

A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

21 September 2022



Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 21 September 2022 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Noel Mason
Acting Chief Executive Officer

16 September 2022

<u>Time Table</u>	
12.00pm	Lunch and Strategic Planning Session
1.00pm	Forum
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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

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

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

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.

TABLE OF CONTENTS

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	5
2. PUBLIC QUESTION TIME	5
3. APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES	5
4. PETITIONS, MEMORIALS AND DEPUTATIONS	5
5. DECLARATIONS OF COUNCILLOR’S AND OFFICER’S INTEREST	5
6. CONFIRMATION OF MINUTES	5
7. RECEIVAL OF MINUTES	5
7.1 TOWNSCAPE & CULTURAL PLANNING COMMITTEE.....	6
7.2 BUSH FIRE CONTROL OFFICERS COMMITTEE	28
8. STATUS REPORT	41
9. NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	43
10. RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS	44
<u>TECHNICAL SERVICES</u>	
10.1.01 MANAGER WORKS AND SERVICES’ REPORT	46
<u>GOVERNANCE, AUDIT & COMMUNITY SERVICES</u>	
10.2.01 LIST OF ACCOUNTS.....	53
10.2.02 FINANCIAL REPORT	82
10.2.03 DEVELOPMENT & REGULATORY SERVICES REPORT	84
10.2.04 MARIANNE PERRIE - SEED COLLECTION.....	87
10.2.05 BUSH FIRE CONTROL OFFICERS’ MEETING RECOMMENDATIONS	91
10.2.06 REVIEW OF POLICY 2.1.22 SENIOR EMPLOYEE CONTRACTS.....	93
11. PRESIDENT’S REPORT	94
12. CHIEF EXECUTIVE OFFICER’S REPORT	98
13. NOTICE OF MOTIONS FOR THE FOLLOWING MEETING	98
14. REPORTS AND INFORMATION	98
15. URGENT BUSINESS	98
16. CLOSURE	98

**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 21 August 2022 commencing @ 3.30pm**

The President declared the meeting open at pm.

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

President	Julie Russell
Councillor	John Mearns
Councillor	Fran Allan
Councillor	Lindsay Corke
Councillor	Ty Miller
Councillor	Peter Thompson

Acting Chief Executive Officer	Noel Mason
Deputy Chief Executive Officer	Erika Clement
Executive Support Officer	Mel Martin

Leave of Absence (Previously Approved)

Deputy President	Wes Astbury
------------------	-------------

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Ordinary meeting of council – 17 August 2022

Moved / Seconded

That the minutes of the Ordinary meeting of council held on Wednesday 17 August 2022 be confirmed as a true and correct record.

Carried /

7. Receival of Minutes

RECEIVAL OF MINUTES

7.1 Townscape & Cultural Planning Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mel Martin, Executive Support Officer
File Reference:	CR.MEE.206
Author:	Mel Martin, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 September 2022

Enclosure/Attachments:

Minutes of the Townscape & Cultural Planning Committee meeting held on Wednesday 7 September 2022.

Background:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 7 September 2022.

Summary:

Council is being requested to receive the Townscape & Cultural Planning Committee meeting minutes held on Wednesday 7 September 2022.

Comments:

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

Statutory Environment:

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

Policy Implications: Nil

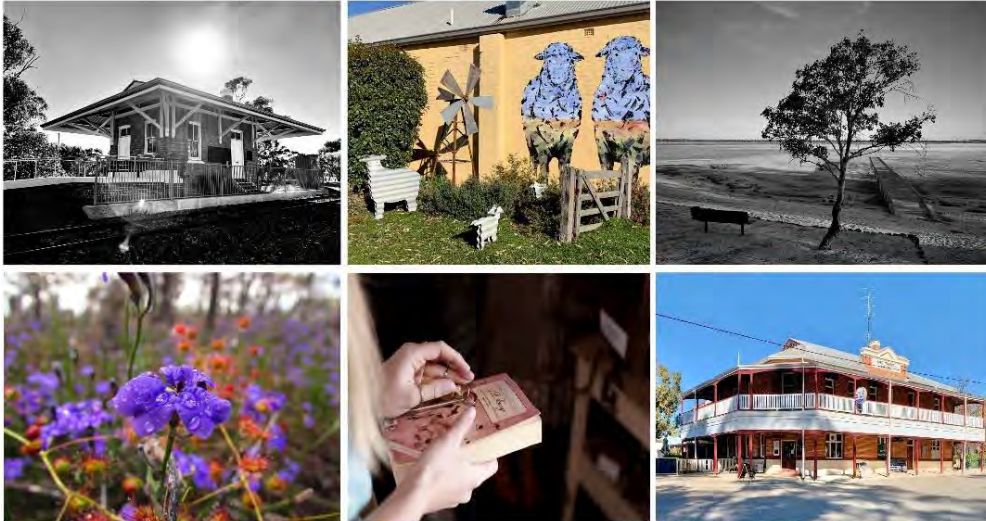
Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Townscape & Cultural Planning Committee meeting held on Wednesday 7 September 2022 be received.

Voting Requirements: Simple majority



A Fortunate Place

Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

7 September 2022



Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 7 September 2022 at Council Chambers, Wickepin, commencing at 9.30am.

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

A handwritten signature in blue ink, appearing to read "Noel Mason", is written over a horizontal line.

Noel Mason
Acting Chief Executive Officer

01 September 2022

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.

Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Fran Allan
John Mearns
Libby Heffernan
Kym Smith
Annika Miller
Lee-Ann Mullan
Tracey Hodgson
Kevin Coxon
Veronica Stacey

3. Objectives

This Committee deals with issues relating to Townscape and Cultural Planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

1. *Receive reports from the Chief Executive Officer and appropriately delegated officers.*
2. *Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.*
3. *Formulate recommendations to the Ordinary Council Meeting.*
4. *To represent to the Council the views of the community regarding Townscape and Cultural Planning.*
5. *To represent the Council's position in regards to Townscape and Cultural Planning to regulatory bodies and interest groups/committees.*
6. *To assist the Wickepin Council in developing a Townscape and Cultural Planning strategy.*

4. Scope/Jurisdiction

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

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

5. Appointment of Committee Members

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

6. Appointment of Committee Chair

A chairperson is appointed every second year at the first Townscape and Cultural Planning Committee meeting after the Local Government elections by the committee members.

7. Meeting Frequency

The Townscape and Cultural Planning Committee meets four times a year, on the first Wednesday of the month at 9.30am.

Meeting dates for 2022 are as follows:

Day	Date	Time
Wednesday	2 March	9.30am
Wednesday	1 June	9.30am
Wednesday	7 September	9.30am
Wednesday	2 November	9.30am

8. Related Policies/Bylaws: Nil.

QUESTIONS FROM THE PUBLIC

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

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

Table of Contents

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	8
2.	PUBLIC QUESTION TIME	8
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....	8
4.	PETITIONS, MEMORIALS AND DEPUTATIONS.....	8
5.	DECLARATIONS OF MEMBERS' AND OFFICERS' INTEREST	8
6.	CONFIRMATION OF MINUTES.....	8
7.	STATUS REPORT	9
8.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	11
9.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATION	11
11.	REPORTS & INFORMATION.....	11
11.1	CONSTRUCTION OF THE SKATE PARK AND ¼ BASKETBALL COURT AT WOGOLIN ROAD RECREATION AREA.	11
11.2	WICKEPIN CARAVAN PARK AND CBH ACCOMMODATION CONCEPT DESIGNS	13
11.3	QUOTE RFQ 15 - 2021/22 MASTER PLAN FOR WICKEPIN INFORMATION & REST BAY	17
11.4	APPROVED BUDGET ITEMS APPLICABLE TO TOWNSCAPE AND CULTURAL PLANNING COMMITTEE ACTIVITIES FOR 2022/2023.	18
11.5	OTHER MATTERS RAISED BY MEMBERS.....	19
11.5.1	ANNIKA MILLER	19
11.5.2	JOHN MEARNS.....	20
11.5.3	OTHER.....	20
12.	URGENT BUSINESS	21
13.	CLOSURE	21

**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin, Wednesday 7 September 2022 at 9.30am**

The Chairperson declared the meeting open at 9.31am.

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

John Mearns	Chairperson
Fran Allan	Councillor
Libby Heffernan	Member
Lee-Ann Mullan	Member
Kevin Coxon	Member
Veronica Stacey	Member
Annika Miller	Member

Noel Mason	Acting Chief Executive Officer
Mel Martin	Executive Support Officer
Graeme Hedditch	Manager Works and Services
Lorraine Hedditch	Community Development Officer

Apologies

Kym Smith	Member
Tracey Hodgson	Member

Leave of Absence (Previously Approved)

2. Public Question Time

9.32am Annika Miller entered the meeting.

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

5. Declarations of Members' and Officers' Interest

6. Confirmation of Minutes

Townscape and Cultural Planning Meeting –1 June 2022

Moved Cr F Allan / Seconded A Miller

That the minutes of the Townscape and Cultural Planning Committee held on 1 June 2022 be confirmed as a true and correct record.

Carried 7/0

7. Status Report

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

Subject/Action	Officer	Progress	Status	Comment
Information Board – Tank Road	CEO	That the Information board on Tank Road be restored and placed in the Wickepin Townsite.	✓	Awaiting installation of sign.
Information Bay – Electric Signage	CEO	That the CEO pursue media content for the Shire of Wickepin.	○	Council resolution 160322-14 That the CEO pursue media content for the Shire of Wickepin and bring costings back to council for consideration. RFQ has been advertised for upgrade of the Wickepin Information Bay.
Recreational Boating Facility Scheme	CEO	That council reapply for funding under the Recreational Boating Facility Scheme for design drawings of the boat ramp replacement outlined in the Yealering concept plan.	✓	Funding opens in June 2022.
Lake Yealering Croquet Club	CEO	That table and chairs be purchased for the Lake Yealering Croquet Club.	○	Council resolution 160322-16 That table and chairs for the Lake Yealering croquet park be placed in the 2022/23 budget deliberations.
Street Art Wickepin Police Station – Eastern Wall	CEO	That the Townscape & Cultural Planning Committee recommend Council to authorise a mural on the Eastern side of the Wickepin Police Station and for Council to budget \$1,900 towards the mural.	✓	Council resolution 150622-09 That Council authorise a mural on the eastern side of the Wickepin Police Station and for Council to budget \$1,900

				towards the mural in the 2022/23 budget.
Old Playground from Albert Facey Homestead Park	CEO	That the Townscape & Cultural Planning Committee recommend Council to remove the old playground from the Facey Homestead Park, relocate the bin to the North West corner and improve the landscaping under the tree.	✓	Council resolution 150622-10 That Council remove the old playground from the Facey Homestead Park, relocate the bin to the northwest corner and improve the landscaping under the tree.
Heritage Yarling Trail	CEO	That the Townscape & Cultural Planning Committee recommend Council to place in the 2022/23 budget estimates to have the Heritage Yarling Trail between the 2 bridges and behind the Railway Station down to the reflection chair concreted.	✓	Council resolution 150622-11 That Council place \$10,000 in the 2022/23 budget estimates to concrete the Heritage Yarling Trail between the 2 bridges and behind the Railway Station down to the reflection chair in red concrete.
Mural on CRC Wall	CEO	That the Townscape & Cultural Planning Committee recommend Council to place in the 2022/23 budget estimates \$3,500 for a mural on the CRC Wall using James Giddy's design.	✓	Council resolution 150622-12 That council place \$3,500 in the 2022/23 budget estimates for a banksia prionotes mural by James Giddy on the CRC wall.
Limestone Wall – Bowling Club	CEO	That the Townscape & Cultural Planning Committee request Council to place in the 2022/23 budget estimates \$9,000 to continue the limestone wall along the Bowling Club.	✓	Not approved in 22/23 Budget.

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendation

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Construction of the skate park and ¾ basketball court at Wogolin Road recreation area.

For the Townscape and Cultural Planning Committee information.

Summary:

Council called tenders closing 8th July 2022 for the construction of the skate park and ¾ basketball court at Wogolin road recreation area.

Comments:

The tender specifications were detailed in 40 pages of requirements including drawings.

Tenders were received from 2 companies and are summarised as follows.

Phase 3 Landscape Constructions Pty Ltd

As per specifications: \$617,192.77 Incl GST

Convic Pty Ltd

As per specifications: \$837,895.40 Incl GST

The cost overrun, budget (\$415,000) to actual determined that Shire was not in a position to accept any tender for RFT 16 2021/2022.

Resolution No 170822-04

Moved Cr Mearns /Seconded Cr Corke

That Council not accept a tender for the RFT 16 2021/2022 for the Skate Park ¾ Basketball Court at Wogolin Road Recreation area.

Carried 6/0

In light of the tender prices received, alternate options were discussed, so that the Shire can plan a way forward.

Nature Play, Simone Marsh, confirmed that pricing across the country has escalated to extreme amounts, questioning many of the value for money equations. They have offered a design/construct option, though at that price, tenders would have to be called.

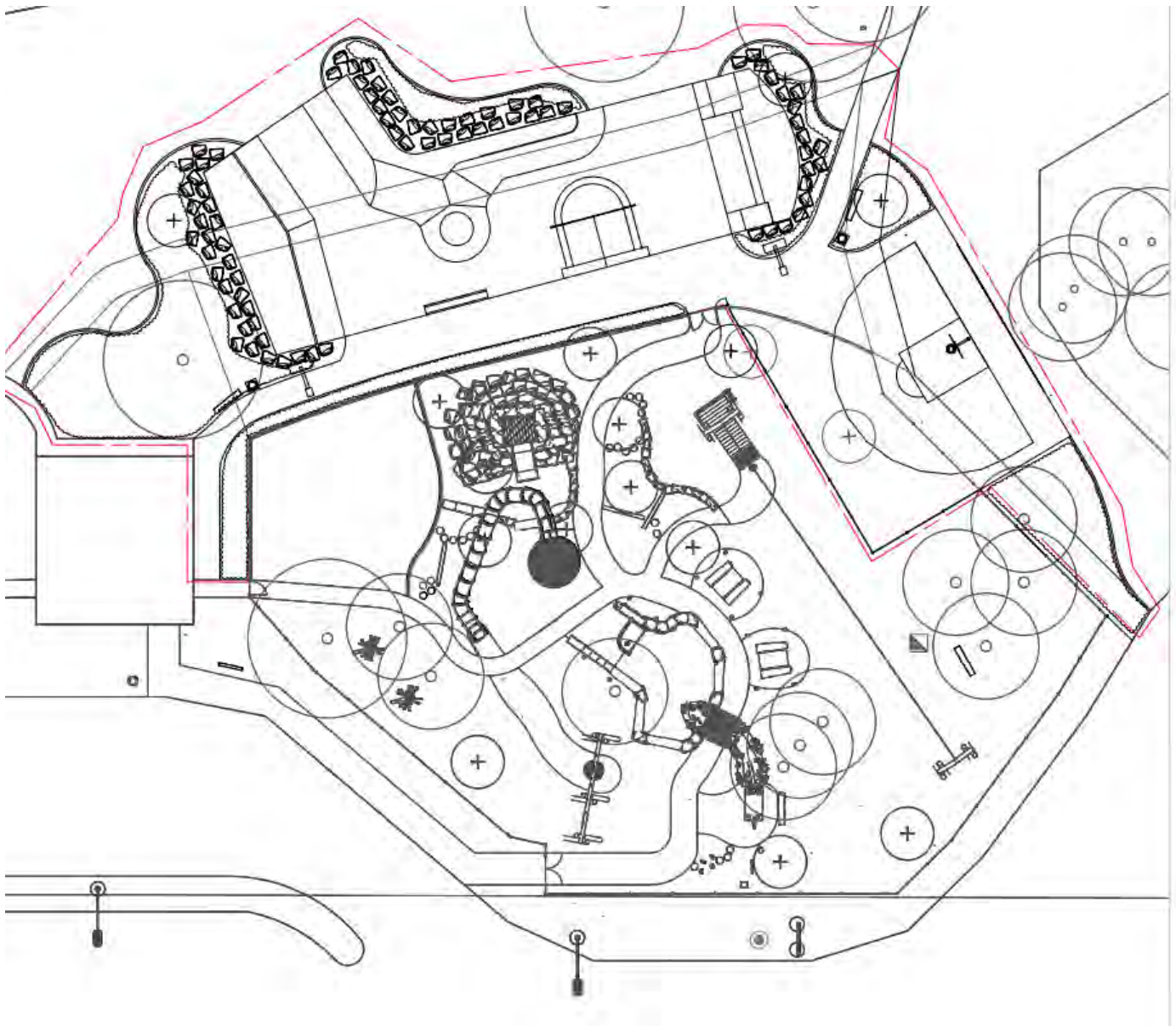
There is an argument from the skate designers that if you restrict the facility space, size and form, you ultimately end up with a skate park that limits the skill sets of the users, therefore the purpose

of the park may need to be reconsidered. Is it a park for all ages, or is it a younger age facility, aiming at providing limited age appropriate difficulties?

Knowing that the skate park/basketball court also acts as a “traffic stopper” in addition to its local use purpose; is an important element of this discussion. In the role of traffic stopper, what age group are you targeting? If so, a limited skill set skate park may be highly suitable to purpose; it may not be the place were a child graduates skills over time to the point of high end skill set.

Secondly, merging the two spaces could allow the basketball court to be used for skateboards and scooters when not in use. The basketball section should also be positioned not to require any additional work.

Staff will soon be looking to see if an option exists to do the work in-house, or some hybrid combination of such is possible.



Acting CEO Noel Mason advised that he will schedule a meeting with Nature Play to see how the Shire can assist to help reduce costs. The outcome will then be taken to Council for their consideration.

11.2 Wickepin Caravan Park and CBH Accommodation Concept Designs

For the Townscape and Cultural Planning Committee information.

Wickepin Caravan Park Revised Concept Design

Shire organised concept designs for the Wickepin Caravan Park and an area suitable for CBH seasonal workers accommodation. The Office of Regional Architecture (ORA) were requested to design around the following parameters;

For the Caravan Park:

REVISED BRIEF AS AT 13-07-2022 – Wickepin Caravan Park Lot 1

- Provide 4-6 'drive through' caravan sites, with additional 'reverse in' sites as space permits, with usual services
- Provide new campers alfresco kitchen and covered dining area located west of the existing ablution block
- Provide hard and soft landscaping
- Provide staged expansion on existing accommodation provision at the current CP location
- Retain the existing ablution facilities and refurbish the block, with the addition of a 'family-friendly' bathroom
- Close the Wogolin Road entrance and provide carefully considered new main entrance off Fisher Street, mindful of Moss Parade intersection issues
- Provide 4 self-contained cabins (with ensuite bathrooms)
- Retain the caretakers residence for a Manager or to rent on the open market, reduce current garden, fence and shed provision to 'win back' area for Caravan Park, and reduce maintenance
- Council to consider management of long-term Caravan Park residents as part of Management Plan, assign suitably screened area of park for same.

The proposed sketch design plan generally meets those parameters. For Council consideration.



WICKEPIN CARAVAN PARK REDEVELOPMENT CONCEPT PLAN - REV A. REFER BRIEF DATED 13/07/2022

The CEO was requested to consider the purchase of Lot 90 which sits alongside the current entrance.

It has been suggested that the additional land opens the way for the CBH Accommodation to be housed on the entrance/Lot 90 half acre, or that the entrance can be maintained and the 3 accommodation units out of the way. From the CBH sketch, it doesn't appear likely this all that is proposed can fit into a half acre.

ORA will now proceed to a Quantity Surveyor's price estimate – so that shire can be shovel ready for this project if additional community infrastructure funding becomes available.

Wickepin CBH Accommodation Revised Concept Design

The July meeting design parameters were;

For the CBH Seasonal Accommodation:

CBH SEASONAL WORKERS ACCOMMODATION – Portions of Lot 40 & Lot 3

- Elected members agreed the nominated site was suitable for the proposed use, all things considered. This includes management of the facility in conjunction with the Caravan Park.
- Subdivide, amalgamate and re-zone the nominated site to suit Workers Accommodation use.
- Provide suitable perimeter screening and layout of facilities so as not to compromise the Moss Parade single residential area, the Caravan Park, and the Shire Administration Officers

The design sketch meets the brief provided.

Of note and during discussion at the Council meeting, alternate configurations may keep the common room and kitchen away from CEO residence, replacing "future accommodation". Keep the future expansion area free of buildings, (as open parkland), reduces the size and scope in the first instance.

Council decided at this point to shelve the proposal until CBH indicate that they are ready to proceed. Whilst they have indicated that they may deal with accommodation issue in the not too distant future, at this point, Shire has other priorities.

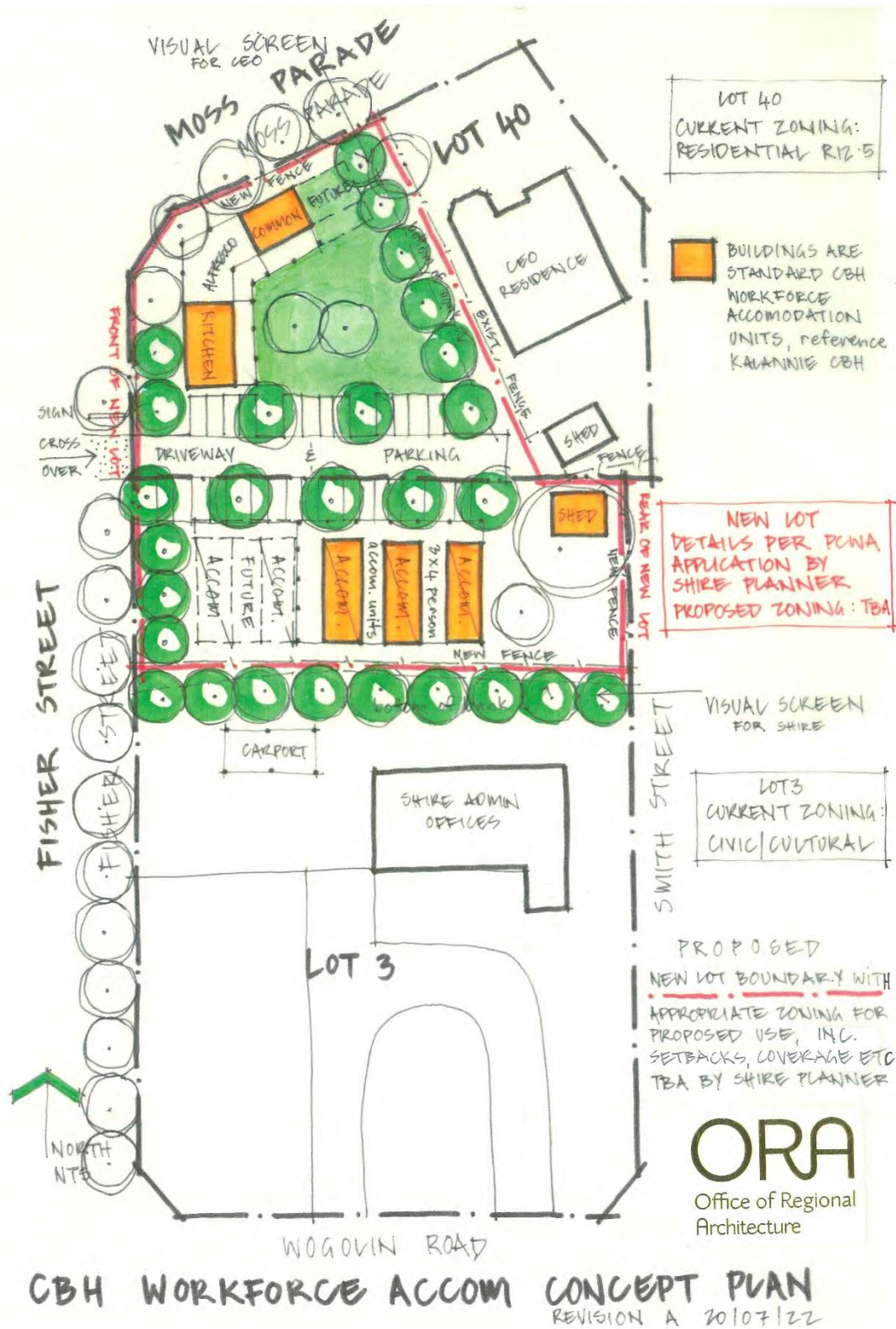
Email received from Committee Chairman, Cr John Mearns, which outlines design changes that could be considered that impact both concept plans;

I am following up on my idea at this month's Council Forum discussion on the concept plans for our Caravan Park upgrade & expansion where I suggested making the area behind council & adjacent to CEO house a part of that design

I feel that also allows the potential of placing the prospective CBH accommodation, long discussed, at the West side of the existing park, far less obtrusive to the residents including CEO's house.

Townscape could adopt this concept addition & champion it if deemed of worth to our town.

For Committee discussion:



Acting CEO Noel Mason advised that once Council receive the QA a plan going forward will be made.

11.3 Quote RFQ 15 - 2021/22 Master Plan for Wickepin Information & Rest Bay

Summary:

Council considered Quotes for the development of a Master Plan for the Wickepin Information & Rest Bay. Again, such projects have to be designed and be shovel ready to attract funding. Shire is preparing the required information to allow public consultation.

In this instance, the information is for the Townscape and Cultural Planning Committee information prior to the Consultancy commencing.

Background:

The Community Development Officer (CDO), Mrs Karen Langford raised the matter of a master plan for the Wickepin Information & Rest Bay in March 2022 in discussions at the Townscape Committee. It was again listed in her CDO reports to Council in April and May 2022.



The previous CEO, Mark Hook called quotes closing on the 30th June 2022 for the development of a Master Plan for the Wickepin Information & Rest Bay.

Comments:

The RFQ was lodged with the Tenderlink on the 3rd May 2022 with a closing on 30th June 2022. Quotes were received from 3 companies and the accepted quote is as follows;

Plan E Pty Ltd - Landscape Architects

As per specifications:

\$16,159.00 Incl GST

The purpose of seeking Master Plan was to have a completed design suitable for public presentation/consultation and so that quantity estimates could be completed for the scope of works.

Financial Implications:

The Budget 2022/23 has been amended to include a provision for this work to take place. See Budget adoption papers.

Resolution No 170822-05

Moved Cr Mearns /Seconded Cr Astbury

That Council accept the quote from Plan E Landscape Pty Ltd under RFQ 15 2021/2022 for the development of a Master Plan for the Wickepin Information & Rest Bay.

Carried 6/0

Acting CEO Noel Mason advised that he will schedule a meeting with MWS Graeme Hedditch and Main Roads to discuss the Master Plan.

11.4 Approved Budget items applicable to Townscape and Cultural Planning Committee activities for 2022/2023.

For Committee consideration.

5632	Town Improvements				
	TownScape Projects				
	Police Wall Mural	21		3,000	1,900
	CRC Wall Mural	21			4,400
	Retaining Wall Yealering Bowling Club	21			-
	Heritage Trails Pathways	21			-
	Croquet /Club Yealering Table and Chairs	21			3,500
	Other - History Signs	21			3,000
					12,800

Libby Heffernan gave a brief update regarding the history signs and their background.

11.5 Other matters raised by members

11.5.1 Annika Miller



1. Do the shire have a succession plan for the regeneration of trees along the creek line between the arts and craft and the new troll bridge. The shire sprays along the creek line so there is no sign of the trees self-seeding.

MWS Graeme Hedditch advised that spraying is to reduce fire risk and to create a clear path to reduce snake risk during the warmer months. MWS advised that due to such a wet season the need to spray has increased.

MWS also advised that he is currently waiting on a phone call in relation to revegetation.

Veronica Stacey also suggested contacting Wheatbelt NRM to see if they could support the revegetation process.

2. The garden bed opposite Ewen Rural Services currently has natives, which seem to be replaced often. Is it possible to continue on the red and white roses like opposite CRC and Pub?

MWS Graeme Hedditch will investigate.

3. An update on where we are at with the Skatepark/Basketball Court. I know it was discussed at last council meeting and needed adjusting in order to try and reduce the costings. Also don't think Townscape was ever provided with a copy of the readjusted concept plan that Karen did

(think it was flipped east to west from Lee's original). Is it possible to be provided with that new concept plan? (Refer to item 11.1)

11.5.2 John Mearns

1. Discuss ideas for tizzing up our main street/town for Xmas 2022. Decorations etc. for our main street.

Libby Heffernan will discuss ideas with The Shedders regarding decorating the water tower at the Wogolin Road Recreation Area and will report back at the next Townscape and Cultural Planning Committee Meeting.

MWS Graeme Hedditch will work with the outside staff and conduct an audit to see what Christmas decorations are stored at the Depot. MWS will also investigate lighting options to be placed at the Wogolin Road Recreation Area.

2. Now the area around the Town Rail Dam has been re-zoned Public space, where do we see our part, if any in developing its tourist potential for Wickepin?

Acting CEO Noel Mason advised that Council will first place a sign stating "Enter at Own Risk" to minimise the risk to Council. A plan will then need to be establish to put forward to Council.

3. Wickepin Town Hall – I suggest painting the name Wickepin on the front of the Wickepin Town Hall?



The idea was not supported by the Committee.

Cr Mearns also took the opportunity to welcome MWS Graeme Hedditch and CDO Lorraine Hedditch to the Shire of Wickepin.

11.5.3 Other

Albert Facey Homestead Park Area

- Libby requested the area beneath the large tree be cleaned up and maintained. Libby stated that the removal of the old playground has opened the area up nicely.
- Lee-Anne Mullan requested a status update for the new location of the old playground.

MWS advised the area beneath the large tree will be cleaned and maintained.

Acting CEO advised the location of the old playground will be discussed at the September Forum session and any ideas for the Albert Facey Park area will be discussed.

Website

Can the following be added to the Shire Website page:

- Wogolin Road Recreation Area
- Lake Yealering

ESO to liaise with CDO and update the Shire Webpage.

Signage

- Replace the Lake Yealering blue and white sign on the Williams - Kondinin Road
- Remove the leaning sign post on the William - Kondinin Road at the railway line intersection
- Harrismith and Malyalling signs have been erected
- Wickepin Town sign at the intersection of William - Kondinin Road/Pingelly Road to be raised for easier viewing.

MWS will investigate and action accordingly.

Libby Heffernan will meet with MWS to discuss the Wickepin Town sign and will report back at the next Townscape and Cultural Planning Committee Meeting.

Thank You

Libby took the opportunity to thank the Shire of Wickepin for removing the dead trees along the Town Hall and for placing the Butler plaque in the footpath in front of Elders Wickepin.

Upcoming Events

- Bus Bee - Saturday 17 September 2022 @ 9.00am
- Australian Baroque – Space Music– Saturday 29 April 2023 and running during the school term - will incorporate the Wickepin and Yealering Primary Schools

ESO to liaise with CDO and advertise/promote the upcoming events.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 2 November 2022 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 11.01am.

7.2 Bush Fire Control Officers Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Noel Mason, Acting Chief Executive Officer
File Reference:	ES.MEE.904
Author:	Noel Mason, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 September 2022

Enclosure/Attachments:

Minutes of the Bush Fire Control Officers Committee Meeting held on Tuesday 14 September 2022.

Background:

The Bush Fire Control Officers Committee meeting was held on Tuesday 14 September 2022.

Summary:

Council is being requested to receive the Bush Fire Control Officers Committee meeting minutes held on Tuesday 14 September 2022.

Council is requested to consider 3 additional recommendations in relation to Bush Fire matters;

1. Appointment of Fire Control Officers; Todd Mullan, Toby Russell, Cal Sims
2. Vote of thanks for ex Chief Bush Fire Control Officer, Roger Butler for his service to Shire of Wickepin;
3. Council support for a follow-up Wellness event for Wickepin FCO's and Brigade Members following the East Narrogin Fire.

Comments:

Adoption of Recommendations – Minutes

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

Fire Control Officers – Appointment

The recent training of additional Fire Control Officers has prompted a question in relation to appointments. In discussion with CBFCO Trevor Leeson, it was suggested that Todd Mullan, Toby Russell and Cal Sims be appointed immediately. This will give them one season before expected FCO retirements next year.

There may be a problem going forward with radios for these appointees. DFES have already signalled that WAERN radios are on the way out (and hard to find) but the reality is that it could be 10 years before DFES get digital alternatives. It is recommended in the Minutes that a Communications Plan is a high priority going forward, and Wickepin Shire has a current request in for radios for the CBFCO and DCBFCO; but it should be noted that these appointments will have difficulty undertaking independent work unless Shire can secure radios for them. Happy to discuss with DFES and seek solutions.

If this is Council's reading of the current situation then a recommendation to appoint the 3 FCO's is below.

Vote of Appreciation – ex Chief Bush Fire Control Officer (CBFCO) – Mr Roger Butler

The retirement of Mr. Roger Butler as Chief Bush Fire Control Officer should be acknowledged by the Shire of Wickepin. Roger has been CBFCO for 4 years and a vote of appreciation is appropriate. Roger served the Shire during the recent East Narrogin Shire, possibly the most significant fire day in the past 20 years. By his own admission, “it was not an easy day”, or as the record would show, not an easy week or two. For the community, we rely on the service of others in these moments of crisis and Roger showed that his training, commitment and service at this time was not questionable. A recommendation is below.

Follow Up Wellness Event Wickepin – Post East Narrogin Fire

In listening to the FCO’s at the FCO meeting on the 14th September 2022, it was apparent that there are unresolved emotions in relation to the East Narrogin Fire, and that some people still carry elements of PTSD from the event. To this end it is appropriate that the Shire organise a follow-up event for our FCO’s, brigade members and volunteers who attended or were involved.

In discussion with CBFCO Mr. Trevor Leeson, it was proposed that a pre harvest breakfast in Wickepin, followed by or concurrently with a mental health welfare check may be a suitable event. Obviously time is tight.

Shire staff have contacted Holyoke, Jo Drayton who can support the event and can bring in additional support services and material for persons to access external services after the breakfast. These external support services are free. The cost of the event has been included in the Shire’s application to Lotteries WA for the BBQ trailer. I am confident that a bacon, eggs, toast, tea and coffee breakfast would be well supported.

As a preliminary to the event, the Shire will advertise/call for all phone vision of the East Narrogin fire that applies to Wickepin end particularly, requesting that this be forwarded so Shire can compile a composite record. Staff will also be contacting the Stand Down - Wickepin event organisers to see if they too would like to be involved or attend. With Shire support it is suggested that the event be held as soon as possible after the September School holidays, possibly the week after Mental Health Week, commencing Monday 18th October 2022. Staff will co-ordinate a suitable date.

Recommendations and Requests

There is one resolution emanating from the FCO meeting that affects the Shire CEO Position Description. In discussion with the FCO’s, it was pointed out what many other Shire’s do in regards the matter of the withdrawal of issued permits when weather conditions deteriorate. Only the appointed Shire Weather Officer can withdraw permits under the Bush Fires Act and Regulations and it is clearly only the Shire who can contact FCO’s and request details of permits issued without breaching Privacy Act requirements.

So the process can be that the CEO (or delegate, because it pays to have one/two staff adequately trained) when alerted to weather conditions exceeding permit ratings, recalls/revokes all permits, and then messages all FCO’s etc. on the SMS system to advise no burning. With the BOM data, rating calculation and the issue of statements to the Press etc., it much easier to co-ordinate from the Shire office where the internet service, computers etc. are housed.

Shire CEO's should be aware of the Bush Fires Act and Regulations so this process simply forms part of their duty statement.

Requests – there were a number of requests made for the Shire to support at the FCO meeting. There will be no difficulties in meeting these requests, and hopefully we can develop some regimented processes around them.

Statutory Environment:

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

Bush Fires Act 1954

38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

Local Government Act 1995

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

Policy Implications: Nil

Financial Implications:

To conduct a follow-up event \$1000. Expecting financial contribution of similar amount from Lotteries WA, or via Holyoake to conduct event.

Strategic Implications:

Extremely important that the Shire demonstrates acknowledgement of the impact of severe events on volunteers and provides opportunity for them to receive support where required.

Recommendations:

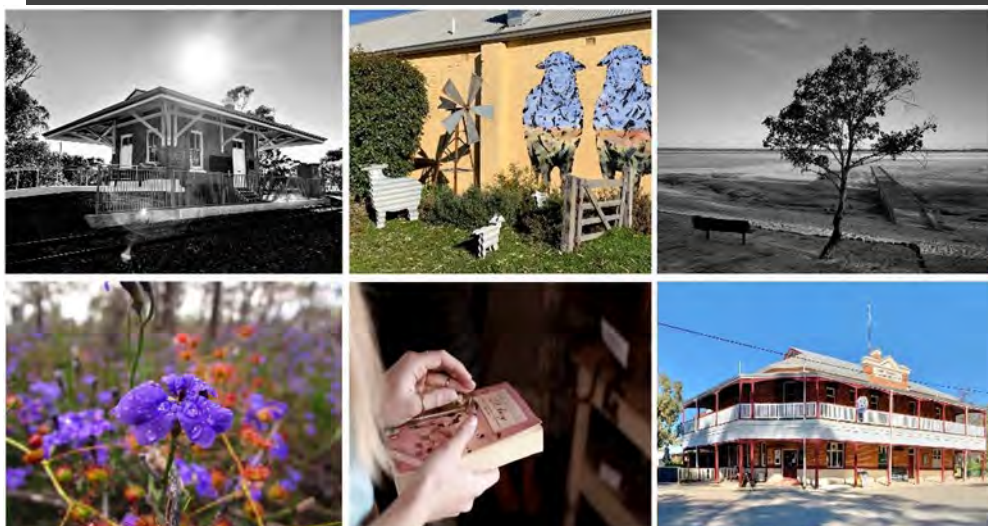
1. That the minutes of the Bush Fire Control Officers Committee meeting held on Tuesday 14 September 2022 be received.
2. That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2022/2023 bush fire season:

Todd Mullan
Toby Russell
Cal Sims

3. That the Shire of Wickepin on behalf of the community pass a vote of gratitude to Mr. Roger Butler for his service to the community in the role of Chief Bush Fire Control Officer. Special acknowledgement is made of Roger's exceptional service during the period of the East Narrogin fire in February 2022.
4. That the Shire of Wickepin conduct a follow-up wellness event in October 2022 (with the assistance of Lotteries WA and Holyoake) for the Fire Control Officers, brigade members and volunteers who attended or were involved in the East Narrogin fire in February 2022.

Voting Requirements:

Simple majority



A Fortunate Place

Shire of Wickepin

Minutes

Bush Fire Control Officer's Meeting

Council Chambers, Wickepin

13 September 2022

**Minutes of a Bush Fire Control Officer's Meeting held in Council Chambers, Wickepin
Tuesday 13 September 2022, at 7.00pm**

The CBFCO declared the meeting open at 7.01pm.

1. Attendance

Chief Bush Fire Control Officer	Trevor Leeson
Deputy Chief Bush Fire Control Officer	Luke Lansdell
Fire Control Officers	Tim Heffernan Phil Russell Wes Astbury Roger Butler Ken Martin
Acting Chief Executive Officer Manager of Works & Services Department of Fire and Emergency Services	Noel Mason Graeme Hedditch Grant Hansen

Apologies

Todd Mullan

2. Minutes of Previous Meeting

2.1 Confirmation of Minutes – 22 March 2022.

Moved Roger Butler / Seconded Wes Astbury

That the minutes of the Fire Control Officer's meeting held 22 March 2022 be confirmed as a true and accurate record.

Carried 7/0

3. Business Arising From Minutes

3.1 Bush Fire Radios – WAERN radios for CBFCO and DCBFCO - Item 5.1 22 March Minutes

Still processing request. Information has been forwarded to DFES on requirements. Bit of pushback on radios already allocated to Wickepin, so detail of who has what at this point may help in pressing our case.

Grant Hansen provided background to the supply of Wickepin radios, he is still waiting for DFES to supply a list of who had received base sets originally. The request for WAERN radios has been lodged.

DFES Grant Hansen suggesting it is possibly time for the Shire to establish a Communication plan and address radio issues. **Noted**

3.2 CBFCO Report Items - 5.1 Chief Bushfire Control Officer Report – 22 March 2022

3.2.1 Very cautious approach with setting harvest bans – Complaints about onerous Harvest Bans; Shire has a complaints policy and FCO's are able to remind those making complaint to have them lodge their complaint to the Shire. FCO's need to communicate this to the complainants and it helps to cc in the CBFCO so understanding of the issue is passed on to all. Shire process has rigidity around obnoxious complainants – so happy to deal with them, should not be left to FCO's. **Noted**

3.2.2 Header Fires – Hazard reports for Volunteers in Attendance – ROAC reminder that reports on header/tractor fires etc. should include the names of volunteers who attended fires when hazardous materials exposure was likely to occur. Health and Safety issue for insurance. **Noted**

3.2.3 Stock Losses – East Narrogin Fire

A number of processes have been reviewed following this fire relating to animal welfare. DPIRD have release guidelines on – Animal Welfare in Emergencies and Heatwaves (Attachment 1&2)

Narrogin Shire advised that the delay in attending to animal welfare issues was because the appropriate “declaration” had not been made within the system to trigger a State response. It seems processes require the on ground fire controller to declare that animal welfare issues require State attendance, before anything is triggered. DFES cannot do.

Narrogin has also taken steps to see if DPIRD can allow “stock agents” to undertake welfare work in rural settings, thereby removing the difficulties of finding sufficient vets to do the work. This is being considered by DPIRD. **Noted**

3.2.4 CBFCO Lessons Learnt and CEO Shire response in italics - East Narrogin Fire

- The initial response was reactive and we were chasing the fire and not making significant headway.
- The wind was whipping up embers and lighting random fires so knowing where the edge of the fire was unclear and the risk was that you could be caught inside the fire.
CEO Comment – At ROAC meeting 22 August 2022, DFES demonstrated considerable data can be obtained once air observation is in place, until then satellite and communications systems are the only available data sets. The earliest link into DFES systems at the start of the fire is becoming a critical part of the FCO process. **Noted**
- Bushfire radios worked well late Sunday afternoon and onward once fire somewhat contained.
CEO Comment – At ROAC meeting 22 August 2022, considerable comment on the operations of Channel 5. In the East Narrogin Fire, over 50 users were on Channel 5 at the same time. A number of sectors then split off onto other channels – but this information wasn't passed to people arriving at the fire sectors and this created even more fragmented issues in both communications and the fire response. People in the same sector were on the alternate channel and Channel five unknowingly, in sight of each other but not able to communicate. Better use of alternate channels as soon as you hit the fire ground was a big issue. **Noted**

- Aerial support was invaluable particularly saving infrastructure.
CEO Comment – At ROAC meeting 22 August 2022, DFES have a Power Point presentation showing the work by the jet at Wickepin. Grant Hansen provided presentation in General Business. **Noted**
- Use of speed tillers more effective and faster than graders and don't leave a mess.
CEO Comment – valuable insight, may need research – can forward comment to DFES. **Comment forwarded to DFES representative**
- Mobile phones were unreliable with signal and battery fails.
CEO Comment – At ROAC meeting 22 August 2022, considerable DFES response on this issue. Also links into work the Telstra are doing on a battery/generator project across towers in WA. The other appreciation is that at times of high demand in an emergency, mobile use by volunteers and others floods the system. Obviously, when comms are down in a radio sense, this add to the complications. Establishing comms processes as a first step in attendance becomes even more critical. Has been raised at State level. **Noted**
- Chief Bushfire Officer requires a second person in the mobile command unit to assist with communications.

CEO Comment – At ROAC meeting 22 August 2022, fully supported by DFES. Command personnel is a critical first step in attendance at fire. **Noted**
- Traffic management needs to be improved.
CEO Comment – At ROAC meeting 22 August 2022, this process was discussed at ROAC in light of East Narrogin fire. A lot of opinions, some not helpful, but it becomes critical in a larger fire scenario. Command FCO needs to be thinking of more than the fire response. Comms to on ground teams and back to DFES, resources required, weather updates, fire data and the sources, use of sectors, signing/acknowledging people in to fire, calling in air support, road closures, animal welfare, hazardous material – all in the space of minutes – suggests the training required is significant and should be regularly rehearsed. **Noted**
- Availability of maps for a large fire early would be welcomed.
CEO Comment – At ROAC meeting 22 August 2022, not surprisingly DFES has loads of data including infrared snapshots of fire movement. The question is how the FCO can get the data in a timely manner. Establishing comms to DFES as soon as possible must be part of the process – they can read it and relay over comms.

The Shire has previously produced hard copy map booklets for fire trucks. FCO requested that Shire produce hard copy maps booklet for FCO's so that when mobile phones are ineffective, maps can still be used. **Requested**

3.2.5 Photo of Ernie White

CEO Comment – Have been advised that the family have a suitable photo and this will be forwarded to Shire. Some comment has been received about a suitable location for the photo – suggesting that if FCO group has an opinion – this best be passed on to Shire.

Tim Heffernan indicated that he will follow up sourcing photograph from family and prepare words for suitable plaque. The FCO's expressed a preference for the photo to be on public display e.g. Mezzanine level of Community Centre.

Cr Wes Astbury indicated he would indicate this preference to Council.

Noted

4. General Business

4.1 Chief Bushfire Control Officer Report – First meeting as CBFCO – Nil

4.2 ROAC Agenda and Minutes (Attachment 3 & 4)

CEO Notes from ROAC Meeting 22 August 2022 – CBFCO unable to attend so CEO attended and provides summary notes of what occurred.

Action Sheet – outstanding items

1. Semi-trailer (or similar) for bulk water - Effectively, each Shire can come up with their own arrangements. Does Wickepin need to do anything? In the case of bigger fires, something the FCO has to consider early, where the additional water resources are coming from.

Noted – no action required at present

2. Light drive Starter motors for auxiliary motors – early advice of the starter motor problem is essential. DFES Fleet reporting some spares for trucks are out to 6 months delivery time for replacement. Note: seems to apply to most spares from DFES.

Noted

3. Arson or cause of fire notification – Command are required to report “cause of fire” ASAP if obvious and known. Still waiting for procedures to be documented.

Noted

4. Chainsaws now claimable as part of the ESL – Grant Hansen to provide updated Shire ESL Guidelines and commented that use of chainsaws may create training requirements and additional PPE.

Noted – no action required at present

5. Limp Mode Isuzu Trucks – Procedures to DBF burns are essential, either on returning truck to shed at end of fire or as part of the maintenance. Takes approx. 20-30mins of idle time and occurs every 20-30hours of drive time. Was suggested drivers should “drive it like its stolen” to keep the limp mode from coming on whilst on fire duties.

FCO's expressed concern that this equipment in limp mode could heighten the risk to volunteers on the fire ground. Following discussion, noting the legal requirement why limp mode cannot be removed from trucks, it was agreed that the limp mode process has to be managed regularly as part of vehicle operations and maintenance and not overlooked.

Noted

6. Great support for Rural Fire Awareness Courses across the region. DFES prepared to run more – if we have the numbers. Question is, should Wickepin be doing more now and do we need a course for seasonal workers?

The FCO's agreed that the DFES Rural Fire Awareness Course provides excellent introduction to volunteers. Have requested Shire consider/prepare and run another course during the 2nd week of October 2022, for those who were unable to attend courses in August.

Requested

7. Pole Top Fires – number of issues with data on how many have occurred. Seems to be significant resistance inside Western Power to release data. Suggested DFES send out a previous photo ID sheet for insulators, so ground crews can observe how many of the problematic insulators are on poles in each district. Grant Hansen may have more information. Matter has been reported via LEMC and SEMC. **Noted**

8. Cross Boundary Meetings – Shires commented on need to hold regional meetings with CBFCO's and Deputies with focus on operations. East Narrogin Fire highlighted a distinct lack of knowledge of who was on fire ground and what equipment they had, once a Shire boundary or DFES region came into play. DFES can facilitate meetings.

CEO has offered to set up meetings with Kulin CBFCO, as introductory visit when next available. Grant Hansen DFES indicated that he would see if Leader Forums could not be organised as part of Liaison operations. **Noted**

9. Communications on other than Channel 5 – was suggested that procedures at brigade level, when combined with farmer volunteers, should have a plan B as to what channel to use as alternate communication channel.

FCO's commented that the "plan B" is to switch to the channel used predominantly by the farm upon which the fire has occurred. In this way, the local farmer and his equipment can be kept in the loop in relation to what is happening. No other changes deemed necessary at this point.

Noted – no action

10. Incident Contact Numbers for road closures – Main Roads WA – (Agenda - Attached 5) Shire contacts for local roads should be added.

CFO's requested the Shire contact numbers for road closures be added to the MRWA information and the item be included in the Bushfire Information Booklet. **Requested**

11. WAFES – Opportunity exists to send local FCO's to the WAFES conference in Perth – Interested parties should speak to Grant Hansen ASAP. **Concluded – no action**

12. Presentation by AFDRS – Air fleet was excellent – Grant Hansen will present in General Business. Take away – ground controller of air support essential. Training is an essential pre-requisite. Wickepin currently has 7 FCO's trained in ground controller duties. **No action required**

13. Danger Fire Rating System – Live 1 Sept – Grant Hansen will present in General Business. Replacement or new Danger Fire Rating Signs – electronic.

Whilst DFES are yet to determine how Shire's can apply for upgrades or new Danger Fire Rating signage, FCO's requested Shire seek grant funding or from own resources (ESL) to install signage at Wickepin, Yealering and main exit roads from the town site as a matter of priority.

Requested

14. Calculating Fire Danger rating. CEO suggested the need to advertise the fire danger rating system in Watershed. The more people who understand how ratings are calculated the better, particularly now this system is on-line and in app. Agreed by FCO's **Requested**

15. **Fire Weather Officer/s** – There is now a statutory requirement to have a Fire Weather Officer (FWO). Grant Hansen DFES explained that the FWO is required to “cancel” all fire permits when the fire danger rating hits or exceeds 24.

Previously FWO’s provided support to FCO’s in the determination of harvest bans, but now under changes to the Bush Fires Act they are the only persons capable of cancelling permits. The FCO’s discussed how best this process be established. CEO indicated that the best person to be FWO is the Shire CEO, or as a minimum a permanent office based Shire staff member, because FCO’s generally inform Shire of permits issued or outstanding. Shire office also considers weather in terms of its own operations when weather deteriorates, and the majority of the public turn to the Shire for messaging about harvest bans etc.

Moved Wes Astbury / Seconded Phil Russell

That the Shire Chief Executive Officer be appointed Shire of Wickepin, Bush Fire Weather Officer and these duties be added to existing responsibilities for the CEO’s position.

Carried 7/0

4.3 General Discussion

4.3.1 Danger Fire Rating System – The Danger Fire Rating system went live on 1st September 2022. Grant Hansen DFES presented a detailed outline of the danger fire rating system and the Fire Behaviour Calculator that supports the system.

4.3.2 Aerial Support DFES - Grant Hansen DFES provided information from a Power Point presentation provided at the ROAC meeting in relation to the full suite of air support DFES can provide for fires. The presentation had embedded video of the DFES jet laying down retardant during the East Narrogin fire at Wickepin in Feb 2022.

4.3.3 Insurance for Volunteers – DCBFCO asked question in relation to insurance coverage for volunteers/seasonal workers, particularly in relation to Shire insurance or farm insurance and when each would apply.

CEO and Grant Hansen responded indicating that the safest approach is to have volunteers/seasonal workers join a Shire Brigade, then the matter is not in doubt and they will be covered by Shire insurance. In addition to the insurance issue; Personal Protective Equipment and training can be provided once the volunteer/seasonal worker is a brigade member.

CEO indicated that Shire can advertise such in the Watershed to alert landowners to this approach. Requested that Shire do advertising in Watershed. **Requested**

4.3.4 WA Kaolin Mine – A request has been received by WA Kaolin in relation to receiving a permanent exemption for harvest bans and movement bans. Considerable discussion followed. Grant Hansen DFES outlined the provisions contained in the Bush Fires Act 1954 Regulations relating to the issue of Harvest/Movement Bans.

CEO indicated that under those provisions, DFES can only grant exemptions relating to Total Fire Ban days, and this is what WA Kaolin may have in mind, but the Shire is not in a position to provide a

permanent exemption, as the legislation does not cater for that. In declaring a Fire Harvest and Movement Ban, the Shire can indicate exemptions and generally does. e.g. "Does not apply to the movement of vehicles for the purpose of stock watering". In this case, the Shire may consider wording that allows WA Kaolin exemption, e.g. "for the purpose of transportation of packaged kaolin to the public road network."

In this way, the exemption they are seeking can be considered each and every time a harvest/movement ban is being considered and on those days when the conditions are Catastrophic, FCO's are recommending that an Agreement with the mine be established to cease transportation movements on those days.

CEO to contact WA Kaolin to discuss issue.

Requested

4.3.5 Sparks Road – WA Kaolin – With the issue of WA Kaolin, FCO's were quick to point out that the risk of fire exists more on Sparks Road. They requested the Shire investigate the fire dangers on this road reserve and report back to Council and secondly FCO's urged Shire to reassess this road's design (potentially widen) in light of the proposed 15 per day planned B Double movements.

Requested

4.3.6 Road Reserves Fire Risk – DCBFCO queried what mitigation works the Shire undertakes in relation to the fuel loadings on Shire roads. FCO Roger Butler commented on the Gillimanning road where the road reserve is 20 chains. Previously burning of road reserves was approved and there has been considerable conversation amongst landowners that this procedure needs to return.

CEO advised that burning of road reserves had ceased more than a decade ago and is not likely to return for environmental reasons. Even so, the Shire has a duty to ensure roadsides are safe, and in the case of all bitumen roads controlled by the Shire, undertakes spraying for approx. 1.5m either side of the bitumen to keep the gravel shoulders clear. Not all Shires do this, by Wickepin does.

CEO suggested that if there are road verges that pose a particular risk to road users due to grass fuel loads, then Shire can maintain a list of these so that annual maintenance of the locations can be conducted.

CEO also indicated that the same applies in relation to mitigation efforts in and around town sites. A list of the annual works that the Shire is required to do in grading firebreaks, spraying and slashing should be held by the Manager Works and Services so that we can conduct this work annually.

FCO's should forward details of work required to the Manager of Works and Services. **Requested**

4.3.7 Training of Brigade Members – The FCO's asked if it was appropriate for the Shire to determine minimum standards of training for Brigade members and volunteers, prior to them attending fire grounds. FCO's are suggesting that as a minimum the Rural Fire Awareness course is a suitable introduction for any person. It was suggested that this may be a suitable minimum requirement.

Discussion ensued whereby it was suggested that a transition process over a number of years or target numbers/percentages could be set and that the aim of this approach is that in the case of untrained members or volunteers, they be given secondary roles at the fire zone. Transitioning will give time for adequate training to be provided and the Shire to Budget for this change.

CFO's requested that the Shire CEO prepare suitable wording for this proposal and circulate to FCO's for consideration – so that the next Agenda (Annual FCO meeting) could consider before presenting to Council. The main thrust of this suggestion is to establish minimum training standards for persons attending fires. **Requested**

The next Bush Fire Control Committee Meeting will be held 21 March 2023.

5. Closure

There being no further general business CBFCO declared the meeting closed at 9.45 pm.

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	Council Resolution	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	CEO	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Still to be undertaken.
1161-150921-13	Townscape & Cultural Planning Committee Recommendations	CEO	That the current Wogolin Road information board not be re-sited and that a new board be redesigned.	○	Researching digital sign.
1177-200422-06	Bush Fire Control Officers' Meeting Recommendations	CEO	That a photo of Ernie White along with a plaque be commission to be hung in an appropriate place at the discretion of Council.	○	Awaiting photo of Ernie White. Email requesting photo sent to Daniel White.
1189-150622-10	Townscape & Cultural Planning Committee Recommendations	CEO	That Council remove the old playground from the Facey Homestead Park, relocate the bin to the northwest corner and improve the landscaping under the tree.	○	Dismantling commenced. Playground removed, bins and shade poles still to be removed.
1201-130722-06	Wickepin Community Resource Centre – Library Services Agreement	CEO	That Council authorises the signing and attachment of the Common Seal to the Wickepin CRC Agreement as per the attached Agreement from 1 September 2022 to 1 September 2027.	✓	Agreement delivered 08/09/2022.
1205-170822-04	Tender RFT 16-2021/22 Construction of Skate Park & ¼ Basketball Court at Wogolin Road Recreation Area		That Council not accept a tender for the RFT 16 2021/2022 for the Skate Park ¼ Basketball Court at Wogolin Road Recreation area.	✓	Letters advising of outcome sent 18/08/2022.
1206-170822-05	Quote RFQ 15 - 2021/22 Master Plan for Wickepin Information & Rest Bay		That Council accept the quote from Plan E Landscape Pty Ltd under RFQ 15 2021/2022 for the development of a	✓	Letters advising of outcome sent 23/08/2022.

			Master Plan for the Wickepin Information & Rest Bay.		
1207-170822-06	Tender RFT 03-2021/22 Supply and Lay of Bituminous Products		That Council accept the tender from Downer as per received RFT 03-2021/22 Supply and Lay of Bituminous Products for a full service and lay of bitumen products.	✓	Letters advising of outcome sent 23/08/2022.
1208-170822-10	Budget Adoption 2022/2023 Part A - Part E		Budget Adopted.	✓	Completed.
1209-170822-11	Budget Adoption 2022/2023 Part F		Budget Adopted.	✓	Completed.
1210-170822-12	Review of Delegations from Council to Chief Executive Officer		That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 17 August 2022.	✓	
1211-170822-13	WA Local Government Convention		1.That the Chief Executive Officer register the Chief Executive Officer and the following Councillors for the 2022 Local Government Week Convention Cr Miller Cr Thompson Cr Mearns 2.That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting be: VOTING DELEGATES Cr Miller Cr Mearns PROXY Cr Thompson	✓	Delegates emailed to WALGA 22/08/2022.
1212-170822-14	Shire of Narrogin – Supply of Services		That Council acknowledge the continued provision of Environmental Health Officers (Officers), Building Surveyor, Planning Officer and	✓	Signed by ACEO and sent to Narrogin for signing. Has been returned and filed accordingly.

			Ranger services by the Shire of Narrogin by MOU.		
1213-170822-18	Jean Sloan Seed Collection to June 2023		That council grant permission to Jean Sloan of 88 Connell Street, Kondinin to collect native plants from reserves (gravel pits, road verges, and townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2023. Following required conditions.	✓	Letter sent 19/08/2022.
1214-170822-19	Licence to Occupy Crown Land – Harrismith Oval – Reserve 24442		That the Shire of Wickepin agree to Occupy Crown Land Reserve 24442 by License Agreement 01905/1916_A11002306 and to sign the Agreement and affix the Shire Common Seal.	✓	Returned to DPLH for signing

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 Manager Works and Services' Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services, Graeme Hedditch
File Reference:	CM.REP.1
Author:	Manager Works & Services, Graeme Hedditch
Disclosure of any Interest:	Nil
Date of Report:	14 September 2022

Enclosure/Attachments: Nil

Summary:

Monthly report submitted from the Manager of Works & Services, Mr Graeme Hedditch.

Background: Nil

Comments:

Budget Costings

- Not having prepared the Budget, an overview of the budget costings was completed to assess if sufficient funds and the scope of works corresponded. I am confident that all jobs and the scope for each can be completed for 22/23 financial year.

Programmed Construction Works 22/23

- WSNF Rabbit Proof Fence Rd - work has commenced on the next stage, road survey is now completed. Drainage work is currently underway. We will look at removing the bitumen surface in a couple of weeks depending on weather. The final trim, stabilise and seal will schedule for November 2022.
- Gillimanning Rd - work to recommence in December 2022, completion in January 2023.
- Yarling Brook Bridge - 14 week wait on culverts and pipes, the bridgework will commence in December 2022, contractor to complete drainage work. The Shire plans to work alongside the contractor with the removal of the old debris and carting the backfill and gravel where required.
- Yarling Brook Rd - gravel re-sheeting will commence in approx. January or February 2023, depending on the completion of drainage work. Shire to complete.
- Malyalling Rd - gravel re-sheeting will be commencing in October or November 2022. Shire to complete.
- Yearling Pingelly Rd - 20 x 750mm pipes and 4 x twin 750mm culverts to be installed by the contractor in February 2023. The Shire plans to work alongside the contractor with the removal of the old debris and carting the new backfill and gravel where required.
- Wickepin Pingelly Rd - 12 x 750mm pipes and 2 x twin 750mm culverts to be installed by the contractor in March 2023. The Shire plans to work alongside the contractor with the removal of the old debris and carting the new backfill and gravel where required.
- Stock Route Rd Asphalt Seal – RFQ via e quotes, closure date is 16/09/22, no decision at this stage.

Maintenance Works

- Maintenance grader - maintenance program is being addressed and compiled for 22/23.
- Pothole patching - ongoing.
- Signage maintenance - ongoing.

Occupational Health and Safety

- Lost time injury – nil.

Parks and Gardens

- General mowing and whipper snipping - on going.
- General maintenance at Yealering and Harrismith - on going.

Plant and Equipment

- General servicing.

Shire Housing

- Working through the list of issues.
- Drainage issues - spoon drain, installed behind the shire housing on Smith St. This will remove the drainage issues onto the neighboring properties on Moss Pde.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Nil

Recommendations:

That Council notes the report from the Manager of Works and Services dated 14 September 2022.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.01 List of Accounts**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Erika Clement – Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 September 2022

Enclosure/Attachments: List of accounts.

Summary:

List of accounts remitted during the period 1 August 2022 to 31 August 2022.

Municipal Account	Vouchers	Amounts
EFT	12709 – 12783	\$ 252,780.44
Cheques	15834 – 15838	\$ 9,188.13
Direct Deductions	August	\$ 3,361.23
Superannuation	August	\$ 17,824.15
Credit Card	August	\$ 2,175.10
Bpay	August	\$ 1,881.77
Payroll	August	\$ 98,910.25
Licensing	August	\$ 23,219.15
	August Total	\$ 409,340.22
Trust		0.00
EFT		0.00
	August Total	0.00
	Total for August	\$ 409,340.22

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 \$409,340.22 for August 2022 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

31 August 2022

Chq/EFT	Date	Name	Description	Muni
EFT12709	04/08/2022	AUSTRALIA POST	JULY 2022 POSTAGE	\$ 67.58
EFT12710	04/08/2022	BURGESS RAWSON (WA) PTY LTD	WATER USAGE 26/05/2022 TO 28/07/2022	\$ 45.03
EFT12711	04/08/2022	LEANNE PETA BRANSBY	REFUND OF COMMUNITY CENTRE BOND	\$ 600.00
EFT12712	04/08/2022	BELVEDERE NURSERY	PLANTS AND SOIL CONDITIONER AS PER QUOTE	\$ 1,650.00
EFT12713	04/08/2022	DERBAHL PTY LTD	PUMP OUT SEPTIC TANKS TO HARRISMITH HALL	\$ 615.40
EFT12714	04/08/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL ACCOUNT JULY 2022	\$ 25,326.45
EFT12715	04/08/2022	HANCOCKS HOME HARDWARE	1 X TOILET INDICATOR BOLT	\$ 47.02
EFT12716	04/08/2022	ELIZABETH HEFFERNAN	CLEANING ALBERT FACEY HOMESTEAD	\$ 60.00
EFT12717	04/08/2022	JESSICA HUGHES (HUGHES DIESEL MECHANICAL)	REFUND OF YEALERING HALL CORPORATE BOND	\$ 240.00
EFT12718	04/08/2022	KNIGHTLINE COMPUTERS	1 X SOLAR CHARGER	\$ 69.95
EFT12719	04/08/2022	MARKETFORCE PRODUCTIONS	WEST AUSTRALIAN- WILDFLOWER FEATURE 30TH JULY 2022	\$ 1,309.46
EFT12720	04/08/2022	MODUS AUSTRALIA	YARRA 2 TOILET BUILDING AND FIXTURES	\$ 32,541.52
EFT12721	04/08/2022	NARROGIN PUMPS, SOLAR AND SPRAYING	1 X CHEMICAL HOSE	\$ 7.05
EFT12722	04/08/2022	NARROGIN LIQUOR BARONS	REFRESHMENTS FOR COUNCIL MEETING	\$ 58.99
EFT12723	04/08/2022	NARROGIN & DISTRICTS PLUMBING SERVICE	WORKS AT DEPOT	\$ 2,483.25
EFT12724	04/08/2022	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY AND OFFICE SUPPLIES	\$ 221.83
EFT12725	04/08/2022	OFFICE OF REGIONAL ARCHITECTURE	30% CONCEPT PLAN TO 90% COMPLETE AND TRAVEL EXPENSES	\$ 2,130.70
EFT12726	04/08/2022	PERFECT COMPUTER SOLUTIONS - PCS	DAILY MONITORING AND MANAGEMENT	\$ 467.50
EFT12727	04/08/2022	PERTH CARPENTRY AND ROOFING	2 WEEKS PROGRESS CLAIM 18TH-29TH JULY 2022	\$ 9,570.00
EFT12728	04/08/2022	REPCO	ELECTRIC WINCH	\$ 1,593.42
EFT12729	04/08/2022	SHIRE OF PINGELLY	WALGA TRAINING X 2 DAYS	\$ 1,100.00
EFT12730	04/08/2022	STEELO'S GUNS & OUTDOORS	ADJUSTABLE JOCKEY WHEEL	\$ 99.95
EFT12731	04/08/2022	ST JOHN AMBULANCE WESTERN AUSTRALIA	2 DAY FIRST AID COURSE X 13 STUDENTS	\$ 2,808.00
EFT12732	04/08/2022	TOLL IPEC	FREIGHT- JASON SIGNS AND LEADER PRESS	\$ 24.90
EFT12733	04/08/2022	THE YEALERING PANTRY	CLEANING SUPPLIES- TOILET PAPER AND HAND TOWELS	\$ 205.60
EFT12734	04/08/2022	WICKEPIN DISTRICT SPORTS CLUB	CATERING FOR CEO SEND OFF	\$ 752.50
EFT12735	04/08/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ANNUAL SUBSCRIPTION 2022/2023	\$ 28,825.46
EFT12736	04/08/2022	INDUSTRIAL AUTOMATION	REMOTE ACCESS SERVICE CHARGES 01/07/2022 TO 30/06/2023	\$ 3,932.50
EFT12737	04/08/2022	YEALERING AGPARTS	ROTATING AMBER SAFETY LIGHT	\$ 132.90
EFT12738	04/08/2022	ZONE 50 ENGINEERING SURVEYS	RABBIT PROOF FENCE ROAD PRELIMINARY SURVEY AS PER QUOTE	\$ 12,584.00
EFT12739	11/08/2022	COMBINED METAL INDUSTRIES	ZINCALUME ROOFING, GUTTERS AND MATERIALS	\$ 34,851.32
EFT12740	18/08/2022	AIR LIQUIDE WA PTY LTD	JULY 2022 CYLINDER RENTAL FEE	\$ 60.86
EFT12741	18/08/2022	AIR RESPONSE	AIR CON REPAIRS AT 13A COLLINS STREET	\$ 166.85
EFT12742	18/08/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PURCHASE JOHN DEERE 670 GRADER	\$ 620.32
EFT12743	18/08/2022	BEAUREPAIRES	4 X TRUCK TYRES	\$ 2,070.00
EFT12744	18/08/2022	BURGESS RAWSON (WA) PTY LTD	INDUSTRIAL RENT ADJUSTMENT 01/08/2022 TO 31/10/2022	\$ 1,010.92
EFT12745	18/08/2022	Borgas Engineering	2 DAY CRANE HIRE- LIFT TRUSSES INTO POSITION	\$ 2,640.00

Shire of Wickepin		Council Meeting		21 September 2022
EFT12746	18/08/2022	BAILEYS FERTILISERS	ENERGY TURF FERTILISER 20KG	\$ 2,695.00
EFT12747	18/08/2022	LANDGATE	RURAL UV GENERAL REVALUATION 2022/2023	\$ 6,137.25
EFT12748	18/08/2022	DUFFY ELECTRICS	SWTICHBOARD UPGRADE AND ELECTRICAL WORK	\$ 2,602.26
EFT12749	18/08/2022	EDWARDS MOTORS PTY LTD	SERVICE AND WORKS ON WK 0	\$ 575.95
EFT12750	18/08/2022	EWEN RURAL SUPPLIES	ACCOUNT JULY 2022	\$ 3,428.51
EFT12751	18/08/2022	EASIFLEET MANAGEMENT	FACEY GROUP VEHICLE LEASE JULY 2022	\$ 508.83
EFT12752	18/08/2022	ELDERS WICKEPIN	ENGINE OIL AND CLEANER	\$ 99.80
EFT12753	18/08/2022	FACEY GROUP INC	INSTALLMENT 1- 2022/2023 SPONSORSHIP	\$ 5,500.00
EFT12754	18/08/2022	DEPARTMENT OF FIRE AND EMERGENCY (DFES)	2022/23 ESL QUARTER 1	\$ 15,177.60
EFT12755	18/08/2022	HANCOCKS HOME HARDWARE	DOOR KNOB, PADLOCK, AND LATCH	\$ 57.25
EFT12756	18/08/2022	BERYLE HOLM	JULY 2022 WICKEPIN CARAVAN PARK COMMISSION	\$ 272.40
EFT12757	18/08/2022	JASON SIGNMAKERS	GNORLARLING AND MALYALLING SIGNS	\$ 461.71
EFT12758	18/08/2022	KINGS TREE CARE	CARRY OUT WESTERN POWER CLEARANCE PRUNING	\$ 5,808.00
EFT12759	18/08/2022	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES 2022/2023	\$ 396.00
EFT12760	18/08/2022	MCLEODS BARRISTERS & SOLICITORS	LEASE OF RESERVE 46580- LOT 212 CNR RICHTER AND JOYNER STREET	\$ 148.50
EFT12761	18/08/2022	Midland Monumental	GRANITE TILE WITH WRITING AND BORDER	\$ 850.00
EFT12762	18/08/2022	KOMATSU AUSTRALIA PTY LTD	CUTTING EDGES AND PLATE	\$ 2,106.09
EFT12763	18/08/2022	GREAT SOUTHERN WASTE DISPOSAL	WASTE COLLECTION 27/06/2022 to 25/07/2022	\$ 7,192.08
EFT12764	18/08/2022	NARROGIN BEARING SERVICES	2 X WHEEL BEARINGS	\$ 79.35
EFT12765	18/08/2022	NARROGIN PACKAGING	DISPOSABLE COFFEE CUPS	\$ 125.00
EFT12766	18/08/2022	STAR TRACK EXPRESS	KOMATSU FREIGHT	\$ 286.29
EFT12767	18/08/2022	NARROGIN TECHNOLOGY SOLUTIONS	CAT CABLE	\$ 7.95
EFT12768	18/08/2022	PERFECT COMPUTER SOLUTIONS - PCS	LABOUR AND RENEW SSL CERT	\$ 350.00
EFT12769	18/08/2022	PARRYS	PROTECTIVE CLOTHING	\$ 1,229.70
EFT12770	18/08/2022	REPCO	2 X LED TAIL LAMPS	\$ 345.36
EFT12771	18/08/2022	R J SMITH ENGINEERING	WINCH, NUTS, BOLTS AND WASHERS	\$ 269.74
EFT12772	18/08/2022	TANYA MARY SANDS	JULY 2022 YEALERING CARAVAN PARK COMMISSION	\$ 149.30
EFT12773	18/08/2022	SHIRE OF NARROGIN	PLANNING EXECUTIVE MANAGER VISIT AND VEHICLE CHARGE OUT	\$ 572.00
EFT12774	18/08/2022	NARROGIN COUNTRY FRESH MEAT	BBQ FOOD AND MEAT	\$ 114.19
EFT12775	18/08/2022	TOLL IPEC	FREIGHT- STATE LIBRARY	\$ 16.61
EFT12776	18/08/2022	THE DAN TURNER FAMILY TRUST	INSPECTION OF UNITS AND PREPARATION OF REPORT	\$ 660.00
EFT12777	18/08/2022	WESTRAC EQUIPMENT	WIPER BLADES AND ARMS	\$ 323.64
EFT12778	18/08/2022	WICKEPIN DISTRICT SPORTS CLUB	REFRESHMENTS- MWS FAREWELL	\$ 267.00
EFT12779	18/08/2022	WICKEPIN NEWSAGENCY	CATERING- JULY COUNCIL MEETING	\$ 313.65
EFT12780	22/08/2022	Department of Planning, Lands & Heritage	LICENCE PORTION OF RESERVE 24442	\$ 1,933.00
EFT12781	22/08/2022	KBUILT CONSTRUCTION	PRELIMINARIES- 25/07/2022 TO 29/07/2022	\$ 1,329.00
EFT12782	22/08/2022	PINGELLY TYRE SERVICE	SUPPLY AND FIT 10 TYRES	\$ 2,912.20
EFT12783	23/08/2022	AUSTRALIAN TAXATION OFFICE	BAS JULY 2022	\$ 16,488.00
				TOTALS EFT \$ 252,780.44

Shire of Wickepin	Council Meeting	21 September 2022		
15834	04/08/2022	WATER CORPORATION	WATER ACCOUNT 26/05/2022 TO 28/07/2022	\$ 3,332.69
15835	04/08/2022	SYNERGY	ELECTRICITY ACCOUNT 25/06/2022 TO 24/07/2022	\$ 1,883.79
15836	18/08/2022	SYNERGY	ELECTRICITY ACCOUNT 13TH MAY 2022 TO 30TH JUNE 2022	\$ 3,246.65
15837	18/08/2022	WATER CORPORATION	WATER ACCOUNT 21ST JUNE 2022 TO 16TH AUGUST 2022	\$ 365.00
15838	23/08/2022	DOCEP - BOND ADMINISTRATOR	RHYS BARRON-ALLISON HOUSING BOND	\$ 360.00
			TOTALS CHEQUES	\$ 9,188.13
DD13337.1	01/08/2022	3E ADVANTAGE PTY LTD	PHOTOCOPIER PAYMENTS 01/07/2022 TO 30/07/2022	\$ 1,095.05
DD13401.1	31/08/2022	3E ADVANTAGE PTY LTD	PHOTOCOPIER PAYMENTS AUGUST 2022	\$ 2,121.28
DD13420.1	18/08/2022	WESTNET PTY LTD	INTERNET USAGE 01/09/2022 - 01/10/2022	\$ 144.90
			TOTALS DIRECT DEBITS	\$ 3,361.23
220822	22/08/2022	ANZ BANK	FAREWELL GIFTS, STAFF ACCOMM, CROCKERY & CUTLERY ADMIN, ADVERTISING	\$ 2,175.10
			TOTALS CREDIT CARD	\$ 2,175.10
DD13355.1	10/08/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 6,720.78
DD13355.2	10/08/2022	SPIRIT SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 346.39
DD13355.3	10/08/2022	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 125.71
DD13355.4	10/08/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 374.52
DD13355.5	10/08/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 563.84
DD13355.6	10/08/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 253.65
DD13355.7	10/08/2022	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 341.43
DD13355.8	10/08/2022	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$ 248.71
DD13355.9	10/08/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 117.88
DD13355.10	10/08/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 209.97
DD13386.1	24/08/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 5,867.11
DD13386.2	24/08/2022	SPIRIT SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 346.39
DD13386.3	24/08/2022	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 43.86
DD13386.4	24/08/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 376.96
DD13386.5	24/08/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 253.65
DD13386.6	24/08/2022	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 415.28
DD13386.7	24/08/2022	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$ 248.71
DD13386.8	24/08/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 124.54
DD13386.9	24/08/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 634.80
DD13386.10	24/08/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 209.97
			TOTALS SUPERANNUATION	\$ 17,824.15
63040822	04/08/2022	TELSTRA	PHONE ACCOUNT 14TH JULY TO 13TH AUGUST	\$ 1,836.77
63180822	18/08/2022	TELSTRA	SATELLITE PHONE ACCOUNT AUGUST 2022	\$ 45.00
			TOTALS BPAY	\$ 1,881.77

Shire of Wickham		Council Meeting		21 September 2022
98020822	02/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 636.40
98030822	03/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 37.90
98040822	04/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,444.05
98050822	05/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 294.40
98080822	08/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 270.70
98090822	09/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 3,208.95
98100822	10/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 400.05
98110822	11/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 2,337.00
98160822	16/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 44.50
98170822	17/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 588.90
98180822	18/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 2,137.65
98230822	23/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 2,798.25
98240822	24/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,793.55
98250822	25/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,068.25
98260822	26/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 51.20
98290822	29/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 5,764.75
98300822	30/08/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 342.65
			TOTALS LICENSING	\$ 23,219.15
10/08/2022	10/08/2022	PAYROLL	PAYROLL	\$ 43,203.00
24/08/2022	24/08/2022	PAYROLL	PAYROLL	\$ 55,707.25
			TOTALS PAYROLL	\$ 98,910.25
			ACCOUNT TOTALS	\$ 409,340.22
			TOTAL PAYMENTS FOR AUGUST, 2022	\$ 409,340.22

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.02 Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Erika Clement – Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 September 2022

Enclosure/Attachments: Monthly report.

Background:

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

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

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 31 August 2022 as presented be received.

Voting Requirements: Simple majority



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 August 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Compilation Report	2
Monthly Summary Information	3
Statement of Financial Activity by Program	6
Statement of Financial Activity By Nature or Type	7
Statement of Capital Acquisitions and Capital Funding	8
Note 1 Significant Accounting Policies	9
Note 2 Explanation of Material Variances	16
Note 3 Net Current Funding Position	17
Note 4 Cash and Investments	18
Note 5 Budget Amendments	19
Note 6 Receivables	20
Note 7 Cash Backed Reserves	21
Note 8 Capital Disposals	22
Note 9 Rating Information	23
Note 10 Information on Borrowings	24
Note 11 Grants and Contributions	25
Note 12 Trust	26
Note 13 Details of Capital Acquisitions	27

Shire of Wickepin**Compilation Report**

For the Period Ended 31 August 2022

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 August 2022 of \$2,674,606.

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

Preparation

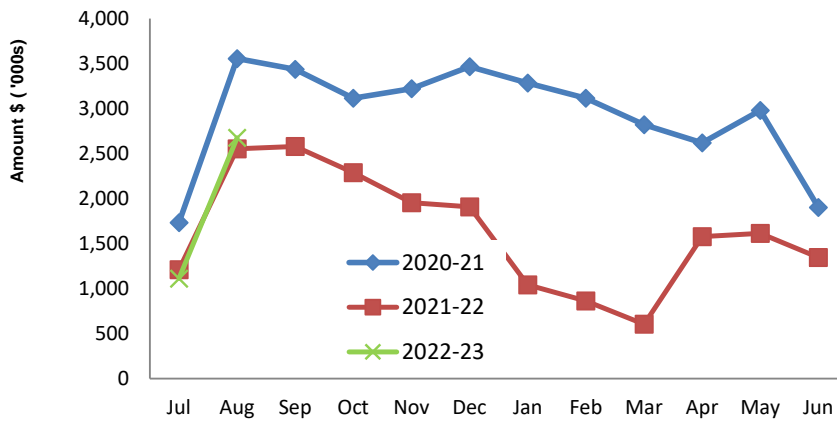
Prepared by: Erika Clement DCEO

Date prepared: 13-Sep-22

Reviewed by: Noel Mason ACEO

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 August 2022

Liquidity Over the Year (Refer Note 3)



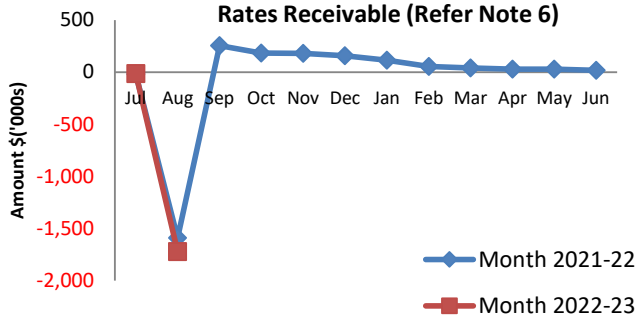
Cash and Cash Equivalents as at period end

Unrestricted	\$ 2,512,270
Restricted	\$ 3,035,461
	\$ 5,547,731

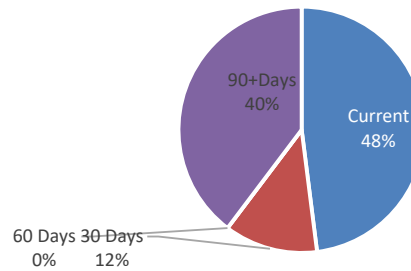
Receivables

Rates	\$ 1,722,761
Other	\$ 1,058
	\$ 1,723,819

Rates Receivable (Refer Note 6)



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



Comments

Unrestricted cash includes the following payments in advance

22/23 FESA paid in advance

22/23 Grants Commission - General

\$794,288

22/23 Grants Commission - Roads

\$492,655

Amounts paid in advance

\$1,286,943

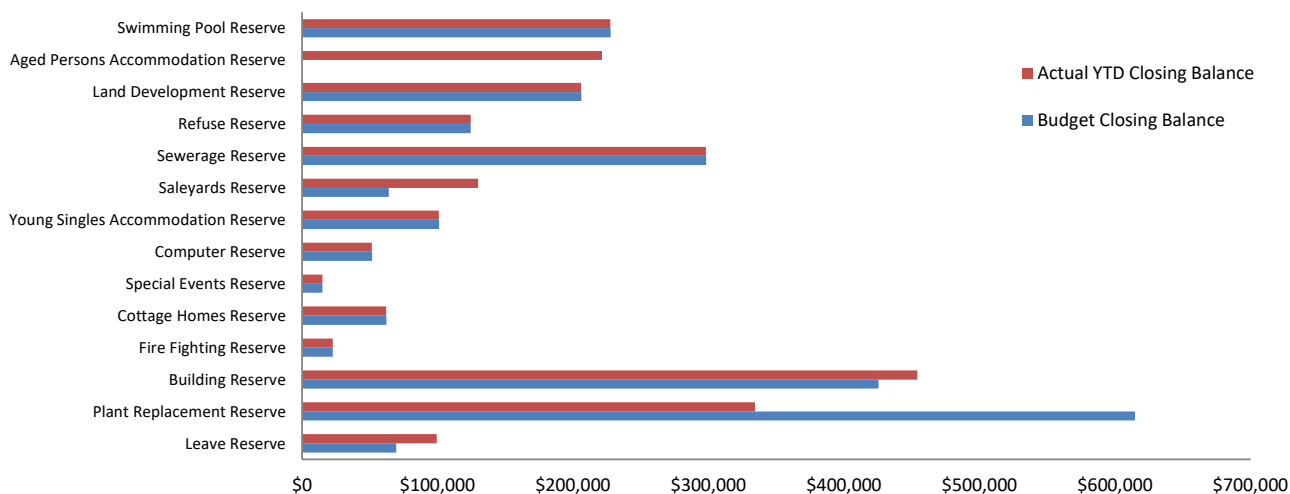
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 August 2022

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

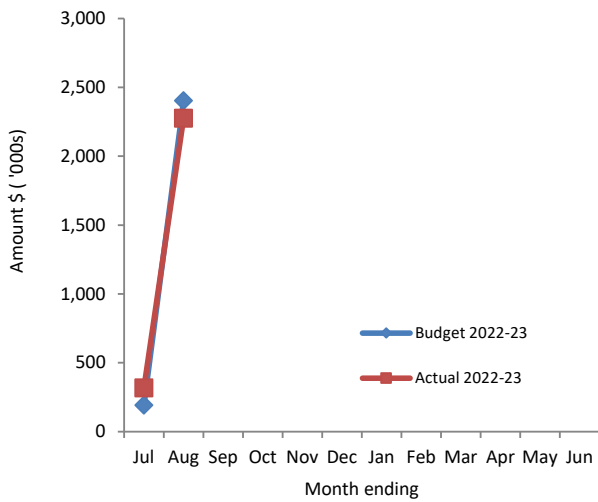
Shire of Wickepin

Monthly Summary Information

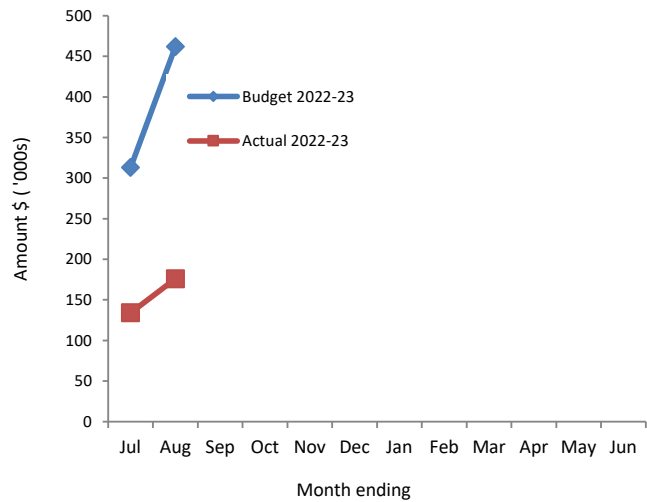
For the Period Ended 31 August 2022

Revenues

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

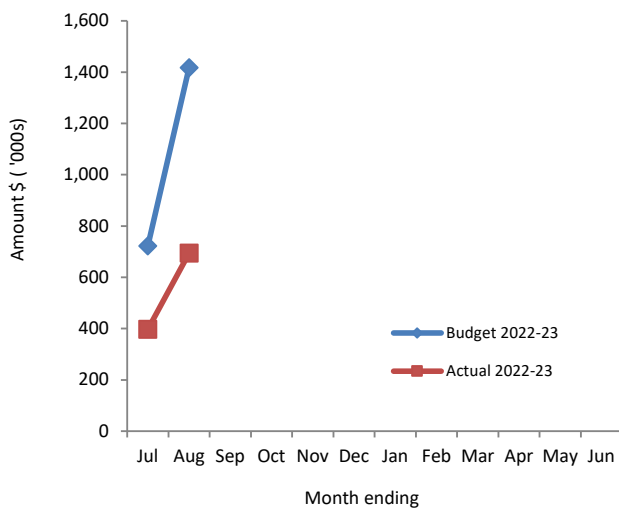


Budget Capital Revenue -v- Actual (Refer Note 2)

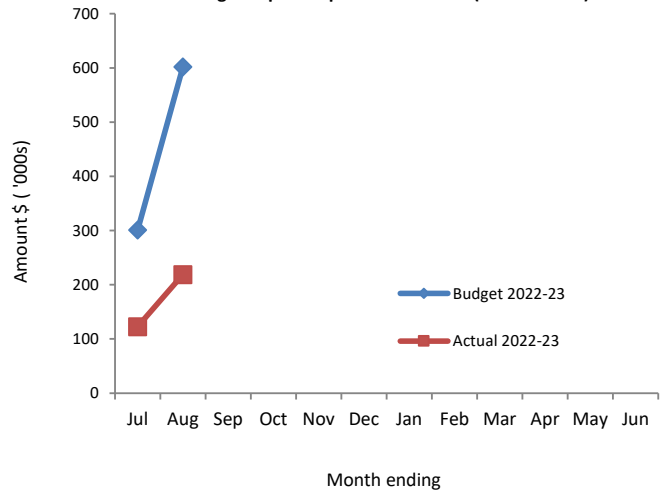


Expenditure

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.

STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2022

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues	\$	\$	\$	\$	%	
Governance	15	2	3,001	2,999	149939.00%	
General Purpose Funding - Rates	1,483,634	1,596,446	1,589,793	(6,653)	(0.42%)	
General Purpose Funding - Other	338,554	105,372	107,898	2,526	2.40%	
Law, Order and Public Safety	132,367	70,301	70,869	568	0.81%	
Health	200	32	0	(32)	(100.00%)	
Education and Welfare	300	48	0	(48)	(100.00%)	
Housing	906,884	12,790	15,116	2,326	18.18%	
Community Amenities	186,438	147,089	148,181	1,092	0.74%	
Recreation and Culture	829,127	10900	2,952	(7,948)	(72.92%)	
Transport	2,300,428	442,327	327,668	(114,659)	(25.92%)	▼
Economic Services	83,325	13,882	7,322	(6,560)	(47.26%)	
Other Property and Services	19,000	3,164	2,206	(958)	(30.28%)	
Total Operating Revenue	6,280,272	2,402,353	2,275,004	(127,349)		
Operating Expense						
Governance	(523,217)	(139,307)	(133,969)	5,338	3.83%	
General Purpose Funding	(106,479)	(20,037)	(25,957)	(5,920)	(29.55%)	
Law, Order and Public Safety	(249,164)	(60,325)	(47,453)	12,872	21.34%	▼
Health	(26,325)	(4,378)	(2,483)	1,895	43.28%	
Education and Welfare	(53,751)	(8,948)	(1,763)	7,185	80.30%	▼
Housing	(175,571)	(28,228)	(20,117)	8,111	28.74%	▼
Community Amenities	(487,311)	(84,434)	(66,955)	17,479	20.70%	▼
Recreation and Culture	(1,152,588)	(186,638)	(111,519)	75,119	40.25%	▼
Transport	(4,842,446)	(807,026)	(164,988)	642,038	79.56%	▼
Economic Services	(321,372)	(53,536)	(50,537)	2,999	5.60%	
Other Property and Services	4,376	(24,364)	(68,599)	(44,235)	(181.56%)	▲
Total Operating Expenditure	(7,933,847)	(1,417,221)	(694,340)	722,881		
Funding Balance Adjustments						
Add back Depreciation	4,727,594	787,920	0	(787,920)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	5,195	864	0	(864)	(100.00%)	
Adjust Provisions and Accruals	(29,918)	(29,918)		29,918	(100.00%)	
Adjust Rounding	0	0	2			
Net Cash from Operations	3,049,296	1,743,998	1,580,666	(163,334)		
Capital Revenues						
Proceeds from Disposal of Assets	196,000	163,333	0	(163,333)	(100.00%)	▼
Total Capital Revenues	196,000	163,333	0	(163,333)		
Capital Expenses						
Land and Buildings	(1,327,980)	(162,868)	(163,420)	(552)	(0.34%)	
Infrastructure - Roads	(2,622,550)	(437,102)	(55,257)	381,845	87.36%	▼
Infrastructure - Footpaths	(15,000)	(2,500)	0	2,500	100.00%	▼
Infrastructure -Other	(481,000)	0	0	0		
Plant and Equipment	(234,000)	0	0	0		
Total Capital Expenditure	(4,680,530)	(602,470)	(218,677)	383,793		
Net Cash from Capital Activities	(4,484,530)	(439,137)	(218,677)	220,459		
Financing						
Proceeds from New Debentures	0	0	0	0		
Self-Supporting Loan Principal	7,124	3,562	3,527	(35)	(0.99%)	
Transfer from Reserves	346,248	0	0	0		
Repayment of Debentures	(46,784)	(3,527)	(3,527)	0	0.00%	
Transfer to Reserves	(282,500)	0	0	0		
Net Cash from Financing Activities	24,088	35	(0)	(35)		
Net Operations, Capital and Financing	(1,411,146)	1,304,896	1,361,989	57,091		
Opening Funding Surplus(Deficit)	1,411,055	1,411,055	1,312,617	(98,438)	(6.98%)	
Closing Funding Surplus(Deficit)	(91)	2,715,951	2,674,606	(41,348)		

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.

Council Meeting
SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2022

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,483,634	1,596,446	1,589,793	(6,653)	(0.42%)	
Operating Grants, Subsidies and Contributions	11	1,985,749	267,744	270,879	3,135	1.17%	
Fees and Charges		484,626	238,379	234,471	(3,908)	(1.64%)	
Service Charges		0	0	0	0		
Interest Earnings		6,800	714	3,525	2,811	393.67%	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	0	0	0	0		
Total Operating Revenue		3,960,809	2,103,283	2,098,668	(4,615)		
Operating Expense							
Employee Costs		(1,367,607)	(227,217)	(296,017)	(68,800)	(30.28%)	▼
Materials and Contracts		(1,399,362)	(273,826)	(239,771)	34,055	12.44%	▲
Utility Charges		(182,750)	(30,442)	(28,366)	2,076	6.82%	
Depreciation on Non-Current Assets		(4,727,594)	(787,920)	0	787,920	100.00%	▲
Interest Expenses		(3,387)	(562)	(1,855)	(1,293)	(230.04%)	
Insurance Expenses		(227,952)	(94,392)	(122,211)	(27,819)	(29.47%)	▼
Other Expenditure		(20,000)	(1,998)	(6,120)	(4,122)	(206.33%)	
Loss on Disposal of Assets	8	(5,195)	(864)	0	864	100.00%	
Total Operating Expenditure		(7,933,847)	(1,417,221)	(694,340)	722,881		
Funding Balance Adjustments							
Add back Depreciation		4,727,594	787,920	0	(787,920)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	5,195	864	0	(864)	(100.00%)	
Adjust Provisions and Accruals		(29,918)	(29,918)	0	29,918	(100.00%)	
Adjust Rounding		0	0	2			
Net Cash from Operations		729,833	1,444,928	1,404,329	(40,601)		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,319,463	299,070	176,337	(122,733)	(41.04%)	▼
Proceeds from Disposal of Assets	8	196,000	163,333	0	(163,333)	(100.00%)	▼
Proceeds from Sale of Assets		0	0	0	0		
Total Capital Revenues		2,515,463	462,403	176,337	(286,066)		
Capital Expenses							
Land and Buildings	13	(1,327,980)	(162,868)	(163,420)	(552)	(0.34%)	
Infrastructure - Roads	13	(2,622,550)	(437,102)	(55,257)	381,845	87.36%	▲
Infrastructure - Footpaths	13	(15,000)	(2,500)	0	2,500	100.00%	▲
Infrastructure - Drainage	13	(481,000)	0	0	0		
Plant and Equipment	13	(234,000)	0	0	0		
Total Capital Expenditure		(4,680,530)	(602,470)	(218,677)	383,793		
Net Cash from Capital Activities		(2,165,067)	(140,067)	(42,340)	97,726		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,124	3,562	3,527	(35)	(0.99%)	
Transfer from Reserves	7	346,248	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(46,784)	(3,527)	(3,527)	0	0.00%	
Transfer to Reserves	7	(282,500)	0	0	0		
Net Cash from Financing Activities		24,088	35	(0)	(35)		
Net Operations, Capital and Financing		(1,411,146)	1,304,896	1,361,989	57,091		
Opening Funding Surplus(Deficit)	3	1,411,055	1,411,055	1,312,617	(98,438)	(6.98%)	
Closing Funding Surplus(Deficit)	3	(91)	2,715,951	2,674,606	(41,348)		

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

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

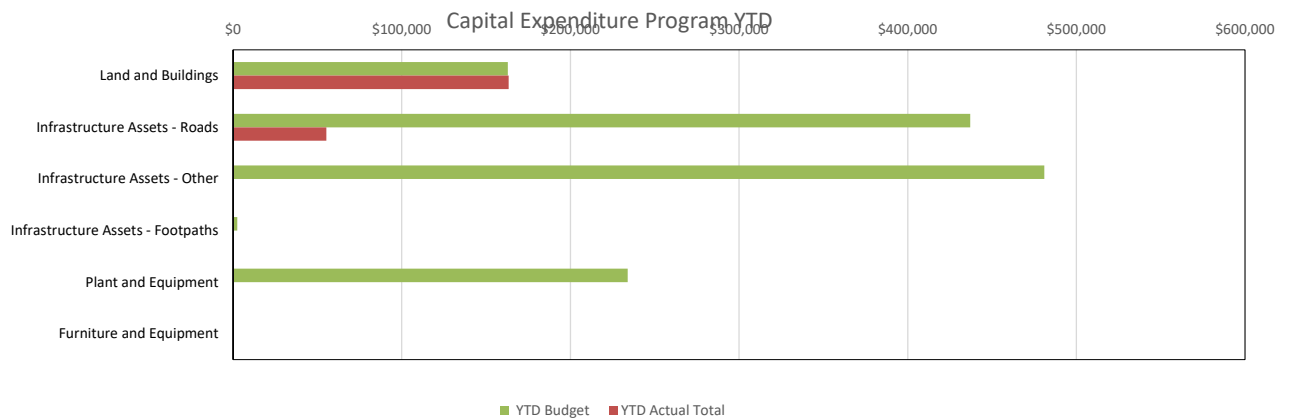
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2022

Capital Acquisitions	Note	YTD 31 08 2022					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 163,420	\$ 0	\$ 163,420	\$ 162,868	\$ 1,327,980	\$ 552
Infrastructure Assets - Roads	13		55,257	55,257	437,102	2,622,550	(381,845)
Infrastructure Assets - Other	13	0	0	0	481,000	481,000	(481,000)
Infrastructure Assets - Footpaths	13	0	0	0	2,500	15,000	(2,500)
Plant and Equipment	13	0	0	0	234,000	234,000	(234,000)
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		163,420	55,257	218,677	1,317,470	4,680,530	(1,098,793)

Funded By:

Capital Grants and Contributions	176,337	2,319,463	2,144,713	2,143,126
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	163,333	5,195	(163,333)
Own Source Funding - Cash Backed Reserves				
Aged Accommodation Reserve			0	0
Plant Reserve				0
Building Reserve				
Total Own Source Funding - Cash Backed Reserves	0	0	(346,248)	0
Own Source Funding - Operations		(1,165,326)	2,530,622	1,165,326
Capital Funding Total	176,337	1,317,470	4,680,530	(1,141,133)

Comments and graphs



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

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 31 August 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

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 31 August 2022

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.

Note 2: EXPLANATION OF MATERIAL VARIANCES

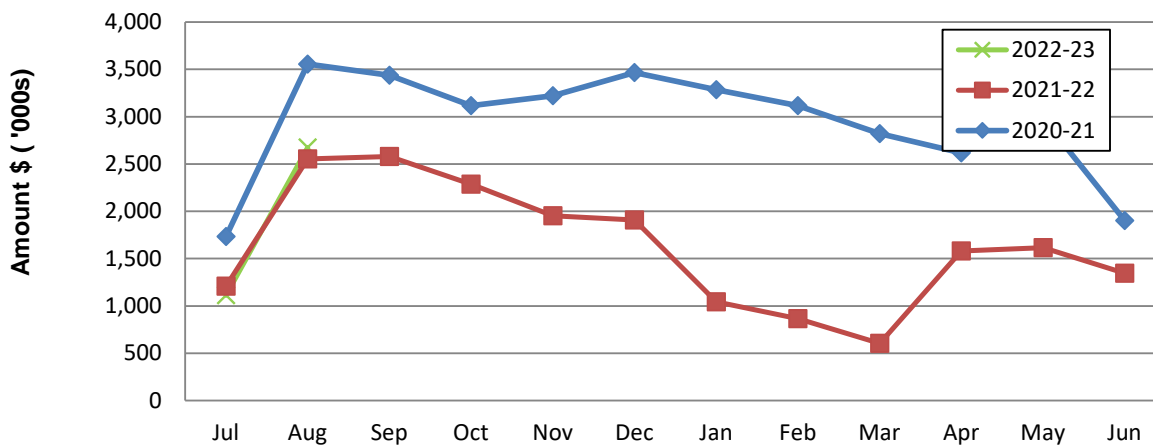
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	2,999	149939%			
General Purpose Funding - Other	2,526	2.40%			
Law, Order and Public Safety	568	0.81%			
Housing	2,326	18.18%			
Community Amenities	1,092	0.74%			
Recreation and Culture	(7,948)	(72.92%)			
Transport	(114,659)	(25.92%)	▼	Timing	Road funding not yet claimed
Economic Services	(6,560)	(47.26%)			
Other Property and Services	(958)	(30.28%)			
Operating Expense					
Governance	5,338	3.83%			
General Purpose Funding	(5,920)	(29.55%)			
Law, Order and Public Safety	12,872	21.34%	▼	Timing	Depreciation not yet run
Health	1,895	43.28%			
Education and Welfare	7,185	80.30%	▼	Timing	Depreciation not yet run, Playgroup roof not yet done
Housing	8,111	28.74%	▼	Timing	Depreciation not yet run
Community Amenities	17,479	20.70%	▼	Timing	Depreciation not yet run
Recreation and Culture	75,119	40.25%	▼	Timing	Depreciation not yet run
Transport	642,038	79.56%	▼	Timing	Road maintenance ot yet commenced, Depreciation not yet run
Economic Services	2,999	5.60%			
Other Property and Services	(44,235)	(181.56%)	▲	Timing	Tyre Purchase, Depreciation not yet run
Capital Revenues					
Grants, Subsidies and Contributions	(122,733)	(41.04%)	▼	Timing	Road Funding not yet claimed
Proceeds from Disposal of Assets	(163,333)	(100.00%)	▼	Timing	No assets disposed of
Capital Expenses					
Land and Buildings	(552)	(0.34%)			
Infrastructure - Roads	381,845	87.36%	▼	Timing	Projects not yet started
Infrastructure - Other	0				
Infrastructure - Footpaths	2,500	100.00%	▼	Timing	Projects not yet started
Plant and Equipment	0				
Financing					
Loan Principal	0	0.00%			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				YTD 31 Aug 2022	30 June 2020	YTD 30 Aug 2021
Note				\$	\$	\$
Current Assets						
4	Cash Unrestricted			2,512,270	2,668,807	975,440
4	Cash Restricted			3,035,461	3,354,100	1,274,113
6	Receivables - Rates			1,722,761	17,249	73,835
6	Receivables -Other			1,058	131,511	112,223
	Interest / ATO Receivable/Trust			20,924	46,164	27,693
				7,292,474	6,217,831	2,463,304
Less: Current Liabilities						
-	Payables			121,911	(91,006)	(26,842)
-	Contract Liabilities			1,195,963	(1,195,963)	
-	Provisions			264,533	(264,145)	(144,743)
-				1,582,408	(1,551,114)	(171,586)
7	Less: Cash Reserves			3,035,461	(3,354,100)	(1,274,113)
	Net Current Funding Position			2,674,605	1,312,617	1,017,605

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	327,092			327,092	ANZ	At Call
Reserve Bank Account	0.00%		3,035,461		3,035,461	ANZ	At Call
Trust Bank Account	0.00%			27,911	27,911	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	0.05%	2,183,639			2,183,639	WA Treasury	At Call
Reserve	0.40%				0	Bendigo Bank	17-Jun-22
Trust	0.40%			198,957	198,957	Bendigo Bank	17-Jun-22
Total		2,511,430	3,035,461	226,868	5,773,759		

Comments/Notes - Investments

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022**

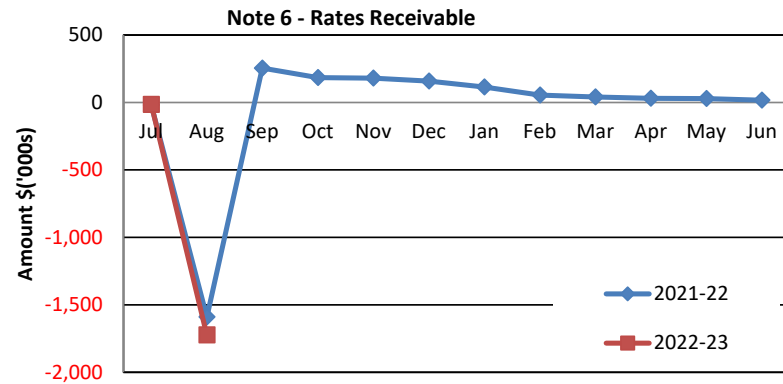
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
% Collected

	YTD 31 Aug 2022	30 June 2021
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,781,537	1,534,110
<u>Less</u> Collections to date	(78,298)	(1,519,102)
Equals Current Outstanding	1,722,761	34,530
Net Rates Collectable	1,722,761	34,530
% Collected	4.35%	97.78%



Comments/Notes - Receivables Rates

At this time last year we had received 90.43% of rates

Receivables - General

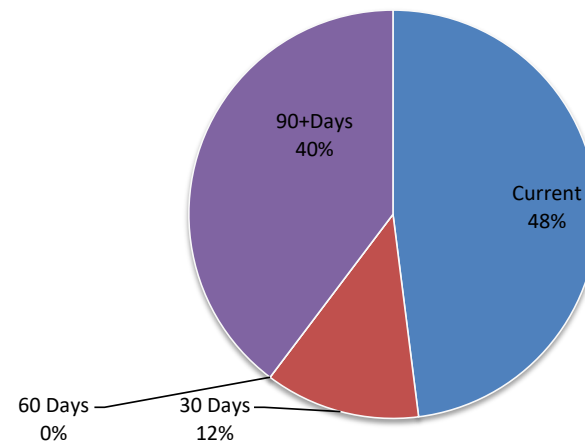
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	508	130	0	420
Total Receivables General Outstanding				1,058

Note 6 - Accounts Receivable (non-rates)



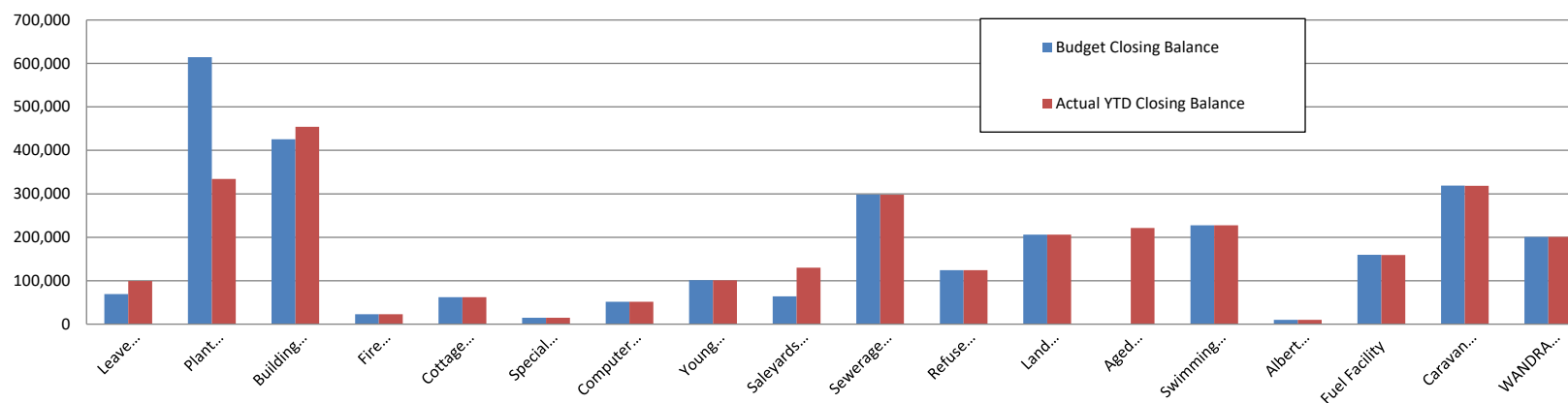
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 7: Cash Backed Reserve

2022-23										
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	99,394	82				30,000			69,476	99,394
Plant Replacement Reserve	334,273	276		280,000					614,549	334,273
Building Reserve	454,045	375				28,892			425,528	454,045
Fire Fighting Reserve	22,684	19							22,703	22,684
Cottage Homes Reserve	62,115	51							62,166	62,115
Special Events Reserve	14,925	12							14,937	14,925
Computer Reserve	51,559	42							51,601	51,559
Young Singles Accommodation Reserve	100,998	83							101,081	100,998
Saleyards Reserve	129,816	107				66,000			63,923	129,816
Sewerage Reserve	297,975	246							298,221	297,975
Refuse Reserve	124,322	102							124,424	124,322
Land Development Reserve	206,006	170							206,176	206,006
Aged Persons Accommodation Reserve	221,357	182				221,356			183	221,357
Swimming Pool Reserve	227,404	187							227,591	227,404
Albert Facey Homestead Reserve	9,976	8							9,984	9,976
Fuel Facility	159,387	131							159,518	159,387
Caravan Park & Accommodation Reserve	318,639	263							318,902	318,639
WANDRA events & Emergency Repairs Reserve	200,587	164							200,751	200,587
	3,035,461	2,500	0	280,000	0	346,248	0		2,971,713	3,035,461

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 08 2022			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
			0	Plant and Equipment				
			0	P2567- Colorado Dual Cab	(1,247)	0	1,247	
			0	PWS - 2021 Isuzu D Max 4X4 Dual Cab	(3,793)	0	3,793	
			0	CEO - Isuzu	(155)	0	155	
			0			0	0	
			0			0	0	
			0			0	0	
			0			0	0	
			0			0	0	
0	0	0	0		(5,195)	0.00	5,195	

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV	0.074393	142	1,473,956	110,232		0	110,232	109,652	250		109,902
UV	0.007274	276	193,841,539	1,410,003			1,410,003	1,410,003	250		1,410,253
Sub-Totals		418	195,315,495	1,520,235	0	0	1,520,235	1,519,655	500	0	1,520,155
Minimum Payment											
Minimum \$											
GRV	525.00	118	451,491	61,950			61,950	61,950			61,950
UV	525.00	27	1,095,471	14,175			14,175	14,175			14,175
Sub-Totals		145	1,546,962	76,125	0	0	76,125	76,125	0	0	76,125
Ex Gratia Rates							1,596,360				1,596,280
Discount							0				13,580
Rates Writeoffs							(6,568)				(126,800)
Amount from General Rates							0				(10)
Specified Area Rates							1,589,793				1,483,050
Totals							1,589,793				1,483,050

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-21	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 102 - WD Sports Club SS Greens	7,124		3527	7,124	7,124	7,124	142	214	17/01/2023
Loan 103 -Staff House	349,200			39,660	349,200	349,200		3,265	2/12/2030
	356,324	0	3,527	46,784	356,324	356,324	142	3,480	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

Council Meeting
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2022-23 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	259,434	0	259,434	0	74,680	184,754
Grants Commission - Roads	WALGGC	Y	67,420	0	67,420	0	29,163	38,258
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	72,749	0	72,749	0	18,187	54,562
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	302,000	0	0	302,000	0	302,000
RRG Grants - Capital Projects	Regional Road Group	Y	1,769,692	0	0	1,769,692	176,337	1,593,355
Direct Grant - Maintenance	Dept. of Transport	Y	145,715	0	145,715	0	148,849	(3,134)
Blackspot Funding	Blackspot	Y	73,021	0	0	0	0	0
TOTALS			2,690,031	0	545,318	2,071,692	447,216	2,169,794

Operating
Non-Operating

Operating
Non-operating

545,318
2,144,713
2,690,031

270,879
176,337
447,216

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

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 22	Amount Received	Amount Paid	Closing Balance 31-Aug-22
	\$	\$	\$	\$
Housing Bonds	0	360	-360	0
Master Key Deposits	840	240	-840	240
Nomination Deposits	0	0	0	0
Building and BCITF	0	0	0	0
Cat/Dog Trap Hire	50	0	-50	0
WDSC Replacement Greens	150,151	2,500	0	152,651
Miscellaneous Trust	2,329	0	0	2,329
Yealering Bowling Club Greens	71,888	0	0	71,888
Licensing		55,768	-55,768	0
	225,258	58,868	-57,018	227,108



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 13: CAPITAL ACQUISITIONS

31/08/2022							
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Infrastructure Assets							
Land & Buildings							
Governance							
○	Administration Building	LAB2	21,000	0	0	0	
○	Governance Total		21,000	0	0	0	0
Other Housing							
○	CAPITAL EXPENSE - LIFESTYLE VILLAGE	3272	913,368	152,228	133,837	18,391	
	Other Housing Total		913,368	152,228	133,837	18,391	
Community Amenities							
○	Harrismith Public Toilet	LPCC	28,000	4,666	29,583		0
	Community Amenities Total		28,000	4,666	29,583	0	
Recreation and Culture							
○	WCC Roller Doors	CLCC1	10,000	0	0	10,000	
○	CAC - Rising Damp	WBCC3	35,840	5,974	0	35,840	
○	WDSC - Shade Shelters	WDSCC	25,000	0	0	25,000	
○	Yealering Hall -Stove	CLPH2	12,000	0	0	12,000	
○	Lake Yealering Foreshore Ablutions	LYJ1	282,772	0	0	0	
	Recreation And Culture Total		365,612	5,974	0	82,840	
	Land and Buildings Total		1,327,980	162,868	163,420	101,231	0
Footpaths							
Transport							
○	FOOTPATHS	LFP1	15,000	2,500	0	2,500	
	Transport Total		15,000	2,500	0	2,500	0
	Footpaths Total		15,000	2,500	0	2,500	0
Plant , Equip. & Vehicles							
Governance							
○	CEO VEHICLE	1064	108,000	0	0	0	0
	Governance Total		108,000	0	0	0	0
Transport							
○	P2567- Colorado Dual Cab	6034	48,000			48,000	0
○	PWS - 2021 Isuzu D Max 4X4 Dual Cab	6034	78,000			78,000	0
	Transport Total		126,000	0	0	126,000	0
	Plant , Equip. & Vehicles Total		234,000	0	0	126,000	0
Infrastructure Other							
Recreation and Culture							
○	Wogolin Recreation Area	5088	415,000	0	0	415,000	
	Recreation And Culture Total		415,000	0	0	415,000	0
Economic Services							
○	Saleyards - Loading Ramps	CLYS1	56,000	0	0	56,000	
○	Saleyards -Walkways	CLSY1	10,000	10,000	0	10,000	
	Economic Services Total		66,000	10,000	0	66,000	0
	Infrastructure Other Total		481,000	0	0	0	0
Roads							
Transport Regional Road Group							
○	Wickepin Corrigin Road	RG003	156,395	26,066	0	156,395	0
○	Stock Route Road	RRG163	319,818	53,304	0	319,818	
○	Rabbit Proof fence	WSF150	1,257,924	209,656	17,723	1,240,201	
○	Yarling Brook Bridge	C018	189,154	31,526	0		
	Regional Road Group Total		1,923,291	320,552	17,723	1,716,414	0
Transport Roads to Recovery							
○	Yarling Brook Road	R2R018	188,136	31,358	0	31,358	0
○	Yealering Pingelly Road	RR05	115,644	19,276	0	19,276	0
○	Malyalling Road	R2R036	65,879	10,982	0	10,982	0
	Roads to Recovery Total		369,659	61,616	0	61,616	0
Transport Black Spot							
○	Gillimanning Road	BS035	329,600	54,934	37,534	17,400	
	Blackspot Total		329,600	54,934	37,534	17,400	0
Council Resources Construction							
	Roads Total		2,622,550	437,102	55,257	1,795,429.55	0.00
○	Capital Expenditure Total		4,680,530	602,470	218,677	2,025,161	0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.03 Development & Regulatory Services Report**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	David Johnston, Regional Planning Officer, Shire of Narrogin
File Reference:	CM.REP.2203
Author:	David Johnston, Regional Planning Officer, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	14 September 2022

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 August 2022, for Council's consideration.

Background:

At the Ordinary Council Meeting held on 17 August 2022, the Shire of Wickepin, at the expiry of the contractual agreement with the Shire of Narrogin for the provision of Health, Building and Planning Services to the Shire of Wickepin for a period of five years (expiring on 20 September 2017), resolved as follows:

That Council acknowledge the continued provision of Environmental Health Officers (Officers), Building Surveyor, Planning Officer and Ranger services by the Shire of Narrogin by MOU.

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 August 2022.

Comments:**PLANNING OFFICER'S REPORT**

Planning Determinations	Upcoming Agenda Items September 2022	Referrals and Subdivision Clearances	Other Duties
Nil	Nil	Nil	Advice – Old Butcher Shop in Yealering Advice – Transportable Dwelling in Yealering Enquiry – Fisher Street reserve

BUILDING SURVEYORS REPORT

There were no building permits issued for the month of August 2022.

ENVIRONMENTAL HEALTH OFFICERS REPORT

Two temporary food stall permits were issued during the month of August 2022.

There was also a query received from an applicant regarding a proposal for Bed and Breakfast requirements, to which advice was provided.

Statutory Environment:

- 1) *Shire of Wickepin Local Planning Scheme No. 4;*
- 2) *National Construction Code;*
- 3) *Building Act 2011;*
- 4) *Building Regulations 2012;*
- 5) *Food Act 2008 and Food Regulations 2009;*
- 6) *Local Government Act 1995;*
- 7) *Health (Miscellaneous Provisions) Act 1911 and Regulations; and*
- 8) *Public Health Act 2016.*

Policy Implications:

Nil

Financial Implications:

The fore mentioned services are provided at a cost to the Shire of Wickepin and has been allocated in the 2022/2023 budget.

Strategic Implications:

GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe			
SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
9.10 Continue to help facilitate the best possible health and emergency services 9.11 Continue to work with RoadWise and the Office of Road Safety on road safety awareness initiatives	9.12 Emergency service planning is coordinated and articulated 9.13 Recruiting volunteers is a partnership approach between the Shire and emergency services	<ul style="list-style-type: none"> - Number of emergency service volunteers are retained and increase - Number of Local Emergency Management Committee meetings held annually - Achievement of emergency service strategies Reduction in drink driving offences - No fatal road accidents in the Shire 	Emergency and health services are retained We have no fatalities on our roads
9.14 Connect with local and regional Natural Resource Management organisations to determine how their priorities can benefit our communities and businesses	9.15 Partner with external bodies to protect natural flora and fauna 9.16 Continue to provide weed and pest management	<ul style="list-style-type: none"> - Invite Natural Resource Management organisations to present to Council - Amount of external funding attracted for natural resource management activities in our Shire 	Our natural flora and fauna is protected
GOAL 12: Our communities are informed via multiple channels at regular intervals			
12.1 Provide meaningful communications, that deliver information regularly and succinctly 12.2 Promote Council Services and achievements	12.3 Continue to review our service standards by reviewing community feedback	<ul style="list-style-type: none"> - Customer survey results demonstrate a high level of knowledge of Council operations 	Our community understands the role of Council and the allocation of resources

Recommendation:

That Council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of August 2022.

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.04 Marianne Perrie - Seed Collection

Submission To:	Ordinary Council
Location/Address:	Wogolin Road Wickepin
Name of Applicant:	Noel Mason - Acting Chief Executive Officer
File Reference:	EM.PER.1105
Author:	Noel Mason - Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 September 2022

Enclosure/Attachments: Nil

Summary:

Council is being requested to grant permission to Marianne Perrie of Lot 17, Tincurrin Road, Tincurrin to collect native plants from reserves (gravel pits, road verges and townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2023;

With the following conditions:

- Permission is only granted to Marianne Perrie.
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during total fire ban.

Background:

Marianne Perrie of Lot 17, Tincurrin Road, Tincurrin requests permission to collect native plants from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to June 2023.

Comments:

Marianne Perrie has advised that she requests written permission from the Shire of Wickepin to collect seed from native species in road verges and reserves vested in the Shire to support a DBCA application for Flora Taking Licence.

Marianne Perrie is a current Member with RIAWA (Revegetation Industry Association of WA) and will receive accreditation once she has successfully obtained the DBCA Licence.

The author of this report can see no issues in granting Marianne Perrie a license to collect native plants from reserves (gravel pits, road verges, townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2023.

Following is an extract from the Department of Parks and Wildlife Flora Licensing Information Sheet.

All flora that is native to Western Australia is protected throughout the State under the Wildlife Conservation Act 1950. Protected flora is defined as any plant (including any wildflower, palm, shrub tree, fern, creeper or vine) and includes any part of a plant, including seeds and spores.

On Crown Land, protected flora may only be taken by individuals who hold a license issued by the Department of Parks and Wildlife (DPaW) under the Wildlife Conservation Act 1950. Persons who wish to take flora for identification, research, education, hobby, or other non-commercial purposes must hold a Scientific or Other Prescribed Purposes (SOPP) License.

Non-commercial collection of flora from private property requires the permission of the property owner, but no license from DPaW.

If the flora is being taken for commercial purposes a Commercial Purposes (CP) License is required. A CP License must be held by each individual taking flora. Before a CP license can be issued, the applicant must demonstrate that they have an area on which they are authorised to harvest flora. This includes the written permission of the government agency or authorised agent that is managing the land. If the land that the applicant wishes to collect on is CALM land/water or managed by the department, the Wildlife Licensing section will seek permission from the relevant DPaW district on the applicant's behalf

The commercial collection of flora from conservation estate (Nature Reserves, National Parks or Conservation Parks, etc.) is generally not permitted.

CP licensees are required to submit returns of the flora taken under their license, and license renewal is dependent on the satisfactory completion and submission of such returns.

The commercial collection of flora species listed as Priority on the department's "Threatened and Priority Flora List" is also not generally permitted. If applicants wish to take Priority flora they must complete an "Application to Take Priority Flora Species under a Commercial Purposes License" and submit this to the department's Wildlife Licensing Section. Applications will only be approved where the activity will assist in the preservation or protection of the Priority flora species of interest. If successful the applicant will be issued with a CP License which is amended to allow for the taking of specified Priority flora species in the amounts approved by DPaW, and only for use as approved by DPaW.

Protected flora may only be taken from private property by the owner or occupier of the land or by a person who has the owner or occupier's permission. Protected flora taken from private property, whether it be harvested from natural or cultivated stands, may only be sold under a Commercial Producer's (PN) License. A PN license only covers the properties that are listed on the license, therefore if you wish to sell flora taken from other properties not listed on your license you must apply for an additional license. PN licensees are required to submit returns of the flora sold under their license, and license renewal is dependent on the satisfactory completion and submission of such returns. The applicant must state on their application form whether the flora to be sold is taken from Natural (P) or Artificial/Cultivated (A) stands, as well as listing the species and parts to be taken. The renewal of a license is the responsibility of the licensee and will not automatically be granted. Each request for renewal is treated as a new application, so that in the event circumstances change, the appropriate license conditions can be issued. Current letters of authority must be included with each application and the land to which the application relates and proposed species to be harvested must be listed. License renewal is dependent on the satisfactory completion and submission of returns.

Statutory Environment: *Wildlife Conservation Act (1950)*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That council grant permission to Marianne Perrie of Lot 17, Tincurrin Road, Tincurrin to collect native plants from reserves (gravel pits, road verges, and townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2023.

With the following conditions:

- Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to golf fairways or rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during total fire bans.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.05 Bush Fire Control Officers' Meeting Recommendations**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Noel Mason, Acting Chief Executive Officer
File Reference:	ES.MEE.904
Author:	Noel Mason, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 September 2022

Enclosure/Attachments: Nil

Summary:

Council is being requested to adopt the recommendations from the BFCO meeting held on Tuesday 13 September 2022.

Background:

The BFCO meeting was held on Tuesday 13 September 2022 and passed the following recommendations:

Moved Wes Astbury / Seconded Phil Russell

That the Shire Chief Executive Officer be appointed Shire of Wickepin, Bush Fire Weather Officer and these duties be added to existing responsibilities for the CEO's position.

Carried 7/0

Comments:

The Bush Fire Control Officers have made the following requests:

1. Availability of maps for a large fire early would be welcomed.

CEO Comment – At ROAC meeting 22 August 2022, not surprisingly DFES has loads of data including infrared snapshots of fire movement. The question is how the FCO can get the data in a timely manner. Establishing comms to DFES as soon as possible must be part of the process – they can read it and relay over comms.

The Shire has previously produced hard copy map booklets for fire trucks. FCO requested that Shire produce hard copy maps booklet for FCO's so that when mobile phones are ineffective, maps can still be used.

2. Great support for Rural Fire Awareness Courses across the region. DFES prepared to run more, if we have the numbers. Question is, should Wickepin be doing more now and do we need a course for seasonal workers?

The FCO's agreed that the DFES Rural Fire Awareness Course provides excellent introduction to volunteers. Have requested Shire consider/prepare and run another course during the 2nd week of October 2022, for those who were unable to attend courses in August.

3. Danger Fire Rating System – Live 1 Sept – Grant Hansen will present in General Business. Replacement or new Danger Fire Rating Signs – electronic.

Whilst DFES are yet to determine how Shire's can apply for upgrades or new Danger Fire Rating signage, FCO's requested Shire seek grant funding or from own resources (ESL) to install signage at Wickepin, Yealering and main exit roads from the townsite as a matter of priority.

4. Calculating Fire Danger rating. CEO suggested the need to advertise the fire danger rating system in Watershed. The more people who understand how ratings are calculated the better, particularly now this system is on-line and in app. Agreed by FCO's

5. Insurance for Volunteers – DCBFCO asked question in relation to insurance coverage for volunteers/seasonal workers, particularly in relation to Shire insurance or farm insurance and when each would apply.

CEO and Grant Hansen responded indicating that the safest approach is to have volunteers/seasonal workers join a Shire Brigade, then the matter is not in doubt and they will be covered by Shire insurance. In addition to the insurance issue; Personal Protective Equipment and training can be provided once the volunteer/seasonal worker is a brigade member.

CEO indicated that Shire can advertise such in the Watershed to alert landowners to this approach. Requested that Shire do advertising in Watershed.

6. WA Kaolin Mine – A request has been received by WA Kaolin in relation to receiving a permanent exemption for harvest bans and movement bans. Considerable discussion followed.

Grant Hansen DFES outlined the provisions contained in the Bush Fires Act 1954 Regulations relating to the issue of Harvest/Movement Bans.

CEO indicated that under those provisions, DFES can only grant exemptions relating to Total Fire Ban days, and this is what WA Kaolin may have in mind, but the Shire is not in a position to provide a permanent exemption, as the legislation does not cater for that. In declaring a Fire, Harvest and Movement Ban, the Shire can indicate exemptions and generally does, e.g. "Does not apply to the movement of vehicles for the purpose of stock watering". In this case, the Shire may consider wording that allows WA Kaolin exemption, e.g. "for the purpose of transportation of packaged kaolin to the public road network."

In this way, the exemption they are seeking can be considered each and every time a Harvest/Movement Ban is being considered and on those days when the conditions are Catastrophic, FCO's are recommending that an Agreement with the mine be established to cease transportation movements on those days.

7. Sparks Road – WA Kaolin – With the issue of WA Kaolin, FCO's were quick to point out that the risk of fire exists more on Sparks Road. They requested the Shire investigate the fire dangers on this road reserve and report back to Council and secondly FCO's urged Shire to reassess this road's design (potentially widen) in light of the proposed 15 per day planned B Double movements.

8. Road Reserves Fire Risk – DCBFCO queried what mitigation works the Shire undertakes in relation to the fuel loadings on Shire roads. FCO Roger Butler commented on Gillimanning Road where the road reserve is

20 chains. Previously burning of road reserves was approved and there has been considerable conversation amongst landowners that this procedure needs to return.

CEO advised that burning of road reserves had ceased more than a decade ago and is not likely to return for environmental reasons. Even so, the Shire has a duty to ensure roadsides are safe, and in the case of all bitumen roads controlled by the Shire, undertakes spraying of approx. 1.5m either side of the bitumen to keep the gravel shoulders clear. Not all Shires do this, but Wickepin does.

CEO suggested that if there are road verges that pose a particular risk to road users due to grass fuel loads, then Shire can maintain a list of these so that annual maintenance of the locations can be conducted.

CEO also indicated that the same applies in relation to mitigation efforts in and around townsites. A list of the annual works that the Shire is required to do in grading firebreaks, spraying and slashing should be held by the Manager Works and Services so that we can conduct this work annually.

FCO's should forward details of work required to the Manager of Works and Services.

9. The FCO's asked if it was appropriate for the Shire to determine minimum standards of training for Brigade members and volunteers, prior to them attending fire grounds. FCO's are suggesting that as a minimum the Rural Fire Awareness course is a suitable introduction for any person. It was suggested that this may be a suitable minimum requirement.

Discussion ensued whereby it was suggested that a transition process over a number of years or target numbers/percentages could be set and that the aim of this approach is that in the case of untrained members or volunteers, they be given secondary roles at the fire zone. Transitioning will give time for adequate training to be provided and the Shire to budget for this change.

CFO's requested that the Shire CEO prepare suitable wording for this proposal and circulate to FCO's for consideration – so that the next agenda (Annual FCO meeting) could consider before presenting to Council. The main thrust of this suggestion is to establish minimum training standards for persons attending fires.

Statutory Environment: *Bush Fires Act 1954*

33. Local government may require occupier of land to plough or clear fire-break

- (1) *Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —*
- (a) *to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;*

- (b) *to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,*

and the notice may require the owner or occupier to do so —

- (c) *as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and*
- (d) *in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.*

38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

40. Local governments may join in appointing and employing bush fire control officers

- (1) *Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.*
- (2) *Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the Shire Chief Executive Officer be appointed Shire of Wickepin Bush Fire Weather Officer and these duties be added to existing responsibilities for the CEO's position.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.06 Review of Policy 2.1.22 Senior Employee Contracts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Noel Mason – Acting Chief Executive Officer
File Reference:	Policy Manual
Author:	Noel Mason – Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 September 2022

Enclosure/Attachments: Nil

Summary:

Council is required to amend Policy 2.1.22, deleting the designation of Senior Employee for the Manager Works and Services position.

Background:

The Local Government Act states:

5.37. Senior employees

- (1) *A local government may designate employees or persons belonging to a class of employee to be senior employees.*
- (2) *The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.*
- (3) *Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (4A) *Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (4) *For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.*

[Section 5.37 amended: No. 49 of 2004 s. 45 and 46(4); No. 17 of 2009 s. 22.]

The Shire of Wickepin has indicated that the Manager of Works and Services' position is a designated senior employee.

Comments:

The recent employment process for the Manager for Works and Services (MWS) position was discussed in Council Forum August 2022, where it was agreed that the current policy position would not apply; this report catches up with this decision. The current policy states;

2.1.22 Senior Employee Contracts

OBJECTIVE: Provide clear parameters in relation to senior employee contracts.

Appointments to the position of Manager of Works and Services shall be by a contract of employment, the terms of which are to be negotiated with the successful applicant by the CEO and nominated representative/s of Council.

Where contract terms include the provision of a vehicle for private use, such use is restricted to the South West Land Division unless prior authority to exceed this area has been granted by Council. Provisions of utility costs are to be a maximum of \$5,000 per annum.

Contracts negotiated with employees are to be endorsed on Council's behalf by the signatures of the CEO and Shire President.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

The difficulty with the Senior Employee provision in the LG Act is that it creates two “bosses”, this is an inconsistency at law. Minister Carey has signalled that coming amendments to the Local Government Act will address this issue. He has signalled that the Council will employ the CEO, CEO employs everyone else. This will resolve the legal difficulties with S5.37.

During the appointment of a Manager of Works and Services, he was advised that Council had indicated that he would not be employed as per Shire policy, and that he would be employed under the provisions of the Federal LG Award 2020. Therefore Graeme Hedditch has no formal contract and all provisions of the Federal Local Government Award 2020 apply. It is expected that the senior employee provisions will change within the next 12 months when the new LG Amendments come in.

In terms of the Federal LG Award 2020, the State has already signalled that local government will be returning to State based Awards. WALGA has signalled the announcement of such is days away.

In regards to the policy and the \$5000 utilities allowance, the Shire already has employee information that sets this, so removing the whole policy item is not going to cause difficulty.

Statutory Environment: Section 5.37 Local Government Act 1995 as detailed above in background information.

Policy Implications: Remove Policy 2.1.22

Financial Implications: Nil - Federal LG Award 2020 covers the terms and conditions of employment.

Strategic Implications: Nil

Recommendations:

That Council cease use of and remove Shire of Wickepin policy 2.1.22 – Senior Employee Contracts.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

Voting Requirements: Absolute majority.

11. President's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Julie Russell, President
File Reference:	GO.COU.5
Author:	Julie Russell, President
Disclosure of any Interest:	Nil
Date of Report:	September 2022

To be tabled.

Recommendations:

That council note the President's report dated September 2022.

Voting Requirements: Simple majority

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Noel Mason, Acting Chief Executive Officer
File Reference:	CM.REP.2
Author:	Noel Mason, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 September 2022

Staff

Community Development Officer

Mrs Lorraine Hedditch was interviewed by a 2 person Panel, Mrs Erika Clement and Ms Lara Marchei. The recommendation for appointment was made to the CEO. As discussed at Council, the opportunity to obtain all the skills required for this Position Description is rare, though it was agreed that candidate Hedditch had well developed engagement, administration and organisational skills that would compensate for any shortcomings in prior experience in directly related community development.

Knowing that housing issues were resolved in this appointment (partner of existing employee) and understanding that the current market place for CDO's in country locations is limited, it was felt that with support, Lorraine will make a commendable CDO. For these reasons the Panel's recommendation was accepted.

Loz has been welcomed into the staff and has made significant inroads into engaging with community already.

General Hand/Building Maintenance & Plant Operator

The General Hand/Building Maintenance position was filled this week by the appointment of Anthony Brown on 16 September 2022. Anthony has recently purchased a residence in Wickepin and comes to the Shire after service at the Shire of Toodyay, in a similar capacity.

The Plant Operator position is still open and remains unfilled.

Dog Noise Complaints

Shire has received multiple complaints about barking dogs, primarily from one complainant but it involves a few dog residences. The complainant has been reasonably accurate in relation to the timing, noise and effect that the barking and howling dogs have impacted on her and her area.

As CEO I attended to her complaint recently and also investigated the nature of the issue. In one case, clearly whilst owners were absent the dog howls continuously. Also there is evidence that in another location, dogs are not held on the property and wander at large. The complainant is not unreasonable in her assessment of the problem and its impact on her and other landowners. I believe the complainant is being reasonable and constructive in trying to address the issue, having spoken directly with owners.

I asked if she had suggestions as to how the Shire should address the problem. She explained, this is not the first time this has occurred in her locale. She suggested that dog owners should be encouraged to train and socialise their dogs, so that when they leave the house the dog does not become upset, thereafter barking and howling. The Shire staff have obtained the details of two dog training and socialising clubs in

the area (Narrogin/Cuballing) and have prepared a brochures for each. The Shire Ranger attended on the 13th September 2022 and visited households known to have dog issues, insisting that owners consider these alternatives. The follow up visits will target penalties if owners make no effort to control dog behaviour. Our complainant will be kept informed as to Shire effort to address the issue.

Budget Planning

Staff have conducted planning in relation to a number of the Budget programmes. RFQ's for the motor vehicles have been called, as have purchases in relation to road programmes (refer Works report). Concern exists for supply chain delays, these are becoming more and more prominent in the types of goods local government targets. Early planning is the only avenue to timing the supply, so some early purchase orders will be made in preparation of later works.

Aged Units Johnston Street Forward Planning

Councillors have been updated regularly via email; it is appropriate to record some of this information for the community.

KBuilt has responded to Shire requests to have a December completion on the project – and has (with Shire assistance) programmed the major works to the end of the construction period. In recent weeks, the roof trusses and roof carpentry has been undertaken by Perth Roofing and Carpentry. The roof sheeting has been completed on two units and unfortunately weather last week delayed the wrap up of this work. It is expected that with roofing finished (1-2 weeks), the buildings should be to “lock-up” shortly thereafter. Between roof trusses and roof sheeting, the first fit out of electrical work has been completed by Ryan Duffy Electrical. It is understood that plumbing (piping) will be next, whilst the electrician completes the second phase of his work in kitchens and power to each building.

A substantial effort to purchase fittings, appliances and materials has been made in the past fortnight with Shire purchase orders being issued for the remaining major items. To this end, known costs (at this point of time) still fall within estimated budget for the facility. Internal wall sheeting, tiling, kitchen and bathroom cabinets and appliances and fit out and brick paving and laying have been locked in.

Timely completion of the Aged Units is dependent on spring weather, though once roofing is completed this improves with every passing day. Internal sheeting is subject to moisture content in the timber frames and an Engineering assessment for moisture will be undertaken prior commencing the sheeting. This is a possible delay issue if persistent rain keeps humidity levels high. Some mitigation with heaters may occur.

Australian Bureau Statistics – Wickepin Data

The Shire has received the most recent Census data in relation to our population from Regional Development Australia (RDA). RDA are questioning a number of Shires in the Wheatbelt as they are of the belief that population numbers may have been understated as a result of less than satisfactory coverage during the census of aged citizens. There are a number of pointers to the problems with the data.

With the Shire relying on Census population for Grants Commission, Federal Assistance Grants, getting the numbers correct becomes critical. I have circulated this data separately to Councillors, but it may take a deeper look at the data to establish what may have occurred in the results.

Yealering Ambulance Lot – Provision of Water Service

Yealering Ambulance service has advised Shire of the requirement by St John's to provide a water service to existing Ambulance buildings. Yealering Ambulance building lot does not have water at present. Shire staff have completed an application to Water Corporation to have a service supplied to the lot. Once installed, a plumber will be engaged to provide a tap at the rear of the building.

Community Resource Centre (CRC) – Executive Manager Advertising

Following a meeting with Shire and Wickepin CRC, the previous offer to jointly advertise the current Manager's position vacant has been taken up. Shire has co-ordinated advertising on SEEK (and other platforms) and CRC has advertised locally. The focus of the meeting was to identify those matters where Shire and CRC can assist each other for better service delivery.

MEETINGS ATTENDED

August 2022	23 rd CEO Recruitment Meeting
	23 rd Yealering Progress Association – Mr G Manton
	25 th ROAC Meeting Narrogin
	25 th Geoff & Danni Sims
	26 th Central Country Zone WALGA - Beverley
September 2022	2 nd Wheatbelt South Regional Road Group - Wickepin
	7 th Townscape & Cultural Planning Committee
	13 th FCO meeting – Wickepin
	14 th CRC Chairperson/ Shire President Shire CEO meeting
	15 th Bushfire Relief Support – Update meeting (Zoom)

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	04/08/2022	CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			

A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO	Appointment of Lorraine Hedditch as Community Development Officer	30/08/2022	CEO
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Wickepin CRC Wickepin Football Club Wickepin Football Club	15/09/22 14/09/22 02/09/22	CEO
A13	Hire of Community Halls / Community Centre	CEO	Wickepin CRC – WCC & oval L Heffernan - Wickepin Railway Building Wickepin Football Club – WCC Wickepin Hockey Club – WCC Wickepin Football Club – WCC Wickepin Netball Club – WCC Wickepin Football Club - WCC Elders - Saleyards	15/09/22 12/09/22 02/09/22 01/09/22 18/08/22 16/08/22 15/08/22 11/08/22	
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions and donations to sporting and community groups	CEO			

Recommendations:

That Council note the Chief Executive Officer's report dated 16 September 2022.

Voting Requirements:

Simple majority

13. Notice of Motions for the Following Meeting

14. Reports and Information

15. Urgent Business

16. Closure

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