



A Fortunate Place



Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

15 NOVEMBER 2017



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 15 November 2017 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark J Hook
Chief Executive Officer

10 November 2017

Time Table

- 1.00pm Lunch
- 1.30pm Councillor photos by Janet Vlahov Photography
- 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**

Any member of the public wishing to participate in Public Question Time during Council meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

NAME:	
SIGNATURE:	
ADDRESS:	
TELEPHONE:	
MEETING/DATE:	
NAME OF ORGANISATION REPRESENTING (if applicable):	

QUESTION:

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.

Table of Contents

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	6
2.	PUBLIC QUESTION TIME	6
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....	6
4.	PETITIONS, MEMORIALS AND DEPUTATIONS.....	6
5.	DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST.....	14
6.	CONFIRMATION OF MINUTES – ORDINARY MEETING OF COUNCIL – 18 OCTOBER 2017.....	14
7.	RECEIVAL OF MINUTES.....	14
7.1	ALBERT FACEY HOMESTEAD COMMITTEE MEETING	15
7.2	TOWNSCAPE & CULTURAL PLANNING COMMITTEE MEETING	23
8.	STATUS REPORT.....	32
9.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	33
10.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS.....	33

TECHNICAL SERVICES

10.1.01	– MANAGER WORKS AND SERVICES REPORT	34
10.1.02	- TENDER FOR THE SUPPLY OF ONE MEDIUM TRAY BODY TRUCK	36
10.1.03	- TENDER FOR THE SUPPLY OF ONE MOTOR GRADER.....	47

GOVERNANCE, AUDIT & COMMUNITY SERVICES

10.2.01	– FINANCIAL REPORT	58
10.2.02	– LIST OF ACCOUNTS	91
10.2.03	– COMMUNITY DEVELOPMENT OFFICER'S REPORT	97
10.2.04	– TINCURRIN HALL SALE	100
10.2.05	– WICKEPIN SHE SHED HE SHED DONATION	106
10.2.06	– TOWNSCAPE & CULTURAL PLANNING COMMITTEE MEETING RECOMMENDATIONS	111
11.	PRESIDENT'S REPORT.....	119
12.–	CHIEF EXECUTIVE OFFICER'S REPORT	119
13.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING	124
14.	REPORTS & INFORMATION	124
15.	URGENT BUSINESS	124
16.	CLOSURE	124

**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 15 November 2017**

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

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 Election of Shire President

The CEO called for nominations for Shire President.

Cr _____ nominated Cr _____, Cr _____ accepted the nomination verbally.

There being no further nominations Cr _____ was elected as Shire President of the Shire of Wickepin for the ensuing two years.

Shire President Cr _____ made the declaration of office before Natalie Manton JP.

4.2 Election of Deputy Shire President

Cr _____ took the chair as the Presiding Member and called for nominations for the position of Deputy Shire President.

Cr _____ nominated Cr _____, Cr _____ accepted the nomination verbally.

There being no further nominations Cr _____ was elected as Deputy Shire President of the Shire of Wickepin for the ensuing two years.

Deputy Shire President Cr _____ made the declaration of office before Natalie Manton JP.

4.3 Appointment of Standing Committees of Council

4.3.1 Governance, Audit and Community Services Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Steven Martin
- Cr Julie Russell
- Cr Gerri Hinkley
- Cr Fran Allan
- Cr Wes Astbury
- Cr Grayden Lang
- Cr Ross Easton

Presiding Member to call for nominations to the Governance, Audit and Community Services Committee.

Resolution No

Moved / Seconded

That the following appointments to the Governance, Audit and Community Services Committee be endorsed:

Carried / by absolute majority

4.3.2 Australia Day Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Ross Easton
- Cr Julie Russell
- Cr Fran Allan

Presiding Member to call for nominations to the Australia Day Committee.

Resolution No

Moved / Seconded

That the following appointments to the Australia Day Committee be endorsed:

Carried / by absolute majority

4.3.3 Townscape and Cultural Planning Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Fran Allan
- Kevin Coxon
- Lee Parker
- Leah Taylor
- Margaret Fleay
- Murray Lang
- Sue Astbury
- Jean Chalmers
- Jodi Thompson

Nominations received from members of public:

- Lee Parker
- Leah Taylor
- Kevin Coxon
- Cr Fran Allan
- Sue Astbury
- Ted Astbury
- Cr Allan Lansdell
- Kym Smith
- Jodi Thompson
- Ammers Miley
- Paige Leeson
- Tim Cowcher

Presiding Member to call for nominations to the Townscape and Cultural Planning Committee.

Resolution No

Moved / Seconded

That the following appointments to the Townscape and Cultural Planning Committee be endorsed:

- Lee Parker
- Leah Taylor
- Kevin Coxon
- Cr Fran Allan
- Sue Astbury
- Ted Astbury
- Cr Allan Lansdell
- Kym Smith
- Jodi Thompson
- Ammers Miley
- Paige Leeson
- Tim Cowcher

Carried / by absolute majority

Resolution No

Moved / Seconded

That the Townscape and Cultural Planning committee meeting is held quarterly as per the following schedule:

- 7 March 2018
- 13 June 2018
- 12 September 2018
- 14 November 2018

Carried / by absolute majority

4.3.4 Lifestyle Retirement Committee

Previous Committee Members:

- Cr Fran Allan
- Cr Allan Lansdell
- Murray Lang
- Syd Martin
- Karen Williamson
- Colin Hemley
- Audrey Bird
- Coleen Thompson

Nominations received from members of public:

- Syd Martin
- Cr Fran Allan
- Cr Allan Lansdell
- Murray Lang
- Coleen Thompson
- Colin Hemley
- Audrey Bird
- Kevin Coxon
- Leanne Smith
- Chris Lozenicins

Presiding Member to call for nominations to the Lifestyle Retirement Committee.

Resolution No

Moved / Seconded

That the following appointments to the Lifestyle Retirement Committee be endorsed:

- Syd Martin
- Cr Fran Allan
- Cr Allan Lansdell
- Murray Lang
- Coleen Thompson
- Colin Hemley
- Audrey Bird
- Kevin Coxon
- Leanne Smith
- Chris Lozenicins

Carried / by absolute majority

Resolution No

Moved / Seconded

That the Lifestyle Retirement committee meeting is held quarterly as per the following schedule:

- 14 February 2018
- 9 May 2018
- 8 August 2018
- 14 November 2018

Carried / by absolute majority

4.3.5 Central Country Zone WALGA

Previous Council delegates:

- Cr Wes Astbury
- Cr Julie Russell

Presiding Member to call for nominations of delegates to Central Country Zone WALGA.

Resolution No

Moved / Seconded

That the following delegates be appointed to Central Country Zone WALGA:

Carried / by absolute majority

4.3.6 Regional Road Group

Previous Council delegates:

- Cr Allan Lasndell
- Cr Julie Russell

Presiding Member to call for nominations of delegates to Regional Road Group.

Resolution No

Moved / Seconded

That the following delegates be appointed to Regional Road Group:

Carried / by absolute majority

4.3.7 Wheatbelt Joint Development Assessment Panel

Previous Council delegates:

- Cr Allan Lansdell (Member)
- Cr Ross Easton (Member)
- Cr Julie Russell (Alternate Member)
- Cr Gerri Hinkley (Alternate Member)

Presiding Member to call for nominations of delegates to Wheatbelt Joint Development Assessment Panel.

Resolution No

Moved / Seconded

That the following delegates be appointed to Wheatbelt Joint Development Assessment Panel:

Carried / by absolute majority

4.3.8 Great Southern Regional Waste Group

Previous Council delegates:

- Cr Allan Lansdell
- Cr Ross Easton (Member)

Presiding Member to call for nominations of delegates to Wagin Regional Waste Group.

Resolution No

Moved / Seconded

That the following delegates be appointed to Wagin Regional Waste Group:

Carried / by absolute majority

4.3.9 Cuballing/Wickepin Joint Local Emergency Management Committee (LEMC)

Previous Council delegates:

- Cr Wes Astbury
- Cr Julie Russell

Presiding Member to call for nominations of delegates to the Joint Local Emergency Management Committee (LEMC).

Resolution No

Moved / Seconded

That the following delegates be appointed to the Joint Local Emergency Management Committee (LEMC):

Carried / by absolute majority

4.3.10 Living Lakes Initiative

Previous delegates:

- Representatives/Co- Coordinators - Ian & Sara Hills
- Shire Representatives – CEO Mr Mark Hook, Cr Grayden Lang, Cr Ross Easton and Mrs Natalie Manton
- Facey Group Representative – Sarah Hyde
- Surrounding Farmers - Ken Beattie - Farmer on west side and south of Lake, Morris (Whippy) Dawes - Farmer on east and south side of Lake
- Yealering Progress Association President
- Town Representative - Matthew Pockran

Presiding Member to call for nominations of delegates to Living Lakes Initiative.

Resolution No

Moved / Seconded

That the following delegates be appointed to Living Lakes Initiative:

- Representatives/Co- Coordinators - Ian & Sara Hills
- Shire Representatives – CEO Mr Mark Hook, DCEO Mrs Natalie Manton and one Councillor (to be decided) _____,
- Facey Group Representative – Sarah Hyde
- Surrounding Farmers - Ken Beattie - Farmer on west side and south of Lake, Morris (Whippy) Dawes - Farmer on east and south side of Lake
- Yealering Progress Association President
- Town Representative – Matthew Pockran

Carried / by absolute majority

4.3.11 Grain Freight Network – Wheatbelt Railway Retention Alliance

Previous Council delegates:

- Cr Ross Easton
- Cr Julie Russell
- Cr Allan Lansdell

Presiding Member to call for nominations of delegates to Grain Freight Network – Wheatbelt Railway Retention Alliance.

Resolution No

Moved / Seconded

That the following delegates be appointed to the Grain Freight Network – Wheatbelt Railway Retention Alliance:

Carried / by absolute majority

4.3.12 Central Agcare

Previous Council delegates:

- Cr Fran Allan

Presiding Member to call for nominations of delegates to Central Agcare.

Resolution No

Moved / Seconded

That the following delegates be appointed to Central Agcare:

Carried / by absolute majority

4.3.13 Albert Facey Homestead Committee

Previous Committee Members:

- Cr Grayden Lang
- Dave Astbury
- Charlotte Astbury
- Libby Heffernan
- Linley Rose
- Helen Warrilow
- Margaret Fleay
- Luci Satori

Nominations received from members of public:

- Dave Astbury
- Charlotte Astbury
- Libby Heffernan
- Linley Rose
- Helen Warrilow
- Margaret Fleay
- Luci Satori
- Karen Rushton

Presiding Member to call for nominations of delegates to the Albert Facey Homestead Committee.

Resolution No

Moved / Seconded

That the following delegates be appointed to Albert Facey Homestead Committee:

- Dave Astbury
- Charlotte Astbury
- Libby Heffernan
- Linley Rose
- Helen Warrilow
- Margaret Fleay
- Luci Satori
- Karen Rushton

Carried / by absolute majority

Resolution No

Moved / Seconded

That the Albert Facey Homestead committee meeting is held quarterly as per the following schedule:

- 12 February 2018
- 7 May 2018
- 6 August 2018
- 5 November 2018

Carried / by absolute majority

5. Declarations of Councillor's and Officer's Interest
6. Confirmation of Minutes – Ordinary Meeting of Council – 18 October 2017
7. Receival of Minutes

7.1 Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	CR.MEE.208
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment:

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 6 November 2017.

Background:

The Albert Facey Homestead Committee Meeting was held on Monday 6 November 2017.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meeting 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: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Albert Facey Homestead Committee Meeting held on Monday 7 August 2017 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the Minutes of the Albert Facey Homestead Committee Meeting held on Monday 7 August 2017 be received.

Carried /

A Fortunate Place



Shire of Wickepin

Minutes

Albert Facey Homestead Committee Council Chambers, Wickepin

6 NOVEMBER 2017

Table of Contents

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	18
2.	PUBLIC QUESTION TIME.....	18
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES	18
4.	PETITIONS, MEMORIALS AND DEPUTATIONS	18
5.	DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST	18
6.	CONFIRMATION OF MINUTES – ALBERT FACEY HOMESTEAD – 12 AUGUST 2014	18
7.	STATUS REPORT (BUSINESS ARISING FROM PREVIOUS MINUTES)	19
10.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	19
11.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS	21
12.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING	21
13.	REPORTS & INFORMATION	21
13.1	OTHER MATTERS RAISED BY MEMBERS	21
14.	URGENT BUSINESS	21
15.	CLOSURE	22

**Minutes of an Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin – Monday
8 November 2017 commencing @ 9.00am.**

The Chairperson declared the meeting open at 9.05am.

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

Dave Astbury	Chairperson
Linley Rose	Member
Margaret Fleay	Member
Libby Heffernan	Member
Helen Warrilow	Member
Charlotte Astbury	Member

Mr Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer (Minute Taker)

Apologies

Luci Sartori	Member
Lee Parker	Community Development Officer

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – Albert Facey Homestead – 7 August 2017

Moved H Warrilow / Seconded M Fleay

That the minutes of the Albert Facey Homestead Committee held on 7 August 2017 be confirmed as a true and correct record.

Carried 6/0

7. Status Report (Business arising from previous minutes)

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

Subject/Action	Officer	Progress	Status	Comment
Oiling of timber/verandah	Committee	Committee to organise a working bee for September 2017.	✓	

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

○ = in progress ✓ = completed ✕ =superseded

8. Financials

8.1 – Albert Facey Homestead Municipal Funds Budget

Submission To:	Ordinary Council
Location / Address:	Albert Facey Homestead Committee
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	28 July 2017

Enclosure / Attachment: Nil

Background:

Comment:

Below is the current 2017/2018 financial statement for the Albert Facey Homestead committee.

Date	Description	Income
28/07/2017	Albert Facey Homestead Takings	260.00
06/09/2017	Albert Facey Homestead Takings	231.82
04/10/2017	Albert Facey Homestead Takings	358.23
13/10/2017	Albert Facey Homestead Takings	181.82
16/10/2017	Albert Facey Lunch Avon Valley Carriage Drive	130.91
		<u>1162.78</u>
Date	Description	Expenditure
13/07/2017	LGISWA Property Insurance 2017/18	204.45
31/07/2017	Elizabeth Heffernan Cleaning July 2017	40.00
29/08/2017	Elizabeth Heffernan Cleaning 28 August 2017	40.00
30/09/2017	EWEN RURAL SUPPLIES mop & paint brushes September 2017	49.01
	Rake	14.09
	Paint brush	5.82
02/10/2017	LGISWA Property insurance 2017/18	204.45
		<u>557.82</u>

Financial Implications: Not Applicable

Policy Implications: Not Applicable

Strategic Implications: Not Applicable

Recommendation:

That the financial statement tabled for the period ending 30 October 2017 as presented be received.

Voting Requirements: Simple majority

Moved L Heffernan / Seconded H Fleay

That the financial statement tabled for the period ending 30 October 2017 as presented be received.

Carried 6/0

9. Notice of Motions of Which Notice Has Been Given**10. Receipt of Reports & Consideration of Recommendations****12. Notice of Motions for the Following Meeting****13. Reports & Information****13.1 Other matters raised by members****13.1.1 Linley Rose – Change of Day of Meeting**

Linley has asked for the committee to consider which day best suits them to meet, whether a change of day may be required.

It was agreed that future meetings to be held on Mondays at 2.pm.

13.1.2 Community Development Officer – Albert Facey Heritage Trail

The CDO, in consultation with the Albert Facey Homestead Management Committee, has provided relevant information and images to TPG – the company responsible for the Heritage Walk Trail signs around Wickepin. TPG will design and draft the 7 trail signs identified by Committee. Shire currently has a credit note with TPG, so the production of the signs will not affect budget.

13.1.3 CEO Mark Hook – Homestead Repairs

Mark advised that he has arranged Dale Curtis to carry out repairs to the homestead roof and gutters.

13.1.4 Linley Rose – Voucher System

Linley queried the use of the voucher system now that the homestead committee were a committee of council. The CEO advised that the voucher system can remain as is but the voucher needs to specify which business it is to be used at. A purchase order will then need to be obtained from the shire and given to the specified business.

13.1.5 Libby Heffernan

Libby thanked Luci Sartori for all her work coordinating the Albert Facey Homestead verandah lunch held on the Saturday of the Avon & Hills Carriage Drive.

14. Urgent Business

15. Closure

There being no further business the Chairperson declared the meeting closed at 9.40am.

Actions Requested from meeting

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

7.2 Townscape & Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	CR.MEE.208
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 8 November 2017.

Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 8 November 2017.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meeting 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: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 8 November 2017 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 8 November 2017 be received.

Carried /



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

8 NOVEMBER 2017

Table of Contents

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	26
2.	PUBLIC QUESTION TIME.....	26
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES	26
4.	PETITIONS, MEMORIALS AND DEPUTATIONS	26
5.	DECLARATIONS OF MEMBER'S AND OFFICER'S INTEREST.....	26
6.	CONFIRMATION OF MINUTES – TOWNSCAPE & CULTURAL PLANNING – 13 SEPTEMBER 2017	26
7.	STATUS REPORT.....	27
8.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	27
9.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS	27
9.1	– COMMUNITY DEVELOPMENT OFFICER'S REPORT.....	28
11.	REPORTS & INFORMATION	31
11.1	OTHER MATTERS RAISED BY MEMBERS	31
12.	URGENT BUSINESS	31
13.	CLOSURE	31

**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers, Wickepin -
Wednesday 8 November 2017**

The Chairperson declared the meeting open at 9.35am.

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

Murray Lang	Chairperson
Cr Fran Allan	Member
Kevin Coxon	Member
Kym Smith	Yealering Progress Association
Spencer Davidson	Yealering Progress Association

Lee Parker	Community Development Officer (committee and staff member)
Lara Marchei	Executive Support Officer (staff member)

Apologies

Sue Astbury	Member
Jean Chalmers	Member
Margaret Fleay	Member
Jodi Thompson	Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

11. Declarations of Member's and Officer's Interest

12. Confirmation of Minutes – Townscape & Cultural Planning – 13 September 2017

Moved Kevin Coxon / Seconded Cr Fran Allan

That the minutes of the Townscape and Cultural Planning Committee held on 13 September 2017 be confirmed as a true and correct record.

Carried 4/0

13. 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.).

Subject/Action	Date	Officer	Progress	Status	Comment
Harrismith Cemetery	13/09/17	CDO		○	
Yealering Caravan Park – Flywire Doors	13/09/17	CEO		○	Doors have been ordered.

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

Townscape and Cultural Planning

9.1 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	1 November 2017

Arts and Cultural	<ul style="list-style-type: none"> • Planning for the 2018 Wickepin Art Prize • Meeting with Arts Narrogin to plan and fund 2018 Dryandra Country Art Food and Wine Trail. Name change to Dryandra Makers Trail (pending). Trail to be held 12 & 13 May. • Support to She Shed/He Shed with projects
Community Development	<p>War Memorial/Anzac Day</p> <ul style="list-style-type: none"> • Department of Veteran’s Affairs: correspondence regarding ‘Saluting their Service’ Commemorative Grant - small grant for research funding to enable the stories of the fallen of Wickepin War Memorial, including those who enlisted from all wars, to be finalised and published • Grant submitted <p>Townscape</p> <ul style="list-style-type: none"> • Correspondence with Wayfound regarding mapping for Shire tourist map • Correspondence with Yealering Progress Committee re seating and Caravan Park • Correspondence with Harrismith Community Centre re cemetery plans <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Facebook page • Follow up grant opportunities for Shire of Wickepin projects • Informed community members on grant opportunities and events • Correspondence with, and support to, Wickepin CRC re events
Economic Development	<p>Facey Carriage Drive</p> <ul style="list-style-type: none"> • Extensive correspondence and meetings to plan and execute carriage drive <p>Yealering Foreshore</p> <ul style="list-style-type: none"> • Correspondence with Wheatbelt Natural Resource Management Living Lakes Project <p>Enterprising Communities Program</p> <ul style="list-style-type: none"> • Correspondence with community, facilitator, and RDA with regards hosting movie and information sessions • Background work for evenings • Hosted 3 workshop evenings: Yealering, Wickepin and Harrismith/Tincurrin
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> • Social media promotion • Correspondence with newspapers and magazines re placement of advertising
Special Needs Groups including Youth, Disabled and Older People.	<ul style="list-style-type: none"> • Johnston Park (Healthy Communities Precinct) • Correspondence with Wheatbelt Development Commission (WDC) and suppliers • Equipment collected from Perth • Site meeting and groundwork planning with Manager of Works

Sport and Recreation	Kidsport <ul style="list-style-type: none"> • Communication with Kidsport • Assisted individuals and provided support to clubs • Kidsport invoices and vouchers processed • Contacted adjoining shire sporting clubs with outstanding vouchers
Governance Other	<ul style="list-style-type: none"> • Staff support as needed • Responded to queries from CDO Network • Liaison with Manager of Works, CEO, DCEO and ESO for projects needing completion or works to be undertaken

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions Wheatbelt Development Commission	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Kidsport	Department of Sport and Recreation	\$2,500	Approved 2017 to January 2018
Enterprising Communities	Regional Development Australia: Wheatbelt	\$4,110	Approved Council Contribution in-kind \$1,400
Saluting their Service	Department of Veteran's Affairs	\$4,000	Submitted Council Contribution in-kind

2017 Facey Carriage Drive

Avon & Hills Carriage Driving Club hosted the Albert Facey Memorial Pleasure Drive on the weekend of 14–15 October. Carriage Drivers, ponies and horses from as far north as Clackline and south as far as Karridale gathered together for the pleasure drive over a course of around 50kms. Wickepin offers clubs the advantage of being only a three hour drive from WA's four carriage driving clubs: Albany, Dwellingup, Perth and Northam.

Highlights of the weekend included the Wickepin Town Drive, Street Parade and Presentation on Saturday, with lunch at Facey Homestead, culminating in a BBQ and Dance at the Community Centre. The Community Centre was decorated by Ray and Helen Lewis to reflect the centenary of "The First Grand Spring Horticultural Show and Industrial Exhibition." Sunday consisted of a 35 km return drive along back roads, through paddocks to Tarling Well for a picnic lunch.

This is the third event of this nature held by Avon & Hills Carriage Driving Club in Wickepin and the club continue to be overwhelmed by the welcoming, generous nature of the town and the shire. John Brown, Trevor Leeson and Jake Martin loaned yards for the ponies. Conrad Flavel, and Michael Green allowed use of paddocks, with Tim Cowcher offering a secure yard for ponies at the lunch stop on Saturday, and the golf club allowing access to the course. Shire offered support in-kind.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

- (1) **To Develop and Maintain Quality Services and Infrastructure:**
A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.
- (2) **To Ensure the Protection and Improvement of the Environment:**
A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.
- (3) **To Promote the Development of a Viable and Diversified Local Economy:**
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.
- (4) **To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:**
A healthy, strong and connected community that is actively engaged and involved.
- (5) **To Provide Efficient, Effective and Accountable Governance:**
Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.
- (6) **To Promote the Shire as a Focal Point in the Development of the Greater Region:**
A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

Recommendation:

That the Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 1 November 2017.

Voting Requirements: Simple majority.

Moved Cr Fran Allan / Seconded Kevin Coxon

That the Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 1 November 2017.

Carried 4/0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

11.1.1 Lee Parker – CDO

The CDO discussed the core business of Townscape and the idea of creating a clear idea of the committee's focus which was revitalising communities, town planning and enrichment, representation of the entire community and engaging with them.

The CDO suggested that consideration be given to changing the name of the committee to reflect the current direction and focus.

11.1.2 Kym Smith – Yealering Progress Association

- Kym advised that the Yealering Bike Park seats have been ordered.
- Kym presented a proposal put forward by the Yealering Progress Association, to erect a camp kitchen under the BBQ structure, which has recently been paved, at the Yealering Caravan Park. As attached.

Moved Kevin Coxon / Seconded Cr Fran Allan

That the Townscape Committee recommend to Council to approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association

Carried 4/0

12. Urgent Business

13. Closure

The CDO thanked the Chair, Mr Murray Lang, for his considerable time and energy given to the Townscape & Cultural Planning Committee since its early inception.

The Chair responded and thanked the committee for its support. He made a special mention of thanking Council and its progressive thinking for allowing the Townscape & Cultural Planning Committee the opportunity to undertake, and finance, its many projects. Murray added that the appointment of the Community Development Officer had reinvigorated the committee over the past few years.

There being no further business the Chairperson declared the meeting closed at 11.33am.

8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
841-190717-09	Sewerage System Capacity – New Dam	CEO	That Council construct a new sewerage holding dam located in the Shire of Wickepin subdivision located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.	○	Construction to commence soon.
886-181017-03	Replacement of Facey Group 2015 Holden Colorado LTZ Dual Cab Ute WK701	CEO	That the quotation for a new Ranger 2017 Double PU XLT for a change over price of \$20,000 (inc. GST) with the following accessories from Southwest Vehicle Group be accepted by Council: Load mat Standard Towing Package Standard Adaptive Cruise Control 800.00 Seat covers 385.00 12v plug Standard Tint Nudge Bar 1135.00 Rubber mats 225.00 Canopy 4230.00 Light bar 625.00 Tubliner Standard Rubber tub mat Standard	✓	Will be delivered During week commencing 13 November 2017.
887-181017-04	Restricted Access Vehicle Permits – Richter Street	CEO	That the Shire of Wickepin requests Main Roads WA Heavy Vehicle Services to add the portion of Richter Street Wickepin from the Pingelly Wickepin Road to the Wickepin Saleyards access, Lot 47 to the Restricted Access Vehicles Network 4 Permit Network.	✓	Letter sent.
888-181017-08	Dual Fire Control Officers 2017/18 – Shire of Dumbleyung	CEO	That Council appoints Ken Wright as Dual Fire Control Officer from the Shire of Dumbleyung for the 2017/2018 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.	✓	Letter sent.
889-181017-09	Wickepin Netball Club – Seating Court Side WCC	CEO	1. That Council purchase Four (4) Exteria 1.8 metres Stadium Bench Seating with heavy duty, fully enclosed aluminium slats in tough clear anodised finish at a cost of \$1,108 plus fitting. 2. That the Wickepin Netball Club contribute \$500 towards the seating.	✓	Seats ordered with Exteria.
890-181017-10	Annual Report 2016/17	CEO	That Council receives the 2016/17 Annual Report and Audited Financial Statements;	✓	

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			auditor's report and management report for the year ended 30 June 2017. That the annual electors meeting be held on 15 November 2017 at 6.00 pm.	✓	
891-181017-11	2017 Regional Christmas Trading Extensions	CEO	That Council advise the Department of Commerce that Council requests extended trading hour's for general retail shops within the Shire of Wickepin for the 2017/2018 Christmas New Year Period.	✓	

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:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	8 November 2017

Enclosure / Attachment: Nil

Background: Nil

Comment:

Programmed Construction Works

- The construction team is currently working on the Pingelly Wickepin Road and is approximately 50% completed.
- Works have also begun on the Wickepin North Rd widening.

Plant Replacement

- Tenders for the purchase of a motor grader and a maintenance truck have been advertised.
- Truck body has been supplied for truck WK 2433.

Maintenance Works

- Grading various roads.
- Pot hole patching.
- Waste transferred from outer refuse sites.
- Rubbish tip maintenance.
- Various fallen trees.
- Culvert cleaning various roads.
- Signage maintenance.
- Guide posting maintenance.
- Begin vegetation pruning program.
- Repair culverts Dwelludine Rd.
- Various ongoing and general maintenance.
- Install bird barriers at Wickepin Community Centre.
- Repair plumbing at Arts and Crafts building.
- Replace taps at Wickepin Caravan Park.
- Install new door at Harrismith Golf Club.

Occupational Health and Safety

- Two minor injuries have been sustained.

Workshop

- Research and evaluation of new machinery purchases.
- Repair standpipes throughout the shire.
- Service all gardening equipment.
- Replace tyres on various items of plant.

- Assist with building maintenance issues.
- Chainsaw maintenance.
- Ongoing servicing and general repairs.
- Replace concrete quick cut saw.
- Ongoing research on various legal requirements regarding truck weights and measures.

Parks and Gardens

- Install pressure control unit at oval reticulation system.
- Prune street trees various.
- Weed control.
- Oval maintenance.
- General mowing.
- Reticulation repairs and maintenance.
- Maintenance and pumping at the sewer ponds.
- Plant screen trees at Wickepin refuse site.
- Assist with preparations for the Lake Yealering Regatta.

Statutory Environment: Local Government Act 1995

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Summary: Not applicable

Recommendation:

That council notes the report from the Manager of Works and Services dated 8 November 2017.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That council notes the report from the Manager of Works and Services dated 8 November 2017.

Carried /

Technical Services

10.1.02 - Tender for the Supply of one Medium Tray Body Truck

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov Works Manager
File Reference:	PS.TEN.2110
Author:	Peter Vlahov Works Manager
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for the supply of one medium tray body truck as per the 2017 – 2018 Plant Replacement Budget. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

Comment:

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

Due to Main Roads WA weights and measures regulations, Council is required to go to a higher GVM rated vehicle that we currently operate in order to comply legally with current regulations while towing the skid steer and various other items of plant.

As can be seen by the specifications and prices submitted, the Hino 920 will comply with budget parameters and all legal requirements.

SHIRE OF WICKEPIN - Tenders Received									
2017/18 Budget Change Over GST Exempt \$60,000									
Number	Dealer Particulars	Machine Make	Machine Model	GVM	Warranty	Delivery Time	Tendered Purchase Price (GST inc)	Nett Changeover (GST Inc)	Nett Changeover (GST Ex)
1	WA Hino	Hino	716	6,500	3 years	In stock	\$72,567	\$57,567	\$52,334
2	WA Hino	Hino	716 non factory body	6,500	3 years	In stock	\$74,589	\$59,589	\$54,172
3	WA Hino	Hino	920 Trade Ace	8,500	3 years	In stock	\$80,978	\$65,978	\$59,980
4	South West Isuzu	Isuzu	FRRED - 816	10,700	3 years	In stock	\$89,166	\$67,166	\$61,060
5	South West Isuzu	Isuzu	NNR65-150	10,700	3 years	In stock	\$71,522	\$49,522	\$45,020
6	Daimler Trucks	Fuso	Canter 815	7,500	3 years	In stock	\$ 76,329	\$ 60,819	\$ 55,290
7	Daimler Trucks	Fuso	Canter 918	8,550	3 years	In stock	\$ 81,664	\$ 66,154	\$ 60,140

Truck Medium Tray Body													
CRITERION	A		B		C		D		E		TOTAL SCORE	Ranking	
	Compliant		Price		Availability		Experience		Warranty				
	GVM		Within Budget		Within 8 Weeks		Backup and service		Type				
	Horsepower						Operator Comfort						
	weighting	30%	weighting	30%	weighting	10%	weighting	20%	weighting	10%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score		weighted score	
Hino 716 with factory tray	3.0	18.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	10.0		88.00	6
Hino 816 with factory tray	4.0	24.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	10.0		94.00	4
Fuso 815	3.0	18.0	5.0	30.0	5.0	10.0	4.0	16.0	4.0	8.0		82.00	5
Isuzu FRRED - B16 manual transmission	5.0	30.0	4.0	24.0	5.0	10.0	5.0	20.0	4.0	8.0		92.00	3
Hino 920 manual transmission	5.0	30.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	10.0		100.00	1
Hino 921 auto transmission	5.0	30.0	4.0	24.0	5.0	10.0	5.0	20.0	5.0	10.0		94.00	2
	Score	Description of Score											
	0	Offer did not address the criterion											
	1	offer contained insufficient/unclear information											
	2	Acceptable offer											
	3	Good offer											
	4	Very Good offer											
	5	Excellent offer											

The Manager of Works recommends the purchase of the Hino 920 300 Series Trade Ace from WA Hino at a changeover price of \$59,980 excl GST.

Statutory Environment: Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy Implications:

2.1.17 TENDERS OF BUDGETED ITEMS

OBJECTIVE: To call tenders for all items on the current adopted budget for all items above \$100,000.

The CEO is authorised to call tenders for all items on the current adopted budget over \$100,000.

Upon receipt of tenders by the CEO, all tenders are to be submitted to Council for approval, including, where necessary comparative schedules setting out major aspects of each tender. Council shall give due consideration to local businesses within the Shire of Wickepin, irrespective of prices.

In addition to tender conditions set out in Part 4 of the Local Government (Functions and General) Regulations 1996 (WA), the following conditions apply:

- tenders are to arrive at the Shire of Wickepin admin office marked "Tender"; and
- tenders to close not less than 14 days prior to an ordinary meeting of Council.

3.1.7.3 PURCHASING THRESHOLDS AND PROCESSES

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Purchasing Policy.

Purchasing that is **below \$100,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (e.g. WALGA Preferred Supply Contract).

Purchasing that **exceeds \$100,000** in total value (excluding GST) must be put to public Tender unless a regulatory Tender exemption is utilised by the Shire of Wickepin. Tender exemptions apply in the following instances:

- an emergency situation as defined by the Local Government Act 1995;
- the purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Shire of Wickepin sector.
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.
- Determining purchasing value is to be based on the following considerations:
 - The actual or expected value of a contract over the full contract period (including all options to extend); or
 - The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Note: When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Shire of Wickepin should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Purchasing Thresholds – Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Wickepin:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$1,000	<p>Obtain at least 2 verbal or written quotations from suppliers supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.</p> <p style="text-align: center;">OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</p>
\$1,000 - \$39,999	Obtain at least 3 written quotations (e.g. email, fax or original copy).

	<p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</p>
\$40,000 - \$99,999	<p>Obtain at least 3 written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p>
\$100,000 and above	<p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p>

Where considered necessary, the Shire of Wickepin may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$100,000 threshold (excluding GST).

This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a public Tender for contracts of less than \$100,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

Note: The thresholds specified in the Purchasing Thresholds Table on page 4 are determined purely on dollar values; however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works; suppliers; contracts; or any other item that the Local Government considers appropriate.

Purchasing Procedures

Tender or Request for Quotation through Tender Exempt Panels (\$100,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$100,000, the Shire of Wickepin must either undertake either a:

- a public Tender process; or*
- a Request for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).*

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire of Wickepin must utilise a Request for Quotation process through Equote's or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire of Wickepin does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire of Wickepin does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire of Wickepin are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Shire of Wickepin to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

Equote's

Equote's is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on Equote's and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. Local Governments can also upgrade Equote's to include their local suppliers.

Request for Quotation Process

In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:

The Request for Quotation documentation must include:

- written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- selection criteria to be applied;*
- price schedule;*
- conditions of responding; and*
- validity period of offer.*

Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.

New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection must be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire of Wickepin.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc.) Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: *While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Governments with the capacity to negotiate with Preferred Suppliers, this is generally not permitted within a public Tender process due to legal process contract risks.*

It is always wise to develop a negotiation plan and have a strategy in place. Preparation is the key. The use of the Negotiation Planning Template within the WALGA Procurement Handbook is highly recommended.

Public Tender

Before Tenders are publicly invited, the Shire of Wickepin must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.

The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$40,000 and \$99,999, the Evaluation Panel must contain a minimum of 2 members. For Tenders with a total estimated value (ex GST) of \$100,000 and above, the Evaluation Panel must contain a minimum of 3 members. A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.

The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The Tender Notice must include:

- a brief description of the goods or services required;*

- information as to where and how Tenders may be submitted;
- the date and time after which Tenders cannot be submitted; and
- a contact person to supply more detailed information if required. Detailed information must include such information as the Shire of Wickepin decides should be disclosed to those interested in submitting a Tender response, detailed specifications of the goods or services required, the criteria for deciding which Tender response should be accepted, whether or not the Shire of Wickepin has decided to submit a Tender response and whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.

Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire of Wickepin not to compromise its duty to be fair.

If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire of Wickepin may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.

A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.

No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire of Wickepin officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Wickepin. Members of the public are entitled to be present.

The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least 2 Shire of Wickepin officers present at the opening of Tender responses.

Where the Shire of Wickepin has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);
- the specification for goods and/or services remains unchanged; and
- purchasing is arranged within six (6) months of the closing date of the lapsed Tender.

Tender responses that have not been rejected must be assessed by the Shire of Wickepin by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.

If, after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire of Wickepin and Tenderer have entered into a contract, a minor variation may be made by the Shire of Wickepin. A minor variation may not alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.

Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- The name of the successful Tenderer.

- *The total value of consideration of the winning offer.*

The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer must be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.

To comply with the requirements of Regulation 18(4) of the Local Government (Functions and General) Regulations 1996, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook includes a model Request for Tender Template which provides best practice documentation and will assist with recording details.

Request for Quotation (\$40,000 or over to \$99,999 in value)

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

Process for Request for Quotation

Provide a Request for Quotation that includes as a minimum:

- *written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- *selection criteria to be applied;*
- *price schedule;*
- *conditions of responding; and*
- *validity period of offer.*

Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.

New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire of Wickepin.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).

The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

***Note:** The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

Request for Quotation (under \$40,000 in value)

Written Requests for Quotations

For the procurement of goods or services where the value is under \$40,000, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.*
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.*
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.*
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.*
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.*
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.*

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.

Verbal Requests for Quotations

For the procurement of goods or services where the value is under \$1,000 the Shire of Wickepin may undertake a verbal Request for Quotation process.

At least 2 quotations must be obtained from the market or the Shire of Wickepin may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Shire of Wickepin employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook contains sample forms for recording verbal and written quotations.

Financial Implications:

Changeover of \$59,980 excl GST is \$20 under the 2017/2018 budget estimate of \$60,000 GST exclusive net change over.

Strategic Implications: Not applicable.

Summary:

Council is being requested to accept the E quote received from WA Hino for the purchase of one Hino 920 Trade Ace medium body truck with the following options at a tendered changeover price of \$59,980 excl GST with the following accessories:

Ski bar to roof	380.00
2 x LED amber beacons	720.00
Tow bar with 50mm ball	960.00
Canvas seat covers	380.00
Rubber mats	220.00
Window tint	280.00
Stoneguard	650.00
Kevrek 1000s fitted	9,850.00
Upgrade left rear spring	720.00
TX3500 UHF	810.00

Recommendation:

That Council accept the E quote from WA Hino for the purchase of one Hino 920 Trade Ace medium body truck at a tendered change over price of \$59,980 excl GST with the following accessories:

Ski bar to roof	380.00
2 x LED amber beacons	720.00
Tow bar with 50mm ball	960.00
Canvas seat covers	380.00
Rubber mats	220.00
Window tint	280.00
Stoneguard	650.00
Kevrek 1000s fitted	9,850.00
Upgrade left rear spring	720.00
TX3500 UHF	810.00

Voting Requirements: Absolute majority

Technical Services

10.1.03 - Tender for the Supply of one Motor Grader

Submission To: Ordinary Council
 Location / Address: Whole Shire
 Name of Applicant: Peter Vlahov Works Manager
 File Reference: PS.TEN.2110
 Author: Peter Vlahov Works Manager
 Disclosure of any Interest: Nil
 Date of Report: 9 November 2017

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for the supply of one Motor Grader as per the 2017 – 2018 Plant Replacement Budget. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

Comment:

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

SHIRE OF WICKEPIN - Tenders Received								
2017/18 Budget Change Over GST Exempt \$263,000								
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST inc)	Nett Changeover (GST Inc)	Nett Changeover (GST Ex)
1	Komatsu Australia	Komatsu	GD655	3 years 2000hrs free	8 weeks	\$385,550	\$264,550	\$240,500
2	Komatsu Australia	Komatsu	GD555	3 years 2000hrs free	8 weeks	\$378,950	\$257,950	\$234,500
4	Hitachi Construction	Deere	670 G	3 years	12 weeks	\$365,200	\$288,200	\$262,000
5	Westrac	CAT	12M	3 years	8 weeks	\$370,370	\$265,870	\$241,700

Supply one Motor Grader												
CRITERION	A		B		C		D		E		TOTAL SCORE	Ranking
	Compliant		Price		Availability		Experience		Warranty			
	current model		Within Budget		within five months		Backup and service		Type			
	Horsepower		includes all options				Operator Comfort		computer tracking			
	weighting	30%	weighting	20%	weighting	10%	weighting	20%	weighting	20%		
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score		
Komatsu 555	4.0	24.0	5.0	20.0	4.0	8.0	4.0	16.0	5.0	20.0	88.00	4
Komatsu 655	5.0	30.0	4.0	16.0	4.0	8.0	4.0	16.0	5.0	20.0	90.00	3
Hitachi Deere 670G	5.0	30.0	4.0	16.0	3.0	6.0	5.0	20.0	5.0	20.0	92.00	2
Westrac Cat 12m	5.0	30.0	5.0	20.0	5.0	10.0	5.0	20.0	5.0	20.0	100.00	1
	Score	Description of Score										
	0	Offer did not address the criterion										
	1	offer contained insufficient/unclear information										
	2	Acceptable offer										
	3	Good offer										
	4	Very Good offer										
	5	Excellent offer										

The Manager of Works recommends the purchase of the CAT 12M at a changeover price of \$241,700 excl GST.

Statutory Environment: Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy Implications:

2.1.17 TENDERS OF BUDGETED ITEMS

OBJECTIVE: *To call tenders for all items on the current adopted budget for all items above \$100,000.*

The CEO is authorised to call tenders for all items on the current adopted budget over \$100,000.

Upon receipt of tenders by the CEO, all tenders are to be submitted to Council for approval, including, where necessary comparative schedules setting out major aspects of each tender. Council shall give due consideration to local businesses within the Shire of Wickepin, irrespective of prices.

In addition to tender conditions set out in Part 4 of the Local Government (Functions and General) Regulations 1996 (WA), the following conditions apply:

- *tenders are to arrive at the Shire of Wickepin admin office marked "Tender"; and*
- *tenders to close not less than 14 days prior to an ordinary meeting of Council.*

3.1.7.3 PURCHASING THRESHOLDS AND PROCESSES

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Purchasing Policy.

Purchasing that is below \$100,000 in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (e.g. WALGA Preferred Supply Contract).

Purchasing that exceeds \$100,000 in total value (excluding GST) must be put to public Tender unless a regulatory Tender exemption is utilised by the Shire of Wickepin. Tender exemptions apply in the following instances:

- *an emergency situation as defined by the Local Government Act 1995;*
- *the purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Shire of Wickepin sector.*
- *the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;*
- *the purchase is under auction that has been authorised by Council;*
- *the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or*
- *any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.*
- *Determining purchasing value is to be based on the following considerations:*
- *The actual or expected value of a contract over the full contract period (including all options to extend); or*

- *The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.*

Note: When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Shire of Wickepin should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Purchasing Thresholds – Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Wickepin:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$1,000	<p><i>Obtain at least 2 verbal or written quotations from suppliers supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.</i></p> <p><i>OR</i></p> <p><i>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</i></p>
\$1,000 - \$39,999	<p><i>Obtain at least 3 written quotations (e.g. email, fax or original copy).</i></p> <p><i>OR</i></p> <p><i>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</i></p>
\$40,000 - \$99,999	<p><i>Obtain at least 3 written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</i></p> <p><i>OR</i></p> <p><i>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</i></p>

<p>\$100,000 and above</p>	<p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p>
----------------------------	---

Where considered necessary, the Shire of Wickepin may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$100,000 threshold (excluding GST).

This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a public Tender for contracts of less than \$100,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

Note: The thresholds specified in the Purchasing Thresholds Table on page 4 are determined purely on dollar values; however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works; suppliers; contracts; or any other item that the Local Government considers appropriate.

Purchasing Procedures

Tender or Request for Quotation through Tender Exempt Panels (\$100,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$100,000, the Shire of Wickepin must either undertake either a:

- a public Tender process; or
- a Request for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire of Wickepin must utilise a Request for Quotation process through Equote's or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire of Wickepin does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire of Wickepin does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by

every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire of Wickepin are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Shire of Wickepin to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

Equote's

Equote's is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on Equote's and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. Local Governments can also upgrade Equote's to include their local suppliers.

Request for Quotation Process

In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:

The Request for Quotation documentation must include:

- written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- selection criteria to be applied;
- price schedule;
- conditions of responding; and
- validity period of offer.

Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.

New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection must be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire of Wickepin.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent

(e.g. volume or value of items to be purchased, period of contract etc.) Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Governments with the capacity to negotiate with Preferred Suppliers, this is generally not permitted within a public Tender process due to legal process contract risks.

It is always wise to develop a negotiation plan and have a strategy in place. Preparation is the key. The use of the Negotiation Planning Template within the WALGA Procurement Handbook is highly recommended.

Public Tender

Before Tenders are publicly invited, the Shire of Wickepin must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.

The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$40,000 and \$99,999, the Evaluation Panel must contain a minimum of 2 members. For Tenders with a total estimated value (ex GST) of \$100,000 and above, the Evaluation Panel must contain a minimum of 3 members. A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.

The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The Tender Notice must include:

- a brief description of the goods or services required;
- information as to where and how Tenders may be submitted;
- the date and time after which Tenders cannot be submitted; and
- a contact person to supply more detailed information if required. Detailed information must include such information as the Shire of Wickepin decides should be disclosed to those interested in submitting a Tender response, detailed specifications of the goods or services required, the criteria for deciding which Tender response should be accepted, whether or not the Shire of Wickepin has decided to submit a Tender response and whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.

Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire of Wickepin not to compromise its duty to be fair.

If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire of Wickepin may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.

A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.

No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire of Wickepin officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Wickepin. Members of the public are entitled to be present.

The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least 2 Shire of Wickepin officers present at the opening of Tender responses.

Where the Shire of Wickepin has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;*
- the process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);*
- the specification for goods and/or services remains unchanged; and*
- purchasing is arranged within six (6) months of the closing date of the lapsed Tender.*

Tender responses that have not been rejected must be assessed by the Shire of Wickepin by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.

If, after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire of Wickepin and Tenderer have entered into a contract, a minor variation may be made by the Shire of Wickepin. A minor variation may not alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.

Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- The name of the successful Tenderer.*
- The total value of consideration of the winning offer.*

The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer must be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.

To comply with the requirements of Regulation 18(4) of the Local Government (Functions and General) Regulations 1996, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook includes a model Request for Tender Template which provides best practice documentation and will assist with recording details.

Request for Quotation (\$40,000 or over to \$99,999 in value)

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

Process for Request for Quotation

Provide a Request for Quotation that includes as a minimum:

- written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- selection criteria to be applied;*
- price schedule;*
- conditions of responding; and*
- validity period of offer.*

Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.

New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire of Wickepin.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).

The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

***Note:** The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

Request for Quotation (under \$40,000 in value)

Written Requests for Quotations

For the procurement of goods or services where the value is under \$40,000, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.*
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.*
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.*
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.*
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.*
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.*

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

***Note:** The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

Verbal Requests for Quotations

For the procurement of goods or services where the value is under \$1,000 the Shire of Wickepin may undertake a verbal Request for Quotation process.

At least 2 quotations must be obtained from the market or the Shire of Wickepin may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Shire of Wickepin employee seeking the verbal quotations.*

- *Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.*
- *Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.*

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: *The WALGA Procurement Handbook contains sample forms for recording verbal and written quotations.*

Financial Implications:

Changeover of \$241,700 excl GST is \$21,300 under the 2017/2018 budget estimate of \$263,000 GST exclusive net change over.

Strategic Implications: Not applicable.

Summary:

Council is being requested to accept the E quote received from Westrac for the purchase of one CAT 12M grader at a net changeover price of \$241,700 excl GST with the following options:

- Supply tyre inflation kit
- Supply & install GME UHF Radio
- Supply spare tyre & rim
- Supply & install no2 slope meter
- Supply & install signwriting
- Supply & install sharq adaptor plate and sharq cutting edges
- Supply & install guards over headlights
- Supply & install amber beacons (two)
- Supply & install 9kg fire extinguisher
- Supply & install 1kg fire extinguisher
- 157-0674 supply metric tool kit
- Supply & install seat cover/cushion
- Supply & install window tinting
- 12 months concessional license
- Full set of books

Recommendation:

That Council accept the E quote received from Westrac for the purchase of one CAT 12M grader at a net changeover price of \$241,700 excl GST with the following options:

- Supply tyre inflation kit
- Supply & install GME UHF Radio
- Supply spare tyre & rim
- Supply & install no2 slope meter
- Supply & install signwriting
- Supply & install sharq adaptor plate and sharq cutting edges
- Supply & install guards over headlights
- Supply & install amber beacons (two)
- Supply & install 9kg fire extinguisher

- Supply & install 1kg fire extinguisher
- 157-0674 supply metric tool kit
- Supply & install seat cover/cushion
- Supply & install window tinting
- 12 months concessional license
- Full set of books

Voting Requirements: Absolute majority

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Natalie Manton - Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	3 November 2017

Enclosure / Attachment: Listed below & attached (monthly report).

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

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

Statutory Environment: Section 6.4(2) of the Local Government Act 1995

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements tabled for the period ending 31 October 2017 as presented be received.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That the financial statements tabled for the period ending 31 October 2017 as presented be received.

Carried /

SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2017

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Compilation Report	61
Monthly Summary Information	62
Statement of Financial Activity by Program	65
Statement of Financial Activity By Nature or Type	66
Statement of Capital Acquisitions and Capital Funding	67
Statement of Budget Amendments	68
Note 1 Significant Accounting Policies	69
Note 2 Explanation of Material Variances	76
Note 3 Net Current Funding Position	77
Note 4 Cash and Investments	78
Note 5 Budget Amendments	79
Note 6 Receivables	81
Note 7 Cash Backed Reserves	82
Note 8 Capital Disposals	83
Note 9 Rating Information	84
Note 10 Information on Borrowings	85
Note 11 Grants and Contributions	86
Note 12 Trust	87
Appendix A Details of Capital Acquisitions	88

Shire of Wickepin

Compilation Report

For the Period Ended 31 October 2017

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 October 2017 of \$2,065,529.

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

Preparation

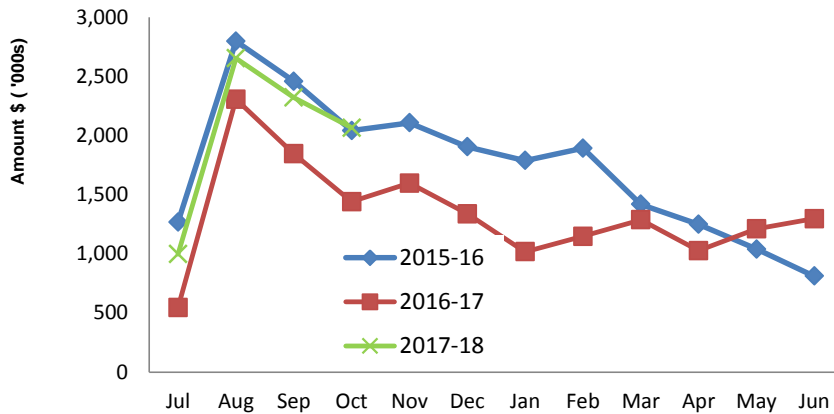
Prepared by: Natalie Manton Deputy CEO

Reviewed by: Mark Hook CEO

Date prepared: 3-Nov-17

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 October 2017

Liquidity Over the Year (Refer Note 3)



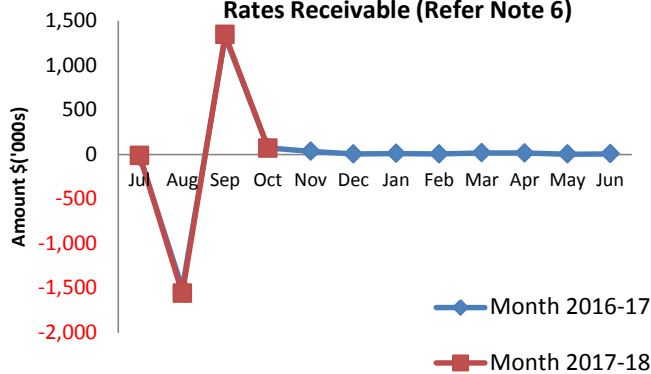
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 1,609,279
Restricted	\$ 2,147,428
	\$ 3,756,707

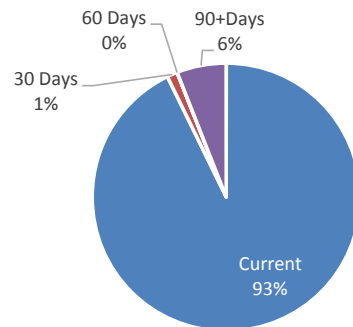
Receivables

Rates	\$ 154,488
Other	\$ 10,414
	\$ 164,902

Rates Receivable (Refer Note 6)



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



Comments

Unrestricted cash includes the following payments in advance

17/18 FESA paid in advance	\$7,490.00
17/18 Grants Commission - General	\$503,477.00
17/18 Grants Commission - Roads	\$272,918.00
Amounts paid in advance	\$783,885.00

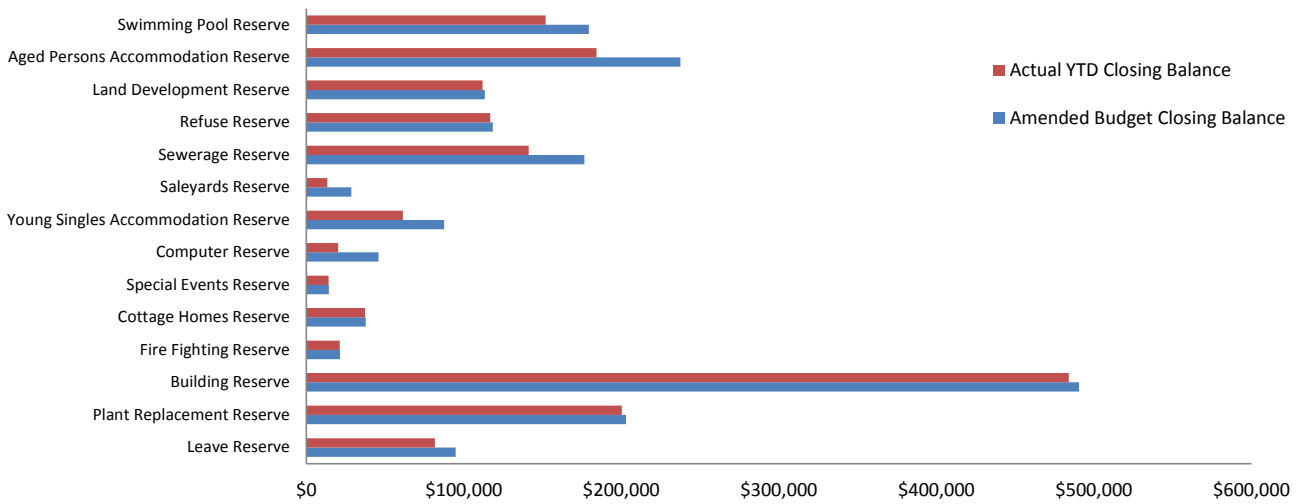
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 October 2017

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.

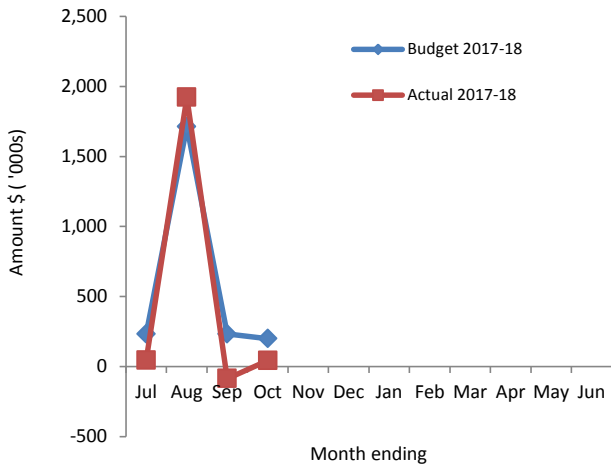
Shire of Wickepin

Monthly Summary Information

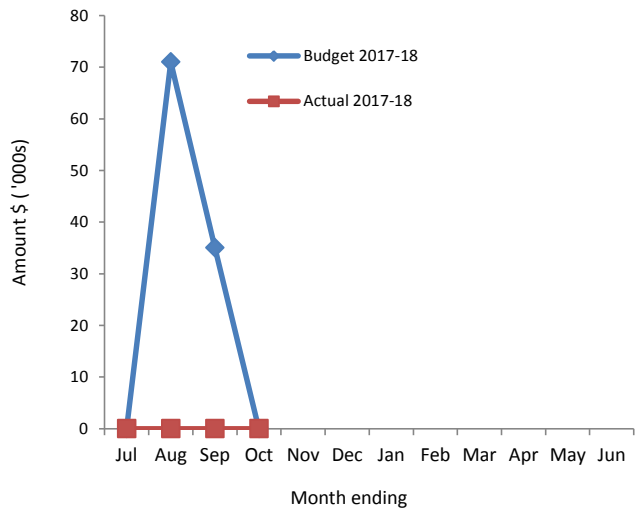
For the Period Ended 31 October 2017

Revenues

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

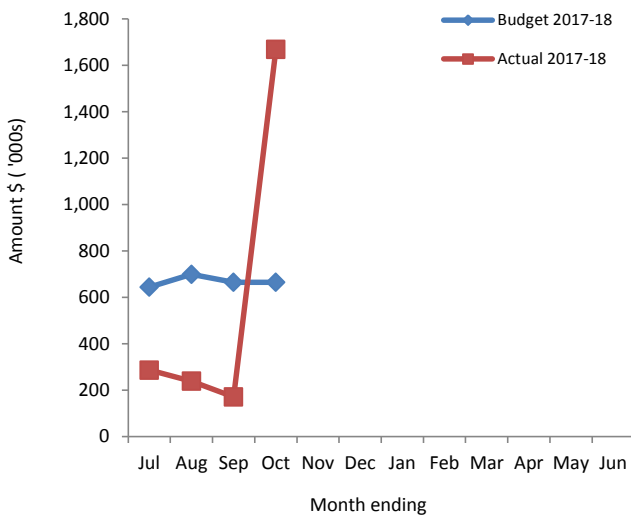


Budget Capital Revenue -v- Actual (Refer Note 2)

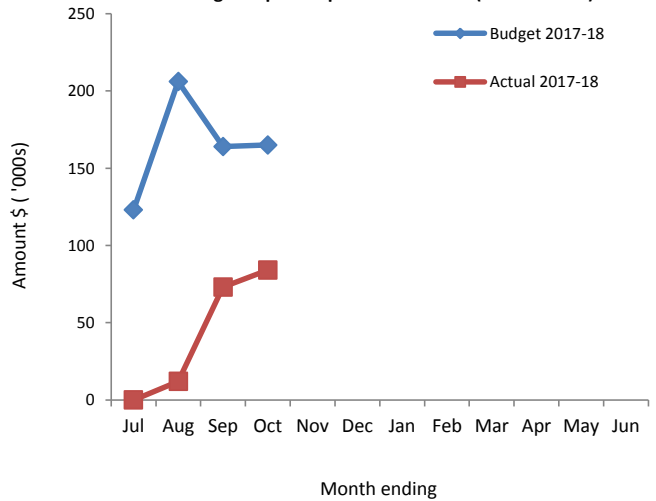


Expenditure

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



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



Comments

Depreciation calculated for July, Aug, Sept and October
 Operating revenue decreased due to discount applied to rates in September

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		5,720	1,904	1,930	26	1.37%	
General Purpose Funding - Rates	9	1,357,675	1,351,001	1,359,527	8,526	0.63%	
General Purpose Funding - Other		714,849	238,240	184,977	(53,263)	(22.36%)	▼
Law, Order and Public Safety		437,930	163,517	60,488	(103,029)	(63.01%)	▼
Health		250	80	0	(80)	(100.00%)	▼
Education and Welfare		4,500	1,500	4,155	2,655	177.03%	
Housing		273,440	91,132	56,528	(34,604)	(37.97%)	▼
Community Amenities		170,489	94,726	142,283	47,557	50.20%	▲
Recreation and Culture		57,847	19,264	9,655	(9,609)	(49.88%)	▼
Transport		1,138,728	379,564	77,519	(302,045)	(79.58%)	▼
Economic Services		50,635	16,864	16,563	(301)	(1.79%)	
Other Property and Services		64,000	21,324	12,526	(8,798)	(41.26%)	▼
Total Operating Revenue		4,276,063	2,379,116	1,926,150	(452,966)		
Operating Expense							
Governance		(516,699)	(172,140)	(176,986)	(4,846)	(2.82%)	
General Purpose Funding		(84,007)	(27,980)	(26,701)	1,279	4.57%	
Law, Order and Public Safety		(235,735)	(78,540)	(68,921)	9,619	12.25%	▼
Health		(30,662)	(10,196)	(9,529)	667	6.54%	▼
Education and Welfare		(21,304)	(7,084)	(4,470)	2,614	36.90%	▼
Housing		(213,216)	(70,980)	(58,393)	12,587	17.73%	▼
Community Amenities		(451,025)	(150,128)	(111,333)	38,795	25.84%	▼
Recreation and Culture		(1,235,597)	(411,632)	(305,064)	106,568	25.89%	▼
Transport		(4,898,727)	(1,632,812)	(1,539,500)	93,312	5.71%	▼
Economic Services		(306,009)	(101,912)	(61,213)	40,699	39.93%	▼
Other Property and Services		(16,270)	(12,168)	(4,687)	7,481	61.48%	▼
Total Operating Expenditure		(8,009,252)	(2,675,572)	(2,366,798)	308,774		
Funding Balance Adjustments							
Add back Depreciation		4,725,060	1,574,996	1,457,370	(117,626)	(7.47%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(19,000)	0	19,000	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		934,868	1,259,540	1,016,722	(242,818)		
Capital Revenues							
Proceeds from Disposal of Assets	8	425,196	106,299	0	(106,299)	(100.00%)	▼
Total Capital Revenues		425,196	106,299	0	(106,299)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(60,992)	0	60,992	100.00%	▼
Infrastructure - Roads	13	(1,132,674)	(377,520)	(146,730)	230,791	61.13%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(32,843)	(10,944)	(129)	10,815	98.82%	▼
Infrastructure - Drainage	13	(15,500)	(5,164)	0	5,164	100.00%	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(957,749)	(191,768)	(11,436)	180,332	94.04%	▼
Furniture and Equipment	13	(36,000)	(12,000)	(10,959)	1,041	8.67%	▼
Total Capital Expenditure		(2,321,766)	(658,388)	(169,254)	489,134		
Net Cash from Capital Activities		(1,896,570)	(552,089)	(169,254)	382,835		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5844	1,948	2,893	945	48.53%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(9,268)	(10,071)	(803)	(8.66%)	
Transfer to Reserves	7	(234,980)	(78,327)	0	78,327	100.00%	▼
Net Cash from Financing Activities		(256,940)	(85,647)	(7,178)	78,469		
Net Operations, Capital and Financing		(1,218,642)	621,804	840,290	237,486		
Opening Funding Surplus(Deficit)	3	1,225,238	1,225,239	1,225,239	0	0.00%	
Closing Funding Surplus(Deficit)	3	6,596	1,847,043	2,065,529	237,486		

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 31 October 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,357,675	\$ 1,350,969	\$ 1,359,527	\$ 8,558	0.63%	
Operating Grants, Subsidies and Contributions	11	796,304	265,424	287,617	22,193	8.36%	▲
Fees and Charges		675,786	280,643	271,681	(8,962)	(3.19%)	
Service Charges		0	0	0	0		
Interest Earnings		42,400	14,128	7,325	(6,803)	(48.15%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	155,560	51,848	0			
Total Operating Revenue		3,027,725	1,963,012	1,926,150	14,986		
Operating Expense							
Employee Costs		(1,139,806)	(379,788)	(410,526)	(30,738)	(8.09%)	▼
Materials and Contracts		(1,695,859)	(564,640)	(315,765)	248,875	44.08%	▲
Utility Charges		(172,045)	(57,292)	(20,880)	36,412	63.55%	▲
Depreciation on Non-Current Assets		(4,725,060)	(1,574,996)	(1,457,370)	117,626	7.47%	▲
Interest Expenses		(5,014)	(1,668)	(2,092)	(424)	(25.42%)	
Insurance Expenses		(172,911)	(64,340)	(160,166)	(95,826)	(148.94%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(98,557)	(32,848)	0			
Total Operating Expenditure		(8,009,252)	(2,675,572)	(2,366,798)	275,926		
Funding Balance Adjustments							
Add back Depreciation		4,725,060	1,574,996	1,457,370	(117,626)	(7.47%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(19,000)	0	19,000	(100.00%)	
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(313,470)	843,436	1,016,722	192,286		
Capital Revenues							
Grants, Subsidies and Contributions	11	1,248,338	416,104		(416,104)	(100.00%)	▼
Proceeds from Disposal of Assets	8	425,196	106,299	0	(106,299)	(100.00%)	▼
Total Capital Revenues		1,673,534	522,403	0	(522,403)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(60,992)	0	60,992	100.00%	▲
Infrastructure - Roads	13	(1,132,674)	(377,520)	(146,730)	230,791	61.13%	▲
Infrastructure - Public Facilities	13	0		0	0		
Infrastructure - Footpaths	13	(32,843)	(10,944)	(129)	10,815	98.82%	▲
Infrastructure - Drainage	13	(15,500)	(5,164)	0	5,164	100.00%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(957,749)	(191,768)	(11,436)	180,332	94.04%	▲
Furniture and Equipment	13	(36,000)	(12,000)	(10,959)	1,041	8.67%	▲
Total Capital Expenditure		(2,321,766)	(658,388)	(169,254)	489,134		
Net Cash from Capital Activities		(648,232)	(135,985)	(169,254)	(33,269)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5,844	1,948	2,893	945	48.53%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(9,268)	(10,071)	(803)	(8.66%)	
Transfer to Reserves	7	(234,980)	(78,327)	0	78,327	100.00%	▲
Net Cash from Financing Activities		(256,940)	(85,647)	(7,178)	78,469		
Net Operations, Capital and Financing		(1,218,642)	621,804	840,290	237,486		
Opening Funding Surplus(Deficit)	3	1,225,238	1,225,239	1,225,239	0	0.00%	
Closing Funding Surplus(Deficit)	3	6,596	1,847,043	2,065,529	237,486		

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

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

SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 2017

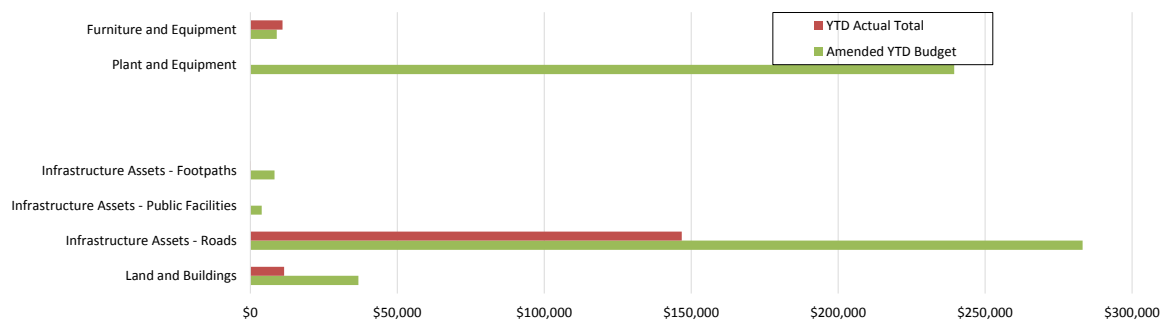
Capital Acquisitions	Note	YTD 31 10 2017					Variance (d) - (c)
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	11,436	0	11,436	36,750	147,000	(25,314)
Infrastructure Assets - Roads	13	0	146,730	146,730	283,169	1,132,674	(136,439)
Infrastructure Assets - Public Facilities	13	0	0	0	3,875	15,500	(3,875)
Infrastructure Assets - Footpaths	13	129	0	129	8,211	32,843	(8,082)
Plant and Equipment	13	0	0	0	239,437	957,749	(239,437)
Furniture and Equipment	13	0	10,959	10,959	9,000	36,000	1,959
Capital Expenditure Totals		11,565	157,689	169,254	580,442	2,321,766	(411,188)

Funded By:

Capital Grants and Contributions	25,000	1,248,338	1,248,338	1,223,338
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	106,299	425,196	(106,299)
Own Source Funding - Cash Backed Reserves				
Computer Reserve			0	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0			
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	144,254	(774,196)	648,232	918,450
Capital Funding Total	169,254	580,442	2,321,766	(411,188)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 October 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
Governance	5,720		5,720	1,904
General Purpose Funding - Rates	1,357,675		1,357,675	1,351,001
General Purpose Funding - Other	714,849		714,849	238,240
Law, Order and Public Safety	437,930		437,930	163,517
Health	250		250	80
Education and Welfare	4,500		4,500	1,500
Housing	273,440		273,440	91,132
Community Amenities	170,489		170,489	94,726
Recreation and Culture	57,847		57,847	19,264
Transport	1,138,728		1,138,728	379,564
Economic Services	50,635		50,635	16,864
Other Property and Services	64,000		64,000	21,324
Total Operating Revenue	4,276,063	0	4,276,063	2,379,116
Operating Expense				
Governance	(516,699)		(516,699)	(172,140)
General Purpose Funding	(84,007)		(84,007)	(27,980)
Law, Order and Public Safety	(235,735)		(235,735)	(78,540)
Health	(30,662)		(30,662)	(10,196)
Education and Welfare	(21,304)		(21,304)	(7,084)
Housing	(213,216)		(213,216)	(70,980)
Community Amenities	(451,025)		(451,025)	(150,128)
Recreation and Culture	(1,235,597)		(1,235,597)	(411,632)
Transport	(4,898,727)		(4,898,727)	(1,632,812)
Economic Services	(306,009)		(306,009)	(101,912)
Other Property and Services	(16,270)		(16,270)	(12,168)
Total Operating Expenditure	(8,009,252)	0	(8,009,252)	(2,675,572)
Funding Balance Adjustments				
Add back Depreciation	4,725,060		4,725,060	1,574,996
Adjust (Profit)/Loss on Asset Disposal	(57,003)		(57,003)	(19,000)
Adjust Provisions and Accruals	0		0	
Net Cash from Operations	934,868	0	934,868	1,259,540
Capital Revenues				
Proceeds from Disposal of Assets	425,196		425,196	106,299
Proceeds from Sale of Investments	0		0	0
Total Capital Revenues	425,196	0	425,196	106,299
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(147,000)	0	(147,000)	(60,992)
Infrastructure - Roads	(1,132,674)		(1,132,674)	(377,520)
Infrastructure - Public Facilities	0		0	0
Infrastructure - Footpaths	(32,843)		(32,843)	(10,944)
Infrastructure - Drainage	(15,500)		(15,500)	(5,164)
Heritage Assets	0		0	0
Plant and Equipment	(957,749)		(957,749)	(191,768)
Furniture and Equipment	(36,000)		(36,000)	(12,000)
Total Capital Expenditure	(2,321,766)	0	(2,321,766)	(658,388)
Net Cash from Capital Activities	(1,896,570)	0	(1,896,570)	(552,089)
Financing				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	5,844		5,844	
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(27,804)		(27,804)	
Transfer to Reserves	(234,980)		(234,980)	(78,327)
Net Cash from Financing Activities	(256,940)	0	(256,940)	(78,327)
Net Operations, Capital and Financing	(1,218,642)	0	(1,218,642)	629,124
Opening Funding Surplus(Deficit)	1,225,238	0	1,225,238	1,225,238
Closing Funding Surplus(Deficit)	6,596	0	6,596	1,854,362

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

A Fortunate Place.

"Wickepin offers a safe, pleasant healthy lifestyle, with a community that has strong sporting and social

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

(1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.

(2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.

(3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement

(4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

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 31 October 2017

Note 2: EXPLANATION OF MATERIAL VARIANCES

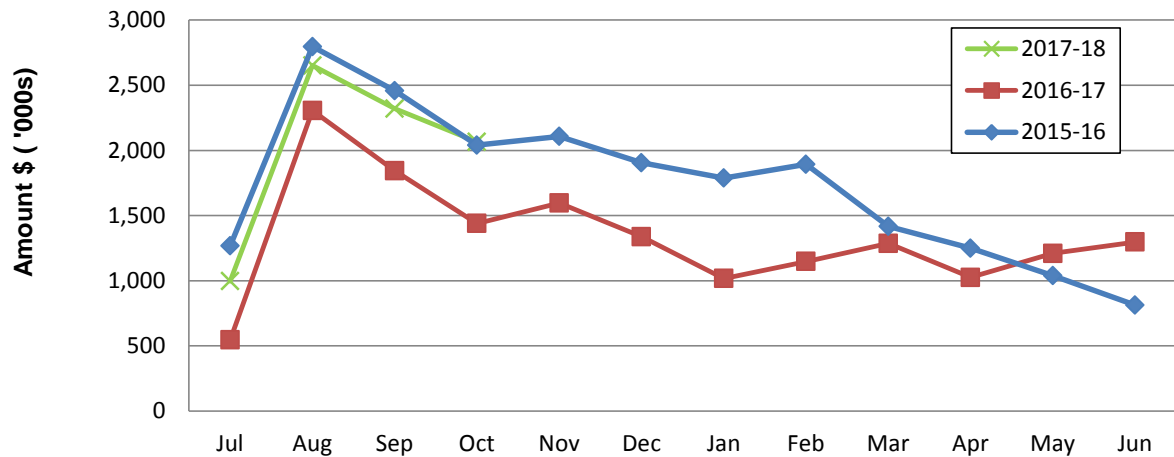
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	26	1.37%			
Housing	(34,604)	(37.97%)	▼	Timing	increased rent on Cottage Homes
Community Amenities	47,557	50.20%	▲	Timing	rubbish charges full year
Recreation and Culture	(9,609)	(49.88%)	▼	Permanent	pool grant not received
Transport	(302,045)	(79.58%)	▼	Timing	Black Sport and Roads to Recovery grant not received
Economic Services	(301)	(1.79%)			
Other Property and Services	(8,798)	(41.26%)	▼	Timing	reduced diesel fuel rebate
Operating Expense					
Governance	(4,846)	(2.82%)		Timing	
General Purpose Funding	1,279	4.57%		Timing	
Law, Order and Public Safety	9,619	12.25%	▼	Timing	insurance paid full year. Reduced exp fire prevention and loss on sale of assets
Health	667	6.54%	▼	Timing	staff housing subsidy paid full year.
Housing	12,587	17.73%	▼	Timing	Reduced depreciation
Community Amenities	38,795	25.84%	▼	Timing	Reduced depreciation. Reduced expenditure on rubbish tips
Recreation and Culture	106,568	25.89%	▼	Timing	Reduced expenditure depreciation, pool maintenance, oval and library contribution not paid yet.
Transport	93,312	5.71%	▼	Timing	Townscape projects on completed
Economic Services	40,699	39.93%	▼	Timing	Reduced expenditure depreciation, caravan parks maintenance and standpipes.
Other Property and Services	7,481	61.48%	▼	Timing	Reduced sick and holiday pay.
Capital Revenues					
Grants, Subsidies and Contributions	(416,104)	(100.00%)	▼	Timing	Grants not received for Tincurrin Fire Truck and road grants.
Proceeds from Disposal of Assets	(106,299)	(100.00%)	▼	Timing	Asset purchases and disposals not completed.
Capital Expenses					
Land and Buildings	60,992	100.00%	▼	Timing	Projects not completed as yet
Infrastructure - Roads	230,791	61.13%	▼	Timing	projects not completed as yet
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	10,815	98.82%	▼	Timing	Projects not completed as yet
Plant and Equipment	180,332	94.04%	▼	Timing	Plant and equip not purchased as yet
Furniture and Equipment	1,041	8.67%	▼	Timing	Furniture and equip not purchased as yet.
Financing					
Loan Principal	(803)	(8.66%)			

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Oct	30 June 2017	YTD 30 Oct 2016
		Note	2017	2016
			\$	\$
Current Assets				
Cash Unrestricted	4	1,609,279	1,441,513	1,791,820
Cash Restricted	4	2,147,428	1,647,429	1,243,268
Receivables - Rates	6	154,488	19,522	225,963
Receivables -Other	6	10,414	18,556	7,360
Interest / ATO Receivable/Trust		15,668	25,649	25,182
Inventories			0	0
		3,937,277	3,152,668	3,293,593
Less: Current Liabilities				
Payables		(22,783)	(78,464)	(60,840)
Provisions		(201,537)	(201,537)	(144,743)
		(224,320)	(280,001)	(205,584)
Less: Cash Reserves	7	(1,647,428)	(1,647,429)	(1,243,268)
Net Current Funding Position		2,065,528	1,225,239	1,844,741

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 31 October 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	247,469			247,469	ANZ	At Call
Reserve Bank Account	0.00%		63,282		63,282	ANZ	At Call
Trust Bank Account	0.00%			39,663	39,663	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
(b) Term Deposits							
Municipal	2.45%		500,000		500,000	ANZ	13.04.2018
Municipal					0		
Municipal	1.45%	1,361,110			1,361,110	WA Treasury	At Call
Reserve	2.40%		1,584,146		1,584,146	ANZ	31.12.2017
Trust	2.10%			54,133	54,133	ANZ	8.1.18
Total		1,609,279	2,147,428	93,796	3,850,503		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

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 31 October 2017

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.

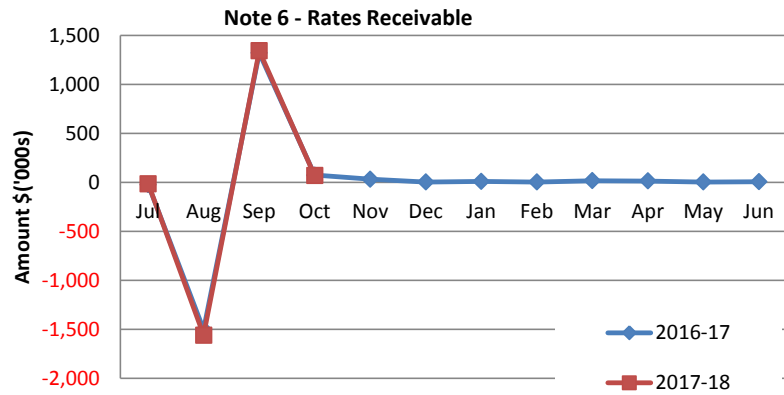
Strategy Ref	Strategy	Action Ref	Action	2016-17 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
	Total			-	-	-	-

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31 Oct 2017	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,525,852	1,497,589
Less Collections to date	(1,390,886)	(1,503,610)
Equals Current Outstanding	154,488	19,522
Net Rates Collectable	154,488	19,522
% Collected	90.00%	98.72%



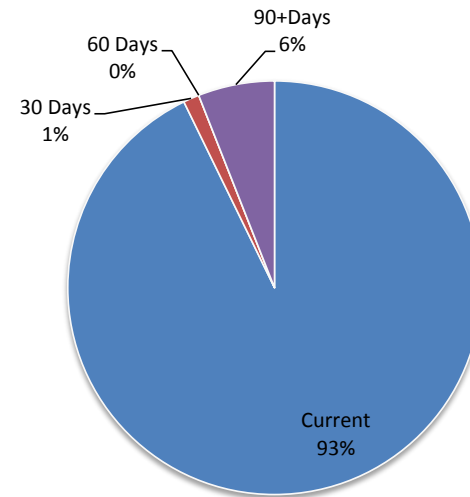
Comments/Notes - Receivables Rates

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	9,662	130	0	622
Total Receivables General Outstanding				10,414

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



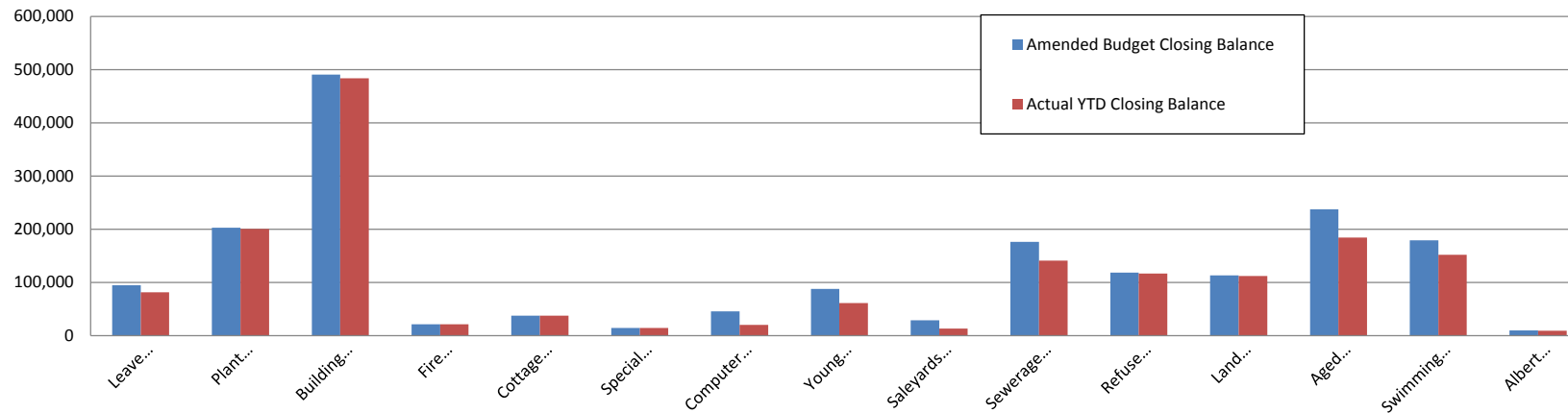
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 7: Cash Backed Reserve

2017-18		Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance									
Leave Reserve	\$ 81,572	\$ 1,260	\$	\$ 12,000	\$	\$	\$		\$ 94,832	\$ 81,572
Plant Replacement Reserve	200,182	2,694							202,876	200,182
Building Reserve	483,980	6,514							490,494	483,980
Fire Fighting Reserve	21,123	284							21,407	21,123
Cottage Homes Reserve	37,172	500							37,672	37,172
Special Events Reserve	14,010	189							14,199	14,010
Computer Reserve	20,087	606		25,000					45,693	20,087
Young Singles Accommodation Reserve	61,296	1,162		25,000					87,458	61,296
Saleyards Reserve	13,190	379		15,000					28,569	13,190
Sewerage Reserve	141,033	2,342		32,980					176,355	141,033
Refuse Reserve	116,703	1,571							118,274	116,703
Land Development Reserve	111,712	1,504							113,216	111,712
Aged Persons Accommodation Reserve	184,185	3,152		50,000					237,337	184,185
Swimming Pool Reserve	151,819	2,380		25,000					179,199	151,819
Albert Facey Homestead Reserve	9,364	126							9,490	9,364
Fuel Facility	0	337		25,000				Res 160817-22	25,337	0
	1,647,428	25,000	0	209,980	0	0	0		1,882,408	1,647,428

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 31 October 2017

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 10 2017			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
37,600	(3,000)			P0AE CEO Vehicle	(1,600)	0	1,600	GL 102230.72
37,600	(2,400)			A0AF CEO Vehicle	(2,200)	0	2,200	GL 102230.72
48,000	(6,000)			P2473 Hino 300 Series 6 Wheel Truck	(28,364)	0	28,364	GL 160020.72
118,000	(14,707)			P813 Cat Grader	(13,293)	0	13,293	GL 160020.72
43,600	(6,600)			P2R MWS Colorado	(9,000)	0	9,000	GL 160020.72
28,000	(4,000)			P2QF Facey Group Utility	3,560	0	(3,560)	GL 141130.70
49,000	(4,900)			P182 Tincurrin Fire Truck	(44,100)	0	44,100	GL 110420.72
				Land & Buildings			0	
75,000	(27,000)			5 Smith Street	152,000	0	(152,000)	GL 139730.70
436,800	(68,607)	0	0		57,003	0	(57,003)	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	0.0703	195	1,823,479	128,194	357	969	127,582	128,194	1,200		129,394
UV	0.0104	275	126,777,235	1,322,287			1,322,287	1,322,287	500		1,322,787
Mining UV											
Sub-Totals		470	128,600,714	1,450,481	357	969	1,449,869	1,450,481	1,700	0	1,452,181
	Minimum \$										
Minimum Payment											
GRV		390	83,554	24,180			24,180	24,180			24,180
UV		390	279,569	5,460			5,460	5,460			5,460
Mining UV											
Sub-Totals		780	363,123	29,640	0	0	29,640	29,640	0	0	29,640
Ex Gratia Rates							1,479,509				1,481,821
Discount							8,454				8,454
Rates Writeoffs							(128,401)				(132,500)
							(34)				(100)
Amount from General Rates							1,359,527				1,357,675
Specified Area Rates											
Totals							1,359,527				1,357,675

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	
			\$	\$	\$	\$	\$	\$	
Loan 100 - CEO Residence	69,933		7178	21,960	62,755	47,973	1316	3,520	24/06/2020
Loan 102 - WD Sports Club SS Greens	38,805		2893	5,844	35,912	32,961	776	1,494	17/01/2023
	108,738	0	10,071	27,804	98,667	80,934	2,092	5,014	

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 31 October 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2017-18 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	442,492	0	442,492	0	119,208	323,284
Grants Commission - Roads	WALGGC	Y	222,810	0	222,810	0	57,994	164,817
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	21,300	0	21,300	0	14,913	6,387
FESA Grant - Tincurrin Fire Truck	Dept. of Fire & Emergency Serv.	Y	369,400	0		369,400	0	369,400
HOUSING								
Grants - Aged Housing	Regional Development & Lands	Y	28,540			28,540	25,000	3,540
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Grants - Swimming Pool	Community Pool Revitalisation	N	32,000	0	32,000	0	0	32,000
Grants - Kidsport	Department of Sport and Rec	Y	5,000	0	5,000		2,000	3,000
			0	0	0		0	0
TRANSPORT								
Contributions - Road Projects	Blackspot Funding State	Y	168,170	0	0	168,170	0	168,170
Roads To Recovery Grant - Cap	Roads to Recovery	Y	471,857	0	0	471,857	0	471,857
RRG Grants - Capital Projects	Regional Road Group	Y	210,371	0	0	210,371	0	210,371
Direct Grant - Maintenance	Dept. of Transport	Y	68,502	0	68,502	0	68,502	0
			0	0	0		0	0
EDUCATION								
	RDA movie nights	Y	4,200		4,200			4,200
TOTALS			2,044,642	0	796,304	1,248,338	287,617	1,757,025

Operating
Non-Operating

Operating
Non-operating

796,304
1,248,338
2,044,642

262,617
25,000
287,617

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31-Oct-17
	\$	\$	\$	\$
Housing Bonds	200	810	(550)	460
Master Key Deposits	0	0	0	0
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	320	(320)	0
Building and BCITF	0	108	(108)	0
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0			0
WDSC Replacement Greens	69,613	5,584	0	75,197
Kidsport	0		0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	390	(390)	2,329
Yealering Bowling Club Greens	15,800	0	0	15,800
	87,942	7,212	(1,368)	93,786

Level of Completion Indicators

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 13: CAPITAL ACQUISITIONS

		31/10/2017					
	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Land for Resale						
	Community Amenities						
	Community Amenities Total	0	0	0	0	0	
○	Land for Resale Total	0	0	0	0	0	
	Land & Buildings						
	Housing						
○	Upgrade Cottage Homes	CLCH1 (100,000)	(45,332)	0	45,332	0	Not commenced as YET
○	7 Smith Street Roof	LHS2C (22,000)	(7,332)	0	(3,627)	0	Not commenced as YET
	Housing Total	(122,000)	(52,664)	0	41,705	0	
	Community Amenities						
○	Wickepin Cemetery Upgrade	WCU1 0	0	0	0	0	
○	Harrismith Cemetery Upgrade	HCU1 (20,000)	(6,664)	0	6,664	0	
	CAC new car port	WBC3 (5,000)	(1,664)	0	1,664	0	
	Community Amenities Total	(25,000)	(8,328)	0	8,328	0	
○	Recreation And Culture Total	0	0	0	0	0	
	Transport						
○	Transport Total	0	0	0	0	0	
	Economic Services						
○	Economic Services Total	0	0	0	0	0	
○	Land and Buildings Total	(147,000)	(60,992)	0	50,033	0	
	Footpaths						
	Transport						
○	Footpaths Wickepin	LFP1 (32,843)	(10,944)	(129)	10,815	0	
○	Footpaths Yealering	LFP2 0	0	0	0	0	
○	Transport Total	(32,843)	(10,944)	(129)	10,815	0	
○	Footpaths Total	(32,843)	(10,944)	(129)	10,815	0	
	Furniture & Office Equip.						
	Governance						
○					0	0	
○					0	0	
○	Governance Total	0	0	0	0	0	
	Housing						
○	Lifestyle Village Capital	CLCH2 (36,000)	(12,000)	(10,959)	1,041	0	
○		0	0	0	0	0	
○		0	0	0	0	0	
○	Housing Total	(36,000)	(12,000)	(10,959)	1,041	0	
○	Furniture & Office Equip. Total	(36,000)	(12,000)	(10,959)	1,041	0	
	Plant , Equip. & Vehicles						
	Governance						
○	Holden Colorado CEO P0AF and P0AG	1064 (70,364)	(23,452)	0	23,452	0	
○	Governance Total	(70,364)	(23,452)	0	23,452	0	
	Community Amenities						

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 13: CAPITAL ACQUISITIONS

		31/10/2017					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Law, Order And Public Safety						
	4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	(123,132)	0	123,132	0 Held over from 2016/17
	Law, Order and Public Safety Total		(369,400)	(123,132)	0	123,132	0
	Recreation And Culture						
	Recreation And Culture Total		0	0	0	0	0
	Transport						
	Hino 300 Maintenance Truck	6034	(71,470)	(23,823)		23,823	0
	P813 Grader	6034	(353,000)	(117,667)		117,667	0
	P2433 Bin for Truck Tray	6034	(9,500)	(3,167)		3,167	0
	MWS Nissan Navara or Colorado	6034	(43,015)	(14,338)		14,338	0
	Facey Group Ute	6034	(28,000)	(9,333)		9,333	0
	Depot Hoist	LDP1	(13,000)	(4,332)	(11,436)	(7,104)	0
	Transport Total		(517,985)	(168,316)	(11,436)	407,488	0
	Economic Services Total		0	0	0	0	0
	Plant , Equip. & Vehicles Total		(957,749)	(191,768)	(11,436)	430,940	0
	Infrastructure Other						
	Recreation and Culture						
	Recreation And Culture Total		0	0	0	0	0
	Community Amenity						
	Sewerage Dam	LEDC	(15,500)	(5,164)	0	5,164	0 carried over from 2016/17
	Community Amenity Total		(15,500)	(5,164)	0	5,164	0
	Public Facilities Total		(15,500)	(5,164)	0	5,164	0
	Roads						
	Transport Regional Road Group						
	Wickepin Corrigin Road	RG001	(86,997)	(28,996)	(165)	28,831	0
	Wickepin Harrismith Road	RG002	(95,000)	(31,664)	0	31,664	0
	Pingelly Wickepin Road	RG003	(133,560)	(44,520)	(75,846)	(31,326)	0
	Regional Road Group Total		(315,557)	(105,180)	(76,011)	29,169	0
	Transport Roads to Recovery						
	Wickepin Corrigin Road	R2R001	(69,813)	(23,268)	(2,135)	21,133	0
	Cemetery Road	R2R057	(50,006)	(16,668)	(56)	16,612	0
	Wickepin North Road	R2R015	(90,875)	(30,288)	(6,081)	24,207	0
	Elsinore Road	R2R033	(50,341)	(16,780)	(16,382)	398	0
	Henry Street	RR38	(12,494)	(4,164)	0	4,164	0
	Dalton Street	R2115	(10,000)	(3,332)	0	3,332	0
	Roberts Street	R2R116	(10,000)	(3,332)	0	3,332	0
	Connor Street	R2R118	(7,446)	(2,480)	0	2,480	0
	Coxon Street	R2R122	(2,700)	(900)	0	900	0
	Tincurrin South Road	R2R016	(25,448)	(8,480)	0	8,480	0
	Tincurrin North Road	R2R011	(42,286)	(14,092)	(5,903)	8,189	0
	Line Road	RR13	(5,448)	(1,816)	0	1,816	0
	Malvalling Road	R2R036	(95,000)	(31,664)	(24,336)	7,328	0
	Roads to Recovery Total		(471,857)	(157,264)	(54,894)	102,370	0
	Transport Black Spot						
	Line Road	BS008	(228,355)	(76,116)	(9,545)	66,571	0
	Kirk Rock/ Dalton Road	BS014	(23,900)	(7,964)	0	7,964	0
	Blackspot Total		(252,255)	(84,080)	(9,545)	74,535	0
	Council Resources Construction						
	Harrismith South	CO026	(43,005)	(14,332)	0	14,332	0
	Drainage and Headwalls	CODAH	(50,000)	(16,664)	(6,280)	10,384	0

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 October 2017

Note 13: CAPITAL ACQUISITIONS

		31/10/2017					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Council Resources Construction Total	(93,005)	(30,996)	(6,280)	24,716		0
○	Roads Total	(1,132,674)	(377,520)	(146,730)	230,791		0
○	Capital Expenditure Total	(2,321,766)	(658,388)	(169,254)	728,784		0

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Smith – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	1 November 2017

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period 1 October 2017 to 31 October 2017.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7793 – 7868, 7872 – 7882	\$ 198,040.63
Cheques	15470 – 15476	\$ 5,440.36
Payroll	October	\$ 94,283.75
Superannuation	October	\$ 12,460.30
Credit Card		\$ 697.00
Direct Deductions		\$ 8,210.48
Trust		
EFT	7869 – 7871	\$ 240.00
Cheques	1293 – 1294	\$ 470.00
	TOTAL	<u>\$ 319,842.52</u>

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.

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

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

Policy Implications: Policy 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totalling \$319,842.52 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

Resolution No

Moved Cr / Seconded Cr

That Council acknowledges that payments totalling \$319,842.52 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried /

List of Accounts Due & Submitted to Committee
October 2017

Chq/EFT	Date	Name	Description	Muni	Trust
1293	30/10/2017	Avon & Hills Carriage Driving Club	Reimburse Centenary Celebration Dinner		\$390.00
1294	30/10/2017	Nathan Stewart Astbury	Refund Council Nomination Fee		\$ 80.00
EFT7793	4/10/2017	Brialee Farms	Gravel for Elsinor & Wogolin Sth Rds	\$ 4,000.00	
EFT7794	4/10/2017	Best Office Systems	Konica Minolta Copier Charges to 23/9/17	\$ 837.19	
EFT7795	4/10/2017	CJD Equipment Pty Ltd	Hose for WK475	\$ 152.80	
EFT7796	4/10/2017	Cutting Edges Pty Ltd	Grader Blades for WK518	\$ 1,268.53	
EFT7797	4/10/2017	Yealering Agparts & Repairs	Gas for Yea Cvn Pk & Yea Hall	\$ 260.00	
EFT7798	4/10/2017	CSE Crossman	Radio Antennas for WK248, WK706 & WK2473	\$ 186.15	
EFT7799	4/10/2017	Dews Excavations	Culvert Repairs & Drain Cleaning	\$ 2,948.00	
EFT7800	4/10/2017	Frank Weston & Co	Nuts & Bolts for WK813	\$ 28.69	
EFT7801	4/10/2017	Hancocks Home Hardware	Shower Heads for WK Public Toilets	\$ 80.00	
EFT7802	4/10/2017	J R & A Hersey Pty Ltd	Guide Posts, Delineators, Road Paint & Protective Equipment	\$ 2,358.91	
EFT7803	4/10/2017	Kels Tyres	Tyres for WK475	\$ 1,760.00	
EFT7804	4/10/2017	Landmark Engineering & Design Pty Ltd	Bench for Johnston Park Development	\$ 1,249.60	
EFT7805	4/10/2017	Local Government Professionals Australia WA	Annual State Conference 2017	\$ 3,170.00	
EFT7806	4/10/2017	MJB Industries	Headwalls and Pipes	\$ 3,614.60	
EFT7807	4/10/2017	Narrogin Hire Service And Reticulation	Reticulation Parts for WK Community Centre	\$ 185.80	
EFT7808	4/10/2017	Narrogin Bearing Service	Parts for WK3439	\$ 43.52	
EFT7809	4/10/2017	Narrogin Quarry Operations	Blue Metal	\$ 3,439.35	
EFT7810	4/10/2017	Star Track Express	Freight on Parts for WK475	\$ 40.47	
EFT7811	4/10/2017	Officeworks Superstores Pty Ltd	Stationery	\$ 4.47	
EFT7812	4/10/2017	PCS	Monthly Fees	\$ 85.00	
EFT7813	4/10/2017	Wagin Plumbing	Clear Blockage Wk Hall & Repair Regulators Yarling Ct	\$ 558.80	
EFT7814	4/10/2017	Maureen Susan Preedy	Yealering Cleaning	\$ 741.50	
EFT7815	4/10/2017	Pingelly Tyre Service	Tyres for WK518	\$ 8,588.00	
EFT7816	4/10/2017	Kirstin Rigby	Wickepin Caravan Park Commission for Sep 2017	\$ 2,113.67	
EFT7817	4/10/2017	Peter Robert Stribling	Yealering Caravan Park Commission for Sep 2017	\$ 382.55	
EFT7818	4/10/2017	Stretton Farms Pty Ltd	Grave for Fleay & Yarling Brook Rds	\$ 4,400.00	

EFT7819	4/10/2017	Shire Of Narrogin	Ranger Services	\$ 157.50	
EFT7820	11/10/2017	Australia Post	September Account	\$ 221.00	
EFT7821	11/10/2017	Asphalt In A Bag	Asphalt for Wk-Pingelly, Wk-Corrigin, Wk-Hsm & Hsm-Ngn Rds	\$ 1,718.75	
EFT7822	11/10/2017	Ballards Of Narrogin	Mulch	\$ 300.00	
EFT7823	11/10/2017	Courier Australia	Freight on Library Books	\$ 31.06	
EFT7824	11/10/2017	Covs	Impact Drill, Pressure Testers, Parts	\$ 1,021.03	
EFT7825	11/10/2017	CSE Crossman	Parts for WK248, WK706 & WK2473	\$ 56.99	
EFT7826	11/10/2017	Landgate	Rural UV Valuations Minimum Charge	\$ 65.50	
EFT7827	11/10/2017	LGIS Risk Management	Wheatbelt Regional Risk Coordination Programme 2017/18	\$ 2,620.20	
EFT7828	11/10/2017	Easifleet	Facey Group Vehicle Lease	\$ 486.26	
EFT7829	11/10/2017	Fowler Surveys	Spot Marking & Corner Design	\$ 4,604.82	
EFT7830	11/10/2017	Globe Australia Pty Ltd	Herbicide for WK Oval	\$ 352.00	
EFT7831	11/10/2017	Harrismith Golf Club	Catering & Venue Hire Enterprising Communities	\$ 316.68	
EFT7832	11/10/2017	Marketforce Productions	Advertise ESO Position & FCO Appointments	\$ 1,086.18	
EFT7833	11/10/2017	MJB Industries	Headwall for Pingelly-Wk Rd	\$ 313.50	
EFT7834	11/10/2017	Great Southern Waste Disposal	September 2017 Waste Collection	\$ 4,898.10	
EFT7835	11/10/2017	Narrogin Glass	Windscreen for WK342, 7 Rintel St & WKCC Repairs	\$ 1,032.73	
EFT7836	11/10/2017	North Star Transport	Freight on Parts	\$ 60.12	
EFT7837	11/10/2017	Narrogin Hardware Makit	Measuring Tape & Worklight	\$ 61.80	
EFT7838	11/10/2017	Officeworks Superstores Pty Ltd	Stationery	\$ 233.86	
EFT7839	11/10/2017	Parrys	Protective Clothing for Staff	\$ 130.90	
EFT7840	11/10/2017	T-quip	Parts for WK454	\$ 192.30	
EFT7841	11/10/2017	Westrac Equipment	Parts for WK813	\$ 16.41	
EFT7842	11/10/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT7843	11/10/2017	Wickepin Rural Services	Weedmaster & Parts for WK475 & Chainsaws	\$ 681.00	
EFT7844	11/10/2017	Wickepin Hotel And Harvest Cafe	Accommodation & Refreshments	\$ 200.00	
EFT7845	11/10/2017	WALGA	Local Government Elections	\$ 1,166.00	
EFT7846	20/10/2017	Australian Taxation Office	September 2017 BAS	\$11,263.00	
EFT7847	20/10/2017	Air Liquide WA Pty Ltd	Cylinder Rental for September 2017	\$ 87.92	
EFT7848	20/10/2017	Ballards Of Narrogin	Mulch	\$ 300.00	
EFT7849	20/10/2017	Country Paint Supplies	Paint	\$ 23.00	
EFT7850	20/10/2017	Dial Before You Dig	Dial Before You Dig Subscription July - September 2017	\$ 110.00	

EFT7851	20/10/2017	DX Print Group Pty Ltd	C5 Envelopes	\$ 286.00	
EFT7852	20/10/2017	Ewen Rural Supplies	Account for September 2017	\$ 8,216.39	
EFT7853	20/10/2017	Great Southern Fuel Supplies	October 2017 Fuel Account	\$10,808.80	
EFT7854	20/10/2017	Harris Zuglian Electrics	10 Smith St, WKCC, Yea Hall & WK Oval Pump Repairs	\$ 1,367.11	
EFT7855	20/10/2017	Houdini Lock Service	Key for Yea Cvn Pk Donga 3	\$ 33.00	
EFT7856	20/10/2017	Metal Artwork Creations	Councillor Name Plaques	\$ 101.20	
EFT7857	20/10/2017	LGISWA	Insurance 17-18 Second Installment	\$52,660.11	
EFT7858	20/10/2017	Moore Stephens	Nuts & Bolts & Finance Essentials Workshop 2017	\$ 1,584.00	
EFT7859	20/10/2017	MJB Industries	Headwalls for Line Rd	\$ 1,254.00	
EFT7860	20/10/2017	Narrogin Glass	10 Smith St Door Repairs	\$ 198.32	
EFT7861	20/10/2017	Star Track Express	Freight on Parts for WK475	\$ 34.49	
EFT7862	20/10/2017	Narrogin Toyota	Whipper Head	\$ 49.50	
EFT7863	20/10/2017	Onedex Communications Pty Ltd	Johnston Park Solar Lights	\$ 1,595.00	
EFT7864	20/10/2017	PCS	IT Support	\$ 212.50	
EFT7865	20/10/2017	Pracsys	WSAHA Cost Benefit Analysis	\$11,869.00	
EFT7866	20/10/2017	RJ Smith Engineering	Tool Box for WK1915	\$ 313.50	
EFT7867	20/10/2017	A F Smith & A L Bullock	Repairs to Hsm Golf Club, WKCC & U4 Cottage Homes	\$ 755.00	
EFT7868	20/10/2017	Wickepin Newsagency	September 2017 Account	\$ 122.75	
EFT7869	30/10/2017	Wes Astbury	Refund Council Nomination Fee		\$ 80.00
EFT7870	30/10/2017	Sarah Jane Hyde	Refund Councillor Nomination Fee		\$ 80.00
EFT7871	30/10/2017	Steven John Martin	Refund Council Nomination Fee		\$ 80.00
EFT7872	30/10/2017	Burgess Rawson (WA) Pty Ltd	Fuel Facility Rent	\$ 2,648.25	
EFT7873	30/10/2017	Butler Settineri	Final Audit Fee for 30/6/17 Financial Year	\$ 2,335.52	
EFT7874	30/10/2017	Kelly Cochrane	Cleaning for Yea Hall & Cvn Pk	\$ 437.50	
EFT7875	30/10/2017	Dews Excavations	Culvert Extensions, Excavations & Installations	\$ 6,182.00	
EFT7876	30/10/2017	FESA - ESL	2017/18 ESL as per Act	\$ 2,250.00	
EFT7877	30/10/2017	Harris Zuglian Electrics	Repairs to WK Oval Pump, Install Hand Dryers & Depot Lights	\$ 8,053.76	
EFT7878	30/10/2017	Jamie Christopher Holmes	Refund Overpaid Rent	\$ 130.00	
EFT7879	30/10/2017	MJB Industries	Headwall for Line Rd	\$ 2,508.00	
EFT7880	30/10/2017	Wickepin Primary School	Annual Award Night Prize Donation	\$ 50.00	
EFT7881	30/10/2017	Wickepin Community Resource Centre	Catering for Movie Night	\$ 348.33	
EFT7882	30/10/2017	Yealering Playgroup	Community Grants 2017 Funding Payment	\$ 3,207.00	

15470	4/10/2017	Shire Of Wickepin	Petty Cash - MC Permit, Ipad Cover & Asphalt in a Bag	\$ 104.75	
15471	4/10/2017	Shire Of Corrigin	WBS RRG Chairperson Honorarium	\$ 100.00	
15472	4/10/2017	Telstra	Telephone Accounts to 13/9/17	\$ 1,654.56	
15473	11/10/2017	Synergy	Power for Streetlights	\$ 1,756.55	
15474	20/10/2017	Synergy	Power Account for Tincurrin/Harrismith	\$ 1,142.45	
15475	20/10/2017	Water Corporation	Water Account for Rabbit Proof Fence Rd Tank	\$ 41.85	
15476	30/10/2017	Synergy	Power for CEO Residence & Playgroup	\$ 640.20	
DD9367.1	11/10/2017	WA Local Government Super Plan	Payroll deductions	\$ 4,570.08	
DD9367.2	11/10/2017	ANZ Super	Superannuation contributions	\$ 387.97	
DD9367.3	11/10/2017	Prime Super	Superannuation contributions	\$ 180.86	
DD9367.4	11/10/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 192.78	
DD9367.5	11/10/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 99.11	
DD9367.6	11/10/2017	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9367.7	11/10/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 133.46	
DD9372.1	25/10/2017	WA Local Government Super Plan	Payroll deductions	\$ 4,916.09	
DD9372.2	25/10/2017	ANZ Super	Superannuation contributions	\$ 437.97	
DD9372.3	25/10/2017	Prime Super	Superannuation contributions	\$ 180.86	
DD9372.4	25/10/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 230.78	
DD9372.5	25/10/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 167.19	
DD9372.6	25/10/2017	MTAA Super Fund	Superannuation contributions	\$ 441.72	
DD9372.7	25/10/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 155.71	
DD9378.1	2/10/2017	ANZ Bank	Merchant Fees	\$ 2,954.86	
DD9378.2	2/10/2017	Westnet Pty Ltd	Internet Fees	\$ 144.90	
DD9378.3	4/10/2017	James Matthews	Pool Manager Contract Payment 07/2017-18	\$ 2,376.06	
DD9378.4	9/10/2017	ANZ Bank	Credit Card Charges - Training Accommodation, Refreshments & Dowerin Field Day Entry	\$ 697.00	
DD9378.5	18/10/2017	James Matthews	Pool Manager Contract Payment 08/2017-18	\$ 2,376.06	
DD9378.6	24/10/2017	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
	12/10/2017	Gross Payroll		\$43,855.42	
	26/10/2017	Gross Payroll		\$50,428.33	
				\$ 319,132.52	\$ 710.00

Governance, Audit and Community Service

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment: Nil

Background: Nil

Comment:

See Townscape and Cultural Planning Committee CDO Report dated 1 November 2017 for a full breakdown of work.

Enterprising Communities

Background

Regional Development Australia Wheatbelt (RDAW) called for expressions of interest to host film nights and community meetings with the aim of encouraging Wheatbelt Communities to develop community enterprises. The objective of the program was to encourage a culture of community development and innovation – working towards cohesiveness and self-reliance within the community, independent of government/shire funding.

Pip Gooding was engaged as the facilitator to lead the communities of Wickepin, Yealering and Harrismith/Tincurrin in the series of movie/forum sessions. Pip has a background in working for the Wheatbelt Development Commission and has first-hand knowledge in community engagement and sustainable small communities and towns. Hosting the individual movie/forum nights provided the towns with the opportunity to clarify and define their purpose and goal.

Progress

Healthy numbers for each community attended the forum sessions. Mostly the attendees were diverse and represented the broad range of the different communities. Brainstorming sessions were held with each town to generate new ideas and to stimulate discussion on the possibility and viability of the ideas raised. Accommodation and caravan parks were standout issues with Yealering and Harrismith/ Tincurrin, and second on the list, including senior's accommodation, for Wickepin.

Wickepin's group focussed their strategy session on the concept of a large 'Donnybrook' style playground situated along the main road of town as a means of attracting visitors and rejuvenating business. All towns discussed an annual signature event.

A 'parking board' was established of recurring themes that held the group back in planning and strategising. Shire is seen in a negative light with regards allowing new initiatives. On closer inspection and reflection – the bureaucracy and red-tape imposed are seen as stumbling blocks. Effective promotion and public relations around this perception might stand the shire in good stead with the greater community and lead to healthier more engaged groups.

Pip Gooding is currently conducting follow up correspondence with the participants of the forum sessions. The information collated has been circulated back to the group (via email). Pip will present her final report to the Shire in late November.

2017 Facey Carriage Drive

Avon & Hills Carriage Driving Club hosted the Albert Facey Memorial Pleasure Drive on the weekend of 14–15 October. Carriage Drivers, ponies and horses from as far north as Clackline and south as far as Karridale gathered together for the pleasure drive over a course of around 50km. Wickepin offers clubs the advantage of being only a three hour drive from WA's four carriage driving clubs: Albany, Dwellingup, Perth and Northam.

Highlights of the weekend included the Wickepin Town Drive, Street Parade and Presentation on Saturday, with lunch at Facey Homestead, culminating in a BBQ and Dance at the Community Centre. The Community Centre was decorated by Ray and Helen Lewis to reflect the centenary of "The First Grand Spring Horticultural Show and Industrial Exhibition." Sunday consisted of a 35km return drive along back roads, through paddocks to Tarling Well for a picnic lunch.

This is the third event of this nature held by Avon & Hills Carriage Driving Club in Wickepin and the club continue to be overwhelmed by the welcoming, generous nature of the town and the shire.

Statutory Environment: Local Government Act 1995

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications:

- (1) To Develop and Maintain Quality Services and Infrastructure:**
A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.
- (2) To Ensure the Protection and Improvement of the Environment:**
A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.
- (3) To Promote the Development of a Viable and Diversified Local Economy:**
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.
- (4) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:**
A healthy, strong and connected community that is actively engaged and involved.
- (5) To Provide Efficient, Effective and Accountable Governance:**
Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.
- (6) To Promote the Shire as a Focal Point in the Development of the Greater Region:**
A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

Summary: Not applicable

Recommendation:

That council notes the report from the Community Development Officer dated 9 November 2017.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That council notes the report from the Community Development Officer dated 9 November 2017.

Carried /

Governance, Audit and Community Services

10.2.04 – Tincurrin Hall Sale

Submission To:	Ordinary Council
Location / Address:	Tincurrin Hall Vested Reserve 18104, Tincurrin LOT 7
Name of Applicant:	Mark J Hook Chief Executive Officer
File Reference:	CP.MAI.569 / CP.A&D.501
Author:	Mark J Hook Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 November 2017

Enclosure / Attachment:

RFT Number:	04/2017-18
--------------------	-------------------

Background:

At the Ordinary meeting of Council held on Wednesday 19 July 2017 Council passed the following resolution:

Resolution No 190717-30

Moved Cr Easton / Seconded Cr Lang


That the Shire of Wickepin offers the Tincurrin Hall for sale and removal from Vested Reserve 18104, Tincurrin LOT 7.

Carried 4/3

Cr Russell, Cr Astbury and Cr Hinkley wished their votes against the resolution be recorded.

Comment:

The Chief Executive Officer has placed the following advert in the Narrogin Observer on 21/09/2017 and the local Watershed.



**Shire of Wickepin
Tender
Sale of Tincurrin Hall**

Council offers for tender the sale and removal of the Tincurrin Hall from Vested Reserve 18104, Tincurrin LOT 7.

A copy of the Tender Specifications and Conditions of Tender can be obtained either from the Shire's Customer Service counter at 77 Wogolin Road Wickepin or by contacting the Executive Support Officer Leah Taylor on 9888 1005 or at eso@wickepin.wa.gov.au.

Tenders close at 4.00pm on Friday 3 November 2017 and can be addressed to the Chief Executive Officer, PO Box 19, Wickepin WA 6370 or delivered to the Council tender box at the Shire of Wickepin Administration Centre 77 Wogolin Road, Wickepin and duly marked with the relevant Tender number.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

As of 4.00 pm Friday 3 November 2017 Council had not received any tenders for the sale of the Tincurrin Hall.

Council has however received the following letter via email:

In response to our phone conversation last week I did a detour via the Tincurrin Hall. Much as it is a shame to hear of its demise I can only agree that it is beyond economical repair. I will confirm, however that the entire ceiling and the walls above dado height in most areas do contain asbestos. Also as you are aware, being a Class 9(b) building, the demolition of the building, or part thereof, requires a class 2 demolition licence. I wish the shire every success in selling the hall for removal and should it be sold to a local community group to be kept for prosperity I would like to assist with the required licences necessary at cost. If it becomes necessary for the shire to have it demolished I would appreciate the opportunity to quote, as I have cherished memories of growing up in Tincurrin. As I have demolished several other country halls throughout the wheatbelt I understand the endearment communities have to their old meeting places and are more than pleased to ensure locals get every opportunity to get some keepsake furniture timber or heritage items.

The following has been placed on Facebook by John McDougall and as of 1 November it had received 1,522 shares

Can't believe they want to knock it down. Our beloved Tincurrin Hall has been put up for demolition by the Wickepin Shire even though there is a group of us prepared to put our time and money into keeping it standing. Please show your support and share if you think we need to save our small country town historical buildings.



The Chief Executive Officer has spoken with Mr John McDougall and advised him to write to Council outlining the community's intentions for the Tincurrin Hall. The CEO also advised Mr John McDougall of the processes for converting the hall site to freehold titled land so that the hall could be sold where it is or leased.

The other option that was explained to Mr John McDougall was for the Shire of Wickepin to write to the Minister of Lands requesting the authority to lease the property for a period up to 21 years. At the time of writing this report no request or letter has been received from Mr John McDougall.

Currently the Tincurrin Hall vesting order does not allow for a lease of the property.

Following is a copy of the Tincurrin Hall vesting order:

Surface

GOVERNMENT OF WESTERN AUSTRALIA

DEPARTMENT OF LANDS AND SURVEYS

30 JUN 1966

Please address replies to
UNDER SECRETARY FOR LANDS
If telephoning or calling
contact Mr. Martin.

Ext. 377. TELEPHONE: 23 0151

PERTH, W.A. 29th June, 1966.

Our Ref. 5550/22.

Your Ref.

The Shire Clerk,
Shire of Wickepin,
Johnson Street,
WICKEPIN, W.A.

Dear Sir,

By notice published in the Government Gazette of the 24th June, 1966, Executive Council approval has been obtained to vest Reserve No. 18104 (Tincurrin Lot 7) in your Council to be held in trust for the purpose of "Hall Site (Agricultural)".

The relevant Vesting Order is enclosed herewith.

Yours faithfully,

C. R. Gibson
UNDER SECRETARY FOR LANDS.

DM:DG.
ENCL.

LAND ACT, 1933

5 194c

Corr. No. 5550/22.....

I, Major-General Sir Douglas Anthony Kendrew, Knight Commander of the Most Distinguished Order of Saint Michael and Saint George, Companion of the Most Honourable Order of the Bath, Commander of the Most Excellent Order of the British Empire, Companion of the Distinguished Service Order, Governor in and over the State of Western Australia and its Dependencies in the Commonwealth of Australia, do hereby, in pursuance of the powers enabling me in that behalf, and under and by virtue of the provisions of section 33 of the Land Act, 1933, direct that Reserve No. 18104 Tincurrin Lot 7.....

shall vest in and be held by the Shire of Wickepin.....

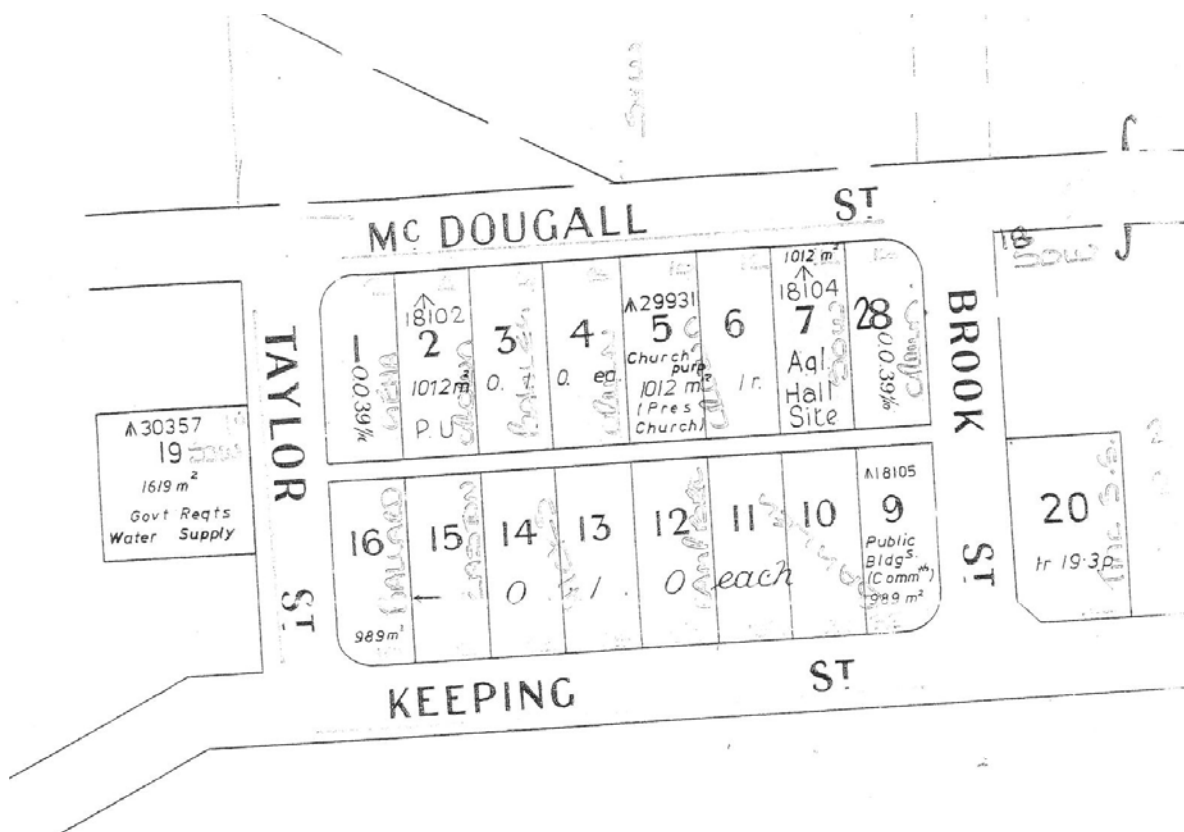
in trust for the following objects and purposes (that is to say) Hall Site.....
(Agricultural).....

or other the purposes for which the land is reserved, subject nevertheless to the powers reserved to me by section 37 of the said Act.

Given under my hand, at Perth, this 15 JUN 1966
day of..... 19.....

Douglas Kendrew
Governor.

20622/8/65-1100-0/0



Management of Reserves

Once created, a reserve is usually placed under the care, control and management of a State government department, local government or incorporated community group by way of a Management Order registered against the relevant CLT. A Management Order under the LAA does not convey ownership of the land – only as much control as is essential for the land’s management. Management Order conditions may range from specific land management restrictions to granting leasing powers. State Land Services aims to ensure that reserves are used for their designated purpose. However, Ministerial consent is generally required for the grant of interests over reserves such as leases and mortgages. Vesting Orders under the Land Act 1933 automatically became Management Orders under the LAA. Management Orders may be issued subject to prior interests existing in the land. The Minister may revoke Management Orders:

- with the agreement of the management body
- where there has been mismanagement of the reserve
- when it is in the public interest

In the last case, compensation is payable for lawful improvements. Similarly, if a Management Order is cancelled through a taking process under Part 9 of the LAA, compensation is payable for lawful improvements. With the Minister’s approval, interests granted under a Management Order may survive revocation, with agreed variations.

Leases of Reserves

Management Order conditions or special statutes may convey leasing powers to management bodies in relation to reserves. The LAA gives the Minister Powers to grant short-term leases and licences in relation to unmanaged reserves, generally where the land is not immediately required for its designated purpose. The Minister may grant leases for any term or condition over unmanaged reserves.

Sections 47 and 48 of the LAA enable the Minister for Lands to lease unmanaged reserves for any term. Leases under section 47 must be in accordance with the reserve’s purpose and may be mortgaged. Leases under section 48 may be for a purpose different to, but compatible with or ancillary to, the reserve’s purpose and cannot be mortgaged. Section 46 of the LAA empowers the Minister for Lands to include leasing powers in Management

Orders granted over reserves. Under this provision, for example, local government can often lease managed reserves, typically for terms up to 21 years and for purposes consistent with the reserve's purpose.

The Chief Executive Officer understands the process for converting a vested reserve to freehold would be that Council would pass a resolution giving up the vesting order and request the land to be turned into freehold title. The Department of Lands would then request a market value for the land and then offer the land to Council at the current market value. If council decides not to accept the land, it will then go to public auction the same as the Tincurrin School.

Council, at the writing of this report, had not received any offers for the sale of the Tincurrin Hall so Council will need to decide what actions it wishes the CEO to take in relation to the Tincurrin Hall.

Council has the following options available to it for the Tincurrin Hall Site:

1. Apply to the Minister for Lands for the inclusion of leasing powers up to 21 years for Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin. Once received lease the Hall to the Tincurrin Community for a 21 year period.
2. Apply to the Minister for Lands to turn the Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin into Freehold Land and sell the land at market value to the Shire of Wickepin. Once turned into freehold offer the land and hall for sale on the open market.
3. Lease the Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin to the community for a set period. (Can be leased for longer than 21 years as freehold land).

Statutory Environment:

The Land Administration Act 1997 (WA) is Western Australia's current legislation dealing with the disposition of State land. Part 4 of the Act provides for the creation and administration of reserves of State land. Under section 41 of the Act the Minister for Lands may set aside State lands by ministerial order in the public interest.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications:

Fits within theme four of Council's Strategic Community Plan 2012-2022

- (1) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:

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

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

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

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

Summary:

Council has offered the Tincurrin Hall for sale and at the writing of this report Council has not received any viable offers, so Council is being requested to advise the CEO what the next steps are for the Tincurrin Hall.

Recommendation:

1. That the Shire of Wickepin apply to the Minister for Lands for the inclusion of leasing powers up to 21 years for Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin.
2. Once Council has received the power to lease Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin from the Minister for Lands, Council lease Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin to a Tincurrin community body who has the power to enter into a legal binding lease for 21 years.

Voting Requirements: Simple majority

Governance, Audit and Community Services

10.2.05 – Wickepin She Shed He Shed Donation

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.SPN.217
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 November 2017

Enclosure / Attachment: Nil

Background:

Council has received the following letter from the Wickepin She Shed He Shed.

Further to our conversation in March, the She Shed He Shed would like to install a door on the northern end of the old recycling shed and we would like to ask if the Shire may be able to assist us to cover the cost of the Zinalume for the door. We have been fortunate to have the steel for the frame donated and we are able to cover the cost of any other attachments but hope the Shire may be able to assist us with the Zinalume cost. Please find attached a quote from Midalia Steel. The design has now been adjusted to be on rollers instead of the hinge door first proposed, but the size and dimensions would be the same. Our members are happy and very able to do the construction and installation. As we have acquired equipment for the shed we have found having only ½ of the shed secured is now impeding on our ability to work on projects as we have to allow time to transfer all our equipment to the lockable side. Having the shed locked on both sides will mean we are more efficient and productive, not to mention more secure. We are very appreciative of the enormous support and opportunity the Shire has given our group over the last 2 years so we do not ask for this financial assistance lightly.

Comment:

Council current policy only gives the CEO delegated authority to authorise grants under \$500.

As the request is for \$510 Council will need to authorise the grant of \$510 as requested by the Wickepin She Shed He Shed.

The quote from Ewen Rural Supplies for the supply of the zinalume from Midalia Steel Wagin is as follows:

Quotation No. 25015661

Shipping Condition: To Be Delivered



Midalia Steel Wagin

Lot 430 Tudhoe Street
Wagin 6315

Attention: Kerry E WEN

Document Date 28.09.2017

Quotation To:	FAX: 08 98881105
EWEN RURAL SUPPLIES JAKEWEN HOLDINGS PTY LTD 38 WOGOLIN ROAD WICKEPIN 6370	

Pricing Date	Account No.	Facsimile
28.09.2017	61710	(08) 9861 1361
Salesperson	E-mail	Telephone
Garth Nottle	garth.nottle@midaliasteel.com	(08) 9861 1317

Ship To:
EWEN RURAL SUPPLIES JAKEWEN HOLDINGS PTY LTD 38 WOGOLIN ROAD WICKEPIN Western Australia 6370

Quotation Notes:	
Project	
Job Title	
Valid-To	05.10.2017 (Subject to Prior Sale)
Terms of Payment	Due 30 days from end of month
Delivery Basis	Delivery within standard lead times
Variations	

Item No.	Description	Quantity	Weight (Kg)	Unit Price	Net Value
100	0.42 MONOCLAD ZINCALUME (COVER 762MM WIDE) Our material Id: 999826 Colour Zincalume Quantity 10.000 Length 4,700 mm Total delivery weight 157.904	47 M	158	10.00 M	470.00
	Delivery and Freight				40.00
** Standard Liberty OneSteel Terms & Conditions apply, available at: www.libertyonesteel.com/terms-and-conditions/**					

EFT Payments to:	Total	Net Value	510.00
BSB 012-987 Account 61710	Weight (kg) 158	GST	51.00
Remittances Emailed to:		Total Value(AUD)	561.00
credit-services@onesteel.com	From 1st March 2016, a surcharge (+GST) will be applicable to payments made via credit card		

The Wickepin She Shed He Shed is becoming an integral part of the Wickepin community's social fabric and needs supporting so that it can continue with the works it is doing for the Wickepin and surrounding communities. The She Shed He Shed have undertaken a number of projects for the Shire of Wickepin over the last two years,

and they have installed additional power points at the recycling centre at their own cost to ensure the recycling shed continues to meet their requirements.

The Chief Executive Officer believes this request should be supported as it will add to Council's assets at the Recycling Yard and allow the Wickepin She Shed He Shed to store their work and make the building more secure.

The Shire of Wickepin utilises the recycling shed for projects and workshops organised by the Community Development Officer.

Statutory Environment: Nil

Policy Implications:

3.1.5 SPONSORSHIP, CONTRIBUTIONS AND DONATIONS TO SPORTING AND COMMUNITY GROUPS

OBJECTIVE: Provide guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500.

3.1.5.1 FUND OBJECTIVE

Funds from Council may be made available for the following:

- establishment or improvement of playing areas or buildings
- Support for major sporting and community events
- Support for general sporting clinics, including coaching clinics :and
- To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.
- Increasing visitors to the region

Council may fund the following:

- 100% up to \$2000
- 75% between \$2,000 and \$5,000
- 50% \$5,000 and above

Voluntary labour and equipment may be included in the applicant's contribution at a value of \$25/hour.

Council employees or equipment may be used in lieu of a cash contribution from Council.

Council will favour applications that would not otherwise be funded through other government grants e.g. CSRFF.

3.1.5.2 APPLICATION PROCEDURE

Applications for funding must be received at the Shire of Wickepin Office by 30 April each year to be considered in the Council budget. Applications are to be made in writing on the Shire of Wickepin Community Grants form (attached).

Applications should only be made when an applicant group is confident that all cash the applicant proposes to contribute will be readily available if a grant is approved.

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$20.00 per hour.

Funds are not to be used for trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

Council reserves the right for the CEO or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.

3.1.5.3 GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.
Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.
Applications will be acknowledged as received by Council.
Council reserves the right to request further information on demand.
Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
No project requiring funding shall commence without the written consent of Council.
Money granted must be spent on the project allocated.
All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.
Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.
All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. CDO can provide support regarding signage and approved use of the Shires Logo.
Ineligible Items: <ul style="list-style-type: none"> - Private or commercial ventures or activities - Retrospective Funding - Purchase of Land - Support for an individual pursuit - Events/activities/programs that already receive financial assistance from other source of funding - Events/activities/programs that are eligible under the CSRFF grants scheme
All successful applicants must provide Council with an acquittal of all grants on an acquittal form available from the Shire Administration Office.

RESOLUTION:	DATE OF REVIEW:
151008.10/11/12/13/14/15	15 October 2008
170615-12	17/06/2015
150317-11	15/03/2017

Financial Implications: Cost of donation \$510

Strategic Implications: Nil

Fits within the following themes under Council Strategic Community Plan 2012-2020:

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

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

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

Summary:

Council is being requested to purchase the zincalume sheeting at cost of \$560 GST inclusive from Ewen Rural Supplies for the Wickepin She Shed He Shed.

Recommendation:

That Council purchase the zincalume sheeting at a cost of \$560 GST inclusive from Ewen Rural Supplies for the Wickepin She Shed He Shed, for the door being installed on the northern end of the recycling shed.

Voting Requirements: Simple majority

Governance, Audit and Community Services

10.2.06 – Townscape & Cultural Planning Committee Meeting Recommendations

Submission To:	Lifestyle Retirement Committee
Location / Address:	Whole Shire
Name of Applicant:	Lifestyle Retirement Committee
File Reference:	CR.MEE.203
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment: Yealering Progress Association Proposal – Yealering Caravan Park Camp Kitchen.

Background:

Townscape & Cultural Planning Committee meeting held on Wednesday 8 November 2017. A late agenda item was brought to the table by Yealering Progress Association. They wish to purchase and install a camp kitchen at the Yealering caravan park.

Comment:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 8 November 2017 and passed the following recommendation:

Moved Kevin Coxon / Seconded Cr Fran Allan

That the Townscape Committee recommend to Council to approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association.

Carried 4/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council pass the following recommendation:

That the Townscape Committee recommend to Council to approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association.

Voting Requirements: Simple majority.

Proposal to the Wickepin Shire

Yealering Caravan Park

Camp Kitchen

Yealering Progress Association would like to submit the following proposal of erecting a Camp Kitchen under the BBQ structure which has been recently paved.

We would like to enclose the west wall and put up a half wall on the north wall. See attached quote from Corrigin Engineering.

A premium stainless steel kitchen bench kit to be installed. See attached quote from Brayco.

We have also included costing for hardware materials for connection of water and waste.

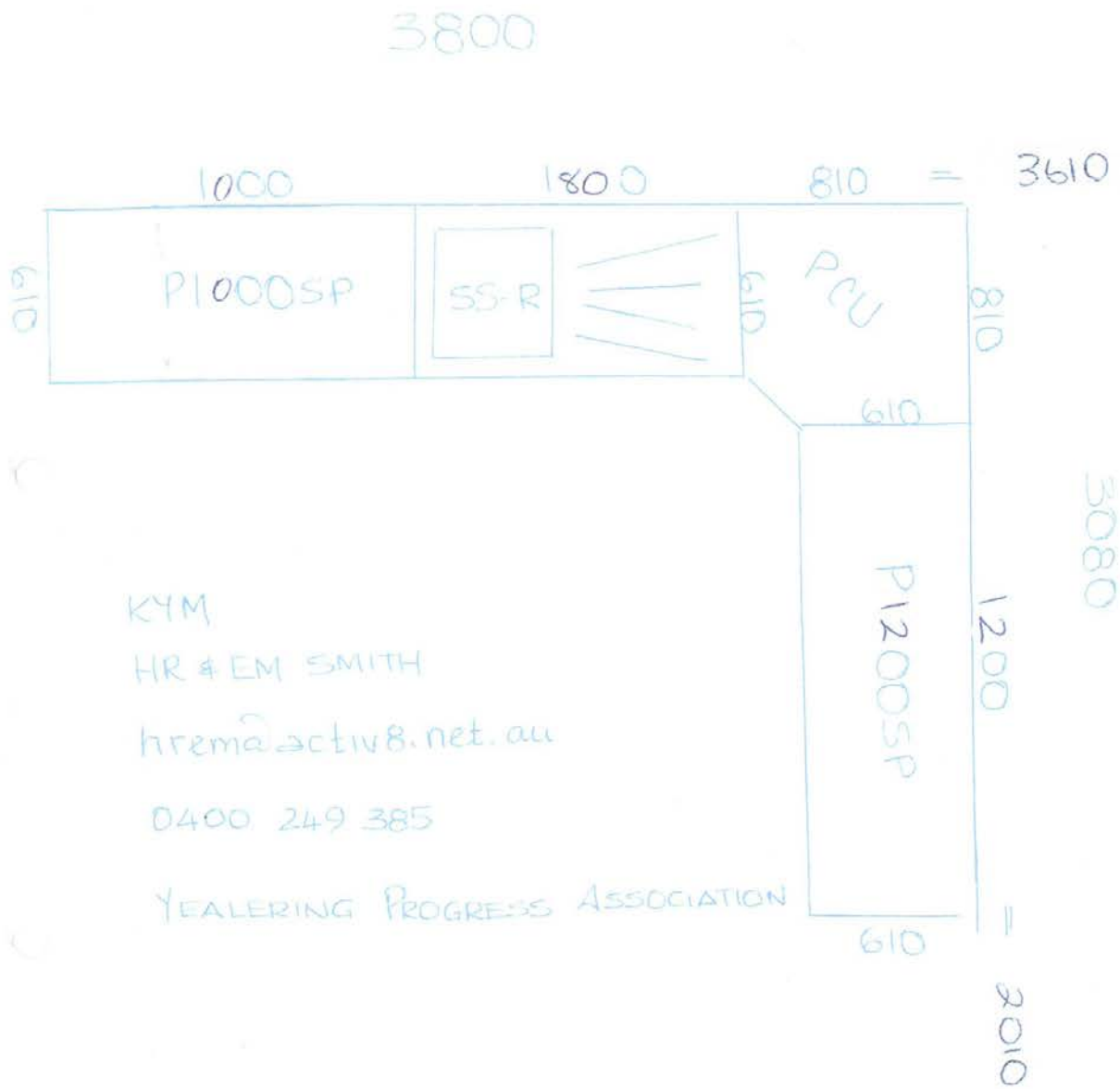
A plumber would be required as we need to have running hot & cold water. We do not have a quote for this.

Yealering Progress would be willing to fund the project with a sum of \$4000.00. (\$2000.00 of this was raised from the regatta weekend).

We would like shire to purchase items on our behalf due to the gst component. We would then reimburse shire.

We would like the shires approval for this project to go ahead, and ask for your assistance with In Kind (for example installation of wall sheeting, trenching for water, and any other issues that may arise).







Brayco Global Pty Ltd

Unit 1, 51 Collingwood Street
 Osborne Park WA 6017
 (P) 08 9204 1133 (F) 08 9204 1439
 lorraine@brayco.com.au
 A.B.N. 41 003 766 881

Tax Invoice

Invoice #: 00027528

Bill To:		Ship To:			
Kym Smith Yealering		Kym Smith Yealering			
Phone #1: 0400 249 385 Phone #2:					

CONTACT	YOUR NO.	SHIP VIA	TERMS	DATE	PAGE
Kym	LH		C.O.D.	25/08/17	1

QTY.	ITEM NO.	DESCRIPTION	PRICE (inc GST)	Disc	UNIT	ITEM TOTAL	GST
1	P1200SP	Premium SS Bench 1200 x 610	\$449.00		Each	\$449.00	GST
1	SSRL610	SS Sink 1800 x 610mm - Single with Left & RightBench 1 x SSRL610 LEGS 1 x PARTS	\$900.00		Each	\$900.00	GST
1	PCU	Premium Stainless Corner Unit	\$449.00		Each	\$449.00	GST
1	P1000SP	Premium SS Bench 1000 x 610	\$409.00		Each	\$409.00	GST

All of the above units a full stainless steel units.
 They all have a 150mm splashback.

All invoices are to be paid prior to despatch (CBD Terms), unless otherwise agreed prior to despatch. Title of goods remain with Brayco Global Pty Ltd until paid in full. Thank You - The Brayco Team

Thank You	Bank Details for Direct Deposit	SALE INC GST	\$2,207.00
	Bank: Westpac	FREIGHT	\$0.00 GST
<small>IMPORTANT FREIGHT NOTICE: All freight organised by Brayco is insured against the unlikely event of damage in transit. However it is your responsibility to check the goods on arrival for damage. Do not sign the delivery docket until you have checked each item. Once a delivery docket is accepted all liability passes to you the customer. If damage is noticed please notify us as quickly as possible, and note it on the delivery docket before signing. Once noted on the delivery docket, get the delivery driver to sign docket along with their details. If these terms are unacceptable to you, then we are more than happy to work with your courier.</small>	ACCOUNT NAME: BRAYCO GLOBAL PTY LTD	GST	\$200.64
	ACCOUNT BSB: 036059	TOTAL AMT.	\$2,207.00
	ACCOUNT NUMBER: 423934	PAID TODAY	\$0.00
	Please use invoice/order number in your transfer description and advise by email or fax	BALANCE DUE	\$2,207.00

ex gst 1986.30

Brayco Premium Bench Range

Jam-packed with quality upgrades – at a surprisingly low price.

Over 20 items in the range. All retain our normal advantages.

- 150mm Splashbacks
- Modular
- Quality
- 304 Stainless
- Flatpack



Bench - Code: P2400
2400mm long x
610mm wide \$759

Sound deadening layer
for a quieter kitchen

304 Grade. Square legs
for stronger benches

Legs are bolted to
the undershelf -
even stronger benches

430 Grade undershelves

- **Fully Stainless**
All benches are fully stainless, but keenly priced. The legs are stainless, the undershelves are stainless. Quality and simplicity – a sweet deal.
- **Extra Strong**
We've added an extra support bar and square leg construction. The result? Benches that could repel an army invasion!
- **Noise Reduction**
We've lined the underside with a polymer layer that reduces noise by a huge amount. Kitchens can be noisy but not because of our benches.
- **10 Matching Sinks & 9 Other Matching Benches**
We've also expanded our range of matching sinks. And the Premium Range also matches 610mm flat benches. Truly thousands of layout options.



Bench - Code: P1200
1200mm x 610mm
\$449

Premium Splashback Benches
150mm splashback

Code	Length (mm)	Width (mm)	Height (mm)	PRICE*
P400	610	400	900	\$259
P600	610	600	900	\$299
P800	610	800	900	\$359
P900	610	900	900	\$379
P1000	610	1000	900	\$409
P1200	610	1200	900	\$449
P1400	610	1400	900	\$529
P1500	610	1500	900	\$569
P1600	610	1600	900	\$589
P1800	610	1800	900	\$639
P2000	610	2000	900	\$689
P2200	610	2200	900	\$729
P2400	610	2400	900	\$759
Corner	810	810	900	\$449



Matching Sinks,
150mm splashback

These sinks also match the normal 610mm flat benches on pages 4 – 5.

Code	Length (mm)	Width (mm)	Height (mm)	Bowls	Price*
SSN610	610	665	900	1	\$470
DSM610	610	1000	900	2	\$670
SSR610-12	610	1200	900	1	\$710
SSR610	610	1350	900	1	\$730
SSL610	610	1350	900	1	\$730
SSRL610	610	1800	900	1	\$900
DSL610	610	1900	900	2	\$940
DSR610	610	1900	900	2	\$940
DSRL610-20	610	2000	900	2	\$1050
DSLRL610-24	610	2400	900	2	\$1190

PREMIUM RANGE

- Extra Strong Benches
- Fully Stainless
- Noise Reduction
- Matching Sinks

from **\$259**



Corner Bench
810mm long x 810mm wide \$449

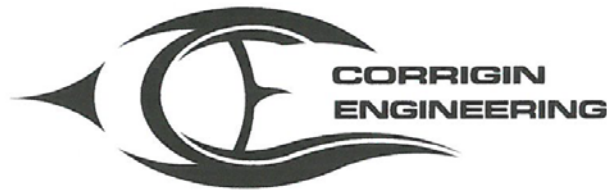
*Prices include GST. Prices vary due to raw material and exchange rate fluctuations and are subject to change without notice.



Order Online at brayco.com.au or call! 3

Corrigin Engineering Pty Ltd
 ABN: 59 144 844 673
 ACN: 144 844 673

QUOTATION



PO Box 260 CORRIGIN WA 6375
Phone: (08) 9063 2507 Fax: (08) 6313 0645
Email: admin@corriginengineering.com

Name: Kim Smith **Quote date:** 13/10/2017
Address: **Quote number:** CEPL294
Quote: Supply of Stratco materials to enclose 2 walls of an existing structure as below:

Patio tube (heritage green) 5@4m	\$415.58
Patio tube zinc	\$252.68
Patio tube brackets x 12	\$36.00
Wall sheeting (heritage red) x7 @4100	\$520.52
100x100 Corner moulding 2@3m 1 @1.5m	\$97.56
Screws (heritage red) x 130	\$40.14
Freight to Corrigin	\$65.00

Plus GST *eogst 1174.80*

Thank you for the opportunity to provide you with this quote.
 Regards

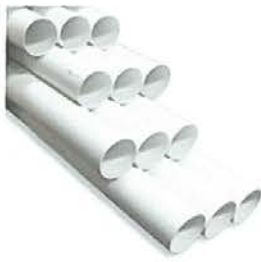
inc \$1292.28

Adam
 Adam Nicholls
 Business Support Manager



Corrigin Engineering Pty Ltd
 377 Walton Street
 CORRIGIN WA 6375
 Phone: (08) 9063 2507
 Fax: (08) 6313 0645
 Email: adam@corriginengineering.com

Welding ~ Fabrication ~ Repairs



50mm PVC Pipe 6 mtr Lengths
\$36.25
Corrigin Hardware

5 lengths required



50mm PVC Pipe Fittings
\$4.00 approx.
Corrigin Hardware



Pipe Glue small
\$7.00
Corrigin Hardware



Tap
\$25—\$80
Bunnings



Water fittings
\$2 - \$3
Corrigin Hardware

Plus Plumber
\$?

11. President's Report

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	6 November 2017

Living Lakes

A meeting of the Living Lakes project group was held at the Yealering Hall on 21 October 2017 and was attended by Natarsha Woods, CEO Wheatbelt NRM (Chair); Meghan McGregor, Project Manager Wheatbelt NRM; Pip Kirby, Wheatbelt Development Commission; Mark Hook, Shire of Wickepin; Sam Davis, Shire of Katanning.

At this meeting the Living Lakes Project Group updated the Project Control Group terms of reference.

This is as follows:

LIVING LAKES STAGE 3 IMPLEMENTATION PROJECT
Project Control Group
Terms of Reference

Background

The Financial Assistance Agreement between the Department of Regional Development and Wheatbelt NRM for Living Lakes Stage 3 Implementation Project defines the following key deliverables:

1. Works to implement existing engineering designs to improve water quality and inundation to Lakes Yealering and Ewlyamartup.
2. An activation plan to increase use and visitation to the lakes for tourists and the local community. This includes marketing and events.
3. Maintenance plans for the ongoing conservation of the lakes into the long term.

The agreement identifies a role for a Living Lakes Project Control Group (LLPCG) to oversee the management of the project and provide advice to the project sponsor (Wheatbelt NRM).

The role and responsibilities of the LLPCG include:

1. Monitoring project delivery;
2. Assisting in resolving issues beyond the project manager's control;
3. Attending LLPCG meetings; and
4. Providing advice and guidance to the Wheatbelt NRM.

Establishment

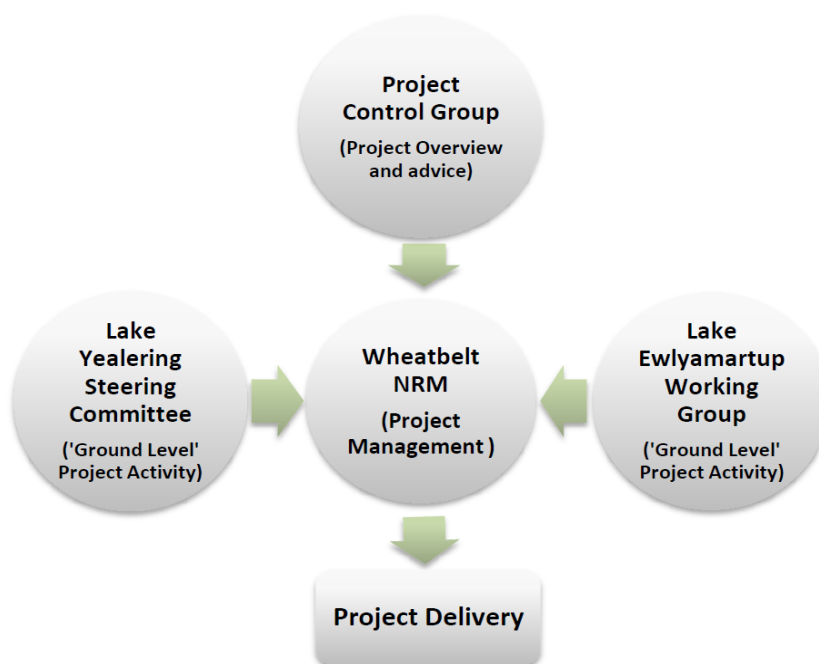
The Living Lakes Project Control Group membership has been established on an invitation basis and comprises representatives of organisations that are key stakeholders in this project.

Membership

Membership to the LLPCG is by invitation and is included in the following table.

MEMBER GROUP	MEMBER
Wheatbelt NRM	Natarsha Woods (Chair)
Department of Regional Development	Celine Stocker (Observer)
Shire of Katanning	Julian Murphy
Shire of Wickepin	Mark Hook proxy Natalie Manton
Wheatbelt Development Commission	TBC
Great Southern Development Commission	Jessica Van der Waag
South West Land & Sea Council	TBC

Project Organisational Structure



Terms of Reference

The Living Lakes Project Control Group role is to provide leadership and guidance to support the Wheatbelt NRM Operations Team in achieving the objectives and outputs of the project.

The group will have the following Terms of Reference:

1. Advise Wheatbelt NRM on the Project Management Plan;
2. Oversee the process of the selection and appointment of contractor for the engineering works;
3. Oversee the process of construction management;
4. Contribute advice to the Activation Plans for each lake; and
5. Contribute advice to the Maintenance Plans for each lake.

Frequency of Meetings

The Project Control Group will meet at least four times annually to consider the project progress.

The Project Control Group will meet as required to consider key project decision making points.

A Project Overview was also given by Meghan McGregor who covered the following points:

- DPLH – Section 91 Licences to undertake works on unallocated Crown Land. Currently going through the legal process, however letters of consent have been issued to allow us to proceed in lieu of the formal Section 91.
- DPLH – Section 18 Approvals under the Aboriginal Heritage Act to undertake works which may impact registered Aboriginal Heritage sites. Applications submitted and will be presented to 12 December 2017 Aboriginal Cultural Material Committee Meeting, with approval anticipated January 2018.
- The Section 18 applications involved an Aboriginal Heritage Survey and ethnographic consultation with 8 (eight) Traditional Owners, advised by SWALSC for each lake. Following this survey/consultation, it was requested that WNRM establish an Aboriginal Heritage Reference Group for each lake, comprising the eight (8) TO's. The purpose of these groups is to provide information and advice to WNRM for the project and to disseminate information relating to the project to the broader community.
- DBCA – has issued WNRM with a letter of consent to undertake Living Lakes Stage 3.
- DWER – Native Vegetation Clearing Permit applications have been submitted. Approvals expected mid-December.
- DWER – License to use surface water from a water course and Bed and Banks Permit for Lake Yealering submitted. Approvals expected in the next month.
- The environmental consultant Strategen has confirmed that no EPBC Act or Part IV EP Act approvals will be required for this project.
- WNRM has attended three (3) community events to promote and provide information on the Living Lakes project. WNRM also undertook surveys at these events to establish baseline information on how people currently use the lake and how they would like to see the lake activated. This information will feed directly into the Activation Plan to be delivered as part of this project.
- Tender advertising closed on Thursday 5th October 2017.
- Three (3) submissions were received: JAK Civil, WATPAC and Cowara Contractors.
- The Evaluation Panel established by WNRM consisted of five (5) members, including Natarsha Woods (WNRM), Meghan McGregor (WNRM), Ian Weaver (Worley Parsons), Michael Gill (Avon Civil Engineering) and Andrus Budrikis (Shire of Katanning).
- It was agreed by all EP members to progress only JAK Civil and WATPAC to the detailed assessment stage. Cowara Contractors only submitted a price for Lake Ewlyamartup (which was permissible in the tender), however were omitted based on price.
- It was noted that WATPAC had submitted a non-compliant bid. They had not included a price to undertake the works in wet conditions. However, it was agreed to progress them to assessment, acknowledging a wet price could be requested (if deemed appropriate).
- EP Members reviewed the combined scores from the individual assessment and agreed to review each selection criterion individually.
- The scores for each criterion were reviewed by EP members and consensus scores reached.
- It was agreed that the risks for variations associated with WATPAC posed a significant issue. This based on the qualifications and assumptions they had listed in their submission. It was agreed that a wet price would not be sought from WATPAC and their submission would be recorded as a nonconforming tender.
- Consensus reached that JAK Civil would be shortlisted, however additional information would need to be requested by WNRM, including financial capacity and further details on the methodology for undertaking works in wet conditions. Should the additional information presented by JAK Civil not be satisfactory, WNRM will consider re-tendering the project.
- PCG members confirmed they were comfortable with the evaluation process and shortlisting of JAK Civil.

Wickepin CRC Regatta

Congratulations to the Wickepin CRC for the running of the Lake Yealering Regatta and market day. The day from all reports was very successful and brought over 300 hundred people into Yealering. The Committee of the CRC and the Coordinator Amanda Heaney should be congratulated on the running of such a great event in the Shire of Wickepin.

Avon & Hills Carriage Drive

The carriage drive was held on 14 – 15 October 2017 which would have coincided with the 100th Wickepin Horticultural Show. Congratulations to Lee Parker on a great run event which continues to put Wickepin on the map. The Avon & Hills carriage drive club have passed on their thanks to everyone involved especially the Shire works crew who were able to do all the tasks requested. The town was looking great and I have received a great number of compliments on the weekend. Well done Lee, Peter and the works crew.

Executive Support Officer

Council has received three applications for the position of Executive Support Officer with the Shire of Wickepin and the CEO will be holding interviews for this position on 6 November 2017.

MEETINGS ATTENDED

<u>October</u>	
19 th	Meeting with Ben Kittow to quote on the renovations at cottage homes
23 rd	Meeting with Peter Rampellini to discuss Wickepin CRC
24 th	Procurement training Shire of Cuballing
25 th	Governance Committee Meeting
26 th	Lake Yealering Bowling Club – Meeting with plumber to discuss septic system
31 st	Meeting of the Living Lakes Project Control Group at Yealering Town Hall
<u>November</u>	
1 st	New Councillor Induction
6 th	Albert Facey Homestead Committee Meeting
6 th	ESO interviews
8 th – 10 th	Local Government Professionals WA Annual State Conference

Delegation Register

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
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	CEO			

	Explosives				
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO			

Voting Requirements: Simple majority

13. Notice of Motions for the Following Meeting
14. Reports & Information
15. Urgent Business
16. Closure