



A Fortunate Place

# Minutes

## Ordinary Meeting of Council

Council Chambers, Wickepin

# 17 July 2019

## Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin was held on 17 July 2019 at Council Chambers, Wickepin, commencing at 3.30pm.

### Time Table

12.00pm	Lunch
1.00pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

### Disclaimer

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

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

**QUESTIONS FROM THE PUBLIC**

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

NAME:

SIGNATURE:

ADDRESS:

TELEPHONE:

MEETING/DATE:

NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 17 July 2019**

The President declared the meeting open at 3.30pm.

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

President	Julie Russell
Deputy President	Wes Astbury
Councillor	Nathan Astbury
Councillor	Allan Lansdell
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Fran Allan
Chief Executive Officer	Mark Hook

**Leave of Absence (Previously Approved)**

Councillor Gerri Hinkley.

**Apologies**

Finance Manager Erika Clement

**2. Public Question Time**

The following persons were present during Public Question Time

1. Amanda Heaney – Wickepin CRC
2. Dorry Grzinic - Senior Constable Wickepin Police Station

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

**Council Decision:** Resolution No: 170719-01

**Moved Cr S Martin / Seconded Cr W Astbury**

That Council grant a Leave of Absence for the Ordinary Council meeting on 21 August 2019 for the following Councillor:

Cr J Russell

**Carried 7 / 0**

**4 Petitions, Memorials and Deputations**

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1..02	Replacement Of Holden Trailblazer - 0 WK	Mr Mark Hook	Impartiality	Daughter works for Edwards Holden
10.2.05	Local Government Professionals WA – Council Membership	Mr Mark Hook	Impartiality	Financial Member of LGPRO WA
10.2.07	Community Grant Application - Yealering Primary School	Mr Mark Hook	Impartiality	Wife works at Yealering Primary School
10.2.04	Community Grant Application – Wickepin CRC	Cr Julie Russell	Impartiality	Member of CRC Committee

## 6 Confirmation of Minutes

Ordinary Meeting of Council 19 June 2019.

**Council Decision:**

**Resolution No: 170719-02**

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

That the minutes of the Ordinary Council meeting held on Wednesday 19 June 2019 be confirmed as a true and correct record.

**Carried 7 / 0**

## 7 Reival of Minutes

## 8 [Status Report](#)

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

Item	Subject	Officer	Progress	Status	Action
988-190619-21	Wogolin Road Playground Community Consultation Process \$35,000 allocated for Townscape projects  Wogolin Road Playground Community Consultation Promotion	CEO  ESO	Allocated in 2019/2020 budget.  Poster Promoted on Facebook and Watershed 2 sets of Nature Play Space Concept Plans A1 size from Best Office for CRC and Shire	✓  ✓ ✓ ✓	  04/07/2019 04/07/2019 09/07/2019 04/07/2019
989-190619-22	CEO renegotiate a letter of agreement for Sparks Road with WA Kaolin	CEO	Negotiation ongoing: CEO spoken with Andrew Sorensen of WA Kaolin	○	
990-190619-23	<u>Community Grants</u> Letters of approval to: <ul style="list-style-type: none"> <li>• Lake Yealering Bowling Club</li> <li>• Harrismith Golf Club</li> <li>• Wickepin Playgroup</li> <li>• Wickepin History Group</li> <li>• She Shed He Shed</li> <li>• Wickepin District Sports Club</li> </ul> <u>Community Grants</u> Letter to: <ul style="list-style-type: none"> <li>• Yealering Progress Association request placed into the 2019/2020 budget</li> </ul> <u>Community Grants</u> Source further information from: <ul style="list-style-type: none"> <li>• Community Resource Centre</li> <li>• Yealering Primary School</li> </ul>	ESO  ESO  CEO	Letters x 6 sent  Letter x 1 sent  Negotiation ongoing: <ul style="list-style-type: none"> <li>• CEO spoken with Amanda Heaney of Wickepin CRC</li> <li>• CEO spoken with Veronica Stacey of Yealering Primary and will meet with her in the near future</li> </ul>	✓  ✓  ○ ○	28/06/2019  09/07/2019
991-190619-24	CRC 2019/2020 Budget Money requested be placed into the budget	CEO	Letter x 1 sent	✓	03/07/2019
992-190619-25	Dual Fire Control Officers 2019/2020 Letters for Cuballing, Narrogin, Kulin and Corrigin	ESO	Letters sent to: Cuballing, Narrogin, Kulin and Corrigin	✓	05/07/2019



993-190619-26	Fees and Charges 2019/2020 adopted: Copy for Shire administration for inquiries	ESO	Available on request at Shire administration for the public	✓	01/07/2019
994-190619-27	Policy Manual Town Planning Scheme: Discuss changes with Narrogin Planning Services	CEO	CEO emailed Eric Andersen of Narrogin Planning Services	○	09/07/2019
995-190619-28	Planning Consent for Telecommunications Infrastructure Aileen Road, Mutton Road and Malyalling Road be advised to Narrogin Planning Services	CEO	CEO emailed information to Eric Anderson of Narrogin Planning Services	✓	

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](#)

Council Decision:

Resolution No: 170719-03

Moved Cr F Allan / Seconded Cr S Hyde

That Item 10.02.04 Community Grant Application – Wickepin CRC be brought forward in the Agenda

Carried 7 / 0

Cr Julie Russell Declared an Impartiality interest and left the room at 3.43pm

#### 10.2.04 – Community Grant Application – Wickepin CRC

Submission To:	Ordinary Council
Location/Address:	Lake Yealering
Name of Applicant:	Wickepin CRC
File Reference:	CM.PLA.404
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 July 2019

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#### Enclosure/Attachments:

Wickepin CRC Grant application.

#### Summary:

Council is being requested to approve the Community Grant application for the Wickepin CRC Lake Yealering Regatta event to be held on the 26 October 2019. The grant amount requested for the Lake Yealering Regatta is \$14,478.25.

#### Background:

Each year the Shire of Wickepin makes a budget provision of a maximum of 2.5% of the previous year's levied rates to distribute to community groups and sporting organisations. This equates to \$37,020 for the coming funding period. The objective of the funding is to establish or improve playing areas or buildings necessary for the conduct of sport or for community use, support for major sporting and community events, support for sporting or coaching clinics, to assist community groups in establishing a service, activity seen as a need for the betterment of and improvement to the enjoyment of life within the community, and increasing visitors to the region.

Details of the funding guidelines are provided in Policy Guidelines 3.1.6 – Sponsorship, Contributions and Donations to Sporting and Community Groups.

Council may endorse funding of \$37,020 being 2.5% of the 2018/2019 levied rates. \$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500. Sponsorship of \$1,400 has already been placed in the 2019/2020 budget deliberations under General Ledger Account 4922 leaving an amount of **\$35,620** available for distribution.

Sponsorship breakdown under General Ledger Account 4922 in 2019/2020 Budget Estimates:

<b>Sponsorship</b>	<b>4922</b>
Tennis Clubs - Shire Tennis Day	\$200
Wickepin Bowling Club - Merino Fours	\$500
Wickepin Football Club - Silver Sponsorship	\$500
Golf Clubs - Shire Golf Day	\$200

The following table provides a summary of funding granted to community and sporting groups as part of the Shire of Wickepin Community Grants process, as well as donations, over the past 7 years. The Shire of Wickepin has supported and subsidised sporting and community groups in areas such as in-kind works, equipment hire, water for bowling greens, waiver of bonds, oval marking as well as transport and refreshments for students - but these have not all been included in the analysis.

Community Grants and Donations GL 14922		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total Funding
Community Resource Centre	Grants		\$2,000				\$1,938		\$3,938
	Sponsorship	\$2,000	\$500	\$1,000				Fees waived	\$3,500
Wickepin Golf Club	Grants							\$3,336	\$3,336
	Sponsorship	\$500	\$220			\$200	\$200	\$200	\$1,320
Wickepin Tennis Club	Sponsorship	\$200	\$200			\$200	\$200	\$200	\$1,000
Wickepin Bowling Club	Grants					\$1,250			\$1,250
	Sponsorship	\$500	\$550		\$2,134	\$500	\$500	\$500	\$4,684
Wickepin District Sports Club	Grants	\$2,810	\$2,165		\$923	\$6,010		\$3,626	\$15,534
	Sponsorship		\$400	\$680	\$500				\$1,580
Wickepin Playgroup			\$2,500					\$690	\$3,190
Wickepin Ladies Hockey Club									\$0
Wickepin P & C							\$2,121	\$7,200	\$9,321
Wickepin Netball Club									\$0
She Shed He Shed (formerly Men's Shed)								\$2,249	\$2,249
Wickepin Football Club	Grants					\$6,000			\$6,000
	Sponsorship		\$200	\$1,360		\$500	\$500	\$500	\$3,060
Wickepin Cricket Club					\$10,369				\$10,369
Albert Facey Homestead						\$1,920			\$1,920
Lake Yealering Progress Association		\$1,534					\$2,000	\$4,000	\$7,534
Yealering Bowling Club			\$6,000	\$770	\$295	\$7,310	\$6,860	\$1,265	\$22,500
Yealering Golf Club				\$13,450					\$13,450
Yealering Playgroup							\$3,207		\$3,207
Yealering Tennis Club					\$6,500				\$6,500
Harrismith Cricket Club			\$10,000						\$10,000
Harrismith Golf Club				\$890	\$3,745		\$3,740		\$8,375
Harrismith Community Committee			\$800						\$800
Toolibin Tennis Club		\$4,000		\$4,663			\$1,100		\$9,763
Wickepin History Group							\$429		\$429
Wickepin Art & Craft							\$769	\$609	\$1,378
		\$11,544	\$25,535	\$22,813	\$24,466	\$23,890	\$22,366	\$24,375	\$154,989

The Shire of Wickepin invited applications for the 2019/20 Community Grants in March 2019 after advertising the program from December 2018. Applications closed on Friday 24 May at 4.00pm. Applications were received from the following groups on the appropriate form and prior to the advertised deadline.

2019/20 Budget Requests	
Lake Yealering Bowling Club	\$1,952.00
Yealering Progress Association	\$2,000.00
Harrismith Golf Club	\$3,106.00
Wickepin Playgroup	\$1,264.00
Wickepin History Group	\$486.00
Wickepin District Sports Club	\$3,642.50
She Shed He Shed	\$700.00
Community Resource Centre	\$14,478.25
Yealering P&C	\$6,645.00
<b>Total</b>	<b>\$34,273.75</b>

The attached grant application was part of the Community Development Officers Report presented at the 19<sup>th</sup> June 2019 Ordinary Meeting Agenda.

Council held this over for the CEO to obtain more information on the grant submitted by the Wickepin CRC for the Lake Yealering regatta day being held on the 26 October 2019.

Applicant 8	Community Resource Centre (CRC)
Purpose of Organisation	The Wickepin Community Resource Centre works with and for the community by providing a professional, confidential and family friendly centre. It supports business, economic and social development within the Shire by providing access to up-to-date services, information, technology, events and training
Incorporated	Yes A1009730M
ABN	Yes 93 902 899 855
Registered For GST	Yes
Financial information attached:	Yes
Previous funding:	Yes 2017 \$1938
Purpose of funding:	Lake Yealering Regatta: event to be held 26 October 2019
Alternative funding sought:	Yes External grants sought for activities. Private Sponsorship
Support of members and general community eg letters of support or meeting minutes	Yes Letter of Support
Total project cost:	\$23,028.25
Funding requested:	\$14,478.25
Project budget and quotes supplied:	Yes
Comments	<p>The CRC operates with 3 part time paid employees, 8 voluntary committee members and volunteers at varied events. CRC has approximately 80 paid members. Their main funding comes through the Department of Primary Industries &amp; Regional Development. The WSC provides funds to the CRC to manage the Library and supports in-kind by covering insurance, water, fire protection, maintenance and pest control per the lease agreement. The CRC supports the WSC in community development by organising, funding and hosting a number of smaller initiatives throughout the year which are essential for a healthy engaged community. Approximately 160 people per month use and benefit from the services, events or workshops held by the CRC. A successful regatta was hosted by the CRC in 2017. The regatta in 2019 is being co-coordinated by the Yealering Progress Committee and the CRC. Over 20 community members are part of the regatta planning committee and all clubs in Yealering are involved in the running of the day. The event will be a healthy fundraiser for the clubs. Plans are in place for a land regatta should Lake Yealering not fill due to lack of rain. Lake Yealering Regatta is a worthwhile event and engages the whole community while promoting the Shire to a wider audience. The amount requested is more than council's general philosophy of funding 50% of projects over \$5000. (50% of \$23,028.24 is \$11,514.25.) Considering the vast amount of volunteer hours and the scale of the event, including the goodwill and advertising the regatta will generate, funding the higher percentage (an added amount of \$2,964 equating to a 62% grant request ) will be beneficial to the Shire.</p>

## Comments:

The CEO held a meeting with Amanda Heaney of the Wickepin CRC and has requested further information on the grant application. The CEO is yet to receive this information but will forward any information if received prior to the next Ordinary Meeting of Council. Amanda Heaney has intimated that she will be at the next Ordinary Meeting of Council to answer any questions council may have on the grant application.

## Statutory Environment:

*Local Government Act 1995.*

## Policy Implications:

Sponsorship, contributions and donations to sporting and community groups

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

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

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

### Fund Objective

Funds from Council may be made available for the following:

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

Council may fund the following:

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

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

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

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

## Application Procedure

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

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

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$25.00 per hour.

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

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

## GUIDELINES

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

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

### Financial Implications:

An amount of 2.5% of rates is budgeted every year for community grants. The amount requested is below the 2.5% of rates allocated. Amount requested by the Wickepin CRC under the community grants is \$14,478.25.

### Strategic Implications:

Aligns with Strategic Community Plan 2018 -2028.

### **Recommendations:**

That Council place in the budget estimates the application from the Wickepin Community Resource Centre for funding of \$14,478.25 exclusive of GST towards the running and support of the Lake Yealering Regatta being held on the 26 October 2019.

### **Voting Requirements:**

Simple majority.

### **Council Decision:**

**Resolution No: 170719-04**

**Moved Cr S Martin / Seconded Cr F Allan**

That Council place in the budget estimates the application from the Wickepin Community Resource Centre for funding of \$14,478.25 exclusive of GST towards the running and support of the Lake Yealering Regatta being held on the 26 October 2019.

**Carried 6 / 1**

Cr Julie Russel re-joined the meeting at 3.41pm

Ms Amanda Heaney left the meeting at 3.41pm

## TECHNICAL SERVICES

### 10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services, Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services, Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	10 July 2019

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#### Enclosure/Attachments:

Nil.

#### Summary:

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

#### Background:

Nil.

#### Comments:

##### Programmed Construction Works

- Wickepin Harrismith Road – The surveyors came out and set up a centerline for a lift and correction layer. Have looked for gravel and found it on Councilor Nathan Astbury's property. Will be offering the standard rate for the gravel and rehabilitation of the excavated area. The standard rate is \$1.00 per meter solid in the ground.
- Footpath – Two crossings to go and will be looking to get next lot out as soon as the budget is adopted.

##### Maintenance Works

- Maintenance Grader – Working on Kirk Rock area and hired a roller, working with him now and the construction grader and roller is on Line Road at the present time.
- Pot-hole patching is on going.
- Signage Maintenance - New boundary signage is up.
- Yealering – The crew is out at the present time giving the town a big clean up.
- Line Road – Gave the bob cat and the digger slasher a first run with a double run on both sides averaging around 3.5 km completed per day.

##### Occupational Health and Safety

- Lost time due to injury - Nil.
- Incident reports - Nil.

##### Workshop

- General servicing.
- Rob Clement has looked at the small roller to see if it is viable or not to get running. It would be a good bit of plant to have running as it would be used on small dig outs, stabilizing and footpath works. If not, we will have a look at other options like a DPU which start at around \$5000.00 for a small one to around \$15,000.00 for a big one but this would be placed into the 2020/2021 budget.

##### Parks and Gardens

- General mowing and whipper snipping on going.
- Walk trail maintenance, new seat and the bridge hand rail installed.
- General maintenance at Lake Yealering and Harrismith.



### **Plant and Equipment**

- Free roller is getting repaired at the present time because the bearings have worn out.

### **Other Information**

- Working on the back hoe truck and mower specifications.
- Also seal tender and gravel tender will be ready to go out in August.

### **Statutory Environment:**

*Local Government Act 1995.*

### **Policy Implications:**

Not applicable.

### **Financial Implications:**

Not applicable.

### **Strategic Implications:**

Nil.

### **Recommendations:**

That Council notes the report from the Manager of Works and Services 10 July 2019.

### **Voting Requirements:**

Simple majority.

### **Council Decision:**

**Resolution No: 170719-05**

**Moved Cr S Hyde / Seconded Cr A Lansdell**

That Council notes the report from the Manager of Works and Services dated 10 July 2019.

**Carried 7 / 0**

Mr Mark Hook CEO declared an Impartiality interest and left the room at 3.44pm

### 10.1.02 – Replacement of Holden Trailblazer - 0 WK

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.TEN.2110
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	CEO – Impartiality Daughter works for Edwards Holden
Date of Report:	10 July 2019

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#### Enclosure/Attachments:

Nil.

#### Summary:

Council is being requested to accept the quote from Edwards Holden for a New Holden LTZ Trailblazer with the following accessories at a changeover price of \$1,800 GST Inclusive.

- Prestige Paint
- Towing Package
- Tint
- Electric Brakes

#### Background:

In the 2019/2020 Budget Estimates, Council included within the plant replacement program the replacement of the Chief Executive Officers Vehicle being a Silver 2018 LTZ Holden Trailblazer 0 WK. The current LTZ Holden Trailblazer Registration, 0 WK as of the 8 July 2019 had done 13,591 kilometers.

#### Comments:

As per Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS the Chief Executive Officer requested quotes from the following suppliers:

1. Ingreys Narrogin
2. Narrogin Toyota
3. Edwards Holden – Narrogin

The quote requested was for the vehicle to be changed over after 15,000 kilometers.

Council has received the following quotes as of the 10 July 2019.

	Edwards Holden	Narrogin Mitsubishi	Narrogin Mitsubishi
	Holden LTZ Trailblazer 4X4 Auto	NX Pajero Exceed 3.2L CDI	QE Pajero Sport
Price inclusive of options	41,204.70	49,523.46	37,590.28
Prestige Paint	407.00		
Towing Package	1100.00		
Mats	To be changed over to new vehicle		
Tint	400.00		
Redarc Brake Kit	650		
Dealer Delivery	Nil		
License	Shire Cost		
Satellite Navigation			
Less Trade 2016 Colorado 7	39,404.70	31,818.18	31,818.18
<b>Change Over GST Inclusive</b>	<b>\$1,800</b>	<b>\$17,705.28</b>	<b>\$5,772.10</b>

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	<p>Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Wickepin, by obtaining at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> <li>- a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or</li> <li>- from the open market.</li> </ul> <p>Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</p>
Over \$5,000 and up to \$50,000	<p>Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> <li>- a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> <li>- from the open market.</li> </ul> <p>Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</p>
Over \$50,000 and up to \$150,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> <li>- a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> <li>- from the open market.</li> </ul> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy and the Shire of Wickepin's tender procedures.</p> <p>The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

**Environment:**

*Local Government Act 1995.*

*Local Government (Functions and General) Regulations 1996.*

**Policy Implications:**

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
  - the purchase is from a Regional Local Government or another Local Government;
  - the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
  - the purchase is acquired from an Australian Disability Enterprise and represents value for money;
  - any of the other exclusions under Regulation 11 of the Regulations apply.
  - an emergency situation as defined by the Local Government Act 1995;
  - the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
  - the purchase is under auction that has been authorised by Council;
  - the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- Determining purchasing value is to be based on the following considerations:

- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

### Financial Implications:

Council's budget figure for the changeover of CEO vehicle which is currently a Holden Colorado Trail Blazer, registration 0 WK is \$4,000 GST Exclusive. The Budget amount of \$4,000 is for the purchase of two vehicles in the 2019/2020 financial year.

### Strategic Implications:

Nil.

### Recommendations:

That the quotation for a New Holden LTZ Trailblazer, for a change over price of \$1,800 GST Inclusive with the following accessories from Edwards Holden Narrogin be accepted by Council

- Tow Package
- Prestige Paint
- Tint
- Electric Brakes

### Voting Requirements:

Simple majority.

### Council Decision:

Resolution No: 170719-06

**Moved Cr S Martin / Seconded Cr W Astbury**

That the quotation for a New Holden LTZ Trailblazer, for a change over price of \$1,800 GST Inclusive with the following accessories from Edwards Holden Narrogin be accepted by Council

- Tow Package
- Prestige Paint
- Tint
- Electric Brakes

**Carried 7 / 0**

CEO Mr Mark Hook re-joined the Meeting at 4.00pm

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement, Manager of Finance
File Reference:	FM.BA.1201
Author:	Dianne Barry – Finance Officer
Disclosure of Interest:	Nil
Date of Report:	11 July, 2019

---

#### Enclosure/Attachments:

List of Accounts.

#### Summary:

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

<u>Municipal Account</u>	<u>Vouchers</u>	<u>Amounts</u>
EFT	9478, 9480-9497, 9499-9524, 9526-9570	\$ 307,059.93
Cheques	15612-15621	\$ 42,236.41
Payroll	June	\$ 69,394.38
Superannuation	June	\$ 12,178.92
Credit Card	June	\$ 1,502.16
Direct Deductions	June	\$ 1,029.3
Licensing	June	\$ 33,146.20
	<b>June Total</b>	<b>\$ 466,547.30</b>
<b>Trust</b>		
EFT	9479, 9525	\$ 650.00
Cheques		
	<b>June Total</b>	<b>\$ 650.00</b>
	<b>Total for June</b>	<b>\$467,197.30</b>

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

#### **Certificate of Chief Executive Officer:**

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

#### Comments:

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

#### Statutory Environment:

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

#### Policy Implications:

Policy 3.1.7 - Cheque Issue.

**Strategic Implications:**

Nil.

**Recommendations:**

That Council acknowledges that payments totalling \$467,197.30 for June 2019 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:**

Simple majority.

**Council Decision:**

**Resolution No: 170719-07**

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

That Council acknowledges that payments totalling \$467,197.30 for June 2019 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 7 / 0**

## 10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	1 July 2019

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### Enclosure/Attachments:

Nil.

### Background:

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

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

### Comments:

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

### Statutory Environment:

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

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

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

**Policy Implications:**

Nil.

**Strategic Implications:**

Nil.

**Recommendations:**

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

**Voting Requirements:**

Simple majority.

**Council Decision:**

**Resolution No: 170719-08**

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

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

**Carried 7 / 0**



# SHIRE OF WICKEPIN

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 June 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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# Shire of Wickepin

## Compilation Report

For the Period Ended 30 June 2019

### Report Purpose

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

### Overview

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

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 June 2019 of \$1,343,006.

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

### Preparation

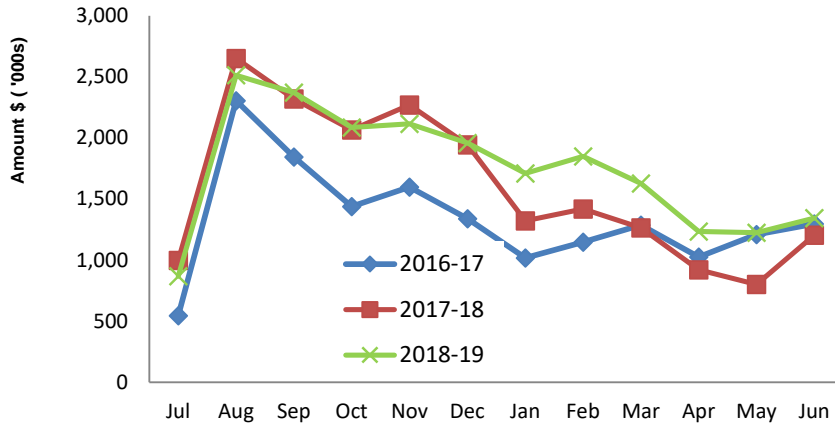
Prepared by: Erika Clement Finance Manager

Reviewed by: Mark Hook CEO

Date prepared: 12-Jul-19

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

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



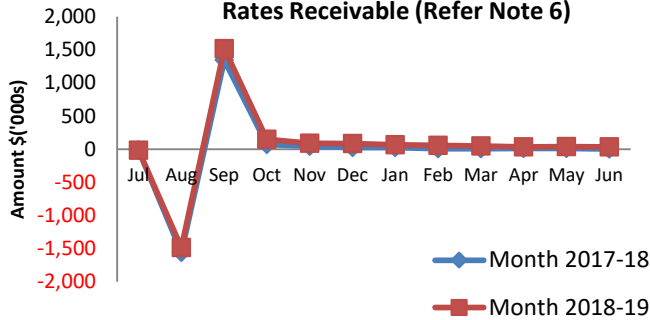
**Cash and Cash Equivalents  
as at period end**

Unrestricted	\$ 1,462,532
Restricted	\$ 2,102,637
	\$ 3,565,169

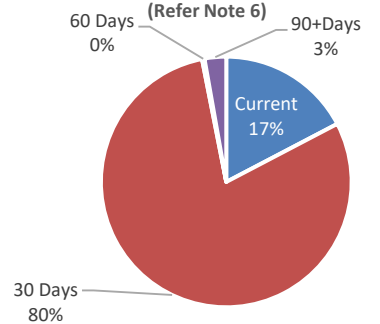
**Receivables**

Rates	\$ 34,530
Other	\$ 15,076
	\$ 49,606

**Rates Receivable (Refer Note 6)**



**Accounts Receivable Ageing (non-rates)**



**Comments**

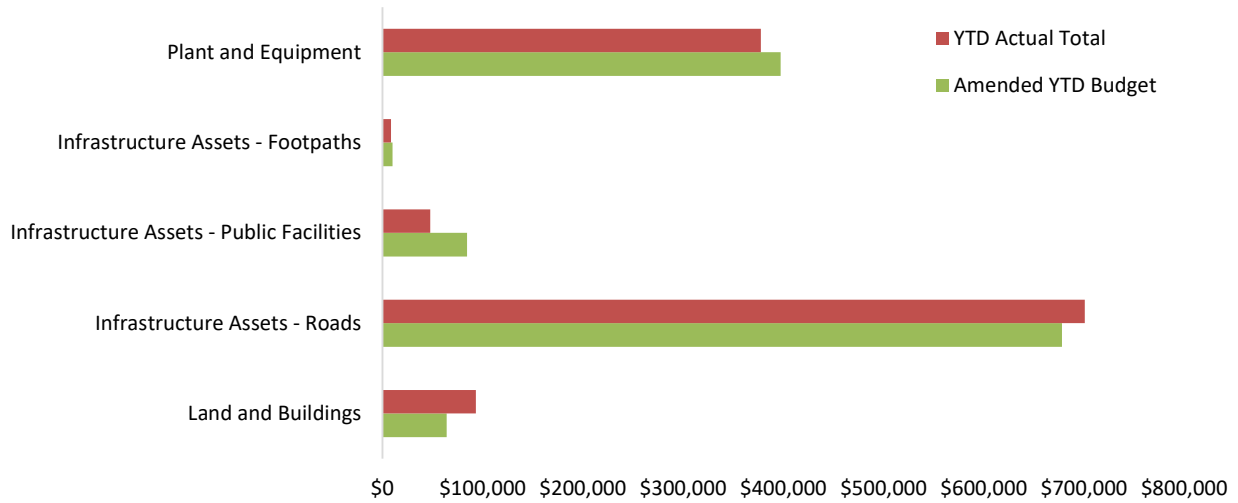
Unrestricted cash includes the following payments in advance

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

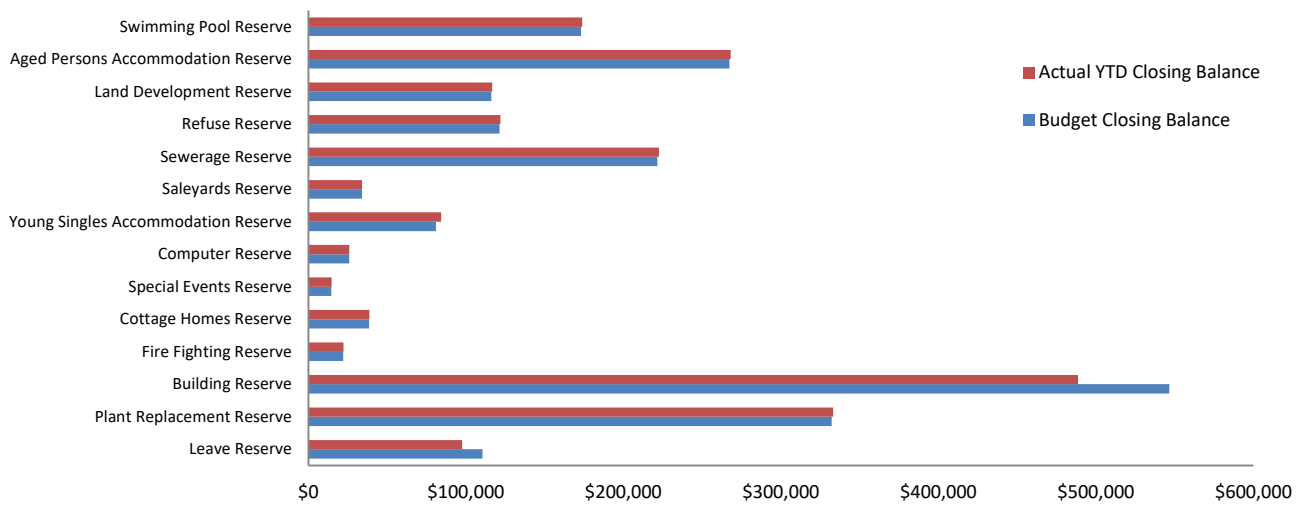
This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

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



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



**Comments**

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

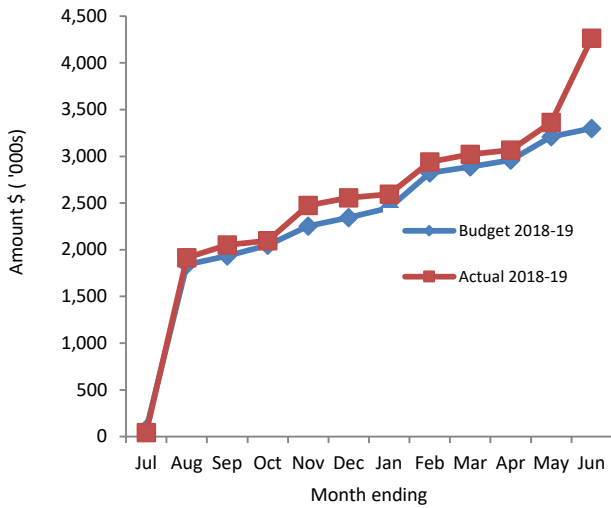
# Shire of Wickepin

## Monthly Summary Information

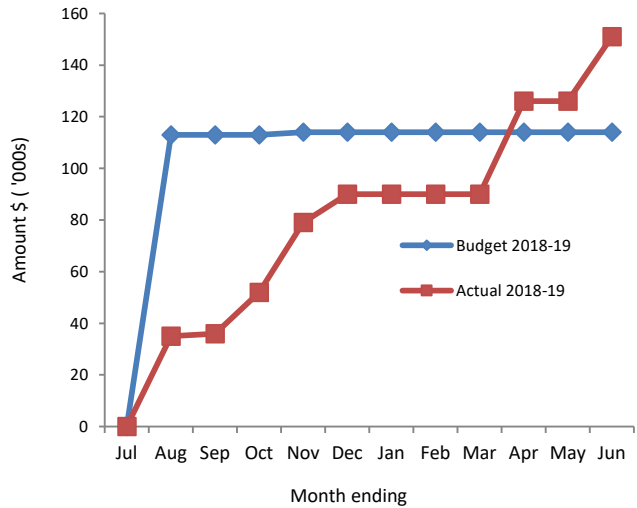
For the Period Ended 30 June 2019

### Revenues

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

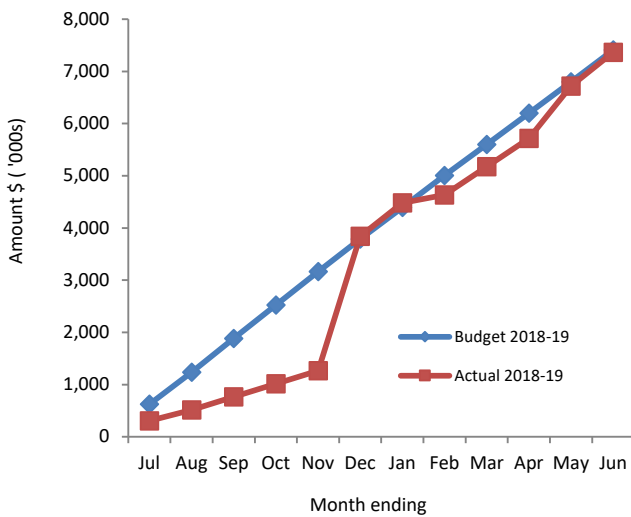


**Budget Capital Revenue -v- Actual (Refer Note 2)**

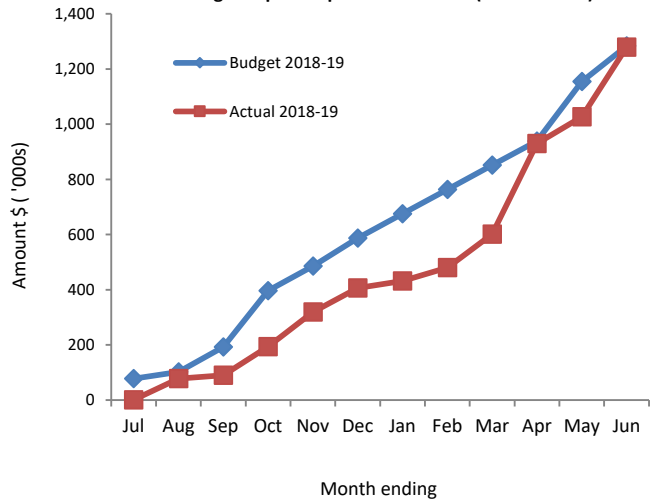


### Expenditure

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



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



### Comments

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

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

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		1,110	1,110	16,264	15,154	1365.22%	▲
General Purpose Funding - Rates	9	1,352,265	1,352,265	1,359,580	7,315	0.54%	
General Purpose Funding - Other		819,181	819,181	1,657,343	838,162	102.32%	▲
Law, Order and Public Safety		72,887	72,887	95,918	23,031	31.60%	▲
Health		250	250	100	(150)	(60.00%)	
Education and Welfare		4,160	4,160	214	(3,946)	(94.86%)	
Housing		108,150	108,150	96,051	(12,099)	(11.19%)	▼
Community Amenities		186,040	186,040	171,309	(14,731)	(7.92%)	▼
Recreation and Culture		32,597	32,597	34,468	1,871	5.74%	
Transport		646,931	646,931	685,703	38,772	5.99%	▲
Economic Services		42,165	42,165	74,003	31,838	75.51%	▲
Other Property and Services		33,500	33,500	72,693	39,193	116.99%	▲
<b>Total Operating Revenue</b>		<b>3,299,236</b>	<b>3,299,236</b>	<b>4,263,646</b>	<b>964,410</b>		
<b>Operating Expense</b>							
Governance		(445,002)	(445,002)	(395,056)	49,946	11.22%	▼
General Purpose Funding		(87,054)	(87,054)	(84,513)	2,541	2.92%	
Law, Order and Public Safety		(252,430)	(252,430)	(232,243)	20,187	8.00%	▼
Health		(25,916)	(25,916)	(20,075)	5,842	22.54%	▼
Education and Welfare		(17,842)	(17,842)	(11,693)	6,150	34.47%	▼
Housing		(189,061)	(189,061)	(162,027)	27,034	14.30%	▼
Community Amenities		(383,798)	(383,798)	(372,789)	11,009	2.87%	
Recreation and Culture		(982,652)	(982,652)	(1,008,067)	(25,415)	(2.59%)	
Transport		(4,759,357)	(4,759,357)	(4,742,543)	16,815	0.35%	
Economic Services		(241,056)	(241,056)	(229,279)	11,777	4.89%	
Other Property and Services		(26,141)	(26,141)	(108,650)	(82,509)	(315.64%)	▲
<b>Total Operating Expenditure</b>		<b>(7,410,310)</b>	<b>(7,410,310)</b>	<b>(7,366,934)</b>	<b>43,376</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,327,930	4,327,930	4,695,668	367,738	8.50%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,900	24,900	55,577	30,677	123.20%	▲
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>241,756</b>	<b>241,756</b>	<b>1,647,956.01</b>	<b>1,406,200</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	170,594	113,729	150,674	36,945	32.49%	▲
<b>Total Capital Revenues</b>		<b>170,594</b>	<b>113,729</b>	<b>150,674</b>	<b>36,945</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(56,000)	(93,279)	(37,279)	(66.57%)	▲
Infrastructure - Roads	13	(677,876)	(686,721)	(700,740)	(14,019)	(2.04%)	
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(10,000)	(10,000)	(8,612)	1,388	13.88%	▼
Infrastructure - Drainage	13	(84,500)	(77,500)	(59,551)	17,949	23.16%	▼
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(397,144)	(397,144)	(363,652)	33,492	8.43%	▼
Furniture and Equipment	13	(22,000)	(22,000)	(53,368)	(31,368)	(142.58%)	▲
<b>Total Capital Expenditure</b>		<b>(1,255,720.10)</b>	<b>(1,249,365)</b>	<b>(1,279,202)</b>	<b>(29,837)</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,085,126)</b>	<b>(1,135,636)</b>	<b>(1,128,527.19)</b>	<b>7,108</b>		
<b>Financing</b>							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	6,081	6,081	(0)	(0.01%)	
Transfer from Reserves	7	46,500	46,500	33,000	(13,500)	(29.03%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(25,389)	(29,365)	(3,976)	(15.66%)	
Transfer to Reserves	7	(313,466)	(156,733)	(330,783)	(174,050)	(111.05%)	▲
<b>Net Cash from Financing Activities</b>		<b>(290,722)</b>	<b>(129,541)</b>	<b>(321,068)</b>	<b>(191,527)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,134,092)</b>	<b>(1,023,420)</b>	<b>198,361</b>	<b>1,252,458</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,134,092</b>	<b>1,144,645</b>	<b>1,144,645</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>121,224</b>	<b>1,343,006</b>	<b>1,252,458</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 30 June 2019**

	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	1,352,265	1,352,265	1,359,580	7,315	0.54%	
Operating Grants, Subsidies and Contributions	11	861,048	861,048	1,748,901	887,853	103.11%	▲
Fees and Charges		459,782	459,782	533,627	73,845	16.06%	▲
Service Charges		0	0	0	0		
Interest Earnings		52,000	52,000	63,677	11,677	22.46%	▲
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	21,680	21,680	5,399			
<b>Total Operating Revenue</b>		<b>2,746,775</b>	<b>2,746,775</b>	<b>3,711,185</b>	<b>980,691</b>		
<b>Operating Expense</b>							
Employee Costs		(1,318,973)	(1,319,558)	(1,143,335)	176,223	13.35%	▲
Materials and Contracts		(1,358,671)	(1,358,086)	(1,110,885)	247,202	18.20%	▲
Utility Charges		(175,545)	(175,545)	(186,356)	(10,811)	(6.16%)	▼
Depreciation on Non-Current Assets		(4,327,930)	(4,327,930)	(4,695,668)	(367,738)	(8.50%)	▼
Interest Expenses		(3,453)	(3,453)	(3,549)	(96)	(2.79%)	
Insurance Expenses		(179,158)	(179,158)	(166,166)	12,992	7.25%	▲
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(46,580)	(46,580)	(60,975)			
<b>Total Operating Expenditure</b>		<b>(7,410,310)</b>	<b>(7,410,310)</b>	<b>(7,366,934)</b>	<b>57,771</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,327,930	4,327,930	4,695,668	367,738	8.50%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,900	24,900	55,577	30,677	123.20%	▲
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>(310,705)</b>	<b>(310,705)</b>	<b>1,095,495</b>	<b>1,436,876</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	552,461	552,461	552,461	0	0.00%	
Proceeds from Disposal of Assets	8	170,594	113,729	150,674	36,945	32.49%	▲
<b>Total Capital Revenues</b>		<b>723,055</b>	<b>666,190</b>	<b>703,135</b>	<b>36,945</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(56,000)	(93,279)	(37,279)	(66.57%)	▼
Infrastructure - Roads	13	(677,876)	(686,721)	(700,740)	(14,019)	(2.04%)	
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(10,000)	(10,000)	(8,612)	1,388	13.88%	▲
Infrastructure - Drainage	13	(84,500)	(77,500)	(59,551)	17,949	23.16%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(397,144)	(397,144)	(363,652)	33,492	8.43%	▲
Furniture and Equipment	13	(22,000)	(22,000)	(53,368)	(31,368)	(142.58%)	▼
<b>Total Capital Expenditure</b>		<b>(1,255,720)</b>	<b>(1,249,365)</b>	<b>(1,279,202)</b>	<b>(29,837)</b>		
<b>Net Cash from Capital Activities</b>		<b>(532,665)</b>	<b>(583,175)</b>	<b>(576,066)</b>	<b>7,108</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	6,081	6,081	(0)	(0.01%)	
Transfer from Reserves	7	46,500	46,500	33,000	(13,500)	(29.03%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(25,389)	(29,365)	(3,976)	(15.66%)	
Transfer to Reserves	7	(313,466)	(156,733)	(330,783)	(174,050)	(111.05%)	▼
<b>Net Cash from Financing Activities</b>		<b>(290,722)</b>	<b>(129,541)</b>	<b>(321,068)</b>	<b>(191,527)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,134,092)</b>	<b>(1,023,420)</b>	<b>198,361</b>	<b>1,252,458</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,134,092</b>	<b>1,144,645</b>	<b>1,144,645</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>121,224</b>	<b>1,343,006</b>	<b>1,252,458</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 30 June 2019

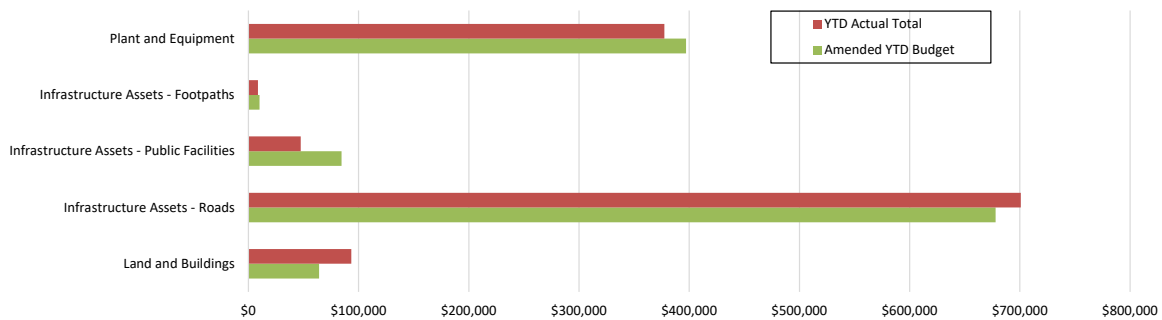
Capital Acquisitions	Note	YTD 30 06 2019					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	93,279	0	93,279	64,200	64,200	29,079
Infrastructure Assets - Roads	13		700,740	700,740	677,876	677,876	22,864
Infrastructure Assets - Public Facilities	13	47,552	0	47,552	84,500	84,500	(36,948)
Infrastructure Assets - Footpaths	13	8,612	0	8,612	10,000	10,000	(1,388)
Plant and Equipment	13	377,500	0	377,500	397,144	397,144	(19,644)
<b>Capital Expenditure Totals</b>		<b>578,462</b>	<b>700,740</b>	<b>1,279,202</b>	<b>1,255,720</b>	<b>1,255,720</b>	<b>23,482</b>

**Funded By:**

Capital Grants and Contributions	552,461	552,461	552,461	0
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	150,674	113,729	170,594	36,945
<b>Own Source Funding - Cash Backed Reserves</b>				
Leave Reserve			13,500	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve			33,000	
Building Reserve				
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>325,066</b>	<b>46,500</b>	<b>46,500</b>	<b>278,566</b>
<b>Own Source Funding - Operations</b>	<b>251,001</b>	<b>543,030</b>	<b>486,165</b>	<b>(292,029)</b>
<b>Capital Funding Total</b>	<b>1,279,202</b>	<b>1,255,720</b>	<b>1,255,720</b>	<b>23,482</b>

Comments and graphs

Capital Expenditure Program YTD





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

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

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

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

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

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

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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

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

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

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

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

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

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

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

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

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

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

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

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

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

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

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

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

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

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

**(s) GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

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

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

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

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

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	15,154	1365.22%	▲	Permanent	Great Southern Regional Business Assoc - Refund
General Purpose Funding - Other	838,162	102.32%	▲	Permanent	2019/2020 Financial Assistance Grants
Law, Order and Public Safety	23,031	31.60%	▲	Permanent	ESL Grant 2017/2018 supplement, 2019.2020 ESL Prepayment
Housing	(12,099)	(11.19%)	▼	Timing	Housing Units vacant
Community Amenities	(14,731)	(7.92%)	▼	Timing	Hiring of Facilities Down
Recreation and Culture	1,871	5.74%		Permanent	Art Prize Entries, Arty Party ticket sales, Lamb & Lager Ticket Sales
Transport	38,772	5.99%	▲	Timing	More Standpipe Water income and Private works income
Other Property and Services	39,193	116.99%	▲	Permanent	Worker Comp Claim - reimbursement, Higher Private works income
<b>Operating Expense</b>					
Governance	49,946	11.22%	▼	Timing	Expenditure not as high(Conference Expenses, Audit Fees, Long Service Leave, Presentations, Legal)
General Purpose Funding	2,541	2.92%			
Law, Order and Public Safety	20,187	8.00%	▼	Timing	Expenditure not as high(Fire Equipment & Prevention)
Health	5,842	22.54%	▼	Timing	Expenditure not as high,(Group Regional Scheme costs down, Mosquito Control)
Education and Welfare	6,150	34.47%	▼	Timing	Expenditure not as high( Donations, CDO projects)
Housing	27,034	14.30%	▼	Timing	Mainenance costs down. Group Regional Scheme costs down
Community Amenities	11,009	2.87%			
Recreation and Culture	(25,415)	(2.59%)			
Transport	16,815	0.35%			
Economic Services	11,777	4.89%			
Other Property and Services	(82,509)	(315.64%)	▲	Timing	Increase in Privete Works Costs, LSL Costs & PPE costs
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	0	0.00%			
Proceeds from Disposal of Assets	36,945	32.49%	▲	Permanent	Higher Trade in Price on Disposals
<b>Capital Expenses</b>					
Land and Buildings	(37,279)	(66.57%)	▲	Timing	Higher Costs(Washdown Bay, LCAC Carport)
Infrastructure - Roads	(14,019)	(2.04%)			
Infrastructure - Footpaths	1,388	13.88%	▼	Timing	Pram Ramps still to be completed
Plant and Equipment	33,492	8.43%	▼	Timing	Better Deals on Purchase of Plant
Furniture and Equipment	(31,368)	(142.58%)	▲	Timing	Higher Costs ( Server, Johnson Park Equipment)
<b>Financing</b>					
Loan Principal	(3,976)	(15.66%)			

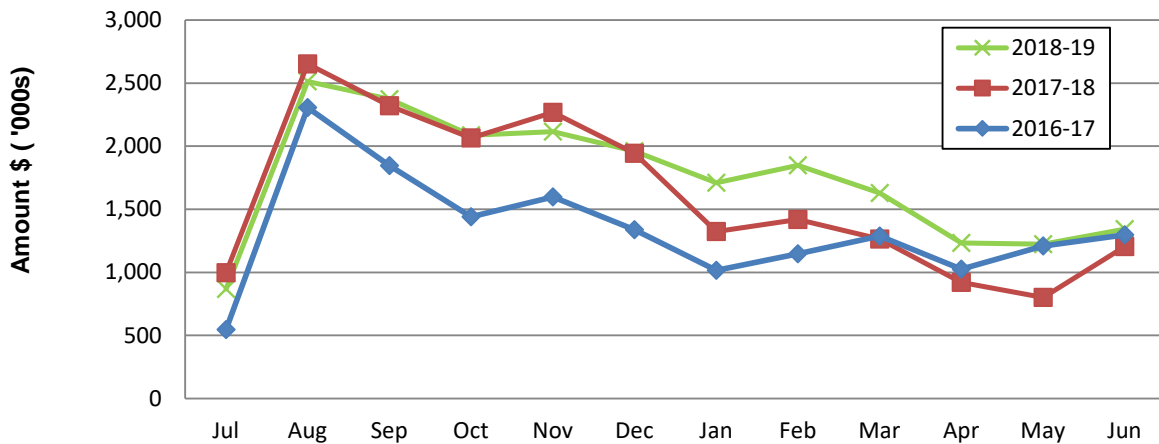


**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 June 2019

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)			
		YTD 30 Jun 2019	30 June 2018	YTD 29 Jun 2018	
Note		\$	\$	\$	
<b>Current Assets</b>					
	Cash Unrestricted	4	1,462,532	1,296,360	975,440
	Cash Restricted	4	2,102,637	1,804,855	1,274,113
	Receivables - Rates	6	34,530	18,877	73,835
	Receivables -Other	6	15,076	11,566	112,223
	Interest / ATO Receivable/Trust		31,485	25,910	27,693
	Inventories		0	0	0
			3,646,261	3,157,568	2,463,304
<b>Less: Current Liabilities</b>					
	Payables		(23,397)	(17,216)	(26,842)
	Provisions		(177,221)	(190,853)	(144,743)
			(200,618)	(208,068)	(171,586)
	Less: Cash Reserves	7	(2,102,637)	(1,804,855)	(1,274,113)
	<b>Net Current Funding Position</b>		<b>1,343,006</b>	<b>1,144,645</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 30 June 2019**

**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%	689,085			689,085	ANZ	At Call
Reserve Bank Account	0.00%		2,102,637		2,102,637	ANZ	At Call
Trust Bank Account	0.00%			138,842	138,842	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal	2.50%				0		
Municipal	1.45%	772,747			772,747	WA Treasury	At Call
Reserve	2.35%				0	ANZ	18-Jun-19
Trust	2.10%				0	ANZ	18-Jun-19
<b>Total</b>		<b>1,462,531.97</b>	<b>2,102,637.02</b>	<b>138,841.67</b>	<b>3,704,010.66</b>		

**Comments/Notes - Investments**

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

**Note 5: BUDGET AMENDMENTS**

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

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

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

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

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

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

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

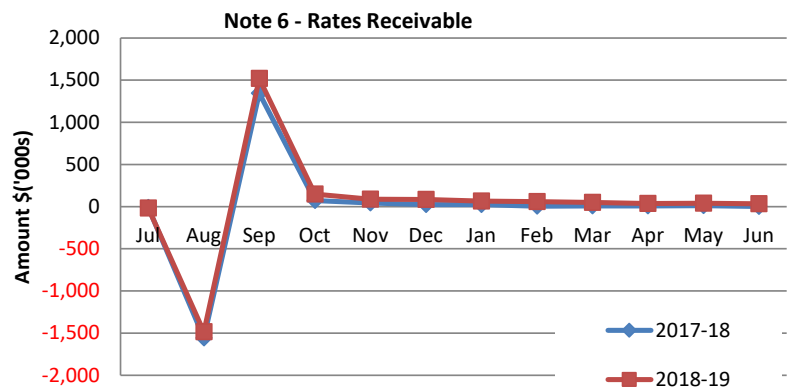
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

	YTD 30 Jun 2019	30 June 2017
	\$	\$
Opening Arrears Previous Years	19,522	25,543
Levied this year	1,534,110	1,497,589
<u>Less</u> Collections to date	(1,519,102)	(1,503,610)
Equals Current Outstanding	<b>34,530</b>	<b>19,522</b>
<b>Net Rates Collectable</b>	<b>34,530</b>	<b>19,522</b>
% Collected	97.78%	98.72%



Comments/Notes - Receivables Rates

**Receivables - General**

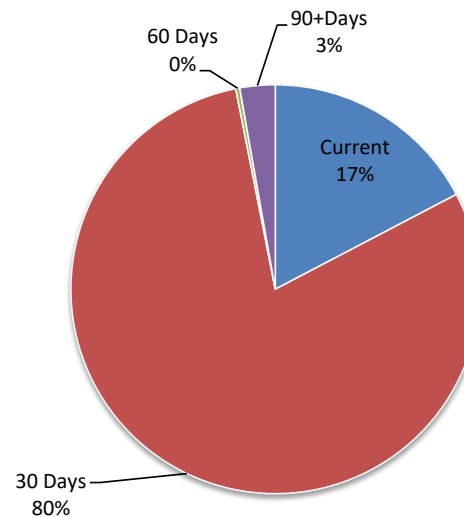
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	2,612	11,996	48	420
<b>Total Receivables General Outstanding</b>				<b>15,076</b>

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



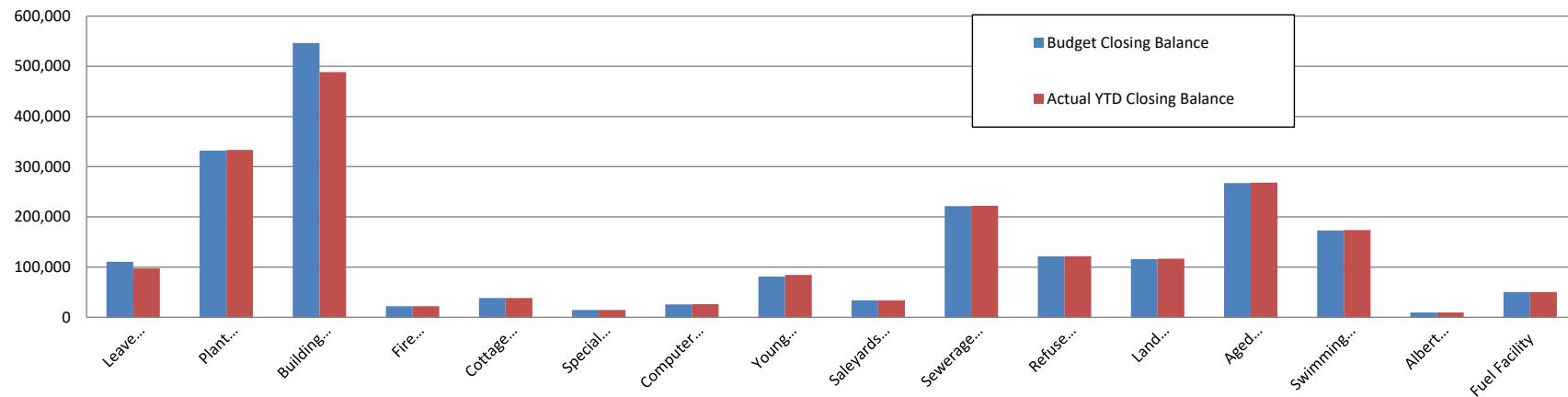
Comments/Notes - Receivables General

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

**Note 7: Cash Backed Reserve**

2018-19											
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance	
	\$	\$	\$	\$	\$	\$	\$		\$	\$	
Leave Reserve	95,446.00	1,586.00	2,047		0	(13,500)	0		110,532	97,493	
Plant Replacement Reserve	205,371.00	3,414.00	4,393	123,450	123,450				332,235	333,214	
Building Reserve	505,100.00	8,396.00	10,848		5,600	(33,000)	33,000		546,496	488,548	
Fire Fighting Reserve	21,790.00	365.00	464		0				22,155	22,254	
Cottage Homes Reserve	37,844.00	629.00	816		0				38,473	38,660	
Special Events Reserve	14,332.00	238.00	307		0				14,570	14,639	
Computer Reserve	20,549.00	342.00	441	5,000	5,000				25,891	25,990	
Young Singles Accommodation Reserve	74,705.00	1,242.00	1,603	5,000	8,000				80,947	84,308	
Saleyards Reserve	28,493.00	474.00	611	5,000	5,000				33,967	34,104	
Sewerage Reserve	179,259.00	2,980.00	3,845	39,343	39,343				221,582	222,447	
Refuse Reserve	119,384.00	1,984.00	2,561		0				121,368	121,945	
Land Development Reserve	114,279.00	1,900.00	2,451		0				116,179	116,730	
Aged Persons Accommodation Reserve	188,416.00	3,132.00	4,042	75,673	75,673				267,221	268,131	
Swimming Pool Reserve	165,307.00	2,748.00	3,546	5,000	5,000				173,055	173,853	
Albert Facey Homestead Reserve	9,580.00	159.00	206		0				9,739	9,786	
Fuel Facility	25,000.00	411.00	537	25,000	25,000				50,411	50,536	
	<b>1,804,855</b>	<b>30,000</b>	<b>38,717</b>	<b>283,466</b>	<b>292,066</b>	<b>(46,500)</b>	<b>33,000</b>		<b>2,164,821</b>	<b>2,102,637</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 30 June 2019**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments	
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 06 2019				
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance		
\$	\$	\$	\$	\$	\$	\$			
<b>Plant and Equipment</b>									
37,970	(3,308)	35,950	1,288	PCEOF	Holden Colorado CEO	(740)	1,288	2,028	GL 109930.70
37,586	(3,275)	35,822	1,511	PCEOG	Holden Colorado CEO	(740)	1,511	2,251	
53,500	(23,415)	24,500	(5,585)	P2489	2010 Bobcat Skid Steere	6,750	(5,585)	(12,335)	
1,000	(292)	0	(708)	P3518	1988 Flat Top Trailer for Bob Cat	0	(708)	(708)	
12,000	(3,600)	11,000	2,600	P2495	2007 John Deere Mower	2,600	2,600	(0)	
34,000	(6,800)	16,129	(11,071)	P706	2014 Holden Colorado Single Cab Utility 4X4	0	(11,071)	(11,071)	
43,673	(11,989)	27,273	(4,411)	PFACEY	2014 - Facey Group Colorado Crew Utility 4x4	11,330	(4,411)	(15,741)	
49,000	(9,800)	0	(39,200)	P182	Tincurrin Fire Truck	(44,100)	(39,200)	4,900	
<b>268,729</b>	<b>(62,478)</b>	<b>150,674</b>	<b>(55,577)</b>			<b>(24,900)</b>	<b>(55,577)</b>	<b>(30,677)</b>	

**Comments - Capital Disposal/Replacements**

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

**Note 9: RATING INFORMATION**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>Differential General Rate</b>											
GRV	7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	0.9958	278	132,731,703	1,321,708	(111)		1,321,597	1,321,742			1,321,742
<b>Sub-Totals</b>		472	134,550,918	1,449,602	(111)	0	1,449,491	1,449,636	0	0	1,449,636
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
<b>Sub-Totals</b>		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,480,691				1,480,836
Discount							11,734				8,454
Rates Writeoffs							(132,820)				
							(25)				
<b>Amount from General Rates</b>							<b>1,359,580</b>				<b>1,489,290</b>
Specified Area Rates											
<b>Totals</b>							<b>1,359,580</b>				<b>1,489,290</b>

Comments - Rating Information



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

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 100 - CEO Residence	47,972		23,285	23,285	24,687	24,687	2,196	2,196	24/06/2020
Loan 102 - WD Sports Club SS Greens	32,961		6,080	6,081	26,881	26,880	1,258	1,258	17/01/2023
	80,933	0	29,365	29,366	51,568	51,567	3,454	3,454	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2018-19 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	527,399	0	527,399	0	1,067,902	(540,503)
Grants Commission - Roads	WALGGC	Y	235,332	0	235,332	0	519,276	(283,944)
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	22,337	0	22,337	0	44,509	0
				0			0	0
<b>HOUSING</b>								
						0	0	0
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Armistice Day Grant	RSL	Y	3,860	0	3,860		3,860	0
<b>TRANSPORT</b>								
				0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	215,181	0	0	215,181	215,181	0
RRG Grants - Capital Projects	Regional Road Group	Y	245,690	0	0	245,690	245,690	0
Direct Grant - Maintenance	Dept. of Transport	Y	72,120	0	72,120	0	117,214	0
State Flood Income- Wandrra Funding	Wandrra Funding		91,590	0	0	91,590	91,590	0
<b>EDUCATION</b>								
	RDA movie nights				0			0
<b>TOTALS</b>			<b>1,413,509</b>	<b>0</b>	<b>861,048</b>	<b>552,461</b>	<b>2,305,222</b>	<b>(824,447)</b>
Operating	Operating		861,048				1,748,901	
Non-Operating	Non-operating		552,461				552,461	

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

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 30-Jun-19
	\$	\$	\$	\$
Housing Bonds	0	1,900	(1,900)	0
Master Key Deposits	1,200	1,800	(3,000)	0
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	1,360	(1,175)	185
Ram Pavillion	0	0	0	0
LCDC Landcare	-2,193	2,193	0	0
Cat/Dog Trap Hire	0	200	(200)	0
WDSC Replacement Greens	85,770	17,240	0	103,010
Miscellaneous Trust	6,005	307	(2,265)	4,047
Yealering Bowling Club Greens	23,700	7,900	0	31,600
Licensing		370,001	(370,001)	0
	<b>114,481</b>	<b>402,901</b>	<b>(378,541)</b>	<b>138,842</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 30 June 2019

Note 13: CAPITAL ACQUISITIONS

		30/06/2019					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Land for Resale</b>							
○	Land for Resale Total	0	0	0	0	0	
<b>Land &amp; Buildings</b>							
<b>Housing</b>							
●	5 Smith St	LHS11C	(8,200)	(8,200)	(9,277)	1,077	
	<b>Housing Total</b>		<b>(8,200)</b>	<b>(8,200)</b>	<b>(9,277)</b>	<b>1,077</b>	<b>0</b>
<b>Community Amenities</b>							
●	CAC new car port	WBC3	(15,000)	(15,000)	(18,996)	3,996	carried over from 2017/2018
	<b>Community Amenities Total</b>		<b>(15,000)</b>	<b>(15,000)</b>	<b>(18,996)</b>	<b>3,996</b>	
<b>Transport</b>							
●	Washdown Bay - Depot	LDP1	(41,000)	(41,000)	(65,006)	24,006	
	<b>Transport Total</b>		<b>(41,000)</b>	<b>(41,000)</b>	<b>(65,006)</b>	<b>24,006</b>	
	<b>Land and Buildings Total</b>		<b>(64,200)</b>	<b>(56,000)</b>	<b>(93,279)</b>	<b>29,079</b>	<b>0</b>
<b>Footpaths</b>							
<b>Transport</b>							
●	Footpaths Wickepin	LFP1	(10,000)	(10,000)	(8,612)	(1,388)	
○	Footpaths Yealering	LFP2	0	0	0	0	
	<b>Transport Total</b>		<b>(10,000)</b>	<b>(10,000)</b>	<b>(8,612)</b>	<b>(1,388)</b>	<b>0</b>
	<b>Footpaths Total</b>		<b>(10,000)</b>	<b>(10,000)</b>	<b>(8,612)</b>	<b>(1,388)</b>	<b>0</b>
<b>Furniture &amp; Equipment</b>							
<b>Governance</b>							
○	Computer Server	0954	0	0	(28,021)	28,021	0
○	<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>(28,021)</b>	<b>28,021</b>	<b>0</b>
<b>Recreation And Culture</b>							
●	Johnson Park Exercise Equipment	CJPE	0	0	(1,849)	1,849	0 carried over from 2017/2018
●	Aquatic Centre - Chemical Controller	LSP3	(12,000)	(12,000)	(13,878)	1,878	
●	Wickepin Community Centre	CLCC1	(10,000)	(10,000)	(9,620)	(380)	
	<b>Recreation And Culture Total</b>		<b>(22,000)</b>	<b>(22,000)</b>	<b>(25,347)</b>	<b>3,347</b>	<b>0</b>
	<b>Furniture &amp; Office Equip. Total</b>		<b>(22,000)</b>	<b>(22,000)</b>	<b>(53,368)</b>	<b>31,368</b>	<b>0</b>
<b>Plant , Equip. &amp; Vehicles</b>							
<b>Governance</b>							
●	Holden Colorado CEO	1064	(70,364)	(70,364)	(75,045)	4,681	0
	<b>Governance Total</b>		<b>(70,364)</b>	<b>(70,364)</b>	<b>(75,045)</b>	<b>4,681</b>	<b>0</b>
<b>Transport</b>							
○	P2489 2010 Bobcat Skid Steere	6034	(119,750)	(49,896)	(119,550)	(200)	0
○	P3518 1988 Flat Top Trailer for Bob Cat	6034	(37,500)	(37,500)	(29,985)	(7,515)	0
●	P2495 - 2007 John Deere Mower	6034	(60,500)	(25,208)	(59,990)	(510)	
●	P706 - 2014 Holden Colorado Single Cab Utility 4X4	6034	(43,015)	(7,169)	(30,675)	(12,340)	
●	PFACEY - 2014 - Facey Group Colorado Crew Utility 4x4	6034	(66,015)	(11,003)	(48,407)	(17,608)	0
	<b>Transport Total</b>		<b>(326,780)</b>	<b>(326,780)</b>	<b>(288,607)</b>	<b>(38,173)</b>	<b>0</b>
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(397,144)</b>	<b>(397,144)</b>	<b>(363,652)</b>	<b>(33,492)</b>	<b>0</b>

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

Note 13: CAPITAL ACQUISITIONS

		30/06/2019					
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Infrastructure Other</b>							
<b>Recreation and Culture</b>							
Wickepin Cemetery Upgrade	WCU1	(4,000)	(4,000)	(6,271)	2,271		carried over from 2017/2018
Harrismith Cemetery Upgrade	HCU1	(15,000)	(15,000)	(13,690)	(1,310)		
War Memorial	CWWM1	(5,000)	(5,000)	(7,144)	2,144		
Wickepin Oval - Lights	WKLI	(20,000)	(20,000)	0	(20,000)		
Street Bins	3854	(7,000)	0	(6,704)	(296)		
Boundary Signs	WBS1	(23,500)	(23,500)	(21,980)	(1,520)		
Benches	4584	(7,000)	(7,000)	0	(7,000)		
Town Information Board Upgrade	7124	(3,000)	(3,000)	0	(3,000)		
<b>Recreation And Culture Total</b>		<b>(84,500)</b>	<b>(77,500)</b>	<b>(55,789)</b>	<b>(28,711)</b>	<b>0</b>	
<b>Community Amenity</b>							
Effluent Drainage Scheme	LED1	0	0	(3,762)	3,762	0	
<b>Community Amenity Total</b>		<b>0</b>	<b>0</b>	<b>(3,762)</b>	<b>3,762</b>	<b>0</b>	
<b>Public Facilities Total</b>		<b>(84,500)</b>	<b>(77,500)</b>	<b>(55,541)</b>	<b>(24,943)</b>	<b>0</b>	
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
Wickepin Corrigin Road	RG001	(80,925)	(80,925)	(87,402)	6,476	0	
Wickepin Harrismith Road	RG002	(130,000)	(130,000)	(130,201)	201	0	
Pingelly Wickepin Road	RG003	(157,610)	(157,610)	(164,587)	6,977	0	
<b>Regional Road Group Total</b>		<b>(368,535)</b>	<b>(368,535)</b>	<b>(382,190)</b>	<b>13,655</b>	<b>0</b>	
<b>Transport Roads to Recovery</b>							
Wickepin North Rd	R2R015	(134,190)	(134,190)	(146,973)	12,783	0	
Inkiepinkie Road	R2R160	(33,194)	(42,518)	(44,939)	11,745	0	
86 Gate Road	R2R013	(42,518)	(42,039)	(41,772)	(746)	0	
Kirk Rock Road	R2R014	(42,039)	(42,039)	(55,500)	13,461	0	
<b>Roads to Recovery Total</b>		<b>(251,941)</b>	<b>(260,786)</b>	<b>(289,183)</b>	<b>37,242</b>	<b>0</b>	
<b>Council Resources Construction</b>							
Drainage and Headwalls	CODAH	(57,400)	(57,400)	(29,367)	(28,033)	0	
<b>Council Resources Construction Total</b>		<b>(57,400)</b>	<b>(57,400)</b>	<b>(29,367)</b>	<b>(28,033)</b>	<b>0</b>	
<b>Roads Total</b>		<b>(677,876)</b>	<b>(686,721)</b>	<b>(700,740)</b>	<b>22,864</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>(1,255,720)</b>	<b>(1,249,365)</b>	<b>(1,279,202)</b>	<b>23,481</b>	<b>0</b>	

### 10.2.03 – Development & Regulatory Services

Submission To: Ordinary Council  
Location / Address: Whole Shire  
Name of Applicant: Mark Hook, Chief Executive Officer  
File Reference: CM.REP.2203  
Author: Azhar Awang, Executive Manager Development & Regulatory Services,  
Shire of Narrogin  
Disclosure of Interest: Nil  
Date of Report: 03 July 2019

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#### Enclosure/Attachments:

Nil.

#### Summary:

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

#### Background:

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

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

#### Comments:

Following are the reports provided for the Month of June 2019:

Planning Officer's Report

Planning Approvals

- Telecommunications infrastructure at Lot 6309 Aileen Road, Wickepin
- Telecommunications infrastructure at Lot 2007 Mutton Road, Wickepin
- Telecommunications infrastructure at Lot 8181 Malyalling Road, Malyalling

#### Upcoming Council Agenda for July 2019

Nil.

#### Referrals & Subdivision clearances

Nil.

#### **BUILDING SURVEYORS REPORT**

No Building Approvals for the month of June.

#### **ENVIRONMENTAL HEALTH OFFICERS REPORT**

- 1) DWER's request for a copy of an updated Asset Management Plan is currently under review. The Works Manager and previous Environmental Health Officer (EHO) have been consulted with the (previous) EHO yet to forward the

information necessary that will assist with this process. This has been followed up and the advice from Mr A Ramsay is that the documentation will be forwarded shortly.

- 2) No Water samples were taken from the swimming pool for June 2019
- 3) Four (4) temporary food stall permits were issued for the Mother's Day markets
- 4) On Thursday 20 June 2019 the following premises were inspected:
  - a. Oasis Hotel, Harrismith kitchen accommodation and public building inspections completed;
  - b. Yealering Hotel, kitchen, accommodation and Public Building inspections completed;
  - c. Yealering Pantry, food shop inspection completed;
  - d. Wickepin Newsagent and Café kitchen inspection completed.  
No issues arose from these inspections.
  - e. Wickepin Hotel, Kitchen, accommodation and public building inspected. Wickepin hotel required a follow-up inspection which was carried out on Friday 28 June 2019.
  - f. It was noted that the proposed café in Yealering was not open.
- 5) House in Connor Street inspected following a complaint to the Shire. The inspection disclosed that the house is currently vacant but does have a number of disused items on the property including a number of old vehicles and miscellaneous matter. A letter will be sent to the owners requesting a clean-up and enquiring as to their future intentions with regard to the property.

#### **Statutory Environment:**

*Shire of Wickepin Local Planning Scheme No. 4*

*National Construction Code,*

*Building Act 2011*

*Building Regulations 2012*

*Food Act 2008 and Food Regulations 2009*

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

*Public Health Act 2016*

#### **Policy Implications:**

Not applicable.

#### **Financial Implications:**

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

#### **Strategic Implications:**

Nil.

#### **Recommendations:**

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

#### **Voting Requirements:**

Simple majority.

#### **Council Decision:**

**Resolution No: 170719-09**

**Moved Cr S Martin / Seconded Cr W Astbury**

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

**Carried 7 / 0**

Mr Mark Hook CEO declared an Impartiality interest and left the room at 3.44pm

### 10.2.05 – Local Government Professionals WA – Council Membership

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Local Government Professionals WA
File Reference:	GR.SL.1453
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Impartiality - Financial Member of LGPRO
Date of Report:	9 July 2019

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#### **Enclosure/Attachments:**

Letter from LGPRO outlying Corporate Council Membership for 2019/2020.

#### **Summary:**

Council is being requested by the Local Government Professionals WA to become a Corporate Council member.

#### **Background:**

The CEO has received the attached letter from the Local Government Professionals WA requesting Council to be a corporate subscriber to the Local Government Professionals WA.

The Local Government Professionals Australia WA is the peak representative body and leading voice for local government professionals in Western Australia. LG Professionals WA provides quality professional development for people working in local government to support them in their work, to progress their careers and to help them develop strong professional networks.

The benefits of a Corporate Council member are.

- Build a skilled council and workforce with a complimentary eConnect subscription, which provides full access for all elected members and employees to their online e-learning tool
- One complimentary individual membership: reward an officer working in human resources or training with a year's free membership on LG Professionals WA.
- Two complimentary Affiliate memberships: foster your young talent with a year's free Affiliate membership for young professionals (aged 35 and under)
- Discounts for employees at every LG Professionals WA event and training program: build employees skills and networks – book two places at every event with a 10% discount

#### **Comments:**

The CEO Mr Mark Hook and the Manager of Finance Mrs Erika Clement are both members of the Local Government Professionals WA and currently receive all of the benefits noted above.

The CEO cannot see any major benefits to Council becoming a corporate member other than the existing staff would be entitled to a free membership for a year.

#### **Statutory Environment:**

Nil.

#### **Policy Implications:**

Nil.



### **Financial Implications:**

Cost of Corporate membership is \$1,473.

### **Strategic Implications:**

Nil.

### **Recommendations:**

That the Shire of Wickepin decline the offer of a corporate membership to the Local government Professionals at a cost of \$1,473.

### **Voting Requirements:**

Simple majority.

### **Council Decision:**

**Resolution No: 170719-10**

**Moved Cr S Martin / Seconded Cr A Lansdell**

That the Shire of Wickepin decline the offer of a corporate membership to the Local government Professionals at a cost of \$1,473

**Carried 7 / 0**

CEO MR Mark Hook re-joined the Meeting at 4.00pm

## 10.2.06 – WALGA Membership and Subscriptions

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	WALGA
File Reference:	ED.LIA.805
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 July 2019

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### **Enclosure/Attachments:**

Letter received from WALGA.

### **Summary:**

Council is being requested to subscribe to the following WALGA services for 2019/2020.

1. Association membership	\$7,387.39
2. Procurement Services	\$2550.00
3. Tax Services	\$1,490.00
4. Council Connect	\$7,097.72
5. Employee Relations	\$3,412.50
6. Local Law Services	\$630.00
7. Governance Services	\$320.00

### **Background:**

The CEO has received the attached letter from WALGA outlining the 2019/2020 WALGA subscriptions.

### **Comments:**

Council has utilized all off these services in the past and currently utilizes all of these services. These costs have been included in the draft 2019/2020 budget estimates.

The CEO does not see the need to subscribe to the Environmental Planning Tool as we are currently using another company for clearing permits etc. and the Salary and Workforce Survey is not required at this stage.

### **Statutory Environment:**

Nil.

### **Policy Implications:**

Nil.

### **Financial Implications:**

Total cost of proposed subscriptions is \$22,887.61.

### **Strategic Implications:**

Nil.

### Recommendations:

That the Shire of Wickepin subscribe to the following services.

1. Association membership	\$7,387.39
2. Procurement Services	\$2550.00
3. Tax Services	\$1,490.00
4. Council Connect	\$7,097.72
5. Employee Relations	\$3,412.50
6. Local Law Services	\$630.00
7. Governance Services	\$320.00

### Voting Requirements:

Simple majority.

**Council Decision:**

**Resolution No: 170719-11**

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

That the Shire of Wickepin subscribe to the following WALGA services.

1	Association membership	\$7,387.39
2	Procurement Services	\$2550.00
3	Tax Services	\$1,490.00
4	Council Connect	\$7,097.72
5	Employee Relations	\$3,412.50
6	Local Law Services	\$630.00
7	Governance Services	\$320.00

**Carried 7 / 0**

Mr Mark Hook CEO declared an Impartiality interest and left the room at 4.05pm

### 10.2.07 – Community Grant Application - Yealering Parents and Citizens

Submission To:	Ordinary Council
Location/Address:	Yealering Primary School
Name of Applicant:	Yealering P & C
File Reference:	CM.PLA.404
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	CEO Impartiality – Wife works at Yealering Primary School
Date of Report:	9 July 2019

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#### Enclosure/Attachments:

Yealering P&C Community Grant Application.

#### Summary:

Council is being requested to approve the Community Grant application submitted by the Yealering P & C for the installation of a 58640 litre water tank for garden reticulation. Amount of grant requested is \$6,645. This grant application was held over from the June 2019 Ordinary Meeting of Council to allow the CEO to obtain more information for the need for the water tank.

#### Background:

Each year the Shire of Wickepin makes a budget provision of a maximum of 2.5% of the previous year's levied rates to distribute to community groups and sporting organisations. This equates to \$37,020 for the coming funding period. The objective of the funding is to establish or improve playing areas or buildings necessary for the conduct of sport or for community use, support for major sporting and community events, support for sporting or coaching clinics, to assist community groups in establishing a service, activity seen as a need for the betterment of and improvement to the enjoyment of life within the community, and increasing visitors to the region.

Details of the funding guidelines are provided in Policy Guidelines 3.1.6 – Sponsorship, Contributions and Donations to Sporting and Community Groups.

Council may endorse funding of \$37,020 being 2.5% of the 2018/2019 levied rates. \$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500. Sponsorship of \$1,400 has already been placed in the 2019/2020 budget deliberations under General Ledger Account 4922 leaving an amount of **\$35,620** available for distribution.

Sponsorship breakdown under General Ledger Account 4922 in 2019/2020 Budget Estimates:

Sponsorship	4922
Tennis Clubs - Shire Tennis Day	\$200
Wickepin Bowling Club - Merino Fours	\$500
Wickepin Football Club - Silver Sponsorship	\$500
Golf Clubs - Shire Golf Day	\$200

The following table provides a summary of funding granted to community and sporting groups as part of the Shire of Wickepin Community Grants process, as well as donations, over the past 7 years. The Shire of Wickepin has supported and subsidised sporting and community groups in areas such as in-kind works, equipment hire, water for bowling greens, waiver of bonds, oval marking as well as transport and refreshments for students - but these have not all been included in the analysis.

Community Grants and Donations GL 14922		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total Funding
Community Resource Centre	Grants		\$2,000				\$1,938		\$3,938
	Sponsorship	\$2,000	\$500	\$1,000				Fees waived	\$3,500
Wickepin Golf Club	Grants							\$3,336	\$3,336
	Sponsorship	\$500	\$220			\$200	\$200	\$200	\$1,320
Wickepin Tennis Club	Sponsorship	\$200	\$200			\$200	\$200	\$200	\$1,000
Wickepin Bowling Club	Grants					\$1,250			\$1,250
	Sponsorship	\$500	\$550		\$2,134	\$500	\$500	\$500	\$4,684
Wickepin District Sports Club	Grants	\$2,810	\$2,165		\$923	\$6,010		\$3,626	\$15,534
	Sponsorship		\$400	\$680	\$500				\$1,580
Wickepin Playgroup			\$2,500					\$690	\$3,190
Wickepin Ladies Hockey Club									\$0
Wickepin P & C							\$2,121	\$7,200	\$9,321
Wickepin Netball Club									\$0
She Shed He Shed (formerly Men's Shed)								\$2,249	\$2,249
Wickepin Football Club	Grants					\$6,000			\$6,000
	Sponsorship		\$200	\$1,360		\$500	\$500	\$500	\$3,060
Wickepin Cricket Club					\$10,369				\$10,369
Albert Facey Homestead						\$1,920			\$1,920
Lake Yealering Progress Association		\$1,534					\$2,000	\$4,000	\$7,534
Yealering Bowling Club			\$6,000	\$770	\$295	\$7,310	\$6,860	\$1,265	\$22,500
Yealering Golf Club				\$13,450					\$13,450
Yealering Playgroup							\$3,207		\$3,207
Yealering Tennis Club					\$6,500				\$6,500
Harrismith Cricket Club			\$10,000						\$10,000
Harrismith Golf Club				\$890	\$3,745		\$3,740		\$8,375
Harrismith Community Committee			\$800						\$800
Toolibin Tennis Club		\$4,000		\$4,663			\$1,100		\$9,763
Wickepin History Group							\$429		\$429
Wickepin Art & Craft							\$769	\$609	\$1,378
		\$11,544	\$25,535	\$22,813	\$24,466	\$23,890	\$22,366	\$24,375	\$154,989

The Shire of Wickepin invited applications for the 2019/20 Community Grants in March 2019 after advertising the program from December 2018. Applications closed on Friday 24 May at 4.00pm. Applications were received from the following groups on the appropriate form and prior to the advertised deadline.

2019/20 Budget Requests	
Lake Yealering Bowling Club	\$1,952.00
Yealering Progress Association	\$2,000.00
Harrismith Golf Club	\$3,106.00
Wickepin Playgroup	\$1,264.00
Wickepin History Group	\$486.00
Wickepin District Sports Club	\$3,642.50
She Shed He Shed	\$700.00
Community Resource Centre	\$14,478.25
Yealering P&C	\$6,645.00
<b>Total</b>	<b>\$34,273.75</b>

The attached grant application was part of the Community Development Officers Report presented at the 19<sup>th</sup> June 2019 Ordinary Meeting Agenda.

Council held this over for the CEO to obtain more information on the need for the water tank and the actual grant request.

Applicant 9		Yealering Parents and Citizens Association
Purpose of Organisation	The Yealering P&C operates to support the families of the wider Yealering Community. Its main function is to assist the town's school which serves as the local hub of Yealering.	
Incorporated	No	
ABN	Yes 68 496 815 143	
Registered for GST:	No	
Financial information attached:	Yes As at 31/12/2018	
Previous funding:	No	
Purpose of funding:	Install a 58 640 litre water tank for garden reticulation	
Alternative funding sought:	Yes Own cash contribution and in-kind work.	
Support of members and general community egg letters of support or meeting minutes	Yes General committee meeting discussions and a letter of support from the Yealering Primary School Principal.	
Total project cost:	\$11,395.00	
Funding requested:	\$6,645	
Project budget and quotes supplied:	Yes	
Comments	<p>The Yealering P&amp;C Association's main objectives include fundraising for the school, and advocacy and representation within the local community. Members donate their time and expertise to allow these objectives to be met. They currently have 15 members and an additional 15 volunteers swell their ranks when doing events. The installation of a water tank would benefit the school and create a more sustainable garden for the town and its children. The Department of Education's funding for water to the Yealering School is declining and the school children currently have no lawn to play on. The amount requested is slightly more than council's general philosophy of funding 50% of projects \$5000 or more. (50% would be \$5,698. An extra amount of \$947 equalling a 58% grant request.) This is Yealering P&amp;C's first grant request. The amount requested is to cover the purchase of a tank and water fittings from Ewen Rural Supplies who has matched the price to a larger supplier to keep the business in town. The Yealering P&amp;C will cover the costs of the cement pad, plumbing and installation. The Environmental Health Officer has stated that the installation meets guidelines. The Education Department has granted permission for the installation of the tank.</p>	

#### Comments:

The CEO has contacted the Yealering P & C and has organized a meeting with them during the week of the 15<sup>th</sup> July 2019 to obtain further information. The CEO will forward out this information to Council prior to the Council Meeting.

The area being redeveloped by the P & C and requiring the water from the tank is as follows:



**Statutory Environment:**

*Local Government Act 1995.*

**Policy Implications:**

Sponsorship, contributions and donations to sporting and community groups

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

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

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

## Fund Objective

Funds from Council may be made available for the following:

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

Council may fund the following:

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

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

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

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

## Application Procedure

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

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

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$25.00 per hour.

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

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

## GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.
Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.
Applications will be acknowledged as received by Council.
Council reserves the right to request further information on demand.
Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
No project requiring funding shall commence without the written consent of Council.



Money granted must be spent on the project allocated.
All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.
Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.
All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. CDO can provide support regarding signage and approved use of the Shires Logo.
Ineligible Items: <ul style="list-style-type: none"> <li>- Private or commercial ventures or activities</li> <li>- Retrospective Funding</li> <li>- Purchase of Land</li> <li>- Support for an individual pursuit</li> <li>- Events/activities/programs that already receive financial assistance from other source of funding</li> <li>- Events/activities/programs that are eligible under the CSRFF grants scheme</li> </ul>
All successful applicants must provide Council with an acquittal of all grants on an acquittal form available from the Shire Administration Office.

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

**Financial Implications:**

An amount of 2.5% of rates is budgeted every year for community grants. The amount requested is below the 2.5% of rates allocated. Amount requested out of the Community grant budget is \$6,645.

**Strategic Implications:**

Aligns with Strategic Community Plan 2018 -2028.

**Recommendations:**

That Council place in the budget estimates the application from the Yealering Primary School P&C for funding of \$6,645 inclusive of GST for the purchase of a water tank and fittings for reticulation.

**Voting Requirements:**

Simple majority.

**Council Decision:** Resolution No: 170719-12

Moved Cr S Martin / Seconded Cr A Lansdell

That this matter lay on the table until the August 2019 meeting for the CEO to seek further information.

Carried 7 / 0

CEO MR Mark Hook re-joined the Meeting at 4.10pm

## 10.2.08 – Shire of Narrogin Local Planning Strategy

Submission To:	Ordinary Council
Location/Address:	Shire of Narrogin
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GR.SL.1438
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 July 2019

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### Enclosure/Attachments:

Shire of Narrogin Draft Local Planning Strategy.  
Plus flyer.

### Summary:

Council is being requested by the Shire of Narrogin to comment on the draft Shire of Narrogin Local Planning Strategy, this is a statutory requirement for the document to be advertised in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

### Background:

Council is requested to provide comments on the Draft Shire of Narrogin Local Planning Strategy which is currently out for public comment. Submissions to the draft Local Planning Strategy is to be made on or before 2 September 2019.

The Local Planning Strategy is a document that sets out the long term planning direction for each local government taking into consideration the State and Regional Legislation and policies and how this is to be implemented in a local context.

The Shire of Narrogin is in its process of reviewing its Local Planning Scheme and is required to prepare a Local Planning Strategy which will assist the local government to plan for the future, outlines its strategic visions, policies and the needs of its Community. The Local Planning Strategy is a long term direction for the development of the Shire between 10-15 years.

The attached Draft Shire of Narrogin Local Planning Strategy outlines the main components in the document. These are:

1. Population and housing strategy
2. Economic Development Strategy
3. Infrastructure and Community Services Strategy
4. Environmental Protection and Conservation Strategy
5. Settlement Strategy
6. Cultural Heritage Strategy
7. Strategy Plans

### Comments:

The advertising process for the Draft Shire of Narrogin Local Planning Strategy is a statutory requirement for the document to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

As a neighbouring Shire to the Shire of Narrogin, there are no issues that may directly or indirectly impact the Shire of Wickepin since most of the Actions and Strategies to be implemented are within existing built up areas in the town sites of Narrogin and surrounds.

It is recommended that the Shire writes to the Shire of Narrogin commending its effort in completing its Local Planning Strategy document and that the Shire of Wickepin has no comments to make on the Draft Shire of Narrogin Local Planning Strategy.

## Statutory Environment:

Regulation 13 – Planning and Development (Local Planning Schemes) Regulations 2015

### 13. Advertising and notifying local planning strategy

(1) A local government must, as soon as reasonably practicable after being provided with certification that a local planning strategy complies with regulation 11(2), advertise the strategy as follows —

- a) publish a notice of the local planning strategy in a newspaper circulating in the area to which the strategy relates, giving details of —
  - I. where the strategy may be inspected; and
  - II. to whom, in what form and during what period submissions may be made;
- b) display a copy of the notice in the offices of the local government for the period for making submissions set out in the notice;
- c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the strategy;
- d) publish a copy of the notice and the strategy on the website of the local government;
- e) advertise the strategy as directed by the Commission and in any other way the local government considers appropriate.

### Policy Implications:

Nil.

### Financial Implications:

Nil.

### Strategic Implications:

Nil.

### Recommendations:

That the Shire of Wickpin writes to the Shire of Narrogin commending its effort in preparing the draft Shire of Narrogin Local Planning Strategy and advise that the Shire of Wickpin does not have any comments to make regarding the draft Shire of Narrogin Local Planning Strategy.

### Voting Requirements:

Simple majority.

### Council Decision:

Resolution No: 170719-13

Moved Cr S Martin / Seconded Cr S Hyde

That the Shire of Wickpin writes to the Shire of Narrogin commending its effort in preparing the draft Shire of Narrogin Local Planning Strategy and advise that the Shire of Wickpin does not have any comments to make regarding the draft Shire of Narrogin Local Planning Strategy.

Carried 7 / 0

## 11 President's Report June 2019

Submission To: Ordinary Council  
Location / Address: Whole Shire  
Name of Applicant: Julie Russell, President  
File Reference: FM.FR.1211  
Author: Julie Russell, President  
Disclosure of Interest: Nil  
Date of Report: 17 July 2019

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### Annual Performance Review

Congratulations to all staff who have received "satisfactory" and "above performance" levels in their Annual Performance Review. Council receives regular complimentary messages of our shire due to hard work and diligence of Council staff, so thank you to all staff for your efforts.

### Farewell

Farewell: and thank you to Executive Support Officer Rebecca Pauley, who is leaving to take up a position in her teaching profession at Narrogin Senior high School.

**Council Decision: Resolution No: 170719-14**

**Moved Cr S Martin / Seconded Cr A Lansdell**

That Council notes the President's report dated 17 July 2019.

**Carried 7 / 0**

## 12 [Chief Executive Officer's Report](#)

Submission To: Ordinary Council  
 Location / Address: Whole Shire  
 Name of Applicant: Mark Hook, Chief Executive Officer  
 File Reference: FM.FR.1211  
 Author: Mark Hook, Chief Executive Officer  
 Disclosure of Interest: Nil  
 Date of Report: 10 July 2019

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### [Enclosure/Attachments:](#)

Nil.

### [ESO](#)

As you are aware Rebecca has tendered her resignation as the ESO and her last day will be the 16<sup>th</sup> July 2019. ESO Rebecca is leaving to take a position at the Narrogin High School.

### [Salary Reviews](#)

The Annual review of all staff has been undertaken as per section 5.38 *Local Government Act 1995*.

#### 5.38. Annual review of certain employees' performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

All staff received satisfactory and above performance levels.

### [2019/2020 Insurance Renewals](#)

Council has received the 2019/2020 Insurance premiums and invoices and they are as follows. Premiums are up \$33,196.75 GST Exclusive on the 2018/2019 Financial Year.

2017/2018 Insurance Premiums/Contributions Insurance Class	Expiring Premium 2017/2018	Base Premium/Contribution	GST	Total 2018/2019	General Ledger
Contract Works	\$1,000.00	\$3,840.00	\$384.00	\$4,224.00	7392
Management Liability	\$9,253.00	\$9,530.59	\$953.06	\$10,483.65	0292
Marine Cargo	\$200.00	\$200.00	\$20.00	\$220.00	7392
Motor Vehicle	\$25,686.30	\$31,370.67	\$3,137.07	\$34,507.74	Refer List
Personal Accident and Travel	\$425.00	\$425.00	\$42.50	\$467.50	0292
Crime	\$1,108.77	\$1,157.72	\$115.77	\$1,273.49	0572
LGIS Bushfire	\$27,135.00	\$41,512.50	\$4,151.25	\$45,663.75	1072
LGIS Property	\$66,797.58	\$66,797.58	\$6,679.76	\$73,477.34	Refer List
LGIS Liability	\$15,046.92	\$16,551.62	\$1,655.16	\$18,206.78	0292
LGIS WorkCare	\$23,963.84	\$27,055.54	\$2,705.55	\$29,761.09	7392
Salary Continuance	\$2,333.88	\$2,646.60	\$264.66	\$2,911.26	0572
Corporate Travel	\$750.00	\$750.00	\$75.00	\$825.00	0292
Cyber Liability	\$1,000.00	\$1,000.00	\$100.00	\$1,100.00	0292
Casual Hirers Liability	\$0.00	\$0.00	\$0.00	\$0.00	
Environmental Impairment Liability	\$0.00	\$0.00	\$0.00	\$0.00	
Scheme Membership Credit	-\$5,059.22		\$0.00	\$0.00	7392
<b>TOTAL</b>	<b>\$174,700.29</b>	<b>\$202,837.82</b>	<b>\$20,183.78</b>	<b>\$223,121.60</b>	
7392	\$31,095.54				
0292	\$28,257.21				
0572	\$3,804.32				
1072	\$41,512.50				
7672	\$31,370.67				
Property	\$66,797.58				
	<b>\$202,837.82</b>				

## Director General's Roundtable Discussions

The Shire of Wickepin will be participating in this year's Roundtable Discussions at the State and Local Government Forum being held on Wednesday, 7 August. Wickepin has been allocated the following seat at the round table:

Group 1 - 11.00am DPIRD

Rooms are yet to be allocated but it will be held in Meeting Room 1or 2 at the Perth Convention and Exhibition Centre.

## WA Kaolin Holdings Pty Ltd – Road Maintenance Agreement Sparks Road

The CEO has held discussions with Andrew Sorenson of WA Kaolin Holdings Pty Ltd regarding the letter of agreement regarding the maintenance and upgrade of Sparks Road. The CEO will forward a draft agreement for WA Kaolin to look at.

## Department of Transport TRELIS Audit

The Department of Transport recently completed an onsite audit of the TRELIS agency and all requirements for the Department of Transport was found to be satisfactory and the Shire of Wickepin received a clear Audit of the Licensing Agency for the Department of Transport.

## Department Local Government Sport and Cultural Industries

The CEO has received the following letter from the Department Local Government Sport and Cultural Industries regarding the 2017/2018 audit report.

The requested report will be presented to the Audit committee within the 60 day period as stated in the letter.

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

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

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

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

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

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

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

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

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

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

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## Reporting requirements

In November 2017 the proclamation of the *Local Government Amendment (Auditing) Act 2017* introduced a number of reforms to auditing laws. These were outlined in Circular 16-2017 and the accompanying Guide to Local Government Auditing. This included the introduction of a new category of audits called Performance Audits. Legislation also now requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised. Local governments must prepare a report addressing the significant matters identified in the audit report. The report should then be considered by the local government's audit committee before being adopted by council. This report is to be provided to the Minister within three months of receiving the audit report and within 14 days after the local government gives the report to the Minister, the CEO must publish a copy of the report on the local government's official website. This requirement applies to both a local government's financial audit as well as any Performance Audits undertaken by the Auditor General. To date the Auditor General has undertaken a number of Performance Audits of selected local governments that include Records Management, Local Government Procurement, Timely Payment of Suppliers and Controls over Corporate Credit Cards. Section 7.12A (4) (a) of the *Local Government Act 1995* (the Act) refers to the preparation of a report by a local government. The report is to address any matters identified as significant by the auditor in the audit report, the report is to also state what action the local government has or intends to take in respect to each of those matters. The Department proposes to maintain the ongoing process of examining audit reports to ensure compliance and monitoring the actions that local governments take or intend to take in addressing any significant matters identified in the audit reports.

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

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

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

## MEETINGS ATTENDED

<b>June</b>	
18 <sup>th</sup>	Coffee with a Cop at the Wickepin Community Centre
18 <sup>th</sup>	WNRM – Living Lakes
24 <sup>th</sup>	Rikky Lea Turnbull – Wickepin Caravan park contract
25 <sup>th</sup>	Wickepin School Council Meeting
<b>July</b>	
3 <sup>rd</sup>	Amanda Heaney – Wickepin CRC Community Grant Application
5 <sup>th</sup>	Budget Workshop

Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts	01/06/2019-30/06/2019	CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO	BP WK1819006 BP WK 1819007 BP WK1819008	10/07/2019 10/07/2019 10/07/2019	Connect Technology Pivotal G Lange, C Hemley
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO	Resignation: Executive Support Officer Rebecca Pauley	16/07/2019	Shire of Wickepin
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	Wickepin Football Club Facey Group Australian Order of Old Bastards Wickepin Netball Club	28/06/2019 28/06/2019 02/07/2019 02/07/2019	Community
A13	Hire of Community Halls / Community Centre	CEO	Wickepin Singing Group, Wickepin Town Hall Campfire Country Weekend, Wickepin Community Centre & Wickepin Town Hall Community Afternoon Tea, Yealering Town Hall Wickepin Netball Club Home Game, Wickepin Community Centre Facey Group Workshop, Wickepin Community Centre Grower Group Alliance, Yealering Town Hall	24/06/2019 20/06/2019 28/06/2019 23/06/2019 08/07/2019 02/07/2019	Community
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			

Council Decision:

Resolution No: 170719-15

Moved Cr A Lansdell / Seconded Cr S Hyde

That Council notes the Chief Executive Officer's report dated 10 July 2019.

Carried 7 / 0



13 [Notice of Motions for the Following Meeting](#)

14 [Reports and Information](#)

15 [Urgent Business](#)

16 [Closure](#)

There being no further business the Presiding Officer declared the meeting closed at 4.28pm.

*Minutes of Ordinary Meeting held Wednesday 17 July 2019 at the Council Chambers, Wickepin, confirmed as a true and correct record.*

*Presiding Member:*

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*Cr Wes A Astbury, Deputy President*