

A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

3.30pm, Council Chambers, Wickepin

16 OCTOBER 2019

Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 16 October 2019 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Erika Clement
Acting Chief Executive Officer

11 October 2019

Time Table

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

Disclaimer

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

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

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 16 October 2019**

The President declared the meeting open at pm.

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

President	Julie Russell
Deputy President	Wes Astbury
Councillor	Nathan Astbury
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Gerri Hinkley
Councillor	Fran Allan
Councillor	Allan Lansdell

Chief Executive Officer	Mark Hook
Finance Manager	Erika Clement
Executive Support Officer	Lara Marchei

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Ordinary meeting of council - Wednesday 18 September 2019

Moved / Seconded

That the minutes of the Ordinary Council meeting held on Wednesday 18 September be confirmed as a true and correct record.

Carried /

7. Receival of Minutes

8. Status Report

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

Item	Subject	Officer	Progress	Status	Action
1009-180919-04	Replacement of vehicle WK 2567	CEO	Vehicle has been purchased from Edwards Holden as per quote accepted by Council.	✓	Vehicle has been purchased, waiting on confirmation for collection.
1010-180919-05	Wheatbelt Secondary Freight Network Program	CEO			
1011-180919-06	Jean Sloan Seed Collecting to June 2020	CEO	Letter has been sent out detailing conditions and approval.	✓	Letter sent.
1012-180919-10	Work Force Plan 2019	CEO	Council adopts plan with amendment to page 7 to match 2018-2028 Strategic Plan.		
1013-180919-11	Wickepin Caravan Park – Management agreement	CEO	Management of Caravan Park offered under Agreement approved by Council.	✓	Agreement signed both all parties.
1014-180919-12	Harrismith Cricket Club Grant	CEO	Letter sent detailing approval of grant and tree removal.	✓	Letter sent.
1015-180919-13	Partnering agreement for the provision of mutual aid.	CEO	Item to be brought back to Council with further information and amended attachment.		
1016-180919-14	Townscape and Cultural Planning Committee recommendation	CEO	Letter sent granting approval to place sculptures.	✓	Letter sent.

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 – 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:	

Enclosure/Attachments: Nil.

Summary:

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

Background: Nil.

Comments:

Programmed Construction Works

- Wickepin Harrismith Rd – works are well underway, at the moment are cutting the drains to depth and will be looking to do the lime stabilising in two weeks' time.

Maintenance Works

- Maintenance - the two graders completed the shoulder grading program for this season.
- Maintenance – grading will move on to a summer grading program soon, only complaints will be attended to. This is the time to work on drainage and back slopes.
- Pot-hole patching on going.
- Signage maintenance on going.
- Harrismith Hall - we are working on this at the present time and will for the next month.
- Will be removing the trees on the intersection of Fleay Rd in two weeks' time.

Occupational Health and Safety

- Lost time injury - nil for the month.
- No incidents for the month.

Workshop

- Ongoing servicing - minor mechanical works as Rob is not on full duties yet.

Parks and Gardens

- General mowing and whipper snipping on going.
- Walk trail maintenance on going.
- General maintenance at Lake Yealering, Harrismith.

Plant and Equipment

- 1915 Hino 17 tonne truck repairs have been authorised to City Panel Beaters. There are about two weeks to go on it.
- Bobcat fixed and working well.
- The backhoe and truck e quotes are out.
- I have received my ute.
- Will receive the supervisor's ute Friday.

Other Information

- I have prices in for the seal RFT 2019-002. This is an agenda item with my support of the recommendation.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Nil

Recommendations:

That council notes the report from the Manager of Works and Services dated 10 October 2019.

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.02 – CBH – Bin Road Realignment

Submission To:	Ordinary Council
Location/Address:	Bin Road
Name of Applicant:	CBH Group
File Reference:	A6346
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 September 2019

Enclosure/Attachments:

Letter from CBH

Road Closure Table D

Summary:

Council is being requested to dedicate the land required for the improvement works on Bin Road Wickepin as part of Bin Road.

Land to be dedicated as part of the road reserve is:

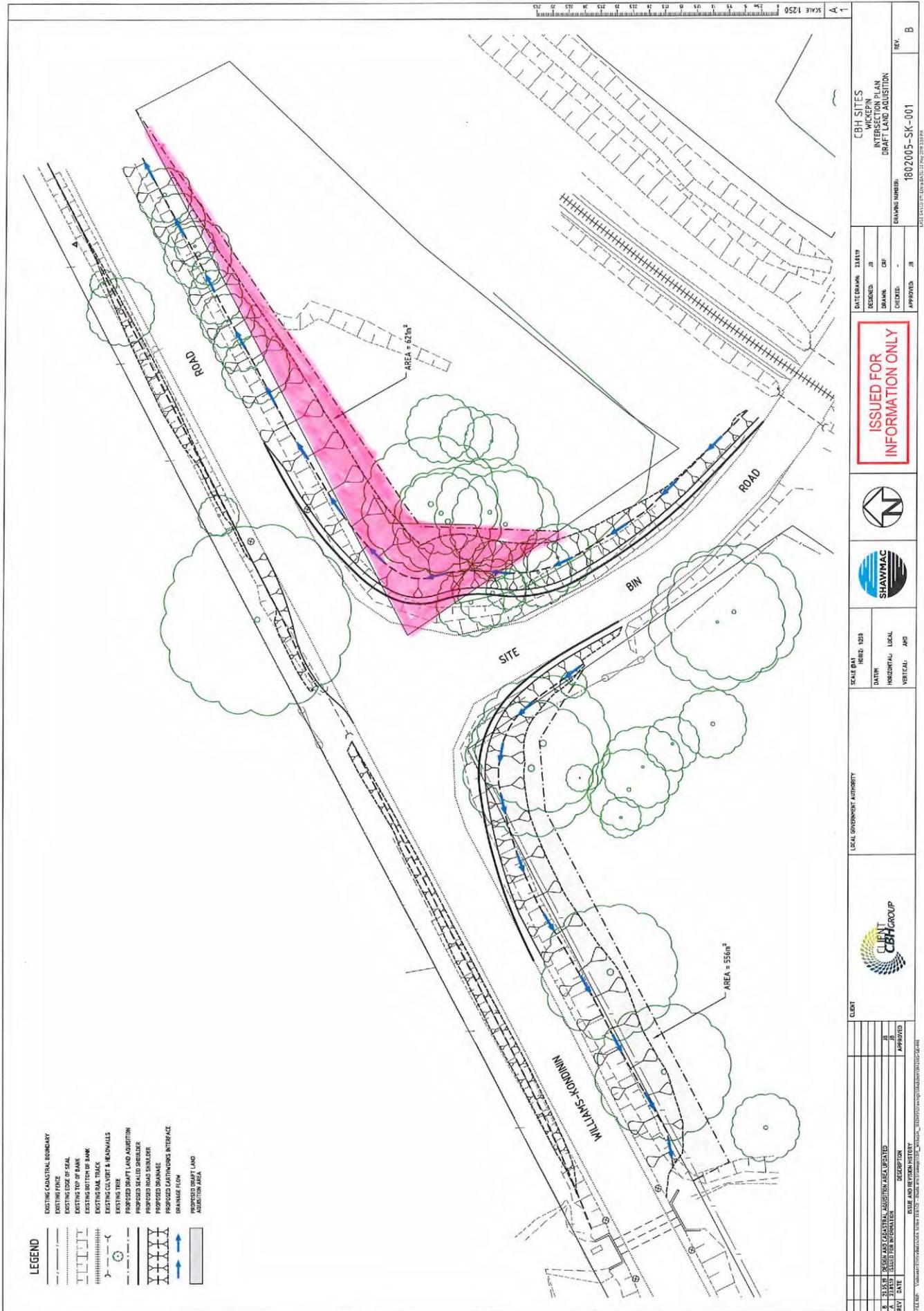
1. Dedication of Portion Lot 15641 into the adjoining Bin Rd road reserve for the purpose of a road.
2. Dedication of Portion Lot 3 into the adjoining Bin Rd road reserve for the purpose of a road.

Background:

As part of the CBH Wickepin site upgrade on Lot 55 Bin Road, Council imposed a condition on the Development Approval DA2/18-19/ Shire Ref A6346 to upgrade the intersection of Bin Road and the Williams Kondinin Road based on a design approved by Main Roads WA to facilitate the safety of the ingress and egress of vehicles into the Wickepin CBH facility.

To enable the road widening and truncation of the Bin Road intersection with the Williams Kondinin Road there will be a requirement for CBH to acquire additional land from Lot 15641 which is a vested Reserve 35909 for the purpose of parklands vested with the Department of Planning Lands and Heritage and Lot 3 which is held in freehold title on CT 1737/499.

Following is Shawmac Drawing 1802005-SK-001 outlining the agreed truncation with Main Roads WA.



LEGEND

- EXISTING CADASTRAL BOUNDARY
- EXISTING FENCE
- EXISTING EDGE OF SEAL
- EXISTING TOP OF MARK
- EXISTING ROAD MARK
- EXISTING BAIL TRACE
- EXISTING CURB & KERBS
- EXISTING TREE
- PROPOSED DRAFT LAND ADDITION
- PROPOSED SEALER SHOULDER
- PROPOSED ROAD SHOULDER
- PROPOSED DRAINAGE INTERFACES
- DRAINAGE FLOW
- PROPOSED DRAFT LAND ADDITION AREA

ISSUED FOR INFORMATION ONLY

DATE DRAWN: 23/10/19	DESIGNED: JR	DRAWN: CRF	CHECKED: JR	APPROVED: JR
CBH SITES WICKEPIN INTERSECTION PLAN DRAFT LAND ADDITION				
DRAWING NUMBER: 1802005-SK-001				REV: B



SCALE: DATUM	VERTICAL: 1028
DATUM: HORIZONTAL: LOCAL	VERTICAL: AFD

LOCAL GOVERNMENT AUTHORITY



CLIENT

NO.	DATE	DESCRIPTION	APPROVED
1	23/10/19	ISSUE AND CADASTRAL ADDITION AREA UPDATED	JR
2	23/10/19	ISSUE AND CADASTRAL ADDITION AREA UPDATED	JR
3	23/10/19	ISSUE AND CADASTRAL ADDITION AREA UPDATED	JR

Comments:

To enable the additional land required for the improvement works on Bin Road there is a requirement under the *Land Administration Act 1997* for the Local Authority to give its concurrence to the dedication of the resumed land into the existing Road Reserve.

The resolution required to be passed by Council must satisfy the *Land Administration Act 1997* requirements so the resolution must read as follows.

Resolution – That the Shire of Wickepin concur to the dedication of the land, the subject of Shawmac Drawing 1802005-SK-001 as a road under *Section 56 of the Land Administration Act 1997*, and that Council indemnifies the Government of Western Australia against any cost now or into the future that may arise as a result of the road widening of Bin Road incorporating part of Lot 15641 vested Reserve 35909 and Lot 3.

Council has written to the following Public Utility Service Providers for comment.

1. Water Corporation
2. Western Power
3. Alinta Gas
4. Telstra
5. Department of Industry and Resources

Following are the responses received from these Public Utility Service Providers:

Public Utility Service Providers	Comments Received
Water Corporation	The proposed changes to the Road Reserve do not appear to impact on the Water Corporation infrastructure or operations.
Western Power	
Alinta Gas	
Telstra	
Department of Industry and Resources	

Council's Town Planner from the Shire of Narrogin Mr Eric Anderson has cleared condition xvi -The intersection improvements at Bin Road/ Williams Kondinin Road must be designed to the satisfaction and approval of Main Roads. All costs associated with the widening are to be borne by the applicant.

Statutory Environment:

Council is required to comply with its statutory requirements under section 56 of the *Land Administration Act 1997* and *Regulation 8 of the Land Administration Regulations 1998*.

Land Administration Act 1997 – Section 56**Dedication of roads**

- (1) If in the district of a local government —
 - (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government;
 - (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —
 - (i) the holder of the freehold in that land applies to the local government, requesting it to do so; or

- (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;

or

- (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,

and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

- (2) If a local government resolves to make a request under subsection (1), it must —
 - (a) in accordance with the regulations prepare and deliver the request to the Minister; and
 - (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.
- (3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —
 - (a) subject to subsection (5), by order grant the request;
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
- (5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —
 - (a) unallocated Crown land or, in the case of a private road, alienated land; and
 - (b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.
- (6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

Land Administration Regulations 1998 – Section 8

8. Local government request to dedicate land as a road (Act s. 56), requirements for

For the purposes of preparing and delivering under section 56(2)(a) of the Act a request to the Minister to dedicate land as a road, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) if an application has been made to the local government under section 56(1)(b)(ii) of the Act, a copy of the application and details of the rateable value of all the rateable land relevant to the application; and
- (c) if the request is made in respect of a private road referred to in section 56(1)(c) of the Act —
 - (i) written confirmation that the public has had uninterrupted use of the private road for a period of not less than 10 years; and
 - (ii) a description of the section or sections of the public who have had that use; and
 - (iii) a description of how the private road is constructed;

- (d) copies of any submissions relating to the request that the local government has received, and the local government's comments on those submissions; and Land Administration Regulations 1998
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 56(2) of the Act.

Policy Implications: Nil

Financial Implications: All Costs to be borne by CBH Group

Strategic Implications:

Recommendations:

That the Shire of Wickepin concur to the dedication of the land, the subject of Shawmac Drawing 1802005-SK-001 as a road under Section 56 of the Land Administration Act 1997, and that Council indemnifies the Government of Western Australia against any cost now or into the future that may arise as a result of the road widening of Bin Road incorporating part of Lot 15641 vested Reserve 35909 and Lot 3.

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.03 – Lot 34 Plover St, Wickepin – Setback Variation

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.REP.2203
Author:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	8 October 2019

Enclosure/Attachments:

Attachment 1 – Site Plan

Attachment 2 – Floor Plan and Elevations

Summary:

Council's consideration is requested in regarding to the planning approval for a setback variation (side setback) to an outbuilding at Lot 34 Plover Street, Wickepin.

Background:

On 9 July 2019, the Shire's Planning Officer received a development application for an outbuilding (shed) at Lot 34 Plover Street, Wickepin. The proposed outbuilding measures 16 metres in length, 10 meters in width (160m²) and has a wall height of 3.21 metres with the height at the apex measuring 4.09m. The materials used for the roof and wall cladding are to be Colourbond and Steel Trimclad.

Under the Shire of Wickepin – Town Planning Scheme No. 4 the subject property is zoned 'Rural Residential' and has a total lot area of 4295m² with the primary frontage on to Plover Street.

Assessment of the proposal determined that the side setback would not comply with the setback requirements of the Shire of Wickepin – Town Planning Scheme No. 4 and would therefore require advertising. Advertising of the proposal was undertaken by written notification to adjoining property owners with submission period closing on 4 October 2019. During the public advertising, one of the adjoining resident was seeking clarification and justification to the setback requirements of the 'Rural Residential' zone. The response was provided to the resident concerned and no further submission has been received after the closing date of public advertising period.

Under the current delegations register Council has granted delegated authority to the CEO to;

"Issue planning consent for development applications that fully comply with all requirements" (delegation A5).

As a variation is required it is the officer's view that there is insufficient delegated authority to grant planning approval for any variations under the current delegations register. Therefore the item is presented to Council for consideration.

Comments:

Zoning

The subject property is zoned 'Rural Residential' and is surrounded with rural residential properties of similar size and rural setting. An outbuilding in a Rural Residential zone is listed as a Permitted use if it complies with the following standards as outlines in clause 4.18 of the Scheme and section 10.3.4.1 of Council's adopted policy manual;

"4.18.1 In addition to a building license, all development, including a single house will require an application for development approval to be made to local government, unless it is within a defined building envelope accepted by local government.

4.18.2 Only one dwelling will be permitted on any lot in the Rural Residential zone.

4.18.3 Local government may permit ancillary accommodation providing it is located within the same building envelope or building clearance as the first or primary dwelling, or otherwise complies with the Residential Design Codes.

4.18.4 Outbuildings in excess of 65m² floor area will not be granted development approval on any lot within the Rural Residential Zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal.

4.18.5 The minimum setbacks for dwellings, outbuildings, or any other structure shall be in accordance with the Development Table – General (Table 2) or as varied by the provisions of this Scheme.

4.18.6 In the case where a lot has more than one street frontage, local government may at its discretion permit the constriction of buildings nearer to the secondary street frontage nominated by local government, but not nearer than 10m to that street or streets.

4.18.7 For the purposes of guiding subdivision and development in specific rural residential zones, the provisions set out in schedule 7 (where different to Scheme Provisions) shall apply to the specified zones. Further subdivision will be required to generally accord with a Structure Plan prepared for the specified area referred to in Schedule 7 and such a plan of subdivision shall form part of the Scheme.

4.18.8 Proposals for Rural Residential zones shall have due regard to local government's Local Planning Policy – Rural Residential Development".

Setbacks

The minimum setbacks for buildings referred to in clause 4.18.5 above are as follows:

Setback of Building	Required	Provided	Comments
Front	15m	38m	Complies
Side	10m	6m	Does not comply. The proposed setback is a variation of 40% to the required setback. Letters sent to adjoining land owners and at the time of writing this report no submission/objection was received. It is noted on site that the adjoining property has a shed which is located approximately 6m from the side boundary. The proposed setback variation would not be detrimental to the surrounding amenity and it is recommended that Council supports the side setback variation of 6m,
Rear	10m	12m	Complies

There may be a need for additional landscaping to be planted along the western boundary to provide some screening.

It is also noted that there is an existing waste disposal unit located at the rear of the property and care should be taken so as not to build close to the existing services.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4
Clause 4.11.3 Outbuildings

Policy Implications:

Local Planning Policy 10.3.4 Outbuildings

Financial Implications:

An application for planning approval fee to the value of \$313.65 has been paid to the Shire of Wickepin.

Strategic Implications:

Nil.

Recommendations:

That with respect to the Application for Planning Approval – Outbuilding (Side Setback variation) at Lot 34 Plover Street, Wickepin, Council approve the application subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. Additional landscaping shall be planted and maintained along the western lot boundary to the satisfaction of the Chief Executive Officer.
6. The building materials and colours used shall match existing buildings on the lot and are to be of non-reflective and muted tones i.e. not zinalume.
7. The proposed outbuilding is for domestic purposes only and shall not be used for commercial or habitation purposes.
8. Construction of the outbuilding shall be kept clear from all service connections.

Advice Notes:

1. This is a development approval of the Shire of Wickepin under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
2. In accordance with the Building Act 2011 and Building Regulations 2012, a suitable building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any building construction or earthworks on the land.

3. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wickepin Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
5. Should you feel aggrieved by the decision of Council, or any conditions imposed, you do have the right of appeal to the State Administrative Tribunal provided the appeal is lodged within the twenty eight (28) days of the Council decision. The necessary appeal forms are available from the State Administrative Tribunal Website (www.sat.wa.gov.au).

Voting Requirements:

Simple majority.

TECHNICAL SERVICES**10.1.04 – Tender – RFT 02/2019-20, Supply and Lay of Bituminous Products**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Gary Rasmussen, Works Manager
File Reference:	PS.TEN.2111
Author:	Erika Clement, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 October 2019

Enclosure/Attachments:

02/2019-20 Supply and Lay of Bituminous Products (including aggregate).

Summary:

Council is being requested to accept the WALGA Equote supplied by Fulton Hogan for a full service for Councils sealing and resealing program for 2019/2020

Background:

The Manager of Works requested tenders for the supply of full service bitumen sealing works as per the 2019/2020 Works Program. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

Comments:

Tenders have been received from five companies and were evaluated using the evaluation sheet that has been included in this report.

After evaluation, the MWS recommends Fulton Hogan as they are a well-equipped company with many years of experience and able to deliver the required service.

Tender Register - 2019-002 Supply and lay of Bituminous Products								
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant Y/N		
Malatesta	97964144	1A	14mm Primer Seal (= > 5000m ²)	\$ 7.10		Yes		
		1B	14mm Primer Seal (= < 5000m ²)	\$ 10.21				
		2A	10mm reseal (= > 5000m ²)	\$ 6.26				
		2B	10mm reseal (= < 5000m ²)	\$ 8.00				
		3A	Two Coat Seal 14mm + 7mm (= >5000m ²)	\$ 9.18				
		3B	Two Coat Seal 14mm + 7mm (= <5000m ²)	\$ 13.80				
		4A	7mm reseal (= > 5000m ²)	\$ 3.81				
		4B	7mm reseal (= < 5000m ²)	\$ 6.82				
		Variation To Application Rate					\$/l	
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification					\$ 1.37	
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant		
						Yes / No		
Kee Group	64018500	1A	14mm Primer Seal (= > 5000m ²)	\$ 6.13		Yes		
		1B	14mm Primer Seal (= < 5000m ²)	\$ 6.74				
		2A	10mm reseal (= > 5000m ²)	\$ 4.94				
		2B	10mm reseal (= < 5000m ²)	\$ 6.44				
		3A	Two Coat Seal 14mm + 7mm (= >5000m ²)	\$ 7.90				
		3B	Two Coat Seal 14mm + 7mm (= <5000m ²)	\$ 9.58				
		4A	7mm reseal (= > 5000m ²)	\$ 4.16				
		4B	7mm reseal (= < 5000m ²)	\$ 5.45				
		Variation To Application Rate					\$/l	
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification					\$ 1.26	

Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant
						Yes / No
Fulton Hogan	97254630	1A	14mm Primer Seal (= > 5000m ²)	\$ 5.32		Yes
		1B	14mm Primer Seal (= < 5000m ²)	\$ 8.65		
		2A	10mm reseal (= > 5000m ²)	\$ 4.13		
		2B	10mm reseal (= < 5000m ²)	\$ 7.45		
		3A	Two Coat Seal 14mm + 7mm (= >5000m ²)	\$ 6.46		
		3B	Two Coat Seal 14mm + 7mm (= <5000m ²)	\$10.14		
		4A	7mm reseal (= > 5000m ²)	\$ 3.44		
		4B	7mm reseal (= < 5000m ²)	\$ 6.89		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.06		

Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant
						Yes / No
Colas	93670111	1A	14mm Primer Seal (= > 5000m ²)	\$ 5.30		Yes
		1B	14mm Primer Seal (= < 5000m ²)	\$10.50		
		2A	10mm reseal (= > 5000m ²)	\$ 4.64		
		2B	10mm reseal (= < 5000m ²)	\$ 9.87		
		3A	Two Coat Seal 14mm + 7mm (= >5000m ²)	\$ 8.87		
		3B	Two Coat Seal 14mm + 7mm (= <5000m ²)	\$13.18		
		4A	7mm reseal (= > 5000m ²)	\$ 3.68		
		4B	7mm reseal (= < 5000m ²)	\$ 9.01		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.68		

Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant
						Yes / No
Colas	93670111	1A	14mm Primer Seal (= > 5000m ²)	\$ 4.63		Yes
		1B	14mm Primer Seal (= < 5000m ²)	\$ 9.85		
		2A	10mm reseal (= > 5000m ²)	\$ 4.07		
		2B	10mm reseal (= < 5000m ²)	\$ 9.30		
		3A	Two Coat Seal 14mm + 7mm (= >5000m ²)	\$ 7.80		
		3B	Two Coat Seal 14mm + 7mm (= <5000m ²)	\$ 2.12		
		4A	7mm reseal (= > 5000m ²)	\$ 3.28		
		4B	7mm reseal (= < 5000m ²)	\$ 8.60		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.36		

Alternative Tender- Rise and Fall in Bitumen. Subject to rise and fall in the GMP for Bitumen - \$1.095 per tonne effective from 1st October 2019

Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant
						Yes / No
Colas	93670111	1A	14mm Primer Seal (= > 5000m ²)	\$ 4.97		Yes
		1B	14mm Primer Seal (= < 5000m ²)	\$10.17		
		2A	10mm reseal (= > 5000m ²)	\$ 4.36		
		2B	10mm reseal (= < 5000m ²)	\$ 9.58		
		3A	Two Coat Seal 14mm + 7mm (= >5000m ²)	\$ 8.33		
		3B	Two Coat Seal 14mm + 7mm (= <5000m ²)	\$12.66		
		4A	7mm reseal (= > 5000m ²)	\$ 3.49		
		4B	7mm reseal (= < 5000m ²)	\$ 8.80		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.52		

Alternative Tender- Fixed price to 19 December 2019. Then Subject to rise and fall in the GMP for Bitumen - \$1.095 per tonne effective from 1st October 19

Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m ²	Notes	Compliant
						Yes / No
Bitutek	92966411	1A	14mm Primer Seal (= > 5000m ²)	\$ 5.05		Yes
		1B	14mm Primer Seal (= < 5000m ²)	\$ 9.25		
		2A	10mm reseal (= > 5000m ²)	\$ 4.20		
		2B	10mm reseal (= < 5000m ²)	\$ 8.50		
		3A	Two Coat Seal 14mm + 7mm (= >5000m ²)	\$ 8.25		
		3B	Two Coat Seal 14mm + 7mm (= <5000m ²)	\$11.75		
		4A	7mm reseal (= > 5000m ²)	\$ 3.35		
		4B	7mm reseal (= < 5000m ²)	\$ 7.75		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.26		

**SHIRE OF WICKEPIN EVALUATION
Bitumen Tender Evaluation 2019-002**

		A		B		C		TOTAL SCORE		Ranking
Two Coat 14mm 7mm seal		Demonstrated experience by tenderer to meet the requirements as set out in specification.vant Experience & Reputation		Price and ability to deliver service at appropriate scheduled dates.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.Availability				
		weighting	40%	weighting	40%	weighting	20%			
TENDERER	Price per metre squared	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Malatesta	\$7.10	3.00	1.20	4.0	1.6	3.0	0.6	10.00	3.40	2
Kee Group	\$7.90	3.00	1.20	3.0	1.2	3.0	0.6	9.00	3.00	3
Bitutek Pty Ltd Fixed Price	\$8.25	3.00	1.20	2.0	0.8	3.0	0.6	8.00	2.60	4
Colas Alternate Rise and Fall Clause	\$7.80	3.00	1.20	3.0	1.2	3.0	0.6	9.00	3.00	3
Colas Fixed to 19/12/2019 then Rise and Fall Clause	\$8.33	3.00	1.20	2.0	0.8	3.0	0.6	8.00	2.60	4
Fulton Hogan Fixed Price	\$6.46	3.00	1.20	5.0	2.0	3.0	0.6	11.00	3.80	1
Colas Fixed Price	\$8.87	3.00	1.20	2.0	0.8	3.0	0.6	8.00	2.60	4

Raw Score price only	Description of Score
0	Offer did not address the criterion
1	offer contained insufficient/unclear information
2	Acceptable offer
3	Good offer
4	Very Good offer
5	Excellent offer

Reseal 7mm		A		B		C		TOTAL SCORE		Ranking
		Demonstrated experience by tenderer to meet the requirements as set out in specification.vant Experience & Reputation		Price and ability to deliver service at appropriate scheduled dates.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.Availability				
		weighting	40%	weighting	40%	weighting	20%			
TENDERER	Price per metre squared	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Malatesta	\$3.81	3.00	1.20	3.0	1.2	3.0	0.6	9.00	3.00	3
Kee Group	\$4.16	3.00	1.20	2.0	0.8	3.0	0.6	8.00	2.60	4
Bitutek Pty Ltd Fixed Price	\$3.35	3.00	1.20	4.0	1.6	3.0	0.6	10.00	3.40	2
Colas Alternate Rise and Fall Clause	\$3.68	3.00	1.20	4.0	1.6	3.0	0.6	10.00	3.40	2
Colas Fixed to 19/12/2019 then Rise and Fall Clause	\$3.28	3.00	1.20	5.0	2.0	3.0	0.6	11.00	3.80	1
Fulton Hogan Fixed Price	\$3.44	3.00	1.20	4.0	1.6	3.0	0.6	10.00	3.40	2
Colas Fixed Price	\$3.49	3.00	1.20	4.0	1.6	3.0	0.6	10.00	3.40	2

Raw Score price only	Description of Score
0	Offer did not address the criterion
1	offer contained insufficient/unclear information
2	Acceptable offer
3	Good offer
4	Very Good offer
5	Excellent offer

Statutory Environment:*Local Government (Functions and General) Regulations 1996 Section 11***11. When tenders have to be publicly invited**

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
 - [(ba) *deleted*]
 - (c) *within the last 6 months —*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
 - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*
 - or*
 - (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
 - (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
 - (ea) *the goods or services are to be supplied —*
 - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
 - or*
 - (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
 - (g) *the goods to be supplied under the contract are —*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*
 - or*
 - (h) *the following apply —*
 - (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
 - (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
 - (iii) *the local government is satisfied that the contract represents value for money;*
 - or*
 - (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*

- (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where —*
- (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
 - (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
 - (iii) *the original contract contains an option to renew or extend its term; and*
 - (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*
- or
- (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*

12. **Anti-avoidance provision for r. 11(1)**

- (1) *This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.*

Policy Implications:

Refer to Councils Policy 3.1.8 – PURCHASING

Financial Implications:

The value used in the Budget estimates were \$4.00 m².

Strategic Implications:

infrastructure

GOAL 1: Roads are a key economic driver across the Shire

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
1.1 Annual review of the performance and structure of Shire owned roads	1.2 Plant and equipment maintenance and replacement is planned for 1.3 Identification of road maintenance and improvements in the Asset Management Plan 1.4 Engagement of neighbouring Shires and key stakeholders in the Secondary Freight Route Project	<ul style="list-style-type: none"> - RAV ratings - Number of positive and negative complaints received - Traffic count data reflects usage and investment required - Number of accidents attributed to road condition - Retention of works staff is higher than industry average - Roads can handle weather conditions - Level of funding secured and % spent in the Shire 	Road infrastructure meets the freight task and is sustainable in the long term

Recommendations:

That Council accept the tender from Fulton Hogan as per received RFT 2019-002 Supply and Lay of Bituminous Products for a full service and lay of bitumen products at the following tendered prices:

1A	14mm Primer Seal (= > 5000m ²)	\$ 5.32
1B	14mm Primer Seal (= < 5000m ²)	\$ 8.65
2A	10mm reseal (= > 5000m ²)	\$ 4.13
2B	10mm reseal (= < 5000m ²)	\$ 7.45
3A	Two Coat Seal 14mm + 7mm (= >5000m ²)	\$ 6.46
3B	Two Coat Seal 14mm + 7mm (= <5000m ²)	\$10.14
4A	7mm reseal (= > 5000m ²)	\$ 3.44
4B	7mm reseal (= < 5000m ²)	\$ 6.89
Variation To Application Rate		\$/l
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.06

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Acting Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Dianne Barry – Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	9 October 2019

Enclosure/Attachments: List of Accounts.

Summary:

List of Accounts remitted during the period from 1 September 2019 to 30 September 2019

Municipal Account	Vouchers	Amounts
EFT	9740 - 9814	\$ 141,989.30
Cheques	15629 - 15633	\$ 22,246.04
Payroll	September	\$ 69,761.00
Superannuation	September	\$ 12,295.77
Credit Card	September	\$ 1,146.90
Direct Deductions	September	\$ 2,340.09
Licensing	September	\$ 41,762.95
	September Total	\$ 291,542.05
Trust		
EFT		\$0.00
Cheques		
	September Total	\$0.00
	Total for September	\$291,542.05

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

Certificate of Chief Executive Officer:

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

Comments:

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

Statutory Environment:

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

Policy Implications:

Policy 3.1.7 - Cheque Issue.

Strategic Implications:

Nil.

Recommendations:

That council acknowledges that payments totalling \$291,542.05 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Acting Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Erika Clement – Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 October 2019

Enclosure/Attachments: Nil.

Background:

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

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

Comments:

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

Statutory Environment:

Section 6.4(2) of the *Local Government Act 1995*.

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

- (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
- (b) Recorded in the minutes of the meeting at which it is presented.

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: Nil.

Strategic Implications: Nil.

Recommendations:

That the financial statements tabled for the period ending 30 September 2019 as presented be received.

Voting Requirements: Simple majority.

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 30 September 2019

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 2019

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 2019 of \$2,499,200.

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

Preparation

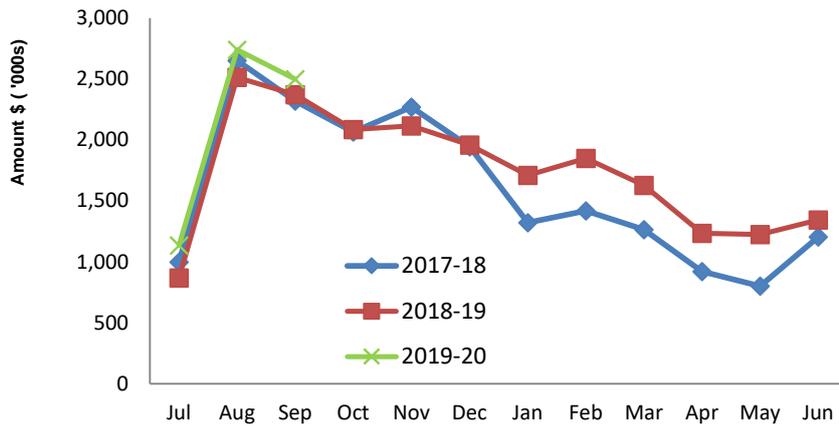
Prepared by: Erika Clement Finance Manager

Reviewed by: Mark Hook CEO

Date prepared: 9-Oct-19

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 September 2019

Liquidity Over the Year (Refer Note 3)



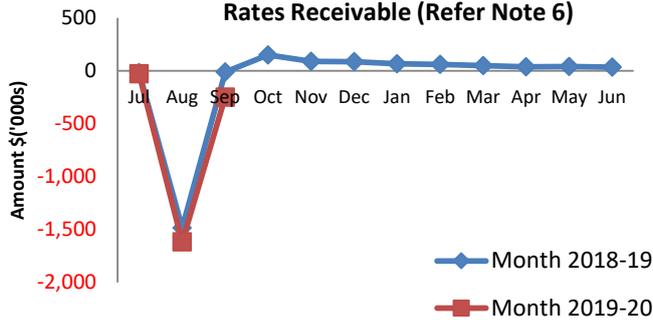
Cash and Cash Equivalents as at period end

Unrestricted	\$ 2,365,883
Restricted	\$ 2,102,636
	\$ 4,468,519

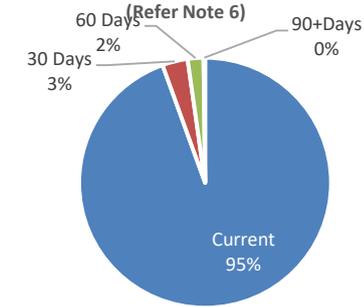
Receivables

Rates	\$ 249,057
Other	\$ 115,435
	\$ 364,492

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates)



Comments

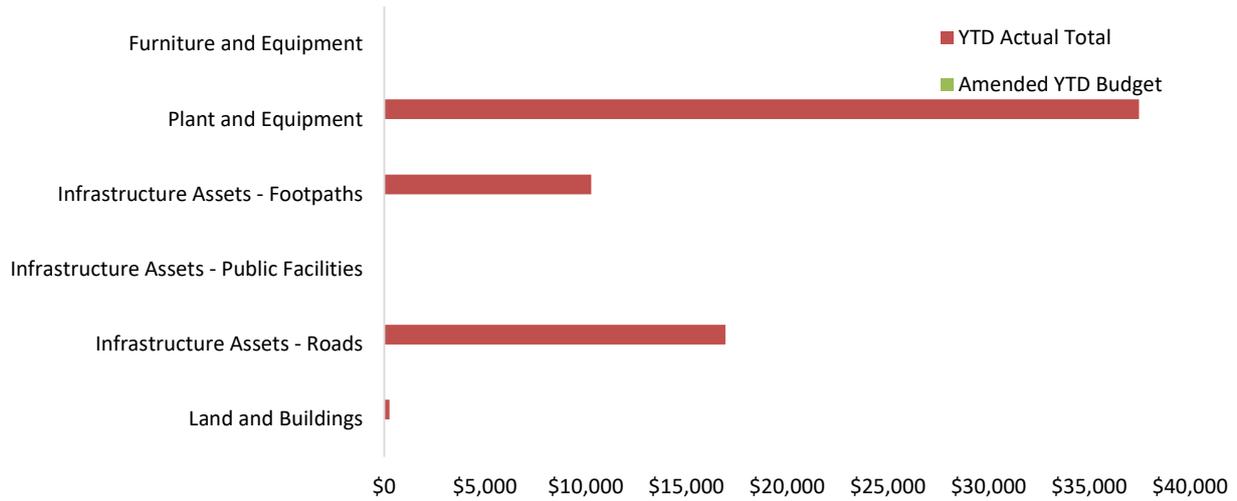
Unrestricted cash includes the following payments in advance

19/20 FESA paid in advance	\$14,767
19/20 Grants Commission - General	\$540,503
19/20 Grants Commission - Roads	\$283,944
Amounts paid in advance	\$839,214

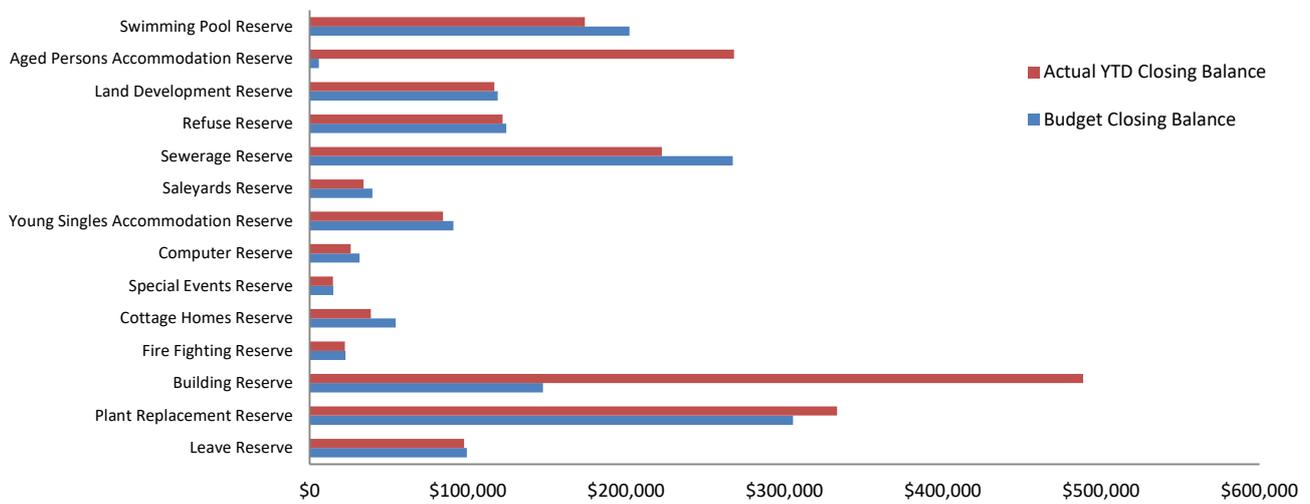
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 September 2019

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

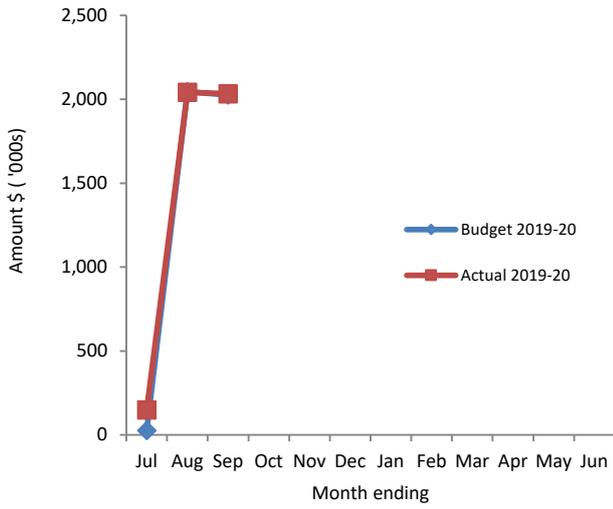
Shire of Wickepin

Monthly Summary Information

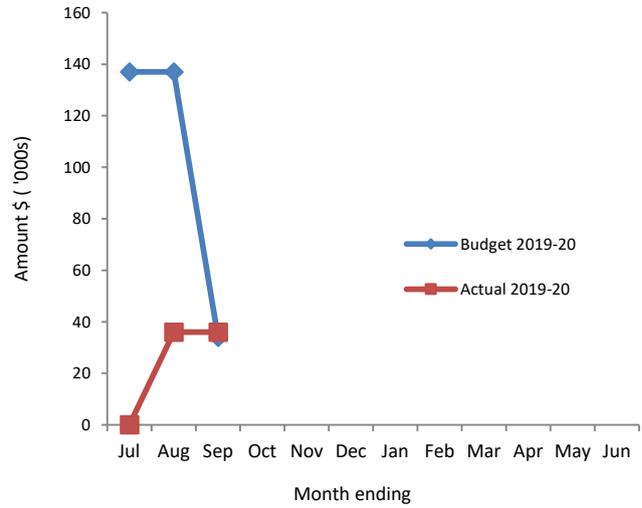
For the Period Ended 30 September 2019

Revenues

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

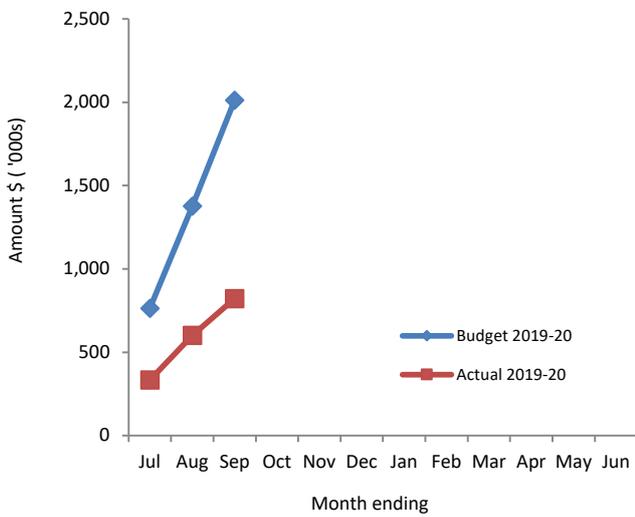


Budget Capital Revenue -v- Actual (Refer Note 2)

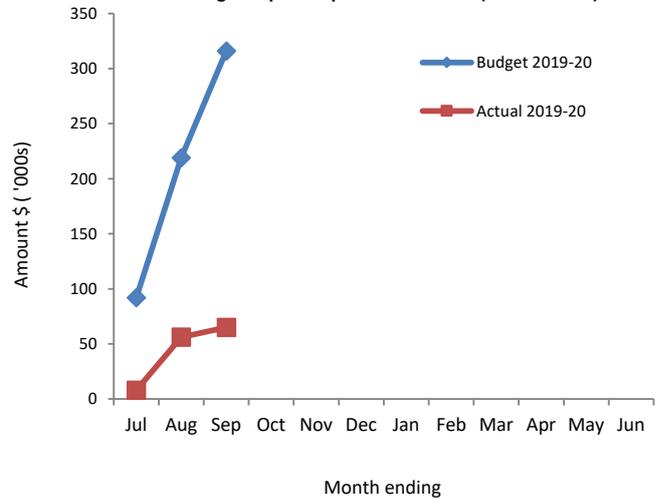


Expenditure

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



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



Comments

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

Council Meeting
SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2019

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
	105	24	8,561	8,537	35572.29%	▲
9	1,359,691	1,359,710	1,362,906	3,196	0.24%	
	846,523	200,380	198,426	(1,954)	(0.98%)	
	82,105	45,044	46,003	959	2.13%	
	0	0	0	0		
	300	72	0	(72)	(100.00%)	
	75,250	18,807	18,435	(372)	(1.98%)	
	176,322	146,797	147,818	1,021	0.70%	
	18,832	4,698	4,105	(593)	(12.63%)	
	793,702	225,717	225,764	47	0.02%	
	58,815	14,697	13,537	(1,160)	(7.89%)	
	35,500	8,871	7,249	(1,622)	(18.28%)	
	3,447,145	2,024,817	2,032,805	7,987		
Operating Expense						
	(463,228)	(169,689)	(144,524)	25,165	14.83%	▼
	(84,370)	(21,075)	(16,569)	4,506	21.38%	▼
	(225,013)	(78,150)	(63,019)	15,131	19.36%	▼
	(25,265)	(6,294)	(3,415)	2,879	45.74%	▼
	(30,006)	(7,485)	(1,147)	6,338	84.68%	▼
	(158,802)	(38,349)	(24,274)	14,075	36.70%	▼
	(412,024)	(105,335)	(76,988)	28,347	26.91%	▼
	(1,083,460)	(265,726)	(135,548)	130,178	48.99%	▼
	(4,750,199)	(1,187,475)	(229,867)	957,608	80.64%	▼
	(221,995)	(55,428)	(35,207)	20,221	36.48%	▼
	(45,101)	(78,238)	(91,674)	(13,436)	(17.17%)	▲
	(7,499,463)	(2,013,244)	(822,231)	1,191,013		
Funding Balance Adjustments						
	4,645,059	1,161,243	0	(1,161,243)	(100.00%)	▼
8	48,537	12,135	(673)	(12,808)	(105.54%)	▼
	0	0		0		
	641,278	1,184,952	1,209,901	24,950		
Capital Revenues						
8	205,379	34,230	35,822	1,593	4.65%	
	205,379	34,230	35,822	1,593		
Capital Expenses						
	0	0	0	0		
13	(1,148,000)	0	(257)	(257)		
13	(1,084,348)	(271,092)	(16,939)	254,153	93.75%	▼
13	(20,000)	(10,200)	(10,266)	(66)	(0.65%)	
13	(2,300)	0	0	0		
13	(589,379)	(35,182)	(37,459)	(2,277)	(6.47%)	
13	(5,600)	0	0	0		
	(2,849,627)	(316,474)	(64,920)	251,554		
	(2,644,248)	(282,244)	(29,097.66)	253,147		
Financing						
10	0	0	0	0		
	0	0	0	0		
	6,326	3,163	3,669	506	16.01%	
7	651,221	0	0	0		
	0	0	0	0		
10	(31,013)	(5,169)	(9,169)	(4,000)	(77.39%)	
7	(157,138)	0	0	0		
	469,396	(2,006)	(5,500)	(3,494)		
Net Operations, Capital and Financing						
	(1,533,574)	900,702	1,175,304	261,795		
Opening Funding Surplus(Deficit)						
3	1,533,574	1,323,897	1,323,897	0	0.00%	
Closing Funding Surplus(Deficit)						
3	0	2,224,598	2,499,200	261,795		

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

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

STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2019

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Rates	1,359,691	1,359,710	1,362,906	3,196	0.24%	
Operating Grants, Subsidies and Contributions	934,267	319,106	319,356	249	0.08%	
Fees and Charges	430,494	242,637	248,907	6,270	2.58%	
Service Charges	0	0	0	0		
Interest Earnings	61,500	4,125	3,089	(1,036)	(25.12%)	
Other Revenue	0	0	0	0		
Profit on Disposal of Assets	4,959	1,239	673			
Total Operating Revenue	2,790,911	1,926,817	1,934,931	8,680		
Operating Expense						
Employee Costs	(1,166,964)	(311,188)	(350,592)	(39,404)	(12.66%)	▼
Materials and Contracts	(1,255,474)	(362,872)	(294,885)	67,987	18.74%	▲
Utility Charges	(169,550)	(41,229)	(35,843)	5,386	13.06%	▲
Depreciation on Non-Current Assets	(4,645,059)	(1,161,243)	0	1,161,243	100.00%	▲
Interest Expenses	(2,050)	(510)	(870)	(360)	(70.68%)	
Insurance Expenses	(206,870)	(122,828)	(140,040)	(17,212)	(14.01%)	▼
Other Expenditure	0	0	0	0		
Loss on Disposal of Assets	(53,496)	(13,374)	0			
Total Operating Expenditure	(7,499,463)	(2,013,244)	(822,231)	1,177,639		
Funding Balance Adjustments						
Add back Depreciation	4,645,059	1,161,243	0	(1,161,243)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	48,537	12,135	(673)	(12,808)	(105.54%)	▼
Adjust Provisions and Accruals			0	0		
Net Cash from Operations	(14,956)	1,086,952	1,112,027	12,268		
Capital Revenues						
Grants, Subsidies and Contributions	656,234	98,000	97,874	(126)	(0.13%)	
Proceeds from Disposal of Assets	205,379	34,230	35,822	1,593	4.65%	
Total Capital Revenues	861,613	132,230	133,696	1,467		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,148,000)	0	(257)	(257)		
Infrastructure - Roads	(1,084,348)	(271,092)	(16,939)	254,153	93.75%	▲
Infrastructure - Public Facilities	0		0	0		
Infrastructure - Footpaths	(20,000)	(10,200)	(10,266)	(66)	(0.65%)	
Infrastructure - Drainage	(2,300)	0	0	0		
Heritage Assets	0	0	0	0		
Plant and Equipment	(589,379)	(35,182)	(37,459)	(2,277)	(6.47%)	
Furniture and Equipment	(5,600)	0	0	0		
Total Capital Expenditure	(2,849,627)	(316,474)	(64,920)	251,554		
Net Cash from Capital Activities	(1,988,014)	(184,244)	68,776	253,021		
Financing						
Proceeds from New Debentures	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	6,326	3,163	3,669	506	16.01%	
Transfer from Reserves	651,221	0	0	0		
Advances to Community Groups	0	0	0	0		
Repayment of Debentures	(31,013)	(5,169)	(9,169)	(4,000)	(77.39%)	
Transfer to Reserves	(157,138)	0	0	0		
Net Cash from Financing Activities	469,396	(2,006)	(5,500)	(3,494)		
Net Operations, Capital and Financing	(1,533,574)	900,702	1,175,304	261,795		
Opening Funding Surplus(Deficit)	1,533,574	1,323,897	1,323,897	0	0.00%	
Closing Funding Surplus(Deficit)	0	2,224,598	2,499,200	261,795		

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

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

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2019

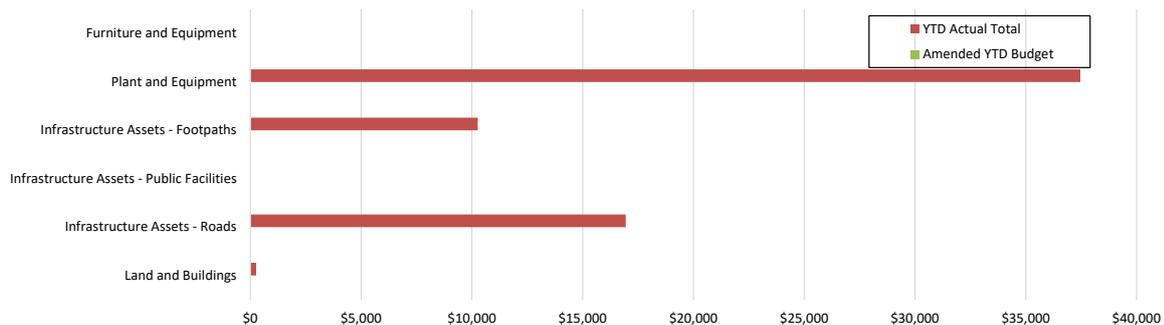
Capital Acquisitions	Note	YTD 30 09 2019					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 257	\$ 0	\$ 257	\$	\$ 1,148,000	\$ 257
Infrastructure Assets - Roads	13		16,939	16,939		1,084,348	16,939
Infrastructure Assets - Public Facilities	13	0	0	0			0
Infrastructure Assets - Footpaths	13	0	10,266	10,266		20,000	10,266
Plant and Equipment	13	37,459	0	37,459		589,379	37,459
Furniture and Equipment	13	0	0	0		7,900	0
Capital Expenditure Totals		37,716	27,205	64,920	0	2,849,627	64,920

Funded By:

Capital Grants and Contributions	97,874	656,234	656,234	558,360
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	35,822	34,230	205,379	1,593
Own Source Funding - Cash Backed Reserves				
Building Reserve			350,000	
Plant Reserve			34,000	
Aged Accommodation Reserve			267,221	
Building Reserve			0	
Total Own Source Funding - Cash Backed Reserves	0	0	(651,211)	0
Own Source Funding - Operations	(68,776)	(690,464)	1,336,793	621,687
Capital Funding Total	64,920	0	2,849,627	64,920

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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 that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

A Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment

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

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

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Council Meeting
SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 30 September 2019

Note 2: EXPLANATION OF MATERIAL VARIANCES

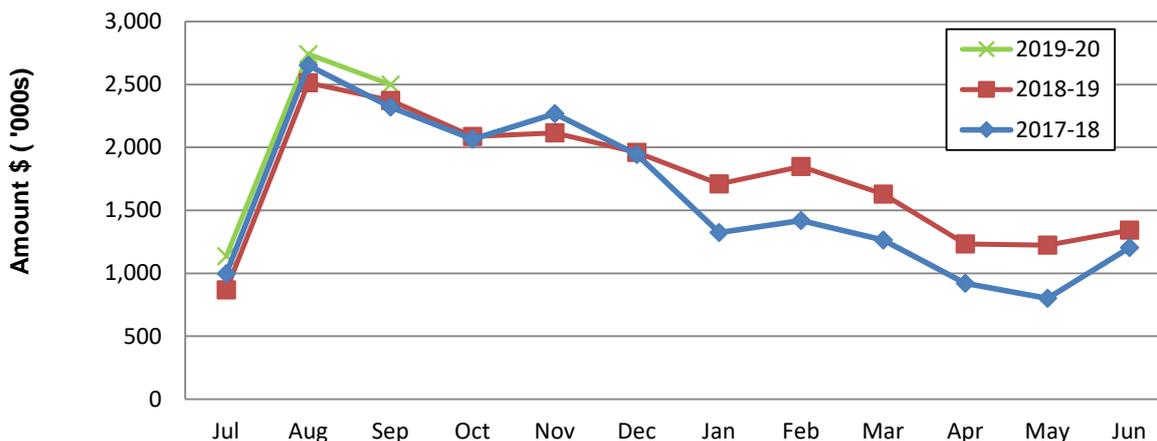
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	8,537	35572.29%	▲	Permanent	Fringe Benefit Refund & Vehicle Insurance Credit
General Purpose Funding - Other	(1,954)	(0.98%)			
Law, Order and Public Safety	959	2.13%			
Housing	(372)	(1.98%)			
Community Amenities	1,021	0.70%			
Recreation and Culture	(593)	(12.63%)			
Transport	47	0.02%			
Other Property and Services	(1,622)	(18.28%)			
Operating Expense					
Governance	25,165	14.83%	▼	Timing	Depreciation still to be run for 19/20
General Purpose Funding	4,506	21.38%	▼	Timing	Depreciation still to be run for 19/20
Law, Order and Public Safety	15,131	19.36%	▼	Timing	Depreciation still to be run for 19/20
Health	2,879	45.74%	▼	Timing	Depreciation still to be run for 19/20
Education and Welfare	6,338	84.68%	▼	Timing	Depreciation still to be run for 19/20
Housing	14,075	36.70%	▼	Timing	Depreciation still to be run for 19/20
Community Amenities	28,347	26.91%	▼	Timing	Depreciation still to be run for 19/20
Recreation and Culture	130,178	48.99%	▼	Timing	Depreciation still to be run for 19/20
Transport	957,608	80.64%	▼	Timing	Depreciation still to be run for 19/20
Economic Services	20,221	36.48%	▼	Timing	Depreciation still to be run for 19/20
Other Property and Services	(13,436)	(17.17%)	▲	Timing	Depreciation still to be run for 19/20, Higher Workers Comp Wages
Capital Revenues					
Grants, Subsidies and Contributions	(126)	(0.13%)			
Proceeds from Disposal of Assets	1,593	4.65%			
Capital Expenses					
Land and Buildings	(257)				
Infrastructure - Roads	254,153	93.75%	▼	Timing	Road Program yet to be started
Infrastructure - Footpaths	(66)	(0.65%)			
Plant and Equipment	(2,277)	(6.47%)			
Furniture and Equipment	0				
Financing					
Loan Principal	(4,000)	(77.39%)			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				YTD 30 Sep 2019	30 June 2018	YTD 29 Sep 2018
Note				\$	\$	\$
Current Assets						
4	Cash Unrestricted			2,365,883	1,462,532	975,440
4	Cash Restricted			2,102,636	2,102,637	1,274,113
6	Receivables - Rates			249,057	34,530	73,835
6	Receivables -Other			115,435	15,076	112,223
	Interest / ATO Receivable/Trust			25,430	31,485	27,693
	Inventories				0	0
				4,858,441	3,646,261	2,463,304
Less: Current Liabilities						
	Payables			(73,266)	(23,397)	(26,842)
	Provisions			(183,339)	(196,330)	(144,743)
				(256,605)	(219,727)	(171,586)
7	Less: Cash Reserves			(2,102,636)	(2,102,637)	(1,274,113)
	Net Current Funding Position			2,499,200	1,323,897	1,017,605

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019**

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	578,427			578,427	ANZ	At Call
Reserve Bank Account	0.00%		636		636	ANZ	At Call
Trust Bank Account	0.00%			18,612	18,612	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal	1.64%	250,000.00			250,000	ANZ	27-Dec-19
Municipal	1.64%	250,000.00			250,000	ANZ	27-Dec-19
Municipal	1.64%	500,000.00			500,000	ANZ	27-Dec-19
Municipal	0.95%	786,756			786,756	WA Treasury	At Call
Reserve	1.79%		2,102,000		2,102,000	ANZ	18-Oct-19
Trust	2.10%			134,610	134,610	ANZ	18-Oct-19
Total		2,365,882.83	2,102,636.02	153,221.53	4,621,740.38		

Comments/Notes - Investments

Note 5: BUDGET AMENDMENTS

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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

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

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

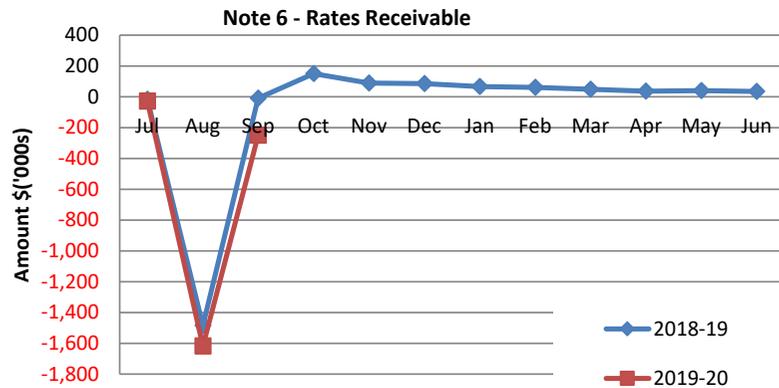
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 6: RECEIVABLES

Receivables - Rates Receivable

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

	YTD 30 Sep 2019	30 June 2019
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,536,925	1,534,110
<u>Less</u> Collections to date	(1,307,390)	(1,519,102)
Equals Current Outstanding	249,057	34,530
Net Rates Collectable	249,057	34,530
% Collected	84.00%	97.78%



Comments/Notes - Receivables Rates

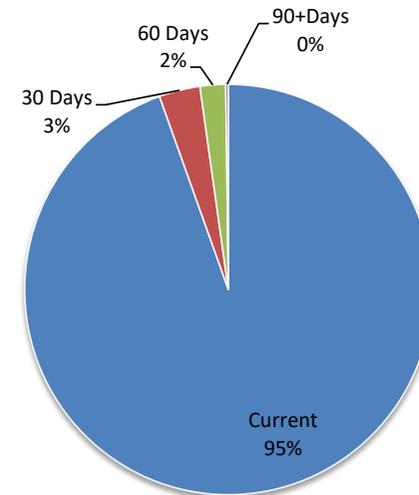
Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	109,100	3,760	2,341	234
Total Receivables General Outstanding				115,435

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



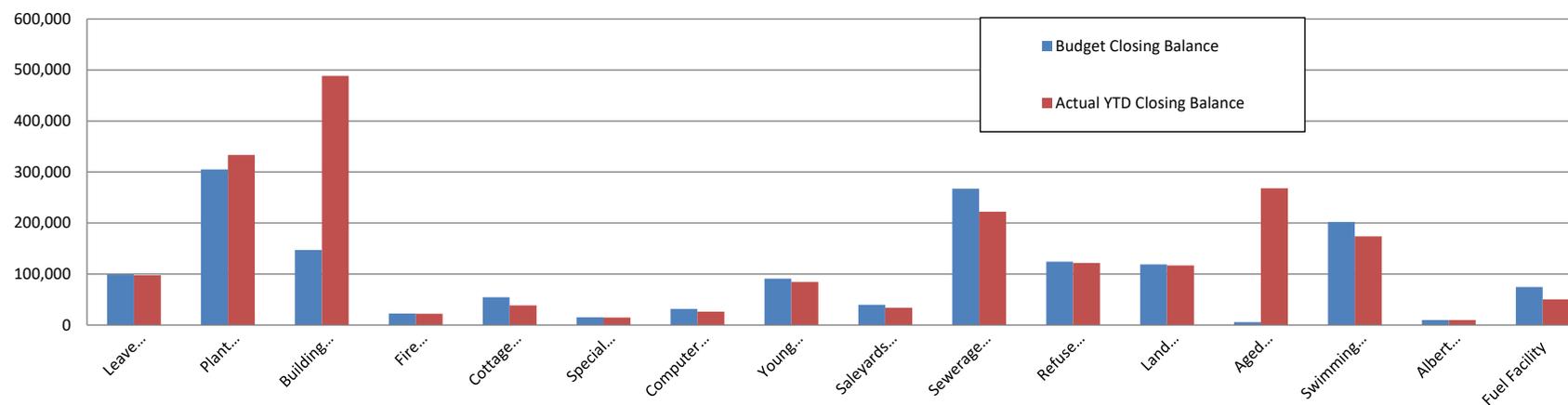
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 7: Cash Backed Reserve

2019-20		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
Name	Opening Balance									
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	97,493.46	1,761.95			0		0		99,255	97,493
Plant Replacement Reserve	333,213.86	6,022.03				34,000			305,236	333,214
Building Reserve	488,547.80	8,829.29				350,000			147,377	488,548
Fire Fighting Reserve	22,253.52	402.17			0				22,656	22,254
Cottage Homes Reserve	38,659.71	698.67		15,000	0				54,358	38,660
Special Events Reserve	14,639.44	264.58			0				14,904	14,639
Computer Reserve	25,989.81	469.71		5,000					31,460	25,990
Young Singles Accommodation Reserve	84,307.52	1,523.64		5,000					90,831	84,308
Saleyards Reserve	34,104.22	616.35		5,000					39,721	34,104
Sewerage Reserve	222,447.38	4,020.20		40,838					267,306	222,447
Refuse Reserve	121,944.97	2,203.86			0				124,149	121,945
Land Development Reserve	116,730.46	2,109.63			0				118,840	116,730
Aged Persons Accommodation Reserve	268,130.80	4,845.81				267,211			5,766	268,131
Swimming Pool Reserve	173,853.07	3,141.97		25,000					201,995	173,853
Albert Facey Homestead Reserve	9,785.50	176.84			0				9,962	9,786
Fuel Facility	50,535.50	913.31		23,300					74,749	50,535
	2,102,637	38,000	0	119,138	0	651,211	0		1,608,564	2,102,636

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 09 2019			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
37,459	(2,309)	35,822	673	PCEOH Holden Colorado CEO	(2,430)	673	3,103	
				PCEOI Holden Colorado CEO		0	0	
93,000	(27,900)			P475 Volvo Backhoe 2012 WK475		0	0	
49,574	(10,322)			P2433 Isuzu Tip Truck WK2433		0	0	
31,000	(18,600)			P664 Toro Ride on Mower		0	0	
36,132	(10,256)			P2567 Mitsubishi Dual Cab WK2567		0	0	
49,091	(11,641)			Pfacey Ford Ranger PFacey		0	0	
296,255	(81,027)	35,822	673		(2,430)	673	3,103	

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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	0.9386	278	132,731,703	1,322,278	103		1,322,381	1,322,278			1,322,278
Sub-Totals		472	134,550,918	1,450,172	103	0	1,450,275	1,450,172	0	0	1,450,172
Minimum Payment	Minimum \$										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
Sub-Totals		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,481,475				1,481,372
Discount							11,734				11,734
Rates Writeoffs							(5)				
Amount from General Rates							1,365,150				1,493,106
Specified Area Rates											
Totals							1,365,150				1,493,106

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 100 - CEO Residence	25,480		6037	24,687	19,443	0	333	2,195	24/06/2020
Loan 102 - WD Sports Club SS Greens	26,880		3132	6,326	23,748	20,554	538	1,258	17/01/2023
	52,360	0	9,169	31,013	43,191	20,554	870	3,453	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

Council Meeting
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	534,497	0	534,497	0	133,801	400,696
Grants Commission - Roads	WALGGC	Y	244,056	0	244,056	0	61,087	182,970
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	31,246	0	31,246	0	0	31,246
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	0	327,069
RRG Grants - Capital Projects	Regional Road Group	Y	244,687	0	0	244,687	97,874	146,813
Direct Grant - Maintenance	Dept. of Transport	Y	124,468	0	124,468	0	124,468	0
Blackspot Funding	Blackspot	Y	84,478	0	0	84,478	0	84,478
TOTALS			1,590,501	0	934,267	656,234	417,230	1,173,272
Operating	Operating				934,267		319,356	
Non-Operating	Non-operating				656,234		97,874	
					<u>1,590,501</u>		<u>417,230</u>	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

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 19	Amount Received	Amount Paid	Closing Balance 30-Sep-19
	\$	\$	\$	\$
Housing Bonds	0.00	0.00	0.00	0.00
Master Key Deposits	0.00	780.00	0.00	780.00
Special Plates	0.00	0.00	0.00	0.00
Land Sales	0.00	0.00	0.00	0.00
Nomination Deposits	0.00	320.00	0.00	320.00
Building and BCITF	184.95	1,876.46	-246.60	1,814.81
Ram Pavillion	0.00	0.00	0.00	0.00
LCDC Landcare	0.00	0.00	0.00	0.00
Cat/Dog Trap Hire	0.00	0.00	0.00	0.00
WDSC Replacement Greens	103,010.21	3,750.00	0.00	106,760.21
Miscellaneous Trust	4,046.51	0.00	0.00	4,046.51
Yealering Bowling Club Greens	31,600.00	7,900.00	0.00	39,500.00
Licensing		88,795.20	-88,795.20	0.00
	138,841.67	103,421.66	-89,041.80	153,221.53

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 2019**

Note 13: CAPITAL ACQUISITIONS

		30/09/2019					
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Land & Buildings							
Housing							
○	STAFF HOUSE	(350,000)	0	0	0		
○	RINTEL STREET SHED	(12,000)	0	0	0		
	Housing Total	(362,000)	0	0	0		0
Other Housing							
○	CAPITAL EXPENSE - LIFESTYLE VILLAGE	(700,000)	0	0	0		
	Other Housing Total	(700,000)	0	0	0		
Recreation and Culture							
○	HARRISMITH HALL	(17,000)	0	0	0		
○	WICKEPIN TOWN HALL - ROOF	(12,000)	0	0	0		
○	WICKEPIN TOWN HALL - FLOOR	(30,000)	0	0	0		
○	LAKE YEALERING BOWLING CLUB ROOF	(14,500)	0	0	0		
○	Recreation And Culture Total	(73,500)	0	0	0		
Transport							
○	DEPOT - CAR PORT	(12,500)	0	(257)	257		
	Transport Total	(12,500)	0	(257)	257		
Land and Buildings Total		(1,148,000)	0	(257)	257		0
Footpaths							
Transport							
○	FOOTPATHS LFP1	(20,000)	(10,200)	(10,266)	66		
	Transport Total	(20,000)	(10,200)	(10,266)	66		0
Footpaths Total		(20,000)	(10,200)	(10,266)	66		0
Furniture & Equipment							
Governance							
○	ADMIN OFFICE PHONE SYSTEM LABC	(5,600)	0	0	0		0
○	Governance Total	(5,600)	0	0	0		0
Furniture & Office Equip. Total		(5,600)	0	0	0		0
Plant , Equip. & Vehicles							
Governance							
●	CEO VEHICLE	(70,364)	(35,182)	(37,459)	2,277		0
	Governance Total	(70,364)	(35,182)	(37,459)	2,277		0
Transport							
○	BACKHOE 6034	(215,000)	0	0	0		0
○	TIP TRUCK 6034	(145,000)	0	0	0		0
○	RIDE ON MOWER 6034	(51,000)	0	0	0		0
○	LEADING HAND DUAL CAB 6034	(42,000)	0	0	0		0
○	MWS DUAL CAB 6034	(66,015)	0	0	0		0
	Transport Total	(519,015)	0	0	0		0
Plant , Equip. & Vehicles Total		(589,379)	(35,182)	(37,459)	2,277		0

Note 13: CAPITAL ACQUISITIONS

		30/09/2019					
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Infrastructure Other							
Community Amenity							
○	FURNITURE & EQUIPMENT - STREET BINS	3854	(2,300)	0	0	0	
	Community Amenity Total		(2,300)	0	0	0	0
	Public Facilities Total		(2,300)	0	0	0	0
Roads							
Transport Regional Road Group							
○	Wickepin Corrigin Road		0	0	0	0	
○	Wickepin Harrismith Road		(397,964)	(99,492)	(13,859)	(85,633)	
○	Pingelly Wickepin Road		0	0	0	0	
	Regional Road Group Total		(397,964)	(99,492)	(13,859)	(85,633)	0
Transport Roads to Recovery							
○	Sprigg Road		(91,283)	(22,821)	(770)	(22,051)	0
○	Line Road		(85,229)	(21,306)	(770)	(20,536)	0
○	Elsinore Road		(121,668)	(30,417)	(770)	(29,647)	0
○	Inkiepinkie Road		(39,198)	(9,801)	0	(9,801)	0
	Roads to Recovery Total		(337,378)	(84,345)	(2,310)	(82,035)	0
Transport Grain Freight							
○						0	0
○	Grain Freight Total		0	0	0	0	0
Transport Black Spot							
○	Collins Street		(58,317)	(14,580)	0	(14,580)	0
○	Wickepin Harrismith		(68,454)	(17,115)	0	(17,115)	0
○	Blackspot Total		(126,771)	(31,695)	0	(31,695)	0
Council Resources Construction							
○	104 Gate Road		(100,077)	(25,020)	(770)	(24,250)	0
○	Wogolin South Road		(122,158)	(30,540)	0	(30,540)	0
	Council Resources Construction Total		(222,235)	(55,560)	(770)	(54,790)	0
	Roads Total		(1,084,348)	(271,092)	(16,939)	(254,153)	0
○	Capital Expenditure Total		(2,849,627)	(316,474)	(64,920)	(251,554)	0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.03 – Development & Regulatory Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.REP.2203
Author:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	29 September 2019

Enclosure/Attachments: Nil.

Summary:

The Shire of Narrogin's Department of Development and Regulatory Services as requested by the Shire of Wickepin has prepared the following report for the works undertaken in the month of September 2019, for council's consideration.

Background:

On 20 September 2017, the Shire of Wickepin resolved to accept the RFQ 1 2017/2018 from the Shire of Narrogin for the provision of Health, Building and Planning Services to the Shire of Wickepin for a period of Five Years.

A monthly report is to be presented to the Shire of Wickepin from the Shire of Narrogin's Planning, Building and Environmental Health Services for the works undertaken during the month of September 2019.

Comments:

Following are the reports provided for the month of September 2019

Planning Officer's Report

Planning Approvals

Nil

Upcoming Council Agenda for October 2019

Lot 34 Plover Street, Wickepin – Setback Variation

Referrals & Subdivision clearances

Nil

Building Surveyors Report

There were no Building Approvals for the month of September 2019.

Environmental Health Officer's Report

- 1) DWER's request for a copy of an updated Asset Management Plan is still under review. Once all the required information has been accessed the Asset Management Plan will be submitted.
- 2) No water samples were taken from the swimming pool for September 2019 as the pool is closed for the winter season.
- 3) Letter sent to the owner of 22 Connor Street, Yealering, requesting they secure the property and remove unsightly and untidy material from the premises, including three (3) unlicensed vehicles and monitor the property on a regular basis. The owner has until early October and is yet to respond;

- 4) Letter sent to the owner of 20 Connor Street, Yealering, requesting they repair and monitor the property on a regular basis. The owner has until early October and is yet to respond;
- 5) Letter sent to the owner of 11 Congreve Street, Yealering, requesting they repair and monitor the building and remove unsightly and untidy material in the yard of the property. The owner has until early October and is yet to respond.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4

National Construction Code,

Building Act 2011

Building Regulations 2012

Food Act 2008 and Food Regulations 2009

Health (Miscellaneous Provisions) Act 1911 and Regulations under the Act

Public Health Act 2016

Policy Implications: Not Applicable.

Financial Implications:

The fore mentioned services are provided at a cost to the Shire of Wickepin and has been allocated in the 2019/2020 budget.

Strategic Implications: Nil.

Recommendations:

That Council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of September 2019.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.04 – Community Development Officer’s Report**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Diana Blacklock - Community Development Officer
File Reference:	CM.PLA.404
Author:	Diana Blacklock - Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	10 October 2019

Introduction	<p>I am pleased and excited about my appointment with the Shire of Wickepin, I am in my 3rd week and already feel at home thanks to a friendly welcoming workplace and community. During these three weeks I have been busy learning about the area and the surrounding communities. I have joined several classes and activities including yoga, singing and soon to commence social tennis. I enjoy walking in the morning around the lovely walking trails with my dog Gav and plan to explore further afield on my bike in the coming months. I have come into a role that has been filled with a very dynamic and passionate CDO giving me big shoes to fill, so I hope to continue her good work in my own way and to my full capacity. With my different experiences and various skill sets I hope to make a positive contribution to the Shire of Wickepin and its residents. I look forward to getting to know you all and working with you over time, please feel free to contact me or just come into the office for a chat, I am open to and encourage any ideas and suggestions you have to help me serve you better.</p>
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Wickepin Town Hall is scheduled to have the floors sanded, quotes are being sought. • Harrismith Hall – window frames are currently being stripped for painting. • He Shed She Shed - Banksia and Ball Sculptures will be erected by the end of next week, Banksia will be located in the shire grounds and the Ball will be placed next to the centenary wall in the main street. <p>War Memorial</p> <ul style="list-style-type: none"> • Issues with drainage near the gun, along with tree roots being identified by works manager. • Shire works crew will manufacture the metal tops for the posts. These will be done in due course. <p>Tarling Well</p> <ul style="list-style-type: none"> • Site is in need of repair and maintenance, a working plan to be discussed with Works Manager. <p>Community Activities</p> <ul style="list-style-type: none"> • Information sent to community sport & recreation grant opportunities and workshops. • Meeting with local police and discussed possible grant opportunities for additional / upgraded surveillance camera in the main street. • Met with surrounding Shires CDO's to share ideas and discuss possible collaboration opportunities. • Met with several community and sporting groups.

Economic Development	<p>Wickepin Playground</p> <ul style="list-style-type: none"> Community consultation has been closed and the results have been collated with a total of 33 responses via 28 FB survey and 5 paper forms. <p>In summary:</p> <p>30 have seen the plan / 3 had not, 24 support the current plan / 3 don't / 3 other, 33 agree that a nature based park is a good idea, 29 local families would use the park / 4 would not.</p> <p>Some of the suggestions included:</p> <p>More shade, undercover areas, equipment to cater to toddlers, road safety including fencing and zebra crossing, more seating, water feature, drinking fountains, special needs equipment, bird attracting plants local to the area, climbing equipment, locating playground in a different site, BBQ area, lighting and tie up rails for animals.</p> <p>Yealering Foreshore</p> <ul style="list-style-type: none"> Wheatbelt NRM currently tendering for landscaping quotes.
Tourism and Social Media	<ul style="list-style-type: none"> Meeting with the manager of the Dryandra Tourist Centre in Narrogin and discussed promotional opportunities. Social media posts to the shire Facebook and Instagram pages. Online survey for Wogolin Playground Concept Plan including flythrough video. A Wildflower walk was held by the WA Wildflower Society, with local knowledge and expertise requested. Placed notification and story on FB, Watershed Council Notes and the Council Newsletter
Sport and Recreation	<ul style="list-style-type: none"> Information forwarded to clubs re grant opportunities. Series of Workshop to be held on 23rd and 31st October as part of the Upper Great Southern Building Sustainable Clubs Program. Governance and constitution coordinated by Emily Cousin from Narrogin Shire for club/group representatives to attend.
Governance Other	<ul style="list-style-type: none"> Responded to queries from community Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken in Wickepin and surrounding towns Uploaded concept plans and video for easy community access to Website and FB.

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Aligns with Strategic Community Plan 2018 -2028.

Recommendations: Nil.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.05 - Administration Office Christmas Trading Hours 2019/2020

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Erika Clement, Acting Chief Executive Officer
File Reference:	PE.EC.1
Author:	Erika Clement, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	20 September 2019

Enclosure/Attachments: Nil

Summary:

Council is being requested to set the administration office trading hours for the 2019/2020 Christmas period.

Background:

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

Comments:

Normally this time of the year is quiet and council generally allows staff time off over this period and the CEO believes the same should happen this year. 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: Nil

Financial Implications:

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

Strategic Implications: Nil

Recommendations:

That the trading hours for 2019/2020 Christmas period be as follows:

Monday 23 December	Closed - Employee Annual Leave
Tuesday 24 December	Closed - Employee Annual Leave
Wednesday 25 December	Closed - Public Holiday (for Christmas Day)
Thursday 26 December	Closed - Public Holiday (for Boxing Day)

Friday 27 December	Closed - Employee Annual Leave
Monday 30 December	Closed - Employee Annual Leave
Tuesday 31 December	Closed - Employee Annual Leave
Wednesday 1 January	Closed - Public Holiday, New Year

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.06 – Partnering Agreement for the Provision of Mutual Aid

Submission To:	Ordinary Council
Location/Address:	WALGA Central Country Zone
Name of Applicant:	WALGA Central Country Zone
File Reference:	ES.SPR.916
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 October 2019

Enclosure/Attachments: Draft Local Government MOU SWCZ.

Summary:

Council is being requested to endorse the Local Government MOU, as detailed in the attachment that will promote cooperation between the Central Country Zone local governments in emergency events.

Background:

At the WALGA Central Country Zone meeting on 15th March 2019 discussion was held on the potential for a Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies.

The meeting agreed to refer the concept of a Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery (MOU), to Member Councils for comment and the matter be listed for consideration at the in-person Zone meeting on Friday 30 August 2019. To assist in the consideration of this issue attached is the draft of an MOU prepared for the South West Country Zone.

The WALGA Central Country Zone meeting on 30th August 2019 in Beverley considered the draft MOU where it resolved:

'That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing, subject to it being considered and endorsed by each local government'

This item was presented to the ordinary meeting of council held on Wednesday 18 September 2019 where council resolved the following:

Note: Item to be brought back to next Council meeting with further information and amended attachment.

Comments:

A similar MOU has operated in the South West of WA by twelve (12) local governments without any issues arising, so it's recommended that Council agree to be part of the cooperative approach of assisting other local governments in the Central Country Zone in emergency events by endorsing the attached MOU.

Statutory Environment: Nil.

Policy Implications: Nil.

Financial Implications:

Should Council respond to a request from a local government in the Central Country Zone the Shire costs would relate to staff salary/wages whilst assisting in the emergency and any loss, damage or cost associated with the provision of support (i.e. plant, equipment, Protective clothing etc.), unless otherwise agreed in writing.

In many instances the loss of plant and equipment would be covered under Council's insurance, however there may be an insurance excess on particular plant or equipment that the Shire may have to meet.

The local government requesting the assistance will be responsible for all incidental cost associated with the provider's personnel and equipment such as catering, accommodation, OHS, transport, fuel and storage.

RISK IMPLICATIONS:

Low – Minor Reputational Risk and Unlikely Likelihood in relation to agreeing to sign the MOU.

Strategic Implications: Nil.

Recommendations:

That Council endorses the Local Government MOU, as detailed in the attachment that will promote cooperation between the Central Country Zone local governments in emergency events.

Voting Requirements: Simple majority.

11. President's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Julie Russell, President
File Reference:	FM.FR.1211
Author:	Julie Russell, President
Disclosure of any Interest:	Nil
Date of Report:	

To be tabled.

12. Acting Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Erika Clement, Acting Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Erika Clement, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 October 2019

Enclosure/Attachments: Nil

Staff

Advertisements have been placed in the Narrogin Observer and the Watershed News for the Executive Support Officer which closes 18 October 2019 and for a General Hand/Plant Operator which closes 25 October 2019.

Wheatbelt South Aged Housing Alliance

Following on from the announcement of funding for the Aged housing, Mark has received the FAA, he will follow up with Department of Primary Industries and Regional Development regarding this on his return from leave.

Rate Payments 2019/2020

The rate discount period closed at 4.30pm at the council office on Friday 27 September 2019. The percentage of rates received as of 27 September was 87%.

Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts	01/09/2019- 30/09/2019	CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
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			
A13	Hire of Community Halls / Community Centre	CEO	Landmark – sheep sale Wickepin CRC – Independent Living Centre Presentation Wickepin CRC – Lake Yealering Regatta Wickepin CRC – Senior’s Week event	11/10/19 15/10/19 26/10/19 – 27/10/19 15/11/19	Community Community Community Community
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			

13. Notice of Motions for the Following Meeting

14. Reports and Information

15. Urgent Business

16. Closure

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