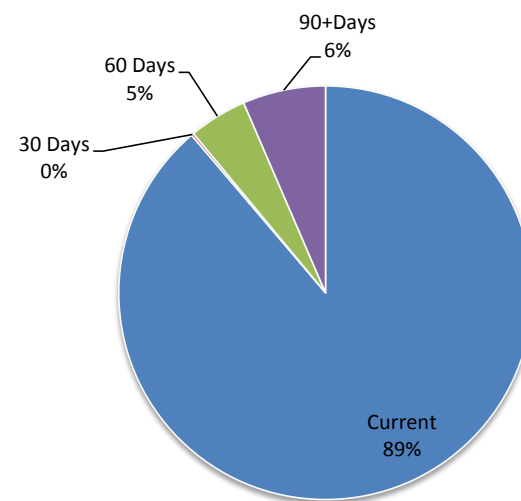
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
85,955	194	4,397	6,276
			<b>96,822</b>

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



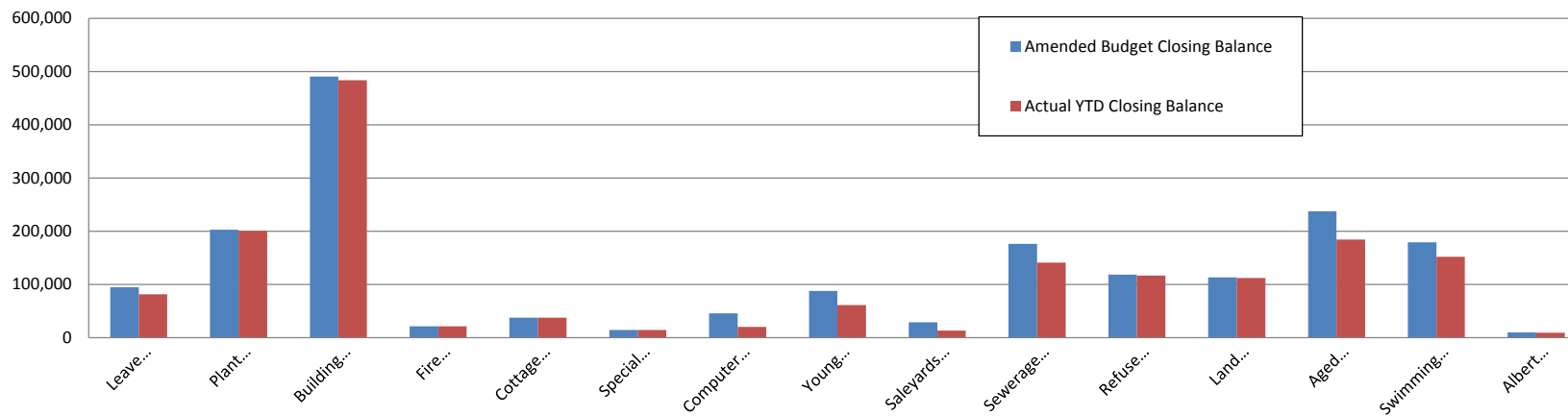
Comments/Notes - Receivables General

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

**Note 7: Cash Backed Reserve**

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

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



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

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 31 08 2017			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	Plant and Equipment	\$	\$	\$	
37,600	(3,000)			POAE CEO Vehicle	(1,600)	0	1,600	GL 102230.72
37,600	(2,400)			A0AF CEO Vehicle	(2,200)	0	2,200	GL 102230.72
48,000	(6,000)			P2473 Hino 300 Series 6 Wheel Truck	(28,364)	0	28,364	GL 160020.72
118,000	(14,707)			P813 Cat Grader	(13,293)	0	13,293	GL 160020.72
43,600	(6,600)			P2R MWS Colorado	(9,000)	0	9,000	GL 160020.72
28,000	(4,000)			P2QF Facey Group Utility	3,560	0	(3,560)	GL 141130.70
49,000	(4,900)			P182 Tincurrin Fire Truck	(44,100)	0	44,100	GL 110420.72
				Land & Buildings		0	0	
75,000	(27,000)			5 Smith Street	152,000	0	(152,000)	GL 139730.70
436,800	(68,607)	0	0		57,003	0	(57,003)	

Comments - Capital Disposal/Replacements

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

**Note 9: RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>
<b>Differential General Rate</b>											
GRV	0.0703	195	1,823,479	128,194	0	969	127,225	128,194	1,200		129,394
UV	0.0104	275	126,777,235	1,322,287			1,322,287	1,322,287	500		1,322,787
Mining UV											
<b>Sub-Totals</b>		470	128,600,714	1,450,481	0	969	1,449,512	1,450,481	1,700	0	1,452,181
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV		390	83,554	24,180			24,180	24,180			24,180
UV		390	279,569	5,460			5,460	2,460			2,460
Mining UV											
<b>Sub-Totals</b>		780	363,123	29,640	0	0	29,640	26,640	0	0	26,640
Ex Gratia Rates							1,479,152				1,478,821
Discount							8,454				8,454
Rates Writeoffs							(7,057)				
							(4)				
<b>Amount from General Rates</b>							<b>1,480,544</b>				<b>1,487,275</b>
Specified Area Rates											
<b>Totals</b>							<b>1,480,544</b>				<b>1,487,275</b>

Comments - Rating Information

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 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		3572	21,960	66,361	47,973	676	3,520	24/06/2020
Loan 102 - WD Sports Club SS Greens	38,805		2893	5,844	35,912	32,961	776	1,494	17/01/2023
	108,738	0	6,465	27,804	102,273	80,934	1,452	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 August 2017**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2017-18 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	442,492	0	442,492	0	119,208	323,284
Grants Commission - Roads	WALGGC	Y	222,810	0	222,810	0	57,994	164,817
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	21,300	0	21,300	0	0	21,300
FESA Grant - Tincurrin Fire Truck	Dept. of Fire & Emergency Serv.	Y	369,400	0		369,400	0	369,400
<b>HOUSING</b>								
Grants - Aged Housing	Regional Development & Lands	Y	28,540			28,540	25,000	3,540
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Grants - Swimming Pool	Community Pool Revitalisation	N	32,000	0	32,000	0	0	32,000
Grants - Kidsport	Department of Sport and Rec	Y	5,000	0	5,000		0	5,000
			0	0	0		0	0
<b>TRANSPORT</b>								
Contributions - Road Projects	Blackspot Funding State	Y	168,170	0	0	168,170	0	168,170
Roads To Recovery Grant - Cap	Roads to Recovery	Y	471,857	0	0	471,857	0	471,857
RRG Grants - Capital Projects	Regional Road Group	Y	210,371	0	0	210,371	0	210,371
Direct Grant - Maintenance	Dept. of Transport	Y	68,502	0	68,502	0	68,502	0
			0	0	0		0	0
<b>EDUCATION</b>	RDA movie nights	Y	4,200		4,200			4,200
<b>TOTALS</b>			<b>2,044,642</b>	<b>0</b>	<b>796,304</b>	<b>1,248,338</b>	<b>270,704</b>	<b>1,773,938</b>

Operating  
Non-Operating

Operating  
Non-operating

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

245,704  
25,000  
270,704

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 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-Aug-17
	\$	\$	\$	\$
Housing Bonds	200	350	(550)	0
Master Key Deposits	0	0	0	0
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	108	(108)	0
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0			0
WDSC Replacement Greens	69,613	3,084	0	72,697
Kidsport	0		0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329			2,329
Yealering Bowling Club Greens	15,800	0	0	15,800
	<b>87,942</b>	<b>3,542</b>	<b>(658)</b>	<b>90,826</b>

Level of Completion Indicators

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

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

Note 13: CAPITAL ACQUISITIONS

		31/08/2017					
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							
○ Upgrade Cottage Homes	CLCH1	(100,000)	(22,666)	0	22,666	0	Not commenced as YET
○ 7 Smith Street Roof	LHS2C	(22,000)	(3,666)	0	(159)	0	Not commenced as YET
Housing Total		(122,000)	(26,332)	0	22,507	0	
Community Amenities							
○ Wickepin Cemetery Upgrade	WCU1	0	0	0	0	0	
○ Harrismith Cemetery Upgrade	HCU1	(20,000)	(3,332)	0	3,332	0	
CAC new car port		WBC3	(5,000)	(832)	0	832	
Community Amenities Total		(25,000)	(4,164)	0	4,164		
Recreation And Culture Total		0	0	0	0		
Transport							
Transport Total		0	0	0	0		
Economic Services							
Economic Services Total		0	0	0	0		
Land and Buildings Total		(147,000)	(30,496)	0	26,671	0	
Footpaths							
Transport							
○ Footpaths Wickepin	LFP1	(32,843)	(5,472)	(115)	5,358		
○ Footpaths Yealering	LFP2	0	0	0	0		
Transport Total		(32,843)	(5,472)	(115)	5,358	0	
Footpaths Total		(32,843)	(5,472)	(115)	5,358	0	
Furniture & Office Equip.							
Governance							
Governance Total		0	0	0	0	0	
Housing							
○ Lifestyle Village Capital	CLCH2	(36,000)	(6,000)	(3,825)	2,175	0	
○		0	0	0	0	0	
○		0	0	0	0	0	
Housing Total		(36,000)	(6,000)	(3,825)	2,175	0	
Furniture & Office Equip. Total		(36,000)	(6,000)	(3,825)	2,175	0	
Plant , Equip. & Vehicles							
Governance							
○ Holden Colorado CEO POAF and POAG	1064	(70,364)	(11,726)		11,726	0	
Governance Total		(70,364)	(11,726)	0	11,726	0	
Community Amenities							

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

Note 13: CAPITAL ACQUISITIONS

		31/08/2017					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Law, Order And Public Safety</b>							
4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	(61,566)	0	61,566	0	Held over from 2016/17
<b>Law, Order and Public Safety Total</b>		<b>(369,400)</b>	<b>(61,566)</b>	<b>0</b>	<b>61,566</b>	<b>0</b>	
<b>Recreation And Culture</b>							
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Transport</b>							
Hino 300 Maintenance Truck	6034	(71,470)	(11,912)		11,912	0	
P813 Grader	6034	(353,000)	(58,833)		58,833	0	
P2433 Bin for Truck Tray	6034	(9,500)	(1,583)		1,583	0	
MWS Nissan Navara or Colorado	6034	(43,015)	(7,169)		7,169	0	
Facey Group Ute	6034	(28,000)	(4,667)		4,667	0	
Depot Hoist	LDP1	(13,000)	(2,166)	0	2,166		
<b>Transport Total</b>		<b>(517,985)</b>	<b>(84,158)</b>	<b>0</b>	<b>209,462</b>	<b>0</b>	
<b>Economic Services Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(957,749)</b>	<b>(95,884)</b>	<b>0</b>	<b>221,188</b>	<b>0</b>	
<b>Infrastructure Other</b>							
<b>Recreation and Culture</b>							
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Community Amenity</b>							
Sewerage Dam	LEDC	(15,500)	(2,582)	0	2,582	0	carried over from 2016/17
<b>Community Amenity Total</b>		<b>(15,500)</b>	<b>(2,582)</b>	<b>0</b>	<b>2,582</b>	<b>0</b>	
<b>Public Facilities Total</b>		<b>(15,500)</b>	<b>(2,582)</b>	<b>0</b>	<b>2,582</b>	<b>0</b>	
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
Wickepin Corrigin Road	RG001	(86,997)	(14,498)	0	14,498	0	
Wickepin Harrismith Road	RG002	(95,000)	(15,832)	0	15,832	0	
Pingelly Wickepin Road	RG003	(133,560)	(22,260)	(4,366)	17,894	0	
<b>Regional Road Group Total</b>		<b>(315,557)</b>	<b>(52,590)</b>	<b>(4,366)</b>	<b>48,224</b>	<b>0</b>	
<b>Transport Roads to Recovery</b>							
Wickepin Corrigin Road	R2R001	(69,813)	(11,634)	0	11,634	0	
Cemetery Road	R2R057	(50,006)	(8,334)	(56)	8,278	0	
Wickepin North Road	R2R015	(90,875)	(15,144)	(2,125)	13,019	0	
Elsinor Road	R2R033	(50,341)	(8,390)	(1,650)	6,740	0	
Henry Street	RR38	(12,494)	(2,082)	0	2,082	0	
Dalton Street	R2115	(10,000)	(1,666)	0	1,666	0	
Roberts Street	R2R116	(10,000)	(1,666)	0	1,666	0	
Connor Street	R2R118	(7,446)	(1,240)	0	1,240	0	
Coxon Street	R2R122	(2,700)	(450)	0	450	0	
Tincurrin South Road	R2R016	(25,448)	(4,240)	0	4,240	0	
Tincurrin North Road	R2R011	(42,286)	(7,046)	0	7,046	0	
Line Road	RR13	(5,448)	(908)	0	908	0	
Malvalling Road	R2R036	(95,000)	(15,832)	0	15,832	0	
<b>Roads to Recovery Total</b>		<b>(471,857)</b>	<b>(78,632)</b>	<b>(3,831)</b>	<b>74,801</b>	<b>0</b>	
<b>Transport Black Spot</b>							
Line Road	BS008	(228,355)	(38,058)	0	38,058	0	
Kirk Rock/ Dalton Road	BS014	(23,900)	(3,982)	0	3,982	0	
<b>Blackspot Total</b>		<b>(252,255)</b>	<b>(42,040)</b>	<b>0</b>	<b>42,040</b>	<b>0</b>	
<b>Council Resources Construction</b>							
Harrismith South	CO026	(43,005)	(7,166)	0	7,166	0	
Drainage and Headwalls	CODAH	(50,000)	(8,332)	0	8,332	0	

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

Note 13: CAPITAL ACQUISITIONS

		31/08/2017					
	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	<b>Council Resources Construction Total</b>	<b>(93,005)</b>	<b>(15,498)</b>	<b>0</b>	<b>15,498</b>	<b>0</b>	
○	Roads Total	(1,132,674)	(188,760)	(8,197)	180,563	0	
○	<b>Capital Expenditure Total</b>	<b>(2,321,766)</b>	<b>(329,194)</b>	<b>(12,137)</b>	<b>438,536</b>	<b>0</b>	

## Governance, Audit and Community Services

**10.2.02 – List of Accounts**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton - Deputy Chief Executive Officer
<b>File Reference:</b>	FM.BA.1201
<b>Author:</b>	Natalie Manton - Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 September 2017

**Enclosure / Attachment:** List of Accounts

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

	<u><b>Vouchers</b></u>	<u><b>Amounts</b></u>
<b>Municipal Account</b>		
EFT	7638 - 7726	\$ 121,523.00
Cheques	15457 - 15465	\$ 12,979.85
Payroll	August	\$ 136,304.53
Superannuation	August	\$ 17,219.66
Credit Card	August	\$ 1,163.47
Direct Deductions	August	\$5,448.60
<b>Trust</b>		
EFT		
Cheques	1292	350.00
<b>JULY TOTAL</b>		<b><u>\$ 294,989.11</u></b>

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

**Certificate of Chief Executive Officer:**

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

<b>Comment:</b>	Detailed answers to queries can be obtained for presentation at council meeting.
<b>Statutory Environment:</b>	Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)
<b>Policy Implications:</b>	Policy 3.1.8 - Cheque Issue
<b>Strategic Implications:</b>	Not applicable
<b>Recommendation:</b>	That Council acknowledges that payments totalling <b>\$294,989.11</b> 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 **\$294,989.11** 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 &amp; Submitted to Committee

August 2017

Chq/EFT	Date	Name	Description	Muni	Trust
1292	03/08/2017	DOCEP - BOND ADMINISTRATOR	BOND LODGEMENT U3 COTTAGE HOMES		\$ 350.00
EFT7638	04/08/2017	AUSTRALIA DAY COUNCIL OF WA	2017/18 Membership	\$ 242.00	
EFT7639	04/08/2017	Australia's Golden Outback	Annual Membership 2017/18	\$ 295.00	
EFT7640	04/08/2017	BURGESS RAWSON (WA) PTY LTD	Fuel Facility Rent & Management Fees	\$ 2,648.25	
EFT7641	04/08/2017	Best Office Systems	Replacement Folding Machine	\$ 2,192.71	
EFT7642	04/08/2017	Courier Australia	Freight on Signs	\$ 10.49	
EFT7643	04/08/2017	Local Health Authorities Analytical Committee	Analytical Services for 2017/18	\$ 388.85	
EFT7644	04/08/2017	LANDVISION	Planning Consultancy Services July 2017	\$ 1,512.50	
EFT7645	04/08/2017	Narrogin Toyota	Parts for Chainsaws	\$ 176.74	
EFT7646	04/08/2017	PCS	IT Support for July 2017	\$ 340.00	
EFT7647	04/08/2017	WESTERN AUSTRALIAN TREASURY CORP	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT7648	14/08/2017	KELLY COCHRANE	Cleaning Yealering Hall & Caravan Park	\$ 325.00	
EFT7649	14/08/2017	EASIFLEET	Facey Group Vehicle Lease	\$ 486.26	
EFT7650	14/08/2017	Elizabeth Heffernan	Cleaning Albert Facey Homestead	\$ 40.00	
EFT7651	14/08/2017	Great Southern Waste Disposal	July 2017 Waste Collection	\$ 7,841.74	
EFT7652	14/08/2017	PCS	Monthly Fees	\$ 85.00	
EFT7653	14/08/2017	WAGIN PLUMBING	Replacement Hot Water System 13b Collins St	\$ 1,353.00	
EFT7654	14/08/2017	MAUREEN SUSAN PREEDY	Cleaning Yea Hall, Caravan Park & Toilets	\$ 642.50	
EFT7655	14/08/2017	Pingelly Tyre Service	Rotate & Balance Tyres WK342	\$ 50.00	
EFT7656	14/08/2017	Kirstin Rigby	WK Caravan Park Commission	\$ 61.09	
EFT7657	14/08/2017	PETER STRIBLING	Yea Caravan Park Commission	\$ 60.73	
EFT7658	14/08/2017	Wickepin Newsagency	July 2017 Account	\$ 207.00	
EFT7659	15/08/2017	AUSTRALIA POST	July 2017 Account	\$ 211.02	
EFT7660	15/08/2017	Air Liquide Wa Pty Ltd	Cylinder Rental for July 2017	\$ 90.84	
EFT7661	15/08/2017	ASPHALT IN A BAG	Asphalt	\$ 1,718.75	
EFT7662	15/08/2017	Covs	Parts for WK2283 & WK706	\$ 1,229.08	

EFT7663	15/08/2017	CONCEPT MEDIA	Area Promotion Advertising	\$ 605.00	
EFT7664	15/08/2017	LANDGATE	Rural UV Interim Valuation	\$ 80.90	
EFT7665	15/08/2017	Dews Excavations	Clean Culverts & Tidy Table Drain	\$ 968.00	
EFT7666	15/08/2017	GREAT SOUTHERN FUEL SUPPLIES	July 2017 Fuel Account	\$ 9,656.99	
EFT7667	15/08/2017	Kels Tyres	Tyre for WK813	\$ 357.50	
EFT7668	15/08/2017	KNIGHTLINE COMPUTERS	Landline Phone for Depot	\$ 199.00	
EFT7669	15/08/2017	STATE LIBRARY OF WA	Annual Lost & Damage Library Materials Fee 2017-18	\$ 220.00	
EFT7670	15/08/2017	Momar Australia Pty Ltd	Cleaning Products	\$ 1,689.88	
EFT7671	15/08/2017	Narrogin Hardware Makit	Items For Speed Hump Maintenance	\$ 261.60	
EFT7672	15/08/2017	NARROGIN AGRICULTURAL REPAIRS	Chainsaw Parts	\$ 230.00	
EFT7673	15/08/2017	Narrogin Quarry Operations	Cracker Dust	\$ 183.07	
EFT7674	15/08/2017	NARROGIN PACKAGING	Urinal Pads	\$ 75.00	
EFT7675	15/08/2017	Parrys	Clothing - Justin Smith	\$ 1,420.80	
EFT7676	15/08/2017	RSA WORKS	Tech Support for Black Spot Applications	\$ 1,100.00	
EFT7677	15/08/2017	Rj Smith Engineering	Parts for Road Broom	\$ 476.30	
EFT7678	15/08/2017	TOTAL UNDERCAR	Wheel Rotation & Alignment for WK2567	\$ 115.50	
EFT7679	15/08/2017	WICKEPIN COMMUNITY RESOURCE CENTRE	Forklift Course	\$ 570.00	
EFT7680	15/08/2017	WORLDWIDE ONLINE PRINTING	Bushfire Magnets	\$ 517.00	
EFT7681	15/08/2017	Wayfound	Overview Map	\$ 528.00	
EFT7682	15/08/2017	Wagin Mechanical Repairs	Filters for WK2433	\$ 528.70	
EFT7683	21/08/2017	AUSTRALIAN TAXATION OFFICE	July 2017 BAS Payment	\$ 891.00	
EFT7684	22/08/2017	YEALERING AGPARTS & REPAIRS	Gas for Yea Cvn Pk	\$ 137.50	
EFT7685	22/08/2017	Courier Australia	Freight on Library Books	\$ 31.06	
EFT7686	22/08/2017	Covs	Axle Strap fo MH78197	\$ 154.48	
EFT7687	22/08/2017	Peter Denton	Plants for WK Community Centre, WK Cvn Pk & Office	\$ 228.50	
EFT7688	22/08/2017	Dews Excavations	Excavate Drains on Lomos Rd & WK-HSM Rd	\$ 12,188.00	
EFT7689	22/08/2017	EWEN RURAL SUPPLIES	July 2017 Account	\$ 1,452.82	
EFT7690	22/08/2017	AC & EJ FULFORD & CO	Push Gravel	\$ 9,570.00	
EFT7691	22/08/2017	GARRARDS PTY LTD	Parts for Fogger	\$ 236.85	
EFT7692	22/08/2017	IRIS CONSULTING GROUP PTY LTD	Records Training - Samantha Dawes	\$ 950.00	
EFT7693	22/08/2017	Kels Tyres	Puncture Repair WK475	\$ 110.00	

EFT7694	22/08/2017	KNIGHTLINE COMPUTERS	Convert Promotional Video to CD	\$ 15.00	
EFT7695	22/08/2017	Narrogin Glass	Reglaze Broken Window in Depot	\$ 129.58	
EFT7696	22/08/2017	NORTH STAR TRANSPORT	Freight on Parts for Road Broom	\$ 56.41	
EFT7697	22/08/2017	NARROGIN AGRICULTURAL REPAIRS	Parts for Chainsaws	\$ 177.00	
EFT7698	22/08/2017	Narrogin Toyota	Chainsaw Parts	\$ 181.50	
EFT7699	22/08/2017	MINETUFF LIGHTING SOLUTIONS DARAEKA PTY LTD	Solar Bollards for Johnston Park	\$ 4,207.50	
EFT7700	22/08/2017	WAGIN PLUMBING	Replace Hot Water System 13A Collins St	\$ 1,353.00	
EFT7701	22/08/2017	SHENTON ENTERPRISES PTY LTD	Repairs to Pool Cleaner	\$ 908.27	
EFT7702	22/08/2017	A F Smith & A L Bullock	Repairs to 10 Smith St	\$ 1,551.50	
EFT7703	22/08/2017	SHIRE OF NARROGIN	Tree Pruning & Health Course	\$ 880.00	
EFT7704	22/08/2017	WICKEPIN MOTORS	Repairs in Excess of Insurance for WK342	\$ 2,177.05	
EFT7705	22/08/2017	WICKEPIN RURAL SERVICES	Parts for Various Vehicles	\$ 3,863.20	
EFT7706	22/08/2017	WICKEPIN HOTEL AND HARVEST CAFE	Catering for RRG	\$ 560.00	
EFT7707	22/08/2017	Western Australian Local Government Association	2017 Local Government Week	\$ 8,050.06	
EFT7708	22/08/2017	Wren Oil	Waste Oil Disposal	\$ 16.50	
EFT7709	22/08/2017	WICKEPIN COMMUNITY RESOURCE CENTRE	Truck Driver Training - A McColl	\$ 1,645.00	
EFT7710	30/08/2017	BURGESS RAWSON (WA) PTY LTD	WATER USAGE	\$ 203.49	
EFT7711	30/08/2017	Best Office Systems	PRINTING	\$ 973.61	
EFT7712	30/08/2017	CEMETERIES & CREMATORIA ASSN OF WA	ORDINARY MEMBERSHIP	\$ 120.00	
EFT7713	30/08/2017	Clark Equipment	Windscreen	\$ 616.56	
EFT7714	30/08/2017	Dc & Lb Curtis	repairs	\$ 374.00	
EFT7715	30/08/2017	Dx Print Group Pty Ltd	ENVELOPES	\$ 260.70	
EFT7716	30/08/2017	FESA - ESL	2017/18 ESL QUARTER 1	\$ 12,224.50	
EFT7717	30/08/2017	Geoff Perkins Farm Machinery	hydraulic fittings	\$ 486.17	
EFT7718	30/08/2017	Elizabeth Heffernan	CLEANING	\$ 40.00	
EFT7719	30/08/2017	HANSON CONSTRUCTION MATERIALS	cement	\$ 2,496.45	
EFT7720	30/08/2017	HARRIS ZUGLIAN ELECTRICS	FIX POWER POINT	\$ 181.50	
EFT7721	30/08/2017	JASON SIGNMAKERS	TRAFFIC GRAB RAIL	\$ 125.95	
EFT7722	30/08/2017	Jemm Mowing & Carpet Cleaning Services	CARPET CLEANING	\$ 60.00	
EFT7723	30/08/2017	Kulker Plumbing Service	REPLACE HOT WATER UNIT	\$ 1,300.00	
EFT7724	30/08/2017	Star Track Express	PARTS FOR WK 2489	\$ 101.26	

EFT7725	30/08/2017	HILTON HOTELS OF AUSTRALIA PTY LTD	ACCOMODATION FOR LOCAL GOVERNMENT	\$ 6,023.25	
EFT7726	30/08/2017	T-quip	V BELT	\$ 98.60	
15457	04/08/2017	A & A Corasaniti	Remove Stump Near Facey Group Building	\$ 1,467.40	
15458	04/08/2017	Countrywide Pools	Refund of Building Application Fees	\$ 217.39	
15459	04/08/2017	TELSTRA	Telephone Account to 13/7/17	\$ 1,646.38	
15460	14/08/2017	SYNERGY	Power For Street Lighting	\$ 1,690.55	
15461	15/08/2017	MCLEODS BARRISTERS & SOLICITORS	Setback Issues	\$ 3,704.84	
15462	15/08/2017	WATER CORPORATION	Water for Storage Tank Rabbit Proof Fence Rd	\$ 42.53	
15463	22/08/2017	SYNERGY	Power for CEO Residence	\$ 1,551.95	
15464	30/08/2017	MCLEODS BARRISTERS & SOLICITORS	PREPERATION OF AUDIT INFORMATION	\$ 187.00	
15465	30/08/2017	WATER CORPORATION	WATER ACCOUNTS	\$ 2,471.81	
DD9328.1	02/08/2017	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$ 4,527.41	
DD9328.2	02/08/2017	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$ 89.97	
DD9328.3	02/08/2017	PRIME SUPER	Superannuation contributions	\$ 180.86	
DD9328.4	02/08/2017	ING CUSTODIANS PTY LTD	Superannuation contributions	\$ 192.78	
DD9328.5	02/08/2017	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$ 237.97	
DD9328.6	02/08/2017	TREMAYNE SUPERANNUATION FUND	Superannuation contributions	\$ 76.81	
DD9328.7	02/08/2017	MTAA SUPER FUND	Superannuation contributions	\$ 365.72	
DD9328.8	02/08/2017	AMP FLEXIBLE LIFETIME SUPER FUND	Superannuation contributions	\$ 44.49	
DD9340.1	16/08/2017	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$ 4,597.38	
DD9340.2	16/08/2017	PRIME SUPER	Superannuation contributions	\$ 180.86	
DD9340.3	16/08/2017	ING CUSTODIANS PTY LTD	Superannuation contributions	\$ 192.78	
DD9340.4	16/08/2017	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$ 237.97	
DD9340.5	16/08/2017	TREMAYNE SUPERANNUATION FUND	Superannuation contributions	\$ 118.93	
DD9340.6	16/08/2017	MTAA SUPER FUND	Superannuation contributions	\$ 365.72	
DD9340.7	16/08/2017	AMP FLEXIBLE LIFETIME SUPER FUND	Superannuation contributions	\$ 88.98	
DD9350.1	30/08/2017	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$ 4,538.33	
DD9350.2	30/08/2017	PRIME SUPER	Superannuation contributions	\$ 180.86	
DD9350.3	30/08/2017	ING CUSTODIANS PTY LTD	Superannuation contributions	\$ 192.78	
DD9350.4	30/08/2017	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$ 237.97	
DD9350.5	30/08/2017	TREMAYNE SUPERANNUATION FUND	Superannuation contributions	\$ 94.15	
DD9350.6	30/08/2017	MTAA SUPER FUND	Superannuation contributions	\$ 365.72	

DD9350.7	30/08/2017	AMP FLEXIBLE LIFETIME SUPER FUND	Superannuation contributions	\$ 111.22	
DD9345.1	01/08/2017	ANZ BANK	Merchant Fees	\$ 143.03	
DD9345.2	01/08/2017	WESTNET PTY LTD	Internet	\$ 194.85	
DD9345.3	07/08/2017	ANZ BANK	Credit Card - Parts for Cherry Picker	\$ 1,163.47	
DD9345.4	09/08/2017	JAMES MATTHEWS	Pool Manager Contract Payment 03/2017-18	\$ 2,376.06	
DD9345.5	24/08/2017	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
DD9345.6	23/08/2017	JAMES MATTHEWS	Pool Manager Contract Payment 04/2017-18	\$ 2,376.06	
	02/08/2017	Gross Payroll		\$ 50,088.32	
	16/08/2017	Gross Payroll		\$ 42,694.29	
	30/08/2017	Gross Payroll		\$ 43,521.92	
				<b>\$ 294,639.11</b>	<b>\$ 350.00</b>

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Governance, Audit and Community Service

### 10.2.03 – Community Development Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Lee Parker, Community Development Officer
<b>File Reference:</b>	CM.PLA.404
<b>Author:</b>	Lee Parker, Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 September 2017

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#### **Enclosure / Attachment:**

See Townscape and Cultural Planning Committee Report in the minutes dated 6 September 2017 for a full breakdown of work undertaken.

#### Department of Veterans' Affairs Community Commemorative Grant 'Saluting their Service'

Shire of Wickepin Townscape and Cultural Planning Committee, with funding support from the DVA – Anzac Centenary Local Grants Program, erected a memorial in 2015 to honour those community members who fell during WW1.

The Shire was fortunate to have the support of local historian, Stefanie Green, who volunteered the research necessary to determine the fallen, including all their regimental details. There are 89 soldiers honoured. The Memorial has generated enormous interest from the community and greater public.



Townscape and Cultural Planning Committee would like to further the research into the fallen and all those who enlisted from the Wickepin District. Those soldiers killed during or as a result of their war service would have their stories told providing them with a voice and a face. Townscape Committee would like to see the stories of the fallen encompass the servicemen and women from WW2, Korea and Vietnam and also provide information on all the soldiers who enlisted from the district to fight in these conflicts. This holistic approach would provide a comprehensive record of the Wickepin District's contribution to shaping our nation. The sacrifice and service of all

servicemen and women will be historically recorded leading to a greater community appreciation and understanding of the role the soldiers played for their country. Incidental details, community connections and family histories will be recorded.

There are over 100 stories to be written of those who paid the ultimate price through service and sacrifice in WW1 and WW2. 260 soldiers enlisted in WW1 and a further 230 soldiers enlisted from WW2 onwards. Once the research has been completed the Shire of Wickepin will display the results for the public to view at our 2018 Centenary Anzac Day celebrations. Additionally, the Shire with support from the History Group will publish a local war history book based on this research.

The research required for this project is estimated at 300 hours. Stefanie Green is happy to provide, and has already provided, volunteer time but the hours required deserve some recompense. Skilled volunteers from the History Group and Townscape and Cultural Planning Committee will assist with editing of the stories.

Department of Veterans' Affairs (DVA) has small Community Commemorative Grants available. The CDO has submitted a grant request to DVA under the 'Saluting their Service' grant guidelines.

### Enterprising Communities Regional Development Australia Wheatbelt

#### **Background**

Regional Development Australia Wheatbelt (RDAW) called for expressions of interest to host film nights and community meetings with the aim of encouraging Wheatbelt Communities to develop community enterprises. The objective of the program is to encourage a culture of community enterprise development and innovation – working towards cohesiveness and self-reliance within the community independent of government/shire funding.

#### **Action**

The most constructive approach will be to host the film/forum sessions in Harrismith, Yealering and Wickepin separately and to engage the stakeholders in each community who are actively involved in the betterment of their communities. The opportunity created by hosting the individual movie/forum nights, with the guidance of the facilitator, will provide the towns with support in clarifying and defining their purpose and goal.

The format for the evening sessions will be the viewing of a series of movies RDAW has produced showcasing a range of successful community enterprises and in particular their community motivation, organisation and management and how this translated to successful outcomes. Group discussion and ideas will follow with the facilitator. Shire has a small amount in the grant funding to provide refreshments. Follow-up meetings with the facilitator will be organised to consolidate ideas.

Pip Gooding has been engaged as the facilitator to lead the communities of Wickepin, Yealering and Harrismith/Tincurrin in this series of movie/forum sessions. Pip has a background in working for the Wheatbelt Development Commission and has first-hand knowledge in community engagement and sustainable small communities and towns.

The first session is booked for Yealering on the 10 October with dates yet to be set for Harrismith/Tincurrin and Wickepin.

**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 14 September 2017.

**Voting Requirements:** Simple majority.

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Governance, Audit & Community Services

## **10.2.04 - Dual Fire Control Officers 2017/2018 – Shire of Narrogin**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Shire of Wagin
<b>File Reference:</b>	ES.APN.901
<b>Author:</b>	Natalie Manton, Acting Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 September 2016

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**Enclosure / Attachment:** Nil

### **Background:**

Council has received a letter from the Shire of Narrogin requesting Alistair McDougall be appointed as a Dual Fire Control Officer with the Shire of Wickepin.

### **Comment:**

Fire Control Officers who adjoin neighbouring shires require the adjoining Shires approval to act as a Dual Fire Control Officers.

**Statutory Environment:** Bush Fires Act 1954.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### **Summary:**

Council is being requested by the Shire of Narrogin to appoint Alistair McDougall as Dual Fire Control Officer for the 2017/2018 fire season.

### **Recommendation:**

That Council appoints Alistair McDougall as Dual Fire Control Officer from the Shire of Narrogin for the 2017/2018 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority

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Governance, Audit and Community Services

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

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Matthew Meyers, Program Manager, Housing Programs
File Reference:	CP.DAC.511
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 September 2017

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Enclosure / Attachment: Nil

### Background:

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

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

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

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

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

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

- 1. The site plan for the selected lot.*
- 2. External elevation drawings showing all four sides of the house.*
- 3. Internal elevations for the kitchen, bathroom, ensuite and laundry.*
- 4. Floor plan.*
- 5. Electrical plan.*
- 6. Wardrobe, linen and broom cupboard details.*

7. GROH specification and design brief, current at that particular time will be included in the documentation.
8. Any agreed variations from the design brief / specification will be documented

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

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

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

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

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

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

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

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

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

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

**Comment:**

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

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

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

<b>Borrower:</b>		
<b>Interest Rate:</b>	<b>3.77%</b>	Quarterly compounding
	0.94%	
<b>* These rates do not include the government guarantee fee.</b>		
<b>Date of Advance:</b>	<b>21 October 2017</b>	
<b>Term (yrs)</b>	<b>10</b>	Years
<b>Maturity Date:</b>		
<b>Amount of Advance:</b>	<b>\$500,000.00</b>	
<b>Schedule Basis:</b>	<b>40</b>	
<b>Payments per year</b>	<b>4</b>	Quarterly compounding
<b>Total interest</b>	\$102,483.09	
<b>Total capital</b>	\$500,000.00	
<b>Total combined</b>	\$602,483.09	

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

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

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

**Statutory Environment:** Nil

**Policy Implications:** Nil

#### **Financial Implications:**

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

**Strategic Implications:** Nil

#### **Summary:**

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

#### **Recommendation:**

That the Shire of Wickepin advise Mr Matthew Meyers, Program Manager, Housing Programs, Housing, Department of Communities that Council is not in a position to fund the construction of a suitable 4 bedroom 2

bathroom dwelling with a separate living area in Wickpin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option at this moment in time.

**Voting Requirements:**                      **Simple majority**

Governance, Audit and Community Services

## 10.2.06 – RFQ 1 2017/2018 Health / Building Services, Planning Services Five Year Period

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	LD.CN.10, CM.CTR.1
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 September 2017

### Enclosure / Attachment

- RFQ 1 2017/2018 Health / Building Services Planning Services Five Year Period
- Shire of Narrogin – RFQ 1 2017/2018 documents
- RPS – RFQ 1 2017/2018 documents
- Exurban - RFQ 1 2017/2018 documents

### Background:

At the 19 July 2017 Ordinary Meeting of Council the following resolution was passed:

### Resolution No 190717-29

#### Moved Cr Allan / Seconded Cr Lang

That the CEO advertises for the provision of building services, planning services and environmental health services for the Shire of Wickepin.

**Carried 7/0**

### Comment:

The Chief Executive Officer placed the following Advertisement in the West Australian, Narrogin Observer and the Watershed.



**Shire of Wickepin**

**Quotation – Health/Building and Planning Services**

The Shire of Wickepin is seeking quotes for the provision of Health/Building and planning Services for the Shire of Wickepin

Council invites submissions from interested persons up until Friday 8 September 2017

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

At the writing of this report the Tenders received on the 8<sup>th</sup> September were from the following Companies:

## 1. Exurban

Tenderer	Description	Hourly Rate	GST	Total Hourly Rate
Exurban	Town Planning Only	\$125.00	\$12.50	\$137.50

## 2. RPS Australia East Pty Ltd

As RPS is a member of the WALGA Panels of Planning and Environmental Service Providers we have provided this quote based on the discounted rates included in our WALGA Panel agreement.

**Table 2.1 Schedule of Rates – Planning Services**

Service Description	Tender Unit	Price Tendered (ex GST)	GST	Price tendered (inc GST)
<b>Town Planning Services</b>				
Technical Director / Manager – Planning	Per hour	\$255.00	\$25.50	\$280.50
Principal Planner	Per hour	\$225.00	\$22.50	\$247.50
Senior Town Planner	Per hour	\$194.75	\$19.48	\$214.23
Town Planner	Per hour	\$171.00	\$17.10	\$188.10
<b>Complementary Services</b>				
Principal Urban Designer	Per hour	\$225.00	\$22.50	\$247.50
Urban Designer	Per hour	\$171.00	\$17.10	\$188.10
Drafter	Per hour	\$130.00	\$13.00	\$143.00
Technical Director - Economist	Per hour	\$218.50	\$21.85	\$240.35
Economist	Per hour	\$90.00	\$9.00	\$99.00
Administration / Support	Per hour	\$80.00	\$8.00	\$88.00
Technical Director - Environmental Science	Per hour	\$270.00	\$27.00	\$297.00
Principal Scientist	Per hour	\$240.00	\$24.00	\$264.00
Managing Scientist / Field Services Coordinator	Per hour	\$210.00	\$21.00	\$231.00
Supervising Scientist	Per hour	\$170.00	\$17.00	\$187.00
Geomatics – Principal	Per hour	\$150.00	\$15.00	\$165.00
Senior Scientist	Per hour	\$150.00	\$15.00	\$165.00
Scientist/Geomatics	Per hour	\$125.00	\$12.50	\$137.50
Graduate/Field Assistant/ Administration/Documentation	Per hour	\$90.00	\$9.00	\$99.00

Photo Gloss Paper (A0/A1/A2)	\$100 / \$70 / \$40
Clearjet Film (A0/A1/A2)	\$110 / \$80 / \$40
Travel	70c per kilometre
Parking	at cost
Courier	at cost + 5%
Purchase of materials	at cost + 5%

Tenderer	Description	Hourly Rate	GST	Total Hourly Rate
Shire of Narrogin	<b><u>Environmental Health</u></b>			
	Senior EHO	\$82.50	\$8.25	\$90.75
	EHO	\$60.00	\$6.00	\$66.00
	<b><u>Building</u></b>			
	Building Surveyor	\$70.00	\$7.00	\$77.00
	Private Certification through an Independent Building Surveyor	\$340.00	\$34.00	\$374.00
	<b><u>Planning</u></b>			
	Executive Manager Development and Regulatory Services	\$130.00	\$13.00	\$143.00
	Planning Officer	\$60.00	\$6.00	\$66.00
	Vehicle Mileage Rate for all	\$1.00 per Km	\$00.10 per Km	\$1.10 per Km

The Quotations received have been evaluated utilising the following evaluation sheet.

SHIRE OF WICKEPIN EVALUATION									
RFQ 1 2017/2018 Health/Building and Planning Services									
CRITERION	A		B		C		TOTAL SCORE		Ranking
	Relevant Experience experience in completing/supplying similar Requirements. a) details of similar work. b) scope of the Respondent's involvement including details of outcomes. c) Demonstrated sound judgement and discretion. d) Demonstrated competency and proven track record of achieving outcomes.		Key Personnel Skills and Experience a) Their role in the performance of the Contract. b) Membership to any professional or business associations. c) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement. d) Any additional information.		Quoted Price price is considered to be crucial to the outcome of the contract Also refer to Regional Price Preference Policy				
	weighting	25%	weighting	25%	weighting	50%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	Total Raw Score	Total Weighted Score	
Exurban	5.0	1.3	5.0	1.3	4.0	2.0	14.00	4.50	2
Shire of Narrogin	5.0	1.3	5.0	1.3	5.0	2.5	15.00	5.00	1
RPS	5.0	1.3	5.0	1.3	3.0	1.5	13.00	4.00	3
	Score	Description of Score							
	0	Offer did not address the criterion							
	1	offer contained insufficient/unclear information							
	2	Acceptable offer							
	3	Good offer							
	4	Very Good offer							
	5	Excellent offer							

The quotations received from Exurban and RPS Australia East Pty Ltd is only for Town Planning services and do not cover the Health and Building services also required after the Resignation of Mr Allan Ramsay.

Exurban and RPS have all the credentials and staff to undertake the Planning Services for the Shire of Wickepin but with the Shire of Narrogin offering all the services it should allow for a cross reference to all projects between Health Building and Planning.

The Shire of Narrogin services covers all of the items covered under the RFQ1 2017/2018 and includes all the Health Building and Town planning services required by the Shire of Wickepin. The Certified Building Surveyor that the Shire of Narrogin contract to sign off Uncertified building applications is as follows.

Hayley Fegan, Fegan Building Surveying, P.O Box 1007, Northam WA 6401

The cost for this under the RFQ1 2017/2018 is \$340.00 GST Exclusive.

Council's current fees and charges for Building Permits are as follows:

<b>Applications for building permits and demolition permits</b>	
Certified application for a building permit (s.16(1))	For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$96.00
	For building work for a Class 2 to Class 9 building or incidental structure the fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$96.00
Uncertified application for a building permit (s.16(1))	The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$96.00

Council will need to amend its fees and charges if it accepts the Shire of Narrogin offer to the following:

<b>Applications for building permits and demolition permits</b>	
Certified application for a building permit (s.16(1))	For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$340.00
	For building work for a Class 2 to Class 9 building or incidental structure the fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$340.00
Uncertified application for a building permit (s.16(1))	The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$340.00

After evaluation, the Chief Executive officer recommends the Request for Quotation from the Shire of Narrogin as it covers all the requirements for the Shire of Wickpin.

The Shire of Narrogin is offering the following staff to the Shire of Wickpin to undertake the services as requested within RFQ 1 2017/2018:

- **Azhar Awang - Executive Manager Development and Regulatory Services**

BA & Post Graduate Diploma – Urban & Regional Planning, Graduate Diploma Business Management  
24+ years in Local Government (Shire of Roebourne, Town of Port Hedland, Shire of Chittering, City of Stirling, Town of Cambridge and Shire of Narrogin) Experience in Strategic and Statutory Planning from basic development to complex development applications, Scheme amendments, Structure planning, subdivision assessments.

- **Leigh Medlen - Planning Officer**

(BA – Urban & Regional Planning, Honours), Graduate appointment, Shire of Narrogin (nine months) Assessing minor scheme amendments, subdivision applications, road closure, home occupation, single and grouped dwellings, change of land use, undertaking compliance and unauthorised use and responding to correspondence regarding this matters and writing agenda reports to Council for consideration.

- **Shiralee Magor - Senior Environmental Health Officer**

(Bachelor of Health Sciences) Shire of Narrogin (6 years) Food premises inspection, public events, liquor licence application, septic tank application, noise abatement, inspection of abattoirs, water sampling, contaminated sites, annual reporting on landfill site and compliance, National Pollutant inventory report, Caravan Parks and Camping Grounds, Mosquito management, Waste water management. Attend to enquiries and correspondence about Environmental Health/Public Health matters. Process matters arising through field responsibilities by personal contact, telephone contact, internal and external correspondence. Report any risk, accident or incident promptly. Health promotion and training, on public health matters. Advise staff, builders, architects, engineers, developers, and the general public on matters pertaining to environmental health. Ensure all requirements of the Health Act 1911, Food Act 2008, subsidiary regulations, relevant local laws and policies adopted by Council are complied with in relation, but not limited, to -

- Food premises, hygiene and sampling;
- Public buildings;
- Public swimming pools;
- Recreational waters, treated waste water and sampling;
- Notifiable infectious diseases;
- Lodging houses;
- Itinerant vendors and stall holders;
- Stables;
- Dwellings unfit for human habitation;

- **Lesley Yong - Environmental Health Officer**

(Bachelor of Health Sciences) Graduate appointment, City of Joondalup, City of Cockburn, City of Fremantle and most recently Shire of Narrogin (14 months experience). Septic tank applications, inspection of public buildings, inspection of food premises, tattoo parlours, hair dressing establishment, asbestos related complaints, noise and other pollutant complaints, response and provide Health advice on general public enquiries.

- **Josiah Farrell - Trainee Building Surveyor**

(Diploma of Building Design and Technology, Certificate IV in Residential Drafting, completing Advance Diploma in Building Surveying by early next year, Shire of Narrogin (5 years). The Building Surveyor also provides Building services to the Shire of Lake Grace, Woodanilling, Kent and Dumbleyung. Roles and Responsibilities - Assess and process building permit applications for all classes of development, Process occupancy certificates, Process demolition permit applications, Check conditions of planning approval against building permit applications and advise applicants in instances where further information is required. Prepare Agendas for Council and Committee Meetings, and provide technical advice in relation to all building matters. Offer advice, interpretation and information on all matters which relate to building. Administer the processing of applications for strata titling of lots. Advise on retaining walls and fencing enquiries/disputes. Undertake site inspections prior to, during and upon completion of buildings as

required. Compile monthly statistics for Australian Bureau of Statistics. Liaise with Fire and Emergency Services Authority with respect to the fire prevention and safety features of the Building Code of Australia in relation to relevant classes of buildings within the Shire. Inspect private swimming pools to ensure compliance with the Private Swimming Pool Regulations and Standards if required. Supervise/co-ordinate all building maintenance and construction activities with respect to Shire owned buildings and/or facilities.

- **Hayley Fegan - Fegan Building Surveying**, P.O Box 1007, Northam WA 6401

The Chief Executive Officers believes that the above personal offered by the Shire of Narrogin are capable of offering a good service to the Shire of Wickpin in relation to Health Building and Planning services for a five year period.

Councils current Town Planning Services have been provided by LANDVISION who advised the Chief Executive Officer by email on the 18<sup>th</sup> August 2017 the following.

*Landvision is about to close down and my business partner and I intend to work separately from home. However in view of you seeking re-registration it may be an appropriate time to terminate our engagement. I have enjoyed working with you and your predecessors over the years and wish you well in the future .I can pass on my files to you when convenient or to my successor.*

**Statutory Environment:**

**Financial Implications:**

Amounts included in the 2017/2018 adopted budget no financial implication for the 2017/2018 financial year.

**Policy Implications:** Refer to Councils Policy 3.1.7 - PURCHASING

**Strategic Implications:** Nil

**Summary:**

Council is being requested to accept the Request for Quotation received from the Shire of Narrogin for the provision of Health Building and Planning services to the Shire of Wickpin.

**Recommendation:**

1. That Council accept RFQ 1 2017/2018 received from the Shire of Narrogin for the provision of Health Building and Planning services to the Shire of Wickepin for a period of Five Years at the following Rates

	Hourly Rate	GST	Total Hourly Rate
<b><u>Environmental Health</u></b>			
Senior EHO	\$82.50	\$8.25	\$90.75
EHO	\$60.00	\$6.00	\$66.00
<b><u>Building</u></b>			
Building Surveyor	\$70.00	\$7.00	\$77.00
Private Certification through an Independent Building Surveyor	\$340.00	\$34.00	\$374.00
<b><u>Planning</u></b>			
Executive Manager Development and Regulatory Services	\$130.00	\$13.00	\$143.00
Planning Officer	\$60.00	\$6.00	\$66.00
Vehicle Mileage Rate for all	\$1.00 per Km	\$00.10 per Km	\$1.10 per Km

2. That Council amend the 2017/2018 adopted fees and charges for Building Applications to the following:

<b>Applications for building permits and demolition permits</b>	
Certified application for a building permit (s.16(1))	For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$340.00
	For building work for a Class 2 to Class 9 building or incidental structure the fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$340.00
Uncertified application for a building permit (s.16(1))	The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$340.00

**Voting Requirements:** Simple majority

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Governance, Audit & Community Services

## 10.2.07 – Policy Manual – Financial Reporting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton, Deputy Chief Executive Officer
<b>File Reference:</b>	CM.POL.403
<b>Author:</b>	Natalie Manton, Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 September 2017

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**Enclosure / Attachment:** Nil

### Background:

The Financial Management Review undertaken by Yvonne Bowey Consulting in October 2016 identified an inconsistency in the policy relating to the presentation of the draft Annual Budget to Council and adoption.

The current financial reporting policy indicates that the draft Annual Budget shall be presented to the June Council meeting and adopted by July Council meeting. In practice the draft budget has been presented to the July Council meeting and adopted at the August Council meeting.

Policy 3.1.17.2 Monthly Financial Reporting has a scale for reporting material variances, which slightly varies from the Material Variance Reporting threshold adopted in August as part of Annual Budget adoption. The policy needs to be amended to state that the Material Variance Reporting threshold is adopted annually as part of the Annual Budget.

References to annual financial reporting sections of the Local Government (*Financial Management*) Regulations 1996 are not required as these are statutory and not policy requirements.

### Comment:

Policy 3.1.17 was not amended when Policy Manual was adopted in March 2017 and still refers to budget adoption in July.

3.1.17.2 Financial Reporting Policy was not amended when Policy Manual was adopted in March 2017 and still refers to material variances.

**Statutory Environment:** *Local Government Act (WA) 1995*

**Policy Implications:** *Shire of Wickiepin Policy Manual 2017*

**Financial Implications:** Nil

**Strategic Implications:** Nil

### Summary:

Council is being requested to adopt the amended Financial Reporting Policy to correct inconsistencies with current practice.

**Recommendation:**

That Council adopt the amended Financial Reporting Policy as follows:

### 3.1.17 FINANCIAL REPORTING

**OBJECTIVE:** Provide clear parameters in relation to financial reporting.

#### 3.1.17.1 ANNUAL BUDGET

A draft budget shall be presented to Council for consideration by the ~~June~~ **July** Council meeting of each year.

The CEO shall ensure that the preparation and content of the annual budget ensures Council complies with all aspects of the Act and Local Government (Financial Management) Regulations 1996 (WA).

The Shire of Wickepin annual budget shall be adopted by Council at the ~~July~~ **August** Council meeting of each year.

#### 3.1.17.2 MONTHLY FINANCIAL REPORTING

The CEO shall ensure a monthly statement of financial activity complies with all aspects of the Act and Local Government (Financial Management) Regulations 1996 (WA).

The material variance for monthly reporting to council shall be set as part of the adoption of the Annual Budget.

~~Council adopts the following scale of dollar values for reporting of material variances in accordance with Section 35(5) of the Local Government (Financial Management) Regulations 1996 (WA).~~

<b>Budget Value Scale</b>	<b>Actual Variance Trigger Value</b>
\$0 to \$10,000	\$1,000
\$10,000 to \$50,000	\$2,500
\$50,000 and greater	\$5,000

#### 3.1.17.3 ANNUAL FINANCIAL REPORTING

The CEO shall ensure that an Annual Financial Report of Council is completed and audited by no later than 30 October of each year.

~~As per Section 34 and 35 (deleted 2005) of the Local Government (Financial Management) Regulations 1996 (WA), Council is to adopt the required financial reporting method they desire.~~

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

**Voting Requirements:** Simple Majority

Governance, Audit & Community Services

## 10.2.08 – Financial Management Review Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton, Deputy Chief Executive Officer
<b>File Reference:</b>	FM.AUD1225
<b>Author:</b>	Natalie Manton, Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 September 2017

**Enclosure / Attachment:** Shire of Wickepin - Financial Management Review - Update

### Background:

The CEO under Section 6.10 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 must undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

Yvonne Bowey Consulting undertook a comprehensive review of the financial management systems at the Shire of Wickepin and the findings and recommendations of the review was presented to the Council at the December 2016 meeting.

### Resolution No 211216-08

#### Moved Cr Martin / Seconded Cr Allan

1. That Council notes and receives the financial management systems review report as presented.
2. That the CEO implements the recommendations outlined within the report as presented.

**Carried 8/0**

### Comment:

Over the past six months the administration staff at the Shire of Wickepin have developed and implemented several new policies and procedures to address the recommendations outlined in the Financial Management Review.

**Statutory Environment:** *Local Government Act (WA) 1995*

### 6.10. Financial management regulations

*Regulations may provide for —*

- (a) *the security and banking of money received by a local government; and*
- (b) *the keeping of financial records by a local government; and*
- (c) *the management by a local government of its assets, liabilities and revenue; and*
- (d) *the general management of, and the authorisation of payments out of —*
  - (i) *the municipal fund; and*
  - (ii) *the trust fund,*  
*of a local government*

*Local Government (Financial Management) Regulations 1996*

### **Part 2 — General financial management — s. 6.10**

#### **5. CEO's duties as to financial management**

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
- (a) for the proper collection of all money owing to the local government; and*
  - (b) for the safe custody and security of all money collected or held by the local government; and*
  - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
  - (d) to ensure proper accounting for municipal or trust —*
    - (i) revenue received or receivable; and*
    - (ii) expenses paid or payable; and*
    - (iii) assets and liabilities;**and*
  - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
  - (f) for the maintenance of payroll, stock control and costing records; and*
  - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
- (a) ensure that the resources of the local government are effectively and efficiently managed; and*
  - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
  - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.*
- [Regulation 5 amended in Gazette 31 Mar 2005 p. 1047 and 1053.]*

**Policy Implications:** *Shire of Wickepin Policy Manual 2017*

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to receive the Financial Management Review – Update showing actions taken in response to recommendations made by Yvonne Bowey Consulting in the Financial Management Review Report as required under Section 6.10 of the *Local Government Act 1995* and received by Council in December 2016

**Recommendation:**

That Council receive the Financial Management Review – Update showing actions taken in response to recommendations made by Yvonne Bowey Consulting in the Financial Management Review Report as required under Section 6.10 of the *Local Government Act 1995* received by Council in December 2016.

**Voting Requirements:** Simple Majority

Governance, Audit and Community Services

## 10.2.09 – 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 Susann Bond dog washing business
Date of Report:	15 September 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 45 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)

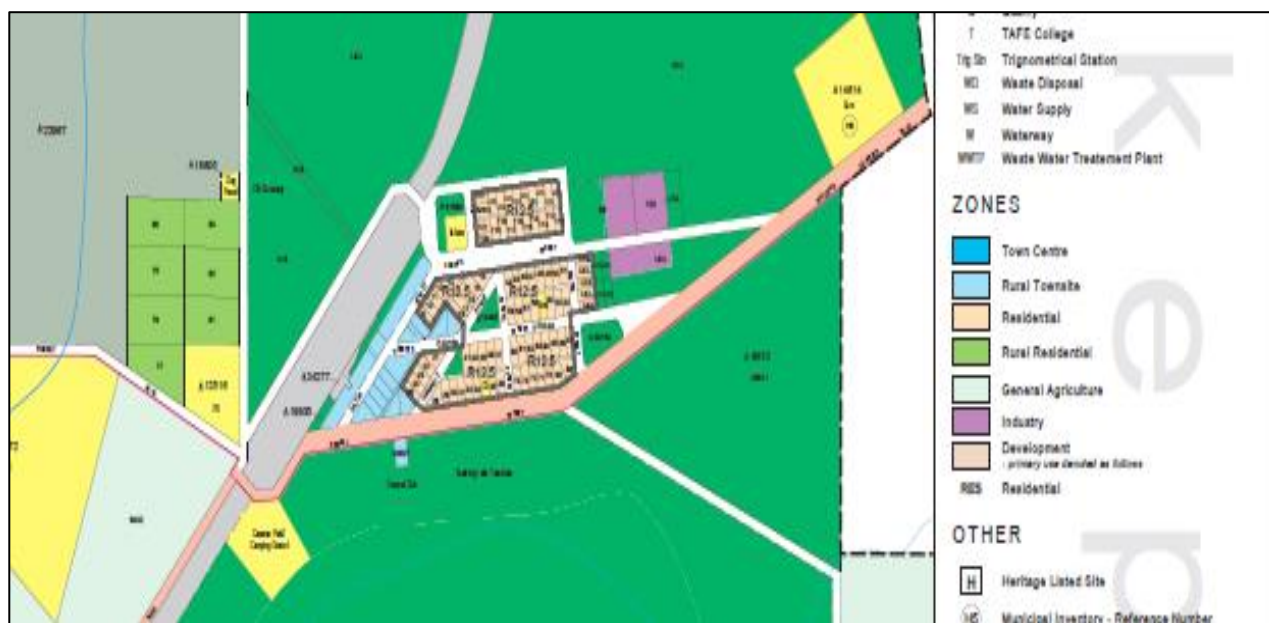
### Comment:

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

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.*

Lot 74 45 Sewell Street Yealering under Councils Town Planning Scheme 4 is Zoned Residential.



Following is Councils Zoning Table as shown in Shire of Wickepin LPS4:

#### 4.1 Zoning Table

4.1.1 The Zoning Table indicates, subject to the provisions of the Scheme, uses permitted in the Scheme area in the various zones. The permissibility of any uses is determined by cross-reference between the list of use classes on the left hand side of the Zoning Table and the list of zones at the top of the Zoning Table.

4.1.2 The symbols used in the cross reference in the Zoning Table have the following meanings –

- ‘P’ means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;
- ‘D’ means that the use is not permitted unless the local government has exercised its discretion by granting planning approval;
- ‘A’ means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4;
- ‘X’ means a use that is not permitted by the Scheme.

LANDUSE	Town Centre	Rural Townsite	Residential	Rural Residential	General Agriculture	Industry	Special Use	Development
abattoir	X	X	X	X	A	X	AS determined by Council See Clause 5.22	
agriculture – extensive	X	X	X	X	P	X		
agriculture – intensive	X	X	X	X	A	X		
agroforestry	X	X	X	A	P	X		
amusement parlour	A	A	X	X	X	X		

LANDUSE	Town Centre	Rural Townsite	Residential	Rural Residential	General Agriculture	Industry	Special Use	Development
animal establishment	X	X	X	A	D	A		
animal husbandry – intensive	X	X	X	X	A	X		
bed & breakfast	A	P	A	D	P	X		
betting agency	D	A	X	X	X	X		
caravan park	A	A	X	X	D	X		
caretaker's dwelling	D	D	X	X	D	D		
car park	D	A	X	X	X	D		
childcare premises	D	D	D	D	X	X		
cinema/theatre	D	A	X	X	D	X		
civic use	P	P	A	A	A	X		
club premises	P	D	X	X	D	X		
community purpose	P	D	A	D	D	X		
consulting rooms	P	D	A	X	X	X		
convenience store	P	P	A	X	X	X		
corrective institution	X	X	X	X	A	X		
dwelling - grouped	D	D	P	X	X	X		
dwelling - single	D	P	P	P	P	X		
educational establishment	D	A	A	X	A	A		
exhibition centre	D	D	X	D	D	X		
family day care	D	D	D	D	D	X		
fast food outlet	A	A	X	X	X	X		
fuel depot	A	D	X	X	D	D		
funeral parlour	D	A	X	X	X	X		
home business	D	D	A	A	A	X		
home occupation	D	D	A	A	P	X		
home office	P	P	P	P	P	X		
home store	D	D	A	X	X	X		
hospital	D	A	X	X	X	X		
hotel	A	A	X	X	X	X		
industry – cottage	P	P	A	D	D	X		
industry – extractive	X	X	X	X	A	A		
industry – general	X	X	X	X	D	P		
industry – light	D	D	X	X	X	D		
industry – mining	X	X	X	X	A	X		
industry – rural	D	X	X	X	D	A		
industry – service	P	D	X	X	X	D		
lunch bar	P	D	X	X	X	D	As determined by Council	See Clause 5.21.2
market	D	D	X	X	D	X		
medical centre	P	D	A	X	X	X		
motel	D	D	X	X	X	X		
motor vehicle, boat or caravan sales	D	D	X	X	X	X		
motor vehicle repair	A	D	X	X	D	P		
motor vehicle wash	D	D	X	X	D	P		
nightclub	D	A	X	X	X	X		
office	P	D	X	P	P	X		
park home park	A	A	D	D	A	X		
place of worship	P	D	A	A	D	X		

LANDUSE	Town Centre	Rural Townsite	Residential	Rural Residential	General Agriculture	Industry	Special Use	Development
plantation	X	X	X	X	A	X		
reception centre	A	D	X	A	A	X		
recreation – private	D	D	A	D	D	A		
residential building	D	P	P	P	P	X		
restaurant	D	D	A	X	A	X		
restricted premises	D	A	X	X	X	X		
rural home business	X	A	X	A	D	X		
rural pursuit	X	D	X	A	P	D		
service station	D	D	X	X	X	A		
shop	P	P	X	X	X	X		
showroom	D	D	X	X	X	A		
storage	A	A	X	X	D	P		
tavern	D	D	X	X	X	X		
telecommunications infrastructure	A	D	X	D	D	D		
trade display	D	D	X	X	X	A		
veterinary centre	D	D	X	A	A	A		
warehouse	A	A	X	X	X	P		
winery	X	D	X	A	A	X		

The planning application from Susan Bond of Lot 74, 45 Sewell Street Yealering is for the running of a home business for dog washing and grooming.

It is the view of the Chief Executive Officer that Council accept this application as a home business which is a permitted use under the LPS4 as long as Council has advertised the planning application allowing for submissions to be submitted to Council prior to making a decision on the received planning application.

When considering planning applications council needs to consider the objectives of the Shire of Wickepin LPS4

The objective of the Residential Zone under LPS4 is as follows.

**(a) Residential Zone**

- To provide for a range of housing choice with high level of amenity in residential
- Areas and which reflects a rural lifestyle.

Home Business is outlined in the Shire of Wickepin LPS number 4 as follows:

**5.16 Home Occupation/Home Business/Home Office**

5.16.1 A planning approval is not required to conduct a home office as defined in the Scheme.

5.16.2 Where Council issues an approval to conduct a home occupation or a home business, the approval relates to a specific occupier of a particular parcel of land. It shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change in the occupier of the land in

respect of which a home occupation or home business approval is issued, the approval is cancelled.

5.16.3 If in the opinion of the Council, a home occupation or home business is causing a nuisance or annoyance to owners or occupiers of land in the locality, the Council may rescind the approval.

5.16.4 An approval to conduct a home occupation or home business is issued subject to an annual permit which may be renewed by application to the Council for planning approval.

5.16.5 In considering an application for home occupation or home business Council will have regard for the provisions of Council's Local Planning Policy - Home Occupation/Home Business.

**“home business”** means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –

- (a) does not employ more than 2 people not members of the occupier's household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 50 square metres;
- (d) does not involve the retail sale, display or hire of goods of any nature;
- (e) in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and
- (f) does not involve the use of an essential service of greater capacity than normally required in the zone;

**“home occupation”** means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –

- (a) does not employ any person not a member of the occupier's household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 20 square metres;
- (d) does not display a sign exceeding 0.2 square metres;
- (e) does not involve the retail sale, display or hire of goods of any nature;
- (f) in relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (g) does not involve the use of an essential service of greater capacity than normally required in the zone;

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 its boundaries.

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.

Council at the 16 August 2017 Council passed the following resolution:

### **Resolution No 160817-23**

#### **Moved Cr Lang / Seconded Cr Allan**

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.

**Carried 6/0**

The Chief Executive Officer as per LPS4 section 9.1.3 advertised the proposed development in the Narrogin Observer and the Watershed News outlining the proposed development and requesting submissions.



**SHIRE OF WICKEPIN**

**PLANNING AND DEVELOPMENT ACT 2005  
TOWN PLANNING SCHEME NO.4**

**PROPOSED DOG WASHING AND GROOMING  
BUSINESS**

Notice is hereby given that the local government of the Shire of Wickepin has received an application for a dog washing and grooming business, to operate from Lot 74 Sewell Street Yealering WA 6372.

Supporting information relevant to this proposal is available for viewing at the Shire Offices during normal office hours. Any enquires regarding this proposal should be directed to the Chief Executive Officer Shire of Wickepin PO Box 19 Wickepin WA 6370.

Submissions on the proposal must be made in writing and lodged with the undersigned on or before 4.00pm Friday 15<sup>th</sup> September 2017.

**MARK HOOK  
CHIEF EXECUTIVE OFFICER**

The following figures all the submissions received up to the 15<sup>th</sup> September 2017.

From the submissions received none required any further information from the applicants:

Support	0
Object	0
Indifferent	0

The local government in determining applications will take into account the submissions received but Council is not obliged to support those views.

As Council has not received any objections to the proposed planning application for a for a dog washing and grooming business at 45 Sewell Street Yealering WA 6372 it is the view of the Chief Executive Officer that the Home Business will not change the amenities of the area and as there are no parking concerns the application should be supported by Council.

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

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

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

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

**Summary:**

Council is being requested to approve the planning application for a home business from Susann Bond of Lot 74 45 Sewell Street Yealering to operate a dog washing grooming business at her property located at Lot 74 45 Sewell Street Yealering WA 6712.

**Recommendation:**

That Council approve the planning application from Susann Bond of Lot 74 45 Sewell Street Yealering to operate a dog washing grooming business at her property located at Lot 74 45 Sewell Street Yealering WA 6712 in line with Section 9.4.3 (b) of the Shire of Wickpin LPS 4, with the following conditions being imposed:

- 1 No more than three customer vehicles to be parked on road verge at Lot 74 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.

**Voting Requirements:** Simple majority

## Townscape and Cultural Planning

**10.3.01 – Harrismith Hall**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	CP.MAI.536 / CP.USG.508
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 September 2017

**Enclosure / Attachment:** Nil

**Background:**

Council has received a request from Mrs Dawn Jones of Harrismith to continue leasing a portion of the Harrismith Hall for a small shop selling items such as:

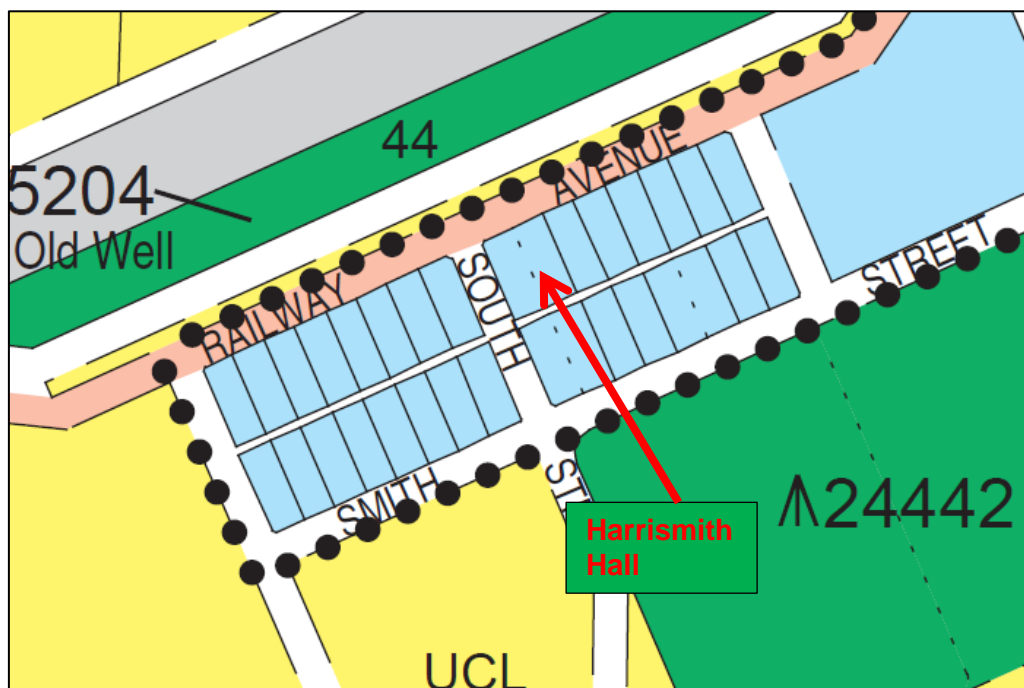
- Jewellery
- Second hand clothing
- Second hand goods
- Key holders
- Knick-knacks
- Pot Plants
- Cottage Craft
- Items for Tourists

Council passed the following resolution at its Ordinary Meeting held on the 23 July 2014:

**Resolution No 230714-19****Moved Cr Astbury/ Seconded Cr Russell**

1. That Council lease a portion of the Harrismith hall to Mrs Dawn Jones for a period of three years for the selling of:
  - Jewellery
  - Key holders
  - Knick-knacks
  - Pot Plants
  - Cottage Craft
  - Items for Tourists
2. That the lease allow for the tenant to be responsible for all minor maintenance
3. That the Lease Allow for the Harrismith Hall to be used for Community Events
4. That the rental be set at \$10 per week for the whole three year period.

**Carried 7/0**

**Comment:**

The Harrismith hall as shown on the above map is currently Zoned Rural Townsite.

The Rural Townsite Zone under Council Local Planning Scheme Number 4 states

### **Rural Townsite Zone**

- To provide for a consolidated, accessible, safe and vibrant Townsite with a mix of compatible uses that may be found in a small country town.
- To protect, maintain and enhance where possible the visual elements of the town particularly it's rural setting and character.
- To protect the residential amenity of the town from commercial or industrial uses.
- To provide for the protection of the natural environment.

The Zoning Table within Council Local Planning Scheme number 4 Zoning Table indicates, subject to the provisions of the Scheme the uses permitted in the Scheme area in there various zones. The permissibility of any uses is determined by cross-reference between the list of use classes on the left hand side of the Zoning Table and the list of zones at the top of the Zoning Table. The symbols used in the cross reference in the Zoning Table have the following meanings –

- 'P' means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;
- 'D' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval;
- 'A' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4;
- 'X' means a use that is not permitted by the Scheme.

LANDUSE	Town Centre	Rural Townsite	Residential	Rural Residential	General Agriculture	Industry
abattoir	X	X	X	X	A	X
agriculture – extensive	X	X	X	X	P	X
agriculture – intensive	X	X	X	X	A	X
agroforestry	X	X	X	A	P	X
amusement parlour	A	A	X	X	X	X
animal establishment	X	X	X	A	D	A
animal husbandry – intensive	X	X	X	X	A	X
bed & breakfast	A	P	A	D	P	X
betting agency	D	A	X	X	X	X
caravan park	A	A	X	X	D	X
caretaker's dwelling	D	D	X	X	D	D
car park	D	A	X	X	X	D
childcare premises	D	D	D	D	X	X
cinema/theatre	D	A	X	X	D	X
civic use	P	P	A	A	A	X
club premises	P	D	X	X	D	X
community purpose	P	D	A	D	D	X
consulting rooms	P	D	A	X	X	X
convenience store	P	P	A	X	X	X
corrective institution	X	X	X	X	A	X
dwelling - grouped	D	D	P	X	X	X
dwelling - single	D	P	P	P	P	X
educational establishment	D	A	A	X	A	A
exhibition centre	D	D	X	D	D	X
family day care	D	D	D	D	D	X
fast food outlet	A	A	X	X	X	X
fuel depot	A	D	X	X	D	D
funeral parlour	D	A	X	X	X	X
home business	D	D	A	A	A	X
home occupation	D	D	A	A	P	X
home office	P	P	P	P	P	X
home store	D	D	A	X	X	X
hospital	D	A	X	X	X	X
hotel	A	A	X	X	X	X
industry – cottage	P	P	A	D	D	X
industry – extractive	X	X	X	X	A	A
industry – general	X	X	X	X	D	P
industry – light	D	D	X	X	X	D
industry – mining	X	X	X	X	A	X
industry – rural	D	X	X	X	D	A
industry – service	P	D	X	X	X	D
lunch bar	P	D	X	X	X	D
market	D	D	X	X	D	X
medical centre	P	D	A	X	X	X
motel	D	D	X	X	X	X
motor vehicle, boat or caravan sales	D	D	X	X	X	X
motor vehicle repair	A	D	X	X	D	P
motor vehicle wash	D	D	X	X	D	P
nightclub	D	A	X	X	X	X
office	P	D	X	P	P	X
park home park	A	A	D	D	A	X
place of worship	P	D	A	A	D	X
plantation	X	X	X	X	A	X
reception centre	A	D	X	A	A	X
recreation – private	D	D	A	D	D	A
residential building	D	P	P	P	P	X
restaurant	D	D	A	X	A	X
restricted premises	D	A	X	X	X	X

LANDUSE	Town Centre	Rural Townsite	Residential	Rural Residential	General Agriculture	Industry
rural home business	X	A	X	A	D	X
rural pursuit	X	D	X	A	P	D
service station	D	D	X	X	X	A
shop	P	P	X	X	X	X
showroom	D	D	X	X	X	A
storage	A	A	X	X	D	P
tavern	D	D	X	X	X	X
telecommunications infrastructure	A	D	X	D	D	D
trade display	D	D	X	X	X	A
veterinary centre	D	D	X	A	A	A
warehouse	A	A	X	X	X	P
winery	X	D	X	A	A	X

The allowing of a shop in the Harrismith Hall is a permitted use under the Zoning Table. Providing the use complies with the relevant development standards and the requirements of the Scheme;

The use of the Harrismith Hall as a shop fits well within the definition as defined under the Rural Town Zone so Council can continue to allow the Harrismith Hall to be used as a Shop.

Council set the fees for the previous lease at \$10 per Week for the whole three year period.

#### Statutory Environment:

- Local Planning Scheme Number4
- Lease Agreement with Mrs Dawn Jones

**Policy Implications:** Not applicable.

**Financial Implications:** Raised income for amount hall is leased.

**Strategic Implications:** Not applicable.

#### Summary:

Council is being requested to continue to lease a portion of the Harrismith hall to Mrs Dawn Jones for the use of a shop selling:

- Jewellery
- Second hand clothing
- Second hand goods
- Key holders
- Knick-knacks
- Pot Plants
- Cottage Craft
- Items for Tourists

#### Recommendation:

1. That Council continue to lease a portion of the Harrismith hall to Mrs Dawn Jones for a period of three years from the 30 June 2017 to 30 June 2020, for the selling of;
  - Jewellery

- Second hand clothing
- Second hand goods
- Key holders
- Knick-knacks
- Pot Plants
- Cottage Craft
- Items for Tourists

2. That the lease allow for the tenant to be responsible for all minor maintenance.

3. That the rental be set at \$10 per week for the whole three year period.

**Voting Requirements:** Simple majority

## 11. President's Report

Council

## 12. – Chief Executive Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark Hook, Chief Executive Officer
<b>File Reference:</b>	CM.REP.2
<b>Author:</b>	Mark Hook, Chief Executive Officer
<b>Disclosure of Any Interest:</b>	Nil
<b>Date of Report:</b>	13 September 2017

### Federal Assistance Grants

Council has been advised that the 2017/2018 Financial Assistance Grants have been formally approved. The overall FAG allocations for WA has decreased since the notional allocations were advised in June 2017 due to an adjustment by the Commonwealth in the population used to determine the allocation of funds to the States for distribution. WA share of the final total funding pool available for 2017/2018 is \$280,832,326 of this \$169,524,411 is General Purpose Funding and \$111,307,915 is Local Road Funding. A full copy of the letter received from the Department of Local Government Sport and Cultural Industries is in Councils Information Bulletin.

The new 2017/2018 FAG allocation for the Shire of Wickepin is as follows:

<b>03</b>	<b>OTHER PURPOSE GENERAL INCOME</b>		<b>Budget 17/18</b>	<b>Advised Actual 17/18</b>
	<b>OPERATING INCOME</b>			
<b>0181</b>	<b>Grants Commission General Purpose</b>		<b>(442,492)</b>	<b>(476,833)</b>
	2017/2018 Allocation 100%	<b>950,035</b>		
	Advanced Payment 2017/2018 Allocation	<b>507,543</b>		
	2017/2018 Allocation less advanced 16/17	<b>442,492</b>		
	<b>17/18</b>	<b>950,035</b>		
<b>0201</b>	<b>Grants Commission General Purpose - Roads</b>		<b>(222,810)</b>	<b>(231,974)</b>
	2017/2018 Allocation 100%	<b>495,189</b>		
	Advanced Payment 2017/2018 Allocation	<b>272,379</b>		
	2017/2018 Allocation less advanced 16/17	<b>222,810</b>		
	<b>17/18</b>	<b>495,189</b>		

This means a difference from budgeted to actual is an increase of \$43,505. The Chief Executive will make the necessary adjustments over the next financial year and this will be shown in the Budget review to be undertaken in March 2018.

### Living Lakes

The Request for Quote (RfQ) for the appointment of a contractor to deliver Stage 3 of the Living Lakes project was advertised Saturday 26 August 2017. The RfQ open period is being managed by WALGA and will close at 2pm Thursday 28 September 2017. The RfQ is being formally advertised in The West Australian, the Narrogin Observer, the Great Southern Herald and Tenderlink. It is being promoted through other Wheatbelt NRM communication methods.

**Town Planning Services**

Mr Trevor Moran of Landvision has advised the CEO by the following email that the business will be closing down.

*Landvision is about to close down and my business partner and I intend to work separately from home. However in view of you seeking re-registration it may be an appropriate time to terminate our engagement. I have enjoyed working with you and your predecessors over the years and wish you well in the future. I can pass on my files to you when convenient or to my successor.*

The CEO has advertised the required Planning services for the Shire of Wickpin as part of the Health and Building services tender.

**Hon Rick Mazza MLC, Member for Agricultural Region**

The Hon Rick Mazza MLC, Member for Agricultural Region recently asked questions in the Legislative Council regarding the impact of CBH's grain route strategy and its impact on local roads and the funding to LG for roads in the coming financial year.

Following is an extract of Hansard for Councils information:

**GRAIN TRANSPORT—LOCAL GOVERNMENT FUNDING**

527. Hon RICK MAZZA to the minister representing the Minister for Transport:

*Due to an expected reduction in this year's grain harvest, CBH Group has closed 98 of its 198 grain bins and, as a result, many producers will be required to transport grain over longer distances to a reduced number of silos. Many of the remaining silos will experience large increases in the number of vehicle movements.*

- (1) Is the minister aware of the likelihood of the greater impact on the condition and deterioration of some local roads?*
- (2) If yes, has the minister identified the roads most likely to be affected?*
- (3) Given that the local government authorities have been advised that their road grants are to be reduced as a result of campaigning against vehicle licensing and stamp duty exemptions, how will local councils be funded to maintain roads impacted by an increase in grain haulage vehicles?*

Hon STEPHEN DAWSON replied:

*I thank the honourable member for some notice of the question.*

- (1)–(2) CBH released a network strategy in 2016. Main Roads Western Australia will continue to liaise with CBH in monitoring the impact of its strategy on regional roads.*
- (3) There will be an increase in local road grants in 2017–18 compared with grants in 2016–17.*

**CBH**

The CEO received the following email from Rob Dickie Government and Industry Relations Advisor CBH Group:

*I'm writing to advise that arbitration hearings between CBH and Arc Infrastructure (formerly Brookfield Rail) have commenced this week. This is the culmination of CBH's efforts over the past four years to achieve fair pricing and conditions for growers to access Western Australia's grain freight rail network. During these hearings, which are expected to last about two to three weeks, CBH and Arc Infrastructure will present arguments to an independent arbitrator about the price and terms of rail access.*

*The outcome of the arbitration could significantly impact CBH's future freight operations, and accordingly I have provided some information below to give background and context to the proceedings. However, arbitration is highly confidential and associated obligations mean that CBH will be unable to discuss any further details or progress publicly. Background of rail discussions*

- The WA State Government owns the Western Australian rail freight network and associated infrastructure. In 2000, the Government offered a 49-year lease over those lines and associated infrastructure and Brookfield Rail (now Arc Infrastructure) ultimately came to control the lease in 2008.
- In 2012, CBH took delivery of our fleet of custom designed grain rolling stock as we recognised that owning a rail fleet represented an opportunity to further reduce paddock to port costs for growers and to more efficiently meet the shipping demands of customers. In 2012, CBH also signed an interim agreement which gave us access to the railway lines and infrastructure, and enabled us to put our new fleet of rolling stock to work.
- In 2013, CBH sought to negotiate a long-term agreement for rail access. After months of negotiations without a sustainable access outcome for WA growers, CBH entered into the process of seeking rail access under the Railways (Access) Code 2000, administered by the Economic Regulation Authority (ERA).
- This process has been long, drawn out and frustrating, and has created uncertainty for WA growers and regional communities. Since the 2012 interim agreement, CBH has signed a further five interim access agreements as we have been unable to reach a sustainable and fair price agreement for long term rail access.

*What is CBH seeking through a new access agreement?*

- CBH is seeking a sustainable, price competitive, performance-based agreement. This is critical to providing the most cost-effective pathway to port for our growers, who sell their grain into an increasingly competitive international market.
- In WA, we pay the highest rail access fees in Australia – significantly more than what growers on the east coast pay. Controlling increases in fees and keeping rail lines well maintained, hence ensuring good rail freight performance, is central to the negotiations with Arc Infrastructure.
- Currently, CBH is able to move approximately eight million tonnes of grain by rail each year, which equates to about 60 per cent of our shipped tonnes. The cost of below rail access makes up 50 per cent of our rail freight costs.
- It's important to note that with an appropriate access agreement – with the right price and performance parameters – rail is the most efficient way to move grain to port.

### **Wheat Belt South Aged Housing Alliance**

A meeting of the Wheat Belt South Aged Housing Alliance (WSAHA) was held at Wickepin on the 122 September 2017 in the Shire of Wickepin Council Chambers. The meeting discussed the formal confirmation from the Department of Primary Industries and Regional Development that the funding for the WSAHA project had not been approved in the State Budget and the signed FAA would not be progressed. The letter indicated that the State government was committed to supporting the development of aged care in the regions and confirmed that up to \$22.7 million had been allocated in the State Budget to support a Regional Aged Accommodation Program. The WSAHA project, along with others will have an opportunity to apply for funding with the breakdown of allocations below. No details of the assessment criteria have been released.

The breakdown of the funding for the Regional Aged Accommodation Program is:

2017/2018	nil
2018/2019	\$500,000
2019/2020	\$3,000,000
2020/2021	\$19,200,000
Total	\$22,700,000

The WSAHA also discussed applying for funds through the Federal Building Better Regions funding through the RDA Wheatbelt. The project ratios for funding under this program are \$1 for every \$3 from the Fund if you are

deemed to be a remote council. Kulin, Kondinin and Corrigin are deemed to be remote, Cuballing, Narrogin, Wickepin and Wandering are regional so under the RDA guidelines and as the project includes multiple site locations with a mix regional and remote site locations RDA will consider the WSAHA project as remote with the funding level of \$1 Council \$3 RDA.

At the WSAHA meeting the following resolutions were carried:

*“That the WSAHA revise the Aged Housing Project Business Case, budget and supporting documents in preparation for the next round of Regional Development Australia - Building Better Regions Funding which is anticipated to open at the end of 2017 and that the WSAHA still continue to work with the WDC to exhaust all avenues of State Funding”.*

*“That the WSAHA agree in principle for the Shire of Wickepin to utilise the WSAHA funds of \$32,020 towards the cost of a revised cost benefit analysis as part of the RDA grant application.”*

### **Meetings Attended**

<b>August</b>	
17 <sup>th</sup>	Staff Meeting
18 <sup>th</sup>	Meeting with Dan Turner regarding ablution block Lake Yealering Bowling Club
21 <sup>st</sup>	Meeting with Narrogin Earth Moving to discuss WANDRRA tender and starting times for the works to commence, discussion was also held on the requirements for claiming the WANDRRA funds and what needs to be supplied to the Shire of Wickepin for acquittals with Office of Emergency Management.
22 <sup>nd</sup>	Vacating property Inspection unit 2 Cottage Homes
25 <sup>th</sup>	Meeting with Julie Christenson of Karinya to discuss upgrade of the Wickepin Cottage Homes Units
30 <sup>th</sup>	Meeting with Wickepin Health Centre to discuss possible Gardening at Wickepin Health Centre. CEO advised Wickepin Health Centre that it is unable to undertake the gardening of the Wickepin Health Centre while there were businesses in Wickepin able to do the job.
<b>September</b>	
8 <sup>th</sup>	Meeting with Lake Yealering Bowling Club representatives to with Pingelly Plumbing to discuss the septic system requirements for the ablution block.
13 <sup>th</sup>	Townscape & Cultural Planning Committee meeting
18 <sup>th</sup>	Meeting with LGIS to discuss the LGIS Health and Wellbeing program.

**Delegation Register**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing cheques	August	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 and events	2017 Season	Wickepin Football Club
			Hockey Presentation Night	23/09/2017	Wickepin Ladies Hockey Club
			CBH Grower Meeting	21/09/2017	Jenna Beaton – CBH
			Spring Field Day	13/09/2017	Facey Group
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**