

A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

3.30pm, Council Chambers, Wickepin

18 DECEMBER 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 19 February 2020 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark Hook
Chief Executive Officer

15 November 2019

Time Table

10.00am	Governance, Audit & Community Services Meeting
11.30am	Australia Day Meeting
12.00pm	Lunch
1.00pm	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 18 December 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	Fran Allan
Councillor	Allan Lansdell
Councillor	John Mearns

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

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 20 November 2019

Moved / Seconded

That the minutes of the Ordinary meeting of council held on Wednesday 20 November 2019 be confirmed as a true and correct record.

Carried /

7. Receival of Minutes

RECEIVAL OF MINUTES**7.1 – Governance, Audit and Community Services Committee**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mel Martin, Executive Services Officer
File Reference:	CR.MEE.224
Author:	Mel Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	05 December 2019

Enclosure/Attachments:

Minutes of the Governance, Audit and Community Services Committee meeting held on Wednesday 20 February 2019.

Background:

The Governance, Audit and Community Services Committee meeting was held on Wednesday 20 February 2019.

Summary:

Council is being requested to receive the Governance, Audit and Community Services Committee meeting minutes held on Wednesday 20 February 2019.

Comments:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That the minutes for the Governance, Audit and Community Services Committee meeting held on Wednesday 20 February 2019 be received.

Voting Requirements: Simple majority.



Shire of Wickepin

Minutes

Governance, Audit and Community Services Committee
Council Chambers, Wickepin

20 FEBRUARY 2019



Notice of a Governance, Audit and Community Services Committee Meeting

Please note that the next Governance, Audit and Community Services Committee Meeting of the Shire of Wickepin will be held on 20 February 2019 at Council Chambers, Wickepin, commencing at 1.00pm.

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

A handwritten signature in blue ink, appearing to read "Mark Hook", is written over a horizontal red line.

Mark Hook
Chief Executive Officer

14 February 2019

Disclaimer

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

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Terms of Reference

1. Name

Governance, Audit and Community Services Committee

2. Members

Cr Steven Martin
 Cr Julie Russell
 Cr Allan Lansdell
 Cr Fran Allan
 Cr Wes Astbury
 Cr Sarah Hyde
 Cr Gerri Hinkley
 Cr Nathan Astbury

3. Objectives

The following objectives are to be considered by the Governance, Audit and Community Services Committee;

- This Committee deals with issues relating to Governance, Audit and Community Services in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.
- The Governance, Audit and Community Services Committee has no delegated authority, therefore the Committee cannot on-delegate the powers and duties delegated to it;
- The Committee is to provide an independent oversight of the financial systems of the Shire of Wickepin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickepin's financial reporting and audit responsibilities.
- Support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities in relation to directing and controlling the affairs of the Shire of Wickepin.

4. Function of the Committee

To provide guidance and assistance to the Shire of Wickepin;

1. as to the carrying out of its functions in relation to audits;
2. as to the development of a process to be used to select and appoint a person to be the auditor;
3. matters to be audited;
4. the scope of the audit;
5. its functions under Part 6 of the Act that relate to financial management; and
6. the carrying out of its functions relating to other audits and others matters related to financial management.

5. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

A decision of the Committee is to be made by simple majority.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

The Shire of Wickepin shall provide secretarial and administrative support to the Governance, Audit and Community Services Committee.

Council's Governance, Audit and Community Services Committee brief includes the following roles and responsibilities;

1. **Dog Act 1976**
2. **Cemeteries Act 1986**
3. **Litter Act 1979**
4. **Parts of the Local Government Act 1995 which control;**
 - a) Trespass of cattle and pounds;
 - b) Aged persons welfare, centres and housing;
 - c) Management, advisory and community committees;
 - d) The protection and security of Council properties and facilities;
 - e) Aquatic centres;
 - f) Parking facilities;
 - g) Social welfare.
5. **The Health Act 1911, as amended which includes;**
 - a) Disposal of refuse, sewerage and liquid waste;
 - b) Offensive trades;
 - c) Distribution and sale of foods and drugs to the public;
 - d) Insects and pests;
 - e) Itinerant vendors of food;
 - f) Immunization;
 - g) Health education;
 - h) Child health centres;
 - i) Infectious diseases;
 - j) Drainage pertinent to health;
 - k) Stables;
 - l) Noxious industries;
 - m) Stalls and stall holders;
 - n) Hawking;
 - o) Child minding.
6. **Environmental Protection Act (1986)**
7. **The Liquor Act 1970**
8. **Amendments, regulations, locals laws and enforcement of the above Acts**
9. **Prosecution for offences under the control of this Committee**
10. **Usage, sharing and hiring of Council controlled reserves and buildings**
11. **Ranger Services**
12. **Library Services**
13. **Civic Functions**
14. **Lease of land and buildings**
15. **Services for the aged and youth**
16. **Town Planning**
17. **Regulate use of land**
18. **Town Planning Scheme;**
 - a) Preparation;
 - b) Amendments;
 - c) Submissions to Council.
19. **Use of Land - Classification**
20. **Subdivisions**
21. **Amalgamations**
22. **Residential density codes**
23. **Applications to commerce development**
24. **Change of use**
25. **Re-zonings**
26. **Buildings;**

- a) Plot ratios;
 - b) Setback;
 - c) General character;
 - d) Dimensions.
- 27. Location of;**
- a) Parks and reserves;
 - b) Recreation grounds;
 - c) Public open space;
 - d) Community facilities;
 - e) Cultural facilities;
 - f) Parking areas and functions;
 - g) Civic developments;
 - h) Urban design.
- 28. Buildings - Statutory Control**
- 29. Building Code of Australia**
- 30. Private Swimming Pool Local Laws**
- 31. Buildings - part (xv) of the Local Government Act**
- 32. Signs and hoardings**
- 33. Fencing**
- 34. Buildings - Operations**
- 35. Lightings**
- 36. Maintenance of Council buildings**
- 37. Cleaning of Council buildings**
- 38. Construction of Council buildings**
- 39. Local Laws for building**
- 40. Any items referred by other Committees or Council**
- 41. The calling and consideration of tenders for Council buildings**
- 42. Review quarterly reports**
- 43. Budget process and overview**
- 44. The process of calling tenders and selecting the auditor**
- 45. Recommending the auditor to Council**
- 46. Managing the audit process from the Council perspective**
- 47. Meeting with the auditor at least once each year to discuss the process and/or outcomes of the audit**
- 48. Monitoring the administration's actions on, and responses to, any significant matters raised by the auditor in the report referred to in S7.9 of the Local Government Act 1995 and the Management Report**
- 49. Submitting a copy of the audit contract to the Department each time a new one is entered into or the contract is amended**
- 50. Submitting an annual report on the audit function to the Council and the Department**
- 51. Considering the completed Statutory Compliance Return and monitoring the administration's corrective action on matters of non-compliance**
- 52. Preparation and amendment of Principle Activities Plan**
- 53. The calling of tenders and consideration of tenders for administrative matters**
- 54. Elections**
- 55. Elector meeting.**

6. Appointment of Committee Members

The following guidelines are to be established when appointing members of the Governance, Audit and Community Services Committee;

- The Governance, Audit and Community Services Committee is to consist of three or more persons to exercise powers and discharge the duties conferred on it;
- Council calls for written nominations for members of the Governance, Audit and Community Services Committee at the end of each year. Committee members are appointed by Council at the December Ordinary Council meeting by an absolute majority decision;
- At least three of the members, and the majority of the members, are to be elected members;
- If the Shire of Wickepin wishes to appoint one or more persons other than elected members to the Committee, it should ensure that they have the requisite knowledge and skills to provide benefit to the Committee.

- The CEO is not to be a member of the Committee and may not nominate a person to be a member or have a person to represent him/her as a member of the Committee;
- An employee is not to be a member of the Committee;

7. Appointment of Committee Chair

A chairperson is appointed every second year at the first Governance, Audit and Community Services Committee Meeting after the Local Government elections by the committee members.

8. Meeting Frequency

The Governance, Audit and Community Services Committee meet on the meeting dates for 2019 are as follows:

Committee	Day	Date	Time
Governance	Wednesday	February 20, 2019	1.30pm
Governance	Wednesday	June 19, 2019	1.30pm
Governance	Wednesday	October 16, 2019	1.30pm

9. Related Policies/Bylaws:

Nil.

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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**Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers,
Wickepin – Wednesday 20 February 2019**

The Chairperson declared the meeting open at : 1.06pm.

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

Cr J Russell	Member
Cr W Astbury	Member
Cr A Lansdell	Member
Cr F Allan	Member
Cr N Astbury	Member
Cr S Martin	Member
Cr S Hyde	Member
Cr G Hinkley	Member

Mark Hook	Chief Executive Officer
Erika Clement	Deputy Chief Executive Officer
Rebecca Pauley	Executive Support Officer (Minute Taker)

Apologies

Leave of Absence (Previously Approved)

Cr Wes Astbury

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 – Governance, Audit and Community Services – 20 December 2018.

Moved: Cr S. Hyde / **Seconded** Cr F. Allan

That the minutes of the Governance, Audit and Community Services Committee held on 20 December 2018 be confirmed as a true and correct record.

Carried 7 / 0

7. Status Report

Subject/Action	Date	Officer	Progress	Status	Comment

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

Governance, Audit & Community Services

9.1 – Annual Compliance Audit Return 2018

Submission To: Ordinary Council
 Location / Address: Whole Shire
 Name of Applicant: Mark J Hook, Chief Executive Officer
 File Reference: FM.AUD.1200
 Author: Mark J Hook, Chief Executive Officer
 Disclosure of any Interest: Nil
 Date of Report: 14 February 2019

Enclosure/Attachments:

Annual Compliance Audit Return 2018 under separate cover

Summary:

Council is being recommended to adopt the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

Background

It is a statutory requirement for local councils to prepare and present the Annual Wickepin – Compliance Audit Return 2018 to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2019.

Comments:

A local government is to carry out a compliance audit for the period 1 January to 31 December in each year after carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by

the Minister. The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

There were no questions that have a No recorded against them in the CAR return for 2018.

Statutory Environment:

Section 7.13(1) of Local Government Act.

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under sub-regulation (3A), the compliance audit return is to be —*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

Voting Requirements:

Absolute majority.

Moved: Cr G. Hinkley / **Seconded Cr F. Allan**

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

Carried 7 / 0

 Governance, Audit & Community Services

9.2 – Policy Manual Review 2018

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.POL.403
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 th February 2019

Enclosure/Attachments:

Policy Manual February 2019.

Summary:

Council is being requested to adopt the Shire of Wickepin's Policy Manual February 2019.

Background

The Shire of Wickepin Policy manual is due for its Annual Review.

Comments:

The CEO has undertaken a review of the Policy Manual and no changes are required at this stage as the Policy Manual is reviewed regularly and the changes are made straight away.

Amendments to the Policy Manual made after it being adopted in its entirety 15 March 2017 - **Resolution No 150317-11**.

Date	Amendment/Review Details	Amend/Reviewed By
21 June 2017	Councillors Attendance at Conferences, Seminars, Training and Induction Courses Resolution No 210617-14	Reviewed by Council 21/06/17 Amended by ESO 29/06/2017
21 June 2017	Authorisation to Purchase Goods and Services Resolution No 210617-15	Reviewed by Council 21/06/17 Amended by ESO 29/06/2017
21 June 2017	Corporate Credit Card Resolution No 210617-16	Reviewed by Council 21/06/17 Amended by ESO 29/06/2017
21 June 2017	Dealing with Family Members Resolution No 210617-17	Reviewed by Council 21/06/17 Added by ESO 29/06/2017
21 June 2017	Petty Cash Resolution No 210617-18	Reviewed by Council 21/06/17 Added by ESO 29/06/2017
21 June 2017	Purchasing Resolution No 210617-19	Reviewed by Council 21/06/17 Amended by ESO 29/06/2017
21 June 2017	Related Party Disclosures Resolution No 210617-20	Reviewed by Council 21/06/17 Added by ESO 29/06/2017
21 June 2017	Debts (Other than Rates and Service Charges) Resolution No 210617-21	Reviewed by Council 21/06/17 Amended by ESO 29/06/2017
16 August 2017	Social Media – Councillors Resolution No 160817-24	Reviewed by Council 16/08/17 Amended by ESO 23/08/17

16 August 2017	iPad Policy Resolution No 160817-24	Reviewed by Council 16/08/17 Amended by ESO 23/08/17
18 April 2018	3.1 - Rates Policy Resolution No 180418-04	Reviewed by Council 18/04/18 Amended by ESO 20/04/2018
20 June 2018	3.1.4 Waiving of Fees Resolution No 200618-13	Reviewed by Council 20/06/18 Amended by ESO 11/02/19
17 October 2018	3.1.11 Related Party Disclosures Resolution No 171018-08	Reviewed by Council 17/10/18 Amended by ESO 11/02/19

Statutory Environment:

Shire of Wickepin Policy Manual.

Local Government Act 1995.

Policy Implications:

As per policies reviewed throughout the year.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Policy Manual Review 2018 report be received.

Voting Requirements:

Absolute majority.

Moved: Cr F. Allan / **Seconded** Cr A. Lansdell

That the Policy Manual Review 2018 report be received.

Carried 7/0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members.

12. Urgent Business

13. Closure

There being no further business the Chairperson declared the meeting closed at 1.37pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 19 June 2019.

Actions Requested from meeting

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

RECEIVAL OF MINUTES

7.2 – Governance, Audit and Community Services Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Lara Marchei, Executive Support Officer
File Reference:	CR.MEE.224
Author:	Lara Marchei, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	16 December 2019

Enclosure/Attachments:

Minutes of the Governance, Audit and Community Services Committee meeting held on Wednesday 21 August 2019.

Background:

The Governance, Audit and Community Services Committee meeting was held on Wednesday 21 August 2019.

Summary:

Council is being requested to receive the Governance, Audit and Community Services Committee meeting minutes held on Wednesday 21 August 2019.

Comments:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That the minutes for the Governance, Audit and Community Services Committee meeting held on Wednesday 21 August 2019 be received.

Voting Requirements: Simple majority.



A Fortunate Place

Minutes

Governance, Audit & Community Services Committee
Council Chambers, Wickepin

21 AUGUST 2019

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**Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers,
Wickepin, Wednesday 21 August 2019**

The Chairperson declared the meeting open at 1.05pm.

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

Cr W Astbury	Member
Cr A Lansdell	Member
Cr F Allan	Member
Cr N Astbury	Member
Cr S Martin	Member
Cr S Hyde	Member
Cr G Hinkley	Member

Mark Hook	Chief Executive Officer
Erika Clement	Deputy Chief Executive Officer

Apologies

Cr J Russell	Member
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Leave of Absence (Previously Approved)

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 – Governance, Audit and Community Services – 20 February 2019

Moved Cr Allan / Seconded Cr Hyde

That the minutes of the Governance, Audit and Community Services Committee held on 20 February 2019 be confirmed as a true and correct record.

Carried 7/0

7. Status Report

Subject/Action	Date	Officer	Progress	Status	Comment
200219-02	200219	CEO	That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.	✓	

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

9.1 – Significant Adverse Trend 2018 Audit Report

Submission To:	Governance, Audit & Community Services Committee
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.AUD.1225
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 August 2019

Enclosure/Attachments:

Letter from the Department of Local Government.

Summary:

The Governance, Audit and Community Services Committee is being requested to receive the report on the adverse trend of the following ratios raised in the 2017/2018 Annual Report.

1. Asset Sustainability Ratio
2. Operating Surplus Ratio
3. Own Source Revenue Ratio

Background:

The CEO received the following letter from the Department of Local Government Sport and Cultural Industries regarding the 2017/2018 audit report on 5 July 2019.

The Department of Local Government, Sport and Cultural Industries (the Department) has received the Shire's 2017-18 Audit Report from Butler Settineri (Audit) Pty Ltd dated 19 December 2018.

The Audit Report identifies matters as significant in regard to adverse trends, qualified audits and other matters. The following matter is identified as significant by the auditor:

- Significant adverse trends in the financial position of the Shire: Asset Sustainability Ratio, Operating Surplus Ratio and Own Source Revenue Ratio below the Department standard.

Section 7.12A(4) of the *Local Government Act 1995* states that a local government must:

prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

To date it appears that a report has not been received and has not been published on the Shire's official website in accordance with Section 7.12A.

As a matter of priority the Shire must prepare a report for its Audit Committee and seek council's endorsement before forwarding a copy to the Department at audits@dlgsc.wa.gov.au

As this report is now overdue, the Department requires the local government to remedy this non-compliance within the next 60 days from the date of this letter.

Comments:

The Audit Committee is to consider the significant adverse trend in the Ratios identified in the 2018 Audit Report issued by the Office of Auditor General for the 2018 Annual Financial Statements.

The Ratio have been below the Department of Local Government, Sport and Cultural Industries standard for the last three years on both an adjusted and non-adjusted basis.

Local governments must prepare a report addressing the significant matters identified in the report and state what action the local government has taken or intends to take. This report must be provided to the Minister within three months of receiving the audit report. Within 14 days after the local government gives the report to the Minister, the CEO must publish a copy of the report on its official website.

Correspondence received from the Department dated 28 June 2019 has highlighted a non-compliance issue in relation to the report addressing what actions have been taken or are intended to be taken to address this ratio.

The Annual Financial Statements and Independent Audit Report was discussed at the Audit Committee Meeting held on 19 December 2018.

Moved Cr Russell / Seconded Cr Lansdell

That the Governance, Audit and Community Services Committee meeting adopts the Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2018.

Carried 7 / 0

The ratios in question were listed in the Annual Report on page 75.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

27. FINANCIAL RATIOS

	2018	2017	2016
Current ratio	9.57	6.62	4.59
Asset sustainability ratio	0.53	0.33	0.44
Debt service cover ratio	36.75	50.25	3.45
Operating surplus ratio	(1.60)	(1.52)	(2.30)
Own source revenue coverage ratio	0.29	0.26	0.28

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

Notes:

Information relating to the asset consumption ratio and the asset renewal funding ratio can be found at Supplementary Ratio Information on Page 53 of this document.

Three of the ratios disclosed above were distorted by the early receipt of Financial Assistance Grants.

In addition, two of the ratios were impacted by revenue and expenses associated with flood damage re-instatement which is considered one-off in nature.

	2017/18	2016/17	2015/16
	\$	\$	\$
Amount of Financial Assistance Grant received during the year relating to the subsequent year.	797,202		
Amount of Financial Assistance Grant received in prior year relating to current year.		779,922	
Amount of reimbursement for flood damage received	103,965		
Expenditure on flood damage re-instatement	288,240		

If the events detailed above did not occur, the impacted ratios in the 2018, 2017 and 2016 columns above would be as follows:

	2018	2017	2016
Current ratio	8.72	3.21	5.24
Debt service cover ratio	33.04	27.92	11.48
Operating surplus ratio	(1.66)	(1.93)	(2.05)
Own source revenue coverage ratio	0.29	0.26	(0.28)

RATIO INFORMATION

The following information relates to those ratios which only require attestation they have been checked and are supported by verifiable information.

	2018	2017	2016
Asset consumption ratio	0.99	0.94	0.95
Asset renewal funding ratio	1.00	1.00	1.00

The above ratios are calculated as follows:

Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

Following is an Extract from the Auditors Report for 2017/2018.

In accordance with the Local Government (audit) Regulations 1996, we also report that:

- a) *Apart from the asset sustainability ratio, operating surplus ratio and own source revenue ratio that do not meet the minimum benchmark, there are no material matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.*
- b) *The Shire substantially complied with Part 6 of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).*
- c) *In relation to the Supplementary Ratio Information presented on page 60 of this report we have reviewed the calculations as presented and nothing has come to our attention to suggest that they are not reasonably calculated and based on verifiable information.*

- d) All information and explanations required were obtained by us.
- e) All audit procedures were satisfactorily completed in conducting our audit.

Asset Sustainability Ratios

Following are the Shire of Wickepin Asset Sustainability Ratios 2016 to 2018.

	2018	2017	2016
Asset Sustainability Ratio	0.53	0.33	0.44

This ratio is an approximation of the extent to which assets managed by a local government are being replaced as these reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense. Expenditure on new or additional assets is excluded.

Depreciation expense represents an estimate of the extent to which the assets have been consumed during that period. Measuring assets at fair value is critical to the calculation of a valid depreciation expense value.

f) Asset Sustainability Ratio	Capital Renewal and Replacement Expenditure			Depreciation Expense	=	82.7% (or 0.827)
	[23]	[24]	[25]			
=	$\frac{660,185^* + 2,031,457 + 46,798 + 2,976,240}{6,907,407}$			$\frac{5,714,680}{6,907,407}$	=	
			[10]			
<p>*Note: while described as land and building in the rate setting statement, for the purpose of this example the expenditure is assumed to all relate to buildings. [Numbers drawn from rate setting statement]</p>						

The Departments Minimum bench marks are as follows:

- 1. Not Meeting Standards <0.90 Minimum 0.75
- 2. Standard 0.90
- 3. Improving 0.90 to 1.10 Max 1.20

As council standard for 2018 was 0.53 it is not meeting the Department’s minimum standards of 0.75.

Currently the ratio is improving and council to meet this standard will need to increase its spending on the renewal of its current assets.

Another issue is with council’s current asset management plan that requires the renewal years to be altered to meet council needs this would improve this ratio.

Action required to meet this Ratio

Review current renewal expenditure and update existing Management Plans and look at current depreciation rates.

Operating Surplus Ratio

Following are the Shire of Wickepin Operating Surplus Ratios 2016 to 2018:

	2018	2017	2016
Operating Surplus Ratio	(1.60)	(1.52)	(2.30)

A key indicator of a local government’s financial performance is measured by the ‘Operating Surplus Ratio’. If a local government consistently achieves a positive operating surplus ratio and has soundly based long term financial plans showing that it can continue to do so in future, having regard to asset management and the community’s service level needs, then it is considered financially sustainable.

A positive ratio indicates the percentage of total own source revenue available to help fund proposed capital expenditure, transfer to cash reserves or to reduce debt.

A negative ratio indicates the percentage increase in total own source revenue (principally rates) that would have been required to achieve a break-even operating result.

Ratio Calculations are for the year 200Y			
d) Operating Surplus Ratio	$\frac{(\text{Operating Revenue MINUS Operating Expense})}{\text{Own Source Operating Revenue}}$		
=	$\frac{((20,707,319+44,048) - (21,513,908))}{13,763,772}$	=	$\frac{-762,541}{13,763,772} = -5.5\%$ (or -0.055)
[Numbers drawn from statement of comprehensive income by nature or type and Own Source Operating Revenue same as in c) above]			

The Departments Minimum bench marks are as follows:

1. Not Meeting Standards <0.00 Minimum 0.00
2. Standard 0.01 to 0.15
3. Advanced >0.15

The ratio is well below the standard set by the Department for 2016, 2017 and 2018 due to the following factors.

The ratio excludes Financial Assistance Grants (FAG’s). It has long been argued that Financial Assistance Grants are an integral component of revenue for local government and business models are predicated on the Receival of FAG’s grants. Removing this key source of operational revenue from the ratio calculation has a negative impact on the ratio and skews the result.

Action required to meet this Ratio

The CEO can see no action to rectify this ratio as it would require a major increase of rates for the Shire of Wickepin to be non-reliant on grants.

The Chief Executive Officer believes council should request the Minister to instruct his departmental staff to review the ratio and consider reinstating Financial Assistance Grant revenue and other operational grant revenue such as ESL BFB and SES type operation grants in the ratio.

Own Source Revenue Coverage Ratio

Following are the Shire of Wickepin Own Source Revenue Coverage Ratio 2016 to 2018:

	2018	2017	2016
Own Source Revenue Coverage	0.29	0.26	0.28

A local government's ability to cover its costs through its own taxing and revenue efforts is measured by the 'Own Source Revenue Coverage Ratio'.

c) Own Source Revenue Coverage Ratio				Own Source Operating Revenue Operating Expense		
[13]	[14]	[15]	[16]	[16]	[18]	
=	(8,165,843+4,999,717+498,964+55,200+44,048)			=	13,763,772	= 0.64 (or 64%)
	(21,365,583+98,325+50,000)				21,513,908	
	[7]	[9]	[9]		[17]	

[Numbers drawn from statement of comprehensive income by nature or type]

The Departments Minimum bench marks are as follows

1. Not Meeting Standards <0.40 Minimum 0.30
2. Standard 0.40 to 0.90
3. Advanced >0.90

There is no way the Shire of Wickepin will be able to meet this ratio as we do not have enough outside revenues other than rates and grants.

Action required to meet this Ratio

The CEO can see no action to rectify this ratio as it would require a major increase of rates for the Shire of Wickepin to be non-reliant on grants.

Statutory Environment:
Local Government Act 1995

7.12A. Duties of local government with respect to audits

- (3) A local government must —
 - (aa) examine an audit report received by the local government; and
 - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must —
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the Governance, Audit and Community Services Committee accept the report and take the necessary actions outlined within the report.

Voting Requirements:

Simple majority.

Moved Cr Martin / Seconded Cr Hyde

That the Governance, Audit and Community Services Committee accept the report and take the necessary actions outlined within the report:

Carried 7/0

Moved Cr Martin / Seconded Cr Lansdell

That the CEO raise the Significant Adverse Trend 2018 Audit Report at the next Central County Zone meeting.

Carried 7/0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

12. Urgent Business

13. Closure

There being no further business the Chairperson declared the meeting closed at 1.25pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 16 October 2019.

Actions Requested from meeting

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

RECEIVAL OF MINUTES

7.3 – Wheatbelt South Aged Housing Alliance Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mel Martin, Executive Services Officer
File Reference:	LP.MEE.1714
Author:	Mel Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	05 December 2019

Enclosure/Attachments:

Minutes of the Wheatbelt South Aged Housing Alliance Committee meeting held on Monday 18 November 2019.

Background:

The Wheatbelt South Aged Housing Alliance Committee meeting was held on Monday 18 November 2019.

Summary:

Council is being requested to receive the Wheatbelt South Aged Housing Alliance Committee meeting minutes held on Monday 18 November 2019.

Comments:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications: Nil.

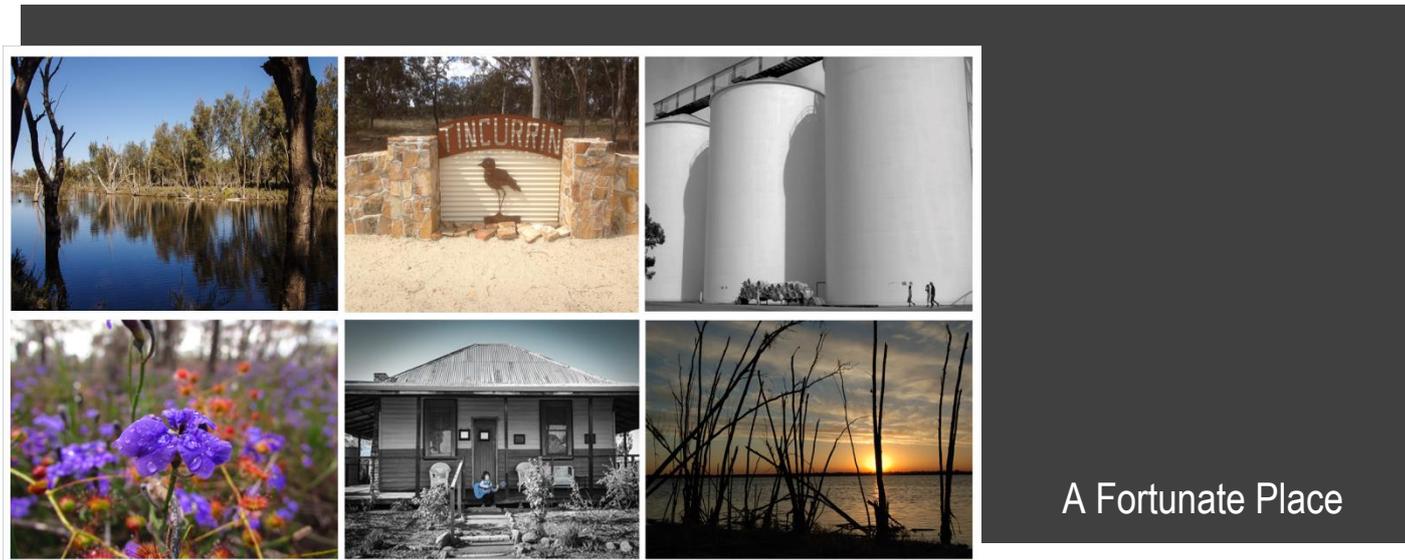
Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That the minutes for the Wheatbelt South Aged Housing Alliance Committee meeting held on Monday 18 November 2019 be received.

Voting Requirements: Simple majority.



A Fortunate Place

Minutes

Wheatbelt South Aged Housing Alliance
Council Chambers, Wickepin

18 November 2019

**Minutes of a Wheatbelt South Aged Housing Alliance Meeting held in Council Chambers, Wickepin,
Monday 18 November 2019**

Cr Julie Russell declared the meeting open at 2:17pm

1. Attendees

Cr Julie Russell	Shire of Wickepin - President
Mark Hook	Shire of Wickepin - CEO
Erika Clement	Shire of Wickepin - DCEO
Natalie Manton	Shire of Corrigin - CEO
Mia Dohnt	Shire of Kondinin - CEO
Ian Holland	Shire of Kondinin - Asset Management Co-ordinator
Garry Sherry	Shire of Cuballing - CEO
Cr Mark Connolly	Shire of Cuballing - President

Mel Martin Executive Support Officer – minute taker

2. Review of Amended FAA

Moved Mia Dohnt / Seconded Natalie Manton

That the changes made to the draft FAA document be endorsed.

Carried

3. Other Matters Raised by Members

3.1 Change draft to correct wording, stating Cuballing will be written as having 4 units not '2 of 4'.

3.2 The address for the Cuballing units will change to 74 Austral St, Cuballing.

3.3 Was noted that each shire must have:

- a. \$100 million in public liability.
- b. \$20 million third party liability. Once FAA signed all shires to forward their Certificate of Currency to CEO at the Shire of Wickepin.

3.4 Project Managers:

- a. Each shire to appoint their own Project Manager.
- b. Wickepin will then appoint an overseer to communicate with each Project Manager from each shire. This role can be filled from internal shire employees.

3.5 Gary Sherry queried if any shires had thoughts on what structures they were considering. Mark Hook stated he was interested in the same specifications as Shire of Williams.

3.6 Mark Hook will forward a copy of the RFT to all shires.

4. Closure

The next WSAHA meeting will be held in February 2020.

Moved Natalie Manton / Seconded Mia Dohnt

That the next meeting be held in Corrigin.

Carried

There being no further business the Chairperson declared the meeting closed at 3.07pm.

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
1022-201119-01	Appointment of standing committee – Governance, Audit and Community Services Committee	Julie Russell	That the following appointments to the Governance, Audit and Community Services Committee be endorsed: <ul style="list-style-type: none"> • Cr Allan Lansdell • Cr Steven Martin • Cr Julie Russell • Cr John Mearns • Cr Fran Allan • Cr Wes Astbury • Cr Nathan Astbury • Cr Sarah Hyde 	✓	Appointment letter and Committee meeting dates forwarded
1023-201119-02	Appointment of standing committee – Australia Day Committee	Julie Russell	That the following appointments to the Australia Day Committee be endorsed: <ul style="list-style-type: none"> • Cr Allan Lansdell • Cr Julie Russell • Cr Fran Allan • Cr Wes Astbury 	✓	Appointment letter and Committee meeting dates forwarded
1024-201119-03	Appointment of standing committee – Townscape and Cultural Planning Committee	Julie Russell	That the following appointments to the Townscape and Cultural Planning Committee be endorsed: <ul style="list-style-type: none"> • Cr Sarah Hyde • Cr John Mearns • Cr Fran Allan • Cr Allan Lansdell • Kevin Coxon • Tim Cowcher • Sue Astbury • Ted Astbury • Kym Smith • Diana Blacklock 	✓	Appointment letter and Committee meeting dates forwarded
1024-201119-04	Appointment of standing committee – Lifestyle Retirement Committee	Julie Russell	That the following appointments to the Lifestyle Retirement Committee be endorsed: <ul style="list-style-type: none"> • Cr Fran Allan • Cr Allan Lansdell • Syd Martin • Murray Lang • Coleen Thompson • Colin Hemley • Audrey Bird • Kevin Coxon • Leanne Smith • Rex Bergin • Steve Rose 	✓	Appointment letter and Committee meeting dates forwarded
1025-201119-05	Appointment of standing committee – Albert Facey	Julie Russell	That the following delegates be appointed to Albert Facey Homestead Committee: <ul style="list-style-type: none"> • Cr Fran Allan • Dave Astbury 	✓	Appointment letter and Committee

	Homestead Committee		<ul style="list-style-type: none"> Charlotte Astbury Libby Heffernan Linley Rose Helen Warrilow Margaret Fleay Luci Sartori 		meeting dates forwarded
1026-201119-06	Appointment of standing committee – Central Country Zone WALGA Committee	Julie Russell	That the following delegates be appointed to the Central Country Zone WALGA: <ul style="list-style-type: none"> Cr Wes Astbury Cr Julie Russell Cr Sarah Hyde 	✓	Appointment letter and Committee meeting dates forwarded
1027-201119-07	Appointment of standing committee – Wheatbelt South Regional Road Group Committee	Julie Russell	That the following delegates be appointed to Wheatbelt South Regional Road Group: <ul style="list-style-type: none"> Cr Allan Lansdell Cr Julie Russell Cr John Mearns 	✓	Appointment letter and Committee meeting dates forwarded
1028-201119-08	Appointment of standing committee – Wheatbelt Joint Development Assessment Panel	Julie Russell	That the following delegates be appointed to Wheatbelt Joint Development Assessment Panel: <ul style="list-style-type: none"> Cr Allan Lansdell Cr Wes Astbury Cr Julie Russell Cr Nathan Astbury Cr Sarah Hyde 	✓	Appointment letter and Committee meeting dates forwarded
1029-201119-09	Appointment of standing committee – Great Southern Regional Waste Group	Julie Russell	That the following delegates be appointed to Great Southern Regional Waste Group: <ul style="list-style-type: none"> Cr Allan Lansdell Cr Wes Astbury Cr Nathan Astbury Cr Sarah Hyde 	✓	Appointment letter and Committee meeting dates forwarded
1030-201119-10	Appointment of standing committee – Joint Local Emergency Management Committee	Julie Russell	That the following delegates be appointed to the Joint Local Emergency Management Committee: <ul style="list-style-type: none"> Cr Julie Russell Cr Wes Astbury 	✓	Appointment letter and Committee meeting dates forwarded
1031-201119-11	Appointment of standing committee – Living Lakes Initiative	Julie Russell	That the following delegates be appointed to the Living Lakes Initiative Committee: <ul style="list-style-type: none"> Shire Representative – CEO Mark Hook, MWS Gray Rasmussen, Cr Lansdell, Cr N Astbury and Cr Allan Facey Group Rep – Sarah Hyde Surrounding Farmers – Ken Beattie and Whippy Dawes Yealering Progress Association President Town Representative –Matthew Pockran Kym Smith 	✓	Appointment letter and Committee meeting dates forwarded

1032-201119-12	Appointment of standing committee – Central Agcare	Julie Russell	That the following delegates be appointed to the Central Agcare: <ul style="list-style-type: none"> • Cr Fran Allan 	✓	Appointment letter and Committee meeting dates forwarded
1033-201119-16	EQuotes – Supply of one heavy duty zero turn mower	CEO	That Council accept the WALGA Equote supplied by Beacon Equipment	✓	Successful and Unsuccessful letters have been forwarded
1034-201119-17	EQuotes – Supply backhoe loader and attachments	CEO	That Council accept the WALGA Equote supplied by WesTrac Pty Ltd	✓	Successful and Unsuccessful letters have been forwarded
1035-201119-18	Replacement of Isuzu Tip Truck WK2433	CEO	That Council accept the WALGA Equote supplied by Hino Motors Sales Australia Pty Ltd	✓	Successful and Unsuccessful letters have been forwarded
1036 – 201119-23	Council & Committee Meeting Dates 2020	CEO	That council adopted the suggest meeting dates for 2020	✓	Committee meeting dates recorded meeting dates forwarded
1039 – 201119-24	Agribusiness Pre – Feasibility Study	CEO	That Council adopt the Agribusiness Pre-Feasibility Study Stage One Report undertaken by Whitney Consulting.	✓	
1040 – 201119-25	Greening Australia – Seed Collecting to July 2020	CEO	That council grant permission to Greening Australia to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin, provided conditions are followed.	✓	Letter Sent granting permission to collect Native Plant Seed
1041 – 201119 - 26	WALGA – Third Party Appeal Rights	CEO	That council advises WALGA that council does not support the motion moved at the August 2019 WALGA AGM to amend the Third Party Appeals Process preferred model.	✓	Advised WALGA by Email
1042 – 20119 - 27	Lake Yealering Progress Association – Oven Yealering Hall	CEO	That Council request the CEO to have the stove inspected and if it requires replacing the CEO is to have the replacement of the stove at the Yealering Hall placed in the 2020/2021 budget estimates.	✓	Advised Lake Yealering Progress Association by Email. Gas plumber to inspect stove

1043 – 201119-28	Peel – Harvey Catchment Council	CEO	That council note the correspondence and not submit a council nomination to the Peel–Harvey Catchment Council to represent the inland local governments within the Peel-Harvey catchment	✓	
1044 – 201119-29	Policy 6.2.5 Community Bus Use	CEO	That council adopt the amended Policy 6.2.5 Community Bus	✓	Policy amended
1045–201119 - 30	Rft 5 2019-2020 – Construction of One 4 x 2 Executive Home	CEO	That the CEO call for tenders as per the attached RFT 5 2019-2020 Construction of One 4x2 executive home either transportable or built on site at Lot 50 Smith Street Wickepin WA 6370.	○	Tenders yet to be placed in Western Australian

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:	09 December 2019

Enclosure/Attachments: Nil.

Summary:

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

Background: Nil.

Comments:

Programmed Construction Works

- Wickepin Harrismith Road – As of today cement stabilizing is completed and the sealing will be completed by end of the week
- Black spot Wickepin – Harrismith Road - The headwalls have been completed by a contractor so we will be placing gravel on the shoulder in the new year
- Black spot Collins Street – on hold to the new year
- Elsinore Road – looking to start with some tree removal next week

Maintenance Works

- Maintenance Grader will be working on complaints and roads that require a grade only
- Pot-hole patching on gong
- Signage maintenance-on going
- Harrismith Hall not far from completed so that the contractor can repaint

Occupational Health and Safety

- Lost time injury nil for the month
- Plant - two rollers had a clash minor damage to the sooth drum

Parks and Gardens

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

Plant and Equipment

- At the present time the zero turn mower will arrive on the 18 December 2019
- The new truck will be delivered late January 2020
- The new back hoe will be delivered late February 2020

Other Information

- Over the last 12 months the outdoor works crew has performed well. The parks crew have done well keeping the shire gardens and lawns looking well. Thanks men for your effort over the year.
- The maintenance crew have done well keeping on top of shire roads and buildings in keeping them in a good condition, well done crew.
- There has been major changes to the construction crew. Appointing a new grader driver, Rob. He has not only taken this challenge on but he is starting to deliver a high standard of work. I am very impressed with Allan, Trevor and Jayden and their ability to adapt to new tasks and to achieve new standards that I want to achieve. Well done construction team.
- Final note I wish everyone a safe and enjoyable Christmas.

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 09 December 2019.

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.02 – Wickepin She Shed He Shed – Xmas Tree

Submission To:	Ordinary Council
Location/Address:	Wogolin Road Wickepin
Name of Applicant:	Wickepin She Shed He Shed Group
File Reference:	RC.LIA.2404
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	04 December 2019

Enclosure/Attachments: Nil

Summary:

Council is being requested to accept the design and placement of the Xmas tree from the She Shed He Shed group in the Wickepin Main Street

Background:

Council requested the She Shed He Shed group to design and construct a Xmas tree for the Wickepin Main Street.

Following is an extract received from the She Shed He Shed group regarding the Wickepin Xmas Tree.

As has been previously discussed, the Sheddors have now completed the Christmas tree structure and also have a suggestion for its placement and accordingly we seek approval for its installation from Council. The structure is a frame of an old windmill with the head and lower bars removed to prevent climbing. As discussed with you extensively this shape was decided to be the best basic Christmas tree shape while depicting the wheatbelt at the same time. Simple solar lights can add the Christmas zing which I'm sure the Shed will be happy to donate and an ingenious star on the top will be included that will light up at night also. Our plan is to add 'decorations' during the year and to that end we would welcome community input. Our preferred option for the positioning of the Christmas tree is at the end of the fuel depot area near the new trees that have been recently planted. (Just in front of the car) Diana has the plan for the attachment which means it can be detached and moved during the year if required. We are happy to have feedback regarding this project but would dearly love to see it up this Christmas as it was requested some time ago. We look forward to hearing from you soon.

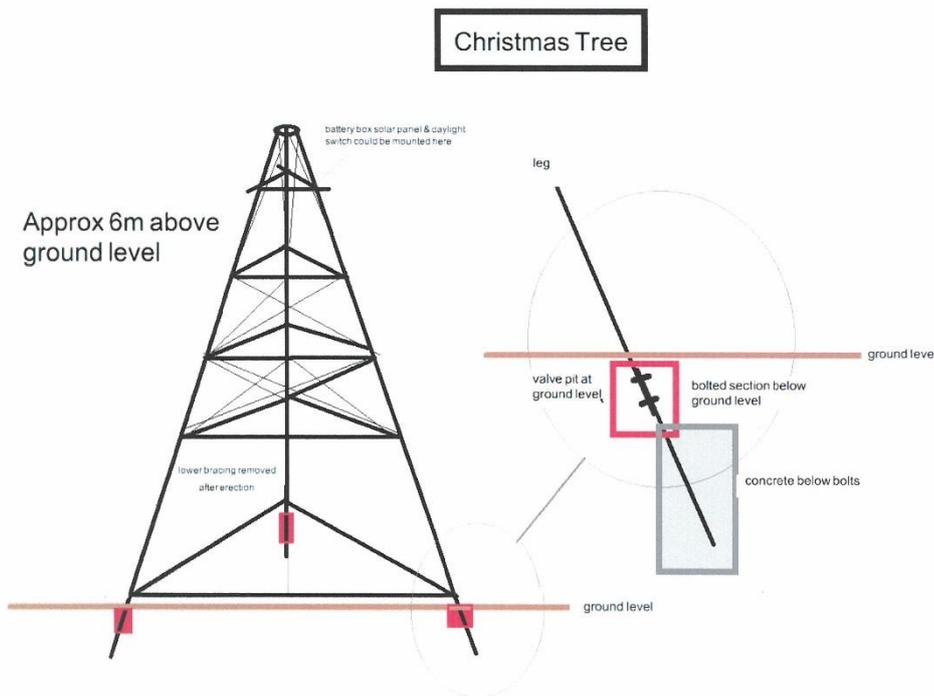


Comments:

The Townscape Committee will not be meeting until February 2020 which is too late for the 2019 Xmas period so the CEO has brought this matter to Council for a decision without any input from the Townscape Committee.

The CEO can see no problem with the preferred placement of the Xmas Tree.

Following is the proposed design of the Wickepin Xmas Tree.



Statutory Environment: Nil

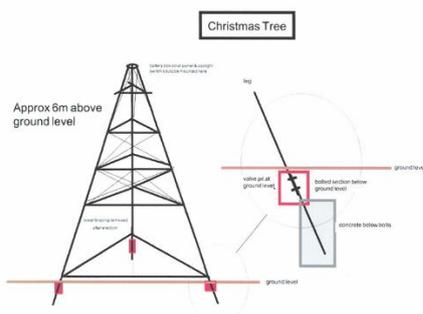
Policy Implications: Nil

Financial Implications: Only cost to Council is the cost of the erection which is estimated to be around \$200

Strategic Implications: Nil

Recommendations:

1. That Council accept the following Wickepin She Shed He Shed Group design for the Wickepin Xmas tree



2. That Council place the Wickepin She Shed He Shed Group Christmas tree structure at the end of the fuel depot area near the new trees that have been recently planted.

3. That Council accept the donation of the solar lights for the Xmas tree from the She Shed He Shed group.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.01– List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Dianne Barry – Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	12 December 2019

Enclosure/Attachments: List of Accounts.

Summary:

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

Municipal Account	<u>Vouchers</u>	<u>Amounts</u>
EFT	9907-9973, 9976-10016,	\$ 186,581.01
Cheques	15637-15638, 15747-15749	\$ 21,105.32
Payroll	November	\$ 71,980.00
Superannuation	November	\$ 11,808.09
Bpay	November	\$ 456.35
Direct Deductions	November	\$ 1,858.63
Licensing	November	\$ 25,749.70
	November Total	\$ 319,539.10
Trust		
EFT	9873-9878	\$ 1,371.42
Cheques		
	November Total	\$ 1371.42
	Total for November	\$320,910.52

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).

Strategic Implications: Nil.

Recommendations:

That council acknowledges that payments totalling \$320,910.52 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 – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	11 December 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 November 2019 as presented be received.

Voting Requirements: Simple majority.

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 30 November 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 November 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 November 2019 of \$2,183,802.

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

Preparation

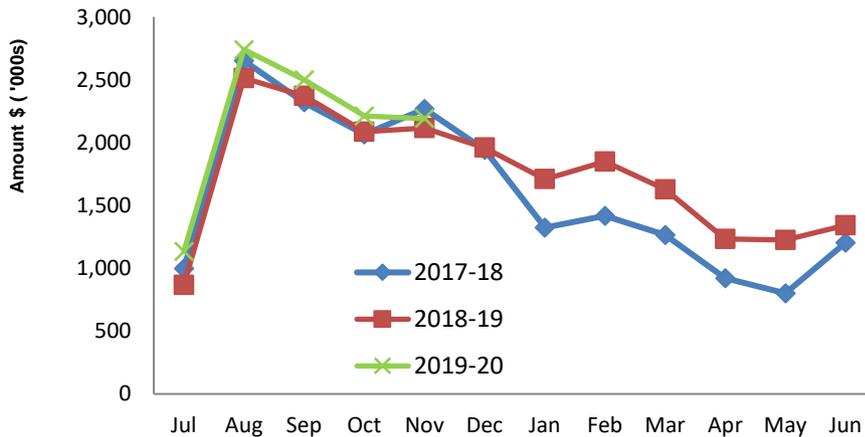
Prepared by: Erika Clement Finance Manager

Date prepared: 3-Dec-19

Reviewed by: Mark Hook CEO

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

Liquidity Over the Year (Refer Note 3)



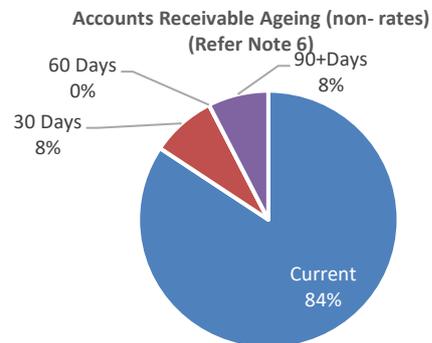
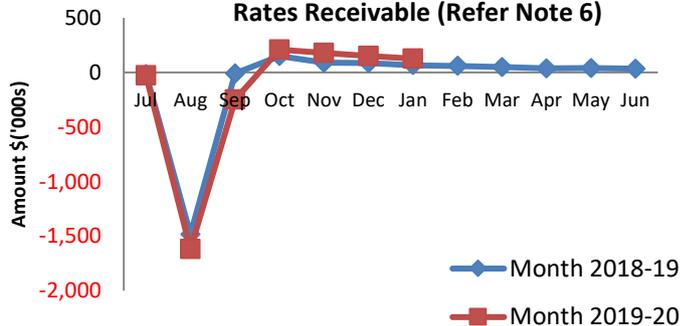
Cash and Cash Equivalents as at period end

Unrestricted	\$ 2,252,801
Restricted	\$ 2,102,637
	\$ 4,355,438

Receivables

Rates	\$ 125,615
Other	\$ 9,965
	\$ 135,580

Rates Receivable (Refer Note 6)



Comments

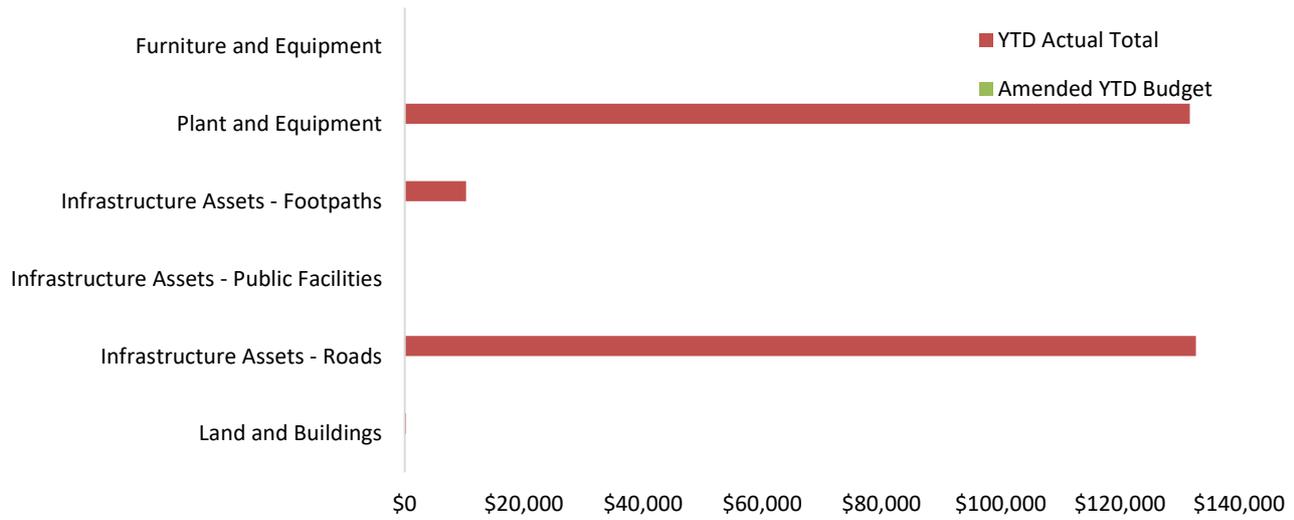
Unrestricted cash includes the following payments in advance

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

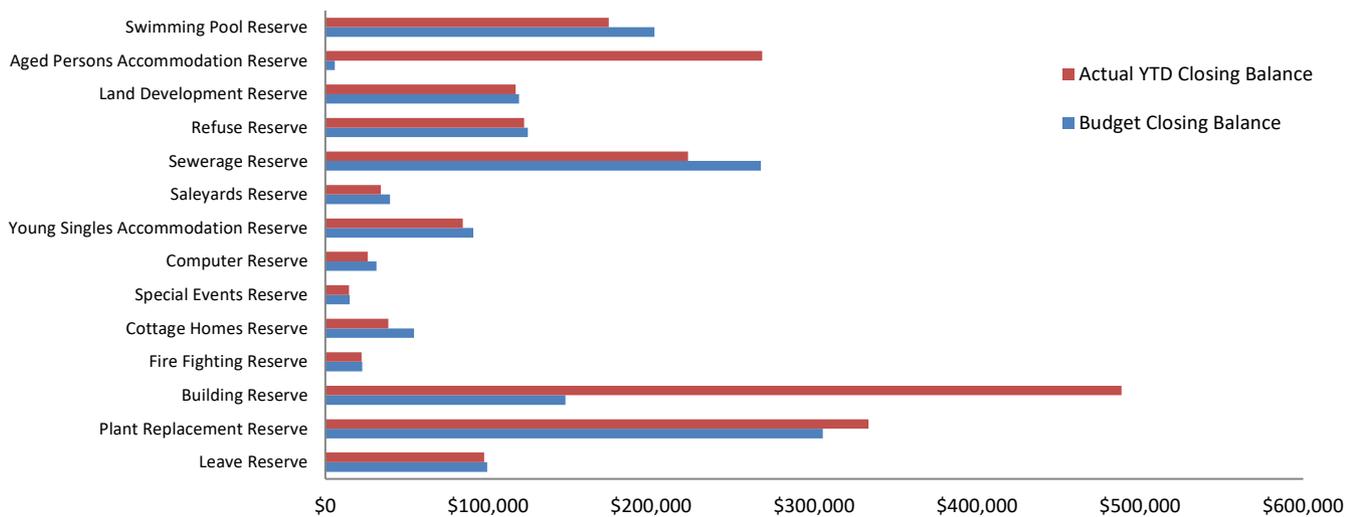
This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

Capital Expenditure Program YTD (Refer Note 13)



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



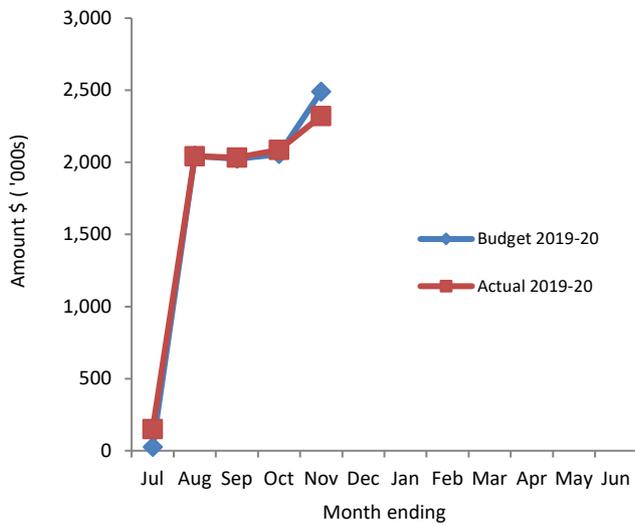
Comments

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

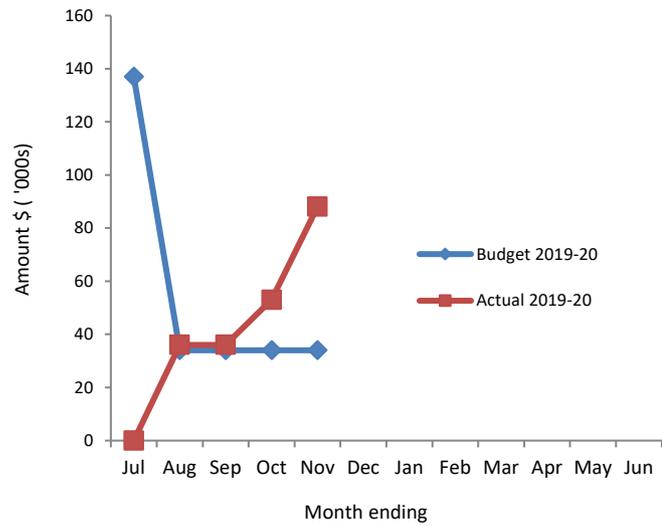
Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 November 2019

Revenues

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

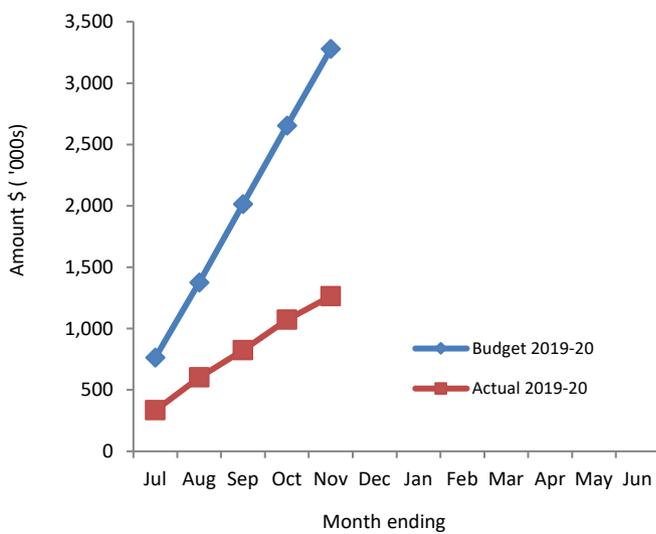


Budget Capital Revenue -v- Actual (Refer Note 2)

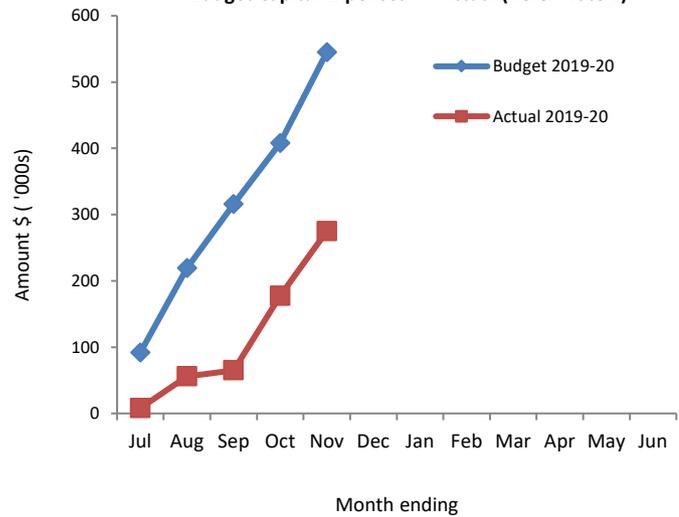


Expenditure

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.

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

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
	105	40	16,404	16,364	40909.03%	▲
9	1,359,691	1,359,706	1,362,486	2,780	0.20%	
	846,523	398,847	397,456	(1,390)	(0.35%)	
	82,105	59,859	67,688	7,828	13.08%	▲
	0	0	0	0		
	300	120	0	(120)	(100.00%)	
	75,250	31,345	29,375	(1,970)	(6.29%)	
	176,322	153,351	153,165	(186)	(0.12%)	
	18,832	7,830	8,053	223	2.85%	
	793,702	440,478	227,596	(212,882)	(48.33%)	▼
	58,815	24,495	32,360	7,865	32.11%	▲
	35,500	14,785	26,901	12,116	81.95%	▲
	3,447,145	2,490,856	2,321,483	(169,373)		
Operating Expense						
	(463,228)	(239,012)	(213,475)	25,537	10.68%	▼
	(84,370)	(35,125)	(27,794)	7,331	20.87%	▼
	(225,013)	(125,617)	(86,001)	39,616	31.54%	▼
	(25,265)	(10,490)	(13,278)	(2,788)	(26.58%)	▲
	(30,006)	(12,475)	(2,773)	9,702	77.77%	▼
	(158,802)	(69,015)	(46,410)	22,605	32.75%	▼
	(412,024)	(172,225)	(122,684)	49,541	28.77%	▼
	(1,083,460)	(462,643)	(262,056)	200,587	43.36%	▼
	(4,750,199)	(1,979,125)	(326,362)	1,652,763	83.51%	▼
	(221,995)	(92,380)	(59,616)	32,764	35.47%	▼
	(45,101)	(78,875)	(111,058)	(32,183)	(40.80%)	▲
	(7,499,463)	(3,276,982)	(1,271,506)	2,005,476		
Funding Balance Adjustments						
	4,645,059	1,935,405	0	(1,935,405)	(100.00%)	▼
8	48,537	20,225	10,087	(10,138)	(50.13%)	▼
	0	0	0	0		
	641,278	1,169,503	1,060,064	(109,440)		
Capital Revenues						
8	205,379	85,575	88,420	2,845	3.32%	
	205,379	85,575	88,420	2,845		
Capital Expenses						
	0	0	0	0		
13	(1,148,000)	(21,000)	(257)	20,743	98.78%	▼
13	(1,084,348)	(451,820)	(132,728)	319,092	70.62%	▼
13	(20,000)	(13,140)	(10,266)	2,874	21.87%	▼
13	(2,300)	0	0	0		
13	(589,379)	(143,197)	(131,669)	11,528	8.05%	▼
13	(5,600)	0	0	0		
	(2,849,627)	(629,157)	(274,920)	354,237		
	(2,644,248)	(543,582)	(186,500)	357,082		
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)	(12,922)	(13,243)	(321)	(2.49%)	
7	(157,138)	0	0	0		
	469,396	(9,759)	(9,574)	185		
	(1,533,574)	616,162	863,990	237,690		
3	1,533,574	1,319,812	1,319,812	0	0.00%	
3	0	1,935,974	2,183,802	237,690		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 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	1,359,706	1,362,486	2,780	0.20%	
Operating Grants, Subsidies and Contributions	934,267	524,160	531,021	6,861	1.31%	▲
Fees and Charges	430,494	287,455	322,709	35,254	12.26%	▲
Service Charges	0	0	0	0		
Interest Earnings	61,500	6,875	6,721	(154)	(2.24%)	
Other Revenue	0	0	0	0		
Profit on Disposal of Assets	4,959	2,065	673			
Total Operating Revenue	2,790,911	2,180,261	2,223,609	44,741		
Operating Expense						
Employee Costs	(1,166,964)	(504,280)	(514,812)	(10,532)	(2.09%)	
Materials and Contracts	(1,255,474)	(576,307)	(479,352)	96,956	16.82%	▲
Utility Charges	(169,550)	(68,715)	(72,251)	(3,536)	(5.15%)	
Depreciation on Non-Current Assets	(4,645,059)	(1,935,405)	0	1,935,405	100.00%	▲
Interest Expenses	(2,050)	(850)	(1,138)	(288)	(33.88%)	
Insurance Expenses	(206,870)	(169,135)	(193,194)	(24,059)	(14.22%)	▼
Other Expenditure	0	0	0	0		
Loss on Disposal of Assets	(53,496)	(22,290)	(10,759)			
Total Operating Expenditure	(7,499,463)	(3,276,982)	(1,271,506)	1,993,946		
Funding Balance Adjustments						
Add back Depreciation	4,645,059	1,935,405	0	(1,935,405)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	48,537	20,225	10,087	(10,138)	(50.13%)	▼
Adjust Provisions and Accruals		0	0	0		
Net Cash from Operations	(14,956)	858,909	962,190	93,143		
Capital Revenues						
Grants, Subsidies and Contributions	656,234	310,595	97,874	(212,721)	(68.49%)	▼
Proceeds from Disposal of Assets	205,379	85,575	88,420	2,845	3.32%	
Total Capital Revenues	861,613	396,169	186,294	(209,876)		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,148,000)	(21,000)	(257)	20,743	98.78%	▲
Infrastructure - Roads	(1,084,348)	(451,820)	(132,728)	319,092	70.62%	▲
Infrastructure - Public Facilities	0	0	0	0		
Infrastructure - Footpaths	(20,000)	(13,140)	(10,266)	2,874	21.87%	▲
Infrastructure - Drainage	(2,300)	0	0	0		
Heritage Assets	0	0	0	0		
Plant and Equipment	(589,379)	(143,197)	(131,669)	11,528	8.05%	▲
Furniture and Equipment	(5,600)	0	0	0		
Total Capital Expenditure	(2,849,627)	(629,157)	(274,920)	354,237		
Net Cash from Capital Activities	(1,988,014)	(232,988)	(88,626)	144,361		
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)	(12,922)	(13,243)	(321)	(2.49%)	
Transfer to Reserves	(157,138)	0	0	0		
Net Cash from Financing Activities	469,396	(9,759)	(9,574)	185		
Net Operations, Capital and Financing	(1,533,574)	616,162	863,990	237,690		
Opening Funding Surplus(Deficit)	1,533,574	1,319,812	1,319,812	0	0.00%	
Closing Funding Surplus(Deficit)	0	1,935,974	2,183,802	237,690		

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

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

**SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2019**

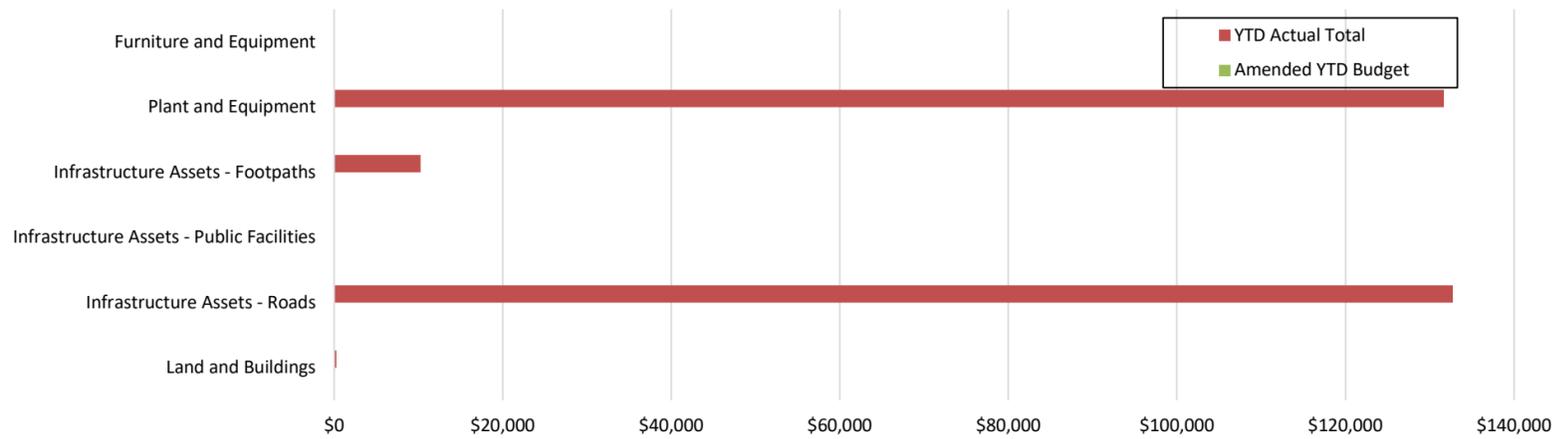
Capital Acquisitions	Note	YTD 30 11 2019					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 257	\$ 0	\$ 257	\$	\$ 1,148,000	\$ 257
Infrastructure Assets - Roads	13		132,728	132,728		1,084,348	132,728
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	131,669	0	131,669		589,379	131,669
Furniture and Equipment	13	0	0	0		7,900	0
Capital Expenditure Totals		131,926	142,994	274,920.00	0	2,849,627	274,920

Funded By:

Capital Grants and Contributions	97,874	656,234	656,234	558,360
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	88,420	85,575	205,379	2,845
Own Source Funding - Cash Backed Reserves				
Building Reserve			350,000	
Plant Reserve			34,000	
Aged Accommodation Reserve			267,221	
			0	
Building Reserve			0	
Total Own Source Funding - Cash Backed Reserves	0	0	(651,211)	0
Own Source Funding - Operations	88,626	(741,809)	1,336,793	830,435
Capital Funding Total	274,920	0	2,849,627	274,920

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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 November 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 November 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 November 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 November 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 November 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 November 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.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

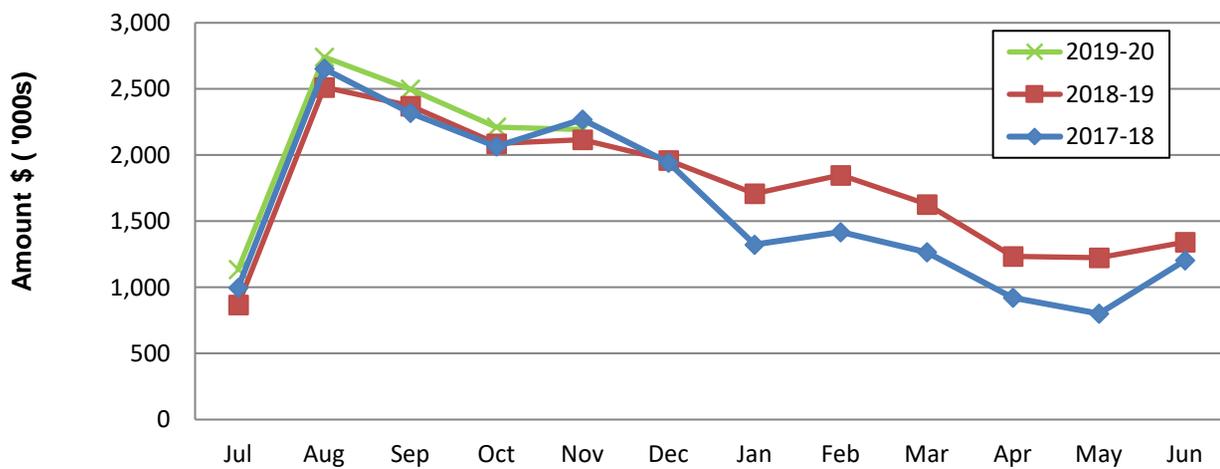
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	16,364	40909.03%	▲	Permanent	Fringe Benefit Refund & Vehicle Insurance Credit
General Purpose Funding - Other	(1,390)	(0.35%)			
Law, Order and Public Safety	7,828	13.08%	▲	Permanent	Higher than expected first payment of ESL Grant, Higher Dog Registrations
Housing	(1,970)	(6.29%)			
Community Amenities	(186)	(0.12%)			
Recreation and Culture	223	2.85%			
Transport	(212,882)	(48.33%)	▼	Timing	RRG & R2R income still to be received
Other Property and Services	12,116	81.95%	▲	Permanent	Fuel Rebate Review - increase in rebate
Operating Expense					
Governance	25,537	10.68%	▼	Timing	Depreciation still to be run for 19/20, Uniforms & Office equipment costs down
General Purpose Funding	7,331	20.87%	▼	Timing	Lower Bank Fees, Less Valuation costs, Depreciation not run for 19/20
Law, Order and Public Safety	39,616	31.54%	▼	Timing	Less Dog Control Expenses, Higher Fire Prevention Costs, Depreciation still to be run for 19/20
Health	(2,788)	(26.58%)	▲	Permanent	Mosquito Control (Late invoice from YE Spraying) Depreciation still to be run for 19/20
Education and Welfare	9,702	77.77%	▼	Timing	Playgroup Maintenance still to be done, CDO projects (workshops) still to be held, Depreciation still to be run for 19/20
Housing	22,605	32.75%	▼	Timing	Depreciation still to be run for 19/20, housing maintenance costs down.
Community Amenities	49,541	28.77%	▼	Timing	Town planning services costs down, Depreciation still to be run for 19/20
Recreation and Culture	200,587	43.36%	▼	Timing	Arts & Craft Centre maintenance still to be done, Cultural Planning costs down, Depreciation still to be run for 19/20
Transport	1,652,763	83.51%	▼	Timing	Tree Pruning, Culverts & Bridges, Street Trees, Traffic Signs cost down, Depreciation still to be run for 19/20
Economic Services	32,764	35.47%	▼	Timing	Shire of Narrogin invoices still to come, Depreciation still to be run for 19/20
Other Property and Services	(32,183)	(40.80%)	▲	Timing	LSL taken, Depreciation still to be run for 19/20
Capital Revenues					
Grants, Subsidies and Contributions	(212,721)	(68.49%)	▼	Timing	R2R & RRG income still to be claimed
Proceeds from Disposal of Assets	2,845	3.32%			
Capital Expenses					
Land and Buildings	20,743	98.78%	▼	Timing	Town Hall Roof and floor still to be done
Infrastructure - Roads	319,092	70.62%	▼	Timing	Road program still to be completed
Infrastructure - Footpaths	2,874	21.87%	▼	Timing	Footpaths completed, Remaining funds to go to Failed culvert in Collins St
Plant and Equipment	11,528	8.05%	▼	Timing	Purchase of Backhoe, Truck, Mower, Ute still to occur
Furniture and Equipment	0				
Financing					
Loan Principal	(321)	(2.49%)			

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

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				YTD 30 Nov 2019	30 June 2018	YTD 29 Nov 2018
Note				\$	\$	\$
Current Assets						
4	Cash Unrestricted			2,252,801	1,462,532	975,440
4	Cash Restricted			2,102,637	2,102,637	1,274,113
6	Receivables - Rates			125,615	34,530	73,835
6	Receivables -Other			9,965	15,076	112,223
	Interest / ATO Receivable/Trust			16,150	31,485	27,693
	Inventories				0	0
				4,507,168	3,646,261	2,463,304
Less: Current Liabilities						
	Payables			(33,304)	(23,397)	(26,842)
	Provisions			(187,424)	(200,415)	(144,743)
				(220,728)	(223,812)	(171,586)
7	Less: Cash Reserves			(2,102,637)	(2,102,637)	(1,274,113)
	Net Current Funding Position			2,183,803	1,319,812	1,017,605

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	463,622			463,622	ANZ	At Call
Reserve Bank Account	0.00%		637		637	ANZ	At Call
Trust Bank Account	0.00%			19,874	19,874	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%	788,479			788,479	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		2,252,801	2,102,637	154,484	4,509,922		

Comments/Notes - Investments

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

Note 5: BUDGET AMENDMENTS

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

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

**SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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			-	-	-	-

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

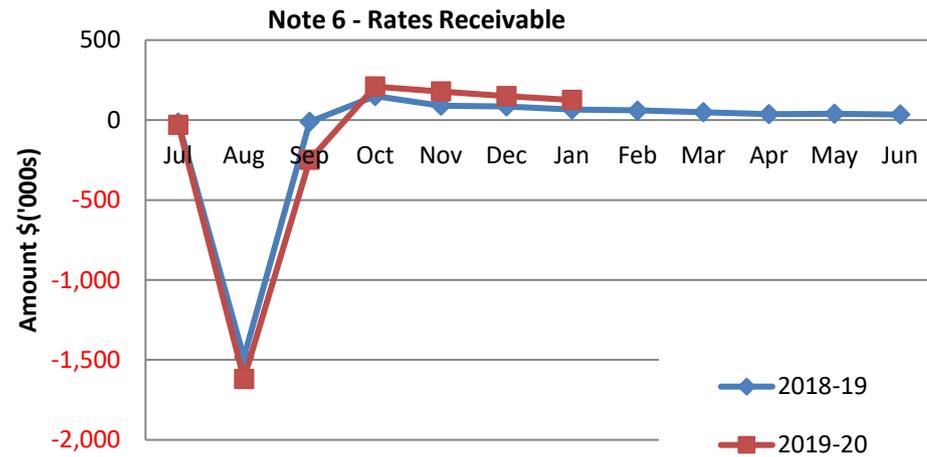
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
 % Collected

	YTD 30 Nov 2019	30 June 2019
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,538,201	1,534,110
<u>Less Collections to date</u>	<u>(1,432,108)</u>	<u>(1,519,102)</u>
Equals Current Outstanding	125,615	34,530
Net Rates Collectable	125,615	34,530
% Collected	91.94%	97.78%



Comments/Notes - Receivables Rates

Receivables - General

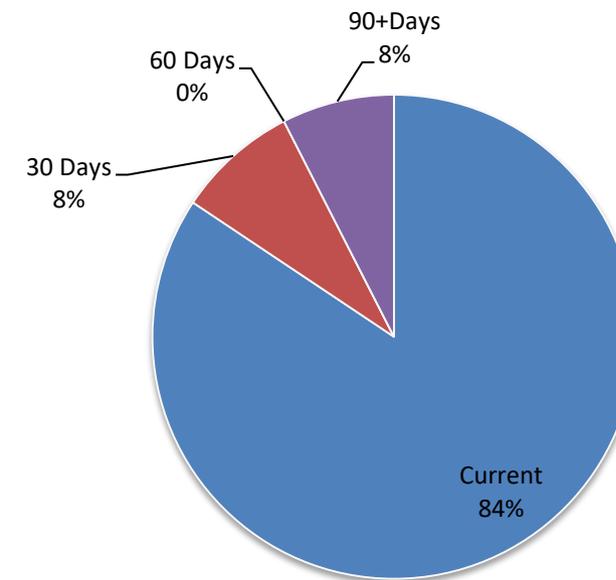
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	8,406	809	0	750
Total Receivables General Outstanding				9,965

Note 6 - Accounts Receivable (non-rates)



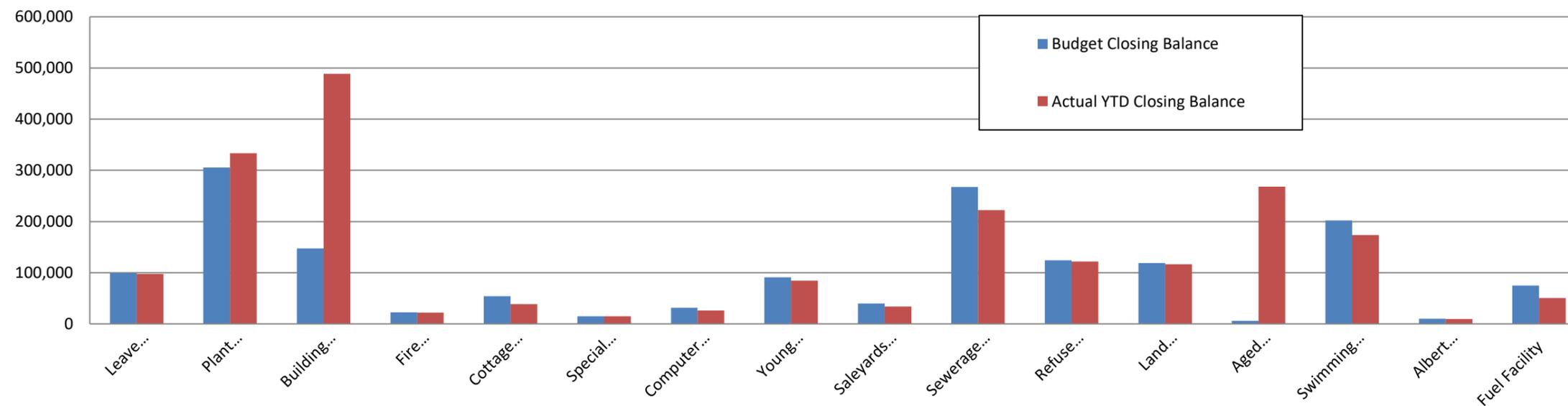
Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

2019-20 Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 97,493.48	\$ 1,761.95	\$	\$	\$ 0	\$	\$ 0		\$ 99,255	\$ 97,493
Plant Replacement Reserve	333,214.17	6,022.03				34,000			305,236	333,214
Building Reserve	488,547.44	8,829.29				350,000			147,377	488,547
Fire Fighting Reserve	22,253.44	402.17			0				22,656	22,253
Cottage Homes Reserve	38,659.47	698.67		15,000	0				54,358	38,659
Special Events Reserve	14,639.54	264.58			0				14,904	14,640
Computer Reserve	25,990.14	469.71		5,000					31,460	25,990
Young Singles Accommodation Reserve	84,307.04	1,523.64		5,000					90,831	84,307
Saleyards Reserve	34,104.30	616.35		5,000					39,721	34,104
Sewerage Reserve	222,447.52	4,020.20		40,838					267,306	222,448
Refuse Reserve	121,945.30	2,203.86			0				124,149	121,945
Land Development Reserve	116,730.54	2,109.63			0				118,840	116,731
Aged Persons Accommodation Reserve	268,130.82	4,845.81				267,211			5,766	268,131
Swimming Pool Reserve	173,852.73	3,141.97		25,000					201,995	173,853
Albert Facey Homestead Reserve	9,785.26	176.84			0				9,962	9,785
Fuel Facility	50,536.30	913.31		23,300					74,750	50,536
	2,102,637	38,000	0	119,138	0	651,211	0		1,608,564	2,102,637

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



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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 11 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	(2,429)	0	2,429	
93,000	(27,900)			P475 Volvo Backhoe 2012 WK475	(30,864)	0	30,864	
49,574	(10,322)			P2433 Isuzu Tip Truck WK2433	(9,659)	0	9,659	
31,000	(18,600)			P664 Toro Ride on Mower	(1,910)	0	1,910	
36,132	(10,226)	17,143	(8,764)	P2567 Mitsubishi Dual Cab WK2567	(6,203)	(8,764)	(2,561)	
49,091	(11,641)	35,455	(1,996)	Pfacey Ford Ranger PFacey	4,959	(1,996)	(6,955)	
						0	0	
296,255	(80,997)	88,420	(10,087)		(48,536)	(10,087)	38,449	

Comments - Capital Disposal/Replacements

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

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV	7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	0.9386	278	132,731,703	1,322,278	(2,140)		1,320,138	1,322,278			1,322,278
Sub-Totals		472	134,550,918	1,450,172	(2,140)	0	1,448,032	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							1,479,232				1,481,372
Discount							11,734				11,734
Rates Writeoffs							(128,445)				
Amount from General Rates							(36)				
Specified Area Rates							1,362,486				1,493,106
Totals							1,362,486				1,493,106

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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		10112	24,687	15,368	0	505	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	13,243	31,013	39,117	20,554	1,043	3,453	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)	Recoup Status		Received	Not Received
					Operating	Capital		
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	534,497	0	534,497	0	267,602	266,895
Grants Commission - Roads	WALGGC	Y	244,056	0	244,056	0	122,173	121,883
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	31,246	0	31,246	0	16,778	14,469
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	628,895	961,607
Operating	Operating		934,267				531,021	
Non-Operating	Non-operating		656,234				97,874	
			<u>1,590,501</u>				<u>628,895</u>	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 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-Nov-19
	\$	\$	\$	\$
Housing Bonds	0.00	572.00	-572.00	0.00
Master Key Deposits	0.00	1,380.00	-780.00	600.00
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	-320.00	0.00
Building and BCITF	184.95	1,876.46	-984.37	1,077.04
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	6,250.00	0.00	109,260.21
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		131,561.45	-131,561.45	0.00
	138,841.67	149,859.91	-134,217.82	154,483.76

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 November 2019

Note 13: CAPITAL ACQUISITIONS

		30/11/2019					
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)	(14,000)	0	(14,000)		
○	WICKEPIN TOWN HALL - FLOOR	(30,000)			0		
○	LAKE YEALERING BOWLING CLUB ROOF	(14,500)	(7,000)	0	(7,000)		
○	Recreation And Culture Total	(73,500)	(21,000)	0	(21,000)		
Transport							
○	DEPOT - CAR PORT	(12,500)	0	(257)	(12,243)		
	Transport Total	(12,500)	0	(257)	(12,243)		
	Land and Buildings Total	(1,148,000)	(21,000)	(257)	(33,243)		0
Footpaths							
Transport							
●	FOOTPATHS	(20,000)	(13,140)	(10,266)	(2,874)		
	Transport Total	(20,000)	(13,140)	(10,266)	(2,874)		0
	Footpaths Total	(20,000)	(13,140)	(10,266)	(2,874)		0
Furniture & Equipment							
Governance							
○	ADMIN OFFICE PHONE SYSTEM	(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	(215,000)	0	0	(215,000)		0
○	TIP TRUCK	(145,000)	0	0	(145,000)		0
○	RIDE ON MOWER	(51,000)	0	0	(51,000)		0
○	LEADING HAND DUAL CAB	(42,000)	(42,000)	(51,622)	9,622		0
●	MWS DUAL CAB	(66,015)	(66,015)	(42,588)	(23,427)		0
	Transport Total	(519,015)	(108,015)	(94,210)	(424,805)		0
	Plant , Equip. & Vehicles Total	(589,379)	(143,197)	(131,669)	(422,528)		0

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

Note 13: CAPITAL ACQUISITIONS

		30/11/2019					
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	RG001	0	0	0	0		0
○ Wickepin Harrismith Road	RG002	(397,964)	(165,820)	(125,469)	(40,351)		0
○ Pingelly Wickepin Road	RG003	0	0	0	0		0
Regional Road Group Total		(397,964)	(165,820)	(125,469)	(40,351)		0
Transport Roads to Recovery							
○ Sprigg Road	R2R072	(91,283)	(38,035)	(770)	(37,265)		0
○ Line Road	R2008	(85,229)	(35,510)	(770)	(34,740)		0
○ Elsinore Road	R2R003	(121,668)	(50,695)	(770)	(49,925)		0
○ Inkiepinkie Road	R2R160	(39,198)	(16,335)	0	(16,335)		0
Roads to Recovery Total		(337,378)	(140,575)	(2,310)	(138,265)		0
Transport Grain Freight							
Grain Freight Total		0	0	0	0		0
Transport Black Spot							
○ Collins Street	BS156	(58,317)	(24,300)	(1,576)	(22,724)		0
○ Wickepin Harrismith	BS157	(68,454)	(28,525)	(2,603)	(25,922)		0
Blackspot Total		(126,771)	(52,825)	(4,179)	(48,646)		0
Council Resources Construction							
○ 104 Gate Road	CO100	(100,077)	(41,700)	(770)	(40,930)		0
○ Wogolin South Road	CO017	(122,158)	(50,900)	0	(50,900)		0
Council Resources Construction Total		(222,235)	(92,600)	(770)	(91,830)		0
Roads Total		(1,084,348)	(451,820)	(132,728)	(319,092)		0
Capital Expenditure Total		(2,849,627)	(629,157)	(274,920)	(777,737)		0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.03 – Chart of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	IT.DM.1602
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	05 December 2019

Enclosure/Attachments: Nil

Summary:

Council is being requested to approve the restructuring of the Shire of Wickepin chart of accounts

Background:

The ITvision user group have developed a standard chart of accounts for Local Governments.

As the Shire of Wickepin is like most Councils that have employees move in and out of positions, trying to understand the complexities of the current chart of accounts can be difficult.

Comments:

The new chart of accounts has been designed with the financial inputs and outputs of local government in mind. To assist in the financial reporting for statutory reports, grant acquittals, library services and Taxation requirements just to name a few.

The Shire's chart of accounts have been in place since 2002. Since the computerising of the accounting software, all finance officers have had input into the chart of accounts.

The Department of Local Government has got behind this project, with LG Professionals managing a grant provided by the Department to assist in the transition to the new chart of accounts.

The quote from ITvision to restructure our chart of accounts is \$18,945 ex GST.

To fund this restructure, would require the following budget adjustments -

\$5,650.00 (in budget for Health check – included in restructure).

\$5,000.00 (grant from Department of local government).

\$2,500.00 (in budget for computer upgrades).

\$3,000.00 (LGMA Conference CEO).

\$2,795.00 (Election Expenses).

Statutory Environment:

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996.

Policy Implications:

Nil

Financial Implications:

Changes to allocations that will be adjusted at Budget Review.

Strategic Implications:

Nil

Recommendations:

That Council approves the restructuring of the chart accounts to the ITvision user group developed Chart of accounts at a cost of \$18,945.00.

Voting Requirements: Simple majority.

10.2.04 – Development & Regulatory Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
File Reference:	CM.REP.2203
Author:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	04 December 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 November 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 November 2019.

Comments:

FOLLOWING ARE THE REPORTS PROVIDED FOR THE MONTH OF OCTOBER 2019

PLANNING OFFICER'S REPORT

Planning Approvals

Review undertaken for the revocation of the Shire of Wickepin Local Planning Policy 10.3.1.3 – Heritage Policy Provisions. Agenda item presented to the December 2019 Council meeting for its consideration.

Upcoming Council Agenda for January 2020

Nil

Referrals & Subdivision clearances

Nil

BUILDING SURVEYORS REPORT

Building Surveyors Report

Shire of Wickepin Building Activity Statement for the months of November 2019

Building type	Building Permit no	Approval date	Unique property identifier	Lot number	Street number	Street name	Suburb name	Building work	Value	Owner's name	Builder's name
Building Permit	WK1920003	22/11/2019	A1153	13919	N/A	Leeson Rd	Wickepin	Shed	\$174,570	M Burgess	Akron Pty

ENVIRONMENTAL HEALTH OFFICERS REPORT

The following premises were inspected in November 2019 and assessed against the Food Act 2008 and/or the *Health (Miscellaneous Provisions Act 1911)*:

- 1) Further inspection carried out of 22 Connor Street, Yealering. The inspection disclosed that, to date, no clean-up work had been attempted. However, it was noted that the vegetation in the yard area had been mown/slashed;
- 2) Property reinspected at 11 Congreve Street, Yealering. Shire staff advised that no correspondence has been issued to date as the owner is not contactable. Upon the owner being found or a forwarding address known correspondence will be sent requesting works be carried out to the property. Further, Water Corp has been requested to inspect the leaking toilet and take any action they deem appropriate to save water wastage at the property;
- 3) Wickepin Hotel kitchen and Public Building areas and accommodation inspected for compliance. The inspection noted that a number of minor repairs were required to the premises and the manager has been directed to attend to these;
- 4) The Wickepin Newsagent and Café inspected with the premises found to be compliant;
- 5) Yealering Pantry inspected and the premises was compliant at the time of the inspection;
- 6) Yealering Hotel kitchen, bar and public building areas inspected with all areas being compliant;
- 7) Yealering Café and Post Office inspected and was compliant.

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:

GOAL 10: Our organisation is well positioned and has capacity for the future

Recommendations:

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

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.05 – 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:	11 December 2019

<p>Community Development</p>	<p>Wickepin Playground</p> <ul style="list-style-type: none"> Grants being sourced for funding in 2020 <p>Townscape.</p> <ul style="list-style-type: none"> Attended the She Shed He Shed Thank you morning tea for the Shire and other community groups. During the morning they reported on their very busy year with many projects, activities and events including successfully selling their goods at surrounding markets Currently working on a Christmas Tree for the main Street. The structure is a frame of an old windmill with the head and lower bars removed to prevent climbing. The shape was decided to be the best basic Christmas Tree shape while depicting the Wheatbelt at the same time. Simple solar lights will add the Christmas zing which the Shed will donate and an ingenious star on the top will be included that will light up at night also. Their plan is to add ‘decorations’ during the year and to that end would welcome community input. Their preferred option for the positioning is at the end of the fuel depot area near the new trees that have been recently planted. Agenda item – File number RC.LIA.2404  <p>War Memorial</p> <p>Applications close 30 March 2020 to the Saluting Their Service Commemorations Program</p> <p>The program is designed to preserve Australia’s wartime heritage and to involve people throughout the nation in a wide range of projects and activities that highlight the service and sacrifice of Australia’s service personnel in wars, conflicts and peace operations. Stephanie Green suggested placing plaques of local soldiers in the various campaigns to be placed around the Obelisk – Townscape Committee recommendations for the March 2020 Agenda</p> <p>Tarling Well</p> <ul style="list-style-type: none"> State Heritage Site is in need of repair and maintenance, a proposal to the Townscape Committee in February 2020 will be presented - potential tourist attraction
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	<p>Community Activities</p> <ul style="list-style-type: none"> Shire supported the Senior Christmas Lunch coordinated by Julie Russell & Claire Bayley on Friday 6th December at the Wickepin Community Centre. Great food, singing and festivities were enjoyed by all who attended.  <ul style="list-style-type: none"> Wickepin Primary School and Shire of Wickepin have registered on the Clean Up Australia Day website to hold an event on the 9th March 2020 in the Wickepin Townsite. Shire has purchased two external AED Cabinets to be position both in the main street of Wickepin and Yealering. This will ensure access to a defibrillator 24hrs / 7 days a week
Economic Development	<p>Wickepin Art Prize</p> <ul style="list-style-type: none"> Had a meeting with the Narrogin Arts Centre Coordinator to discuss collaboration to promote local artist during the Art Prize Weekend
Tourism and Social Media	<ul style="list-style-type: none"> Updated Community Information on Website Social media posts to the shire facebook and Instagram pages In discussions with Astro-tourism to scope out possible events in Wickepin Campfire Winter Weekend has been confirmed for 2020 on 26, 27 & 28th June
Sport and Recreation	<ul style="list-style-type: none"> Applied for sport equipment funding through the Department of Local Govt, Sport and Culture Industries for Wickepin Police to run a Floorball competition at the Community Centre on a Weekly basis. - TBA.
Governance Other	<ul style="list-style-type: none"> Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken in Wickepin and surrounding towns.

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Not applicable.

Financial Implications: Not applicable.

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

Recommendations:

That council notes the report from the Community Development Officer dated 11 December 2019.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.06 – LGIS – 2019 Surplus Distribution

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GR.SL.1455
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 November 2019

Enclosure/Attachments:

LGIS Surplus Share 2019

Summary:

Council is being requested to accept the 2019 LGIS surplus share distribution of \$12,609 and have it directly placed into the Shire of Wickepin Municipal Funds.

Background:

The CEO received the following email from Lynne Craigie OAM President WALGA.

Further to my previous correspondence in August, I am pleased to advise that the LGIS 2018/19 results have now been finalised and a surplus distribution is available to Member Local Governments. For the Shire of Wickepin, your share of the surplus is \$12,609. Your Local Government can choose to receive its surplus distribution: as an immediate refund via electronic transfer; opt for LGIS to retain the funds to offset your contribution next year; or for LGIS to hold the amounts in trust for risk mitigation activities. LGIS is a WALGA service, for which we partner with JLT, and which is governed by a sub-board to State Council. It was the decision of the LGIS board, endorsed by State Council, that each Local Government decide on how they wished to apply their surplus share by determination of Council to ensure that all Elected Members were involved in the process. As such, please advise WALGA or your LGIS account manager once your Council decision has been formalised. To revisit my previous advice, the surplus this year is a consequence of a lower than anticipated number of claims in Property and WorkCare; a better than expected performance in investments; and a reduced requirement of the capital needed to be carried by the Scheme. As part of the surplus distribution process, LGIS representatives will meet with your executive team to further discuss the options. This meeting is also an opportunity to discuss how your Local Government can get the most out of your membership, including access to risk mitigation services. In addition, representatives from WALGA and LGIS are also available to present to a meeting of your Council for a general briefing on your mutual scheme and how it works, which may be of particular interest to Elected Members who are new to the sector. I would ask that you distribute this information to your newly-elected President through the appropriate channels. In closing, I would again take the opportunity to thank you for your continued support of this WALGA service and encourage all Elected Members to seek to have an understanding of this significant investment by their Council and the benefits delivered by the mutual scheme model.

Comments:

The CEO feels that Council should not accept the surplus distribution to the Shire of Wickepin of \$12,609 and have it as a credit off its Insurance Account as in previous years.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Additional income of \$12,609

Strategic Implications: Nil

Recommendations:

1. That Council request the surplus share distribution of \$12,609 to be used as a credit against the 2020/2021 Insurance invoices
2. That Council request representatives from WALGA and LGIS to present to a meeting of Council for a general briefing on the LGIS mutual scheme and how it works

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.07 – Development & Regulatory Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Shire of Wickepin
File Reference:	LP.PLA.1711 / CM.POL.403
Author:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
Disclosure of Interest:	Nil
Date of Report:	2 December 2019

Enclosure/Attachments:

Nil

Summary:

Council's consideration is requested in regards to revoking the Shire of Wickepin Local Planning Policy 10.3.1.3 – Heritage Policy Provisions.

Background:

The matter was previously considered by Council at its meeting held on 19 June 2019. Council at that meeting resolved as follows:

That Council adopt the updates to the Town Planning Schemes policy as follows:

10.3.1.3 Heritage Policy Provisions Within the town centre, Council has owns places, buildings and objects of heritage value and natural beauty considered worthy of conservation and preservation.

The purpose and intent of the heritage provisions of the scheme are to:

- Facilitate the conservation of places of heritage value.*
- Ensure as far as possible that development occurs with due regard to heritage values.*

A person shall not, without the written approval of the Council, permit, commence or carry out any development on, in, adjoining, or in relation to any place, building or object.

If the Council gives its planning approval referred to above this may be given notwithstanding that the development or work involved does not comply with provisions of the residential design codes.

In considering a proposed development which affects a place, building or object, Council may seek to designate the relevant place, object or building on its heritage list or within a designated heritage area.

It is understood that Council at that meeting requested that the Chief Executive Officer undertake further investigation as to the relevance of this policy as this is already included in the Shire of Wickepin Town Planning Scheme No.4.

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

Comments:

Local Planning Policy 10.3.1.3 - Heritage Policy Provisions

The purpose and intent of the existing Local Planning Policy 10.3.1.3 – Heritage Policy Provisions are to:

- *Facilitate the conservation of places of heritage value.*
- *Ensure as far as possible that development occurs with due regard to heritage values.*

The policy has been developed to ensure that any development with heritage value will require Council's Planning Approval prior to any works commencing on the site.

Although the policy is to provide guidelines for the conservation and preservation of future development affecting existing buildings and objects of heritage value, these provisions are already included in the Shire of Wickepin Local Planning Scheme No.4, as outlined below.

Shire of Wickepin Local Planning Scheme No. 4

In clause 1.6 of the Local Planning Scheme, one of the aim of the Scheme through the zoning and reserving of land in appropriate locations is to protect existing local heritage.

Clause 3.2 in the Objectives of the Town Centre Zone, one of the objective is to protect, maintain and enhance where possible the visual and heritage elements of the town.

Clause 5.1.7 also states:

An application for a use which would otherwise not be permitted in the Scheme for the particular zone or reserve may be approved by local government having regard to the following criteria and only after following the procedure set down in Clause 64 of the deemed provisions:

- The protection of heritage sites;

Planning and Development (Local Planning Schemes) Regulations 2015

With the implementation of the *Planning and Development (Local Planning Schemes) Regulations 2015 Deemed Provisions*, clause 61(1) of the above Regulations provides the following provisions:

(k) the erection or extension of a single house on a lot if a single house is a permitted ("P") use in the zone (where the R Codes do not apply) in which that lot is located, where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:

- (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or*
- (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or*
- (iii) included on a heritage list prepared in accordance with this Scheme; or*
- (iv) within an area designated under the Scheme as a heritage area; or*
- (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29;*
- (vi) on land which is zoned Rural Residential and a building envelope has not been formally identified for the lot;*
- (vii) abutting a major road reserved in the Scheme;*
- (viii) on a lot or location which does not have access to a dedicated and constructed road;*

(l) the erection or extension of an outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house if a single house is a permitted ("P") in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:

- (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
 - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
 - (iii) included on a heritage list prepared in accordance with this Scheme; or
 - (iv) within an area designated under the Scheme as a heritage area; or
 - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29;
- (m) the demolition of any building or structure except where the building or structure is –
- (i) located in a place that has been entered in the Register of Places under the Heritage of Western Australia Act 1990;
 - (ii) the subject of an order under Part 6 of the Heritage of Western Australia Act 1990;
 - (iii) included on the Heritage List under clause 7.1 of the Scheme; or
 - (iv) located within a heritage area designated under the Scheme
- (n) any of the exempted classes of advertisements listed in Schedule 5 except in respect of a place included in the Heritage List or in a heritage area;

Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, outlines the procedures required for the revocation of a local planning policy:

6. Revocation of local planning policy

A local planning policy may be revoked —

- (a) by a subsequent local planning policy that —
 - (i) is prepared in accordance with this Part; and
 - (ii) expressly revokes the local planning policy; or
- (b) by a notice of revocation —
 - (i) prepared by the local government; and
 - (ii) published in a newspaper circulating in the Scheme area.

Based on the above assessment, it is recommended that Local Planning Policy 10.3.1.3 – Heritage Policy Provision be revoked in accordance with Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as the provision in regards to heritage are adequately provided in the Shire of Wickepin Local Planning Scheme No. 4.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4

Planning and Development Act 2015

Planning and Development (Local Planning Schemes) Regulations 2015

Policy Implications:

Local Planning Policy 10.3.1.3 Heritage Policy Provisions

Financial Implications:

There will be cost associated with advertising for the revocation of the Shire of Wickepin local planning policy.

Strategic Implications:

Nil.

Recommendations:

That with respect to the Local Planning Policy 10.3.1.3 - Heritage Policy Provisions, Council revoke this policy as the provisions regarding heritage matters have been adequately addressed in the existing Shire of Wickepin Local Planning Scheme No. 4. and to follow the procedure for the revocation of the policy in accordance with clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.08 – CEO Long Service Leave**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	Personnel File
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 December 2019

Enclosure/Attachments:**Summary:**

Council is being requested to allow the Chief Executive Officer to take Annual Leave and part of his Long Service Leave as follows.

1. Annual Leave from Monday 23rd December 2019 to Wednesday 1st January 2020.
2. Long Service Leave from Thursday 2nd January 2020 to Friday 24th January 2020.

Background:

The Chief Executive Officer wishes to apply to Council for Annual Leave from Monday 23rd December 2019 to Wednesday 1st January 2020 and Long Service Leave from Thursday 2nd January to Friday 24th January 2020.

Comments:

The Chief Executive officer is entitled to four weeks Annual Leave and one Executive day per Month under his current Contract.

Currently the CEO as at the 4th December 2019 has the following outstanding leave.

1. Annual leave 12.5 Days
2. Executive Days 7.5 Days
3. LSL 13 Weeks

Public Holidays included in the Annual Leave are 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

Statutory Environment:

Local Government Act 1995, CEO Contract
Agenda December 2019

Policy Implications:**2.1.18 ACTING CHIEF EXECUTIVE OFFICER**

OBJECTIVE: Set down guidelines for the employment of an Acting CEO.

Prior to taking annual or other leave; the CEO must appoint an Acting CEO for the period of leave to ensure there is a designated officer responsible for the operations of Council.

When employed in the position of Acting CEO, the employee will be:

- *advised in writing by either the CEO, where the CEO delegates the position to the employee or by the Shire President where Council delegates the position to the employee;*
- *paid at the salary level of the CEO for the term of the appointment; and*
- *subject to all the other existing conditions of employment.*

Financial Implications:

No financial implications as allowed for in Budget

Strategic Implications: Nil

Recommendations:

That Council allow the Chief Executive Officer to take Annual Leave from Monday 23rd December 2019 to Wednesday 1st January 2020.

That Council allow the Chief Executive Officer to take Long Service Leave from Thursday 2nd January 2020 to Friday 24th January 2020.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.09 – Governance, Audit & Community Services Committee Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CR.MEE.224
Author:	Mel Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	06 December 2019

Enclosure/Attachments: Nil.

Background:

The Governance, Audit & Community Services Committee meeting was held on Wednesday 20 February 2019.

Comments:

The Governance, Audit & Community Services Committee meeting was held on Wednesday 20 February 2019 and passed the following recommendations:

Cr G. Hinkley / Seconded Cr F. Allan

That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.

Carried

Cr F. Allan / Seconded Cr A. Lansdell

That the Policy Manual Review 2018 report be received.

Carried

Statutory Environment: Nil.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That council pass the following recommendations:

1. That the Governance, Audit and Community Services Committee recommends to Council that it adopts the Annual Compliance Audit Return for the year 1 January 2018 to 31 December 2018 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2019.
2. That the Policy Manual Review 2018 report be received

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.10 – Wheatbelt South Aged Housing Alliance Recommendations**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	LP.MEE.1714
Author:	Mel Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	06 December 2019

Enclosure/Attachments: Nil.

Background:

The Wheatbelt South Aged Housing Alliance Committee meeting was held on Monday 18 November 2019.

Comments:

The Wheatbelt South Aged Housing Alliance Committee meeting was held on Monday 18 November 2019 and passed the following recommendations:

Moved Mia Dohnt / Seconded Natalie Manton

That the changes made to the draft FAA document be endorsed.

Carried 8/0

Statutory Environment: Nil.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That council pass the following recommendations:

1. That the changes made to the draft FAA documents be endorsed.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.11 – 2018/2019 Annual Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Erika Clement, Finance Manager
File Reference:	FM.FR.2111
Author:	Erika Clement, Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	12 December 2019

Enclosure/Attachments:

Annual Audit Report for the year ended 30 June 2019

Office of Auditor General Management Report for the year ended 30 June 2019

Summary:

Council is being requested to adopt the

1. Annual Audit and Management Reports provided by Office of Auditor General, for the year ended 30 June 2019.
2. The 2018/2019 Annual Report.

Set the date for the annual electors meeting and Farmers Forum for Wednesday 5 February 2020 at 6.30pm

Background:

The Annual Report along with the auditor's report for 2018/2019 is required to be adopted by council prior to advertising a date for the annual meeting of electors.

The Governance, Audit and Community Services committee adopted the Annual Audit and Management Reports provided by Office of Auditor General for the year ended 30 June 2019 on 18 December 2019.

Comments:

The Shire of Wickepin has received the audit report from Office of Auditor General and it was adopted at the Governance, Audit and Community Services committee on 18 December 2019.

Mr Marius van der Merwe, Auditor Butler Settineri and Carly Meagher, Office of Auditor General were in attendance at the Governance, Audit and Community Services committee held on 18 December 2019 when the Annual Audit and Management Reports for 2018/2019 was adopted.

The 2018/2019 Annual Report includes the annual financial statements, shire president's report, chief executive officer's report, community development officer's report, and auditors report, as well as other general information about council.

A copy of the 2018/2019 Annual Report will be forwarded to the Department of Local Government as per the Local Government Financial Regulations.

Council needs to set the date for the annual electors meeting and farmer's forum. A general electors meeting is to be held on a day selected by the local government but cannot be more than 56 days after the local government accepts the annual report for the previous financial year.

If council accepts and adopts the annual report on 18 December 2019 the 56th day will be 12 February 2020 which is 7 days prior to council's normal meeting date being 19 February 2020. Council needs to hold the annual electors meeting forum on a date between 18 December 2019 and 12 February 2020 to comply with the 56 day requirement.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Part 4

Financial reports — s. 6.4

- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

Local Government Act 1995

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.54. Acceptance of annual reports

- 1 (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- 2 (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended by No. 49 of 2004 s. 49.]

5.55. Notice of annual reports

- 3 The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
- (a) a report from the mayor or president;
- (b) a report from the CEO;
- [(c), (d) deleted]
- (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
- (f) the financial report for the financial year;
- (g) such information as may be prescribed in relation to the payments made to employees;
- (h) the auditor's report for the financial year;
- (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
- (i) the number of complaints recorded in the register of complaints;
- (ii) how the recorded complaints were dealt with; and
- (iii) any other details that the regulations may require; and

(iv) such other information as may be prescribed.

[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]

Local Government Administration (Regulations) 1996

Part 3 — Electors' meetings

15. Matters to be discussed at general meeting (Act s. 5.27(3))

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

16. Request for special meeting, form of (Act s. 5.28(2))

A request for a special meeting of the electors of a district is to be in the form of Form 1.

17. Voting at meeting (Act s. 5.31)

- (1) Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.
- (2) All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
- (3) Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

18. Procedure at meeting (Act s. 5.31)

Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

Local Government (Financial Management) Regulations 1996

51. Annual financial report to be signed etc. by CEO and given to Department

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

[Regulation 51 amended in Gazette 18 Jun 1999 p. 2639; 20 Jun 2008 p. 2726.]

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Recommendations:

1. That council adopts the Annual Audit and Management Reports provided by the Office of Auditor General, for the year ended 30 June 2019.
2. That the Shire of Wickepin 2018/2019 Annual Report be received and adopted.
3. That the annual Elector's meeting and Farmers Forum be held on Wednesday 6 February 2020 at 6.30pm.

Voting Requirements:

Absolute 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:	12 December 2019

To be tabled.

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 December 2019

Enclosure/Attachments: Nil

WSAHA

The FAA for the Wheatbelt South Aged Alliance grant of \$2.8million has been forwarded to Obby McDonald, Project Officer, Investment Management, Industry and Economic Development, Department of Primary Industries and Regional Development on the 19/11/2019.

At this stage no reply has been received from Obby.

Elise Wood, Regional Manager- Avon, Wheatbelt Development Commission has also sent comments on the FAA to the Department of Primary Industries and Regional Development.

Central Country Zone

At the last CCZ meeting the following persons were elected to the following positions.

State Council Representative

Cr Philip Blight, Shire of Wagin

Deputy State Council Representative

Cr Katrina Crute, Shire of Brookton

Zone President

Cr Brett McGuinness, Shire of Quairading

Zone Deputy President

Jeanette De Landgrafft, Shire of Lake Grace

Zone Executive Committee (3 positions)

Cr Katrina Crute, Shire of Brookton

Cr Julie Russell, Shire of Wickepin

Cr Barry West, Shire of Kulin

Local Government Agricultural Freight Group (1 delegate and 1 deputy delegate)

Cr Katrina Crute, Shire of Brookton Delegate

Cr Philip Blight, Shire of Wagin Deputy Delegate

District Emergency Management Committee (1 delegate and 1 deputy delegate)

Cr Leigh Ballard Shire of Narrogin.

Annual Seniors Christmas Dinner

I was able to attend the annual seniors Xmas dinner due to the Wheatbelt South CCZ meeting. The Annual Seniors Christmas party was well attended and went very well. Thank you to all the volunteers that helped on the day to make this annual event a very pleasant day.

Office Closure - Christmas Break

The trading hours for 2019/2020 Christmas period as adopted by Council are as follows:

Monday 23 December	Closed
Tuesday 24 December	Closed
Wednesday 25 December	Closed
Thursday 26 December	Closed
Friday 27 December	Closed
Monday 30 December	Closed
Tuesday 31 December	Closed
Wednesday 1 January	Closed

To all the Councillors and staff a Merry Christmas and Happy New Year and on behalf of the Hook family, thank you all for a great twelve Months.

MEETINGS ATTENDED

<u>November 2019</u>	
18 th	WSAHA
21 st	Emergency Management – Local Recovery
27 th	WDC
28 th	LG Professionals
29 th	WALGA - CCZ
<u>December 2019</u>	
2 nd	LGIS
6 th	Seniors Luncheon

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		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			
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			

Recommendations:

That Council note the Chief Executive Officer's report dated 13th December 2019

Voting Requirements: Simple majority.

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.