A Fortunate Place

Shire of Wickepin

Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

17 October 2018

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

The President declared the meeting open at 3.40pm.

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.2.06	Wickepin Playgroup Agreement 2018-2023	Cr Nathan Astbury	Impartiality	Member of Wickepin Playgroup

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

Council Decision: Resolution No: 171018-01

Moved Cr Lansdell / Seconded Cr Allan

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

1. 10.1.05 – Date of report be amended to 12 September 2018.
2. 10.1.08 – Date of report be amended to 30 August 2018.

Carried 8/0

7. Receival of Minutes

8. Status Report

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

Item	Subject/Action	Officer/File	Progress	Status	Comment
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	✓	

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Item	Subject/Action	Officer/File	Progress	Status	Comment
			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 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 Leptospermum 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	✓	Letter sent 25/09/18

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Item	Subject/Action	Officer/File	Progress	Status	Comment
			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		
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 Room	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 2. With costs being borne by the She Shed He Shed group. 3. That Approval be subject to all building and planning approvals being granted. 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. 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	✓	Building Surveyor sorting building application.
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.
945-190918-16	Amended Shire Policy – 2.1.16 Authorisation to Purchase Goods and Services	CEO	That Council adopt the amended Policy 2.1.16 Authorisation to Purchase Goods and Services as follows: 2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES OBJECTIVE: Establish guidelines	✓	Amended.

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Item	Subject/Action	Officer/File	Progress	Status	Comment
			for the purchasing of goods and services by employees. The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf. The following employees are authorised, on delegation by the CEO, to purchase goods and services: - 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 Customer Service Officer – office expenditure up to $1,000; - Works Supervisor up to $2,500; and - Mechanic up to $2,500. 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: - 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. Designated forms are completed as evidence of recording the quotations to ensure there is transparency in the process with reasons for selecting specific		

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Item	Subject/Action	Officer/File	Progress	Status	Comment
			suppliers and justification for purchase decisions. Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence. 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. On receipt of a Purchase Order the Finance Officer will check: - 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

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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.

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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

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

- 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.

Council Decision: Resolution No: 171018-02

Moved Cr Allan / Seconded Cr Hyde

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

Carried 8/0

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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.

	Vouchers	Amounts
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)

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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.

Council Decision: Resolution No: 171018-03

Moved Cr Martin / Seconded Cr Hyde

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.

Carried 8/0

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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

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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 Wickepin 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

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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

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DD9885.8	26/09/2018	Macquarie Investment Management Limited	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**

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Credit Card Summary		
22 August 2018 - 18 September 2018		
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
		$1,625.14

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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

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(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.

Council Decision: Resolution No: 171018-05

Moved Cr Astbury / Seconded Cr Lansdell

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

Carried 8/0

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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

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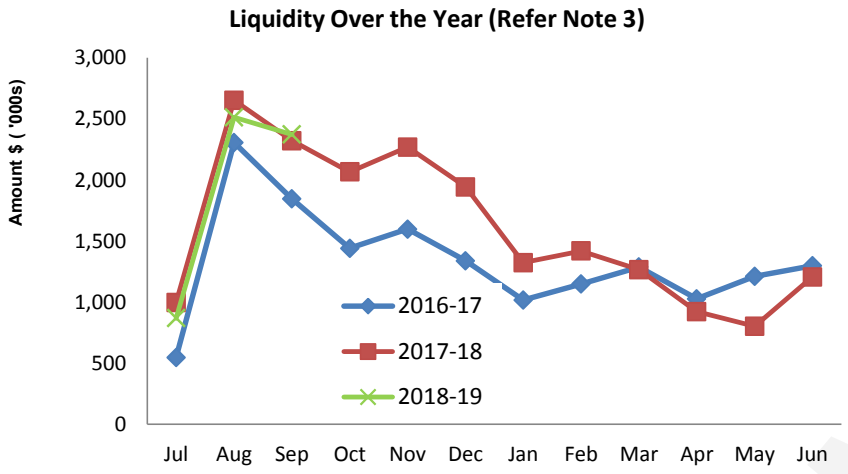
Shire of Wickepin

Monthly Summary Information

For the Period Ended 30 September 2018

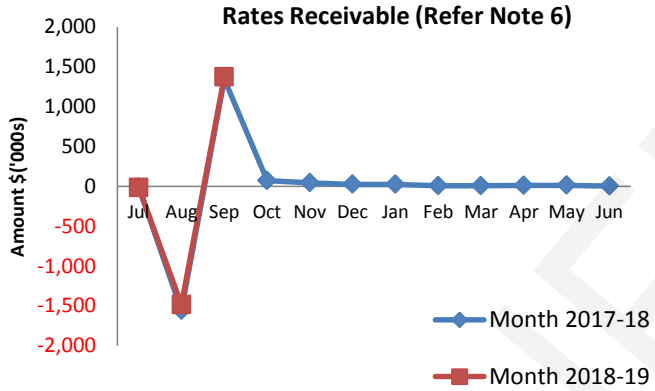


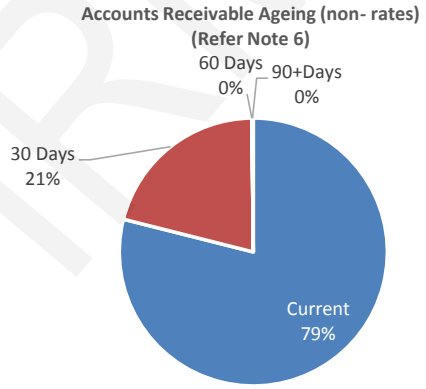
Cash and Cash Equivalents as at period end

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

Receivables

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





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.

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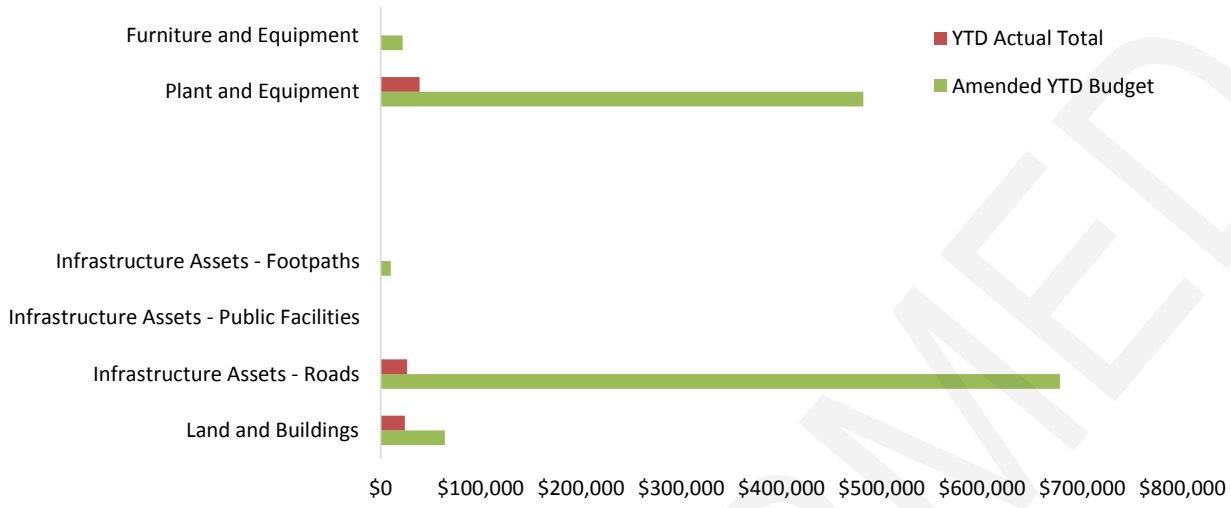
Shire of Wickepin

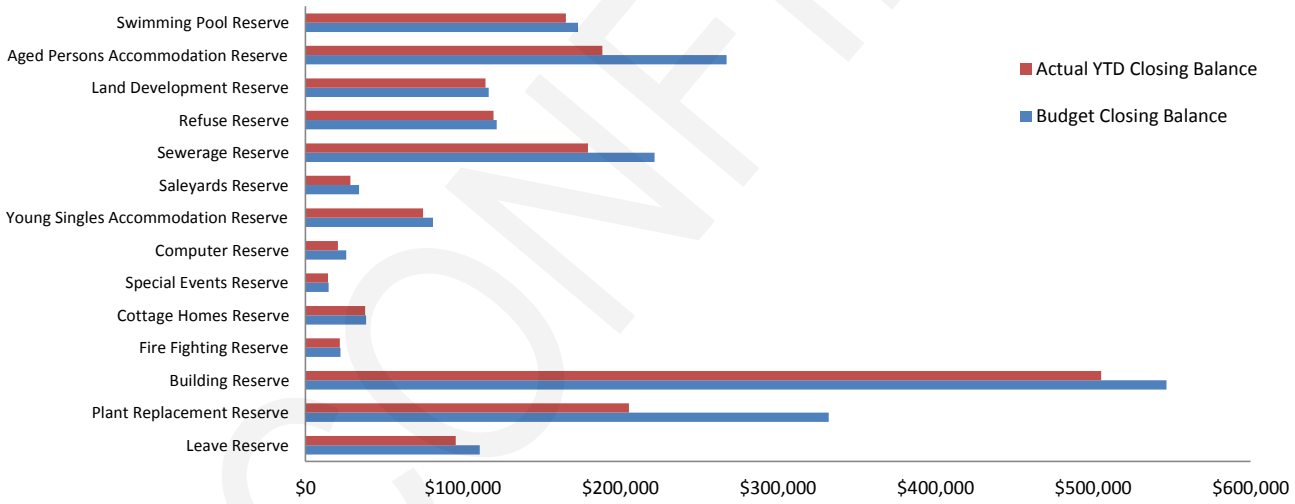
Monthly Summary Information

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.

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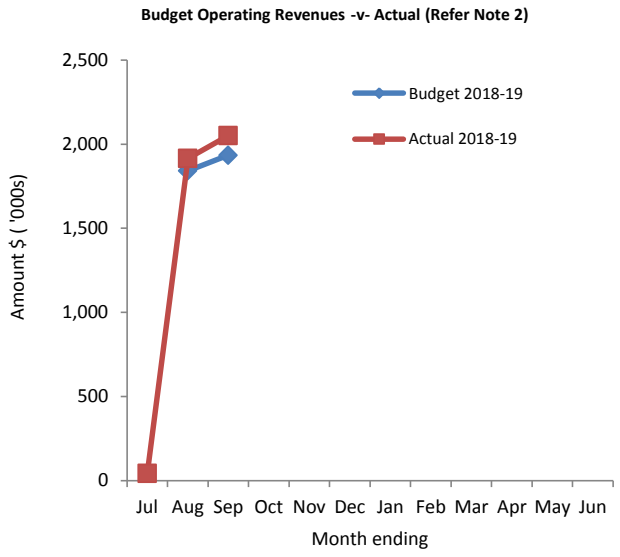
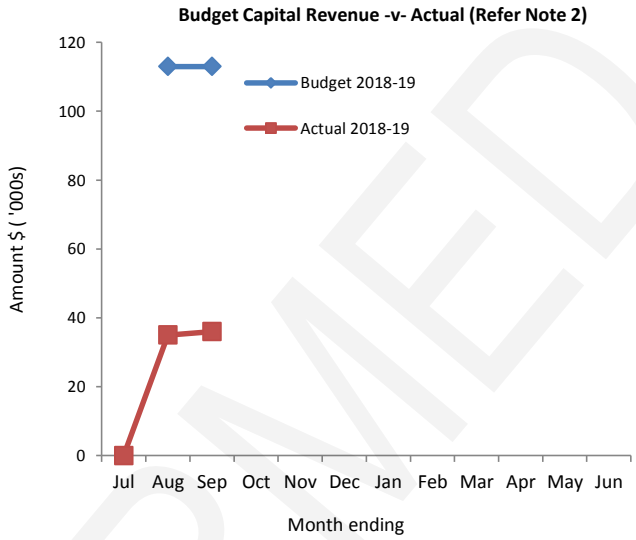
Shire of Wickepin

Monthly Summary Information

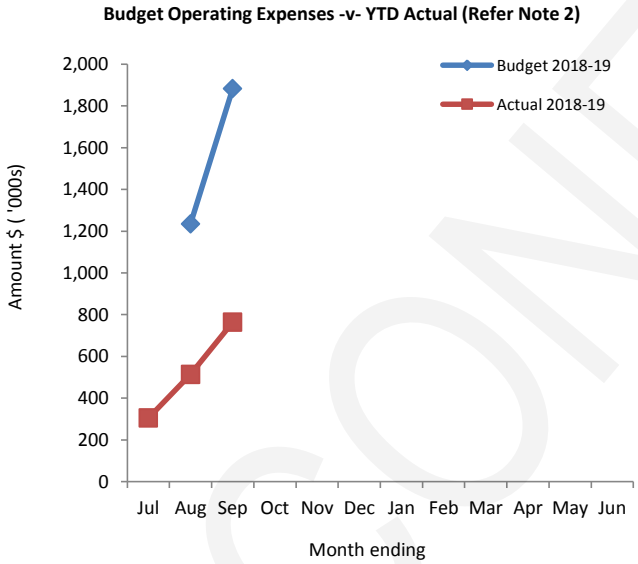
For the Period Ended 30 September 2018

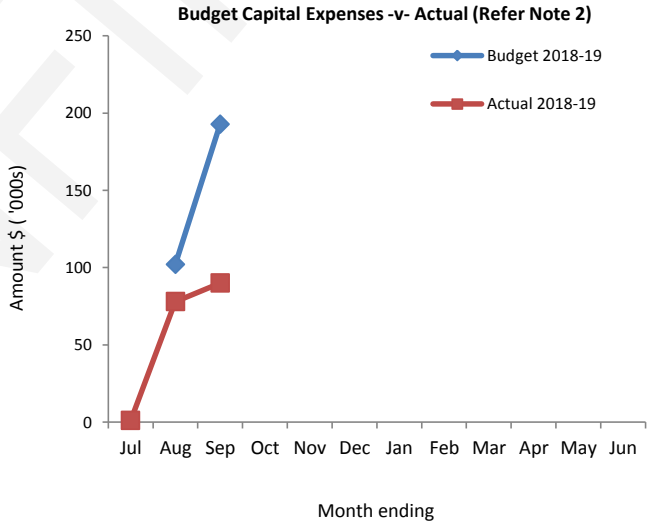
Revenues





Expenditure





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.

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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		
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.

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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		
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.

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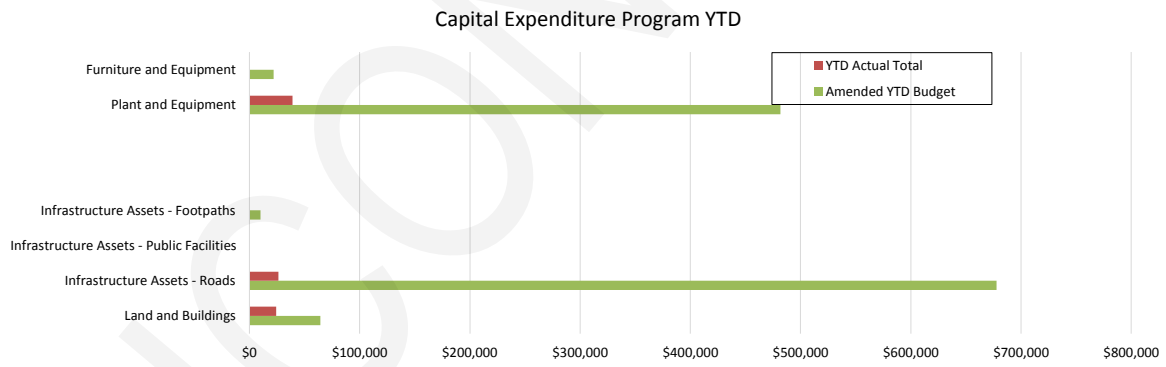
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2018

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	YTD 30 09 2018 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



UNCONFIRMED

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.

UNCONFIRMED

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.

UNCONFIRMED

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.

UNCONFIRMED

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.

UNCONFIRMED

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.

UNCONFIRMED

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 a nd 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.

UNCONFIRMED

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.

UNCONFIRMED

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

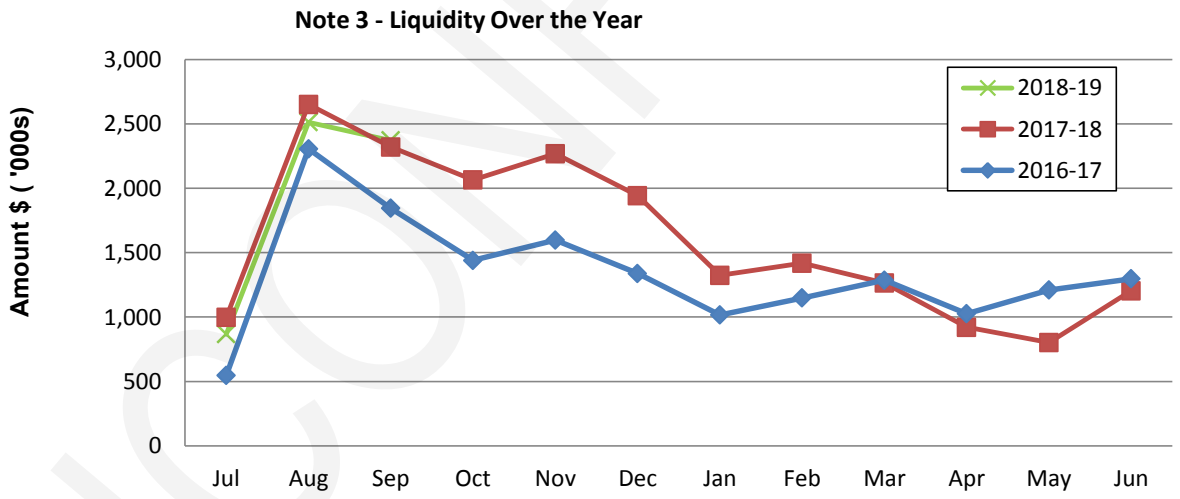
Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	$	%			
Governance	4,745	1738.00%			
General Purpose Funding - Other	(3,481)	(1.76%)			
Law, Order and Public Safety	(7,230)	(13.95%)	▼	Timing	
Housing	13,318	49.27%	▲		
Community Amenities	97,950	210.67%	▲	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

UNCONFIRMED

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

Note 3: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit) 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**



Comments - Net Current Funding Position

UNCONFIRMED

SHIRE OF WICKEPIN
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

UNCONFIRMED

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

Note 5: BUDGET AMENDMENTS

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

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

UNCONFIRMED

SHIRE OF WICKEPIN
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.

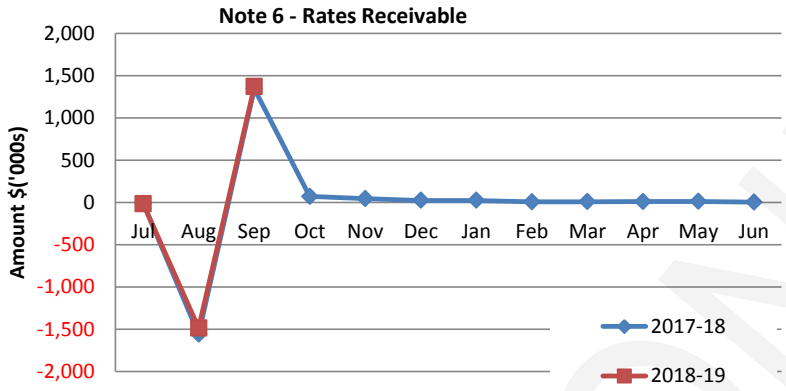
Strategy Ref	Strategy	Action Ref	Action	2016-17 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
	Total			-	-	-	-

UNCONFIRMED

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

Note 6: RECEIVABLES

Receivables - Rates Receivable	**YTD 30 Sep 2018**	**30 June 2017**
	$	$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,530,103	1,497,589
Less 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%

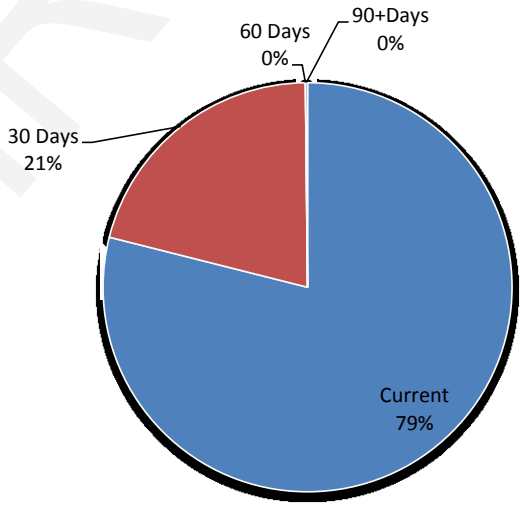


Comments/Notes - Receivables Rates

Receivables - General	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

UNCONFIRMED

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

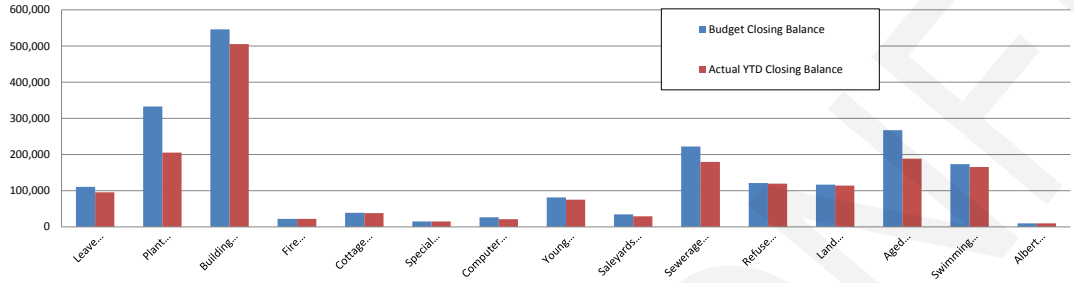
30/09/2018
1/07/2018

Note 7: Cash Backed Reserve

2018-19 Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$		$	$
Leave Reserve	95,446	1,586				(13,500)			110,532	95,446
Plant Replacement Reserve	205,371	3,414		123,450					332,235	205,371
Building Reserve	505,100	8,396				(33,000)			546,496	505,100
Fire Fighting Reserve	21,790	365							22,155	21,789
Cottage Homes Reserve	37,844	629							38,473	37,844
Special Events Reserve	14,332	238							14,570	14,332
Computer Reserve	20,549	342		5,000					25,891	20,549
Young Singles Accommodation Reserve	74,705	1,242		5,000					80,947	74,705
Saleyards Reserve	28,493	474		5,000					33,967	28,493
Sewerage Reserve	179,259	2,980		39,343					221,582	179,259
Refuse Reserve	119,384	1,984							121,368	119,384
Land Development Reserve	114,279	1,900							116,179	114,279
Aged Persons Accommodation Reserve	188,416	3,132		75,673					267,221	188,416
Swimming Pool Reserve	165,307	2,748		5,000					173,055	165,307
Albert Facey Homestead Reserve	9,580	159							9,739	9,580
Fuel Facility	25,000	411		25,000					50,411	25,000
	1,804,855	**30,000**	**0**	**283,466**	**0**	**(46,500)**	**0**		**2,164,821**	**1,804,854**

7101	$95,446	95447.00	1874.14	949	$925.14	Leave Reserve
7111	$205,371	205371.00	4599.34	2,329	$2,270.34	Plant Replacement Reserve
7121	$505,100	505100.00	11119.99	5,631	$5,488.99	Building Reserve
7131	$21,790	21790.00	667.58	246	$421.58	Fire Fighting Reserve
7141	$37,844	37844.00	671.56	432	$239.56	Cottage Homes Reserve
7151	$14,332	14332.00	321.89	163	$158.89	Special Events Reserve
7161	$20,549	20549.00	461.82	234	$227.82	Computer Reserve
7171	$74,705	74705.00	1408.18	713	$695.18	Young Singles Accommodation Reserve
7181	$28,493	28493.00	302.59	153	$149.59	Saleyards Reserve
7191	$179,259	179260.00	3240.50	1,641	$1,599.50	Sewerage Reserve
6191	$119,384	119384.00	2681.57	1,358	$1,323.57	Refuse Reserve
6181	$114,279	114279.00	2566.97	1,300	$1,266.97	Land Development Reserve
7211	$188,416	188416.00	4231.90	2,143	$2,088.90	Aged Persons Accommodation Reserve
7212	$165,307	165307.00	3487.83	1,766	$1,721.83	Swimming Pool Reserve
7213	$9,580	9580.00	215.21	109	**$106.21**	Albert Facey Homestead Reserve
7214	$25,000	25000.00	0.00			Fuel Facility
	$1,804,855.00	**$1,804,857.00**		19,167	$18,684.07	
					18684.07	
					$0.00	
	1586.49			-1586.49		

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



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SHIRE OF WICKEPIN
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 YTD 30 09 2018			
Cost	Accum Depr	Proceeds	Profit (Loss)			Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
$	$	$	$			$	$	$	
					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

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

Note 9: RATING INFORMATION RATE TYPE	Rate in $	Number of Properties	Rateable Value $	Rate Revenue $	Interim Rates $	Back Rates $	Total Revenue $	Amended Budget Rate Revenue $	Amended Budget Interim Rate $	Amended Budget Back Rate $	Amended Budget Total Revenue $
Differential General Rate											
GRV	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
							1,480,402				1,480,836
Ex Gratia Rates							11,734				8,454
Discount							(132,780)				
Rates Writeoffs							0				
Amount from General Rates							**1,359,357**				**1,489,290**
Specified Area Rates											
Totals							**1,359,357**				**1,489,290**

Comments - Rating Information

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SHIRE OF WICKEPIN
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		
			Actual $	Budget $	Actual $	Budget $	Actual $	Budget $	Loan Completion Date
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.

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SHIRE OF WICKEPIN
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)	Operating	Capital	Recoup Status Received	Recoup Status 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	

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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**

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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

	Infrastructure Assets		30/09/2018 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							
○						0	0	
○	**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							

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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
○	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)		carried over from 2017/2018
○	Benches	4584	(7,000)	(1,749)	0	1,749		
○	Town Information Board Upgrade	7124	(3,000)	(750)	0	750		
○	**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)	(146,424)	(26,323)	120,101	0	
○	**Capital Expenditure Total**		(1,255,720)	(306,484)	(89,558)	244,131	0	

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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

Arts and Cultural	Wickepin Art Prize • Weekend of the 12 - 14 October 2018 • Prizes: $5000 for Acquisitive; $500 for Packers; and $1000 for all others • Judge for the 2018 Art Prize was Judith Lambert • Around 380 people passed through the Wickepin Town Hall over the weekend Overall winner and Acquisitive Prize Carmen McFaull 'Crowd Pleaser' Best Landscape Sponsored by Peter Rundle MLA Julie Sylvester 'Salt Lake Shift' Best Portrait Leon Holmes '5 weeks in the bush – Self-Portrait' Best Sculpture Neil Elliott 'Electroman' Best Textile Kerrie Argent 'There's Gold in them thar Trees 2' Best Local Dana Hill 'Man's Best Friend' People's Choice Award Dana Hill 'Man's Best Friend' Packers' Prize Paul Elliott 'Featherhead' Best High School Mackensie D'Alton 'Wedge Tail Eagle' Runner-Up High School Georgia English 'My Beautiful Sister' Best Primary School Damian McNamara 'Invasion' Runner-Up Primary School Lara Bayley 'Art' Highly commended: Jos Coufreur 'Ross Graham Lookout Kalbarri' Philomena Hali 'Combining Cultures' Gerald Quartermaine 'Stuart' Julia Andrijasevich 'Anguish' Dana Hill 'Wagabawering Spring' Commended Karen Frankel 'South' Lesley Barrett 'Drumbeats in the Mist' Kirsten Sivyer 'First Came the Sun' Asha Brown Untitled Paul Elliott 'Barn Owl' Sold Kerrie Argent 'There's Gold in them thar Trees 2' Kerrie Argent 'There's Gold in them thar Trees 3' Carmen Bayley 'Dog in Creek' Jess Burcham 'Giraffe' Janet Day '1923 Rugby 4' Neil Elliott 'Electroman' Noni Lowther 'Journeys' Noni Lowther 'Vantage Point'

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	Irene Perry 'Waiting for a Breeze' Gerald Quartermaine 'Stuart' Joan Rawluk 'Watchful Eye'
Community Development	Townscape • Budget discussions • Maintenance meetings • Jason Signs are manufacturing the boundary statement entry signs War Memorial/Anzac/Armistice • 'Fallen but not Forgotten' has been sent to Fineline for printing. Stefie Green has been working on the stories of our fallen soldiers and those that enlisted from the district for a number of years now. The book will be launched as part of the Armistice Day celebrations to be held on 11 November 2018. Funding support from DVA as part of the Saluting their Service grant round. Other • Information sent to community on events and grant opportunities
Economic Development	Harrismith Cemetery • Local builders have not responded to requests for quotes to do the final stage of the cemetery; the niche wall space creation and rendering. Chris Holmes has been recently employed by the Shire of Wickepin and is qualified and experienced in brick work. The CDO will liaise with Manager of Works and CEO to complete the build of the niche wall in-house. Facey Festival • The Facey Festival and Wickepin Art Prize saw hundreds of people pass through the Shire. Local groups put on a brilliant show. The Open Garden Day hosted by the Wickepin P&C was a hit with the busloads and cars that visited; The She Shed He Shed incorporating the Toolseum, display was well worth the visit; the History Group in the Town Hall and the old Railway Building, brought our past forward for us. • The Facey Homestead Committee created a beautiful lunch on the verandah for the extended Facey family and carriage drivers. The Wickepin Community Resource Centre ran a very successful community market along the main street on Saturday. Wickepin Football Club and Yealering Progress Committee had a ripping night on Saturday with their Lamb & Lager evening. Wilson Brewery from Albany was an absolute hit and the lamb was tender and delicious. • Arty Party opening night and Feast on Art long table lunch were a sell-out and the hall looked spectacular. The calibre of art on show was extremely high with a wide representation of styles and form. Judith Lambert (nee Rose) had an exhibition of her work in the front room of the Town Hall and was available to discuss her work on Friday evening. • James Giddy Artist's work was auctioned at the end of the evening by Kim Melvin with proceeds donated to St John Ambulance. The artwork sold for $640. After artist's material costs, $540 was donated. • The Avon & Hills Carriage Driving Club set up at the Community Centre for the weekend. An Armistice Parade by the club and funded by the Department of Veteran's Affairs was held through the main street of town, remembering our fallen, wounded and soldiers from WW1. Ten Mile Tennis Club created a haven for the carriage drivers on their long drive out to the tennis courts on Sunday. Shire has been presented with an image of one of the Facey Carriage Drives in appreciation of all the work and support that is offered to the drivers. • Wickepin looked spectacular thanks to the hard work of the shire works crew. A massive thank you to the army of volunteers who run these events. A special mention for the weeks of work that they put in go to Linley Rose, Libby Heffernan and Robyn Spark.

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	Economic Benefit • Wickepin P&C • Yealering Progress Committee • Wickepin Football Club • Wickepin Newsagency • Wickepin Hotel and Harvest Café • Christine Hill Food • She Shed He Shed • Rekindled Metal • Barry Corke Photographer • Facey Homestead Committee • Wickepin Arts & Crafts • Wickepin Community Resource Centre – the market day was boosted by the number of visitors to town for the weekend • Shire of Wickepin; positive promotion for future tourism
Tourism	• Radio spots on ABC radio, Rural Focus, Triple M Great Southern. Promotion in Ripe Magazine, West Australian and surrounding shire newsletters. • Social Media campaign
Sport and Recreation	• Support to Department of Local Government, Sport and Cultural Industries • Information forwarded to clubs re grant opportunities
Governance Other	• Staff support as needed • Responded to queries from CDO Network • Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	$28,540.50	Waiting for Acquittal approval Council Contribution in-kind $6,829 Council Contribution in cash $6,336
Saluting their Service	Department of Veteran's Affairs	$4,000	Approved Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	$4,000	Approved Council contribution in-kind

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not applicable.

Financial Implications:

Not Applicable.

Strategic Implications:

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

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

(2) To Ensure the Protection and Improvement of the Environment:
A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

(3) To Promote the Development of a Viable and Diversified Local Economy:
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

(4) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:
A healthy, strong and connected community that is actively engaged and involved.

(5) To Provide Efficient, Effective and Accountable Governance:
Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.

(6) To Promote the Shire as a Focal Point in the Development of the Greater Region:
A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

Recommendation:

That Council notes the report from the Community Development Officer dated 17 October 2018.

Voting Requirements:

Simple majority.

Council Decision: Resolution No: 171018-06

Moved Cr Hinkley / Seconded Cr Lansdell

That Council notes the report tabled from the Community Development Officer dated 17 October 2018.

Carried 8/0

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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.

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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.

Council Decision: Resolution No: 171018-07

Moved Cr Allan / Seconded Cr Hyde

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

Carried 8/0

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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

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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

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- 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

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Further Information
Related Party Disclosures - Declaration form

Voting Requirements:

Simple majority.

Council Decision: **Resolution No: 171018-08**

Moved Cr Hyde / Seconded Cr Allan

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).

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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 ratesFines
- 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.

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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

Carried 8/0

Cr Nathan Astbury declared impartiality to item 10.02.06 and requested approval to participate in debate and vote.

Council Decision: Resolution No: 171018-09

Moved Cr Hinkley / Seconded Cr Hyde

That Cr Nathan Astbury be allowed to remain in chambers to participate in debate and vote on item 10.02.06.

Carried 7/0

UNCONFIRMED

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

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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 4.2 Encourage greater usage of current Shire owned facilities	4.3 Asset Management Plan is reviewed 4.4 Support the improvement and maintenance of assets in a strategic manner	–Level of facility usage is maintained and increases –Level of community investment into facilities and equipment	Asset maintenance and preservation is in line with community needs and Shire financial resources

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;

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'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,

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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.

Council Decision: Resolution No: 171018-10

Moved Cr Hinkley / Seconded Cr Hyde

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

UNCONFIRMED

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.
- Minor maintenance and utilities.

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.

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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

Carried 8/0

Deputy CEO Mrs Erika Clement left the meeting at 4.37pm.

UNCONFIRMED

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:	CP.A&D.502, CP. MAI.565
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.

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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.

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(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 —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) 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 —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

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

UNCONFIRMED

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.

Resolution No:

Moved Cr Lansdell / Seconded

That council remove 5 Smith Street Wickepin for sale.

Motion lapsed due to the want of a seconder.

Council Decision: Resolution No: 171018-11

Moved Cr Martin / Seconded Cr Lansdell

1. That council reject the offer of $172,000 for the sale of 5 Smith Street Wickepin.
2. That council authorise the CEO to negotiate a better price for 5 Smith Street Wickepin.

Carried 8/0

Deputy CEO Mrs Erika Clement returned to the meeting at 4.50pm.

UNCONFIRMED

Council

11. President's Report

Congratulations to all concerned with the mammoth effort over the past weekend in the organisation of the biennial "Facey Festival and Wickepin Art Prize" which saw the town of Wickepin transformed into a bustling metropolis of activities over the entire weekend.

An awe inspiring weekend of art and culture that show-cases the results of persistence from many different facets of the art world, and was complemented by the opening of local gardens, historical displays of local agricultural based artefacts and photographs, and the visiting "Avon & Hills Carriage Driving Club" parading through the main street, which was lined with market stalls.

Something for everyone, and we are truly blessed with competent people in our patch who pull together to make events special and worthwhile for all concerned.

November 1 2018 will see the opening of the swimming pool.

On the November 11 2018 will be the Armistice Day Service at the Wickepin War Memorial. This is to commemorate 100 years from when the armistice of World War 1 was signed, signalling the end of the war. Local book "Fallen But Not Forgotten" which is a record of the soldiers of the Wickepin district who served their country between 1914 and 1995, will be launched at this service.

Council Decision: Resolution No: 171018-12

Moved Cr Hyde / Seconded Cr Lansdell

That council endorse the President's tabled report dated 17 October 2018.

Carried 8/0

UNCONFIRMED

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 internment 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 internment of ashes or a burial

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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, Yealering

It has been brought to the CEO's attention that the external walls of the old butchers shop in Yealering 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.

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(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			

Council Decision: Resolution No: 171018-14

Moved Cr Hyde / Seconded Cr Lansdell

That council endorse the Chief Executive Officer's report dated 8 October 2018.

Carried 8/0

13. Notice of Motions for the Following Meeting

14. Reports & Information

15. Urgent Business

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Urgent Business

15.1 – Urgent Business – Water Corporation Stand Pipes

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.CME.1323
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 October 2018

Enclosure/Attachments:

Nil

Summary:

Council is being requested to receive a late item to discuss the agenda item regarding the change in water standpipe fees from the September council meeting.

Background

Council laid this matter on the table at the September council meeting waiting for community input from the FCOs.

Comments:

Council staff attempt to have the agendas prepared at least a week prior to the Council Meeting. In completing this there will be business of an urgent nature that will arise form time to time.

Statutory Environment:

Local Government Act 1995
Shire of Wickepin Standing Orders

5.5 Urgent Business

5.5.1 A Councillor may move a motion or ask a question involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member agrees to the business being raised and the Presiding Member considers that either;

(a) the urgency of the business is such that the business cannot wait for inclusion in the notice paper for the next meeting of the Council or committee; or

(b) the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the council;

5.5.2 Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Members ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

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Policy Implications:

Not applicable

Financial Implications:

Not applicable

Strategic Implications:

Not applicable

Recommendations:

That the Presiding Member accepts the late agenda item to discuss the agenda item laid on the table regarding the change in water standpipe fees from the September council meeting.

Voting Requirements:

Absolute majority.

Council Decision: Resolution No: 171018-15

Moved Cr Martin / Seconded Cr Lansdell

That the Presiding Member accepts the late agenda item to discuss the agenda item laid on the table regarding the change in water standpipe fees from the September council meeting.

Carried 8/0

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Urgent Business

15.2 – Water Corporation Stand Pipes

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	WS.SP.3007
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 October 2018

Enclosure/Attachments:

1. Water Corporation Fixed Standpipes Frequently Asked Questions
2. Water Corporation Standpipe classification action plan
3. Water Corporation Rates and Charges
4. Water Corporation Fixed Standpipe usage summary
5. Wickepin Standpipe Map

Summary:

The Water Corporation has changed their fee structure for standpipes and council has to decide what standpipes it wishes to retain for firefighting, road works or commercial use including farmers other than in a drought situation.

Background

The Chief Executive Officer has been advised by the Water Corporation that pricing for local government owned fixed standpipes in country regions is changing. Council will still be entitled to access stand pipes for their own purposes however high flow rate fixed standpipes that are publicly accessible will no longer be charged concessional rates and commercial rates will instead apply.

The new pricing structure is linked to the size of the standpipe meter as this determines the flow rate. Small standpipes (20mm and 25mm) generally deliver between 20 – 40 litres per minute. Large standpipes (any pipe larger than 25mm) generally deliver from 80 litres per minute and above.

Standpipes with a meter size of 20mm or 25mm will continue to receive concessional rates if used for community purposes such as firefighting. All standpipes with a meter size above 25mm will be charged at a commercial rate but an exemption to consumption charges will apply for water used for fire-fighting purposes.

Standpipes with a meter above 25mm that are located in a shire depot or locked for shire use only will be able to access the concessional rate by providing evidence of the ability to control user access.

Comments:

The changes to the standpipe fee structure will commence from the 1 July 2019.

Council has not received any feedback from the FCO's at this stage, the requests for comment were email to all FCOs on 27 September 2018 and on 15 October 2018.

Following are the costs for the standpipes under the new fee structures.

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Appendix 1- New Standpipe Charges

Type of standpipe: (Water Corporation code)	Rates 2018/2019 New Description
Local Authority Standpipe	**Use:** For use by Shire only – must be locked or within a depot and not available for public access. **Meter:** Can be any size service as long as it is for direct Shire use. No contractor access for Shire projects as they need to use the Commercial standpipes and charged the appropriate commercial Town Class rate for the region. **Service Charge:** No Service Charge. **Commercial Class 1 tariff:** $2.534 per kilolitre (kL).
Community Use Standpipe	**Use:** Available to assist local farmers for topping up their water tanks, households not connected to schemes etc. Limited use by Shire for their own purposes. **Meter:** 20mm and 25mm standpipes that are publicly accessible. Storage tanks can be installed by Shires at these sites to improve accessibility to larger volumes of water in a timely manner if required. **Service Charge:** 20mm Service Charge only. **Farmlands tariff:** $2.534 per kilolitre (kL).
Commercial Standpipe	**Use:** For use by commercial customers; may include major road building, water carting for large projects, and farming. **Meter:** Any meter above 25mm. **Service Charge:** Meter-based service charges (according to the size of the meter). **Town based charges:** ranging from $2.534 cents to $8.353 per kilolitre.
Fire Standpipe	Remains as is – no changes to current concessions. However, if a fire standpipe remains unlocked, Commercial charges will apply **Service Charge:** No Fee. 100% discount. **Water Use Charge:** No Fee. **Note: Currently some Shire standpipes with signs advising they are for fire-fighting only are unlocked. Shires will need to implement a locked system or commercial rates apply unless evidence provided it was for fire-fighting purposes to obtain a refund.**
Water Corporation standpipe	Offer to handover/gift these standpipes to Shires where there is a desire to manage an additional service. If Shires are not interested, service to be disconnected. **Charge to handover:** No charge.
Private, Recycled and non-potable standpipes	Remains as is – no changes.

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Following is the current charges for the standpipes for Community and Commercial Standpipes.

Rates and Charges - Price Comparison

Water - Meter Based Size Charges Meter Size (mm) *see over	2017/18	2018/19
20mm	$250.39	$265.41
25mm	$391.26	$414.74
30mm	$563.38	$597.18
40mm	$1,001.63	$1,061.73
50mm	$1,565.03	$1,658.93
80mm	$4,006.46	$4,246.85
100mm	$6,260.10	$6,635.71
140mm	$14,085.23	$14,930.34
150mm	$14,085.23	$14,930.34
200mm	$25,040.40	$26,542.82
250mm	$39,125.61	$41,473.15
300mm	$56,340.91	$59,721.36
350mm	$76,686.25	$81,287.43
Minimum Charge	$250.39	$265.41

Below is the list of current standpipes in the Shire of Wickepin.

Account Number	Meter number	Meter Size	Property Location
9007806120	HK1300033	80	Eighty six gate rd Narrogin fl lot road res adj rs16479
9007806112	CK1200776	25	Stock route rd Narrogin fl lot road res adj lc6865
9007805929	FK1050052	50	Harrismith rd North Narrogin fl lot road res adj lc7446
9007805881	HK1000079	80	Williams-Kondinin rd Narrogin fl lot road res adj lc5203
9007805515	HK1200002	80	Williams-Kondinin rd Narrogin fl lot road res adj lc3616
9007805451	HK0600077	80	Williams-Kondinin rd Narrogin fl lot road res adj lc 1557
9007805363	FK040059	50	Williams-Kondinin rd Narrogin fl lot road res adj r13302
9007802947	BC1409650	20	Wedin north rd Narrogin fl lot road res adj lc 9464
9007802429	CK1000175	25	O'Brien rd Narrogin fl lot road res
9007802314	FM9800005	50	Williams-Kondinin rd Narrogin fl lot road res opp lot 507
9007769411	CK1301121	25	Sewell st Yealering lot pt(9610)
9007749250	WFD0150067	50	Keeping st Tincurrin lot opp lot 10
9007669285	KK0510168	100	South st Harrismith lot road rse

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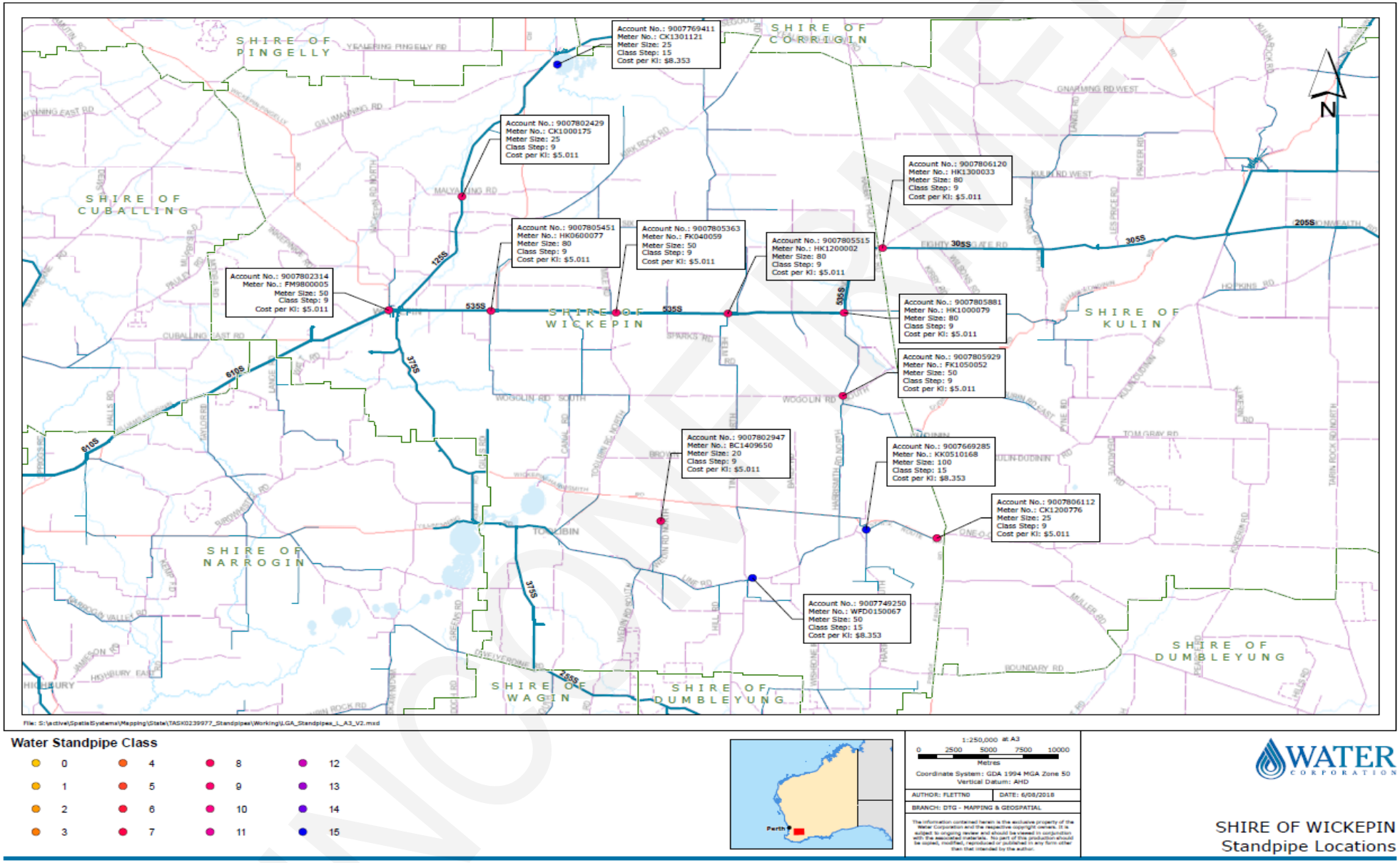
Following is a map showing the location of these standpipes.



Following is a table showing the difference of charges if council keeps the standpipes at Commercial or Local Authority standpipe rates for the 18/19 financial year.

Commercial – for use by commercial customers: may include major road building, mining, water carting for large projects, and farming.

Community – available to assist local farmers, households not connected to schemes etc, limited use by shire for their own purposes.

Local Authority – for use by shire only – locked no public access available.

	2017/2018			2018/2019			2018/2019					
	Historical			Commercial			Community			Local Authority		
Metre Number	Water use	Service Charge	Total	Water use	Service Charge	Total	Water use	Service Charge	Total	Water use	Service Charge	Total
HK1300033	88.46	207.87	296.33	185.41	4246.85	4432.26				93.76	00.00	93.76
CK1200776	0.00	207.87	207.87					265.41	265.41	00.00	00.00	00.00
FK1050052	19.13	207.87	227.00	40.09	1658.93	1699.02				20.27	00.00	20.27
HK1000079	11.95	207.87	219.82	25.06	4246.85	4271.91				12.67	00.00	12.67
HK1200002	169.76	207.87	377.63	355.78	4246.85	4602.63				179.91	00.00	179.91
HK0600077	427.56	207.87	645.43	917.01	4246.85	5163.86				463.72	00.00	463.72
FK040059	215.20	207.87	423.07	450.99	1658.93	2109.92				228.06	00.00	228.06
BC1409650	00.00	207.87	207.87				00.00	265.41	265.41	00.00	00.00	00.00
CK1000175	38.25	207.87	246.12				40.54	265.41	305.95	40.54	00.00	40.54
FM9800005	5915.33	207.87	6123.20	12397.21	1658.93	14056.14				6269.12	00.00	6269.12
CK1301121	569.06	207.87	776.93				603.09	265.41	868.50	603.09	00.00	603.09
WFD0150067	447.12	207.87	654.99	1562.01	1658.93	3220.94				473.86	00.00	473.86
KK0510168	303.66	207.87	511.53	1060.83	6635.71	7696.54				321.82	00.00	321.82

The standpipes required by the Shire of Wickepin for roads etc are the following stand pipes marked yellow in the above table:

- 9007805451 HK0600077 - Halliday Road intersection of Wickepin Kulin Road
- 9007805363 FK040059 - Williams Kondinin Road at Ten Mile intersection
- 9007805515 HK1200002 - Williams Kondinin Road Tincurrin North Road intersection
- 9007806120 HK1300033 - 86 Gate Road
- 9007805929 FK1050052 - Harrismith Road North Wogolin South Road intersection
- 9007802314 FM9800005 - Williams Kondinin Road intersection Wickepin Pingelly Road
-

The following standpipes have the swipe card control meters.

- 9007805929 FK1050052 - Harrismith Road North Wogolin South Road intersection

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- 9007802314 FM9800005 - Williams Kondinin Road intersection Wickepin Pingelly Road

- 9007806120 HK1300033 - 86 Gate Road

Council should keep these as Commercial Standpipes as we are able to track the water usage and directly bill the users from the swipe cards.

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Council is being requested to fill out the following form by 31 October 2018 classifying what council requires with all of its current standpipes.

Account Number	Meter number	Meter Size	Local Authority	Commercial	Community	Fire Fighting Only
9007806120	HK1300033	80			N/A	
9007806112	CK1200776	25	N/A			
9007805929	FK1050052	50			N/A	
9007805881	HK1000079	80			N/A	
9007805515	HK1200002	80			N/A	
9007805451	HK0600077	80			N/A	
9007805363	FK040059	50			N/A	
9007802947	BC1409650	20		N/A		
9007802429	CK1000175	25		N/A		
9007802314	FM9800005	50			N/A	
9007769411	CK1301121	25		N/A		
9007749250	WFD0150067	50			N/A	
9007669285	KK0510168	100			N/A	

The CEO believes the form should be filled out as follows:

Account Number	Meter number	Meter Size	Local Authority	Commercial	Community	Fire Fighting Only
9007806120	HK1300033	80		✓	N/A	
9007806112	CK1200776	25				✓
9007805929	FK1050052	50		✓	N/A	
9007805881	HK1000079	80			N/A	✓
9007805515	HK1200002	80	✓		N/A	
9007805451	HK0600077	80	✓		N/A	
9007805363	FK040059	50	✓		N/A	
9007802947	BC1409650	20		N/A		✓
9007802429	CK1000175	25		N/A		✓
9007802314	FM9800005	50		✓	N/A	
9007769411	CK1301121	25		N/A		✓
9007749250	WFD0150067	50			N/A	✓
9007669285	KK0510168	100			N/A	✓

With Commercial standpipes, if council uses the water for road construction etc it is able to apply for a refund from the Water Corporation for the water used for the road construction.

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If Council fills out the form as shown by the CEO it will mean the following charges for 2019/2020.

	2019/2020			2019/2020		
	Commercial			Local Authority		
Metre Number	Water use	Service Charge	Total	Water use	Service Charge	Total
HK1300033	185.41	4246.85	4432.26	93.76	00.00	93.76
CK1200776				00.00	00.00	00.00
FK1050052	40.09	1658.93	1699.02			
HK1000079				12.67	00.00	12.67
HK1200002				179.91	00.00	179.91
HK0600077				463.72	00.00	463.72
FK040059				228.06	00.00	228.06
BC1409650				00.00	00.00	00.00
CK1000175				40.54	00.00	40.54
FM9800005	12397.21	1658.93	14056.14			
CK1301121				603.09	00.00	603.09
WFD0150067				473.86	00.00	473.86
KK0510168				321.82	00.00	321.82

This will add the following to council's water accounts for 2019/2020

1. Service Charges 18/19 $623.61 to 19/20 $7,564.71
2. Water Usage 18/19 $6,022.92 to 19/20 $12,622.71

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

An increase on council charges for water usage and service charges in the vicinity of $14,000.

Strategic Implications:

Nil

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Recommendations:

That the Chief Executive Officer fills out the Water Corporation action plan and submit the plan by 31 October 2018 as follows:

Account Number	Meter number	Meter Size	Local Authority	Commercial	Community	Fire Fighting Only
9007806120	HK1300033	80		✓	N/A	
9007806112	CK1200776	25				✓
9007805929	FK1050052	50		✓	N/A	
9007805881	HK1000079	80			N/A	✓
9007805515	HK1200002	80	✓		N/A	
9007805451	HK0600077	80	✓		N/A	
9007805363	FK040059	50	✓		N/A	
9007802947	BC1409650	20		N/A		✓
9007802429	CK1000175	25		N/A		✓
9007802314	FM9800005	50		✓	N/A	
9007769411	CK1301121	25		N/A		✓
9007749250	WFD0150067	50			N/A	✓
9007669285	KK0510168	100			N/A	✓

Voting Requirements:

Simple Majority

Council Decision: Resolution No: 171018-14

Moved Cr Martin / Seconded Cr Wes Astbury

That the Chief Executive Officer fills out the Water Corporation action plan and submit the plan by 31 October 2018 as follows:

Account Number	Meter number	Meter Size	Local Authority	Commercial	Community	Fire Fighting Only
9007806120	HK1300033	80		✓	N/A	
9007806112	CK1200776	25				✓
9007805929	FK1050052	50		✓	N/A	
9007805881	HK1000079	80			N/A	✓
9007805515	HK1200002	80	✓		N/A	
9007805451	HK0600077	80	✓		N/A	
9007805363	FK040059	50	✓		N/A	
9007802947	BC1409650	20		N/A		✓
9007802429	CK1000175	25		N/A		✓
9007802314	FM9800005	50		✓	N/A	
9007769411	CK1301121	25		N/A		✓
9007749250	WFD0150067	50			N/A	✓
9007669285	KK0510168	100			N/A	✓

Carried 8/0

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16. Closure

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

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