



A Fortunate Place

Shire of Wickepin

# Agenda

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 21 FEBRUARY 2018



## Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 21 February 2018 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark J Hook  
Chief Executive Officer

16 February 2018

### Time Table

10.00am	Caroline Robinson
12.00pm	Lunch
12.45pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting
5.00pm	Governance, Audit and Community Services Meeting

### Disclaimer

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

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



## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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- 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.
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- 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.
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- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 21 February 2018**

The President declared the meeting open at    pm.

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**

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

6.     **Confirmation of Minutes – Ordinary Meeting of Council – 20 December 2017**

**Resolution No**

Moved Cr            / Seconded Cr

That the minutes of the Ordinary Council meeting held on Wednesday 20 December 2017 be confirmed as a true and correct record.

Carried /

7.     **Receival of Minutes**

## 7.1 Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Agatha Prior, Executive Support Officer
File Reference:	CR.MEE.208
Author:	Agatha Prior, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	15 February 2018

### Enclosure / Attachment:

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018.

### Background:

The Albert Facey Homestead Committee Meeting was held on Monday 5 February 2018.

### 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 for the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018 be received.

Voting Requirements: Simple majority.

### Resolution No

Moved Cr / Seconded Cr

That the Minutes for the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018 be received.

Carried /



A Fortunate Place



Shire of Wickepin

# Minutes

## Albert Facey Homestead

### Committee Meeting

Council Chambers, Wickepin

# 5 FEBRUARY 2018





## 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.
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**Minutes of an Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin  
– Monday 5 February 2018 commencing @ 2.00pm.**

The Chairperson declared the meeting open at 2.35pm.

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

Dave Astbury	Member
Libby Heffernen	Member
Linley Rose	Member
Helen Warrilow	Member
Margaret Fleay	Member
Mr Mark Hook	Chief Executive Officer
Agatha Prior	Executive Support Officer (Minute Taker)
CR Allan Lansdell	Observer

**Apologies**

Karen Rushton  
Luci Satori  
Charlotte Astbury

**Leave of Absence (Previously Approved)**

**2. Public Question Time**

**3. Applications for Leave of Absence/Apologies**

**4. Petitions, Memorials and Deputations**

**4.1 *The CEO Mark Hook called for nominations for Chairperson for the Albert Facey Homestead Committee.***

Dave Astbury was nominated by Libby Heffernen

Dave Astbury accepted the nomination.

**Moved Linley Rose /Seconded Margaret Fleay**

That Dave Astbury be elected as Chairperson for the Albert Facey Homestead committee for a period of two years.

**Carried 5 / 0**

## Declarations of Member's and Officer's Interest

## Confirmation of Minutes – Albert Facey Homestead – 6 November 2017

## Moved Linley Rose /Seconded Libby Heffernen

That the minutes of the Albert Facey Homestead Committee held on 6 November 2017 be confirmed as a true and correct record.

Carried 5 / 0

## 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
Albert Facey Heritage Trail Signs	CDO	CDO has spoken to TPG	○	
Repairs to roof and gutters	CEO	Dale Curtis to carry out works	✓	Works Completed

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

○ = in progress    ✓ = completed    ✕ =superseded

- 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:	31 January 2018

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
09/11/2017	Albert Facey Homestead Takings	181.82
31/01/2018	Albert Facey Homestead Takings	214.55
		<u>1,559.15</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
16/11/2017	Refix facias, realign & fix back gutters, add downpipes & re-nail loose sheeting	2,200.00
10/11/2017	Cleaning	40.00
31/10/2017	Items for morning tea (Credit Ewens)	-14.84
31/10/2017	Items for morning tea	42.80
31/10/2017	Catering for carriage drive	90.91
21/11/2017	Fire equipment service	50.00
07/11/2017	Spider Spraying & Baiting	145.72
		<u>3,112.41</u>

**Financial Implications:** Not Applicable

**Policy Implications:** Not Applicable

**Strategic Implications:** Not Applicable

**Recommendation:**

That the financial statement tabled for the period ending 31 January 2018 as presented be received.

**Voting Requirements:** Simple majority

**Moved Libby Heffernen / Seconded Margaret Fleay**

That the financial statement tabled for the period ending 31 January 2018 as presented be received

**Carried 5 / 0**

- Notice of Motions of Which Notice Has Been Given
- Receipt of Reports & Consideration of Recommendations

**11. Notice of Motions for the Following Meeting**

**12. Reports & Information**

**12.1 Other matters raised by members**

**12.1.2 Linley Rose – Congratulations**

Linley Rose extended big congratulations to Dave Astbury on his Order of Australia Medal.

**12.1.3 Libby Heffernen – Creative Car Cruise**

Libby Heffernen asked if any committee members are available for the weekend of the 17 March 2018 to assist with a car club visit.

**12.1.4 CR Allan Lansdell - Campfire Country**

CR Allan Lansdell proposed the Albert Facey committee put together a tour for people attending Campfire Country 15, 16 and 17 June 2018.

### 13. Urgent Business

### 14. Closure

The next Albert Facey Homestead Committee Meeting will be held on 7 May 2018 at 2.00pm.

There being no further business the Chairperson declared the meeting closed at 3.17pm.

#### Actions Requested from meeting

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



## 7.2 Lifestyle Retirement Committee Meeting

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Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Agatha Prior, Executive Support Officer
File Reference:	CR.MEE.203
Author:	Agatha Prior, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	15 February 2018

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**Enclosure / Attachment:**

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018.

**Background:**

The Lifestyle Retirement Committee Meeting was held on Wednesday 14 February 2018.

**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 for the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018 be received.

**Voting Requirements:** Simple majority.

**Resolution No**

Moved Cr / Seconded Cr

That the Minutes for the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018 be received.

Carried /



A Fortunate Place



# Minutes

## Lifestyle Retirement Committee

Council Chambers, Wickepin

# 14 FEBRUARY 2018



## Notice of a Lifestyle Retirement Committee Meeting

Please note that the next Lifestyle Retirement Committee Meeting of the Shire of Wickepin will be held on Wednesday 14 February 2018 at Council Chambers, Wickepin, commencing at 3.00pm.

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

Mark Hook  
Chief Executive Officer

9 February 2018

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## Terms of Reference

### 1. Name

Lifestyle Retirement Committee

### 2. Members

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

### 3. Objectives

This Committee deals with issues relating to lifestyle retirement in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Lifestyle Retirement Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Formulate recommendations to the Ordinary Council Meeting.
4. To represent to the Council the views of the community regarding Aged Persons Housing.
5. To represent the Councils position in regards Aged Housing to regulatory bodies and interest groups/committees.
6. To assist the Wickepin Council in developing an Aged Housing Strategy.

### 4. Scope/Jurisdiction

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

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

### 5. Appointment of Committee Members

Council calls for written nominations for members of the Lifestyle Retirement Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting.

#### 6. Appointment of Committee Chair

A chairperson is appointed at the first Lifestyle Retirement Committee Meeting at the beginning of each year by the committee members.

#### 7. Meeting Frequency

The Lifestyle Retirement Committee meets four times a year on the second Wednesday of that month at 3:00pm.

Meeting dates for 2018 are as follows:

Day	Date	Time
Wednesday	February 14, 2018	3.00pm
Wednesday	May 9, 2018	3.00pm
Wednesday	August 8, 2018	3.00pm
Wednesday	November 14, 2018	3.00pm

8. Related Policies/Bylaws: Nil



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**Minutes of a Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin  
Wednesday 14 February 2018**

The Chairperson declared the meeting open at 2.58 pm.

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

Syd Martin	Chairperson
Cr Fran Allan	Member
Murray Lang	Member
Coleen Thompson	Member
Kevin Coxon	Member
Chris Lozenicins	Member

Mr Mark J Hook	Chief Executive Officer
Mrs Natalie Manton	Deputy Chief Executive Officer
Ms Agatha Prior	Executive Support Officer (Minute Taker)

**Apologies**

Cr Allan Lansdell	Member
Colin Hemley	Member
Audrey Bird	Member
Leanne Smith	Member

**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 – Lifestyle Retirement Committee Meeting – 29 November 2017

**Moved Fran Allan / Seconded Murray Lang**

That the minutes of the Lifestyle Retirement Committee held on 29 November 2017 be confirmed as a true and correct record.

**Carried 6 / 0**

## 7. 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/File	Progress	Status	Comment
Timeline be undertaken that shows decisions needed to be undertaken by the Lifestyle committee and Council towards the aged housing accommodation.		CEO	Unable to progress until Financial Assistance Agreement is signed and finalized by the State Government.	○	FAA sent back to the Department of Regional Development for signing on 19/04/2017.

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

**Business of Meeting****9.1 – Project Update**

<b>Submission To:</b>	Lifestyle Retirement Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Council
<b>File Reference:</b>	CR.MEE.203
<b>Author:</b>	Natalie Manton, Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	9 February 2018

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**Wheatbelt South Aged Housing Alliance (WSAHA)**

The new Memorandum of Understanding (MOU) has been drafted for the Shires of Corrigin, Cuballing, Narrogin and Wickepin as well as Narrogin Cottage Homes who will work together to build 20 aged housing units in six towns. The revised MOU was signed on 28 November 2017 and ensures that all partners clearly understand the project aims, objectives and the responsibilities for each of the participants.

The Shire of Wickepin will act as the Lead Agency for the Aged Housing Project.

**Concept Plans**

TPG Urban Planners were appointed to develop a Concept Plan for each of the towns of Corrigin, Cuballing, Kondinin, Hyden, Narrogin and Wickepin with the cost to be covered by the individual shires.

The aim of the Concept Plan is to facilitate communication with the community and show the overall layout of units on the site including: areas for future units, site capacity - number of units that will fit on the site, orientation, solar passive, driveway and access, offset of units relative to others, privacy, communal spaces and landscaped areas and drainage

Once finalized, the Concept Plan will be used as the basis for obtaining quotes to design the headwork's and build the units.



**CONCEPT SUMMARY**

Lot Area	9,704m <sup>2</sup>
Proposed Development Area	2,121m <sup>2</sup>
Proposed New Access Laneway Area	1,236m <sup>2</sup>
Proposed Number of Units	6

- Site layout is to consider future expansion to cater for potential additional 6 units.
- Site layout is to consider relationship to existing pedestrian link and landscape elements to the east.

Note: This concept plan is intended as a guide to inform tendering parties only. Site conditions and dimensions may vary.

**Aged Housing Concept**  
23 Johnston Street, Wickepin

Date: 18 Dec 2017  
 Scale: 1:400 (if A3) 1:200 (if A1)  
 Manager: GP  
 Designer: GW  
 Checker: GP  
 File: 17-036-CP-E A



### Building Better Regions Funding

The Building Better Regions Fund application was submitted on 19 December 2017 along with supporting documents including:

- Business Case
- Concept Plans
- Communications Plan
- Procurement Plan
- Project Plan
- Risk Management Plan

The application to build 20 units requested BBRF total grant funding of \$4,924,200 and cash contribution from the combined 5 project partners of \$1,642,200 as well as in kind funds of \$754,470.

An announcement of successful applications is not expected until Mid-2018. There is no start date but projects are expected to commence after July 2018 and are to be completed by December 2020.

Pracsys were engaged by the WSAHA to complete a Cost Benefit Analysis to measure economic and social impact of the project which contributed 25 of the possible 35 merit criteria points.

The business case and project budget indicate that a cash contribution of approximately \$82,000 per unit would be required. The Shire of Wickepin is planning to build six units and will need to contribute \$450,000 in cash as well as additional in kind works.

### Project Milestones and Timing

The start date is not known yet but if the BBRF application is successful the project is expected to commence between July and October 2018 and will need to be completed by December 2020. Key milestones are expected to be as follows:

Oct 2018	Call tenders
Dec 2018	Award tenders
Mar 2019	Building commence
Oct 2019	Building completed
Dec 2019	Services installed (power, water and telecommunications)
May 2020	Landscaping, driveway and fences completed
Oct 2020	Final payments to contractors
Dec 2020	Final report and acquittal.

### Regional Aged Accommodation Program

The State Government recently announced the Regional Aged Accommodation Program (Program) - a Royalties for Regions initiative in the 2017-18 State Budget with a funding allocation of \$22.7 million. The key objective of the Program is to provide grant funding to suitable residential aged care or aged accommodation projects in regional areas. Program submissions must be submitted by COB 9th March 2018.

Some key points regarding the program are:

The Program will not be publicly advertised. Regional Development Commissions have been asked to solicit proposals from proponents.

- Funding for projects will only be available in 2018/19 and 2019/20 financial years
- The requested funding must only be utilised towards units/beds for residents 65 years and over, and/or Aboriginal people aged 55 years and over. If any component of the proposal caters to people outside these demographics, then the proponent must utilise alternative funding sources to deliver this component.
- All submissions must be supported by a robust business case.

#### Eligibility Criteria

- Project proposals must be for the refurbishment, expansion or creation of residential aged care or aged accommodation
- The funding must only be utilised towards units/beds for residents 65 years and over, and/or Aboriginal people aged 55 years and over. If any component of the proposal caters to people outside these demographics, then the proponent must utilise alternative funding sources to deliver this component.
- All submissions must be supported by a robust Business Case.

The following principles will be applied in the delivery of the Program:

- Aged accommodation projects that were not funded as part of the 2017-18 State budget will be given the opportunity to apply to access the Program
- Consideration will be given to new aged care projects (either residential aged care or aged accommodation) from across all regions, that are well scoped, well leveraged and demonstrate need.
- Funding for projects will only be available in 2018/19 and 2019/20.

The assessment panel will give priority to projects that:

- Demonstrate need or demand.
- Contribute to regional outcomes (i.e. create jobs and promote economic growth).
- Are ready for construction.
- Have a high proportion of leveraged funding (suitable evidence of secured leveraged funding must be provided with the proposal).
- Have a high level of proposed local content.
- Implement means testing in the allocation of resident beds/units.

Demonstrate ongoing sustainability and viability

- Demonstrate ageing in place principles.
- Demonstrate an understanding of Commonwealth Government, State Government, and Local Government standards relating to universal design in the construction and/or operation of the facility.

An independent Assessment Panel will evaluate submissions against the following criteria:

- Need for Royalties for Regions Investment 30%
- Alignment to Regional Priorities (including Local Jobs/Local Content) - 20%
- Proposal Status – 10%
- Recurrent Funding/Sustainability– 10%
- Leveraged Funding – 10%
- Proponent Experience/Project Governance – 10%
- Implementation of Means Testing – 10%

As the lead agency for the WSAHA Aged Housing Project the Shire of Wickepin has recommendation that the WSAHA submit an application for funding as part of the Royalties for Regions – Regional Aged Accommodation Fund for \$1,642,200 being the cash component of the Building Better Regions Fund application.

It was also recommended that a consultant be engaged to review the existing WSAHA Aged Housing Project documents and revise where necessary to address the Regional Aged Accommodation Fund criteria

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

12. Urgent Business

13. Closure

The next Lifestyle Retirement Committee Meeting will be held in 9 May 2018

There being no further business the Chairperson declared the meeting closed at 4.00 pm.

Actions Requested from meeting

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

## 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
841-190117-09	Sewerage System Capacity – New Dam	CEO	That Council construct a new sewerage holding dam located in the Shire of Wickepin sub-division located on the East side of Wickepin-Harrismith Rad, including pipes, fittings and pumping facility at a cost of \$15,500.00	✓	Construction is Completed
898-201217-8	UGSHA – Donation	CEO	That Council advise the UGSHA that the Shire of Wickepin won't be making a financial contribution towards the two international hockey games being held in Narrogin on the 27-28 January 2018	✓	CEO sent letter 22/12/2017
899-201217-10	Louie-jane Gamble – Rates 11 Collins St	CEO	That Council advise Louie-Jane Gamble that it is unable to make Lot 192, 11 Collins St unrateable and is unwilling to make any donation equivalent to the rate payment on Lot 192, 11 Collins St	✓	CEO sent letter 22/12/2017
900-201217-11	GROH Housing Program	CEO	That the Shire of Wickepin advise Mr Matthew Meyers, Program Manager, Housing Programs, Housing, DOC that Council is not in a position to fund the construction of a suitable 4 bedroom, 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH program on a 9 year lease with a 1 year option at this moment in time	✓	CEO sent letter 22/12/2017
901-201217-15	Application for the Planning Approval – Mobile Phone Base Station – Lot 1 (No. 577) Tincurrin Road, Tincurrin	CEO	That Council: <ol style="list-style-type: none"> <li>1. Advertise the application for Planning Approval to adjoining landowners for public comment in accordance with clause 64 (3) (a) of the deemed provisions for local planning schemes.</li> <li>2. Forward the application to Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage for comment on the proposal and have due regard to any comments received.</li> <li>3. In the event that no negative submissions are received authorise the Chief Executive Officer to grant planning approval for the mobile phone</li> </ol>	✓	No Submissions Received. Approval Granted



Item	Subject/Action	Officer/File	Progress	Status	Comment
			<p>base state at Lot 1 (No. 577) Tincurrin North Road, Tincurrin, subject to the following conditions:</p> <ul style="list-style-type: none"> <li>a) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.</li> <li>b) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.</li> <li>c) The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.</li> <li>d) All drainage run-off associated with the development shall be contained on site or connected to the Shires storm water drainage system to the satisfaction of the Chief Executive Officer.</li> <li>e) The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.</li> <li>f) All electromagnetic emissions are to comply</li> </ul>		

Item	Subject/Action	Officer/File	Progress	Status	Comment
			and be carried out in accordance with Australian Communications and Media Authority requirements. g) Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation.		
902-201217-16	Townscape and Cultural Planning Committee membership	CEO	That Council appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee	✓	ESO sent letter 24/11/2017

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

○ = in progress    ✓ = completed    ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

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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:	14 February 2018

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Enclosure / Attachment: Nil

Background: Monthly report submitted from Manager of Works & Services, Mr Peter Vlahov.

Comment: No Report as Manager of works on Annual Leave.

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 there is no report from the Manager of Works and Services.

Voting Requirements: Simple majority

#### Resolution No

Moved Cr / Seconded Cr

That Council notes there is no report from the Manager of Works and Services.

Carried /

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Governance, Audit and Community Services

## 10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton – DCEO
File Reference:	FM.FR.1212
Author:	Natalie Manton – DCEO
Disclosure of any Interest:	Nil
Date of Report:	8 February 2018

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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 periods ending 31 December 2017 and 31 January 2018 as presented be received.

Voting Requirements: Simple majority

### Resolution No

Moved Cr / Seconded Cr

That the financial statements tabled for the periods ending 31 December 2017 and 31 January 2018 as presented, be received.

Carried /

**SHIRE OF WICKEPIN**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 January 2018**

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

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## **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 January 2018 of \$1,322,924.

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

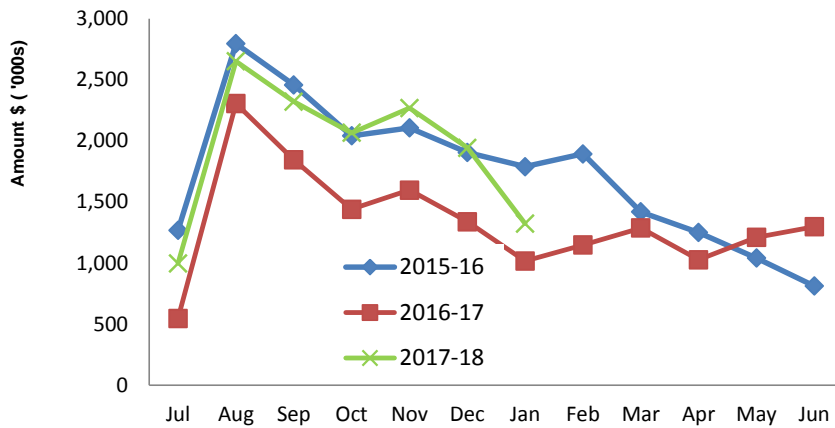
Date prepared: 12-Feb-18

# Shire of Wickepin

## Monthly Summary Information

For the Period Ended 31 January 2018

**Liquidity Over the Year (Refer Note 3)**



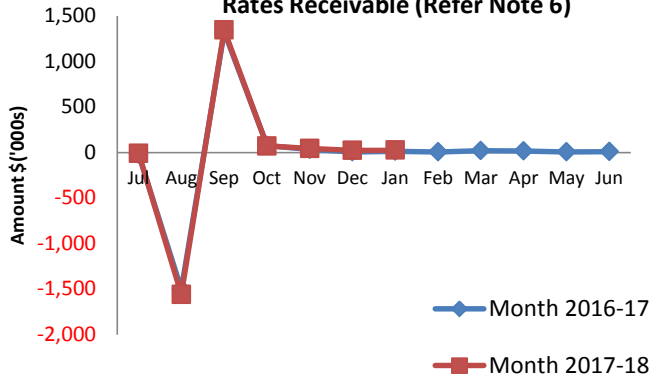
**Cash and Cash Equivalents  
as at period end**

Unrestricted	\$ 1,406,921
Restricted	\$ 1,666,594
	\$ 3,073,515

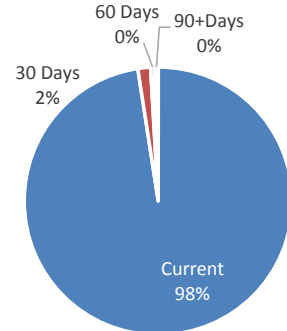
**Receivables**

Rates	\$ 60,867
Other	\$ 23,510
	\$ 84,377

**Rates Receivable (Refer Note 6)**



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



**Comments**

Unrestricted cash includes the following payments in advance

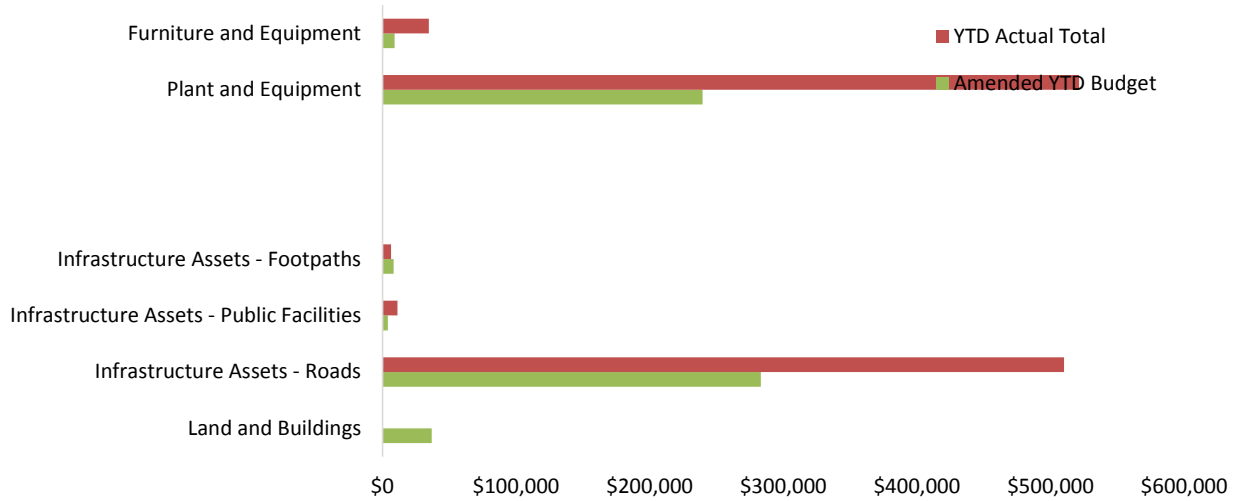
17/18 FESA paid in advance	\$7,490.00
17/18 Grants Commission - General	\$503,477.00
17/18 Grants Commission - Roads	\$272,918.00
<b>Amounts paid in advance</b>	<b>\$783,885.00</b>

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

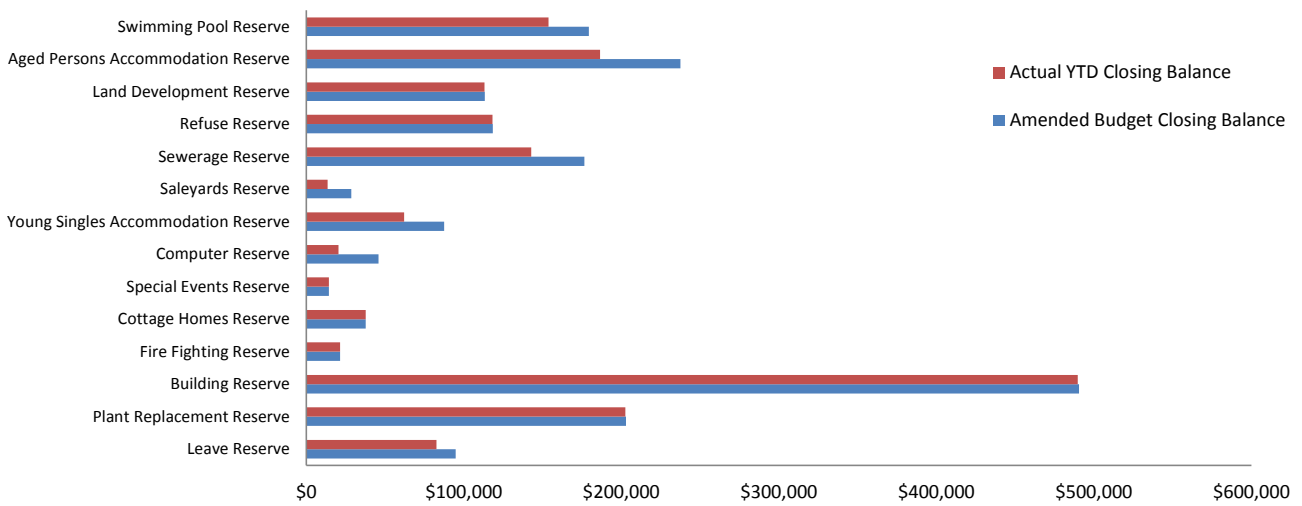


**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 31 January 2018

**Capital Expenditure Program YTD (Refer Note 13)**



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



**Comments**

Majority of plant and vehicles purchased for the year.

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

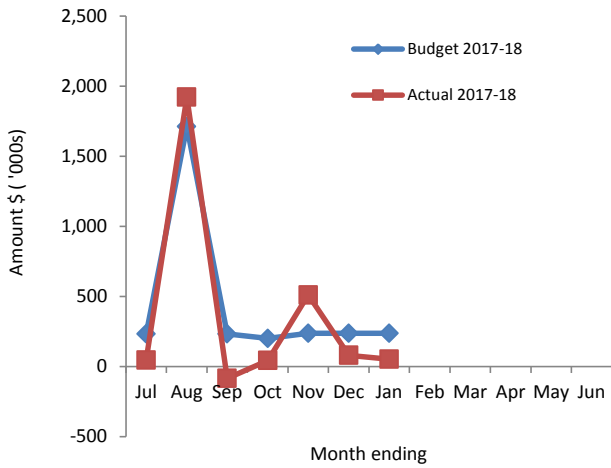
# Shire of Wickepin

## Monthly Summary Information

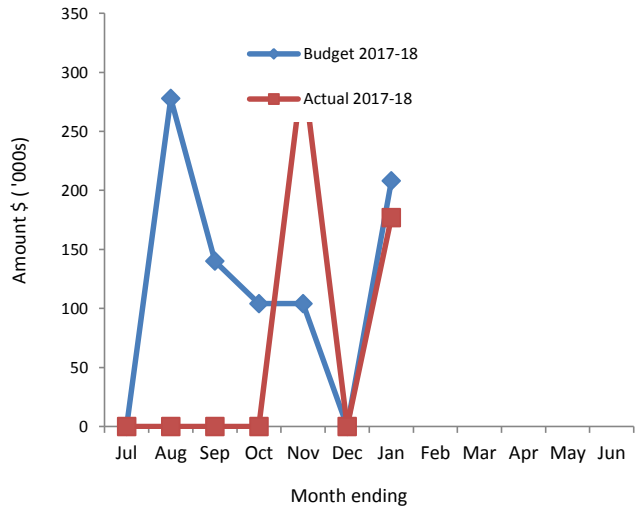
For the Period Ended 31 January 2018

### Revenues

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

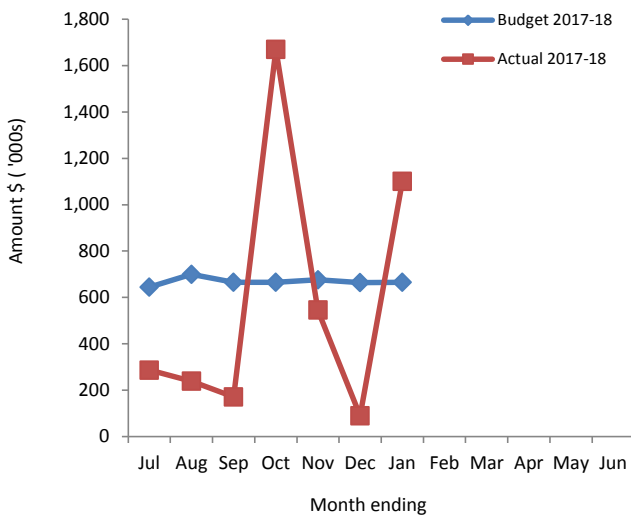


**Budget Capital Revenue -v- Actual (Refer Note 2)**

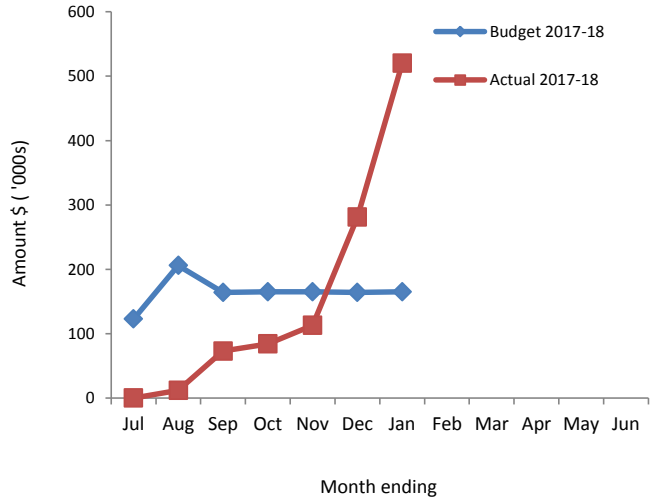


### Expenditure

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



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



### Comments

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

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 January 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		5,720	3,332	6,455	3,123	93.72%	
General Purpose Funding - Rates	9	1,357,675	1,353,536	1,359,257	5,721	0.42%	
General Purpose Funding - Other		714,849	416,920	388,046	(28,874)	(6.93%)	▼
Law, Order and Public Safety		437,930	266,411	67,861	(198,550)	(74.53%)	▼
Health		250	140	0	(140)	(100.00%)	▼
Education and Welfare		4,500	2,625	4,201	1,576	60.03%	
Housing		273,440	159,481	96,254	(63,227)	(39.65%)	▼
Community Amenities		170,489	123,118	154,193	31,075	25.24%	▲
Recreation and Culture		57,847	33,712	20,188	(13,524)	(40.12%)	▼
Transport		1,138,728	664,237	419,906	(244,331)	(36.78%)	▼
Economic Services		50,635	29,512	28,663	(849)	(2.88%)	
Other Property and Services		64,000	37,317	23,038	(14,279)	(38.26%)	▼
<b>Total Operating Revenue</b>		<b>4,276,063</b>	<b>3,090,341</b>	<b>2,568,061</b>	<b>(522,280)</b>		
<b>Operating Expense</b>							
Governance		(516,699)	(301,245)	(256,245)	45,000	14.94%	▼
General Purpose Funding		(84,007)	(48,965)	(42,364)	6,601	13.48%	▼
Law, Order and Public Safety		(235,735)	(137,445)	(102,782)	34,663	25.22%	▼
Health		(30,662)	(17,843)	(15,878)	1,965	11.02%	▼
Education and Welfare		(21,304)	(12,397)	(8,871)	3,526	28.44%	▼
Housing		(213,216)	(124,215)	(115,245)	8,970	7.22%	▼
Community Amenities		(451,025)	(262,724)	(211,371)	51,353	19.55%	▼
Recreation and Culture		(1,235,597)	(720,356)	(550,716)	169,640	23.55%	▼
Transport		(4,898,727)	(2,857,421)	(2,659,968)	197,453	6.91%	▼
Economic Services		(306,009)	(178,346)	(112,866)	65,480	36.72%	▼
Other Property and Services		(16,270)	(19,894)	(27,590)	(7,696)	(38.69%)	▲
<b>Total Operating Expenditure</b>		<b>(8,009,252)</b>	<b>(4,680,851)</b>	<b>(4,103,895)</b>	<b>576,956</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,725,060	2,756,243	2,551,105	(205,138)	(7.44%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(33,250)	20,570	53,820	(161.86%)	
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>934,868</b>	<b>1,132,483</b>	<b>1,035,841</b>	<b>(96,642)</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	425,196	106,299	177,060	70,761	66.57%	▲
<b>Total Capital Revenues</b>		<b>425,196</b>	<b>106,299</b>	<b>177,060</b>	<b>70,761</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(106,736)	0	106,736	100.00%	▼
Infrastructure - Roads	13	(1,132,674)	(660,660)	(509,911)	150,749	22.82%	▼
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(32,843)	(19,152)	(6,303)	12,849	67.09%	▼
Infrastructure - Drainage	13	(15,500)	(9,037)	(11,127)	(2,090)	(23.13%)	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(957,749)	(335,594)	(521,314)	(185,720)	(55.34%)	▲
Furniture and Equipment	13	(36,000)	(21,000)	(34,742)	(13,742)	(65.44%)	▲
<b>Total Capital Expenditure</b>		<b>(2,321,766)</b>	<b>(1,152,179)</b>	<b>(1,083,396)</b>	<b>68,783</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,896,570)</b>	<b>(1,045,880)</b>	<b>(906,336)</b>	<b>139,544</b>		
<b>Financing</b>							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5844	2,922	5,844	2,922	100.02%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(13,902)	(18,497)	(4,595)	(33.05%)	▼
Transfer to Reserves	7	(234,980)	(117,490)	(19,167)	98,323	83.69%	▼
<b>Net Cash from Financing Activities</b>		<b>(256,940)</b>	<b>(128,470)</b>	<b>(31,820)</b>	<b>96,650</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,218,642)</b>	<b>(41,867)</b>	<b>97,685</b>	<b>193,372</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,225,238</b>	<b>1,225,239</b>	<b>1,225,239</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>6,596</b>	<b>1,183,372</b>	<b>1,322,924</b>	<b>193,372</b>		

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 January 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Rates	9	\$ 1,357,675	\$ 1,353,480	\$ 1,359,257	\$ 5,777	0.43%	
Operating Grants, Subsidies and Contributions	11	796,304	464,492	479,459	14,967	3.22%	
Fees and Charges		675,786	428,729	382,764	(45,965)	(10.72%)	▼
Service Charges		0	0	0	0		
Interest Earnings		42,400	24,724	32,343	7,619	30.82%	▲
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	155,560	90,734	10,917			
<b>Total Operating Revenue</b>		<b>3,027,725</b>	<b>2,362,159</b>	<b>2,264,740</b>	<b>(17,602)</b>		
<b>Operating Expense</b>							
Employee Costs		(1,139,806)	(664,629)	(630,655)	33,974	5.11%	▲
Materials and Contracts		(1,695,859)	(988,120)	(659,983)	328,137	33.21%	▲
Utility Charges		(172,045)	(100,261)	(64,799)	35,462	35.37%	▲
Depreciation on Non-Current Assets		(4,725,060)	(2,756,243)	(2,551,105)	205,138	7.44%	▲
Interest Expenses		(5,014)	(2,919)	(3,704)	(785)	(26.91%)	
Insurance Expenses		(172,911)	(111,195)	(162,162)	(50,967)	(45.84%)	▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(98,557)	(57,484)	(31,486)			
<b>Total Operating Expenditure</b>		<b>(8,009,252)</b>	<b>(4,680,851)</b>	<b>(4,103,895)</b>	<b>550,959</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,725,060	2,756,243	2,551,105	(205,138)	(7.44%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(57,003)	(33,250)	20,569	53,819	(161.86%)	
Adjust Provisions and Accruals			0		0		
<b>Net Cash from Operations</b>		<b>(313,470)</b>	<b>404,301</b>	<b>732,519</b>	<b>382,038</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,248,338	728,182	303,321	(424,861)	(58.35%)	▼
Proceeds from Disposal of Assets	8	425,196	106,299	177,060	70,761	66.57%	▲
<b>Total Capital Revenues</b>		<b>1,673,534</b>	<b>834,481</b>	<b>480,381</b>	<b>(354,100)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(147,000)	(106,736)	0	106,736	100.00%	▲
Infrastructure - Roads	13	(1,132,674)	(660,660)	(509,911)	150,749	22.82%	▲
Infrastructure - Public Facilities	13	0		0	0		
Infrastructure - Footpaths	13	(32,843)	(19,152)	(6,303)	12,849	67.09%	▲
Infrastructure - Drainage	13	(15,500)	(9,037)	(11,127)	(2,090)	(23.13%)	
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(957,749)	(335,594)	(521,314)	(185,720)	(55.34%)	▼
Furniture and Equipment	13	(36,000)	(21,000)	(34,742)	(13,742)	(65.44%)	▼
<b>Total Capital Expenditure</b>		<b>(2,321,766)</b>	<b>(1,152,179)</b>	<b>(1,083,396)</b>	<b>68,783</b>		
<b>Net Cash from Capital Activities</b>		<b>(648,232)</b>	<b>(317,698)</b>	<b>(603,015)</b>	<b>(285,317)</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		5,844	2,922	5,844	2,922	100.02%	
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(27,804)	(13,902)	(18,497)	(4,595)	(33.05%)	
Transfer to Reserves	7	(234,980)	(117,490)	(19,167)	98,323	83.69%	▲
<b>Net Cash from Financing Activities</b>		<b>(256,940)</b>	<b>(128,470)</b>	<b>(31,820)</b>	<b>96,650</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,218,642)</b>	<b>(41,867)</b>	<b>97,685</b>	<b>193,371</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,225,238</b>	<b>1,225,239</b>	<b>1,225,239</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>6,596</b>	<b>1,183,372</b>	<b>1,322,923</b>	<b>193,371</b>		

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 January 2018**

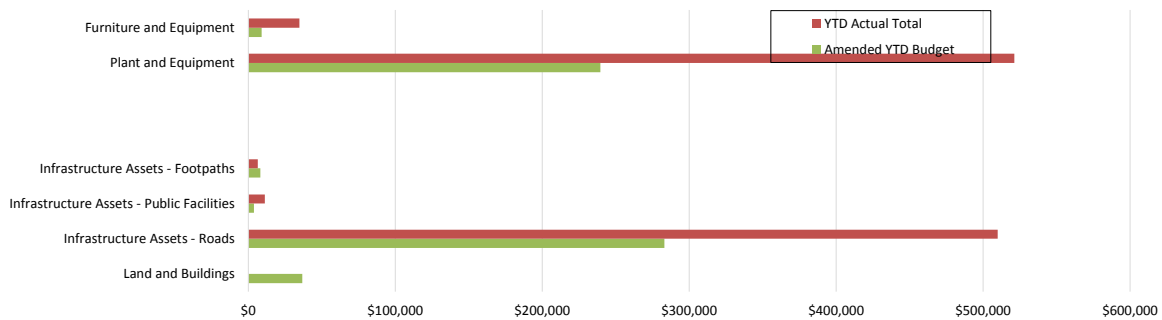
		YTD 31 01 2018					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	0	0	36,750	147,000	(36,750)
Infrastructure Assets - Roads	13	0	509,910	509,910	283,169	1,132,674	226,742
Infrastructure Assets - Public Facilities	13	11,127	0	11,127	3,875	15,500	7,252
Infrastructure Assets - Footpaths	13	6,303	0	6,303	8,211	32,843	(1,908)
Plant and Equipment	13	0	521,313	521,313	239,437	957,749	281,876
Furniture and Equipment	13	0	34,742	34,742	9,000	36,000	25,742
<b>Capital Expenditure Totals</b>		<b>17,430</b>	<b>1,065,965</b>	<b>1,083,395</b>	<b>580,442</b>	<b>2,321,766</b>	<b>502,954</b>

**Funded By:**

Capital Grants and Contributions	303,321	1,248,338	1,248,338	945,017
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	177,060	106,299	425,196	70,761
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			
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Own Source Funding - Operations	603,014	(774,196)	648,232	1,377,210
<b>Capital Funding Total</b>	<b>1,083,395</b>	<b>580,442</b>	<b>2,321,766</b>	<b>502,954</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 January 2018**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	5,720		5,720	3,332
General Purpose Funding - Rates	1,357,675		1,357,675	1,353,536
General Purpose Funding - Other	714,849		714,849	416,920
Law, Order and Public Safety	437,930		437,930	266,411
Health	250		250	140
Education and Welfare	4,500		4,500	2,625
Housing	273,440		273,440	159,481
Community Amenities	170,489		170,489	123,118
Recreation and Culture	57,847		57,847	33,712
Transport	1,138,728		1,138,728	664,237
Economic Services	50,635		50,635	29,512
Other Property and Services	64,000		64,000	37,317
<b>Total Operating Revenue</b>	<b>4,276,063</b>	<b>0</b>	<b>4,276,063</b>	<b>3,090,341</b>
<b>Operating Expense</b>				
Governance	(516,699)		(516,699)	(301,245)
General Purpose Funding	(84,007)		(84,007)	(48,965)
Law, Order and Public Safety	(235,735)		(235,735)	(137,445)
Health	(30,662)		(30,662)	(17,843)
Education and Welfare	(21,304)		(21,304)	(12,397)
Housing	(213,216)		(213,216)	(124,215)
Community Amenities	(451,025)		(451,025)	(262,724)
Recreation and Culture	(1,235,597)		(1,235,597)	(720,356)
Transport	(4,898,727)		(4,898,727)	(2,857,421)
Economic Services	(306,009)		(306,009)	(178,346)
Other Property and Services	(16,270)		(16,270)	(19,894)
<b>Total Operating Expenditure</b>	<b>(8,009,252)</b>	<b>0</b>	<b>(8,009,252)</b>	<b>(4,680,851)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	4,725,060		4,725,060	2,756,243
Adjust (Profit)/Loss on Asset Disposal	(57,003)		(57,003)	(33,250)
Adjust Provisions and Accruals	0		0	
<b>Net Cash from Operations</b>	<b>934,868</b>	<b>0</b>	<b>934,868</b>	<b>1,132,483</b>
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	425,196		425,196	106,299
Proceeds from Sale of Investments	0		0	0
<b>Total Capital Revenues</b>	<b>425,196</b>	<b>0</b>	<b>425,196</b>	<b>106,299</b>
<b>Capital Expenses</b>				
Land Held for Resale	0		0	0
Land and Buildings	(147,000)	0	(147,000)	(106,736)
Infrastructure - Roads	(1,132,674)		(1,132,674)	(660,660)
Infrastructure - Public Facilities	0		0	0
Infrastructure - Footpaths	(32,843)		(32,843)	(19,152)
Infrastructure - Drainage	(15,500)		(15,500)	(9,037)
Heritage Assets	0		0	0
Plant and Equipment	(957,749)		(957,749)	(335,594)
Furniture and Equipment	(36,000)		(36,000)	(21,000)
<b>Total Capital Expenditure</b>	<b>(2,321,766)</b>	<b>0</b>	<b>(2,321,766)</b>	<b>(1,152,179)</b>
<b>Net Cash from Capital Activities</b>	<b>(1,896,570)</b>	<b>0</b>	<b>(1,896,570)</b>	<b>(1,045,880)</b>
<b>Financing</b>				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal	5,844		5,844	2,922
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures	(27,804)		(27,804)	(13,902)
Transfer to Reserves	(234,980)		(234,980)	(117,490)
<b>Net Cash from Financing Activities</b>	<b>(256,940)</b>	<b>0</b>	<b>(256,940)</b>	<b>(128,470)</b>
<b>Net Operations, Capital and Financing</b>	<b>(1,218,642)</b>	<b>0</b>	<b>(1,218,642)</b>	<b>(41,867)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>1,225,238</b>	<b>0</b>	<b>1,225,238</b>	<b>1,225,238</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>6,596</b>	<b>0</b>	<b>6,596</b>	<b>1,183,371</b>

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 January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

**(b) The Local Government Reporting Entity**

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

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

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

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

**(o) Current and Non-Current Classification**

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

*A 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 January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
**For the Period Ended 31 January 2018**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

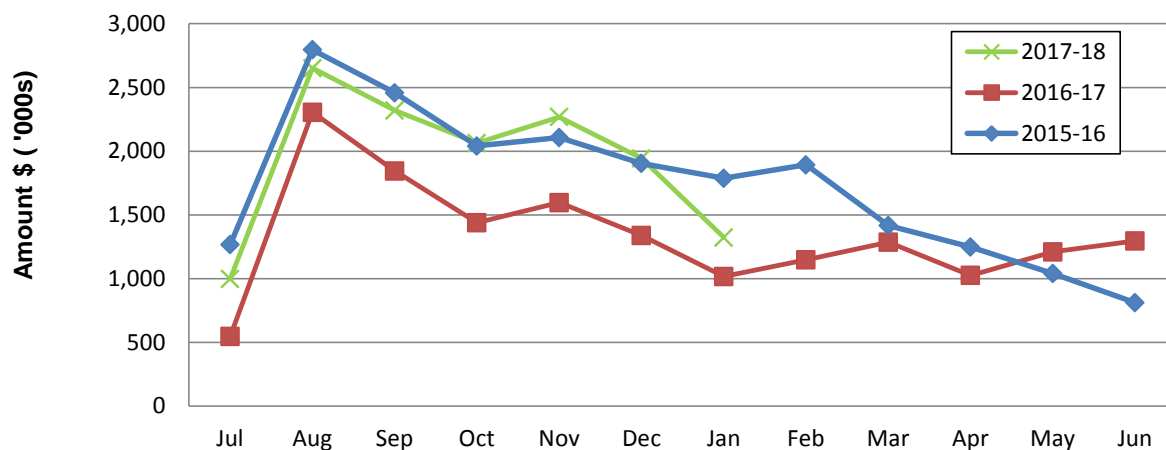
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	3,123	93.72%			
Housing	(63,227)	(39.65%)	▼	Timing	reduced rent on Cottage Homes & % Smith St
Community Amenities	31,075	25.24%	▲	Timing	rubbish charges full year. Increased Drum muster
Recreation and Culture	(13,524)	(40.12%)	▼	Permanent	pool grant not received
Transport	(244,331)	(36.78%)	▼	Timing	Grant not received for Blackspot, Main Roads and WANDRA
Economic Services	(849)	(2.88%)			
Other Property and Services	(14,279)	(38.26%)	▼	Timing	reduced diesel fuel rebate and licencing rebate.
<b>Operating Expense</b>					
<b>Governance</b>	45,000	14.94%	▼	Timing	consulting fees, depreciation, legal expenses
General Purpose Funding	6,601	13.48%	▼	Timing	valuation expenses
Law, Order and Public Safety	34,663	25.22%	▼	Timing	insurance paid full year. Reduced exp fire prevention, dog control and loss on sale of assets
Health	1,965	11.02%	▼	Timing	reduced expenditure Environmental Health
Housing	8,970	7.22%	▼	Timing	staff housing subsidy paid full year. Reduced depreciation, playgroup and housing maintenance.
Community Amenities	51,353	19.55%	▼	Timing	Reduced depreciation. Reduced expenditure on rubbish tips and sewerage maintenance expenses.
Recreation and Culture	169,640	23.55%	▼	Timing	Reduced expenditure depreciation, pool maintenance, oval and library contribution not paid yet.
Transport	197,453	6.91%	▼	Timing	Townscape projects not completed. Increased expense of road maintenance, halls insurance and maintenance.
Economic Services	65,480	36.72%	▼	Timing	Reduced expenditure depreciation, caravan parks maintenance and standpipes.
Other Property and Services	(7,696)	(38.69%)	▲	Timing	Long service leave A Ramsay. Insurance paid full year, outside staff training. Staff bonus paid including inside staff.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(424,861)	(58.35%)	▼	Timing	Grants not received for Tincurrin Fire Truck and road grants.
Proceeds from Disposal of Assets	70,761	66.57%	▲	Timing	Asset purchases and disposals not completed.
<b>Capital Expenses</b>					
Land and Buildings	106,736	100.00%	▼	Timing	Projects not completed as yet
Infrastructure - Roads	150,749	22.82%	▼	Timing	projects not completed as yet
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	12,849	67.09%	▼	Timing	Projects not completed as yet
Plant and Equipment	(185,720)	(55.34%)	▲	Timing	Plant and equip not purchased as yet
Furniture and Equipment	(13,742)	(65.44%)	▲	Timing	Furniture and equip not purchased as yet.
<b>Financing</b>					
Loan Principal	(4,595)	(33.05%)			

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 January 2018

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Jan 2018	30 June 2017	YTD 30 Jan 2017
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,406,921	1,441,513	975,440
Cash Restricted	4	1,666,594	1,647,429	1,274,113
Receivables - Rates	6	60,867	19,522	73,835
Receivables -Other	6	23,510	18,556	112,223
Interest / ATO Receivable/Trust		94,150	25,649	27,693
Inventories			0	0
		3,252,042	3,152,668	2,463,304
<b>Less: Current Liabilities</b>				
Payables		(60,987)	(78,464)	(26,842)
Provisions		(201,537)	(201,537)	(144,743)
		(262,525)	(280,001)	(171,586)
Less: Cash Reserves	7	(1,666,595)	(1,647,429)	(1,274,113)
<b>Net Current Funding Position</b>		<b>1,322,922</b>	<b>1,225,239</b>	<b>1,017,605</b>

**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 January 2018**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	90,343			90,343	ANZ	At Call
Reserve Bank Account	0.00%		63,282		63,282	ANZ	At Call
Trust Bank Account	0.00%			26,649	26,649	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal	2.45%	500,000			500,000	ANZ	13.04.2018
Municipal					0		
Municipal	1.45%	815,878			815,878	WA Treasury	At Call
Reserve	2.35%		1,603,312		1,603,312	ANZ	30.06.2018
Trust	2.10%			74,706	74,706	ANZ	30.06.2018
<b>Total</b>		<b>1,406,921</b>	<b>1,666,594</b>	<b>101,356</b>	<b>3,174,871</b>		

**Comments/Notes - Investments**



SHIRE OF WICKEPIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 January 2018

**Note 5: BUDGET AMENDMENTS**

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

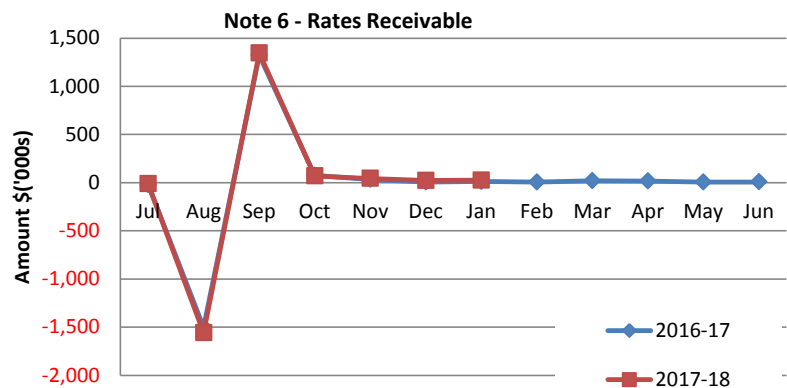
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

	YTD 31 Jan 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,526,347	1,497,589
<u>Less</u> Collections to date	(1,485,002)	(1,503,610)
Equals Current Outstanding	<b>60,867</b>	<b>19,522</b>
<b>Net Rates Collectable</b>	<b>60,867</b>	<b>19,522</b>
% Collected	96.06%	98.72%



Comments/Notes - Receivables Rates

**Receivables - General**

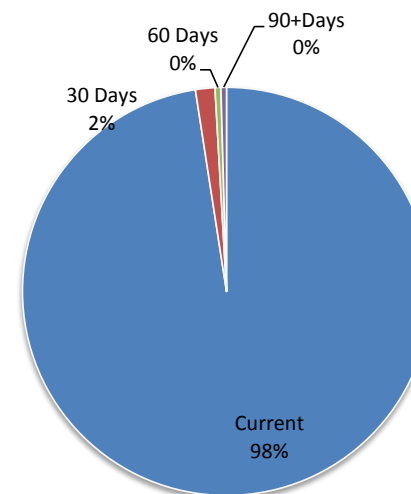
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	22,936	361	110	103
<b>Total Receivables General Outstanding</b>				<b>23,510</b>

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



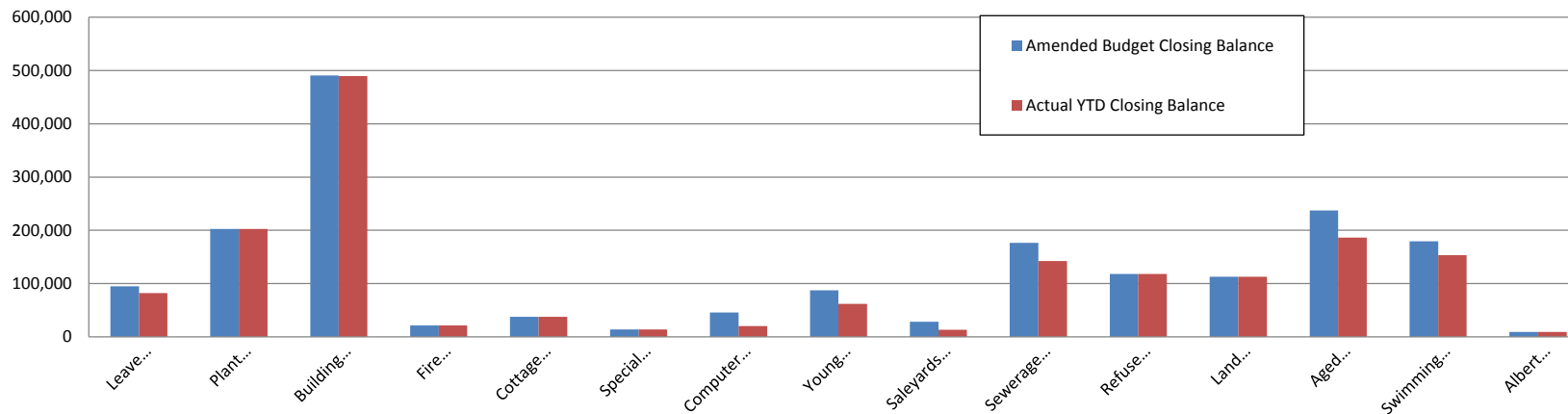
Comments/Notes - Receivables General

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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	\$ 949	\$ 12,000	\$	\$	\$		\$ 94,832	\$ 82,521
Plant Replacement Reserve	200,182	2,694	2,329						202,876	202,511
Building Reserve	483,980	6,514	5,631						490,494	489,611
Fire Fighting Reserve	21,123	284	246						21,407	21,369
Cottage Homes Reserve	37,172	500	432						37,672	37,604
Special Events Reserve	14,010	189	163						14,199	14,173
Computer Reserve	20,087	606	234	25,000					45,693	20,321
Young Singles Accommodation Reserve	61,296	1,162	713	25,000					87,458	62,009
Saleyards Reserve	13,190	379	153	15,000					28,569	13,343
Sewerage Reserve	141,033	2,342	1,641	32,980					176,355	142,674
Refuse Reserve	116,703	1,571	1,358						118,274	118,061
Land Development Reserve	111,712	1,504	1,300						113,216	113,012
Aged Persons Accommodation Reserve	184,185	3,152	2,143	50,000					237,337	186,328
Swimming Pool Reserve	151,819	2,380	1,766	25,000					179,199	153,585
Albert Facey Homestead Reserve	9,364	126	109						9,490	9,473
Fuel Facility	0	337		25,000				Res 160817-22	25,337	0
	<b>1,647,428</b>	<b>25,000</b>	<b>19,167</b>	<b>209,980</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,882,408</b>	<b>1,666,595</b>

**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 January 2018**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 01 2018			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
37,634	(3,789)	36,606	2,761	P0AE CEO Vehicle	(1,600)	2,761	4,361	GL 102230.72
	(2,400)			P0AF CEO Vehicle	(2,200)	0	2,200	GL 102230.72
48,000	(7,220)	14,545	(26,235)	P2473 Hino 300 Series 6 Wheel Truck	(28,364)	(26,235)	2,129	GL 160020.72
118,000	(17,748)	95,000	(5,252)	P813 Cat Grader	(13,293)	(5,252)	8,041	GL 160020.72
	(6,600)			P2R MWS Colorado	(9,000)	0	9,000	GL 160020.72
28,000	(5,247)	30,909	8,156	P2QF Facey Group Utility	3,560	8,156	4,596	GL 160030.70
	(4,900)			P182 Tincurrin Fire Truck	(44,100)	0	44,100	GL 160030.70
			0	<b>Land &amp; Buildings</b>			0	
	(27,000)			5 Smith Street	152,000	0	(152,000)	GL 139730.70
<b>231,634</b>	<b>(74,904)</b>	<b>177,060</b>	<b>(20,570)</b>		<b>57,003</b>	<b>(20,570)</b>	<b>(77,573)</b>	

**Comments - Capital Disposal/Replacements**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 9: RATING INFORMATION**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>Differential General Rate</b>											
GRV	0.0703	195	1,823,479	128,194	93	969	127,318	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											
<b>Sub-Totals</b>		470	128,600,714	1,450,481	93	969	1,449,605	1,450,481	1,700	0	1,452,181
<b>Minimum Payment</b>	<b>Minimum \$</b>										
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											
<b>Sub-Totals</b>		780	363,123	29,640	0	0	29,640	29,640	0	0	29,640
Ex Gratia Rates							1,479,245				1,481,821
Discount							8,454				8,454
Rates Writeoffs							(128,401)				(132,500)
<b>Amount from General Rates</b>							(40)				(100)
Specified Area Rates							<b>1,359,257</b>				<b>1,357,675</b>
<b>Totals</b>							<b>1,359,257</b>				<b>1,357,675</b>

Comments - Rating Information

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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		12,653	21,960	57,280	47,973	2,210	3,520	24/06/2020
Loan 102 - WD Sports Club SS Greens	38,805		5,844	5,844	32,961	32,961	1,494	1,494	17/01/2023
	108,738	0	18,497	27,804	90,241	80,934	3,704	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 January 2018**

**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)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	442,492	0	442,492	0	238,417	204,076
Grants Commission - Roads	WALGGC	Y	222,810	0	222,810	0	115,987	106,823
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	21,300	0	21,300	0	22,013	(713)
FESA Grant - Tincurrin Fire Truck	Dept. of Fire & Emergency Serv.	Y	369,400	0		369,400	0	369,400
<b>HOUSING</b>								
Grants - Aged Housing	Regional Development & Lands	Y	28,540			28,540	28,541	(1)
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
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		4,000	(4,000)
<b>TRANSPORT</b>								
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	303,321	168,536
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
<b>EDUCATION</b>								
	RDA movie nights	Y	4,200		4,200			4,200
<b>TOTALS</b>			<b>2,044,642</b>	<b>0</b>	<b>796,304</b>	<b>1,248,338</b>	<b>782,780</b>	<b>1,261,862</b>
Operating	Operating		796,304				479,459	
Non-Operating	Non-operating		1,248,338				303,321	
			<u>2,044,642</u>				<u>782,780</u>	



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31-Jan-18
	\$	\$	\$	\$
Housing Bonds	0	1,250	(1,250)	0
Master Key Deposits	0	1,200	(600)	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	320	(320)	0
Building and BCITF	0	165	(108)	57
Ram Pavillion	0	0	0	0
LCDC Landcare	0	0	0	0
Cat/Dog Trap Hire	0	100	(50)	50
WDSC Replacement Greens	69,613	9,907	0	79,520
Kidsport	0	0	0	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	390	(390)	2,329
Yealering Bowling Club Greens	15,800	3,000	0	18,800
	<b>87,742</b>	<b>16,332</b>	<b>(2,718)</b>	<b>101,356</b>

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 January 2018

Note 13: CAPITAL ACQUISITIONS

		31/01/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Land for Resale						
	Community Amenities						
	<b>Community Amenities Total</b>	0	0	0	0	0	
○	<b>Land for Resale Total</b>	0	0	0	0	0	
	Land & Buildings						
	Housing						
○	Upgrade Cottage Homes	CLCH1 (100,000)	(79,331)	0	79,331	0	Not commenced as YET
○	7 Smith Street Roof	LHS2C (22,000)	(12,831)	0	(21,911)	0	Not commenced as YET
	<b>Housing Total</b>	<b>(122,000)</b>	<b>(92,162)</b>	<b>0</b>	<b>57,420</b>	<b>0</b>	
	Community Amenities						
○	Wickepin Cemetery Upgrade	WCU1 0	0	0	0	0	
○	Harrismith Cemetery Upgrade	HCU1 (20,000)	(11,662)	0	11,662	0	
	CAC new car port	WBC3 (5,000)	(2,912)	0	2,912	0	
	<b>Community Amenities Total</b>	<b>(25,000)</b>	<b>(14,574)</b>	<b>0</b>	<b>14,574</b>	<b>0</b>	
○	<b>Recreation And Culture Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	Transport						
○	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	Economic Services						
○	<b>Economic Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
○	<b>Land and Buildings Total</b>	<b>(147,000)</b>	<b>(106,736)</b>	<b>0</b>	<b>71,994</b>	<b>0</b>	
	Footpaths						
	Transport						
○	Footpaths Wickepin	LFP1 (32,843)	(19,152)	(6,188)	12,964	0	
○	Footpaths Yealering	LFP2 0	0	(115)	(115)	0	
○	<b>Transport Total</b>	<b>(32,843)</b>	<b>(19,152)</b>	<b>(6,303)</b>	<b>12,849</b>	<b>0</b>	
○	<b>Footpaths Total</b>	<b>(32,843)</b>	<b>(19,152)</b>	<b>(6,303)</b>	<b>12,849</b>	<b>0</b>	
	Furniture & Office Equip.						
	Governance						
○					0	0	
○					0	0	
○	<b>Governance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	Housing						
●	Lifestyle Village Capital	CLCH2 (36,000)	(21,000)	(34,742)	(13,742)	0	
○		0	0	0	0	0	
○		0	0	0	0	0	
○	<b>Housing Total</b>	<b>(36,000)</b>	<b>(21,000)</b>	<b>(34,742)</b>	<b>(13,742)</b>	<b>0</b>	
○	<b>Furniture &amp; Office Equip. Total</b>	<b>(36,000)</b>	<b>(21,000)</b>	<b>(34,742)</b>	<b>(13,742)</b>	<b>0</b>	
	Plant , Equip. & Vehicles						
	Governance						
●	Holden Colorado CEO PDAF and P0AG	1064 (70,364)	(41,041)	(37,970)	3,071	0	
○	<b>Governance Total</b>	<b>(70,364)</b>	<b>(41,041)</b>	<b>(37,970)</b>	<b>3,071</b>	<b>0</b>	
	Community Amenities						

SHIRE OF WICKEPIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 January 2018

Note 13: CAPITAL ACQUISITIONS

		31/01/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Law, Order And Public Safety</b>							
○	4x4 Broadacre Firetruck - Tincurrin	1184	(369,400)	(215,481)	0	215,481	0 Held over from 2016/17
<b>Law, Order and Public Safety Total</b>			<b>(369,400)</b>	<b>(215,481)</b>	<b>0</b>	<b>215,481</b>	<b>0</b>
<b>Recreation And Culture</b>							
<b>Recreation And Culture Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transport</b>							
●	Hino 300 Maintenance Truck	6034	(71,470)	(29,779)	(74,668)	(44,889)	0
●	P813 Grader	6034	(353,000)	(147,083)	(336,700)	(189,617)	0
●	P2433 Bin for Truck Tray	6034	(9,500)	(3,958)	(9,500)	(5,542)	0
●	MWS Nissan Navara or Colorado	6034	(43,015)	(17,923)	(49,091)	(31,168)	0
○	Facey Group Ute	6034	(28,000)	(11,667)		11,667	0
●	Depot Hoist	LDP1	(13,000)	(7,581)	(13,385)	(5,804)	0
<b>Transport Total</b>			<b>(517,985)</b>	<b>(294,553)</b>	<b>(483,344)</b>	<b>165,610</b>	<b>0</b>
<b>Economic Services Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plant , Equip. &amp; Vehicles Total</b>			<b>(957,749)</b>	<b>(335,594)</b>	<b>(521,314)</b>	<b>168,681</b>	<b>0</b>
<b>Infrastructure Other</b>							
<b>Recreation and Culture</b>							
<b>Recreation And Culture Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Community Amenity</b>							
●	Sewerage Dam	LEDC	(15,500)	(9,037)	(11,127)	(2,090)	0 carried over from 2016/17
<b>Community Amenity Total</b>			<b>(15,500)</b>	<b>(9,037)</b>	<b>(11,127)</b>	<b>(2,090)</b>	<b>0</b>
<b>Public Facilities Total</b>			<b>(15,500)</b>	<b>(9,037)</b>	<b>(11,127)</b>	<b>(2,090)</b>	<b>0</b>
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
●	Wickepin Corrigin Road	RG001	(86,997)	(50,743)	(55,053)	(4,310)	0
○	Wickepin Harrismith Road	RG002	(95,000)	(55,412)	(5,000)	50,412	0
●	Pingelly Wickepin Road	RG003	(133,560)	(77,910)	(179,999)	(102,089)	0
<b>Regional Road Group Total</b>			<b>(315,557)</b>	<b>(184,065)</b>	<b>(240,051)</b>	<b>(55,986)</b>	<b>0</b>
<b>Transport Roads to Recovery</b>							
○	Wickepin Corrigin Road	R2R001	(69,813)	(40,719)	(2,320)	38,399	0
○	Cemetery Road	R2R057	(50,006)	(29,169)	(6,349)	22,820	0
○	Wickepin North Road	R2R015	(90,875)	(53,004)	(38,221)	14,783	0
○	Elsinore Road	R2R033	(50,341)	(29,365)	(17,338)	12,027	0
●	Henry Street	RR38	(12,494)	(7,287)	(15,446)	(8,159)	0
○	Dalton Street	R2115	(10,000)	(5,831)	(3,781)	2,050	0
●	Roberts Street	R2R116	(10,000)	(5,831)	(7,566)	(1,735)	0
●	Connor Street	R2R118	(7,446)	(4,340)	(9,112)	(4,772)	0
●	Coxon Street	R2R122	(2,700)	(1,575)	(6,346)	(4,771)	0
●	Tincurrin South Road	R2R016	(25,448)	(14,840)	(34,511)	(19,671)	0
○	Tincurrin North Road	R2R011	(42,286)	(24,661)	(12,827)	11,834	0
●	Line Road	RR13	(5,448)	(3,178)	(4,032)	(854)	0
○	Malyalling Road	R2R036	(95,000)	(55,412)	(50,476)	4,936	0
<b>Roads to Recovery Total</b>			<b>(471,857)</b>	<b>(275,212)</b>	<b>(208,324)</b>	<b>66,888</b>	<b>0</b>
<b>Transport Black Spot</b>							
○	Line Road	BS008	(228,355)	(133,203)	(55,255)	77,948	0
○	Kirk Rock/ Dalton Road	BS014	(23,900)	(13,937)	0	13,937	0
<b>Blackspot Total</b>			<b>(252,255)</b>	<b>(147,140)</b>	<b>(55,255)</b>	<b>91,885</b>	<b>0</b>
<b>Council Resources Construction</b>							
○	Harrismith South	CO026	(43,005)	(25,081)	0	25,081	0

SHIRE OF WICKEPIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 January 2018

Note 13: CAPITAL ACQUISITIONS

		31/01/2018					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○ Drainage and Headwalls	CODAH	(50,000)	(29,162)	(6,280)	22,882	0	
○ Council Resources Construction Total		(93,005)	(54,243)	(6,280)	47,963	0	
○ Roads Total		(1,132,674)	(660,660)	(509,911)	150,749	0	
● Capital Expenditure Total		(2,321,766)	(1,152,179)	(1,083,396)	388,441	0	

Governance, Audit and Community Services

## 10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Bullock – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	2 February 2018

Enclosure / Attachment: List of Accounts  
 Background: List of Accounts remitted during the period from 1 December 2017 to 31 January 2018.

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
EFT	7959 – 8056	\$ 358,102.76
Cheques	15483 – 15493	\$ 20,676.95
Payroll	December	\$ 99,274.44
Superannuation	December	\$ 12,990.87
Credit Card	December	\$ 3,314.70
Direct Deductions	December	\$ 5,364.51
<b>Trust</b>		
EFT		\$ 0.00
Cheques	1296 – 1297	\$ 1040.00
	<b>DECEMBER TOTAL</b>	<u>\$ 500,764.23</u>

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
EFT	8057 – 8093, 8095 – 8117	\$ 498,226.72
Cheques	15494 – 15499	\$ 23,541.97
Payroll	January	\$ 87,366.71
Superannuation	January	\$ 11,484.33
Credit Card	January	\$ 1,656.05
Direct Deductions	January	\$ 5,484.25
<b>Trust</b>		
EFT	8094	\$ 50.00
Cheques		\$ 0.00
	<b>JANUARY TOTAL</b>	<u>\$ 627,810.03</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 costing's and the amounts shown have been remitted.

<b>Comment:</b>	Detailed answers to queries can be obtained for presentation at council meeting.
<b>Statutory Environment:</b>	Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)
<b>Policy Implications:</b>	Policy 3.1.7 - Cheque Issue
<b>Strategic Implications:</b>	Not applicable
<b>Recommendation:</b>	That Council acknowledges that payments totalling \$1,128,574.26 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.
<b>Voting Requirements:</b>	Simple majority

### Resolution No

Moved Cr / Seconded Cr

That Council acknowledges that payments totalling \$1,128,574.26 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					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
1296	20/12/2017	Mrs Oliva Dawes	Refund Bond		\$ 600.00
1297	22/12/2017	DOCEP - Bond Administrator	Bond Lodgement - U3 Cottage Homes		\$ 440.00
EFT7959	5/12/2017	Narrogin Sports Power	Items for Swimming Pool	\$ 55.49	
EFT7960	5/12/2017	Best Office Systems	Konica Minolta Copier Charges	\$ 548.32	
EFT7961	5/12/2017	Covs	Parts for Plant, Spray Mark & Protective Equipment	\$ 632.87	
EFT7962	5/12/2017	Dc & Lb Curtis	New Roof & Insulation for Oil Shed	\$ 1,793.00	
EFT7963	5/12/2017	AC & EJ Fulford & CO	Tip Maintenance and Cleaning Creek on Collins St	\$ 2,640.00	
EFT7964	5/12/2017	J C B Construction Equipment Australia	Filter for WK697	\$ 112.49	
EFT7965	5/12/2017	Landmark Engineering & Design Pty Ltd	Benches for Wk Community Centre Courts	\$ 1,218.80	
EFT7966	5/12/2017	Wagin Midalia Steel	Signpost Pipes for Line, Malyalling & Tincurrin North Rds	\$ 1,642.30	
EFT7967	5/12/2017	Komatsu Australia Pty Ltd	Filters for WK518 & WK822	\$ 917.49	
EFT7968	5/12/2017	Narrogin Hire Service And Reticulation	Reticulation Parts	\$ 380.40	
EFT7969	5/12/2017	Narrogin Quarry Operations	Cracker Dust for Wk-Corrigin Rd	\$ 202.71	
EFT7970	5/12/2017	Star Track Express	Freight on Items From JR Hersey	\$ 56.03	
EFT7971	5/12/2017	Rapid Print Finishing	Binding of Council Minutes	\$ 89.10	
EFT7972	5/12/2017	Pingelly Tyre Service	Tyres & Repairs for WK632, WK342 & WK3680	\$ 3,875.00	
EFT7973	5/12/2017	Redfish Technologies Pty Ltd	Projector Screen for Council Chambers	\$ 730.40	
EFT7974	5/12/2017	A F Smith & A L Bullock	Repairs to Yea Cvn Pk	\$ 568.00	
EFT7975	5/12/2017	T-quip	Part for WK642	\$ 38.15	
EFT7976	5/12/2017	Janet Vlahov Photography	Council Photos	\$ 300.00	
EFT7977	5/12/2017	Wickepin Motors	Repairs to WK0	\$ 489.50	
EFT7978	12/12/2017	Air Liquide Wa Pty Ltd	Cylinder Rental for November 2017	\$ 92.21	
EFT7979	12/12/2017	Bitutek	Spray Seal Works	\$126,919.96	
EFT7980	12/12/2017	Country Paint Supplies	White Paint for Yarling Brook Rd Bridge	\$ 69.50	
EFT7981	12/12/2017	Courier Australia	Freight on Parts, Library Books, BFB Clothing & Water Samples	\$ 108.39	
EFT7982	12/12/2017	Kelly Cochrane	October 2017 Cleaning for Yea Hall & Cvn Pk	\$ 952.50	

List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT7983	12/12/2017	Landgate	Interim Valuations	\$ 146.40	
EFT7984	12/12/2017	Dews Excavations	Clean Table Drain Wk-Pingelly Rd	\$ 1,936.00	
EFT7985	12/12/2017	Diamond Lock & Key	Keys for Wk Community Centre	\$ 41.80	
EFT7986	12/12/2017	Easifleet	Facey Group Vehicle Lease	\$ 486.26	
EFT7987	12/12/2017	Everlon Bronze	Cemetery Plaque	\$ 218.90	
EFT7988	12/12/2017	Efire & Safety	Fire Equipment Service	\$ 3,872.00	
EFT7989	12/12/2017	FESA - ESL	2017/18 ESL Quarter 2	\$ 12,172.50	
EFT7990	12/12/2017	Fowler Surveys	Centreline Spotting & Shoulder Pickup	\$ 2,156.00	
EFT7991	12/12/2017	Great Southern Fuel Supplies	November 2017 Fuel Account	\$ 14,507.29	
EFT7992	12/12/2017	Geoff Perkins Farm Machinery	Part for WK475	\$ 228.65	
EFT7993	12/12/2017	Great Southern Paving	Asphalt for Fence Rd & Wk-Harrismith Rd	\$ 8,937.50	
EFT7994	12/12/2017	J R & A Hersey Pty Ltd	Parts for WK2489, Oil Pump, Depot, WK-Pingelly Rd & Parks & Gardens	\$ 670.44	
EFT7995	12/12/2017	Harris Zuglian Electrics	Depot Hoist Installation & U3 Cottage Homes Repairs	\$ 2,384.95	
EFT7996	12/12/2017	Narrogin Ford	Replacement MWS Vehicle	\$ 20,000.00	
EFT7997	12/12/2017	Jim's Pest Control	Treatment for Spiders & Rodent Baiting	\$ 5,252.50	
EFT7998	12/12/2017	Shire Of Mingenew	LG Professionals Dinner Reimbursement	\$ 35.18	
EFT7999	12/12/2017	MJB Industries	Headwalls for Line Rd	\$ 3,448.50	
EFT8000	12/12/2017	Great Southern Waste Disposal	November 2017 Waste Collection & Bulk Pickup Transfer Stations	\$ 6,218.10	
EFT8001	12/12/2017	Star Track Express	Freight on Parts & Late Fees	\$ 107.15	
EFT8002	12/12/2017	Officeworks Superstores Pty Ltd	Stationery	\$ 160.36	
EFT8003	12/12/2017	PCS	Monthly Fees	\$ 85.00	
EFT8004	12/12/2017	Parrys	Clothing	\$ 350.10	
EFT8005	12/12/2017	Maureen Susan Preedy	Cleaning of Yea Toilets, Hall & Caravan Park	\$ 545.00	
EFT8006	12/12/2017	Tpg Town Planning, Urban Design And Heritage	WSAHA Concept Plan Monthly Fee	\$ 9,900.00	
EFT8007	12/12/2017	Shire Of Wickepin	CRC Community Grant - Venue Hire for Seniors Lunch	\$ 160.00	
EFT8008	12/12/2017	Peter Robert Stribling	Yealering Caravan Park Commission for November 2017	\$ 112.91	



List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8009	12/12/2017	Stewart & Heaton	Fire Jackets & Pants	\$ 3,492.65	
EFT8010	12/12/2017	A F Smith & A L Bullock	Repairs to Hsm Golf Club, WK Cvn Pk, Art & Crafts & Clean Netball Courts	\$ 1,550.00	
EFT8011	12/12/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT8012	12/12/2017	Wickepin Hotel And Harvest Cafe	Refreshments	\$ 1,053.92	
EFT8013	12/12/2017	Wickepin Newsagency	November 2017 Account	\$ 177.45	
EFT8014	12/12/2017	Wickepin Community Resource Centre	He Shed She Shed Donation	\$ 470.00	
EFT8015	12/12/2017	Wayfound	Printing	\$ 582.45	
EFT8016	12/12/2017	Lake Yealering Progress Association	Community Grant - Tourism Brochure	\$ 2,000.00	
EFT8017	12/12/2017	Yealering Shop	November Account	\$ 19.70	
EFT8018	22/12/2017	Australia Post	November 2017 Account	\$ 175.94	
EFT8019	22/12/2017	Frances Allan	Councillor Sitting Fees Jun - Dec 2017	\$ 2,330.08	
EFT8020	22/12/2017	Wes Astbury	Councillor Sitting Fees Jun - Dec 2017	\$ 2,302.68	
EFT8021	22/12/2017	Aquatic Services WA	Replace & Calibrate WK Oval Compact Controller	\$ 1,848.00	
EFT8022	22/12/2017	Triset Boss P / L	Cheques	\$ 693.00	
EFT8023	22/12/2017	Tutt Bryant Equipment	Filters for WK541	\$ 1,044.55	
EFT8024	22/12/2017	Burgess Rawson (WA) Pty Ltd	Wk Public Toilets Water Usage	\$ 536.54	
EFT8025	22/12/2017	Best Office Systems	Konica Minolta Copier Charges	\$ 200.85	
EFT8026	22/12/2017	CJD Equipment Pty Ltd	Parts for WK475	\$ 550.00	
EFT8027	22/12/2017	Central Agcare	Donation to Central Agcare as per Budget	\$ 2,000.00	
EFT8028	22/12/2017	Courier Australia	Freight on Parts, Cheques & Facey Group Australia Day Award	\$ 35.49	
EFT8029	22/12/2017	Covs	Parts for Plant, Lawnmowers and Chainsaw	\$ 1,077.26	
EFT8030	22/12/2017	Clark Equipment	Parts for WK2489	\$ 123.24	
EFT8031	22/12/2017	Dc & Lb Curtis	Supply & Install New Roof Yea Tennis Club Toilet Block	\$ 5,148.00	
EFT8032	22/12/2017	Edwards Motors Pty Ltd	Repairs to WK632	\$ 140.60	
EFT8033	22/12/2017	Ewen Rural Supplies	November 2017 Account	\$ 3,759.31	
EFT8034	22/12/2017	AC & EJ Fulford & CO	Construct Sewer Dam & Maintain Dump	\$ 12,760.00	
EFT8035	22/12/2017	Cr Gerri Hinkley	Councillor Sitting Fees Jun - Dec 2017	\$ 2,430.92	

List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8036	22/12/2017	Sarah Jane Hyde	Councillor Sittng Fees Jun - Dec 2017	\$ 337.60	
EFT8037	22/12/2017	Jason Signmakers	Facey Group Australia Day Award	\$ 53.90	
EFT8038	22/12/2017	Kels Tyres	Tyre Valves for WK475 & WK2489	\$ 25.30	
EFT8039	22/12/2017	Cr Allan Lansdell	Councillor Sitting Fees Jun - Dec 2017	\$ 812.80	
EFT8040	22/12/2017	Metal Artwork Creations	Desk Plaque - Agatha Prior	\$ 53.90	
EFT8041	22/12/2017	Steven John Martin	Councillor Sitting Fees Jun - Dec 2017	\$ 1,168.56	
EFT8042	22/12/2017	Narrogin Hire Service And Reticulation	PVC for Yarling Court	\$ 48.00	
EFT8043	22/12/2017	Narrogin Glass	Flywire Doors for Yea Cvn Pk	\$ 3,015.60	
EFT8044	22/12/2017	Narrogin Pumps, Solar And Spraying	Pump for WK248 Water Tank & Sewer Ponds, Ph buffer, Reticulation & Parts for Standpipes	\$ 1,581.47	
EFT8045	22/12/2017	Narrogin Agricultural Repairs	Parts for Chainsaws	\$ 311.60	
EFT8046	22/12/2017	Narrogin Betta Home Living	Replacement Kettle for Depot	\$ 39.95	
EFT8047	22/12/2017	Narrogin Junior Basketball	Kidsport Vouchers	\$ 130.00	
EFT8048	22/12/2017	Wagin Plumbing	Repairs to WK Oval Reticulation	\$ 1,325.50	
EFT8049	22/12/2017	Pingelly Tyre Service	Tyre & Tube for WK2567 & WK813	\$ 338.12	
EFT8050	22/12/2017	Sebel Pty Ltd	Wk Community Centre Tables	\$ 2,642.64	
EFT8051	22/12/2017	A F Smith & A L Bullock	Repairs to U2 Yarling Court	\$ 78.00	
EFT8052	22/12/2017	Shire Of Narrogin	Building & EHO Services Oct & Nov 2017	\$ 2,420.00	
EFT8053	22/12/2017	Twinkarri P / L	Tree Pruning for Line, Malyalling Cemetery, WK-Hsm & Dwelyerdine Rds	\$ 51,557.00	
EFT8054	22/12/2017	Wickepin Rural Services	November Account	\$ 3,235.70	
EFT8055	22/12/2017	Western Australian Local Government Association	Elected Member Training - Cr Hyde	\$ 195.00	
EFT8056	22/12/2017	Yealering Hotel	Staff Christmas Party	\$ 1,540.00	
15483	5/12/2017	Cr Julie Russell	Reimbursement of Items for Seniors Christmas Lunch	\$ 277.30	
15484	12/12/2017	Judith Faye Bransby	Reimburse Overcharges	\$ 70.49	
15485	12/12/2017	Telstra	Phone Account	\$ 1,605.08	
15486	12/12/2017	Synergy	Power for Streetlights	\$ 1,758.75	

List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
15487	12/12/2017	Water Corporation	Water Account for Storage Tank on Rabbit Proof Fence Rd	\$ 41.85	
15488	14/12/2017	Shire Of Wickepin	Petty Cash Reimbursement: Swimming Pool Float, Magnifying Glass, Afternoon Tea, Christmas Decorations	\$ 131.50	
15489	22/12/2017	Nathan Stewart Astbury	Councillor Sitting Fees Jun - Dec 2017	\$ 415.00	
15490	22/12/2017	A & A Corasaniti	Concrete Ramp	\$ 6,105.44	
15491	22/12/2017	Cr Julie Russell	Councillor Sitting Fees Jun - Dec 2017	\$ 3,562.80	
15492	22/12/2017	Synergy	Power Accounts	\$ 1,514.40	
15493	22/12/2017	Water Corporation	Water Accounts	\$ 5,194.34	
DD9410.1	6/12/2017	WA Local Government Super Plan	Payroll deductions	\$ 5,094.78	
DD9410.2	6/12/2017	ANZ Super	Superannuation contributions	\$ 450.47	
DD9410.3	6/12/2017	Prime Super	Superannuation contributions	\$ 228.36	
DD9410.4	6/12/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 240.28	
DD9410.5	6/12/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 157.54	
DD9410.6	6/12/2017	Colonial First State	Superannuation contributions	\$ 133.47	
DD9410.7	6/12/2017	MTAA Super Fund	Superannuation contributions	\$ 460.72	
DD9410.8	6/12/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 111.22	
DD9418.1	20/12/2017	WA Local Government Super Plan	Payroll deductions	\$ 4,586.85	
DD9418.2	20/12/2017	ANZ Super	Superannuation contributions	\$ 387.97	
DD9418.3	20/12/2017	Prime Super	Superannuation contributions	\$ 180.86	
DD9418.4	20/12/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 192.78	
DD9418.5	20/12/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 79.29	
DD9418.6	20/12/2017	Colonial First State	Superannuation contributions	\$ 276.07	
DD9418.7	20/12/2017	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9418.8	20/12/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 44.49	
DD9423.1	1/12/2017	ANZ Bank	Merchant Fees for EFTPOS Terminal	\$ 253.31	

List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
DD9423.3	6/12/2017	ANZ Bank	Credit Card: Plate Remake, Councillor Gratuity, Heavy Vehicle Licences, LG Professionals Conference Accommodation & Worksafe High Risk Work Licence	\$ 3,314.70	
DD9423.4	7/12/2017	American Express Australia Limited	Merchant Fees EFTPOS Terminal Amex Payments	\$ 0.48	
DD9423.5	13/12/2017	James Matthews	Pool Manager Contract Payment 10/2017-18	\$ 2,376.06	
DD9423.6	27/12/2017	James Matthews	Pool Manager Contract Payment 11/2017-18	\$ 2,376.06	
DD9423.7	27/12/2017	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
	07/12/2017	Gross Payroll		\$ 53,217.95	
	21/12/2017	Gross Payroll		\$ 46,056.49	
				<b>\$499,724.23</b>	<b>\$1,040.00</b>

List of Accounts Due & Submitted to Committee					
January 2018					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8057	08/01/2018	AMPAC Debt Recovery (WA) Pty Ltd	Debt Recovery Costs December 2017	\$ 1,490.28	
EFT8058	08/01/2018	Bitutek	Bituminous Spray Seal Works	\$ 50,932.02	
EFT8059	08/01/2018	Amanda Louise Smith	Reimbursement - Council Meeting Items & Keyboard	\$ 130.15	
EFT8060	08/01/2018	Covs	Parts for Plant Items, Depot & WK-Pingelly Rd	\$ 708.26	
EFT8061	08/01/2018	Dews Excavations	Line Rd Headwall Installation	\$ 726.00	
EFT8062	08/01/2018	Edwards Motors Pty Ltd	CEO Vehicle Changeover	\$ 1,500.00	
EFT8063	08/01/2018	Harris Zuglian Electrics	Repairs at U2 Yarling Court	\$ 595.10	
EFT8064	08/01/2018	Komatsu Australia Pty Ltd	Parts & Repairs to WK518	\$ 9,347.54	
EFT8065	08/01/2018	Narrogin Hire Service And Reticulation	Retic Parts	\$ 228.00	
EFT8066	08/01/2018	Great Southern Waste Disposal	December 2017 Waste Collection & Bulk Pickup Transfer Stations	\$ 7,538.10	
EFT8067	08/01/2018	Narrogin Glass	Window for WK813	\$ 215.60	
EFT8068	08/01/2018	Narrogin Hardware Makit	Parts for Yea Hall, Wk Cvn Pk & Tip	\$ 82.80	
EFT8069	08/01/2018	Narrogin & Districts Netball Association	Kidsport Voucher	\$ 115.00	
EFT8070	08/01/2018	Officeworks Superstores Pty Ltd	Certificate Frames	\$ 82.45	
EFT8071	08/01/2018	PCS	IT Support for Nov - Dec	\$ 340.00	
EFT8072	08/01/2018	Parrys	Staff Clothing	\$ 344.20	
EFT8073	08/01/2018	Wagin Plumbing	Repair Damaged Sewer Lines at Facey Group Building	\$ 1,833.70	
EFT8074	08/01/2018	Maureen Susan Preedy	Cleaning Yea Toilets & Cvn Pk	\$ 657.50	
EFT8075	08/01/2018	Pracsys	WSAHA Cost Benefit Analysis	\$ 11,869.00	
EFT8076	08/01/2018	Kirstin Rigby	WK Caravan Park Commission	\$ 71.03	
EFT8077	08/01/2018	Sheridan's For Badges	Staff Name Badges	\$ 79.09	
EFT8078	08/01/2018	Peter Vlahov	Reimbursement - Repairs to Mobile	\$ 190.00	
EFT8079	08/01/2018	Western Australian Treasury Corp	Loan No. 102 Payment	\$ 5,792.79	
EFT8080	08/01/2018	WA Hino Sales & Service	WK2473 Vehicle Changeover	\$ 66,135.04	
EFT8081	08/01/2018	Wilsons Sign Solutions	Councillor Honour Board Update	\$ 116.60	
EFT8082	08/01/2018	Westrac Equipment	WK813 Vehicle Changeover	\$ 265,870.00	

List of Accounts Due & Submitted to Committee					
January 2018					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8083	08/01/2018	WESTERN AUSTRALIAN TREASURY CORP	Government Guarantee Fee	\$ 376.56	
EFT8084	15/01/2018	Narrogin Sports Power	Child Swim Vest	\$ 87.97	
EFT8085	15/01/2018	Courier Australia	Freight on Water Samples	\$ 22.11	
EFT8086	15/01/2018	Landgate	Rural UV Interim Valuation	\$ 80.90	
EFT8087	15/01/2018	Great Southern Fuel Supplies	December Account	\$ 11,468.53	
EFT8088	15/01/2018	Grab Photography & Design	Harrismith Cemetery Concept Development	\$ 2,117.50	
EFT8089	15/01/2018	Landmark Engineering & Design Pty Ltd	Bins	\$ 11,886.60	
EFT8090	15/01/2018	Narrogin Hire Service And Reticulation	Hose & Fittings	\$ 58.20	
EFT8091	15/01/2018	Shire Of Narrogin	Ranger Services	\$ 302.00	
EFT8092	15/01/2018	Wickepin Rural Services	December Account	\$ 1,597.90	
EFT8093	15/01/2018	Wickepin Community Resource Centre	2017/18 Budget Allocation	\$ 17,971.36	
EFT8094	16/01/2018	Sarah Jane Hyde	Cat Trap Bond Refund		\$ 50.00
EFT8095	16/01/2018	Australia Post	December 2017 Account	\$ 179.85	
EFT8096	16/01/2018	Air Liquide Wa Pty Ltd	Cylinder Rental	\$ 95.30	
EFT8097	16/01/2018	Building Supplies W A	Ceiling Panels for WK & HSM Community Centres & Yea Hall	\$ 262.40	
EFT8098	16/01/2018	Corner's Auto Electrics	Repairs to WK0	\$ 63.25	
EFT8099	16/01/2018	Kelly Cochrane	Cleaning Yea Hall & Cvn Pk	\$ 600.00	
EFT8100	16/01/2018	Dial Before You Dig	Dial Before You Dig Referrals Oct - Dec 2017	\$ 110.00	
EFT8101	16/01/2018	Easifleet	Facey Group Vehicle Lease	\$ 486.26	
EFT8102	16/01/2018	Fowler Surveys	Spot Centreline Wk-Pingelly Rd	\$ 1,452.00	
EFT8103	16/01/2018	Narrogin Hire Service And Reticulation	Reticulation Parts for WK Cvn Pk	\$ 804.03	
EFT8104	16/01/2018	Narrogin Toyota	Parts for Chainsaws, Lawnmowers, Quickcut Saw & Whipper Snipper	\$ 2,280.78	
EFT8105	16/01/2018	The Workwear Group Pty Ltd	Uniform	\$ 549.00	
EFT8106	16/01/2018	TPG Town Planning, Urban Design And Heritage	WASHA Concept Plan	\$ 9,900.00	
EFT8107	16/01/2018	RJ Smith Engineering	Parts for WK518 & WK2433	\$ 687.50	
EFT8108	16/01/2018	A F Smith & A L Bullock	Repairs to 5 Smith St & Wk Community Centre	\$ 920.60	

List of Accounts Due & Submitted to Committee					
January 2018					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8109	16/01/2018	Wickepin Newsagency	December 2017 Account	\$ 184.60	
EFT8110	17/01/2018	Southern Cross Austereo	Australia Day Radio Commercials	\$ 319.00	
EFT8111	29/01/2018	Burgess Rawson (WA) Pty Ltd	Fuel Facility Rent & Management Fees	\$ 2,648.25	
EFT8112	29/01/2018	Courier Australia	Freight on Bushfire Clothing	\$ 16.10	
EFT8113	29/01/2018	Ewen Rural Supplies	December Account	\$ 2,511.07	
EFT8114	29/01/2018	Jason Signmakers	Signs and brackets	\$ 336.60	
EFT8115	29/01/2018	PCS	Computer Support	\$ 170.00	
EFT8116	29/01/2018	Phil's Electrics	Check Air Con Yea Bowling Club	\$ 261.25	
EFT8117	29/01/2018	Western Australian Local Government Association	Short Course eLearning Sam Dawes & Agatha Prior	\$ 429.00	
15494	08/01/2018	Telstra	Phone Account to 13.12.17	\$ 1,659.17	
15495	08/01/2018	Water Corporation	Water Accounts	\$ 6,375.60	
15496	15/01/2018	Telstra	Bushfire SMS Messages Account	\$ 229.50	
15497	15/01/2018	Synergy	Power for Streetlights	\$ 1,732.15	
15498	16/01/2018	E I & SM Astbury	Gravel for Line Rd	\$ 3,300.00	
15499	29/01/2018	Synergy	Power Account	\$ 10,245.55	
DD9425.1	03/01/2018	WA Local Government Super Plan	Payroll deductions	\$ 4,285.97	
DD9425.2	03/01/2018	ANZ Super	Superannuation contributions	\$ 387.97	
DD9425.3	03/01/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9425.4	03/01/2018	ING Custodians Pty Ltd	Superannuation contributions	\$ 192.78	
DD9425.5	03/01/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 59.47	
DD9425.6	03/01/2018	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9425.7	03/01/2018	Colonial First State	Superannuation contributions	\$ 153.73	
DD9434.1	02/01/2018	ANZ Bank	Merchant Fees EFTPOS Terminal	\$ 228.63	
DD9434.2	02/01/2018	Westnet Pty Ltd	Internet Fees	\$ 144.90	
DD9434.3	09/01/2018	ANZ Bank	Credit Card Payment High Risk Work Licence, Resigning Staff Gift, WK0 & OWK Changeover Registration & Plate Change Fees, Dangerous Goods	\$ 1,656.05	

List of Accounts Due & Submitted to Committee					
January 2018					
Chq/EFT	Date	Name	Description	Muni	Trust
			Licence		
DD9434.4	10/01/2018	James Matthews	Pool Manager Contract Payment 12/2017-18	\$ 2,376.06	
DD9434.5	24/01/2018	James Matthews	Pool Manager Contract Payment 13/2017-18	\$ 2,376.06	
DD9434.6	24/01/2018	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
DD9440.1	17/01/2018	WA Local Government Super Plan	Payroll deductions	\$ 4,381.31	
DD9440.2	17/01/2018	ANZ Super	Superannuation contributions	\$ 387.97	
DD9440.3	17/01/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9440.4	17/01/2018	ING Custodians Pty Ltd	Superannuation contributions	\$ 192.78	
DD9440.5	17/01/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 84.24	
DD9440.6	17/01/2018	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9440.7	17/01/2018	Amp Flexible Lifetime Super Fund	Superannuation contributions	\$ 111.22	
DD9440.8	17/01/2018	Colonial First State	Superannuation contributions	\$ 153.73	
	04/01/2018	Gross Payroll		\$ 43,753.02	
	18/01/2018	Gross Payroll		\$ 43,613.69	
				<b>\$ 627,760.03</b>	<b>\$ 50.00</b>



Governance, Audit and Community Service

## 10.2.04 – 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:	14 February 2018

Enclosure / Attachment: Nil

Arts and Cultural	<ul style="list-style-type: none"> <li>• Planning for the 2018 Wickepin Art Prize</li> <li>• Planning for Dryandra Makers Trail</li> <li>• Sculpture workshop weekend co-ordinated to support the She Shed/He Shed with projects</li> <li>• Potential grants sought for sculpture workshops leading into Art Prize</li> </ul>
Community Development	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Harrismith Community Centre and Grab Creative re Harrismith cemetery concept plans. Concept plan to be updated and presented at March Townscape &amp; Cultural Planning Committee meeting</li> <li>• Dustbins for Wogolin Road upgraded to bins with shire promotional images. To be installed in March</li> <li>• Bench ordered for Wickepin Heritage Walk Trail as per townscape budget</li> <li>• Support to Yealering Progress Committee as needed</li> </ul> <p><b>War Memorial/Anzac</b></p> <ul style="list-style-type: none"> <li>• Department of Veteran’s Affairs: correspondence and planning regarding ‘Saluting their Service’ Commemorative Grant for research to enable the stories of the fallen of Wickepin War Memorial, including those who enlisted from all wars. Stefanie Green engaged as historian for research.</li> <li>• Planning for 2018 Anzac Day service</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provided notes for Facebook page</li> <li>• Follow up grant opportunities for Shire of Wickepin projects</li> <li>• Informed community members on grant opportunities and events</li> <li>• Correspondence with, and support to, Wickepin CRC re events</li> </ul>
Economic Development	<p><b>Johnston Park (Healthy Communities Precinct)</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Wheatbelt Development Commission (WDC) and suppliers</li> <li>• Exercise equipment installed</li> <li>• Seat and water refill station installed</li> <li>• Solar bollards installed</li> <li>• Information signs designed and manufactured -to be installed in March</li> <li>• Wellbeing Postcards created and to be distributed once park is complete</li> <li>• Hotmix pads to be in place by early March</li> </ul> <p><b>Facey Festival</b></p>

	<ul style="list-style-type: none"> <li>Grant submitted to Tourism WA Regional Events Scheme to fund a production by Scooplight Theatre, bringing the story of Albert Facey to life through the dramatisation of extracts from his book enacted amongst the historical area around the Homestead.</li> <li>Contact made with extended Facey family to return to Wickepin for the weekend</li> <li>Department of Veteran's Affairs: Armistice Centenary Grant Program. Expression of Interest lodged with Rick Wilson's office for a grant to fund a returned soldier's parade. This would fall on the weekend of the Facey Festival and be incorporated into the Facey Carriage Drive.</li> <li>Support to Wickepin P &amp; C to co-ordinate an open garden day to coincide with the Facey Festival</li> <li>Correspondence with Avon&amp; Hills Carriage Driving Club re planning 2018 Facey Carriage Drive</li> </ul>
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> <li>Correspondence with newspapers and magazines re placement of advertising</li> <li>Social media promotion</li> </ul>
Sport and Recreation	<p>Kidsport</p> <ul style="list-style-type: none"> <li>Communication with Kidsport. Vouchers will be processed by Sport and Recreation (WA) from February 2018 onwards. The process will remain the same for individuals, and clubs will automatically receive payment once they lodge voucher numbers. The CDO will provide support to individuals and club who struggle with the new system.</li> <li>Assisted individuals and clubs</li> <li>Kidsport invoices and vouchers processed</li> <li>Contacted adjoining shire sporting clubs with outstanding vouchers</li> <li>Acquitted the current 2017/2018 grant</li> </ul>
Governance Other	<ul style="list-style-type: none"> <li>Staff support as needed</li> <li>Responded to queries from CDO Network</li> <li>Liaison with Manager of Works, CEO, DCEO and ESO for projects needing completion or works to be undertaken</li> </ul>

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Facey Festival	Tourism WA Regional Events Scheme	\$18,000	Pending Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Pending Council contribution in-kind
Enterprising Communities	Regional Development Australia	\$4,110	Acquitted Council Contribution in-kind
Kidsport	Department of Sport and Recreation	\$2,500	Acquitted

**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 council notes the report from the Community Development Officer dated 14 February 2018.

**Voting Requirements:** Simple majority.

### Resolution No

Moved Cr / Seconded Cr

That Council notes the report from the Community Development Officer dated 14 February 2018.

Carried /

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Governance, Audit and Community Service

## 10.2.05 –Department of Transport Provision of Licensing Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GR.SL.1439
Author:	Mark J Hook Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 January 2018

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### Enclosure / Attachment:

1. Dot966417 agreement for the provision of licensing services in shire of Wickepin in terms of section 11 of the road traffic (administration) act 2008
2. Dot966417 agreement for the provision of non-road law functions in shire of Wickepin

### Background:

The Shire of Wickepin agreement with the Department of Transport for the provision of licensing services under Section 11 of the Road Traffic (Administration) Act 2008 expired on the 31<sup>st</sup> December 2017.

Due to the time frames the CEO contacted the Department of Transport and advised them that Council was unable to meet there renewal deadlines as Council had not received the new contracts in time to take them to the December 2017 Council meeting. The Department has amended the renewal timelines to the 31<sup>st</sup> March 2018.

### Comment:

The provision of licensing services at the Shire of Wickepin is delivered as a service to the residents in the Shire of Wickepin the cost of providing the service is offset by the commission fees received from the Department of Transport for undertaking the services on their behalf.

The commissions received from the Department of Transport licensing services for 2016/2017 was \$12,648.82.

The previous Commission fess as agreed under a contract variation on the 9/9/2008 is as follows.

**SCHEDULE B: SCHEDULE OF RATES****SOUTHERN COMMISSION SCHEDULE 1: 1 JULY 2008**

This Schedule 1 relates to commission payment category rates for processing licensing cash receipt and non cash information data input (includes non transaction allowance credit card merchant fees)

**Commission Payment Category Rates****Scale of Fees for On-line Processing - Monetary Transactions**

Category	Average Transaction Time	Commission (Volume < 19,300)	Commission (Volume > 19,300)
Category 1	0 – 3.5 minutes	8.08	5.83
Category 2	3.6 – 5.5 minutes	10.44	7.37
Category 3	5.6 – 8.5 minutes	13.07	9.09
Category 4	8.6 – 10.5 minutes	15.70	10.84
Category 5	10.6 – 14.5 minutes	18.86	12.91
Category 6	14.6 – 20.5 minutes	24.14	16.34
Category 7	20.6 – 29.5 minutes	32.00	21.54
Category 8	29.6 – 35.5 minutes	39.93	26.70
Category – updates		2.74	2.74
Category 9	0 – 3.5 minutes	5.44	4.11
Category 10	3.6 – 5.5 minutes	7.83	5.64
Category 11	5.6 – 8.5 minutes	10.44	7.37
Category 12	8.6 – 10.5 minutes	13.07	9.09
Category 13	10.6 – 14.5 minutes	16.24	11.18
Category 14	14.6 – 20.5 minutes	21.50	14.65
Category 15	20.6 – 29.5 minutes	29.40	19.83
Category 16	29.6 – 35.5 minutes	37.29	25.01
Category 17	45.0 - 50.0 minutes	TBD	TBD
Category 18	120.0 - 125.0 minutes	TBD	TBD

**Southern Commission Schedule 2: 1 July 2008****Commission Payment Rates For Individual Licensing Transactions**

This Schedule 2 relates to commission payment rates for individual licensing transactions processed including cash receipts and non cash information data input (includes non transaction allowance and credit card merchant fees).

**Classification of Transactions**

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
<b>Vehicle Renewals</b>					
Straight Renewal	2	M	1	8.08	5.83
Renewal - with concession update	3	M	1	8.08	5.83
Renewal - with change of address	2.5	M	1	8.08	5.83
Renewal - with change of name	2.5	M	1	8.08	5.83
Renewal - with inspection form (details to be checked)	3	M	1	8.08	5.83
Renewal - with change of plate	3	M	1	8.08	5.83
Renewal - to uniform date	2	M	1	8.08	5.83
Renewal - with transfer infringement	2.5	M	1	8.08	5.83
Renewal - with plate infringement	2.5	M	1	8.08	5.83
Renewal - with variation (change of colour, engine number, body type, make, horsepower, tare, insurance)	3	M	1	8.08	5.83
Renewal - with multiple updates	3	M	1	8.08	5.83
Heavy vehicles - renewal	2	M	1	8.08	5.83
Heavy vehicles - change of nominated use	2	M	1	8.08	5.83
Heavy vehicles - change of concession	2	M	1	8.08	5.83
Heavy vehicles - fixed nominated use advice	2	NM	update	2.74	2.74
Duplicate copy of licence papers	2	M	1	8.08	5.83
Renewal and change of address with no payment	1.75	NM	9	5.44	4.11
<b>Change of Plates</b>					
Straight change of plate	2	M	1	8.08	5.83
Lost or stolen plate change (statutory declaration)	2	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Retained plate (to be issued at a later date)	2	M	1	8.08	5.83
Change plate for original issue of personalised, special series or remake	2	M	1	8.08	5.83
<b>Variation to Vehicle Details</b>					
Change of colour, model, engine number (no fee adjustment)	2	NM	9	5.44	4.11
Change of insurance class (fee adjustment - up or down)	2	M or NM	1 or 9	\$8.08 or \$5.44	\$5.83 or \$4.11
Change of horse power or tare (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$8.08 or \$5.44	\$5.83 or \$4.11
Change of fee type (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$8.08 or \$5.44	\$5.83 or \$4.11
Change in nominated use (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$8.08 or \$5.44	\$5.83 or \$4.11
<b>Vehicle Updates</b>					
Add condition	2	NM	9	5.44	4.11
Delete condition	2	NM	9	5.44	4.11
Add concession	2	NM	9	5.44	4.11
Delete concession	2	NM	9	5.44	4.11
<b>New Registration</b>					
Basic new registration	5	M	2	10.44	7.37
New registration with concession/condition update	5	M	2	10.44	7.37
New registration for heavy vehicle	6	M	3	13.07	8.09
<b>Plate Receipts</b>					
Eastern State plate return	2	NM	9	5.44	4.11
Western Australian plate return - no refund	2	NM	9	5.44	4.11
Western Australian plate return - refund	2.5	NM	9	5.44	4.11
Plate infringements	2	NM	9	5.44	4.11
<b>Transfers</b>					
Transfer details update (multi notification)	0.75	NM	update	2.74	2.74
Transfer update and payment	2.5	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Transfer update, transfer payment and adjustment payment	3	M	1	8.08	5.83
Transfer update, transfer, adjustment and renewal payment	4	M	2	10.44	7.37
Transfer update, transfer, payment and infringement payment	3	M	1	8.08	5.83
Transfer update, concession update and transfer payment	2.5	M	1	8.08	5.83
Transfer update, transfer and renewal payment	3	M	1	8.08	5.83
Deceased estate transfer update and payment	2.5	M	1	8.08	5.83
Divorce settlement transfer update and payment	2.5	M	1	8.08	5.83
First and Final demand letter payment	1.5	M	1	8.08	5.83
Transfer infringement payment	1.5	M	1	8.08	5.83
Eastern States Registration with no inspection required	5	NM	11	10.44	7.37
<b>Dealer Acquisitions</b>					
One to five in one transaction	2	M	1	8.08	5.83
<b>Adjustment Payment</b>					
System generated notification	2	M	1	8.08	5.83
Created by update or variation plus update time	2	M	1	8.08	5.83
<b>Motor Driver Renewal</b>					
Renewal with photograph	2	M	1	8.08	5.83
Renewal without photograph (data card still requires photographing)	2	M	1	8.08	5.83
Renewal with concession application	2	M	1	8.08	5.83
Renewal with concession deleted	2.5	M	1	8.08	5.83
Renewal with change of address	2.5	M	1	8.08	5.83
Change of name or date of birth	2.5	M	1	8.08	5.83
Renewal without payment	1.5	NM	9	5.44	4.11
Renewal and change of address without payment	2	NM	9	5.44	4.11
Duplicate copy of licence	2	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Certified copy of licence	2	NM	9	5.44	4.11
<b>Firearms Renewals</b>					
Renewal	2	M	1	8.08	5.83
Infringement	2	M	1	8.08	5.83
Renewal and infringement	2	M	1	8.08	5.83
<b>Proof of Age</b>					
Application	3	M	1	8.08	5.83
Replacement copy	2	M	1	8.08	5.83
Certified copy	2	NM	9	5.44	4.11
<b>Change of Address (multi advice)</b>					
Motor driver licence	0.5	NM	update	2.74	2.74
Motor vehicle registration	0.5	NM	update	2.74	2.74
Firearms	0.5	NM	update	2.74	2.74
<b>Revenue Transactions</b>					
<b>Off Road Vehicle New Registrations</b>					
New registrations (includes new registration update)	6	M	3	13.07	9.09
Renewals	2.5	M	1	8.08	5.83
Plate change	2.5	M	1	8.08	5.83
Transfers	2.5	M	1	8.08	5.83
Plate receipt - manual	2.5	NM	9	5.44	4.11
<b>Special Plate Applications</b>					
Personalised plates	2	M	1	8.08	5.83
Sporting plates	2.5	M	1	8.08	5.83
Local Authority	2.5	M	1	8.08	5.83
Special Series	2.5	M	1	8.08	5.83
<b>Plate Remake Applications</b>	2	M	1	8.08	5.83
<b>Special Plate Transfers</b>	2	M	1	8.08	5.83
<b>Sale of Disc Holders</b>	2	M	1	8.08	5.83
<b>Maritime Collections</b>					
Boat renewal payments	2	M	1	8.08	5.83
Boat transfer payments	2	M	1	8.08	5.83
Commercial vessel survey payments	2	M	1	8.08	5.83
Hire vessel survey payments	2	M	1	8.08	5.83
Marine payment - miscellaneous	2	M	1	8.08	5.83
Maritime pen duty payments	2	M	1	8.08	5.83



Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Slipway fees	2	M	1	8.08	5.83
<b>Temporary Permits</b>	3	M	1	8.08	5.83
<b>Suspense Receipts</b>	2	M	1	8.08	5.83
<b>Vehicle Modification Permit</b>	2	M	1	8.08	5.83
<b>Dishonoured cheque payments</b>	2	M	1	8.08	5.83
<b>Instructors Fees</b>	2	M	1	8.08	5.83
<b>Original Motor Driver Licence</b>					
New application and application fee payment	5	M	2	10.44	7.37
Issue of Learners Permit	1.5	M	1	8.08	5.83
Update to practical driving assessment incorporating booking the practical driving assessment and provision of meeting point for driving assessment	14	NM	13	16.24	11.18
Practical test update and renewal or duplicate	2	M	1	8.08	5.83
Transfer application, application fee and renewal payment	6	M	3	13.07	9.09
Additional class updates and application fee payment	4	M	2	10.44	7.37
Additional class learner permit	1.5	NM	9	5.44	4.11
Extra practical test payment	2	M	1	8.08	5.83
Extraordinary licence - original application	7	M	3	13.07	9.09
Extraordinary licence - renewal	2	M	1	8.08	5.83
Reissue of lapsed licence and payment of renewal	4	M	2	10.44	7.37
Issue of Medical Assessment	3	NM	9	5.44	4.11
Oral test	10	M	4	15.70	10.84
Written test	15	M	6	24.14	16.34
Procedures if passed	15	M	6	24.14	16.34
Practical test	50	NM	17	TBD	TBD
Practical test	125	NM	18	TBD	TBD
Conducting Computerised Theory Test (CTT)	15	M	6	24.14	16.34
Conducting Hazard Perception Test (HPT)	17	M	6	24.14	16.34
Practical Test update pass - issue Phase II permit and Log Book	3	M	1	8.08	5.83
Phase II application fee payment	3	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Supplementary Phase II application fee payment	3	M	1	8.08	5.83
Verify Log Book details and update Licence record	5	NM	10	7.83	5.64
Issue replacement Log Book	3	NM	9	5.44	4.11
Service of Demerit Point Suspension	5	NM	10	7.83	5.64
Processing of good behaviour period elections	5	NM	10	7.83	5.64
Service of breach notices for good behaviour period	5	NM	10	7.83	5.64

The new commission fees under the proposed Dot966417 agreement for the provision of licensing services in Shire of Wickepin in terms of section 11 of the Road Traffic (administration) Act 2008 is as follows.

**SCHEDULE B: SCHEDULE OF RATES****SOUTHERN REGION COMMISSION SCHEDULE 1: 1 JANUARY 2018**

This Schedule 1 relates to Commission payment category rates for processing licensing cash receipts and non-cash information data input (includes non-transaction allowance and credit card merchant fees).

**Commission Payment Category Rates****Scale of Fees for On-line Processing - Monetary Transactions:**

Category	Average Transaction Time	Commission (Volume ≤ 19,300)	Commission (Volume ≥ 19,301)
Category 1	0 – 3.5 minutes	\$9.71	\$7.01
Category 2	3.6 – 5.5 minutes	\$12.54	\$8.86
Category 3	5.6 – 8.5 minutes	\$15.72	\$10.93
Category 4	8.6 – 10.5 minutes	\$18.88	\$13.03
Category 5	10.6 – 14.5 minutes	\$22.68	\$15.51
Category 6	14.6 – 20.5 minutes	\$29.03	\$19.64
Category 7	20.6 – 29.5 minutes	\$38.48	\$25.89
Category 8	29.6 – 35.5 minutes	\$48.01	\$32.10

**Scale of Fees for On-line Processing - Non Monetary Transactions:**

Category	Average Transaction Time	Commission (Volume ≤ 19,300)	Commission (Volume ≥ 19,301)
Category – updates		\$3.26	\$3.26
Category 9	0 - 3.5 minutes	\$6.49	\$4.90
Category 10	3.6 - 5.5 minutes	\$9.36	\$6.74
Category 11	5.6 - 8.5 minutes	\$12.45	\$8.80
Category 12	8.6 - 10.5 minutes	\$15.60	\$10.86
Category 13	10.6 - 14.5 minutes	\$19.40	\$13.33
Category 14	14.6 - 20.5 minutes	\$25.67	\$17.48
Category 15	20.6 - 29.5 minutes	\$35.10	\$23.68
Category 16	29.6 - 35.5 minutes	\$44.52	\$29.87
Category 17	45.0 - 50.0 minutes	TBD	TBD
Category 18	120.0 - 125.0 minutes	TBD	TBD

This Schedule 2 relates to Commission payment rates for individual licensing transactions processed including cash receipts and non-cash information data input (includes non-transaction allowance and credit card merchant fees).

### Classification of Transactions

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Commission (Volume < 19,300) (Includes 1.00% Increase)	Commission (Volume > 19,300) (Includes 1.00% Increase)
<b>Vehicle Renewals</b>					
Straight Renewal	2	M	1	9.71	7.01
Renewal - with concession update	3	M	1	9.71	7.01
Renewal - with change of address	2.5	M	1	9.71	7.01
Renewal - with change of name	2.5	M	1	9.71	7.01
Renewal - with inspection form (details to be checked)	3	M	1	9.71	7.01
Renewal - with change of plate	3	M	1	9.71	7.01
Renewal - to uniform date	2	M	1	9.71	7.01
Renewal - with transfer infringement	2.5	M	1	9.71	7.01
Renewal - with plate infringement	2.5	M	1	9.71	7.01
Renewal - with variation (change of colour, engine number, body type, make, horsepower, tare, insurance)	3	M	1	9.71	7.01
Renewal - with multiple updates	3	M	1	9.71	7.01
Heavy vehicles - renewal	2	M	1	9.71	7.01
Heavy vehicles - change of nominated use	2	M	1	9.71	7.01
Heavy vehicles - change of concession	2	M	1	9.71	7.01
Heavy vehicles - fixed nominated use advice	2	NM	update	3.26	3.26
Duplicate copy of licence papers	2	M	1	9.71	7.01
Renewal and change of address with no payment	1.75	NM	9	6.49	4.90
<b>Change of Plates</b>					
Straight change of plate	2	M	1	9.71	7.01
Lost or stolen plate change (statutory declaration)	2	M	1	9.71	7.01
Retained plate (to be issued at a later date)	2	M	1	9.71	7.01
Change plate for original issue of personalised, special series or remake	2	M	1	9.71	7.01
<b>Variation to Vehicle Details</b>					
Change of colour, model, engine number (no fee adjustment)	2	NM	9	6.49	4.90
Change of insurance class (fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change of horse power or tare (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change of fee type (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change in nominated use (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
<b>Vehicle Updates</b>					
Add condition	2	NM	9	6.49	4.90
Delete condition	2	NM	9	6.49	4.90
Add concession	2	NM	9	6.49	4.90
Delete concession	2	NM	9	6.49	4.90
<b>New Registration</b>					
Basic new registration	5	M	2	12.54	8.86
New registration with concession/condition update	5	M	2	12.54	8.86
New registration for heavy vehicle	6	M	3	15.72	10.93
<b>Plate Receipts</b>					

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Commission (Volume < 19,300) (Includes 1.00% Increase)	Commission (Volume > 19,300) (Includes 1.00% Increase)
Eastern State plate return	2	NM	9	6.49	4.90
Western Australian plate return - no refund	2	NM	9	6.49	4.90
Western Australian plate return - refund	2.5	NM	9	6.49	4.90
Plate infringements	2	NM	9	6.49	4.90
<b>Transfers</b>					
Transfer details update (multi notification)	0.75	NM	update	3.26	3.26
Transfer update and payment	2.5	M	1	9.71	7.01
Transfer update, transfer payment and adjustment payment	3	M	1	9.71	7.01
Transfer update, transfer, adjustment and renewal payment	4	M	2	12.54	8.86
Transfer update, transfer, payment and infringement payment	3	M	1	9.71	7.01
Transfer update, concession update and transfer payment	2.5	M	1	9.71	7.01
Transfer update, transfer and renewal payment	3	M	1	9.71	7.01
Deceased estate transfer update and payment	2.5	M	1	9.71	7.01
Divorce settlement transfer update and payment	2.5	M	1	9.71	7.01
First and Final demand letter payment	1.5	M	1	9.71	7.01
Transfer infringement payment	1.5	M	1	9.71	7.01
Eastern States Registration with no inspection required	5	NM	11	12.45	8.80
<b>Dealer Acquisitions</b>					
One to five in one transaction	2	M	1	9.71	7.01
<b>Adjustment Payment</b>					
System generated notification	2	M	1	9.71	7.01
Created by update or variation plus update time	2	M	1	9.71	7.01
<b>Driver Renewal</b>					
Renewal with photograph	2	M	1	9.71	7.01
Renewal without photograph (data card still requires photographing)	2	M	1	9.71	7.01
Renewal with concession application	2	M	1	9.71	7.01
Renewal with concession deleted	2.5	M	1	9.71	7.01
Renewal with change of address	2.5	M	1	9.71	7.01
Change of name or date of birth	2.5	M	1	9.71	7.01
Renewal without payment	1.5	NM	9	6.49	4.90
Renewal and change of address without payment	2	NM	9	6.49	4.90
Duplicate copy of licence	2	M	1	9.71	7.01
Certified copy of licence	2	NM	9	6.49	4.90
<b>Change of Address (multi advice)</b>					
Motor driver licence	0.5	NM	update	3.26	3.26
Motor vehicle registration	0.5	NM	update	3.26	3.26
<b>Special Plate Applications</b>					
Personalised plates	2	M	1	9.71	7.01
Sporting plates	2.5	M	1	9.71	7.01
Local Authority	2.5	M	1	9.71	7.01
Special Series	2.5	M	1	9.71	7.01
<b>Plate Remake Applications</b>					
	2	M	1	9.71	7.01

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Commission (Volume < 19,300) (Includes 1.00% Increase)	Commission (Volume > 19,300) (Includes 1.00% Increase)
<b>Special Plate Transfers</b>	2	M	1	9.71	7.01
<b>Temporary Permits</b>	3	M	1	9.71	7.01
<b>Suspense Receipts</b>	2	M	1	9.71	7.01
<b>Vehicle Modification Permit</b>	2	M	1	9.71	7.01
<b>Dishonoured cheque payments</b>	2	M	1	9.71	7.01
<b>Instructors Fees</b>	2	M	1	9.71	7.01
<b>Original Driver Licence</b>					
New application and application fee payment	5	M	2	12.54	8.86
Issue of Learners Permit	1.5	M	1	9.71	7.01
Update to practical driving assessment incorporating booking the practical driving assessment and provision of meeting point for driving assessment	14	NM	13	19.40	13.33
Practical test update and renewal or duplicate	2	M	1	9.71	7.01
Transfer application, application fee and renewal payment	6	M	3	15.72	10.93
Additional class updates and application fee payment	4	M	2	12.54	8.86
Additional class learner permit	1.5	NM	9	6.49	4.90
Extra practical test payment	2	M	1	9.71	7.01
Extraordinary licence - original application	7	M	3	15.72	10.93
Extraordinary licence - renewal	2	M	1	9.71	7.01
Reissue of lapsed licence and payment of renewal	4	M	2	12.54	8.86
Issue of Medical Assessment	3	NM	9	6.49	4.90
Conducting Computerised Theory Test (CTT) - General	15	M	MDL	24.26	No volume rate is applicable and the four transactions will be processed as separate MDL Commission payment
Conducting Computerised Theory Test (CTT) - Heavy	15	M	MDL	16.72	
Conducting Computerised Theory Test (CTT) - Rider	15	M	MDL	16.72	
Practical test - light vehicle	50	NM	17	TBD	
Practical test - heavy vehicle	125	NM	18	TBD	TBD
Conducting Hazard Perception Test (HPT)	17	M	6	29.03	19.64
Practical Test update pass - issue Phase II permit and Log Book	3	M	1	9.71	7.01
Phase II application fee payment	3	M	1	9.71	7.01
Supplementary Phase II application fee payment	3	M	1	9.71	7.01
Verify Log Book details and update Licence record	5	NM	10	9.36	6.74
Issue replacement Log Book	3	NM	9	6.49	4.90
Service of Demerit Point Suspension	5	NM	10	9.36	6.74
Processing of good behaviour period elections	5	NM	10	9.36	6.74
Service of breach notices for good behaviour period	5	NM	10	9.36	6.74

The new commission fees under the proposed Dot966417 agreement for the provision of non-road law functions in shire of Wickepin are as follows.

**SCHEDULE 2: SOUTHERN REGION SERVICE FEES: 1 JANUARY 2018**

**FEES PER TRANSACTION PAID BY THE DEPARTMENT OF TRANSPORT**

Category	Average Transaction Time	Commissions less than predetermined volume	Commissions greater than predetermined volume
		Transaction volume will be aggregated with the Road Law Agreement to determine the rate payable.	
<b>Scale of Fees for On-line Processing - Monetary Transactions (M)</b>			
Category 1	0 – 3.5 minutes	\$9.71	\$7.01
Category 3	5.6 – 8.5 minutes	\$15.72	\$10.93
<b>Scale of Fees for On-line Processing - Non Monetary Transactions (NM)</b>			
Category – updates		\$3.26	\$3.26
Category 9	0 - 3.5 minutes	\$6.49	\$4.90

Transaction Type	Time (min)	(M/ NM)	Cat.	Commission payable	Commission payable
<b>Photo Card</b>					
Application	3	M	1	\$9.71	\$7.01
Replacement copy	2	M	1	\$9.71	\$7.01
Certified copy	2	NM	9	\$6.49	\$4.90
<b>Off Road Vehicle New Registrations</b>					
New registrations (includes new registration update)	6	M	3	\$15.72	\$10.93
Renewals	2.5	M	1	\$9.71	\$7.01
Plate change	2.5	M	1	\$9.71	\$7.01
Transfers	2.5	M	1	\$9.71	\$7.01
Plate receipt - manual	2.5	NM	9	\$6.49	\$4.90
<b>Maritime Collections</b>					
Boat renewal payments	2	M	1	\$9.71	\$7.01
Boat transfer payments	2	M	1	\$9.71	\$7.01
Commercial vessel survey payments	2	M	1	\$9.71	\$7.01
Hire vessel survey payments	2	M	1	\$9.71	\$7.01

DOT966417 Agreement for the Provision of Non Road Law Functions in Shire of Wickepin

Marine payment - miscellaneous	2	M	1	\$9.71	\$7.01
Maritime pen duty payments	2	M	1	\$9.71	\$7.01
Slipway fees	2	M	1	\$9.71	\$7.01
<b>Driving Instructor Fee Agent</b>				\$9.71	\$7.01
Instructor Fees	2	M	1	\$9.71	\$7.01

The term for agreement DOT966417 for the provision of licensing services in shire of Wickepin in terms of section 11 of the road traffic (administration) act 2008 as shown in item 2 Schedule L is as follows.

#### SCHEDULE L: AGREEMENT TERM AND CONTACT DETAILS

Item No	Item Description	Details
1	<b>Agreement Term</b>	The appointment of the Agent by the CEO is for an initial term expiring 31 December 2020.
2	<b>Commencement Date</b>	The Commencement Date is the date the Agreement is made.
3	<b>Maximum Term</b>	The appointment of the Agent by the CEO will expire on 31 December 2020.

The term for agreement Dot966417 for the provision of non-road law functions in shire of Wickepin as shown in item 2 of schedule 9.

#### SCHEDULE 9: AGREEMENT TERM AND CONTACT DETAILS

Item No	Item Description	Details
1	<b>Agreement Term</b>	The appointment of the Agent by the CEO is for an initial term expiring 31 December 2020.
2	<b>Commencement Date</b>	The Commencement Date is the date the Agreement is made.
3	<b>MAXIMUM TERM</b>	The appointment of the Agent by the CEO will expire on 31 December 2020.

The provision of licensing services in the Shire of Wickepin is seen by the CEO as the provision of a service to the residents of the Shire of Wickepin. The commissions received cover part cost of the

Customer Service Officer wages but probably do not cover the full cost of the time taken to provide the licensing services. The provision of the licensing services is a benefit to the community as it brings people to Wickepin and they do other things while in Wickepin such as shopping, collecting papers and mail etc.

The new commissions are a slight increase on the 2008 commissions but still don't cover the full recovery costs of the licensing service provided.

The Department of Transport in the future will be increasing their online presence which will mean more transactions that will be able to be done on line, meaning fewer transactions at the Shire of Wickepin thereby reducing the Shire's commissions. The reduction of commissions at this stage is unknown

It is the view of the CEO that Council should renew both contracts under the proposed agreements attached under separate cover as a provision of licensing services to the Shire of Wickepin residents.

The contracts require the Common Seal of the Shire of Wickepin under the Shire of Wickepin Standing Orders Local Law the following must be followed.

**21.2 Custody and Use of Common Seal**

*The Chief Executive Officer shall have charge of the common seal of the Council and shall be responsible for the safe custody and proper use of it.*

**21.3 Seal not to be Improperly Used**

*Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the common seal of the Council.*

**Statutory Environment:**

*Shire of Wickepin Standing Orders 21.2 and 21.3  
Local Government Act 1995*

**Division 3 — Documents**

**9.49A. Execution of documents**

- (1) *A document is duly executed by a local government if —*
  - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
  - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
  - (a) *the mayor or president; and*
  - (b) *the chief executive officer or a senior employee authorised by the chief executive officer,*

*each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local*



*government, either generally or subject to conditions or restrictions specified in the authorisation.*

- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

**Policy Implications:** Nil

**Financial Implications:**

There could be a possible reduction of commissions due to more online presence for the Department of Transport amount at this stage unknown.

Council budgeted the \$12,650 for the 2017/2018 commissions from the Department of Transport. As at the 24<sup>th</sup> January 2018 Council had received \$6,622.16.

**Strategic Implications:** Nil

**Summary:**

Council is being requested by the Department of Transport to sign and attach the Common Seal to the following contracts for the provision of licensing services in the Shire of Wickepin.

1. Dot966417 agreement for the provision of licensing services in the Shire of Wickepin in terms of section 11 of the Road Traffic (administration) Act 2008
2. Dot966417 agreement for the provision of non-road law functions in the Shire of Wickepin

**Recommendation:**

That the Shire of Wickepin sign and attach the common seal to the following contracts

1. Dot966417 agreement for the provision of licensing services in Shire of Wickepin in terms of section 11 of the Road Traffic (administration) Act 2008
2. Dot966417 agreement for the provision of non-road law functions in the Shire of Wickepin

**Voting Requirements:** Simple majority

**Enclosure / Attachment:** Nil

**Resolution No**

Moved Cr / Seconded Cr

That the Shire of Wickepin sign and attach the common seal to the following contracts

1. Dot966417 agreement for the provision of licensing services in the Shire of Wickepin in terms of section 11 of the Road Traffic (administration) Act 2008
2. Dot966417 agreement for the provision of non-road law functions in the Shire of Wickepin

Carried /

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Governance, Audit & Community Services

## 10.2.06 – CBH – RAV Network Cuballing East Road

Submission To:	Ordinary Council
Location / Address:	Cuballing East Road
Name of Applicant:	CBH Group
File Reference:	TT.PLA.2801 / RD.PLA.2630
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 February 2018

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Enclosure / Attachment: Nil

### Background:

Council has received the following email from Rob Dickie Government and Industry Relations Advisor CBH Group on the 1 February 2018.

CBH Operations are planning to move ~14,000mt of canola from Wickepin to Brookton on 5 February and our road transport contractor was planning to use the Cuballing East Rd as the shortest (most economical) route. The Shire has a condition on the Cuballing East Rd, from the intersection of the Williams Kondinin Rd, to the Cuballing East Rd and Wardering Rd – it's about 3kms – advising a speed restriction and that permit is required, and the route is not to be used as a "through route". Our transport contractor was unclear on what this "through route" restriction meant. Following our phone conversation yesterday, the Shire position is clear in that CBH Operations are not currently permitted to use this route to transfer grain from Wickepin to Brookton. Our road transport contractor has advised us that the 19km diversion that is required to be made will add approx. \$2.00 per tonne in their road transport charge, equivalent to \$28,000, for this move. We anticipate that a similar \$/t cost increase will be incurred for any future moves from Wickepin to Brookton. Grain does not move from Wickepin to Brookton every year, but in some years a portion of grain will be required to be moved to Brookton. In this case we are moving this grain to Brookton in order to be transferred by rail to Kwinana terminal as the most economical pathway. The additional cost for this move, and any future moves with equivalent increases in road transport costs will be borne by WA growers. CBH respectfully request the Shire Council to remove the condition on the Cuballing East Rd road to allow the transfer of grain via the most economical route to Brookton. CBH is willing to negotiate and meet any speed restriction or other conditions, such as advanced notification, that the Shire considers reasonable to facilitate approval to use the route when required. Myself or the local CBH Operations Area / Zone Manager would be happy to discuss with you as required.

### Comment:

Following is the listing for the Cuballing East Road in the RAV network permit system from Heavy Vehicle Section of Main Roads.

## RAV Network 6

31/10/2016

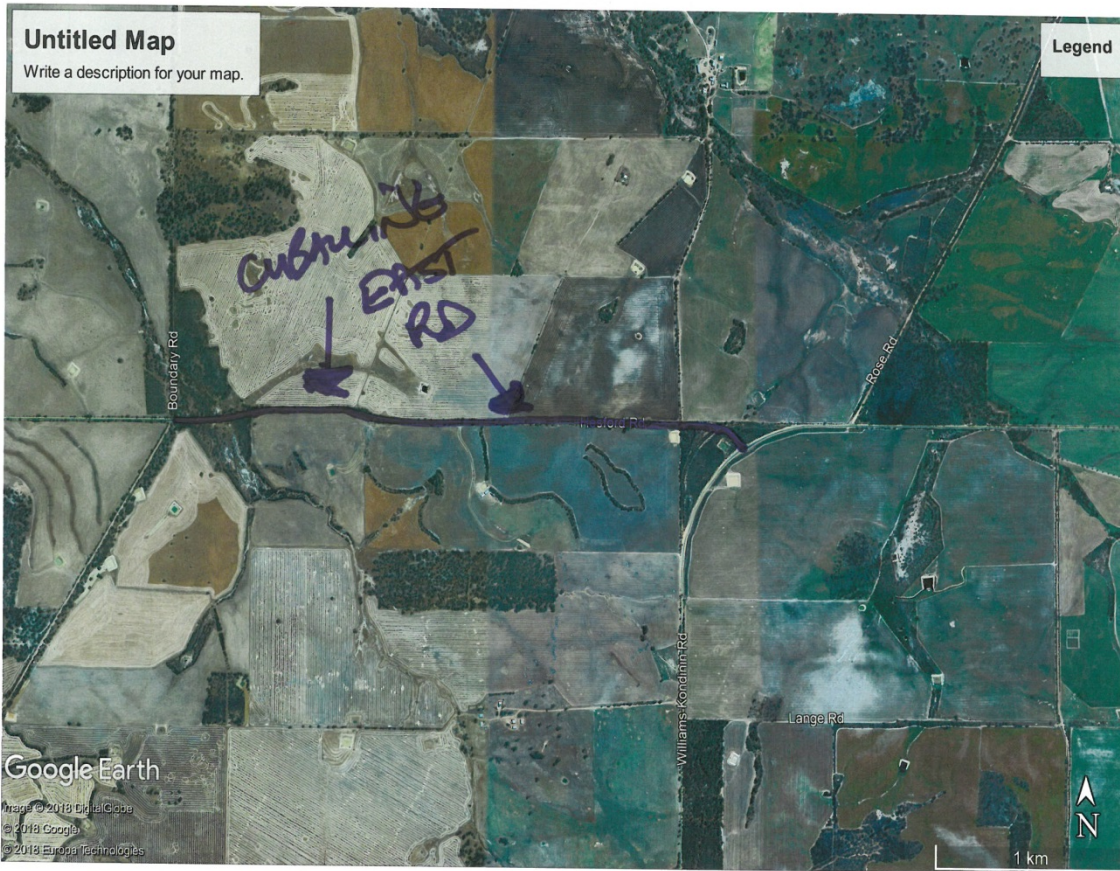
## Wickepin

ROAD DETAILS				RESTRICTIONS		
Road No	Road Name	Local Road Name	Local Government	Intersection From	Intersection To	Conditions
4290024	Cuballing East Rd	Cuballing East Rd	Wickepin	Williams Kondinin Rd	Cuballing East Rd & Wardering Rd	<p>Network Conditions</p> <ul style="list-style-type: none"> <li>· Headlights to be switched on at all times</li> <li>· Not to be used as a through route. For local delivery and pickup only. Driver must carry documentation as proof of local delivery or pickup</li> </ul> <p>Speed Conditions</p> <ul style="list-style-type: none"> <li>· Maximum speed 80 km/h</li> </ul>

Mr. Garry Sherry CEO of the Shire of Cuballing has given the following information on the Cuballing East Road.

*Cuballing east road has no local restrictions from us. Cuballing got funding to upgrade the road some time ago; our thinking was that the Cuballing East road was a through route for CBH from Wickepin to Brookton. Cuballing West road is local traffic only and Cuballing have previously denied access for CBH to cart from Wickepin to Wandering.*

The section of the Cuballing East Road in the Shire of Wickepin is approximately three kilometers and commences from the Williams Kondinin Road and finishes at the Shire of Cuballing boundary. It is listed as a Regional Distributor in the Shire of Wickepin Roman Data.



Map showing Cuballing East Road

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Additional cost of road maintenance due to heavy vehicles

Strategic Implications: Nil

**Summary:**

Council is being requested by CBH Group to remove the restrictions under the RAV network for the Cuballing East Road to allow CBH to empty the Wickepin Bin to the Brookton bin to allow the grain to go to port via rail from Brookton bin

**Recommendation:**

That Council advise the Main Roads Heavy Vehicle section that it wishes to remove the following conditions form the Cuballing East Road RAV Network conditions.

- Headlights to be switched on at all times
- Not to be used as a through route. For local delivery and pickups only. Driver must carry documentation as proof of local delivery or pickup

**Voting Requirements:**                      Simple majority

**Resolution No**

Moved Cr                      / Seconded Cr

That Council advises the Main Roads Heavy Vehicle section that it wishes to remove the following conditions form the Cuballing East Road RAV Network conditions.

- Headlights to be switched on at all times
- Not to be used as a through route. For local delivery and pickups only Driver must carry documentation as proof of local delivery or pickup

Carried /

Governance, Audit and Community Services

## 10.2.07 – Beehive Lot 220 Wogolin Road Wickepin WA 6370

Submission To:	Ordinary Council
Location / Address:	Lot 220 Wogolin Road Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	A5141
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 February 2018

Enclosure / Attachment: Nil

### Background:

Council has received a request from the owners of Lot 220 26 Wogolin Road to keep a beehive on their premises behind the house along with other private properties and reserves within the Shire of Wickepin.

A5141 Lot 220 26 Wogolin road is shown on the following map bordered in yellow.



Comment:

Councils Health Local Law 2000 states the following in relation to beehives and the keeping of bees.

*Division 7 - Bee keeping*

**Interpretation**

6.7.1 *In this Division, unless the context otherwise requires -"bees" means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee.*

**Restrictions on keeping of Bees in Hives**

6.7.2 (1) *A person shall not keep or permit the keeping of bees anywhere within the district unless approval to do so has been given by the Council*

(2) *If, in the opinion of an Environmental Health Officer, the approved bee hives are causing a nuisance, the Council may direct any bees or approved bee hives to be removed.*

(3) *A person shall comply with a direction within the time specified.*

In order to maintain high biosecurity standards, beehives need to be registered with the Department of Primary Industries and Regional Development. It is a legal requirement to register bee hives with the Department of Primary Industries and Regional Development who issue a certificate along with a unique brand identifier for the bee hives.

The only European honey bee available in Western Australia is *Apis mellifera* (European honey bee).

**Statutory Environment:**

*Local Government Act 1995*

*Shire of Wickepin Health Local Law 2000*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to give approval for one beehive at Lot 220, 26 Wogolin Road Wickepin WA 6370.

**Recommendation:**

That Council gives approval to Garry and Elizabeth Thompson to keep one bee hive at the following locations.

1. Other private properties within the Shire of Wickepin with owners consent
2. Reserves within the Shire of Wickepin with owners consent
3. At the rear of property Lot 220, 26 Wogolin Road Wickepin WA 6370

That the approval be subject to all regulatory approvals being in place prior to the installation of any bee hives.

Voting Requirements: Simple majority

### Resolution No

Moved Cr / Seconded Cr

That Council gives approval to Garry and Elizabeth Thompson to keep one beehive at the following

1. Other private properties within the Shire of Wickepin with owners consent
2. Reserves within the Shire of Wickepin with owners consent
3. At the rear of property Lot 220, 26 Wogolin Road Wickepin WA 6370

That the Approval be subject to all regulatory approvals being in place prior to the installation of any bee hives.

Carried /



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Governance, Audit and Community Services

## 10.2.08 – WALGA - Third Party Appeal Right's in Planning

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GR.SL.1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 February 2018

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### Enclosure / Attachment:

1. Correspondence from WALGA
2. Outcomes of Consultation – Third Party Appeal Right's in Planning

### Background:

In December 2016, WALGA State Council resolved to undertake research on Third Party Appeal Rights around Australia in the Planning section.

In Aril 2017, WALGA prepared a Discussion Paper regarding Third Party Appeal Rights Planning which was distributed to its local government members. The discussion paper outlined WALGA's position and provided the arguments for and against Third Party Appeal Rights.

The feedback received was presented to the WALGA State Council at its meeting held on 8 September 2017. The feedback received was collated under the following options:

1. *Support the introduction of Third Party Appeal Rights from decisions made by Development Assessment Panels.*
2. *Support the Introduction of Third Party Appeal Rights from decisions where discretion has been exercised under the R-Codes, Local Planning Policies and Local Planning Schemes.*
3. *Support the introduction of Third Party Appeal Rights against development approvals.*
4. *Support the introduction of Third party Appeal rights against development approvals and/or the conditions or absence of conditions of an approval.*
5. *Other.*

Two workshops on the submissions received to the discussion paper were held in November 2017. Option 1 received the most votes from the participant and based on the outcome of the report the Association is requesting that the members consider the following preferred model for Third party Appeal Rights in Planning in Western Australia.

*Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.*

Council is requested to provide their feedback either to support or reject the above proposal no later than 15 March 2018.

**Comment:**

Under the current *Planning and Development Act 2005*, there is no provision to allow for Third Party Appeal Rights in Western Australian Planning Legislation. Western Australia is the only state that does not allow Third Party Appeal Right's. There are arguments 'for' and 'against' the changes to the current legislation to allow for Third Party Appeal Right's as outlined in Attachment 2 on the 'Outcomes to Consultation'. The introduction of the Third Party Appeal Rights could improve the quality of the decision due to the awareness by the decision maker that their decisions could be reviewed as a result of Third Party Appeals. This is particularly true with applications to the Development Assessment Panel (DAP) whereby there is currently no ability for a Third Party Appeal including the Local Government to have DAP decisions reviewed. This process can also help to assist in improving transparency of the decision making and confidence of the community in the planning system. The makeup of the DAP Panels are currently made up of non-elected members, who cannot be expected to have the depth of local community knowledge nor aware of the local community issues that elected members have. As outline in Attachment 2, there are issues regarding the Third Party Appeal Rights, which may increase the number of appeals being made and how multiple appeals are to be determined. This can result in further delay in determining the outcome to a complex system.

From the Shire of Wickepin perspective, there has only been two planning applications that have gone through the DAP process and they were both for the Kaolin Mine. The DAP application is determined on the total cost of the development. For optional DAP application, outside the City of Perth the estimated value of development of \$2 million or more and less than \$10 million. For Mandatory DAP Application the development cost is an estimated value of over \$10 million. On this basis the proposed model would not have a significant impact on the overall planning process within the Shire, however from a State wide perspective the preferred model for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels should be supported.

**Statutory Environment:**

*Planning and Development Act 2005*

**Policy Implications:** Nil

**Financial Implications:**

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

**Strategic Implications:** Nil

**Summary:**

Council has received correspondence from WALGA requesting that its members consider the proposal to "Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels". This was a result of the outcome on the discussion paper undertaken in December 2016 by WALGA on its current policy position.

**Recommendation:****That Council:**

1. Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.
2. Writes to the Western Australia Local Government Association of Council's support above.

**Voting Requirements:**            Simple majority

**Resolution No**

Moved Cr            / Seconded Cr

**That Council:**

1. Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.
2. Writes to the Western Australia Local Government Association of Council's support above.

Carried /

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Governance, Audit and Community Services

## 10.2.09 – Policy Shire of Wickepin Housing - Water

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	CM.POL.403
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 February 2018

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Enclosure / Attachment: Nil

### Background:

The Shire of Wickepin owns 17 houses and units with 3 being tenanted by Works staff and the remaining rented to the CEO, Manager of Works and private tenants on a periodical tenancy basis. The CEO and Manager of Works employment contract includes separate negotiated arrangements for utilities including water.

The Shire of Wickepin has adopted the common practice in standard tenancy agreements for private tenants (i.e. non staff) which require for the tenant to pay all water consumption charges.

In June 2015 the Shire of Wickepin adopted Policy 6.1.1.2 Employee Housing Tenancy Policy which stipulated that:  
*Water charges will be paid by Council, a maximum of \$500 per annum, with the condition that the tenant waters all lawn and garden areas.*

Annual water charges (including supply charges of approximately \$243 per annum) for the three staff houses that were not subject to separate arrangements for utilities for 2016/17 were:

7 Smith Street	\$462
U 5 Cottage homes	\$442
49 Collins Street	\$640

The Shire of Wickepin waters and maintains the gardens at Cottage Homes so the tenant has not been responsible for any lawn or garden maintenance.

This policy has not had the desired outcome and the lawns and gardens in employee housing has not improved as a result of the incentive.

### Comment:

The incentive has not achieved desired outcome of ensuring lawns and gardens are watered.

The water allowance only provides a benefit to 3 of the 22 staff members.

The standard Residential Tenancy Agreement under the Residential Tenancy Act 1987 requires the tenant to be responsible for water consumption charges and ensure that lawns and gardens are watered and maintained.

The water consumption charges for the previous financial year were below \$500 per annum meaning that the tenant did not pay for any water in that period.

Statutory Environment: Residential Tenancy Act 1987

**Financial Implications:** Additional income from water consumption costs of approximately \$1,000 per annum.

**Policy Implications:** - New Policy

**Summary:**

Council is being requested to vary the existing policy 6.1.1.2 Employee Housing - Tenancy Policy to require all tenants of Shire of Wickepin houses, including staff, to pay for the water consumption charges.

**Recommendation:**

That the existing policy 6.1.1.2 Employee Housing - Tenancy Policy be varied to require all tenants of Shire of Wickepin houses, including staff, to pay water consumption charges.

The CEO and Manager of Works contract arrangements may provide separate arrangements for water consumption charges.

**Voting Requirements:** Simple majority

**Resolution No**

Moved Cr / Seconded Cr

That the existing policy 6.1.1.2 Employee Housing - Tenancy Policy be varied to require all tenants of Shire of Wickepin houses, including staff, to pay water consumption charges.

The CEO and Manager of Works contract arrangements may provide separate arrangements for water consumption charges.

Carried /

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Governance, Audit and Community Services

## 10.2.10 – Policy Council Superannuation Contribution

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	PE.SUP.2014
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 February 2018

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Enclosure / Attachment: Nil

### Background:

In the past advertisements for positions at the Shire of Wickepin included an offer for a Council superannuation contribution of 3% as an incentive to attract staff. There are currently seven staff who have taken up this offer.

Last year Council contributions made contributions of approximately \$9,700 with \$8,532 being from Works staff and \$1,181 being from Admin staff.

There has been no documented policy to support the offer of a Council contribution superannuation of 3%. No offer of Council superannuation contribution has been made to staff employed in the past five years.

An announcement was made in the 2014 Federal Budget that the minimum superannuation guarantee contribution would remain at 9.5% until 30 June 2018. The charge percentage will then increase by 0.5% each year until it reaches 12% from 1 July 2022.

### Comment:

The Council superannuation contribution assists in attracting and retaining quality staff to work for the Shire of Wickepin.

**Statutory Environment:** Superannuation Guarantee Contribution (Administration) Act 1992

**Financial Implications:** Additional cost of Council contribution of approximately \$5,000 to \$10,000

**Policy Implications:** - New Policy

### Summary:

Council is being requested to establish a Council Superannuation Contribution Policy to assist in attracting and retaining staff.

**Recommendation:**

That Council adopt the following policy;

**Superannuation – Council Contributions**

This Policy applies to all employees including full-time, part-time or casual. Senior employees employed under a contract may include alternative arrangements.

Employees will nominate a fund into which their Superannuation Guarantee Contributions (SGC) is paid.

If the employee does not nominate their own superannuation fund then the superannuation default fund shall be the WA Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire of Wickepin will match the additional contribution to a maximum of 13% of salary, which includes the SGC component. The superannuation guarantee amount plus the Shire of Wickepin contribution is not to exceed 13%. As the Superannuation Guarantee amount increases over time, the threshold for maximum matching contribution by the Shire of Wickepin will decrease.

Employees may voluntarily contribute more than the threshold amount but will not receive a further contribution from the Shire of Wickepin.

The additional contribution and the voluntary contribution will be deposited in to the employee's fund of choice.

The Chief Executive Officer may vary the application of this policy in negotiating individual contracts with senior employees.

**Voting Requirements:**            Simple majority

## Resolution No

Moved Cr / Seconded Cr

That Council adopt the following policy;

### Superannuation – Council Contributions

This Policy applies to all employees including full-time, part-time or casual. Senior employees employed under a contract may include alternative arrangements.

Employees will nominate a fund into which their Superannuation Guarantee Contributions (SGC) is paid.

If the employee does not nominate their own superannuation fund then the superannuation default fund shall be the WA Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire of Wickepin will match the additional contribution to a maximum of 13% of salary, which includes the SGC component. The superannuation guarantee amount plus the Shire of Wickepin contribution is not to exceed 13%. As the Superannuation Guarantee amount increases over time, the threshold for maximum matching contribution by the Shire of Wickepin will decrease.

Employees may voluntarily contribute more than the threshold amount but will not receive a further contribution from the Shire of Wickepin.

The additional contribution and the voluntary contribution will be deposited in to the employee's fund of choice.

The Chief Executive Officer may vary the application of this policy in negotiating individual contracts with senior employees.

Carried /



Council

## 11. President's Report

Presidents Report 16 February 2018

Welcome back to everyone after our Christmas and New Year Break.

On Thursday, 18 January, Leah Taylor took her pledge to become an Australian Citizen in front of her husband Caen and Mother Lorraine. Congratulations to you Leah, and Welcome to Australia.

Our annual Australia Day celebrations were held this year at Harrismith Golf Club on Friday 26 January. It was pleasing this year to receive a number of community citizen award nominations, and it was with pleasure that I presented the Citizen of the Year to John McDougall; Senior Citizen of the Year to Ray Lewis and Community Group of the Year to the Wickepin Community Resource Centre. Congratulations to all award recipients, and the other nominees as well.

Congratulations also to Stephen Rose, who was the recipient for the Facey Group Progressive Agricultural Award for 2017.

Thank you to all who attended and assisted in the day's proceedings.

On Tuesday, 6 February, Cr Lansdell, CEO Mark Hook and I met with the Hon Peter Rundle MLA, Member for Roe, who was doing a "drive around" to catch up on the general issues that our Shire is facing.

A farewell celebration was held Thursday 15 February at the Wickepin Bowling Club for Natalie Manton, DCEO, and Peter Vlahov MOW who are moving on. Nat is moving to Corrigin Shire as their new CEO, and Peter is moving to the Broomehill- Tambellup Shire as their MOW. The Wickepin Shire Council and Communities have been privileged to have both Nat and Peter work with us for the past 10-12 years, and we wish you both the very best of luck in your new endeavours.

Thank you to the Wickepin Hotel for catering with lovely platters of nibbles, to Agatha and Samantha for organising the event, and to Janet and Peter (B) for attending the bar.

On Monday, 19 February the WSAHA will meet to discuss the funding status regarding the (already applied for) Building Better Regions Funding, and the upcoming Royalties for Regions Regional Aged Accommodation Program.

Upcoming scheduled meetings include the sub-group of our Regional Roads Group in Dumbleyung on Thursday, 22 February and the Central Country Zone meeting in Wandering on Friday, 23 February.

### Resolution No

Moved Cr / Seconded Cr

That Council endorse the President's Report dated 16 February 2018.

Carried /

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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:	8 February 2018

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### Executive Support Officer

Agatha Prior has commenced in the position of ESO.

Leah and Caen are proud parents of a boy Fergus John Taylor born Thursday 25<sup>th</sup> January 2018 at 9.05am weighing 7pounds 1 ounce. Mum is doing well.

### Deputy CEO Natalie Manton

As you are all aware Natalie has been advised that she is the new CEO at the Shire of Corrigin. The following advert has been placed in the West Australian.

*The Shire of Wickepin is looking for an enthusiastic, suitably qualified person with local government experience to fill this position and manage the finance and corporate services section of Council. The position is classified under the Local Government Industry Award 2010. A contract will be negotiated from 3 to 5 years with a salary package in the range of \$88,900 – \$99,900, including a cash component of \$75,000 to \$80,000. Additional benefits include 9.5% superannuation and subsidized accommodation in a 4x2 house. For information on how to apply, please contact Agatha Prior on 9888 1005 or email [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au). Information is also available on the Shire of Wickepin website: [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au). Applications close on Friday 9 February 2018 at 4.00pm*

### Manager of Works Mr Peter Vlahov

As you are all aware Peter has resigned at the Manager of Works with the Shire of Wickepin Peters last day with the Shire of Wickepin will be the Friday 16th March 2018. The following advert has been placed in the West Australian.

*The Shire of Wickepin is seeking a highly motivated person for the position of Manager of Works, who can exercise a high degree of autonomy to achieve set outcomes. This person must have excellent communication skills and be able to manage staff in a fair and effective manner. The position is classified under the Local Government Industry Award 2010. A contract will be negotiated from 3 to 5 years with a salary package in the range of \$112,000 - \$130,000 this includes a cash component of \$70,000 - \$85,000. Additional benefits include 9.5% superannuation, full private use of 4X4 dual cab and subsidized accommodation. For information on how to apply, please contact Agatha Prior on 9888 1005 or email [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au). Information is also available on the Shire of Wickepin website: [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au). Applications close on Friday 2nd March 2018 at 4.00pm.*

## Great Southern Waste

Great Southern Waste Tender 01-2015/2016 Provision of Refuse and Recycling Collection Services for period of three year ending 1st September 2018 will expire on the 1<sup>st</sup> September 2018.

The RFT 01 – 2015/2016 Provision of Refuse and Recycling Collection Services had the following clause.

*Tenders are invited from suitable organisations for the provision of weekly kerbside refuse and recycling material collection services in the Town sites of Wickepin, Yealering, Harrismith and Tincurrin for a period of 3 years commencing in 1 September 2015, with a possible extension for a further 3 years.*

The CEO requested Great Southern Waste if they would like a three year extension to the waste contract under this clause of the tender.

The following has been received from Great Southern Waste in relation to this matter.

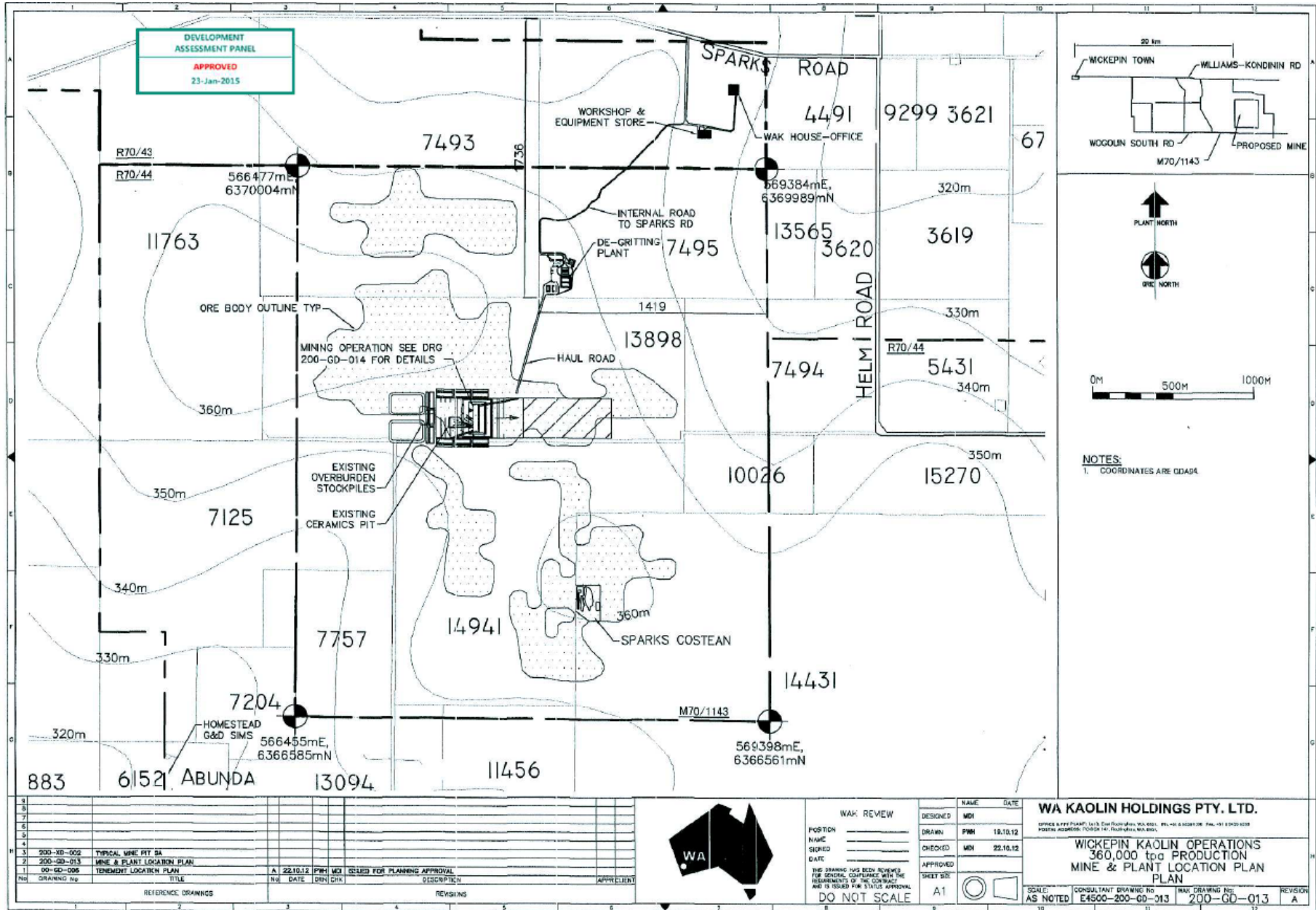
Great Southern Waste Disposal wish to advise they will be accepting the extension of the contract with the Shire of Wickepin from the 1<sup>st</sup> September 2018 for a further three (3) year term until the 1<sup>st</sup> September 2021 as per conditions of the current contract.

The CEO has accepted the extension to the Great Southern Waste Contract for the Provision of Refuse and Recycling Collection Services in the Shire of Wickepin and the extended contract will now expire on the 1<sup>st</sup> September 2021 under the same terms and conditions of the previous tender.

## WA Kaolin DAP Application

WA Kaolin advised the CEO that the plans submitted for the kaolin mine and de-gritting plant incorrectly showed the location of the de-gritting plant on Lot 14431 (DP155015). The location of the de-gritting plant should be on Lot 7495 (DP233525). I attended a meeting with Andrew Sorensen to discuss this matter and advised him he would need to contact the DAP panel direct to see what could be done. The DAP panel requested the CEO if there was any problems with the maps being amended to show the de-gritting plant being placed on Lot 7495 (DP233525) and not Lot 14431 (DP155015). The CEO advised the DAP panel that there was no problem with the de-gritting plant being moved to Lot 7495 (DP233525). Zoe Hendry, Senior Committee Support Officer, Business and Corporate Services for the DAP panel has advised the CEO by email on the 6<sup>th</sup> February 2018 that the plans have been amended by the DAP panel to show the de-gritting plant on Lot 7495 (DP233525).

Please refer to following amended approved plan (200-GD-013) forwarded to the CEO via email on the 6<sup>th</sup> February 2018 from Zoe Hendry, Senior Committee Support Officer, Business and Corporate Services for the DAP panel.



**Peter Rundle**

The President Councillor Julie Russell, Councillor Allan Lansdell and the Chief Executive Officer met with Peter Rundle MLA member for Roe on the 6<sup>th</sup> February 2018. The matters that were discussed during this meeting were.

1. Grants for Independent Living Units
2. Community Resource Centres
3. Education Housing
4. CBH and DLG ruling
5. Department of Transport Licensing
6. Main Roads WA Narrogin Branch
7. Direct Grants for 2018/2019

**MEETINGS ATTENDED**

<b><u>January 2018</u></b>	
10 <sup>th</sup>	Meeting with Andrew Sorensen WA Kaolin
16 <sup>th</sup>	Meeting with Ming Zhuo Narrogin EHO
18 <sup>th</sup>	Leah Taylor Australian Citizenship Ceremony
22 <sup>nd</sup>	Damien Ferguson Griffin Valuations
23 <sup>rd</sup>	CCZ WALGA Local Government Act Review Committee Brookton
24 <sup>th</sup>	WDC Philippa Kirby Aged Housing Grants
<b><u>February 2018</u></b>	
5 <sup>th</sup>	Albert Facey Homestead Committee
6 <sup>th</sup>	Peter Rundle MLA Member for ROE
7 <sup>th</sup>	IT Vision
12 <sup>th</sup>	CCZ WALGA Local Government Act Review Phone meeting
14 <sup>th</sup>	Lifestyle Committee Meeting

**Delegations to be inserted –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	January	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Cricket Club Season 17/18 Ladies Day Spring Field Day Triathlon Presentations Women in Agriculture Movie Night Work Function	2017/2018 7 March 2018 12 September 2018 8 March 2018 25 July 2018 10 February 2018 23 February 2018	Wickepin Cricket Club Wickepin CRC Facey Group Wickepin CRC Facey Group Wickepin CRC Landmark
A13	Hire of Community Halls / Community Centre	CEO			

**Recommendations:**

That Council endorse the Chief Executive Officer's Report dated 8 February 2018.

**Voting Requirements:** Simple majority

**Resolution No**

Moved Cr / Seconded Cr

That Council endorse the Chief Executive Officer's Report dated 8 February 2018.

Carried /

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

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