



A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

20 June 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 20 June 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

15 June 2018

Time Table

11.00am	Forum Session – RAV Vehicles
12.00pm	Lunch
1.00pm	Forum Session – Draft Budget Review
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

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

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

QUESTION:

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 20 June 2018**

The President declared the meeting open at pm.

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

President	Julie Russell	
Deputy President	Wes Astbury	
Councillor	Nathan Astbury	
Councillor	Allan Lansdell	
Councillor	Sarah Hyde	
Councillor	Steven Martin	
Councillor	Gerri Hinkley	
Councillor	Fran Allan	
Chief Executive Officer	Mr MJ Hook	
Executive Support Officer	Ms AE Prior (Minute Taker)	
Finance Manager	Mrs Erika Clement	

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – Ordinary Meeting of Council – 16 May 2018

Council Decision

Resolution No:

Moved Cr / Seconded Cr

That the minutes of the Ordinary Council meeting held on Wednesday 16 May 2018 be confirmed as a true and correct record.

Carried /

7. Reival of Minutes

Receival of Minutes

7.1 – Townscape and Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Agatha Prior
File Reference:	CR.MEE.206
Author:	Agatha Prior
Disclosure of any Interest:	Nil.
Date of Report:	15 June 2018

Enclosure/Attachments:

Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 13 June 2018.

Summary:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 13 June 2018

Background

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 13 June 2018

Comments:

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:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Townscape and Cultural Planning Committee Meeting held on Wednesday 13 June 2018 be received.

Voting Requirements:

Simple Majority

Council Decision:

Resolution No:

Moved Cr / Seconded Cr

That the Minutes for the Townscape and Cultural Planning Committee Meeting held on Wednesday 13 June 2018 be received.

Carried /



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

13 JUNE 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

8 June 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.

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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
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

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin - Wednesday 13 June 2018**

The Chairperson declared the meeting open at 9.32 am.

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

Kym Smith	Chairperson
Lee Parker	Member
Leah Taylor	Member
Cr Fran Allen	Member
Kevin Coxon	Member
Ammers Miley	Member
Spencer Davidson	Member
Ted Astbury	Member
Sue Astbury	Member
Cr Allan Lansdell	Member
Cr Sarah Hyde	Member

Apologies

Paige Leeson	Member
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Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

Cr Sarah Hyde Member – 12 September 2018

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes - Townscape & Cultural Planning – 7 March 2018

Moved Cr Sarah Hyde / Seconded Cr Fran Allen

That the minutes of the Townscape and Cultural Planning Committee held on 7 March 2018 be confirmed as a true and correct record.

Carried 10 / 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

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

Townscape & Cultural Planning Committee

9.1 – Yealering Town Site Bins

Submission To:	Ordinary Council
Location / Address:	Yealering Dalton Street
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 June 2018

Enclosure/Attachments:

Nil

Summary:

The Townscape & Cultural Planning Committee is being requested to receive the report on the relocation of the Rubbish Bins from Wickepin to Yealering.

Background

The CEO has received the following email

Please can I add an agenda item to be discussed at Townscape's next meeting.

1. *Rubbish Bins in Dalton Street, Yealering*

I believe this issue has been raised before with shire.

Comments:

There is a budgeted amount in the 2017/2018 budget for the removal and replacement of the street bins in the Wickepin town site and have the removed bins installed in the Yealering town site opposite the Yealering Hotel in Dalton Street.

It is anticipated that these bins will be installed around the second week of June.

There has been a delay with this project due to the amount of time it has taken for the new Wickepin Bins to be made and shipped and installed in the Wickepin Main Street.

Below is a photo of the bin being moved to Dalton Street, Yealering.



Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

Cost of relocating bins has been included in the 2017/2018 Budget under general street maintenance

Strategic Implications:

Nil.

Townscape and Cultural Planning Committee

9.2 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	5 June 2018

Arts and Cultural	<p>Art Prize 2018</p> <ul style="list-style-type: none"> • Planning for the 2018 Wickepin Art Prize • Guidelines and entry forms finalised <p>Other</p> <ul style="list-style-type: none"> • Dryandra Makers Trail meeting: discussed the viability of the trail and the committee has decided that the 2018 trail was the last one to be held. See report below.
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Upgraded dustbins for Wogolin Road with shire promotional images being installed • Bench installed along Wickepin Heritage Walk Trail as per townscape budget • Support to Yealering Progress Committee as needed • Maintenance meetings and co-ordination re Heritage Trail bridge • Budget discussions • Boundary statement redesign: waiting for report from Element Design <p>War Memorial/Anzac/Armistice</p> <ul style="list-style-type: none"> • Stefie Green has been working on the stories for the book to be published later this year. The War Memorial will need an extra 3 poles to account for WW2 and beyond. Would be good to unveil the extension on Armistice Day along with the launch of the book. <p>Other</p> <ul style="list-style-type: none"> • Shire Community Grant 2018/19 applications have been assessed and will be presented at June Council meeting • Information sent to community on events and grant opportunities
Economic Development	<p>Harrismith Cemetery</p> <ul style="list-style-type: none"> • Gazebo pad laid and gazebo arriving mid-June. • Tony Corasaniti doing the build and install. <p>Johnston Park (Healthy Communities Precinct)</p> <ul style="list-style-type: none"> • Park complete besides the installation of solar lights on the installed poles. Landscaping done. • The community are using the park and all comments have been very favourable <p>Facey Festival</p> <ul style="list-style-type: none"> • Planning for weekend • The application to Tourism WA Regional Events for a grant to create a play on Albert Facey was not successful. The grant had 1 million dollars allocated to it and close to 3 million dollars were requested. The monies went to towns

	<p>attracting more tourists with better advertising opportunities for Tourism WA.</p> <ul style="list-style-type: none"> • Wickepin P&C to host Garden Day <p>Carriage Drive</p> <ul style="list-style-type: none"> • Planning in hand for the event. A parade on Saturday to celebrate Albert Facey returning from the war. A number of events in town on the Saturday and a drive east of town on Sunday.
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> • Albert Facey Drive Trail signs have been delivered and waiting installation • Correspondence with newspapers and magazines re placement of advertising • Social media promotion
Sport and Recreation	<p>Kidsport</p> <ul style="list-style-type: none"> • Support to the Shire of Narrogin with a grant application for Every Club Funding. This collaborative grant will enhance the sustainability, capacity and capability of local sport and recreation organizations through access to local support, education, training and development.
Governance Other	<ul style="list-style-type: none"> • Staff support as needed • Responded to queries from CDO Network • Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken

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
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:

(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 5 June 2018.

Voting Requirements: Simple majority.

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

Kym Smith

- Would like to discuss putting in designated fire pits and/or areas at all the Shire caravan parks.
- At Yealering in particular, there are a lot of visitors who usually camp and light fires everywhere and leave embers/ash behind. It would be a lot neater/safer if there were designated fire pits.

CEO Mark Hook advised that local laws would have to be checked to see if Council approval would be needed.

Kym Smith asked if Council would receive such a request

CEO Mark Hook said Townscape Committee or Yealering Progress Association would have to write directly to Council for their consideration.

Ted Astbury agreed with Kym – It is better off to have designated areas as it's much safer.

Cr Allan Lansdell

- Made mention that he recently did a drive around the Shire and noticed that there is a lot of leaf litter, branches and bark debris from the sugar gums and is it possible for the Shire to have a good clean up. Possibly rake all the debris up and burn the piles.

CEO Mark Hook advised Cr Lansdell that while he agrees there needs to be a good clean up around the Shire, especially at Harrismith and Tincurrin, caution needs to be taken when cleaning up around the sugar gums as removing the natural mulch from the ground can be to the detriment of the trees and cause them to drop more branches/bark/leaves.

Cr Allan Lansdell suggested that perhaps removing the leaf litter and using wood chip mulch may be an option.

CEO Mark Hook advised that the works crew will certainly go out to Harrismith, Tincurrin and Yealering for a general tidy up.

Ted Astbury

- Mentioned that the windsock at the airstrip has seen better days and requested if at all possible, the Shire could replace it and that the main sign on the East entrance to Harrismith needs to be replaced as it has been taken.

CEO Mark Hook advised that the Manger of Works had a replacement windsock to install and that he has also been working on replacing damaged/missing signage throughout the Shire.

Lee Parker

- Asked the Townscape and Cultural Planning Committee if they were still happy to support the Wickepin Art Prize going forward.
 - The Committee agreed.
- Noted that she has been working with the Albert Facey Committee as they have a credit with the signage company TPG. They are in the process of designing and producing signs to be placed at the points of interest along the Albert Facey Trail.

Moved Cr Ted Astbury / Seconded Cr Allan Lansdell

That the existing shade shelter at the Harrismith Cemetery be removed as part of the Harrismith Cemetery upgrade

Carried 11 / 0

12. Urgent Business

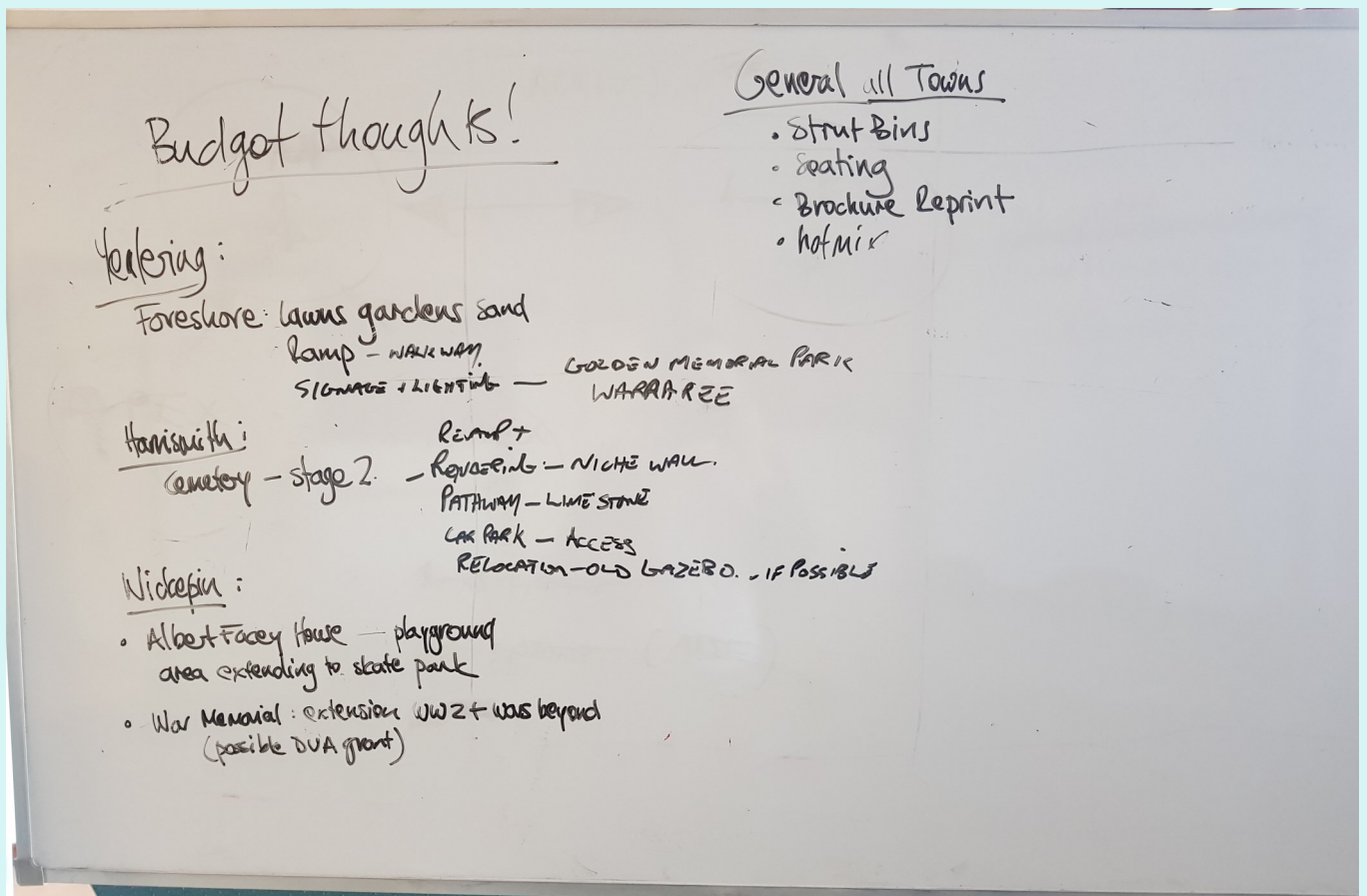
13. Closure – The Chairperson declared the meeting closed at 10.55 am

Actions Requested from meeting

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

2018/19—Townscape Budget Thoughts

<u>Yealering</u>	<ul style="list-style-type: none"> • Foreshore—Lawns, Gardens and Sand • Pedestrian Ramp/Walkway • Signage & solar lighting for Gold Memorial Park
<u>Harrismith</u>	<ul style="list-style-type: none"> • Cemetery Stage 2 <ol style="list-style-type: none"> 1. Revamp/ Rendering Niche wall 2. Crushed Limestone Pathways 3. Car-park Access
<u>Wickepin</u>	<ul style="list-style-type: none"> • Albert Facey Homestead Playground Extension through to Skatepark • War Memorial Extension WWII and Wars Beyond (possible DVA Grant)
<u>General / All Towns</u>	<ul style="list-style-type: none"> • Strut Bins • Seating • Brochure Reprint • Hotmix



Receival of Minutes

7.2 – Bushfire Control Officer’s Meeting

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Agatha Prior
File Reference:	CR.MEE.224
Author:	Agatha Prior
Disclosure of any Interest:	Nil.
Date of Report:	15 June 2018

Enclosure/Attachments:

Minutes of the Bushfire Control Officer’s Meeting held on Tuesday 27 March 2018.

Summary:

The Bushfire Control Officer’s Meeting was held on Tuesday 27 March 2018.

Background

The Bushfire Control Officer’s Meeting was held on Tuesday 27 March 2018.

Comments:

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:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Bushfire Control Officer's Meeting held on Tuesday 27 March 2018 be received.

Voting Requirements:

Simple Majority

Council Decision:**Resolution No:**

Moved Cr / Seconded Cr

That the Minutes for the Bushfire Control Officer's Meeting held on Tuesday 27 March 2018 be received.

Carried /



A Fortunate Place

Bush Fire Control Officer's Meeting

MINUTES

Tuesday 27th March 2018
 Council Chambers
 Commencing at 7:10pm

1. Attendance

Chief Bush Fire Control Officer	David Stacey
Deputy Chief Bush Fire Control Officer	Roger Butler
Fire Control Officers	Tim Heffernan Keith Parnell Phil Russell Daniel White Steve Rose Gordon McDougall Colin Coxon Jim Hamilton Roger Butler
Chief Executive Officer	Mark J Hook
Department of Fire and Emergency Services	Grant Hanson
Visitor	Lachlan White
Apologies	
Trevor Leeson	
Gordon McDougall	
Wes Astbury	
Jim Hamilton	

2. Minutes of Previous Meeting

2.1 Confirmation of Minutes – AGM Meeting 4th July 2017

Moved Steve Rose / Seconded Roger Butler

That the minutes of the Fire Control Officers Annual General Meeting held 4th July 2017 be confirmed as a true and accurate record of the meeting.

Carried

3. Business Arising From Minutes - Nil

4. General Business

Moved Daniel White / Seconded Keith Parnell

That the Shire of Wickpin be requested to install Cell Fire Go units in all the fire trucks at an approximate cost of \$3,660

Carried

Grant Hanson – DFES Narrogin

- Good Fire season this year no major fires
- Touched on the Rural Fire Services
- Presented the new incident spot weather forecast
- Tincurrin/Harrismith truck receiving final inspection should be delivered around two weeks' time

4.1 Chief Bushfire Control Officer Report

2017/2018 Season has been fairly quiet, with only a few incidents occurring across the Shire.

A header was lost at a stubble fire on Tom Williamson's East Wicky block with a prompt response from many units, contributing to bringing the fire under control fairly quickly.

Another stubble fire occurred at Martin's place with approximately 60HA being burnt. Again, a good turnout of volunteers early in the piece ensured the fire was contained fairly quickly, with no significant damage.

A hay stack fire at Mark Graham's place on the Fence Road also went up after a lightning strike, approximately 4 stacks went up. As it was in the Kulin Shire, insurance reports were the responsibility of the Kulin FCO's/Shire.

Another lightning strike occurred at Wittwer's Cuballing property, damage was about 70HA of oat crop, local volunteers attended and again managed to mount a quick response and minimise damage. Given the incident occurred in the middle of the night, the volunteer's fast response was particularly creditable. A major fire issue arising out of this fire was the total lack of mobile reception, which made co-ordinating fire fighting efforts very difficult.

And more recently, a truck fire on the main Wickepin-Kondinin Road in front of Conrad Flavel's caused a few traffic issues with the road being closed for the better part of 2 days. Fortunately no one was injured and the damage was limited to the truck, trailers and load of hay on the actual truck.

Thanks to all FCO's who volunteer their time each summer with call-ups, weather checks and allocating permits. Thank you also to Mark and the Shire for your support and assistance in getting information out during fires as well as day to day administrative duties during the fire season.

4.2 General Discussion

CEO to have Gordon McDougall radios checked prior to next fire season.

Daniel Whites yellow WAERN radio to be removed and installed into Trevor Leeson's vehicle. The Green WAERN radio from Trevor Leeson's vehicle is to be installed into a shire vehicle.

Discussions were held regarding the new permit requirements for chaff heaps and it was agreed to leave them as they currently stand.

A request was made for a note in the Watershed advising that the person lighting fires whether under a permit or outside the restricted periods has a responsibility to ensure that their fire does not escape their property causing damage to neighbours property and road reserves.

CEO advised this would be done.

CEO was requested to check on the amalgamation of the Tincurrin /Toolibin and Harrismith fire brigades.

Phil Russell thanked the CEO and all the Shire of Wickepin staff for their help over the fire season especially at the Martin and Hay Truck fires.

5. Closure

There being no further general business CBFCO Dave Stacey declared the meeting closed at 8.45pm.

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
917-160518-07	Facey Group Agreement	CEO	Agreement Between Shire of Wickepin and Facey Group– MOU - Between 1 July 2018 – 30 June 2021	✓	CEO Sent letter and amended agreement on the 22/05/2018
918-160518-08	Caravan Park's EOI	CEO	Management of Harrismith Caravan Park to Russell and Judy Gray	✓	CEO sent letter and agreement on 22/05/2018
919-160518-09	Caravan Park's EOI	CEO	Management of the Yealering Caravan Park to Peter Stribling	✓	CEO sent letter and agreement on 22/05/2018
920-160518-10	Caravan Park's EOI	CEO	Management of the Wickepin Caravan Park to Daphne Tetlow	✓	CEO sent letter and agreement on 22/05/2018

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Infrastructure and Engineering Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services – Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services – Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	10 June 2018

Enclosure/Attachments:

Nil.

Summary:

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

Comments:

Programmed Construction Works

- Wickepin Corrigin Road floodway project has been completed
- The flood damage NEC are working on outstanding works at present time
- Cemetery Road - works are on hold.
- Yealering Pingelly Road - drainage works are completed
- Wickepin Harrismith Road - working at cutting the line of site issues Tilbrook's
- The grader will be working on shoulder grading on the Wickepin Harrismith Road.

Maintenance Works

- The maintenance grader is in full winter grade, he is trying to re-claim all the gravel that has been cut off over the past years, in this work some vegetation is mixed up with the gravel. The outcome will be some bumps in the finished grade. A lot of this is to do with his roller as it does not float and lifts his grader when he spreads the material and it has little compaction. We need to reassess the whole procedure
- Pot-hole patching.
- Rubbish tip maintenance
- Signage maintenance - new and replacement signs throughout the whole Shire.
- Drainage culvert repairs on Yealering Pingelly Road - collapsed pipes
- Yealering curbs have been backed filled
- Curb and footpath repairs in Yealering have been completed
- Wickepin, Yealering and Harrismith town roads have been swept
- Tip Fence completed
- Tree limbs have been cut back from the roads right across the Shire

Occupational Health and Safety

- Incident report staff - An incident happened on 8 June - worker's legs were badly grazed and left ankle was broken.
- Incident report plant - a stick went into the radiator of WK632 and the motor was cooked to the point of tightening. Apparently the driver was unaware. Insurance claim has been submitted

Workshop

- Mechanics position still to be filled
- Bake hoe repairs still to be done
- Bus to get road worthy certificate

Depot

- In the process of getting a price to install a new wash bay and appropriate environmental drainage system. Then incorporate a shed over it so it gives two more parking bays with power and water. Lights will be connected as well so this can be budgeted for over the next few years

Parks and Gardens

- Under prune street trees in Wickepin
- Oval maintenance is ongoing
- 60 cubic meters of mulch is waiting to be placed out.
- General mowing and whipper snipping is ongoing.
- Walk trail maintenance and clean ups
- Town site clean up
- General maintenance at Lake Yealering, Harrismith and Tincurrin.

Plant and Equipment

I will be looking at upcoming new plant and replacement for 2019/2020 budget e.g. tag along roller

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not Applicable

Financial Implications:

Not Applicable

Strategic Implications:

Not Applicable

Recommendations:

That Council notes the report from the Manager of Works and Services dated 10 June 2018

Voting Requirements:

Simple Majority

Council Decision:**Resolution No:**

Moved Cr / Seconded Cr

That Council notes the report from the Manager of Works and Services dated 10 June 2018

Carried /

Governance, Audit and Community Services

10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Smith – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	11 June 2018

Enclosure/Attachments:

List of accounts.

Summary:

List of Accounts remitted during the period from 1 May 2018 to 31 May 2018.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	8341 – 8411, 8413 – 8436	\$ 491,141.78
Cheques	15223 – 15532	\$ 21,976.80
Payroll	May	\$ 90,528.47
Superannuation	May	\$ 10,413.56
Credit Card	May	\$ 1,537.92
Direct Deductions	May	\$ 7,661.68
Licensing	May	\$ 29,316.00
Trust		
EFT	8412	\$ 50.00
Cheques		\$ 0.00
	MAY TOTAL	<u>\$ 652,576.21</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.

Comments:

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

Statutory Environment:

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

Policy Implications:

Policy 3.1.7 - Cheque Issue

Strategic Implications:

Not applicable

Recommendations:

That Council acknowledges that payments totalling \$652,576.21 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:

Simply Majority

Council Decision:**Resolution No:**

Moved Cr

/ Seconded Cr

That Council acknowledges that payments totalling \$652,576.21 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					
May-18					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8341	03/05/2018	Burgess Rawson (WA) Pty Ltd	Fuel Facility Industrial Rent & Management Fees 1/5/18 to 31/7/18, Wk Public Toilets Water Usage	\$ 3,881.77	
EFT8342	03/05/2018	Best Office Systems	Konica Minolta Copier Charges	\$ 776.43	
EFT8343	03/05/2018	Bitutek	Bitumen for Line Rd	\$104,161.34	
EFT8344	03/05/2018	Benjamin Kittow Construction	Progress Payment 1 Wk Cottage Homes Refurbishment	\$ 56,875.00	
EFT8345	03/05/2018	Courier Australia	Freight on Library Books	\$ 63.99	
EFT8346	03/05/2018	Covs	Worklight for Depot, WK518 Lubricant	\$ 105.59	
EFT8347	03/05/2018	Cailes Gas Services	Repairs to U2 Yarling Ct Oven	\$ 210.20	
EFT8348	03/05/2018	Landgate	Rural UV General Revaluation 2017/18	\$ 5,313.88	
EFT8349	03/05/2018	Easifleet	Facey Group Vehicle Lease Fee March 2018	\$ 486.26	
EFT8350	03/05/2018	Frank Weston & Co	Material for WK Walktrail Bridge	\$ 205.68	
EFT8351	03/05/2018	Fowler Surveys	Set Out Bitumen for Line Road	\$ 825.00	
EFT8352	03/05/2018	Harris Zuglian Electrics	5 Smith St Shed Wiring	\$ 827.68	
EFT8353	03/05/2018	Narrogin Ford	Parts for WK0	\$ 158.95	
EFT8354	03/05/2018	Market Creations	2018/19 Narrogin Directory Advertising	\$ 776.00	
EFT8355	03/05/2018	Great Southern Waste Disposal	April 2018 Waste Collection & Bulk Pickup Transfer Stations	\$ 6,904.90	
EFT8356	03/05/2018	Narrogin Agricultural Repairs	New Chainsaw	\$ 799.00	
EFT8357	03/05/2018	Star Track Express	Freight on Parts for WK518	\$ 86.32	
EFT8358	03/05/2018	Narrogin Petals & Bloom Florist	Anzac Wreaths	\$ 275.00	
EFT8359	03/05/2018	Officeworks Superstores Pty Ltd	Stationery Order	\$ 375.46	
EFT8360	03/05/2018	PCS	Depot Tough Book Laptop, MWS Replacement Computer, Monthly Fees & IT Support	\$ 4,275.00	
EFT8361	03/05/2018	Maureen Susan Preedy	Cleaning Yea Toilets, Hall & Cvn Pk	\$ 530.00	
EFT8362	03/05/2018	Pingelly Tyre Service	Repair Tyres for WK541	\$ 110.00	
EFT8363	03/05/2018	Shire Of Wickepin	CRC Community Grant - Venue Hire	\$ 384.00	
EFT8364	03/05/2018	A F Smith & A L Bullock	Netball Court Cleaning March & April, 10 Smith St Repairs, Clean Pavilion & Install Benches	\$ 922.00	
EFT8365	03/05/2018	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	

EFT8366	03/05/2018	Wandering Smash Repairs	Toolbox Repairs for WK2473	\$ 1,164.90	
EFT8367	17/05/2018	Australia Post	April 2018 Account	\$ 173.29	
EFT8368	17/05/2018	Air Liquide WA Pty Ltd	Monthly Cylinder Rental April 2018	\$ 92.21	
EFT8369	17/05/2018	Ad Engineering Pty Ltd	SAM Trailer Remote Access Annual Fees	\$ 528.00	
EFT8370	17/05/2018	Aquatic Services WA	Sewerage Chlorine Pump Repairs	\$ 2,436.50	
EFT8371	17/05/2018	Yvonne Bowey Consulting	March Financial Statement Preparation	\$ 742.50	
EFT8372	17/05/2018	Belvedere Nursery	Trees for Private Works Water Corp	\$ 869.50	
EFT8373	17/05/2018	Best Office Systems	Service HP Laserjet	\$ 124.00	
EFT8374	17/05/2018	Yealering Agparts & Repairs	Remove Radio	\$ 220.00	
EFT8375	17/05/2018	Courier Australia	Freight on Computer, Water Samples & Stationery	\$ 43.39	
EFT8376	17/05/2018	Covs	Parts for WK518 & WK2473	\$ 511.31	
EFT8377	17/05/2018	Kelly Cochrane	Cleaning Yea Toilets, Hall & Cvn Pk	\$ 325.00	
EFT8378	17/05/2018	CGS Tyres	Tyre Repairs for WK813	\$ 464.00	
EFT8379	17/05/2018	CMZ Concrete Supply	Stabilised Sand for Wk-Corring Rd	\$ 1,958.00	
EFT8380	17/05/2018	Landgate	Valuation Rolls	\$ 295.35	
EFT8381	17/05/2018	DX Print Group Pty Ltd	Envelopes, Letterhead & Business Cards	\$ 664.50	
EFT8382	17/05/2018	Ewen Rural Supplies	April 2018 Account	\$ 701.97	
EFT8383	17/05/2018	Easifleet	Facey Group Lease Vehicle	\$ 588.68	
EFT8384	17/05/2018	AC & EJ Fulford & Co	Gravel Pushing for Cemetery Rd, Malyalling Rd, WK-Corrigin Rd Culvert & Rubbish Tip Maintenance	\$ 13,750.00	
EFT8385	17/05/2018	Great Southern Fuel Supplies	April 2018 Fuel Account	\$ 15,308.37	
EFT8386	17/05/2018	Globe Australia Pty Ltd	Herbicide for Oval	\$ 187.00	
EFT8387	17/05/2018	Grab Photography & Design	Hsm Cemetery Concept Development	\$ 1,375.00	
EFT8388	17/05/2018	Stefie Green	Research & Writing WK District KIA Stories WWI & WWII	\$ 4,000.00	
EFT8389	17/05/2018	J R & A Hersey Pty Ltd	WK-Corrigin Rd Sand Bags	\$ 1,650.00	
EFT8390	17/05/2018	Hanson Construction Materials	Concrete for Kirk Rock/Dalton Rd	\$ 1,225.40	
EFT8391	17/05/2018	Harris Zuglian Electrics	Air Conditioner Repairs 7 Rintel St, Cottage Homes Repairs	\$ 988.90	
EFT8392	17/05/2018	C Holmes Bricklaying & Maintenance	Repairs to Cvn Pk House, Footpath on Wogolin Rd & WK Walktrail Bridge Preparations	\$ 1,210.00	
EFT8393	17/05/2018	Jason Signmakers	Various Signage	\$ 3,714.04	
EFT8394	17/05/2018	J & S Kulker Painting	Painting 7 Rintel St	\$ 7,920.00	

EFT8395	17/05/2018	Marketforce Productions	Advertising Hsm Cemetery	\$ 784.52	
EFT8396	17/05/2018	Mercure Hotel Perth	Accommodation & Meals - Tax Workshop	\$ 709.50	
EFT8397	17/05/2018	MJB Industries	Culverts for Wickepin-Corrigin Rd & Drainage Pipes for Cemetery Rd	\$ 20,961.60	
EFT8398	17/05/2018	Komatsu Australia Pty Ltd	Parts for WK518	\$ 32.38	
EFT8399	17/05/2018	Narrogin Hire Service And Reticulation	Reticulation Parts	\$ 825.33	
EFT8400	17/05/2018	Narrogin Agricultural Repairs	Chainsaw Parts	\$ 164.50	
EFT8401	17/05/2018	Narrogin Packaging	Toilet Roll Dispensers & Urinal Pads for Wk Toilets	\$ 419.40	
EFT8402	17/05/2018	Narrogin Carpets & Curtains	5 Smith St Blinds	\$ 880.00	
EFT8403	17/05/2018	Narrogin Earthmoving & Concrete	WANDRRA Wogolin South Rd	\$ 99,682.00	
EFT8404	17/05/2018	Officeworks Superstores Pty Ltd	Mobile for Manager of Works & Stationery Order	\$ 888.23	
EFT8405	17/05/2018	PCS	IT Support	\$ 212.50	
EFT8406	17/05/2018	Wagin Plumbing	Repair Hot Water System Issues at U3 Yarling Ct & 7 Rintel St	\$ 337.70	
EFT8407	17/05/2018	Shire Of Coorow	Budget Meeting and Finance Conference - Erika Clement	\$ 3,032.50	
EFT8408	17/05/2018	Shire Of Narrogin	Building Surveyor Services	\$ 38.50	
EFT8409	17/05/2018	Wickepin Hotel And Harvest Cafe	Catering for Gary's Welcome	\$ 131.40	
EFT8410	17/05/2018	Western Australian Local Government Association	Website Refresh/Remap	\$ 4,604.00	
EFT8411	17/05/2018	Wickepin Newsagency	April 2018 Account	\$ 139.10	
EFT8412	31/05/2018	Mullan Farms	Cat Trap Bond Refund		\$50.00
EFT8413	31/05/2018	E I & SM Astbury	gravel for line road	\$ 3,300.00	
EFT8414	31/05/2018	Best Office Systems	Konica Minolta Copier Charges	\$ 403.75	
EFT8415	31/05/2018	Borgas Engineering	Crane Hire	\$ 990.00	
EFT8416	31/05/2018	Butler Settineri	Interim fee - audit 17/18	\$ 4,509.80	
EFT8417	31/05/2018	Benjamin Kittow Construction	Progress Payment 2 Cottage Homes Refurbishment	\$ 45,500.00	
EFT8418	31/05/2018	Everlon Bronze	Niche Wall Plaque Ellie Read compartment 69	\$ 220.00	
EFT8419	31/05/2018	Efire & Safety	May 2018 Fire Equipment Service	\$ 2,568.50	
EFT8420	31/05/2018	Forpark Australia	ParkFit Uprights	\$ 433.40	
EFT8421	31/05/2018	FESA - ESL	ESL Quarter 4 17/18	\$ 4,042.50	
EFT8422	31/05/2018	Fowler Surveys	Floodway Wickepin Corrigin Road	\$ 2,442.00	

EFT8423	31/05/2018	Hancocks Home Hardware	Key Cut 7 Rintel Street	\$ 12.00	
EFT8424	31/05/2018	Elizabeth Heffernan	Cleaning Albert Facey Homestead	\$ 50.00	
EFT8425	31/05/2018	Harris Zuglian Electrics	Kitchen Rangehood, Depot Pressure Cleaner Repairs, CRC Power Point Repairs, Timekeepers Box Globe Replacement, Football Oval Lights & Sewer Ponds Chlorine Pump	\$ 2,693.52	
EFT8426	31/05/2018	Landmark Engineering & Design Pty Ltd	Vasse Seat With Jarrah Slats And Surface Mount Frames	\$ 2,019.60	
EFT8427	31/05/2018	Mcdonald Fencing	Supply And Install 1800 High Security Mesh	\$ 7,447.00	
EFT8428	31/05/2018	Narrogin Chamber Of Commerce	2018-19 Subscription	\$ 235.00	
EFT8429	31/05/2018	Narrogin Hire Service And Reticulation	Reticulation Parts	\$ 174.60	
EFT8430	31/05/2018	Wagin Plumbing	Sewerage Ponds Flow Meter	\$ 1,980.00	
EFT8431	31/05/2018	Retech Rubber	Softfall Rubber	\$ 7,033.50	
EFT8432	31/05/2018	South East Cabinet Makers	Supply and install vanity units	\$ 3,124.00	
EFT8433	31/05/2018	Shire Of Narrogin	Contribution cats - community assisted	\$ 550.00	
EFT8434	31/05/2018	Toolibin Tennis Club	Community Grant Funding	\$ 1,100.00	
EFT8435	31/05/2018	Wanneroo Trophy Shop	Honour Board Updates	\$ 41.30	
EFT8436	31/05/2018	Total Quality Clean	Carpet Cleaning 7 Rintel St & WK Community Centre	\$,743.50	
			Total EFT	\$491,141.78	\$50.00
15523	02/05/2018	Mcleods Barristers & Solicitors	Review Leased Properties & Development of Standard Leases	\$ 1,544.13	
15524	02/05/2018	Shire Of Wickepin	WK2433 Registration to 30/6/18	\$ 45.85	
15525	02/05/2018	Telstra	Phone Accounts to 13/4/18	\$ 2,601.96	
15526	02/05/2018	Synergy	Power Accounts	\$ 530.25	
15527	02/05/2018	Water Corporation	Water Accounts	\$ 2,933.35	
15528	17/05/2018	Telstra	Bushfire SMS	\$ 117.76	
15529	17/05/2018	Synergy	Power Accounts	\$ 11,273.50	
15530	31/05/2018	Telstra	Phone Account to 13 May 2018	\$ 1,682.20	
15531	31/05/2018	Synergy	Power Accounts	\$ 1,205.95	
15532	31/05/2018	Water Corporation	Water Accounts	\$ 41.85	
			Total Cheques	\$ 21,976.80	
DD9559.1	09/05/2018	WA Local Government Super Plan	Payroll deductions	\$ 3,355.61	
DD9559.2	09/05/2018	ANZ Super	Superannuation contributions	\$ 397.49	

DD9559.3	09/05/2018	Colonial First State	Superannuation contributions	\$ 400.83	
DD9559.4	09/05/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9559.5	09/05/2018	Australian Ethical Super	Superannuation contributions	\$ 192.78	
DD9559.6	09/05/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 79.29	
DD9559.7	09/05/2018	MTAA Super Fund	Superannuation contributions	\$ 386.75	
DD9559.8	09/05/2018	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 109.91	
DD9593.1	23/05/2018	WA Local Government Super Plan	Payroll deductions	\$ 3,535.53	
DD9593.2	23/05/2018	ANZ Super	Superannuation contributions	\$ 397.49	
DD9593.3	23/05/2018	Colonial First State	Superannuation contributions	\$ 390.36	
DD9593.4	23/05/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9593.5	23/05/2018	Australian Ethical Super	Superannuation contributions	\$ 192.78	
DD9593.6	23/05/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 138.75	
DD9593.7	23/05/2018	MTAA Super Fund	Superannuation contributions	\$ 364.36	
DD9593.8	23/05/2018	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 109.91	
			Total Superannuation	\$ 10,413.56	
DD9567.1	02/05/2018	James Matthews	Pool Manager Contract Payment 22/2017-18	\$ 2,376.06	
DD9575.1	16/05/2018	James Matthews	Pool Manager Contract Payment 23/2017-18	\$ 2,376.06	
DD9608.1	30/05/2018	James Matthews	Pool Manager Contract Payment 24/2017-18	\$ 2,376.06	
DD9608.2	17/05/2018	Westnet Pty Ltd	Monthly and Annual Internet Charges	\$ 174.90	
DD9608.3	23/05/2018	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
			Total Direct Debits	\$ 7,661.68	
220518	31/05/2018	ANZ Bank	Credit Card Account	\$ 1,537.92	
			Total Credit Cards	\$ 1,537.92	
98010518	01/05/2018	Dept Of Transport	Trans Licensing	\$ 5,665.15	
98020518	02/05/2018	Dept Of Transport	Trans Licensing	\$ 2,297.80	
98030518	03/05/2018	Dept Of Transport	Trans Licensing	\$ 150.25	
98040518	04/05/2018	Dept Of Transport	Trans Licensing	\$ 1,816.80	
98070518	07/05/2018	Dept Of Transport	Trans Licensing	\$ 425.90	
98080518	08/05/2018	Dept Of Transport	Trans Licensing	\$ 1,199.05	
98090518	09/05/2018	Dept Of Transport	Dot - Licensing	\$ 1,682.90	
98100518	10/05/2018	Dept Of Transport	Trans Licensing	\$ 448.80	

98110518	11/05/2018	Dept Of Transport	Trans Licensing	\$ 349.50	
98140518	14/05/2018	Dept Of Transport	Trans Licensing	\$ 186.15	
98150518	15/05/2018	Dept Of Transport	Trans Licensing	\$ 952.05	
98160518	16/05/2018	Dept Of Transport	Trans Licensing	\$ 300.90	
98170518	17/05/2018	Dept Of Transport	Trans Licensing	\$ 1,897.50	
98180518	18/05/2018	Dept Of Transport	Trans Licensing	\$ 2,800.75	
98210518	21/05/2018	Dept Of Transport	Trans Licensing	\$ 2,276.05	
98220518	22/05/2018	Dept Of Transport	Trans Licensing	\$ 365.35	
98230518	23/05/2018	Dept Of Transport	Trans Licensing	\$ 1,231.90	
98240518	24/05/2018	Dept Of Transport	Trans Licensing	\$ 71.40	
98250518	25/05/2018	Dept Of Transport	Trans Licensing	\$ 1,216.85	
98280518	28/05/2018	Dept Of Transport	Trans Licensing	\$ 295.05	
98290518	29/05/2018	Dept Of Transport	Trans Licensing	\$ 1,142.70	
98300518	30/05/2018	Dept Of Transport	Trans Licensing	\$ 1,509.55	
98310518	31/05/2018	Dept Of Transport	Trans Licensing	\$ 1,033.65	
			Total Licensing	\$ 29,316.00	
	10/05/2018	Gross Payroll		\$ 42,413.84	
	24/05/2018	Gross Payroll		\$ 48,114.63	
			Total Payroll	\$ 90,528.47	
			Total Payments	\$652,576.21	\$50.00

Governance, Audit and Community Services

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Agatha Prior – Executive Support Officer
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	11 June 2018

Enclosure/Attachments:

Monthly Financial report for the month of May 2018.

Background:

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

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

Comments:

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

Statutory Environment:

Section 6.4(2) of the Local Government Act 1995

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing -

- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications:

Not applicable

Financial Implications:

Not applicable

Strategic Implications:

Not applicable

Recommendations:

That the financial statements tabled for the period ending 31 May 2018 as presented be received.

Voting Requirements:

Simply Majority

Council Decision:

Resolution No:

Moved Cr / Seconded Cr

That the financial statements tabled for the period ending 31 May 2018 as presented be received.

Carried /

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

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

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Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2018 of \$801,759.

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

Preparation

Prepared by: Erika Clement DCEO

Reviewed by: Mark Hook CEO

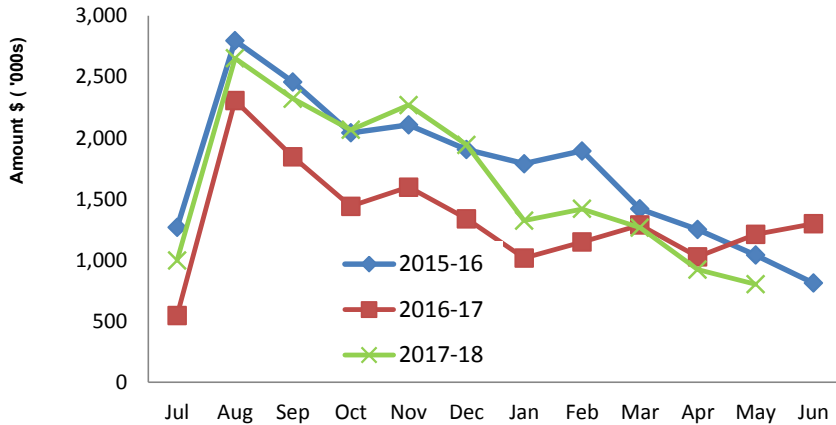
Date prepared: 11-Jun-18

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 May 2018

Liquidity Over the Year (Refer Note 3)



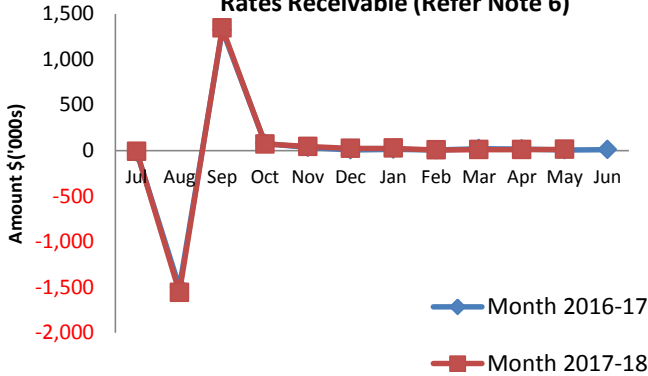
Cash and Cash Equivalents as at period end

Unrestricted	\$ 914,307
Restricted	\$ 1,666,595
	\$ 2,580,902

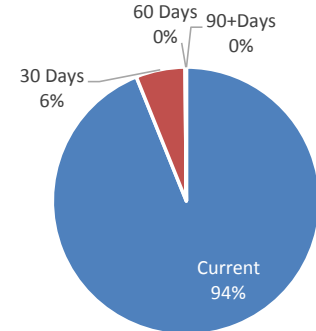
Receivables

Rates	\$ 21,802
Other	\$ 61,500
	\$ 83,302

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

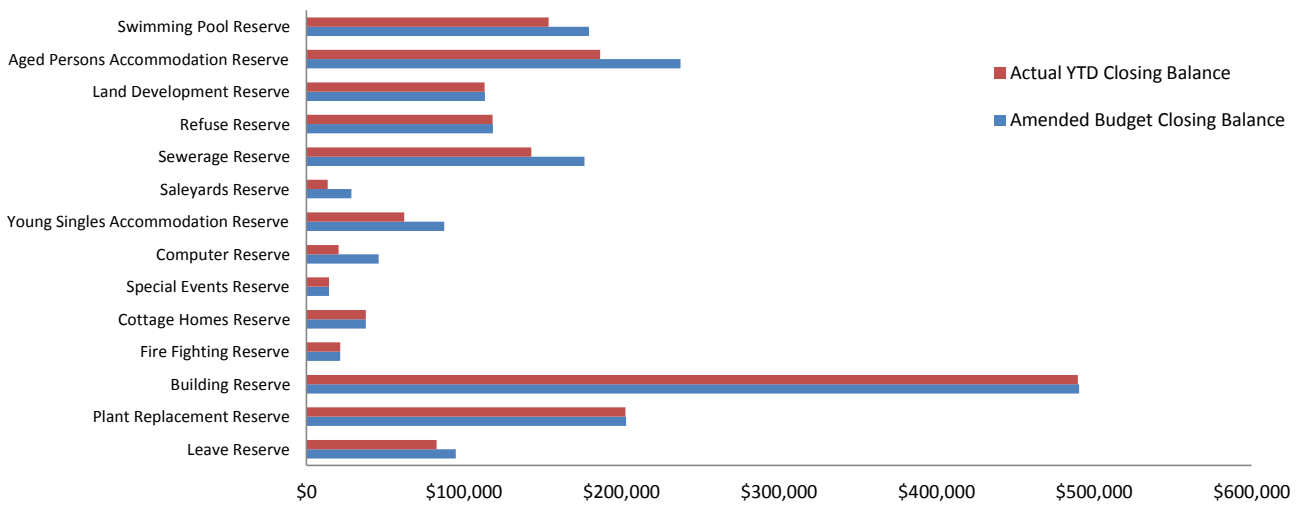
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 May 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.

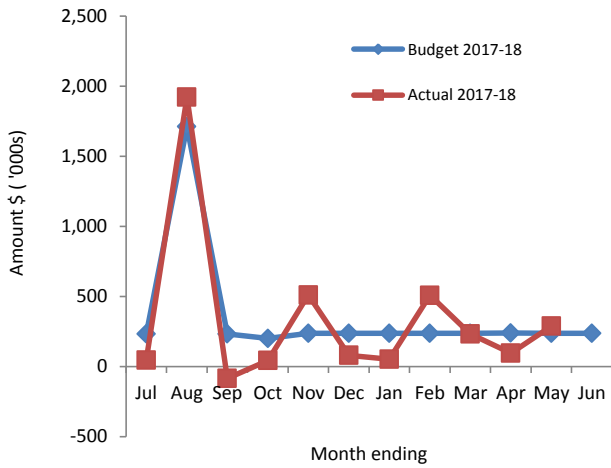
Shire of Wickepin

Monthly Summary Information

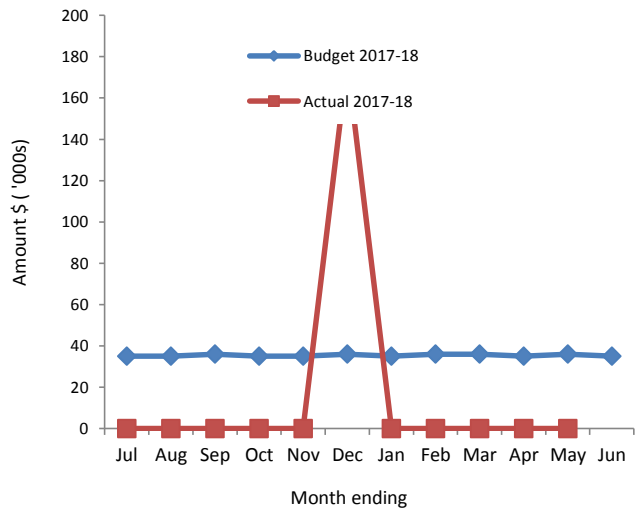
For the Period Ended 31 May 2018

Revenues

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

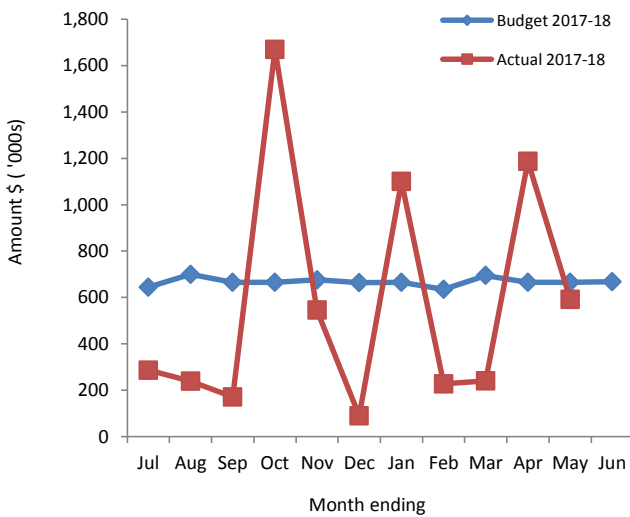


Budget Capital Revenue -v- Actual (Refer Note 2)

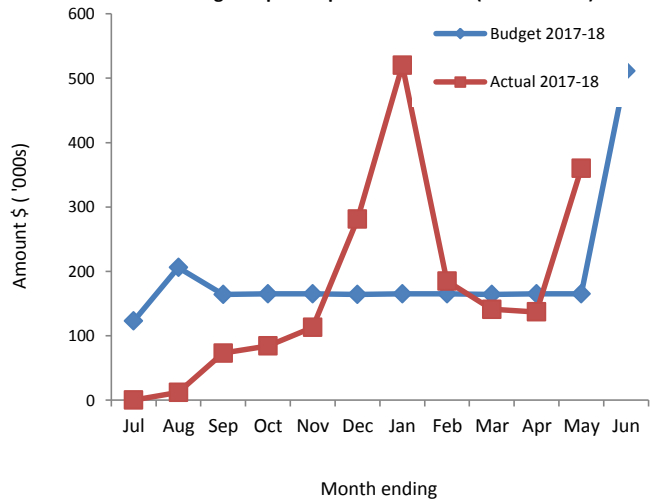


Expenditure

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 31 May 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		5,720	5,236	14,492	9,256	176.77%	▲
General Purpose Funding - Rates	9	1,357,675	1,356,916	1,359,703	2,787	0.21%	
General Purpose Funding - Other		714,849	655,160	753,635	98,475	15.03%	▲
Law, Order and Public Safety		437,930	403,603	75,195	(328,408)	(81.37%)	▼
Health		250	220	236	16	7.27%	
Education and Welfare		4,500	4,125	4,251	126	3.05%	
Housing		273,440	250,613	134,603	(116,010)	(46.29%)	▼
Community Amenities		170,489	160,974	193,834	32,860	20.41%	▲
Recreation and Culture		57,847	52,976	28,845	(24,131)	(45.55%)	▼
Transport		1,138,728	1,043,801	1,043,165	(636)	(0.06%)	
Economic Services		50,635	46,376	43,743	(2,633)	(5.68%)	
Other Property and Services		64,000	58,641	39,756	(18,885)	(32.20%)	▼
Total Operating Revenue		4,276,063	4,038,641	3,691,457	(347,184)		
Operating Expense							
Governance		(516,699)	(473,385)	(380,006)	93,379	19.73%	▼
General Purpose Funding		(84,007)	(76,945)	(72,947)	3,998	5.20%	▼
Law, Order and Public Safety		(235,735)	(215,985)	(152,135)	63,850	29.56%	▼
Health		(30,662)	(28,039)	(19,420)	8,619	30.74%	▼
Education and Welfare		(21,304)	(19,481)	(12,288)	7,193	36.92%	▼
Housing		(213,216)	(195,195)	(179,584)	15,611	8.00%	▼
Community Amenities		(451,025)	(412,852)	(338,969)	73,883	17.90%	▼
Recreation and Culture		(1,235,597)	(1,131,988)	(858,342)	273,646	24.17%	▼
Transport		(4,898,727)	(4,490,233)	(4,184,239)	305,994	6.81%	▼
Economic Services		(306,009)	(280,258)	(184,264)	95,994	34.25%	▼
Other Property and Services		(16,270)	(16,862)	30,367	47,229	280.09%	▼
Total Operating Expenditure		(8,009,252)	(7,341,223)	(6,351,826)	989,397		
Funding Balance Adjustments							
Add back Depreciation		4,725,060	4,331,239	3,985,945	(345,294)	(7.97%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(52,250)	20,570	72,820	(139.37%)	
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		934,868	976,407	1,346,146	369,739		
Capital Revenues							
Proceeds from Disposal of Assets	8	425,196	283,464	177,060	(106,404)	(37.54%)	▼
Total Capital Revenues		425,196	283,464	177,060	(106,404)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(167,728)	(173,629)	(5,901)	(3.52%)	
Infrastructure - Roads	13	(1,132,674)	(1,038,180)	(1,124,818)	(86,638)	(8.35%)	▲
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(32,843)	(30,096)	(27,822)	2,274	7.55%	▼
Infrastructure - Drainage	13	(15,500)	(14,201)	(12,927)	1,274	8.97%	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(957,749)	(527,362)	(528,514)	(1,152)	(0.22%)	
Furniture and Equipment	13	(36,000)	(33,000)	(39,727)	(6,727)	(20.39%)	▲
Total Capital Expenditure		(2,321,766)	(1,810,567)	(1,907,438)	(96,871)		
Net Cash from Capital Activities		(1,896,570)	(1,527,103)	(1,730,378)	(203,275)		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5844	2,922	5,844	2,922	100.02%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(13,902)	(25,925)	(12,023)	(86.48%)	▲
Transfer to Reserves	7	(234,980)	(117,490)	(19,167)	98,323	83.69%	▼
Net Cash from Financing Activities		(256,940)	(128,470)	(39,247)	89,223		
Net Operations, Capital and Financing		(1,218,642)	(679,166)	(423,479)	328,507		
Opening Funding Surplus(Deficit)	3	1,225,238	1,225,239	1,225,239	0	0.00%	
Closing Funding Surplus(Deficit)	3	6,596	546,073	801,759	328,507		

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,357,675	\$ 1,356,828	\$ 1,359,703	\$ 2,875	0.21%	
Operating Grants, Subsidies and Contributions	11	796,304	729,916	840,963	111,047	15.21%	▲
Fees and Charges		675,786	626,177	576,384	(49,793)	(7.95%)	▼
Service Charges		0	0	0	0		
Interest Earnings		42,400	38,852	40,759	1,907	4.91%	
Other Revenue		0	0	12,168	12,168		▲
Profit on Disposal of Assets	8	155,560	142,582	10,917			
Total Operating Revenue		3,027,725	2,894,355	2,840,894	78,204		
Operating Expense							
Employee Costs		(1,139,806)	(1,044,417)	(892,600)	151,817	14.54%	▲
Materials and Contracts		(1,695,859)	(1,552,760)	(1,155,051)	397,709	25.61%	▲
Utility Charges		(172,045)	(157,553)	(119,781)	37,772	23.97%	▲
Depreciation on Non-Current Assets		(4,725,060)	(4,331,239)	(3,985,945)	345,294	7.97%	▲
Interest Expenses		(5,014)	(4,587)	(4,771)	(184)	(4.01%)	
Insurance Expenses		(172,911)	(160,335)	(162,193)	(1,858)	(1.16%)	
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(98,557)	(90,332)	(31,486)			
Total Operating Expenditure		(8,009,252)	(7,341,223)	(6,351,826)	930,551		
Funding Balance Adjustments							
Add back Depreciation		4,725,060	4,331,239	3,985,945	(345,294)	(7.97%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(52,250)	20,569	72,819	(139.37%)	
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(313,470)	(167,879)	495,582	736,280		
Capital Revenues							
Grants, Subsidies and Contributions	11	1,248,338	1,144,286	850,563	(293,723)	(25.67%)	▼
Proceeds from Disposal of Assets	8	425,196	283,464	177,060	(106,404)	(37.54%)	▼
Total Capital Revenues		1,673,534	1,427,750	1,027,623	(400,127)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(167,728)	(173,629)	(5,901)	(3.52%)	
Infrastructure - Roads	13	(1,132,674)	(1,038,180)	(1,124,818)	(86,638)	(8.35%)	▼
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(32,843)	(30,096)	(27,822)	2,274	7.55%	▲
Infrastructure - Drainage	13	(15,500)	(14,201)	(12,927)	1,274	8.97%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(957,749)	(527,362)	(528,514)	(1,152)	(0.22%)	
Furniture and Equipment	13	(36,000)	(33,000)	(39,727)	(6,727)	(20.39%)	▼
Total Capital Expenditure		(2,321,766)	(1,810,567)	(1,907,438)	(96,871)		
Net Cash from Capital Activities		(648,232)	(382,817)	(879,815)	(496,998)		
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	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(13,902)	(25,925)	(12,023)	(86.48%)	▼
Transfer to Reserves	7	(234,980)	(117,490)	(19,167)	98,323	83.69%	▲
Net Cash from Financing Activities		(256,940)	(128,470)	(39,247)	89,223		
Net Operations, Capital and Financing		(1,218,642)	(679,166)	(423,479)	328,505		
Opening Funding Surplus(Deficit)	3	1,225,238	1,225,239	1,225,239	0	0.00%	
Closing Funding Surplus(Deficit)	3	6,596	546,073	801,760	328,505		

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

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

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

		YTD 31 05 2018					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	180,029	0	180,029	36,750	147,000	143,279
Infrastructure Assets - Roads	13	0	1,124,817	1,124,817	283,169	1,132,674	841,649
Infrastructure Assets - Public Facilities	13	12,927	0	12,927	3,875	15,500	9,052
Infrastructure Assets - Footpaths	13	14,453	0	14,453	8,211	32,843	6,242
Plant and Equipment	13	0	521,313	521,313	239,437	957,749	281,876
Furniture and Equipment	13	0	39,289	39,289	9,000	36,000	30,289
Capital Expenditure Totals		207,409	1,685,419	1,892,829	580,442	2,321,766	1,312,387

Funded By:

Capital Grants and Contributions	850,563	1,248,338	1,248,338	397,775
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	865,206	(951,361)	648,232	1,816,566
Capital Funding Total	1,892,829	580,442	2,321,766	1,312,387

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 May 2018

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	5,720		5,720	5,236
General Purpose Funding - Rates	1,357,675		1,357,675	1,356,916
General Purpose Funding - Other	714,849		714,849	655,160
Law, Order and Public Safety	437,930		437,930	403,603
Health	250		250	220
Education and Welfare	4,500		4,500	4,125
Housing	273,440		273,440	250,613
Community Amenities	170,489		170,489	160,974
Recreation and Culture	57,847		57,847	52,976
Transport	1,138,728		1,138,728	1,043,801
Economic Services	50,635		50,635	46,376
Other Property and Services	64,000		64,000	58,641
Total Operating Revenue	4,276,063	0	4,276,063	4,038,641
Operating Expense				
Governance	(516,699)		(516,699)	(473,385)
General Purpose Funding	(84,007)		(84,007)	(76,945)
Law, Order and Public Safety	(235,735)		(235,735)	(215,985)
Health	(30,662)		(30,662)	(28,039)
Education and Welfare	(21,304)		(21,304)	(19,481)
Housing	(213,216)		(213,216)	(195,195)
Community Amenities	(451,025)		(451,025)	(412,852)
Recreation and Culture	(1,235,597)		(1,235,597)	(1,131,988)
Transport	(4,898,727)		(4,898,727)	(4,490,233)
Economic Services	(306,009)		(306,009)	(280,258)
Other Property and Services	(16,270)		(16,270)	(16,862)
Total Operating Expenditure	(8,009,252)	0	(8,009,252)	(7,341,223)
Funding Balance Adjustments				
Add back Depreciation	4,725,060		4,725,060	4,331,239
Adjust (Profit)/Loss on Asset Disposal	(57,003)		(57,003)	(52,250)
Adjust Provisions and Accruals	0		0	
Net Cash from Operations	934,868	0	934,868	976,407
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)	(167,728)
Infrastructure - Roads	(1,132,674)		(1,132,674)	(1,038,180)
Infrastructure - Public Facilities	0		0	0
Infrastructure - Footpaths	(32,843)		(32,843)	(30,096)
Infrastructure - Drainage	(15,500)		(15,500)	(14,201)
Heritage Assets	0		0	0
Plant and Equipment	(957,749)		(957,749)	(527,362)
Furniture and Equipment	(36,000)		(36,000)	(33,000)
Total Capital Expenditure	(2,321,766)	0	(2,321,766)	(1,810,567)
Net Cash from Capital Activities	(1,896,570)	0	(1,896,570)	(1,527,103)
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)	(679,166)
Opening Funding Surplus(Deficit)	1,225,238	0	1,225,238	1,225,238
Closing Funding Surplus(Deficit)	6,596	0	6,596	546,072

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

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

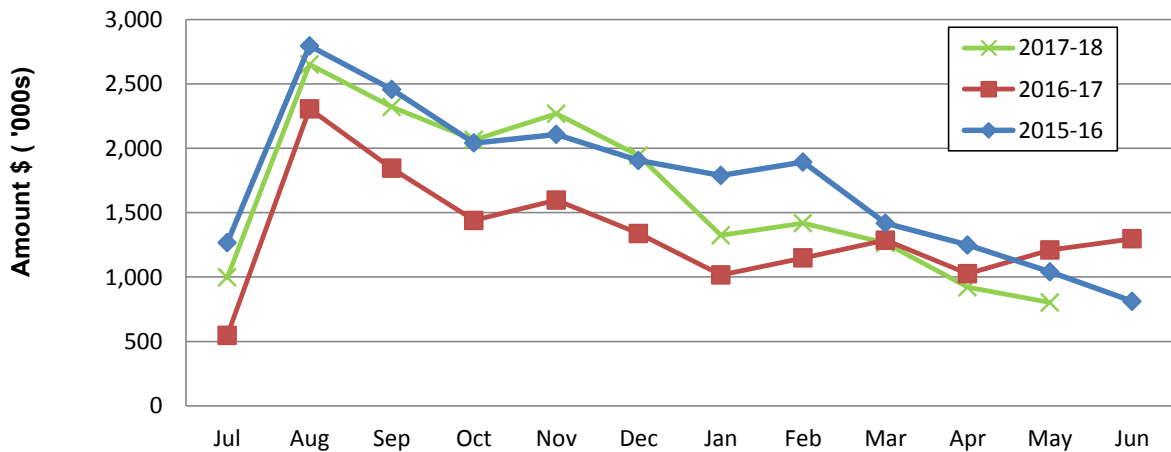
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	9,256	176.77%	▲	Timing	Insurance, Contribution LSL
General Purpose Funding - Other	98,475	15.03%	▲	Timing	Budget input method (monthly rather than quarterly) as well as actual to be more than budget
Law, Order and Public Safety	(328,408)	(81.37%)	▼	Timing	Grant not received for Fire Truck
Housing	(116,010)	(46.29%)	▼	Permanent	Budget includes profit on disposal of 5 Smith Street, which is unsold
Community Amenities	32,860	20.41%	▲	Timing	Budget input method for rubbish charges monthly rather than when rates due
Recreation and Culture	(24,131)	(45.55%)	▼	Permanent	Pool grant not received
Other Property and Services	(18,885)	(32.20%)	▼	Permanent	License refund paid to 176720
Operating Expense					
Governance	93,379	19.73%	▼	Timing	Consulting fees, depreciation, legal expenses
General Purpose Funding	3,998	5.20%	▼	Timing	Valuation expenses for revaluation May
Law, Order and Public Safety	63,850	29.56%	▼	Timing	Insurance paid full year. Reduced exp fire prevention, dog control and loss on sale of assets not realised until fire truck disposed.
Health	8,619	30.74%	▼	Timing	Reduced expenditure Environmental Health
Education and Welfare	7,193	36.92%	▼	Timing	Community Development Project not fully expended
Housing	15,611	8.00%	▼	Timing	Staff housing subsidy paid full year. Reduced depreciation.
Community Amenities	73,883	17.90%	▼	Timing	Reduced depreciation. Reduced expenditure on rubbish tips and sewerage maintenance expenses. Reduced Landvision expenses
Recreation and Culture	273,646	24.17%	▼	Timing	Reduced expenditure depreciation, pool maintenance and oval maintenance.
Transport	305,994	6.81%	▼	Timing	Townscape projects not completed. Decreased depreciation, tree pruning and road maintenance.
Economic Services	95,994	34.25%	▼	Timing	Reduced expenditure depreciation, Wickepin caravan park maintenance and standpipes. Reduced building control.
Other Property and Services	47,229	280.09%	▼	Timing	Insurance paid full year, outside staff training. Staff bonus paid including inside staff. Reduce fuel & oil expenditure, License refund
Capital Revenues					
Grants, Subsidies and Contributions	(293,723)	(25.67%)	▼	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. Fire truck not received, Smith St house not being sold
Capital Expenses					
Infrastructure - Roads	(86,638)	(8.35%)	▲	Timing	Projects not completed as yet
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	2,274	7.55%	▼	Timing	Projects not completed as yet
Furniture and Equipment	(6,727)	(20.39%)	▲	Timing	Furniture and equip not purchased as yet.
Financing					
Loan Principal	(12,023)	(86.48%)	▲	Timing	Input method of budget monthly.

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

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 May 2018	30 June 2017	YTD 30 May 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	914,307	1,441,513	975,440
Cash Restricted	4	1,666,595	1,647,429	1,274,113
Receivables - Rates	6	21,802	19,522	73,835
Receivables -Other	6	61,500	18,556	112,223
Interest / ATO Receivable/Trust		28,619	25,649	27,693
Inventories			0	0
		2,692,824	3,152,668	2,463,304
Less: Current Liabilities				
Payables		(22,932)	(78,464)	(26,842)
Provisions		(201,537)	(201,537)	(144,743)
		(224,469)	(280,001)	(171,586)
Less: Cash Reserves	7	(1,666,595)	(1,647,429)	(1,274,113)
Net Current Funding Position		801,759	1,225,239	1,017,605

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	495,974			495,974	ANZ	At Call
Reserve Bank Account	0.00%		63,283		63,283	ANZ	At Call
Trust Bank Account	0.00%			37,420	37,420	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	1.45%	417,633			417,633	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		914,307	1,666,595	112,126	2,693,029		

Comments/Notes - Investments

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

Note 5: BUDGET AMENDMENTS

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

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

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

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

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

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

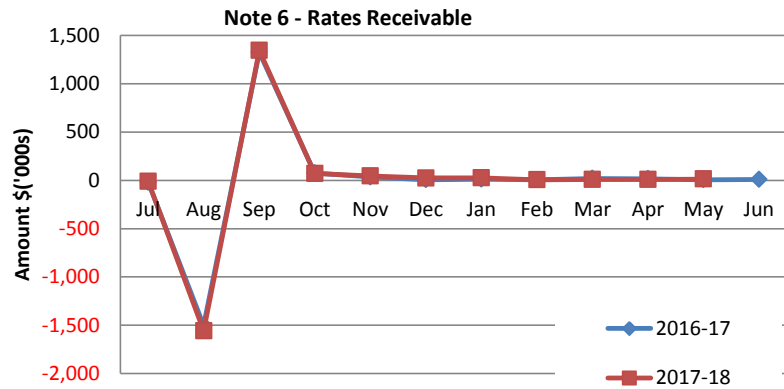
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 6: RECEIVABLES

Receivables - Rates Receivable

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

	YTD 31 May 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,527,417	1,497,589
<u>Less</u> Collections to date	(1,525,137)	(1,503,610)
Equals Current Outstanding	21,802	19,522
Net Rates Collectable	21,802	19,522
% Collected	98.59%	98.72%



Comments/Notes - Receivables Rates

Receivables - General

Receivables - General

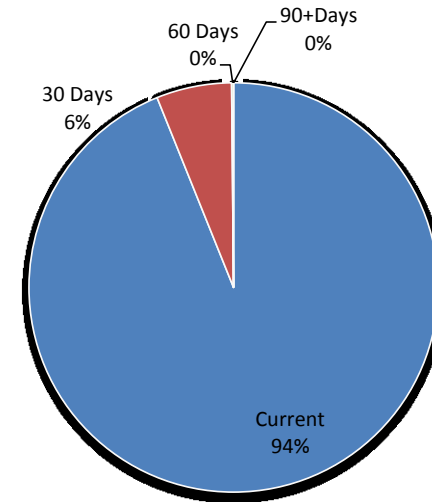
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	57,750	3,657	93	0

Total Receivables General Outstanding

61,500

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

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

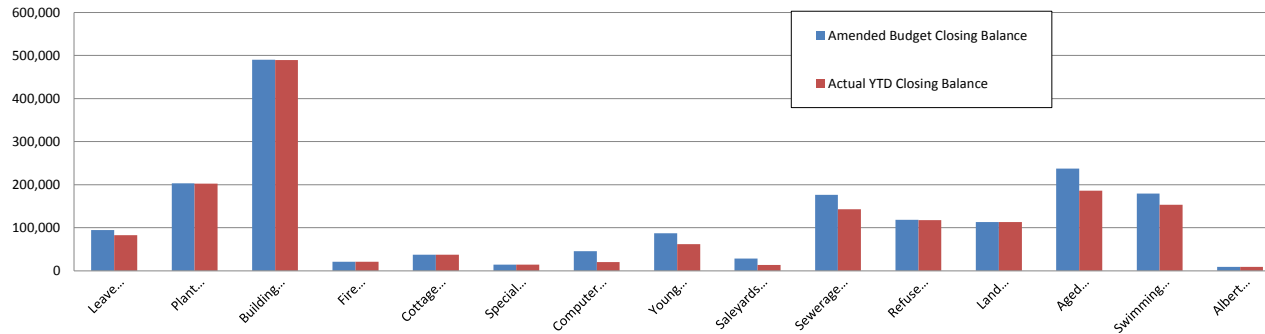
31/05/2018
 1/07/2017

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	21,368
Cottage Homes Reserve	37,172	500	432						37,672	37,604
Special Events Reserve	14,010	189	163						14,199	14,173
Computer Reserve	20,088	606	234	25,000					45,694	20,322
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	184,184	3,152	2,143	50,000					237,336	186,327
Swimming Pool Reserve	151,819	2,380	1,766	25,000					179,199	153,585
Albert Facey Homestead Reserve	9,365	126	109						9,491	9,474
Fuel Facility	0	337		25,000				Res 160817-22	25,337	0
	1,647,429	25,000	19,167	209,980	0	0	0		1,882,409	1,666,595

7101	\$82,521	81572.00
7111	\$202,511	200182.00
7121	\$489,611	483980.00
7131	\$21,368	21123.00
7141	\$37,604	37172.00
7151	\$14,173	14010.00
7161	\$20,322	20088.00
7171	\$62,009	61296.00
7181	\$13,343	13190.00
7191	\$142,674	141033.00
6191	\$118,061	116703.00
6181	\$113,012	111712.00
7211	\$186,327	184184.00
7212	\$153,585	151819.00
7213	\$9,474	9365.00
7214	\$0	0.00
	\$1,666,595.00	\$1,647,429.00

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



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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 05 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
			0	Land & Buildings			0	
	(27,000)			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

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

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	0.0703	195	1,823,479	128,194	556	969	127,781	128,194	1,200		129,394
UV	0.0104	275	126,777,235	1,322,287			1,322,287	1,322,287	500		1,322,787
Mining UV											
Sub-Totals		470	128,600,714	1,450,481	556	969	1,450,068	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							1,479,708				1,481,821
Discount							8,454				8,454
Rates Writeoffs							(128,401)				(132,500)
Amount from General Rates							(58)				(100)
Specified Area Rates							1,359,703				1,357,675
Totals							1,359,703				1,357,675

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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		20081	21,960	49,852	47,973	3277	3,520	24/06/2020
Loan 102 - WD Sports Club SS Greens	38,805		5844	5,844	32,961	32,961	1494	1,494	17/01/2023
	108,738	0	25,925	27,804	82,813	80,934	4,771	5,014	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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	476,833	(34,341)
Grants Commission - Roads	WALGGC	Y	222,810	0	222,810	0	231,974	(9,164)
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	21,300	0	21,300	0	29,113	(7,813)
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
WW1 History Research	Department of Veterans Affairs	Y	0	0	0		4,000	(4,000)
TRANSPORT								
Contributions - Road Projects	Blackspot Funding State	Y	168,170	0	0	168,170	168,170	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	471,857	0	0	471,857	471,857	0
RRG Grants - Capital Projects	Regional Road Group	Y	210,371	0	0	210,371	210,536	(165)
Direct Grant - Maintenance	Dept. of Transport	Y	68,502	0	68,502	0	68,502	0
EDUCATION								
	RDA movie nights	Y	4,200		4,200			4,200
TOTALS			2,044,642	0	796,304	1,248,338	1,691,526	353,117
Operating	Operating		796,304				840,963	
Non-Operating	Non-operating		1,248,338				850,563	
			<u>2,044,642</u>				<u>1,691,526</u>	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 31-May-18
	\$	\$	\$	\$
Housing Bonds	0	2,130	(2,130)	0
Master Key Deposits	0	1,200	(600)	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	57,166	(57,166)	0
Building and BCITF	0	1,092	(165)	927
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0	250	(200)	50
WDSC Replacement Greens	69,613	14,907	0	84,520
Kidsport	0	0	0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	390	(390)	2,329
Yealering Bowling Club Greens	15,800	7,900	0	23,700
Licensing		57,166	(57,166)	0
	87,742	142,201	(117,817)	112,126

Level of Completion Indicators

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

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

Note 13: CAPITAL ACQUISITIONS

		31/05/2018					
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)	(124,663)	(99,791)	24,872	0
●	7 Smith Street Roof	LHS2C	(22,000)	(20,163)	(20,100)	63	0
●	5 Smith St	LHS11C			(8,927)	(8,927)	
●	7 Rintel St	LHS1C			(11,551)	(11,551)	
Housing Total		(122,000)	(144,826)	(140,369)	4,457		0
Community Amenities							
○	Wickepin Cemetery Upgrade	WCU1	0	0	0	0	0
○	Harrismith Cemetery Upgrade	HCU1	(20,000)	(18,326)	(1,250)	17,076	0
●	Wickepin Districts Sports Club Tennis Kitchen	WDCCC	0	0	(11,771)	(11,771)	
○	CAC new car port	WBC3	(5,000)	(4,576)	0	4,576	
●	Wickepin Public Conveniences	LCP1	0	0	(2,840)	(2,840)	
○	Community Amenities Total	(25,000)	(22,902)	(15,861)	7,041		
Recreation and Culture							
●	Wickepin Oval Playground Softfall	PGSF	0	0	(17,400)	(17,400)	
○	Recreation And Culture Total	0	0	(17,400)	(17,400)		
Transport							
Transport Total		0	0	0	0		
Economic Services							
Economic Services Total		0	0	0	0		
Land and Buildings Total		(147,000)	(167,728)	(173,629)	(5,901)		0
Footpaths							
Transport							
○	Walk Trails	LWW1	0	0	(13,369)	(13,369)	
○	Footpaths Wickepin	LFP1	(32,843)	(30,096)	(14,338)	15,758	
○	Footpaths Yealering	LFP2	0	0	(115)	(115)	
○	Transport Total	(32,843)	(30,096)	(27,822)	2,274		0
○	Footpaths Total	(32,843)	(30,096)	(27,822)	2,274		0
Furniture & Office Equip.							
Governance							
○					0	0	
○					0	0	
○	Governance Total	0	0	0	0		0
Housing							
●	Lifestyle Village Capital	CLCH2	(36,000)	(33,000)	(39,727)	(6,727)	0
○			0	0	0	0	
○			0	0	0	0	
○	Housing Total	(36,000)	(33,000)	(39,727)	(6,727)		0
○	Furniture & Office Equip. Total	(36,000)	(33,000)	(39,727)	(6,727)		0

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

Note 13: CAPITAL ACQUISITIONS

		31/05/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Plant , Equip. & Vehicles							
Governance							
Holden Colorado CEO POAF and POAG	1064	(70,364)	(64,493)	(37,970)	26,523	0	
Governance Total		(70,364)	(64,493)	(37,970)	26,523	0	
Community Amenities							
Law, Order And Public Safety							
4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	(338,613)	0	338,613	0	Held over from 2016/17
Law, Order and Public Safety Total		(369,400)	(338,613)	0	338,613	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)	0	11,667	0	
Depot Hoist	LDP1	(13,000)	(11,913)	(13,385)	(1,472)	0	
Transport Total		(517,985)	(462,869)	(483,344)	414,406	0	
Economic Services							
Economic Services Total		0	0	(7,200)	(7,200)	0	
Plant , Equip. & Vehicles Total		(957,749)	(527,362)	(526,514)	433,729	0	
Infrastructure Other							
Recreation and Culture							
Recreation And Culture Total		0	0	0	0	0	
Community Amenity							
SEWERAGE SCHEME PLANT	3914	0	0	(1,800)	(1,800)	(1)	
Sewerage Dam	LEDC	(15,500)	(14,201)	(11,127)	3,074	0	carried over from 2016/17
Community Amenity Total		(15,500)	(14,201)	(12,927)	1,274	0	
Public Facilities Total		(15,500)	(14,201)	(12,927)	1,274	0	
Roads							
Transport Regional Road Group							
Wickepin Corrigin Road	RG001	(86,997)	(79,739)	(94,381)	(14,642)	0	
Wickepin Harris Smith Road	RG002	(95,000)	(87,076)	(107,672)	(20,596)	0	
Pingelly Wickepin Road	RG003	(133,560)	(122,430)	(179,999)	(57,569)	0	
Regional Road Group Total		(315,557)	(289,245)	(382,052)	(92,807)	0	
Transport Roads to Recovery							
Wickepin Corrigin Road	R2R001	(69,813)	(63,987)	(90,440)	(26,453)	0	
Cemetery Road	R2R057	(50,006)	(45,837)	(38,857)	6,980	0	
Wickepin North Road	R2R015	(90,875)	(83,292)	(63,829)	19,463	0	
Elsinore Road	R2R033	(50,341)	(46,145)	(18,109)	28,036	0	
Henry Street	RR38	(12,494)	(11,451)	(15,446)	(3,995)	0	
Dalton Street	R2115	(10,000)	(9,163)	(8,966)	197	0	
Roberts Street	R2R116	(10,000)	(9,163)	(7,566)	1,597	0	
Connor Street	R2R118	(7,446)	(6,820)	(9,112)	(2,292)	0	
Coxon Street	R2R122	(2,700)	(2,475)	(6,346)	(3,871)	0	
Tincurrin South Road	R2R016	(25,448)	(23,320)	(38,273)	(14,953)	0	
Tincurrin North Road	R2R011	(42,286)	(38,753)	(31,492)	7,261	0	
Line Road	RR13	(5,448)	(4,994)	(64,243)	(59,249)	0	
Malyalling Road	R2R036	(95,000)	(87,076)	(70,387)	16,689	0	

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

Note 13: CAPITAL ACQUISITIONS

		31/05/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Roads to Recovery Total		(471,857)	(432,476)	(463,067)	(30,591)	0	
Transport Black Spot							
Line Road	BS008	(228,355)	(209,319)	(231,566)	(22,247)		
Kirk Rock/ Dalton Road	Bs014	(23,900)	(21,901)	(38,148)	(16,247)	0	
Blackspot Total		(252,255)	(231,220)	(269,714)	(38,494)	0	
Council Resources Construction							
Harrismith South	CO026	(43,005)	(39,413)	(3,705)	35,708	0	
Drainage and Headwalls	CODAH	(50,000)	(45,826)	(6,280)	39,546	0	
Council Resources Construction Total		(93,005)	(85,239)	(9,985)	75,254	0	
Roads Total		(1,132,674)	(1,038,180)	(1,124,818)	(86,638)	0	
Capital Expenditure Total		(2,321,766)	(1,810,567)	(1,907,438)	338,010	0	

Governance, Audit and Community Services

10.2.03 - Shire of Wickepin Grant Applications

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	GS.PRG.1541
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	13 June 2018

Enclosure/Attachments:

Community Grant Applications

Summary:

Council is being requested to allocate the 2018/19 community grants.

Background

Each year the Shire of Wickepin makes a budget provision of a maximum of 2.5% of the previous year's levied rates to distribute to community and sporting organisations. This equates to \$37,003 for the coming funding period. The objective of the funding is to establish or improve playing areas or buildings necessary for the conduct of sport or for community use, support or major sporting and community events, support for sporting or coaching clinics, to assist community groups in establishing a service, activity seen as a need for the betterment of and improvement to the enjoyment of life within the community, and increasing visitors to the region.

Details of the funding guidelines are provided in Policy Guidelines 3.1.6 – Sponsorship, Contributions and Donations to Sporting and Community Groups.

The following table provides a summary of funding granted to community and sporting groups as part of the Shire of Wickepin Community Grants process, as well as donations, over the past 7 years. The Shire of Wickepin has supported and subsidised sporting and community groups in areas such as in-kind, works, equipment hire, Community Sport and Recreations Facilities Funding, water for bowling greens, waiver of bonds, oval marking as well as transport and refreshments for students but these have not all been included in the analysis.

Community Grants and Donations GL 14922		2013/14	2014/15	2015/16	2016/17	2017/18	Total Funding
Community Resource Centre	Grants	\$2,000				\$1,938	\$3,938
	Sponsorship	\$500	\$1,000				\$1,500
Wickepin Golf Club	Grants						\$0
	Sponsorship	\$220			\$200	\$200	\$620
Wickepin Tennis Club	Sponsorship	\$200			\$200	\$200	\$600
Wickepin Bowling Club	Grants				\$1,250		\$1,250
	Sponsorship	\$550		\$2,134	\$500	\$500	\$3,684
Wickepin District Sports Club	Grants	\$2,165		\$923	\$6,010		\$9,098
	Sponsorship	\$400	\$680	\$500			\$1,580
Wickepin Playgroup		\$2,500					\$2,500
Wickepin Ladies Hockey Club							\$0
Wickepin P & C						\$2,121	\$2,121
Wickepin Primary School Grants	Grants						\$0
	Donations	\$35					\$35
Wickepin Netball Club							\$0
Wickepin Men's Shed							\$0
Wickepin Football Club	Grants				\$6,000		\$6,000
	Sponsorship	\$200	\$1,360		\$500	\$500	\$2,560
Wickepin Cricket Club				\$10,369			\$10,369
Wickepin Triathlon		\$2,411					\$2,411
Wickepin Art Competition							\$0
Albert Facey Homestead					\$1,920		\$1,920
Children with Special Needs Support Group							\$0
Lake Yealering Progress Association						\$2,000	\$2,000
Yealering Bowling Club		\$6,000	\$770	\$295	\$7,310	\$6,860	\$21,235
Yealering Golf Club			\$13,450				\$13,450
Yealering Playgroup						\$3,207	\$3,207
Yealering Tennis Club				\$6,500			\$6,500
Harrismith Cricket Club		\$10,000					\$10,000
Harrismith Golf Club			\$890	\$3,745		\$3,740	\$8,375
Harrismith Community Committee		\$800					\$800
Tincurrin Primary School							\$0
Tincurrin P & C		\$1,300					\$1,300
Toolibin Tennis Club			\$4,663			\$1,100	\$5,763
Wickepin History Group						\$429	\$429
Wickepin Art & Craft						\$769	\$769
		\$29,281	\$22,813	\$24,466	\$23,890	\$22,366	\$122,816

The Shire of Wickepin invited applications for the 2018/19 Community Grants in March 2018 and applications closed on Friday 25 May at 4.00pm. Applications were received from the following groups on the appropriate form and prior to the advertised deadline.

2018/18 Budget Requests	
Lake Yealering Bowling Club	\$1,265.00
Yealering Progress Association	\$4,000.00
Wickepin Art & Craft Association	\$609.00
Wickepin Golf Club	\$3,336.00
Wickepin District Sports Club	\$3,626.00
Wickepin He Shed She Shed	\$2,249.00
Community Resource Centre	\$1,924.00
Wickepin Playgroup	\$690.00
Wickepin Primary School P&C	\$7,200.00
Total	\$24,899.00

Council may endorse funding of \$37,003 being 2.5% of the 2017/2018 levied rates (\$1,480,121)

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500. Sponsorship of \$1,400 has already been placed in the 2018/2019 budget deliberations under General Ledger Account 4922 leaving an amount of \$32,603 available for distribution.

Sponsorship breakdown under General Ledger Account 4922 in 2018/2019 Budget Estimates:

4922	Sponsorship		
	Tennis Clubs - Shire Day		200
	Wickepin Bowling Club - Merino Fours		500
	Wickepin Football Club - Silver Sponsorship		500
	Golf Clubs - Shire Golf Day		200

Comments:

Application 1	Lake Yealering Bowling Club
Purpose of Organisation	Bowling club with 18 full members and 4 social members. The club regularly holds open days, community night bowls and pot club events.
Incorporated	Yes
ABN	Yes 27 082 764 051
Registered for GST	No
Financial information attached:	Yes
Previous funding:	Yes 2018 \$6,860
Purpose of funding:	Toilet lighting
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes	Yes General club discussion
Total project cost:	\$1,265.00
Funding requested:	\$1,265.00
Project budget and quotes supplied:	Yes

The bowling club is run by volunteers. Social bowls is played on weekends and the club participates in the Upper Great Southern Bowls League and participates in their pennant, league and open days. The club also hosts corporate bowls.

The inclusion of lighting to the toilet block would be a sensible addition and would be a valuable addition to the toilets installed by the club in 2017/18.

The amount requested fits within Council's general philosophy of funding 100% up to \$2000.

Application 2	Yealering Progress Association
Purpose of Organisation	Progress is the voice between the Yealering public and the Shire of Wickepin. They are a passionate and proactive group of volunteers consisting of 7 committee members and 24 paid members. They encourage progress in health, education, recreation and social standards in the community furthering the wellbeing and interest of the district.
Incorporated	Yes
ABN	Yes 14 281 229 215
Registered for GST	No
Previous funding:	Yes 2017/18 \$2000
Purpose of funding:	Rail picket fence on Yealering Cricket Oval
Alternative funding sought:	No Own funding and volunteer labour
Support of members and general community eg letters of support or meeting minutes	Yes Minuted Request to Council for permission granted. Resolution: 180418 -08
Total project cost:	\$7750 including \$2400 volunteer labour
Funding requested:	\$4,000.00
Project budget and quotes supplied:	Yes

Yealering Community members will remove the existing fence (approximately 90 metres) and replace it with an updated and durable 2-rail fence. The Progress committee will cover the cost of equipment and freight.

The fence will cleanly link the north and south entrances to Yealering with the Caravan Park.

The CDO considers the project to be worth funding and will improve the overall appearance for locals and visitors alike in Yealering.

The funding request is slightly greater than council's general philosophy to fund 50% over \$5000 (50% would be \$3875) however the amount is minimal.

Applicant 3	Wickepin Art and Craft Association
Purpose of Organisation	Meeting place for like-minded crafters to create and share creative ideas. To share and teach anyone in the wider community the skills of sewing and crafting.
Incorporated	Yes
ABN	No
Registered for GST	No
Financial information attached:	Yes
Previous funding:	Yes 2017 \$769
Purpose of funding:	Sewing machine and accessories
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes provided	General discussion at meetings
Total project cost:	\$609.00
Funding requested:	\$609.00
Project budget and quotes supplied:	Yes

The Wickepin Art & Crafts Association run their group from the Shire owned building in Joyner Street.

The Association has approximately 10 regular paying members. Community members from the general public are welcome to join the fortnightly sessions. The group, on occasion, run workshops and these are open to the public.

The addition of a sewing machine and accessories would be beneficial to the community.

The amount requested fits within Council's general philosophy of funding 100% up to \$2000.

Applicant 4	Wickepin Golf Club
Purpose of Organisation	The Wickepin Golf Club is focussed on providing golf facilities and events to the community and hosting golfing events for the greater public. They provide a well maintained 18 hole course.
Incorporated	Yes
ABN	Yes 12 608 039 544
Registered for GST	Yes
Financial information attached:	Yes
Previous funding:	Yes, 2016 As part of the Distric Sports Club
Purpose of funding:	Flag and hole replacement for all 18 holes.
Alternative funding sought:	No. Volunteer time contributed,
Support of members and general community eg letters of support or meeting minutes	Yes Minuted
Total project cost:	\$4,643.48
Funding requested:	\$3,336 inclusive gst
Project budget and quotes supplied:	Yes

Wickepin Golf Club falls under the Wickepin District Club which includes the Wickepin Tennis Club and the Wickepin Bowling Club. The clubs pool their individual fundraising and share common club rooms. Income is from member fees, bar takings, facility hire, sponsorship and donations.

The Golf Club operates on a volunteer basis with approximately 30 paid members. The club has strong support from its members and is largely responsible for the upkeep of the golf course. The club hosts open days for golfers from other districts.

The refurbishment of the holes and flags will value add to the facilities in the community.

The amount requested fits Council's general philosophy of funding 75% between \$2000 and \$5000.

Applicant 5	Wickepin Distric Sports Club Inc
Purpose of Organisation	Overarching body for the Wickepin Tennis Club, the Wickepn Bowling Club and the Wickepin Golf Club.
Incorporated	Yes
ABN	Yes 12 608 039 544
Registered for GST	Yes
Financial information attached:	Yes
Previous funding:	Yes 2016 \$6,010
Purpose of funding:	Outdoor seats, bowling-assist step-ups and kitchenware
Alternative funding sought:	Own funds provided
Support of members and general community eg letters of support or meeting minutes	Yes, Minuted
Total project cost:	\$5,335.00
Funding requested:	\$3,626 incl gst
Project budget and quotes supplied:	Yes

The Wickepin District Sports Club (WDSC) has approximately 90 members. It comprises of the Wickepin Golf, Bowling and Tennis Clubs. Non-members use the facilities for casual attendance in the club rooms and bar.

The addition of extra seating and kitchen equipment improves the facilities for the shire as a whole.

The addition of step-ups supports those with disabilities who struggle with the step onto the bowling greens.

The amount requested fits Council's general philosophy of funding 75% between \$2000 and \$5000.

Applicant 6	She Shed He Shed
Purpose of Organisation	The Shed provides a safe and encouraging environment for men and women to come together and work on private and/or community projects increasing skills and confidence.
Incorporated	No
ABN	No
Registered for GST	Yes (the CRC manage the books)
Financial information attached:	Yes
Previous funding:	Yes (but as the Men's Shed) 2012 \$2500
Purpose of funding:	Cementing of shed floor
Alternative funding sought:	50% own funds cash and volunteer time
Support of members and general community eg letters of support or meeting minutes	Yes, Minuted
Total project cost:	\$6,447.80
Funding requested:	\$2,249 excl gst
Project budget and quotes supplied:	Yes

The She Shed He Shed operates from the Recycling Centre in Richter Street, Wickepin. There are 15 regular members with numbers swelling with welding workshops. Visitors are welcome.

The group supports the community including the sporting groups and local school with building projects and maintenance tasks. The group assists the shire of Wickepin with advice and the general guardianship of Yarling Creek and the Heritage Walk Trail.

The installation of a cement floor would make the working conditions better for participants and value-add to a shire building.

The amount requested fits within Councils general philosophy to fund 50% of projects \$5000 and above.

Applicant 7	Community Resource Centre
Purpose of Organisation	The Wickepin Community Resource Centre works with and for the community by providing a professional, confidential and family friendly centre. It supports business, economic and social development within the Shire by providing access to up-to-date services, information, technology and training
Incorporated	Yes A1009730M
ABN	Yes 93 902 899 855
Registered For GST	Yes
Financial information attached:	No
Previous funding:	Yes 2017 \$1938
Purpose of funding:	Waive fees on the Community Centre. Wickepin and Yealering Town Halls and Community Bus for community events
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes	Yes Letter of Support
Total project cost:	\$1,924.00
Funding requested:	\$1,924.00
Project budget and quotes supplied:	Yes

The Community Resource Centre (CRC) operates with 3 part time paid employees, 9 voluntary committee members and volunteers at varied events. CRC has 80 paid members. Their main funding comes through the Department of Primary Industries & Regional Development.

Shire of Wickepin provides funds to the CRC to manage the Library. Shire currently supports in-kind covering insurance, water, fire protection, maintenance, pest control as per the lease agreement. The Community Resource Centre supports the Shire in community development by organising, funding and hosting a number of smaller initiatives throughout the year. These initiatives are essential to healthy engaged communities. Approximately 175 people per month use and/or benefit from the services, events or workshops held by the CRC.

The application from the Wickepin Community Resource Centre meets the criteria requesting a letter of request to CEO requesting waived fees as per the grant guidelines.

Time spent in administration of tracking the 2016/17 grant usage and the unnecessary generation of invoices by the Finance Department for the grant purposes has not been productive. The CDO recommends that council consider either:

- a.) placing in the council budget estimates \$2000 excluding GST towards the CRC for hall and bus fees and the CRC receive the cash and pay for hall/bus hire as needed; or
- b.) Policy Number 3.1.14 gives the CEO authority to waive fees. CRC be added to the policy as a not-for-profit group entitled to the use of the halls. The CEO has grant funds of \$500 which would cover the occasional CRC use of the bus.

3.1.14 WAIVING OF FEES AND CHARGES FOR COUNCIL FACILITIES

OBJECTIVE: Provide clear parameters in relation to waiving Fees and Charges for Council facilities.

The CEO is permitted to waive Fees and Charges for the use or hire of Council facilities if the following criteria are met:

- the organisation hiring the Council facility is a local not-for-profit community organisation; and
- an application is made in writing 7 days before the Council facility is hired.

The following community groups, organisations and events are entitled to use of the halls and Community Centre free of charge, as set in Council's annual Fees and Charges, for non-profit functions:

- Wickepin, Yealering and Tincurrin Primary Schools;
- Yealering Progress Association;
- Harrismith Community Centre Committee;
- community Christmas functions; and
- annual Senior Citizens Luncheon.

All other requests for reductions, concessions or waiving of hire charges will be considered at the discretion of Council.

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

Applicant 8	Wickepin Playgroup
Purpose of Organisation	Wickepin Playgroup provides a safe environment for children (0-kindergarten) to develop social skills, engage in learning activities and grow together. In addition, it provides encouragement, support and a caring community for parents of young children.
Incorporated	No
ABN	Yes 21 472 434 239
Registered for GST	No
Financial information attached:	Yes
Previous funding:	Yes 2013 \$2500
Purpose of funding:	Update toys and equipment
Alternative funding sought:	No In-kind and volunteer time provided
Support of members and general community eg letters of support or meeting minutes	Yes, Minuted
Total project cost:	\$1,051
Funding requested:	\$690.00
Project budget and quotes supplied:	Yes

Wickepin Playgroup operates from the old pre-primary building in Campbell Street and pays rent to the Shire of Wickepin. Income is sourced from membership fees and fundraising.

They have 12 paid member families with 15 children benefitting from their services. Casual visitors are welcomed.

Wickepin Playgroup is the only provider of regular activities for the pre-school years and has members from Wickepin, East Wickepin, Cuballing, Tincurrin and Toolibin.

Maintaining their sporting and play equipment to a high standard supports the children's recreational movement and encourages membership.

The amount requested fits within Council's general philosophy of funding 100% up to \$2000.

Applicant 9	Wickepin Primary School P&C
Purpose of Organisation	The Wickepin P&C is a parent/community fundraising body that assists Wickepin Primary School to purchase resources and improve school infrastructure to enhance student learning and well-being.
Incorporated	Yes A08218722
ABN	Yes 36 050 636 143
Registered for GST	No
Financial information attached:	Yes
Previous funding:	Yes 2017 \$2121
Purpose of funding:	Art installation on exterior wall
Alternative funding sought:	Yes Wickepin Primary School
Support of members and general community eg letters of support or meeting minutes	Yes Letter of support and noted general discussion in meetings.
Total project cost:	\$9,384.00
Funding requested:	\$7,200.00
Project budget and quotes supplied:	Yes

Wickepin P & C has approximately 20 paid-up members who volunteer their time in fundraising and supporting school initiatives through in-kind support, donations and time. All school students and staff benefit from the services they provide.

The Art Installation would be visible to the greater public from Henry Street in front of the school. The artist commissioned to do the project is Jerome Davenport Visual Artist. Jerome Davenport grew up in Wickepin and attended Wickepin Primary School. He is currently based in London and has created work worldwide. He has offered a special rate to the P&C.

Jerome is very active on social media platforms and promotes his latest artwork and its location nationally and worldwide. He also receives good printed media coverage.

The request is for 77% funding of the project. Council's general philosophy is to fund 50% (\$4,692 in this case) of projects over \$5000.

The cost of a quarter page colour advert in The Australian is over \$7000; a half page advert in Caravanning Australia is \$1995.

The advertising and goodwill generated by the artwork at the Wickepin Primary School would be beneficial to the Shire.

The CDO recommends that Council consider funding the requested amount of \$7,200 on the following conditions: a.) The school, P&C and Jerome Davenport tag and mention Wickepin and the Shire of Wickepin throughout the process on their social media platforms; b.) The Shire has access to the video production of the installation process and 3 high resolution images; c.) The P&C issue a press release to engage the wider media platforms with the story i.e. ABC radio and The West Australian Newspaper; and d.) The school ensures workshops are held with the schoolchildren and Jerome Davenport so that they may benefit from the project by being physically engaged in the process.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Shire of Wickepin Policy 3.1.6 Sponsorship, contributions and donations to sporting and community groups

OBJECTIVE: *Provide guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.*

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500.

FUND OBJECTIVE

Funds from Council may be made available for the following:

- *establishment or improvement of playing areas or buildings*
- *Support for major sporting and community events*
- *Support for general sporting clinics, including coaching clinics :and*
- *To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.*
- *Increasing visitors to the region*

Council will fund the following:

- *100% up to \$2000*
- *75% between \$2,000 and \$5,000*
- *50% \$5,000 and above*

Voluntary labour and equipment may be included in the applicant's contribution at a value of \$25/hour.

Council employees or equipment may be used in lieu of a cash contribution from Council.

Council will favour applications that would not otherwise be funded through other government grants e.g. CSRFF.

APPLICATION PROCEDURE

Applications for funding must be received at the Shire of Wickepin Office by 30 April each year to be considered in the Council budget. Applications are to be made in writing on the Shire of Wickepin Community Grants form (attached).

Applications should only be made when an applicant group is confident that all cash the applicant proposes to contribute will be readily available if a grant is approved.

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$20.00 per hour.

Funds are not to be used for trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

Council reserves the right for the CEO or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.

GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.

Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.

Applications will be acknowledged as received by Council.

Council reserves the right to request further information on demand.

Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.

No project requiring funding shall commence without the written consent of Council.

Money granted must be spent on the project allocated.

All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.

Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.

All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. CDO can provide support regarding signage and approved use of the Shires Logo.

Ineligible Items:

- Private or commercial ventures or activities*
- Retrospective Funding*

- *Purchase of Land*
- *Support for an individual pursuit*
- *Events/activities/programs that already receive financial assistance from other source of funding*
- *Events/activities/programs that are eligible under the CSRFF grants scheme*

All successful applicants must provide Council with an acquittal of all grants on an acquittal form available from the Shire Administration Office.

Financial Implications:

An amount of 2.5% of rates is budgeted every year for community grants. The amount requested is below the 2.5% of rates allocated.

Strategic Implications:

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.

Recommendations:

1. That Council place in the budget estimates the application from the Lake Yealering Bowling Club for funding of \$1,265.00 for toilet lighting.
2. That Council place in the budget estimates the application from the Yealering Progress Association for funding of \$4,000 for a rail picket fence on Yealering Cricket Oval.
3. That Council place in the budget estimates the application from the Wickepin Art & Craft Association for funding of \$609.00 for a sewing machine and accessories.
4. That Council place in the budget estimates the application from the Wickepin Golf Club for funding of \$3,336.00 inclusive of GST for flag and hole replacement for all 18 holes.
5. That Council place in the budget estimates the application from the Wickepin Districts Sports Club Inc for funding of \$3,626.00 inclusive of GST for outdoor seats, bowling-assist step-ups and kitchenware.
6. That Council place in the budget estimates the application from the Wickepin She Shed He Shed for funding of \$2,249.00 exclusive of GST for the cementing of the shed floor.

7. That Council add the Wickepin Community Resource Centre (CRC) to policy number 3.1.14 entitling the CEO to waive fees for community events.
8. That Council place in the budget estimates the application from the Wickepin Playgroup for funding of \$690.00 for toys and equipment.
9. That Council place in the budget estimates the application from the Wickepin Primary School P&C for funding of \$7,200 for an urban art installation on the street-facing exterior wall on the following conditions: a.) The Wickepin Primary School, P&C and Jerome Davenport tag and mention Wickepin and the Shire of Wickepin throughout the installation of the artwork on their social media platforms; b.) The Shire has access to the video production of the installation process and 3 high resolution images; c.) The P&C issue a press release to engage the wider media platforms with the story ie. ABC radio and The West Australian Newspaper; and d.) The school ensures workshops are held with the schoolchildren and Jerome Davenport so that they may benefit from the project by being physically engaged in the process.

Voting Requirements:

Simple Majority

Council Decision:**Resolution No:**

Moved Cr

/ Seconded Cr

1. That Council place in the budget estimates the application from the Lake Yealering Bowling Club for funding of \$1,265.00 for toilet lighting.
2. That Council place in the budget estimates the application from the Yealering Progress Association for funding of \$4,000 for a rail picket fence on Yealering Cricket Oval.
3. That Council place in the budget estimates the application from the Wickepin Art & Craft Association for funding of \$609.00 for a sewing machine and accessories.
4. That Council place in the budget estimates the application from the Wickepin Golf Club for funding of \$3,336.00 inclusive of GST for flag and hole replacement for all 18 holes.
5. That Council place in the budget estimates the application from the Wickepin Districts Sports Club Inc for funding of \$3,626.00 inclusive of GST for outdoor seats, bowling-assist step-ups and kitchenware.
6. That Council place in the budget estimates the application from the Wickepin She Shed He Shed for funding of \$2,249.00 exclusive of GST for the cementing of the shed floor.
7. That Council add the Wickepin Community Resource Centre (CRC) to policy number 3.1.14 entitling the CEO to waive fees for community events.
8. That Council place in the budget estimates the application from the Wickepin Playgroup for funding of \$690.00 for toys and equipment.
9. That Council place in the budget estimates the application from the Wickepin Primary School P&C for funding of \$7,200 for an urban art installation on the street-facing exterior wall on the following conditions: a.) The Wickepin Primary School, P&C and Jerome Davenport tag and mention Wickepin and the Shire of Wickepin throughout the installation of the artwork on their social media platforms; b.) The Shire has access to the video production of the installation process and 3 high resolution images; c.) The P&C issue a press release to engage the wider media platforms with the story i.e. ABC radio and The West Australian Newspaper; and the school ensures workshops are held with the schoolchildren and Jerome Davenport so that they may benefit from the project by being physically engaged in the process.

Carried /

Governance, Audit and Community Services

10.2.04 – Matters behind Closed Doors

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	Personnel
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Chief Executive Officer
Date of Report:	25 May 2017

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to go behind closed doors under section 5.23 (2)(b) Local Government Act 1995 to discuss the CEO Salary review for 2018/2019 budget purposes.

Background

The Chief Executive Officer's Performance Review and Annual salary renewal is due as part of the 2018/2019 Budget processes.

Comments:

As this matter is of a sensitive nature and Council is discussing staff performance and salaries these matters should be discussed behind closed doors under section 5.23 (2)(b) *Local Government Act 1995*.

Statutory Environment:***Local Government Act 1995*****5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
- (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;

Local Government Administration Regulations 1996**18B. Matters to be included in contracts for CEO's and senior employees — s. 5.39(3) (c)**

For the purposes of section 5.39(3) (c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or*
- (b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

[Regulation 18B inserted in Gazette 13 May 2005 p. 2086.]

Policy Implications:

Nil

Financial Implications:

Cost of negotiated increases

Strategic Implications:

Not Applicable

Recommendations:

That Council close this section of the Meeting to the Public under section 5.23 (2)(b) Local Government Act 1995 as it contains matters affecting an employee or employees.

Voting Requirements:

Simple majority

Council Decision:

Resolution No:

Moved Cr / Seconded Cr

That Council close this section of the Meeting to the Public under section 5.23 (2)(b) Local Government Act 1995 as it contains matters affecting an employee or employees.

Carried

Governance, Audit and Community Services

10.2.05 – Chief Executive Officers – Annual Review

Submission To:	Ordinary Council
Location/Address:	Wickepin Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	Personnel
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Financial, CEO Performance Review
Date of Report:	12 June 2018

Enclosure/Attachments:

Private and confidential;

JCP Consulting Annual Appraisal 2018 Remuneration Report CEO Mr Mark Hook 18 April 2018.
(Attached under separate cover)

Summary:

Council is being requested to increase the Current Chief Executive Package as of the 1st July 2018.

Governance, Audit and Community Services

10.2.06 – Community Resource Centre 2018/2019 BUDGET

Submission To:	Ordinary Council
Location / Address:	Wickepin Community Resource Centre
Name of Applicant:	Wickepin Community Resource Centre
File Reference:	FM.BU.1208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 June 2018

Enclosure/Attachments:

Letter received from CRC

Summary:

Council is being requested to support the Wickepin Community Resource Centre by providing a monetary level of support for the 2018/2019 financial year.

- Operation of Library \$13,672
- Salary Subsidy \$8,000

TOTAL \$21,672

Background

Council has received the attached letter of request from the Wickepin Community Resource Centre for the 2018/2019 Budget Allocations.

Comments:

The Shire of Wickepin has supported the Wickepin Community Resource Centre since its inception. The actual and budgeted figures for the 2017/2018 financial year are as follows:

	Budget 2016/2017	ACTUALS	BUDGET
	OPERATING EXPENDITURE	11/06/2018	2017/2018
5142	Other Expenses - Community Resource Centre		
	Insurance	0.00	50
	Community Centre Operation Subsidy	5,000.00	5,000
	Operation of Library Service	11,337.60	11,400
	Lost Library Books	544.30	300
	Freight Inter Library Loans	326.97	600
		17,208.87	17,350

Cleaning and Minor Maintenance for the Community Resource Centre Building is part of the lease agreement and is paid for by the Wickepin Community Resource Centre.

Following is an extract from the lease agreement:

4.2 Maintenance, Repairs & Painting

The Lessee is to keep and maintain the premises (other than capital items i.e. carpet, painting where there is an instance of general wear and tear) in the condition presented to the Lessee. The Lessee is to maintain every part of the Premises and all additions to the Premises and all lighting and electrical installations and all drainage and all other fixtures and fittings in good repair to a standard acceptable to the Lessor and Lessee.

4.3 Cleaning

At the Lessee's own expense during the Term at all times to keep and maintain the Premises clean, drained, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Lessor.

The current total amount requested by the Wickepin Community Resource Centre for the 2018/2019 financial year is as follows:

■ Operation of Library	\$13,672
■ Salary Subsidy	\$8,000

TOTAL **\$21,672**

This amount is \$4,322 more than budgeted for in the 2017/2018 budget estimates of \$17,350.

Statutory Environment:

Local Government Act 1995

- 6.2. *Local government to prepare annual budget*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Policy Implications:

No Policy

Financial Implications:

Budget Estimate of \$21,672 for support to the CRC for salaries and running Council's Library services.

Strategic Implications:

Fits within Goal 9 of the 2018 Strategic Community Plan, the plan is yet to be adopted by Council as it is still out for public comment.

GOAL 9: Our community are engaged, have a healthy lifestyle and are safe

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
<p>9.1 Facilitate a meeting in the Shire of Wickepin of the local and regional health, social and crime prevention agencies to raise drug and alcohol issues</p> <p>9.2 Meet with the Wickepin Community Resource Centre to identify common community priorities including but not limited to youth activities as well as forward plan events</p> <p>9.3 With the Wickepin Community Resource Centre target activities at early years, primary and secondary students particularly during the school holiday period</p>	<p>9.4 Advocate for the continuation of State Government support for the Wickepin Community Resource Centre</p> <p>9.4 With the Community Resource Centre, help to communicate and action progress association / organising committee priorities and projects</p>	<p>-Wickepin Community Resource Centre is retained</p> <p>-Positive social behaviour in our communities</p> <p>-Improved offering and frequency of youth activities</p> <p>-Events across the Shire do not conflict with other local or regional events</p> <p>-Amount of formal communication with progress associations / organising committees across the Shire</p>	<p>Children and youth are retained and engaged</p> <p>Our community is safe</p> <p>Our community understands the impact of anti-social behaviour both personally and on the community</p>
9.5 Continue to advocate and prepare for the WSAHA aged housing project	9.6 Seniors are encouraged and able to age in place	-WSAHA aged housing project is delivered	The elderly can age in place
<p>9.7 Continue to provide a high standard waste management service</p> <p>9.8 Continue to educate the community about recycling</p>	<p>-Number of positive and negative comments about waste services</p> <p>-Recycling increases across the Shire (tonnes increase)</p>		Waste management practices are best practice

Recommendations:

That Council places the following items in the 2018/2019 budget allocation in the form of financial support to the Wickepin Community Centre for the 2018/2019 financial year.

■ Operation of Library	\$13,672
■ Salary Subsidy	\$8,000

TOTAL **\$21,672**

Voting Requirements:

Simple Majority

Council Decision:**Resolution No:**

Moved Cr

/ Seconded Cr

That Council places the following items in the 2018/2019 budget allocation in the form of financial support to the Wickepin Community Centre for the 2017/2018 financial year.

Operation of Library	\$13,672
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Salary Subsidy	\$8,000
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TOTAL	\$21,672
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Carried /

Governance, Audit and Community Services

10.2.07 – Cuballing Planning Strategy

Submission To:	Ordinary Council
Location / Address:	Shire of Cuballing
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	LRC.1.417
Author:	Azhar Awang, Executive Manager Development and Regulatory Services
Disclosure of any Interest:	Nil
Date of Report:	12 June 2018

Enclosure/Attachments:

Draft Local Planning Strategy for the Shire of Cuballing.

Summary:

Council is being requested by the Shire of Cuballing to comment on the draft Shire of Cuballing Local Planning Strategy, this is a statutory requirement for the document to be advertised in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

Background

Council is requested to provide comments on the Draft Shire of Cuballing Local Planning Strategy which is currently out for public comment. Submissions to the draft Local Planning Strategy is to be made on or before 28 June 2018.

The Local Planning Strategy is a document that sets out the long term planning direction for each local government taking into consideration the State and Regional Legislation and policies and how this is to be implemented in a local context.

The Shire of Cuballing in its process of reviewing its Local Planning Scheme is required to prepare a Local Planning Strategy which will assist the Local Government to plan for the future, outline its strategic visions, policies and the needs of its community. The Local Planning Strategy is a long term direction for the development of the Shire between 10-15 years.

The attached Draft Shire of Cuballing Local Planning Strategy outlines three main components in the document. These are:

The Local Profile – this covers aspects of the local population (demographics, land supply and housing), main settlements areas (town sites and rural living), infrastructure (water, wastewater, electricity, telecommunications, stormwater management, waste water), community infrastructure (health, education, recreation and community), transport infrastructure, economics and employment (agriculture, mining and basic raw materials, industry, tourism), environment and conservation (climate, topography, geology and mineral resources, waterways and groundwater resources, salinity, vegetation's, wildlife), hazards (bushfire, flooding) and Heritage (native title, Aboriginal heritage, historic heritage).

Strategic Directions – this section looks at how the Shire of Cuballing through its Strategic Community Plan develops the Council's visions for the Shire and how this vision is achieved through a number of objectives. One example of the

Shire's key objectives is to *manage the district's growth by developing a long term land use planning strategy that contributes to the lifestyle enjoyed by residents*. This section analyses the key issues outlined under the section of local profile and develop strategies and actions to address these issues. From these analyses, a plan is developed providing a broad overview of intended land uses, major transport networks and key planning constraints which reflect a long term vision of the Shire.

Implementation – this section looks at the implementation of the strategy through the Local Planning Scheme which looks at the detail of the development at the local level incorporating the recommendation and strategies of the local planning strategy.

The draft Local Planning Strategy Plan shows a number of strategy plans which covers the district of the Shire of Cuballing and the strategy plans for the town sites of Cuballing and Popanyinning and surrounds.

Comments:

The advertising process for the Draft Shire of Cuballing Local Planning Strategy is a statutory requirement for the document to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

As a neighbouring Shire to the east of the Shire of Cuballing, there are no issues that may directly or indirectly impact the Shire of Wickepin since most of the Actions and Strategies to be implemented are within existing built up areas in the town sites of Cuballing and Popanyinning.

It is recommended that the Shire writes to the Shire of Cuballing commending its effort in completing its Local Planning Strategy document and that the Shire of Wickepin has no comments to make on the Draft Shire of Cuballing Local Planning Strategy.

Statutory Environment:

Regulation 13 – Planning and Development (Local Planning Schemes) Regulations 2015

13. Advertising and notifying local planning strategy

- (1) A local government must, as soon as reasonably practicable after being provided with certification that a local planning strategy complies with regulation 11(2), advertise the strategy as follows —
- (a) publish a notice of the local planning strategy in a newspaper circulating in the area to which the strategy relates, giving details of —
 - (i) where the strategy may be inspected; and
 - (ii) to whom, in what form and during what period submissions may be made;
 - (b) display a copy of the notice in the offices of the local government for the period for making submissions set out in the notice;
 - (c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the strategy;
 - (d) publish a copy of the notice and the strategy on the website of the local government;
 - (e) advertise the strategy as directed by the Commission and in any other way the local government considers appropriate.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Recommendations:

That the Shire of Wickepin:

1. Writes to the Shire of Cuballing commending its effort in preparing the draft Shire of Cuballing Local Planning Strategy, and;
2. Advise the Shire of Cuballing that it does not have any comments to make regarding the draft Shire of Cuballing Local Planning Strategy.

Voting Requirements:

Simple Majority

Council Decision:**Resolution No:**

Moved Cr / Seconded Cr

That the Shire of Wickepin:

1. Writes to the Shire of Cuballing commending its effort in preparing the draft Shire of Cuballing Local Planning Strategy, and;
2. Advise the Shire of Cuballing that it does not have any comments to make regarding the draft Shire of Cuballing Local Planning Strategy.

Carried /

Governance, Audit and Community Services

10.2.08 - Appointment of Dual Fire Control Officers 18/19

Submission To:	Ordinary Council
Location / Address:	Boundary with Shire of Corrigin, Kulin and Pingelly
Name of Applicant:	Shire of Corrigin, Shire of Pingelly, Shire of Kulin
File Reference:	ES.APN.901
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 May 2018

Enclosure/Attachments:

Summary:

Council is being requested to appoint the following as dual fire control officers for the 2018/2019 Bushfire Season;

1. Shire of Corrigin - Craig Jespersen and Greg Doyle.
2. Shire of Kulin - John Spark, David Lewis and Brendon Sloggett
3. Shire of Pingelly - Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee, Andrew Augustin Marshall and Sam MacNamara
4. Shire of Cuballing – Mike Burgess

Background

Council has received a request for the following to be appointed Dual Fire Control Officer for the 2018/2019 Bushfire Season.

1. Shire of Corrigin - Craig Jespersen and Greg Doyle.
2. Shire of Kulin - John Spark, David Lewis and Brendon Sloggett
3. Shire of Pingelly - Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee, Andrew Augustin Marshall and Sam MacNamar
4. Shire of Cuballing – Mike Burgess

Comments:

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

The CEO has emailed the Wickepin Fire Control Officers to see if they have any objections to the dual appointments, at the writing of this report no objections had been received to their appointments from the Wickepin FCO's group.

Statutory Environment:

Bush Fires Act 1954

Policy Implications:

Not Applicable

Financial Implications:

Nil

Strategic Implications:

Not Applicable

Recommendations:

That Council appoints the following FCO's as Dual Fire Control Officers with the Shire of Wickepin for the 2018/2019 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

1. Shire of Corrigin - Craig Jespersen and Greg Doyle.
2. Shire of Kulin - John Spark, David Lewis and Brendon Sloggett
3. Shire of Pingelly - Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee, Andrew Augustin Marshall and Sam MacNamara
4. Shire of Cuballing – Mike Burgess

Voting Requirements:

Simple Majority

Council Decision:**Resolution No:**

Moved Cr

/ Seconded Cr

That Council appoints the following FCO's as Dual Fire Control Officers with the Shire of Wickepin for the 2018/2019 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

1. Shire of Corrigin - Craig Jespersen and Greg Doyle.
2. Shire of Kulin - John Spark, David Lewis and Brendon Sloggett
3. Shire of Pingelly - Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee, Andrew Augustin Marshall and Sam MacNamara
4. Shire of Cuballing – Mike Burgess

Carried /

Governance, Audit and Community Services

10.2.09 – Wickepin Football Club – Reimbursement Lost Goods

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Wickepin Football Club
File Reference:	CP.MAI.533 / CP.USG.311
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Financial Mark J Hook, Chief Executive Officer is author of report
Date of Report:	12 June 2018

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to refund the Wickepin Football Club \$272.55 for the loss of goods stored at the Wickepin Community Centre due to the loss of power caused by the Kitchen RCD's tripping out.

Background

Council has received the following letter from Melissa Martin Kitchen Manager and Treasurer of the Wickepin Football Club.

My name is Melissa Martin and I am the Kitchen Manager and Treasurer of the Wickepin Football Club. I am writing to address you all today regarding some recent activity that has occurred in the Community Centre Kitchen which has resulted in a loss of produce owned by the Wickepin Football Club. On Thursday the 17th May during my normal stocktake and stacking of produce it was made immediately aware that the safety switch controlling the power supply to the 2 freezers and fridge had tripped off at some stage during that week which had resulted in majority of the stock being thawed and unsalvageable. I notified Mark Hook at this stage that there may be a fault with the power supply or an appliance. The freezers and fridge were turned back on hoping that it just may have been a one off occurrence. Saturday morning when I went back to check the freezers the safety switched had tripped again and there was no power to the appliances. Again I turned them back on. On Sunday the 27th May during a home football match the safety switched tripped a number of times throughout the day and I made the decision to remove all frozen goods that were left and found alternative arrangements. An electrician then went to the Community Centre on the Monday and could not find any issues. I was informed by Mark that the Football Club had been made aware in the past that all goods belonging to the football club were placed there at their own risk. However I am asking you today if you would please consider reimbursing the club for the lost goods. I know the amount lost is not a substantial amount but for our small club the impact of this loss is quite substantial. I have included an itemised list and cost of the goods that we had to dispose of. I appreciate your time and consideration when discussing this matter.

Thank you once again for your support.

<i>2kg Sliced, cooked beef</i>	<i>\$60.00</i>
<i>3kg Sliced, cooked chicken</i>	<i>\$63.00</i>
<i>3 x ham</i>	<i>\$21.45</i>
<i>3 x 12 pkt bread rolls</i>	<i>\$18.00</i>
<i>4kg sausages</i>	<i>\$40.00</i>
<i>2 x coon cheese</i>	<i>\$10.10</i>
<i>ice creams</i>	<i>\$60.00</i>
<i>TOTAL</i>	<i>\$272.55</i>

Comments:

Council's electricians have looked at the power issue at the Wickepin Community Centre and have not been able to find any major issues with the power point circuits in the Wickepin Community Centre Kitchen. The electricians have tested the freezers and fridges to see if there were any issues with them, and they were all found to be operating within their normal range.

There have been a number of appliances added to the kitchen which are not owned by the Shire of Wickepin which includes two freezers installed by the Wickepin Football Club. I do believe these freezers have been there for some time. The Works Manager and the CEO removed two plastic kettles from the kitchen as they were leaking at the bottom into the kettles power supply.

In the last discussions with Councils electrician they believe that with all the items being plugged into the power points at the same time the power points may be overloaded. The only issue with this is that the power in the kitchen has tripped out when no one is utilising the kitchen facilities.

Council Works Manager plugged a kettle into the power points when both urns, freezers and fridges were turned on and this did trip the main RCD switch. When the kettle was plugged into the bar power points the Kitchen RCD was not tripping so this may lead to the theory that the Kitchen circuits are over loaded.

Council electricians are coming back to have another look at this issue and as a way of reducing the overload on the power point circuits in the kitchen they will be putting the big urn in the kitchen onto its own power point circuits alleviating some of the overloading of the kitchen power point circuit.

The loss of the power does not appear to be anything that Council has done and generally appears to be that more and more kitchen appliances are being added onto the main kitchen power circuits.

Council does sponsor the Wickepin Football Club each year in the sum of \$500.

Council did have a similar issue with the cool room at the Wickepin Community Centre freezing all the stock stored in the cool room during 2014/2015 cricket season and council refunded the Wickepin Cricket Club \$ 842.50 on the 23/03/2015 EFT 5316 Invoice WCCC003.

Statutory Environment:

Not Applicable

Policy Implications:

Not Applicable

Financial Implications:

Possible cost of refunding the \$272.55 for the damaged goods due to the loss of power.

Strategic Implications:

Not Applicable

Recommendations:

That Council advise the Wickepin Football Club that council is willing to refund the \$272.55 as a one off payment but reiterate to the Wickepin Football Club that all goods are stored at the Wickepin Community Centre at the clubs own risk.

Voting Requirements:

Simple Majority

Council Decision:

Resolution No:

Moved Cr / Seconded Cr

That Council advise the Wickepin Football Club that council is willing to refund the \$272.55 as a one off payment but reiterate to the Wickepin Football Club that all goods are stored at the Wickepin Community Centre at the clubs own risk.

Carried /

Governance, Audit and Community Services

10.2.10 - Cooperative Bulk Handling Facility Upgrade

Submission To:	Ordinary Council
Location / Address:	Lot 55 Bin Road
Name of Applicant:	Cooperative Bulk Handling Limited
File Reference:	A6346
Author:	Eric Anderson, Planning Assistant
Disclosure of any Interest:	Nil
Date of Report:	8 June 2018

Enclosure/Attachments:

Attachment 1 – Completed and signed Shire of Wickepin application for planning approval

Attachment 2 – Cover letter

Attachment 3 – Concept site plan

Attachment 4 – General arrangement drawings; floor layout, elevations and details for the sample hut, relocated weighbridge, bulkhead wall frame and conveyors/elevators.

Attachment 5 – Concept Drainage Strategy – Shawmac (Consulting Civil and Traffic Engineers)

Attachment 6 – Traffic Impact Statement – Shawmac (Consulting Civil and Traffic Engineers)

Attachment 7 – Bushfire Management Plan – Green Start Consulting

Attachment 8 – Minutes from Ordinary Council Meeting 17 August 2016

Summary:

Council is being requested to consider the application for the upgrading of the Cooperative Bulk Handling (CBH) Ltd facility at Lot 55 Bin Road, Wickepin.

Background

The Shire of Wickepin received an application from CBH Limited for planning approval on 11 May 2018 for the upgrading and development of the Wickepin CBH. The proposed works to be undertaken include:

- New truck marshalling area for 21 vehicles;
- Removal of existing/ erection of new grain sampling platform and two spears;
- New weighbridge and hut;
- Relocated weighbridge;
- Two new 35,000 tonne capacity open bulkheads;
- Two new 30,000 tonne capacity open bulkheads;

- Two new hopper pits, grain elevators and ground conveyors between the two sets of new open bulkheads; and
- New internal roads and stormwater drainage.

The existing two large open bulkheads for Wickepin CBH was previously considered by Council at its meeting held 17 August 2016. Council at that meeting supported the proposal subject to a number of conditions (attachment 8). The proposed upgrades to the Wickepin CBH will increase the storage capacity of the site from 137,975 tonnes to 217,975 tonnes.

Comments:

Zoning

The subject land is zoned "General Agriculture" under the Shire of Wickepin Local Planning Scheme No.4 with a total area of 34.4 Hectares (85 Acres). The surrounding properties to the west are also zoned "General Agriculture" or "railway". The properties to the East are zoned "Rural Residential, Public Purposes - Primary School and Development – Residential".

Land Use

The use of the land for the storage and handling of grain is best classified as 'industry – rural' under the Shire of Wickepin Local Planning Scheme No.4. This is defined as:

- (a) An industry handling, treating, processing or packing rural products; or
- (b) A workshop servicing plant or equipment used for rural purposes.

The use of industry – rural in a General Agriculture area is a 'D' use under the Shire of Wickepin Planning Scheme No.4. This means that the use is:

"Not permitted unless the local government has exercised its discretion by granting development approval".

Noise

The primary cause for noise pollution will be the truck marshalling yards adjoining Wickepin Primary School and the "Residential Development" Zone to the West of Wickepin Street. Traffic noise from public roads are exempt from the *Noise Regulations 1997*. Vehicles on private property are subject to the Noise regulations when a vehicle is creating a noise nuisance through misuse such as revving of engines. Screening CBH from Wickepin Primary School will not be necessary as there are already mature trees along the Western portion of the Wickepin Primary School lot. Furthermore the school oval will act as a buffer to separate the two land uses. The proposed location of the truck marshalling area is at the existing weighbridge site which is already a high frequency truck movement site during harvest. The distance from the proposed truck marshalling area to class rooms at Wickepin Primary schools is 180m. The distance from the truck marshalling area to the nearest resident is 184m. It is noted in the traffic management report that the hours of operation will be between 6am and 6pm.

Dust

The presence of dust from the intensification of Wickepin CBH will likely be minimal as the internal roads are mostly sealed. This proposed development also includes the upgrading of existing internal road networks, which will further reduce the impact of dust from heavy vehicle movements. As the Open Bulk Head Bins are covered when full and in the presence of moisture and rain it is unlikely that there will be a threat from grain dust.

Traffic Management

The proposed upgrading of Wickepin CBH has been designed and intended for RAV 4 vehicles. Vehicular access will remain to be off the Williams-Kondinin Road via Bin Road. The proposed truck marshalling area has been designed to accommodate a total of 21 trucks. The traffic management report prepared by Shawmac consultants has allowed for a 60% increase in heavy vehicle traffic generation from the 2013 levels. This would allow a maximum of approximately 168 RAV 4 truck movements into and 168 movements out of the site. The maximum estimated number of hourly trips during peak times is 34 per hour.

The Williams-Kondinin Road is a Primary Distributor Road and is under the management of Main Roads Western Australia. This proposed development does not feature acceleration lanes as it has not been deemed to meet the threshold of 1,000 passenger car equivalence. The maximum anticipated number of passenger car equivalence is 750 vehicles per day.

The traffic management report has highlighted that pavement widening will need to be undertaken by the applicant at the Williams-Kondinin Road and bin road intersection. A sweep assessment has found RAV 4 vehicles with a length of 36.5m will have difficulty passing each other entering and exiting the site at the same time on the current bitumen area.

It is recommended that the applicant obtain the approval of Main Roads WA regarding the pavement widening to safely accommodate the trucks entering and exiting the site. It is also noted the existing Bin Road only provides access to CBH. Bin Road is currently under the care and control of the Shire of Wickepin. Due to the increase in heavy vehicle traffic it is recommended that the applicant pay an annual maintenance bond for the upgrade of bin road. Alternatively, council may consider relinquishing the care and control of Bin Road and divest Bin Road solely to CBH as an access road.

Drainage

The proposed development of Wickepin CBH includes the upgrading of existing drainage infrastructure. The concept drainage strategy provided by the applicant from Shawmac consultants is designed for a 1:20 Average Recurrence Interval event. The intent of the drainage plan is to retain water on site in two large basins to be released as pre-development levels. It is proposed that the existing creek running along the eastern boundary of the lot be utilised to deliver water to the basins. It is recommended that the land owner of Lot 56 White Road provide written consent for the storm water runoff into their creek prior to the issuing of planning consent.

The required volume for the basins has been estimated to be 1,853m³. There has been concern expressed by the shires works manager on the drainage issue as the existing drainage system may not be large enough to accommodate an increase in water flow. It is therefore recommended that the existing culverts are to be upgraded to

accommodate the increased water flow. The concept drainage strategy has been referred to the Department of Water and Environmental Regulation.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No.4

Policy Implications:

Nil.

Financial Implications:

Application for Planning Approval fee to the value of \$15,232.23 has been made payable to the Shire of Wickepin.

Strategic Implications:

Nil.

Recommendations:

That Council:

1. Provide written notice to the owner of Lot 56 White Road Wickepin seeking their consent to allow for the stormwater runoff into the existing creek on their property.
2. Upon the written approval as condition (i) above, planning approval is granted for the development for the proposed upgrading of the CBH facility at Lot 55 Bin Road, Wickepin subject to the following conditions:
 - (i) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
 - (ii) The development approved shall be in accordance with the plans and specifications submitted with the application dated 11 May 2018 and these shall not be altered or modified without the prior written approval of Council.
 - (iii) The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
 - (iv) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.

- (v) Prior to the issuing of the building permit written clearance from the Department of Water and Environmental Regulation regarding the upgrading of the existing drainage system including the creek must be received by the Shire of Wickepin.
- (vi) All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
- (vii) Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
- (viii) A notice is to be placed on the certificate of title alerting future landowners to the Bush Fire Management Plan. All associated costs are to be borne by the applicant.
- (ix) The Asset Protection Zone (APZ) is to be maintained to the specifications and standards outlined in the Bush Fire Management Plan dated 21 March 2018.
- (x) Maintain vehicular access routes within the lots to the required surface condition and clearances.
- (xi) Install the firebreaks to the dimensions and standards stated in the Bush Fire Management Plan dated 21 March 2018.
- (xii) Internal roads must be upgraded and maintained to the satisfaction of the Chief Executive Officer.
- (xiii) Prior to the issuing of the building permit a written approval is required from Main Roads WA regarding the pavement widening to accommodate the trucks entering and exiting the site.
- (xiv) The applicant is to pay an annual maintenance bond for the upgrade of Bin Road to the satisfaction of the CEO.

Voting Requirements:

Simple Majority

Council Decision:**Resolution No:**

Moved Cr

/ Seconded Cr

That Council:

1. Provide written notice to the owner of Lot 56 White Road Wickepin seeking their consent to allow for the stormwater runoff into the existing creek on their property.
2. Upon the written approval as condition (i) above, planning approval is granted for the development for the proposed upgrading of the CBH facility at Lot 55 Bin Road, Wickepin subject to the following conditions:
 - (i) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
 - (ii) The development approved shall be in accordance with the plans and specifications submitted with the application dated 11 May 2018 and these shall not be altered or modified without the prior written approval of Council.
 - (iii) The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
 - (iv) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
 - (v) Prior to the issuing of the building permit written clearance from the Department of Water and Environmental Regulation regarding the upgrading of the existing drainage system including the creek must be received by the Shire of Wickepin.
 - (vi) All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
 - (vii) Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
 - (viii) A notice is to be placed on the certificate of title alerting future landowners to the Bush Fire Management Plan. All associated costs are to be borne by the applicant.

- (ix) The Asset Protection Zone (APZ) is to be maintained to the specifications and standards outlined in the Bush Fire Management Plan dated 21 March 2018.
- (x) Maintain vehicular access routes within the lots to the required surface condition and clearances.
- (xi) Install the firebreaks to the dimensions and standards stated in the Bush Fire Management Plan dated 21 March 2018.
- (xii) Internal roads must be upgraded and maintained to the satisfaction of the Chief Executive Officer.
- (xiii) Prior to the issuing of the building permit a written approval is required from Main Roads WA regarding the pavement widening to accommodate the trucks entering and exiting the site.
- (xiv) The applicant is to pay an annual maintenance bond for the upgrade of Bin Road to the satisfaction of the CEO.

Carried /

Governance, Audit and Community Services

10.2.11 – Townscape and Cultural Planning Committee Meeting Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Townscape and Cultural Planning Committee
File Reference:	CR.MEE.206
Author:	Agatha Prior – Executive Support Officer
Disclosure of any Interest:	Nil.
Date of Report:	14 June 2018

Enclosure/Attachments:

Nil.

Summary:

Townscape and Cultural Planning Committee meeting held on Wednesday 13 June 2018.

Background

Townscape and Cultural Planning Committee meeting held on Wednesday 13 June 2018.

Comments:

Townscape and Cultural Planning Committee meeting was held on Wednesday 13 June 2018 and passed the following recommendation:

Moved Cr Ted Astbury / Seconded Cr Allan Lansdell

That the existing shade shelter at the Harrismith Cemetery be removed as part of the Harrismith Cemetery upgrade

Carried 11 / 0

Statutory Environment:

Nil.

Policy Implications:

Not applicable.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That council pass the following recommendation;

'That the existing shade shelter at the Harrismith Cemetery be removed as part of the Harrismith Cemetery upgrade'

Voting Requirements:

Simply majority

Council Decision:**Resolution No:**

Moved Cr / Seconded Cr

That the existing shade shelter at the Harrismith Cemetery be removed as part of the Harrismith Cemetery upgrade

Carried /

Council

11 - President's Report

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.Rep.2
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 June 2018

Manager of Works

Mr Gary Rasmussen and his family have moved into the Staff house at 7 Rintel Street Wickepin.

Aged Accommodation Units

Work is still continuing at the existing aged units on Wogolin Road, Wickepin by Ben Kittow Constructions and should be completed by the end of June.

LG Professionals Wheatbelt South Branch AGM

The CEO and Finance Manager Erika Clement attended the LG Professionals Wheatbelt South Branch AGM meeting at the Shire of Cuballing and Mr Mark Hook CEO of the Shire of Wickepin has been appointed the President of the LG Professionals Wheatbelt South Branch.

Work Incident – Peter Bransby

As advised by email, Mr Peter Bransby has been involved in a workplace accident on Friday 8/6/2018 that has caused injuries to his left and right calves and a cracked bone in his left ankle. Peter was taken directly to the Narrogin Emergency Department by the CEO for treatment and he is currently off work under a workers compensation claim. This matter may be referred to Work Safe as the injuries include a broken bone.

WSAHA

The CEO sent the following email to Wendy Newman Chief Executive Officer Wheatbelt Development Commission on the 5 June 2018.

Wendy Can you please advise if the funding for the Aged housing project has been announced or when you think it will be announced? Minister MacTiernan advised at the Northam Forum it would be announced in two weeks at this stage we have heard nothing. Can you find out what is going on with the funding applications as I am setting budgets this week?

The CEO has received the following reply from the Wheatbelt Development Commission.

Hi Mark

We enquired as late as Friday last week. Date of announcement has not been confirmed.

As soon as we hear something we will let you know, likewise, if DPIRD contacts you directly (the likely scenario) let us know

The CEO has continued to follow this up but has had no replies from the WDC or DPIRD.

Wickepin Harrismith Road – Tilbrook's farm access crossing

The Manager of Works has investigated the sight distances at the farm crossing as requested by the land owners. The existing sight distances are not good enough and do not comply with current Main Roads standards.

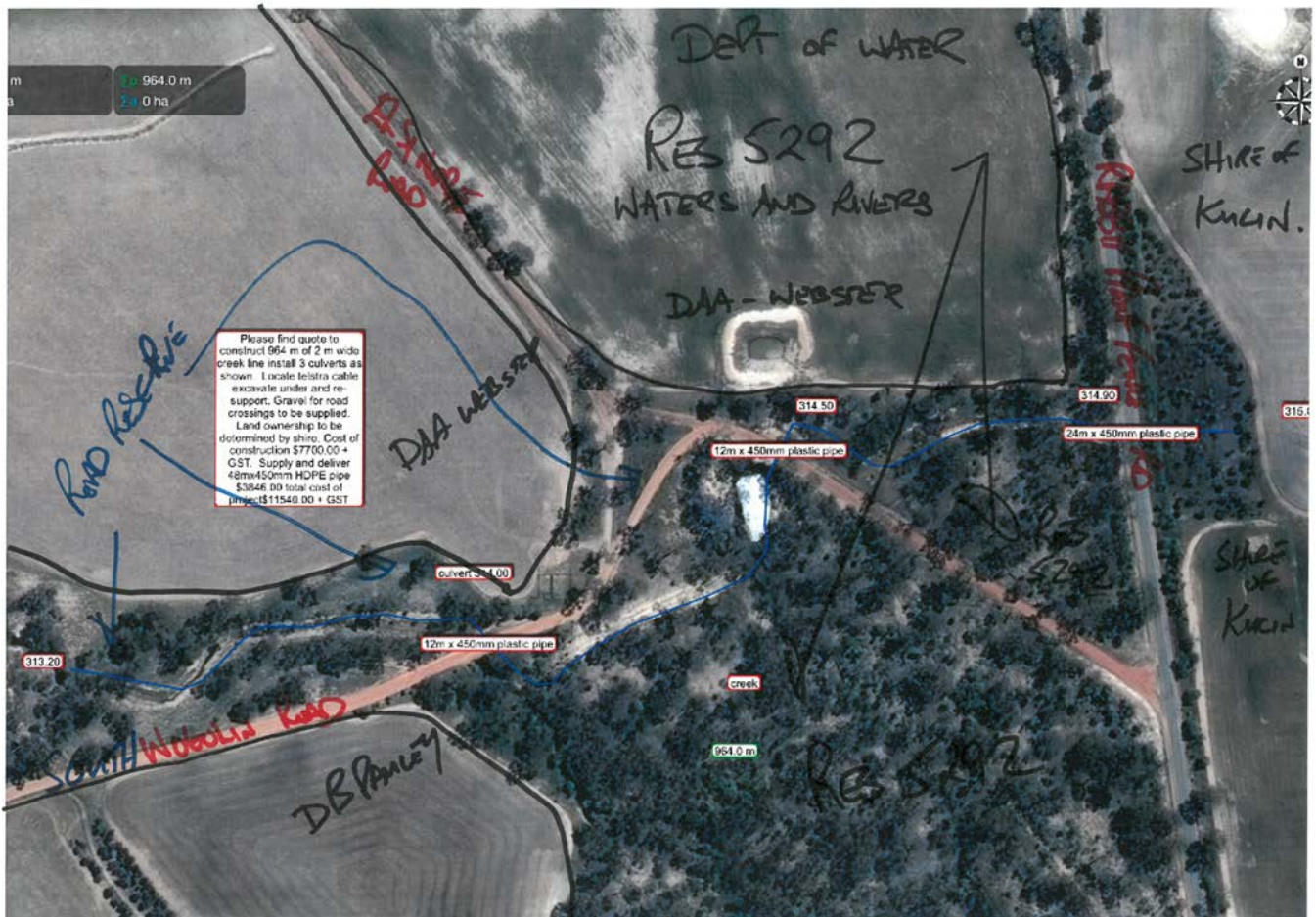
Following is a photo showing the issue



The sight distance towards the north is inadequate according to MRWA standards. The major issue is the gravel mound created by the excavation of the hill near the vehicle access. To resolve this issue we will remove a significant amount of gravel, this will increase the sight distance to the North. Works commenced on the 12 June 2018 and should be completed within 7 days.

Deep Drainage Reserve 5292

The CEO and Manager of Works have been working with Mr Jamie Miller for the cleaning out of the deep drainage on Reserve 5292 vested with the Department of Water and Environmental Regulation as per the following drawing.



The CEO forwarded the following Email to Jamie Miller outlining Councils responsibilities.

Regarding Drainage on Reserve 5292 as per email cc'd to you on the 8/06/2018. As discussed with Garry and myself if you receive permission from the Department of Water and Environmental Regulation Council is happy to contribute to the project by paying for the materials for the culverts on the South Wogolin Road and Elsinor Road as these are in a poor state of repair and require replacement by Council. We feel that the culvert on the Rabbit Proof Fence Road would normally be ok and as per Councils Policy any changes to that culvert would be at the cost of the person requesting the drainage works. Where the culvert on the Rabbit Proof Fence goes into the Shire of Kulin you may need to contact the land owner in the Shire of Kulin. All land owners possibly should be contacted for the drainage works. The Drain in the South Wogolin Road reserve between Webster's and Pauley's would be Councils decision. I am sure Council will give permission for that drain once you have received any necessary approvals for the drain to be cleaned out or reconstructed by the Department of Water and Environmental Regulation. Following is Councils Policy in relation to deep drainage and council's responsibility.

INTERCEPTOR AND CONTOUR BANKS ON ROAD CROSSING

OBJECTIVE: Provide clear parameters in relation to interceptor and contour banks.

Plans for the installation of road banks and drains must be submitted and approved by the CEO. The landholder will liaise with the CEO regarding the need for road improvement at the landholder's expense. If a landholder diverts water onto or across a road where there is not a natural watercourse, they are required to meet the total cost of the installation of pipes and road reinstatement. All work on road reserves to be carried out by the Council.

The CEO has received the following email from Murray Gangell Compliance Officer Department of Water and Environmental Regulation South Coast Region, Albany Office regarding this issue.

Hi Jamie, Regarding the request from Mark Hook last week, the Department of Water and Environmental Regulation (DWER) authorises the works prescribed by Mr Hook in his email dated 8 May 2018 (below) to be carried out on DWER land Lot 15866 on Plan 92364, Crown Reserve 5292. If you require any further assistance don't hesitate to contact me. Regards Murray Gangell Compliance Officer

Tincurrin Fire Truck

Grant Hanson of DFES Narrogin has advised that the new Tincurrin Fire Truck should be delivered to Wickepin by DFES Fleet Management on Thursday 14 June 2018.

MEETINGS ATTENDED

<u>May</u>	
17 th	Staff Meeting
21 st	Wickepin School Council Meeting
25 th	WALGA CCZ Darkan with President Cr Julie Russell
25 th	CEO Shire of Narrogin Aaron Cook send off in Narrogin
28 th	Annual Housing Inspections
30 th	WDSC
31 st	LG Professionals Wheatbelt South Branch AGM
<u>June</u>	
7 th	Ben Symmons Asset Infrastructure Management regarding review of Shire of Wickepin Asset Management Plan
11 th	Wickepin CRC committee members, Rob Leicester – Manger Core Programs Niegel Grazia – Deputy Director General Industry and Economic Development. The meeting was arranged to allow Nielgel to achieve a better understanding of how CRC's operate at the coalface. The current funding level was also discussed the Wickepin CRC has been funded at a level one which will be \$70,000 per year.
13 th	Townscape 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	May 2018	Nil.
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment Plans		Rate Payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	John Bushby	15 June 2018	John Bushby
A13	Hire of Community Halls / Community Centre	CEO			

Council Decision**Resolution No:**

Moved Cr / Seconded Cr

That Council endorse the Chief Executive Officer's Report dated 12 June 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