

A Fortunate Place

Shire of Wickepin

# Minutes

## Ordinary Meeting of Council

Council Chambers, Wickepin

# 18 April 2018

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## 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 18 April 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

13 April 2018

### Time Table

12.00pm	Visit to Wickepin Depot
1.00pm	Lunch
1.45pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

### Disclaimer

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

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

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 18 April 2018**

The President declared the meeting open at 3.30 pm.

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

President	Julie Russell
Councillor	West Astbury
Councillor	Nathan Astbury
Councillor	Allan Lansdell
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Gerri Hinkley
Councillor	Fran Allen

Agatha Prior	Executive Support Officer (minute taker)
Mark Hook	Chief Executive Officer
Erika Clement	Finance Manager

Leave of Absence (Previously Approved)

Apologies

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

President Julie Russell welcomed the Vice President of the Facey Group, Garry Lang to the meeting.

President Julie Russell invited Gary Lang to take the floor.

Gary Lang gave a presentation to Council about agenda item 10.2.07 – Facey Group Agreement.

President Julie Russell thanked Gary Lang for his presentation regarding the Facey Group agreement.

President Julie Russell requested that item 10.2.07 be brought forward.

## 10.2.07 – Facey Group Agreement

Submission To:	Ordinary Council
Location/Address:	Wickepin Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CS.AGR.300
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 April 2018

### Enclosure/Attachments:

Proposed Facey Group Agreement to 30th June 2021

### Summary:

Council is being requested to enter into a three year agreement from 1 July 2018 with the Facey Group based on the previous three year agreement as attached under separate cover.

### Background

The Facey Group is a farmer run group that aims to improve on-farm practice to keep farms healthy and profitable into the future.

The group conducts trials, demonstrations and extension works in the local region in addition to tailoring training that enables farmers to adopt practices which they see as beneficial and with the potential to increase their production, resulting in increased profits.

Based in Wickepin, the Facey Group is an innovative, highly motivated, organised and well-resourced grower group with a strong focus on the local region in addition to being involved with one of the best recognised and progressive grower groups in Australia.

The Facey Group works with its members, sponsors, partners, industry and government who are all integral facets of the success of the Facey Group.

Attached under separate cover is the proposed Facey Group Agreement from the Facey Group Committee. The CEO received the following letter from the Facey Group regarding a new three year agreement:



Community Agricultural Centre  
PO Box 129 Wickepin WA 6370  
Ph: (08) 9888 1223 Fax: (08) 9888 1295  
ABN: 59 136 484 550  
Email: [eo@faceygroup.org.au](mailto:eo@faceygroup.org.au)  
Website: [www.faceygroup.org.au](http://www.faceygroup.org.au)

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9<sup>th</sup> April 2018

Mark Hook  
Chief Executive Officer  
Shire of Wickepin  
77 Wogolin Road  
WICKEPIN WA 6370

Dear Mark,

**Re: Memorandum of Understanding between Shire of Wickepin and Facey Group Inc. for period 2015/16 – 2017/18**

The Facey Group would like to thank the Shire of Wickepin for the contribution to the group for the MOU period from 2015/16 to 2017/18 and continued support of the group and in turn sustainable agriculture within the community and the Shire of Wickepin through this partnership.

The Shire of Wickepin as an agricultural community is well aware of the challenges and uniqueness of the industry and the Facey Group is delighted to share the journey with the support of the Shire of Wickepin. Throughout the MOU period the Facey Group has maintained a significant profile within the agricultural sector through research and extension and is recognized as one of the highest impacting grower groups within Western Australia. Through continued support of sponsors such as the Shire of Wickepin the group is able to continue to benefit the agricultural community locally as well as making significant contributions and being involved collaboratively with other organisations in agriculture within Western Australia and nationally.

The Facey Group attracts national and state wide research and extension activities and interest to the Shire of Wickepin. Through collaborative research projects funded by multiple Research and Development Corporations (RDC's) the Facey Group has delivered on research priorities locally.

During the three (3) year MOU the Facey Group has been involved in the on ground delivery of projects with a focus on frost management and mitigation; lime incorporation techniques, methods of integration and rates; testing of multiple options for soil amelioration across a wide range of soil types; variety trials; fertilizer and nutrition management research; livestock research and the interaction in the mixed farming system; investigation of spatial technologies within the mixed farming system for on ground decision making. A majority of these projects have been of a collaborative approach with a state based delivery; forming stable working relationships for project delivery with research funders such as Grains Research and Development Corporation (GRDC), Council of Grain Growers Organisation (COGGO), universities, Department of Primary Industries and Regional Development (DPIRD), independent organisations and other grower groups. The group was involved in the Grain and Graze project for multiple years through administration at a state level and whilst also delivering on ground research locally; with Grain and Graze 3 finishing up in 2017. The Facey Group is the WA Livestock Research Secretariat, employed by Meat and Livestock Australia (MLA) to deliver on state priorities for

MOU between Shire of Wickepin and Facey Group 2015/16-2017/18



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livestock research. These state based administrative roles are critical in ensuring direct alliances with RDC's and building profile of the group in a great capacity external to our immediate region.

The Facey Group currently employs 2.6FTE in a full time Executive Officer, full time Agricultural Research and Extension Coordinator and part time Administration and Finance Manager. The group's employment rate has remained stable within the current MOU period and has provided 3 personnel living within the Shire of Wickepin employment; with 2 of these landholders and all of them being involved in the community and contributing to local business.

Through representation of members from the Wickepin and surrounding communities the Facey Group and Shire of Wickepin are actively promoted within the agricultural industry and in turn benefit from this interaction bringing in external funding opportunities and research locally to our region. Progressive members involved within the agricultural industry at present (to name a few) are:

- Hilary Wittwer and Ashley Wiese – representatives on the GIWA Oat Council
- Ashley Wiese and Gerri Hinkley – representatives on Rabobank Client Council
- Gary Lang – representative on the GRDC National Frost Initiative Advisory Committee, GRDC Crop Updates Advisory Committee and Regional Cropping Solutions Network;
- Roger Newman – Regional Cropping Solutions Network;
- Kelly Pearce – Chair of GGA Strategic Advisory Group, WAMMCO Board, Director of Cooperatives WA, Industry advisory member of the Farming Together Program and WA Farmer Representative on the National Objective Carcass Measurement Committee.
- Sarah Hyde – Board Director of Wheatbelt NRM

At present membership is at a total of 85 entities (inclusive of 77 farm businesses and 8 industry/associate members). Of the total membership at present a majority of members are landholders within the Shire of Wickepin (65% - total of 54 landholders). A spread across other shires is represented by Narrogin (7%), Cuballing (7%), Williams (5%), Dumbleyung (5%), Corrigin (4%), Kulin (4%), Pingelly (1%), Katanning (1%) and WA based (organisations generally located in the metropolitan area but servicing a wide range of the agricultural industry (1%). It should be noted that these figures are based on the base location of the business; and in some instances these farmers lease other properties that are within the Shire of Wickepin outside the original landholding. It should also be mentioned the Corrigin, Pingelly and a majority of the Cuballing landholders; are active community members within the Shire of Wickepin through other avenues (for examples – Yealering Golf Club, Wickepin Football Club, St Johns Ambulance).

Throughout the MOU period the Facey Group has hosted over 32 events within the Shire of Wickepin which has attracted over 1300 attendees to the region, including visiting growers, researchers, industry and other personnel. Of these 32 events, fifteen (15) have utilized the Wickepin Community Centre as venue and five (5) utilized the hire of the Shire Community Bus; which has reflected in hire paid to the Shire of Wickepin for facilities well equipped to host large events. In addition to these events the Facey Group continues to host three (3) annual events which are a trademark to the group, bringing in around 100 attendees to each of these events. The group has been involved in collaborative events throughout the MOU; assisting other organisations in the promotion of an event with a direct access to farming members and community – some examples of these events was an Integrated Weed Management presentation by Pacific Seeds in 2015, Sheep Optimiser Workshop in 2015, Regional Cropping Solutions Network forum in 2016 and PinGWA in 2017 and Innovation Generation in 2018.

The Facey Group recognises the importance of local business and utilises services and stores locally throughout the year with trial programs and events. In addition to local businesses the group also supports local sporting and community groups through providing opportunities to cater or assist at

events as a fundraising activity. A majority of local agricultural businesses are also members of the group; reflective of the value locally for their businesses.

From inception the Facey Group has grown, however as a not-for-profit organisation, we continue to rely on contributions and external funding to ensure that we can continue to deliver to the local community in a professional capacity. Sponsors are important for the day to day running of the group, especially with the competitive nature of the external funding environment, having become more competitive in recent years and with the forecast of this environment to only continue being restricted. The reliance has become greater on obtaining competitive funding opportunities through Levy Paid Funding sources such as GRDC and MLA, rather than the traditional government assisted funding. In reflection of the groups budget breakdown; provided is shows the 2017/18 breakdown for the groups income and expenditure and the spread and reliance on external funding to ensure that we can continue to operate in a professional capacity.

Income	
Sponsorship	13%
Membership	7%
Event Fees	1%
Project Income (includes total for project delivery – inclusive of wage component)	79%

Expenditure	
Major Events	4%
Project Expenses (includes on the project consumables – doesn't factor in the wage component for project delivery)	37%
Human Resources (includes salaries, superannuation, professional development)	49%
Administration (includes postage, phone, printing, insurance, uniforms, general repairs/maintenance, computer software)	6%
General Expenses (includes lease payments, fuel, fees/subscriptions, advertising)	4%

The Facey Group values the continued support of the office premises – Community Agricultural Centre at 40 Wogolin Road, Wickepin and the associated costs as per the current MOU. Through the provision of these premises the Facey Group are situated in a central location for promotion and access. The office premises are highly valued by the committee and staff and we would like to thank the Shire for the ongoing maintenance and upkeep of the premises. Since the renovation of the building in 2013 the building has allowed for us to host our monthly committee meetings in a private and comfortable space and has also allowed us to accommodate meetings with external parties and hosting meetings.

The provision of one executive vehicle is essential to the Facey Group to deliver within projects and to continue to increase the profile of the group and Wickepin community through on-ground work and ensuring that we are able to be involved with activities such as steering committees and industry relevant conferences and training to bring back information relevant to the community. In 2014 the Facey Group increased its requirement for vehicle usage with an increase in contracted project work;

MOU between Shire of Wickepin and Facey Group 2015/16-2017/18



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and as such has been thankful for the assistance from the Shire of Wickepin to enable the group to lease a vehicle through fleet arrangements at a discounted rate with that the group would not otherwise have been able to obtain; with the initial vehicle currently being updated through a new lease agreement.

The Facey Group continue to promote progressive farmers within the community and are appreciative of the continued support through the Shire of Wickepin in the allocation of funds for the Progressive Agriculture Award; which is presented as part of the Shire of Wickepin Australia Day annual awards. The award recognizes recipients who have displayed management contribution to sustainable and progressive agriculture in the region, which in turn benefits the greater community and sustainability of the Wickepin agricultural community and surrounding areas.

The Facey Group acknowledges the contribution and support from external funds (specifically sponsorship) throughout our networks and ensure they are actively promoted. Recognition through local networks and beyond through the Facey Group Fortnightly Update, bi-monthly newsletter, and contributions to local papers ensure acknowledgement on a broad scale. The group also actively disseminates information from other groups and sources to its members and the community for the benefit of growers locally.

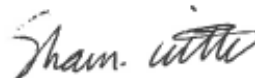
Once again we would like to sincerely thank the Shire of Wickepin for the continued support of the Facey Group and hope to continue developing this relationship into the future to ensure growth locally within the agricultural community and develop links within the greater industry. Please find attached proposal of Memorandum of Understanding for the Shire of Wickepin to consider on the ending of current MOU in June 2018.

The Facey Group look forward to continuing the relationship with the Shire of Wickepin and wish the team a successful year in 2018.

Kind regards,



Sarah Hyde  
Executive Officer



Shaun Wittwer  
President

## Comments:

The last time the Facey Group Agreement was renewed was at the Governance, Audit and Community Services Committee Meeting held on Wednesday 15 March 2015, under the following Resolution which was later passed and adopted by Council on 18 March 2015 under Resolution No 180315-08.

Moved Cr Lansdell / Seconded Cr Russell

Shire of Wickepin and Facey Group

AGREEMENT – MEMORANDUM OF UNDERSTANDING

1 July 2015 to 30 June 2018

Between

The Shire of Wickepin, of 77 Wogolin Road, Wickepin,

And

Facey Group of 40 Wogolin Road, Wickepin

Whereby it is agreed as follows:

That the Shire of Wickepin and the Facey Group agree to the following terms and conditions for the period commencing 1 July 2015 to 30 June 2018.

### 1. Office Premises – Community Agricultural Centre, 40 Wogolin Road, Wickepin

1) The Shire of Wickepin agrees to provide the Facey Group with office premises located at 40 Wogolin Road, Wickepin.

1.1. The Shire of Wickepin agrees to meet the following costs relevant to the provision of office premises:

- Building insurance (excluding contents);
- Water Corporation rates and consumption charges;
- Power usage;
- Cleaning costs; and
- Building maintenance.

1.2 The Facey Group must:

- ensure the building is kept in a clean and tidy state; and
- Provide a list of items requiring annual budget determination to the Shire of Wickepin Administration Centre no later than 30 April of each year.

### 2 General Operational Support

2.1 The Shire of Wickepin agrees to provide the Facey Group the following operational subsidy for the term of the agreement:

- |             |                   |
|-------------|-------------------|
| ■ 2015/2016 | \$20,000 plus GST |
| ■ 2016/2017 | \$20,000 plus GST |
| ■ 2017/2018 | \$20,000 plus GST |

The operational subsidy shall be paid in two equal instalments upon presentation of an invoice by the Facey Group to the Shire. The subsidy shall assist the Facey Group to meet the following operational costs:

- Employment costs – wages & salary:

- Insurance costs – workers compensation, public liability: and
  - Office expenses – stationery, minor office equipment and consumables, utility charges.
2. The Facey Group will provide the Shire of Wickepin at the commencement of each financial year with certificates of currency for public liability insurance and workers compensation insurance.
- The Facey Group will provide to the Shire of Wickepin as soon as practicable at the completion of each financial quarter a copy of their financial position including but not limited to profit and loss statement and bank reconciliation.

### 3 Provision of Motor Vehicle

- 3.1 The Shire of Wickepin agrees to provide the Facey Group with one executive vehicle for the full term of the agreement. The type of vehicle will be determined by the Shire of Wickepin in consultation with the Executive Committee of the Facey Group. The Shire of Wickepin will meet the full cost of changing over the vehicle in accordance with Shire of Wickepin budget deliberations and Shire of Wickepin plant and equipment replacement policy.

The Motor Vehicle will be provided on the following conditions:

- The Facey Group to meet all operational costs associated with the vehicle (fuel, insurance, registration, servicing and other costs associated with normal wear and tear).
- The Facey Group Executive Officer and partner are permitted to use the vehicle for private use. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- The Facey Group to be responsible for all matters relating to FBT for the private use of the vehicle.
- The vehicle may be used by Facey Group Employees and Facey Group Committee Members. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- Other persons may drive the vehicle provided, at the permission of the Facey Group Employees.
- The vehicle shall be kept in a clean and tidy manner at all times, taking into account normal wear and tear.
- Odometer readings shall be noted in Facey Group minutes and forwarded to the Shire of Wickepin.

### 4 Progressive Agriculture Award

The Shire of Wickepin will provide an Annual award to persons from within the Shire of Wickepin judged to have made the greatest contribution to Landcare / Agriculture for the year, as determined by the Facey Group Committee.

The Award shall be to a Maximum value of \$150 for the term of this agreement.

**Carried 4/0**

The only variation from the proposed agreement from the Facey Group and the CEO recommendation is that the CEO has included the following clause.

- 2.2 The Facey Group will provide the Shire of Wickepin at the commencement of each financial year with certificates of currency for public liability insurance and workers compensation insurance.

It is a requirement from our insurers that all persons leasing or utilising Council buildings and services must provide proof that they have some form of insurance for public liability and workers compensation.

This clause was in the previous agreement.

Council budgeted the following in the 2017/2018 adopted budget.

10	PROTECTION OF THE ENVIRONMENT OPERATING EXPENDITURE		Actual 16/17		Budget 16/17	Budget 17/18	
4092	Salary - Facey Group Contribution to Exec Officer	22	20,000	20,000	20,000	20,000	20,000
4132	Community Agricultural Centre		5,867			7,466	
LCAC	Community Agricultural Centre		5,867		6,696		
	Labour	01				1,200	
	Overheads	98				816	
	Utilities	02				950	
	Contracts/Consultants	21				1,555	
	Insurance	06				2,295	
	Annual Facey Group Award	05				150	
	Materials	05		5,867		500	7,466
4142	Vehicle Operating Costs		9,604		12,522		
	Lease payments Easifleet	94				7,197	
	Vehicle Expenses Shire	94		9,604		5,000	12,197
	Owned Vehicle						

**Statutory Environment:**

Not Applicable

**Policy Implications:**

Not Applicable

**Financial Implications:**

No increase proposed to the 2017/2018 Budget estimates

**Strategic Implications:**

Fits within theme 2 of Councils Strategic Plan

**Theme 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

Goal	Action	Measure
<b>2.1 Continue to support and encourage actions taken in relation to environmental problems.</b>	<ul style="list-style-type: none"> <li>Support to the Facey Group relevant to retention of remnant vegetation, salinity control, etc. sustainability, downstream processing, revegetation other functions</li> <li>Continue support for the control of pest plants and vermin.</li> <li>Monitor, review and adhere to the principals of the Roadside Vegetation Conservation Plan</li> </ul>	<ul style="list-style-type: none"> <li>Ensure protection of vegetation on the reserves vested in Council in accordance with Council policy.</li> </ul>

**Recommendations:**

That council formally enters into a three year agreement in accordance with the below mentioned terms commencing from 1 July 2018 in accordance with the following parameters:

Shire of Wickepin and Facey GroupAGREEMENT – MEMORANDUM OF UNDERSTANDING1 July 2018 to 30 June 2021

Between

The Shire of Wickepin, of 77 Wogolin Road, Wickepin,

And

Facey Group of 40 Wogolin Road, Wickepin

Whereby it is agreed as follows:

That the Shire of Wickepin and the Facey Group agree to the following terms and conditions for the period commencing 1 July 2018 to 30 June 2021.

1. Office Premises – Community Agricultural Centre, 40 Wogolin Road, Wickepin

1.1 The Shire of Wickepin agrees to provide the Facey Group with office premises located at 40 Wogolin Road, Wickepin.

1.2. The Shire of Wickepin agrees to meet the following costs relevant to the provision of office premises:

- Building insurance (excluding contents);
- Water Corporation rates and consumption charges;
- Power consumption charges;
- Cleaning costs; and
- Building maintenance.

1.3 The Facey Group must:

- Ensure the building is kept in a clean and tidy state; and
- Provide a list of items requiring annual budget determination to the Shire of Wickepin Administration Centre no later than 30 April of each year.

2. General Operational Support

2.1 The Shire of Wickepin agrees to provide the Facey Group the following operational subsidy for the term of the agreement:

- |             |                   |
|-------------|-------------------|
| • 2018/2019 | \$20,000 plus GST |
| • 2019/2020 | \$20,000 plus GST |
| • 2020/2021 | \$20,000 plus GST |

The operational subsidy shall be paid in two equal instalments upon presentation of an invoice by the Facey Group to the Shire. The subsidy shall assist the Facey Group to meet the following operational costs:

- Employment costs – wages & salary:
- Insurance costs – workers compensation, public liability: and
- Office expenses – stationery, minor office equipment and consumables, utility charges.

2.3 The Facey Group will provide the Shire of Wickepin at the commencement of each financial year with certificates of currency for public liability insurance and workers compensation insurance

2.4 The Facey Group will provide to the Shire of Wickepin as soon as practicable at the completion of each financial quarter a copy of their financial position including but not limited to profit and loss statement and bank reconciliation.

### 3. Provision of Motor Vehicle

3.1 The Shire of Wickepin agrees to provide the Facey Group with one executive vehicle for the full term of the agreement. The type of vehicle will be determined by the Shire of Wickepin in consultation with the Executive Committee of the Facey Group. The Shire of Wickepin will meet the full cost of changing over the vehicle in accordance with Shire of Wickepin budget deliberations and Shire of Wickepin plant and equipment replacement policy.

#### The Motor Vehicle will be provided on the following conditions:

- The Facey Group to meet all operational costs associated with the vehicle (fuel, insurance, registration, servicing and other costs associated with normal wear and tear).
- The Facey Group Executive Officer and partner are permitted to use the vehicle for private use up to a maximum of 1,500km per month. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- The Facey Group to be responsible for all matters relating to FBT for the private use of the vehicle.
- The vehicle may be used by Facey Group Employees and Facey Group Committee Members. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- Other persons may drive the vehicle provided, at the permission of the Facey Group Employees.
- Anyone driving the vehicle shall hold a current Australian Drivers Licence.
- The vehicle shall be kept in a clean and tidy manner at all times, taking into account normal wear and tear.
- Odometer readings shall be noted in Facey Group minutes and forwarded to the Shire of Wickepin.

### 4. Progressive Agriculture Award

The Shire of Wickepin will provide an Annual award to persons from within the Shire of Wickepin judged to have made the greatest contribution to Landcare / Agriculture for the year, as determined by the Facey Group Committee.

The Award shall be to a Maximum value of \$150 per annum for the term of this agreement

#### Voting Requirements:

Simple Majority

Matter cannot be discussed – Council does not have a quorum



4.10pm Cr Hyde, Cr Martin, Cr N Astbury, Cr W Astbury and Cr Hinkley returned to chambers

4.11pm – Gary Lang Departed the Chambers

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.2.07	Facey Group Agreement	Cr Sarah Hyde	Financial	Salary Paid by Facey Group
		Cr Steve Martin	Financial	Member of the Facey Group
		Cr Wes Astbury	Financial	Member of the Facey Group
		Cr Nathan Astbury	Financial	Member of the Facey Group
		Cr Gerri Hinkley	Financial	Member of the Facey Group

## 6. Confirmation of Minutes – Ordinary Meeting of Council – 21 March 2018

### Resolution No 180418-01

Moved Cr Wes Astbury / Seconded Cr Fran Allen

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

Carried 8 / 0

## 7. Receival of Minutes

## 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
908-210318-05	CBH – Rav Network Cuballing East Road	CEO	That Council advise the Main Roads Heavy Vehicle section that it wishes to remove the following conditions from the Cuballing East Road RAV Network conditions. <ul style="list-style-type: none"> <li>Headlights to be switched on at all times</li> <li>Not to be used as a through route. For local delivery and pick up only. Driver must carry documentation as proof of local delivery or pick up.</li> </ul>	✓	CEO sent letter 22/03/2018
909-210318-09	2017/2018 Review of Budget	CEO	1. That Council adopts the Review of Budget report as presented by the Chief Executive Officer for the year ending 30 June 2018 2. That the Shire of Wickpin forward the adopted budget review to the Department of Local Government in accordance with the <i>Local Government (Financial Management) Regulations 1996</i>	✓	CEO sent Letter 22/03/2018 Budget Review sent to DLG
910-210318-11	Rental of Yarling Brook Estate Land –	CEO	1. That council rents the Yarling Brook Estate vacant land under a rental/MOU agreement for the	✓	CEO sent letter 22/03/2018

Item	Subject/Action	Officer/File	Progress	Status	Comment
	Community Purposes		<p>purposes of cropping and grazing to the Wickepin District Sports Club on a joint venture basis with the Wickepin Football Club for a term of three years from 1 April 2018 expiring 31 March 2021 at a rental of \$4,400 (GST inclusive) per annum, further that the following conditions/limitations be noted;</p> <ul style="list-style-type: none"> <li>• Council reserves the right to utilise the land for rural/residential development should the need/demand arise;</li> <li>• The WDSC and WFC shall maintain boundary fences in a secure manner;</li> <li>• The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;</li> <li>• The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin;</li> </ul> <p>2. That the CEO be authorised to place the common seal of Council on the Rental - MOU agreement once signed by the Wickepin District Sports Club and the Wickepin Football Club.</p>		
911-210318-13	Governance, Audit and Community Services Committee Meeting Recommendation	CEO	That Council adopts the Annual Compliance Audit Return for the year 1 January 2017 to 31 December 2017 and forward a signed and completed compliance audit return to the Executive Director of the Department of Local Government by the due date being 31 March 2018.	✓	CEO sent letter 22/03/2018
912-210318-14	Townscape & Cultural Planning Committee Meeting Recommendation	CEO	That the CEO and CDO in consultation with the Tincurrin and Harrismith community be given delegated authority to approve the concept plans for the Harrismith Cemetery	✓	

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 (Acting) – Matthew Pockran
File Reference:	CM.REP.1
Author:	Manager Works & Services (Acting) – Matthew Pockran
Disclosure of any Interest:	Nil
Date of Report:	12 April 2018

**Enclosure/Attachments:**

Nil.

**Summary:**

Monthly report submitted from the Acting Manager of Works & Services, Matthew Pockran.

**Comments:****Programmed Construction Works**

- The construction team has finished the Line Road project. Bitumen seal has been completed.
- The construction crew is now well into the Kirk Rock/ Dalton Road Black Spot “T” Junction project with some in house surveying, clearing and gravel carting, water binding and forming of the new intersection.
- Surveying and consultation has taken place at the Wickepin Corrigin road floodway project.
- The flood damage works have gone well and are all but complete.
- The reseal of Dalton Street in Yealering has been completed.

**Plant Replacement**

- Nothing to report.

**Maintenance Works**

- Grading various roads. Colin has been kept very busy and is doing his best in the trying dry conditions.
- Pot-hole patching.
- Rubbish tip maintenance, including a new trench.
- Various fallen trees kept us busy on after hours call outs due to storms.
- Widening of culverts for line road.
- Signage maintenance including relocation of Black Spot and Roads to Recovery signs.
- Guide post and signage underway at line road.
- Various tree pruning. Including works requested by Western Power.
- Drainage upgrade in Central Avenue has been completed.
- Staff members were released to attend two fires, one truck fire on the Williams- Kondinin Road and one in the Water Corp. Reserve.
- Council received \$12,168.00 for the sale of scrap metal from the Wickepin Tip.

### Occupational Health and Safety

- Matthew Pockran was elected as a safety representative and completed the one week course, and found it very interesting.

### Workshop

- I have been doing my best to keep up with the machine maintenance while acting as Manager of Works fortunately I had things up to date and the timing of due services has helped.
- Repairs to tyre inflation system on a multi tyred roller are ongoing as it seems each tube will have to be replaced as they fail.
- The Volvo back hoe is requiring regular work.
- New cutting edges were fitted to the Komatsu Loader.

### Parks and Gardens

- Caravan Park new garden is underway.
- Prune street trees various
- Oval maintenance including marking out for the upcoming football and hockey seasons.
- General mowing and whipper snipping as the grass dries out.
- Reticulation repairs and maintenance
- Maintenance and pumping at the sewer ponds and the repair of the chlorine pump has identified the need for some work to be done on the automatic dosing system.
- Walk trail maintenance, the bridge under construction has been looked at and something will be happening with that soon.
- General maintenance at Lake Yealering, Harrismith and Tincurrin.
- Prepare 7 Rintel Street for new tenants.

### Plant and Equipment

Talks are starting to take place in regards to the upcoming plant replacement.

#### 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 12 April 2018

**Voting Requirements:**

Simple Majority

**Council Decision:****Resolution No 180418-02**

Moved Cr Gerri Hinkley / Seconded Cr Fran Allen

That Council notes the report from the Manager of Works and Services dated 12 April 2018

Carried 8 / 0

## 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 April 2018

**Enclosure/Attachments:**

List of accounts.

**Summary:**

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

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	8200 – 8278	\$ 232,345.42
Cheques	15514 – 15518	\$ 17,638.71
Payroll	February	\$ 115,750.53
Superannuation	February	\$ 5,815.45
Credit Card	February	\$ 1,392.40
Direct Deductions	February	\$ 5,392.48
Trust		
EFT	8279	\$ 50.00
Cheques	1299	\$ 50.00
	<b>FEBRUARY TOTAL</b>	<b>\$ 378,434.99</b>

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

**Certificate of Chief Executive Officer:**

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

**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) &amp; (4)

**Policy Implications:**

Policy 3.1.7 - Cheque Issue

**Strategic Implications:**

Not applicable

**Recommendations:**

That Council acknowledges that payments totalling \$378,434.99 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: 180418-03**

Moved Cr Allan Lansdell / Seconded Cr Steven Martin

That Council acknowledges that payments totalling \$378,434.99 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 8 / 0



List of Accounts Due & Submitted to Committee					
March 2018					
Chq/EFT	Date	Name	Description	Amount	Bank
1299	13/03/2018	LK & EM Bushby	Refund Cat Trap Bond		\$ 50.00
EFT8200	7/03/2018	Ballards Of Narrogin	Mulch	\$ 900.00	
EFT8201	7/03/2018	Country Paint Supplies	Paint to Cover Graffiti	\$ 91.50	
EFT8202	7/03/2018	Courier Australia	Freight on Water Samples	\$ 11.62	
EFT8203	7/03/2018	CSE Crossman	Radio Repairs	\$ 72.60	
EFT8204	7/03/2018	Ewen Rural Supplies	February Account	\$ 2,504.92	
EFT8205	7/03/2018	Fowler Surveys	Set Out Levels & Design for Line Road	\$ 2,505.25	
EFT8206	7/03/2018	Great Southern Fuel Supplies	Fuel Account for February 2018	\$ 14,992.69	
EFT8207	7/03/2018	Hanson Construction Materials	Concrete for WK-Corrigin Rd	\$ 1,229.53	
EFT8208	7/03/2018	Harris Zuglian Electrics	Repairs to 13A Collins St, Yea Town Hall, U2 Cottage Homes & Wk Community Centre and Test Smoke Alarms	\$ 2,465.60	
EFT8209	7/03/2018	C Holmes Bricklaying & Maintenance	Wk Walk Trail Border for Chair Mount	\$ 269.50	
EFT8210	7/03/2018	Marketforce Productions	Caravan Parks Expression of Interest	\$ 227.48	
EFT8211	7/03/2018	Narrogin Hardware Makit	New Belt Sander & Parts for Wk Walk Trail	\$ 274.20	
EFT8212	7/03/2018	Narrogin Packaging	Dog Poop Bags	\$ 189.00	
EFT8213	7/03/2018	Star Track Express	Freight on Parts for Road Counters	\$ 51.16	
EFT8214	7/03/2018	Narrogin Carpets & Curtains	Repair Wk Community Centre Parquetry	\$ 715.00	
EFT8215	7/03/2018	Narrogin Earthmoving & Concrete	WANDRRA Toolibin South Rd	\$ 23,100.00	
EFT8216	7/03/2018	PCS	Monthly Fees for February 2018	\$ 85.00	
EFT8217	7/03/2018	Maureen Susan Preedy	Yea Cleaning for February 2018	\$ 632.50	
EFT8218	7/03/2018	Shenton Enterprises PTY LTD	Replace Pool Cleaner Handle	\$ 110.00	
EFT8219	7/03/2018	Peter Robert Stribling	Yealering Caravan Park Commission for February 2018	\$ 151.18	
EFT8220	7/03/2018	A F Smith & A L Bullock	Repairs to 5 Smith St, WK Fire Shed, WK Cemetery Plaque & Clean Netball Courts	\$ 2,880.00	
EFT8221	7/03/2018	The Dan Turner Family Trust	Arts & Crafts Building Foundation Inspection	\$ 330.00	
EFT8222	7/03/2018	Western Australian Local Government Association	Staff Training	\$ 1,701.00	
EFT8223	7/03/2018	Wickepin Newsagency	February Account	\$ 621.30	
EFT8224	15/03/2018	Australia Post	February 2018 Account	\$ 308.48	
EFT8225	15/03/2018	Air Liquide WA Pty Ltd	Cylinder Rental	\$ 86.07	
EFT8226	15/03/2018	AFGRI Equipment Australia Pty Ltd	Parts for WK2495	\$ 274.77	
EFT8227	15/03/2018	Office Max	HP Toner Cartridge	\$ 369.00	

List of Accounts Due & Submitted to Committee					
March 2018					
EFT8228	15/03/2018	Cutting Edges Pty Ltd	Grader Blades	\$ 2,630.23	
EFT8229	15/03/2018	Yealering Agparts & Repairs	New Handheld Fire Radio & Bus Hire for Yea School Swimming Lessons	\$ 696.03	
EFT8230	15/03/2018	Courier Australia	Freight on Water Samples & Library Books	\$ 34.02	
EFT8231	15/03/2018	Covs	Parts & Tools	\$ 45.87	
EFT8232	15/03/2018	CSE Crossman	Radio Repairs WK2473, WK2433 & W475	\$ 198.00	
EFT8233	15/03/2018	Dews Excavations	Culvert Repairs Wk-Corrigin Rd & Wk Nth Rd	\$ 1,936.00	
EFT8234	15/03/2018	Facey Group INC	2017/18 Sponsorship Instalment 2	\$ 11,000.00	
EFT8235	15/03/2018	Hancocks Home Hardware	Keys & Tags for New Fire Shed Lock Wickepin	\$ 12.40	
EFT8236	15/03/2018	Harris Zuglian Electrics	Repair Cable Dug Up at Back of Bowling Club & 7 Smith St Repairs	\$ 612.24	
EFT8237	15/03/2018	Jason Signmakers	Children Crossing Signs	\$ 597.52	
EFT8238	15/03/2018	Lauren Clarke Consulting	WSAHA Business Case Revision	\$ 900.00	
EFT8239	15/03/2018	Murray House Resource Centre	Work Safe Health & Safety Representatives Course	\$ 975.00	
EFT8240	15/03/2018	Narrogin Hire Service And Reticulation	Reticulation parts for 5 Smith St	\$ 187.48	
EFT8241	15/03/2018	Great Southern Waste Disposal	February 2018 Waste Collection & Bulk Pickup Transfer Stations	\$ 6,218.10	
EFT8242	15/03/2018	Parrys	Work Clothing	\$ 45.05	
EFT8243	15/03/2018	Pingelly Tyre Service	Tyres & Repairs for WK1955 & WK541	\$ 714.00	
EFT8244	15/03/2018	SHIRE OF WICKEPIN	CRC Community Grant - Venue Hire	\$ 348.00	
EFT8245	15/03/2018	SHIRE OF NARROGIN	Building Surveyor Fees for February 2018	\$ 396.00	
EFT8246	15/03/2018	Twinkarri P / L	Tree Pruning	\$ 50,268.08	
EFT8247	15/03/2018	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT8248	15/03/2018	Wickepin Rural Services	February Account	\$ 548.90	
EFT8249	20/03/2018	Australian Taxation Office	BAS February 2018	\$ 31,980.00	
EFT8250	22/03/2018	Benjamin Kittow Construction	Cottage Homes Refurbishment Deposit	\$ 7,395.00	
EFT8251	22/03/2018	Kelly Cochrane	Cleaning Yea Toilets, Hall & Cvn Pk	\$ 300.00	
EFT8252	22/03/2018	Elizabeth Heffernan	Cleaning Albert Facey Homestead	\$ 50.00	
EFT8253	22/03/2018	Harris Zuglian Electrics	Repairs to Pool Cleaner	\$ 126.89	
EFT8254	22/03/2018	Moore Stephens	WALGA Tax GST Workshop 2018	\$ 1,320.00	
EFT8255	22/03/2018	PCS	IT Support	\$ 170.00	
EFT8256	22/03/2018	Maureen Susan Preedy	Cleaning 5 Smith St	\$ 195.00	
EFT8257	22/03/2018	Wickepin Community Resource Centre	Albert Facey Homestead Committee Postcard Labels	\$ 20.00	
EFT8258	22/03/2018	Yealering Primary School	Swimming Carnival Fruit Box Drinks	\$ 32.00	

List of Accounts Due & Submitted to Committee					
March 2018					
EFT8259	28/03/2018	Aquatic Services WA	Service Oval Chlorinator	\$ 1,375.00	
EFT8260	28/03/2018	Best Office Systems	Konica Minolta Copier Charges	\$ 1,263.48	
EFT8261	28/03/2018	PG & JD Forrest	Verti Mowing Wk Oval	\$ 4,180.00	
EFT8262	28/03/2018	Great Southern Paving	Asphalt for Johnston Park, Wk Heritage Trail & Bowling Club Footpath	\$ 25,740.00	
EFT8263	28/03/2018	J R & A Hersey Pty Ltd	Parts for WK2489, WK1915 & WK2473	\$ 416.90	
EFT8264	28/03/2018	Wickepin History Book Committee	Community Grant Funding	\$ 397.00	
EFT8265	28/03/2018	Local Government Professionals Australia WA	Introduction to Local Government Workshop	\$ 335.00	
EFT8266	28/03/2018	MJB Industries	Concrete Pipes for WK Nth Rd	\$ 2,361.70	
EFT8267	28/03/2018	Komatsu Australia Pty Ltd	Parts for WK518	\$ 79.55	
EFT8268	28/03/2018	Star Track Express	Freight on Parts for WK518 & WK2473	\$ 106.11	
EFT8269	28/03/2018	PCS	IT Support	\$ 255.00	
EFT8270	28/03/2018	Wagin Plumbing	Johnston Park Bottle Station Connection, WK Public Toilets Hot Water System & Wk & Yea Cvn Pk Backflow Devices	\$ 7,903.50	
EFT8271	28/03/2018	Pingelly Tyre Service	Tyre Repairs for WK698, WK541, WK0 & WK3578	\$ 1,243.00	
EFT8272	28/03/2018	A F Smith & A L Bullock	Repairs to 7 Rintel St, 5 Smith St, Yea Hall Ceiling & Albert Facey Homestead Historic Fridge	\$ 1,415.26	
EFT8273	28/03/2018	Shire Of Narrogin	Jet Patcher Hire for WK-Corrigin Rd & Ranger Services	\$ 4,667.47	
EFT8274	28/03/2018	WA Hino Sales & Service	Parts for WK2473	\$ 91.74	
EFT8275	28/03/2018	Wickepin Motors	Replace Windscreen WK632	\$ 418.00	
EFT8276	28/03/2018	Wickepin Hotel And Harvest Cafe	Catering for Staff Farewell	\$ 245.00	
EFT8277	28/03/2018	Wurth Australia Pty Ltd	Parts for WK518	\$ 127.16	
EFT8278	28/03/2018	Wickepin Football Club	Wickepin Football Club Sponsorship	\$ 500.00	
EFT8279	28/03/2018	Morgan Anne Blake	Refund Cat Trap Bond		\$ 50.00
15514	7/03/2018	Telstra	Phone Account	\$ 1,625.01	
15515	7/03/2018	Water Corporation	Water Accounts	\$ 2,258.15	
15516	15/03/2018	Telstra	Bushfire SMS Account	\$ 117.00	
15517	15/03/2018	Synergy	Power for Streetlights	\$ 1,789.95	
15518	22/03/2018	Synergy	Power Account	\$ 11,848.60	
DD9475.1	14/03/2018	WA Local Government Super Plan	Payroll deductions	\$ 4,279.57	
DD9475.2	14/03/2018	ANZ Super	Superannuation contributions	\$ 387.97	
DD9475.3	14/03/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9475.4	14/03/2018	Australian Ethical Super	Superannuation contributions	\$ 192.78	

List of Accounts Due & Submitted to Committee					
March 2018					
DD9475.5	14/03/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 99.11	
DD9475.6	14/03/2018	Colonial First State	Superannuation contributions	\$ 198.22	
DD9475.7	14/03/2018	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9475.8	14/03/2018	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 111.22	
DD9480.1	1/03/2018	ANZ Bank	February 2018 Merchant Fees	\$ 136.86	
DD9480.2	1/03/2018	Westnet Pty Ltd	Internet Fees	\$ 144.90	
DD9480.3	7/03/2018	James Matthews	Pool Manger Contract Payment 16/2017-18	\$ 2,376.06	
DD9480.4	8/03/2018	ANZ Bank	Credit Card - Interview Lunch, Staff Farewell Gifts & Staff Farewell Refreshments	\$ 1,392.40	
DD9480.5	21/03/2018	James Matthews	Pool Manger Contract Payment 17/2017-18	\$ 2,376.06	
DD9480.6	23/03/2018	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
	15/03/2018	Gross Payroll		\$ 75,136.24	
	29/03/2018	Gross Payroll		\$ 40,614.29	
				<b>\$378,334.99</b>	<b>\$100.00</b>

## Governance, Audit and Community Services

**10.2.02 – Financial Report**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Smith – Finance Officer
File Reference:	FM.FR.1212
Author:	Yvonne Bowey - Consultant
Disclosure of any Interest:	Nil
Date of Report:	11 April 2018

**Enclosure/Attachments:**

March Monthly report.

**Summary:**

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 March 2018 as presented be received.

**Voting Requirements:**

Simply Majority

**Council Decision: Resolution No: 180418-04**

Moved Cr Allan Lansdell / Seconded Cr Fran Allen

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

Carried 8 / 0

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

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

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**Shire of Wickepin****Compilation Report**

For the Period Ended 31 March 2018

**Report Purpose**

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

**Overview**

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

**Statement of Financial Activity by reporting program**

Is presented on page 6 and shows a surplus as at 31 March 2018 of \$1,265,242.

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

**Preparation**

Prepared by: Yvonne Bowey, Contract Finance

Reviewed by: Mark Hook CEO

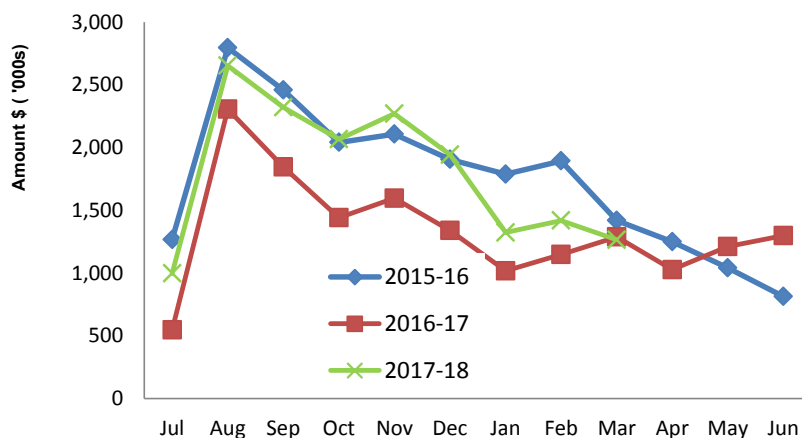
Date prepared: 11-Apr-18

## Shire of Wickepin

### Monthly Summary Information

For the Period Ended 31 March 2018

**Liquidity Over the Year (Refer Note 3)**



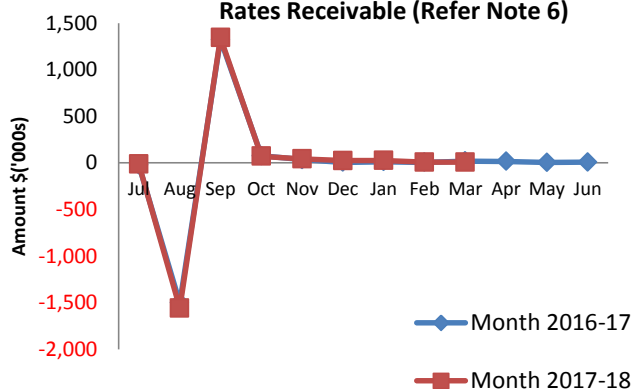
#### Cash and Cash Equivalents as at period end

Unrestricted	\$	1,386,702
Restricted	\$	1,666,595
	\$	<u>3,053,297</u>

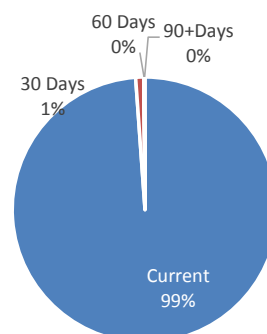
#### Receivables

Rates	\$	45,726
Other	\$	50,315
	\$	<u>96,041</u>

**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
<b>Amounts paid in advance</b>	<b>\$783,885.00</b>

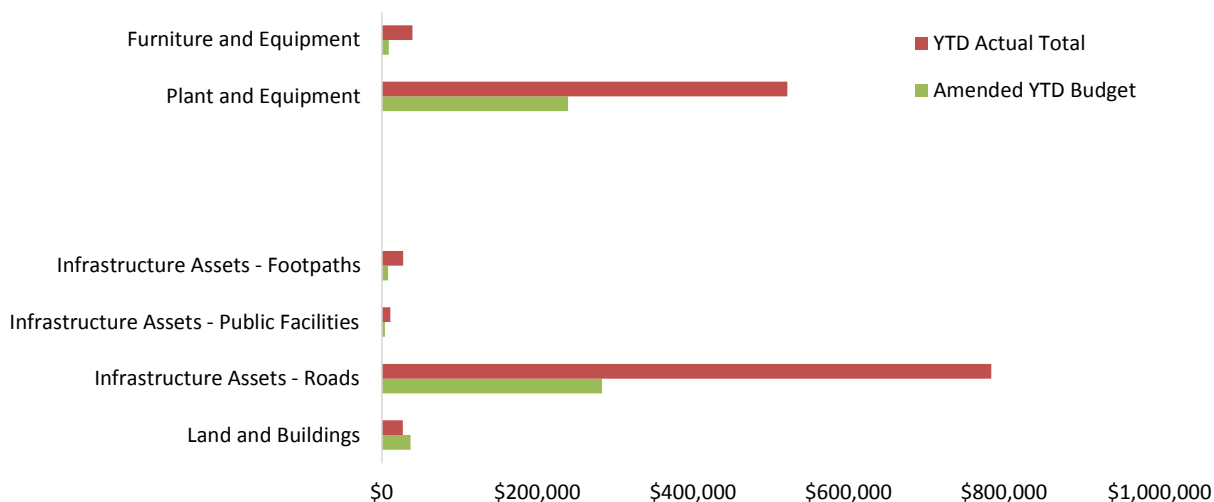
This information is to be read in conjunction with the accompanying Financial Statements and notes.

## Shire of Wickepin

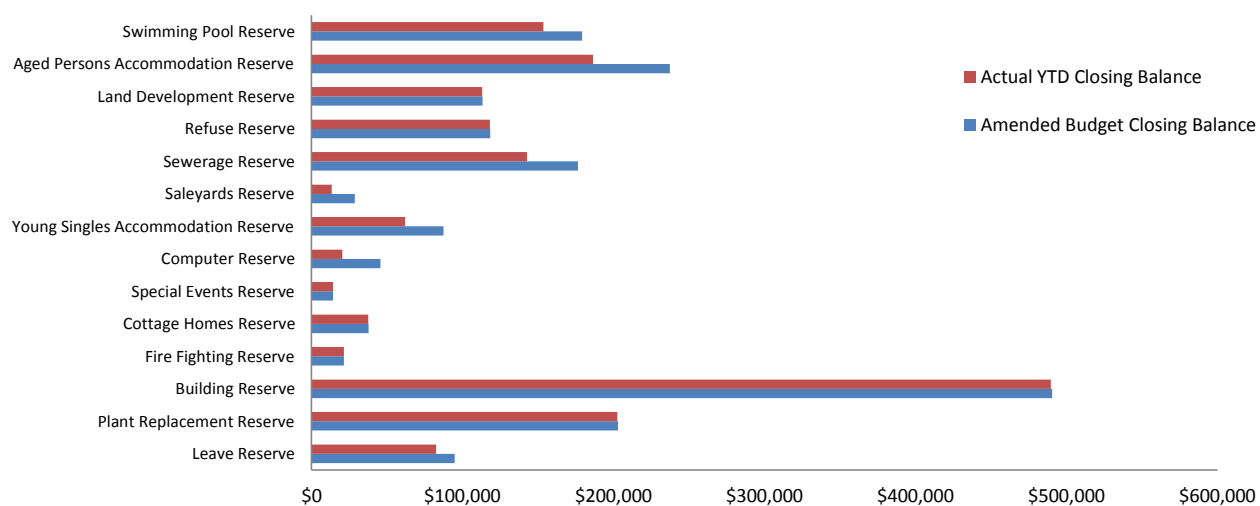
### Monthly Summary Information

For the Period Ended 31 March 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.

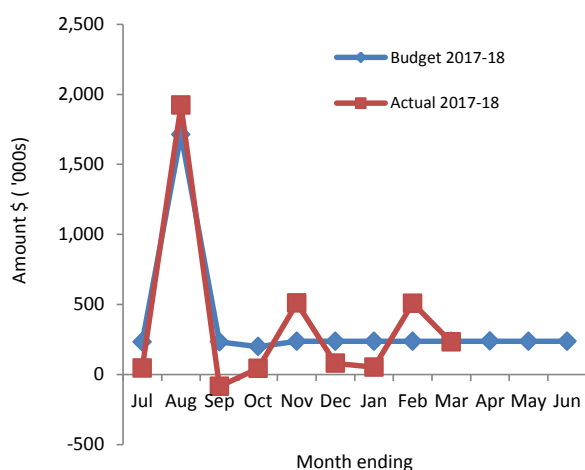
## Shire of Wickepin

### Monthly Summary Information

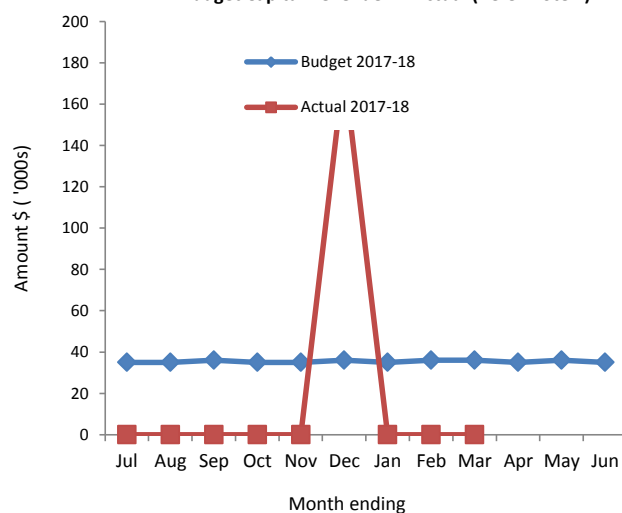
For the Period Ended 31 March 2018

#### Revenues

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

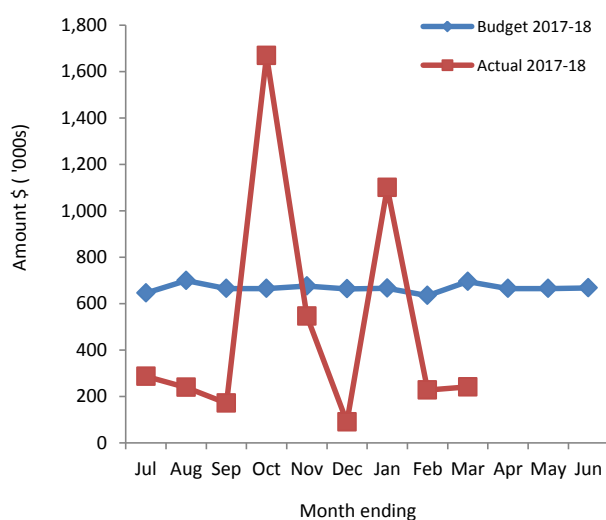


Budget Capital Revenue -v- Actual (Refer Note 2)

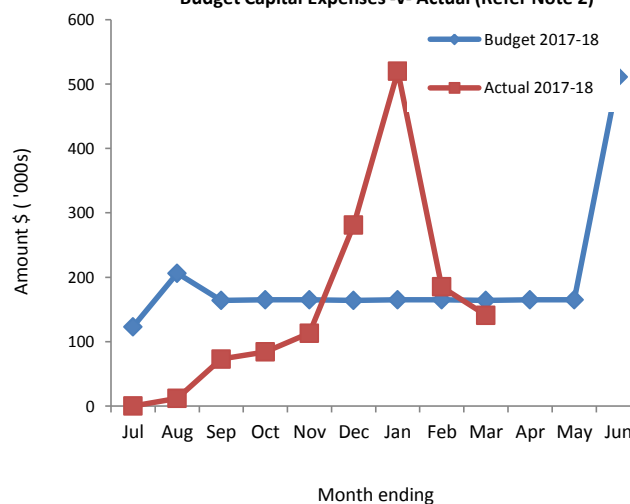


#### Expenditure

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.

Council Meeting  
SHIRE OF WICKEPIN  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 31 March 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		5,720	4,284	6,891	2,607	60.86%	
General Purpose Funding - Rates	9	1,357,675	1,355,226	1,359,556	4,330	0.32%	
General Purpose Funding - Other		714,849	536,040	569,064	33,024	6.16%	▲
Law, Order and Public Safety		437,930	335,007	67,997	(267,010)	(79.70%)	▼
Health		250	180	236	56	31.11%	
Education and Welfare		4,500	3,375	4,201	826	24.47%	
Housing		273,440	205,047	114,774	(90,273)	(44.03%)	▼
Community Amenities		170,489	142,046	159,867	17,821	12.55%	▲
Recreation and Culture		57,847	43,344	26,643	(16,701)	(38.53%)	▲
Transport		1,138,728	854,019	935,547	81,528	9.55%	▲
Economic Services		50,635	37,944	34,708	(3,236)	(8.53%)	
Other Property and Services		64,000	47,979	29,138	(18,841)	(39.27%)	▼
<b>Total Operating Revenue</b>		4,276,063	3,564,491	3,308,621	(255,870)		
<b>Operating Expense</b>							
Governance		(516,699)	(387,315)	(321,357)	65,958	17.03%	▼
General Purpose Funding		(84,007)	(62,955)	(56,886)	6,069	9.64%	▼
Law, Order and Public Safety		(235,735)	(176,715)	(126,056)	50,659	28.67%	▼
Health		(30,662)	(22,941)	(17,719)	5,222	22.76%	▼
Education and Welfare		(21,304)	(15,939)	(10,560)	5,379	33.75%	▼
Housing		(213,216)	(159,705)	(148,419)	11,286	7.07%	▼
Community Amenities		(451,025)	(337,788)	(265,755)	72,033	21.32%	▼
Recreation and Culture		(1,235,597)	(926,172)	(640,344)	285,828	30.86%	▼
Transport		(4,898,727)	(3,673,827)	(2,836,171)	837,656	22.80%	▼
Economic Services		(306,009)	(229,302)	(140,070)	89,232	38.91%	▼
Other Property and Services		(16,270)	(18,378)	(9,107)	9,271	50.45%	▼
<b>Total Operating Expenditure</b>		(8,009,252)	(6,011,037)	(4,572,443)	1,438,594		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,725,060	3,543,741	2,551,105	(992,636)	(28.01%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(42,750)	20,570	63,320	(148.12%)	
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		934,868	1,054,445	1,307,853	253,408		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	425,196	283,464	177,060	(106,404)	(37.54%)	▼
<b>Total Capital Revenues</b>		425,196	283,464	177,060	(106,404)		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(137,232)	(26,823)	110,409	80.45%	▼
Infrastructure - Roads	13	(1,132,674)	(849,420)	(783,515)	65,905	7.76%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(32,843)	(24,624)	(27,327)	(2,703)	(10.98%)	
Infrastructure - Drainage	13	(15,500)	(11,619)	(11,127)	492	4.23%	
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(957,749)	(431,478)	(521,314)	(89,836)	(20.82%)	▲
Furniture and Equipment	13	(36,000)	(27,000)	(39,288)	(12,288)	(45.51%)	▲
<b>Total Capital Expenditure</b>		(2,321,766)	(1,481,373)	(1,409,394)	71,979		
<b>Net Cash from Capital Activities</b>		(1,896,570)	(1,197,909)	(1,232,334)	(34,425)		
<b>Financing</b>							
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)	(22,193)	(8,291)	(59.64%)	▲
Transfer to Reserves	7	(234,980)	(117,490)	(19,167)	98,323	83.69%	▼
<b>Net Cash from Financing Activities</b>		(256,940)	(128,470)	(35,516)	92,954		
<b>Net Operations, Capital and Financing</b>		(1,218,642)	(271,934)	40,004	375,258		
<b>Opening Funding Surplus(Deficit)</b>	3	1,225,238	1,225,239	1,225,239	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	3	6,596	953,305	1,265,242	375,258		

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.

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,357,675	1,355,154	1,359,556	4,402	0.32%	
Operating Grants, Subsidies and Contributions	11	796,304	597,204	656,661	59,457	9.96%	▲
Fees and Charges		675,786	527,453	430,264	(97,189)	(18.43%)	▼
Service Charges		0	0	0	0		
Interest Earnings		42,400	31,788	34,290	2,502	7.87%	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	155,560	116,658	10,917			
<b>Total Operating Revenue</b>		<b>3,027,725</b>	<b>2,628,257</b>	<b>2,491,688</b>	<b>(30,828)</b>		
<b>Operating Expense</b>							
Employee Costs		(1,139,806)	(854,523)	(827,978)	26,545	3.11%	
Materials and Contracts		(1,695,859)	(1,270,440)	(902,788)	367,652	28.94%	▲
Utility Charges		(172,045)	(128,907)	(92,668)	36,239	28.11%	▲
Depreciation on Non-Current Assets		(4,725,060)	(3,543,741)	(2,551,105)	992,636	28.01%	▲
Interest Expenses		(5,014)	(3,753)	(4,256)	(503)	(13.40%)	
Insurance Expenses		(172,911)	(135,765)	(162,162)	(26,397)	(19.44%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(98,557)	(73,908)	(31,486)			
<b>Total Operating Expenditure</b>		<b>(8,009,252)</b>	<b>(6,011,037)</b>	<b>(4,572,443)</b>	<b>1,396,173</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,725,060	3,543,741	2,551,105	(992,636)	(28.01%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(42,750)	20,569	63,319	(148.12%)	
Adjust Provisions and Accruals			0		0		
<b>Net Cash from Operations</b>		<b>(313,470)</b>	<b>118,211</b>	<b>490,920</b>	<b>436,028</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,248,338	936,234	816,933	(119,301)	(12.74%)	▼
Proceeds from Disposal of Assets	8	425,196	283,464	177,060	(106,404)	(37.54%)	▼
<b>Total Capital Revenues</b>		<b>1,673,534</b>	<b>1,219,698</b>	<b>993,993</b>	<b>(225,705)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(137,232)	(26,823)	110,409	80.45%	▲
Infrastructure - Roads	13	(1,132,674)	(849,420)	(783,515)	65,905	7.76%	▲
Infrastructure - Public Facilities	13	0		0	0		
Infrastructure - Footpaths	13	(32,843)	(24,624)	(27,327)	(2,703)	(10.98%)	
Infrastructure - Drainage	13	(15,500)	(11,619)	(11,127)	492	4.23%	
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(957,749)	(431,478)	(521,314)	(89,836)	(20.82%)	▼
Furniture and Equipment	13	(36,000)	(27,000)	(39,288)	(12,288)	(45.51%)	▼
<b>Total Capital Expenditure</b>		<b>(2,321,766)</b>	<b>(1,481,373)</b>	<b>(1,409,394)</b>	<b>71,979</b>		
<b>Net Cash from Capital Activities</b>		<b>(648,232)</b>	<b>(261,675)</b>	<b>(415,401)</b>	<b>(153,726)</b>		
<b>Financing</b>							
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)	(22,193)	(8,291)	(59.64%)	▼
Transfer to Reserves	7	(234,980)	(117,490)	(19,167)	98,323	83.69%	▲
<b>Net Cash from Financing Activities</b>		<b>(256,940)</b>	<b>(128,470)</b>	<b>(35,516)</b>	<b>92,954</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,218,642)</b>	<b>(271,934)</b>	<b>40,004</b>	<b>375,256</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,225,238</b>	<b>1,225,239</b>	<b>1,225,239</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>6,596</b>	<b>953,305</b>	<b>1,265,243</b>	<b>375,256</b>		

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

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

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

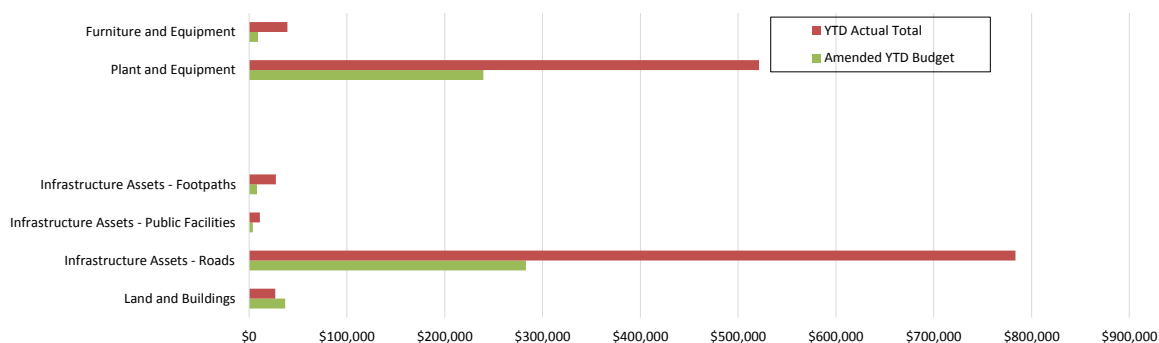
		YTD 31 03 2018					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 26,823	\$ 0	\$ 26,823	\$ 36,750	\$ 147,000	\$ (9,927)
Infrastructure Assets - Roads	13	0	783,515	783,515	283,169	1,132,674	500,347
Infrastructure Assets - Public Facilities	13	11,127	0	11,127	3,875	15,500	7,252
Infrastructure Assets - Footpaths	13	27,327	0	27,327	8,211	32,843	19,116
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
<b>Capital Expenditure Totals</b>		<b>65,277</b>	<b>1,344,117</b>	<b>1,409,394</b>	<b>580,442</b>	<b>2,321,766</b>	<b>828,953</b>

**Funded By:**

Capital Grants and Contributions	816,933	1,248,338	1,248,338	431,405
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			
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Own Source Funding - Operations	415,401	(951,361)	648,232	1,366,762
<b>Capital Funding Total</b>	<b>1,409,394</b>	<b>580,442</b>	<b>2,321,766</b>	<b>828,953</b>

Comments and graphs

Capital Expenditure Program YTD





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

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	5,720		5,720	4,284
General Purpose Funding - Rates	1,357,675		1,357,675	1,355,226
General Purpose Funding - Other	714,849		714,849	536,040
Law, Order and Public Safety	437,930		437,930	335,007
Health	250		250	180
Education and Welfare	4,500		4,500	3,375
Housing	273,440		273,440	205,047
Community Amenities	170,489		170,489	142,046
Recreation and Culture	57,847		57,847	43,344
Transport	1,138,728		1,138,728	854,019
Economic Services	50,635		50,635	37,944
Other Property and Services	64,000		64,000	47,979
<b>Total Operating Revenue</b>	<b>4,276,063</b>	<b>0</b>	<b>4,276,063</b>	<b>3,564,491</b>
<b>Operating Expense</b>				
Governance	(516,699)		(516,699)	(387,315)
General Purpose Funding	(84,007)		(84,007)	(62,955)
Law, Order and Public Safety	(235,735)		(235,735)	(176,715)
Health	(30,662)		(30,662)	(22,941)
Education and Welfare	(21,304)		(21,304)	(15,939)
Housing	(213,216)		(213,216)	(159,705)
Community Amenities	(451,025)		(451,025)	(337,788)
Recreation and Culture	(1,235,597)		(1,235,597)	(926,172)
Transport	(4,898,727)		(4,898,727)	(3,673,827)
Economic Services	(306,009)		(306,009)	(229,302)
Other Property and Services	(16,270)		(16,270)	(18,378)
<b>Total Operating Expenditure</b>	<b>(8,009,252)</b>	<b>0</b>	<b>(8,009,252)</b>	<b>(6,011,037)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	4,725,060		4,725,060	3,543,741
Adjust (Profit)/Loss on Asset Disposal	(57,003)		(57,003)	(42,750)
Adjust Provisions and Accruals	0		0	
<b>Net Cash from Operations</b>	<b>934,868</b>	<b>0</b>	<b>934,868</b>	<b>1,054,445</b>
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	425,196		425,196	283,464
Proceeds from Sale of Investments	0		0	0
<b>Total Capital Revenues</b>	<b>425,196</b>	<b>0</b>	<b>425,196</b>	<b>283,464</b>
<b>Capital Expenses</b>				
Land Held for Resale	0		0	0
Land and Buildings	(147,000)	0	(147,000)	(137,232)
Infrastructure - Roads	(1,132,674)		(1,132,674)	(849,420)
Infrastructure - Public Facilities			0	
Infrastructure - Footpaths	(32,843)		(32,843)	(24,624)
Infrastructure - Drainage	(15,500)		(15,500)	(11,619)
Heritage Assets			0	0
Plant and Equipment	(957,749)		(957,749)	(431,478)
Furniture and Equipment	(36,000)		(36,000)	(27,000)
<b>Total Capital Expenditure</b>	<b>(2,321,766)</b>	<b>0</b>	<b>(2,321,766)</b>	<b>(1,481,373)</b>
<b>Net Cash from Capital Activities</b>	<b>(1,896,570)</b>	<b>0</b>	<b>(1,896,570)</b>	<b>(1,197,909)</b>
<b>Financing</b>				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	5,844		5,844	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)
<b>Net Cash from Financing Activities</b>	<b>(256,940)</b>	<b>0</b>	<b>(256,940)</b>	<b>(128,470)</b>
<b>Net Operations, Capital and Financing</b>	<b>(1,218,642)</b>	<b>0</b>	<b>(1,218,642)</b>	<b>(271,934)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>1,225,238</b>	<b>0</b>	<b>1,225,238</b>	<b>1,225,238</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>6,596</b>	<b>0</b>	<b>6,596</b>	<b>953,304</b>

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.



## NOTES TO FINANCIAL ACTIVITY STATEMENT

For the Period Ended 31 March 2018

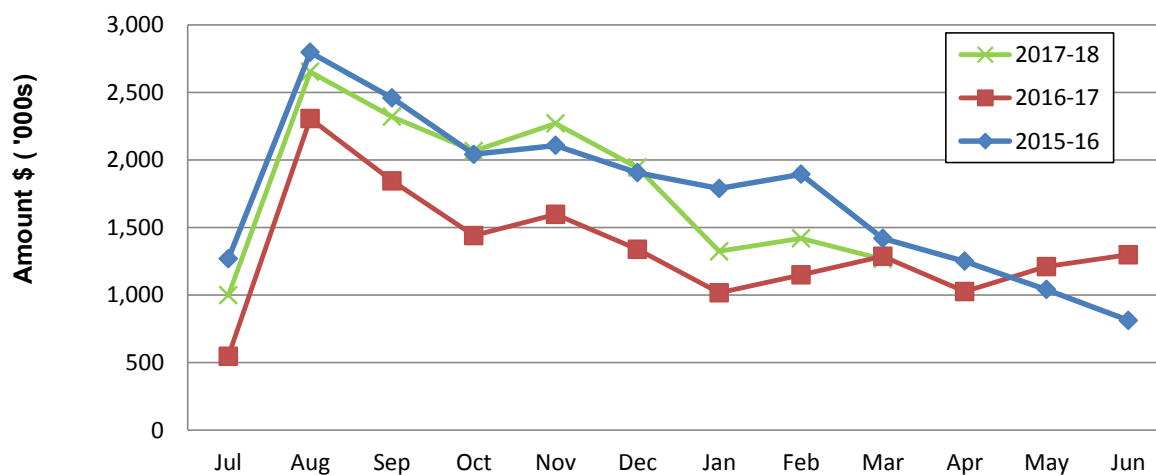
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding - Other	33,024	6.16%	▲	Timing	Budget input method (monthly rather than quarterly) as well as actual to be more than budget
Law, Order and Public Safety	(267,010)	(79.70%)	▼	Timing	Grant not received for Fire Truck
Housing	(90,273)	(44.03%)	▼	Timing	Budget includes profit on disposal of 5 Smith Street, which is unsold
Community Amenities	17,821	12.55%	▲	Timing	Budget input method for rubbish charges monthly rather than when rates due
Recreation and Culture	(16,701)	(38.53%)	▼	Permanent	Pool grant not received
Transport	81,528	9.55%		Timing	Timing of receiving road grants
Other Property and Services	(18,841)	(39.27%)	▼	Timing	Licencing rebate not received.
<b>Operating Expense</b>					
<b>Governance</b>	65,958	17.03%	▼	Timing	Consulting fees, depreciation, legal expenses
General Purpose Funding	6,069	9.64%	▼	Timing	Valuation expenses for revaluation May
Law, Order and Public Safety	50,659	28.67%	▼	Timing	Insurance paid full year. Reduced exp fire prevention, dog control and loss on sale of assets not realised until fire truck disposed.
Health	5,222	22.76%	▼	Timing	Reduced expenditure Environmental Health
Education and Welfare	5,379	33.75%	▼	Timing	Community Development Project not fully expended
Housing	11,286	7.07%	▼	Timing	Staff housing subsidy paid full year. Reduced depreciation.
Community Amenities	72,033	21.32%	▼	Timing	Reduced depreciation. Reduced expenditure on rubbish tips and sewerage maintenance expenses. Reduced Landvision expenses
Recreation and Culture	285,828	30.86%	▼	Timing	Reduced expenditure depreciation, pool maintenance and oval maintenance.
Transport	837,656	22.80%	▼	Timing	Townscape projects not completed. Decreased depreciation, tree pruning and road maintenance.
Economic Services	89,232	38.91%	▼	Timing	Reduced expenditure depreciation, Wickepin caravan park maintenance and standpipes. Reduced building control.
Other Property and Services	9,271	50.45%	▼	Timing	Long service leave A Ramsay. Insurance paid full year, outside staff training. Staff bonus paid including inside staff.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(119,301)	(12.74%)	▼	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.
<b>Capital Expenses</b>					
Land and Buildings	110,409	80.45%	▼	Timing	Projects not completed as yet
Infrastructure - Roads	65,905	7.76%	▼	Timing	projects not completed as yet
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	(2,703)	(10.98%)		Timing	Projects not completed as yet
Plant and Equipment	(89,836)	(20.82%)	▲	Timing	Plant and equip not purchased as yet
Furniture and Equipment	(12,288)	(45.51%)	▲	Timing	Furniture and equip not purchased as yet.
<b>Financing</b>					
Loan Principal	(8,291)	(59.64%)	▲	Timing	Input method of budget monthly.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Mar 2018	30 June 2017	YTD 30 Mar 2017
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,386,702	1,441,513	975,440
Cash Restricted	4	1,666,595	1,647,429	1,274,113
Receivables - Rates	6	45,726	19,522	73,835
Receivables -Other	6	50,315	18,556	112,223
Interest / ATO Receivable/Trust		18,385	25,649	27,693
Inventories			0	0
		3,167,723	3,152,668	2,463,304
<b>Less: Current Liabilities</b>				
Payables		(34,347)	(78,464)	(26,842)
Provisions		(201,537)	(201,537)	(144,743)
		(235,884)	(280,001)	(171,586)
<b>Less: Cash Reserves</b>	7	(1,666,595)	(1,647,429)	(1,274,113)
<b>Net Current Funding Position</b>		<b>1,265,242</b>	<b>1,225,239</b>	<b>1,017,605</b>

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	468,369			468,369	ANZ	At Call
Reserve Bank Account	0.00%		63,283		63,283	ANZ	At Call
Trust Bank Account	0.00%			33,993	33,993	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal	2.45%	500,000			500,000	ANZ	13.04.2018
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
<b>Total</b>		<b>1,386,702</b>	<b>1,666,595</b>	<b>108,699</b>	<b>3,161,996</b>		

**Comments/Notes - Investments**

**Note 5: BUDGET AMENDMENTS**

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 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.

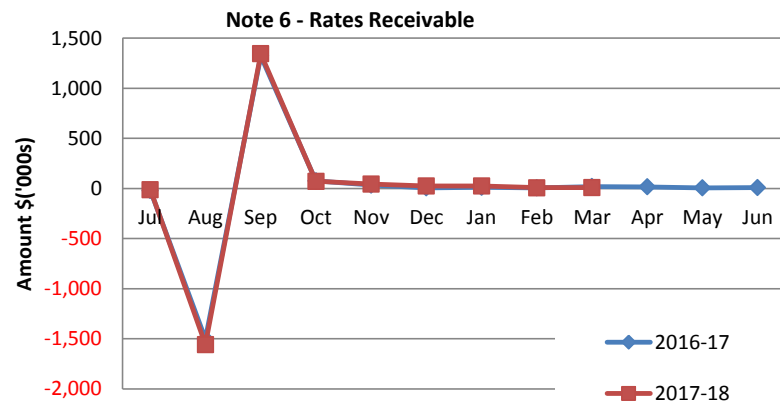
Strategy Ref	Strategy	Action Ref	Action	2016-17 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
Total				-	-	-	-

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018**Note 6: RECEIVABLES****Receivables - Rates Receivable**

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

**Net Rates Collectable**  
% Collected

YTD 31 Mar 2018	30 June 2017
\$	\$
19,522	25,543
1,526,875	1,497,589
(1,500,671)	(1,503,610)
<b>45,726</b>	<b>19,522</b>
<b>45,726</b>	<b>19,522</b>
97.04%	98.72%



Comments/Notes - Receivables Rates

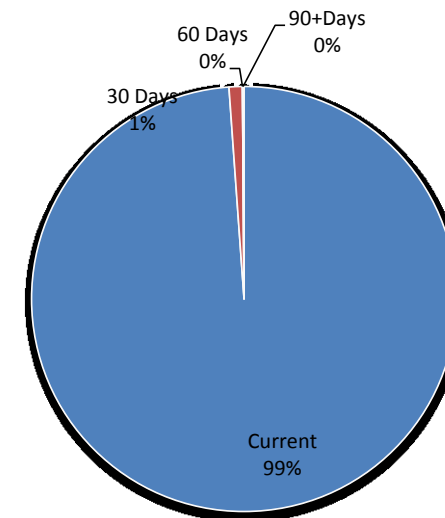
**Receivables - General**

Receivables - General

**Total Receivables General Outstanding**

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
49,746	509	0	60
<b>Total Receivables General Outstanding</b>			<b>50,315</b>

Amounts shown above include GST (where applicable)

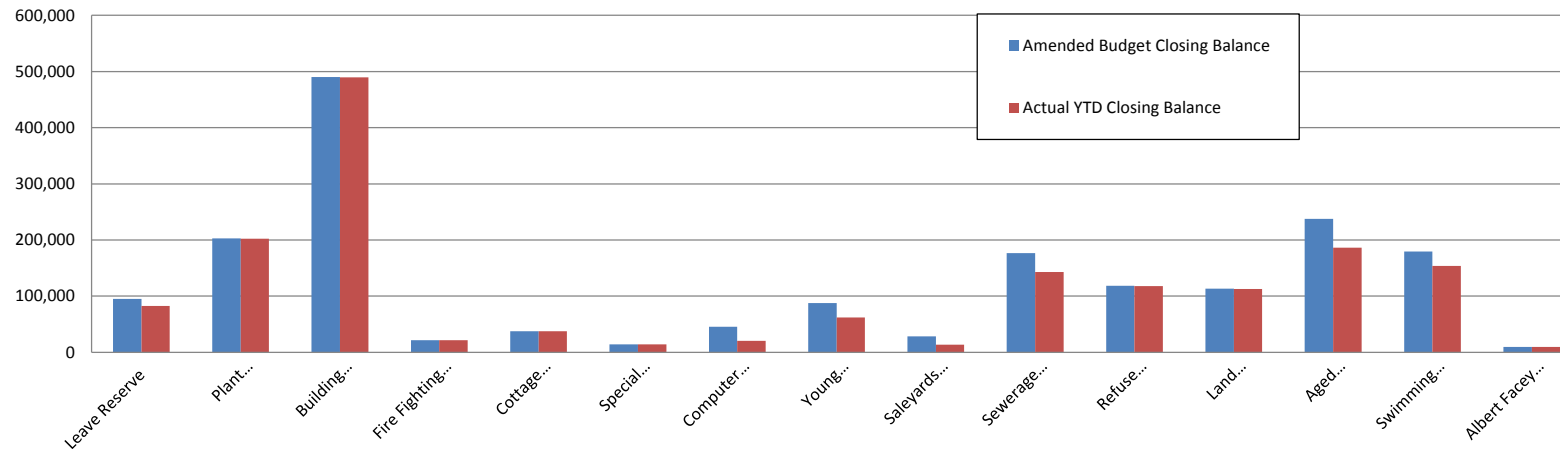
**Note 6 - Accounts Receivable (non-rates)**

Comments/Notes - Receivables General

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

**Note 7: Cash Backed Reserve**

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

## Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 31 03 2018			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	<b>Plant and Equipment</b>	\$	\$	\$	
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	<b>Land &amp; Buildings</b>		0	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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

## Note 9: RATING INFORMATION

	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 \$
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
GRV	0.0703	195	1,823,479	128,194	398	969	127,623	128,194	1,200		129,394
UV	0.0104	275	126,777,235	1,322,287			1,322,287	1,322,287	500		1,322,787
Mining UV											
<b>Sub-Totals</b>		470	128,600,714	1,450,481	398	969	1,449,910	1,450,481	1,700	0	1,452,181
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV		390	83,554	24,180			24,180	24,180			24,180
UV		390	279,569	5,460			5,460	5,460			5,460
Mining UV											
<b>Sub-Totals</b>		780	363,123	29,640	0	0	29,640	29,640	0	0	29,640
Ex Gratia Rates							1,479,550				1,481,821
Discount							8,454				8,454
Rates Writeoffs							(128,401)				(132,500)
<b>Amount from General Rates</b>							(46)				(100)
<b>Specified Area Rates</b>							<b>1,359,556</b>				<b>1,357,675</b>
<b>Totals</b>							<b>1,359,556</b>				<b>1,357,675</b>

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 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		16349	21,960	53,584	47,973	2762	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	22,193	27,804	86,545	80,934	4,256	5,014	

All debenture repayments were financed by general purpose revenue.

## (b) New Debentures

No new debentures were raised during the reporting period.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 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)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	442,492	0	442,492	0	357,625	84,867
Grants Commission - Roads	WALGGC	Y	222,810	0	222,810	0	173,981	48,830
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	21,300	0	21,300	0	22,013	(713)
FESA Grant - Tincurrin Fire Truck	Dept. of Fire & Emergency Serv.	Y	369,400	0		369,400	0	369,400
<b>HOUSING</b>								
Grants - Aged Housing	Regional Development & Lands	Y	28,540			28,540	28,541	(1)
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Grants - Swimming Pool	Community Pool Revitalisation	N	32,000	0	32,000	0	0	32,000
Grants - Kidsport	Department of Sport and Rec	Y	5,000	0	5,000		2,000	3,000
WW1 History Research	Department of Veterans Affairs	Y	0	0	0		4,000	(4,000)
<b>TRANSPORT</b>								
Contributions - Road Projects	Blackspot Funding State	Y	168,170	0	0	168,170	134,540	33,630
Roads To Recovery Grant - Cap	Roads to Recovery	Y	471,857	0	0	471,857	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
			0	0	0		0	0
<b>EDUCATION</b>	RDA movie nights	Y	4,200		4,200			4,200
<b>TOTALS</b>			<b>2,044,642</b>	<b>0</b>	<b>796,304</b>	<b>1,248,338</b>	<b>1,473,594</b>	<b>571,048</b>

Operating  
Non-OperatingOperating  
Non-operating796,304  
1,248,338  
2,044,642656,661  
816,933  
1,473,594

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 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-Mar-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	320	(320)	0
Building and BCITF	0	165	(165)	0
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0	200	(150)	50
WDSC Replacement Greens	69,613	12,407	0	82,020
Kidsport	0		0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	390	(390)	2,329
Yealering Bowling Club Greens	15,800	7,900	0	23,700
	<b>87,742</b>	<b>24,712</b>	<b>(3,755)</b>	<b>108,699</b>



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

Note 13: CAPITAL ACQUISITIONS

31/03/2018							
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)	(101,997)	(6,723)	95,274	0	Not commenced as YET
7 Smith Street Roof	LHS2C	(22,000)	(16,497)	(20,100)	(3,603)	0	
Housing Total		(122,000)	(118,494)	(26,823)	91,671	0	
Community Amenities							
Wickepin Cemetery Upgrade	WCU1	0	0	0	0	0	
Harrismith Cemetery Upgrade	HCU1	(20,000)	(14,994)	0	14,994	0	
CAC new car port	WBC3	(5,000)	(3,744)	0	3,744		
Community Amenities Total		(25,000)	(18,738)	0	18,738		
Recreation And Culture Total		0	0	0	0		
Transport							
Transport Total		0	0	0	0		
Economic Services							
Economic Services Total		0	0	0	0		
Land and Buildings Total		(147,000)	(137,232)	(26,823)	110,409	0	
Footpaths							
Transport							
Walk Trails	LWW1	0	0	(13,324)	(13,324)		
Footpaths Wickepin	LFP1	(32,843)	(24,624)	(13,888)	10,736		
Footpaths Yealering	LFP2	0	0	(115)	(115)		
Transport Total		(32,843)	(24,624)	(27,327)	(2,703)	0	
Footpaths Total		(32,843)	(24,624)	(27,327)	(2,703)	0	
Furniture & Office Equip.							
Governance							
Governance Total		0	0	0	0	0	
Housing							
Lifestyle Village Capital	CLCH2	(36,000)	(27,000)	(39,288)	(12,288)	0	
		0	0	0	0	0	
		0	0	0	0	0	
Housing Total		(36,000)	(27,000)	(39,288)	(12,288)	0	
Furniture & Office Equip. Total		(36,000)	(27,000)	(39,288)	(12,288)	0	
Plant , Equip. & Vehicles							

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

## Note 13: CAPITAL ACQUISITIONS

		31/03/2018					
	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	<b>Governance</b>						
	Holden Colorado CEO POAF and POAG	1064	(70,364)	(52,767)	(37,970)	14,797	0
	<b>Governance Total</b>		(70,364)	(52,767)	(37,970)	14,797	0
	<b>Community Amenities</b>						
	<b>Law, Order And Public Safety</b>						
	4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	(277,047)	0	277,047	0
	<b>Law, Order and Public Safety Total</b>		(369,400)	(277,047)	0	277,047	0
	<b>Recreation And Culture</b>						
	<b>Recreation And Culture Total</b>		0	0	0	0	0
	<b>Transport</b>						
	Hino 300 Maintenance Truck	6034	(71,470)	(29,779)	(74,668)	(44,889)	0
	P813 Grader	6034	(353,000)	(147,083)	(336,700)	(189,617)	0
	P2433 Bin for Truck Tray	6034	(9,500)	(3,958)	(9,500)	(5,542)	0
	MWS Nissan Navara or Colorado	6034	(43,015)	(17,923)	(49,091)	(31,168)	0
	Facey Group Ute	6034	(28,000)	(11,667)		11,667	0
	Depot Hoist	LDP1	(13,000)	(9,747)	(13,385)	(3,638)	0
	<b>Transport Total</b>		(517,985)	(378,711)	(483,344)	290,908	0
	<b>Economic Services Total</b>		0	0	0	0	0
	<b>Plant , Equip. &amp; Vehicles Total</b>		(957,749)	(431,478)	(521,314)	305,705	0
	<b>Infrastructure Other</b>						
	<b>Recreation and Culture</b>						
	<b>Recreation And Culture Total</b>		0	0	0	0	0
	<b>Community Amenity</b>						
	Sewerage Dam	LEDC	(15,500)	(11,619)	(11,127)	492	0
	<b>Community Amenity Total</b>		(15,500)	(11,619)	(11,127)	492	0
	<b>Public Facilities Total</b>		(15,500)	(11,619)	(11,127)	492	0
	<b>Roads</b>						
	<b>Transport Regional Road Group</b>						
	Wickepin Corrigin Road	RG001	(86,997)	(65,241)	(94,381)	(29,140)	0
	Wickepin Harrismith Road	RG002	(95,000)	(71,244)	(107,672)	(36,428)	0
	Pingelly Wickepin Road	RG003	(133,560)	(100,170)	(179,999)	(79,829)	0
	<b>Regional Road Group Total</b>		(315,557)	(236,655)	(382,052)	(145,397)	0
	<b>Transport Roads to Recovery</b>						
	Wickepin Corrigin Road	R2R001	(69,813)	(52,353)	(8,068)	44,285	0
	Cemetery Road	R2R057	(50,006)	(37,503)	(6,867)	30,636	0
	Wickepin North Road	R2R015	(90,875)	(68,148)	(42,715)	25,433	0
	Elsinore Road	R2R033	(50,341)	(37,755)	(18,109)	19,646	0
	Henry Street	RR38	(12,494)	(9,369)	(15,446)	(6,077)	0
	Dalton Street	R2115	(10,000)	(7,497)	(3,781)	3,716	0
	Roberts Street	R2R116	(10,000)	(7,497)	(7,566)	(69)	0
	Connor Street	R2R118	(7,446)	(5,580)	(9,112)	(3,532)	0
	Coxon Street	R2R122	(2,700)	(2,025)	(6,346)	(4,321)	0
	Tincurrin South Road	R2R016	(25,448)	(19,080)	(34,511)	(15,431)	0
	Tincurrin North Road	R2R011	(42,286)	(31,707)	(15,929)	15,778	0
	Line Road	RR13	(5,448)	(4,086)	(4,032)	54	0
	Malvalling Road	R2R036	(95,000)	(71,244)	(63,657)	7,587	0
	<b>Roads to Recovery Total</b>		(471,857)	(353,844)	(236,141)	117,703	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

## Note 13: CAPITAL ACQUISITIONS

31/03/2018							
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Transport Black Spot</b>							
Line Road	BS008	(228,355)	(171,261)	(156,042)	15,219		
Kirk Rock/ Dalton Road	Bs014	(23,900)	(17,919)	0	17,919	0	
<b>Blackspot Total</b>		<b>(252,255)</b>	<b>(189,180)</b>	<b>(156,042)</b>	<b>33,138</b>	<b>0</b>	
<b>Council Resources Construction</b>							
Harrismith South	CO026	(43,005)	(32,247)	(3,000)	29,247	0	
Drainage and Headwalls	CODAH	(50,000)	(37,494)	(6,280)	31,214	0	
<b>Council Resources Construction Total</b>		<b>(93,005)</b>	<b>(69,741)</b>	<b>(9,280)</b>	<b>60,461</b>	<b>0</b>	
<b>Roads Total</b>		<b>(1,132,674)</b>	<b>(849,420)</b>	<b>(783,515)</b>	<b>65,905</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>(2,321,766)</b>	<b>(1,481,373)</b>	<b>(1,409,394)</b>	<b>467,520</b>	<b>0</b>	

## 10.2.04 – Community Development Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	11 April 2018

### Summary:

Arts and Cultural	<p><b>Art Prize 2018</b></p> <ul style="list-style-type: none"> <li>• Planning for the 2018 Wickepin Art Prize</li> <li>• Guidelines and entry forms finalised</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Co-ordination and meetings for Dryandra Makers Trail</li> <li>• Sculpture workshop weekend with Lesley Barrett. Successful two day workshop with between 11 -15 participants both days. Positive feedback for the shire was received for the initiative; and participants from out of town commented how great Wickepin is.</li> <li>• Support to She Shed/He Shed with projects</li> </ul>
Community Development	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Upgraded dustbins for Wogolin Road with shire promotional images being installed</li> <li>• Bench installed along Wickepin Heritage Walk Trail as per townscape budget</li> <li>• Support to Yealering Progress Committee as needed</li> <li>• Maintenance meetings and co-ordination re Heritage Trail bridge</li> <li>• Budget discussions</li> <li>• Boundary statement redesign quotes sought and assessed</li> </ul> <p><b>War Memorial/Anzac</b></p> <ul style="list-style-type: none"> <li>• Planning for 2018 Anzac Day service</li> <li>• Changes made: choir singing two songs; Dave Astbury to raise flag; Murray Lang, Freeman of the Shire, confirmed to read Ode</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Shire Community Grant 2018/19 letters sent out inviting submissions and Community Grants round 2018/2019 advertised as open. Grant round closes on the 25 May 2018.</li> <li>• Provided notes for Facebook page</li> <li>• Follow up grant opportunities for Shire of Wickepin projects</li> <li>• Informed community members on grant opportunities and events</li> <li>• Correspondence with, and support to, Wickepin CRC re events</li> </ul>



	<ul style="list-style-type: none"> <li>Support to Albert Facey Homestead Committee with tour group visiting the shire</li> </ul>
<b>Economic Development</b>	<p><b>Harrismith Cemetery</b></p> <ul style="list-style-type: none"> <li>Plans for cemetery finalised with Grab Creative</li> <li>Tenders for cement pad and gazebo installation sought</li> <li>Gazebo ordered</li> <li>Quotes for ground finishes sought</li> <li>Contacts for all families affected by the niche wall change researched</li> <li>Correspondence with families affected</li> <li>Adverts notifying planned work placed in newspapers</li> </ul> <p><b>Johnston Park (Healthy Communities Precinct)</b></p> <ul style="list-style-type: none"> <li>Correspondence with Wheatbelt Development Commission (WDC) and suppliers</li> <li>March Quarterly report submitted to WDC</li> <li>Maintenance of Park</li> </ul> <p><b>Facey Festival</b></p> <ul style="list-style-type: none"> <li>Planning for weekend</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>Information and images for Albert Facey Drive Trail provided to TPG to create signs along the drive trail. Work edited, returned and almost finalised.</li> <li>Correspondence with newspapers and magazines re placement of advertising</li> <li>Social media promotion</li> </ul>
<b>Sport and Recreation</b>	<p><b>Kidsport</b></p> <ul style="list-style-type: none"> <li>Communication with Kidsport</li> <li>Assisted individuals and clubs</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>Staff support as needed</li> <li>Responded to queries from CDO Network</li> <li>Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken</li> </ul>

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

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

Not applicable.

**Financial Implications:**

Not applicable.

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

A sustainable and extensive transport system that allows for efficient travel within the local government, 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.

**Recommendations:**

That Council notes the report from the Community Development Officer dated 11 April 2018.

**Voting Requirements:**

Simple Majority

**Council Decision:****Resolution No: 180418-05**

Moved Cr Steven Martin / Seconded Cr Sarah Hyde

That Council notes the report from the Community Development Officer dated 11 April 2018.

Carried 8 / 0

**10.2.05 – 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:	11 April 2018

**Enclosure/Attachments:**

Nil

**Summary:**

Council is being requested to be behind closed doors to discuss the CEO performance review for 2018.

**Background**

The Chief Executive Officer 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: 180418-06**

Moved Cr Steven Martin / Seconded Cr Fran Allen

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 8 / 0

4.24pm – Mark Hook, Agatha Prior and Erika Clement departed chambers

Governance, Audit and Community Services

## 10.2.06 – Chief Executive Officers – Annual Performance Appraisal 2016

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:	5 April 2018

### Enclosure/Attachments:

Private and confidential

Performance appraisal report dated 18 April 2018 from John Phillips Consulting (Attached under separate cover)

### Summary:

Council is being requested to adopt the 2016/2017 CEO performance review and set the KPI's for 2018/2019.

### Council Decision:

Resolution No: 180418-07

Moved Cr Allan Lansdell / Seconded Cr Sarah Hyde

That Council:

1. Notes that Mr Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2018 has been undertaken;
1. Endorses Mr Hook's overall rating of 'Satisfactory';
2. Endorses Mr Hook's overall rating of 'Satisfactory';
3. Schedules the next review of the CEO's performance to be completed by 31 March 2019;
4. Endorses the Key Result Areas for the 2018/19 appraisal period.
5. Schedules a workshop for Councillors and the CEO to review of the adopted Key Result Areas to be undertaken following adoption of the new Corporate Business Plan

Carried 8 / 0

4.41pm – Mark Hook returned to chambers

4.42pm - Agatha Prior and Erika Clement returned to chambers

Governance, Audit and Community Services

## 10.2.08 - Lake Yealering Progress Association – Boundary Fence

Submission To:	Ordinary Council
Location / Address:	Yealering Oval Caravan Park
Name of Applicant:	Lake Yealering Progress Association
File Reference:	CP.MAI.539
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 April 2018

Enclosure/Attachments: Nil

### Summary:

Council is being requested to approve the removal of the pine rail fence around the Yealering Oval and replace it with a 2 Rail PVCD Hollywood Touch Fence.

### Background

The Chief Executive Officer has received the following request from the Lake Yealering Progress Association:

#### Lake Yealering Progress Association Inc

C/- Post Office  
Yealering WA 6372



26<sup>th</sup> March 2018

CEO & Councillors

Wickepin Shire

Dear Mark & Shire Councillors,

We are writing to ask permission to erect a north boundary fence from the Yealering Cricket Shed around to the Yealering Caravan Park.

We would like to remove the existing pine log fence, and replace with a 2 Rail PVC Hollywood Touch fence, which has been used along the golf course and around the caravan park.

We will be applying for the shire community grant funding 2018/19, in doing so we need the shires permission to go forward.

We look forward to hearing from you.

Kind Regards

Kym Smith  
President  
Yealering Progress Association

**Comments:**

The removal of the pine fence and the replacement of the fence with Hollywood style white poly fencing will improve the aesthetics of the existing area and is supported by the CEO.

Below: Photo of the Yealering Cricket Shed



Above: Photo of Fence at Golf Club





Above: Photo of proposed fence from Hollywood Fencing Website showing 2 Rail Ranch 0.9metre High 2.46 metres wide.

#### Statutory Environment:

Nil

#### Policy Implications:

Nil

#### Financial Implications:

At this stage there is no cost to Council as the LYPA is only requesting permission so that a Community Grant can be submitted under the 2018/2019 Community Grant Applications. Community grants close on the 25 May 2018 this year

#### Strategic Implications:

Fits within theme 1 and theme 4 of the Shire of Wickepin Strategic Plan

#### Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Action	Measure
<b>1.1 Develop</b>	<ul style="list-style-type: none"> <li>Develop and fund a five year program for the provision of</li> </ul>	<ul style="list-style-type: none"> <li>Review, at least annually, the five-year road</li> </ul>

### Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

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

### Theme 4 – To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities

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

Goal	Action	Measure
<b>4.1 Support the development and maintenance of recreational facilities and organisations in the district.</b>	<ul style="list-style-type: none"> <li>Provide regular maintenance and development of recreation facilities.</li> <li>Provide and maintain walk trails for recreation and tourism purposes.</li> </ul>	<ul style="list-style-type: none"> <li>We have adopted a recreation maintenance and development plan to be published to the community to address this need.</li> </ul>

## Theme 4 – To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities

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

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

### Recommendations:

That Council grant permission to the Lake Yealering Progress Association to erect a Hollywood Style Poly white 2 Rail Ranch North Boundary fence from the Yealering Cricket Shed to the Yealering Caravan Park at the Yealering Sports Ground.

### Voting Requirements:

Simple Majority

**Council Decision: Resolution No: 180418-08**

Moved Cr Allan Lansdell / Seconded Cr Fran Allen

That Council grant permission to the Lake Yealering Progress Association to erect a Hollywood Style Poly white 2 Rail Ranch North Boundary fence from the Yealering Cricket Shed to the Yealering Caravan Park at the Yealering Sports Ground.

Carried 8 / 0

Governance, Audit and Community Services

**10.2.09 - WALGA Honours Program Policy**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Western Australian Local Government Association
File Reference:	GR.SL.1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 April 2018

**Enclosure/Attachments:**

WALGA Honours Program Policy

**Summary:**

Council is being requested to Nominate Councillors and Staff for the 2018 WALGA Honours Program

**Background**

Nominations for the WALGA 2018 Honours Program opened on the 20 March 2018 and close on Friday 11 May 2018.

WALGA Honours Awards recognise people who are some of the most valuable and committed members of our community.

There are six categories of awards in the 2018 Honours program, details are below:

**Local Government Medal**

Available for nomination by State Councillors and Local Governments with a co-sign by a State Councillor - recognises outstanding achievement and significant contribution by Elected Members and Officers to the Association and/or to Local Government.

**Life Membership**

Available for nomination by State Councillors and Local Governments – recognises the long and outstanding service of Elected Members and Officers to the Association and/or to Local Government.

**Eminent Service Award**

Available for nomination by State Councillors and Local Governments – recognises personal commitment, eminent service and contribution to Local Government or the Association.

**Long and Loyal Service Award**

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

**Merit Award**

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided distinguished service to the community through their Local Government.

**Local Government Distinguished Officer Award**

Available for nomination by State Councillors and Local Governments – recognises serving local Government officers who have provided outstanding performance for the Local Government sector.

**Comments:**

Nominations will not be accepted for persons who have retired or ceased working for Local Government before 14 March 2013.

Councillor Steven Martin was awarded the Eminent Service Award at the 2015 WALGA Convention.

The Long and Loyal Service Award is for recognising Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

Cr Allan Lansdell may meet the criteria for the long and loyal service award but the CEO is not sure of Councillor Lansdell years of service with the Shire of Lake Grace or Shire of Cuballing.

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

No Cost to Council

**Strategic Implications:**

Nil

**Recommendations:**

1. That Council nominate the following Councillors for the Following Awards.

Local Government Medal -

Life Membership -

Eminent Service Award -

Long and Loyal Service Award - Cr Allan Lansdell, Cr Fran Allan

Merit Award -

Local Government Distinguished Officer Award -

**Voting Requirements:**

Simple Majority

**Council Decision:****Resolution No: 180418-09**

Moved Cr Steven Martin / Seconded Cr Gerri Hinkley

1. That Council nominate the following Councillors for the Following Awards.

Local Government Medal -

Life Membership -

Eminent Service Award -

Long and Loyal Service Award - Cr Allan Lansdell, Cr Fran Allan

Merit Award -

Local Government Distinguished Officer Award -

Carried 8 / 0

## Governance, Audit and Community Services

**10.2.10 - Amendment – Policy 3.1 Rates**

Submission To:	Ordinary Council
Location / Address:	Shire of Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CP.MAI.539
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 April 2018

**Enclosure/Attachments: Nil**

Nil.

**Summary:**

Council is being requested to adopt the amended Policy 3.1. RATES

**Background**

A review of the current rates has been undertaken and it has been found that there is no policy in place for writing off small outstanding rate amounts that are not worth chasing or are an error due to the timing of payments of rates and the raising of the interest for outstanding rates.

**Comments:**

This policy amendment will assist the finance staff in the end-of-year procedures.

If Council adopts the amended policy it will give the CEO delegated Authority to writ-off outstanding balances on individual rate assessments of amounts not exceeding \$10.00.

**Statutory Environment:**

*Local Government Act 1995*

*Local Government (Financial Management Regulations) 1996*

**Policy Implications:**

Amended Policy 3.1 Rates

**Financial Implications:**

Writing off small debtors balances within Council rates Ledger of amount nots exceeding \$10.00 should be under \$200 per year.

**Strategic Implications:**

Nil.

**Recommendations:**

That Council adopt the following amended Policy 3.1 Rates



**Voting Requirements:****Simple Majority****Motion:****Resolution No: 180418-10**

Moved Cr Steven Martin / Seconded Cr Fran Allen

That Council adopt the following amended Policy 3.1 Rates

**3.1 RATES****3.1.1 RECOVERY OF DEBTS, RATES AND SERVICE CHARGES**

**OBJECTIVE:** To provide guidelines and to prescribe the process for the collection of outstanding debts, recovery of rates and service charges and the charging of interest in relation to those debts.

To assist finance and administration staff in end of year procedures.

**3.1.1.1 POLICY STATEMENT**

The Shire of Wickepin will:

- take all appropriate action to ensure the maximum amount of rateable income is received in any one financial year;
- recover all outstanding debts, rates and service charges, utilising the relevant legislation and legal processes, in accordance with the Local Government Act 1995 and Civil Judgements Enforcement Act 2004, and the Guidelines and Policy Procedures;
- have regard to individuals Serious Hardship and/or Exceptional Hardship/Circumstances relating to outstanding debts, rates and service charges, when administering this Policy, Guidelines and Policy Procedures; and
- consider all requests from person's experiencing difficulties with making payments for debts or rates and service charges. Such persons will be required to make a written application to the Chief Executive Officer to enter into a Negotiated Special Payment Arrangement, detailing their Serious Hardship and/or Exceptional Hardship/Circumstances to warrant consideration and leniency.

**Definitions**

In the administration of this Policy, the following will be applied:

Serious Hardship and/or Exceptional Hardship/Circumstances has no statutory definition in case law and will normally be at the discretion of the courts to decide if circumstances warrant leniency. However, many agencies use these terms when considering applications for leniency. In effect it can mean a level of hardship that will also impact on innocent parties.

Circumstances will vary in each situation; however there are common elements which can be considered by a statutory authority/local government. These can include (but not limited to) the following:

**Serious Hardship**

Serious Hardship exists when a person is unable to provide adequate food, accommodation, clothing, medical treatment, education or other necessities for themselves, their family or other people for whom they are responsible. (Source: Australian Taxation Office).

Consideration will be given as to whether a person's current financial difficulties are short term, when deciding whether a person is suffering Serious Hardship.

**Financial Assets**

There are several types of assets that are generally regarded as a normal and reasonable possession. A person is not expected to sell these to meet a payment. These assets include a motor vehicle and "tools of trade".

Also, a person will not be expected to use any cash on hand or in a bank balance which they need to meet the cost of their basic necessities, to pay a payment.

If a person has assets such as rental property, shares or other investments, this may be regarded as having the capacity to make the payment, without suffering serious hardship.

### Exceptional Hardship/Circumstances

These cover any unusual or exceptional circumstances that do not qualify as Serious Hardship, but make it fair and reasonable for a person not to make a payment at a specific time. If a person considers that there are other special reasons why they should not have to make their payment, they should specify these in writing to the Chief Executive Officer.

Some examples of what may constitute Exceptional Hardship/Circumstances include (but not limited to):

- a serious accident;
- sudden bereavement within a family;
- severe/life threatening illness or medical condition;
- an impact on a dependent or family member who has a serious disability or health problem and who relies on the affected person for their financial support; prolonged imprisonment;
- temporary physical or mental incapacity; or
- or any other matters considered acceptable by the Chief Executive Officer.

Exceptional Hardship/Circumstances are not limited to the above examples.

Note: The temporary loss of a job will not normally in itself qualify as Exceptional Hardship unless a convincing case can be put forward that the impact would be so exceptional as to warrant leniency.

### Negotiated Special Payment Arrangement (NSPA)

A Negotiated Special Payment Arrangement is a non-legal (but binding) arrangement between the Debtor/Ratepayer and the Shire of Wickepin, whereby the debt/outstanding money is progressively paid in agreed instalments over a period of time, by amounts that are mutually agreed between the two parties.

#### 3.1.1.2 GUIDELINES AND PROCEDURES

##### Debt Recovery Process

The following process is to be followed for the recovery of rates and service charges. Legal proceedings will continue until outstanding rates and service charges are paid in full or otherwise determined by the Chief Executive Officer and/or the Council.

##### Final Notice

- Where the rates remain outstanding fourteen (14) days after the due date shown on the Annual Rates Notice and the ratepayer has not elected to pay by the instalment option, a Final Notice shall be issued requesting payment in full within fourteen (14) days.
- Eligible pensioners registered under the Rates and Charges (Rebates and Deferments Act) 1992 are exempt as they are entitled to pay by the 30th June under the legislation.

##### Notice of Intention to Summons (Demand Letter)

- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purposes of issuing a Demand Letter (Notice of Intention to Summons).
- The Demand Letter is to be issued within sixty (60) days of the expiry date on the Final Notice and must specify that the ratepayer has fourteen (14) days to pay in full or alternatively enter into a special payment arrangement with the Shire of Wickepin.
- Failure to enter into an agreed payment arrangement will result in the debt being referred to a debt collection agency and a General Procedure Claim being issued without further notice.

##### General Procedure Claim

- Where a Demand Letter has been issued and remains unpaid and the ratepayer has not elected to enter into an agreed special payment arrangement, a General Procedure Claim will be issued.
- Legal costs and the costs of proceedings will be added to the ratepayers account upon issue of a General Procedure Claim, in accordance with Section 6.56 of the Local Government Act 1995.
- Ratepayers are required to pay in full or by instalments once they receive a General Procedure Claim. If they choose to pay by instalments, they must sign the Admission of Claim on the reverse of the General Procedure Claim and state the amount they agree to pay for each instalment. This Negotiated Special Payment Arrangement is subject to acceptance by the Deputy CEO. A letter will be sent to the ratepayer to confirm this arrangement, if accepted.

- The signed Admission of Claim must be returned to the Shire of Wickepin for the Negotiated Special Payment Arrangement to be accepted.
- A person who is experiencing difficulty in making a payment can apply to the Shire of Wickepin to make a Negotiated Special Payment Arrangement.
- When a ratepayer has elected to enter into Negotiated Special Payment Arrangement and instalments are not paid as per the arrangement or three consecutive payments are missed, a Default Letter will be issued for payment in full within fourteen (14) days. Rates remaining unpaid will be issued with a General Procedure Claim or the Shire of Wickepin may proceed straight to Enforcement, if a General Procedure Claim has previously been issued.
- Following the issue of a Claim and the addition of the costs of proceedings to the rates assessment, a reasonable offer to discharge a rate account will not be refused.
- If the General Procedure Claim is paid in full before entering into Judgement, then a Notice of Discontinuance (NOD) may be requested by the ratepayer and granted at the discretion of the Chief Executive Officer based on the circumstances of each case. The request must be received in writing and a NOD will only be issued to any one ratepayer once as a matter of goodwill. No further Notices of Discontinuance will be issued in any subsequent financial years to that same ratepayer, unless the Shire of Wickepin is advised circumstances.
- If a General Procedure Claim proceeds to Judgement and was not issued in error, then the matter will not be granted a Notice of Discontinuance, nor permission granted to have the matter set aside.

#### Non-Service of General Procedure Claim

- When a General Procedure Claim is unable to be served, the Bailiff may advise whether the property is a rental property or may provide an alternative address for the General Procedure Claim to be re-issued. In the case of a rental property, the Managing Agent will be contacted to ascertain the owner/s new residential address. If the Managing Agent is responsible for payment of rates, then a Rates Notice will be re-issued to the managing agent for payment in full within fourteen (14) days.
- If a new address is supplied for the owner/s of the property, the address will be recorded and a Rates Notice re-issued for payment within fourteen (14) days. If payment is not received, the General Procedure Claim will be re-issued to the new address.
- Where an owner resides in a property which cannot be accessed by the Bailiff or the property is vacant, a skip trace will be completed to verify the residential address of the owner. If required, a Substituted Service Claim can be filed at court to have the General Procedure Claim issued via post to the verified residential address of the owner.

#### Property Sale and Seizure Order

- Where a General Procedure Claim has been issued and served and the amount remains outstanding fourteen (14) days after the issue date of the Claim, legal proceedings will continue until payment of rates is received. This includes Judgement and Enforcement of the Claim. Enforcement of the Claim may include a Property Sale and Seizure Order of goods and or land.
- The Property Sale and Seizure Order is at first a Goods Order and if the Property Sale and Seizure Order is returned Nula Bona (no goods), then a land warrant will be issued.
- If a Property Sale and Seizure Order against goods and or land is proposed to collect outstanding rates due on a property, the Council's prior approval shall be obtained before the Property Sale and Seizure Order is lodged.

#### Rates or Service Charges Recoverable in Court (Section 6.56)

- If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery, in a court of appropriate jurisdiction.
- Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

#### Seizure of Rent (Section 6.60)

In cases where the owner of a leased or rented property on which rates outstanding cannot be located, or refuses to settle rates owed, a Notice will be served on the lessee under the provisions of the Local Government Act 1995 - Section 6.60, requiring the lessee to pay to the Shire of Wickepin the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

#### Sale of Land (Section 6.64)

Where Rates and Service Charges are outstanding for a period of three (3) years or more, the Council may:

- from time to time lease the land;
- sell the land;
- have the land transferred to the Shire of Wickpin;
- have the land transferred to the Crown; or
- sell the land as per the Local Government Act 1995 - Section 6.64. Council approval will be obtained prior to the above course of action being undertaken.

The above action under Section 6.64 of the Local Government Act 1995, will be reported on a confidential basis to the Council, for approval.

#### **Outstanding Rates and Charges – Write Off/Waiver of Small Balances**

Where balance of rates is owing not exceeding \$10.00 council:

- Delegate authority to the Chief Executive Officer to write-off outstanding balances on individual rate assessments of amounts not exceeding \$10.00.

Carried 8 / 0

Council

## 11 - Presidents Report – To Be Tabled

President Julie Russell gave a verbal report

Council

## 12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Wickepin 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:	11 April 2018

### Finance Manager

Erika has moved into 5 Smith Street Wickepin and commenced work on the 5<sup>th</sup> April 2018. So Welcome Erika to the Shire of Wickepin Executive team.

### Swimming Pool Manager

Mr James Mathews has advised that he will be completing his contract to the end of the financial year but will not be requesting another contract as he will be leaving Wickepin. The contract expires on the 30<sup>th</sup> June 2018.

The CEO is in negotiations with Pippa Ellis of Wickepin to take over the Wickepin Swimming Pool Manager roll after the 30<sup>th</sup> June 2018. The negotiations if accepted by Pippa will mean that she will be an employee and not on a fixed term contract. The CEO feels that this is a better long term solution in ensuring the role of the Swimming Pool manager is long term.

### Wickepin Child Care

The CEO attended a meeting at the Wickepin Playgroup on Monday to discuss the future of the Narrogin Mobile Day Care centre as the service is currently unviable with the current numbers attending. The CEO was advised that unless numbers increase it is likely the service will no longer be offered from Narrogin until they receive enough bookings each week to make it viable.

### Expression of Interests Caravan Parks

At the closing date of expression of interests on Friday 6 April 2018 Council had received 5 for the Wickepin Caravan Park and 3 for the Lake Yealering Caravan Park. The CEO will now write to all the persons who have done and expression of interest requesting all the necessary information regarding what they require for the management of the Parks. The Oasis Hotel did advise the CEO verbally that they would like to continue with management of the Harrismith Caravan Park.

### Manager of Works

While we are waiting for Mr Garry Rassmussen to take on the position as the Manager of Works on the 9<sup>th</sup> May 2018 the CEO has appointed Matt Pockran, Peter Bransby and Peter Arnol as acting Manager of Works. The CEO is also utilising the services of RSA works for back-up for the three acting works managers.

### Wickepin Caravan Park

The CEO has received a number of complaints regarding the hot water system, general cleanliness and lights not working at the Caravan Park. These items were dealt with on the day and Wagin Plumbing has been given a purchase order to look at the hot water system.

### Town Planning Scheme Number 4

The CEO met with Mr Azhar Awang Executive Manager of Development & Regulatory Services of the Shire of Narrogin to discuss where we are at with the review of the Shire of Wickpin Town Planning Scheme 4 and the current Local Planning Strategy. Azhar will be providing a report to the CEO on the process required for the review of the Town Planning Scheme and the Local Planning Strategy. Azhar will also be talking to the Western Australian Planning Commission to see what they require to be reviewed at this moment in time.

### MEETINGS ATTENDED

<u>March 2018</u>	
11 <sup>th</sup>	Narrogin Planning Services regarding Town Planning Scheme
<u>April 2018</u>	
4 <sup>th</sup>	Harrismith Cricket Club – Moving Oval to Harrismith Golf Club
6 <sup>th</sup>	Rick Wilson MP Round Table discussion with the Minister for Communications, Senator Mitch Fifield.
9 <sup>th</sup>	Narrogin Mobile Child Care – Discussions regarding current and future service to Wickpin
10 <sup>th</sup>	Jared Koutsoukos, Senior Scientific Officer , Water Unit, Environmental Health Directorate, Public and Aboriginal Health Division, Department of Health– Regarding the microbiological monitoring program for environmental/recreational waters, This site visit was to enable a bacterial/site risk assessment of key factors influencing water quality and health in accordance with chapter 5 of the guidelines. It will also help to assign a provisional site classification ‘beach grade’ and to recommend future water quality monitoring arrangements for Lake Yealering.
11 <sup>th</sup>	Mick Irving Water Corporation Six Monthly catch up regarding Water Authority

### Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	April 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	Appointment of Finance Manager Appointment of Manager of Works	April 2018 April 2018	Erika Clement Gary Rasmussen
A7	Rates Recovery – Instalment Payments	CEO	Payment Plans		Rates 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	Technology Workshop	5 April 2018	Facey Group
A13	Hire of Community Halls / Community Centre	CEO			

**Resolution No: 180418-11**

Moved Cr Steven Martin / Seconded Cr Fran Allen

That Council endorse the Chief Executive Officer's Report dated 11 April 2018.

Carried 8 / 0



**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 5.23 pm.