



A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

21 MARCH 2018



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 21 March 2018 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

16 March 2018

Time Table

10.45am	Councillors arrive
11.00am	Councillor's briefing by John Phillips
11.30am	Appraisal meeting with Councillors, CEO and John Phillips
12.00pm	Review of Key Result Areas
12.30pm	Lunch
1.45pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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

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

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 21 March 2018**

The President declared the meeting open at pm.

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

Leave of Absence (Previously Approved)

Cr Nathan Astbury

Apologies

2. **Public Question Time**

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

4. **Petitions, Memorials and Deputations**

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

6. **Confirmation of Minutes – Ordinary Meeting of Council – 21 February 2018**

Resolution No

Moved Cr / Seconded Cr

That the minutes of the Ordinary Council meeting held on Wednesday 21 February 2018 be confirmed as a true and correct record.

Carried /

7. **Receival of Minutes**

7.1 Governance, Audit and Community Services Committee

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Agatha Prior, Executive Support Officer
File Reference: CR.MEE.208
Author: Agatha Prior, Executive Support Officer
Disclosure of any Interest: Nil
Date of Report: 6 March 2018

Enclosure / Attachment:

Minutes of the Governance, Audit and Community Services Committee meeting held Wednesday 21 February 2018.

Background:

The Governance, Audit and Community Services Committee meeting was held on Wednesday 21 February 2018.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Governance, Audit and Community Services Committee meeting held on Wednesday 21 February 2018 be received.

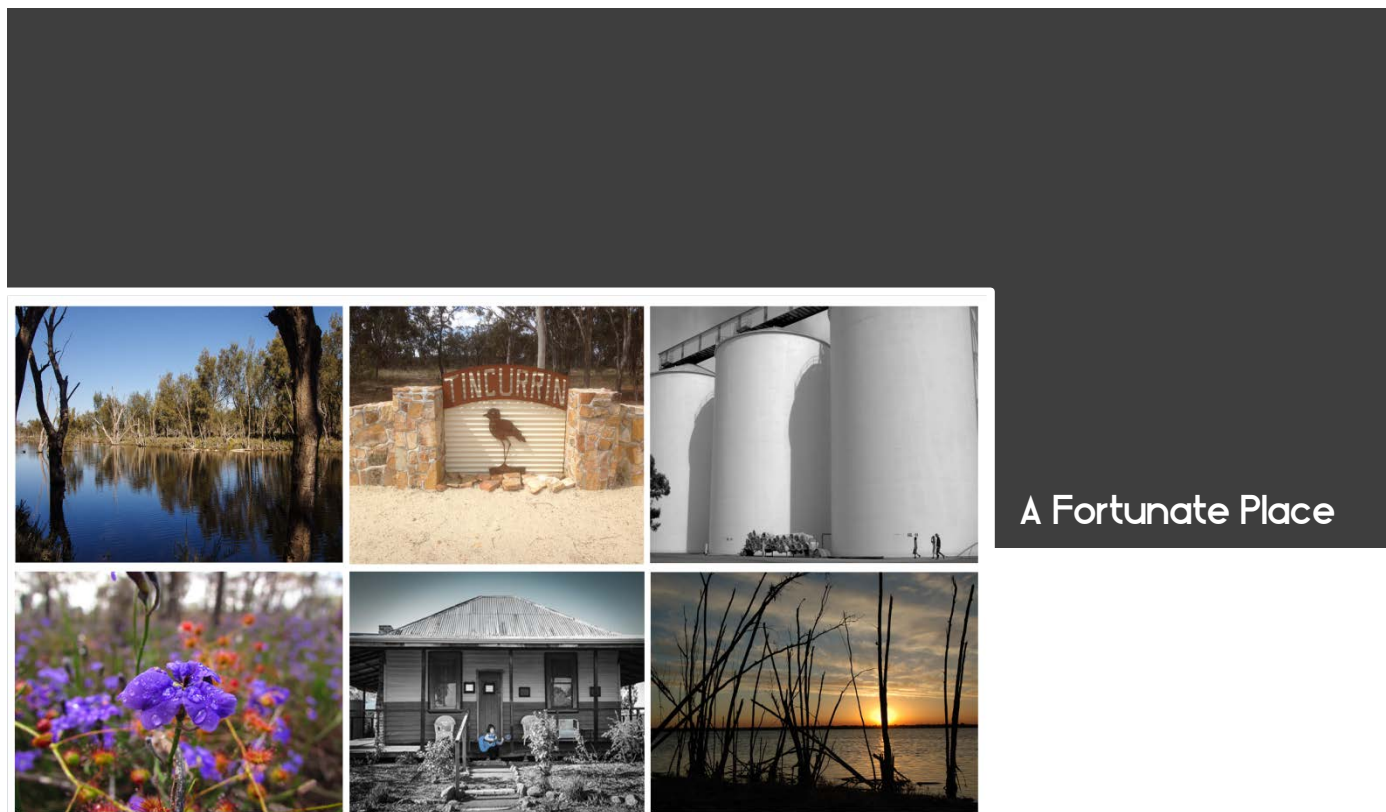
Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the Minutes for the Governance, Audit and Community Services Committee meeting held on Wednesday 21 February 2018 be received.

Carried /



A Fortunate Place

Shire of Wickepin

Minutes

Governance, Audit and Community Services Committee Meeting

Council Chambers, Wickepin

21 FEBRUARY 2018



Notice of a Governance, Audit and Community Services Committee Meeting

Please note that the next Governance, Audit and Community Services Committee Meeting of the Shire of Wickepin will be held on 21 February 2018 at Council Chambers, Wickepin, commencing at 5.00pm.

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

Mark Hook
Chief Executive Officer

9 February 2018

Disclaimer

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Terms of Reference

1. Name

Governance, Audit and Community Services Committee

2. Members

Cr Steven Martin
Cr Julie Russell
Cr Allan Lansdell
Cr Fran Allan
Cr Wes Astbury
Cr Sarah Hyde
Cr Gerri Hinkley
Cr Nathan Astbury

3. Objectives

The following objectives are to be considered by the Governance, Audit and Community Services Committee;

- This Committee deals with issues relating to Governance, Audit and Community Services in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.
- The Governance, Audit and Community Services Committee has no delegated authority, therefore the Committee cannot on-delegate the powers and duties delegated to it;
- The Committee is to provide an independent oversight of the financial systems of the Shire of Wickepin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickepin's financial reporting and audit responsibilities.
- Support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities in relation to directing and controlling the affairs of the Shire of Wickepin.

4. Function of the Committee

To provide guidance and assistance to the Shire of Wickepin;

1. as to the carrying out of its functions in relation to audits;
2. as to the development of a process to be used to select and appoint a person to be the auditor;
3. matters to be audited;
4. the scope of the audit;
5. its functions under Part 6 of the Act that relate to financial management; and
6. the carrying out of its functions relating to other audits and others matters related to financial management.

5. Scope/Jurisdiction

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

A decision of the Committee is to be made by simple majority.

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

The Shire of Wickepin shall provide secretarial and administrative support to the Governance, Audit and Community Services Committee.

Council's Governance, Audit and Community Services Committee brief includes the following roles and responsibilities;

1. Dog Act 1976
2. Cemeteries Act 1986
3. Litter Act 1979
4. Parts of the Local Government Act 1995 which control;
 - a) Trespass of cattle and pounds;
 - b) Aged persons welfare, centres and housing;
 - c) Management, advisory and community committees;
 - d) The protection and security of Council properties and facilities;
 - e) Aquatic Centre's;
 - f) Parking facilities;
 - g) Social welfare.
5. The Health Act 1911, as amended which includes;
 - a) Disposal of refuse, sewerage and liquid waste;
 - b) Offensive trades;
 - c) Distribution and sale of foods and drugs to the public;
 - d) Insects and pests;
 - e) Itinerant vendors of food;
 - f) Immunization;
 - g) Health education;
 - h) Child health centres;
 - i) Infectious diseases;
 - j) Drainage pertinent to health;
 - k) Stables;
 - l) Noxious industries;
 - m) Stalls and stall holders;
 - n) Hawking;
 - o) Child minding.
6. Environmental Protection Act (1986)
7. The Liquor Act 1970
8. Amendments, regulations, locals laws and enforcement of the above Acts
9. Prosecution for offences under the control of this Committee
10. Usage, sharing and hiring of Council controlled reserves and buildings
11. Ranger Services
12. Library Services
13. Civic Functions
14. Lease of land and buildings
15. Services for the aged and youth
16. Town Planning
17. Regulate use of land
18. Town Planning Scheme;
 - a) Preparation;
 - b) Amendments;
 - c) Submissions to Council.
19. Use of Land - Classification
20. Subdivisions
21. Amalgamations
22. Residential density codes
23. Applications to commerce development
24. Change of use
25. Re-zonings
26. Buildings;
 - a) Plot ratios;

- b) Setback;
- c) General character;
- d) Dimensions.
- 27. Location of;
 - a) Parks and reserves;
 - b) Recreation grounds;
 - c) Public open space;
 - d) Community facilities;
 - e) Cultural facilities;
 - f) Parking areas and functions;
 - g) Civic developments;
 - h) Urban design.
- 28. Buildings - Statutory Control
- 29. Building Code of Australia
- 30. Private Swimming Pool Local Laws
- 31. Buildings - part (xv) of the Local Government Act
- 32. Signs and hoardings
- 33. Fencing
- 34. Buildings - Operations
- 35. Lightings
- 36. Maintenance of Council buildings
- 37. Cleaning of Council buildings
- 38. Construction of Council buildings
- 39. Local Laws for building
- 40. Any items referred by other Committees or Council
- 41. The calling and consideration of tenders for Council buildings
- 42. Review quarterly reports
- 43. Budget process and overview
- 44. The process of calling tenders and selecting the auditor
- 45. Recommending the auditor to Council
- 46. Managing the audit process from the Council perspective
- 47. Meeting with the auditor at least once each year to discuss the process and/or outcomes of the audit
- 48. Monitoring the administration's actions on, and responses to, any significant matters raised by the auditor in the report referred to in S7.9 of the Local Government Act 1995 and the Management Report
- 49. Submitting a copy of the audit contract to the Department each time a new one is entered into or the contract is amended
- 50. Submitting an annual report on the audit function to the Council and the Department
- 51. Considering the completed Statutory Compliance Return and monitoring the administration's corrective action on matters of non-compliance
- 52. Preparation and amendment of Principle Activities Plan
- 53. The calling of tenders and consideration of tenders for administrative matters
- 54. Elections
- 55. Elector meeting.

6. Appointment of Committee Members

The following guidelines are to be established when appointing members of the Governance, Audit and Community Services Committee;

- The Governance, Audit and Community Services Committee is to consist of three or more persons to exercise powers and discharge the duties conferred on it;
- Council calls for written nominations for members of the Governance, Audit and Community Services Committee at the end of each year. Committee members are appointed by Council at the December Ordinary Council meeting by an absolute majority decision;
- At least three of the members, and the majority of the members, are to be elected members;
- If the Shire of Wickepin wishes to appoint one or more persons other than elected members to the Committee, it should ensure that they have the requisite knowledge and skills to provide benefit to the Committee.
- The CEO is not to be a member of the Committee and may not nominate a person to be a member or have a person to represent him/her as a member of the Committee;

- An employee is not to be a member of the Committee;

7. Appointment of Committee Chair

A chairperson is appointed at the first Governance, Audit and Community Services Committee Meeting at the beginning of each year by the committee members.

8. Meeting Frequency

The Governance, Audit and Community Services Committee meet on the first Wednesday, every second month at 1.30pm.

Meeting dates for 2017 are as follows:

Committee	Day	Date	Time
Governance	Wednesday	February 21, 2018	5.00pm
Governance	Wednesday	June 20, 2018	1.30pm
Governance	Wednesday	October 17, 2018	1.30pm

9. Related Policies/Bylaws:

Nil

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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**Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers,
Wickepin – Wednesday 21 February 2018**

The Chairperson declared the meeting open at : 5.06 pm.

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

Cr J Russell	Member
Cr W Astbury	Chairperson
Cr A Lansdell	Member
Cr F Allan	Member
Cr N Astbury	Member
Cr S Martin	Member
Cr S Hyde	Member
Cr G Hinkley	Member

Mr Mark J Hook	Chief Executive Officer
Mrs Natalie Manton	Deputy Chief Executive Officer
Ms Agatha Prior	Executive Support Officer (Minute Taker)

Apologies

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 The CEO Mark Hook called for nominations for Chairperson for the Governance, Audit and Community Services Committee.

Cr Wes Astbury was nominated by Cr Steve Martin

Cr Wes Astbury accepted the nomination.

Moved Cr Hinkley / Seconded Cr Russell

That CR Wes Astbury be elected as Chairperson for the Governance, Audit and Community Service committee for a period of two years.

Carried 8 / 0

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

6. Confirmation of Minutes – Governance, Audit and Community Services – 25 October 2017

Moved Cr Russell / Seconded Cr Allan

That the minutes of the Governance, Audit and Community Services Committee held on 25 October 2017 be confirmed as a true and correct record.

Carried 8 / 0

7. Status Report

Subject/Action	Date	Officer	Progress	Status	Comment

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

Governance, Audit & Community Services

9.2 – Annual Compliance Audit Return 2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.AUD.1200
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 February 2018

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

Background:

It is a statutory requirement for local councils to prepare and present the Annual Wickepin – Compliance Audit Return 2017 to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2018.

Comment:

A local government is to carry out a compliance audit for the period 1 January to 31 December in each year. After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister. The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

There were five questions that have a No recorded against them in the CAR return for 2017 and they are as follows.

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
5	S5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start date	No	Change in Policy regarding purchase orders, matter has been rectified and all staff have completed Annual Return CEO Reported breach to CCC and PCS	Mark Hook
7	S5.76(1) Admin Reg 23 form 3	Was an annual Return lodged by all designated employees by 31 August 2017	No	Change in Policy regarding purchase orders, matter has been rectified and all staff have completed Annual Return CEO Reported breach to CCC	Mark Hook

				and PCS.	
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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
2	S5.56 Admin Reg 19DA (6)	Has the Local Government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in comments. This question is optional please answer N/A if you chose not to respond	No	Corporate Plan adopted 2015 Strategic Plan being amended 2018	Mark Hook
4	S5.56 Admin Reg 19C (7)	Has the Local Government adopted a modification to the most recent Strategic Community Plan If Yes, please provide adoption date in comments. This question is optional please answer N/A if you chose not to respond	No	Currently being reviewed by Consultant Caroline Robinson Executive Officer WheatBelt Business Network	Mark Hook

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
15	F&G Reg 24AD (2)	Did the Local government invite applicants for a panel of pre-qualified suppliers via statewide public notice	No	Council has not prequalified any suppliers	Mark Hook

Statutory Environment:

Section 7.13(1) of Local Government Act.

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub-regulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

Objective 5 - To provide efficient, effective and accountable governance

Summary: Nil

Recommendation:

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2017 to 31 December 2017 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2018.

Moved Cr Martin / Seconded Cr Hyde

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2017 to 31 December 2017 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2018.

Carried 8 / 0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

12. Urgent Business

13. Closure

There being no further business the Chairperson declared the meeting closed at 5.15 pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 20 June 2018.

Actions Requested from meeting

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

Receival of Minutes

7.2 Townscape and Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Agatha Prior, Executive Support Officer
File Reference:	CR.MEE.203
Author:	Agatha Prior, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 March 2018

Enclosure / Attachment:

Minutes of the Townscape and Cultural Planning Committee held Wednesday 7 March 2018.

Background:

Townscape and Cultural Planning Committee meeting was held on Wednesday 7 March 2018.

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 for the Townscape and Cultural Planning Committee held Wednesday 7 March 2018 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the Minutes for the Townscape and Cultural Planning Committee held Wednesday 7 March 2018 be received.

Carried /



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

7 MARCH 2018



Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 7 March 2018 at Council Chambers, Wickepin, commencing at 9.30am.

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

Mark Hook
Chief Executive Officer

2 March 2018

Disclaimer

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

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



Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

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

3. Objectives

This Committee deals with issues relating to Townscape and Cultural Planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

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

4. Scope/Jurisdiction

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

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

5. Appointment of Committee Members

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

6. Appointment of Committee Chair

A chairperson is appointed at the first Townscape and Cultural Planning Committee Meeting at the beginning of each year by the committee members.

7. Meeting Frequency

The Townscape and Cultural Planning Committee meets four times a year, on the second Wednesday of the month at 9.30am.

Meeting dates for 2018 are as follows:

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

8. Related Policies/Bylaws: Nil

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers, Wickepin -
Wednesday 7 March 2018**

The Chairperson declared the meeting open at 9.35 am.

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

Lee Parker
Kevin Coxon
CR Fran Allan
Sue Astbury
Ted Astbury
Cr Allan Lansdell
Tim Cowcher
Cr Sarah Hyde
Agatha Prior – Minute Taker
Mark Hook – Chief Executive Officer

Apologies

Spencer Davidson
Jodi Thompson
Leah Taylor
Ammers Miley
Kym Smith
Paige Leeson

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 The CEO Mark Hook called for nominations for Chairperson for the Townscape and Cultural Planning Committee.

Kym Smith was nominated by Tim Cowcher.

Kym Smith accepted the nomination.

Moved Tim Cowcher / Seconded Sarah Hyde

That Kym Smith be elected as Chairperson for the Townscape and Cultural Planning committee for a period of two years.

Carried 8 / 0

4.2 Spencer Davidson has nominated for the Townscape and Cultural Planning Committee.

Moved Cr Fran Allan / Seconded Kevin Coxon

That Spencer Davidson be appointed as a committee member for the Townscape and Cultural Planning committee for a period of two years.

Carried 8 / 0

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

6. Confirmation of Minutes - Townscape & Cultural Planning – 8 November 2017

Moved Kevin Coxon / Seconded Cr Fran Allan

That the minutes of the Townscape and Cultural Planning Committee held on 8 November 2017 be confirmed as a true and correct record.

Carried 8 / 0

7. Status Report

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

Subject/Action	Date	Officer	Progress	Status	Comment
Harrismith Cemetery	13/09/17	CDO		○	Revised concept plan to be presented
Yealering Caravan Park – Flywire Doors	13/09/17	CEO		✓	Doors have been Installed
Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association	08/11/17	CEO		✓	Plan approved by Council 151117-27

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

9.48am - Mark Hook entered the meeting

Townscape and Cultural Planning

9.1 Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	28 February 2018

Arts and Cultural	<ul style="list-style-type: none"> • Planning for the 2018 Wickepin Art Prize • Planning for Dryandra Makers Trail • Sculpture workshop weekend with Lesley Barrett co-ordinated • Support to She Shed/He Shed with projects • Potential grants sought for sculpture workshops leading into Art Prize • Contact with sculptors to facilitate above workshops
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Correspondence with Harrismith Community Centre and Grab Creative re Harrismith cemetery concept plans. Concept plan to be updated and presented at March Townscape & Cultural Planning Committee meeting • Dustbins for Wogolin Road upgraded to bins with shire promotional images. To be installed in March • Bench ordered for Wickepin Heritage Walk Trail as per townscape budget • Support to Yealering Progress Committee as needed • Hotmix pads extended along Heritage Walk Trail • Maintenance meeting and co-ordination with Manager of Works re Heritage Trail <p>War Memorial/Anzac</p> <ul style="list-style-type: none"> • Department of Veteran's Affairs: correspondence and planning regarding 'Saluting their Service' Commemorative Grant for research to enable the stories of the fallen of Wickepin War Memorial, including those who enlisted from all wars. Stefanie Green engaged as historian for research. • Planning for 2018 Anzac Day service <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Facebook page • Follow up grant opportunities for Shire of Wickepin projects • Informed community members on grant opportunities and events • Correspondence with, and support to, Wickepin CRC re events • Follow up Shire Community Grants with successful applicants
Economic Development	<p>Johnston Park (Healthy Communities Precinct)</p> <ul style="list-style-type: none"> • Correspondence with Wheatbelt Development Commission and suppliers • Exercise equipment, bench, water refill station, solar bollards installed • Information signs designed, manufactured and installed • Wellbeing Postcards created and to be distributed once park is complete • Hotmix pads laid

	<p>Facey Festival</p> <ul style="list-style-type: none"> Grant submitted to Tourism WA Regional Events Scheme to fund a production by Scooplight Theatre, bringing the story of Albert Facey to life through the dramatisation of extracts from his book enacted amongst the historical area around the Homestead. Contact made with extended Facey family to return to Wickepin for the festival Department of Veteran's Affairs: Armistice Centenary Grant Program. Expression of Interest lodged with Rick Wilson's office for a grant to fund a returned soldier's parade. To fall on the weekend of the Facey Festival and be incorporated into the Facey Carriage Drive. Grant subsequently submitted to DVA after approval and recommendation by Rick Wilson's office. Support to Wickepin P & C to co-ordinate an open garden day to coincide with the Facey Festival Correspondence with Avon& Hills Carriage Driving Club re planning 2018 Facey Carriage Drive
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Correspondence with newspapers and magazines re placement of advertising Social media promotion
Sport and Recreation	<p>Kidsport</p> <ul style="list-style-type: none"> Communication with Kidsport. Vouchers will be processed by Sport and Recreation (WA) from February 2018 onwards. The process will remain the same for individuals, and clubs will automatically receive payment once they lodge voucher numbers. The CDO will provide support to individuals and club who struggle with the new system. Assisted individuals and clubs, and processed invoices and vouchers Contacted adjoining shire sporting clubs with outstanding vouchers Successfully acquitted the current 2017/2018 grant
Governance Other	<ul style="list-style-type: none"> Staff support as needed Responded to queries from CDO Network Liaison with Manager of Works, CEO, DCEO and ESO for projects needing completion or works to be undertaken

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Facey Festival	Tourism WA Regional Events Scheme	\$18,000	Pending Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Pending Council contribution in-kind
Enterprising Communities	Regional Development Australia	\$4,110	Acquitted Council Contribution in-kind
Kidsport	Department of Sport and		Acquitted

	Recreation	\$2,500	
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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 Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 28 February 2018.

Voting Requirements: Simple majority.

Moved Sue Astbury / Seconded Cr Sarah Hyde

That Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 28 February 2018.

Carried 8 / 0

Business of Meeting

9.2 Passed Resolutions by Council

Submission To:	Townscape & Cultural Planning Committee
Location / Address:	Whole Shire
Name of Applicant:	Council
File Reference:	CR.MEE.206
Author:	Agatha Prior, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	28 February 2018

Enclosure / Attachment: Nil

Background:

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

"That the Townscape Committee recommend to Council to approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association."

Background

Townscape & Cultural Planning Committee meeting held on Wednesday 8 November 2017. A late agenda item was brought to the table by Yealering Progress Association. They wish to purchase and install a camp kitchen at the Yealering caravan park.

Comment:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 8 November 2017 and passed the following recommendation:

Moved Kevin Coxon / Seconded Cr Fran Allan

That the Townscape Committee recommend to Council to approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association.

Carried 4/0

Statutory Environment:	Nil.
Policy Implications:	Not applicable.
Financial Implications:	Nil.
Strategic Implications:	Nil

Comment:

At the Ordinary Meeting of Council on 15 November 2017, Council passed the following resolutions;

Resolution No 151117-27

Moved Cr Allan / Seconded Cr Lansdell

That Council approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association with Council's only contribution being of an in kind nature.

Carried 8/0

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

Business of Meeting**9.3 Harrismith Cemetery – Revised Concept Plan**

Submission To:	Townscape & Cultural Planning Committee
Location / Address:	Whole Shire
Name of Applicant:	Council
File Reference:	CR.MEE.206
Author:	Agatha Prior, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	28 February 2018

Enclosure / Attachment: Nil

Background:**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

Comment:

Council has undertaken the redevelopment of the Yealering and Wickepin Cemeteries under the Royalties for Region Program and both have been well accepted by their individual communities.

The Harrismith Cemetery redevelopment has had \$20,000 allocated to it in the 2017/2018 budget. This project has stalled due to the lack of a formal concept plan outlining what is required at the Harrismith cemetery. The CEO attended the Harrismith Community Centre AGM and advised the Harrismith Community Centre that there was a need for a formal concept plan as it appeared the redevelopment of the Harrismith cemetery was not looking at the whole picture of the Harrismith cemetery such as the upgrade of the existing niche wall or even the internal lay out within the Harrismith cemetery.

Grab Creative was engaged to develop a concept plan for the cemetery. This has been presented to the Harrismith Community and a revision has been requested. This will be presented to the committee at the March meeting.

Recommendation:

That the Townscape and Cultural Planning Committee agree that the CEO and CDO, in consultation with the Tincurrin and Harrismith Community be delegated authority to revise and approve the concept plans.

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Moved Ted Astbury / Seconded Cr Allan Lansdell

That the Townscape and Cultural Planning Committee agree that the CEO and CDO, in consultation with the Tincurrin and Harrismith Community be delegated authority to revise and approve the concept plans.

Carried 8 / 0

10. Notice of Motions for the Following Meeting

11. Reports & Information

- Cr Sarah Hyde - Would like to discuss the idea of Clean up Australia Day. It is a great way to involve the schools and encourage all residents and the wider community to be mindful of keeping things clean etc. with their rubbish.

11.1 Other matters raised by members

11.1.1 Cr Allan Lansdell

Cr Allan Lansdell mentioned the possibility of tours around the Shire to coincide with the winter weekend in June – It was mentioned that the Albert Facey Committee were already organising this.

11.1.2 Sue Astbury

Sue made mention that Jodi indicated that she would like to run the Harrismith photo competition, but possibly in conjunction with a Shire event.
Sue also mentioned the noes for the walk trail.

11.1.3 Ted Astbury

Ted asked for some clarification on the Caravan Park EOI for new management and also about the holding dam.

11.1.4 Kevin Coxon

Kevin requested that an ad be put in the Watershed or the like regarding the Yealering rubbish tip, a flyer or something to educate people on how to use the tip properly and where to correctly dump rubbish.

12. Urgent Business

13. Closure

Actions Requested from meeting

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

7.3 Australia Day Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lara Marchei, Executive Support Officer
File Reference:	CR.MEE.208
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	16 March 2018

Enclosure / Attachment:

Minutes of the Australia Day Committee meeting held Wednesday 20 December 2017.

Background:

The Australia Day Committee meeting was held on Wednesday 20 December 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 Australia Day Committee meeting held on Wednesday 20 December 2017 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the Minutes of the Australia Day Committee meeting held on Wednesday 20 December 2017 be received.

Carried /



A Fortunate Place



Shire of Wickepin
Minutes
Australia Day Committee Meeting
Council Chambers, Wickepin

20 DECEMBER 2017

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**Minutes of an Australia Day Committee Meeting to be held in Council Chambers, Wickepin –
Wednesday 20 December 2017**

The Chairperson declared the meeting open at 11.17 am.

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

Cr Allan Lansdell	Chairperson
Cr Wes Astbury	Member
Cr Fran Allan	Member
Mr Mark J Hook	Chief Executive Officer
Mrs Leah G Taylor	Executive Support Officer
Miss Agatha Prior	Executive Support Officer

Apologies

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 The CEO Mark Hook called for nominations for Chairperson for Australia Day Committee.

Allan Lansdell was nominated by Wes Astbury.

Allan Lansdell accepted the nomination.

As there were no other nominations, the CEO Mark Hook declared Allan Lansdell elected as Chairperson of the Australia Day Committee for a period of two years.

Moved Wes Astbury / Seconded Cr Fran Allan

That Allan Lansdell be elected as Chairperson for Australia Day Committee for a period of two years.

Carried 3/0

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

6. Confirmation of Minutes – 21 December 2016

Moved Fran Allan / Wes Astbury

That the minutes of the Australia Day committee meeting held on 21 December 2016 be confirmed as a true and correct record.

Carried 3 /0

7. Notice of Motions of Which Notice Has Been Given
8. Receipt of Reports & Consideration of Recommendations
9. Notice of Motions for the Following Meeting
10. Reports & Information
- 10.1 2018 Event

The 2018 Australia Day function is to be held on Friday 26 January 2018 at Harrismith, with Councillors arriving at 6.30am to prepare and the function getting underway at 8.00am.

11.28am – Cr Julie Russell entered the meeting.

10.2 Community Awards

Nominations closed on Friday 8 December 2017

Nominations Received:

Citizen of the Year

John McDougall x 2

Raymond Lewis

Helen Sands

Ian Hills

Moved Cr Wes Astbury / Seconded Cr Fran Allan

That Mr John McDougall be awarded with the Citizen of the year award for 2017.

Carried 4/0

Young Citizen of the Year

No nominations received

Senior Citizen of the Year

Phil Watson

Ray Lewis

Frank Bird

Moved Cr Allan Lansdell/ Seconded Cr Wes Astbury

That Mr Raymond Lewis be awarded with the Senior Citizen of the year award for 2017.

Carried 4/0

Community Group of the Year
Wickepin Community Resource Centre

Moved Cr Fran Allan/ Seconded Cr Wes Astbury

That Wickepin Community Resource Centre be awarded with the Community Group of the year award for 2017.

Carried 4/0

10.3 Master of Ceremony

Cr Allan Lansdell

10.4 Other matters raised by members

- Water Sponsorship - Water Corporation – no longer providing water
- Entertainment for the day – No Entertainment
- Venue Booking - Booked Harrismith Golf Club 6.30am - 12.30pm
- Equipment - Visitors Book/PA System/Aprons etc
- Australian Promotional equipment (Flags, t-shirts, tattoos, sunglasses etc) -
- Catering – ordered through Ewen Rural Supplies
- Schedule/program
- Speeches/presentations - MC to announce and Cr Russell to speak
- National anthem
- Involvement of schools - Send invite via CDO
- Photography/video recording - Take camera
- Poster/Flyers advertising the day -
- Social media advertising of event – Facebook/Pinterest/Instagram
- Use harvest Ban text to send text out about the event
- Advertise on ABC Radio
- BBQ’s – Ross organise double BBQ from Tincurrin, Peter to bring 2 from depot.
- Peter to organise the flag pole, rubbish bags, rubbish bins, BBQ utensils, knives & spray for mozzies the day before.

11. Urgent Business

12. Closure

There being no further business the Chairperson declared the meeting closed at 11.55am.

Actions Requested from meeting

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

8. Status Report

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

Item	Subject/Action	Officer/File	Progress	Status	Comment
903-210218-09	Department of Transport Provision of Licensing Services	CEO	That the Shire of Wickepin sign and attach the common seal to the following contracts 1. Dot966417 agreement for the provision of licensing services in shire of Wickepin in terms of section 11 of the road traffic (administration) act 2008 2. Dot966417 agreement for the provision of non-road law functions in shire of Wickepin	✓	Agreements signed and have been received back and filed.
904-210218-10	Bee Hive Lot 220 Wogolin Rd, Wickepin	CEO	That Council gives approval to Garry and Elizabeth Thompson to keep one bee hive at the rear of property Lot 220, 26 Wogolin Road Wickepin WA 6370 The approved bee hive may be relocated to either; 1. Other private properties within the Shire of Wickepin with owner's consent. 2. Reserves within the Shire of Wickepin with owner's consent. Approval is subject to all regulatory approvals being in place prior to the installation of the approved bee hive.	✓	Letter of approval sent.
905-210218-11	WALGA – Third Party Appeal Rights In Planning	CEO	That Council: 1. Does not support the introduction of Third Party Appeal Rights. 2. Writes to the Western Australia Local Government Association advising of Council's decision in this matter.	✓	Letter forwarded to WALGA.
906-210218-12	Policy – Shire of Wickepin Housing – Water	CEO	That the existing policy 6.1.1.2 Employee Housing - Tenancy Policy be varied to require all tenants of Shire of Wickepin houses, including staff, to pay water consumption charges. The CEO and Manager of Works contract arrangements may provide separate arrangements for water consumption charges.	✓	Policy amended.
907-210218-13	Policy – Council Superannuation	CEO	That Council adopt the following policy;	✓	Policy amended. Letter sent to all

Item	Subject/Action	Officer/File	Progress	Status	Comment
	Contribution		<p>Superannuation – Council Contributions</p> <ul style="list-style-type: none"> - This Policy applies to all employees including full-time, part-time or casual. Senior employees employed under a contract may include alternative arrangements. - Employees will nominate a fund into which their Superannuation Guarantee Contributions (SGC) is paid. - If the employee does not nominate their own superannuation fund then the superannuation default fund shall be the WA Super. - Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax). - The Shire of Wickepin will match the additional contribution to a maximum of 13% of salary, which includes the SGC component. The superannuation guarantee amount plus the Shire of Wickepin contribution is not to exceed 13%. As the Superannuation Guarantee amount increases over time, the threshold for maximum matching contribution by the Shire of Wickepin will decrease. - Employees may voluntarily contribute more than the threshold amount but will not receive a further contribution from the Shire of Wickepin. - The additional contribution and the voluntary contribution will be deposited in to the employee's fund of choice. - The Chief Executive Officer may vary the application of this policy in negotiating individual contracts with senior employees. 		staff.

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

 Technical Services

10.1.01 – CBH – RAV Network Cuballing East Road

Submission To:	Ordinary Council
Location / Address:	Cuballing East Road
Name of Applicant:	CBH Group
File Reference:	TT.PLA.2801 / RD.PLA.2630
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 March 2018

Enclosure / Attachment: Nil

Background:

This item was presented to Council on 21 February 2018 but was unable to be discussed as the following Councillors declared a financial interest and left the room. This meant that there were not enough Councillors to form a quorum.

1. Cr Julie Russell
2. Cr Steven Martin
3. Cr Wes Astbury
4. Cr Nathan Astbury
5. Cr Gerri Hinkley

The CEO has requested the Executive Director of the Department of Local Government for Ministerial approval under section 5.69 of the Local Government Act 1995 to allow for this matter to be dealt with at the ordinary meeting of Council to be held on 21 March 2018.

At the writing of this report no approval had been received from the Minister. The CEO has received advice from the Department of Local Government that prior to any approval being granted the Department needed the March agenda item.

Council has received the following email from Rob Dickie, Government and Industry Relations Advisor CBH Group on 1 February 2018.

CBH Operations are planning to move ~14,000mt of canola from Wickepin to Brookton on 5 February and our road transport contractor was planning to use the Cuballing East Rd as the shortest (most economical) route. The Shire has a condition on the Cuballing East Rd, from the intersection of the Williams Kondinin Rd to the Cuballing East Rd and Wardering Rd – it's about 3kms – advising a speed restriction and that a permit is required, and the route is not to be used as a "through route". Our transport contractor was unclear on what this "through route" restriction meant. Following our phone conversation yesterday, the Shire position is clear in that CBH Operations are not currently permitted to use this route to transfer grain from Wickepin to Brookton. Our road transport contractor has advised us that the 19km diversion that is required to be made will add approx. \$2.00 per tonne in their road transport charge, equivalent to \$28,000 for this move. We anticipate that a similar \$/t cost increase will be incurred for any future moves from Wickepin to Brookton. Grain does not move from Wickepin to Brookton every year, but in some years a portion of grain will be required to be moved to Brookton. In this case we are moving this grain to Brookton in order to be transferred by rail to Kwinana terminal as the most economical pathway. The additional cost for this move, and any future moves with equivalent increases in road transport costs will be borne by WA growers. CBH respectfully request the Shire Council to remove the condition on Cuballing East Rd to allow the transfer of grain via the most economical route to Brookton. CBH is willing to negotiate and meet any speed restriction or other conditions, such as

advanced notification, that the Shire considers reasonable to facilitate approval to use the route when required. Myself or the local CBH Operations Area / Zone Manager would be happy to discuss with you as required.

Comment:

Following is the listing for the Cuballing East Road in the RAV network permit system from Heavy Vehicle Section of Main Roads.

RAV Network 6

31/10/2016

Wickepin

ROAD DETAILS				RESTRICTIONS		
Road No	Road Name	Local Road Name	Local Government	Intersection From	Intersection To	Conditions
4290024	Cuballing East Rd	Cuballing East Rd	Wickepin	Williams Kondinin Rd	Cuballing East Rd & Wardering Rd	<p>Network Conditions</p> <ul style="list-style-type: none"> · Headlights to be switched on at all times · Not to be used as a through route. For local delivery and pickup only. Driver must carry documentation as proof of local delivery or pickup <p>Speed Conditions</p> <ul style="list-style-type: none"> · Maximum speed 80 km/h

Mr Garry Sherry, CEO of Shire of Cuballing has given the following information on the Cuballing East Road.

Cuballing East Road has no local restrictions from us. Cuballing got funding to upgrade the road some time ago; our thinking was that the Cuballing East Road was a through route for CBH from Wickepin to Brookton. Cuballing West Road is local traffic only and Cuballing have previously denied access for CBH to cart from Wickepin to Wandering.

The section of the Cuballing East Road in the Shire of Wickepin is approximately 3km and commences from the Williams Kondinin Road and finishes at the Shire of Cuballing boundary. It is listed as a Regional Distributor in the Shire of Wickepin Roman Data.



Map showing Cuballing East Road

- Statutory Environment: Nil
- Policy Implications: Nil
- Financial Implications: Additional cost of road maintenance due to heavy vehicles.
- Strategic Implications: Nil

Summary:

Council is being requested by CBH Group to remove the restrictions under the RAV network for the Cuballing East Road to allow CBH to empty the Wickepin bin to the Brookton bin to allow the grain to go to port via rail from Brookton bin.

Recommendation:

That Council advise the Main Roads Heavy Vehicle section that it wishes to remove the following conditions from the Cuballing East Road RAV Network conditions.

- Headlights to be switched on at all times.
- Not to be used as a through route. For local delivery and pickups only. Driver must carry documentation as proof of local delivery or pickup

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That Council advise the Main Roads Heavy Vehicle section that it wishes to remove the following conditions from the Cuballing East Road RAV Network conditions.

- Headlights to be switched on at all times.
- Not to be used as a through route. For local delivery and pickups only. Driver must carry documentation as proof of local delivery or pickup.

Carried /

Technical Services

10.1.02 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	15 March 2018

Enclosure / Attachment: Nil

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

Comment:

Programmed Construction Works

- The construction team is currently working on the Line Road project. All of the gravel has been carted to the site and water binding is progressing. Bitumen seal has been pencilled in for the end of March.
- Vegetation control has been completed by Twin Karris Contracting.

Plant Replacement

Nothing to report.

Maintenance Works

- Grading various roads.
- Pot-hole patching.
- Metal waste located at Wickepin has been removed by AA Recycling Company.
- Rubbish tip maintenance.
- Various fallen trees.
- Culvert repairs at Wickepin North Road
- Signage maintenance including installation of various school bus signs.
- Guide posting maintenance.
- Various tree pruning.
- Begin drainage upgrade in Central Avenue.

Occupational Health and Safety

No issues to report.

Workshop

- General servicing of plant and equipment.
- Repairs to tyre inflation system on multi tired roller.
- Replace tyres on various plant.
- Assist with building maintenance.

Parks and Gardens

- Caravan Park major cleanup.
- Prune street trees various
- Weed control
- Oval maintenance.

- General mowing
- Reticulation repairs and maintenance
- Maintenance and pumping at the sewer ponds.
- Walk trail maintenance
- Mow the Harrismith oval.
- General maintenance at Lake Yealering, Harrismith and Tincurrin.
- Prepare 5 Smith Street for new tenants.

Plant and Equipment

Nothing to report.

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 15 March 2018.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That council notes the report from the Manager of Works and Services dated 15 March 2018.

Carried /

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Smith – Acting Finance Manager
File Reference:	FM.FR.1212
Author:	Yvonne Bowey – Consultant
Disclosure of any Interest:	Nil
Date of Report:	15 March 2018

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 28 February 2018 as presented be received.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That the financial statements tabled for the period ending 28 February 2018 as presented be received.

Carried /

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 28 February 2018

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

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Shire of Wickepin**Compilation Report**

For the Period Ended 28 February 2018

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 28 February 2018 of \$1,417,812.

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

Preparation

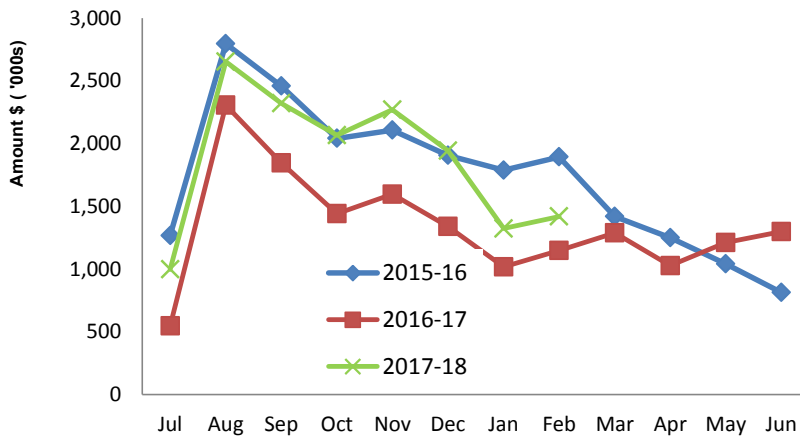
Prepared by: Yvonne Bowey, Contract Finance

Reviewed by: Mark Hook CEO

Date prepared: 8-Mar-18

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 28 February 2018

Liquidity Over the Year (Refer Note 3)



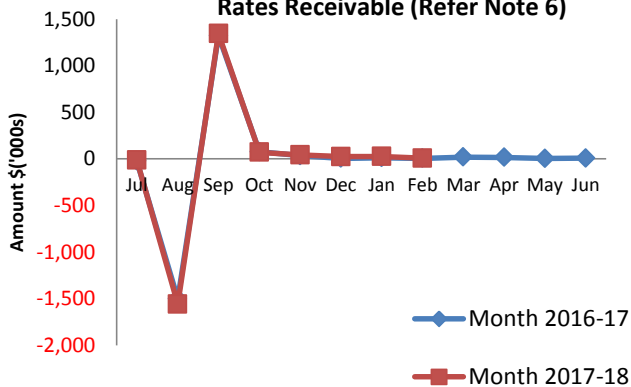
Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,244,659
Restricted	<u>\$ 1,666,595</u>
	\$ 2,911,254

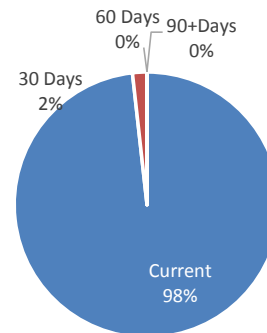
Receivables

Rates	\$ 53,849
Other	<u>\$ 344,537</u>
	\$ 398,386

Rates Receivable (Refer Note 6)



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



Comments

Unrestricted cash includes the following payments in advance

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

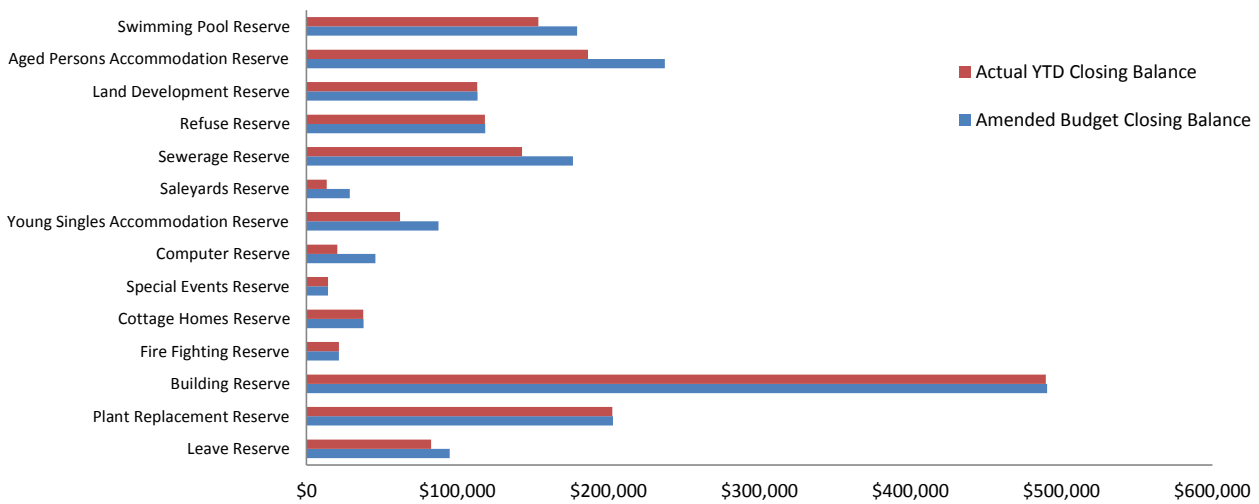
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 28 February 2018

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

Majority of plant and vehicles purchased for the year.

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

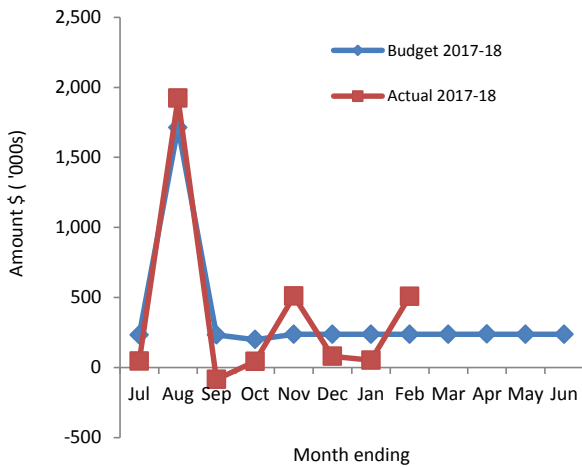
Shire of Wickepin

Monthly Summary Information

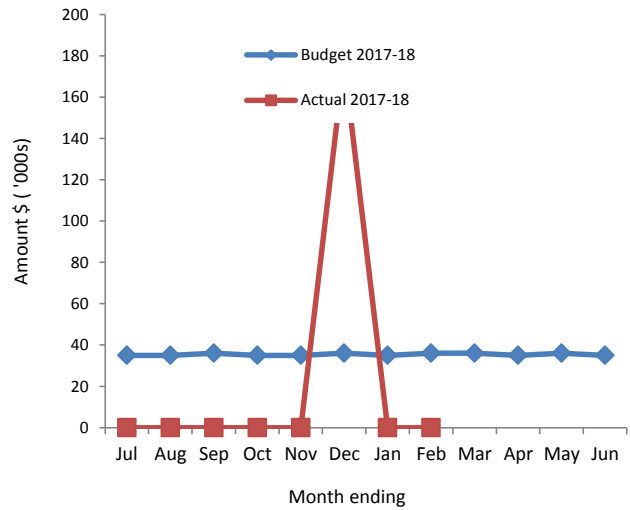
For the Period Ended 28 February 2018

Revenues

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

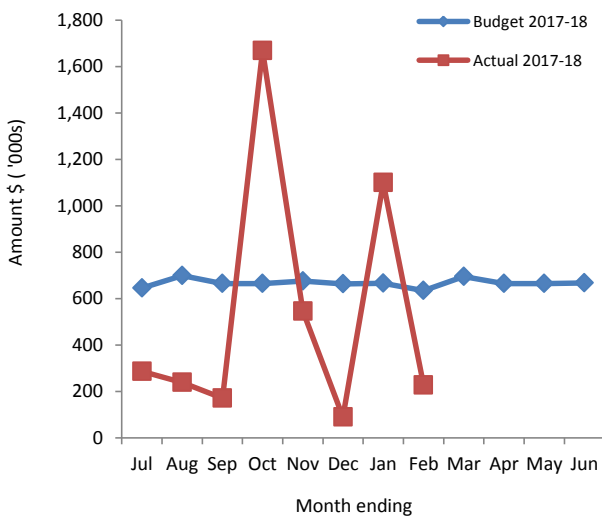


Budget Capital Revenue -v- Actual (Refer Note 2)

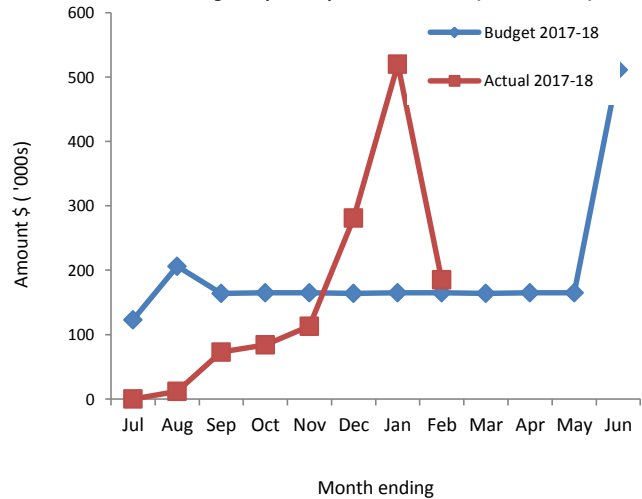


Expenditure

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



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



Comments

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2018

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
	5,720	3,808	6,455	2,647	69.50%	
9	1,357,675	1,354,381	1,359,556	5,175	0.38%	
	714,849	476,480	567,971	91,491	19.20%	▲
	437,930	300,709	67,965	(232,744)	(77.40%)	▼
	250	160	236	76	47.50%	
	4,500	3,000	4,201	1,201	40.03%	
	273,440	182,264	106,786	(75,478)	(41.41%)	▼
	170,489	132,582	156,978	24,396	18.40%	▲
	57,847	38,528	24,010	(14,518)	(37.68%)	▼
	1,138,728	759,128	723,854	(35,274)	(4.65%)	
	50,635	33,728	31,956	(1,772)	(5.25%)	
	64,000	42,648	26,982	(15,666)	(36.73%)	▼
	4,276,063	3,327,416	3,076,950	(250,466)		
Operating Expense						
	(516,699)	(344,280)	(284,530)	59,750	17.35%	▼
	(84,007)	(55,960)	(48,864)	7,097	12.68%	▼
	(235,735)	(157,080)	(119,090)	37,990	24.19%	▼
	(30,662)	(20,392)	(16,608)	3,784	18.56%	▼
	(21,304)	(14,168)	(10,014)	4,154	29.32%	▼
	(213,216)	(141,960)	(134,278)	7,682	5.41%	▼
	(451,025)	(300,256)	(234,791)	65,465	21.80%	▼
	(1,235,597)	(823,264)	(590,845)	232,419	28.23%	▼
	(4,898,727)	(3,265,624)	(2,732,880)	532,744	16.31%	▼
	(306,009)	(203,824)	(124,225)	79,599	39.05%	▼
	(16,270)	(19,136)	(35,024)	(15,888)	(83.03%)	▲
	(8,009,252)	(5,345,944)	(4,331,149)	1,014,795		
Funding Balance Adjustments						
	4,725,060	3,149,992	2,551,105	(598,887)	(19.01%)	▼
8	(57,003)	(38,000)	20,570	58,570	(154.13%)	
	0	0	0	0		
	934,868	1,093,464	1,317,476	224,012		
Capital Revenues						
8	425,196	283,464	177,060	(106,404)	(37.54%)	▼
	425,196	283,464	177,060	(106,404)		
Capital Expenses						
	0	0	0	0		
13	(147,000)	(121,984)	(20,100)	101,884	83.52%	▼
13	(1,132,674)	(755,040)	(674,701)	80,339	10.64%	▼
13	(32,843)	(21,888)	(6,303)	15,585	71.20%	▼
13	(15,500)	(10,328)	(11,127)	(799)	(7.74%)	
13	0	0	0	0		
13	(957,749)	(383,536)	(521,314)	(137,778)	(35.92%)	▲
13	(36,000)	(24,000)	(34,753)	(10,753)	(44.81%)	▲
	(2,321,766)	(1,316,776)	(1,268,299)	48,477		
	(1,896,570)	(1,033,312)	(1,091,239)	(57,927)		
Financing						
10	0	0	0	0		
	0	0	0	0		
	5844	2,922	5,844	2,922	100.02%	
7	0	0	0	0		
	0	0	0	0		
10	(27,804)	(13,902)	(20,341)	(6,439)	(46.32%)	▲
7	(234,980)	(117,490)	(19,167)	98,323	83.69%	▼
	(256,940)	(128,470)	(33,664)	94,806		
	(1,218,642)	(68,318)	192,574	319,462		
3	1,225,238	1,225,239	1,225,239	0	0.00%	
3	6,596	1,156,921	1,417,812	319,462		

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.

STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 28 February 2018

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Rates	1,357,675	1,354,317	1,359,556	5,239	0.39%	
Operating Grants, Subsidies and Contributions	796,304	530,848	656,661	125,813	23.70%	▲
Fees and Charges	675,786	478,091	409,991	(68,100)	(14.24%)	▼
Service Charges	0	0	0	0		
Interest Earnings	42,400	28,256	33,538	5,282	18.69%	▲
Other Revenue	0	0	0	0		
Profit on Disposal of Assets	155,560	103,696	10,917			
Total Operating Revenue	3,027,725	2,495,208	2,470,663	68,234		
Operating Expense						
Employee Costs	(1,139,806)	(759,576)	(710,052)	49,524	6.52%	▲
Materials and Contracts	(1,695,859)	(1,129,280)	(794,513)	334,767	29.64%	▲
Utility Charges	(172,045)	(114,584)	(77,847)	36,737	32.06%	▲
Depreciation on Non-Current Assets	(4,725,060)	(3,149,992)	(2,551,105)	598,887	19.01%	▲
Interest Expenses	(5,014)	(3,336)	(3,985)	(649)	(19.44%)	
Insurance Expenses	(172,911)	(123,480)	(162,162)	(38,682)	(31.33%)	▼
Other Expenditure	0	0	0	0		
Loss on Disposal of Assets	(98,557)	(65,696)	(31,486)			
Total Operating Expenditure	(8,009,252)	(5,345,944)	(4,331,149)	980,585		
Funding Balance Adjustments						
Add back Depreciation	4,725,060	3,149,992	2,551,105	(598,887)	(19.01%)	▼
Adjust (Profit)/Loss on Asset Disposal	(57,003)	(38,000)	20,569	58,569	(154.13%)	
Adjust Provisions and Accruals	0	0	0	0		
Net Cash from Operations	(313,470)	261,256	711,188	508,501		
Capital Revenues						
Grants, Subsidies and Contributions	1,248,338	832,208	606,287	(225,921)	(27.15%)	▼
Proceeds from Disposal of Assets	425,196	283,464	177,060	(106,404)	(37.54%)	▼
Total Capital Revenues	1,673,534	1,115,672	783,347	(332,325)		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(147,000)	(121,984)	(20,100)	101,884	83.52%	▲
Infrastructure - Roads	(1,132,674)	(755,040)	(674,701)	80,339	10.64%	▲
Infrastructure - Public Facilities	0	0	0	0		
Infrastructure - Footpaths	(32,843)	(21,888)	(6,303)	15,585	71.20%	▲
Infrastructure - Drainage	(15,500)	(10,328)	(11,127)	(799)	(7.74%)	
Heritage Assets	0	0	0	0		
Plant and Equipment	(957,749)	(383,536)	(521,314)	(137,778)	(35.92%)	▼
Furniture and Equipment	(36,000)	(24,000)	(34,753)	(10,753)	(44.81%)	▼
Total Capital Expenditure	(2,321,766)	(1,316,776)	(1,268,299)	48,477		
Net Cash from Capital Activities	(648,232)	(201,104)	(484,952)	(283,848)		
Financing						
Proceeds from New Debentures	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	5,844	2,922	5,844	2,922	100.02%	
Transfer from Reserves	0	0	0	0		
Advances to Community Groups	0	0	0	0		
Repayment of Debentures	(27,804)	(13,902)	(20,341)	(6,439)	(46.32%)	▼
Transfer to Reserves	(234,980)	(117,490)	(19,167)	98,323	83.69%	▲
Net Cash from Financing Activities	(256,940)	(128,470)	(33,664)	94,806		
Net Operations, Capital and Financing	(1,218,642)	(68,318)	192,574	319,460		
Opening Funding Surplus(Deficit)	1,225,238	1,225,239	1,225,239	0	0.00%	
Closing Funding Surplus(Deficit)	6,596	1,156,921	1,417,812	319,460		

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.

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 28 February 2018

Capital Acquisitions	Note	YTD 28 02 2018					
		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	\$ 20,100	\$ 0	\$ 20,100	\$ 36,750	\$ 147,000	(16,650)
Infrastructure Assets - Roads	13	0	674,703	674,703	283,169	1,132,674	391,535
Infrastructure Assets - Public Facilities	13	11,127	0	11,127	3,875	15,500	7,252
Infrastructure Assets - Footpaths	13	6,303	0	6,303	8,211	32,843	(1,908)
Plant and Equipment	13	0	521,313	521,313	239,437	957,749	281,876
Furniture and Equipment	13	0	34,753	34,753	9,000	36,000	25,753
Capital Expenditure Totals		37,530	1,230,769	1,268,299	580,442	2,321,766	687,858

Funded By:

Capital Grants and Contributions	606,287	1,248,338	1,248,338	642,051
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	177,060	283,464	425,196	(106,404)
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	484,952	(951,361)	648,232	1,436,313
Capital Funding Total	1,268,299	580,442	2,321,766	687,858

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 28 February 2018

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	5,720		5,720	3,808
General Purpose Funding - Rates	1,357,675		1,357,675	1,354,381
General Purpose Funding - Other	714,849		714,849	476,480
Law, Order and Public Safety	437,930		437,930	300,709
Health	250		250	160
Education and Welfare	4,500		4,500	3,000
Housing	273,440		273,440	182,264
Community Amenities	170,489		170,489	132,582
Recreation and Culture	57,847		57,847	38,528
Transport	1,138,728		1,138,728	759,128
Economic Services	50,635		50,635	33,728
Other Property and Services	64,000		64,000	42,648
Total Operating Revenue	4,276,063	0	4,276,063	3,327,416
Operating Expense				
Governance	(516,699)		(516,699)	(344,280)
General Purpose Funding	(84,007)		(84,007)	(55,960)
Law, Order and Public Safety	(235,735)		(235,735)	(157,080)
Health	(30,662)		(30,662)	(20,392)
Education and Welfare	(21,304)		(21,304)	(14,168)
Housing	(213,216)		(213,216)	(141,960)
Community Amenities	(451,025)		(451,025)	(300,256)
Recreation and Culture	(1,235,597)		(1,235,597)	(823,264)
Transport	(4,898,727)		(4,898,727)	(3,265,624)
Economic Services	(306,009)		(306,009)	(203,824)
Other Property and Services	(16,270)		(16,270)	(19,136)
Total Operating Expenditure	(8,009,252)	0	(8,009,252)	(5,345,944)
Funding Balance Adjustments				
Add back Depreciation	4,725,060		4,725,060	3,149,992
Adjust (Profit)/Loss on Asset Disposal	(57,003)		(57,003)	(38,000)
Adjust Provisions and Accruals	0		0	0
Net Cash from Operations	934,868	0	934,868	1,093,464
Capital Revenues				
Proceeds from Disposal of Assets	425,196		425,196	283,464
Proceeds from Sale of Investments	0		0	0
Total Capital Revenues	425,196	0	425,196	283,464
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(147,000)	0	(147,000)	(121,984)
Infrastructure - Roads	(1,132,674)		(1,132,674)	(755,040)
Infrastructure - Public Facilities	0		0	0
Infrastructure - Footpaths	(32,843)		(32,843)	(21,888)
Infrastructure - Drainage	(15,500)		(15,500)	(10,328)
Heritage Assets	0		0	0
Plant and Equipment	(957,749)		(957,749)	(383,536)
Furniture and Equipment	(36,000)		(36,000)	(24,000)
Total Capital Expenditure	(2,321,766)	0	(2,321,766)	(1,316,776)
Net Cash from Capital Activities	(1,896,570)	0	(1,896,570)	(1,033,312)
Financing				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	5,844		5,844	2,922
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(27,804)		(27,804)	(13,902)
Transfer to Reserves	(234,980)		(234,980)	(117,490)
Net Cash from Financing Activities	(256,940)	0	(256,940)	(128,470)
Net Operations, Capital and Financing	(1,218,642)	0	(1,218,642)	(68,318)
Opening Funding Surplus(Deficit)	1,225,238	0	1,225,238	1,225,238
Closing Funding Surplus(Deficit)	6,596	0	6,596	1,156,920

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**(p) Nature or Type Classifications****Rates**

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

A Fortunate Place.

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

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

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

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 28 February 2018

Note 2: EXPLANATION OF MATERIAL VARIANCES

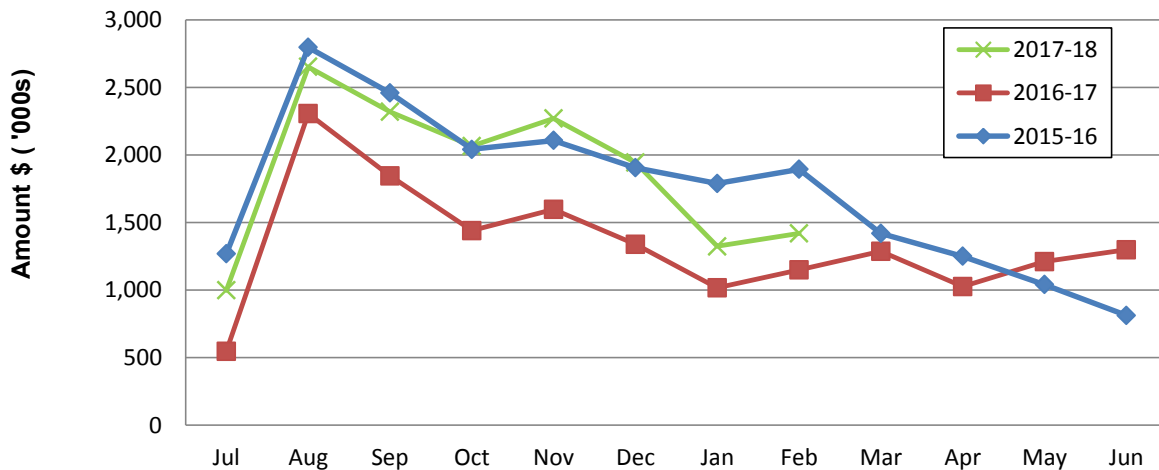
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding - Other	91,491	19.20%	▲	Timing	Budget input method as well as actual to be more than budget
Law, Order and Public Safety	(232,744)	(77.40%)	▼	Timing	Grant not received for Fire Truck
Housing	(75,478)	(41.41%)	▼	Timing	Includes profit on disposal of 5 Smith Street, which is unsold
Community Amenities	24,396	18.40%	▲	Timing	Budget input method for rubbish charges pro rata
Recreation and Culture	(14,518)	(37.68%)	▼	Permanent	Pool grant not received
Other Property and Services	(15,666)	(36.73%)	▼	Timing	Licencing rebate not received.
Operating Expense					
Governance	59,750	17.35%	▼	Timing	Consulting fees, depreciation, legal expenses
General Purpose Funding	7,097	12.68%	▼	Timing	Valuation expenses
Law, Order and Public Safety	37,990	24.19%	▼	Timing	Insurance paid full year. Reduced exp fire prevention, dog control and loss on sale of assets
Health	3,784	18.56%	▼	Timing	Reduced expenditure Environmental Health
Education and Welfare	4,154	29.32%	▼	Timing	Community Development Project
Housing	7,682	5.41%	▼	Timing	Staff housing subsidy paid full year. Reduced depreciation and housing maintenance.
Community Amenities	65,465	21.80%	▼	Timing	Reduced depreciation. Reduced expenditure on rubbish tips and sewerage maintenance expenses. Reduced Landvision expenses
Recreation and Culture	232,419	28.23%	▼	Timing	Reduced expenditure depreciation, pool maintenance and oval maintenance.
Transport	532,744	16.31%	▼	Timing	Townscape projects not completed. Decreased depreciation, tree pruning and road maintenance.
Economic Services	79,599	39.05%	▼	Timing	Reduced expenditure depreciation, Wickepin caravan park maintenance and standpipes. Reduced building control.
Other Property and Services	(15,888)	(83.03%)	▲	Timing	Long service leave A Ramsay. Insurance paid full year, outside staff training. Staff bonus paid including inside staff.
Capital Revenues					
Grants, Subsidies and Contributions	(225,921)	(27.15%)	▼	Timing	Grants not received for Tincurrin Fire Truck and road grants.
Proceeds from Disposal of Assets	(106,404)	(37.54%)	▼	Timing	Asset purchases and disposals not completed.
Capital Expenses					
Land and Buildings	101,884	83.52%	▼	Timing	Projects not completed as yet
Infrastructure - Roads	80,339	10.64%	▼	Timing	projects not completed as yet
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	15,585	71.20%	▼	Timing	Projects not completed as yet
Plant and Equipment	(137,778)	(35.92%)	▲	Timing	Plant and equip not purchased as yet
Furniture and Equipment	(10,753)	(44.81%)	▲	Timing	Furniture and equip not purchased as yet.
Financing					
Loan Principal	(6,439)	(46.32%)	▲	Timing	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				YTD 28 Feb 2018	30 June 2017	YTD 27 Feb 2017
				Note		
					\$	\$
Current Assets						
Cash Unrestricted	4	1,244,659	1,441,513	975,440		
Cash Restricted	4	1,666,595	1,647,429	1,274,113		
Receivables - Rates	6	53,849	19,522	73,835		
Receivables -Other	6	344,537	18,556	112,223		
Interest / ATO Receivable/Trust		25,959	25,649	27,693		
Inventories			0	0		
		3,335,599	3,152,668	2,463,304		
Less: Current Liabilities						
Payables		(49,654)	(78,464)	(26,842)		
Provisions		(201,537)	(201,537)	(144,743)		
		(251,191)	(280,001)	(171,586)		
Less: Cash Reserves	7	(1,666,595)	(1,647,429)	(1,274,113)		
Net Current Funding Position		1,417,812	1,225,239	1,017,605		

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	127,044			127,044	ANZ	At Call
Reserve Bank Account	0.00%		63,283		63,283	ANZ	At Call
Trust Bank Account	0.00%			27,893	27,893	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal	2.45%	500,000			500,000	ANZ	13.04.2018
Municipal					0		
Municipal	1.45%	616,915			616,915	WA Treasury	At Call
Reserve	2.35%		1,603,312		1,603,312	ANZ	30.06.2018
Trust	2.10%			74,706	74,706	ANZ	30.06.2018
Total		1,244,659	1,666,595	102,599	3,013,854		

Comments/Notes - Investments

Note 5: BUDGET AMENDMENTS

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018**

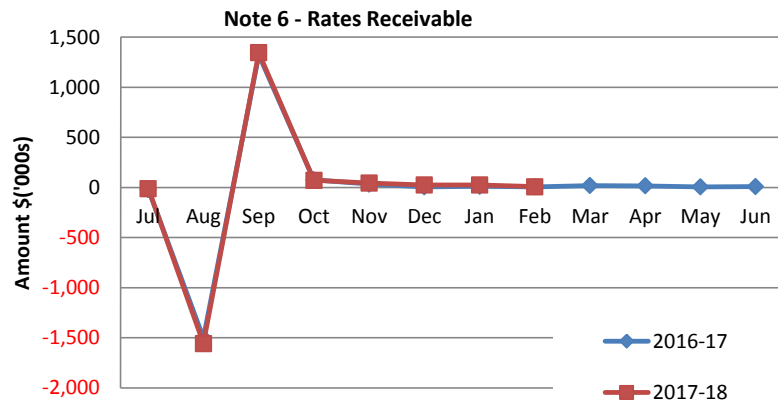
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
% Collected

	YTD 28 Feb 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,526,839	1,497,589
<u>Less</u> Collections to date	(1,492,512)	(1,503,610)
Equals Current Outstanding	53,849	19,522
Net Rates Collectable	53,849	19,522
% Collected	96.52%	98.72%



Comments/Notes - Receivables Rates

Receivables - General

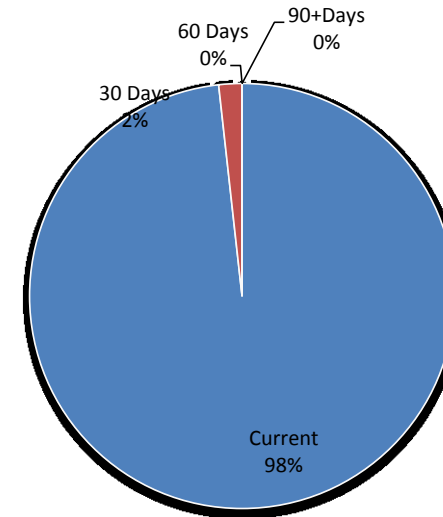
Receivables - General

Total Receivables General Outstanding

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	338,482	6,055	0	0
Total Receivables General Outstanding				344,537

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



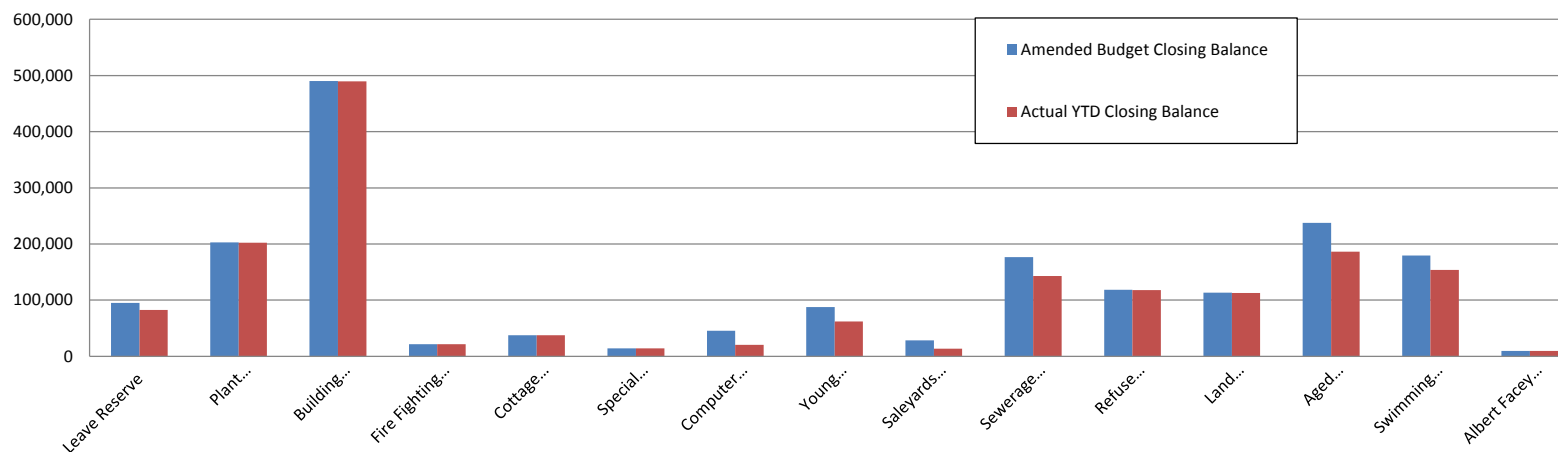
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 7: Cash Backed Reserve

2017-18		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
Name	Opening Balance									
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	81,572	1,260	949	12,000					94,832	82,521
Plant Replacement Reserve	200,182	2,694	2,329						202,876	202,511
Building Reserve	483,980	6,514	5,631						490,494	489,611
Fire Fighting Reserve	21,123	284	246						21,407	21,369
Cottage Homes Reserve	37,172	500	432						37,672	37,604
Special Events Reserve	14,010	189	163						14,199	14,173
Computer Reserve	20,087	606	234	25,000					45,693	20,321
Young Singles Accommodation Reserve	61,296	1,162	713	25,000					87,458	62,009
Saleyards Reserve	13,190	379	153	15,000					28,569	13,343
Sewerage Reserve	141,033	2,342	1,641	32,980					176,355	142,674
Refuse Reserve	116,703	1,571	1,358						118,274	118,061
Land Development Reserve	111,712	1,504	1,300						113,216	113,012
Aged Persons Accommodation Reserve	184,185	3,152	2,143	50,000					237,337	186,328
Swimming Pool Reserve	151,819	2,380	1,766	25,000					179,199	153,585
Albert Facey Homestead Reserve	9,364	126	109						9,490	9,473
Fuel Facility	0	337		25,000				Res 160817-22	25,337	0
	1,647,428	25,000	19,167	209,980	0	0	0		1,882,408	1,666,595

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 28 02 2018			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
37,634	(3,789)	36,606	2,761	P0AE CEO Vehicle	(1,600)	2,761	4,361	GL 102230.72
	(2,400)			P0AF CEO Vehicle	(2,200)	0	2,200	GL 102230.72
48,000	(7,220)	14,545	(26,235)	P2473 Hino 300 Series 6 Wheel Truck	(28,364)	(26,235)	2,129	GL 160020.72
118,000	(17,748)	95,000	(5,252)	P813 Cat Grader	(13,293)	(5,252)	8,041	GL 160020.72
	(6,600)			P2R MWS Colorado	(9,000)	0	9,000	GL 160020.72
28,000	(5,247)	30,909	8,156	P2QF Facey Group Utility	3,560	8,156	4,596	GL 160030.70
	(4,900)			P182 Tincurrin Fire Truck	(44,100)	0	44,100	GL 160030.70
	(27,000)		0	Land & Buildings			0	
				5 Smith Street	152,000	0	(152,000)	GL 139730.70
231,634	(74,904)	177,060	(20,570)		57,003	(20,570)	(77,573)	

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Note 9: RATING INFORMATION										
RATE TYPE										
Differential General Rate										
GRV	195	1,823,479	128,194	398	969	127,623	128,194	1,200		129,394
UV	275	126,777,235	1,322,287			1,322,287	1,322,287	500		1,322,787
Mining UV										
Sub-Totals	470	128,600,714	1,450,481	398	969	1,449,910	1,450,481	1,700	0	1,452,181
Minimum Payment	Minimum \$									
GRV	390	83,554	24,180			24,180	24,180			24,180
UV	390	279,569	5,460			5,460	5,460			5,460
Mining UV										
Sub-Totals	780	363,123	29,640	0	0	29,640	29,640	0	0	29,640
Ex Gratia Rates						1,479,550				1,481,821
Discount						8,454				8,454
Rates Writeoffs						(128,401)				(132,500)
Amount from General Rates						(46)				(100)
Specified Area Rates						1,359,556				1,357,675
Totals						1,359,556				1,357,675

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

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		14,497	21,960	55,436	47,973	2,491	3,520	24/06/2020
Loan 102 - WD Sports Club SS Greens	38,805		5,844	5,844	32,961	32,961	1,494	1,494	17/01/2023
	108,738	0	20,341	27,804	88,397	80,934	3,985	5,014	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2017-18 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	442,492	0	442,492	0	357,625	84,867
Grants Commission - Roads	WALGGC	Y	222,810	0	222,810	0	173,981	48,830
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	21,300	0	21,300	0	22,013	(713)
FESA Grant - Tincurrin Fire Truck	Dept. of Fire & Emergency Serv.	Y	369,400	0		369,400	0	369,400
HOUSING								
Grants - Aged Housing	Regional Development & Lands	Y	28,540			28,540	28,541	(1)
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Grants - Swimming Pool	Community Pool Revitalisation	N	32,000	0	32,000	0	0	32,000
Grants - Kidsport	Department of Sport and Rec	Y	5,000	0	5,000		2,000	3,000
			0	0	0		4,000	(4,000)
TRANSPORT								
Contributions - Road Projects	Blackspot Funding State	Y	168,170	0	0	168,170	134,540	33,630
Roads To Recovery Grant - Cap	Roads to Recovery	Y	471,857	0	0	471,857	303,321	168,536
RRG Grants - Capital Projects	Regional Road Group	Y	210,371	0	0	210,371	168,426	41,945
Direct Grant - Maintenance	Dept. of Transport	Y	68,502	0	68,502	0	68,502	0
			0	0	0		0	0
EDUCATION								
	RDA movie nights	Y	4,200		4,200			4,200
TOTALS			2,044,642	0	796,304	1,248,338	1,262,948	781,694
Operating	Operating		796,304				656,661	
Non-Operating	Non-operating		1,248,338				606,287	
			<u>2,044,642</u>				<u>1,262,948</u>	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 28-Feb-18
	\$	\$	\$	\$
Housing Bonds	0	1,250	(1,250)	0
Master Key Deposits	0	1,200	(600)	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	320	(320)	0
Building and BCITF	0	165	(165)	0
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0	150	(50)	100
WDSC Replacement Greens	69,613	11,157	0	80,770
Kidsport	0		0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	390	(390)	2,329
Yealering Bowling Club Greens	15,800	3,000	0	18,800
	87,742	17,632	(2,775)	102,599

Level of Completion Indicators

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

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 28 February 2018

Note 13: CAPITAL ACQUISITIONS

		28/02/2018					
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)	(90,664)	0	90,664	0	Not commenced as YET
7 Smith Street Roof	LHS2C	(22,000)	(14,664)	(20,100)	(20,089)	0	
Housing Total		(122,000)	(105,328)	(20,100)	70,575	0	
Community Amenities							
Wickepin Cemetery Upgrade	WCU1	0	0	0	0	0	
Harrismith Cemetery Upgrade	HCU1	(20,000)	(13,328)	0	13,328	0	
CAC new car port	WBC3	(5,000)	(3,328)	0	3,328		
Community Amenities Total		(25,000)	(16,656)	0	16,656		
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)	(121,984)	(20,100)	87,231	0	
Footpaths							
Transport							
Footpaths Wickepin	LFP1	(32,843)	(21,888)	(6,188)	15,700		
Footpaths Yealering	LFP2	0	0	(115)	(115)		
Transport Total		(32,843)	(21,888)	(6,303)	15,585	0	
Footpaths Total		(32,843)	(21,888)	(6,303)	15,585	0	
Furniture & Office Equip.							
Governance							
Governance Total		0	0	0	0	0	
Housing							
Lifestyle Village Capital	CLCH2	(36,000)	(24,000)	(34,753)	(10,753)	0	
		0	0	0	0		
		0	0	0	0		
Housing Total		(36,000)	(24,000)	(34,753)	(10,753)	0	
Furniture & Office Equip. Total		(36,000)	(24,000)	(34,753)	(10,753)	0	
Plant , Equip. & Vehicles							
Governance							

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 13: CAPITAL ACQUISITIONS

		28/02/2018					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Infrastructure Assets						
○	Holden Colorado CEO POAF and POAG	1064	(70,364)	(46,904)	(37,970)	8,934	0
○	Governance Total		(70,364)	(46,904)	(37,970)	8,934	0
	Community Amenities						
○	Law, Order And Public Safety						
○	4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	(246,264)	0	246,264	0 Held over from 2016/17
	Law, Order and Public Safety Total		(369,400)	(246,264)	0	246,264	0
	Recreation And Culture						
○	Recreation And Culture Total		0	0	0	0	0
	Transport						
●	Hino 300 Maintenance Truck	6034	(71,470)	(29,779)	(74,668)	(44,889)	0
●	P813 Grader	6034	(353,000)	(147,083)	(336,700)	(189,617)	0
●	P2433 Bin for Truck Tray	6034	(9,500)	(3,958)	(9,500)	(5,542)	0
●	MWS Nissan Navara or Colorado	6034	(43,015)	(17,923)	(49,091)	(31,168)	0
○	Facey Group Ute	6034	(28,000)	(11,667)		11,667	0
●	Depot Hoist	LDP1	(13,000)	(8,664)	(13,385)	(4,721)	0
○	Transport Total		(517,985)	(336,632)	(483,344)	228,259	0
	Economic Services Total		0	0	0	0	0
○	Plant , Equip. & Vehicles Total		(957,749)	(383,536)	(521,314)	237,193	0
	Infrastructure Other						
	Recreation and Culture						
○	Recreation And Culture Total		0	0	0	0	0
	Community Amenity						
●	Sewerage Dam	LEDC	(15,500)	(10,328)	(11,127)	(799)	0 carried over from 2016/17
○	Community Amenity Total		(15,500)	(10,328)	(11,127)	(799)	0
○	Public Facilities Total		(15,500)	(10,328)	(11,127)	(799)	0
	Roads						
	Transport Regional Road Group						
○	Wickepin Corrigin Road	RG001	(86,997)	(57,992)	(82,325)	(24,333)	0
○	Wickepin Harrismith Road	RG002	(95,000)	(63,328)	(88,264)	(24,936)	0
●	Pingelly Wickepin Road	RG003	(133,560)	(89,040)	(179,999)	(90,959)	0
○	Regional Road Group Total		(315,557)	(210,360)	(350,588)	(140,228)	0
	Transport Roads to Recovery						
○	Wickepin Corrigin Road	R2R001	(69,813)	(46,536)	(2,320)	44,216	0
○	Cemetery Road	R2R057	(50,006)	(33,336)	(6,349)	26,987	0
○	Wickepin North Road	R2R015	(90,875)	(60,576)	(40,018)	20,558	0
○	Elsinore Road	R2R033	(50,341)	(33,560)	(17,338)	16,222	0
●	Henry Street	RR38	(12,494)	(8,328)	(15,446)	(7,118)	0
○	Dalton Street	R2115	(10,000)	(6,664)	(3,781)	2,883	0
●	Roberts Street	R2R116	(10,000)	(6,664)	(7,566)	(902)	0
●	Connor Street	R2R118	(7,446)	(4,960)	(9,112)	(4,152)	0
●	Coxon Street	R2R122	(2,700)	(1,800)	(6,346)	(4,546)	0
●	Tincurrin South Road	R2R016	(25,448)	(16,960)	(34,511)	(17,551)	0
○	Tincurrin North Road	R2R011	(42,286)	(28,184)	(12,827)	15,357	0
●	Line Road	RR13	(5,448)	(3,632)	(4,032)	(400)	0
○	Malyalling Road	R2R036	(95,000)	(63,328)	(56,645)	6,683	0
○	Roads to Recovery Total		(471,857)	(314,528)	(216,291)	98,237	0
	Transport Black Spot						

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 13: CAPITAL ACQUISITIONS

		28/02/2018					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Infrastructure Assets						
○	Line Road	BS008	(228,355)	(152,232)	(98,543)	53,689	
○	Kirk Rock/ Dalton Road	Bs014	(23,900)	(15,928)	0	15,928	0
○	Blackspot Total		(252,255)	(168,160)	(98,543)	69,617	0
	Council Resources Construction						
○	Harrismith South	CO026	(43,005)	(28,664)	(3,000)	25,664	0
○	Drainage and Headwalls	CODAH	(50,000)	(33,328)	(6,280)	27,048	0
○	Council Resources Construction Total		(93,005)	(61,992)	(9,280)	52,712	0
○	Roads Total		(1,132,674)	(755,040)	(674,701)	80,339	0
○	Capital Expenditure Total		(2,321,766)	(1,316,776)	(1,268,299)	408,794	0

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Bullock – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	15 March 2018

Enclosure / Attachment: List of Accounts
 Background: List of Accounts remitted during the period from 1 February 2018 to 28 February 2018.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	8118 – 8142, 8144 – 8199	\$ 314,263.94
Cheques	15500 – 15513	\$ 18,775.86
Payroll	February	\$ 88,400.98
Superannuation	February	\$ 5,892.93
Credit Card	February	\$ 214.15
Direct Deductions	February	\$ 5,451.33
Trust		
EFT	8143	\$ 56.65
Cheques	1298	\$ 880.00
	FEBRUARY TOTAL	<u>\$ 433,935.84</u>

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

Certificate of Chief Executive Officer:

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

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

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

Policy Implications: Policy 3.1.7 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totalling \$433,935.84 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 \$433,935.84 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried /

List of Accounts Due & Submitted to Committee

February 2018

Chq/EFT	Date	Name	Description	Amount	Bank
1298	13/02/2018	DOCEP - Bond Administrator	Bond Lodgement - U3 Yarling Court		\$880.00
EFT8118	02/02/2018	Australian Taxation Office	December 2017 BAS Payment	\$ 5,919.00	
EFT8119	06/02/2018	Allwood Timber Supplies	Treated Pine Sleepers	\$ 814.00	
EFT8120	06/02/2018	Best Office Systems	Konica Minolta Copier Charges	\$ 374.93	
EFT8121	06/02/2018	Benjamin Kittow Construction	Repairs to Wk Play Group Building	\$ 2,968.00	
EFT8122	06/02/2018	Cutting Edges Pty Ltd	Grader Blades for WK518	\$ 853.71	
EFT8123	06/02/2018	Courier Australia	Freight on Water Sample & Signs	\$ 27.35	
EFT8124	06/02/2018	Covs	Part for WK697, WK3680, WK475, WK2473, WK813, WK237	\$ 712.03	
EFT8125	06/02/2018	DC & LB Curtis	Repairs to 7 Smith St, 5 Smith St, 7 Rintel ST & 49 Collins St	\$ 31,295.00	
EFT8126	06/02/2018	Edwards Motors Pty Ltd	Windscreen for OWK	\$ 498.00	
EFT8127	06/02/2018	Great Southern Fuel Supplies	Fuel Account January 2018	\$ 13,334.39	
EFT8128	06/02/2018	Hancocks Home Hardware	Mouse Traps & Tap Timers	\$ 87.45	
EFT8129	06/02/2018	Jason Signmakers	Signs	\$ 765.60	
EFT8130	06/02/2018	McPest Pest Control	Treat Termites in Road Reserve	\$ 440.00	
EFT8131	06/02/2018	Great Southern Waste Disposal	January 2018 Waste Collection & Bulk Pickup Transfer Stations	\$ 7,908.36	
EFT8132	06/02/2018	Narrogin Agricultural Repairs	Primer	\$ 14.00	
EFT8133	06/02/2018	Star Track Express	Freight on Parts forWK2473	\$ 48.57	
EFT8134	06/02/2018	PCS	January IT Support	\$ 170.00	
EFT8135	06/02/2018	Maureen Susan Preedy	Cleaning Yea Toilets, Hall & Cvn Pk	\$ 425.00	
EFT8136	06/02/2018	Peter Robert Stribling	Yealering Caravan Park Commission for January 2018	\$ 136.73	
EFT8137	06/02/2018	Stewart & Heaton	Bushfire Uniforms	\$ 1,605.48	
EFT8138	06/02/2018	Shire Of Narrogin	Planning Services November 2017 & Ranger Services	\$ 946.10	
EFT8139	06/02/2018	Stephen Trigg	Reimbursement of Wk Cvn Pk Fees	\$ 156.00	
EFT8140	06/02/2018	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT8141	06/02/2018	Wickepin Hotel And Harvest Cafe	Catering, Albert Facey Homestead Voucher & Refreshments	\$ 850.00	
EFT8142	06/02/2018	Waterman Irrigation	Standpipe Remote Access Charges	\$ 376.20	
EFT8143	06/02/2018	Building Commission, Department Of Commerce	Building Services Levy Payment		\$ 56.65
EFT8144	13/02/2018	Australia Post	January Account	\$ 118.88	
EFT8145	13/02/2018	Air Liquide Wa Pty Ltd	Cylinder Rental for January 2018	\$ 95.30	

List of Accounts Due & Submitted to Committee					
February 2018					
EFT8146	13/02/2018	Bruce Rock Engineering	Parts for WK342	\$ 1,240.80	
EFT8147	13/02/2018	Benjamin Kittow Construction	Repairs to Admin Building Gutters & Fascia	\$ 1,864.61	
EFT8148	13/02/2018	Corner's Auto Electrics	Parts for WK518	\$ 19.80	
EFT8149	13/02/2018	Kelly Cochrane	Yea Toilets, Hall & Caravan Park Cleaning	\$ 200.00	
EFT8150	13/02/2018	Landgate	Rural UV Interim Valuations	\$ 121.35	
EFT8151	13/02/2018	Ewen Rural Supplies	January Account	\$ 3,873.37	
EFT8152	13/02/2018	Easifleet	Facey Group Vehicle Lease	\$ 486.26	
EFT8153	13/02/2018	Fowler Surveys	Line Road Pegging Alignment	\$ 4,771.80	
EFT8154	13/02/2018	Griffin Valuation Advisory	2018 Infrastructure Asset Valuations	\$ 16,508.36	
EFT8155	13/02/2018	Harris Zuglian Electrics	Air Conditioner Inspection - 7 Rintel St	\$ 202.40	
EFT8156	13/02/2018	Artistralia Northstar Asset Pty Ltd	Copyright Screening - Pete's Dragon	\$ 385.00	
EFT8157	13/02/2018	Marketforce Productions	Advertising Positions Vacant	\$ 2,096.45	
EFT8158	13/02/2018	MJB Industries	Pipes for WK Nth & Wk-Corrigin Rds	\$ 1,199.00	
EFT8159	13/02/2018	Komatsu Australia Pty Ltd	Parts for WK822	\$ 1,087.89	
EFT8160	13/02/2018	Narrogin Packaging	Toilet Rolls	\$ 140.10	
EFT8161	13/02/2018	Wagin Plumbing	Yea Lake Toilets Leach Drain Replacement	\$ 1,215.50	
EFT8162	13/02/2018	The Workwear Group Pty Ltd	Uniform for Lee Parker	\$ 285.00	
EFT8163	13/02/2018	Pingelly Tyre Service	Tyres for WK1955 & WK698	\$ 1,028.00	
EFT8164	13/02/2018	R J Smith Engineering	Parts for WK342	\$ 225.83	
EFT8165	13/02/2018	A F Smith & A L Bullock	Repair Swimming Pool Trampoline Pads & Yea Cvn Pk Doors	\$ 974.20	
EFT8166	13/02/2018	T-quip	Parts for Mowers	\$ 62.80	
EFT8167	13/02/2018	Wickepin District Sports Club	Wk Tennis Club Open Shire Day Sponsorship	\$ 220.00	
EFT8168	13/02/2018	Wickepin Rural Services	Weed Killer & Degreaser	\$ 416.90	
EFT8169	21/02/2018	Air Response	Repair CRC Air Conditioner	\$ 308.51	
EFT8170	21/02/2018	Arts Narrogin Inc	Dryandra Makers Trail 2018 Venue Registration	\$ 275.00	
EFT8171	21/02/2018	Burgess Rawson (WA) Pty Ltd	Water for Public Toilets	\$ 619.28	
EFT8172	21/02/2018	Courier Australia	Freight on Library Books & Parts	\$ 94.33	
EFT8173	21/02/2018	Department Of Local Government, Sport And Cultural Industries	Unexpended Kidsport Grant Funding	\$ 456.50	
EFT8174	21/02/2018	Harris Zuglian Electrics	15amp Outlet for U5 Cottage Homes	\$ 503.91	

List of Accounts Due & Submitted to Committee

February 2018

EFT8175	21/02/2018	It Vision	Training for Amanda Smith	\$ 812.90	
EFT8176	21/02/2018	Mcpest Pest Control	Termite Inspections & Treatments	\$ 3,520.00	
EFT8177	21/02/2018	PCS	Synergy Upgrade	\$ 255.00	
EFT8178	21/02/2018	A F Smith & A L Bullock	Repair Wk Cvn Pk Ablution Block Door & Managers House	\$ 360.00	
EFT8179	21/02/2018	Timber Living - Outdoors	Picnic Table	\$ 995.00	
EFT8180	21/02/2018	Wickepin Newsagency	January Account	\$ 37.25	
EFT8181	21/02/2018	West Australian Newspapers	Australia Day Breakfast Advertising	\$ 165.00	
EFT8182	21/02/2018	Westline Brushwood Fencing	Brushwood Fencing Panels	\$ 1,945.00	
EFT8183	26/02/2018	AFGRI Equipment Australia Pty Ltd	Filter for WK2495	\$ 68.13	
EFT8184	26/02/2018	Best Office Systems	Konica Minolta Copier Charges	\$ 279.83	
EFT8185	26/02/2018	Cutting Edges Pty Ltd	Blades for WK813	\$ 1,595.15	
EFT8186	26/02/2018	Courier Australia	Freight on Library Books	\$ 31.06	
EFT8187	26/02/2018	DC & LB Curtis	Repairs to MWS Residence	\$ 1,144.00	
EFT8188	26/02/2018	Dews Excavations	Extend Pipes & Culverts on Line Rd	\$ 968.00	
EFT8189	26/02/2018	AC & EJ Fulford & Co	Gravel Pushing & Dump Maintenance	\$ 15,840.00	
EFT8190	26/02/2018	FESA - ESL	2017/18 ESL Quarter 3	\$ 12,127.50	
EFT8191	26/02/2018	Great Southern Paving	Bitumen for Wk-Corrigin & Wk-Hsm Rd	\$128,500.00	
EFT8192	26/02/2018	Harris Zuglian Electrics	13B Collins St Smoke Alarms & WK Comm Centre Exit Signs	\$ 917.77	
EFT8193	26/02/2018	C Holmes Bricklaying & Maintenance	Repair Paving at U3 Yarling Court	\$ 110.00	
EFT8194	26/02/2018	Jason Signmakers	Children Crossing Sign	\$ 448.14	
EFT8195	26/02/2018	Metrocount	Parts for Road Counters	\$ 366.30	
EFT8196	26/02/2018	Narrogin Earthmoving & Concrete	WANDRRA Lakes Rd	\$ 26,950.00	
EFT8197	26/02/2018	Pingelly Tyre Service	Tyres & Repairs for WK2567 & WK2489	\$ 452.00	
EFT8198	26/02/2018	WA Hino Sales & Service	Filters for WK698, WK1955, WK342 & WK248	\$ 877.07	
EFT8199	27/02/2018	Harris Zuglian Electrics	Repairs to 19 Moss Parade	\$ 1,552.42	
15500	06/02/2018	Australian Communications & Media Authority	Annual Radio Licence Renewal	\$ 109.00	
15501	06/02/2018	Harrismith Cricket Club	Reimbursement of Costs to Maintain Hsm Oval	\$ 218.00	
15502	06/02/2018	Shire Of Wickepin	Petty Cash Reimbursement	\$ 115.75	
15503	06/02/2018	Telstra	Telephone Account to 13/1/18 & BFB Messaging Account	\$ 2,276.11	
15504	06/02/2018	Water Corporation	Water Account for Tank on Rabbit Proof Fence Rd	\$ 40.47	

List of Accounts Due & Submitted to Committee					
February 2018					
15505	13/02/2018	Synergy	Power for Streetlights	\$ 1,789.95	
15506	13/02/2018	Water Corporation	Water Accounts for Housing	\$ 1,346.27	
15507	21/02/2018	Canning Bridge Auto Lodge	Accommodation for Training	\$ 100.00	
15508	21/02/2018	Synergy	Power Account	\$ 804.00	
15509	21/02/2018	Water Corporation	Water Accounts	\$ 6,841.41	
15510	26/02/2018	Malcolm Colin Russell	Gravel for Malyalling Rd	\$ 3,300.00	
15511	26/02/2018	Synergy	Power Accounts	\$ 485.00	
15512	26/02/2018	Water Corporation	Water Accounts	\$ 1,259.35	
15513	27/02/2018	Synergy	Power Account - 5 Smith St	\$ 90.55	
DD9458.1	14/02/2018	Wa Local Government Super Plan	Payroll deductions	\$ 4,328.04	
DD9458.2	14/02/2018	ANZ Super	Superannuation contributions	\$ 387.97	
DD9458.3	14/02/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9458.4	14/02/2018	Australian Ethical Super	Superannuation contributions	\$ 192.78	
DD9458.5	14/02/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 89.20	
DD9458.6	14/02/2018	Colonial First State	Superannuation contributions	\$ 300.28	
DD9458.7	14/02/2018	MTAA Super Fund	Superannuation contributions	\$ 369.31	
DD9458.8	14/02/2018	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 44.49	
DD9462.1	01/02/2018	ANZ Bank	Merchant Fees	\$ 195.71	
DD9462.2	01/02/2018	Westnet PTY LTD	Internet Fees	\$ 144.90	
DD9462.3	05/02/2018	ANZ Bank	Credit Card - Cataby Road House & BP Dongara - Fuel	\$ 214.15	
DD9462.4	07/02/2018	James Matthews	Pool Manager Contract Payment 12/2017-18	\$ 2,376.06	
DD9462.5	21/02/2018	James Matthews	Pool Manager Contract Payment 13/2017-18	\$ 2,376.06	
DD9462.6	23/02/2018	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
	01/02/2018	Gross Payroll		\$ 44,096.91	
	15/02/2018	Gross Payroll		\$ 44,304.07	
				\$432,999.19	\$936.65

Governance, Audit and Community Services

10.2.03 – 2017/2018 Review of Budget Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 March 2018

Enclosure / Attachment: Review of Budget Report for period ending 28 February 2018.

Background:

Council under the *Local Government (Financial Management) Regulations 1996* must undertake a review of its Budget in each financial year between 1st January and 31st March. A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2018 for the period ending 31st December 2017 is presented for Council to consider. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comment:

A review of the actual expenses to date compared to the 2017/2018 adopted budget has been conducted and the expected variances are shown in the attached report.

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

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

Statutory Environment:

Local Government (Financial Management) Regulations 1996

33A. Review of Budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - a. consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - b. consider the local government's financial position as at the date of the review; and
 - c. review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

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

Financial Implications:

Budget deficit anticipated for the year ending 30th June 2018 is \$2,964.

Policy Implications:

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

Strategic Implications:

The budget review has been developed based on existing Strategic Planning documents adopted by council to provide efficient, effective and accountable governance.

Summary:

Council is being requested to adopt the Annual Budget Review for the year ending 30th June 2018.

Recommendation:

1. That Council adopts the Review of Budget Report as presented by the Chief Executive Officer for the year ending 30th June 2018.
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the *Local Government (Financial Management) Regulations 1996*.

Voting Requirements: Absolute majority

Resolution No	
Moved Cr	/ Seconded Cr
1.	That Council adopts the Review of Budget Report as presented by the Chief Executive Officer for the year ending 30 th June 2018.
2.	That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> .
Carried /	

Governance, Audit and Community Service

10.2.04 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	14 February 2018

Enclosure / Attachment: Nil

Background: Nil

Comment:

Arts and Cultural	<ul style="list-style-type: none"> • Planning for the 2018 Wickepin Art Prize incorporated into the Facey Festival • Co-ordination and meetings for Dryandra Makers Trail • Sculpture workshop weekend with Lesley Barrett co-ordinated for 7 & 8 April • Contact with Kerri Argent re possible art workshops using recycled materials
Community Development	<p>Community Grants</p> <ul style="list-style-type: none"> • Information re Shire Community Grants sent to sporting and community groups • Notices put in Watershed and Shire facebook page • Follow up Shire Community Grants with successful 2017/18 applicants re acquittal process <p>Harrismith Cemetery</p> <ul style="list-style-type: none"> • Correspondence with Harrismith Community Centre and Grab Creative re Harrismith cemetery concept plans. Concept plan revised and presented to March Townscape & Cultural Planning Committee meeting. See separate agenda item. • Contact with builders and suppliers. Quotes and expressions of interest sought <p>Townscape</p> <ul style="list-style-type: none"> • Support to Yealering Progress Committee as needed • Hotmix pads extended along Heritage Walk Trail • Maintenance meetings with Manager of Works re Heritage Trail • Attended meeting <p>War Memorial/Anzac</p> <ul style="list-style-type: none"> • Planning for 2018 Anzac Day service: President Russell will be MC for the service; Yealering and Wickepin Primary Schools will read verses relevant to Armistice Day and laying wreaths; Linda Myres will read the Prayer of Remembrance; Karen Jespersen will lead the Community Choir; David Koppers will trumpet the Last Post and Reveille; Colin Plumb will raise the flag; Freeman of the Shire, Murray Lang, has been asked to read the Ode; Stefie Green will display recent work with her research into WW1; Hazel Green and volunteers will be asked to help set up shared Morning Tea. <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Facebook page • Follow up grant opportunities for Shire of Wickepin projects • Informed community members on grant opportunities and events

Economic Development	<p>Facey Festival</p> <ul style="list-style-type: none"> • Planning • Department of Veteran's Affairs: Armistice Centenary Grant Program. Expression of Interest lodged with Rick Wilson's office for a grant to fund a returned soldier's parade. To fall on the weekend of the Facey Festival and be incorporated into the Facey Carriage Drive. Full grant application submitted to DVA after approval and recommendation from Rick Wilson's office. • Correspondence with Avon & Hills Carriage Driving Club re planning 2018 Facey Carriage Drive <p>Johnston Park (Healthy Communities Precinct)</p> <ul style="list-style-type: none"> • Correspondence with Wheatbelt Development Commission and suppliers • Hotmix pads underneath new equipment laid • Signs installed with suggestions for exercise routines • Waiting for solar powered overhead lights from supplier
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> • Correspondence with newspapers and magazines re placement of advertising • Social media promotion • Correspondence with agencies re upgrade to Entry Statements
Sport and Recreation	<ul style="list-style-type: none"> • Assisted individuals and clubs with Kidsport queries and applications • Grant opportunities forwarded to clubs
Governance Other	<ul style="list-style-type: none"> • Staff support as needed • Responded to queries from CDO Network • Liaison with Manager of Works, CEO, DCEO and ESO for projects needing completion or works to be undertaken

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Facey Festival	Tourism WA Regional Events Scheme	\$18,000	Pending Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Pending Council contribution in-kind

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

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

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

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

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

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

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

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

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

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

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

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

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

Recommendation:

That council notes the report from the Community Development Officer dated 15 March 2018.

Voting Requirements:

Simple majority.

Resolution No

Moved Cr / Seconded Cr

That council notes the report from the Community Development Officer dated 15 March 2018.

Carried /

Governance, Audit and Community Services

10.2.05 – Rental of Yarling Brook Estate Land – Community Purposes

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CP.A&D.507 / RC.LIA.2406
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 March 2018

Enclosure / Attachment: Shire of Wickepin Rental Agreement – Memorandum of Understanding period 1 April 2015 to 31 March 2018.

Background:

Council passed the following resolution at its ordinary of meeting held on 17 December 2014.

Resolution No 171214-16

Moved Cr Easton/ Seconded Cr Astbury

That council awards the rental of the Yarling Brook Estate vacant land for the purposes of cropping and grazing to the Wickepin District Sports Club on a joint venture basis with the Wickepin Football Club for a term of three years from 1 April 2015 expiring 31 March 2018 at a rental of \$4,400 (GST inclusive) per annum, further that the following conditions/limitations be noted;

1. Council reserves the right to utilise the land for rural/residential development should the need/demand arise;
2. The WDSC and WFC shall maintain boundary fences in a secure manner;
3. The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;
4. The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin;

Carried 6/0

Comment:

The Rental agreement – MOU for the rental of the Yarling Brook Estate vacant land for the purposes of cropping and grazing to the Wickepin District Sports Club on a joint venture basis with the Wickepin Football Club will expire on 31 March 2018.

Council in previous years has advertised the land for rental prior to offering it to the WDSC and the Wickepin Football Club.

Council only received two expressions of interest last time it was advertised and they were as a joint venture from the WDSC and the Wickepin Football Club to crop the land together.

The rental of Yarling Brook Estate vacant land has worked well in the past with the WDSC and the Wickepin Football Club and the CEO believes this should continue with the same rental agreement to the WDSC and the Wickepin Football Club for a period of three years from 1 April 2018 to 31 March 2021.

Statutory Environment:

Local Government Act 1995

Division 3 — Documents

9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

Shire of Wickepin Standing Orders 21.2 and 21.3

21.2 Custody and Use of Common Seal

The Chief Executive Officer shall have charge of the common seal of the Council and shall be responsible for the safe custody and proper use of it.

21.3 Seal Not to be Improperly Used

Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the common seal of the Council.

Policy Implications: Nil

Financial Implications:

The annual rental in the past has been set at the following:

1 st April 2015	\$4,400 (GST Inclusive)
1 st April 2016	\$4,400 (GST Inclusive)
1 st April 2017	\$4,400 (GST Inclusive)

Strategic Implications:

Fits within theme 4 of Council Strategic Plan as follows:

Theme 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		
Goal	Action	Measure
4.1 Support the development and maintenance of recreational facilities and organisations in the district.	<ul style="list-style-type: none"> • Provide regular maintenance and development of recreation facilities. • Provide and maintain walk trails for recreation and tourism purposes. 	<ul style="list-style-type: none"> • We have adopted a recreation maintenance and development plan to be published to the community to address this need.
4.2 Give support to the retention and expansion of educational facilities in the community.	<ul style="list-style-type: none"> • We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues. 	<ul style="list-style-type: none"> • We have a clear, published community educational and facilities plan that addresses the community's needs.
4.3 Community engagement	<ul style="list-style-type: none"> • Council proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire. 	<ul style="list-style-type: none"> • A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.
4.4 Give support to Arts, Crafts and Cultural activities and Special Events	<ul style="list-style-type: none"> • Maintain the present level of support to Arts & Crafts and Cultural Groups. • Encourage the conduct of "Special Events" by community and other groups 	<ul style="list-style-type: none"> • We publish a monthly calendar of events and actively invest in the promotion of community activities. • The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.

Summary:

Council is being requested to offer a new rental/MOU agreement to the Wickepin District Sports Club and the Wickepin Football Club for a term of 3 three years at a rental of \$4,400 GST inclusive from 1 April 2018 to 31 March 2021.

Recommendation:

1. That council rents the Yarling Brook Estate vacant land under a rental/MOU agreement for the purposes of cropping and grazing to the Wickepin District Sports Club on a joint venture basis with the Wickepin Football Club for a term of three years from 1 April 2018 expiring 31 March 2021 at a rental of \$4,400 (GST inclusive) per annum, further that the following conditions/limitations be noted;
 - Council reserves the right to utilise the land for rural/residential development should the need/demand arise;
 - The WDSC and WFC shall maintain boundary fences in a secure manner;
 - The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;

- The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin;
2. That the CEO be authorised to place the common seal of Council on the Rental - MOU agreement once signed by the Wickepin District Sports Club and the Wickepin Football Club.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

1. That council rents the Yarling Brook Estate vacant land under a rental/MOU agreement for the purposes of cropping and grazing to the Wickepin District Sports Club on a joint venture basis with the Wickepin Football Club for a term of three years from 1 April 2018 expiring 31 March 20201 at a rental of \$4,400 (GST inclusive) per annum, further that the following conditions/limitations be noted;
 - Council reserves the right to utilise the land for rural/residential development should the need/demand arise;
 - The WDSC and WFC shall maintain boundary fences in a secure manner;
 - The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;
 - The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin;
2. That the CEO be authorised to place the common seal of Council on the Rental - MOU agreement once signed by the Wickepin District Sports Club and the Wickepin Football Club.

Carried /

Governance & Community Services

10.2.06 – Harrismith Cemetery Upgrade

Submission To:	Ordinary Council
Location / Address:	Harrismith
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CP.MAI.558
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	15 March 2018

Enclosure / Attachment: Harrismith Cemetery Upgrade Concept Plan B.

Background:

Council has undertaken the redevelopment of the Yealering and Wickepin Cemeteries under the Royalties for Regions Program and both have been well accepted by their individual communities.

The Harrismith cemetery redevelopment has \$20,000 allocated to it in the 2017/2018 budget. The project stalled initially due to the lack of formal planning. The CEO attended the Harrismith Community Centre AGM in 2017 and advised the Harrismith community that there was a need for a formal concept plan to enable the Harrismith cemetery redevelopment to be considered holistically including the requested shade shelter, an upgrade of the existing niche wall and the internal lay out within the cemetery itself.

Council passed the following resolution at its ordinary meeting of Council held on 19 April 2017.

Resolution No 190417-11***Moved Cr Astbury / Seconded Cr Easton***

1. That Council accept the quote of \$4,235 GST inclusive from Grab Creative Co to undertake a Concept Development Plan for the Harrismith Cemetery including:
 - Preliminary Consultation
 - 2 Plan Reviews (Client Feedback)
 - Up to 3 follow up on site visits (Plan Development)
 - Product research and recommendations
 - Supply final concept plan (PDF format)
2. That the Concept Development Plan for the Harrismith Cemetery be based on a project budget of up to \$20,000.

Carried 7/0

Grab Creative was engaged to develop a concept plan for the cemetery. This was presented to the Harrismith community in 2017 and a revision was requested. The revised Harrismith Cemetery Upgrade Concept Plan B was presented to the Townscape and Cultural Planning Committee at the March 2018 meeting. See attachment.

Comment:

The Townscape and Cultural Planning Committee agreed with the Concept Plan B presented to them. They requested that the plan be made public for community feedback. The Committee were happy to approve the concept plans and delegated authority for any final revision, if needed, to the CDO in consultation with the CEO and Harrismith community.

Concept Plan B has been sent out to the wider community. No feedback has been received besides the positive response from the Harrismith members of the Townscape and Cultural Planning Committee.

Statutory Environment:*Local Government Act 1995**Cemeteries Act 1986***Policy Implications:** Nil**Financial Implications:**

Council has allocated \$20,000 in the 2017/2018 budget for the redevelopment of the Harrismith cemetery.

Strategic Implications:

Fits within theme 1 of Shire of Wickepin Corporate Business Plan 2015 – 2020.

Theme 1 – To Develop and Maintain Quality Services and Infrastructure**Outcome: A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas**

Goal	Strategies	Action(s)	When	Implications for Informing strategies	Funding	Council Role
Goal - 1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Continue to maintain Council assets at current service levels Establish and engage the community on an asset consolidation and replacement program Lake Yealering living lakes project <ul style="list-style-type: none"> Investigation into the replacement of Community Resource Centre 	2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Partner
			2016-2018	Nil	Grants	Partner/ Provider
Goal - 1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> Continue to implement Townscape plans and maintain Public Conveniences Seek funding for construction of Independent Living Units Construction of Independent Living Units 	2015-2020	Nil	Existing	Provider
			2015-2016	Nil	Grants	Partner/ Provider
			2016-2018	\$	Grants	Provider
Goal - 1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> The Shire has employed a Grants Officer and will continue to actively pursue all grant funding opportunities. 	2015-2020	Nil	Existing	Provider

Service Levels	Success Measures
The transport network is well maintained	Percentage of maintenance activities completed annually Number of road accidents Community satisfaction with roads and footpaths
Assets are renewed as planned	Percentage of Capital Works Program completed annually Townscape plans are implemented Asset sustainability ratio Asset renewal funding ratio
Grant funding levels are maintained or improved	Amount of grant funding received

Summary:

Council is being requested to endorse the concept plan for the Harrismith cemetery as attached.

Recommendation:

That council endorse the Harrismith Cemetery Concept Plan B as attached.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That council endorse the Harrismith Cemetery Concept Plan B as attached.

Carried /

Governance, Audit and Community Services

10.2.07 – Governance, Audit & Community Services Committee Meeting Recommendations

Submission To:	Governance, Audit & Community Services Committee
Location / Address:	Whole Shire
Name of Applicant:	Governance, Audit & Community Services Committee
File Reference:	CR.MEE.203
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	16 March 2018

Enclosure / Attachment: Annual Compliance Audit Return 2017.

Background:

Governance, Audit & Community Services Committee meeting held Wednesday 21 February 2018.

Comment:

The Governance, Audit & Community Services Committee meeting was held on Wednesday 21 February 2018 and passed the following recommendation:

Moved Cr Martin / Seconded Cr Hyde

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2017 to 31 December 2017 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2018.

Carried 8 / 0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council adopts the Annual Compliance Audit Return for the year 1 January 2017 to 31 December 2017 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2018.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That Council adopts the Annual Compliance Audit Return for the year 1 January 2017 to 31 December 2017 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2018.

Carried / 0

Governance, Audit and Community Services

10.2.08 – Townscape & Cultural Planning Committee Meeting

Recommendations

Submission To:	Townscape & Cultural Planning Committee
Location / Address:	Whole Shire
Name of Applicant:	Townscape & Cultural Planning Committee
File Reference:	CR.MEE.203
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	16 March 2018

Enclosure / Attachment: Nil.

Background:

Townscape & Cultural Planning Committee meeting held Wednesday 7 March 2018.

Comment:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 7 March 2018 and passed the following recommendation:

Moved Ted Astbury / Seconded Cr Allan Lansdell

That the Townscape and Cultural Planning Committee agree that the CEO and CDO, in consultation with the Tincurrin and Harrismith Community be delegated authority to revise and approve the concept plans.

Carried 8 / 0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council pass the following recommendation:

That the CEO and CDO, in consultation with the Tincurrin and Harrismith Community, be given delegated authority to revise and approve the concept plans.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the CEO and CDO, in consultation with the Tincurrin and Harrismith Community, be given delegated authority to revise and approve the concept plans.

Carried /

11. President's Report

I attended the Wheatbelt South Regional Roads Lakes Sub-group meeting in Dumbleyung with CEO Mark and Cr Allan Lansdell on Thursday 22 February, where the up-coming regional roads group budget and request for funding was discussed.

Friday 23 February CEO Mark and myself travelled to Wandering to attend the Central Country Zone Meeting.

Wednesday 28 February CEO Mark, Cr Allen Lansdell and myself attended the Wheatbelt South Regional Road Group meeting at the Wickepin Community Centre. Addresses were made by various guests from WALGA, including Catherine Clarke from OEM who gave an update to changes regarding future NDRRA (National Disaster) funding; and Rodney Thornton from WALGA Roadwise who advised (with regards to the use of mobile phones whilst driving) that drivers are at risk of 400% "more likely" chance to have a serious car crash if handheld or bluetooth is used. The WALGA Roadwise-Central Country Zone Car Crash Trailers were placed strategically at the entrances to the recently held Wagin Woolarama to bring awareness to road safety in our local areas and on our local roads.

Friday 2 March I attended the Small Schools Swimming Carnival at Wickepin Aquatic Centre where Yealering Primary, Wandering Primary and Wickepin Primary Schools had a wonderful day of action in the pool. I assisted in presentation of the championship medals and awarded the Albert Facey Shield to the winning school, which this year was Wickepin. Congratulations to all participants, parents, students and staff from the three participating schools of Wandering, Wickepin and Yealering for displaying wonderful joy and sportsmanship throughout the day.

Council

12. – Chief Executive Officer's Report

Submission

To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	8 March 2018

Finance Manager

The Chief Executive Officer has appointed a new Finance Manger as a salaried staff member. The new Finance Manager is Mrs Erika Clement. Erika and her husband Rob will be moving into 5 Smith Street Wickepin. I have had to undertake a bit of maintenance on the house such as internal painting, yard clean up, fixing paving etc.

Erika comes to the Shire of Wickepin from the Shire of Coorow with ten years' experience in the finance area including records and rates.

Manager of Works Mr Peter Vlahov

At this stage Council received only four applicants for the MWS position and the interviews for this position will be held on 13 March 2018.

Wheatbelt South Aged Housing Alliance

Lauren Clarke has completed the application for the Royalties for Regions - Regional Aged Accommodation - Investment Proposal and the application has been forwarded to the Wheatbelt Development Commission. Following is a summary of the application.

Executive Summary

The Wheatbelt South Aged Housing Alliance (WSAHA) Aged Housing Project will deliver 20 independent living units across six towns in the Wheatbelt South region over a two year period. The \$7,320,670 project will facilitate ageing in place for the growing number of older people in the region and provide an alternative to prematurely entering residential aged care facilities both regionally and in the metropolitan area. The project will incorporate the principles of universal and dementia enabling design to promote functional and social independence, allowing older people requiring additional support to remain in their community as long as possible. All independent living units built as part of the project will also conform with all relevant building codes and guidelines. An independent Cost Benefit Analysis undertaken by Pracsys in December 2017 found that the construction of the independent living units will inject \$7 million into the Study Area economy, creating six Fulltime Equivalent (FTE) direct jobs and generating up to 24 jobs in the broader economy. The construction of the independent living units and the associated service efficiencies enabled by their central locations will help delay entry of residents into fulltime aged care facilities and create cost savings in the delivery of aged care. The cost savings to the health care system are estimated to be \$294,000 per annum with a total present value of \$3 million. The WSAHA was formed in 2015 with the aim of working together to provide age appropriate independent living units that complement the current and future aged care and health services. The Shires of Cuballing, Corrigin, Kondinin, Narrogin and Wickepin as well as Narrogin Cottage Homes Inc confirmed their commitment to the project by signing a Memorandum of Understanding (MOU) in November 2017. The MOU ensures that all partners clearly understand the project aims and objectives and the responsibilities of each of the participating parties. The Shire of Wickepin has been identified as the Lead Agency and will act as the project coordinator for this project. Overall, the Wheatbelt has an older population profile than the state as a whole and consequently the region is encountering increasing needs for aged care. Common concerns across the Wheatbelt include:

sparse and geographically dispersed ageing populations,

- aged services under pressure,
- aged and home care workforce issues, and
- significant sustained growth in demands for aged and home care services.

There is a pressing need to address current issues and prepare for future demands. It is imperative for the economic and social viability of regional WA that the number of older people who have to leave their homes to access the care they need is reduced. In 2013, the *Wheatbelt Aged Support and Care Solution/s* was commissioned to develop and implement a holistic regional solution to address the needs of this growing demographic, and better enable people to remain in their communities as their care needs change. The report recommended focusing actions across four key areas including:

- creating age friendly communities,
- developing age appropriate cluster housing,
- fostering the delivery of home care, and
- supporting access to residential care within the region.

The WSAHA Aged Housing Project directly addresses the second key area by constructing 20 independent living units (ILU's), and enabling the recommendations of the *Wheatbelt Aged Support and Care Solution/s* to be implemented. Project planning commenced in 2015 and the first 14 units are expected to be built across four towns in 2018/19 with the remaining six units built in 2019/20. The total project budget for the construction of 20 independent living units is expected to be \$7,320,670 with \$1,642,200 requested from the Regional Aged Accommodation Program. A further \$4,924,000 has been requested from the Commonwealth Government Building Better Regions Fund and \$754,470 will be in kind contributions and salaries from the partner organisations. A comprehensive aged housing needs analysis conducted by Verso Consulting Pty Ltd in 2016 calculated the projected demand for aged appropriate housing in each of the shires in the WSAHA. The *Housing Needs Analysis* (Verso, 2016) identified demand for 78 independent living units in the ten years to 2026 across the five shires in the Wheatbelt South region with a further demand for land assembly and town planning of an additional 123 units. The WSAHA Aged Housing Project will address the estimated demand for 20 units required by 2018. The WSAHA Aged Housing Project will build on existing partnerships to create jobs and improve access to services, deliver efficiencies to service providers and support the growth of the aged care and health services sector in the region. Community capacity will also be enhanced through partnerships between community, local government, state and federal agencies.



Image 1: Example of independent living units located in the Wheatbelt

The units will be managed by individual local governments, Narrogin Cottage Homes and existing third party providers once completed. Revenue generated from renting the units will be used to fund ongoing maintenance, with surplus funds being set aside for the construction of new units into the future. The independent living units have been designed on age and disability friendly design principles to meet the changing needs of people as they

age. This will ensure that older people are supported in their own home for longer thereby reducing the expense of prematurely entering residential care. Significant additional benefits of the WSAHA Aged Housing Project will be provided to the community, government and service providers including:

- Construction of independent living units close together in a central location improves access to, and delivery of, support services such as health care, cleaning, house and yard maintenance.
- Close proximity to local businesses supports the local economy and reduces the need for transport for older people.
- Site design includes scope for communal areas such as gardens, gazebos, parks and exercise areas to encourage intergenerational interaction.
- Safety and security for residents.
- Clustered layout of the units provides opportunities for casual observation of older people to ensure general well-being and early identification of issues or problems.

Implementation of the WSAHA Aged Housing Project is to be staged over a two year period as scheduled in Table 1 below.

	2018/19	2019/20	Total
Corrigin		2	2
Cuballing	4		4
Kondinin	2	2	4
Narrogin	4	0	4
Wickepin	4	2	6
Total	14	6	20

Table 1 Wheatbelt South Aged Housing Construction Schedule

The WSAHA Aged Housing Project is based on a clearly identified need for independent living units to provide housing for the increasing number of older people. The project will create 30 jobs and add \$7 million value to the local economies. The members of the WSAHA have demonstrated a proven ability to manage regional projects in the past and this current project delivers clear benefits for local communities across the region.

CBH - Cuballing East Road RAV4

The CEO has forwarded a letter to the Department on the 27th February 2018, requesting the following:

It would be appreciated if Ministerial approval could be given under section 5.69 Local Government Act 1995 to allow for this item to be dealt with at the ordinary meeting of Council to be held on the 21st March 2018.

- 5.69. Minister may allow members disclosing interests to participate etc. in meetings
- 1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
 - 2) An application made under subsection (1) is to include —
 - a) details of the nature of the interest disclosed and the extent of the interest; and
 - b) any other information required by the Minister for the purposes of the application.
 - 3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —

- a) there would not otherwise be a sufficient number of members to deal with the matter; or
- b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- 4) A person must not contravene a condition imposed by the Minister under this section.

It would also be appreciated if advice could be given on the CBH issue as it is my understanding that under the financial interest that if it is Insignificant, trivial or in common with a significant number of ratepayers Councillors may stay in the room and vote on the issue.

5.63. Some interests need not be disclosed

- 1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
 - a) an interest common to a significant number of electors or ratepayers; or

Financial Interests in CBH in the Shire of Wickepin will always be in common with a significant number of ratepayers as the majority of ratepayers in the Shire of Wickepin will be in the agricultural industry and will have dealings with CBH. In relation to this matter the RAV network permit and road network will also be a common interest to a significant number of electors or rate payers. Your advice on this matter would be appreciated.

MEETINGS ATTENDED

<u>January 2018</u>	
10 th	Meeting with Andrew Sorensen WA Kaolin
16 th	Meeting with Ming Zhuo Narrogin EHO
18 th	Leah Taylor Australian Citizenship Ceremony
22 nd	Damien Ferguson Griffin Valuations
23 rd	CCZ WALGA Local Government Act Review Committee Brookton
24 th	WDC Philippa Kirby Aged Housing Grants
<u>February 2018</u>	
5 th	Albert Facey Homestead Committee
6 th	Peter Rundle MLA Member for ROE
7 th	IT Vision
12 th	CCZ WALGA Local Government Act Review Phone meeting
14 th	Lifestyle Committee Meeting

Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	February	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			

A6	Appointment and Termination of Staff	CEO	Appointment of Finance Manager	19 February 2018	Erika Clement
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Ladies Day Trials Presentation WFC 2018 Season	7 March 2018 8 March 2018 2018 Season	Wickepin CRC Facey Group Wickepin Football Club
A13	Hire of Community Halls / Community Centre	CEO			

Recommendations:

That Council endorse the Chief Executive Officer's Report dated 8 March 2018.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council endorse the Chief Executive Officer's Report dated 8 March 2018.

Carried /

13. Notice of Motions for the Following Meeting

14. Reports & Information

15. Urgent Business

16. Closure

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