

A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

17 October 2018

Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 17 October 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

12 October 2018

Time Table

12.30pm	Lunch
1.30pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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

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

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 17 October 2018**

The President declared the meeting open at pm.

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

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

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – Ordinary Meeting of Council – 19 September 2018

Council Decision:

Resolution No: 171018-

Moved Cr / Seconded Cr

That the minutes of the Ordinary Council meeting held on Wednesday 19 September 2018 be confirmed as a true and correct record.

Carried /

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
936-190918-04	Tender 01 – 2018/19 Annual Bulldozer, Excavation Work	CEO	That Council accept the tender from AC & EJ Fulford for Bulldozer and Excavator hire as per the received RFT 01/2018-19 Annual Bulldozer, Excavator work at the following tendered per hour price. Doosan DX 225LC \$220.00 Doosan DX 300LC \$220.00 D8L \$330.00 D10R \$407.00 720 WHP \$190.00 Mob per hour no charge Demob per hour no charge	✓	
937-190918-05	Tender – RFT 02/2018-19 Supply and Lay of Bituminous Products	CEO	That Council does not accept any tender and the asphalt tender 03/2018-19 be re-tendered	✓	
938-190918-06	Replacement of Facey Group Holden Colorado LTZ Dual Cab Ute, WK701	CEO	That Council accepts the quote from Narrogin Toyota for a Toyota Hilux 4X4 2.8L DSL D/C 6AT at a changeover GST Inclusive figure of \$23,248.36. With the following options; Towing Package 1,559.94 UHF Radio 600 Canvas Seat covers 788.69 Steel Bull Bar 2,368.85 Canopy 3,457.47 Light bar 495.45 Tub liner 498.46 Rhino Roof Rack 1,268.18 * Subject to no submissions being received from the advertised disposal of the Holden Colorado Dual Cab WK701 under section 3.58 of the Local Government Act 1995 Disposing of property.	✓	
939-190918-07	Replacement of P706 - 2014 Holden Colorado Single Cab Utility 4X4	CEO	That Council accept the quote from Edwards Holden for a new 2018 Holden LS Colorado Single Cab Auto White 2.8 4X4 with the following extras. Aluminium Tray 2,450 Towing Package 960 Canvas Seat Covers 480	✓	

Item	Subject/Action	Officer/File	Progress	Status	Comment
			Flashing Beacon 380 2 Work Lights 440 Rhino Roof Rack 210 At a changeover price of \$16,000 GST Inclusive, subject to no submissions being received from the advertised disposal of the Holden Colorado Single Cab WK706 under section 3.58 Disposing of property Local Government Act 1995.		
940-190918-08	Water Corporation Stand Pipes	CEO	That Council lay the matter on the table for further information, community discussion and that the CEO write to local politicians	○	Matter laying on table No comments received as of 12/10/18
941-190918-09	Rod House - Seed Collecting to June 2019	CEO	That Council grant permission to Rod House to carry out nectar sampling and seed collecting of <i>Leptospermum</i> sp from reserves (gravel pits, road verges, Town-site reserves) vested to the Shire of Wickepin for the period to 30 June 2019. With the following conditions: All conditions imposed on the Licence from the Department of Parks and Wildlife are to be followed at all times. • Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds. • All care to be taken to avoid the disturbance of fauna habitat. • All care to be taken to avoid any disturbance that may lead to soil degradation. • No damage to be done to Golf fairways and rough. • No picking during imposed harvest and vehicle movement bans • No picking during Total Fire Bans	✓	Letter sent 25/09/18
942-190918-13	Peter Clarke – Old Wickepin Cemetery	CEO	That council gives permission to Mr Peter Clarke to undertake a full survey of the Old Wickepin Cemetery, on Location 6008 Reserve 9641, Cemetery road Wickepin with all cost being borne by Mr Peter Clarke	✓	Peter Clarke advised of Council's decision.
943-190918-14	She Shed He Shed group - Transportable Office Crib	CEO	1. That council give approval to the She Shed He Shed group to place a pre-fabricated office crib room at the Wickepin Recycling Depot	✓	Building Surveyor sorting building application.

Item	Subject/Action	Officer/File	Progress	Status	Comment
	Room		<p>2. With costs being borne by the She Shed He Shed group.</p> <p>3. That Approval be subject to all building and planning approvals being granted.</p> <p>4. That the She Shed He Shed group be advised that the maintenance and cleaning of the pre-fabricated crib room shall be at the expense of the She Shed He Shed group once it has been installed.</p> <p>5. That Council advise the She Shed He Shed Group that council takes no responsibility for the replacement or insurance for the pre-fabricated office crib room</p>		
944-190918-15	Townscape and Cultural Planning Committee Meeting Recommendations	CEO	That Council adopt Sign Mock up - Option 3, Style B, Font 3 and the Banksia Priornotes to be placed at the Shire of Wickepin boundaries'	✓	Signs ordered.
944-190918-16	Amended Shire Policy – 2.1.16 Authorisation to Purchase Goods and Services	CEO	<p>That Council adopt the amended Policy 2.1.16 Authorisation to Purchase Goods and Services as follows:</p> <p>2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES</p> <p>OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.</p> <p>The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.</p> <p>The following employees are authorised, on delegation by the CEO, to purchase goods and services:</p> <ul style="list-style-type: none"> - Deputy CEO up to \$25,000; - Finance Officer up to \$1,000; - Manager of Works and Services up to \$50,000; - Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO; - Executive Support Officer and 	✓	Amended.

Item	Subject/Action	Officer/File	Progress	Status	Comment
			<p>Customer Service Officer – office expenditure up to \$1,000; - Works Supervisor up to \$2,500; and - Mechanic up to \$2,500.</p> <p>Purchase Orders A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget. The following information is to be included on the Purchase Order:</p> <ul style="list-style-type: none"> - Date Requested. - Requesting Officer. - Contact details of supplier. - Description of goods including quantity. - Job Code (request code from Finance Officer if not known). - Date Required By if applicable. - Include supporting information e.g. Council resolution in support of request, delivery location, date required etc. - Details of verbal or written quotations or tender. <p>Designated forms are completed as evidence of recording the quotations to ensure there is transparency in the process with reasons for selecting specific suppliers and justification for purchase decisions. Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.</p> <p>Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.</p> <p>On receipt of a Purchase Order the Finance Officer will check:</p>		

Item	Subject/Action	Officer/File	Progress	Status	Comment
			<ul style="list-style-type: none"> - The correct job or general ledger code is allocated. - There are sufficient funds in that budget code. - The quotation record sheet is correctly filled out. 		

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Infrastructure and Engineering Services

10.1.01 – Manager Works and Services Report

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

Enclosure/Attachments:

Nil.

Summary:

Monthly report for October 2018 submitted from the Manager of Works & Services, Gary Rasmussen.

Comments:**Programmed Construction Works**

- Pingelly Wickepin Rd works has commenced. We have installed the culverts and removed 80% of the trees and some earth works.
- Gravel pit behind the cemetery - I have the dozer in to push a hole for fill material and to get rid of the rubble that has been dumped over the past years.
- The asphalt tender has not been retendered yet.
- Wash bay - getting prices for the reinforcement. I have prices for the oil separator.

Maintenance Works

- Maintenance grader is in the centre part of the shire. Almost done complete round.
- Construction grader has placed some gravel on Russell Rd in a low dip.
- Tip work - as you come in to the tip we are dumping fill to the northern side to level this area out. So in future this will be the new domestic waste trench area. Also we have dug a new asbestos hole next to the old one that is closed now
- Pothole patching on going.
- Signage maintenance is ongoing
- Drainage & bridge works - A contractor has completed the inspections and working on how we are going to do this works. It looks like it's going to be contracted out at this stage around \$9000 over 3 bridges.
- Trees and power lines - I have just received a list from Western Power I will be looking to do this over the next month or two.
- I Sweep is in town giving the towns a once over before the festival weekend.

Occupational Health and Safety

- Lost time injury - nothing to report.
- Incident report plant - A car ran into the back hoe at the tip. The shire employee was not at fault and no damage to the shire plant.
- The startup sheets are working well
- OHS course to be done by Andrew McColl. Still to set a date for the course.

Workshop

- Mechanic Rob getting his head around all the tasks that are involved. Will get Rob to do a report on plant each month.

Parks and Gardens

Graham has done very well being down a man over the past month, well done Graham.

- General mowing and whipper snipping on going.
- Walk trail maintenance, clean ups on going.
- Town site cleanup for the Facey Festival.
- General maintenance at Lake Yealering, Harrismith and Tincurrin.

Plant and Equipment

Will be looking at getting the bobcat prices over next month.

Getting prices of the bobcat trailer at the moment.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not Applicable.

Financial Implications:

Not Applicable

Strategic Implications:

Not Applicable.

Recommendations:

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

Voting Requirements:

Simple Majority

Governance, Audit and Community Services

10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.BA.1201
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Financial
Date of Report:	11 October 2018

Enclosure/Attachments:

List of accounts.

Summary:

List of Accounts remitted during the period from 1 September 2018 to 30 September 2018.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	8633 - 8722	\$185,185.81
Cheques	15554, 15556-15561	\$ 17,247.83
Payroll	September	\$ 70,917.34
Superannuation	September	\$ 11,098.08
Credit Card	September	\$ 1,029.30
Direct Deductions	September	\$ 1,625.14
Licensing	September	\$14,330.65
Trust		
EFT		\$ 0.00
Cheques		\$ 0.00
	TOTAL	\$301,434.15

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

Certificate of Chief Executive Officer:

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

Comments:

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

Statutory Environment:

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

Policy Implications:

Policy 3.1.7 - Cheque Issue

Recommendations:

That Council acknowledges that payments totalling **\$301,434.15** 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

List of Accounts Due & Submitted to Council

30-September-2018				
Chq/EFT	Date	Name	Description	Muni
EFT8633	06/09/2018	Yvonne Bowey Consulting	Audit for healthy community grant acquittal	\$ 250.00
EFT8634	06/09/2018	Cutting Edges Pty Ltd	Grader Blade and parts	\$ 6,580.45
EFT8635	06/09/2018	Country Paint Supplies	Yellow and white paint	\$ 341.44
EFT8636	06/09/2018	Yealering Agparts & Repairs	Install LED Beacons and phone kit to fire truck	\$ 1,014.20
EFT8637	06/09/2018	Courier Australia	State Library Freight	\$ 38.54
EFT8638	06/09/2018	DC & LB Curtis	Inspect roof - repair roof leaks	\$ 462.00
EFT8639	06/09/2018	Diamond Lock & Key	Grand master key MWS	\$ 29.93
EFT8640	06/09/2018	Easifleet	Facey Group Lease	\$ 585.35
EFT8641	06/09/2018	AC & EJ Fulford &Co	Push up tip	\$ 5,060.00
EFT8642	06/09/2018	Department of Fire and Emergency (DFES)	18/19 ESL Quarter 1	\$ 13,333.20
EFT8643	06/09/2018	Fowler Surveys	Survey Elsinore Rd Drain Line	\$ 1,991.00
EFT8644	06/09/2018	Grants Empire	Aged Housing Project	\$ 1,848.00
EFT8645	06/09/2018	Hancocks Home Hardware	Gutterguard	\$ 58.00
EFT8646	06/09/2018	J R & A Hersey Pty Ltd	White Guide Posts	\$ 2,629.00
EFT8647	06/09/2018	Harris Zuglian Electrics	Yealering Hall Repairs	\$ 2,020.26
EFT8648	06/09/2018	State Library of WA	Annual Fee for Lost/Damaged Public Library 18/19	\$ 220.00
EFT8649	06/09/2018	Local Government Professionals Australia WA	2018 CDO Conference	\$ 1,000.00
EFT8650	06/09/2018	Lake Yealering Bowling Club	Community grant application, installation of toilet lights	\$ 1,265.00
EFT8651	06/09/2018	Marketforce Productions	Local Government Tenders	\$ 1,642.78
EFT8652	06/09/2018	Mcleods Barristers & Solicitors	Annual Audit	\$ 176.00
EFT8653	06/09/2018	MJB Industries	Supply pipe to Dumbleyung Road	\$ 2,887.50
EFT8654	06/09/2018	Narrogin Hire Service And Reticulation	Various retic parts	\$ 247.20
EFT8655	06/09/2018	Great Southern Waste Disposal	Wickepin rubbish collection	\$ 6,218.10
EFT8656	06/09/2018	Narrogin Bearing Service	V belt for lawn mower	\$ 56.25
EFT8657	06/09/2018	Officeworks Superstores Pty Ltd	Stationery Supplies	\$ 581.54
EFT8658	06/09/2018	PCS	Computer Support	\$ 170.00
EFT8659	06/09/2018	Parrys	Workwear	\$ 68.00
EFT8660	06/09/2018	Maureen Susan Preedy	cleaning	\$ 542.00
EFT8661	06/09/2018	The Workwear Group Pty Ltd	Staff uniforms	\$ 607.61
EFT8662	06/09/2018	Daphne Mae Tetlow	Commission	\$ 98.73
EFT8663	06/09/2018	WA Treasury	Loan No. 100 Interest payment - CEO Residence	\$ 2,123.39
EFT8664	06/09/2018	Wickepin District Sports Club	Community grant contribution 17/18	\$ 6,962.00
EFT8665	06/09/2018	Wickepin P&C Association	Community grant funding for urban installation	\$ 7,200.00
EFT8666	18/09/2018	Total Tools Canning Vale	2 x Torque Wrenches - Graders and Trucks	\$ 1,659.00
EFT8667	27/09/2018	Australia Post	August Account	\$ 539.05
EFT8668	27/09/2018	Air Liquide WA Pty Ltd	Cylinder fee August 2018	\$ 95.30
EFT8669	27/09/2018	Air Response	Service Airconditioner	\$ 214.55

Shire of Wickiepin	Council Meeting	17 October 2018		
EFT8670	27/09/2018	Avon & Hills Carriage Driving Club	Armistice Parade 13th October	\$ 3,241.00
EFT8671	27/09/2018	Yvonne Bowey Consulting	Budget and preparation of annual financial report	\$ 10,648.00
EFT8672	27/09/2018	Butler Settineri	Interim Fee year ended 30/06/18	\$ 4,555.61
EFT8673	27/09/2018	Brett Rowe Mobile Hd Mechanical Services	Mechanical Repairs	\$ 3,583.80
EFT8674	27/09/2018	Boddington Community Newsletter	1 full page advert, 2 editions	\$ 40.00
EFT8675	27/09/2018	Central Agcare	Donation To Central Agcare 2018	\$ 2,000.00
EFT8676	27/09/2018	Courier Australia	State Library	\$ 50.39
EFT8677	27/09/2018	Covs	Earplugs	\$ 62.56
EFT8678	27/09/2018	Kelly Cochrane	Cleaning Services Yealering Hall & Caravan Park	\$ 442.00
EFT8679	27/09/2018	CZM Concrete Supply	Supply 5m3 Concrete	\$ 1,848.00
EFT8680	27/09/2018	Dx Print Group Pty Ltd	Business Cards Rasmussen	\$ 120.00
EFT8681	27/09/2018	Edwards Motors Pty Ltd	Oil, fuel and air filter	\$ 335.50
EFT8682	27/09/2018	Ewen Rural Supplies	August Account	\$ 2,598.38
EFT8683	27/09/2018	Ecoedge	Prepare flora location maps	\$ 198.00
EFT8684	27/09/2018	Officeworks Superstores Pty Ltd	Stationery	\$ 391.85
EFT8685	27/09/2018	Facey Group Inc	Instalment 1 18/19 Sponsorship	\$ 5,500.00
EFT8686	27/09/2018	Great Southern Fuel Supplies	August Fuel Account	\$ 8,750.91
EFT8687	27/09/2018	Globe Australia Pty Ltd	Casper herbicide 1kg	\$ 654.50
EFT8688	27/09/2018	Hancocks Home Hardware	Light globes	\$ 208.65
EFT8689	27/09/2018	C Holmes Bricklaying & Maintenance	Repairs to lower pit Central Ave	\$ 4,312.00
EFT8690	27/09/2018	Kleenheat Gas	Facility Fee 10 Smith Street	\$ 67.56
EFT8691	27/09/2018	Kels Tyres	New tyres for WK2567 and repair tyre on CEO car	\$ 550.00
EFT8692	27/09/2018	Knightline Computers	Cables and battery for traffic light trailer	\$ 39.85
EFT8693	27/09/2018	Komatsu Australia Pty Ltd	Service Kit Komatsu Grader	\$ 618.29
EFT8694	27/09/2018	Narrogin Pumps, Solar And Spraying	Paint pump for oval marking	\$ 253.21
EFT8695	27/09/2018	Narrogin Packaging	Pressure water handle	\$ 332.60
EFT8696	27/09/2018	Narrogin Betta Home Living	New Electric Stove	\$ 149.00
EFT8697	27/09/2018	Star Track Express	Freight for Service Kit for Grader	\$ 110.32
EFT8698	27/09/2018	Narrogin Toyota	2 x Stihl Chainsaw	\$ 1,503.88
EFT8699	27/09/2018	Officeworks Superstores Pty Ltd	Stationery	\$ 94.42
EFT8700	27/09/2018	PCS	Computer Support	\$ 637.50
EFT8701	27/09/2018	Wagin Plumbing	Repairs to visitors changeroom showers	\$ 634.70
EFT8702	27/09/2018	The Workwear Group Pty Ltd	Uniform Order	\$ 518.53
EFT8703	27/09/2018	Lee Parker	Refund Accommodation Expenses for CDO Conference	\$ 449.83
EFT8704	27/09/2018	Pingelly Tyre Service	Wheel alignment and 4 new tyres	\$ 1,115.00
EFT8705	27/09/2018	Road Seal (wa) Pty Ltd	Hire bitumen sprayer and supply bitumen and aggregate	\$ 4,686.00
EFT8706	27/09/2018	A F Smith & A L Bullock	Netball court cleaning and bottom door seals	\$ 1,026.10
EFT8707	27/09/2018	Steelo'S Guns & Outdoors	UHF028 Oricom	\$ 189.00
EFT8708	27/09/2018	Shakespeare Solutions	Picture rail hanger, hooks, tape for Wickiepin Art Prize	\$ 243.50
EFT8709	27/09/2018	St John Ambulance Western Australia	First Aid Training x 10 held on 19/09/2018	\$ 1,593.00
EFT8710	27/09/2018	Shire Of Narrogin	Building Surveyor	\$ 1,708.50

Shire of Wickepin		Council Meeting		17 October 2018
EFT8711	27/09/2018	Valley Air	Split system 5 Smith St	\$ 6,200.00
EFT8712	27/09/2018	Wickepin Playgroup	Shire grant for toys and equipment	\$ 690.00
EFT8713	27/09/2018	Wickepin Motors	Replace windscreen on WK2433	\$ 858.80
EFT8714	27/09/2018	Wickepin Rural Services	Oils and Chemical for road side spraying	\$ 5,293.00
EFT8715	27/09/2018	Western Australian Local Government Association	Sarah Hyde - Effective Community Leadership	\$ 50.00
EFT8716	27/09/2018	Wickepin Newsagency	Papers and catering for council meeting	\$ 159.50
EFT8717	27/09/2018	Waterman Irrigation	To install flow meter and repairs	\$ 3,003.55
EFT8718	27/09/2018	Watershed News	Annual Allocation	\$ 6,500.00
EFT8719	27/09/2018	Wheatbelt Business Network	Wickepin strategic plan	\$ 8,255.50
EFT8720	27/09/2018	Yealering Spraying Service	Mosquito Spraying Yealering	\$ 1,567.50
EFT8721	27/09/2018	Building Commission, Department Of Commerce)	Building Commission Levy	\$ 56.65
EFT8722	28/09/2018	Australian Taxation Office	Bas August 2018	\$ 15,674.00
			Total EFT	\$ 185,185.81
15554	06/09/2018	Telstra	Phone Accounts	\$ 1,656.76
15556	06/09/2018	Water Corporation	Water Accounts	\$ 1,332.55
15557	27/09/2018	C & D Cutri	Bridge Inspections	\$ 880.00
15558	27/09/2018	M.E Pump Wizards	Inspection of pump station	\$ 1,941.50
15559	27/09/2018	Telstra	Phone Account	\$ 1,681.01
15560	27/09/2018	Synergy	Power Account	\$ 9,711.65
15561	27/09/2018	Water Corporation	Water Accounts	\$ 44.36
			Total Cheques	\$ 17,247.83
DD9836.1	03/09/2018	Classic Funding Group Pty Ltd	Konica Minolta Lease	\$ 884.40
DD9886.1	16/09/2018	Westnet Pty Ltd	Internet Charges	\$ 144.90
DD9910.1	18/09/2018	ANZ Bank	Credit Card Payments	\$ 1,625.14
			Total Direct Debits	\$ 2,654.44
DD9859.1	12/09/2018	Wa Local Government Super Plan	Superannuation contributions	\$ 4,164.18
DD9859.2	12/09/2018	ANZ Super	Superannuation contributions	\$ 405.10
DD9859.3	12/09/2018	Colonial First State	Superannuation contributions	\$ 254.45
DD9859.4	12/09/2018	Prime Super	Superannuation contributions	\$ 146.36
DD9859.5	12/09/2018	Australian Ethical Super	Superannuation contributions	\$ 198.84
DD9859.6	12/09/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 145.88
DD9859.7	12/09/2018	MTAA Super Fund	Superannuation contributions	\$ 183.67
DD9859.8	12/09/2018	Macquarie Investment Management Limited	Superannuation contributions	\$ 193.54
DD9885.1	26/09/2018	WA Local Government Super Plan	Superannuation contributions	\$ 3,916.70
DD9885.2	26/09/2018	ANZ Super	Superannuation contributions	\$ 405.10
DD9885.3	26/09/2018	Colonial First State	Superannuation contributions	\$ 305.33
DD9885.4	26/09/2018	Prime Super	Superannuation contributions	\$ 51.88
DD9885.5	26/09/2018	Australian Ethical Super	Superannuation contributions	\$ 198.84
DD9885.6	26/09/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 151.00
DD9885.7	26/09/2018	MTAA Super Fund	Superannuation contributions	\$ 183.67

Shire of Wickham DD9885.8	26/09/2018	Macquarie Investment Management Limited	Council Meeting	Superannuation contributions	\$ 193.54
				Total Superannuation	\$ 11,098.08
98030918	03/09/2018	Department of Transport		Trans Licensing	\$ 62.25
98040918	04/09/2018	Department of Transport		Trans Licensing	\$ 1,880.75
98050918	05/09/2018	Department of Transport		Trans Licensing	\$ 670.15
98060918	06/09/2018	Department of Transport		Trans Licensing	\$ 426.90
98070918	07/09/2018	Department of Transport		Trans Licensing	\$ 55.15
98100918	10/09/2018	Department of Transport		Trans Licensing	\$ 311.90
98110918	11/09/2018	Department of Transport		Trans Licensing	\$ 2,609.75
98120918	12/09/2018	Department of Transport		Trans Licensing	\$ 26.85
98130918	13/09/2018	Department of Transport		Trans Licensing	\$ 100.00
98140919	14/09/2018	Department of Transport		Trans Licensing	\$ 2,238.05
98170918	17/09/2018	Department of Transport		Trans Licensing	\$ 239.10
98180918	18/09/2018	Department of Transport		Trans Licensing	\$ 836.85
98190918	19/09/2018	Department of Transport		Trans Licensing	\$ 80.50
98200918	20/09/2018	Department of Transport		Trans Licensing	\$ 3,382.30
98210918	21/09/2018	Department of Transport		Trans Licensing	\$ 448.85
98250918	25/09/2018	Department of Transport		Trans Licensing	\$ 433.45
98260918	26/09/2018	Department of Transport		Trans Licensing	\$ 308.00
98270918	27/09/2018	Department of Transport		Trans Licensing	\$ 104.10
98280918	28/09/2018	Department of Transport		Trans Licensing	\$ 115.75
				Total Licensing	\$ 14,330.65
12/09/2018		Payroll		Payroll	\$ 38,227.47
26/09/2018		Payroll		Payroll	\$ 32,689.87
				Total Payroll	\$ 70,917.34
				TOTAL	\$ 301,434.15

<u>Credit Card Summary</u>		
<u>22 August 2018 - 18 September 2018</u>		
22/08/2018	Olympus Camera Works Department	\$603.99
6/09/2018	Newdegate Field Day	\$175.00
6/09/2018	Refreshments	\$137.20
14/09/2018	Gift Card -, Card, Chocolates – Amanda’s Farewell	\$205.95
14/09/2018	Drinks – Amanda’s Farewell	\$450.00
18/09/2018	Occasional Liquor Licence - Arty Party	\$ 53.00
		<u>\$1,625.14</u>

Governance, Audit and Community Services

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	12 October 2018

Enclosure/Attachments:

Monthly financial report for September 2018.

Background:

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

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

Comments:

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

Statutory Environment:

Section 6.4(2) of the Local Government Act 1995

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

Policy Implications:

Not applicable

Financial Implications:

Not applicable

Strategic Implications:

Not applicable

Recommendations:

That the financial statements tabled for the period ending 30 September 2018 as presented be received.

Voting Requirements:

Simply Majority

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 30 September 2018

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

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Shire of Wickepin

Compilation Report

For the Period Ended 30 September 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 30 September 2018 of \$2,371,503.

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

Preparation

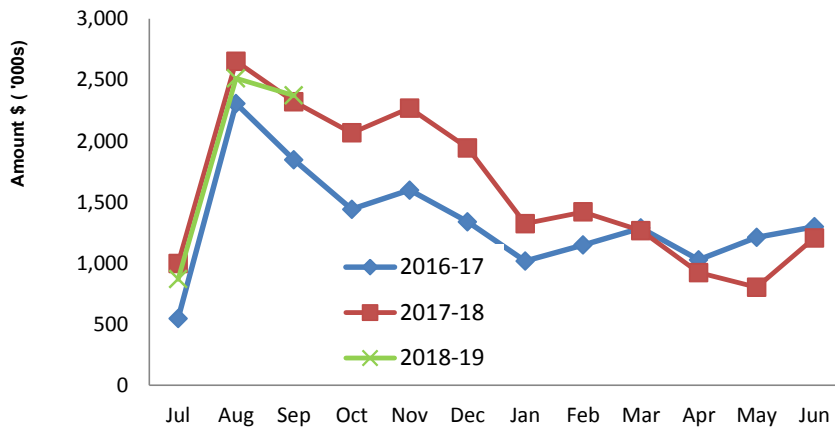
Prepared by: Erika Clement Finance Manager

Reviewed by: Mark Hook CEO

Date prepared: 12-Oct-18

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 September 2018

Liquidity Over the Year (Refer Note 3)



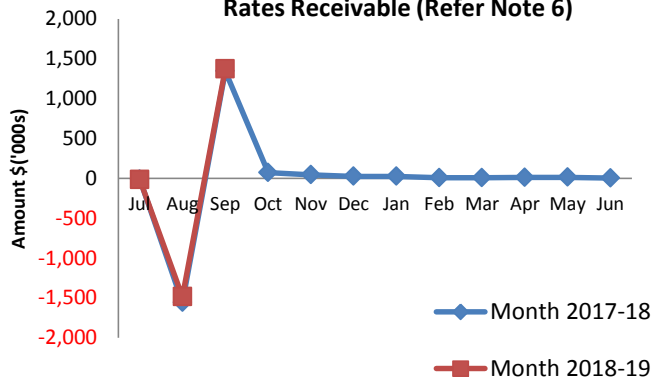
Cash and Cash Equivalents as at period end

Unrestricted	\$ 2,386,314
Restricted	\$ 1,804,855
	\$ 4,191,169

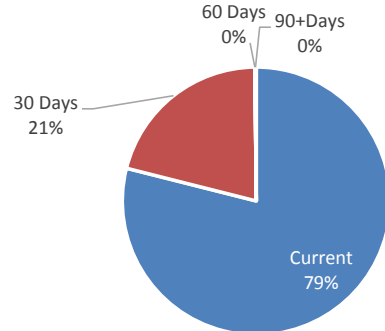
Receivables

Rates	\$ 177,857
Other	\$ 3,971
	\$ 181,828

Rates Receivable (Refer Note 6)



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



Comments

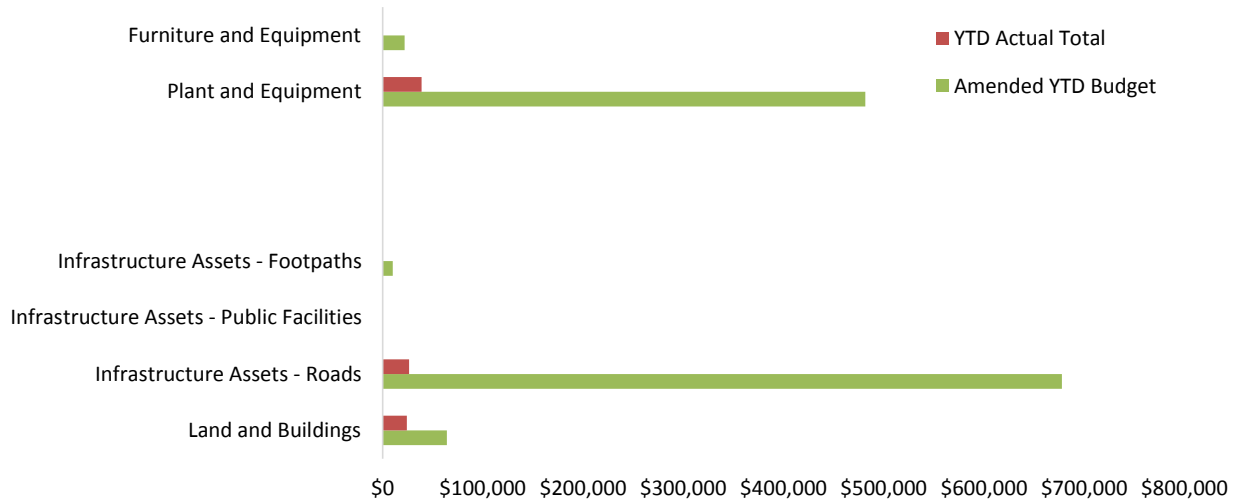
Unrestricted cash includes the following payments in advance

18/19 FESA paid in advance	\$7,703
18/19 Grants Commission - General	\$515,969
18/19 Grants Commission - Roads	\$281,233
Amounts paid in advance	\$804,905

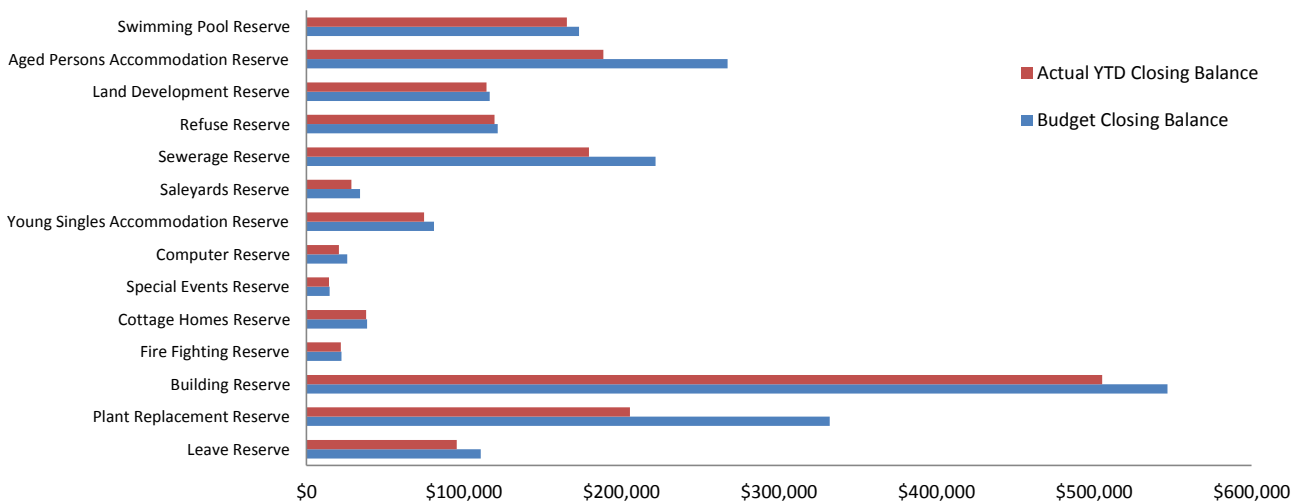
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 September 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.

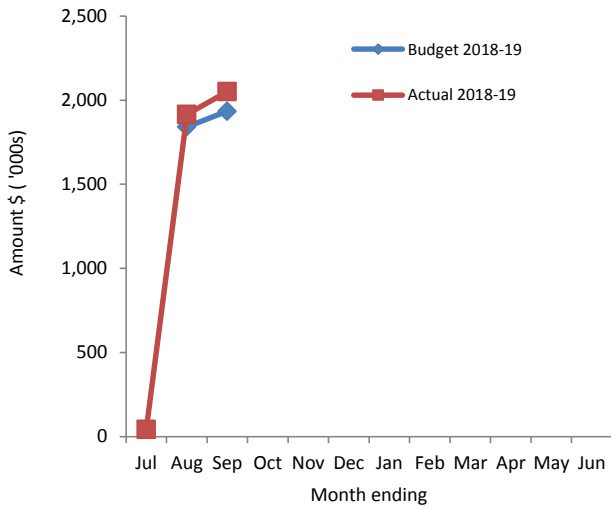
Shire of Wickepin

Monthly Summary Information

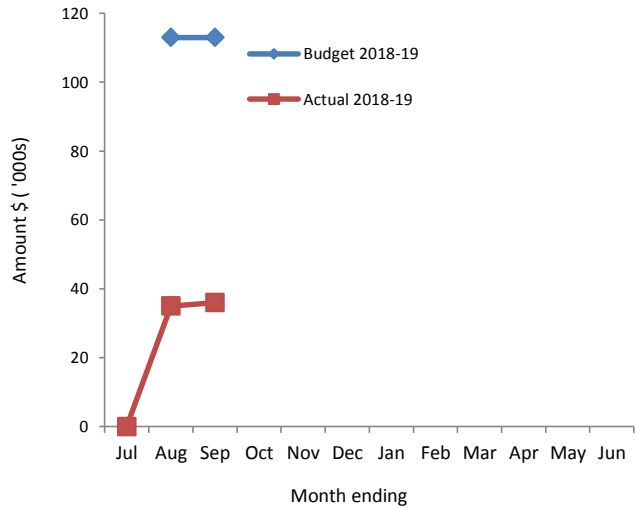
For the Period Ended 30 September 2018

Revenues

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

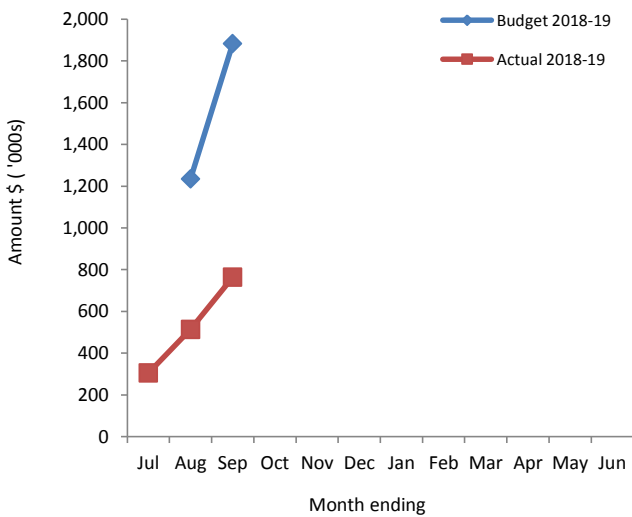


Budget Capital Revenue -v- Actual (Refer Note 2)

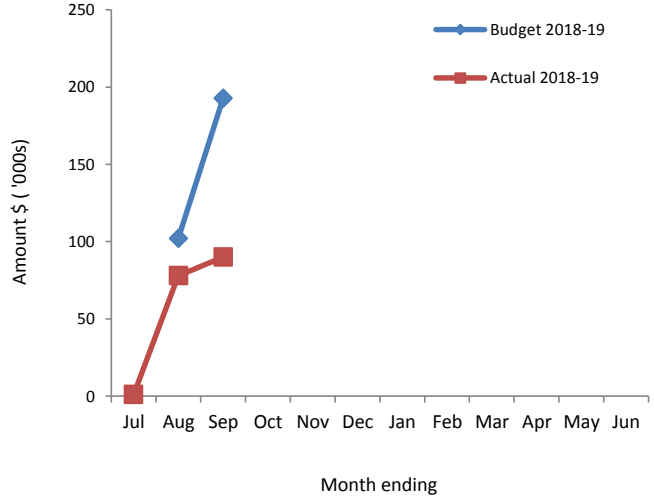


Expenditure

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 30 September 2018

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		1,110	273	5,018	4,745	1738.00%	
General Purpose Funding - Rates	9	1,352,265	1,455,048	1,359,356	(95,692)	(6.58%)	▼
General Purpose Funding - Other		819,181	197,277	193,796	(3,481)	(1.76%)	
Law, Order and Public Safety		72,887	51,817	44,587	(7,230)	(13.95%)	▼
Health		250	60	0	(60)	(100.00%)	
Education and Welfare		4,160	1,038	45	(993)	(95.62%)	
Housing		108,150	27,030	40,348	13,318	49.27%	▲
Community Amenities		186,040	46,494	144,444	97,950	210.67%	▲
Recreation and Culture		32,597	8,139	8,660	521	6.40%	
Transport		646,931	161,727	241,634	79,907	49.41%	▲
Economic Services		42,165	10,530	5,192	(5,338)	(50.69%)	▼
Other Property and Services		33,500	8,370	8,527	157	1.88%	
Total Operating Revenue		3,299,236	1,967,803	2,051,606	83,803		
Operating Expense							
Governance		(445,002)	(146,924)	(142,749)	4,175	2.84%	
General Purpose Funding		(87,054)	(21,750)	(19,614)	2,136	9.82%	▼
Law, Order and Public Safety		(252,430)	(82,955)	(54,420)	28,535	34.40%	▼
Health		(25,916)	(6,462)	(3,955)	2,507	38.80%	▼
Education and Welfare		(17,842)	(4,440)	(862)	3,578	80.58%	▼
Housing		(189,061)	(47,193)	(17,945)	29,248	61.98%	▼
Community Amenities		(383,798)	(95,808)	(70,851)	24,957	26.05%	▼
Recreation and Culture		(982,652)	(245,478)	(113,089)	132,389	53.93%	▼
Transport		(4,759,357)	(1,189,764)	(232,515)	957,249	80.46%	▼
Economic Services		(241,056)	(60,204)	(37,866)	22,338	37.10%	▼
Other Property and Services		(26,141)	(6,486)	(70,294)	(63,808)	(983.78%)	▲
Total Operating Expenditure		(7,410,310)	(1,907,464)	(764,159)	1,143,305		
Funding Balance Adjustments							
Add back Depreciation		4,327,930	1,081,968	0	(1,081,968)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	24,900	6,225	(1,288)	(7,513)	(120.69%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		241,756	1,148,531	1,286,159	137,628		
Capital Revenues							
Proceeds from Disposal of Assets	8	170,594	113,729	35,950	(77,780)	(68.39%)	▼
Total Capital Revenues		170,594	113,729	35,950	(77,780)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(13,998)	(8,302)	5,696	40.69%	▼
Infrastructure - Roads	13	(677,876)	(146,424)	(26,323)	120,101	82.02%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(10,000)	(2,499)	0	2,499	100.00%	▼
Infrastructure - Drainage	13	(84,500)	(19,368)	(15,497)	3,871	19.99%	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(397,144)	(118,696)	(37,586)	81,110	68.33%	▼
Furniture and Equipment	13	(22,000)	(5,499)	(1,849)	3,650	66.37%	▼
Total Capital Expenditure		(1,255,720)	(306,484)	(89,557)	216,927		
Net Cash from Capital Activities		(1,085,126)	(192,755)	(53,607)	139,147		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	507	3,010	2,503	494.02%	
Transfer from Reserves	7	46,500	11,625	0	(11,625)	(100.00%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(14,919)	(8,704)	6,214	41.65%	▼
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▼
Net Cash from Financing Activities		(290,722)	(159,520)	(5,694)	153,826		
Net Operations, Capital and Financing		(1,134,092)	796,257	1,226,858	423,088		
Opening Funding Surplus(Deficit)	3	1,134,092	1,144,646	1,144,646	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	1,940,903	2,371,503	423,088		▼

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,352,265	1,455,033	1,359,356	(95,677)	(6.58%)	▼
Operating Grants, Subsidies and Contributions	11	861,048	215,259	308,502	93,243	43.32%	▲
Fees and Charges		459,782	148,483	281,581	133,098	89.64%	▲
Service Charges		0	0	0	0		
Interest Earnings		52,000	5,499	2,603	(2,896)	(52.67%)	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	21,680	5,418	1,288			
Total Operating Revenue		2,746,775	1,829,692	1,953,330	127,768		
Operating Expense							
Employee Costs		(1,318,973)	(329,643)	(329,868)	(225)	(0.07%)	
Materials and Contracts		(1,358,671)	(361,907)	(291,527)	70,380	19.45%	▲
Utility Charges		(175,545)	(43,845)	(23,935)	19,910	45.41%	▲
Depreciation on Non-Current Assets		(4,327,930)	(1,081,968)	0	1,081,968	100.00%	▲
Interest Expenses		(3,453)	(858)	(1,335)	(477)	(55.65%)	
Insurance Expenses		(179,158)	(76,934)	(117,494)	(40,560)	(52.72%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(46,580)	(11,643)	0			
Total Operating Expenditure		(7,410,310)	(1,906,798)	(764,159)	1,130,996		
Funding Balance Adjustments							
Add back Depreciation		4,327,930	1,081,968	0	(1,081,968)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	24,900	6,225	(1,288)	(7,513)	(120.69%)	▼
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(310,705)	1,011,086	1,187,883	169,283		
Capital Revenues							
Grants, Subsidies and Contributions	11	552,461	138,111	98,276	(39,835)	(28.84%)	▼
Proceeds from Disposal of Assets	8	170,594	113,729	35,950	(77,780)	(68.39%)	▼
Total Capital Revenues		723,055	251,840	134,226	(117,615)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(13,998)	(8,302)	5,696	40.69%	▲
Infrastructure - Roads	13	(677,876)	(146,424)	(26,323)	120,101	82.02%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(10,000)	(2,499)	0	2,499	100.00%	▲
Infrastructure - Drainage	13	(84,500)	(19,368)	(15,496)	3,872	19.99%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(397,144)	(118,696)	(37,586)	81,110	68.33%	▲
Furniture and Equipment	13	(22,000)	(5,499)	(1,849)	3,650	66.37%	▲
Total Capital Expenditure		(1,255,720)	(306,484)	(89,556)	216,928		
Net Cash from Capital Activities		(532,665)	(54,644)	44,670	99,313		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	507	3,010	2,503	494.02%	
Transfer from Reserves	7	46,500	11,625	0	(11,625)	(100.00%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(14,919)	(8,704)	6,214	41.65%	▲
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▲
Net Cash from Financing Activities		(290,722)	(159,520)	(5,694)	153,826		
Net Operations, Capital and Financing		(1,134,092)	796,923	1,226,858	422,422		
Opening Funding Surplus(Deficit)	3	1,134,092	1,144,645	1,144,645	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	1,941,568	2,371,503	422,422		

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

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

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2018

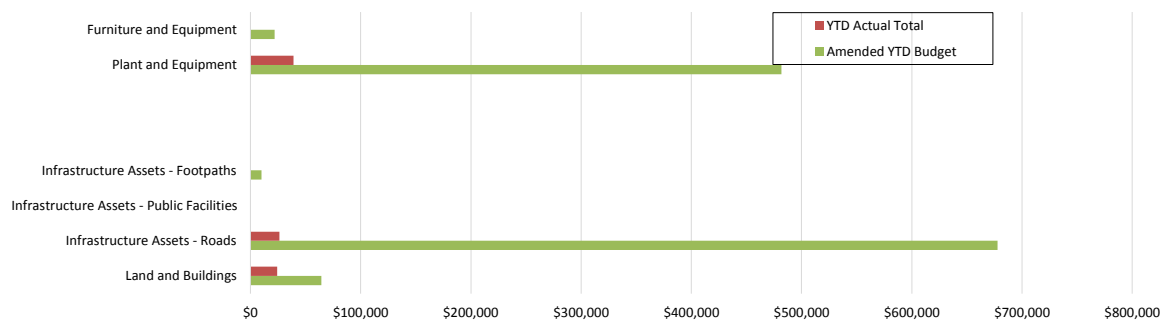
YTD 30 09 2018							
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 24,253	\$ 0	\$ 24,253	\$ 64,200	\$ 64,200	\$ (39,948)
Infrastructure Assets - Roads	13	0	26,323	26,323	677,876	677,876	(651,553)
Infrastructure Assets - Public Facilities	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	0	0	0	10,000	10,000	(10,000)
Plant and Equipment	13	0	38,982	38,982	481,644	481,644	(442,662)
Furniture and Equipment	13	0	0	0	22,000	22,000	(22,000)
Capital Expenditure Totals		24,253	65,306	89,558	1,255,720	1,255,720	(1,166,162)

Funded By:

Capital Grants and Contributions	98,276	552,461	552,461	454,185
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	35,950	113,729	170,594	(77,780)
Own Source Funding - Cash Backed Reserves				
Leave Reserve			13,500	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0		33,000	
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	0	11,625	46,500	(11,625)
Own Source Funding - Operations	(44,668)	577,905	486,165	(622,572)
Capital Funding Total	89,558	1,255,720	1,255,720	(1,166,162)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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 30 September 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 30 September 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 30 September 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 30 September 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 30 September 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 Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment

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 30 September 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.

Council Meeting
SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 30 September 2018

Note 2: EXPLANATION OF MATERIAL VARIANCES

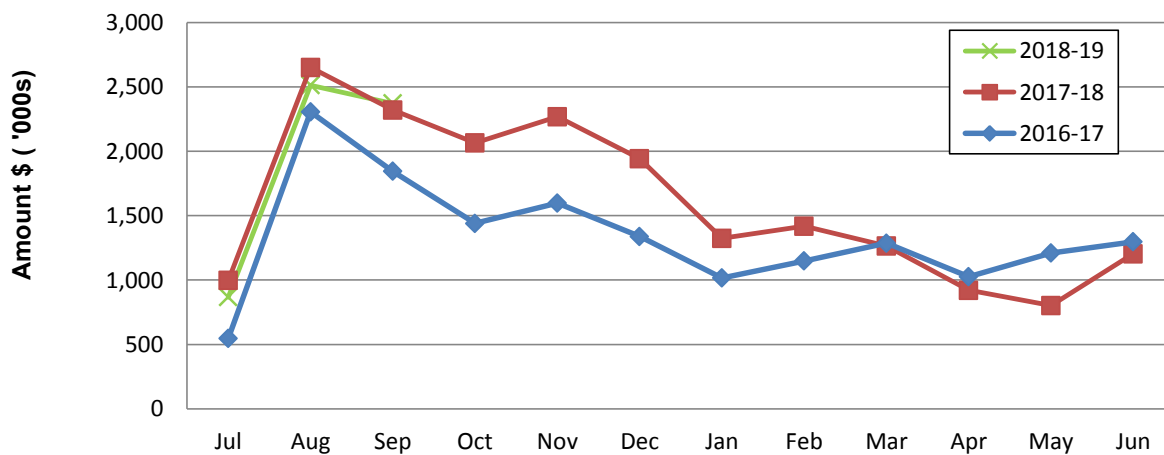
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	4,745	1738.00%			
General Purpose Funding - Other	(3,481)	(1.76%)			
Law, Order and Public Safety	(7,230)	(13.95%)	▼	Timing	
Housing	13,318	49.27%	▲		
Community Amenities	97,950	210.67%	▲	Timing	Refuse Charges
Recreation and Culture	521	6.40%			
Transport	79,907	49.41%			
Other Property and Services	157	1.88%			
Operating Expense					
Governance	4,175	2.84%			
General Purpose Funding	2,136	9.82%	▼	Timing	
Law, Order and Public Safety	28,535	34.40%	▼	Timing	
Health	2,507	38.80%	▼		
Education and Welfare	3,578	80.58%	▼		
Housing	29,248	61.98%	▼	Timing	
Community Amenities	24,957	26.05%	▼	Timing	
Recreation and Culture	132,389	53.93%	▼	Timing	Events still to happen
Transport	957,249	80.46%	▼	Timing	Road Construction not yet started
Economic Services	22,338	37.10%	▼	Timing	
Other Property and Services	(63,808)	(983.78%)	▲	Timing	
Capital Revenues					
Grants, Subsidies and Contributions	(39,835)	(28.84%)	▼	Timing	Roads Funding not yet received
Proceeds from Disposal of Assets	(77,780)	(68.39%)	▼	Timing	Assets not disposed of
Capital Expenses					
Land and Buildings	5,696	40.69%	▼	Timing	Accounts not received yet
Infrastructure - Roads	120,101	82.02%	▼	Timing	Road Projects not yet started
Infrastructure - Footpaths	2,499	100.00%	▼	Timing	Footpath projects not started yet
Plant and Equipment	81,110	68.33%	▼	Timing	Plant Purchases not yet occurred
Furniture and Equipment	3,650	66.37%	▼	Timing	Projects not completed
Financing					
Loan Principal	6,214	41.65%	▼	Timing	Budget Profiling not completed

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Sep 2018	30 June 2018	YTD 29 Sep 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,386,314	1,296,360	975,440
Cash Restricted	4	1,804,855	1,804,855	1,274,113
Receivables - Rates	6	177,857	18,877	73,835
Receivables -Other	6	3,971	11,566	112,223
Interest / ATO Receivable/Trust		13,133	25,910	27,693
Inventories			0	0
		4,386,130	3,157,568	2,463,304
Less: Current Liabilities				
Payables		(32,551)	(17,216)	(26,842)
Provisions		(177,221)	(190,853)	(144,743)
		(209,772)	(208,068)	(171,586)
Less: Cash Reserves	7	(1,804,854)	(1,804,855)	(1,274,113)
Net Current Funding Position		2,371,503	1,144,645	1,017,605

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	1,084,140			1,084,140	ANZ	At Call
Reserve Bank Account	0.00%		4,855		4,855	ANZ	At Call
Trust Bank Account	0.00%			38,557	38,557	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	1.45%	1,301,590			1,301,590	WA Treasury	At Call
Reserve	2.35%		1,800,000		1,800,000	ANZ	18-Jan-19
Trust	2.10%			80,000	80,000	ANZ	18-Jan-19
Total		2,386,430	1,804,855	118,557	4,309,841		

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 30 September 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			-	-	-	-

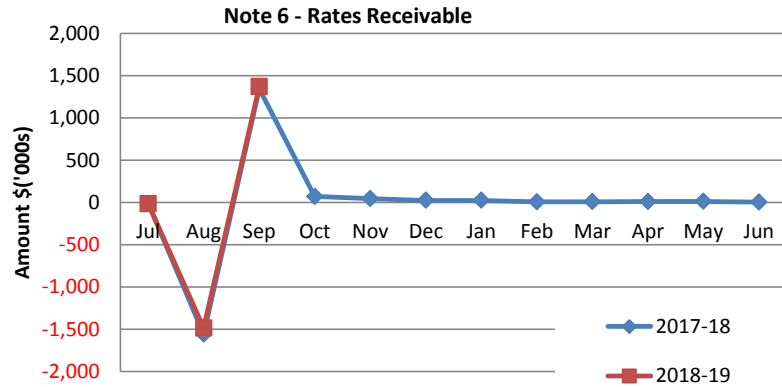
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 6: RECEIVABLES

Receivables - Rates Receivable

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

	YTD 30 Sep 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,530,103	1,497,589
<u>Less</u> Collections to date	(1,371,768)	(1,503,610)
Equals Current Outstanding	177,857	19,522
Net Rates Collectable	177,857	19,522
% Collected	88.52%	98.72%



Comments/Notes - Receivables Rates

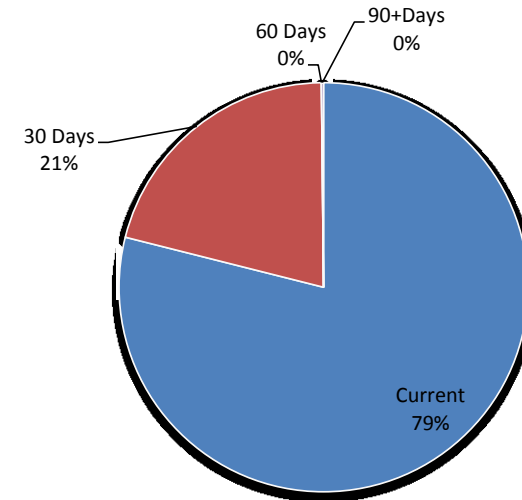
Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	3,135	830	0	7
Total Receivables General Outstanding				3,971

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 09 2018			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
37,970	(3,308)	35,950	1,288	PCEOF Holden Colorado CEO	1,000	1,288	288	GL 109930.70
				PCEOG Holden Colorado CEO	(2,480)	0	2,480	
53,500	(16,000)			P2489 2010 Bobcat Skid Steere	6,750	0	(6,750)	
1,000	(200)			P3518 1988 Flat Top Trailer for Bob Cat	0	0	0	
12,000	(4,000)			P2495 2007 John Deere Mower	2,600	0	(2,600)	
34,000	(7,000)			P706 2014 Holden Colorado Single Cab Utility 4X4		0	0	
43,673	(12,000)			PFACEY 2014 - Facey Group Colorado Crew Utility 4x4	11,330	0	(11,330)	
49,000	(4,900)			P182 Tincurrin Fire Truck	(44,100)	0	44,100	
						0	0	
231,143	(47,408)	35,950	1,288		(24,900)	1,288	26,188	

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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 \$
RATE TYPE											
Differential General Rate											
GRV	7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	0.9958	278	132,731,703	1,321,708	(400)		1,321,308	1,321,742			1,321,742
Sub-Totals		472	134,550,918	1,449,602	(400)	0	1,449,202	1,449,636	0	0	1,449,636
Minimum Payment	Minimum \$										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
Sub-Totals		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,480,402				1,480,836
Discount							11,734				8,454
Rates Writeoffs							(132,780)				
							0				
Amount from General Rates							1,359,357				1,489,290
Specified Area Rates											
Totals							1,359,357				1,489,290

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 100 - CEO Residence	47,972		5694	23,285	42,278	24,687	676	2,196	24/06/2020
Loan 102 - WD Sports Club SS Greens	32,961		3010	6,081	29,951	26,880	659	1,258	17/01/2023
	80,933	0	8,704	29,366	72,229	51,567	1,335	3,454	

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 30 September 2018**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2018-19 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	527,399	0	527,399	0	131,850	395,549
Grants Commission - Roads	WALGGC	Y	235,332	0	235,332	0	58,833	176,499
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	22,337	0	22,337	0	0	22,337
				0			0	0
HOUSING								
						0	0	0
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Armiticace Day Grant	RSL	Y	3,860	0	3,860		605	3,255
TRANSPORT								
				0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	215,181	0	0	215,181	0	215,181
RRG Grants - Capital Projects	Regional Road Group	Y	245,690	0	0	245,690	98,276	147,414
Direct Grant - Maintenance	Dept. of Transport	Y	72,120	0	72,120	0	117,214	(45,094)
State Flood Income- Wandrra Funding	Wandrra Funding		91,590	0	0	91,590	0	
EDUCATION								
	RDA movie nights				0			0
TOTALS			1,413,509	0	861,048	552,461	406,778	915,141
Operating	Operating				861,048		308,502	
Non-Operating	Non-operating				552,461		98,276	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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 18	Amount Received	Amount Paid	Closing Balance 30-Sep-18
	\$	\$	\$	\$
Housing Bonds	0	260	(260)	0
Master Key Deposits	1,200	600	(1,200)	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	57	(57)	0
Ram Pavillion	0	0	0	0
LCDC Landcare	0	2,193	0	2,193
Cat/Dog Trap Hire	100	100	(100)	100
WDSC Replacement Greens	85,770	4,559	0	90,329
Kidsport	0	0	0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	3,762	-2,243	0	1,519
Yealering Bowling Club Greens	23,700	0	0	23,700
Licensing		71,406	(71,406)	0
	114,532	76,932	(73,023)	118,442

Level of Completion Indicators

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

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2018

Note 13: CAPITAL ACQUISITIONS

		30/09/2018					
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							
5 Smith St	LHS11C	(8,200)	0	(6,905)	(6,905)		
Housing Total		(8,200)	0	(6,905)	(6,905)	0	
Community Amenities							
CAC new car port	WBC3	(15,000)	(3,750)	0	3,750		carried over from 2017/2018
Community Amenities Total		(15,000)	(3,750)	0	3,750		
Recreation and Culture							
Recreation And Culture Total		0	0	0	0		
Transport							
Washdown Bay - Depot	LDP1	(41,000)	(10,248)	(1,396)	8,852		
Transport Total		(41,000)	(10,248)	(1,396)	8,852		
Economic Services							
Economic Services Total		0	0	0	0		
Land and Buildings Total		(64,200)	(13,998)	(8,302)	5,696	0	
Footpaths							
Transport							
Footpaths Wickepin	LFP1	(10,000)	(2,499)	0	2,499		
Transport Total		(10,000)	(2,499)	0	2,499	0	
Footpaths Total		(10,000)	(2,499)	0	2,499	0	
Furniture & Equipment							
Governance							
Governance Total		0	0	0	0	0	
Recreation And Culture							
Johnson Park Exercise Equipment	CJPE	0	0	(1,849)	(1,849)		0 carried over from 2017/2018
Aquatic Centre - Chemical Controller	LSP3	(12,000)	(3,000)	0	3,000		
Wickepin Community Centre	CLCC1	(10,000)	(2,499)	0	2,499		
Recreation And Culture Total		(22,000)	(5,499)	(1,849)	3,650	0	
Furniture & Office Equip. Total		(22,000)	(5,499)	(1,849)	3,650	0	
Plant , Equip. & Vehicles							
Governance							
Holden Colorado CEO	1064	(70,364)	(37,000)	(37,586)	(586)	0	
Governance Total		(70,364)	(37,000)	(37,586)	(586)	0	
Community Amenities							
Community Amentities Total		0	0	0	0	0	
Law, Order And Public Safety							
Law, Order And Public Safety Total		0	0	0	0	0	
Transport							

Note 13: CAPITAL ACQUISITIONS

		30/09/2018					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Infrastructure Assets						
○	P2489 2010 Bobcat Skid Steere	6034	(119,750)	(49,896)	0	49,896	0
○	P3518 1988 Flat Top Trailer for Bob Cat	6034	(37,500)	(15,625)	0	15,625	0
○	P2495 - 2007 John Deere Mower	6034	(60,500)	(25,208)	0	25,208	
○	P706 - 2014 Holden Colorado Single Cab Utility 4X4	6034	(43,015)	(7,169)	0	7,169	
○	PFACEY - 2014 - Facey Group Colorado Crew Utility 4x4	6034	(66,015)	(11,003)	0	11,003	0
○	Transport Total		(326,780)	(81,696)	0	108,901	0
	Economic Services						
	Economic Services Total		0	0	0	0	0
○	Plant , Equip. & Vehicles Total		(397,144)	(118,696)	(37,586)	108,315	0
	Infrastructure Other						
	Recreation and Culture						
○	Wickepin Cemetery Upgrade	WCU1	(4,000)	(999)	0	999	
○	Harrismith Cemetery Upgrade	HCU1	(15,000)	(3,750)	(8,678)	(4,928)	
○	War Memorial	CWWM1	(5,000)	(1,248)	0	1,248	
○	Wickepin Oval - Lights	WKLI	(20,000)	(4,998)	0	4,998	
○	Street Bins	3854	(7,000)	0	0	0	
○	Boundary Signs	WBS1	(23,500)	(5,874)	(6,820)	(946)	
○	Benches	4584	(7,000)	(1,749)	0	1,749	
○	Town Information Board Upgrade	7124	(3,000)	(750)	0	750	carried over from 2017/2018
○	Recreation And Culture Total		(84,500)	(19,368)	(15,498)	3,870	0
	Community Amenity						
○	Community Amenity Total		0	0	0	0	0
○	Public Facilities Total		(84,500)	(19,368)	(15,498)	3,870	0
	Roads						
	Transport Regional Road Group						
○	Wickepin Corrigin Road	RG001	(80,925)	(20,229)	(1,004)	19,225	0
○	Wickepin Harrismith Road	RG002	(130,000)	(32,499)	(729)	31,770	0
○	Pingelly Wickepin Road	RG003	(157,610)	(39,402)	(6,465)	32,937	0
○	Regional Road Group Total		(368,535)	(92,130)	(8,199)	83,931	0
	Transport Roads to Recovery						
○	Wickepin North Rd	R2R015	(134,190)	(8,298)	(1,537)	6,761	0
○	Inkiepinkie Road	R2R160	(33,194)	(10,629)	(585)	10,044	0
○	86 Gate Road	R2R013	(42,518)	(10,509)	(585)	9,924	0
○	Kirk Rock Road	R2R014	(42,039)	(10,509)	(585)	9,924	0
○	Roads to Recovery Total		(251,941)	(39,945)	(3,292)	36,653	0
	Council Resources Construction						
○	Drainage and Headwalls	CODAH	(57,400)	(14,349)	(14,833)	(484)	0
○	Council Resources Construction Total		(57,400)	(14,349)	(14,833)	(484)	0
○	Roads Total		(677,876)	(148,424)	(28,421)	120,101	0
○	Capital Expenditure Total		(1,255,720)	(306,484)	(89,558)	244,131	0

Governance, Audit and Community Services

10.2.03 – Community Development Officer's Report

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

To be tabled.

Governance, Audit and Community Services

10.2.04 - Administration Office Christmas Trading Hours 2018/19

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Erika Clement, Finance Manger
File Reference:	PE.EC.1
Author:	Erika Clement, Finance Manger
Disclosure of any Interest:	Nil
Date of Report:	8 October 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to set the administration office trading hours for the 2018/19 Christmas period.

Background

In previous years, council has approved the closure of the administration office for the period between Christmas and New Year.

Comments:

The administration staff would appreciate the same opportunity this year. In years when the office has remained open at this time of year with a 'skeleton staff' it has largely been unwarranted as the majority of our residents are away from home or busy with family commitments. In the previous years when the office is closed through the Christmas break we have advertised our hours both on the front counter and in the Watershed News to give people the opportunity of completing urgent business or licensing prior to the Christmas break. The normal closure in previous years has been found to be of very little inconvenience to the public.

Statutory Environment:

Local Government Industry Award 2010

25.5 Annual close-down

[25.5 renamed and substituted by PR583026 ppc 29Jul16]

An employer may require an employee to take annual leave as part of a close-down of its operations by giving at least four weeks' notice.

Policy Implications:

Not applicable

Financial Implications:

As staff will be using public holidays as provided by the award, rostered days off, annual leave or unpaid leave to cover this time, there will be no additional cost to council.

Strategic Implications:

Not applicable

Recommendations:

That the trading hours for 2018/19 Christmas period be as follows:

Monday 24 December	Closed - Employee Annual Leave
Tuesday 25 December	Closed - Public Holiday (for Christmas Day)
Wednesday 26 December	Closed - Public Holiday (for Boxing Day)
Thursday 27 December	Closed - Employee Annual Leave
Friday 28 December	Closed - Employee Annual Leave
Monday 31 December	Closed - Employee Annual Leave
Tuesday 1 January	Closed - Public Holiday, New Year
Wednesday 2 January	Open

Voting Requirements:

Simple majority

Governance, Audit and Community Services

10.2.05 - Amendment to Policy 3.1.11 Related Party Disclosures

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Erika Clement, Finance Manager
File Reference:	Policy Manual
Author:	Erika Clement, Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	8 October 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to adopt the amended Policy 3.1.11 Related Party Disclosures in relation to the frequency of submitting Related Party disclosure forms.

Background

The requirement for Related Party Disclosures was believed to have been required quarterly when these forms were originally introduced.

Comments:

This policy amendment will still satisfy the requirements of AASB 124.

Statutory Environment:

AASB 124 Related Party Disclosures
Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy Implications:

Amended Policy 3.1.11 Related Party Disclosures

Financial Implications:

Nil

Strategic Implications:

Nil

Recommendations:

That Council adopt the following amended Policy 3.1.11 Related Party Disclosures

3.1.11 RELATED PARTY DISCLOSURES

OBJECTIVE: To establish a procedure for related party disclosures

The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for local government is 1 July 2016, with the first disclosures to be made in the financial statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

3.1.11.1 BACKGROUND

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Wickepin must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Identification of Related Parties

AASB 124 provides that the Shire of Wickepin will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For the purposes of determining the application of the standard, the Shire of Wickepin has identified the following persons as meeting the definition of Related Party:

An elected Council member

- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director
 - Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
 - Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).
- The Shire of Wickepin will therefore be required to assess all transactions made with these persons or entities.

Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Wickepin (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates Fines
- Use of Shire of Wickepin owned facilities such as [Community Centre, pool, library, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP Application fees paid to the Shire of Wickepin for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire of Wickepin owned property or property sub- leased by the Shire of Wickepin through a Real Estate Agent)
- Lease agreements for commercial properties

- Monetary and non-monetary transactions between the Shire of Wickepin and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Wickepin (trading arrangement)
- Sale or purchase of any property owned by the Shire of Wickepin, to a person identified above. Sale or purchase of any property owned by a person identified above, to the Shire of Wickepin Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Wickepin can determine that an OCT was provided at arms length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required.

Where these services were not provided at arms length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of disclosures

Elected Council members and KMP will be required to complete a Related Party Disclosures – Declaration form annually. Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework

AASB 124 Related Party Disclosures Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Further Information
Related Party Disclosures - Declaration form

Voting Requirements:

Simple Majority

Governance, Audit and Community Services

10.2.06 – Wickepin Playgroup Agreement 2018-2023

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CS.SPR.310, CP.USG.508
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 October 2018

Enclosure/Attachments:

Shire of Wickepin and Wickepin Playgroup Agreement – Memorandum of Understanding Period 1 July 2018 to 30 June 2023

Summary:

Council is being requested to re-enter into a five year lease agreement with the Wickepin Playgroup for all the buildings situated on Lot 1 Campbell Street, Wickepin formerly known as the Wickepin Pre-Primary.

Background

The Wickepin Playgroup lease for the old Wickepin Pre-Primary expired on the 1st July 2018 and the CEO requested the Wickepin Playgroup to advise if they require a new lease for a further five years. The Wickepin Playgroup has advised that they wish to enter into a new lease for a five year period.

Comments:

The lease has been modified slightly from the old lease as the playground equipment is the responsibility of council to ensure it is maintained to a satisfactory level so the maintaining of the playground equipment has been removed from the new lease.

Currently the Wickepin Playgroup is the only users of the building as the Narrogin Childcare has ceased using the building along with the Wheatbelt Special Ability Network.

The Wickepin Playgroup has had its numbers decrease over the years and the old lease agreement had a rental of \$200 per year and the Wickepin Playgroup have requested the lease be decreased to \$100 per year due to the decrease in the Wickepin Playgroup numbers.

The CEO can see no reason not to offer a new lease at the rate of \$100 per year as per the attached draft lease.

Statutory Environment:

Land Development Act
Real Estate and Business Agents Act 1978

Policy Implications:

Nil

Financial Implications:

Loss of \$100 per year lease payment

Strategic Implications:

Fits within Goal 4.2 of the Shire of Wickepin Strategic Community Plan

GOAL 4: Maintain Shire owned facilities in a strategic manner and also to meet community needs

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
4.1 Asset Management Plan is developed and adopted	4.3 Asset Management Plan is reviewed	-Level of facility usage is maintained and increases	Asset maintenance and preservation is in line with community needs and Shire financial resources
4.2 Encourage greater usage of current Shire owned facilities	4.4 Support the improvement and maintenance of assets in a strategic manner	-Level of community investment into facilities and equipment	

Recommendations:

That council offers the following agreement to the Wickepin Playgroup for the use of the Wickepin playgroup building and ground on Lot 1 Campbell Street, Wickepin formerly known as the Wickepin Pre School.

AGREEMENT – MEMORANDUM OF UNDERSTANDING

PERIOD 1 JULY 2018 TO 30 JUNE 2023

Between

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

and

Wickepin Playgroup

Whereby it is agreed as follows:

That the Shire of Wickepin and the Wickepin Playgroup agree to the following terms and conditions as stated herein for the period commencing 1 July 2018 to 30 June 2023.

Premises – All those buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary

The Shire of Wickepin agrees to provide the use of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Thursday

Definitions

In this Agreement, unless the contrary intention appears, the following words have the following meanings:

‘Commencement Date’ means the Commencement Date specified in the Schedule;

‘Expiration Date’ means the Expiration Date specified in the Schedule;

‘Lessee means the Wickepin Playgroup;

‘Land’ means the Land referred to in the Schedule;

‘Permitted Use’ means the permitted use specified in the Schedule;

‘Premises’ means the building and surrounds to the boundary of that part of the Land described in the Schedule and all improvements, fixtures and fittings in the buildings;

‘Rent’ means the rent specified in the Schedule and the rent payable under this Lease from time to time;

'Term' means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

'This Agreement' means this Agreement and any variations to it agreed between the parties.

General Operational Support

The Shire of Wickepin agrees to provide no operational subsidy to the Wickepin Playgroup.

Annual Rental

One hundred dollars (\$100) Paid annually in advance commencing on the 1st day of July 2018 and thereafter on the 1st day of July each year during the Term.

Responsibilities

Shire of Wickepin

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing etc.

Wickepin Playgroup

- At its own expense during the Term at all times keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Report all maintenance items to the Shire of Wickepin on a regular basis.
- Maintain the Grounds and Gardens to a satisfactory level on the land.

Prohibited Use

The Wickepin Playgroup may not use the Premises for any illegal or immoral purpose or for any business or commercial use.

DEFAULT OF LESSEE

If during the Term:

- (a) The Rent is not paid within fourteen days after notice has been served on the Lessee by the Lessor;
- (b) the Lessee breaches any of the terms, covenants, conditions or obligations of this Agreement and the breach continues for fourteen days after notice has been served on the Lessee by the Lessor; or
- (c) the Lessee (if the Lessee is an association or club and whether or not incorporated pursuant to the Associations Incorporation Act) changes or amends its constitution or adopts a new or other constitution which is determined by the Lessor to be a material substantial and/or significant change in the objects or principal purpose of the Lessee,

THEN the Shire of Wickepin may at any time by notice in writing to the Lessee determine the Term absolutely. The Lessor may, without any notice or demand, enter and repossess the Premises with the right to remove any property of the Lessee left in or about the Premises.

THE SCHEDULE**The Lessee**

Wickepin Playgroup

Land

All of the buildings and grounds situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday

Terms

Commencement Date 1 July 2018

Expiration Date 30 June 2023

Rent

One Hundred Dollars (\$100) Rental is to be paid annually in advance commencing on the 1st day of July 2018 and thereafter on the 1st day of July in each and every year during the term.

Permitted Use

Playgroup

Voting Requirements:

Simple majority.

Governance, Audit and Community Services

10.2.07 – Sale 5 Smith Street – Offer and Acceptance

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	Personnel File
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Financial Mark J Hook, Chief Executive Officer is author of report
Date of Report:	12 October 2018

Enclosure/Attachments:

Email from Wickepin Rural Services with offer and acceptance.

Summary:

Council is being requested to consider the sale of 5 Smith Street Wickepin and purchase another executive style house for the Finance Manager.

Background

Council requested the CEO to list 5 Smith Street for sale and the house was listed with Wickepin Rural Services. As the house was required for executive housing to house the new Finance Manager the CEO removed the house from sale. Tim Cowcher of Wickepin Rural Services advised the CEO last week that he possibly had a person interested in making an offer for 5 Smith Street Wickepin. The CEO advised that if he had an offer the CEO would take the offer to council for its consideration. The CEO has received an offer for 5 Smith Street for \$172,000.

Comments:

Council purchased 5 Smith Street for \$240,000 in 2009. The house recently has had some major improvements undertaken such as painting inside all rooms and ceilings, new dishwasher, new Robin Hood and 3 new air conditioners installed. There are still some major repairs and improvements to make such as new kitchen and bathroom renovations.

The Finance Manager is happy with the current house but is happy to move to more executive style housing if council wishes to sell this property and upgrade to a more executive style of housing.

The current contract with the Finance Manager does include the provision of housing so if council decides to sell 5 Smith Street it will need to purchase or build a suitable house for the Finance Manager.

The CEO believes that there are two suitable houses on the market in Wickepin suitable for the Finance Manager position.

These are

1. 17 Rintel Street – asking price \$300,000
2. 88 Wogolin Road – asking price \$295,000

17 Rintel Street does require some minor works such as new carpets and repairs to ceilings and cornices and a complete inside paint job.

The CEO has not been able to look at 88 Wogolin Road prior to writing this agenda item. Council can look at both houses during the council meeting.

If council is able to get the offer for 5 Smith Street to a more realistic figure of say \$195,000 council could possibly upgrade into one of the other houses for around \$105,000. This would then give council an upgraded house for the Finance Manager position.

As council has not budgeted for this item it would need to be an Absolute Majority of council, refer to Section 6.8 Local Government Act 1995.

Council currently has in the Building Reserve \$505,100 and council could transfer the \$105,000 from this reserve to cover the purchase of an executive style house.

The purpose of the Building Reserve stated in the Annual Reports is - *to be used for the construction of new buildings, predominantly staff housing.*

The purpose does not state the purchase of an existing building so council would be required to advertise the proposed purchase as per section 6.11 of the Local Government Act 1995.

The provision of staff housing does not appear in the Shire of Wickepin Strategic Plan but Goal 4.4 states *Support the improvement and maintenance of assets in a strategic manner.*

The CEO has made a number of recommendations to cover the different scenarios after the inspections of the individual houses. Council may of course resolve not to sell 5 Smith Street and keep it as an Executive House as it currently stands. Council may also be required, if it does not wish to sell 5 Smith Street, to resolve to remove 5 Smith Street from sale as it was a resolution of council to list 5 Smith Street for sale and the CEO removed it from sale as it was required for staff housing without having council formally removing it from sale.

Statutory Environment:

6.11. Reserve accounts

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
 - (2) *Subject to subsection (3), before a local government —*
 - (a) *changes* the purpose of a reserve account; or*
 - (b) *uses* the money in a reserve account for another purpose,**it must give one month's local public notice of the proposed change of purpose or proposed use.*
- * Absolute majority required.*
- (3) *A local government is not required to give local public notice under subsection (2) —*
 - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
 - (b) *in such other circumstances as are prescribed.*
 - (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*

- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- is incurred in a financial year before the adoption of the annual budget by the local government; or
 - is authorised in advance by resolution*; or
 - is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

- (1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
- pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications:

Nil

Financial Implications:

The cost of the sale and purchase of the new house would possibly mean a difference of \$95,000 to \$105,000 out of the Building Reserve.

Strategic Implications:

GOAL 4: Maintain Shire owned facilities in a strategic manner and also to meet community needs

SHORT STRATEGY	TERM	MEDIUM STRATEGY	TERM	POINT OF MEASUREMENT	10 YR OUTCOME
4.1 Asset Management Plan is developed and adopted		4.3 Asset Management Plan is reviewed		-Level of facility usage is maintained and increases	Asset maintenance and preservation is in line with community needs and Shire financial resources
4.2 Encourage greater usage of current Shire owned facilities		4.4 Support the improvement and maintenance of assets in a strategic manner		-Level of community investment into facilities and equipment	

Recommendations:

1. That council reject the offer of \$172,000 for the sale of 5 Smith Street Wickepin.
2. That council authorise the CEO and Shire President to accept an offer of \$195,000 for 5 Smith Street Wickepin.
3. That council delegate the CEO to offer \$285,000 for 17 Rintel Street Wickepin.
4. That council delegate the CEO to offer \$280,000 for 88 Wogolin Road Wickepin.
5. That all offers be subject to the advertising clauses as laid down in the Local Government Act 1995 for the change of reserves and out of budget expenditure.
6. That council remove 5 Smith Street Wickepin for sale.

Voting Requirements:

Simple Majority for recommendation 1.

Absolute Majority for recommendation 2, 3, 4 & 5.

Council

11. President's Report

To be tabled.

Council

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Chief Executive Officer – Mark J Hook
File Reference:	CM.REP.2
Author:	Chief Executive Officer – Mark J Hook
Disclosure of any Interest:	Nil
Date of Report:	8 October 2018

Staff

Peter Marsh has tendered his resignation with the Shire of Wickepin taking affect as of 2 November 2018. Peter has had a few health issues that have caused him to make this decision. Peter commenced work with the Shire of Wickepin on 18 October 2000 so 18 years of service. With the resignation of Peter Marsh the CEO has appointed two persons from the gardener's applications to fill the new position and the one vacated by Peter Marsh. Chris Holmes has been appointed for the replacement for Peter Marsh and this position will be changed to include all our own building maintenance and he will work with Peter Bransby doing all the road maintenance along with the sewerage, public toilets and rubbish dumps. Couper Spark has been employed in the garden crew and will start in a couple of weeks. Bob Read has also tendered his resignation to take affect from 2 November 2018. This position will be advertised as a general plant operator. Bob commenced work with the Shire of Wickepin on 27 March 1995 so he has had 23 years of service with the Shire of Wickepin.

Harrismith Cemetery

The CEO received the following request from the Dare Family.

Thank you for your phone response in regards to our family's enquiry to the future placement of memorial plaques for the descendants of two locals buried at Harrismith Cemetery, without any remains. The Dare family has a reserved plot adjacent to Harold and Clare Dare. Harold and Clare have four children who would like to appeal the decision to disallow these four memorial plaques on this plot without any interned remains. This request is based on the long history associated with Harrismith and the ability to preserve the historical ancestry in situ at the cemetery. It is proposed that each child, now in their 70's and 80's and raised in the Harrismith district

- *Bob Dare*
- *Vivien Dare*
- *Owen Dare*
- *Lyn Rae (nee Dare)*

would place a memorial plaque each along the lines of:

In memory of < > Dare / Rae nee Dare

Born - Died

Son / daughter of Harold and Clare Dare

Husband / Wife to <>

Father / Mother to <> <> <>

Grandparent to <.> <>

Great Grand Parent to <>

The CEO is unable to allow this request and has forwarded back the following email outlining the reasons why.

Thank you for your email and attached letter regarding the placing of four memorials on a site opposite Harold and Clare Dare at the Harrismith Cemetery. I have spoken with the WA Cemeteries Board and they have advised that memorials cannot be placed on a reserved grave site without an interment of ashes or a burial as the grave site must reflect who has been interned into the allotted plot. You are allowed to place a headstone on the reserved site showing family name only until the site has an interment of ashes or a burial

and then the headstone may be altered to reflect the burial or internment of ashes at the grave site. Therefore council is unable to consent for monuments to be placed on a reserved grave site without an internment of ashes or a burial at the Harrismith Cemetery. Council does have a memorial wall at the Harrismith Cemetery that is in the process of being renovated with the niche wall and the four memorial plaques are more than welcome to be placed on the new memorial wall to preserve the Dare history at Harrismith. An alternative is that you remodel the existing headstone to incorporate the four plaques at the existing burial site for Harold and Clare Dare. Council does have a policy in relation to memorials which I have attached for your information.

Dog Attack

On Monday 8 October 2018 Mr Ray Lewis advised the CEO that one of his rams had been attacked by a pack of dogs on his property. The CEO and Works Manager attended on site to look at the mauled animal and the local Police were also in attendance. Mr Ray Lewis was unable to identify the dogs that attacked the ram. The CEO had the Narrogin Ranger also come and have a look and patrol the Wickepin area to see if there were any dogs wandering at large. The Ranger will continue to undertake patrols around Wickepin.

Old Butchers Shop – Corner Dalton and Roberts Road, Yearling

It has been brought to the CEO's attention that the external walls of the old butchers shop in Yearling has become deteriorated, untidy and unsightly and appears damaged, as a result of weathering and the age of the material.

The owners have been advised the following in writing by the CEO:

It is advised, in accordance with the Health (Miscellaneous Provisions) Act 1911 and the Health (Asbestos) Regulations 1992, that an authorised person is of the opinion that the asbestos wall cladding and the asbestos fence has, or may have become damaged to the extent that the material containing asbestos is no longer safe at your property. Further, in accordance with the Local Government Act 1995, the asbestos containing material (ACM), being the walls and fence is considered 'unsightly and untidy'.

As a result, it is requested you advise the Shire of your intentions with regard to the shops external asbestos walls and the asbestos fence of your property as soon as practicable, but no later than Thursday 18 October 2018.

Further, the Shire is considering serving a Statutory Notice on you and/or on your property in accordance with the Health Act 1911 and/or Local Government Act 1995.

A copy of regulation 8 of the Health (Asbestos) Regulations 1992 (as amended) is reprinted below for your reference:

8. *Directions by authorised officer*
 - (1) *An authorised officer may, by a written notice served on —*
 - (a) *The owner of material containing asbestos; or*
 - (b) *The owner or occupier of premises on which material containing asbestos is present; or*
 - (c) *A person handling material containing asbestos, direct that person to maintain, repair, remove, move, dispose of, or handle the material containing asbestos in such manner and within such time as is specified in the direction.*
 - (2) *The power conferred by sub regulation (1) to direct a person to maintain, repair, remove, and move, dispose of, or handle material containing asbestos includes power to direct that person to do any 2 or more of those things in combination.*
 - (3) *A person who is served with a notice under sub regulation (1) may, within 28 days of the service of the notice, appeal in writing against the notice to the Chief Health Officer who may uphold, revoke, or amend the notice.*

- (4) A person who fails to comply with a direction in a notice under sub regulation (1) commits an offence.

Penalty for this sub-regulation is a fine of \$10 000.



October	
11	Central Country Zone – Local Government Act Review committee
12 - 14	Arts Festival

Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO	Building approval	04.10.18	Paul & Angela McKenny
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Liquor permit Liquor permit	10.09.18 10.09.18	Wickepin Cricket Club Wickepin Football Club
A13	Hire of Community Halls / Community Centre	CEO			

13. Notice of Motions for the Following Meeting

14. Reports & Information

15. Urgent Business

16. Closure

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