



A Fortunate Place

Shire of Wickepin

Minutes

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 15 December 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 15 December 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

10 December 2021

#### Time Table

12.00pm	Lunch
1.00pm	Australia Day Committee Meeting
1.30pm	Forum
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

#### **Disclaimer**

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

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

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

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

<b>NAME:</b>	
<b>SIGNATURE:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>MEETING/DATE:</b>	
<b>NAME OF ORGANISATION REPRESENTING (if applicable):</b>	
<b>QUESTION:</b>	

## **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 15 December 2021 commencing @ 3.30pm**

The President declared the meeting open at 3.34pm.

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

President	Julie Russell
Deputy President	Wes Astbury
Councillor	John Mearns
Councillor	Fran Allan
Councillor	Allan Lansdell
Councillor	Lindsay Corke
Councillor	Ty Miller

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

### Leave of Absence (Previously Approved)

Councillor	Peter Thompson
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### Apologies

## 2. Public Question Time

## 3. Applications for Leave of Absence/Apologies

### Resolution No 151221-01

**Moved Cr Astbury / Seconded Cr Corke**

That Council approve Cr Mearns' leave of absence for the February 2022 Council meeting.

**Carried 6/0**

## 4. Petitions, Memorials and Deputations

Phillipa Gardener, Business Development Manager and Helen Creed, Chairperson; Regional Early Education & Development (REED).

CEO left the meeting at 3.49pm and returned at 3.51pm.

Phillipa & Helen left the meeting at 4.07pm.

CEO left the meeting at 4.07pm and returned at 4.09pm.

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1.02	Saleyards Working Group Committee Recommendations	Cr Julie Russell	Proximity	Owner of adjoining land
10.1.03	Wickepin Sheep Saleyards Hand Rail Quotes	Cr Julie Russell	Proximity	Owner of adjoining land
10.1.02	Saleyards Working Group Committee Recommendations	Cr Ty Miller	Financial	Livestock selling agent
10.1.03	Wickepin Sheep Saleyards Hand Rail Quotes	Cr Ty Miller	Financial	Livestock selling agent

## 6. Confirmation of Minutes

Ordinary meeting of council – 17 November 2021

### **Resolution No 151221-02**

**Moved Cr Astbury / Seconded Cr Mearns**

That the minutes of the Ordinary meeting of council held on Wednesday 17 November 2021 be confirmed as a true and correct record.

**Carried 7/0**

## 7. Receival of Minutes

## RECEIVAL OF MINUTES

### 7.1 Saleyards Working Group 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>Mel Martin, Executive Support Officer</b>
<b>File Reference:</b>	<b>CP.MAI.549</b>
<b>Author:</b>	<b>Mel Martin, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>1 December 2021</b>

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

Minutes of the Saleyards Working Group Committee meeting held on Tuesday 16 November 2021.

#### **Background:**

The Saleyards Working Group Committee meeting was held on Tuesday 16 November 2021.

#### **Summary:**

Council is being requested to receive the Saleyards Working Group Committee meeting minutes held on Tuesday 16 November 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 of the Saleyards Working Group Committee meeting held on Tuesday 16 November 2021 be received.

**Voting Requirements:** Simple majority

### **Resolution No 151221-03**

**Moved Cr Astbury / Seconded Cr Mearns**

That the minutes of the Saleyards Working Group Committee meeting held on Tuesday 16 November 2021 be received.

**Carried 7/0**





A Fortunate Place

Shire of Wickepin

# Minutes

Saleyards Working Group Committee  
Council Chambers, Wickepin

# 16 November 2021



## Notice of a Saleyards Working Group Committee Meeting

Please note that the next Saleyards Working Group Committee Meeting of the Shire of Wickepin will be held on Tuesday 16 November 2021 at Council Chambers, Wickepin, commencing at 3.00pm.

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

A handwritten signature in blue ink, appearing to read 'Mark Hook', is written over a horizontal red line.

Mark Hook  
Chief Executive Officer

8 November 2021

### Disclaimer

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

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**NAME:**

**SIGNATURE:**

**ADDRESS:**

**TELEPHONE:**

**MEETING/DATE:**

**NAME OF ORGANISATION REPRESENTING (if applicable):**

**QUESTION:**

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**Minutes of Saleyards Working Group Committee Meeting held in Council Chambers, Wickepin – Tuesday 16 November commencing @ 3pm.**

The Chairperson declared the meeting open at 3.05pm.

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

Ty Miller	Landmark
Philip Russell	
Paul Keppell	Elders Representative
Jeff Brown	Elders Representative
Tom Williamson	TC Williamson & Co
Andrew Kittow	Dyson Jones
Don Morgan	AWN
Gary Rasmussen	Manager Works and Services
Mr Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer

**Apologies**

**Leave of Absence (Previously Approved)**

- 2. Public Question Time**
- 3. Applications for Leave of Absence/Apologies**
- 4. Petitions, Memorials and Deputations**
- 5. Declarations of Member’s and Officer’s Interest**
- 6. Confirmation of Minutes – 12 August 2021**

**Moved T Miller/ Seconded T Williamson**

That the minutes of the Saleyards Working Group Committee held on 12 August 2021 be confirmed as a true and correct record.

**Carried 7/0**

**7. Status Report (Business arising from previous minutes)**

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

Subject/Action	Officer	Progress	Status	Comment
That the Saleyards Working Group Committee request Council to upgrade the current walkways.	CEO	CEO placed adverts in the West Australian and the Narrogin Observer	✓	Refer to Agenda item 10.1.01

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

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

8. **Financials**
9. **Notice of Motions of Which Notice Has Been Given**
10. **Receipt of Reports & Consideration of Recommendations**

### **10.1.01 – Wickepin Saleyards Walkways**

<b>Submission To:</b>	<b>Saleyard Working Group</b>
<b>Location/Address:</b>	<b>Wickepin Saleyards</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CP.MAI.549</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>8<sup>th</sup> November 2021</b>

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

1. Improvement Notices 53300357
2. Improvement Notices 53300356

#### **Summary:**

The Saleyard Working Group needs to discuss the walkways at the Wickepin Saleyards.

#### **Background:**

The Shire has received the two attached improvement notices for the Wickepin Saleyards.

#### **Comments:**

The Works Manager has dealt with improvement Notice 53300356 for the signage, and all appropriate signage is in place.

The CEO has requested quotes and placed the following advert in the West Australian and the Narrogin Observer.



**Shire of Wickepin**

**REQUEST FOR QUOTATION**

**Description:**  
Quotations are invited for the Upgrade of Wickepin Sheep Saleyard Selling Walkways to:

**Australian Standards:**  
AS5340:2020 Livestock loading/unloading ramps and forcing pens  
AS 1657 2018: Fixed platforms, walkways, stairways and ladders – design, construction and installation

**Quotation Enquiries:**  
A copy of the quotation specifications and conditions can be obtained by contacting the Chief Executive Officer, on 9888 1005 or at [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au).

**Lodgement:**  
Quotations are to be submitted in a sealed, clearly endorsed envelope with the quotation details and quotation or emailed to [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au).

Quotations will close at 5.00pm Friday 8 October 2021 and must be addressed to Chief Executive Officer, PO Box 19, Wickepin WA 6370 or;  
Emailed to [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au) and duly marked with the relevant quotation number.

**The lowest or any Quotations will not necessarily be accepted.**

**Mark J Hook**  
Chief Executive Officer

At the close of the RFQ on the 8<sup>th</sup> October 2021, council had not received one quote for the replacement of the Walkways.



Since the closing of the RFQ the CEO has contacted J. Mac Engineering Pingelly, RJ Smith Engineering Narrogin and Fishers Welding Service, Williams for a quote, to date no quote has been received.

As there has been no quotes received the Saleyard working group need to consider removing the walkways until Council receives a quote.

The CEO has advised the current stock agents utilising the Wickepin Saleyards that under no circumstance are they able to utilise the walkways at the Wickepin Saleyards.

The CEO has received phone calls from sellers and buyers at the Saleyards requesting that the Shire of Wickepin complete the required improvements to the current walkways, as they are an asset to the Shire of Wickepin.

### **Statutory Environment:**

#### *Australian Standards:*

- AS5340:2020 Livestock loading/unloading ramps and forcing pens (this document was based on the ALRTA document)
- AS 1657 2018: Fixed platforms, walkways, stairways and ladders – design, construction and installation

#### *Section 22(1) Occupational Health and Safety Act 1984*

**Policy Implications:** Nil

**Financial Implications:** Unknown as no Quotes Received.

### **Strategic Implications:**

The Shire of Wickepin 2018/2028 Strategic Community Plan does not list the upgrade of the Walkways.

### **Recommendations:**

That the Shire of Wickepin continue to keep the walkways closed at the Saleyards and that the CEO continues to chase down appropriate quotes for the upgrades of the existing walkways at the Wickepin Saleyards.

**Voting Requirements:** Simple majority

#### **Moved T Williamson / Seconded P Keppell**

That the CEO is to obtain quotes to upgrade the loading ramps and bring back to the next meeting.

**Carried 7/0**

#### **Moved P Russell / Seconded D Morgan**

That the Shire of Wickepin continue to keep the walkways closed at the Saleyards and that the CEO continues to chase down appropriate quotes for the upgrades of the existing walkways at the Wickepin Saleyards.

**Carried 7/0**

- 11. Notice of Motions for the Following Meeting**
- 12. Reports & Information**
- 13. Urgent Business**
- 14. Closure**

The next Saleyards Working Group Committee Meeting will be held on

There being no further business the Chairperson declared the meeting closed at 3.35pm.

**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.  Cabinet donated from Wickepin CRC.
1160-150921-12	Townscape & Cultural Planning Committee Recommendations	CEO	That the CEO replace the Tank Road sign as near as to the original and that the sign be placed back in the Tank Road information Bay.	○	Still researching information for sign.
1161-150921-13	Townscape & Cultural Planning Committee Recommendations	CEO	That the current Wogolin Road information board not be re-sited and that a new board be redesigned.	○	Researching digital sign.
1162-150921-14	Townscape & Cultural Planning Committee Recommendations	CEO	That the CEO investigate the state of the CRC wall and report back to Council.	✓	Refer to Agenda Item 10.2.06.
1180-211021-19	Wogolin Recreation Area	CEO	That council install a water fountain within the Wogolin Recreation Area.	✓	Purchase order issued 1/12/21.
1192-211021-34	Wickepin History Group Plaque Request	CEO	That Council lay a plaque in the main street footpath to acknowledge WM Butler and Co machinery agency.	○	Plaque ordered through Midland Monumental
1193-211021-35	Proposed Subdivision at Lot 9001, Wickepin Harrismith Rd, Wickepin	CEO	Part 1 of 3 1. That with respect to the proposed Structure Plan for Lots 20-29, 50 and Lot 9001 Wickepin-Harrismith Road (Attachment 4), Council supports the Structure Plan for the purposes of public advertising in accordance with clause 18 of the Planning and Development (Local Planning Schemes) Regulations 2015, for a period of 42 days,	○	

			<p>seeking comment from any public authority or utility service provider and to provide to the Commission a copy of the proposed Structure Plan and the details of the advertising and consultation arrangements for the plan</p> <p>2. At the conclusion of the Advertising period, any submissions received are to be presented to Council for its further consideration.</p> <p>Part 2 of 3 That with respect to the proposed subdivision of Stage 1 on portion of Lot 9001, Wickepin-Harrismith Road, Wickepin, Council submit a fresh subdivision application for Subdivision for the creation of eleven (11) lots to the Western Australian Planning Commission for their consideration.</p> <p>Part 3 of 3 That with respect to the proposed subdivision east of Rintel Street on Lot 166, and Reserve R13752 and Lot 193, Dumbleyung Road, Council defers the project until a review of the Shire of Wickepin's Local Planning Strategy and Local Planning Scheme.</p>		
1198-171121-05	Manager Works and Services' Report	MWS	That Council not undertake any works on the Wickepin Harrismith drainage as outlined in the Manager of Works & Services' Report.	✓	MWS will notify property owner of Council's resolution.

1199-171121-06	Manager Works and Services' Report	MWS	That Council install floodway signs and depth markers at the Wickepin Harrismith Road floodway as outlined in the Manager of Works & Services' Report.	✓	Signs ordered through Jason signs and will be installed early in the new year.
1200-171121-07	Manager Works and Services' Report	MWS	That Council proceed with the construction of the new crib room at a cost of \$70,000 with the additional funds transferred from the Building Reserve.	✓	Quote received from Instant Transportable Offices and construction should begin in March 2022.
1201-171121-08	10.1.02 RFT 2 – 2021/22 Supply and Delivery of One Motor Grader	MWS	That council accept the WALGA EQuote supplied by AFGRI Equipment for a new John Deere 670GP grader at a changeover price of \$335,500 GST exclusive. This includes trading council's existing Komatsu GD555 Grader rego WK518 for \$85,000 GST exclusive.	✓	EQuotes and suppliers notified 19/11/2021.
1202-171121-09	RFT 5 - 2021/22 Supply and Delivery of One Roller	MWS	That Council accept the WALGA EQuote supplied by GCM for a new Multipac 118H Vibrating Smooth Roller at a changeover price of \$96,000 GST exclusive. This includes trading council's existing 2013 Dynapac Vibe Roller CA2500 WK697 for \$60,000 GST exclusive.	✓	EQuotes and suppliers notified 19/11/2021.
1203-171121-13	Council & Committee Meeting Dates 2022	CEO	That Council adopted the Committee Meetings dates for 2022.	✓	Committee Members notified of dates for 2022.
1204-171121-14	Lake Yealering Foreshore Toilets Upgrade	CEO	1. That council request the CEO to obtain designs and quotes for the replacement of the Lake Yealering amenities block including new site details. 2. That council request the CEO to obtain designs and quotes for a complete upgrade of the existing amenities block at the Lake Yealering Foreshore.	○	CEO sourcing quotes. Architect requested to supply quote.

			3. That the CEO liaise with the Lake Yealering Progress Association in relation to the Lake Yealering foreshore area and amenities block at Lake Yealering.		
1205-171121-15	Appointment of Mr Ken Martin as Fire Control Officer	CEO	That Mr Ken Martin be appointed as a Fire Radio Operator and Fire Weather Instrument Officer of the Shire of Wickepin for the 2021/2022 bush fire season.	✓	Letter sent to Mr Martin 22/11/21.
1206-171121-16	Rental of Yarling Brook Estate Land – Community Purposes		<p>1. That council rents the Yarling Brook Estate vacant land under a MOU agreement for the purposes of cropping and grazing to the Wickepin District Sports Club on a joint venture basis with the Wickepin Football Club for a term of three years from 1 April 2021 expiring 31 March 2024 at a rental of \$4,400 (GST inclusive) per annum, further that the following conditions/limitations be noted;</p> <ul style="list-style-type: none"> <li>•Council reserves the right to utilise the land for rural/residential development should the need/demand arise;</li> <li>•The WDSC and WFC shall maintain boundary fences in a secure manner;</li> <li>•The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;</li> <li>•The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin;</li> </ul> <p>2. That the CEO be authorised to place the</p>	✓	Lease sent to WDSC 22/11/2021.

			common seal of council on the Rental - MOU agreement once signed by the Wickepin District Sports Club and the Wickepin Football Club.		
1207-171121-	Albert Facey Homestead Committee and Townscape & Cultural Planning Committee Meeting Recommendations		<p>1. That Cr Julie Russell be appointed as a Member of the Albert Facey Homestead Committee.</p> <p>2. That the old skate park be moved out to Yealering with liaison with the Yealering Progress Association and Tennis Club for a suitable site.</p> <p>3. That the Yealering Progress Association be given approval to lay paving slabs at the Yealering Town Hall front entrance double doors</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Letter sent to CR Russell 22/11/2021.</p> <p>CEO liaising with the Yealering Progress Association and Yealering Tennis Club.</p> <p>Letter of approval sent 22/11/2021.</p>

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>6 December 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**

- Water harvesting at Wickepin Caravan Park drain – concrete work is programed for January 2022.
- WSNF Rabbit Proof Fence Rd – plan to seal the job on 16 December and will be completed by 23 December. White lines to be painted in January 2022.
- Plover St – curb and asphalt correction complete.
- Curlew Way drainage – area has been surveyed and is currently in the design process - on hold.
- Wickepin Harrismith Rd – work will commence in January 2022.

**Maintenance Works**

- Maintenance grader – currently working on Fence Rd and will be back on maintenance next week.
- Pothole patching – ongoing.
- Signage maintenance – ongoing.
- Tree removal – due to the recent storms.
- Tree pruning work has been done.

**Occupational Health and Safety**

Lost time injury – nil

**Parks and Gardens**

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

**Plant and Equipment**

- General servicing

**Other Information****Depot**

- Shed – shed is up and will start work on the flooring in the near future.
- Crib Room – ordered.

**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 6 December 2021.

**Voting Requirements:** Simple majority

**Resolution No 151221-04**

**Moved Cr Lansdell / Seconded Cr Mearns**

That Council notes the report from the Manager of Works and Services dated 6 December 2021.

**Carried 7/0**

Cr Russell and Cr Miller declared an interest in items 10.1.02 and 10.1.03 and left the meeting at 4.16pm.

Cr Astbury took the Chair.

TECHNICAL SERVICES**10.1.02 Saleyards Working Group Committee Meeting Recommendations**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Wickepin Sale yards</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CP.MAI.549</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>7 December 2021</b>

**Summary:**

Council is being requested to adopt the recommendations from the Saleyards Working Group Committee meeting held on 16 November 2021.

**Background:**

The Saleyards Working Group Committee meeting was held on 16 November 2021 and passed the following recommendation:

**Moved T Williamson / Seconded P Keppell**

That the CEO is to obtain quotes to upgrade the loading ramps and bring back to the next meeting.

**Carried 7/0**

**Moved P Russell / Seconded D Morgan**

That the Shire of Wickepin continue to keep the walkways closed at the Saleyards and that the CEO continues to chase down appropriate quotes for the upgrades of the existing walkways at the Wickepin Saleyards.

**Carried 7/0**

**Statutory Environment:** Nil

**Policy Implications:** Not applicable

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

1. That the CEO is to obtain quotes to upgrade the loading ramps and bring back to the next meeting.
2. That Council continue to keep the walkways closed at the Saleyards and that the CEO continues to chase down appropriate quotes for the upgrades of the existing walkways at the Wickepin Saleyards.

**Voting Requirements:** Simple majority

**Resolution No 151221-05**

**Moved Cr Lansdell / Seconded Cr Mearns**

1. That the CEO is to obtain quotes to upgrade the loading ramps and bring back to the next meeting.
2. That Council continue to keep the walkways closed at the Saleyards and that the CEO continues to chase down appropriate quotes for the upgrades of the existing walkways at the Wickepin Saleyards.

**Carried 5/0**

TECHNICAL SERVICES**10.1.03 Wickepin Sheep Sale Yards – Hand Rail Quotes**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Wickepin Sale yards</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CP.MAI.549</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>25 November 2021</b>

**Enclosure/Attachments:**

1. Quote Lake Grace Engineering.

**Summary:**

The CEO is requesting Council to accept the quote from Lake Grace Engineering in the amount of \$56,000 plus GST to fabricate and fit Australian Standard Walkways to the Wickepin Saleyards.

**Background:**

The Shire of Wickepin received an improvement notice from the Department of Mines, Industry Regulation and Safety for improvements to the walkways at the Wickepin Sale Yards. The Improvement Notice has given Council until the 31<sup>st</sup> December 2022 to remove or upgrade the Walkways.

**Comments:**

After receiving the improvement notices the CEO requested quotes for the upgrade of the Walkways with the following advert in The West Australian and the Narrogin Observer newspapers for RFQ 8 – 2021/2022.



**Shire of Wickepin**

**REQUEST FOR QUOTATION**

**Description:**  
Quotations are invited for the Upgrade of Wickepin Sheep Saleyard Selling Walkways to:

**Australian Standards:**  
AS5340 2020 Livestock loading/unloading ramps and forcing pens  
AS 1657 2018: Fixed platforms, walkways, stairways and ladders – design, construction and installation

**Quotation Enquiries:**  
A copy of the quotation specifications and conditions can be obtained by contacting the Chief Executive Officer, on 9888 1005 or at [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au).

**Lodgement:**  
Quotations are to be submitted in a sealed, clearly endorsed envelope with the quotation details and quotation or emailed to [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au).

Quotations will close at 5:00pm Friday 8 October 2021 and must be addressed to Chief Executive Officer, PO Box 19, Wickepin WA 6370 or:  
Emailed to [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au) and duly marked with the relevant quotation number.

**The lowest or any Quotations will not necessarily be accepted.**

**Mark J Hook**  
Chief Executive Officer

At the close of RFQ 8 – 2021/2022 on 8 October 2021, council had not received any quotes for the replacement or upgrade of the walkways at the Wickepin Saleyards.

Since the closing of the RFQ, the CEO and members of the Saleyards Working Committee have contacted the following businesses capable of upgrading the walkways:

1. J Mac Engineering Pingelly
2. RJ Smith Engineering Narrogin
3. Fishers Welding Service Williams
4. Aussie Stock Yards Wagin
5. Lake Grace Engineering

As at the 25<sup>th</sup> November 2022, the CEO has received one quote from Lake Grace Engineering in the amount of \$56,000 plus GST to fabricate and fit Australian Standard Walkways to the Wickepin Saleyards.

Aussie Stockyards have advised the following by email:

*We have had a look at what is required and unfortunately we will be unable to complete the job in the required time frame due to current scheduling.*

The CEO has advised the current stock agents utilising the Wickepin Saleyards that under no circumstance are they able to utilise the walkways at the Wickepin Saleyards until they are upgraded to Australian Standards. Therefore, they must sell from the floor until Council undertakes the walkway upgrades.

The CEO has received phone calls from sellers and buyers at the Wickepin Saleyards requesting the Shire of Wickepin to undertake the required improvements to the current walkways, as they are an asset to the Shire of Wickepin.

The Saleyard Working Group passed the following resolution at their meeting held on 16 November 2021:

***Moved P Russell / Seconded D Morgan***

*That the Shire of Wickepin continue to keep the walkways closed at the Saleyards and that the CEO continues to chase down appropriate quotes for the upgrades of the existing walkways at the Wickepin Saleyards.*

**Carried 7/0**

As the adopted budget only has the transfer of funds to the Saleyards Reserve account and not the actual upgrade of the walkways, and it does not fit within Council's 2018/2028 Strategic Plan, Council will need to process this as an out of budget expenditure requiring an Absolute Majority.

### **Statutory Environment:**

*Australian Standards:*

- AS5340:2020 Livestock loading/unloading ramps and forcing pens (this document was based on the ALRTA document)
- AS 1657 2018: Fixed platforms, walkways, stairways and ladders – design, construction and installation

*Section 22(1) Occupational Health and Safety Act 1984**Local Government Act 1995***6.8. Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*;* or
  - (c) *is authorised in advance by the mayor or president in an emergency.*

**\* Absolute majority required.**

(1a) *In subsection (1) —*

**additional purpose** *means a purpose for which no expenditure estimate is included in the local government's annual budget.*

(2) *Where expenditure has been incurred by a local government —*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

**Policy Implications:**

Nil

**Financial Implications:**

Cost of the walkways upgrade is \$56,000 plus GST.

The 2021/2022 adopted budget includes a transfer of \$85,000 to the Wickepin Saleyards reserve for the upgrade of the walkways.

The balance of the Wickepin Saleyards reserve as at 30<sup>th</sup> June 2021 was \$44,685. With the transfer of \$85,000 in 2021/2022 the balance would be as at 30<sup>th</sup> June 2022 \$129,685.

Council is able to use the transfer to reserve amount of \$85,000 for the upgrade of the walkways this year by absolute majority decision.

This would leave an amount of \$29,000 for the transfer to the reserve account leaving a balance of \$73,685 as at 30<sup>th</sup> June 2022.

**Strategic Implications:**

The Shire of Wickepin 2018/2028 Strategic Community Plan does not list the upgrade of the walkways.

**Recommendations:**

That Council accepts the quote from Lake Grace Engineering in the amount of \$56,000 plus GST to fabricate and fit Australian Standard Walkways to the Wickepin Saleyards.

**Voting Requirements:**

Absolute majority

**Resolution No 151221-06****Moved Cr Lansdell / Seconded Cr Mearns**

That Council does not accept the quote from Lake Grace Engineering in the amount of \$56,000 plus GST to fabricate and fit Australian Standard Walkways to the Wickepin Saleyards.

**Carried 5/0**

ESO left the meeting at 4.17pm and returned at 4.18pm.

ESO left the meeting at 4.28pm and returned at 4.29pm.

ESO left the meeting at 4.38pm and returned at 4.41pm.

**Resolution No 151221-07****Moved Cr Mearns / Seconded Cr Lansdell**

That this matter be referred back to the Saleyards Working Group Committee to consider the option of a central elevated platform instead of the upgrade of the current elevated walkways.

**Carried 5/0**

Cr Russell and Cr Miller returned to the meeting at 4.44pm.

Cr Russell took the Chair.

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>7 December 2021</b>

**Enclosure/Attachments:** List of accounts.

**Summary:**

List of accounts remitted during the period 1st November 2021 to 30th November 2021.

<b>Municipal Account</b>	<b>Vouchers</b>	<b>Amounts</b>
EFT	11957-12040	\$ 260,232.09
Bpay	63091121, 63301121	\$ 1,928.29
Cheques	15780 – 15785	\$ 27,168.62
Cancelled Cheques		
Payroll	November	\$ 94,132.00
Superannuation	November	\$ 15,412.79
Credit Card	November	\$ 599.44
Direct Deductions	November	\$ 1,622.90
Licensing	November	\$ 15,538.95
	<b>November Total</b>	<b>\$ 416,635.08</b>
<b>Trust</b>		
EFT		\$ 0.00
Cheques		0.00
	<b>November Total</b>	<b>\$ 0.00</b>
	<b>Total for November</b>	<b>\$ 416,635.08</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 \$416,635.08 for November, 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 151221-08****Moved Cr Allan / Seconded Cr Astbury**

That council acknowledges that payments totalling \$416,635.08 for November, 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 7/0**

<u>List of Accounts Due &amp; Submitted to Council</u>				
<u>30th November, 2021</u>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Muni</b>
EFT11957	11/11/2021	AUSTRALIA POST	ACCOUNT OCTOBER, 2021	\$ 157.69
EFT11958	11/11/2021	AIR LIQUIDE WA PTY LTD	CYLINDER RENTAL 1/10/2021 - 31/10/2021	\$ 71.02
EFT11959	11/11/2021	AIR RESPONSE	SUPPLY & FIT FUJITSU AIR CON	\$ 2,074.00
EFT11960	11/11/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY COSTS OCTOBER 2021	\$ 858.00
EFT11961	11/11/2021	ASSET INFRASTRUCTURE MANAGEMENT	DEVELOPMENT OF 4 ASSET MANAGEMENT PLANS	\$ 11,572.00
EFT11962	11/11/2021	CONPLANT	HIRE PAD FOOT ROLLER	\$ 7,832.22
EFT11963	11/11/2021	CLARK EQUIPMENT	CUTTER, NUTS, BOLTS	\$ 381.08
EFT11964	11/11/2021	LANDGATE	INTERIM VALUATION	\$ 70.40
EFT11965	11/11/2021	EDWARDS MOTORS PTY LTD	SERVICE TOYOTA HILUX	\$ 615.92
EFT11966	11/11/2021	EASIFLEET MANAGEMENT	FACEY GROUP VEHICLE LEASE	\$ 460.56
EFT11967	11/11/2021	ELDERS WICKEPIN	STEEL STRAINER & STRUT	\$ 104.50
EFT11968	11/11/2021	FARMERS CENTRE	2 WAY RADIO	\$ 250.25
EFT11969	11/11/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL ACCOUNT OCTOBER, 2021	\$ 24,943.45
EFT11970	11/11/2021	GSR LASER TOOLS	IMPACT TESTER	\$ 10,219.33
EFT11971	11/11/2021	HANCOCKS HOME HARDWARE	KEY CUTTING, BLU TACK, DOUBLE SIDED TAPE, SCRAPER	\$ 112.50
EFT11972	11/11/2021	AG & SM HEMLEY	REIMBURSEMENT SENIORS LUNCHEON 2021	\$ 149.00
EFT11973	11/11/2021	HERSEY'S SAFETY PTY LTD	SHOVEL, STANLEY TRIMMERS, CLAMPS, SIDE CUTTERS, 10PCE SCREWDRIVER SET	\$ 1,477.14
EFT11974	11/11/2021	BERYLE HOLM	COMMISSION OCTOBER, 2021	\$ 303.30
EFT11975	11/11/2021	JIM'S PEST CONTROL	SPIDER SPRAYING, RODENT STATIONS	\$ 6,176.50
EFT11976	11/11/2021	JASON SIGNMAKERS	SIGNS - HIKING , FACEY HOMESTEAD, STREET NAME	\$ 567.49
EFT11977	11/11/2021	NARROGIN TYRE SERVICE	4 X TYRES	\$ 1,368.00
EFT11978	11/11/2021	LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC LIABILITY INSURANCE IGNITE WICKEPIN	\$ 595.97
EFT11979	11/11/2021	KAREN LANGFORD	REIMBURSEMENT POLICE CLEARANCE & MEDICAL CERTIFICATE	\$ 270.60
EFT11980	11/11/2021	METAL ARTWORK CREATIONS	COUNCILLOR DESK PLAQUES X 3, POSTAGE	\$ 149.60
EFT11981	11/11/2021	MARKETFORCE PRODUCTIONS	WICKEPIN CARAVAN PARK - 20/10/2021	\$ 811.09
EFT11982	11/11/2021	M.E PUMP WIZARDS	INSPECTION OF SEWER STATION & SUPPLY PUMP	\$ 12,771.21
EFT11983	11/11/2021	NEALE & MARGARET MCLEAN ATF MCLEAN FAMILY TRUST	RATES REFUND A4125 WILLIAMS-KONDININ ROAD	\$ 623.68
EFT11984	11/11/2021	KOMATSU AUSTRALIA PTY LTD	CUTTING EDGES	\$ 434.68

EFT11985	11/11/2021	NARROGIN HIRE SERVICE AND RETICULATION	RETICULATION PARTS FOR GARDEN AT 14 SMITH ST	\$ 816.55
EFT11986	11/11/2021	GREAT SOUTHERN WASTE DISPOSAL	REFUSE COLLECTION OCTOBER, 2021	\$ 7,834.07
EFT11987	11/11/2021	NARROGIN BEARING SERVICES	MALE ADAPTORS	\$ 26.40
EFT11988	11/11/2021	NARROGIN AUTO ELECTRICS	REPAIRS - BATTERIES X 4, TUBE TERMINALS, LABOUR, TRAILER PIN	\$ 1,767.00
EFT11989	11/11/2021	NARROGIN PUMPS, SOLAR AND SPRAYING	NIPPLES, ELBOWS	\$ 33.02
EFT11990	11/11/2021	STAR TRACK EXPRESS	FREIGHT - WA HINO	\$ 239.67
EFT11991	11/11/2021	NARROGIN TOYOTA	BLOWER	\$ 726.66
EFT11992	11/11/2021	NARROGIN GAS SERVICES	STOVE & FITTINGS, LABOUR & TRAVEL	\$ 1,102.70
EFT11993	11/11/2021	NARROGIN & DISTRICTS PLUMBING SERVICE	MATERIALS TO REPAIR URINAL	\$ 1,980.00
EFT11994	11/11/2021	NARROGIN VALLEY STOCKFEED	LAWN MIX	\$ 480.00
EFT11995	11/11/2021	OFFICEWORKS SUPERSTORES PTY LTD	TAPE, BATTERIES, USB'S AND SHARPS CONTAINERS	\$ 206.19
EFT11996	11/11/2021	PARRYS	WORK BOOTS	\$ 183.55
EFT11997	11/11/2021	GARY RASMUSSEN	REIMBURSEMENT FOR DIESEL	\$ 284.69
EFT11998	11/11/2021	REPCO	GME 2 WAY RADIO	\$ 520.11
EFT11999	11/11/2021	MICHELLE MILLER	CATERING - AUGUST & OCTOBER COUNCIL MEETINGS	\$ 660.00
EFT12000	11/11/2021	SIGMA CHEMICALS	TELE POLE & SCOOP	\$ 43.50
EFT12001	11/11/2021	TANYA MARY SANDS	COMMISSION OCTOBER, 2021	\$ 431.70
EFT12002	11/11/2021	SHIRE OF NARROGIN	PLANNING - EMAILS, LETTERS, REPORT, ENQUIRIES	\$ 3,087.80
EFT12003	11/11/2021	TOLL IPEC	FREIGHT - JASON SIGNMAKERS	\$ 26.83
EFT12004	11/11/2021	TINCURRIN RURAL SERVICES	ONE BATTERY FIRE TRUCK WK182	\$ 350.00
EFT12005	11/11/2021	WA HINO SALES & SERVICE	LUBE KITS, AIR FILTERS, POLLEN FILTERS, COOLANT	\$ 1,318.37
EFT12006	11/11/2021	WALGA	WALGA ELECTION ADVERTISING	\$ 2,970.00
EFT12007	11/11/2021	WICKEPIN NEWSAGENCY	NEWSPAPERS	\$ 11.60
EFT12008	11/11/2021	WEST AUSTRALIAN NEWSPAPERS	FIRE CONTROL OFFICERS LISTING 2021/22	\$ 200.00
EFT12009	11/11/2021	WOODFORD FARMS	RATES REFUND A6816 WISHBONE ROAD HARRISMITH	\$ 8,882.89
EFT12010	11/11/2021	ZONE 50 ENGINEERING SURVEYS	SURVEY RABBIT PROOF FENCE ROAD	\$ 24,167.01
EFT12011	25/11/2021	AIR LIQUIDE WA PTY LTD	OXYGEN BOTTLE & DELIVERY	\$ 72.49
EFT12012	25/11/2021	BURGESS RAWSON (WA) PTY LTD	WATER ACCOUNT 28/9/2021 - 19/11/2021	\$ 492.32
EFT12013	25/11/2021	DERBAHL PTY LTD	PUMP OUT SITE TOILET	\$ 388.00
EFT12014	25/11/2021	EWEN RURAL SUPPLIES	ACCOUNT OCTOBER, 2021	\$ 17,025.95
EFT12015	25/11/2021	EVERLON BRONZE	PLAQUES X 2 - BARTLETT, FREIGHT	\$ 523.60
EFT12016	25/11/2021	EFIRE & SAFETY	NOVEMBER 2021 - 6 MONTH SERVICE FIRE EQUIPMENT	\$ 5,897.10
EFT12017	25/11/2021	ELDERS WICKEPIN	MIG GAS BOTTLE	\$ 180.20

EFT12018	25/11/2021	EDGE PLANNING AND PROPERTY	REVIEW LOCAL PLANNING STRATEGY STAGE 1	\$ 4,400.00
EFT12019	25/11/2021	DEPARTMENT OF FIRE AND EMERGENCY (DFES)	ESL 2ND QUARTER 2021/2022	\$ 14,546.40
EFT12020	25/11/2021	GEOFF PERKINS FARM MACHINERY	CONNECTOR ELBOW	\$ 18.72
EFT12021	25/11/2021	HANCOCKS HOME HARDWARE	PLUNGERS	\$ 51.60
EFT12022	25/11/2021	JASON SIGNMAKERS	WOGOLIN PLAYGROUND PLAQUE	\$ 449.41
EFT12023	25/11/2021	KLEENHEAT GAS	ANNUAL FACILITY FEE	\$ 85.80
EFT12024	25/11/2021	NARROGIN TYRE SERVICE	2 X TYRES & BALANCING	\$ 1,083.00
EFT12025	25/11/2021	BJ & J MCKENNA	REPLACE/REPAIR 3 WINDOWS, PAINT SILLS	\$ 4,960.00
EFT12026	25/11/2021	KOMATSU AUSTRALIA PTY LTD	PLATES, PLOW BOLTS, NUTS, WASHERS	\$ 915.55
EFT12027	25/11/2021	NARROGIN HIRE SERVICE AND RETICULATION	RETIC PARTS	\$ 1,844.80
EFT12028	25/11/2021	NARROGIN BEARING SERVICES	GREASE GUN & EXTENSION	\$ 68.16
EFT12029	25/11/2021	NARROGIN QUARRY OPERATIONS	CRACKER DUST	\$ 555.94
EFT12030	25/11/2021	NARROGIN BETTA HOME LIVING	RANGEHOOD, DISHDRAWER	\$ 2,397.00
EFT12031	25/11/2021	NARROGIN & DISTRICTS PLUMBING SERVICE	PERFORM BACKFLOW TESTS	\$ 1,683.00
EFT12032	25/11/2021	PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT	\$ 850.00
EFT12033	25/11/2021	REPCO	TERMINAL KIT, TERMINALS,SOLDER SPLICE JOINERS	\$ 312.74
EFT12034	25/11/2021	TOTAL UNDERCAR	WHEEL ALIGNMENT	\$ 104.50
EFT12035	25/11/2021	TRUCKLINE	AIR VALVE, RELAY VALVE	\$ 296.77
EFT12036	25/11/2021	TOLL IPEC	FREIGHT - STATE LIBRARY, PATHWEST	\$ 44.57
EFT12037	25/11/2021	WICKEPIN PRIMARY SCHOOL	END OF YEAR STUDENT AWARDS 2021	\$ 50.00
EFT12038	25/11/2021	WA TREASURY	LOAN # 103 INTEREST PAYMENT - NEW STAFF HOUSE	\$ 21,416.28
EFT12039	25/11/2021	THOMAS CHARLES WILLIAMSON	CARTING OF GRAVEL	\$ 35,612.50
EFT12040	25/11/2021	WILSONS SIGN SOLUTIONS	HONOUR BOARD NAMES	\$ 134.20
			<b>TOTALS EFT</b>	<b>\$ 260,232.09</b>
15780	11/11/2021	ELDERS LIMITED	STRAINER POST	\$ 170.50
15781	11/11/2021	SYNERGY	POWER ACCOUNT 25/09/2021 - 24/10/2021	\$ 1,842.45
15782	11/11/2021	WATER CORPORATION	WATER ACCOUNT 20/08/2021 - 27/10/2021	\$ 2,344.31
15783	11/11/2021	WICKEPIN POST OFFICE	25 BOXES OF PAPER	\$ 623.75
15784	25/11/2021	SYNERGY	POWER ACCOUNT 23/9/21 - 8/11/2021	\$ 14,771.32
15785	25/11/2021	WATER CORPORATION	WATER ACCOUNT 28/9/21 - 19/11/2021	\$ 7,416.29
			<b>TOTALS CHEQUES</b>	<b>\$ 27,168.62</b>
DD12687.1	03/11/2021	3E ADVANTAGE PTY LTD	PHOTOCOPIER PAYMENT, METERED PRINTS OCT, 2021	\$ 1,379.00
DD12725.1	16/11/2021	WESTNET PTY LTD	INTERNET CHARGES 1/12/2021 - 1/01/2022	\$ 243.90
			<b>TOTALS DIRECT DEBITS</b>	<b>\$ 1,622.90</b>

DD12762.1	22/11/2021	ANZ BANK	GIFT CARD, TOWELS, PLATE CHANGE	\$ 599.44
			<b>TOTALS CREDIT CARD</b>	<b>\$ 599.44</b>
DD12695.1	03/11/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 5,731.61
DD12695.2	03/11/2021	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 105.72
DD12695.3	03/11/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 426.91
DD12695.4	03/11/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 610.60
DD12695.5	03/11/2021	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 274.68
DD12695.6	03/11/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	\$ 265.02
DD12695.7	03/11/2021	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$ 261.55
DD12695.8	03/11/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 365.18
DD12731.1	17/11/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 5,198.30
DD12731.2	17/11/2021	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 216.45
DD12731.3	17/11/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 356.38
DD12731.4	17/11/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 650.57
DD12731.5	17/11/2021	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 228.23
DD12731.6	17/11/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	\$ 228.00
DD12731.7	17/11/2021	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$ 218.85
DD12731.8	17/11/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 274.74
			<b>TOTALS SUPERANNUATION</b>	<b>\$ 15,412.79</b>
63091121	09/11/2021	TELSTRA	SATELLITE PHONE ACCOUNT	\$ 45.00
63301121	30/11/2021	TELSTRA	PHONE, DEPOT WIFI, INTERNET ACCOUNT NOV, 2021	\$ 1,883.29
			<b>TOTALS BPAY</b>	<b>\$ 1,928.29</b>
98011121	01/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,505.90
98021121	02/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 534.85
98041121	03/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 464.70
98041121	04/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 420.50
98051121	05/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 975.30
98081121	08/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,130.20
98091121	09/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 2,151.80
98101121	10/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 636.15
98111121	11/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 488.50
98121121	12/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 504.00
98151121	15/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 375.05
98161121	16/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 625.05

98191121	19/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 580.30
98221121	22/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,929.70
98241121	24/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 525.30
98251121	25/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 383.95
98261121	26/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 149.50
98291121	29/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,498.15
98301121	30/11/2021	DEPT OF TRANSPORT	TRANS LICENSING	\$ 660.05
			<b>TOTALS LICENSING</b>	<b>\$ 15,538.95</b>
3/11/2021	03/11/2021	PAYROLL	PAYROLL	\$ 48,080.00
17/11/2021	17/11/2021	PAYROLL	PAYROLL	\$ 46,052.00
			<b>TOTALS PAYROLL</b>	<b>\$ 94,132.00</b>
			<b>TOTAL PAYMENTS FOR NOVEMBER, 2021</b>	<b>\$ 416,635.08</b>
Credit Card Payment Summary				
25th October, 2021 to 22nd November, 2021				
	DATE	COMPANY	PURCHASE	AMOUNT
	21/10/2021	SPOTLIGHT	TOWELS - YEALERING CARAVAN PARK	\$ 162.99
	26/10/2021	SHIRE OF WICKEPIN - DOT	CHANGE OF PLATES	\$ 30.50
	9/11/2021	NARROGIN POST OFFICE	GIFT CARD CR NATHAN ASTBURY	\$ 405.95
			<u>Total Payments</u>	\$ 599.44

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.02 Financial 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>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>6 December 2021</b>

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**Enclosure/Attachments:** Monthly report

#### **Background:**

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

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

#### **Comments:**

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

#### **Statutory Environment:**

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

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

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

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

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

- (a) According to nature and type classification;

- (b) By program; or
- (c) By business unit.

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

(a) Presented to the council -

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

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

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

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

**Voting Requirements:** Simple majority

**Resolution No 151221-09**

**Moved Cr Allan / Seconded Cr Lansdell**

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

**Carried 7/0**





## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 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 November 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 November 2021 of \$1,952,697.

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

**Preparation**

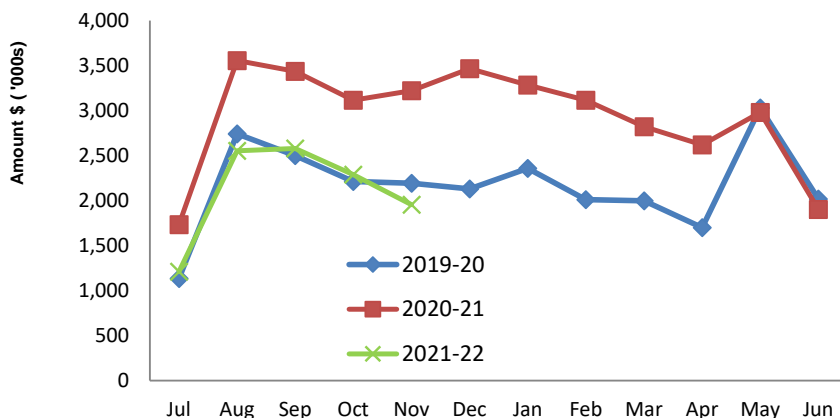
Prepared by: Erika Clement DCEO

Date prepared: 6-Dec-21

Reviewed by: Mark Hook CEO

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

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



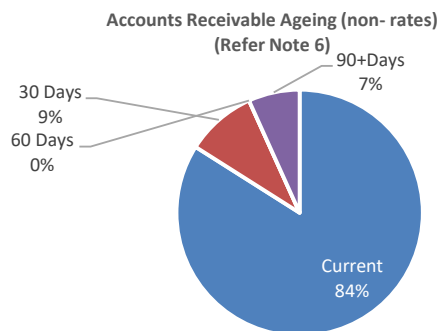
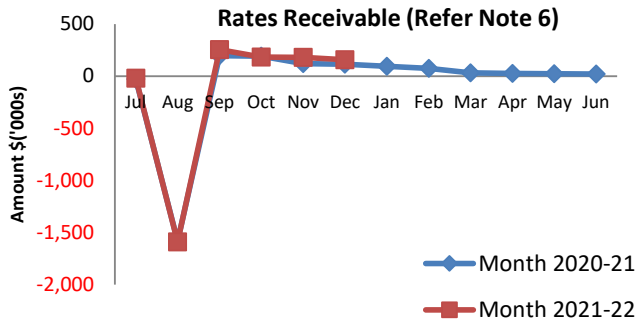
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 3,054,752
Restricted	\$ 2,824,404
	\$ 5,879,156

**Receivables**

Rates	\$ 157,827
Other	\$ 5,928
	\$ 163,755

**Rates Receivable (Refer Note 6)**



**Comments**

Unrestricted cash includes the following payments in advance

21/22 FESA paid in advance	\$14,895
21/22 Grants Commission - General	\$557,672
21/22 Grants Commission - Roads	\$292,776
<b>Amounts paid in advance</b>	<b>\$865,343</b>

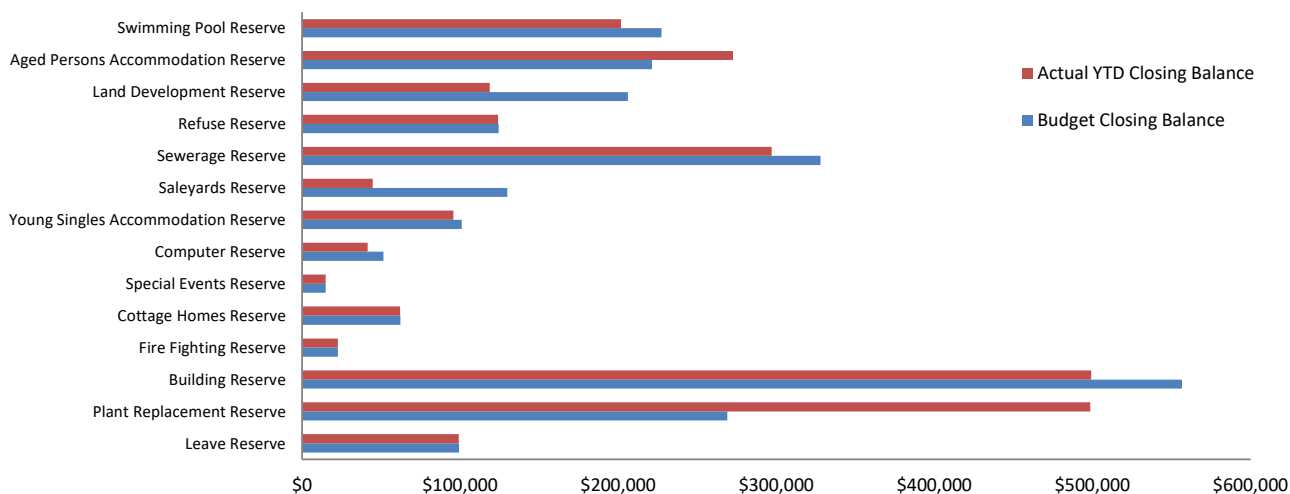
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 30 November 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.

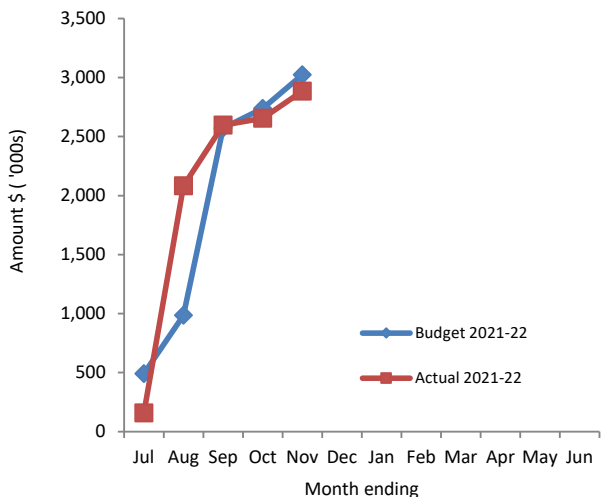
# Shire of Wickepin

## Monthly Summary Information

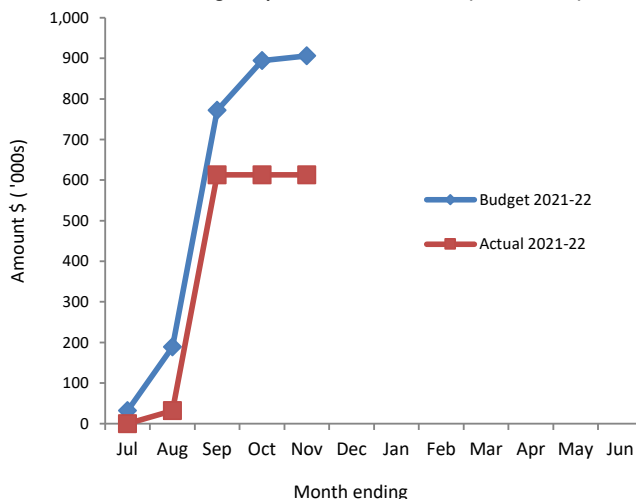
For the Period Ended 30 November 2021

### Revenues

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

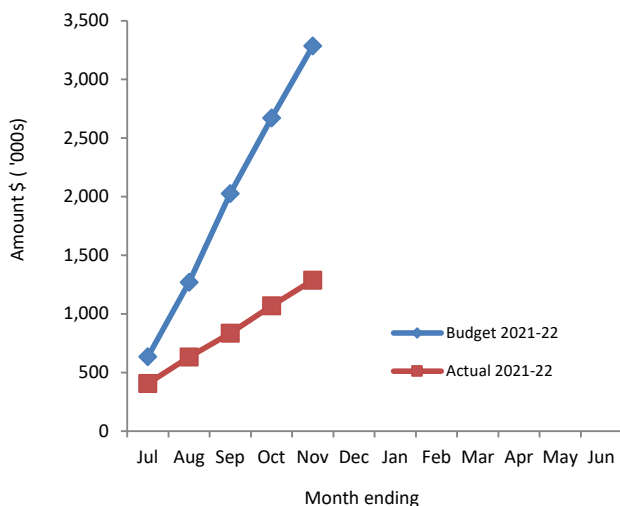


**Budget Capital Revenue -v- Actual (Refer Note 2)**

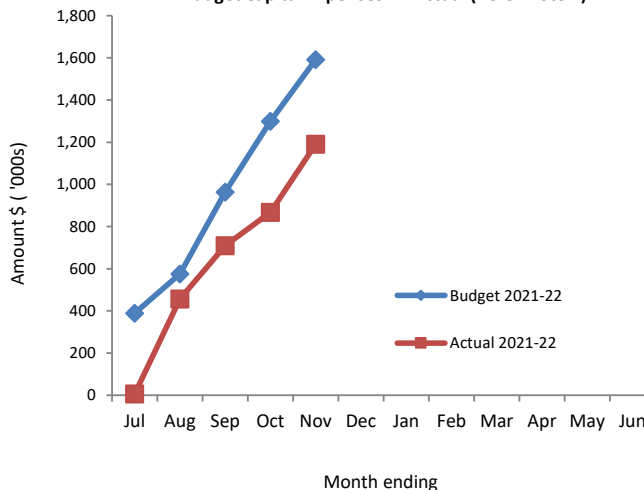


### Expenditure

**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.

**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 November 2021**

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	1,725	715	6,783	6,068	848.66%	
General Purpose Funding - Rates	1,398,297	1,390,117	1,393,452	3,335	0.24%	
General Purpose Funding - Other	782,761	389,718	399,201	9,483	2.43%	
Law, Order and Public Safety	97,284	67,328	70,613	3,285	4.88%	
Health	700	285	100	(185)	(64.91%)	
Education and Welfare	300	120	227	107	89.38%	
Housing	907,934	94,905	32,984	(61,921)	(65.25%)	▼
Community Amenities	188,570	159,478	178,229	18,751	11.76%	▲
Recreation and Culture	195,767	23,699	12,934	(10,765)	(45.42%)	▼
Transport	1,968,736	847,924	728,122	(119,802)	(14.13%)	▼
Economic Services	334,135	35,400	43,480	8,080	22.82%	
Other Property and Services	34,000	14,160	19,333	5,173	36.53%	
<b>Total Operating Revenue</b>	<b>5,910,209</b>	<b>3,023,849</b>	<b>2,885,458</b>	<b>(138,391)</b>		
<b>Operating Expense</b>						
Governance	(500,591)	(264,545)	(224,607)	39,938	15.10%	▼
General Purpose Funding	(102,524)	(42,715)	(32,473)	10,242	23.98%	▼
Law, Order and Public Safety	(238,302)	(126,875)	(116,727)	10,148	8.00%	
Health	(25,055)	(10,415)	(13,993)	(3,578)	(34.35%)	▲
Education and Welfare	(26,840)	(11,150)	(4,709)	6,441	57.77%	▼
Housing	(165,862)	(70,960)	(63,323)	7,637	10.76%	▼
Community Amenities	(426,833)	(178,375)	(174,403)	3,972	2.23%	
Recreation and Culture	(997,842)	(415,501)	(504,730)	(89,229)	(21.47%)	▲
Transport	(4,899,391)	(2,041,305)	(2,019,632)	21,673	1.06%	
Economic Services	(262,672)	(109,325)	(111,436)	(2,111)	(1.93%)	
Other Property and Services	36,166	(13,671)	(20,471)	(6,800)	(49.74%)	
<b>Total Operating Expenditure</b>	<b>(7,609,745)</b>	<b>(3,284,837)</b>	<b>(3,286,503)</b>	<b>(1,666)</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	4,727,594	1,969,800	1,997,506	27,706	1.41%	
Adjust (Profit)/Loss on Asset Disposal	(79,557)	(44,441)	(8,962)	35,479	(79.83%)	
Adjust Provisions and Accruals	282	0	0	0		
Adjust Rounding	0	0	0			
<b>Net Cash from Operations</b>	<b>2,948,783</b>	<b>1,664,371</b>	<b>1,587,499</b>	<b>(76,872)</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	378,000	189,000	73,774	(115,226)	(60.97%)	▼
<b>Total Capital Revenues</b>	<b>378,000</b>	<b>189,000</b>	<b>73,774</b>	<b>(115,226)</b>		
<b>Capital Expenses</b>						
Land and Buildings	(1,097,025)	(437,255)	(229,819)	207,436	47.44%	▼
Infrastructure - Roads	(2,125,019)	(857,935)	(357,867)	500,068	58.29%	▼
Infrastructure - Footpaths	(15,000)	0	0	0		
Infrastructure - Other	(414,000)	(172,500)	(474,492)	(301,992)	(175.07%)	▲
Plant and Equipment	(959,000)	(124,000)	(129,228)	(5,228)	(4.22%)	
<b>Total Capital Expenditure</b>	<b>(4,610,044)</b>	<b>(1,591,690)</b>	<b>(1,191,406)</b>	<b>400,284</b>		
<b>Net Cash from Capital Activities</b>	<b>(4,232,044)</b>	<b>(1,402,690)</b>	<b>(1,117,631)</b>	<b>285,059</b>		
<b>Financing</b>						
Proceeds from New Debentures	0	0	0	0		
Self-Supporting Loan Principal	6,847	3,424	3,390	(34)	(0.98%)	
Transfer from Reserves	283,000	0	0	0		
Repayment of Debentures	(46,139)	(22,990)	(22,990)	0	0.00%	
Transfer to Reserves	(561,000)	0	0	0		
<b>Net Cash from Financing Activities</b>	<b>(317,292)</b>	<b>(19,567)</b>	<b>(19,600)</b>	<b>(33)</b>		
<b>Net Operations, Capital and Financing</b>	<b>(1,600,553)</b>	<b>242,115</b>	<b>450,268</b>	<b>208,153</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>1,601,290</b>	<b>1,502,429</b>	<b>1,502,429</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>737</b>	<b>1,744,544</b>	<b>1,952,697</b>	<b>208,153</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 FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 November 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	1,398,297	1,390,107	1,393,452	3,345	0.24%	
Operating Grants, Subsidies and Contributions	11	1,659,826	550,908	551,436	528	0.10%	
Fees and Charges		465,438	305,430	328,213	22,783	7.46%	
Service Charges		0	0	0	0		
Interest Earnings		17,300	7,205	2,530	(4,675)	(64.88%)	
Other Revenue		0	0	19,785	19,785		▲
Profit on Disposal of Assets	8	100,545	53,181	8,962			
<b>Total Operating Revenue</b>		<b>3,641,406</b>	<b>2,306,831</b>	<b>2,304,378</b>	<b>41,766</b>		
<b>Operating Expense</b>							
Employee Costs		(1,236,634)	(520,470)	(494,018)	26,452	5.08%	
Materials and Contracts		(1,198,778)	(531,150)	(474,251)	56,899	10.71%	▲
Utility Charges		(187,750)	(76,305)	(77,792)	(1,487)	(1.95%)	
Depreciation on Non-Current Assets		(4,727,594)	(1,969,800)	(1,997,506)	(27,706)	(1.41%)	
Interest Expenses		(4,032)	(246)	(1,803)	(1,557)	(632.75%)	
Insurance Expenses		(214,969)	(170,216)	(213,471)	(43,255)	(25.41%)	▼
Other Expenditure		(19,000)	(7,910)	(27,662)	(19,752)	(249.71%)	▼
Loss on Disposal of Assets	8	(20,988)	(8,740)	0	8,740	100.00%	
<b>Total Operating Expenditure</b>		<b>(7,609,745)</b>	<b>(3,284,837)</b>	<b>(3,286,503)</b>	<b>(1,666)</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,727,594	1,969,800	1,997,506	27,706	1.41%	
Adjust (Profit)/Loss on Asset Disposal	8	(79,557)	(44,441)	(8,962)	35,479	(79.83%)	
Adjust Provisions and Accruals		282	0	0	0		
Adjust Rounding		0	0	0	0		
<b>Net Cash from Operations</b>		<b>679,980</b>	<b>947,353</b>	<b>1,006,419</b>	<b>103,285</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,268,803	717,018	581,080	(135,938)	(18.96%)	▼
Proceeds from Disposal of Assets	8	378,000	189,000	73,774	(115,226)	(60.97%)	▼
<b>Total Capital Revenues</b>		<b>2,646,803</b>	<b>906,018</b>	<b>654,854</b>	<b>(251,164)</b>		
<b>Capital Expenses</b>							
Land and Buildings	13	(1,097,025)	(437,255)	(229,819)	207,436	47.44%	▲
Infrastructure - Roads	13	(2,125,019)	(857,935)	(357,867)	500,068	58.29%	▲
Infrastructure - Footpaths	13	(15,000)	0	0	0		
Infrastructure - Drainage	13	(414,000)	(172,500)	(474,492)	(301,992)	(175.07%)	▼
Plant and Equipment	13	(959,000)	(124,000)	(129,228)	(5,228)	(4.22%)	
Furniture and Equipment	13	0	0	0	0		
<b>Total Capital Expenditure</b>		<b>(4,610,044)</b>	<b>(1,591,690)</b>	<b>(1,191,406)</b>	<b>400,284</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,963,241)</b>	<b>(685,672)</b>	<b>(536,551)</b>	<b>149,121</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,847	3,424	3,390	(34)	(0.98%)	
Transfer from Reserves	7	283,000	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(46,139)	(22,990)	(22,990)	0	0.00%	
Transfer to Reserves	7	(561,000)	0	0	0		
<b>Net Cash from Financing Activities</b>		<b>(317,292)</b>	<b>(19,567)</b>	<b>(19,600)</b>	<b>(33)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,600,553)</b>	<b>242,115</b>	<b>450,268</b>	<b>252,372</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,601,290</b>	<b>1,502,429</b>	<b>1,502,429</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>737</b>	<b>1,744,544</b>	<b>1,952,697</b>	<b>252,372</b>		

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

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

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

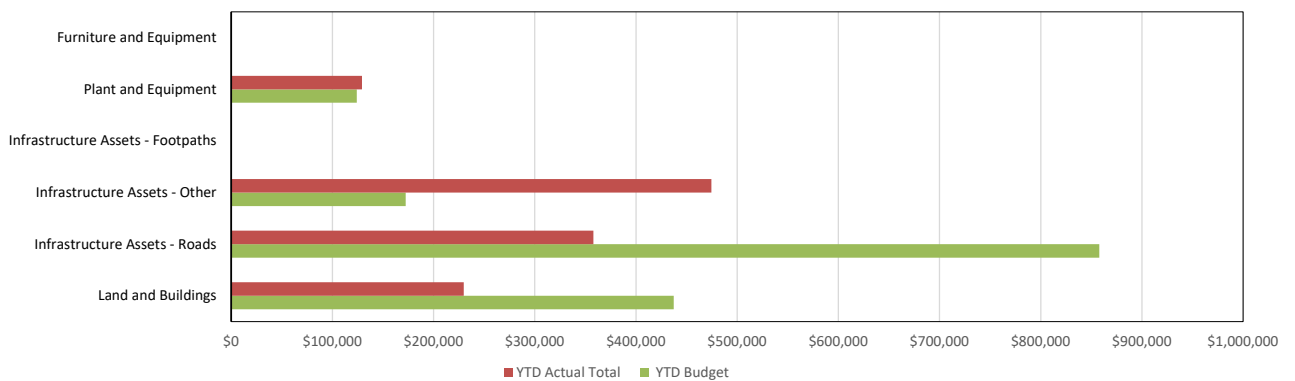
Capital Acquisitions	Note	YTD 30 11 2021					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 229,819	\$ 0	\$ 229,819	\$ 437,255	\$ 1,097,025	\$ (207,436)
Infrastructure Assets - Roads	13		357,867	357,867	857,935	2,125,019	(500,068)
Infrastructure Assets - Other	13	474,492	0	474,492	172,500	414,000	301,992
Infrastructure Assets - Footpaths	13	0	0	0	0	15,000	0
Plant and Equipment	13	129,228	0	129,228	124,000	959,000	5,228
Furniture and Equipment	13	0	0	0	0	0	0
<b>Capital Expenditure Totals</b>		<b>833,538</b>	<b>357,867</b>	<b>1,191,406</b>	<b>1,591,690</b>	<b>4,610,044</b>	<b>(400,284)</b>

Funded By:

Capital Grants and Contributions	581,080	2,268,803	2,268,803	1,687,723
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	73,774	189,000	(79,557)	(115,226)
Own Source Funding - Cash Backed Reserves				
Aged Accommodation Reserve	52,000	0		52,000
Plant Reserve	231,000	0		231,000
Building Reserve				
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>(283,000)</b>	<b>0</b>
Own Source Funding - Operations	253,552	(866,113)	2,420,798	1,119,665
<b>Capital Funding Total</b>	<b>1,191,406</b>	<b>1,591,690</b>	<b>4,610,044</b>	<b>(400,284)</b>

Comments and graphs

Capital Expenditure Program YTD





**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 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 November 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 November 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 November 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 November 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 November 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 November 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.

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

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	6,068	848.66%			
General Purpose Funding - Other	9,483	2.43%			
Law, Order and Public Safety	3,285	4.88%			
Housing	(61,921)	(65.25%)	▼	Timing	Aged Units income from Contract Liabilities conditions not yet met.
Community Amenities	18,751	11.76%	▲	Timing	Sale of Recycled Materials not budgeted for.
Recreation and Culture	(10,765)	(45.42%)	▼	Timing	Grant funds in Contract Liabilities - conditions not yet met.
Transport	(119,802)	(14.13%)	▼	Timing	Road funds not yet received
Economic Services	8,080	22.82%			
Other Property and Services	5,173	36.53%			
<b>Operating Expense</b>					
Governance	39,938	15.10%	▼	Timing	Over several accounts- Uniforms, Staff Training, Audit fees.
General Purpose Funding	10,242	23.98%	▼	Timing	Over several accounts. Valuation Expenses, Title Searches.
Law, Order and Public Safety	10,148	8.00%			
Health	(3,578)	(34.35%)	▲	Timing	Mosquito Control Expenses higher.
Education and Welfare	6,441	57.77%	▼	Timing	Donations and CDO Projects cost down
Housing	7,637	10.76%	▼	Timing	Cleaning.
Community Amenities	3,972	2.23%			
Recreation and Culture	(89,229)	(21.47%)	▲	Timing	Hall, Community Centre and Parks & Gardens costs higher.
Transport	21,673	1.06%			
Economic Services	(2,111)	(1.93%)			
Other Property and Services	(6,800)	(49.74%)			
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(135,938)	(18.96%)	▼	Timing	R2R, RRG and Blackspot funding not yet received
Proceeds from Disposal of Assets	(115,226)	(60.97%)	▼	Timing	Plant not disposed of yet
<b>Capital Expenses</b>					
Land and Buildings	207,436	47.44%	▼		Aged units and Staff house not yet completed. Harrsmith Public toilet still to be done, Depot Crib room not yet done.
Infrastructure - Roads	500,068	58.29%	▼		Roads not completed
Infrastructure - Footpaths	0				
Plant and Equipment	(5,228)	(4.22%)			
<b>Financing</b>					
Loan Principal	0	0.00%			

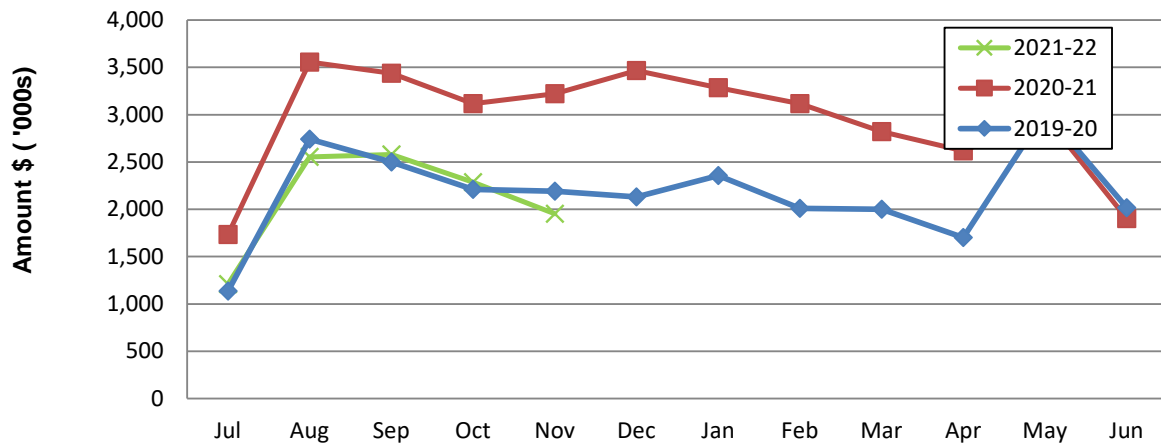


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 November 2021

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
Note	YTD 30 Nov 2021	30 June 2020	YTD 29 Nov 2020	
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	4	3,054,752	2,472,116	975,440
Cash Restricted	4	2,824,404	2,536,024	1,274,113
Receivables - Rates	6	157,827	22,107	73,835
Receivables -Other	6	5,928	29,288	112,223
Interest / ATO Receivable/Trust		25,304	87,804	27,693
		6,068,215	5,147,340	2,463,304
<b>Less: Current Liabilities</b>				
Payables		(210,020)	(27,403)	(26,842)
Contract Liabilities		(853,441)	(853,441)	
Provisions		(227,654)	(228,043)	(144,743)
		(1,291,115)	(1,108,886)	(171,586)
Less: Cash Reserves	7	(2,824,404)	(2,536,024)	(1,274,113)
<b>Net Current Funding Position</b>		<b>1,952,696</b>	<b>1,502,429</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 November 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%	1,161,644			1,161,644	ANZ	At Call
Reserve Bank Account	0.00%		0		0	ANZ	At Call
Trust Bank Account	0.00%			9,210	9,210	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal					0		
Municipal	0.05%	1,892,167			1,892,167	WA Treasury	At Call
Reserve	0.40%		2,824,404		2,824,404	Bendigo Bank	17-Mar-22
Trust	0.40%			198,500	198,500	Bendigo Bank	17-Mar-22
<b>Total</b>		<b>3,054,512</b>	<b>2,824,404</b>	<b>207,710</b>	<b>6,086,625</b>		

**Comments/Notes - Investments**



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

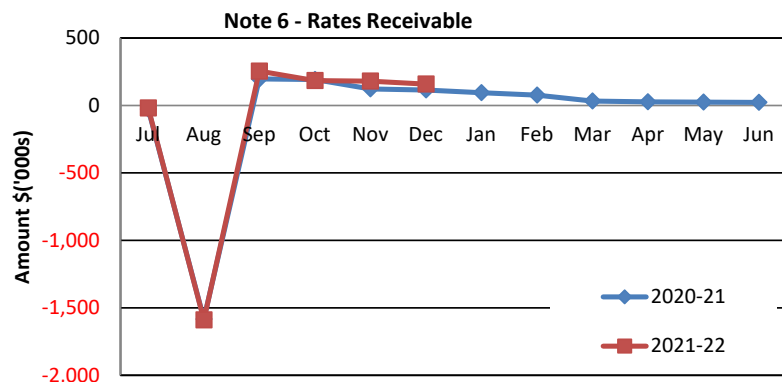
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
% Collected

	YTD 30 Nov 2021	30 June 2021
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,583,052	1,534,110
<u>Less</u> Collections to date	(1,444,747)	(1,519,102)
Equals Current Outstanding	157,827	34,530
<b>Net Rates Collectable</b>	157,827	34,530
% Collected	90.15%	97.78%



**Comments/Notes - Receivables Rates**

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

**Receivables - General**

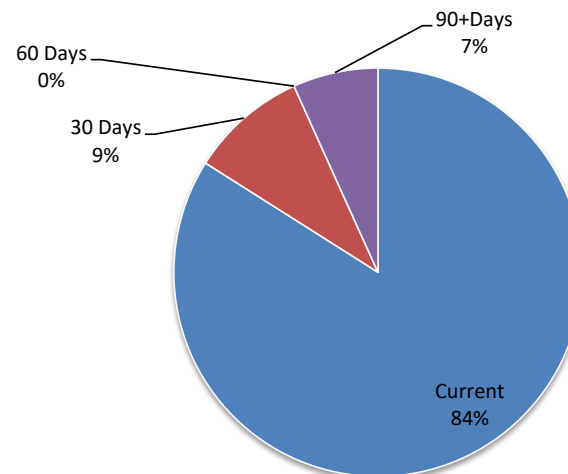
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	4,979	550	0	400
<b>Total Receivables General Outstanding</b>				<b>5,928</b>

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



**Comments/Notes - Receivables General**

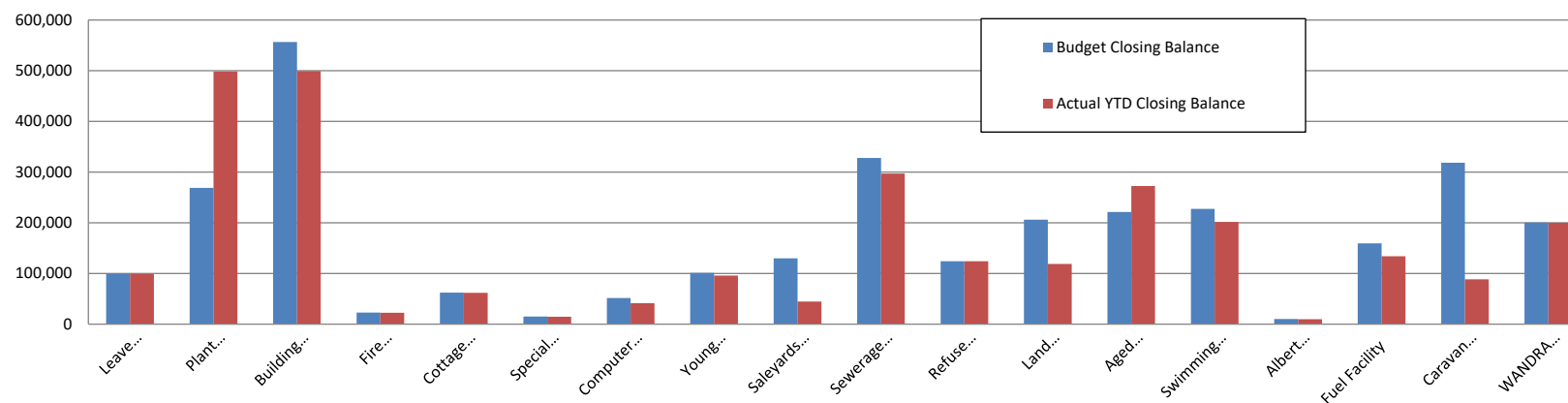
The amount outstanding is mainly a Main Roads account for work that has been done on Fence Road. Have been advised that as soon as the funds are available that we will receive these funds

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

**Note 7: Cash Backed Reserve**

2021-22										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	99,102.75	281.00							99,384	99,103
Plant Replacement Reserve	498,504.60	1,412.00				231,000			268,917	498,505
Building Reserve	499,119.35	1,414.00		56,000					556,533	499,119
Fire Fighting Reserve	22,617.75	64.00							22,682	22,618
Cottage Homes Reserve	61,933.07	175.00							62,108	61,933
Special Events Reserve	14,881.19	42.00							14,923	14,881
Computer Reserve	41,436.97	117.00		10,000					51,554	41,437
Young Singles Accommodation Reserve	95,716.47	271.00		5,000					100,987	95,716
Saleyards Reserve	44,685.06	127.00		85,000					129,812	44,685
Sewerage Reserve	297,102.87	842.00		30,000					327,945	297,103
Refuse Reserve	123,958.18	351.00							124,309	123,958
Land Development Reserve	118,657.35	336.00		87,000					205,993	118,657
Aged Persons Accommodation Reserve	272,556.70	772.00				52,000			221,329	272,557
Swimming Pool Reserve	201,811.51	572.00		25,000					227,384	201,812
Albert Facey Homestead Reserve	9,946.78	28.00							9,975	9,947
Fuel Facility	133,993.51	380.00		25,000					159,374	133,994
Caravan Park & Accommodation Reserve	88,380.00	250.00		230,000					318,630	88,380
WANDRA events & Emergency Repairs Reserve	200,000.00	566.00							200,566	200,000
	<b>2,824,404</b>	<b>8,000</b>	<b>0</b>	<b>553,000</b>	<b>0</b>	<b>283,000</b>	<b>0</b>		<b>3,102,404</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 November 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 11 2021			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
			0	P713A 2013 Komatsu GD 5555 Grader	72,287	0	(72,287)	
52,000	26,000	31,818	5,818	P698A 2015 Dutro HinoTip Truck	5,572	5,818	246	
			0	P697 2013 Dynapac CA2500 Vibe' Roller	14,587	0	(14,587)	
39,810	998	41,956	3,144	PCEO 2021 Isuzu STNSDN	(2,803)	3,144	5,947	
			0	PCEO 2021 Isuzu STNSDN	(2,803)	0	2,803	
			0	PWS 2021 Isuzu D Max 4X4 Dual Cab	8,099	0	(8,099)	
			0	PFACEY 2020 Mitsubishi Triton 4X4 Dual Cab	(15,382)	0	15,382	
			0			0	0	
<b>91,810</b>	<b>26,998</b>	<b>73,774</b>	<b>8,962</b>		<b>79,557</b>	<b>8,962</b>	<b>(70,595)</b>	

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 November 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	0.071120	140	1,476,107	104,981		0	104,981	104,981	1,000		105,981
UV	0.008319	278	161,592,253	1,344,286			1,344,286	1,344,286			1,344,286
<b>Sub-Totals</b>		418	163,068,360	1,449,267	0	0	1,449,267	1,449,267	1,000	0	1,450,267
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	500.00	118	44,870	59,000			59,000	59,000			59,000
UV	500.00	24	816,573	12,000			12,000	12,000			12,000
<b>Sub-Totals</b>		142	861,443	71,000	0	0	71,000	71,000	0	0	71,000
Ex Gratia Rates							1,520,267				1,521,267
Discount							0				13,055
Rates Writeoffs							(126,783)				(136,000)
Amount from General Rates							(32)				(25)
Specified Area Rates							<b>1,393,452</b>				<b>1,398,297</b>
<b>Totals</b>							<b>1,393,452</b>				<b>1,398,297</b>

Comments - Rating Information

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

## 10. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-21	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 102 - WD Sports Club SS Greens	13,972		3390	6,847	13,972	13,972	279	491	17/01/2023
Loan 103 -Staff House	388,491		19600	39,292	368,891	414,018	1816	3,541	2/12/2030
	402,463	0	22,990	46,139	382,863	427,990	2,095	4,032	

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 November 2021**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2021-22 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	523,068	0	523,068	0	255,936	267,133
Grants Commission - Roads	WALGGC	Y	239,893	0	239,893	0	138,046	101,848
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	44,686	0	44,686	0	16,810	27,876
				0				0
<b>HOUSING</b>								
WSAHA Grant	DPIRD	Y	150,000			150,000	0	150,000
WSAHA Grant	DPIRD	Y	680,134		680,134		0	0
WSAHA Grant	DPIRD	Y				0	0	0
<b>EDUCATION &amp; WELFARE</b>								
		N			0	0		0
<b>COMMUNITY AMENITIES</b>								
		Y					0	0
<b>RECREATION AND CULTURE</b>								
Saluting their Service		Y	36,400		24,000		0	24,000
State Library Grant		N			5,000		5,000	0
			136,907			136,907		
<b>ECONOMIC SERVICES</b>								
LRCI Funding		Y	260,350			260,350	0	260,350
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	0	327,069
RRG Grants - Capital Projects	Regional Road Group	Y	1,210,037	0	0	1,210,037	470,351	739,686
Direct Grant - Maintenance	Dept. of Transport	Y	135,645	0	135,645	0	135,645	0
Blackspot Funding	Blackspot	Y	184,440	0	0	184,440	110,729	73,711
<b>TOTALS</b>			<b>3,928,629</b>	<b>0</b>	<b>1,652,426</b>	<b>2,268,803</b>	<b>1,132,516</b>	<b>1,971,672</b>
Operating	Operating		1,659,826				551,436	
Non-Operating	Non-operating		2,268,803				581,080	
			<u>3,928,629</u>				<u>1,132,516</u>	

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 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 21	Amount Received	Amount Paid	Closing Balance 30-Nov-21
	\$	\$	\$	\$
Housing Bonds	0.00	0.00	0.00	0.00
Master Key Deposits	240.00	2,280.00	-2,520.00	0.00
Nomination Deposits	0.00	400.00	-400.00	0.00
Building and BCITF	0.00	61.65	0.00	61.65
Cat/Dog Trap Hire	50.00	50.00	0.00	100.00
WDSC Replacement Greens	134,754.57	6,250.00	0.00	141,004.57
Miscellaneous Trust	2,329.21	648.15	-240.00	2,737.36
Yealering Bowling Club Greens	63,806.22	0.00	0.00	63,806.22
Licensing		84,828.90	-84,828.90	0.00
	<b>201,180.00</b>	<b>94,518.70</b>	<b>-87,988.90</b>	<b>207,709.80</b>



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

Note 13: CAPITAL ACQUISITIONS

		30/11/2021					
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Infrastructure Assets</b>							
<b>Land &amp; Buildings</b>							
	<b>Housing</b>						
	STAFF HOUSE	CSH12	(76,350)	(31,815)	(98,610)	66,795	Carryover from 20/21
	<b>Housing Total</b>		<b>(76,350)</b>	<b>(31,815)</b>	<b>(98,610)</b>	<b>66,795</b>	<b>0</b>
	<b>Other Housing</b>						
	CAPITAL EXPENSE - LIFESTYLE VILLAGE	3272	(836,675)	(348,615)	(121,703)	(226,912)	Carryover from 20/21
	<b>Other Housing Total</b>		<b>(836,675)</b>	<b>(348,615)</b>	<b>(121,703)</b>	<b>(226,912)</b>	
	<b>Community Amenities</b>						
	Paint old PWD shed	LPWC	(8,000)	(3,335)	(1,213)		
	Harrismith Public Toilet	LPCC	(40,000)	(16,665)	0	0	0
	<b>Community Amenities Total</b>		<b>(48,000)</b>	<b>(16,665)</b>	<b>(1,213)</b>	<b>0</b>	
	<b>Recreation and Culture</b>						
	Yealering Croquet Club Retaining Wall	CLPH2	(10,000)	(4,165)	0	(4,165)	
	Upgrade CCTV Community Centre	CLCC1	(12,000)	(5,000)	0	(12,000)	
	War Memorial Upgrade	CWMM1	(40,000)	(16,665)	0	0	
	Paint Yealering CWA	5504	(7,000)	(4,165)	0	(4,165)	
	Reroof Play Group Building - P301	1514	(10,000)	(4,165)	0	(4,165)	
	<b>Recreation And Culture Total</b>		<b>(79,000)</b>	<b>(34,160)</b>	<b>0</b>	<b>(24,495)</b>	
	<b>Transport</b>						
	Depot - Crib Room	LDP1	(47,000)	(8,257)	0	(8,257)	
	Depot - Shed floor	LDP1	(10,000)	(6,000)	(8,293)	2,293	Carryover from 20/21
	<b>Transport Total</b>		<b>(57,000)</b>	<b>(6,000)</b>	<b>(8,293)</b>	<b>2,293</b>	
	<b>Land and Buildings Total</b>		<b>(1,097,025)</b>	<b>(437,255)</b>	<b>(229,819)</b>	<b>(182,119)</b>	<b>0</b>
	<b>Footpaths</b>						
	FOOTPATHS	LFP1	(15,000)	0	0	0	
	<b>Transport Total</b>		<b>(15,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Footpaths Total</b>		<b>(15,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Plant , Equip. &amp; Vehicles</b>						
	<b>Governance</b>						
	CEO VEHICLE	1064	(88,000)	(44,000)	(49,120)	5,120	0
	<b>Governance Total</b>		<b>(88,000)</b>	<b>(44,000)</b>	<b>(49,120)</b>	<b>5,120</b>	<b>0</b>
	<b>Recreation And Culture</b>						
	Replace Main Sewer Pump	LEDC	(10,000)	(10,000)	(7,388)	2,613	
	<b>Recreation And Culture Total</b>		<b>(10,000)</b>	<b>0</b>	<b>(7,388)</b>	<b>0</b>	<b>0</b>
	<b>Transport</b>						
	P698 - 2015 Dutral Hino Tip Truck	6034	(80,000)	(80,000)	(72,721)	(7,279)	0
	P713A - 2013 Komatsu GD 5555 Grader	6034	(450,000)	0	0	(450,000)	0
	P697 - 2013 Dynapac CA2500 Vibe' Roller	6034	(221,000)	0	0	(221,000)	0
	PWS - 2021 Isuzu D Max 4X4 Dual Cab	6034	(60,000)	0	0	(60,000)	0
	PWS - 2020 Mitsubishi Triton 4X4 Dual Cab	6034	(50,000)	0	0	(50,000)	0
	<b>Transport Total</b>		<b>(861,000)</b>	<b>(80,000)</b>	<b>(72,721)</b>	<b>(785,667)</b>	<b>0</b>
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(959,000)</b>	<b>(124,000)</b>	<b>(129,258)</b>	<b>(780,547)</b>	<b>0</b>
	<b>Infrastructure Other</b>						
	<b>Recreation and Culture</b>						
	Wogolin Recreation Area	5088	(414,000)	(172,500)	0	(414,000)	
	<b>Recreation And Culture Total</b>		<b>(414,000)</b>	<b>(172,500)</b>	<b>(474,492)</b>	<b>(414,000)</b>	<b>0</b>
	<b>Infrastructure Other Total</b>		<b>(414,000)</b>	<b>(172,500)</b>	<b>(474,492)</b>	<b>0</b>	<b>0</b>
	<b>Roads</b>						
	<b>Transport Regional Road Group</b>						
	Wickepin Harrismith	RG002	(167,967)	(69,985)	0	(167,967)	
	Rabbit Proof fence	C150	(181,857)	(75,780)	(30,576)	(151,281)	
	Rabbit Proof fence	WSF150	(1,010,265)	(420,950)	(324,292)	(685,973)	0
	<b>Regional Road Group Total</b>		<b>(1,360,089)</b>	<b>(566,715)</b>	<b>(354,867)</b>	<b>(1,005,222)</b>	<b>0</b>
	<b>Transport Roads to Recovery</b>						
	Harrismith North	R2R051	(61,807)	(25,755)	0	(25,755)	0
	Wickepin Corrigin	R2R001	(40,905)	(17,045)	0	(17,045)	0
	Wickepin North	R2015	(20,800)	(8,665)	0	(8,665)	0
	Brown	R2R027	(108,836)	(45,345)	(3,000)	0	0
	Tincurrin North	R2R011	(38,400)	(16,000)	0	0	0
	Roberts Street	R2R116	(66,000)	0	0	0	0
	<b>Roads to Recovery Total</b>		<b>(336,748)</b>	<b>(112,810)</b>	<b>(3,000)</b>	<b>(51,465)</b>	<b>0</b>
	<b>Transport Black Spot</b>						
	Gillimanning Road	BS157	(276,660)	(115,275)	0	(115,275)	
	<b>Blackspot Total</b>		<b>(276,660)</b>	<b>(115,275)</b>	<b>0</b>	<b>(115,275)</b>	<b>0</b>
	<b>Council Resources Construction</b>						
	Plover Street	CO162	(42,849)	(17,855)	0	(17,855)	0
	Water Harvesting Dam	RETU	(72,110)	(30,045)	0	(72,110)	0
	Curlew Way	CO161	(36,563)	(15,235)	0	(15,235)	0
	<b>Council Resources Construction Total</b>		<b>(151,522)</b>	<b>(63,135)</b>	<b>0</b>	<b>(105,200)</b>	<b>0</b>
	<b>Roads Total</b>		<b>(2,125,079)</b>	<b>(857,995)</b>	<b>(307,967)</b>	<b>(1,277,361,52)</b>	<b>0.00</b>
	<b>Capital Expenditure Total</b>		<b>(4,610,044)</b>	<b>(1,591,690)</b>	<b>(1,191,406)</b>	<b>(2,240,028)</b>	<b>0</b>

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

<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>7 December 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 November 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 November 2021.

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

<b>Planning Determinations</b>	<b>Upcoming Agenda Items December 2021</b>	<b>Referrals and Subdivision Clearances</b>	<b>Other Duties</b>
Nil.	Nil	Nil	<p><b>Advice: New Transportable Dwelling in Farming zone.</b></p> <p><b>Advice: New Outbuilding and potential Non-Conforming-Use right in Town Centre zone.</b></p> <p><b>Advice: New Outbuilding on Curlew Way.</b></p> <p><b>Various Emails: Lot 9001 in Future Local Planning Strategy and Scheme.</b></p> <p><b>Advice: Water tank at Residential Property on Wickepin Street.</b></p> <p><b>Various Emails: Lot 9001 subdivision and local development plan with DPLH.</b></p>

## BUILDING SURVEYORS REPORT

There were no Building Approvals issued for the month of November 2021.

## ENVIRONMENTAL HEALTH OFFICERS REPORT

1. The Wickepin Hotel was inspected on 15 November 2021, to check for cleanliness and whether dogs, previously allowed in the licenced premises, dining and food preparation areas had been removed. No further complaints have been made.
2. Annual waste water reporting was begun with the Shire CEO on 26 October 2021. This report is being collated and will be submitted to the CEO for sign-off before submission to the Department of Water and Environmental Regulation.

### Statutory Environment:

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

### Policy Implications:

Nil

### Financial Implications:

The fore mentioned services are provided at a cost to the Shire of Wickepin and has been allocated in the 2021/2022 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

- Customer survey results demonstrate a high level of knowledge of Council operations

Our community understands the role of Council and the allocation of resources

**Recommendation:**

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

**Voting Requirements:**

Simple majority

**Resolution No 151221-10**

**Moved Cr Mearns / Seconded Cr Allan**

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

**Carried 7/0**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.04 Community Development Officer's Report**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Karen Langford - Community Development Officer</b>
<b>File Reference:</b>	<b>CM.PLA.404</b>
<b>Author:</b>	<b>Karen Langford - Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>6 December 2021</b>

<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>Research will be undertaken with regards to the history of the old water tank in preparation for a historical sign marking the area.</li> </ul> <p><b>War Memorial</b></p> <ul style="list-style-type: none"> <li>Due to delayed shipping of materials and contractor delays a request for an extension of grant funding has been requested. Installation is due to be ready for the 2022 ANZAC day ceremonies.</li> <li>New quotations are also being sourced for the laser cutting of the corten steel soldier sculptures.</li> <li>Shire works crew will provide the footings for the corten soldier sculptures.</li> </ul> <p><b>Community Grants</b></p> <ul style="list-style-type: none"> <li>The 2022 Youth Week grant round of \$1500 will close 4pm, 23 December.</li> <li>Support to groups requiring information and help with the grant process.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Community Development Officer, Karen Langford, commenced on 15 December 2021. Karen has approximately thirteen years' experience in Local Government at the Town of Cambridge, finishing her career at the Town as "Team Leader – Events and Venue Management", covering the Quarry Amphitheatre, The Boulevard Centre, standalone venues and parks/reserves. Prior to this, ten years' experience in the television industry in an administrative capacity. Karen has embraced Wickepin as her new home and enjoys working with the community.</li> </ul>
<b>Economic Development</b>	<p><b>Wickepin Playground</b></p> <ul style="list-style-type: none"> <li>The Wogolin playground officially opened on 15 November 2021. Consultation continues with <i>Nature Play Solutions</i> to design and develop the next phase of the ¾ basketball court, skate park and (potentially) a pump track.</li> </ul> <p><b>CCTV</b></p> <ul style="list-style-type: none"> <li>Quotations are being sort for installation of CCTV covering the new Wickepin Recreational Area. With the recent incident in Carnarvon, community safety and the benefits of obtaining CCTV footage for investigative and evidence based reasons, has raised awareness of this valuable infrastructure.</li> </ul>

<b>Tourism and Social Media</b>	<ul style="list-style-type: none"> <li>• Social media posts to the Shire’s Facebook and Instagram pages will continue to encourage community engagement. The Shire’s Facebook page currently has 973 followers with 894 followers on Instagram. Social Media allows free publicity. With more interactions via our social pages, we should see an increase in community interest.</li> <li>• Collaboration with the Ignite Wicky committee. Ignite Wicky will be held on Saturday, 26 February 2022. Beginning with a car rally (visiting the historical sites of Wickepin) at 10am. Followed by market stalls, pop up bars and bands. Entertainment will be; live bands, acoustic bands, sheep blade shearing demonstrations, whip cracking demonstrations, sheath throwing and gum boot throwing competitions. Along with bouncy castles, ice-cream and a petting zoo for the children.</li> <li>• AstroTourism has been scheduled for Friday, 1 April 2022 with an Astrophotography event to be held at Lake Yealering. Followed by an Astrotourism astronomy session at the Community Centre Oval on Saturday, 2 April 2022.</li> <li>• The A3 Wide World of Wickepin maps have been updated, printed and delivered to the Shire Office. They are now available to the public.</li> <li>• Successfully submitted a full page editorial in the Australian Golden Outback Planner. The planner should be distributed prior to Christmas 2021.</li> </ul>
<b>Sport and Recreation</b>	<ul style="list-style-type: none"> <li>• Research and planning for Youth Week, April 2022. Consultation with members of our 10 to 12 year age demographic resulted in a request to celebrate Youth Week with an activity that includes peer interaction, fun and energy! A program and quotation has been requested from Motiv8sports. Motiv8sports are prepared to travel to Wickepin and provide a program suitable for all sporting abilities.</li> <li>• Information forwarded to clubs re grant opportunities.</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>• Staff support as needed.</li> <li>• Responded to queries from CDO Network.</li> <li>• Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken.</li> </ul>

**Financial Implications:** Nil

**Strategic Implications:** Aligns with Strategic Community Plan 2018 - 2028.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Recommendation:**

That the report from the Community Development Officer dated 6 December 2021 be accepted.

**Voting Requirements:** Simple majority



**Resolution No 151221-11**

**Moved Cr Astbury / Seconded Cr Mearns**

That the report from the Community Development Officer dated 6 December 2021 be accepted.

**Carried 7/0**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.05 WALGA - Local Government Legislative Reform Initiatives**

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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>GR.SL.1452</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 November 2021</b>

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

1. WALGA Local Government Reform Summary

#### **Summary:**

#### **Background:**

Please find attached a consultation paper from WALGA on the Local Government Legislative Reform Initiatives announced by the Minister for Local Government on 10 November 2021.

This paper includes advice on the sectors' current positions covered in the reform proposals together with recommendations on new positions required on matters not previously canvassed.

WALGA has requested feedback from Council by 5pm on Wednesday 12 January 2022.

Given the consultation timeframes, WALGA intend to convene a Special Meeting of State Council to finalise a sector position prior to the 4 February 2022 deadline.

Local Governments are encouraged to provide a submission to WALGA and a submission directly to the Department of Local Government, Sport & Cultural Industries.

The proposed reforms are based on six themes:

- Earlier intervention, effective regulation and stronger penalties
- Reducing red tape, increasing consistency and simplicity
- Greater transparency and accountability
- Stronger local democracy and community engagement
- Clear roles and responsibilities
- Improved financial management and reporting

The proposed reforms have been developed on the basis of findings identified as part of the Local Government Act Review and recommendations of various reports, including the Local Government Review Panel Final Report.

#### **Comments:**

WALGA through consultation with the Local Government Sector endorsed sector advocacy positions relating to Local Government Act amendments in March 2019 and December 2020. These advocacy positions were developed considering (but not limited to);

- The Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The City of Perth Inquiry Report (mid 2020)
- The State Parliament's Select Committee Report into Local Government (late 2020)

In December 2020, WALGA endorsed the following principles for any review of the Local Government Act.

The WALGA Principles on Local Government reform are as follows.

*That the following key principles be embodied in the Local Government Act:*

1. *Uphold the general competence principle currently embodied in the Local Government Act*
2. *Provide for a flexible, principles-based legislative framework*
3. *Promote a size and scale compliance regime*
4. *Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:*
  - i. *Economic development*
  - ii. *Environmental protection, and*
  - iii. *Social advancement*
5. *Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and*
6. *The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.*

*It is worth noting that of the above principles, items 1, 2, and 3 are addressed in these legislative reform proposals and principles 4 and 5 are partially addressed.*

The Chief Executive Officer has looked at the WALGA proposal and has the following comments:

### **Theme 1: Early Intervention, Effective Regulation and Stronger Penalties**

#### **1.1 Early Intervention Powers**

#### **1.2 Local Government Monitors**

#### **1.3 Conduct Panel**

#### **1.5 Rapid Care Resolutions**

### ***WALGA recommendation***

1. *Support the proposed reforms as they align with the sectors' position on external oversight and support.*
2. *Request the Minister to explore alternate mechanisms for resolving local level complaints.*

### **CEO Comment**

The CEO supports the WALGA Recommendations 1. 1, 1.2, 1.3, 1.5

**1.4 Review of Penalties****1.6 Vexatious Complaint Referrals****1.7 Minor Other Reforms**

**WALGA Recommendation** – Supported

**CEO Comment**

The CEO supports the WALGA Recommendations 1.4, 1.6, 1.7

**Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity****2.1 Resource Sharing****2.2 Standardisation of Crossovers****2.3 Introduce Innovation Provisions****2.4 Streamline Local Laws****2.5 Simplifying Approvals for Small Business and Community Events****2.6 Standardised Meeting Procedures, Including Public Question Time****2.7 Regional Subsidiaries**

**WALGA Recommendation** – Supported

**CEO Comment**

The CEO supports the WALGA Recommendations 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7

**Theme 3: Greater Transparency & Accountability****3.1 Recordings and Live Streaming of All Council Meetings**

**WALGA Recommendation** – Supported

**CEO Comment**

The live streaming of Council meetings requires a high level of internet bandwidth. The Shire of Wickepin does not have this capability with the current internet battles to allow downloads of webinars etc.

The CEO does not support the WALGA Recommendation.

**3.2 Recording All Votes in Council Minutes****3.3 Clearer Guidance for Meeting Items that may be Confidential****3.4 Additional Online Registers**

**WALGA Recommendation** – Supported

**CEO Comment**

The CEO supports the WALGA Recommendations 3.2, 3.3, 3.4

**3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published**

**WALGA Recommendation**

1. Conditionally support the reporting of CEO KPIs that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPI's of a confidential nature;
2. Do not support the results of performance reviews being published.

**CEO Comment**

The CEO supports the WALGA Recommendations.

**Theme 4: Stronger Local Democracy and Community Engagement****4.1 Stronger Local Democracy and Community Engagement****4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)**

**WALGA Recommendation** – Supported

**CEO Comment**

4.2 does not apply to Wickepin as Wickepin is Band 4.

The CEO supports the WALGA Recommendations 4.1, 4.2,

**4.3 Introduction of Preferential Voting****4.4 Public Vote to Elect the Mayor and President**

**WALGA Recommendation** – Not currently supported - Local Government feedback requested

**CEO Comment**

The CEO supports the WALGA Recommendations 4.3, 4.4

Comments in support of retaining first past the post include:

- Quick to count. Preferential voting is time consuming to count.
- Easily understood.
- In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.

Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

**4.5 Tiered Limits on the Number of Councillors**

**WALGA Recommendation** – Recommend 5 to 7 Council Members for populations up to 5,000 and support the remaining proposed reforms.

**CEO Comment**

The CEO does not support the WALGA Recommendation 4.5.

Local Governments with populations up to 5,000 warrant a greater number of Councillors to effectively share the representative role that Council members play within their communities.

Wickepin currently has eight Councillors so this would affect the Shire of Wickepin.

#### **4.6 No Wards for Small Councils (Band 3 and 4 Councils only)**

**WALGA Recommendation** – Supported

##### **CEO Comment**

The CEO supports the WALGA Recommendation 4.6.

The Shire of Wickepin currently has no wards.

#### **4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility**

#### **4.8 Reform of Candidate Profiles**

**WALGA Recommendation** – Supported

##### **CEO Comment**

The CEO supports the WALGA Recommendations 4.7, 4.8.

### **Theme 5: Clear Roles and Responsibilities**

#### **5.1 Introduce Principles in the Act**

#### **5.2 Greater Role Clarity**

#### **5.3 Council Communication Agreements**

**WALGA Recommendation** – Supported

##### **CEO Comment**

The CEO supports the WALGA Recommendations 5.1, 5.2, 5.3.

#### **5.4 Local Governments May Pay Superannuation Contributions for Elected Members**

**WALGA Recommendation** – Supported

##### **CEO Comment**

The CEO does not support WALGA Recommendation 5.4.

Council members are not employees of Council and in my view, the paying of superannuation to Councillors would open a stream of issues regarding employee status against volunteer status.

#### **5.5 Local Governments May Establish Education Allowances**

#### **5.6 Standardised Election Caretaker period**

**WALGA Recommendation – Supported****CEO Comment**

The CEO supports the WALGA Recommendation 5.5, 5.6.

**5.7 Remove WALGA from the Act**

**WALGA Recommendation - WALGA to undertake its due diligence on this proposal and advise the sector accordingly.**

**CEO Comment**

The CEO supports the WALGA Recommendation 5.7.

**5.8 CEO Recruitment**

**WALGA Recommendation – Supported**

**CEO Comment**

The CEO supports the WALGA Recommendation 5.8.

**Theme 6: Improved Financial Management and Reporting****6.1 Model Financial Statements and Tiered Financial Reporting****6.2 Simplify Strategic and Financial Planning****6.3 Rates and Revenue Policy****6.4 Monthly Reporting of Credit Card Statements****6.5 Amended Financial Ratios**

**WALGA Recommendation – Supported**

**CEO Comment**

The CEO supports the WALGA Recommendations 6.1, 6.2, 6.3, 6.4, 6.5.

**6.6 Audit Committees****Recommendation**

1. Do not support majority independent members of the Audit Committee.
2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues.

**CEO Comment**

The CEO supports the WALGA Recommendation 6.6.

**6.7 Building Upgrade Finance**

## 6.8 Cost of Waste Service to be specified on Rates Notices

### WALGA Recommendation – Supported

#### CEO Comment

The CEO supports the WALGA Recommendations 6.7, 6.8.

#### Statutory Environment:

The proposed reforms have been developed on the basis of findings identified as part of the Local Government Act Review and recommendations of various reports, including the Local Government Review Panel Final Report.

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

#### Recommendations:

1. That Council advises WALGA that it agrees with the following WALGA recommendations:
  1. 1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7.
  - 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7
  - 3.2, 3.3, 3.4, 3.5
  - 4.1, 4.2, 4.3, 4.4, 4.6, 4.7, 4.8
  - 5.1, 5.2, 5.3, 5.5, 5.6, 5.7, 5.8
  - 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8
2. That Council advises WALGA that it does not agree with the following WALGA recommendations:
  - 3.1, 4.5, 5.4

**Voting Requirements:** Simple majority

### Resolution No 151221-12

#### Moved Cr Mearns / Seconded Cr Allan

1. That Council advises WALGA that it agrees with the following WALGA recommendations:
  1. 1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7.
  - 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7
  - 3.2, 3.3, 3.4, 3.5
  - 4.1, 4.2, 4.3, 4.4, 4.6, 4.7, 4.8
  - 5.1, 5.2, 5.3, 5.5, 5.6, 5.7, 5.8
  - 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8
2. That Council advises WALGA that it does not agree with the following WALGA recommendations:
  - 3.1, 4.5, 5.4

**Carried 7/0**



ESO left the meeting at 5.08pm and returned at 5.10pm.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.06 CRC Building Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>24 Wogolin Road, Wickepin</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>A5140, CP.MAI.546</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 November 2021</b>

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#### Enclosure/Attachments:

1. CRC Building Report
2. CRC pictures for Building Report

#### Summary:

#### Background:

Council requested the CEO to arrange for a building report for the Wickepin CRC building.

#### Comments:

The CEO arranged the Shire of Narrogin Building Inspector Mr Gary Bruhn to prepare a report on the Wickepin CRC building.

The report undertaken by Mr Gary Bruhn on the Wickepin CRC building is attached for Councillors' information.

The report gives council three options, which are as follows:

#### 1. Sell the Building

Selling a building in a small rural community can be difficult and if sold more than likely, work will be required by the new owners. The return on the sale of the property will probably be reasonably low and there is not a large pool of buyers waiting. Market value and time to sell.

#### 2. Renovate the Building

Renovating can be costly and at the end of the day the Shire of Wickepin will still have an old building that has been prettied up. Cracks etc, will come back BUT, consider the community and political ramifications should the building be removed, renovation may be a suitable option. Early estimate \$450,000-\$500,000.

#### 3. Construct New Building

By re-building from the day when building is finished it will meet the current standards, through good design the building can be repositioned on the block and purpose built to meet the community's needs. A new building in a better location on the block built with appropriate standards could be a more viable proposition. A new building should last for 50 years, the existing building by then would

have required a greater level of ongoing maintenance and in 50 years will be 160 years old. Depending on what was constructed and the level of finish \$600,000-\$700,000.

Mr Gary Bruhn recommends in the report, to opt for a new building as the building would be more appropriate for our times, but we are also speaking about the heritage of your community and cost will need to be considered. The only way to establish more realistic cost is to have concept plans drafted for the new building and for documentation drafted for pricing purposes of the renovation needs.

The Chief Executive Officer in 2014 undertook a report on the Wickepin CRC, the report is attached for Councillors' information. Within this report, the CEO outlined the following five options for Council to consider:

### ***Option 1 Refurbish and Extend Current Building on Current Site***

*Extensively renovate the existing building including:*

- *Replace or repair internal walls.*
- *Replace ceiling.*
- *New bathroom and kitchen area.*
- *Additional meeting space.*
- *Additional office space.*
- *New storeroom.*
- *New automatic sliding entry door.*
- *Sub surface drainage.*

#### ***Benefits***

- *Main street frontage.*
- *Maintain and improve important historically and culturally significant building.*
- *Improve appearance and functionality of an existing asset.*
- *Occupation of buildings in main street.*
- *Increase usage of existing building.*
- *Adequate parking in close proximity to other commercial, cultural and historical buildings, sporting facilities, health centre and public conveniences.*
- *Direct access to building from street parking.*

#### ***Challenges***

- *Significant investment of capital funding.*
- *Old building will require additional maintenance and upgrade to improve condition and service level.*
- *Higher ongoing maintenance costs associated with older, less energy efficient building.*
- *Difficultly retrofitting new features into old building eg automatic sliding door.*
- *Disruption to CRC services while refurbishment is completed.*
- *Temporary relocation costs.*

#### ***Comments***

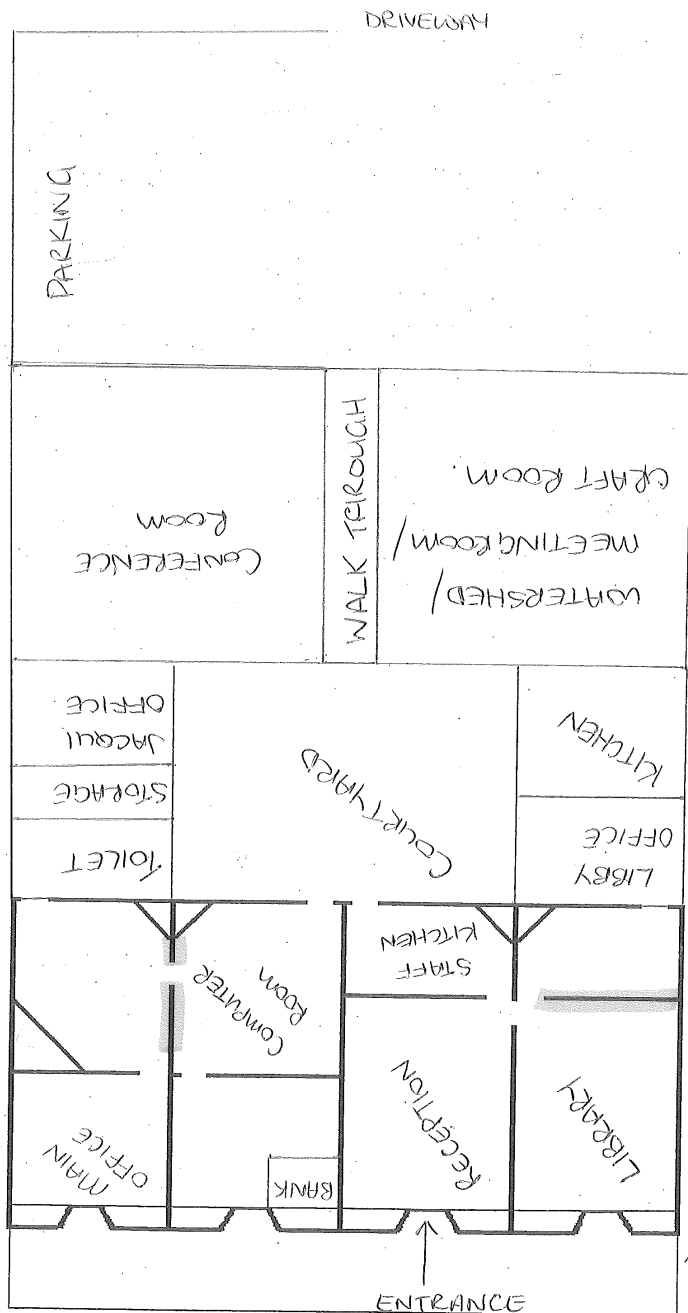
*This option would require a detailed (crawl through) assessment of the condition of the existing building by a qualified and experienced builder and the preparation of a detailed budget prior to the commencement of any work.*

Detailed planning of the refurbishment would need to be carried out in order to minimise disruption to CRC services and inconvenience to CRC staff. The temporary relocation costs would need to be accurately assessed before proceeding with this option.

**Proposed layout of CRC building refurbishment and extension**

**Option 2 New Building on Same Site**

This option would involve the construction of a new building on the same site as the existing CRC building, using the existing or a replica facade. The rear of the building would be demolished and a new building erected with a new floor plan and layout.



**Benefits**

- *Main street frontage.*
- *Maintain the facade of an important historically and culturally significant building.*
- *Adequate parking in close proximity to other commercial, cultural and historical buildings, sporting facilities, health centre and public conveniences.*
- *Direct access to building from street parking.*
- *Occupation of buildings in main street.*
- *Increased usage of existing building.*
- *Improved functionality and increased level of service. eg disabled access, more office space.*
- *Ability to accommodate new services.*
- *Ability to incorporate energy efficient and sustainable building principles.*

**Challenges**

- *Main street frontage.*
- *Maintain the facade of an important historically and culturally significant building.*
- *Adequate parking in close proximity to other commercial, cultural and historical buildings, sporting facilities, health centre and public conveniences.*
- *Direct access to building from street parking.*
- *Occupation of buildings in main street.*
- *Increased usage of existing building.*
- *Improved functionality and increased level of service. eg disabled access, more office space.*
- *Ability to accommodate new services.*
- *Ability to incorporate energy efficient and sustainable building principles.*

**Comments**

*The preservation of the facade of the building and the location of a new CRC in the main street are major advantages of this option. The disruption to normal CRC services as well as the inconvenience and cost of relocation would be significant challenges of this option.*

**Option 3 Build New Building in New Location**

*This option involves the construction of a new building to accommodate the CRC staff and delivery of services. A new building would incorporate energy efficient design principles to reduce operating costs and include a new floor plan and layout to improve the facilities and level of service.*

**Benefits**

- *Alternative site with main street frontage may be available at 42 Wogolin Road.*
- *Adequate parking in close proximity to other commercial, cultural and historical buildings, and public conveniences.*
- *Direct access to building from street parking.*
- *Improved functionality and increased level of service. eg disabled access, more office space.*
- *Ability to accommodate new services.*

- *Ability to incorporate energy efficient and sustainable building principles.*
- *New or alternative uses for the site could include community garden, new building or*

### **Challenges**

- *Possible alternative site at 42 Wogolin Rd is privately owned and the cost of purchasing the land would need to be added to the project cost.*
- *An important historically and culturally significant building in the main street would no longer be used.*
- *Any alternative use for the existing CRC building would still require major refurbishment and associated cost.*
- *The 102 year old building and the remaining life of the building is estimated to be approximately 50 years and approximately 3 years before a major renewal would be required (eg footings, internal walls, ceilings, etc). If a major renewal is not completed is it likely that the building will need to be demolished in future.*
- *Cost of demolition and rehabilitation of the site would need to be included in the project budget.*
- *Reduced usage of existing building.*
- *New or alternative uses for the existing CRC building would need to be found.*

### **Comments**

*This option would provide a new, purpose designed building for the CRC with no disruption to services during construction. An alternative building site may be available in the main street however the preferred site at 42 Wogolin Road is privately owned. The cost of purchasing the alternative site, construction of the new building as well as a major upgrade of the existing building or demolition would need to be taken into consideration if this option is selected.*

### **Option 4 Relocate to Alternative Building**

*This option involves the permanent relocation of the CRC to an alternative building such as the Wickepin Town Hall. The Wickepin Town Hall is a large building that could easily accommodate the future needs of the CRC with relatively minor renovations.*

### **Benefits**

- *Adequate parking in close proximity to other commercial, cultural and historical buildings, sporting facilities, health centre and public conveniences.*
- *Direct access to building from street parking.*
- *Increased usage of existing building.*
- *Improved functionality and increased level of service. eg disabled access, more office space.*
- *Additional space to expand public library and offices.*
- *Ability to accommodate new services.*
- *Ability to incorporate energy efficient and sustainable building principles.*
- *No disruption to CRC services while refurbishment/ upgrade of Wickepin Hall is completed.*
- *Building has recently been painted inside, re-wired and new lights installed.*
- *Cost of upgrading and refurbishing the hall is likely to be less than the cost of constructing a new building.*

### **Challenges**

- *No main street frontage.*
- *Building is less visible to tourists.*
- *Building is further from Albert Facey Homestead, public toilets and food outlets.*
- *Wickepin Town Hall is 95 years old and the estimated remaining life is estimated to be 50 years and approximately 8 years before a major refurbishment would be required (footings, roof, kitchen, bathrooms).*
- *Old building requiring additional maintenance and major upgrade to improve the building, functionality, condition and service level.*
- *Higher ongoing maintenance costs associated with older, less energy efficient building.*
- *Difficultly retrofitting new features into old building eg automatic sliding door, smart technology, air conditioning etc.*
- *An important historically and culturally significant building in the main street would no longer be used.*
- *Any alternative use for the existing CRC building would still require major refurbishment and associated cost.*
- *The 102 year old CRC building has reached the end of its physical and economic life and if a major upgrade was not completed it will most likely need to be demolished in future.*
- *Cost of demolition and rehabilitation of the site would need to be included in the project budget.*
- *New or alternative uses for the existing CRC building would need to be found.*

### **Comments**

*This option would use make use of an existing building that is currently under-utilised. The building includes a large space that is able to accommodate the existing CRC services and future expansion. If the Wickepin Hall was used for the CRC, the building could still be used for events such as visiting performances, art exhibitions, school concerts or weddings although the space available would be reduced.*

*The major disadvantage of this option would be the lack of a presence in the main street for visitors to the town.*

## ***Option 5 Co-locate with Shire of Wickepin Administration Building***

### **Benefits**

- *Main street frontage with high visibility for tourists.*
- *Close to Wickepin Caravan Park.*
- *Co-location with existing, complimentary service.*
- *Potential integration of CRC service within Shire of Wickepin administration if required in future.*
- *Opportunities for sharing of resources and staff between CRC and Shire of Wickepin such as meeting rooms, kitchen facilities, staff toilets etc.*
- *Professional development opportunities for CRC staff.*
- *Adequate parking in close proximity to shire administration centre.*
- *Direct access to building from car parking.*
- *Increased usage of an existing building.*
- *Improved functionality and increased level of service. eg disabled access, more office space.*

- *Additional space to expand public library and offices.*
- *Ability to accommodate new services.*
- *Ability to incorporate energy efficient and sustainable building principles.*
- *No disruption to CRC services while new building is completed.*
- *Shire Administration Centre building has recently been refurbished and the estimated remaining life is expected to be 50 years with a major refurbishment expected to be required in approximately 18 years.*
- *Cost of building extension is likely to be less than the cost of constructing a new building.*

### **Challenges**

- *Building is further from Albert Facey Homestead, public toilets and food outlets.*
- *Wickepin Town Hall is 95 years old and the remaining life is estimated at 8 years before a major refurbishment would be required (footings, roof, kitchen, bathrooms).*
- *Old building requiring additional maintenance and major upgrade to improve the building, functionality, condition and service level.*
- *Higher ongoing maintenance costs associated with older, less energy efficient building.*
- *Difficulty retrofitting new features into old building eg automatic sliding door, smart technology, air conditioning etc.*
- *An important historically and culturally significant building in the main street would no longer be used.*
- *Any alternative use for the existing CRC building would still require major refurbishment and associated cost.*
- *The 102 year old CRC building has reached the end of its physical and economic life and if a major upgrade was not completed it will most likely need to be demolished in future.*
- *Cost of demolition and rehabilitation of the site would need to be included in the project budget.*
- *New or alternative uses for the existing CRC building would need to be found.*
- *Disruption to Shire of Wickepin services while building extension is completed.*
- *Difficulty integrating an old building with a new extension.*
- *Modifications to the parking area.*

### **Comments**

*The sharing of resources and facilities, such as the kitchen and meeting rooms, is a major advantage of the option to extend the Shire of Wickepin Administration Centre to include the Wickepin CRC. The Wickepin Administration Centre has main street frontage and land area already available for building extension and an expanded parking area. There is likely to be some*

*While the CRC services would not be inconvenienced during the building of an extension to the shire offices, there may be some disruption to the Shire of Wickepin administration services.*

The Chief Executive Officer also back in 2015 had a site feasibility, concept plan and cost report undertaken by Site Architecture Studio, the report is attached for further information.

The summary cost report for the five options is as follows:

DONALD  
CANT  
WATTS  
CORKE

Project : Wickepin Community Resource Centre  
 DCWC Project No. : W14087  
 Location : Wickepin  
 Locality : 120

Date: 30-Oct-14  
 Current Cost Index: 183.1  
 Stage of Cost Plan: Indicative Cost Estimate

**SUMMARY OF COST PLAN**

FECA (m2)	457	515	515	627	516
UCA (m2)	177	99	99	0	26
GFA (m2)	634	614	614	627	542

Element / Item	Option 1	Option 2	Option 3	Option 4	Option 5	Remarks
	Elemental Cost	Elemental Cost	Elemental Cost	Elemental Cost	Elemental Cost	
A. Preliminaries	\$117,322	\$150,987	\$140,122	\$108,551	\$132,964	
B. Shell & Core	\$490,155	\$736,555	\$634,560	\$219,310	\$579,299	
C. Fit out	\$250,320	\$288,385	\$288,370	\$338,205	\$282,405	
D. Internal services	\$330,000	\$374,000	\$374,000	\$453,000	\$374,000	
<b>Building Cost</b>	<b>\$1,187,797</b>	<b>\$1,549,927</b>	<b>\$1,437,052</b>	<b>\$1,119,066</b>	<b>\$1,368,668</b>	
E. External works	\$37,750	\$45,935	\$39,295	\$10,000	\$28,935	
F. External services	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	
<b>Construction Cost</b>	<b>\$1,290,547</b>	<b>\$1,660,862</b>	<b>\$1,541,347</b>	<b>\$1,194,066</b>	<b>\$1,462,603</b>	
G. Design Contingency	5%	\$65,000	\$84,000	\$78,000	\$60,000	\$74,000
H. Construction Contingency	5%	\$67,778	\$87,244	\$80,968	\$62,704	\$76,831
I. Clients Costs		N/A	N/A	N/A	N/A	N/A
J. Building Act Compliance and BCITF Levy		\$5,590	\$6,890	\$6,490	\$5,190	\$6,090
K. Land Costs		N/A	N/A	N/A	N/A	N/A
L. Loose Furniture and Equipment		N/A	N/A	N/A	N/A	N/A
M. Professional Fees and Disbursements		\$154,866	\$200,000	\$184,962	\$143,288	\$175,512
N. Escalation		\$126,000	\$163,000	\$151,000	\$117,000	\$143,000
<b>Estimated Total Commitment (Before Loading)</b>	<b>\$1,709,781</b>	<b>\$2,201,996</b>	<b>\$2,042,767</b>	<b>\$1,582,248</b>	<b>\$1,938,036</b>	
Regional Loading	<b>\$284,665</b>	<b>\$366,421</b>	<b>\$340,063</b>	<b>\$263,354</b>	<b>\$322,687</b>	
<b>Estimated Total Commitment (After Loading)</b>	<b>\$1,994,446</b>	<b>\$2,568,417</b>	<b>\$2,382,830</b>	<b>\$1,845,602</b>	<b>\$2,260,723</b>	

**Exclusion**

- Parking Area



If Council was to use the 2015 figures it would appear that the costs of even a refurbish are outside of the current funding through the LRCI phase three grants.

This would be a major project for Council and Council needs to look at appointing an architectural firm to give Council the best option for a refurbishment of the CRC building, if Council is not considering a newly constructed building.

The President of the Wickepin CRC forwarded the following letter to Council:

Please be advised at our August meeting that the CRC Management Committee decided unanimously for the Wickepin Shire to consider supporting a new building of the CRC facilities. We would, together with the Shire like assistance in exploring opportunities for funding for locating a new building the main street of Wickepin with road frontage.

If Council were considering a new building then Council would need to find a site for the new building or demolish the existing building and use the current site.

It is the view of the CEO there is not enough time under the LRCI Phase 3 grants to undertake this project and these funds need to be distributed to other projects.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

The CEO is unable to provide costings at this stage for either a refurbishment or new building in the Wickepin main street.

**Strategic Implications:**

The refurbishment or a new building for the Wickepin CRC is not in the Shire of Wickepin Community Strategic Plan 2018/2028 but it could possibly fit under theme nine of the Shire of Wickepin Community Strategic Plan 2018/2028.

## community

### 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
<p>9.1 Facilitate a meeting in the Shire of Wickepin of the local and regional health, social and crime prevention agencies to raise drug and alcohol issues</p> <p>9.2 Meet with the Wickepin Community Resource Centre to identify common community priorities including but not limited to youth activities as well as forward plan events</p> <p>9.3 With the Wickepin Community Resource Centre target activities at early years, primary and secondary students particularly during the school holiday period</p>	<p>9.4 Advocate for the continuation of State Government support for the Wickepin Community Resource Centre</p> <p>9.5 With the Community Resource Centre, help to communicate and action progress association / organising committee priorities and projects</p>	<ul style="list-style-type: none"> <li>- Wickepin Community Resource Centre is retained</li> <li>- Positive social behaviour in our communities</li> <li>- Improved offering and frequency of youth activities</li> <li>- Events across the Shire do not conflict with other local or regional events</li> <li>- Amount of formal communication with progress associations / organising committees across the Shire</li> </ul>	<p>Children and youth are retained and engaged</p> <p>Our community is safe</p> <p>Our community understands the impact of anti-social behaviour both personally and on the community</p>
<p>9.4 Continue to advocate and prepare for the Wheatbelt South Aged Housing Alliance (WSAHA) project</p>	<p>9.7 Seniors are encouraged and able to age in place</p>	<ul style="list-style-type: none"> <li>- WSAHA aged housing project is delivered</li> </ul>	<p>The elderly can age in place</p>
<p>9.8 Continue to provide a high standard waste management service</p> <p>9.9 Continue to educate the community about recycling</p>		<ul style="list-style-type: none"> <li>- Number of positive and negative comments about waste services</li> <li>- Recycling increases across the Shire (tonnes increase)</li> </ul>	<p>Waste management practices are best practice</p>

### Recommendations:

That Council budget in the 2022/2023 budget estimates for an architectural firm to provide Council with options and costings for the refurbishment of the Wickepin CRC.

### Voting Requirements:

Simple majority

### Resolution No 151221-13

#### Moved Cr Astbury / Seconded Cr Mearns

That Council budget in the 2022/2023 budget estimates for an architectural firm to provide Council with options and costings for the refurbishment or replacement of the Wickepin CRC.

Carried 7/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.07 Local Roads and Community Infrastructure Program (LRCI)**


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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>GS.PRG.1556</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>6 December 2021</b>

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**Enclosure/Attachments:**

1. LRCI Program Guidelines
2. Phase 3 Signed Agreement

**Summary:**

Council is being requested to advise the CEO what additional projects totalling \$727,772 are to be submitted for the LRCI Phase 3 program.

**Background:**

On 20 October 2021 the Deputy Prime Minister, the Hon Barnaby Joyce MP approved the Program Guidelines for Phase 3 of the Local Roads and Community Infrastructure Program.

The Federal Government have advised that they expect Council to engage with their local Federal Member of Parliament when determining priority projects, as well as through the delivery and finalisation phases.

**Comments:**

At the November Forum Session, Council nominated the following projects for the LRCI Phase 3 projects:

- |                                 |           |
|---------------------------------|-----------|
| 1. Ramp at Wickepin Post Office | \$10,000  |
| 2. Wickepin Skate Park          | \$430,000 |
| 3. Yealering Foreshore Toilets  | \$287,772 |

TOTAL	\$727,772
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**5.1 Eligible Grant Activity****Local Roads Projects**

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes. Local Roads and Community Infrastructure Program – Phase 3 Guidelines October 2021.

This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;

- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

### Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. 'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);
- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

### Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects where the Council

can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

The CEO believes that under the guidelines Council is unable to do the Wickepin Post Office as the post office is privately owned and the funding guideline state the following.

*Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public*

*Other Public Land*

*Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects*

What the grant money cannot be used for:

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- costs incurred in the preparation of reporting documentation including Audit requirements;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);
- purchase of or improvement to assets that will be 'handed off' to ineligible funding recipients under a cost sharing or minimisation strategy, or similar;
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- preliminary planning and stand-alone design that do not relate to an Eligible Project

- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective project costs undertaken prior to work schedule approval.

The CEO has approached the Office of Architecture for a quote for the Refurbishment of the existing Lake Yealering Toilet Block or a new design and site for a completely new toilet block at the Lake Yealering Foreshore. The CEO is still awaiting a reply from his email.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

The LRCI Phase 3 payments will be paid to Council as per the following table

10 Payments will be paid in accordance with Table 1: Grant Payments

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
First Instalment:  Work Schedule approval payment	The First Instalment of the Grant will be paid after 1 January 2022 and after the Grantee's Work Schedule has been approved.	The first payment will be equal to 50 per cent of the Grant, unless the Grantee is the recipient of a Low Value Grant.  For Low Value Grant, the Grantee will receive 75% of their Grant in their first instalment.
Progress Instalments:  The Grantee can receive multiple progress payments.	Within four weeks of the Department's acceptance of a complete and accurate Quarterly Report.	A Progress Instalment will be equal to the Grantee's: <ul style="list-style-type: none"> <li>• actual expenditure until the end of the period covered by the relevant Quarterly Report; and</li> <li>• projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter;</li> </ul> <b>less:</b> <ul style="list-style-type: none"> <li>• received instalments; and</li> <li>• 10 per cent of the Grant.</li> </ul> For a Low Value Grant, the Grantee can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.
Final Instalment:  Final payment	Within four weeks of the Department's acceptance of the complete and accurate Annual Report and the decision to release the Final Instalment	The Final Instalment will equal the smaller of: <ul style="list-style-type: none"> <li>• the residual amount of the Grant; or</li> <li>• the total eligible expenditure and projected expenditure to the end of the Eligible Projects;</li> </ul> <b>less</b> instalments paid to date.

### 3.1 Phase 3 – ‘use it or lose it’ principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient’s Phase 3 Nominal Funding Allocation before 30 June 2023, then;

The Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not applied for or reallocated by the Eligible Funding Recipient.

#### Strategic Implications:

Nil

#### Recommendations:

That the CEO nominate the following projects to the LRCI Phase 3 Grant Program:

1. Wickepin Skate Park	\$430,000
2. Yealering Foreshore Toilets	\$297,772
TOTAL	\$727,772

#### Voting Requirements:

Simple majority

### Resolution No 151221-14

#### Moved Cr Mearns / Seconded Cr Allan

That the CEO nominate the following projects to the LRCI Phase 3 Grant Program:

1. Wickepin Skate Park	\$415,000
2. Yealering Foreshore Toilets	\$282,772
3. Wogolin Recreation Area CCTV	\$ 30,000
TOTAL	\$727,772

**Carried 7/0**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.08 RFQ – 12- 2021/2022 Precinct Master Plan for the Wickepin Caravan Park**

<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>CP.MAI.528</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>30 November 2021</b>

**Enclosure/Attachments:**

The following quotes are attached to this Agenda Item for Council information:

1. H + H Architects Quote
2. Office of Regional Architecture
3. Emerge Associates
4. SGL Consulting Group
5. Cadds Group

**Summary:**

The CEO is advising Council to accept the RFQ 12-2021/2022 from Office of Regional Architecture in the sum of \$15,300 for Stage 1 and Stage 2 as per the attached RFQ 12-2021/2022.

**Background:**

Council in the 2021/2022 budget estimates included an amount of \$11,000 for a Precinct detailed plan and \$6,000 for a concept plan giving total of \$17,000 GST exclusive for the redevelopment of the Wickepin Caravan Park.

**Comments:**

The Chief Executive Officer invited quotes for the following works closing 3 December 2021 in The West Australian and the Narrogin Observer newspapers.

*Prepare Master Plan with functional drawings for the upgrade of the Wickepin Caravan Park 7 Fisher street Wickepin WA 6370.*

*Master Plan for the Wickepin Caravan Park to include:*

- *caravan sites with ensuite and other usual services,*
- *new campers alfresco kitchen and covered dining area,*
- *Hard and soft landscaping.*
- *CBH Seasonal Accommodation*
- *Areas for expansion at current location*

At the close of the RFQ – 12- 2021/2022 Precinct Master Plan for the Wickepin Caravan Park Council had received five tenders from the following.

<b>Company</b>	<b>Details</b>	<b>Price GST Inclusive</b>	<b>Price GST Exclusive</b>
H + H Architects	1 site meeting in Wickepin with Director	<b>Total \$16,500</b>	<b>Total \$15,000</b>



	Sam Brown plus Master Plan design and drafting		
Office of Regional Architecture	Stage 1: Wickepin Caravan Park Precinct Concept Plan (Master Plan) – Methodology & Estimate of Time & Cost	\$6,105	\$5,550
	Stage 2: Wickepin Caravan Park Precinct Detailed Design – Methodology & Estimate of Time & Cost	\$10,725	\$9,750
	Stage 3: Wickepin Caravan Park Precinct Built Elements Construction Documentation – Methodology & Estimate of Time & Cost	TOTAL Fee Estimate \$ To Be Advised on completion of Stage 2.	
		<b>Total \$16,830</b>	<b>Total \$15,300</b>
Emerge Associates	Master Planning and Landscape Architecture	\$26,675	\$24,250
	Irrigation Consultancy	\$3,058	\$2,780
		<b>Total \$29,733</b>	<b>Total \$27,030</b>
SGL Consulting Group	<b>Phase 1: Review and Analysis</b>		
	Project commencement meeting	\$2,799.50	\$2,545
	Document review	\$577	\$525
	Tourism analysis and best practice trends	\$962	\$875
	Caravan park assessment	\$770	\$700
	Stakeholder engagement	\$3,712.50	\$3,375
	Demand Assessment Report	\$1,155	\$1,050
	<b>Phase 2: Master Plan Development</b>		
	Design Brief	\$385	\$350
	Draft Concept Plans	\$9,350	\$8,500

	Council workshop	\$770	\$700
	Cost estimates	\$3,520	\$3,200
	Master Plan Development	\$5,687	\$5,170
	Final Master Plan	\$962.50	\$875
		<b>Total \$30,651.50</b>	<b>Total \$27,865</b>
Cadds Group	<p>Services</p> <ul style="list-style-type: none"> <li>• Establish the project objectives and constraints;</li> <li>• Obtain the client's design brief and other requirements;</li> <li>• Analyse site opportunities and constraints;</li> <li>• Provide Master Plan for the Wickepin Caravan Park to include: <ul style="list-style-type: none"> <li>o Caravan sites</li> <li>o Shared ensuite and other usual services</li> <li>o New campers alfresco kitchen</li> <li>o Hard and soft landscaping</li> <li>o CBH Seasonal Accommodation</li> <li>o Areas for expansion</li> </ul> </li> <li>• Provide of findings and recommendations for each item above; and</li> <li>• Incorporate client's comments on each stages (concept, schematic &amp; final).</li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>• 1 x site visit and kickstart meeting with relevant stakeholders upon commencement of project.</li> </ul>	<b>Total \$8453.50</b>	<b>Total \$7,683</b>

	<ul style="list-style-type: none"> <li>• Concept masterplan for client review (teleconference meeting as required)</li> <li>• Obtain client's comments and incorporate feedback.</li> <li>• Issue Schematic Masterplan based on initial review, obtain comments, and incorporate feedback.</li> <li>• Issue final option for Masterplan.</li> </ul>		
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After looking at the received quotes in detail, the CEO recommends Council accept the quote from Office of Regional Architecture in the sum of \$15,300 for Stage 1 and Stage 2 as per the attached RFQ 12-2021/2022.

**Statutory Environment:** *Local Government Act 1995*

**Policy Implications:** Nil

**Financial Implications:**

Council in the 2021/2022 budget estimates included an amount of \$11,000 for a Precinct detailed plans and \$6,000 for a concept plan total of \$17,000 GST Exclusive.

Three of the five quotes received are within the budget estimates.

**Strategic Implications:**

Fits within Goal 3 of the Shire of Wickepin 2018/2028 Strategic community Plan as adopted by Council.

**GOAL 3:** The Shire of Wickepin Caravan Park amenities are of a high standard

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
3.1 Caravan Parks are enhanced	3.2 Caravan Parks are updated	<ul style="list-style-type: none"> <li>- Increase in the number of overnight visitors</li> <li>- Increase in the length of stay at Caravan Parks</li> </ul>	Visitors have a positive experience staying in the Shire

**Recommendations:**

That Council accept the Quote from Office of Regional Architecture in the sum of \$15,300 for Stage 1 and Stage 2 as per the attached RFQ 12-2021/2022.

**Voting Requirements:** Simple majority

**Resolution No 151221-15**

**Moved Cr Mearns / Seconded Cr Lansdell**

That Council accept the Quote from Office of Regional Architecture in the sum of \$15,300 for Stage 1 and Stage 2 as per the attached RFQ 12-2021/2022.

**Carried 7/0**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.09 Disability Access and Inclusion Plan 2022-2027**

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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>CP.ACS.500</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>25 November 2021</b>

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

1. Disability Access and Inclusion Plan 2022-2027.

#### **Summary:**

The CEO is requesting Council to adopt the attached Disability Access and Inclusion Plan 2022-2027.

#### **Background:**

It is a requirement of the *Disability Services Act 1993* that all local governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services. Annual Reports on activities relating to the progress of these plans are reported to state government at the end of each financial year.

The Shire of Wickepin's Disability and Inclusion Plan is due for review in 2022 and must be reviewed every five years.

#### **Comments:**

DAIPs assist public authorities to plan and implement improvements to access and inclusion across seven outcome areas, in regards to services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. These plans benefit people with disability, the elderly, young parents and people from culturally and linguistically diverse backgrounds.

Under the Disability Services Act, the Minister for Disability Services is required to table a report in Parliament each year on the progress of Disability Access and Inclusion Plans (DAIPs) in Western Australia.

DAIP Progress Reports are a useful resource to understand current trends in access and inclusion and examples of best practice, they include stories about how public authorities, in partnership with the community, have responded to access and inclusion issues and made a real difference in people's lives.

The CEO has reviewed the attached Disability Access and Inclusion Plan and has made all the required adjustments.

Once Council has adopted the reviewed Plan, the CEO must forward the plan to the Department of Communities and then publish the adopted plan on Councils website.

**Statutory Environment:**

The Disability Services Act 1993 requires all local government and selected State Government agencies to develop a Disability Access and Inclusion Plan (DAIP).

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That Council adopt the attached Disability Access and Inclusion Plan 2022-2027.

**Voting Requirements:** Simple majority

**Resolution No 151221-16****Moved Cr Allan / Seconded Cr Miller**

That Council adopt the attached Disability Access and Inclusion Plan 2022-2027.

**Carried 7/0**

### 10.2.10 Appointment of Mr Ken Martin as Bush Fire Control Officer

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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>ES.APN.901</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>3 December 2021</b>

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#### Enclosure/Attachments:

1. FCO Certificate number C159389 for Mr Ken Martin.

#### Summary:

The CEO requests that Mr Ken Martin be appointed as a Fire Control Officer, Bush Fire Radio Operator and Fire Weather Instrument Officer with the Shire of Wickepin.

#### Background:

Council at the November meeting appointed Mr Ken Martin only as a Fire Weather Officer and Radio Officer until Mr Martin had undertaken the FCO course.

#### Comments:

Attached to this report is certificate number C159389 stating that Mr Ken Martin has successfully completed the requirements of the FCO training course.

CEO requests that Mr Ken Martin be appointed as an FCO for the 2021/2022 fire season.

#### Statutory Environment:

*Bushfires Act 1954*

#### 39. *Special powers of bush fire control officers*

- (1) *Subject to the provisions of this Act a bush fire control officer appointed under this Act by a local government may, in the exercise of his functions and the performance of his duties under this Act, do all or any of the following things —*
- exercise any of the appropriate powers of the Director of Operations under the Fire Brigades Act 1942, in so far as the same may be necessary or expedient, for extinguishing a bush fire or for preventing the spread or extension of the fire;*
  - enter any land or building, whether private property or not;*
  - pull down, cut, and remove fences on land, whether private property or not, if in his opinion it is necessary or expedient so to do for the purpose of taking effective measures for extinguishing a bush fire, or for preventing the spread or extension of the fire;*
  - cause fire-breaks to be ploughed or cleared on land, whether private land or not, and take such other appropriate measures on the land as he may deem necessary for the purpose of controlling or extinguishing a bush fire or for preventing the spread or extension of the fire;*
  - take and use water, other than that for use at a school or the domestic supply of an occupier contained in a tank at his dwelling-house, and other fire extinguishing material from any source whatever on land, whether private property or not;*

- (f) *take charge of and give directions to any bush fire brigade present at a bush fire with respect to its extinguishment or control of the bush fire, or the prevention of the spread or extension of the fire;*
- (g) *any other thing which in his opinion is incidental to the exercise of any of the foregoing powers;*
- (h) *employ a person or use the voluntary services of a person to assist him, subject to his directions in the exercise of any of the foregoing powers; and*
- (i) *either alone or with others under his command or direction enter a building which he believes to be on fire and take such steps as he considers necessary to extinguish the fire or prevent it from spreading, but except as arranged with or requested by an officer in charge of a fire brigade under the Fire Brigades Act 1942, this power shall not be exercised in a townsite in an area which has been declared a fire district under that Act or in a townsite in which there is a fire brigade or volunteer fire brigade formed under the provisions of that Act.*

### Policy Implications:

#### 4.1.3.2 DUTIES OF A BUSH FIRE CONTROL OFFICER

A Fire Control Officer is a person who has been nominated at the Shire of Wickepin Bushfire Brigade AGM and appointed by the Shire of Wickepin Council. The FCO is a voluntary worker who gives their time in furthering the aims of fire prevention and control within the Shire of Wickepin.

Each appointment must be notified to DFES for publication in the Government Gazette and in a newspaper circulated in the Shire of Wickepin.

FCO duties include;

- attending Bush Fire Brigade Meetings;
- participating in the formation of control policies;
- supervising and inspecting firebreaks and impress on land users the necessity to meet and maintain the required standards;
- issuing Bush Fire Permits for the burning of bush and impress on land users and owners the necessity to abide by the terms set out on the permit;
- preventing Bush Fires and protecting life and property in the case of an outbreak of a Bush Fire including directing volunteers;
- demanding the name and address of any person committing an offence against the Bush Fires Act and reporting to the Shire of Wickepin FCO.
- ensure Bush Fire Brigade appliances are serviced and checked on a regular basis;
- battery, tyres, water, oil, and fuel of the Shire of Wickepin fire fighting appliances are checked at least weekly; and
- other Bush Fire Control related matters as directed by Council.

In all duties, an FCO is subject to Council direction and the *Bush Fires Act 1954 (WA)*.

A FCO is not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided they are carried out in good faith.

#### 4.1.3.3 EXPERIENCE AND TEMPERAMENT



**An FCO must:**

- have a good working knowledge of bush fire legislation, the fundamentals of bush fire prevention work and fire behaviour;
- have a clear understanding of their role and their relationship to Council;
- have experience in dealing with the public;
- be a person of integrity with an even temperament and strength of character;
- command obedience and respect and be capable of positive action;
- have a reasonable educational background;
- have a high sense of responsibility and be willing to take as well as give orders;
- have some relevant fire experience and training; and
- be physically fit and in good health to carry out tasks to ensure they do not jeopardise the safety of others.

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That Mr Ken Martin be appointed as a Fire Control Officer/Bush Fire Radio Operator and Fire Weather Instrument Officer of the Shire of Wickepin for the 2021/2022 Bush Fire Season.

**Voting Requirements:** Simple majority

**Resolution No 151221-17****Moved Cr Lansdell / Seconded Cr Corke**

That Mr Ken Martin be appointed as a Fire Control Officer/Bush Fire Radio Operator and Fire Weather Instrument Officer of the Shire of Wickepin for the 2021/2022 Bush Fire Season.

**Carried 7/0**

## 11. President's Report

<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>15 December 2021</b>

A Belated welcome to staff to Karen Langford, who has been appointed the Shire of Wickepin's Community Development Officer. We all look forward to working with you on upcoming projects for the community.

On Friday November 19, CEO Mark and myself attended the Central Country Zone meeting held at the Wandering Community Centre. Amongst the attendees were representatives from WALGA and the Main Roads Department, as well as Rick Wilson Federal Member for O'Connor. The upcoming Local Government Act amendments were discussed, with a submission to be put to the Department of Local Government early in 2022. The Central Country Zone meeting dates for 2022 were also set.

Friday 3 December saw the annual Wickepin Shire sponsored event, the Senior Citizen's Christmas Lunch, was held at the Wickepin Community Centre where approximately 60 guests celebrated the upcoming festive season with their friends and acquaintances and enjoyed a hot roast Christmas lunch followed by delicious dessert. Christmas raffles and activities followed and the crowd was entertained by Frank Heffernan who recited four of his most recently scribed bush poems. Many Thanks to Council for allowing the event to happen and to the fantastic volunteer team who put aside their time to make the day a wonderful one for the older residents of our shire.

Thank you to CEO Mark who, in my absence, attended the Wickepin Primary School end of year presentations on Thursday 9 December, where he presented the Student Awards sponsored by the Wickepin Shire. Thank you to Councillor Allan who will be the Council representative at the Yealering Primary School end of year presentations on Wednesday December 15th.

Congratulations to all of the Award Recipients, and to all of the school staff, students and parents on a wonderful year's work, and best of luck to those students who are moving on from primary school and into the secondary part of their schooling.

Friday 17 December will be the annual year-end Christmas celebration of Council staff, a great evening for all to reflect on the past year's achievements and to look forward to the challenges of the year to come.

A big thank you to all of our staff for accomplishing a wonderful year's work. Although we have seen a few challenges throughout the year with regards to the ongoing world-wide COVID-19 Pandemic – especially in the building industry - outcomes are slowly being achieved that Council has set direction towards and everyone is to be congratulated on a commendable effort throughout the year.

Thank you also to fellow Councillors for your wonderful efforts and support throughout the year.

Merry Christmas and a Safe and Happy New Year to All.



**Recommendations:**

That council note the President's report dated 15 December 2021.

**Voting Requirements:**

Simple majority

**Resolution No 151221-18**

**Moved Cr Miller / Seconded Cr Mearns**

That council note the President's report dated 15 December 2021.

**Carried 7/0**

## 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>6 December 2021</b>

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### Wickepin Vintage Muster

The CEO received a letter from the Watershed Vintage Muster (which is in the December 2021 Information Bulletin) advising Council of their idea for four display sheds such as the Shire of Cuballing have undertaken. The CEO has requested the CDO to look into the possibility of any grants for this project.

### Staff

Unfortunately, I have accepted staff resignations this week, one from Dianne Barry who will be retiring and her resignation will take effect on the 21 January 2022. The other is from our Customer Services Officer Careese Ranieri. Careese will be leaving our employ on the 23 December 2021 to take up a position with the Shire of Cuballing. I would like to thank both employees for their dedication and great work ethic while at the Shire of Wickepin and wish both of them well in their new endeavours.

The Chief Executive Officer has also accepted the resignation of Mr Peter Lewis, effective 10 December 2021, the position will be advertised shortly.

Thank you Peter for your time with the Shire of Wickepin.

### Office Closure - Christmas Break

The trading hours for 2021/2022 Christmas period as adopted by Council are as follows:

Thursday 23 December	Open
Friday 24 December	Closed - Employee Annual Leave
Monday 27 December	Closed - Public Holiday (for Christmas Day)
Tuesday 28 December	Closed - Public Holiday (for Boxing Day)
Wednesday 29 December	Closed - Employee Annual Leave
Thursday 30 December	Closed - Employee Annual Leave
Friday 31 December	Closed - Employee Annual Leave
Monday 3 January	Closed – Public Holiday (for New Year's Day)
Tuesday 4 January	Open

The CEO will be on Annual leave from the 23rd December 2021 to 21st January 2022. Mrs Erika Clement Deputy Chief Executive Officer will be acting CEO as of the 4th January 2022.

To all the Councillors and staff a Merry Christmas and Happy New Year and on behalf of the staff, thank you all for a great twelve Months.

### Annual Seniors Christmas Dinner

I was able to attend the annual seniors Xmas dinner. The Annual Seniors Christmas party was well attended and went very well. Thank you to all the volunteers that helped on the day to make this annual event a very pleasant day.

### Wogolin Recreation Area

After the CEO discussions with Councillors regarding the slide at the Wogolin Recreation Area the CEO spoke with representatives from Nature Play, they have advised they had the area inspected by Andrew Reedy of Play Check.

Nature Play has provided the full report to the CEO, a summary of the report is as follows:

*The Wickepin playground has been assessed against the requirements of the Playground Standards detailed on the cover of this report. At the time of inspection the mulch was not yet installed, but was being started. This audit report highlights several areas in which elements in the playground do not comply strictly with some of the requirements in the Standard. Those areas of non-compliance to any aspect of the Standards are detailed in the following pages, along with an assessment of the risk and reasoning behind any recommendation to accept or modify. In all other aspects, this playground meets the requirements of the Standards. It is important to recognise that the Standards are not a single and absolute requirement in risk assessment. The Standards are one of the considerations rather than the only tool to be used. The purpose of an assessment such as this is to weigh the risk and determine what changes, if any, are required. The introduction to AS 4685.1–2014 states: "Play provision should aim at managing the balance between the need to offer risk and the need to keep children safe from serious harm... In play provision exposure to some degree of risk may be of benefit because it satisfies a basic human need and gives children the chance to learn about risk and consequences in a controlled environment." A certain amount of risk in a playground is not only acceptable, but desirable, providing it is low level and not likely to result in a serious injury. It is through learning to manage risk that children develop the skills they need in life. Unforeseeable hazards are more significant than those, which a child can easily see and assess for themselves and should therefore be treated with a greater degree of caution. A Risk/Benefit assessment takes into account the benefits of an activity or feature in the playground, as well as the associated risks, weighing with equal consideration the duty to protect children from avoidable serious harm and the duty to provide them with stimulating, adventurous play opportunities. On the basis of the principles outlined above, and taking into account the recommendations made in the following pages and their actioning, it is my opinion that this playground is suitable for use by the public.*

### Harrismith Hall

Sue Astbury has advised the CEO by email the following information

*I thought I should let you know that the Harrismith Community Centre has been given an historical writing desk and chair for display in the Harrismith Hall. Geoff Campbell, a cabinetmaker from Perth was asked to repair the desk and chair 21 years ago but the owner never returned to pick them up or pay for the extensive repairs. Geoff has had the desk stored in his workshop and felt that it needed to be returned to the Harrismith Community who had originally bought it and presented it to Mr McKenzie in 1921 in gratitude for his work as secretary for the original Harrismith agricultural and social group. Geoff is adamant that the desk is to stay with the Harrismith Community Centre, if not he has indicated that he will request to have the desk returned to him. We have placed the desk in the foyer of the hall. He also gave us a decorative bowl and jug and 2 glass lamps. We are concerned that these may be easily broken or stolen so I have packed them up for the time being, along with the chair and placed them in the ladies' clock room that I have locked.*



### Speed Zone Wogolin Road

Mr Ben Doman, Network Operations Co-ordinator Wheatbelt Region (Northam) Central & Northern Regions Main Roads forwarded the following email to the CEO on the 3<sup>rd</sup> December 2021 regarding the request for the speed zone on Wogolin Road to be reduced from 50kmh to 40kmh.

*Speed limits across the network are continually assessed to ensure that all WA roads continue to meet driver expectations whilst also achieving a balance between traffic safety, land use amenity and transport efficiency. To achieve this balance many factors are taken into account during the speed zoning process including the road function, traffic volumes, types of road users, abutting roadside development, the frequency and type of intersections, reported crash data and prevailing traffic speeds. Main Roads has assessed the current speed limit on Wogolin Road (in the vicinity of the new children's playground).*

*Wogolin Road is classified as a primary distributor road within the functional road hierarchy. During onsite inspections it was found that:*

1. *There is sufficient formalised car parking provisions on each side of the children's park and that there would be an expectation that children not yet competent in making safe crossing decision (young children) will be brought to the playground by their parents who will park in the available car parking bays;*
2. *Unobstructed pathways were provided to the car parking area;*
3. *On 2 separate site inspections, no children were seen in the playground, identifying that use will be sporadic;*
4. *The kerb ramp at the front of the playground connecting to the pathway directly in front of the Wickepin Hotel had restricted visibility due to the placement of signage; and*
5. *There is a pavement width of approx. 9mts, which does not support a 40km/h zone or promote a low speed environment.*

*MRWA speed zoning policy identifies that speed limits should not be reduced for isolated hazards, and that treatment should be by way of warning and/or advisory signage.*

*It is considered that the current speed limit is appropriate for Wogolin Road and it is not proposed to reduce the speed limit to 40km/h.*

## MEETINGS ATTENDED

<b>November 2021</b>	
19 <sup>th</sup>	CCZ WALGA Wagin
22 <sup>nd</sup>	LGIS Scheme review
<b>December 2021</b>	
1 <sup>st</sup>	Emergency Preparedness
3 <sup>rd</sup>	Senior Christmas Luncheon
7 <sup>th</sup>	LEMC Forum Narrogin

## 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	Dianne Barry – Resignation Careese Ranieri – Resignation Peter Lewis - Resignation	15/11/2021 23/11/2021 02/12/2021	CEO
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Wickepin CRC - WCC	3/12/2021	CEO

<b>A13</b>	<b>Hire of Community Halls / Community Centre</b>	<b>CEO</b>	Private Function – Wickepin Hall Private Function – WCC Wickepin CRC-WCC Ignite Wicky – WCC Astrophotography – Yealering Hall Astrotourism – WCC	29/11/2021 2/12/2021 2/12/2021 3/12/2021 3/12/2021 3/12/2021	<b>CEO</b>
<b>A14</b>	<b>The Food Act 2008 and the Food Regulations 2009</b>	<b>CEO</b>			
<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 6 December 2021.

**Voting Requirements:**

Simple majority

**Resolution No 151221-19**

**Moved Cr Lansdell / Seconded Cr Allan**

That Council note the Chief Executive Officer's report dated 6 December 2021.

**Carried 7/0**



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

**14. Reports and Information**

**15. Urgent Business**

**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.52pm.