

A Fortunate Place

Shire of Wickepin

Minutes

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 21 July 2021



### 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 July 2021 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark Hook  
Chief Executive Officer

21 July 2021

#### Time Table

10am – 12pm	Budget/Forum
12pm – 1pm	Lunch
1pm – 3pm	Budget/Forum
3pm – 3.30pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

#### **Disclaimer**

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## **SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC**

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

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

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 21 July 2021 commencing @ 3.30pm**

The President declared the meeting open at 3.36pm.

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

President	Julie Russell
Deputy President	Wes Astbury
Councillor	Nathan Astbury
Councillor	John Mearns
Councillor	Allan Lansdell
Councillor	Fran Allan

Chief Executive Officer	Mark Hook
Deputy Chief Executive Officer	Erika Clement
Executive Support Officer	Mel Martin

### Leave of Absence (Previously Approved)

Councillor	Sarah Hyde
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### Apologies

## 2. Public Question Time

## 3. Applications for Leave of Absence/Apologies

### Resolution No 210721-01

**Moved Cr Allan / Seconded Cr W Astbury**

That Council approve Cr Lansdell leave of absence for the August 2021 Council meeting and Cr N Astbury for the August 2021 and September 2021 Council meetings.

**Carried 6/0**

## 4. Petitions, Memorials and Deputations

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1.02	Railway Dam Report	Cr Julie Russell	Proximity	Own land adjoining Reserve.

## 6. Confirmation of Minutes

Ordinary meeting of council – Wednesday 16 June 2021.

### **Resolution No 210721 – 02**

**Moved Cr Allan / Seconded Cr Mearns**

That the minutes of the Ordinary meeting of council held on Wednesday 16 June 2021 be confirmed as a true and correct record.

**Carried 6/0**

## 7. Receival of Minutes

## RECEIVAL OF MINUTES

### 7.1 – Governance, Audit & Community Services Committee

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Lara Marchei, Executive Support Officer</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Lara Marchei, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>14 July 2021</b>

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

Minutes of the Governance, Audit & Community Services Committee meeting held on Wednesday 16 June 2021.

#### **Background:**

The Governance, Audit & Community Services Committee meeting was held on Wednesday 16 June 2021.

#### **Summary:**

Council is being requested to receive the Governance, Audit & Community Services Committee meeting minutes held on Wednesday 16 June 2021.

#### **Comments:**

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

#### **Statutory Environment:**

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

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

#### **Recommendations:**

That the minutes for the Governance, Audit & Community Services Committee meeting held on Wednesday 16 June 2021 be received.

**Voting Requirements:** Simple majority.

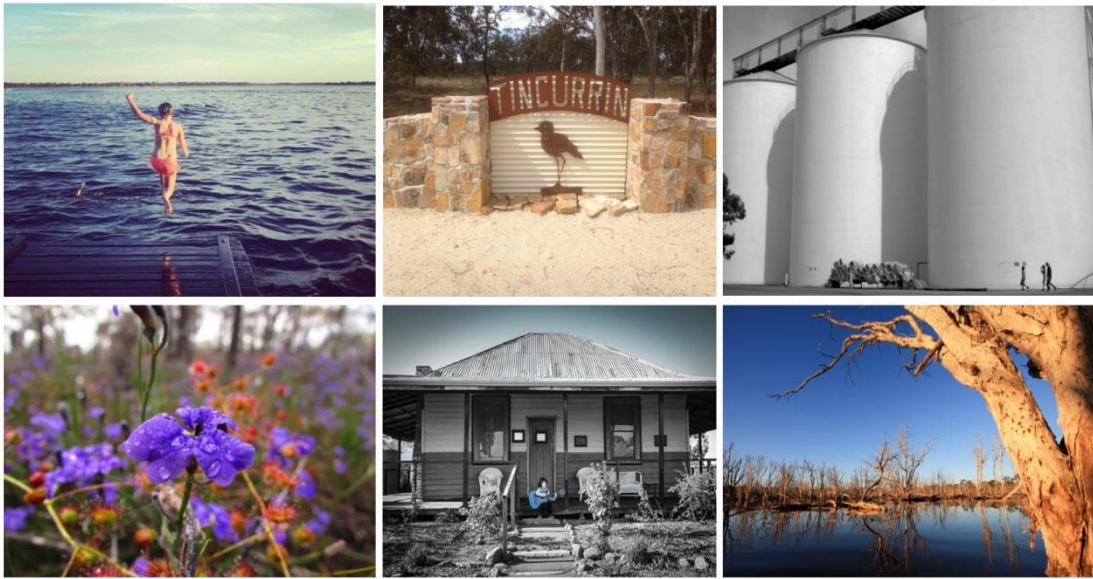


**Resolution No 210721-03**

**Moved Cr Mearns / Seconded Cr Allan**

That the minutes for the Governance, Audit & Community Services Committee meeting held on Wednesday 16 June 2021 be received.

**Carried 6/0**



A Fortunate Place

# Minutes

## Governance, Audit & Community Services Committee

# 16 JUNE 2021



## Terms of Reference

### 1. Name

Governance, Audit and Community Services Committee

### 2. Members

Cr Julie Russell

Cr Allan Lansdell

Cr Fran Allan

Cr Wes Astbury

Cr Sarah Hyde

Cr John Mearns

Cr Nathan Astbury

### 3. Objectives

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

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

### 4. Function of the Committee

To provide guidance and assistance to the Shire of Wickepin;

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

### 5. Scope/Jurisdiction

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

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

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

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

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

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

- e) Cultural facilities;
- f) Parking areas and functions;
- g) Civic developments;
- h) Urban design.

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

## 6. Appointment of Committee Members

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

- The Governance, Audit and Community Services Committee is to consist of three or more persons to exercise powers and discharge the duties conferred on it;
- Council calls for written nominations for members of the Governance, Audit and Community Services Committee at the end of each year. Committee members are appointed by Council at the December Ordinary Council meeting by an absolute majority decision;
- At least three of the members, and the majority of the members, are to be elected members;
- If the Shire of Wickepin wishes to appoint one or more persons other than elected members to the Committee, it should ensure that they have the requisite knowledge and skills to provide benefit to the Committee.
- The CEO is not to be a member of the Committee and may not nominate a person to be a member or have a person to represent him/her as a member of the Committee;
- An employee is not to be a member of the Committee;

## 7. Appointment of Committee Chair

A chairperson is appointed at the first Governance, Audit and Community Services Committee Meeting at the beginning of each year by the committee members.

## 8. Meeting Frequency

The Governance, Audit and Community Services Committee meet on the meeting dates for 2021 are as follows:

Committee	Day	Date	Time
Governance	Wednesday	February 17, 2021	1.30pm
Governance	Wednesday	June 16, 2021	1.30pm
Governance	Wednesday	November 17, 2021	1.30pm
Governance	Wednesday	December 15, 2021	1.30pm

## 9. Related Policies/Bylaws:

Nil.

## **SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC**

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**Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers, Wickepin, Wednesday 16 June 2021**

As there was no Chairperson Cr Julie Russell declared the meeting open at 12.58pm.

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

Cr A Lansdell	Member
Cr F Allan	Member
Cr N Astbury	Member
Cr S Hyde	Member
Cr J Russell	Member
Cr J Mearns	Member

Jordan Langford Smith	Office of Auditor General (via teleconference)
Melanie Blain	AMD Chartered Accountants (via teleconference)

Mark Hook	Chief Executive Officer
Erika Clement	Deputy Chief Executive Officer
Lara Marchei	Executive Support Officer

**Apologies**

Cr W Astbury	Chairperson
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**Leave of Absence (Previously Approved)**

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

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

**6. Confirmation of Minutes – Governance, Audit and Community Services – 17 February 2021.**

**Moved Cr N Astbury / Seconded Cr S Hyde**

That the minutes of the Governance, Audit and Community Services Committee held on 17 February 2021 be confirmed as a true and correct record.

**Carried 6/0**

**7. Status Report**

Subject/Action	Date	Officer	Progress	Status	Comment

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

**○ = in progress    ✓ = completed    ✕ =superseded**

**8.      Notice of Motions of Which Notice Has Been Given**

**9.      Receipt of Reports & Consideration of Recommendations**

## 9.1 – Audit Planning Summary

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<b>Submission To:</b>	<b>Governance, Audit &amp; Community Services Committee</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement, Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.AUD.1200</b>
<b>Author:</b>	<b>Erika Clement, Deputy Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>9 June 2021</b>

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### Enclosure/Attachments:

1. Audit Planning Summary

### Summary:

The Governance, Audit and Community Services Committee is being requested to receive the Audit Planning Summary provided by AMD Chartered Accounts on behalf of Office of the Auditor General for Western Australia.

### Background:

The Governance, Audit and Community Services Committee has received the Audit Planning Summary provided by AMD Chartered Accounts on behalf of Office of the Auditor General for Western Australia.

The purpose of this Audit Planning Summary is to provide the Governance, Audit & Community Services Committee and Executive Management the proposed approach to the audit of the financial report of the Shire of Wickepin for the year ending 30 June 2021.

Specifically, this Audit Planning Summary includes:

- Introduction
- Terms of Engagement and Appointment Our Audit Approach
- Significant Risks and Other Audit Issues
- Audit Emphasis and Significant Account Balances Management Representation Letter
- Related Entities Reporting Protocols Proposed Audit Schedule
- Audit Evidence - Specific Audit Requirements Your Audit Team

### Comments:

The Shire of Wickepin has received the Audit Planning Summary from Office of Auditor General Jordan Landford Smith and AMD Chartered Accountant Tim Partridge who will be in attendance via teleconference to present the Report.

### Statutory Environment:

*Local Government (Financial Management) Regulations 1996*

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That the Governance, Audit and Community Services Committee accept the Audit Planning Summary.

**Voting Requirements:** Simple majority

**Moved Cr N Astbury / Seconded Cr F Allan**

That the Governance, Audit and Community Services Committee accept the Audit Planning Summary.

**Carried 6/0**

Jordan Langford Smith and Melanie Blain left the meeting at 1.16pm.

**10. Notice of Motions for the Following Meeting****11. Reports & Information**

11.1 Other matters raised by members

**12. Urgent Business****13. Closure**

There being no further business the Chairperson declared the meeting closed at 1.17pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 17 November 2021.

**Actions Requested from meeting**

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

## 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. A display cabinet be purchased to house the hand pieces.	○  ○	Still to be undertaken.  CDO to look at style and cost of cabinet.
1127-161220 - 03	Change of Vesting Reserve 15782 Railway Dam	CEO	That council request the CEO to undertake a full assessment of the Railway Dam and prepare a comprehensive Recreation Plan including possible future development and costs for the development of Reserve 15782, Williams Location 15727 Railway Dam, Wickepin.	✓	Report presented to 21/07/21 meeting
1133-190521 - 12	Albert Facey Homestead Committee Recommendations	CEO	That a sign be placed at Harrismith directing people to the Albert Facey Homestead.	○	In progress.
1134-160621-04	Manager Works & Services' Report	CEO	That the CEO writes to Main Roads WA expressing council's concerns regarding the worsening condition of sections of the Williams-Kondinin Rd between Wickepin and Narrogin.	✓	Letter sent 22/06/21
1135-160621-09	Townscape & Cultural Planning Committee	CEO	That the Lake Yealering Croquet Club sign be put in the budget estimates to be replaced.	✓	
1136-160621-10	Townscape & Cultural Planning Committee	CEO	That recommendation No. 2 regarding the Information Board on Tank Road be laid on the table.	○	
1137-160621-12	Department of Transport Provision of Licensing Services	CEO	That the Shire of Wickepin sign and attach the common seal to the following contracts:	✓	

			<p>1. Dot753621 agreement for the provision of licensing services in Shire of Wickepin in terms of section 11 of the road traffic (administration) act 2008.</p> <p>2. Dot753621 agreement for the provision of non-road law functions in Shire of Wickepin.</p>	✓	
1138-160621-13	Fees & Charges Adoption 2021/22	CEO	That Council adopt the attached Schedule of Fees and Charges for the 2021/2022 financial year effective as of 1 July 2021.	✓	
1139-160621-14	Waiving Rates 26 Dalton St – Lake Yealering Progress Association	CEO	That Council do not waive the 2021/2022 rates and service fees for assessment A2574 26 Dalton Street Yealering WA owned by the Yealering Progress Association.	✓	Letter sent 18/06/21
1140-160621-15	2021/22 Community Grants – Wickepin History Group	CEO	That Council place in the budget estimates the application from the Wickepin History Group for funding of \$810 exclusive of GST to purchase frames for the display of historical photos in the Toolseum.	✓	Letter sent 22/06/21
1141-160621-16	2021/22 Community Grants – Wickepin Community Resource Centre	CEO	That Council purchase the equipment as requested by Ignite Wicky in their Community Funding application and that an amount of \$2000 be placed in the CDO projects budget.	✓	Letter sent 18/06/21
1142-160621-17	2021/22 Community Grants – Lake Yealering Progress Association	CEO	a - That council decline the application from the Lake Yealering Progress Association for funding of \$8,425.40 exclusive of GST for the installation of	✓	Letter sent 18/06/21

			a croquet garden/retaining wall. b - That the MWS prepare a report and costings for the construction of a retaining wall for 2021/22 budget consideration.	✓	
1143-160621-18	2021/22 Community Grants – Wickepin Districts Sports Club	CEO	That Council place in the budget estimates the application from the Wickepin District Sports Club for funding of \$1,894 exclusive of GST for the purchase of an ice machine.	✓	Letter sent 18/06/21
1144-160621-19	2021/22 Community Grants – WDSC – Wickepin Bowling Club	CEO	That Council place in the budget estimates the application from the WDSC – Wickepin Bowling Club for funding of \$3,384 exclusive of GST for the purchase of a water cooler.	✓	Letter sent 18/06/21
1145-160621-20	2021/22 Community Grants – Wickepin Playgroup	CEO	That Council place in the budget estimates the application from the Wickepin Playgroup for funding of \$500 exclusive of GST for the replacement of Christmas decorations for the Wickepin Christmas tree.	✓	Letter sent 22/06/21
1146-160621-21	2021/22 Community Grants – Yealering Bowling Club	CEO	That Council decline the application from the Yealering Bowling Club for funding of \$5,865 exclusive of GST for the improvement to the bar/kitchen.	✓	Letter sent 22/06/21
1147-160621-22	Review of Delegations from Council to Chief Executive Officer	CEO	That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 16 June 2021.	✓	
1148-160621-23	Transfer to Reserve 2020/21	CEO	That Council transfers the following amounts to	✓	Amount transferred 30/06/21



			<p>the following reserves prior to 30 June 2021.</p> <p>Cottage Homes \$7,579</p> <p>Computer Reserve \$10,000</p> <p>Yarling Court Singles Accommodation \$ 5,000</p> <p>Wickepin Sewerage System \$30,000</p> <p>Plant Reserve \$159,800</p> <p>Saleyard Reserve \$5,000</p> <p>Wickepin Fuel Facility \$59,240</p> <p>Joint Venture \$2,498</p> <p>Caravan Park and Accommodation \$88,380</p> <p>WANDRA events and Emergency Road Repairs \$200,000</p> <p><b>TOTAL \$567,497</b></p>		
1149-160621-24	2021 WA Local Government Convention	CEO	<p>1. That the Chief Executive Officer register the Chief Executive Officer and the following Councillors for the 2021 Local Government Week Convention being held at Crown Perth from Sunday 19, Monday 20 and Tuesday 21 September.</p> <p>Cr W Astbury</p> <p>Cr Lansdell</p> <p>Cr Mearns</p> <p>2. That Council Voting Delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Crown Perth commencing on Sunday 19 September 2021 be:</p> <p><b>VOTING DELEGATES</b></p> <p>Cr W Astbury</p> <p>Cr Lansdell</p> <p><b>PROXY Voting Delegates</b></p> <p>Cr Mearns</p>	✓	Accommodation booked Delegates booked in WALGA

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

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Manager Works &amp; Services, Gary Rasmussen</b>
<b>File Reference:</b>	<b>CM.REP.1</b>
<b>Author:</b>	<b>Manager Works &amp; Services, Gary Rasmussen</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>15 July 2021</b>

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**Enclosure/Attachments:** Nil

#### **Summary:**

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

**Background:** Nil

#### **Comments:**

##### **Programmed Construction Works**

- Bin Rd – white lines are with Main Roads program.
- Water harvesting at Wickepin Caravan Park drain – on hold until November.
- WSNF Rabbit Proof Fence Rd – we have started works on this project. We will do as much as we can, gravel pushing in a few weeks' time, pegging out the formation of the road and other associated works.

##### **Maintenance Works**

- Maintenance Grader – Colin has stopped due to the wet weather and will recommence mid next week.
- Pothole patching – has been a lot with the wet weather. This is a good indicator to look at where we need to do reseal also underlining pavement problems where other treatments may be required.
- Signage maintenance – a lot of signage and white posts around the network have been struck blatantly by oversized vehicles. One yellow sign costs the ratepayers of Wickepin around \$200 to buy and install. Over 40 have been hit so far by machinery. A white post (timber) cost the ratepayers around \$16.00 to buy and install. Over 400 of these have been hit. A white post (plastic) is \$80. This happens every year with seasonal movement of machinery. We cannot move the sign's back as it is a legal requirement for signs to be 1.5m from edge of road pavement.

##### **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
- Sealed roads spraying- completed
- Street Trees the under pruning is on its way between other works that is required
- Rose pruning is done

##### **Plant and Equipment**

- General servicing

**Other Information**

- Conplant combination roller due 24 July.
- Fuzo trucks – Tipper truck due 24 July.
- Depot shed – Rob still working on it between his normal duties.
- Still working on Plover St, outlet drainage.

**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 15 July 2021.

**Voting Requirements:** Simple majority

**Resolution No 210721-04****Moved Cr Allan / Seconded Cr W Astbury**

That council notes the report from the Manager of Works and Services dated 15 July 2021.

**Carried 6/0**

**3.55pm Cr Russell left the meeting.**

## 10.1.02 Railway Dam Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>A6745, GF.CC.1</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>13 July 2021</b>

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### Enclosure/Attachments:

1. Railway Dam Report

### Summary:

The CEO is requesting council to receive the report from the CEO on the Railway Dam Reserve 15782 Williams Location 15727 in Wickepin.

### Background:

Council passed the following resolution at the 16 September 2020 Ordinary Meeting of Council.

#### **Resolution No 160920-13**

##### **Moved Cr Lansdell / Seconded Cr Mearns**

That the CEO advertise council's intent to request the Minister for Lands to amend Reserve No 15782 from water supply to recreational purposes including camping and tourism activities.

**Carried 8/0**

Council passed the following resolution at the 16 December 2020 Ordinary Meeting of Council.

#### **Resolution No 161220-03**

##### **Moved Cr Lansdell / Seconded Cr Mearns**

That council request the CEO to undertake a full assessment of the Railway Dam and prepare a comprehensive Recreation Plan including possible future development and costs for the development of Reserve 15782, Williams Location 15727 Railway Dam, Wickepin.

**Carried 6/0**

### Comments:

The CEO has completed the report which is attached for Council's consideration and adoption.

Council needs to consider when it would be in a position to develop the Railway Dam to a recreational site or whether the change to the recreation reserve status is to allow the use of the area for passive recreation without camping.

Council would need to incorporate any costs to develop the area in future planning and budgets.

In relation to the fire requirements, council would have to put in place a recreation reserve plan, which would cover all the fire mitigation issues including strategic firebreaks. Council should undertake this if the FCO's believe the current water reserve vesting is at risk with the current firebreaks.

The decision for Council is the cost to develop the area as it is not currently within the strategic plan, as the strategic plan only covers the following in relation to tourism:

## economy

### GOAL 8: Tourism opportunities create value to our communities

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
8.1 Continue to actively participate in the Living Lakes project 8.2 Develop and improve the foreshore amenities at Lake Yealering 8.3 Investigate camping grounds at Lake Yealering (cost v benefit analysis) 8.4 Partner with our neighbouring Shires on tourism promotion and initiatives 8.5 Review our engagement with the Dryandra Visitor Centre 8.6 Further develop rest stops across the Shire	8.7 Develop a branding strategy for Lake Yealering in collaboration with residents and businesses 8.8 Develop a self drive route across the Shire which includes Lake Yealering, Harrismith and Wickepin attractions 8.9 Increase our online profile	<ul style="list-style-type: none"> <li>- Lake Yealering has enough water in it for water based activities for the majority of the year</li> <li>- Number of positive and negative reviews regarding the Lake Yealering experience - online and verbal</li> <li>- Yealering caravan park occupancy and length of stay increases</li> <li>- Number and length of overnight stays increases</li> <li>- Facilities used by locals and visitors are improved based on online and verbal feedback</li> <li>- Toolibin rest stop is improved</li> </ul>	Tourism and recreational activities can occur all year at Lake Yealering  The length of overnight visitor stays is increased and visitors are aware of our unique attractions

A reserve is a form of tenure of Crown land. It is not an interest in land. Under section 41 of the LAA the Minister may set aside Crown land as reserve for a particular purpose in the public interest. Every such reservation has a land description and designated purpose registered on a Crown Land Title (CLT) and is graphically depicted on a plan or diagram held by Landgate. Historically, some reserves have been created through gazettal by description and legislation that has now been superseded. Therefore, some reserves may not have a land description or a CLT. Reserve tenure is usually applied to land that

- a) holds intrinsic community value or is of high conservation value that should be preserved and maintained for the benefit of future generations;
- b) for core business/service delivery needs of general sector State agencies and local governments.

Reserves are not usually granted for long-term economic development or for a commercial purpose or benefit. Some examples include: Recreational activities (e.g. sporting ovals); Aboriginal uses; local community sporting clubs; foreshore reserves, national parks, conservation reserves, heritage reserves, community centres, Department of Fire Emergency facilities, sea rescue, state emergency services.

Council may request the Minister for Lands under section 51 of the *Land Administration Act 1997* to amend the vesting order to include recreational purposes if it so wishes.

The Minister is not compelled to amend the reserve and the changing of the vesting from Water Supply to include recreational purposes may invoke the Native title Act.

Council will have to draw up a management plan for Reserve No 15782 outlining what activities it wishes to allow within this area and what areas would be set aside for camping as outlined within the attached report.

Council has undertaken community consultation on the amending Reserve No 15782 from water supply to recreational purposes including camping and tourism activities.

Following is the results of the community consultation which closed 27 November 2021.

At the close of the submission period the CEO had received 11 submissions, of these 11 submissions 3 support the proposal, 6 object to the proposal and 2 are indifferent.

The breakdown of the comments received are as follows:

<b>Support the Proposal</b>
I support the proposal
I am emailing about the proposal of railway dam Wickepin to allow recreational pursuits including camping. I strongly believe this is a great idea. Being able to go bush walking, camping, bird watching are great things to do in our community and there are not enough areas to do these activities. Would also be good to allow the use of off-road motorbikes in this area as well.
I refer to the proposed development of the Railway Dam reserve, for recreational pursuits as advertised in the Narrogin Observer. We support the proposal to develop this area for an alternative camping and picnic site as this type of facility has become very popular for local tourism especially at this time. Most shires have this type of facility available for RV's and caravans and we feel it will add another dimension to the shire's tourism options. As the shire would be aware this area is a beautiful wildflower site in spring which is one of the main attractions of our shire. The Railway dam reserve is also quite an historic region, I have only recently come across some information relating to its history. We do however have concerns regarding the safety aspects of this development, particularly from a fire access point of view. It is imperative that fire and emergency vehicles have easy access in the event of a fire or accident. As far as we are aware there is only one road into the reserve, this would need to be addressed as a matter of priority so there is access in and out in the event of fire. It is essential that campers are able to evacuate safely if required and fire fighters can entry the area easily. There would also need to be ongoing maintenance in the form of back burns to protect local land holder's property. Tim is happy to speak further on this matter if required. The improvement of the camping facilities so the beauty of the reserve can be maintained is also essential. To have this area damaged or just left in a mess would be unacceptable which means regular monitoring will need to occur to ensure this doesn't happen. In recent years Wickepin has developed history and art attractions that enhance a visit to the Albert Facey Homestead for the self-drive tourist. Encouraging visitors to stop in our town longer with additional accommodation options adds to our town's economy. I am happy to speak further on the tourist element of this proposal. We wish the shire well with this endeavour.

<b>Object to the Proposal</b>
I would like to say no to the recreational pursuits including camping at the Railway Dam Wickepin as us our children and grandkids always go out there winter time riding motor bikes and a BBQ
As a ratepayer and adjoining landowner of Reserve 15782 I object to the proposed change of vesting to allow for recreation and camping. As I am deeply concerned about the real risk to public safety in the event of bushfires and accidents and also to the lack of consultation with local emergency services

personnel and adjoining neighbours who will have to deal with these issues. Hope the matter can be discussed at your next meeting with more suitable outcome.

In response to the proposal to request to the Member of Lands to amend the vesting order for Reserve 15782 to allow for recreational pursuits and camping, please consider the following concerns;

1. Fire risks.

We would like to draw attention to the multiple number of campfires which have been left burning or unattended in the past. Many of these have then started fires which the local land holders discover and have had to extinguish. This could pose a risk to the reserve, surrounding farm land and Wickepin town due to its proximity. At least four fires have got away through the reserve requiring further assistance. We believe fire breaks are not the solution to stop the fires escaping the reserve. In our view the increased number of visitors and camping, will only increase the risk of an already growing problem. In the past this has not been able to be managed.

2. During harvest bans/movement bans restricted burning periods and permit burning periods we have observed people not adhering to these restrictions in the reserve (eg hooning, 4 wheel driving, camp fires) Would this be policed and how would people be made aware?

3. The constant motor bikes and hooning contributes to the fire risk, road damage, noise and possible danger to campers. Approximately 11 abandoned vehicles have been discarded in the past after being destroyed whilst hooning in the area.

4. Accessibility for emergency services may pose a problem.

5. The only access into the proposed campground is via Brooks Rd. Being an essential RAV 4 route, there are road trains and oversize machinery using the road regularly. Therefore, this could pose a safety risk to those entering/exiting the camp grounds with caravans or towing rec vehicles. For safety, Brooks Rd (being a minor road) would require increased regular maintenance and upgrades due to the increased traffic.

6. The proposed camping/recreation area is closely surrounded by farming land. There is already damage to fences, vandalism, theft and trespass occurring regularly. This behaviour could increase due to the extra visitors in the area.

7. The regular shooting in the area which does not seem to be controlled, is of major concern and danger to campers.

8. Environmental impact on the bush. Biodiversity risk.

9. Increase of domestic animals and their impact on flora and fauna as well as surrounding livestock. (This is already an existing problem).

10. Currently there is no ablutions, drinking water or waste management and rubbish removal. Rubbish has been a problem in the past. If these issues are not dealt with, it may be unattractive to campers and surrounding farmland contaminated. On enquiring about these issues it was mentioned that campers would probably be self-contained. This is not always the case.

11. The western side of the reserve (where the rock is situated) is land locked and is only accessible by crossing ARC infrastructure corridor. Entry across and in this corridor is prohibited and liable to prosecution, therefore this side of the reserve is unable to be accessed. (Photo attached).

12. We understand from conversations regarding the purpose of the proposed campground it is to bring money and visitors to the town. Does this mean the camping will have a fee? The shire already has money invested in a RV stop over and toilet amenities in Wickepin. Also caravan parks in Wickepin, Harrismith and Yealering, the Lake at Yealering, and Toolibin Lake just to name a few. We are not opposed to bringing money into our lovely shire, but would it not make sense to better use these fantastic existing facilities. This would eliminate the expense of preparing the rec and camp area and ongoing costs to maintain the grounds and roads.

13. Agriculture is the main enterprise within the shire. As revenue generated from this proposal will be limited, consideration to the agricultural industry and the safety of the town should be a priority.

Therefore this proposal should not be approved.



I Object to the proposal to request the Minister for Lands to amend the vesting order for this reserve to allow for recreational pursuits, including camping. There needs to be a full management plan undertaken prior to the reserve being amended into Recreation that covers all the fire implications with persons having camp fires etc. The management plan should include all the fire mitigations issues that would need to be carried out if there was Overnight Camping allowed on the reserve. This should include strategic fire breaks adjoining the land Owner's fire breaks to increase the width of them (ie increase width to 5 metres). If camping were to be allowed, the Reserve HAS to be able to be closed on Harvest Ban Days to keep campers out, and this includes over the Easter and Christmas periods where an automatic Harvest Ban and Fire Ban applies throughout the shire on Christmas Day, Boxing Day, New Year's Day, Good Friday and Easter Sunday of each year. The "Point of Interest" is approximately 1 km from the Railway Dam, so people are going to drive over, thus create more problems. There are NO fire breaks surrounding our adjoining boundary. This letter was written on 24th November, 2020, which had a Harvest and Movement of Vehicle in Paddock Ban put in place by the local Fire Control Officer's. The temperature is 40 degrees C and the wind is 35kph. Imagine having stray tourists going through this bush reserve on this day! As this site is a point of interest on the Shire's Face book page, I think all of the above need to be addressed, even if it doesn't get opened up.

We are Not in Favour of Reserve 15782 to be amended from its current status of "Water Storage" to "Recreation including Camping". This reserve is made up of 283 Ha (over 700 acres) of thick, virgin bushland with No gazetted road accesses throughout, or surrounding, the bush apart from the Railway Corridor which cuts the area in half; No boundary firebreaks; and is a nominated Bush Fire Prone area on the DFES WA map. Should this area be opened up for "Recreational Pursuits including Camping", there is a huge risk from the public safety point of view with extremely limited access for emergency service vehicles to be able to attend any incident that may, and will, occur. Two recent incidents of bushfire, and one of a vehicle crash requiring the RAC helicopter, in this inaccessible area has already proven the cost and inconvenience to local emergency service personnel, shire plant, equipment and staff and adjoining landowners - not to mention long term damage to the environment. The long term cost to Council for the provision of public amenities to keep this area pristine, installation of adequate firebreaks, and the installation of a road access network (both In and Out, Not just "one way") - for the allowance of access for emergency service vehicles when needed, as well as for any "campers and relevant vehicles" to escape should the necessity arise - is a cost that Council does not need to make. Within the Wickepin Shire, there are such natural phenomenon's as Toolibin Lake Nature Reserve (Home to more species of Waterbird than any other Wetland in South Western Australia); Lake Yealering (Recently awarded regenerative funding from Living Lakes and State Government Infrastructure funding) and Malyalling Rock (Bushwalking, Bird watching and Wildflower opportunities)- which are ALREADY geared up and accessible as tourist, recreational and camping sites; which are within easy driving distance from the 3 caravan parks and RV stops in the Shire; and which should be promoted as such by Council. Within our travels through other shires, we have noticed that they have actually CLOSED to the public, any camping in their Bush Blocks (eg Perenjori Shire) -with NO CAMPING signs erected strategically in the entrances, and the tracks blocked off to vehicle traffic. Before any decision is made with regards to allowing "Recreational Pursuits including Camping" within Reserve 15782, we strongly suggest that Council undertake consultation with the local Emergency Service Volunteer Personnel (both Bush Fire Brigade and Ambulance), DFES and EPA with respect to a Management Plan for the Reserve, as They will be the ones that will have to attend and manage any incidents - should and when they occur. We are of the opinion that this proposed request should NOT proceed, and that the Vesting Order of Reserve 15782 should remain "As-Is".

I am responding to a small ad in the Narrogin observer regarding the Shire of Wickepin seeking public comment on a proposal to request the Minister for Lands to amend the vesting order for Reserve 15782 (The Railway Dam) to allow for recreational pursuits including camping. I am not sure how far advanced your plans are for the use of the Railway Dam or what your budget may be in regards to facilities for potential campers, but being campers ourselves my minds eye immediately pictures roadside stopping areas and camping areas where there are no facilities (toilets) or rubbish bins provided and the many little

piles of toilet paper, human faeces, and much rubbish left around so that to camp, the area needs to be tidied up first. So I guess I have questions regarding the management of waste and the facilities to be provided in the area being considered for recreational use and camping. I also have questions regarding the value to the Wickepin Community from changing the status of the Railway Dam to Recreational use. If the area is to be "free camping" I consider that there would be minimal value returned to the community, as those that choose to free camp (ourselves included) are mostly self-sufficient, and do not need to spend money in the towns except to purchase fuel occasionally. No doubt you are aware that there is regularly folks using firearms in the area of the Railway Dam, it can be heard from the town, and is quite frightening to some town folks, and pets. I would be concerned that if there were campers in the area and people were shooting around them not knowing there were campers there (?) it would be very frightening for the campers, and could potentially cause an emergency. I have had conversations regarding the use of the Railway Dam area for camping with my adult children and considered what would be the value that would be returned to the Wickepin community from Recreational use of the Railway Dam. We consider that an attraction to the town to invite more people to stop in the town and spend more time in Wickepin would be more fruitful to the community, and provide value to the locals for recreation, social events and a meeting place for the local children/teens to meet and play. For example, Katanning has recently upgraded the Giants playground, it is always well utilised, lots of people stop there, it is near public toilets, and there is good food and coffee options in the townsite. It has also become an end destination, rather than a quick stop over. Williams have recently upgraded their local playground on Albany Highway, also now a destination in its own right, where families meet up and enjoy the facilities, often coming from afar, and enjoying what the town has to offer. Kulin has the water slide, people come from near and far to enjoy what the town has to offer, which includes the Tin Horse Highway and the facilities in the townsite, staying several nights in the areas provided for free camping with facilities available. Could the Wickepin Shire consider an attraction in the town that could cater for all children, rather than just little children, that would attract people to come to Wickepin, stop, stay overnight in the current facilities available, being the caravan park, and the overnight stay area in the townsite? Perhaps a large nature playground or similar, to cater for older children, encompassing picnic areas and other features and themes that would benefit travellers, encourage stop overs, and provide much value to the locals who currently take their children to Kulin, Williams and Katanning for example for recreation other than sport. Not at all relevant to the Railway Dam, but I have been considering discussing with the Shire the town public facilities for some time. Could the Shire please consider having hand soap and paper hand towel in the existing public facilities opposite the Newsagency, being an extensive traveller, especially in the current climate of Covid 19, I would consider that it is appropriate to provide soap at least, and preferably hand towel also. Good public facilities in the town, also encourage folks to stop, take some time to stretch, and potentially spend some money in the town. People who travel regularly get to know where the best facilities are to stop, stretch, get lunch, refuel etc. Thanks for considering my opinion and request.

#### Indifferent

I am getting in touch to provide comment on behalf of Arc Infrastructure regarding the proposed amendment to the vesting order for Reserve 15782 to allow for recreational pursuits and camping on the reserve at Wickepin. As you may be aware, Arc Infrastructure manages the State's freight rail network in WA and has private Rail Corridor adjoining the reserve. Arc has recently been approached by neighbouring landowners with concerns about the potential increase of people in the area resulting in increased likelihood of trespass through the rail reserve and adjoining private properties. One landowner has noted that there are already a considerable number of people ignoring signage and accessing the rail reserve, four wheel driving, shooting signs and on occasion livestock. There are additional concerns that campers may be encouraged to trespass through Rail Corridor in order to reach the nearby rock formation on the

western side without using designated rail crossings. Arc Infrastructure requests that the above comments and concerns are noted by the Shire when further considering the amendment.

We are writing to you concerning the proposed development of the Railway Dam Reserve. It is good to see the Shire giving consideration to actively preserve the water catchment drainage rock work as it is an important history of that era. We understand that the new proposal for the area will be encouraging camping and as a stopover point for visitors to the area. We, as land holders do have concerns with the aspect of fires starting from campers, and given that we are down wind in a south/south westerly direction from Railway Dam consider it could become more of a risk. Currently the area seems to be mainly used by 4 x 4 enthusiasts, impacting on the landscape and the vegetation in the area. As some of the area has been altered using the Shire machinery and perhaps with the Shire's permission to construct 4 wheel drive tracks, it is of concern if the Shire then has become liable for any injuries that may occur. The use of firearms in the area currently is of great concern and could result in significant undesirable consequences. People using firearms are breaching the condition of their firearms licence buy using in the Railway Dam Reserve. So currently the area is not managed at all well and perhaps it is only a matter of time before a serious accident happens. Our question is; will developing the Reserve result in an significant improvement in the management and protection of its historic features, including the flora and fauna? The Railway Dam Reserve needs to have an improved management plan, which we would be keen to be a part of as we believe it is a very valuable historic aspect of the Wickepin Shire.

#### **Statutory Environment:**

The *Land Administration Act 1997* (LAA) is Western Australia's primary legislation dealing with the management of Crown land. The LAA is administered by the Minister for Lands (Minister), assisted by the Department of Planning, Lands and Heritage (DPLH). Part 4 of the LAA provides for the creation, administration and management of reserves over Crown land/waters.

#### *Land Administration Act 1997*

##### **51. Cancelling, changing etc. reserves, Minister's powers as to**

*Subject to sections 42, 43 and 45, the Minister may by order cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.*

**Policy Implications:** Nil

#### **Financial Implications:**

There is no cost to Council in having the vesting order for Reserve 15782 (Williams Location 15727 Railway Dam Wickepin) being amended to allow for recreational pursuits

#### **Strategic Implications:**

The Shire of Wickepin Community Strategic Plan 2018/2028 only covers the following in relation to Tourism.

# economy

## GOAL 8: Tourism opportunities create value to our communities

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
8.1 Continue to actively participate in the Living Lakes project 8.2 Develop and improve the foreshore amenities at Lake Yealering 8.3 Investigate camping grounds at Lake Yealering (cost v benefit analysis) 8.4 Partner with our neighbouring Shires on tourism promotion and initiatives 8.5 Review our engagement with the Dryandra Visitor Centre 8.6 Further develop rest stops across the Shire	8.7 Develop a branding strategy for Lake Yealering in collaboration with residents and businesses 8.8 Develop a self drive route across the Shire which includes Lake Yealering, Harrismith and Wickepin attractions 8.9 Increase our online profile	<ul style="list-style-type: none"> <li>- Lake Yealering has enough water in it for water based activities for the majority of the year</li> <li>- Number of positive and negative reviews regarding the Lake Yealering experience - online and verbal</li> <li>- Yealering caravan park occupancy and length of stay increases</li> <li>- Number and length of overnight stays increases</li> <li>- Facilities used by locals and visitors are improved based on online and verbal feedback</li> <li>- Toolibin rest stop is improved</li> </ul>	Tourism and recreational activities can occur all year at Lake Yealering  The length of overnight visitor stays is increased and visitors are aware of our unique attractions

### Recommendations:

1. That Council receives the report from the CEO in relation to the Railway Dam Wickepin Reserve 15782 Location 15727.
2. That the Shire of Wickepin request the Minister for Lands to amend the vesting order for Reserve 15782 (Williams Location 15727 Railway Dam Wickepin) from water supply to water supply and recreation.

**Voting Requirements:** Simple majority.

### Resolution No 210721-05

Moved Cr Lansdell / Seconded Cr Mearns

1. That Council receives the report from the CEO in relation to the Railway Dam Wickepin Reserve 15782 Location 15727.
2. That the Shire of Wickepin request the Minister for Lands to amend the vesting order for Reserve 15782 (Williams Location 15727 Railway Dam Wickepin) from water supply to water supply and recreation.

Carried 5/0

4.00pm Cr Russell re-entered the meeting.

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

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1212</b>
<b>Author:</b>	<b>Dianne Barry – Finance Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>9 July 2021</b>

**Enclosure/Attachments:** Nil

**Summary:**

List of accounts remitted during the period from 1 June 2021 to 30 June 2021.

<b>Municipal Account</b>	<b>Vouchers</b>	<b>Amounts</b>
EFT	11500 – 11501, 11503, 11508 – 11554, 11558 – 11614, 11628 - 11636	\$ 2,137,436.74
Cancelled Batch	11504 – 11507, 11555, 11615 – 11616, 11619 - 11627	
Bpay	63080621	\$ 1,569.57
Cheques	15756 – 15758, 15760 - 15765	\$ 100,227.28
Cancelled Cheques	15759	
Payroll	June	\$ 114,556.00
Superannuation	June	\$ 18,830.64
Credit Card	June	\$ 125.90
Direct Deductions	June	\$ 1,339.37
Licensing	June	\$ 53,905.65
	<b>June Total</b>	<b>\$ 2,427,991.15</b>
<b>Trust</b>		
<b>EFT</b>	11502, 11556 – 11557, 11617 - 11618	\$ 424.95
<b>Cheques</b>		0.00
	<b>June Total</b>	<b>\$ 424.95</b>
	<b>Total for June</b>	<b>\$ 2,428,416.10</b>

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

**Certificate of Chief Executive Officer:**

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

**Comments:**

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

**Statutory Environment:**

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

**Policy Implications:** Policy 3.1.7 - Cheque Issue.

**Strategic Implications:** Nil

**Recommendations:**

That council acknowledges that payments totalling \$2,428,416.10 for June 2021 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:** Simple majority

**Resolution No 210721-06****Moved Cr Allan / Seconded Cr N Astbury**

That council acknowledges that payments totalling \$2,428,416.10 for June 2021 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 6/0**

<b>List of Accounts Due &amp; Submitted to Council</b>					
<b>30th June, 2021</b>					
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Trust</b>	<b>Muni</b>
EFT11502	08/06/2021	FARMSAVE HOLDINGS PTY LTD	BOND REFUND YEALERING HALL	\$ 240.00	
EFT11556	16/06/2021	BUILDING AND ENERGY DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL MAY 2021	\$ 56.65	
EFT11557	16/06/2021	SHIRE OF WICKEPIN	BSL COMMISSION MAY 2021	\$ 5.00	
EFT11617	30/06/2021	BUILDING AND ENERGY DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL JUNE 2021	\$ 113.30	
EFT11618	30/06/2021	SHIRE OF WICKEPIN	BSL COMMISSION JUNE 2021	\$ 10.00	
			<b>TOTALS TRUST</b>	<b>\$ 424.95</b>	
EFT11500	02/06/2021	CHRISTINE BAKER	BOND REFUND YEALERING HALL		\$ 600.00
EFT11501	02/06/2021	SISTER KATE'S HOME KIDS ABORIGINAL CORPORATION	BOND REFUND YEALERING HALL		\$ 240.00
EFT11503	09/06/2021	WA TREASURY	LOAN #103 INTEREST - CONSTRUCTION OF STAFF HOUSE		\$ 21,416.28
EFT11508	10/06/2021	SHIRE OF WICKEPIN	MILESTONE #3 PAYMENT - WSAHA		\$ 276,571.43
EFT11509	10/06/2021	SHIRE OF CORRIGIN	MILESTONE #3 PAYMENT - WSAHA		\$ 138,285.71
EFT11510	10/06/2021	SHIRE OF CUBALLING	MILESTONE #3 PAYMENT - WSAHA		\$ 276,571.43
EFT11511	10/06/2021	SHIRE OF KONDININ	MILESTONE #3 PAYMENT - WSAHA		\$ 276,571.43
EFT11512	10/06/2021	AUSTRALIA POST	POSTAGE ACCOUNT MAY 2021		\$ 72.03
EFT11513	10/06/2021	AIR LIQUIDE WA PTY LTD	CYLINDER RENTAL MAY, 2021		\$ 71.02
EFT11514	10/06/2021	THE AUSTRALIA DAY COUNCIL OF WA	STANDARD ASSOCIATE MEMBERSHIP 2021-2022		\$ 350.00
EFT11515	10/06/2021	ALLAN'S BOBCAT & TRUCK HIRE	GRAVE DIGGING		\$ 500.50
EFT11516	10/06/2021	AIR RESPONSE	AIRCONDITIONERS SUPPLIED AND INSTALLED AT CRC		\$ 5,652.61
EFT11517	10/06/2021	BURGESS RAWSON (WA) PTY LTD	WATER ACCOUNT 25/03/2021 - 26/05/2021		\$ 664.81
EFT11518	10/06/2021	CORNER'S AUTO ELECTRICS	BATTERY		\$ 170.50
EFT11519	10/06/2021	CHEFMASTER AUSTRALIA	CHEFMASTER WHITE BIN BAGS		\$ 255.68
EFT11520	10/06/2021	PETER DENTON	TREES FOR GRAVEL PIT REHAB BIN ROAD		\$ 1,162.50
EFT11521	10/06/2021	ROBERT JOHN CLEMENT	REIMBURSEMENT FOR USE OF PRIVATE VEHICLE		\$ 250.38
EFT11522	10/06/2021	LANDGATE	TYRE REPAIRS		\$ 239.50
EFT11523	10/06/2021	DX PRINT GROUP PTY LTD	DAILY PLANT INSPECTION BOOKS		\$ 1,339.80
EFT11524	10/06/2021	DYNAMIC POOLS AUSTRALIA PTY LTD	PROGRESS CLAIM #2 - POOL REPAIRS		\$ 20,846.76
EFT11525	10/06/2021	SAMANTHA DALMASSON	REIMBURSEMENT POLICE CLEARANCE		\$ 42.00

EFT11526	10/06/2021	EWEN RURAL SUPPLIES	ACCOUNT MAY, 2021	\$	5,740.74
EFT11527	10/06/2021	EASIFLEET	FACEY GROUP VEHICLE LEASE	\$	460.56
EFT11528	10/06/2021	ELDERS WICKEPIN	5 X 20 GLYPHOSATE	\$	737.00
EFT11529	10/06/2021	AC & EJ FULFORD & CO	WATER HARVESTING DAM EXCAVATOR WORKS	\$	30,184.00
EFT11530	10/06/2021	FOWLER SURVEYS	WHITE LINE SET OUT	\$	1,881.00
EFT11531	10/06/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL ACCOUNT MAY, 2021	\$	16,657.33
EFT11532	10/06/2021	HAMPDON INDUSTRIAL	MIG GUN, CONICAL BULK KIT	\$	164.00
EFT11533	10/06/2021	NARROGIN TYRE SERVICE	TYRES X 4	\$	2,728.00
EFT11534	10/06/2021	KBUILT CONSTRUCTION	PROGRESS CLAIM #7 - AGED UNITS	\$	163,350.00
EFT11535	10/06/2021	MARKETFORCE PRODUCTIONS	CARAVAN PARK EOI ADVERT	\$	247.48
EFT11536	10/06/2021	NARROGIN HARDWARE MAKIT	HARDIPLANK, HARDIFLEX, SCREWS, NAILS, GAP FILLER	\$	501.53
EFT11537	10/06/2021	NARROGIN BEARING SERVICES	PULLEYS, BUSH, BELTS, FREIGHT	\$	202.49
EFT11538	10/06/2021	NARROGIN AUTO ELECTRICS	BATTERIES	\$	358.80
EFT11539	10/06/2021	NARROGIN QUARRY OPERATIONS	ROADBASE	\$	4,536.43
EFT11540	10/06/2021	NARROGIN TOYOTA	DIAMOND WHEEL BLADES	\$	1,044.43
EFT11541	10/06/2021	NARROGIN GUARDIAN PHARMACY	FLU SHOT PETER BRANSBY	\$	10.00
EFT11542	10/06/2021	PERFECT COMPUTER SOLUTIONS	DAILY MONITORING, SOLVING DEBTORS ISSUE	\$	170.00
EFT11543	10/06/2021	THE WORKWEAR GROUP PTY LTD	UNIFORMS	\$	24.95
EFT11544	10/06/2021	RYLAN PTY LTD	YEALERING FOOTPATHS, PRAM RAMPS, CONCRETE	\$	21,615.00
EFT11545	10/06/2021	SHIRE OF WICKEPIN	ACCOMMODATION - DYNAMIC POOLS	\$	760.00
EFT11546	10/06/2021	PETER ROBERT STRIBLING	COMMISSION MAY 2021	\$	414.70
EFT11547	10/06/2021	IAN GORDON SHEDDEN	COMMISSION MAY 2021	\$	420.35
EFT11548	10/06/2021	STYLELITE PTY LTD	SOLAR BOLLARDS	\$	1,100.00
EFT11549	10/06/2021	SISTER KATE'S HOME KIDS ABORIGINAL CORPORATION	REFUND YEALERING HALL HIRE FEE - EVENT CANCELLED	\$	144.00
EFT11550	10/06/2021	SHIRE OF NARROGIN	PLANNING - APPROVALS, EMAILS, AGENDA CHANGES	\$	1,321.50
EFT11551	10/06/2021	TOLL IPEC	FREIGHT - PCS, PATHWEST, SIGMA CHEMICALS	\$	56.11
EFT11552	10/06/2021	THE YEALERING PANTRY	TOILET ROLLS, DISINFECTANT, CLEANING TOWELS	\$	172.95
EFT11553	10/06/2021	WESTRAC EQUIPMENT	SERVICE KITS	\$	795.60
EFT11554	10/06/2021	THOMAS CHARLES WILLIAMSON	DELIVER ROAD BASE	\$	10,537.47
EFT11558	18/06/2021	SHIRE OF WICKEPIN	WSAHA MILESTONE PAYMENT 4 (FINAL)	\$	132,000.00
EFT11559	18/06/2021	SHIRE OF CORRIGIN	WSAHA MILESTONE PAYMENT 4 (FINAL)	\$	66,000.00
EFT11560	18/06/2021	SHIRE OF CUBALLING	WSAHA MILESTONE PAYMENT 4 (FINAL)	\$	132,000.00
EFT11561	18/06/2021	SHIRE OF KONDININ	WSAHA MILESTONE PAYMENT 4 (FINAL)	\$	132,000.00



EFT11562	23/06/2021	FRANCES ALLAN	TRAVEL, PHONE, MEETINGS ALLOWANCE FEB 21 - JUNE 2021	\$	1,432.36
EFT11563	23/06/2021	ALLAN'S BOBCAT & TRUCK HIRE	LAY LIMESTONE BLOCKS	\$	8,470.00
EFT11564	23/06/2021	WES ASTBURY	DEPUTY PRESIDENTS, TRAVEL, PHONE, MEETINGS ALLOWANCE FEBRUARY 2021 - JUNE 2021	\$	1,877.00
EFT11565	23/06/2021	NATHAN STEWART ASTBURY	MEETINGS, PHONE ALLOWANCE FEB 2021 - JUNE 2021	\$	512.80
EFT11566	23/06/2021	BKS ELECTRICAL	UPGRADE SPORTS OVAL LIGHTS	\$	48,774.73
EFT11567	23/06/2021	COUNTRY PAINT SUPPLIES	PAINT, PAIL, BRUSHES	\$	59.01
EFT11568	23/06/2021	ROBERT JOHN CLEMENT	WIRING LOOM, COMBO LIGHT	\$	350.00
EFT11569	23/06/2021	CORSIGN WA	ROAD SIGNS	\$	147.18
EFT11570	23/06/2021	DYNAMIC POOLS AUSTRALIA PTY LTD	REPLACE FILTRATION SYSTEM, MATERIALS, FREIGHT	\$	77,808.94
EFT11571	23/06/2021	SAMANTHA DALMASSON	REIMBURSEMENT MEDICAL ASSESSMENT	\$	220.00
EFT11572	23/06/2021	HANSON CONSTRUCTION MATERIALS	CONCRETE	\$	1,121.45
EFT11573	23/06/2021	SARAH JANE HYDE	TRAVEL, PHONE, MEETINGS ALLOWANCE FEB 21-JUNE 21	\$	1,067.60
EFT11574	23/06/2021	KINGS TREE CARE	POWERLINE PRUNING - YEALERING	\$	6,600.00
EFT11575	23/06/2021	CR ALLAN LANSDELL	MEETINGS & PHONE ALLOWANCE FEB 2021 - JUNE 2021	\$	1,112.80
EFT11576	23/06/2021	GS & B MADEJ BRICKLAYING	REPLACE FLOOR, REPOINT STONEMWORK	\$	15,290.00
EFT11577	23/06/2021	MCPEST PEST CONTROL	TERMITE INSPECTIONS	\$	3,883.00
EFT11578	23/06/2021	MOORE AUSTRALIA	BUDGET AND ANNUAL FINANCIAL REPORTS	\$	1,815.00
EFT11579	23/06/2021	JOHN RAYMOND MEARNS	PHONE & MEETINGS ALLOWANCE FEB 2021 - JUNE 2021	\$	962.80
EFT11580	23/06/2021	GREAT SOUTHERN WASTE DISPOSAL	REFUSE COLLECTION MAY, 2021	\$	7,275.25
EFT11581	23/06/2021	NICHOLLS BUS SERVICE	ANNUAL INSPECTION	\$	187.75
EFT11582	23/06/2021	NARROGIN & DISTRICTS PLUMBING SERVICE	UNBLOCK SEWER DRAIN JOHNSTON ST - MATERIALS, LABOUR, TRAVEL	\$	1,620.30
EFT11583	23/06/2021	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY	\$	285.34
EFT11584	23/06/2021	JULIE ALEXIA RUSSELL	MEETINGS, PHONE PRESIDENTS ALLOWANCE FEBRUARY 2021 - JUNE 2021	\$	3,362.80
EFT11585	23/06/2021	MICHELLE MILLER	CATERING - COUNCIL APRIL & JUNE 2021	\$	638.00
EFT11586	23/06/2021	SHIRE OF NARROGIN	ROAD SWEEPER HIRE	\$	1,487.38
EFT11587	23/06/2021	TOLL IPEC	FREIGHT - DX PRINT	\$	24.26
EFT11588	23/06/2021	TAYLOR BOWLS AUSTRALIA PTY LTD	SET LAWN BOWLS - PETER BRANSBY 30 YEARS SERVICE	\$	650.00
EFT11589	23/06/2021	WICKEPIN DISTRICT SPORTS CLUB	CATERING BOWLS DAY	\$	1,700.00
EFT11590	23/06/2021	INDUSTRIAL AUTOMATION GROUP (WATERMAN IRRIGATION)	REMOTE ACCESS CHARGES 1/07/2020 - 30/06/2021	\$	1,227.42

EFT11591	23/06/2021	WILLIAMS RURAL SUPPLIES	PIPES	\$	4,999.50
EFT11592	23/06/2021	AUSTRALIAN TAXATION OFFICE	BAS MAY 2021	\$	35,976.00
EFT11593	30/06/2021	AIR RESPONSE	REPAIRS TO AIR CON - LABOUR, TRAVEL, FREIGHT, MATERIALS	\$	845.33
EFT11594	30/06/2021	BKS ELECTRICAL	MATERIALS TO INSTALL FLOODLIGHTS, LABOUR, TRAVEL	\$	3,815.02
EFT11595	30/06/2021	LGIS RISK MANAGEMENT	RISK CO-ORDINATOR FEE 2ND INSTALMENT 2020/2021	\$	2,780.26
EFT11596	30/06/2021	ELDERS WICKEPIN	COOLANT	\$	937.50
EFT11597	30/06/2021	FARMERS CENTRE	O RING KIT	\$	26.94
EFT11598	30/06/2021	HANCOCKS HOME HARDWARE	FLUORO TUBES, GLOBES, DOWNLIGHT, SINK MIXER	\$	239.19
EFT11599	30/06/2021	NARROGIN TYRE SERVICE	PUNCTURE REPAIR	\$	38.50
EFT11600	30/06/2021	METAL ARTWORK CREATIONS	PLAQUES FOR SHIELDS PRESENTED TO S MARTIN & P BRANSBY	\$	36.30
EFT11601	30/06/2021	NARROGIN AGRICULTURAL REPAIRS	SCREWS	\$	4.00
EFT11602	30/06/2021	PERFECT COMPUTER SOLUTIONS	DAILY MONITORING JUNE 2021, UPGRADE TO SYNERGYSOFT	\$	425.00
EFT11603	30/06/2021	REPCO	LED LIGHTS, AUTO WIRE	\$	205.56
EFT11604	30/06/2021	WAYNE DOUGLAS RUSHTON	YEALERING HALL BOND	\$	600.00
EFT11605	30/06/2021	SHIRE OF WICKEPIN	ACCOMMODATION DYNAMIC POOLS - POOL REPAIRS	\$	605.00
EFT11606	30/06/2021	R J SMITH ENGINEERING	FLAT BAR, ANGLE, CUTTING	\$	194.05
EFT11607	30/06/2021	TOLL IPEC	FREIGHT - STYLELITE	\$	45.43
EFT11608	30/06/2021	THE YEALERING PANTRY	INSPECTIONS	\$	203.50
EFT11609	30/06/2021	TOWN TEAM MOVEMENT	STAGE 4 WORKS	\$	3,729.00
EFT11610	30/06/2021	WICKEPIN NEWSAGENCY	CATERING	\$	296.09
EFT11611	30/06/2021	WICKEPIN ARTS AND CRAFTS ASSOCIATION	COMMUNITY GRANT 2020/2021	\$	500.00
EFT11612	30/06/2021	WCP CIVIL PTY LTD	SUPPLY AND LAY ASPHALT, TRAFFIC MANAGEMENT	\$	119,744.15
EFT11613	30/06/2021	YEALERING SPRAYING SERVICE	MOSQUITO SPRAYING YEALERING	\$	836.00
EFT11614	30/06/2021	YEALERING AGPARTS	BATTERIES	\$	402.52
EFT11628	30/06/2021	DIAL BEFORE YOU DIG	QUARTERLY REFERRAL FEE APRIL - JUNE, 2021	\$	110.00
EFT11629	30/06/2021	EDWARDS HOLDEN	FLOOR MATS	\$	105.70
EFT11630	30/06/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL ACCOUNT JUNE, 2021	\$	17,680.69
EFT11631	30/06/2021	NARROGIN BEARING SERVICES	PULLEY, BUSH, FREIGHT	\$	124.54
EFT11632	30/06/2021	NARROGIN LIQUOR STORE	REFRESHMENTS	\$	312.94
EFT11633	30/06/2021	PETER ROBERT STRIBLING	COMMISSION JUNE, 2021	\$	281.90

EFT11634	30/06/2021	IAN GORDON SHEDDEN	COMMISSION JUNE, 2021	\$	736.85
EFT11635	30/06/2021	SHIRE OF NARROGIN	PREMISE INSPECTION, LETTER DRAFT	\$	413.00
EFT11636	30/06/2021	TOLL IPEC	FREIGHT - CORSIGN	\$	12.32
			<b>TOTALS EFT</b>	<b>\$</b>	<b>2,137,436.74</b>
15756	10/06/2021	SYNERGY	STREETLIGHTS 25/04/2021 - 24/05/2021	\$	1,788.38
15757	10/06/2021	WATER CORPORATION	WATER ACCOUNT 25/03/2021 - 26/05/2021	\$	8,396.13
15758	15/06/2021	WATER CORPORATION	WATER ACCOUNT 24/02/2021 - 21/04/2021	\$	426.62
15760	21/06/2021	SHIRE OF WICKEPIN	LICENCE RENEWAL & RECORDING FEE 2021/2022	\$	8,664.40
15761	23/06/2021	SYNERGY	POWER ACCOUNT 6/03/2021 - 7/05/2021	\$	1,848.00
15762	30/06/2021	AC & EJ FULFORD & CO	EXCAVATE DAM & DRAINAGE - HARRISMITH	\$	22,000.00
15763	30/06/2021	SYNERGY	POWER ACCOUNT 20/04/2021 - 17/06/2021	\$	1,260.71
15764	30/06/2021	WATER CORPORATION	WATER ACCOUNT	\$	2,493.04
15765	30/06/2021	CONPLANT	SUPPLY NEW ROLLER COMBINATION	\$	53,350.00
			<b>TOTALS CHEQUES</b>	<b>\$</b>	<b>100,227.28</b>
DD12253.1	09/06/2021	CLASSIC FUNDING GROUP PTY LTD	PHOTOCOPIER CHARGES JUNE, 2021	\$	884.40
DD12301.1	21/06/2021	CLASSIC FUNDING GROUP PTY LTD	COPIER CHARGES	\$	310.07
DD12282.1	16/06/2021	WESTNET PTY LTD	INTERNET CHARGES 1/07/2021 - 1/08/2021	\$	144.90
			<b>TOTALS DIRECT DEBITS</b>	<b>\$</b>	<b>1,339.37</b>
DD12331.1	22/06/2021	ANZ BANK	CHANGE OF PLATES, PLATE REMAKE, DIESEL	\$	125.90
			<b>TOTALS CREDIT CARD</b>	<b>\$</b>	<b>125.90</b>
DD12241.1	02/06/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	4,413.18
DD12241.2	02/06/2021	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$	25.98
DD12241.3	02/06/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	297.37
DD12241.4	02/06/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	537.52
DD12241.5	02/06/2021	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	211.53
DD12241.6	02/06/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	\$	166.23
DD12241.7	02/06/2021	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$	238.33
DD12241.8	02/06/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	303.77
DD12287.1	16/06/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	4,477.22
DD12287.2	16/06/2021	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$	142.25
DD12287.3	16/06/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	296.19
DD12287.4	16/06/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	365.07
DD12287.5	16/06/2021	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	207.47
DD12287.6	16/06/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	\$	143.69

DD12287.7	16/06/2021	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$	202.83
DD12287.8	16/06/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	389.78
DD12311.1	16/06/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	47.50
DD12333.1	30/06/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	4,437.86
DD12333.2	30/06/2021	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$	56.08
DD12333.3	30/06/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	293.98
DD12333.4	30/06/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	366.99
DD12333.5	30/06/2021	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	211.53
DD12333.6	30/06/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	\$	154.97
DD12333.7	30/06/2021	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$	202.83
DD12333.8	30/06/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	242.66
DD12333.9	30/06/2021	MLC MASTERKEY BUSINESS/PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	397.83
			<b>TOTALS SUPERANNUATION</b>	<b>\$</b>	<b>18,830.64</b>
63080621	08/06/2021	TELSTRA	PHONE, INTERNET, WIFI ACCOUNT MAY, 2021	\$	1,569.57
			<b>TOTALS BPAY</b>	<b>\$</b>	<b>1,569.57</b>
98010621	01/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	3,516.20
98040621	03/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	302.05
98040621	04/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	3,015.30
98080621	08/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	3,147.40
98090621	09/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	153.15
98110621	11/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	2,719.65
98140621	14/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	351.70
98150621	15/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	935.60
98160621	16/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	971.05
98170621	17/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	11,403.05
98180621	18/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	913.35
98210621	21/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	10,323.40
98230621	23/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	4,507.10
98240621	24/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	159.00
98250621	25/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	3,746.30
98280621	28/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	804.70
98290621	29/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	6,849.55
98300621	30/06/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$	87.10
			<b>TOTALS LICENSING</b>	<b>\$</b>	<b>53,905.65</b>

2/06/2021	02/06/2021	PAYROLL	PAYROLL		\$ 39,022.00
16/06/2021	16/06/2021	PAYROLL	PAYROLL		\$ 38,682.00
30/06/2021	30/06/2021	PAYROLL	PAYROLL		\$ 36,852.00
				<b>TOTALS PAYROLL</b>	<b>\$ 114,556.00</b>
				<b>ACCOUNT TOTALS</b>	<b>\$ 424.95 \$ 2,427,991.15</b>
				<b>TOTAL PAYMENTS FOR JUNE</b>	<b>\$ 2,428,416.10</b>
<b>Credit Card Payment Summary</b>					
<b>24TH May 2021 - 22ND June 2021</b>					
	<b>DATE</b>	<b>COMPANY</b>	<b>PURCHASE</b>	<b>AMOUNT</b>	
	28/05/2021	SHIRE OF WICKEPIN - DOT	PLATE CHANGE, PLATE REMAKE	\$ 73.90	
	8/06/2021	CHEYNES BEACH CARAVAN PARK	DIESEL	\$ 52.00	
				<b>Total Payments</b>	<b>\$ 125.90</b>

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.02 Financial Report

---

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1212</b>
<b>Author:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>14 July 2021</b>

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**Enclosure/Attachments:** Monthly reports.

#### **Background:**

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

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

#### **Comments:**

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

#### **Statutory Environment:**

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing -

- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
- (c) Such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown -

- (a) According to nature and type classification;
- (b) By program; or
- (c) By business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -

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

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

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That the financial statements tabled for the period ending 30 June 2021 as presented be received.

**Voting Requirements:** Simple majority

**Resolution No 210721-07**

**Moved Cr Allan / Seconded Cr Lansdell**

That the financial statements tabled for the period ending 30 June 2021 as presented be received.

**Carried 6/0**



## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

For the Period Ended 30 June 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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## Shire of Wickepin

### Compilation Report

For the Period Ended 30 June 2021

### Report Purpose

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

### Overview

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

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 June 2021 of \$1,929,782.

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

### Preparation

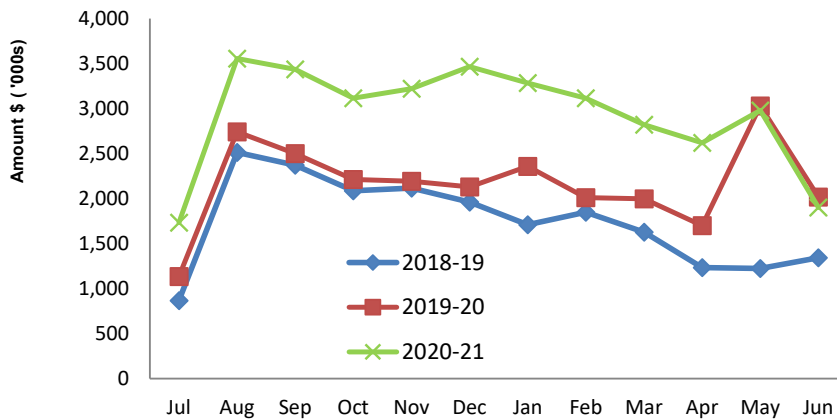
Prepared by: Erika Clement DCEO

Date prepared: 8-Jul-21

Reviewed by: Mark Hook CEO

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 30 June 2021

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



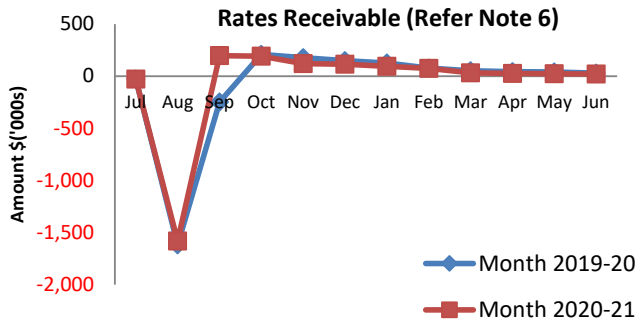
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 2,900,893
Restricted	\$ 2,824,404
	\$ 5,725,297

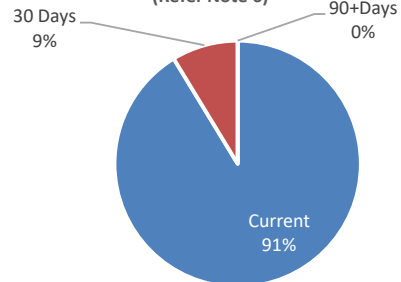
**Receivables**

Rates	\$ 22,108
Other	\$ 29,288
	\$ 51,396

**Rates Receivable (Refer Note 6)**



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



**Comments**

Unrestricted cash includes the following payments in advance

20/21 FESA paid in advance	\$12,941
20/21 Grants Commission - General	\$561,490
20/21 Grants Commission - Roads	\$303,312
<b>Amounts paid in advance</b>	<b>\$877,743</b>

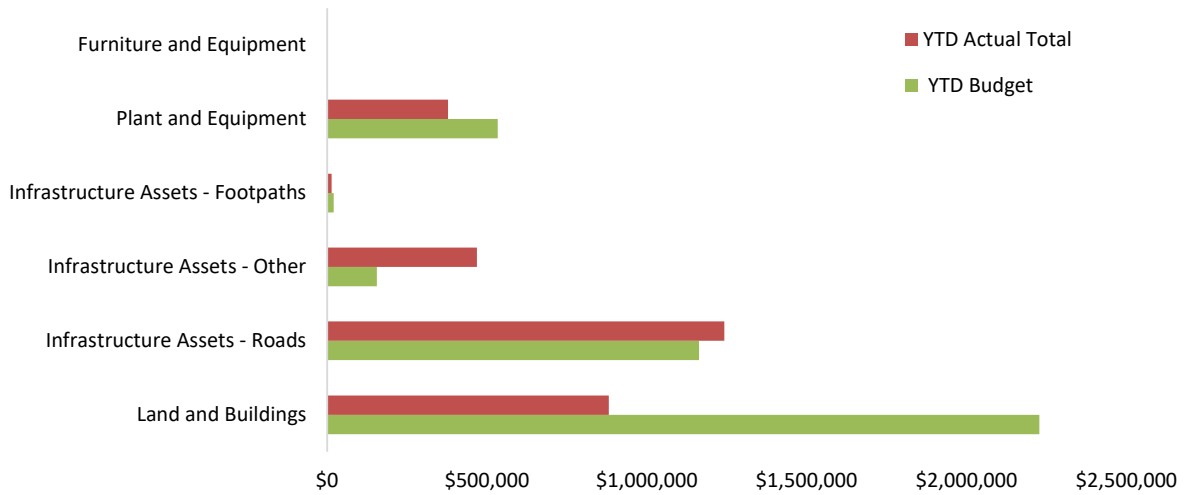
This information is to be read in conjunction with the accompanying Financial Statements and notes.

# Shire of Wickepin

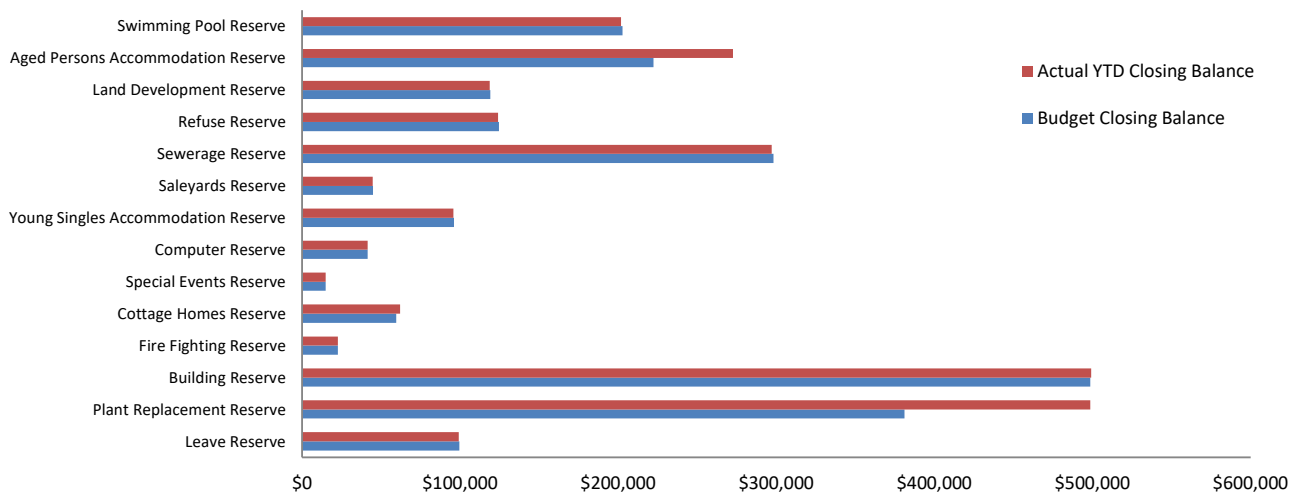
## Monthly Summary Information

For the Period Ended 30 June 2021

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



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



### Comments

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

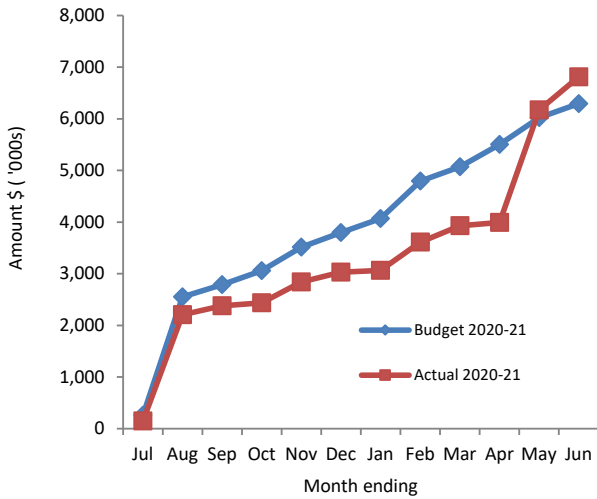
# Shire of Wickepin

## Monthly Summary Information

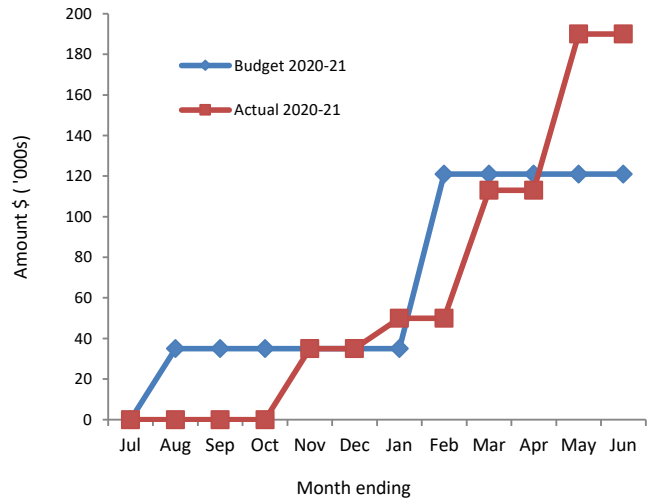
For the Period Ended 30 June 2021

### Revenues

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

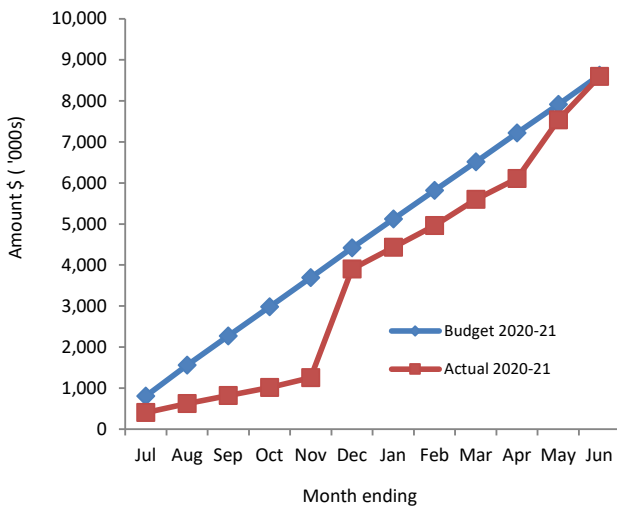


**Budget Capital Revenue -v- Actual (Refer Note 2)**

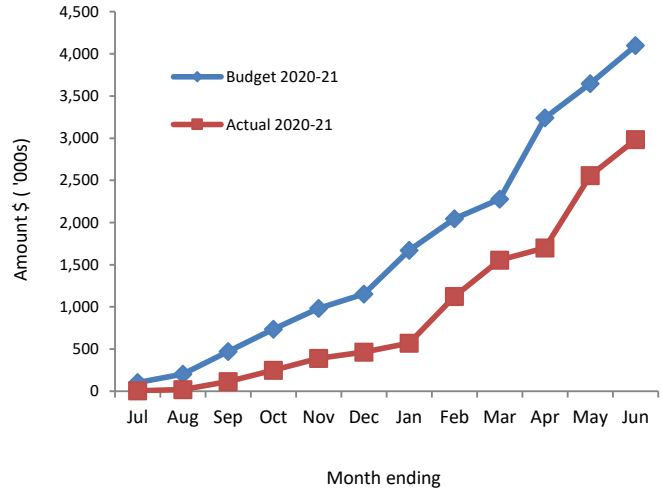


### Expenditure

**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.

Council Meeting  
SHIRE OF WICKEPIN  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 30 June 2021

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>						
	\$	\$	\$	\$	%	
Governance	8,208	8,208	3,633	(4,575)	(55.74%)	
General Purpose Funding - Rates	1,370,075	1,370,100	1,363,292	(6,808)	(0.50%)	
General Purpose Funding - Other	778,745	778,720	1,627,320	848,600	108.97%	▲
Law, Order and Public Safety	87,111	87,111	115,957	28,846	33.11%	▲
Health	100	100	740	640	640.00%	
Education and Welfare	4,050	4,050	4,041	(9)	(0.22%)	
Housing	2,683,013	2,683,013	1,850,180	(832,833)	(31.04%)	▼
Community Amenities	172,970	172,970	219,459	46,489	26.88%	▲
Recreation and Culture	16,073	16,073	22,333	6,260	38.95%	
Transport	716,469	716,469	993,336	276,867	38.64%	▲
Economic Services	417,011	417,011	309,710	(107,301)	(25.73%)	▼
Other Property and Services	40,500	40,500	300,707	260,207	642.49%	▲
<b>Total Operating Revenue</b>	<b>6,294,325</b>	<b>6,294,325</b>	<b>6,810,708</b>	<b>516,383</b>		
<b>Operating Expense</b>						
Governance	(474,680)	(474,680)	(402,760)	71,919	15.15%	▼
General Purpose Funding	(85,555)	(85,555)	(79,353)	6,201	7.25%	
Law, Order and Public Safety	(219,127)	(219,127)	(207,334)	11,793	5.38%	
Health	(28,109)	(28,109)	(18,228)	9,881	35.15%	
Education and Welfare	(25,427)	(25,427)	(12,214)	13,214	51.97%	▼
Housing	(1,462,220)	(1,462,220)	(1,436,198)	26,023	1.78%	
Community Amenities	(371,839)	(371,839)	(350,721)	21,117	5.68%	
Recreation and Culture	(1,064,068)	(1,064,068)	(1,007,538)	56,530	5.31%	
Transport	(4,499,909)	(4,499,909)	(4,721,945)	(222,035)	(4.93%)	
Economic Services	(322,008)	(322,008)	(234,335)	87,673	27.23%	▼
Other Property and Services	(75,119)	(75,119)	(127,922)	(52,803)	(70.29%)	▲
<b>Total Operating Expenditure</b>	<b>(8,628,062)</b>	<b>(8,628,062)</b>	<b>(8,598,548)</b>	<b>29,514</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	4,317,355	4,317,355	4,729,345	411,990	9.54%	
Adjust (Profit)/Loss on Asset Disposal	8,623	8,623	(17,674)	(26,297)	(304.97%)	▼
Adjust Provisions and Accruals	746	0	1,946	1,946		
Adjust Rounding	0	0	0	0		
<b>Net Cash from Operations</b>	<b>1,992,987</b>	<b>1,992,241</b>	<b>2,925,776</b>	<b>933,535</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	207,000	120,750	189,514	68,764	56.95%	▲
<b>Total Capital Revenues</b>	<b>207,000</b>	<b>120,750</b>	<b>189,514</b>	<b>68,764</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0		
Land and Buildings	(2,227,626)	(2,227,626)	(881,105)	1,346,521	60.45%	▼
Infrastructure - Roads	(1,161,805)	(1,162,672)	(1,241,777)	(79,105)	(6.80%)	
Infrastructure - Footpaths	(20,000)	(20,000)	(14,054)	5,946	29.73%	▼
Infrastructure -Other	(235,000)	(155,000)	(467,980)	(312,980)	(201.92%)	▲
Plant and Equipment	(533,000)	(533,000)	(377,656)	155,344	29.15%	▼
Furniture and Equipment	0	0	0	0		
<b>Total Capital Expenditure</b>	<b>(4,177,431)</b>	<b>(4,098,298)</b>	<b>(2,982,571)</b>	<b>1,115,727</b>		
<b>Net Cash from Capital Activities</b>	<b>(3,970,431)</b>	<b>(3,977,548)</b>	<b>(2,793,058)</b>	<b>1,184,490</b>		
<b>Financing</b>						
Proceeds from New Debentures	440,000	0	408,000	408,000		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	6,582	6,582	6,582	(0)	(0.00%)	
Transfer from Reserves	51,321	0	0	0		
Advances to Community Groups	0	0	0	0		
Repayment of Debentures	(32,474)	(32,474)	(26,090)	6,384	19.66%	▼
Transfer to Reserves	(158,000)	0	(575,512)	(575,512)		▲
<b>Net Cash from Financing Activities</b>	<b>307,429</b>	<b>(25,892)</b>	<b>(187,021)</b>	<b>(161,129)</b>		
<b>Net Operations, Capital and Financing</b>	<b>(1,670,015)</b>	<b>(2,011,199)</b>	<b>(54,302)</b>	<b>1,930,600</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>1,670,560</b>	<b>1,984,084</b>	<b>1,984,084</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>545</b>	<b>(27,116)</b>	<b>1,929,782</b>	<b>1,930,600</b>		

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

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

Council Meeting  
**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 June 2021**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,370,075	1,370,075	1,363,292	(6,783)	(0.50%)	
Operating Grants, Subsidies and Contributions	11	2,215,216	2,215,216	3,126,939	911,723	41.16%	▲
Fees and Charges		423,391	423,391	750,512	327,121	77.26%	▲
Service Charges		0	0	0	0		
Interest Earnings		35,500	35,500	17,312	(18,188)	(51.23%)	▼
Other Revenue		0	0	109	109		
Profit on Disposal of Assets	8	14,503	14,503	22,523			
<b>Total Operating Revenue</b>		<b>4,058,685</b>	<b>4,058,685</b>	<b>5,280,687</b>	<b>1,213,982</b>		
<b>Operating Expense</b>							
Employee Costs		(1,194,487)	(1,194,044)	(1,204,703)	(10,659)	(0.89%)	
Materials and Contracts		(2,695,507)	(2,695,951)	(2,273,573)	422,377	15.67%	▲
Utility Charges		(185,750)	(185,750)	(196,785)	(11,035)	(5.94%)	
Depreciation on Non-Current Assets		(4,317,355)	(4,317,355)	(4,729,345)	(411,990)	(9.54%)	
Interest Expenses		(8,636)	(8,636)	(3,806)	4,830	55.93%	▲
Insurance Expenses		(192,201)	(192,201)	(148,523)	43,678	22.73%	▲
Other Expenditure		(11,000)	(11,000)	(36,965)	(25,965)	(236.04%)	▼
Loss on Disposal of Assets	8	(23,126)	(23,126)	(4,849)	18,277	79.03%	
<b>Total Operating Expenditure</b>		<b>(8,628,062)</b>	<b>(8,628,062)</b>	<b>(8,598,548)</b>	<b>29,514</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,317,355	4,317,355	4,729,345	411,990	9.54%	
Adjust (Profit)/Loss on Asset Disposal	8	8,623	8,623	(17,674)	(26,297)	(304.97%)	▼
Adjust Provisions and Accruals		746	0	1,946	1,946		
Adjust Rounding		0	0	0	0		
<b>Net Cash from Operations</b>		<b>(242,653)</b>	<b>(243,399)</b>	<b>1,395,756</b>	<b>1,631,135</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,235,640	2,235,640	1,530,020	(705,620)	(31.56%)	▼
Proceeds from Disposal of Assets	8	207,000	120,750	189,514	68,764	56.95%	▲
<b>Total Capital Revenues</b>		<b>2,442,640</b>	<b>2,356,390</b>	<b>1,719,534</b>	<b>(636,856)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(2,227,626)	(2,227,626)	(881,105)	1,346,521	60.45%	▲
Infrastructure - Roads	13	(1,161,805)	(1,162,672)	(1,241,777)	(79,105)	(6.80%)	
Infrastructure - Footpaths	13	(20,000)	(20,000)	(14,054)	5,946	29.73%	▲
Infrastructure - Drainage	13	(235,000)	(155,000)	(467,980)	(312,980)	(201.92%)	▼
Plant and Equipment	13	(533,000)	(533,000)	(377,656)	155,344	29.15%	▲
Furniture and Equipment	13	0	0	0	0		
<b>Total Capital Expenditure</b>		<b>(4,177,431)</b>	<b>(4,098,298)</b>	<b>(2,982,571)</b>	<b>1,115,727</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,734,791)</b>	<b>(1,741,908)</b>	<b>(1,263,037)</b>	<b>478,871</b>		
<b>Financing</b>							
Proceeds from New Debentures		440,000	0	408,000	408,000		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,582	6,582	6,582	(0)	(0.00%)	
Transfer from Reserves	7	51,321	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(32,474)	(32,474)	(26,090)	6,384	19.66%	▲
Transfer to Reserves	7	(158,000)	0	(575,512)	(575,512)		▼
<b>Net Cash from Financing Activities</b>		<b>307,429</b>	<b>(25,892)</b>	<b>(187,021)</b>	<b>(161,129)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,670,015)</b>	<b>(2,011,199)</b>	<b>(54,302)</b>	<b>1,948,877</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,670,560</b>	<b>1,984,084</b>	<b>1,984,084</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>545</b>	<b>(27,116)</b>	<b>1,929,782</b>	<b>1,948,877</b>		

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

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

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 30 June 2021

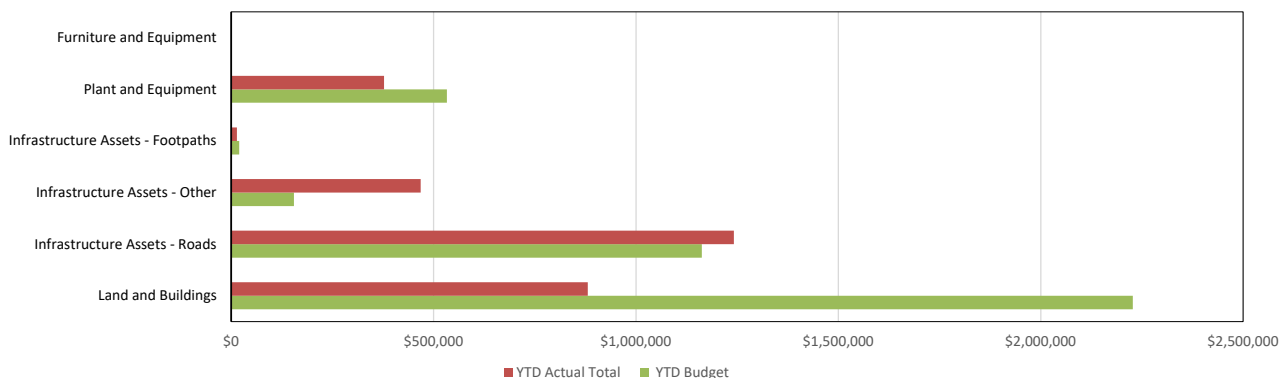
Capital Acquisitions	Note	YTD 30 06 2021					Variance (d) - (c)
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	
Land and Buildings	13	\$ 881,105	\$ 0	\$ 881,105	\$ 2,227,626	\$ 2,227,626	\$ (1,346,521)
Infrastructure Assets - Roads	13		1,241,777	1,241,777	1,162,672	1,161,805	79,105
Infrastructure Assets - Other	13	467,980	0	467,980	155,000	235,000	312,980
Infrastructure Assets - Footpaths	13	0	14,054	14,054	20,000	20,000	(5,946)
Plant and Equipment	13	377,656	0	377,656	533,000	533,000	(155,344)
Furniture and Equipment	13	0	0	0	0	0	0
<b>Capital Expenditure Totals</b>		<b>1,726,741</b>	<b>1,255,830</b>	<b>2,982,571.00</b>	<b>4,098,298</b>	<b>4,177,431</b>	<b>(1,115,727)</b>

Funded By:

Capital Grants and Contributions	1,530,020	2,235,640	2,235,640	705,620
Borrowings	408,000	0	440,000	408,000
Other (Disposals & C/Fwd)	189,514	120,750	8,623	68,764
Own Source Funding - Cash Backed Reserves				
Aged Accommodation Reserve	0	0	51,321	0
Building Reserve				
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>567,497</b>	<b>0</b>	<b>(51,321)</b>	<b>567,497</b>
Own Source Funding - Operations	287,540	1,741,908	1,441,847	(1,454,368)
<b>Capital Funding Total</b>	<b>2,982,571</b>	<b>4,098,298</b>	<b>4,177,431</b>	<b>(1,115,727)</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

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

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

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



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

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

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

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

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

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

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

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

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

**(s) GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

**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.

NOTES TO FINANCIAL ACTIVITY STATEMENT  
For the Period Ended 30 June 2021**Note 2: EXPLANATION OF MATERIAL VARIANCES**

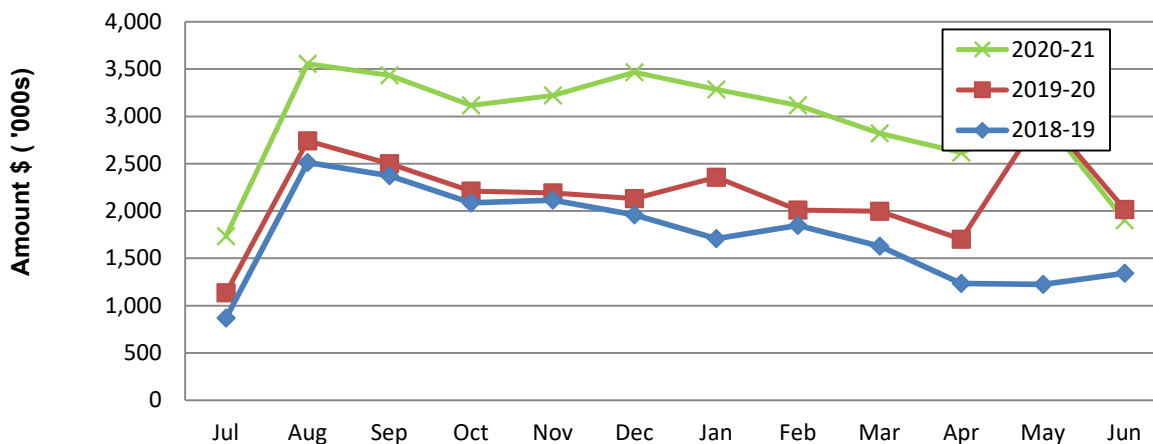
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	(4,575)	(55.74%)			
General Purpose Funding - Other	848,600	108.97%	▲	Permanent	First Payment of 2021-2022 Fags
Law, Order and Public Safety	28,846	33.11%	▲	Permanent	Higher Fines/Penalties, Increase in Dog Registrations
Housing	(832,833)	(31.04%)	▼	Permanent	Due to income in Contract Liabilities
Community Amenities	46,489	26.88%	▲	Permanent	Increase in cemetery fees,planning fees
Recreation and Culture	6,260	38.95%			
Transport	276,867	38.64%	▲	Permanent	Increase in Road Project Grants
Economic Services	(107,301)	(25.73%)	▼	Permanent	Waiting for CLGF Final Payment
Other Property and Services	260,207	642.49%	▲	Permanent	Higher Private Works Charges
<b>Operating Expense</b>					
Governance	71,919	15.15%	▼	Permanent	Less costs fro Staff Training, Uniforms & Consultancy Fees
General Purpose Funding	6,201	7.25%			
Law, Order and Public Safety	11,793	5.38%			
Health	9,881	35.15%			
Education and Welfare	13,214	51.97%	▼	Permanent	Costs Down - Donations ( Transport and Refreshments Schools), CDO projects.
Housing	26,023	1.78%			
Community Amenities	21,117	5.68%			
Recreation and Culture	56,530	5.31%			
Transport	(222,035)	(4.93%)			
Economic Services	87,673	27.23%	▼	Permanent	Various Account Costs down - Area Promotion, Rural Counselling,Group Scheme - Narrogin. Caravan Park Maintenance (Units)
Other Property and Services	(52,803)	(70.29%)	▲	Permanent	More Long Service Leave taken than budgeted.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(705,620)	(31.56%)	▼	Permanent	Housing income in Contract Liabilities.
Proceeds from Disposal of Assets	68,764	56.95%	▲	Permanent	Increase in profit on Disposal of Vehicles
<b>Capital Expenses</b>					
Land and Buildings	1,346,521	60.45%	▼	Permanent	WSAHA Project behind, Staff housing Delayed ( To be carried over to 21.22)
Infrastructure - Roads	(79,105)	(6.80%)			
Infrastructure - Footpaths	5,946	29.73%	▼	Permanent	Work completed on footpaths for 2021
Plant and Equipment	155,344	29.15%	▼	Permanent	Plant still to be purchased (Delays on Delivery) (To be carried over to 21.22)
<b>Financing</b>					
Loan Principal	6,384	19.66%	▼		Reduced payment against budget

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 June 2021

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
Note	YTD 30 Jun 2021	30 June 2020	YTD 29 Jun 2020	
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	4	2,900,893	2,606,920	975,440
Cash Restricted	4	2,824,404	2,248,893	1,274,113
Receivables - Rates	6	22,108	29,869	73,835
Receivables -Other	6	29,288	1,710	112,223
Interest / ATO Receivable/Trust		87,804	110,221	27,693
Inventories			0	0
		5,864,497	4,997,612	2,463,304
<b>Less: Current Liabilities</b>				
Payables		(27,643)	(115,755)	(26,842)
Contract Liabilities		(853,441)	(428,777)	
Provisions		(229,228)	(220,104)	(144,743)
		(1,110,312)	(764,636)	(171,586)
Less: Cash Reserves	7	(2,824,404)	(2,248,893)	(1,274,113)
<b>Net Current Funding Position</b>		<b>1,929,781</b>	<b>1,984,084</b>	<b>1,017,605</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2021**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	579,804			579,804	ANZ	At Call
Reserve Bank Account	0.00%		2,824,404		2,824,404	ANZ	At Call
Trust Bank Account	0.00%			200,940	200,940	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal	0.60%				0		
Municipal	0.20%	1,891,851			1,891,851	WA Treasury	At Call
Reserve	0.20%				0		
Trust	0.20%				0		
<b>Total</b>		<b>2,472,356</b>	<b>2,824,404</b>	<b>200,940</b>	<b>5,497,700</b>		

**Comments/Notes - Investments**

**Note 5: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>		Opening Surplus	\$	\$	\$	\$ 545
	<b>Permanent Changes</b>		Opening Surplus(Deficit)			(55,258)	(54,713)
3854	Card Swipe Gate Tip		Capital Expenses		10,000		(44,713)
CLPH2	Yealering hall loading Ramp		Capital Expenses			(3,000)	(47,713)
LYCC	Yealering Bowling Club		Capital Expenses	3,500			(44,213)
YGCC	Yealering Golf Club		Capital Expenses	5,400			(38,813)
6034	Plant and Equipment		Capital Expenses			(6,500)	(45,313)
CWBCI	Industrial Shed		Capital Expenses	340,000			294,687
WPLG	Wogolin Play Ground		Capital Expenses			(601,359)	(306,672)
7046	Grants		Capital Revenue	261,359			(45,313)
0252	Audit Fees		Operating Expenses	5,000			(40,313)
0712	Staff Training		Operating Expenses	10,000			(30,313)
7302	Private Works		Operating Expenses			(39,240)	(69,553)
7333	Private Works		Operating Expenses	18,000			(51,553)
LCP1	Caravan Parks		Operating Expenses	114,000			62,447
WPLG	Wogolin Playground		Operating Expenses			(25,000)	37,447
4873	Building Reserve		Operating Expenses			(89,000)	(51,553)
0151	Rates Discount		Operating Expenses			(7,000)	(58,553)
0103	Annual Interest		Operating Revenue			(12,000)	(70,553)
0113	Interest on reserves		Operating Revenue			(10,000)	(80,553)
04173	Environmental Grants		Operating Revenue	31,595			(48,958)
5893	Road Project Grants		Operating Revenue	234,858			185,900
7083	Charges Stand Pipes		Operating Revenue			(6,000)	179,900
5873	Reimbursements		Operating Revenue	200,000			379,900
5483	Grants		Operating Revenue		10,000		389,900
				<b>0</b>	<b>1,243,712</b>	<b>(854,357)</b>	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2021

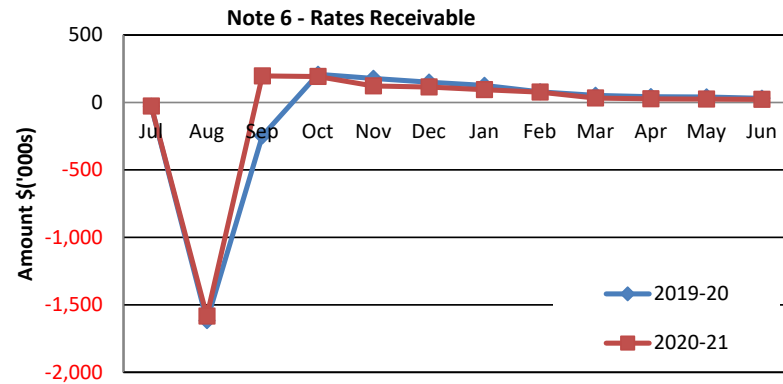
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
% Collected

	YTD 30 Jun 2021	30 June 2020
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,534,515	1,534,110
<u>Less</u> Collections to date	(1,531,929)	(1,519,102)
<b>Equals Current Outstanding</b>	<b>22,108</b>	<b>34,530</b>
<b>Net Rates Collectable</b>	<b>22,108</b>	<b>34,530</b>
% Collected	98.58%	97.78%



Comments/Notes - Receivables Rates

**Receivables - General**

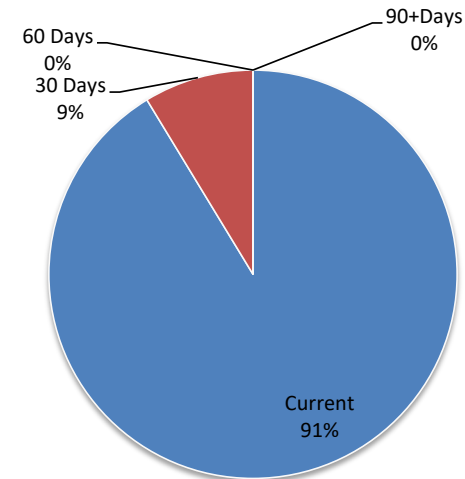
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	26,741	2,548		0
<b>Total Receivables General Outstanding</b>				<b>29,288</b>

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



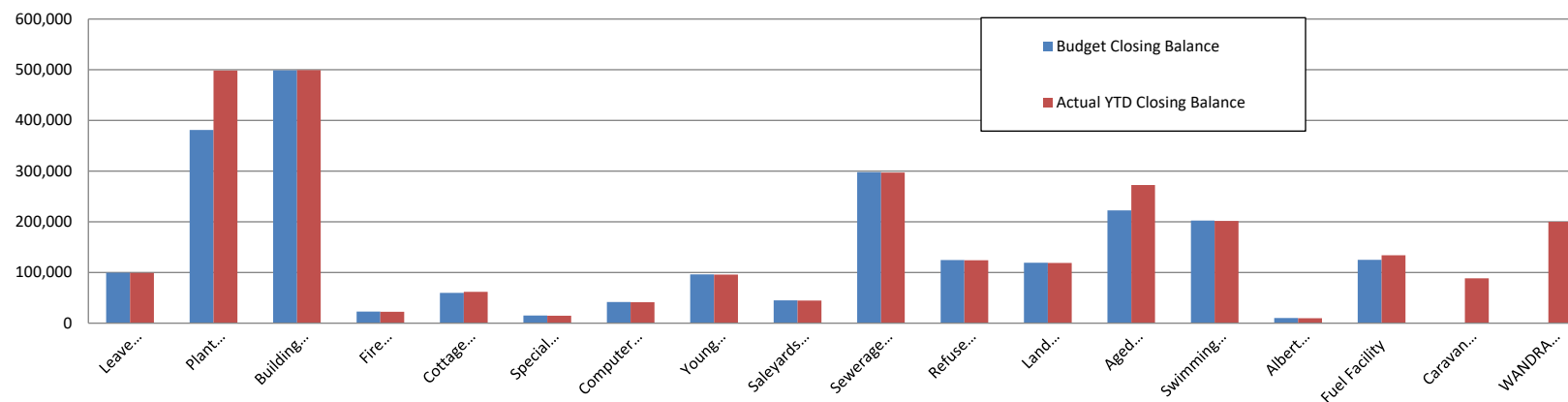
Comments/Notes - Receivables General

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

**Note 7: Cash Backed Reserve**

2020-21										
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	98,750.82	750.51	352						99,501	99,103
Plant Replacement Reserve	337,503.91	2,565.03	1,201	41,000	159,800				381,069	498,505
Building Reserve	494,855.68	3,760.90	1,766		2,498				498,617	499,119
Fire Fighting Reserve	22,538.09	171.29	80						22,709	22,618
Cottage Homes Reserve	54,160.40	411.62	194	5,000	7,579				59,572	61,933
Special Events Reserve	14,828.34	112.70	53						14,941	14,881
Computer Reserve	31,325.33	238.07	112	10,000	10,000				41,563	41,437
Young Singles Accommodation Reserve	90,394.32	687.00	322	5,000	5,000				96,081	95,716
Saleyards Reserve	39,544.13	300.54	141	5,000	5,000				44,845	44,685
Sewerage Reserve	266,154.35	1,930.77	949	30,000	30,000				298,085	297,103
Refuse Reserve	123,517.99	938.74	440						124,457	123,958
Land Development Reserve	118,235.98	898.59	422						119,135	118,658
Aged Persons Accommodation Reserve	271,588.81	2,064.07	968			51,321			222,332	272,557
Swimming Pool Reserve	201,094.85	1,528.32	717						202,623	201,812
Albert Facey Homestead Reserve	9,911.46	75.33	35						9,987	9,947
Fuel Facility	74,488.05	566.11	265	50,000	59,240				125,054	133,994
Caravan Park & Accommodation Reserve	0.00	0.00			88,380				0	88,380
WANDRA events & Emergency Repairs Reserve	0.00	0.00			200,000				0	200,000
	<b>2,248,893</b>	<b>17,000</b>	<b>8,015</b>	<b>146,000</b>	<b>567,497</b>	<b>51,321</b>	<b>0</b>		<b>2,360,571</b>	<b>2,824,404</b>

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2021

## Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 06 2021			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
37,777	2,329	34,995	(454)	P0AJ Isuzu	4,052	(454)	(4,505)	
43,377	3,227	39,810	(340)	P0AK Isuzu	4,052	(340)	(4,391)	
			0	P2283 Toyota Forklift	2,000	0	(2,000)	
56,000	26,128	41,818	11,946	P1955 Hino 300 Construction Dual Cab	4,400	11,946	7,546	
			0	P698 Hino Tip Truck - Gardeners	(13,200)	0	13,200	
32,729	14,715	21,358	3,343	P468A Holden Colorado Tray Top Ute	(194)	3,343	3,537	
34,000	15,314	14,631	(4,055)	P632A Holden Colorado 4x4 Ute	(4,400)	(4,055)	345	
48,408	18,740	36,902	7,234	Pfacey Toyota Hilux PFacey	(5,332)	7,234	12,566	
<b>252,291</b>	<b>80,451</b>	<b>189,514</b>	<b>17,674</b>		<b>(8,623)</b>	<b>17,674</b>	<b>26,297</b>	

Comments - Capital Disposal/Replacements

Council Meeting  
SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2021

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>Differential General Rate</b>											
GRV	0.073020	194	1,751,499	127,894	364	0	128,258	127,894			127,894
UV	0.008885	278	148,803,150	1,322,116	675		1,322,791	1,322,278			1,322,278
<b>Sub-Totals</b>		472	150,554,650	1,450,010	1,039	0	1,451,050	1,450,172	0	0	1,450,172
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	400.00	63	158,748	25,200			25,200	25,200			25,200
UV	400.00	14	325,246	5,600			5,600	6,000			6,000
<b>Sub-Totals</b>		77	483,994	30,800	0	0	30,800	31,200	0	0	31,200
Ex Gratia Rates							1,481,850				1,481,372
Discount							17,190				11,734
Rates Writeoffs							(135,718)				(128,450)
							(29)				(25)
<b>Amount from General Rates</b>							<b>1,363,292</b>				<b>1,364,631</b>
Specified Area Rates											
<b>Totals</b>							<b>1,363,292</b>				<b>1,364,631</b>

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2021

## 10. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 102 - WD Sports Club SS Greens	20,554		6582	6,582	13,972	20,554	346	757	17/01/2023
Loan 103 -Staff House		408,000	19509	25,892	388,491	414,018	1908	7,378	2/12/2030
	20,554	408,000	26,090	32,474	402,463	434,572	2,254	8,135	

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 30 June 2021**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2020-21 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	514,217	0	514,217	0	1,079,654	(565,437)
Grants Commission - Roads	WALGGC	Y	224,978	0	224,978	0	524,712	(299,734)
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	35,363	0	35,363	0	63,478	(28,115)
<b>HOUSING</b>								
WSAHA Grant	DPIRD	Y	13,158		13158		0	13,158
WSAHA Grant	DPIRD	Y	1,300,000			1,300,000	1,300,000	0
WSAHA Grant	DPIRD	Y	1,300,205			1,300,205	470,071	830,134
<b>EDUCATION &amp; WELFARE</b>								
Albert Facey Tour		N			0	0		0
<b>COMMUNITY AMENITIES</b>								
Living Lakes Grant		Y		31,595	31,595		31,595	0
<b>RECREATION AND CULTURE</b>								
Saluting their Service		N		10,000			0	0
<b>ECONOMIC SERVICES</b>								
LRCI Funding		Y	363,866			363,866	227,988	135,878
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	352,975	(25,906)
RRG Grants - Capital Projects	Regional Road Group	Y	244,500	0	0	244,500	478,986	(234,486)
Direct Grant - Maintenance	Dept. of Transport	Y	127,500	0	127,500	0	127,500	0
<b>TOTALS</b>			<b>4,450,856</b>	<b>41,595</b>	<b>946,811</b>	<b>3,535,640</b>	<b>4,656,959</b>	<b>(174,508)</b>
Operating	Operating		2,215,216				3,126,939	
Non-Operating	Non-operating		2,235,640				1,530,020	
			<u>4,450,856</u>				<u>4,656,959</u>	



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2021**

**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 20	Amount Received	Amount Paid	Closing Balance 30-Jun-21
	\$	\$	\$	\$
Housing Bonds	0.00	1,110.00	-1,110.00	0.00
Master Key Deposits	0.00	5,640.00	-5,400.00	240.00
Nomination Deposits	0.00	0.00	0.00	0.00
Building and BCITF	0.00	3,568.21	-3,568.21	0.00
Cat/Dog Trap Hire	50.00	100.00	-100.00	50.00
WDSC Replacement Greens	119,339.10	15,415.47	0.00	134,754.57
Miscellaneous Trust	6,374.66	1,224.00	-5,269.45	2,329.21
Yealering Bowling Club Greens	55,707.65	8,098.57	0.00	63,806.22
Licensing		321,686.60	-321,686.60	0.00
	<b>181,471.41</b>	<b>356,842.85</b>	<b>-337,134.26</b>	<b>201,180.00</b>

SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2021

Note 13: CAPITAL ACQUISITIONS

		30/06/2021					
	Infrastructure Assets	Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	<b>Land &amp; Buildings</b>						
	<b>Housing</b>						
○	STAFF HOUSE	CSH12	(440,000)	(440,000)	(332,450)	(107,550)	
●	SMITH STREET FENCE	LHS11C	(4,700)	(4,700)	(3,318)	(1,382)	
●	RINTEL STREET FENCE	LHS1C	(24,000)	(24,000)	(22,478)	(1,522)	
	<b>Housing Total</b>		<b>(468,700)</b>	<b>(468,700)</b>	<b>(358,246)</b>	<b>(110,454)</b>	0
	<b>Other Housing</b>						
○	CAPITAL EXPENSE - LIFESTYLE VILLAGE	3272	(1,351,526)	(1,351,526)	(470,072)	(881,454)	
	<b>Other Housing Total</b>		<b>(1,351,526)</b>	<b>(1,351,526)</b>	<b>(470,072)</b>	<b>(881,454)</b>	
	<b>Community Amenities</b>						
○	Industrial Shed	CWBC1	(340,000)	(340,000)	0	0	0
	<b>Community Amenities Total</b>		<b>(340,000)</b>	<b>(340,000)</b>	<b>0</b>	<b>0</b>	
	<b>Recreation and Culture</b>						
●	Wickepin Hall Reroof	CLPH1	(18,500)	(18,500)	(18,174)	(326)	
●	Yealering Hall - Ramp	CLPH2	(7,000)	(7,000)	(10,373)	3,373	
●	Yealering Golf Club	YGCC	(8,400)	(8,400)	(2,830)	(5,570)	
●	Yealering Bolwing Club - Eave repair	LYBC	(8,500)	(8,500)	(4,889)	(3,611)	
	<b>Recreation And Culture Total</b>		<b>(42,400)</b>	<b>(42,400)</b>	<b>(36,266)</b>	<b>(6,134)</b>	
	<b>Transport</b>						
○	DEPOT		(25,000)	(25,000)	(16,521)	(8,479)	
	<b>Transport Total</b>		<b>(25,000)</b>	<b>(25,000)</b>	<b>(16,521)</b>	<b>(8,479)</b>	
	<b>Land and Buildings Total</b>		<b>(2,277,626)</b>	<b>(2,277,626)</b>	<b>(881,195)</b>	<b>(1,016,521)</b>	0
	<b>Footpaths</b>						
○	<b>Transport</b>						
	FOOTPATHS	LFP1	(20,000)	(20,000)	(14,054)	(5,946)	
	<b>Transport Total</b>		<b>(20,000)</b>	<b>(20,000)</b>	<b>(14,054)</b>	<b>(5,946)</b>	0
	<b>Footpaths Total</b>		<b>(20,000)</b>	<b>(20,000)</b>	<b>(14,054)</b>	<b>(5,946)</b>	0
	<b>Plant , Equip. &amp; Vehicles</b>						
	<b>Governance</b>						
●	CEO VEHICLE		(91,000)	(91,000)	(83,187)	(7,813)	0
	<b>Governance Total</b>		<b>(91,000)</b>	<b>(91,000)</b>	<b>(83,187)</b>	<b>(7,813)</b>	0
	<b>Transport</b>						
○	Hino Truck	6034	(108,000)	(108,000)	(88,360)	(19,640)	0
○	Hino Tip Truck	6034	(63,000)	(63,000)	0	(63,000)	0
○	Toyota Forklift	6034	(55,000)	(55,000)	0	(55,000)	0
○	Colorado S/Cab Ute	6034	(42,000)	(42,000)	(36,659)	(5,341)	0
○	Colorado S/cab Ute	6034	(42,000)	(42,000)	(41,358)	(642)	0
○	Toyota Hilux Dual Cab	6034	(57,000)	(57,000)	(59,738)	2,738	0
○	High Pressure Cleaner	6034	0	0	(6,463)	6,463	0
○	Twindrum Roller	6034	(60,000)	(60,000)	(48,500)	(11,500)	0
○	Metro Counters	6034	(15,000)	(15,000)	(13,391)	(1,609)	0
	<b>Transport Total</b>		<b>(442,000)</b>	<b>(442,000)</b>	<b>(294,469)</b>	<b>(147,531)</b>	0
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(533,000)</b>	<b>(533,000)</b>	<b>(377,656)</b>	<b>(155,344)</b>	0
	<b>Infrastructure Other</b>						
	<b>Community Amenity</b>						
○	Card Swipe Wickepin Tip Gates	3824	(10,000)	(10,000)	0	10,000	
○	Relocation Waste Oil	3534	(14,000)	(14,000)	0	14,000	
	<b>Community Amenity Total</b>		<b>(24,000)</b>	<b>(24,000)</b>	<b>0</b>	<b>10,000</b>	0
	<b>Recreation and Culture</b>						
○	PUMP & BORE - OVAL WATER	RETU	(30,000)	(30,000)	(20,200)	(9,800)	
○	WICKEPIN OVAL LIGHTS	WKL1	(35,000)	0	(42,165)	7,165	
○	SWIMMING POOL - EXPANSION JOINTS	LSP3	(70,000)	(70,000)	(99,651)	29,651	
○	HARRSMITH DAM	3988	(23,000)	(23,000)	(20,000)		
○	WOGOLIN ST PLAYGROUND	5088	0	0	(203,094)		
○	LIMESTONE WALL - TANKS WICKEPIN OVAL	WLC1	(8,000)	(8,000)	(9,102)	1,102	
○	LAKE YEALERING FORESHORE	LYJ1	0	0	(27,055)		
	<b>Recreation And Culture Total</b>		<b>(166,000)</b>	<b>(131,000)</b>	<b>(421,267)</b>	<b>28,118</b>	0
	<b>Economic Services</b>						
●	Standpipe Controllers	7104	(45,000)	(45,000)	(46,713)	1,713	
	<b>Economic Services Total</b>		<b>(45,000)</b>	<b>0</b>	<b>(46,713)</b>	<b>1,713</b>	0
	<b>Infrastructure Other Total</b>		<b>(235,000)</b>	<b>(155,000)</b>	<b>(467,980)</b>	<b>10,000</b>	0
	<b>Roads</b>						
	<b>Transport Regional Road Group</b>						
●	Pingelly Wickepin Road	RG003	(366,200)	(366,200)	(369,934)	3,734	
○	Bin Road	RG086	(351,420)	(352,287)	(486,372)	134,952	0
	<b>Regional Road Group Total</b>		<b>(717,620)</b>	<b>(718,487)</b>	<b>(856,305)</b>	<b>138,685</b>	0
	<b>Transport Roads to Recovery</b>						
○	84 Gate Road	R2R031	(57,190)	(57,190)	(62,977)	5,787	0
○	Toolbin North Road	R2R010	(80,470)	(80,470)	(84,116)	3,646	0
○	Tincurrin North Road	R2R011	(95,835)	(95,835)	(97,967)	2,132	0
○	Wickepin North Road	R2015	(119,480)	(119,480)	(119,875)	395	0
	<b>Roads to Recovery Total</b>		<b>(352,975)</b>	<b>(352,975)</b>	<b>(364,935)</b>	<b>11,960</b>	0
	<b>Council Resources Construction</b>						
○	Fleay Road	C55	(44,755)	(44,755)	0	(44,755)	0
○	Malyalling Road	CO036	(46,455)	(46,455)	(20,537)	(25,918)	0
	<b>Council Resources Construction Total</b>		<b>(91,210)</b>	<b>(91,210)</b>	<b>(20,537)</b>	<b>(70,673)</b>	0
	<b>Roads Total</b>		<b>(1,161,895)</b>	<b>(1,162,672)</b>	<b>(1,241,777)</b>	<b>79,971.95</b>	0.00
○	<b>Capital Expenditure Total</b>		<b>(4,177,431)</b>	<b>(4,098,298)</b>	<b>(2,982,571)</b>	<b>(1,077,840)</b>	0

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

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Azhar Awang, Executive Manager Development &amp; Regulatory Services, Shire of Narrogin</b>
<b>File Reference:</b>	<b>CM.REP.2203</b>
<b>Author:</b>	<b>Azhar Awang, Executive Manager Development &amp; Regulatory Services, Shire of Narrogin</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>14 July 2021</b>

**Enclosure/Attachments:** Nil

**Summary:**

The Shire of Narrogin's Department of Development and Regulatory Services as requested by the Shire of Wickepin has prepared the following report for the works undertaken in the month of June 2021, for council's consideration.

**Background:**

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

A monthly report is to be presented to the Shire of Wickepin from the Shire of Narrogin's Planning, Building and Environmental Health Services for the works undertaken during the month of May 2021.

**Comments:****PLANNING OFFICER'S REPORT**

Planning Approvals	Upcoming Agenda Items July 2021	Referrals and Subdivision Clearances	Other Duties
Nil	Nil	Land Clearing Enquiry referred to Department of Water and Environmental Regulation. Advice received and forwarded to Applicant.	Enquiry for a Caravan Park and relevant Planning Process and legislation. Complete.

**BUILDING SURVEYOR'S REPORT**

There was one (1) Building Approvals for the month of June 2021, including providing general advice and responding to phone call and emails.

Building type	Building Permit No	Approval date	Unique property identifier	Lot No	Street No	Street name	Suburb name	Building work	Value	Owner's name	Builder's name
Building Permit	2021012	22/6/21	A5268		2	Moss Parade	Wickepin	Patio	12,000	P & C Lewis	P & C Lewis

## ENVIRONMENTAL HEALTH OFFICER'S REPORT

Following complaints an inspection was carried out at the Wickepin Hotel and Harvest Café on Monday 28 June 2021. The complaint specified the following conditions:

1. Toilets filthy and mouldy;
2. Showers and hand washing facility at the accommodation units filthy;
3. Hot food being put into cold Bain Marie and not kept hot; and
4. Dogs being kept in car over the weekend, dogs in the Hotel.

An inspection of the premises disclosed the following:

- a) The toilets in the hotel section of the premises were not clean with the proprietor advising that the toilets were cleaned every second day. The proprietor was verbally advised that the toilets need cleaning every day to prevent spilled urine being tramped through the hotel premises;
- b) The showers and toilets were generally clean when inspected and apart from some minor cleaning of fittings and equipment, such as a fan cover in the female showers;
- c) The proprietor advised that only hot food is placed in the bain marie with customers helping themselves and could not understand how the food could be cold. The proprietor was advised that under the current (pandemic) directions, self service (from a bain marie) is not permitted and a staff member is to be on hand to serve;
- d) The proprietor advised that the dogs are theirs and are kept in a room in the hotel and taken for a drive each day. The proprietor was advised that the dogs need to be restrained when in the hotel premises, on a lead, to prevent their escape into the hotel premises;
- e) There was minor cleaning required in the accommodation section of the hotel premises; and
- f) The exits lights to the hotel bar were not working and required to be fixed so they were working at all times.

A follow up inspection of the hotel premises will be carried out in July 2021.

Ming Zhuo, Environmental Health Officer has resigned from the Shire. Applications have been called and prospective applicants are currently being interviewed and assessed with an appointment likely to be made shortly.

### 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) Health (Miscellaneous Provisions) Act 1911 and Regulations under the Act
- 7) 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 2020/2021 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"> <li>- Number of emergency service volunteers are retained and increase</li> <li>- Number of Local Emergency Management Committee meetings held annually</li> <li>- Achievement of emergency service strategies Reduction in drink driving offences</li> <li>- No fatal road accidents in the Shire</li> </ul>	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"> <li>- Invite Natural Resource Management organisations to present to Council</li> <li>- Amount of external funding attracted for natural resource management activities in our Shire</li> </ul>	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"> <li>- Customer survey results demonstrate a high level of knowledge of Council operations</li> </ul>	Our community understands the role of Council and the allocation of resources
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**Recommendation:**

That council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of June 2021.

**Voting Requirements:** Simple majority

**Resolution No 210721-08**

**Moved Cr W Astbury / Seconded Cr Mearns**

That council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of June 2021.

**Carried 6/0**

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)**10.2.04 Caravan Park Agreements**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Yealering, Harrismith, Wickepin Caravan Park's</b>
<b>Name of Applicant:</b>	<b>Various Expression of Interests</b>
<b>File Reference:</b>	<b>CP.CTR.510</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>13 July 2021</b>

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**Enclosure/Attachments:**

2018/2021 Caravan Park Agreements

1. Wickepin
2. Harrismith
3. Yealering

**Summary:**

Council advertised for expression of interest for the running of its three Caravan Parks at Yealering, Harrismith and Wickepin. Council is being requested to accept an expression of interest from the ones received and for Council to enter into a formal agreement with that person or persons for the management of each of the shire caravan parks.

**Background:**

The existing Caravan Park Agreement for the Wickepin, Yealering and Harrismith Caravan Parks will expire on 30 June 2021. The previous agreements were with Wickepin - Ian Shedden, Yealering - Peter Stribling and Harrismith - Russel and Judy Gray Oasis Hotel.

The Chief Executive Officer advertised for an expression of interest with the following adverts in the Narrogin Observer and in the Watershed.

Following is the advert placed in the Narrogin Observer and Watershed:



**Expressions of Interest  
Management of Wickepin, Yealering and Harrismith  
Caravan Parks**

Council seeks expressions of interest from interested persons to manage the day to day operation of the Wickepin, Yealering and Harrismith Caravan Parks. Expressions of interest can be for all parks or on an individual basis and must include all proposed terms and conditions, for the management of caravan parks.

Key responsibilities of the role are;

- Park and accommodation unit bookings;
- Cleaning and upkeep of park amenities and park grounds to an acceptable standard as determined by Council;
- Positive promotion of the Wickepin Shire community and tourist opportunities for visitors.

“Private & Confidential, EOI – Management of Wickepin, Yealering  
and Harrismith Caravan Park”  
PO Box 19, Wickepin WA 6370

Or email [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au) .

Expressions close with the undersigned on Friday 2 July 2021.

Mark J Hook  
Chief Executive Officer

**Comments:**

Council has received the following expressions of interests from the following persons as of the closing date on 2 July 2021.

Caravan Park	Name	Comments
Wickepin		
	Ian Shedden	I am pleased to apply to renew my contract for the caravan park. I would leave the shire's terms and conditions the same with the following payment changes. I would like the remuneration to be a flat rate of \$650.00 per month. I do not need the house so would like it to be furnished with the basics so it can be hired out for temporary group/family accommodation. This last stipulation is not contingent with my application for renewal, merely a logical request. I look forward to hearing from you with a favourable outcome.
	Leanne Bransby	I am interested in the position at the Wickepin Caravan Park as advertised. If I took the position at Wickepin I would work on an average 21 hour week and that would take on the bookings, clean and maintain the grounds of the park and amenities, cleaning dongas when needed, do washing. To take this on I would be happy to at \$625 per week plus 10% of bookings. If you have any questions please call.
	Beryle Holm	With reference to your Expressions of Interest for Management of the Wickepin Caravan Park as set out in the Watershed News dated 1 June 2021.

		<p>I believe that as a resident of Wickepin, I have the advantage of being aware of the attractions and facilities that are available. My proposed terms and conditions for the management of the caravan park, are as follows:</p> <p>House, power, gas, water, free of charge and a 15% commission on bookings.</p> <p>In return, I will keep facilities and grounds neat and clean and promote the Wickepin Shire together with their facilities and tourist attractions.</p> <p>Please note that I have up to date Public Liability that covers caravan park management. I also have the tools and equipment to maintain the grounds and facilities.</p> <p>For further information please contact me</p>
Yealering		
	<p>Matthew Pockran - The Yealering Pantry</p>	<p>I would like to express my interest in the Management of the Yealering Caravan Park.</p> <p>I would be happy to manage the bookings from our shop in town, The Yealering Pantry. We are open from 8.30am - 5pm Monday to Friday. The weekend booking scheme can remain similar to now. We are often available on the weekends to open our shop when needed and similarly, we could be available for the caravan park business if needed.</p> <p>With my experience at Yealering Primary school as cleaner and gardener, I feel I am capable of the cleaning and upkeep of the Caravan Park to the Shire's necessary standard. I have everything I need to do this at my disposal through our shop, which already supplies goods to the Wickepin Shire for the caravan park and hall.</p> <p>I have a very keen interest in the positive promotion of the Wickepin Shire community and tourist opportunities for visitors. We have many visitors call into The Yealering Pantry to enjoy coffee and a chat about things to see and do.</p> <p>I have lived in the area for many years giving me a sound knowledge of the area. In my time living here, my family and I have and still enjoy the local attractions, especially around Yealering my home town but also other areas of the shire.</p> <p>Proposed terms and conditions.</p> <p>I will take the bookings 5 days a week 8.30am - 5.00pm in person at The Yealering Pantry. After hours and weekend bookings can be made via my phone or honesty box at caravan park. Similar to what happens now.</p>



		<p>I would use a separate button on the cash register. Use eftpos when needed and can offer bank transfer over the phone. I would run a ledger to keep bookings separate from our Yealering Pantry business.</p> <p>A percentage of the booking cost will be fine for this, which I would be happy to discuss with you.</p> <p>The cleaning and upkeep of the park amenities and yard could be invoiced to the Shire as I do for the lake maintenance and as stated above, I have the means and tools necessary to keep the Caravan Park to a neat and tidy standard. If the current cleaner is happy in the position, I would also be happy for her to continue the cleaning and I could do the yard and building upkeep. Anything deemed maintenance will be reported to the shire for attention.</p> <p>When I am unavailable, I have other family members that are capable of assisting. I would like to state that we could have possible time away over the year but have staff that are more than capable of assisting in The Pantry for bookings. I would be grateful if the shire staff could clean and maintain the Park for that short time.</p>
	Peter Stribling	<p>I Peter R Stribling would like to express an expression of interest in the management of the Yealering Caravan Park.</p> <p>I have been managing the park for over 10 years now and have a particularly good knowledge and understanding on how all the systems work to keep the flow of visitors happy and wanting to return in the future. I manage a business that during normal working hours can take registrations and bookings freely and easily.</p> <p>I am on call 24 hours a day for any enquiries and bookings.</p> <p>I have a good working relationship with the cleaner who keep's the park clean and neat, this has led to many visitors commenting favourably about the park.</p> <p>I am positive about promoting both the town of Yealering and the wider district of Wickepin and so get many repeat visitors.</p> <p>I would like to carry on the present working relationship I have with the shire in managing the Yealering caravan park.</p>
	Tanya Sands	<p>My name is Tanya Sands and I am the Owner/manager of the Yealering Hotel. I am writing to express my interest in taking on the role of the management of the Yealering Caravan Park only. I feel that with me taking on this role it would benefit both the park and the town. I have now been at the Yealering Hotel for just over 4 years and during that time I have constantly received calls and had people personally enquire about booking into the caravan park to which my reply to them is "please see the owner of the post office or call the Wickepin Shire" but this response is not always convenient on a weekend when both venues are shut. I feel that it would be more prosperous for these people to get a booking if they could book through me as I am at the Hotel 7 days a week from open till close (long hours). I am organised, consistent and I not only own the pub but I also own a house in Yealering.</p>

		<p>The commission on this role is not overly important to me, I would be happy with the percentage that is offered currently (10% of each booking) (correct me if I am wrong).</p> <p>As I am already running a business I would not have time to complete the cleaning/gardening of the park therefore I would require the shire to continue with these duties, but would definitely have/make time to communicate on a regular basis with the cleaners/gardeners as to what needs doing. Small maintenance jobs such as changing a gas bottle or light globe I would be able to do. Please contact me if you have any further questions or would like any more information.</p>
<b>Harrismith</b>		
	Judy and Russell Gray Oasis Hotel	We would like to express interest in the management of the Harrismith Caravan Park once again.

The previous caravan park agreements were all for a three-year term. Council may wish to consider extending this out to five years.

The cost for each of the expression of interests are as follows.

Caravan Park	Name	Costs
<b>Wickepin</b>		
	Ian Shedden	Flat rate of \$650.00 per month. No house \$7,800 per year
	Leanne Bransby	\$625 per week plus 10% of bookings Based on 2021 takings \$32,508.63 No house Total \$35,750
	Beryle Holm	House, power, gas, water free of charge Estimated value \$2,000 15% commission on bookings Based on 2021 takings \$32,508.63 \$4,900 Total \$6,900
<b>Yealering</b>		
	Matthew Pockran - The Yealering Pantry	A percentage of the booking cost will be fine for this, which I would be happy to discuss with you. Cleaning and upkeep to be invoiced to the Shire.
	Peter Stribling	10% of takings = \$2,192 2021 taking \$21,926.34 Shire of Wickepin to do cleaning and gardening
	Tanya Sands	10% of takings = \$2,192 2021 taking \$21,926.34 Shire of Wickepin to do cleaning and gardening

Harrismith		
	Judy and Russell Gray Oasis Hotel	Russell and Judy Gray of the Oasis Hotel to pay the Shire of Wickepin \$5.00 per person per night for donger accommodation; \$5.00 per site per night for Caravan Park site

### Statutory Environment:

Local Government Act 1995

#### 9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
  - (a) the mayor or president; and
  - (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

#### 9.49B. Contract formalities

- (1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.
- (2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.
- (3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.

**Policy Implications:** Nil

**Financial Implications:**

Costs for management of the caravan parks is included in the 2021/2022 budget estimates as follows:

Yealering \$2,500

Wickepin \$5,000

**Strategic Implications:** Nil

**Recommendations:**

1. That Council offer the management of the Harrismith Caravan Park to Russell and Judy Gray of the Oasis Hotel 28 Railway Avenue Harrismith under the same provisions as the previous agreement for a period of five years.
2. That Council offer the management of the Yealering Caravan Park to Tanya Sands of Yealering Hotel Yealering under same provisions as the previous agreement for a period of five years. With the following remuneration package.
  - a) a sum equal to 15% of the gross takings of all paid bookings at the Park, payable monthly;
  - b) Shire of Wickepin to do cleaning and gardening
  - c) Five year term
3. That Council offer the management of the Wickepin Caravan Park to Beryl Holm of Wickepin under the following provisions.
  - a) a sum equal to 15% of the gross takings of all paid bookings at the Park, payable monthly;
  - b) free occupation of residence located at 7 Fisher Street, Wickepin, Western Australia 6370 known as "Caretakers Residence" ;
  - c) free water, electricity and gas at Caretakers Residence (estimated annual value \$2,000);

**Voting Requirements:** Simple majority.

**Moved Cr Allan / Seconded Cr Mearns**

1. That Council offer the management of the Harrismith Caravan Park to Russell and Judy Gray of the Oasis Hotel 28 Railway Avenue Harrismith under the same provisions as the previous agreement for a period of five years.
2. That Council offer the management of the Yealering Caravan Park to Tanya Sands of Yealering Hotel Yealering under same provisions as the previous agreement for a period of five years. With the following remuneration package.
  - a) a sum equal to 15% of the gross takings of all paid bookings at the Park, payable monthly;
  - b) Shire of Wickepin to do cleaning and gardening
  - c) Five year term

3. That Council offer the management of the Wickepin Caravan Park to Beryl Holm of Wickepin under the following provisions.
- a) a sum equal to 15% of the gross takings of all paid bookings at the Park, payable monthly;
  - b) free occupation of residence located at 7 Fisher Street, Wickepin, Western Australia 6370 known as "Caretakers Residence" ;
  - c) free water, electricity and gas at Caretakers Residence (estimated annual value \$2,000);

**Motion Lost 2/4**

### **Resolution No 210721-09**

**Moved Cr W Astbury / Seconded Cr A Lansdell**

1. That Council offer the management of the Harrismith Caravan Park to Russell and Judy Gray of the Oasis Hotel 28 Railway Avenue Harrismith under the same provisions as the previous agreement for a period of five years.
2. That Council offer the management of the Yealering Caravan Park to Tanya Sands of Yealering Hotel Yealering under same provisions as the previous agreement for a period of five years. With the following remuneration package.
  - a) a sum equal to 10% of the gross takings of all paid bookings at the Park, payable monthly;
  - b) Shire of Wickepin to do cleaning and gardening
  - c) Five year term
3. That Council offer the management of the Wickepin Caravan Park to Beryl Holm of Wickepin under the following provisions.
  - a) a sum equal to 15% of the gross takings of all paid bookings at the Park, payable monthly;
  - b) free occupation of residence located at 7 Fisher Street, Wickepin, Western Australia 6370 known as "Caretakers Residence" ;
  - c) free water, electricity and gas at Caretakers Residence (estimated annual value \$2,000);

**Carried 5/1**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.05 Day Care Report

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CS.SPR.310</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>12 July 2021</b>

**Enclosure/Attachments:** Nil

#### Summary:

The CEO is requesting council to receive the report from the CEO on the provision of Day Care services in Wickepin.

#### Background:

At the March 2021 Forum session the CEO was requested to provide a report on the provision of full time day care services at the Wickepin Play Group Centre.

17/03/2021	Day Care Centre seven days a week	CEO	CEO to talk to Shire of Williams	CEO has held the meeting with the Shire of Williams and they are preparing report to the CEO on items discussed at the meeting.
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#### Comments:

The CEO has held a meeting with the Shire of Williams. In short the meeting really showed that it is not viable for Council to run an Occasional Day Care Centre at the playgroup facility. The only option for Council is to support a person who wishes to set up a home day care centre in Wickepin. The home day care provider needs to be registered with an occasional day care provider; this could be the Shire of Williams as they have agreed to assist in this area. A home day care provider would require at least four to five clients a day to make it viable. The legislative requirements are quite onerous and the Shire of Williams will help a home care provider with this. The Shire of Williams are also putting out feelers within their network to see if there is anyone interested in providing a service to Wickepin.

The following requirements are mandatory before the educator can start operating a service;

- The educator must be 18 years of age.
- They must be prepared to study a minimum Certificate 3 in Child Care or already have this qualification, a Diploma or a recognised teaching degree.
- They must have a Police Clearance not more than 6 months old
- They must have a current Working with Children Check.
- They must have a current First Aid, Asthma and Anaphylaxis training.

During the registration process, they will undergo several other trainings that will be completed before they start with the support of the Service Provider.

The Approved Provider (could be the Shire of Williams) is responsible for collecting and passing on the Government Approved Child Care Subsidy (CCS) to the educator once care has been provided, meaning this type of service attracts the CCS for families, just as a long day care service does. Families will pay the educator the gap fee and the Approved Provider pay the difference to make up the educator's total fee charged. The Approved Provider will collect \$1.35 per hour of care provided per child and this is included in the educator fees.

The educator will receive all;

- Policies and Procedures for the Service
- Will be given a template of policies and procedures they must have as a service operator.
- They will receive all forms required to operate their service including parent handbooks and child enrolment forms, etc.
- Educators will be supported via email, text, face time and group chats and will receive face-to-face visits every 4-6 weeks or more if required.
- They will receive support throughout their studies if applicable.
- They are provided with access to the software program that is required to record children's attendances.
- Processing of these attendances will be done by the Service Provider.
- The educator will be responsible for;
  - Setting their work hours.
  - Setting their fees.
  - Providing a developmentally appropriate program for all children attending their service, following the National Quality Framework and the Early Years.
  - Ensuring they are compliant at all times with the Education and Care National Regulations and National Law.

The Shire of Williams has offered to offer support where they can. The Shire of Williams firmly believes in supporting small communities like Wickepin in providing children and families with the same opportunities for quality childcare just as our larger regional towns and city counterparts have access to.

The Shire of Wickepin could discreetly put out feelers for potential educators without formerly advertising in the Observer, this could be;

- The Wickepin Primary School – part time teachers or assistants may want to increase their days of work and income, or families using the school – parents may want to return to work or start a new career/business.
- Surrounding Primary schools – Yealering and Kulin; a potential educator may live in these communities and be prepared to travel.
- Primary school newsletters
- Playgroup
- Sporting groups – there may be some young men/farmers with new partners looking to relocate to Wickepin and want to work
- Mothers' group
- Facebook pages for the Shire, school, sporting clubs etc.

The CEO has done some of these and has had no interest shown from the Wickepin Community. The Shire of Williams will continue to discreetly try and recruit a possible educator for Wickepin.

For the service to be viable, it is paramount that the person is a suitable educator who can work autonomously as well as within a dynamic team so they can confidently offer high quality care at Wickepin.

Council needs to bear in mind that the building is utilised by the Wickepin Playgroup and if Council utilises the use of the Playgroup Building for five days a week then there would need to be some discussions with the playgroup as both would not be able to operate at the same time.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

The cost to Council of supporting a home care centre would be minimal as the cost would only be the provision of the Wickepin Playgroup Building. This may increase in costs if the building is required to have changes done due to legislative requirements for registration as a home Care Centre.

**Strategic Implications:**

The provision of a fulltime or part time day care centre is not within Councils strategic plan.

**Recommendations:**

That Council receives the report from the CEO in relation to the provision of a Day Care Centre in Wickepin.

**Voting Requirements:** Simple majority.

**Resolution No 210721-10**

**Moved Cr W Astbury / Seconded Cr Lansdell**

That Council receives the report from the CEO in relation to the provision of a Day Care Centre in Wickepin.

**Carried 6/0**



GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.06 Lake Yealering Progress Association – Boat Ramp Lake Yealering**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Lake Yealering</b>
<b>Name of Applicant:</b>	<b>Lake Yealering Progress Association</b>
<b>File Reference:</b>	<b>LP.PLA.1710</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>12 July 2021</b>

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**Enclosure/Attachments:** Nil

**Summary:**

The Lake Yealering Progress Association is requesting Council to apply for funding for the engineering and planning phase of a new boat ramp at Lake Yealering through the recreational boating facilities scheme.

**Background:**

Council has received the following letter from the Lake Yealering Progress Association.

**Lake Yealering Progress Association Inc**

C/- Post Office  
Yealering WA 6372  
yealeringprogress@outlook.com.au



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Monday 12th July 2020

Wickepin CEO & Shire Councillors

Dear Mark & Councillors,

RE: Recreational Boating Facilities Scheme - Opening of Round 26.

The Lake Yealering Progress Association moved a motion stating that we ask the Wickepin shire to apply for funding for the Engineering & Planning phase of a new boat ramp at Lake Yealering through the Recreational Boating Facilities Scheme.

We believe this is a good opportunity to get funding for the planning stage at very little cost to the shire.

We acknowledge that a new boat ramp facility will take several years to reach competition.

Look forward to hearing from you

Kind Regards

Kind Regards

A handwritten signature in black ink, appearing to read 'Kym Smith', with a small dot at the end.

Kym Smith  
Secretary

**Comments:**

The RBFS is a State Government grants program administered by the Department of Transport and funded directly from recreational boat registration fees. The RBFS provides grants to eligible authorities for the planning and construction of public boating infrastructure benefiting WA's recreational boating community.

Applications for the 2021/2022 RBFS Grants are now open, the closing date for applications is Wednesday 1 September 2021.

RBFS grants are available to local and state government departments and other statutory authorities directly responsible for the delivery and operation of recreational boating facilities.

Funding of \$1.5 million is available with successful applicants notified in December 2021. Grant funds can be accessed from 1 July 2022 with projects to be completed no later than 30 June 2023. Failure to do so may result in the termination of the grant agreement. The minimum grant is \$15,000 (GST exclusive) for a Works Application and \$10,000 (GST exclusive) for a Planning Application and the maximum grant limit is \$750,000 (GST exclusive).

Funding is available for up to 75 per cent of the total cost for all projects. The remainder of the project cost funded by the applicant, but can include:

- Funding from other sources, including government agencies, sponsorships and donations.
- In-kind contributions such as materials, labour and use of machinery.

As funds are not available until 1 July 2022 any decision by Council or the RBFS would not affect this year's budget allocations.

**Ineligible projects**

Applications for the following types of projects will not be assessed:

- General maintenance and maintenance dredging.
- Private facilities or those associated with private clubs.
- Facilities, which are not used primarily by recreational boat users, such as fishing platforms or toilets serving recreational parks.
- Maritime facilities, which are substantially commercial rather than recreational.
- Facilities, which are not available for use by the recreational boating public e.g. private boating clubs
- Projects which have already commenced/completed.
- Multiple applications for the same project eg two different jetty upgrade options for the same project.

A successful planning application does not guarantee that the construction project itself will be funded in future rounds.

Following is an extract from The Lake Yealering Foreshore Development Plan

**5 Projects****5B Boat Ramp Upgrade**

*Survey Results: 85.71% liked the idea of upgrading the boat ramp with 54.62% considering this to be high priority, 23.53 % medium priority and 13.45% low priority 3.*

#### *Issues, Condition and Concept Plan Consideration*

Majority of boat users, utilise the eastern beach adjacent to the Yealering Golf Club. The current bituminised boat ramp is in poor condition and has limited use when water levels are low and when there is a build-up of silt (*Figure 7*). In this case, people have utilised an area on the eastern ski beach to launch boats, which has resulted in more vehicles parking in this area and a high amount of trailer parking. Golf club members are not happy with the increased usage and car parking, as people have parked and driven over the golf course<sup>3</sup>. This problem has been alleviated with the gravel road widened by the Wickepin Shire and the Golf Club members erecting a fence along the road to prevent car access onto the golf course with additional signage.

#### *Boat Ramp Upgrade (Legend Item 11)*

The upgrade of the boat ramp will need to take into consideration the varying water levels and possibly be extended into the lake at a further distance to cater for use over an extended period of time. Consideration needs to also be given to accommodate people being able to access their boats once launched ie an area to the side of the boat ramp.

#### *New Ski/Boat Trailer Parking (Legend item 6)*

It is anticipated that users will unload boats at the upgraded boat ramp and leave cars and trailers in the designated trailer parking area on the eastern side of the Hall, which will ultimately relieve excess parking at the Eastern Beach and the Golf Club vicinity.

#### *Formalised Ski Beach (legend Item 25)*

It was requested that boat access closer to the main foreshore area was a consideration in the development of the concept plan<sup>3</sup>. Formerly, the swimming hole banks catered for boat access to the foreshore area, as people could use these banks as a base. With the banks removed, there is now limited access for boats to pull up near the foreshore and use the amenities. Boats need to launch and then be taken over to the Eastern Beach. The area to the west between the boat ramp and caravan park is shallow and provides limited boat access to the shore-line. For this reason it is proposed a ski beach be formalised on the eastern side of the swimming area. An area of turf on the bank in close proximity to this area is included and allows close access to the ablutions and other amenities.

Members of the Lake Yealering Progress have advised that the existing site would still be their proposed site.

Council could apply for a grant this round and undertake the community consultation and planning phase for the boat ramp at Lake Yealering through the 2022/2023 Financial Year.

**Statutory Environment:** Nil

**Policy Implications:** Nil

#### **Financial Implications:**

As funds are not available until 1 July 2022, any decision by Council or the RBFS would not affect the 2021/2022 budget allocations.

Funding is on a 75% Recreational Boating Facilities Scheme 25% Local Government basis.

**Strategic Implications:**

Fits within Goal 8 of the Shire of Wickepin Strategic community Plan 2018/2028

<b>GOAL 8: Tourism opportunities create value to our communities</b>			
<b>SHORT TERM STRATEGY</b>	<b>MEDIUM TERM STRATEGY</b>	<b>POINT OF MEASUREMENT</b>	<b>10 YR OUTCOME</b>
8.1 Continue to actively participate in the Living Lakes project  <b>8.2 Develop and improve the foreshore amenities at Lake Yealering</b>  8.3 Investigate camping grounds at Lake Yealering (cost v benefit analysis)  8.4 Partner with our neighbouring Shires on tourism promotion and initiatives  8.5 Review our engagement with the Dryandra Visitor Centre  8.6 Further develop rest stops across the Shire	8.7 Develop a branding strategy for Lake Yealering in collaboration with residents and businesses  8.8 Develop a self drive route across the Shire which includes Lake Yealering, Harrismith and Wickepin attractions  8.9 Increase our online profile	<ul style="list-style-type: none"> <li>– Lake Yealering has enough water in it for water based activities for the majority of the year</li> <li>– Number of positive and negative reviews regarding the Lake Yealering experience - online and verbal</li> <li>– Yealering caravan park occupancy and length of stay increases</li> <li>– Number and length of overnight stays increases</li> <li>– Facilities used by locals and visitors are improved based on online and verbal feedback</li> <li>– Toolibin rest stop is improved</li> </ul>	Tourism and recreational activities can occur all year at Lake Yealering  The length of overnight visitor stays is increased and visitors are aware of our unique attractions

**Recommendations:**

That the CEO submit a planning phase application under round 26, 2021/2022 Recreational Boating Facilities Scheme for a boat ramp at Lake Yealering.

**Voting Requirements:**

Simple majority.

**Resolution No 210721-11**

**Moved Cr W Astbury / Seconded Cr F Allan**

That the CEO submit a planning phase application under round 26, 2021/2022 Recreational Boating Facilities Scheme for a boat ramp at Lake Yealering.

**Carried 6/0**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.07 Purchase Prisoner of War House Yealering

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>11 Congreve Street Yealering</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CP.A&amp;D.501</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>2 July 2021</b>

#### Enclosure/Attachments:

#### Summary:

Mrs Winter is asking Council if they would like to purchase the Old Prisoner of War House at 11 Congreve Street Yealering.

#### Background:

Council has received the following request via Councils Website from Nancy Winter

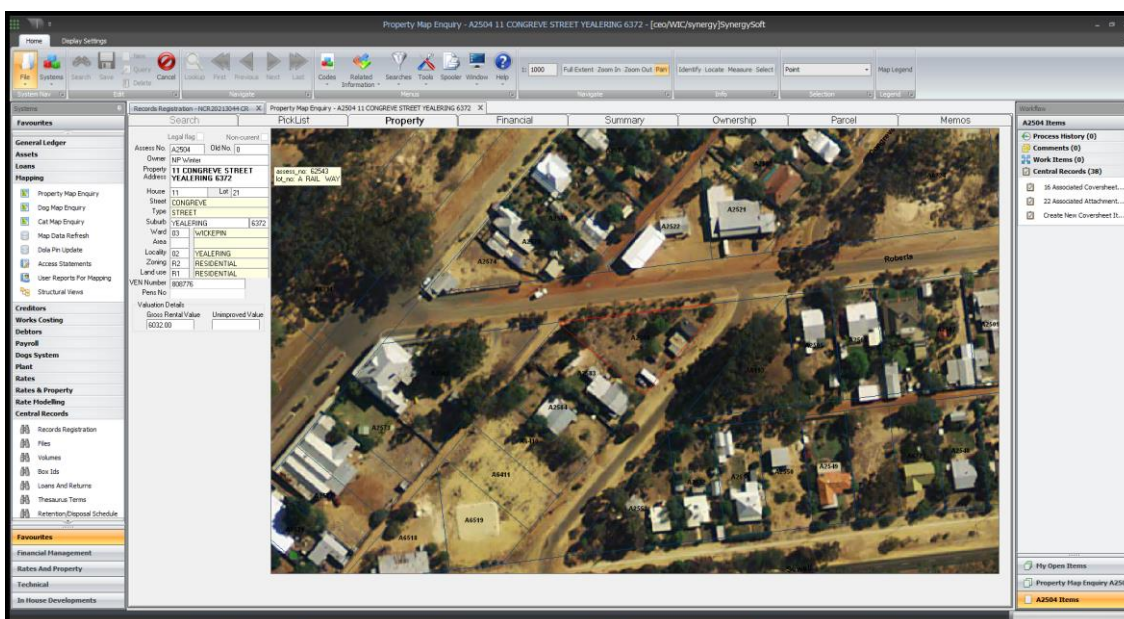
*I was wanting to enquire as to whether the Wickepin Shire would be interested in purchasing the old PRISONERS OF WAR House in Lake Yealering?*

*I am struggling to pay the rates and I think it would be a great purchase.*

*Kind regards*  
Nancy Winter

#### Comments:

Following is a picture showing location of 11 Congreve Street Yealering.



Following is an extract from Council's Inventory of Heritage Places on the POW depot at Lot 21 Congreve Street Yealering.

### **MUNICIPAL INVENTORY OF HERITAGE PLACES**

Shire of Wickepin

Reference No. 30

Place name: Residence

Former or other names: POW Depot

Type of Place: residence

Address of Property: Roberts Street southern corner of Congreve Street Yealering



**Land Description:** Lot 21 Loc No. Plan/Diagram C.T. Vol. Fol.  
**Map References:** Yealering Townsite  
**Owner:** Streppel **Address:** **Phone:** **Fax:** **Occupier:** **Public Access:** nil/occupied  
**Construction Date:** c1920s **Alterations/Additions Date:**  
**Architect:** **Builder:** owner: Bob Kew **Associated Persons:**  
**Original Use:** residence **Current Use:** residence  
**Description:** Timber framed cottage with weatherboard cladding and a corrugated iron roof. The two roomed frontage of the cottage has a separate skillion verandah across the width. The front door is central between two sets of French doors. The four square timber verandah posts form three bays, the two outside ones have a railing across them. It is formed from a steel wagon wheel central to the bay, an a rail extending to the posts each side of the wheel.  
**Condition:** fair **Authenticity:** high degree **Integrity:** intact or redeemable  
**Historical theme:** WAR IMMIGRATION During World War Two, the Italian Prisoners of war were accommodated at this place. Each day the prisoners were taken to farms to work, and picked up in the evening and returned to the depot at night. Some of those men immigrated to Australia after the war. With many of the able bodied men away from their own farms during the war, the assistance from the POWs was very helpful to the continued working of the land.  
**Statement of significance:** The place represents a unique phase in the history of Yealering and the state. The place demonstrates an association with a significant aspect of the social and cultural history of Yealering.  
**Conservation Recommendation:** 2 Research for submission to National Trust.  
**Existing Heritage Classification:** none  
**Bibliography:** HOVELL E Unpublished research notes 1995  
**Date of Assessment:** November 1995 **Revision date:**

The POW depot at Lot 21 Congreve Street Yealering is a category two listing, which is

### **Category 2**

**A place of considerable cultural heritage significance; provide an appropriate level of recognition and protection.**

Recommend that maximum encouragement is provided to the owner to conserve the significance of the place. Nomination to the National Trust Classified List is recommended, to afford protection by means of moral persuasion. (TPS procedure also relevant)

May be nominated to the National Trust of Australia(WA) for National Trust Classification. A National Trust classification has no legal significance and does not infringe on the rights of ownership of a property in any way. National Trust Classification is a mark of recognition of the cultural heritage value of a property, and relies on moral persuasion for protection. A National Trust submission would be the responsibility of the community, not the Shire of Wickepin.

As the Old POW depot is listed in Council's Inventory of Heritage Places Council may wish to purchase the residence to preserve Yealering's history.

The CEO has not made any attempt at this stage to speak with the owner to see what the value of this property would be or what the owner is seeking for this property.

Although the Old POW depot is listed within Council's Inventory of Heritage Places, Council should be mindful that the building is old and if purchased by Council would require an amount to be placed in Council Budgets each year for the maintaining of the property.

#### **Statutory Environment:**

Shire of Wickepin TPS 4

Council's Inventory of Heritage Places

**Policy Implications:** Nil

#### **Financial Implications:**

Unknown. There is no figure in the draft 2021/2022 budget estimates to purchase this property. Council however may wish to utilise funds from the current Building Reserve to purchase this property. The Building Reserve at 30 June 2021 has a balance of \$499,119

#### **Strategic Implications:**

The purchase of this property is not within Councils current Strategic Plan

**Recommendations:**

That the CEO request from the owners of Lot 21 street Number 11 Congreve Street Yealering the asking price to purchase the Old POW depot, Lot 21 street Number 11 Congreve Street Yealering.

**Voting Requirements:** Simple majority.



## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 11. President's Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Julie Russell, President</b>
<b>File Reference:</b>	<b>GO.CO.U.5</b>
<b>Author:</b>	<b>Julie Russell, President</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>21 July 2021</b>

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On Friday 25<sup>th</sup> June CEO Mark and myself travelled to Quairading to attend the WALGA Central Country Zone meeting.

On Thursday 8<sup>th</sup> July CEO Mark and myself met with the Hon. Mia Davies MLA, Member for Central Wheatbelt and Leader of the Opposition, who paid a quick visit to Wickepin. After a light luncheon we headed out to the WA Kaolin mine to meet with WA Kaolin CEO Andrew Sorenson and Minesite Manager Peter Helms who showed us the progress of the mine with the building of the huge shed and the open cut mine-pit. On returning to Wickepin we quickly showed Mia around town before she had to leave for her next appointment.

On Friday 16<sup>th</sup> July Council held a "Farewell and Thank-You" gathering and presentation for retiring councillor, Steve Martin. In Thanking Steve, the following words were said, summing up Steven's time on Council and contribution to the community:

*"Welcome to All, I would like to acknowledge the presence of all Councillors-past & present; Husbands, Wives and Partners thereof; CEO Mark and other staff members; and All other guests. May I acknowledge Freeman of the Shire of Wickepin-Murray Lang and wife Judy, who are unfortunately unable to be with us tonight.*

*Thanks for coming along to this small celebration to say "Thank You" to Steve for dedicating his time over the past 20 years to the Shire of Wickepin.*

*Steve joined council in May 2001, and was elected to the seat of President in 2005 for what was to become a 10 year stint, until 2015. He then reverted back to the seat of Councillor-which he held until March 2021, when he retired after being elected to the Western Australian State Parliament.*

*Whilst a Wickepin Councillor, Steve served with 3 CEO's – Len Calneggia, Alan Leeson and Mark Hook, and numerous staff members and structures. Steve had 3 Deputy presidents – Kevin Coxon, Tom Sands, and Myself- and Council members have been relatively stable over the years.*

*Some of the major projects that Steve was involved in over the years, and which have become major assets to our Community, were:*

- Community Centre Extension (or initially fondly known as the Ram Shed)*
- Synthetic Greens to both the Wickepin and Yealering Bowling Clubs*
- Building of the Wickepin Fuel Depot*
- Whilst always ensuring that our road network and other sporting groups were in tip-top shape, and our Reserve Funds were being slowly built, but rates were kept to a minimum.*

*Steve has always been a huge advocate for the development of the local WA Kaolin Mine, and for the construction of the Aged Persons ILU's, which are currently under construction. He was the inaugural Host for our annual ANZAC Day Services, and has been a consistent representative for the Wickepin Shire at the Annual WALGA Convention in Perth.*

*Away from Wickepin, Steve was elected as the Central Country Zone of WALGA, State Council representative, and attended meetings in Perth to represent our region on issues concerning our Zone and the State. He was also elected to the WALGA Road Safety Council.*

*And So, Steve, On behalf of Your Community and Shire, I would like to Thank You Sincerely for your 20 years of Leadership, Miles and Time; and wish you the Heartiest of Congratulations on finally attaining your entry into WA State Parliament. We would like you to receive these small tokens of our Appreciation, and if you would like to say a few words.. (To which Steven responded.)*

*In Closing, I would just like to Thank –*

- *The Staff, particularly Lara and CEO Mark, for organising tonight's celebration*
- *Christine Hill Catering for the delicious food*
- *Wickepin Football Club, Bar Manager and Helpers, for the cold refreshments*

*And once again Thank You All Very Much for coming along tonight.”*



### **Recommendations:**

That council note the President's report dated 21 July 2021.

### **Voting Requirements:**

Simple majority

### **Resolution No 210721-12**

**Moved Cr Lansdell / Seconded Cr Allan**

That council note the President's report dated 21 July 2021.

**Carried 6/0**

## 12. Chief Executive Officer's Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CM.REP.2</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>14 July 2021</b>

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### Wogolin Recreation Area

Below is the amended plan for the Wogolin Recreation Area to comply with Main Roads requirements. The complete date is set for 30 September 2021. There is some slight delay on equipment build so site works will commence 2 August 2021.



### Staff

Applications for the general plant operator have closed, the CEO and MWS held interviews on the 13 July 2021. The successful applicant was James Williams from Yealering and he will be starting work with the construction crew shortly.

### Councillor Vacancy

Following is an extract from a letter received from the WA Electoral Commissioner in relation to the vacancy on Council as Steve Martin being elected as a member of the agricultural region for the Central Wheatbelt Region in the Legislative Council at the recent State Elections.

*I have considered the information provided in your correspondence and advise that approval is given under section 4.16(4) of the Local Government Act 1995 to defer filling the vacancy until the October 2021 ordinary elections.*

Councillor Martin's position was due to expire at the 2021 elections.

### **Aged Units.**

Following is an email received from Katie Woodhams of KBuilt regarding the construction of the Johnston Park Independent Living Units on 12 July 2021.

*I will have the fencing arranged to be sent up to site this week. I will need to send my guys from here to install it. I will confirm once I get a date for delivery when it will happen. I am just waiting on the windows and bricklayer. I will get the bricks delivered to site next week ready to go. We will try and wrap the building while my guys are on site so we can install windows. I cant do the roof without the bricks done. As you know, bricklayers are very scarce at the moment, and charging double the price. I have been in touch with DMIRS regarding the fence, and will have this rectified as soon as possible. Also looking at getting the boundary retaining and fencing installed as soon as possible as well. Will be in touch with some dates.*

Dean Meredith, Inspector, Worksafe Industrial and Regional Industry Safety Directorate, Department of Mines, Industry Regulation and Safety has contacted the CEO as he had received a complaint regarding the building site at Johnston Street.

The CEO has been liaising with Dean and he has advised the CEO the following.

*The Shire does have responsibility on site being "someone" who has control of the workplace. That means if obvious hazards are observed or known, they should be taken into account and a plan to mitigate hazards put in place. Since it is your site, you have the power to change things. In this situation, you have observed a hazard and made Kbuilt Construction aware of the hazard. Kbuilt has said they will rectify this issue. In my opinion, you have fulfilled your duties on this matter, and do not need to do any more (except make sure the hazards are rectified to your pleasing). However, if Kbuilt do not react in a timely manner, drag their feet, or break contract, as the principal contractor and someone having control of the workplace, I would then be starting to look towards the Shire to rectify these issues.*

If KBuilt do not undertake the necessary requirements by 18 July 2021 the CEO has directed the Manager of Works to place the appropriate barrier around the excavation site.

### **Town Teams**

Attached to this report is the Town Teams' report received by the CEO from David Snyder for Council's attention.

**MEETINGS ATTENDED**

<b>June 2021</b>	
25 <sup>th</sup>	WALGA CCZ Quairading
29 <sup>th</sup>	Cr John Mearns
<b>July 2021</b>	
2 <sup>nd</sup>	CRC 20 Year Anniversary
5 <sup>th</sup>	Representatives Yealering Progress Association
6 <sup>th</sup>	Lakes RRG sub Group meeting
8 <sup>th</sup>	Mia Davies

**DELEGATIONS**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts		CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO	Termination Dave Wilson Employment James Williams to General Plant Operator		
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO	Wickepin Hotel		
A9	Legal Advice	CEO	Community and Sports Club Leases		
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO	Playgroup building – Facey Group Wickepin CC – Ignite Wicky Yealering Hall – Churchlands SHS Wickepin CC – WFC Yealering Hall – Private function	15/06/21 18/06/21 22/06/21 22/06/21 23/06/21	CEO

			Saleyards – Aus Wool Network Yealering Hall – Yealering Weeds Inc Yealering Hall – Facey Group	29/06/21 29/06/21 12/07/21	
<b>A14</b>	<b>The Food Act 2008 and the Food Regulations 2009</b>	<b>CEO</b>	Letter to Wickepin Hotel		
<b>A15</b>	<b>The Public Health Act 2016</b>	<b>CEO</b>			
<b>3.1.5</b>	<b>Sponsorship, contributions and donations to sporting and community groups</b>	<b>CEO</b>			

**Recommendations:**

That Council note the Chief Executive Officer's report dated 14 July 2021.

**Voting Requirements:**

Simple majority.

**Resolution No 210721-13**

**Moved Cr N Astbury / Seconded Cr Lansdell**

That Council note the Chief Executive Officer's report dated 14 July 2021.

**Carried 6/0**

### **13. Notice of Motions for the Following Meeting**

### **14. Reports and Information**

#### Cr Lansdell – Wickepin Winter Weekend

Cr Lansdell advised that the Wickepin Winter Weekend was a huge success and commended the state of the Hall.

Cr Lansdell also thanked the Wickepin Bowling Club for catering the event.

#### Cr Mearns – Wickepin Hotel

Cr Mearns advised that he has been in discussion with the Wickepin Hotel regarding the construction of an ensuite within the accommodation area.

### **15. Urgent Business**

### **16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 4.38pm.