

A Fortunate Place

Shire of Wickepin

Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

19 October 2022



Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 19 October 2022 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Noel Mason
Acting Chief Executive Officer

14 October 2022

Time Table

12.00pm	Lunch
1.00pm	Forum
1pm – 2.15pm	Steve Thompson – Edge Planning & Property David Johnston – Shire of Narrogin
2.15pm	Laura Gray – Heritage Intelligence
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.

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**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

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NAME:

SIGNATURE:

ADDRESS:

TELEPHONE:

MEETING/DATE:

NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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- 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.
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- 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.
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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 19 October 2022 commencing @ 3.30pm**

The President declared the meeting open at 3.40pm.

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

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

Acting Chief Executive Officer	Noel Mason
Deputy Chief Executive Officer	Erika Clement
Executive Support Officer	Lara Marchei
Manager Works & Services	Graeme Hedditch

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

Mr David Astbury – Member of Public

Overgrown properties in townsites

Mr Astbury raised concerns of overgrown weeds and long grasses on properties within the townsites of the shire that may pose a fire risk.

The CEO advised that council's rangers recently inspected all townsite properties and those deemed a fire risk will be given 21 days' notice to comply.

Mr Astbury also advised that the area near the old railway station master's house requires a clean-up of overgrown weeds.

Wrecked cars in townsites

Mr Astbury raised his concerns regarding the number of disused cars within townsites and requested council undertake a clean-up of disused/wrecked car bodies.

Mr Astbury left the meeting at 3.49pm.

3. Applications for Leave of Absence/Apologies

Resolution No 191022-01**Moved Cr Allan / Seconded Cr Astbury**

That Cr Thompson be granted leave of absence for the November 2022 council meeting.

Carried 6/0

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Ordinary meeting of council – 21 September 2022

Resolution No 191022-02**Moved Cr Corke / Seconded Cr Allan**

That the minutes of the Ordinary meeting of council held on Wednesday 21 September 2022 be confirmed as a true and correct record.

Carried 7/0

7. Receival of Minutes

RECEIVAL OF MINUTES

7.1 Australia Day Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mel Martin, Executive Support Officer
File Reference:	CR.MEE.206
Author:	Mel Martin, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	30 September 2022

Enclosure/Attachments:

Minutes of the Australia Day Committee meeting held on Tuesday 20 September 2022.

Background:

The Australia Day Committee meeting was held on Tuesday 20 September 2022.

Summary:

Council is being requested to receive the Australia Day Committee meeting minutes held on Tuesday 20 September 2022.

Comments:

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

Statutory Environment:

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Australia Day Committee meeting held on Tuesday 20 September 2022 be received.

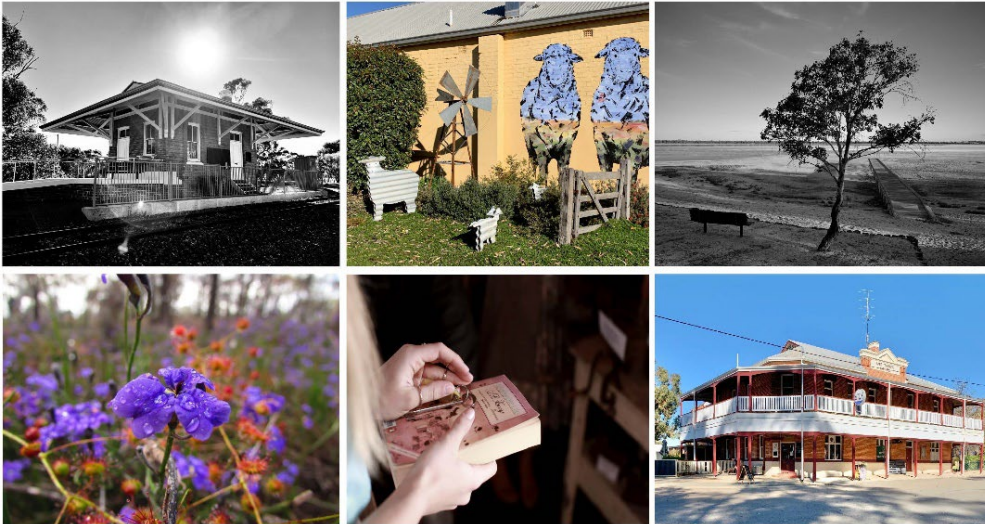
Voting Requirements: Simple majority

Resolution No 191022-03

Moved Cr Allan / Seconded Cr Mearns

That the minutes for the Australia Day Committee meeting held on Tuesday 20 September 2022 be received.

Carried 7/0



A Fortunate Place

Shire of Wickepin

Minutes

Australia Day Committee

Council Chambers, Wickepin

20 SEPTEMBER 2022



Notice of an Australia Day Committee Meeting

Please note that the next Australia Day Committee Meeting of the Shire of Wickepin will be held on 20 September 2022 at Council Chambers, Wickepin, commencing at 11.30am.

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

Noel Mason
Acting Chief Executive Officer

Disclaimer

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**Minutes of an Australia Day Committee Meeting held in Council Chambers, Wickepin – Tuesday
20 September 2022 commencing @ 11.30am.**

The Chairperson declared the meeting open at 9.08am.

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

Cr Fran Allan	Chairperson
Cr Julie Russell	Member

Noel Mason	Acting Chief Executive Officer
Lara Marchei	Executive Support Officer
Lorraine Hedditch	Community Development Officer

Apologies

Cr Wes Astbury	Member
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Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – 15 December 2021

Moved Cr Russell /Seconded Cr Allan

That the minutes of the Australia Day Committee meeting held on 15 December 2021 be confirmed as a true and correct record.

Carried 2/0

7. Notice of Motions of Which Notice Has Been Given

8. Receipt of Reports & Consideration of Recommendations

9. Notice of Motions for the Following Meeting

10. Reports & Information

10.1 2023 Event

- The 2023 Australia Day function is to be held on Thursday 26 January 2023 at the Wickepin Community Centre.
- Free entry into Wickepin Swimming Pool?

Moved Cr Russell / Seconded Cr Allan

That there be no charge for entry to the Wickepin Swimming Pool on Thursday 26 January 2023.

Carried 2/0

Liaise with Wickepin Swimming Pool Manager regarding opening times of the pool on 26 January 2023, with the possibility of opening earlier, following the conclusion of the Australia Day celebrations.

10.2 Community Awards

- Call for nominations for the following awards will be advertised, with winners to be announced at the 2023 Australia Day celebrations:

Citizen of the Year
Senior Citizen of the Year
Young Citizen of the Year
Community Group of the Year

Nominations close Friday 2 December 2022.

- Nomination Process
Explore possibility of nominations to be submitted electronically via shire website and advertised on Facebook. Hard copies to be placed at businesses in townsites.

10.3 Other matters raised by members

11. Urgent Business

12. Closure

The next Australia Day Committee meeting will be held on Wednesday 14 December 2022 commencing at a time to be confirmed.

There being no further business the Chairperson declared the meeting closed at 9.40am.

8. Status Report

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

Item	Subject	Officer	Council Resolution	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	CEO	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Still to be undertaken. Will discuss at the next AFH Committee Meeting.
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 signs.
1177-200422-06	Bush Fire Control Officers' Meeting Recommendations	CEO	That a photo of Ernie White along with a plaque be commission to be hung in an appropriate place at the discretion of Council.	○	Photo received, now to be copied and framed.
1189-150622-10	Townscape & Cultural Planning Committee Recommendations	CEO	That Council remove the old playground from the Facey Homestead Park, relocate the bin to the northwest corner and improve the landscaping under the tree.	○	Two shade sail poles remain. Will be removed when workforce returns to town.
1215-210922-03	Bush Fire Control Officers Committee	CEO	<p>1. Received minutes.</p> <p>2. That the following persons be appointed as FCO's/Bush Fire Radio Operators & Fire Weather Instrument Officers of the Shire of Wickepin for the 2022/2023 bush fire season: Todd Mullan Toby Russell Cal Sims</p> <p>3. That the Shire of Wickepin on behalf of the community pass a vote of gratitude to Mr. Roger Butler for his service to the community in the role of Chief Bush</p>	<p>✓</p> <p>✓</p>	<p>Minutes received. Letters to new FCO's sent 05/10/2022, completed.</p> <p>Letter of thanks sent to Roger Butler 05/10/2022, completed.</p>

			<p>Fire Control Officer. Special acknowledgement is made of Roger's exceptional service during the period of the East Narrogin fire in February 2022.</p> <p>4. That the Shire of Wickepin conduct a follow-up wellness event in October 2022 (with the assistance of Lotteries WA and Holyoake) for the Fire Control Officers, brigade members and volunteers who attended or were involved in the East Narrogin fire in February 2022.</p>	✓	Breakfast to be held 18 th October 2022, completed.
1216-210922-08	Marianne Perrie - Seed Collection	CEO	<p>That council grant permission to Marianne Perrie of Lot 17, Tincurrin Road, Tincurrin to collect native plants from reserves (gravel pits, road verges, and townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2023. Providing conditions are followed.</p>	✓	Permission letter sent 05/10/2022, Completed.
1217-210922-09	Bush Fire Control Officers' Meeting Recommendations	CEO	<p>That the Shire Chief Executive Officer be appointed Shire of Wickepin Bush Fire Weather Officer and these duties be added to existing responsibilities for the CEO's position.</p>	✓	Completed – added to PD.
1218-210922-10	Review of Policy 2.1.22 Senior Employee Contracts	CEO	<p>That Council cease use of and remove Shire of Wickepin policy 2.1.22 – Senior Employee Contracts.</p>	✓	Policy Manual updated, completed.

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES**10.1.01 Manager Works and Services' Report**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services, Graeme Hedditch
File Reference:	CM.REP.1
Author:	Manager Works & Services, Graeme Hedditch
Disclosure of any Interest:	Nil
Date of Report:	11 October 2022

Enclosure/Attachments: Nil

Summary:

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

Background: Nil

Comments:**Budget Costings**

- An overview of the budget costings are complete and will correspond for 22/23 financial year.

Construction Works 22/23

- WSNF Rabbit Proof Fence Rd – Roadworks have commenced, road survey is now completed. Drainage work is completed. Gravel carting has now commenced, the final trim, stabilise and seal is scheduled for around 21 November 2022.
- Stock Route Rd – E quote closed, for council consideration.
- Malyalling Rd - Gravel re sheeting to commence around 15 November 2022.

Wogolin Rd Recreation Precinct

Work has commenced on the proposed re design of the skate park and basketball court. The feature survey of the skate park and basketball court is in progress.

Maintenance Works

- Maintenance Grader – maintenance program is being address and put together for the 22/23 year.
- Pothole patching – ongoing.
- Signage maintenance – ongoing.

Occupational Health and Safety

- Lost time injury – Nil

Parks and Gardens

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

Plant and Equipment

- General servicing.

Shire Housing

New Building Maintenance team will be working through the list of shire housing issues.

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 11 October 2022.

Voting Requirements: Simple majority

Resolution No 191022-04

Moved Cr Allan / Seconded Cr Miller

That Council notes the report from the Manager of Works and Services dated 11 October 2022.

Carried 7/0

TECHNICAL SERVICES**10.1.02 RFQ 4/2022-23 Gravel Extraction and Landfill Work Contract**

Submission To:	Ordinary Council
Location/Address:	Various, Contract
Name of Applicant:	Graeme Hedditch, Manager Works Manager
File Reference:	FM.TEN.1220
Author:	Graeme Hedditch, Manager Works Manager
Disclosure of any Interest:	Nil
Date of Report:	11 October 2022

Enclosure/Attachments: RFQ 4 2022/2023 Contract Renewal

Summary:

Council is being requested to accept the contract renewal with Mark Fulford from Fulford Earthmoving.

Background:

The Manager of Works request for quotes for the Gravel Extraction and Landfill Maintenance Contract for 22/23 financial Year.

SCHEDULE OF PRICING IS INDICATIVE ONLY AND MAY BE SUBJECT TO CHANGE.**PRICE SCHEDULE**

ALL PRICING MUST INCLUDE GST.

QUOTATIONED TIP WORKS

Works	Contractor to fill out rate
Covering rubbish fixed rate	\$ 528 per week
Trenching fixed rate at per trench	\$ 5280
Green waste area hourly rate	\$ 264
Other collection sites hourly rate	\$ 264

QUOTATIONED GRAVEL PUSHING WORKS

Location	Quantity gravel push cubic metres	Contractor to fill out Per meter rate solid
Various locations at total of	10000	\$ 1.48
Various locations at 1 total of	7000	\$ 1.48
Various locations at total of	3000	\$ 1.48
Various locations at total of	1500	\$ 1.48

Comments:

Request for quotes for the Gravel Extraction and Landfill Maintenance Annual 2022/23 contract work, 3 requests went out to the following and only 1 was received from Fulford Earthmoving.

1. Fulford Earthmoving
2. Narrogin Earthmoving
3. Halanson Earthmoving

Statutory Environment:

Local Government (Functions and General) Regulations 1996 Section 11

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
 - [(ba) *deleted*]
 - (c) *within the last 6 months —*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
 - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

or

 - (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
 - (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
 - (ea) *the goods or services are to be supplied —*
 - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*

or

 - (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
 - (g) *the goods to be supplied under the contract are —*

- (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines;
- or
- (h) the following apply —
 - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and
 - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
 - (iii) the local government is satisfied that the contract represents value for money;
- or
- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
 - (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;
- or
- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

12. **Anti-avoidance provision for r. 11(1)**

- (1) This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.

Policy Implications: Nil

Financial Implications: Amounts included in the 2022/23 adopted budget.

Strategic Implications: Nil

Recommendations:

That Council accept the Request for Quotes from Fulford Earthmoving for the Annual Gravel Extraction and Landfill Maintenance contract for 2022/23.

Voting Requirements: Simple majority

Resolution No 191022-05

Moved Cr Corke / Seconded Cr Mearns

That Council accept the Request for Quotes from Fulford Earthmoving for the Annual Gravel Extraction and Landfill Maintenance contract for 2022/23.

Carried 7/0

NOTE: Price schedule accepted in accordance with report.

TECHNICAL SERVICES**10.1.03 RFQ 06-2022/23 Supply and Lay of Asphalt**

Submission To:	Ordinary Council
Location/Address:	Stock Route Road
Name of Applicant:	Graeme Hedditch, Manager Works Services
File Reference:	FM.TEN.1220
Author:	Graeme Hedditch, Manager Works Services
Disclosure of any Interest:	Nil
Date of Report:	11 October 2022

NOTE: Item 10.1.03 withdrawn by CEO as a result of tender errors.

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

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Erika Clement – Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 October 2022

Enclosure/Attachments: List of accounts.

Summary:

List of accounts remitted during the period 1 September 2022 to 30 September 2022.

Municipal Account	Vouchers	Amounts
EFT	12784 – 12892	\$ 485,910.09
Cheques	15839-15848	\$ 16,081.81
Direct Deductions	September	\$ 0
Superannuation	September	\$ 16,457.10
Credit Card	September	\$3,451.70
Bpay	September	\$ 3,624.92
Payroll	September	\$ 79,578.00
Licensing	September	\$ 22,791.05
	September Total	\$627,894.67
Trust		0.00
EFT		0.00
	September Total	0.00
	Total for September	\$ 627,894.67

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 \$627,894.67 for September 2022 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements:

Simple majority

Resolution No 191022-06**Moved Cr Allan / Seconded Cr Thompson**

That council acknowledges that payments totalling \$627,894.67 for September 2022 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 7/0

List of Accounts Due & Submitted to Council

30 September 2022

Chq/EFT	Date	Name	Description	Muni
EFT12784	01/09/2022	BEAUREPAIRES	SUPPLY AND FIT 4 X TYRES	\$ 1,596.62
EFT12785	01/09/2022	NARROGIN SPORTS POWER	POLO SHIRTS	\$ 2,000.00
EFT12786	01/09/2022	ASHLEY BLYTH	GRIND TREE STUMPS IN WICKEPIN TOWN	\$ 2,200.00
EFT12787	01/09/2022	DUFFY ELECTRICS	1ST PROGRESS PAYMENT-WORK AT JOHNSTON ST UNITS	\$ 32,495.64
EFT12788	01/09/2022	EVERLON BRONZE	1 X PLAQUE	\$ 286.00
EFT12789	01/09/2022	ELDERS WICKEPIN	10 X 20LTR ROUND UP AND 1 X 20LTR SPREADWET	\$ 2,464.00
EFT12790	01/09/2022	JAMES GIDDY ARTIST	DESIGN FEE FOR MURAL ON POLICE WALL	\$ 275.00
EFT12791	01/09/2022	HANCOCKS HOME HARDWARE	6 X KEYS CUT	\$ 32.00
EFT12792	01/09/2022	HERSEY'S SAFETY PTY LTD	DEPOT SUPPLIES, SECATEURS, AND SPRAY PAINT	\$ 1,562.88
EFT12793	01/09/2022	HITECH BRAKE AND CLUTCH	AIR & OIL FUEL FILTERS	\$ 1,538.91
EFT12794	01/09/2022	KBUILT CONSTRUCTION	PRELIMINARIES 08/08/22 TO 02/09/2022	\$ 6,645.00
EFT12795	01/09/2022	LGISWA	ADDITIONAL PREMIUM WORKERS COMPENSATION 21/22	\$ 2,936.45
EFT12796	01/09/2022	MOMAR AUSTRALIA PTY LTD	LUBRICANT, DEGREASER, GALV DEPOT+SERVICE VEHICLES	\$ 913.00
EFT12797	01/09/2022	NARROGIN BEARING SERVICES	AIR BRAKE HOSE PACKS , EMERGENCY AIR BRAKE KITS	\$ 603.99
EFT12798	01/09/2022	NARROGIN REMOVALS AND STORAGE	EMPLOYEE RELOCATION EXPENSES - MWS	\$ 2,820.00
EFT12799	01/09/2022	NARROGIN QUARRY OPERATIONS	CART ROAD BASE TO DEPOT STOCK PILE	\$ 2,119.25
EFT12800	01/09/2022	NARROGIN PACKAGING	2 X TAP TIMERS	\$ 64.00
EFT12801	01/09/2022	PERFECT COMPUTER SOLUTIONS - PCS	MONITORING,MANAGEMENT+ SETUP CEO ON SERVER	\$ 212.50
EFT12802	01/09/2022	PINGELLY TYRE SERVICE	4 X TYRES	\$ 910.80
EFT12803	01/09/2022	PERTH CARPENTRY AND ROOFING	PROGRESS PAYMENT 2 WEEKS	\$ 17,600.00
EFT12804	01/09/2022	P AND P ELLIS	REPAIRS TO WICKEPIN SHEEP SALEYARDS	\$ 11,000.00
EFT12805	01/09/2022	RURAL TRAFFIC SERVICES PTY LTD	PREPARE TRAFFIC MANAGEMENT PLAN 1166	\$ 275.00
EFT12806	01/09/2022	REPCO	ENGINE OIL AND FILTERS	\$ 416.60
EFT12807	01/09/2022	TOLL IPEC	FREIGHT- JASON SIGNMAKERS	\$ 94.62
EFT12808	01/09/2022	TOTAL QUALITY CLEAN	CLEAN MWS HOUSE	\$ 990.00
EFT12809	01/09/2022	WICKEPIN MOTORS	PANEL WORK AND REPLACEMENT PARTS	\$ 300.00
EFT12810	01/09/2022	WATERSHED NEWS	ANNUAL CONTRIBUTION TO WATERSHED NEWS	\$ 6,500.00
EFT12811	07/09/2022	ALL TECH CABINETS	PROGRESS 6.5%-SUPPLY,INSTALL CABINETRY AGED UNITS	\$ 4,765.56
EFT12812	07/09/2022	ARTFRAMERS VIC PARK PTY LTD	FRAMING OF COUNCILLOR PHOTOS	\$ 287.00
EFT12813	08/09/2022	KBUILT CONSTRUCTION	RETRAVISION APPLIANCES + REECE PLUMBING	\$ 17,905.00
EFT12814	08/09/2022	WHITNEY CONSULTING	GRANT WRITING COURSE - CDO	\$ 697.00

Chq/EFT	Date	Name	Description	Muni
EFT12815	15/09/2022	AUSTRALIA POST	AUGUST 2023 POSTAGE	\$ 484.65
EFT12816	15/09/2022	AIR LIQUIDE WA PTY LTD	OXY CYLINDER RENTAL AUGUST 2022	\$ 60.86
EFT12817	15/09/2022	ALLAN'S BOBCAT & TRUCK HIRE	SHADE SHELTER INSTALLED WICKEPIN BOWLING CLUB	\$ 27,500.00
EFT12818	15/09/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	CORNER WINDOW JOHN DEERE WK687	\$ 954.60
EFT12819	15/09/2022	BEAUREPAIRES	SUPPLY+ FIT TYRES WK248 AND TRAILER TYRES WK3711	\$ 4,222.15
EFT12820	15/09/2022	YVONNE BOWEY CONSULTING	CONSULTANT WORK ON 2022/2023 BUDGET TEMPLATE	\$ 6,710.00
EFT12821	15/09/2022	BITONE CARAVAN CLUB	REFUND OF BOND FOR HIRE OF YEALERING HALL	\$ 600.00
EFT12822	15/09/2022	LANDGATE	MINIMUM CHARGE-MINING TENEMENTS	\$ 42.15
EFT12823	15/09/2022	DAIMLER TRUCKS	FUEL CAP	\$ 224.39
EFT12824	15/09/2022	EWEN RURAL SUPPLIES	MONTHLY STATEMENT	\$ 12,112.36
EFT12825	15/09/2022	EASIFLEET MANAGEMENT	FACEY GROUP VEHICLE LEASE AUGUST 2023	\$ 508.83
EFT12826	15/09/2022	FULFORD EARTHMOVING & CIVIL	GRAVEL STOCKPILING	\$ 22,528.00
EFT12827	15/09/2022	GREAT SOUTHERN FUEL SUPPLIES	AUGUST 2022 FUEL ACCOUNT	\$ 17,835.91
EFT12828	15/09/2022	HARRISMITH GOLF CLUB	2022/23 GRANT TO UPGRADE TEE BOXES	\$ 9,817.00
EFT12829	15/09/2022	BERYLE HOLM	CARAVAN PARK COMMISSION AUGUST 2022	\$ 313.35
EFT12830	15/09/2022	HITECH BRAKE AND CLUTCH	OIL, AIR AND FUEL FILTERS HINO 700 WK342	\$ 175.15
EFT12831	15/09/2022	GRAEME HEDDITCH	REIMBURSE PRE-EMPLOYMENT MEDICAL- MWS + CDO	\$ 244.80
EFT12832	15/09/2022	JASON SIGNMAKERS	BRACKETS + CONES, SAFETY + STREET SIGNS HARRISMITH	\$ 2,062.24
EFT12833	15/09/2022	KBUILT CONSTRUCTION	PRELIMINARIES WAGES, FUEL 09/09/22 TO 14/09/22	\$ 1,644.00
EFT12834	15/09/2022	LEVANTA SUPERIOR WORKSHOP SOLUTIONS	DEPOT HOIST EXTENSIONS, SADDLES + PADS INC FREIGHT	\$ 1,294.90
EFT12835	15/09/2022	MARKETFORCE PRODUCTIONS	ADVERTISING MWS POISTION IN NARROGIN OBSERVER	\$ 382.05
EFT12836	15/09/2022	M.E PUMP WIZARDS	PUMP REPAIRS	\$ 3,123.00
EFT12837	15/09/2022	GREAT SOUTHERN WASTE DISPOSAL	WASTE COLLECTION 25/7/2022 TO 29/8/2022	\$ 7,972.15
EFT12838	15/09/2022	NARROGIN HARDWARE MAKIT	TOOLS	\$ 266.50
EFT12839	15/09/2022	NARROGIN GASWORX	GAS HOSE WK3412 TRAILER	\$ 99.90
EFT12840	15/09/2022	NARROGIN SUPERMARKET TREE TREE TRADING PTY LTD	BBQ SUPPLIES STAFF FAREWELL	\$ 75.30
EFT12841	15/09/2022	OFFICEWORKS SUPERSTORES PTY LTD	BINDER MACHINE INC FREIGHT	\$ 1,333.48
EFT12842	15/09/2022	PERFECT COMPUTER SOLUTIONS - PCS	MONITORING + MANAGEMENT INC SET UP MWS + CDO	\$ 212.50
EFT12843	15/09/2022	PARRYS	PROTECTIVE CLOTHING	\$ 3,906.30
EFT12844	15/09/2022	J MAC ENGINEERING PINGELLY	REPAIRS TO CHASSIS	\$ 365.75
EFT12845	15/09/2022	PERTH CARPENTRY AND ROOFING	2 WEEK PROGRESS - GUTTERS+ROOFING AGED UNITS	\$ 18,640.00
EFT12846	15/09/2022	QUALITY PRESS	VEHICLE IDENTIFICATION STICKERS	\$ 194.70
EFT12847	15/09/2022	REPCO	FILTERS, LAMP	\$ 350.29
EFT12848	15/09/2022	SHERIDAN'S FOR BADGES	MEMORIAL PLAQUE - R DARE	\$ 369.60
EFT12849	15/09/2022	R J SMITH ENGINEERING	MUDFLAPS FOR HINO TRUCK WK342	\$ 210.80

Chq/EFT	Date	Name	Description	Muni
EFT12850	15/09/2022	TANYA MARY SANDS	CARAVAN PARK COMMISSION AUGUST 2022	\$ 166.60
EFT12851	15/09/2022	TINCURRIN RURAL SERVICES	DRUMMUSTER SITE 2 X 50PK SCREWS	\$ 49.00
EFT12852	15/09/2022	THE YEALERING PANTRY	CLEANING SUPPLIES	\$ 84.45
EFT12853	15/09/2022	WESTRAC EQUIPMENT	AIR FILTERS AND ELEMENTS CAT GRADER 12H WK813	\$ 829.31
EFT12854	15/09/2022	WICKEPIN DISTRICT SPORTS CLUB	COMMUNITY GRANT 22/23- PER RESOLUTION 150622-14	\$ 9,900.00
EFT12855	15/09/2022	WICKEPIN NEWSAGENCY	NEWSPAPERS, CATERING	\$ 1,286.00
EFT12856	15/09/2022	WURTH AUSTRALIA PTY LTD	BRAKE CLEANER AND GREASE WORKS DEPOT	\$ 183.65
EFT12857	15/09/2022	WESTERN GREY	SUPPLY MATERIALS & FABRICATE SOLAR LIGHTS	\$ 1,540.00
EFT12858	15/09/2022	YEALERING AGPARTS	GAS BOTTLES	\$ 789.89
EFT12859	19/09/2022	AUSTRALIAN TAXATION OFFICE	BAS AUGUST 22	\$ 13,234.00
EFT12860	21/09/2022	COMBINED METAL INDUSTRIES	EXTRA ROOFING MATERIALS	\$ 1,622.47
EFT12861	21/09/2022	WICKEPIN DISTRICT SPORTS CLUB	SPONSORSHIP TENNIS LADIES DAY	\$ 200.00
EFT12862	29/09/2022	LANDGATE	MINIMUM CHARGE - GROSS RENTAL VALUATIONS 22/23	\$ 71.80
EFT12863	29/09/2022	DUFFY ELECTRICS	ELECTRICAL WORK CLAIM 2/4 - AGED UNITS JOHNSTON ST	\$ 22,991.18
EFT12864	29/09/2022	FULFORD EARTHMOVING & CIVIL	EXCAVATOR HIRE-TIP MAINTENANCE JUL/AUG 22	\$ 6,468.00
EFT12865	29/09/2022	FARMERS CENTRE	REPAIR GREASE LINES	\$ 3,434.56
EFT12866	29/09/2022	HANCOCKS HOME HARDWARE	TOILET PLUNGER	\$ 7.95
EFT12867	29/09/2022	HERSEY'S SAFETY PTY LTD	DRAIN SUMP PLUG, SEAL WASHER - DEPOT	\$ 477.12
EFT12868	29/09/2022	ISWEEP	STREET SWEEPING	\$ 2,772.00
EFT12869	29/09/2022	KBUILT CONSTRUCTION	PRELIMINARIES CLAIM 19/9/22- 23/9/22	\$ 3,138.00
EFT12870	29/09/2022	LEISURE INSTITUTE OF WA AQUATICS (INC)	LIWA AQUATICS SEMINAR - POOL MANAGER	\$ 110.00
EFT12871	29/09/2022	MIDLAND BRICK	PAVERS & FREIGHT - AGED UNITS JOHNSTON ST	\$ 28,031.03
EFT12872	29/09/2022	WAGIN MIDALIA STEEL	BUILDING BLANKET - AGED UNITS JOHNSTON ST	\$ 2,168.39
EFT12873	29/09/2022	METRO CERAMIC TILES	TILES - AGED UNITS JOHNSTON ST	\$ 13,734.78
EFT12874	29/09/2022	KOMATSU AUSTRALIA PTY LTD	FILTERS, CARTRIDGES	\$ 1,056.23
EFT12875	29/09/2022	NORTH STAR TRANSPORT	FREIGHT - FERTILISER	\$ 103.51
EFT12876	29/09/2022	STAR TRACK EXPRESS	FREIGHT- HERSEY, KOMATSU, T-QUIP	\$ 243.84
EFT12877	29/09/2022	PK FLOOR SANDING	SANDING, SEALING FLOORS - 19 MOSS PDE	\$ 6,642.00
EFT12878	29/09/2022	PERTH CARPENTRY AND ROOFING	GUTTERS, ROOFING - AGED UNITS JOHNSTON ST	\$ 13,200.00
EFT12879	29/09/2022	REPCO	TYRE PLUGS, 7 PIN SOCKET, DEMINERALISED WATER	\$ 112.63
EFT12880	29/09/2022	SHERIDAN'S FOR BADGES	CUSTOMER PLAQUE - HARRISMITH CEMETERY - DARE	\$ 369.60
EFT12881	29/09/2022	SUNNY INDUSTRIAL BRUSHWARE	BRUSH ROAD SWEEPER, FREIGHT	\$ 2,044.64
EFT12882	29/09/2022	R J SMITH ENGINEERING	GARAGE DOOR ROLLERS, BLADES, BEVEL BRUSH	\$ 812.66
EFT12883	29/09/2022	SIGMA CHEMICALS	POOL STABILISER	\$ 97.90
EFT12884	29/09/2022	TOLL IPEC	FREIGHT - JASON SIGNMAKERS	\$ 264.85

Chq/EFT	Date	Name	Description	Muni
EFT12885	29/09/2022	T-QUIP	LAWNMOWER BLADES, FREIGHT	\$ 88.75
EFT12886	29/09/2022	THE YEALERING PANTRY	TOILET PAPER	\$ 60.00
EFT12887	29/09/2022	WESTRAC EQUIPMENT	HYDRAULIC OIL	\$ 108.57
EFT12888	29/09/2022	WA HINO SALES & SERVICE	ADD BLUE SENSOR	\$ 1,494.30
EFT12889	29/09/2022	ZONE 50 ENGINEERING SURVEYS	PROGRESS CLAIM 1- RABBIT PROOF FENCE ROAD	\$ 6,109.95
EFT12890	30/09/2022	KENNARDS HIRE	PLANT HIRE- TOWABLE TRAFFIC LIGHTS	\$ 2,200.00
EFT12891	30/09/2022	LAKE GRACE ENGINEERING	WICKEPIN SALEYARD WALKWAYS UPGRADE	\$ 65,296.00
EFT12892	30/09/2022	RAWLINSONS (WA)	WICKEPIN CARAVAN PARK-COST ESTIMATE REPORT 1.1	\$ 2,970.00
			TOTALS EFT	\$ 485,910.09
15839	01/09/2022	SYNERGY	ELECTRICITY ACCOUNT 21/06/2022 TO 18/08/2022	\$ 1,470.48
15840	01/09/2022	WATER CORPORATION	WATER USAGE 24/06/2022 TO 23/08/2022	\$ 1,238.51
15844	15/09/2022	SYNERGY	ELECTRICITY ACCOUNT 21/6/22 TO 18/08/2022	\$ 12,505.91
15845	15/09/2022	WICKEPIN POST OFFICE	25 X BOXES OF REFLEX ULTRA A4 WHITE COPY PAPER	\$ 687.50
15847	30/09/2022	SYNERGY	ELECTRICITY ACCOUNT JUL-SEP - YEALERING FIRE SHED	\$ 130.45
15848	30/09/2022	WATER CORPORATION	SERVICE CHARGE - STORAGE TANK ELSON RD	\$ 48.96
			TOTALS CHEQUES	\$ 16,081.81
63010922	01/09/2022	TELSTRA	PHONE ACCOUNT AUGUST 2022	\$ 1,953.97
63150922	15/09/2022	TELSTRA	SATELLITE PHONE AUGUST 2023	\$ 45.00
63300922	30/09/2022	TELSTRA	PHONE ACCOUNT SEPTEMBER 2022	\$ 1,625.95
			TOTALS BPAY	\$ 3,624.92
DD13501.1	19/09/2022	ANZ BANK	SEPTEMBER 22 CREDIT CARD PAYMENT- ADVERTISEMENTS, DOORS AND ZOOM	\$ 3,451.70
			TOTALS CREDIT CARD	\$ 3,451.70
DD13429.1	07/09/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 5,423.59
DD13429.2	07/09/2022	SPIRIT SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 346.39
DD13429.3	07/09/2022	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 138.87
DD13429.4	07/09/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 375.74
DD13429.5	07/09/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 712.04
DD13429.6	07/09/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 253.65
DD13429.7	07/09/2022	FIRSTCHOICE WHOLESALE PERSONAL	SUPERANNUATION CONTRIBUTIONS	\$ 234.01
DD13429.8	07/09/2022	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$ 248.71
DD13429.9	07/09/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 144.79
DD13461.1	21/09/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 5,406.57
DD13461.2	21/09/2022	SPIRIT SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 337.81
DD13461.3	21/09/2022	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 140.32

Chq/EFT	Date	Name	Description	Muni
DD13461.4	21/09/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 374.52
DD13461.5	21/09/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 762.02
DD13461.6	21/09/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 253.65
DD13461.7	21/09/2022	FIRSTCHOICE WHOLESALE PERSONAL	SUPERANNUATION CONTRIBUTIONS	\$ 373.56
DD13461.8	21/09/2022	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$ 248.71
DD13461.9	21/09/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 298.54
DD13429.10	07/09/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 209.97
DD13461.10	21/09/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 173.64
			TOTALS SUPERANNUATION	\$ 16,457.10
98010922	01/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 679.30
98020922	02/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 605.00
98050922	05/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 490.30
98060922	06/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,309.00
98070922	07/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,425.45
98080922	08/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 87.20
98090922	09/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,519.35
98120922	12/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 920.80
98130922	13/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,003.20
98140922	14/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 570.55
98150922	15/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 692.05
98160922	16/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 8,759.75
98190922	19/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,571.45
98210922	21/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 83.95
98270922	27/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,258.75
98280922	28/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 537.60
98290922	29/09/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,277.35
			TOTALS LICENSING	\$ 22,791.05
7/09/2022	07/09/2022	PAYROLL	PAYROLL	\$ 38,387.00
21/09/2022	21/09/2022	PAYROLL	PAYROLL	\$ 41,191.00
			TOTALS PAYROLL	\$ 79,578.00
			ACCOUNT TOTALS	\$ 627,894.67
			TOTAL PAYMENTS FOR SEPTEMBER, 2022	\$ 627,894.67

Chq/EFT	Date	Name	Description	Muni
			Credit Card Payment Summary	
			22ND AUGUST 2022 TO 19TH SEPTEMBER 2022	
	DATE	COMPANY	PURCHASE	
	22/08/2022	SEEK ST KILDA	ADVERTISEMENT- MANAGER OF WORKS	\$291.50
	24/08/2022	ALGJD PTY LTD	ADVERTISEMENT- CEO	\$495.00
	24/08/2022	SEEK MELBOURNE	ADVERTISEMENT- GENERAL HAND/PLANT OPERATOR	\$357.50
	8/09/2022	BUNNINGS MIDLAND	8 X DOOR JAMBS	\$1,008.00
	8/09/2022	SEEK MELBOURNE	ADVERTISEMENT- GENERAL HAND/ PLANT OPERATOR	\$346.50
	8/09/2022	SEEK MELBOURNE	ADVERTISEMENT- GENERAL HAND/BUILDING MAINTENANCE	\$324.50
	15/09/2022	SEEK MELBOURNE	ADVERTISEMENT- CRC EXECUTIVE OFFICER	\$412.50
	19/09/2022	ZOOM.US	ZOOM VIDEO COMMUNICATIONS SUBSCRIPTION	\$216.20
			Total Payments	\$3,451.70

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.02 Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Erika Clement – Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 October 2022

Enclosure/Attachments: Monthly report.

Background:

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

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

Comments:

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

Statutory Environment:

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

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

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

(a) Presented to the council -

(i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or

(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and

(b) Recorded in the minutes of the meeting at which it is presented.

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

Policy Implications: Nil

Strategic Implications: Nil

Recommendations:

That the financial statements tabled for the period ending 30 September 2022 as presented be received.

Voting Requirements: Simple majority

Resolution No 191022-07

Moved Cr Allan / Seconded Cr Astbury

That the financial statements tabled for the period ending 30 September 2022 as presented be received.

Carried 7/0



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickepin

Compilation Report

For the Period Ended 30 September 2022

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 September 2022 of \$2,569,600.

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

Preparation

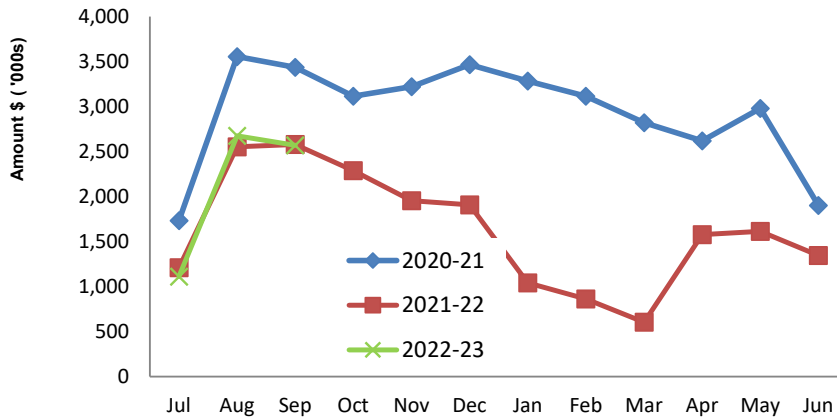
Prepared by: Erika Clement DCEO

Date prepared: 10-Oct-22

Reviewed by: Noel Mason ACEO

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 September 2022

Liquidity Over the Year (Refer Note 3)



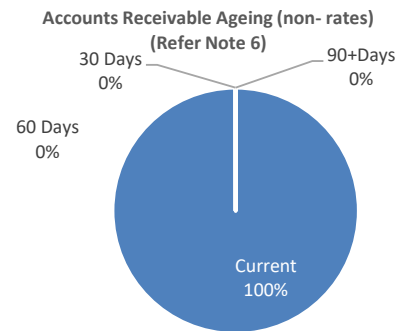
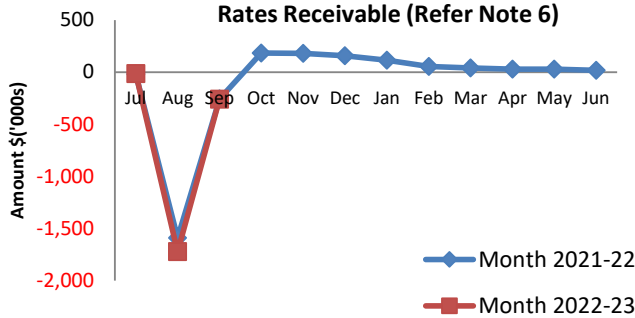
Cash and Cash Equivalents as at period end

Unrestricted	\$ 3,268,001
Restricted	\$ 3,035,461
	\$ 6,303,461

Receivables

Rates	\$ 260,018
Other	\$ 517,253
	\$ 777,271

Rates Receivable (Refer Note 6)



Comments

Unrestricted cash includes the following payments in advance

22/23 FESA paid in advance

22/23 Grants Commission - General \$794,288

22/23 Grants Commission - Roads \$492,655

Amounts paid in advance **\$1,286,943**

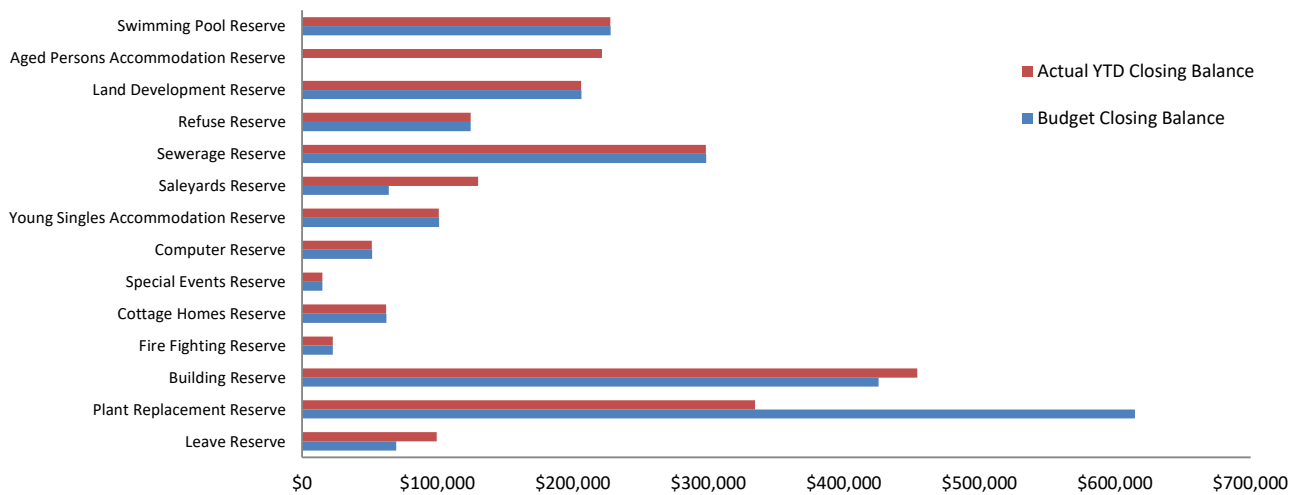
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 September 2022

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

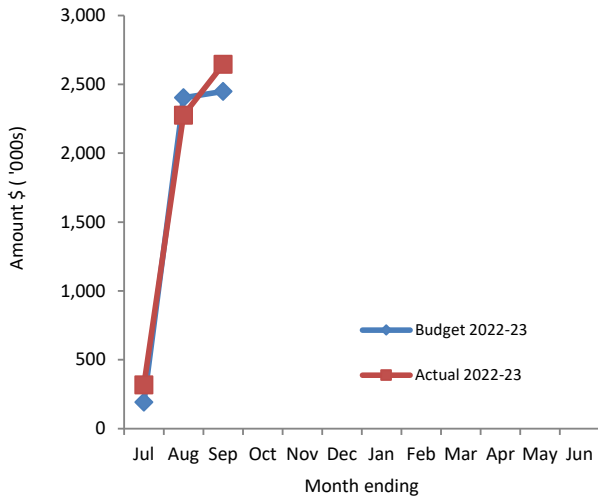
Shire of Wickepin

Monthly Summary Information

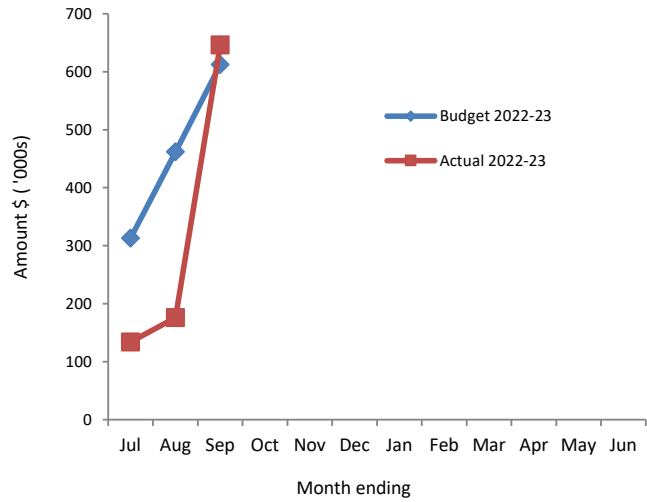
For the Period Ended 30 September 2022

Revenues

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

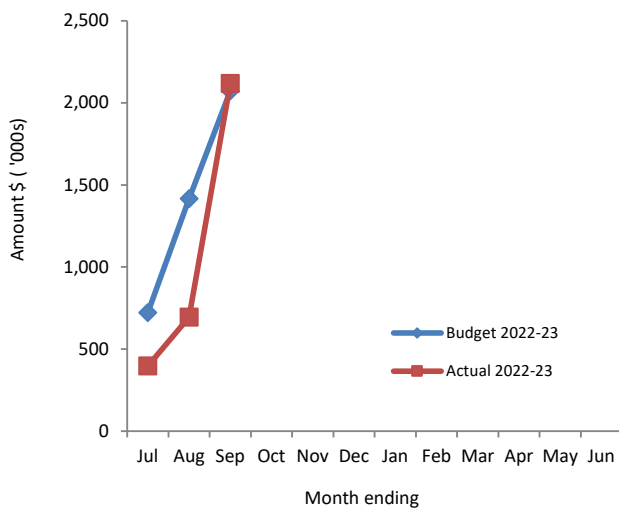


Budget Capital Revenue -v- Actual (Refer Note 2)

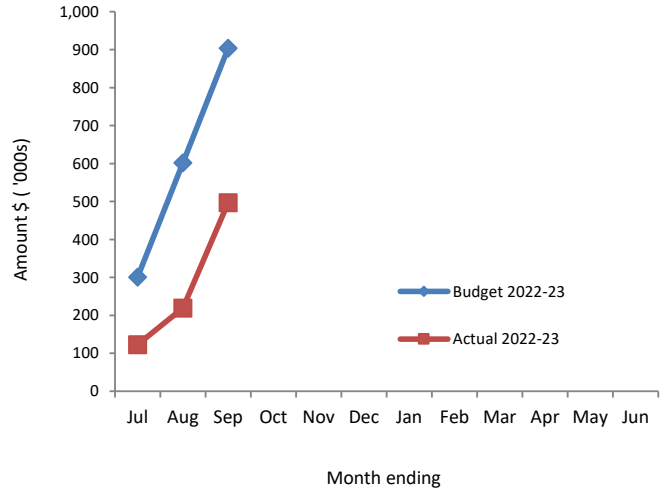


Expenditure

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



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



Comments

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2022

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues	\$	\$	\$	\$	%	
Governance	15	3	3,001	2,998	99926.00%	
General Purpose Funding - Rates	1,483,634	1,469,687	1,457,525	(12,162)	(0.83%)	
General Purpose Funding - Other	338,554	106,137	112,532	6,395	6.03%	
Law, Order and Public Safety	132,367	70,649	70,942	293	0.41%	
Health	200	48	0	(48)	(100.00%)	
Education and Welfare	300	72	0	(72)	(100.00%)	
Housing	906,884	19,185	23,734	4,549	23.71%	
Community Amenities	186,438	151,022	156,750	5,728	3.79%	
Recreation and Culture	829,127	16350	3,002	(13,348)	(81.64%)	▼
Transport	2,300,428	590,633	798,056	207,423	35.12%	▲
Economic Services	83,325	20,823	16,254	(4,569)	(21.94%)	
Other Property and Services	19,000	4,746	2,904	(1,842)	(38.81%)	
Total Operating Revenue	6,280,272	2,449,355	2,644,702	195,347		
Operating Expense						
Governance	(523,217)	(168,080)	(161,317)	6,763	4.02%	
General Purpose Funding	(106,479)	(28,674)	(31,979)	(3,305)	(11.53%)	
Law, Order and Public Safety	(249,164)	(72,530)	(73,242)	(712)	(0.98%)	
Health	(26,325)	(6,567)	(3,144)	3,423	52.12%	
Education and Welfare	(53,751)	(13,422)	(1,917)	11,505	85.72%	▼
Housing	(175,571)	(42,342)	(42,025)	317	0.75%	
Community Amenities	(487,311)	(124,151)	(109,686)	14,465	11.65%	▼
Recreation and Culture	(1,152,588)	(307,332)	(321,820)	(14,488)	(4.71%)	
Transport	(4,842,446)	(1,210,539)	(1,233,061)	(22,522)	(1.86%)	
Economic Services	(321,372)	(80,304)	(64,654)	15,650	19.49%	▼
Other Property and Services	4,376	(18,591)	(74,983)	(56,392)	(303.33%)	▲
Total Operating Expenditure	(7,933,847)	(2,072,532)	(2,117,827)	(45,295)		
Funding Balance Adjustments						
Add back Depreciation	4,727,594	1,181,880	1,208,693	26,813	2.27%	
Adjust (Profit)/Loss on Asset Disposal	5,195	1,296	0	(1,296)	(100.00%)	
Adjust Provisions and Accruals	(29,918)	(29,918)	0	29,918	(100.00%)	
Adjust Rounding	0	0	(1)			
Net Cash from Operations	3,049,296	1,530,081	1,735,567	205,487		
Capital Revenues						
Proceeds from Disposal of Assets	196,000	163,333	0	(163,333)	(100.00%)	▼
Total Capital Revenues	196,000	163,333	0	(163,333)		
Capital Expenses						
Land and Buildings	(1,327,980)	(305,303)	(299,289)	6,014	1.97%	
Infrastructure - Roads	(2,622,550)	(655,653)	(127,918)	527,735	80.49%	▼
Infrastructure - Footpaths	(15,000)	(3,750)	0	3,750	100.00%	▼
Infrastructure -Other	(481,000)	(66,000)	(69,360)	(3,360)	(5.09%)	
Plant and Equipment	(234,000)	0	0	0		
Total Capital Expenditure	(4,680,530)	(1,030,706)	(496,568)	534,138		
Net Cash from Capital Activities	(4,484,530)	(867,373)	(496,568)	370,805		
Financing						
Proceeds from New Debentures	0	0	0	0		
Self-Supporting Loan Principal	7,124	3,527	3,527	(0)	(0.00%)	
Transfer from Reserves	346,248	0	0	0		
Repayment of Debentures	(46,784)	(3,527)	(3,527)	0	0.00%	
Transfer to Reserves	(282,500)	0	0	0		
Net Cash from Financing Activities	24,088	0	0	0		
Net Operations, Capital and Financing	(1,411,146)	662,708	1,238,999	576,292		
Opening Funding Surplus(Deficit)	1,411,055	1,411,055	1,330,601	(80,454)	(5.70%)	
Closing Funding Surplus(Deficit)	(91)	2,073,763	2,569,600	495,838		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2022

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,483,634	1,469,687	1,457,525	(12,162)	(0.83%)	
Operating Grants, Subsidies and Contributions	11	1,985,749	267,744	270,879	3,135	1.17%	
Fees and Charges		484,626	262,248	256,729	(5,519)	(2.10%)	
Service Charges		0	0	0	0		
Interest Earnings		6,800	1,071	7,990	6,919	646.00%	
Other Revenue		0	0	5,617	5,617		
Profit on Disposal of Assets	8	0	0	0	0		
Total Operating Revenue		3,960,809	2,000,750	1,998,740	(2,010)		
Operating Expense							
Employee Costs		(1,367,607)	(338,175)	(398,220)	(60,045)	(17.76%)	▼
Materials and Contracts		(1,399,362)	(400,891)	(333,804)	67,087	16.73%	▲
Utility Charges		(182,750)	(45,663)	(41,396)	4,267	9.34%	
Depreciation on Non-Current Assets		(4,727,594)	(1,181,880)	(1,208,693)	(26,813)	(2.27%)	
Interest Expenses		(3,387)	(843)	(1,855)	(1,012)	(120.03%)	
Insurance Expenses		(227,952)	(100,787)	(122,211)	(21,424)	(21.26%)	
Other Expenditure		(20,000)	(2,997)	(11,649)	(8,652)	(288.68%)	
Loss on Disposal of Assets	8	(5,195)	(1,296)	0	1,296	100.00%	
Total Operating Expenditure		(7,933,847)	(2,072,532)	(2,117,827)	(45,295)		
Funding Balance Adjustments							
Add back Depreciation		4,727,594	1,181,880	1,208,693	26,813	2.27%	
Adjust (Profit)/Loss on Asset Disposal	8	5,195	1,296	0	(1,296)	(100.00%)	
Adjust Provisions and Accruals		(29,918)	(29,918)	(1)	29,918	(100.00%)	
Adjust Rounding		0	0	(1)			
Net Cash from Operations		729,833	1,081,476	1,089,605	8,130		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,319,463	448,605	645,962	197,357	43.99%	▲
Proceeds from Disposal of Assets	8	196,000	163,333	0	(163,333)	(100.00%)	▼
Proceeds from Sale of Assets		0	0	0	0		
Total Capital Revenues		2,515,463	611,938	645,962	34,024		
Capital Expenses							
Land and Buildings	13	(1,327,980)	(305,303)	(299,289)	6,014	1.97%	
Infrastructure - Roads	13	(2,622,550)	(655,653)	(127,918)	527,735	80.49%	▲
Infrastructure - Footpaths	13	(15,000)	(3,750)	0	3,750	100.00%	▲
Infrastructure - Drainage	13	(481,000)	(66,000)	(69,360)	(3,360)	(5.09%)	
Plant and Equipment	13	(234,000)	0	0	0		
Total Capital Expenditure		(4,680,530)	(1,030,706)	(496,568)	534,138		
Net Cash from Capital Activities		(2,165,067)	(418,768)	149,394	568,162		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,124	3,527	3,527	(0)	(0.00%)	
Transfer from Reserves	7	346,248	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(46,784)	(3,527)	(3,527)	0	0.00%	
Transfer to Reserves	7	(282,500)	0	0	0		
Net Cash from Financing Activities		24,088	0	0	0		
Net Operations, Capital and Financing		(1,411,146)	662,708	1,238,999	576,292		
Opening Funding Surplus(Deficit)	3	1,411,055	1,411,055	1,330,601	(80,454)	(5.70%)	
Closing Funding Surplus(Deficit)	3	(91)	2,073,763	2,569,600	495,838		

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

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

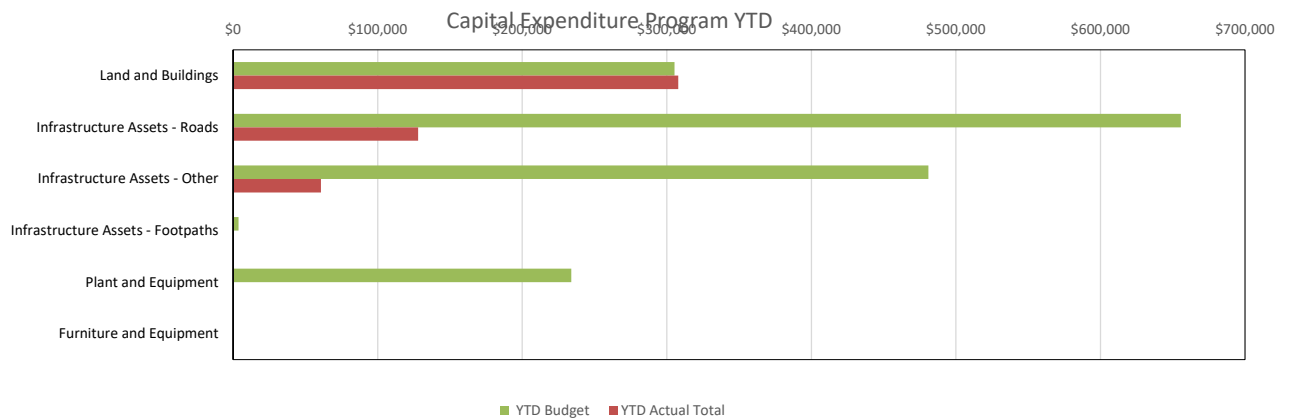
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
 For the Period Ended 30 September 2022

Capital Acquisitions	Note	YTD 30 09 2022					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 307,889	\$ 0	\$ 307,889	\$ 305,303	\$ 1,327,980	\$ 2,586
Infrastructure Assets - Roads	13		127,918	127,918	655,653	2,622,550	(527,735)
Infrastructure Assets - Other	13	60,760	0	60,760	481,000	481,000	(420,240)
Infrastructure Assets - Footpaths	13	0	0	0	3,750	15,000	(3,750)
Plant and Equipment	13	0	0	0	234,000	234,000	(234,000)
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		368,649	127,918	496,568	1,679,706	4,680,530	(1,183,138)

Funded By:

Capital Grants and Contributions	645,962	2,319,463	2,144,713	1,673,501
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	163,333	5,195	(163,333)
Own Source Funding - Cash Backed Reserves				
Aged Accommodation Reserve			0	0
Plant Reserve				0
Building Reserve				
Total Own Source Funding - Cash Backed Reserves	0	0	(346,248)	0
Own Source Funding - Operations		(803,090)	2,530,622	803,090
Capital Funding Total	645,962	1,679,706	4,680,530	(1,033,744)

Comments and graphs



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

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

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 30 September 2022

Note 2: EXPLANATION OF MATERIAL VARIANCES

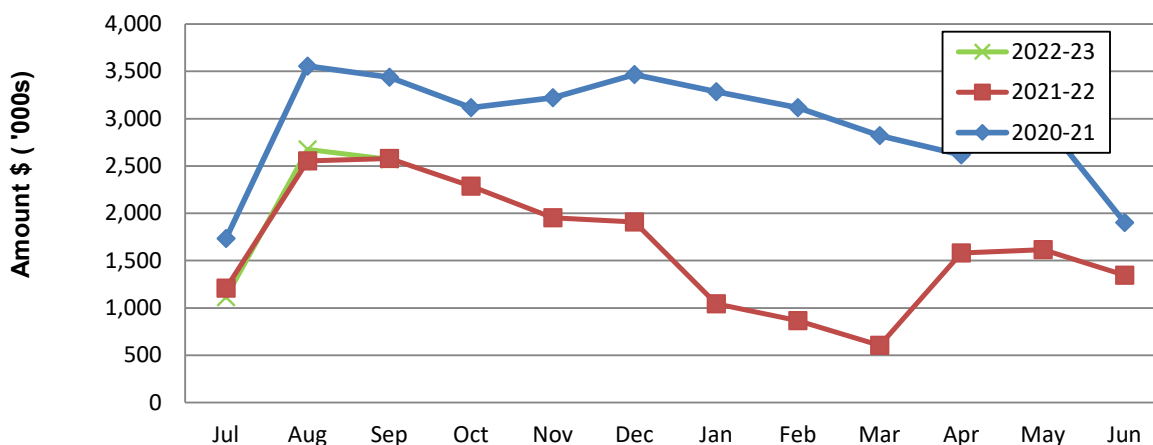
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	2,998	99926%			
General Purpose Funding - Other	6,395	6.03%			
Law, Order and Public Safety	293	0.41%			
Housing	4,549	23.71%			
Community Amenities	5,728	3.79%			
Recreation and Culture	(13,348)	(81.64%)	▼	Timing	LRCI funding still to be received when projects completed
Transport	207,423	35.12%	▲	Timing	Increase in YTD road funding claims
Economic Services	(4,569)	(21.94%)			
Other Property and Services	(1,842)	(38.81%)			
Operating Expense					
Governance	6,763	4.02%			
General Purpose Funding	(3,305)	(11.53%)			
Law, Order and Public Safety	(712)	(0.98%)			
Health	3,423	52.12%			
Education and Welfare	11,505	85.72%	▼	Timing	Playgroup roof not yet done, CDO projects yet to commence
Housing	317	0.75%			
Community Amenities	14,465	11.65%	▼	Timing	Living Lakes expenditure, town planning review accounts still to come
Recreation and Culture	(14,488)	(4.71%)			
Transport	(22,522)	(1.86%)			
Economic Services	15,650	19.49%	▼	Timing	Narrogin services not required
Other Property and Services	(56,392)	(303.33%)	▲	Timing	Protective clothing increase, staff training
Capital Revenues					
Grants, Subsidies and Contributions	197,357	43.99%	▲	Timing	Increase in YTD road funding claims
Proceeds from Disposal of Assets	(163,333)	(100.00%)	▼	Timing	No assets disposed of
Capital Expenses					
Land and Buildings	6,014	1.97%			
Infrastructure - Roads	527,735	80.49%	▼	Timing	Projects not yet started
Infrastructure - Other	(3,360)	(5.09%)			
Infrastructure - Footpaths	3,750	100.00%	▼	Timing	Projects not yet started
Plant and Equipment	0				
Financing					
Loan Principal	0	0.00%			

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2022

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Sep 2022	30 June 2020	YTD 29 Sep 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	3,268,001	2,668,807	975,440
Cash Restricted	4	3,035,461	3,354,100	1,274,113
Receivables - Rates	6	260,018	17,249	73,835
Receivables -Other	6	517,253	131,511	112,223
Interest / ATO Receivable/Trust		36,169	46,164	27,693
		7,116,901	6,217,831	2,463,304
Less: Current Liabilities				
Payables	-	51,343	(73,022)	(26,842)
Contract Liabilities	-	1,195,963	(1,195,963)	
Provisions	-	264,533	(264,145)	(144,743)
	-	1,511,840	(1,533,130)	(171,586)
Less: Cash Reserves	7	- 3,035,461	(3,354,100)	(1,274,113)
Net Current Funding Position		2,569,600	1,330,601	1,017,605

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	1,079,543			1,079,543	ANZ	At Call
Reserve Bank Account	0.00%		461		461	ANZ	At Call
Trust Bank Account	0.00%			13,579	13,579	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	0.05%	2,186,917			2,186,917	WA Treasury	At Call
Reserve	0.40%		3,035,000		3,035,000	Bendigo Bank	17-Jun-22
Trust	0.40%			214,539	214,539	Bendigo Bank	17-Jun-22
Total		3,267,161	3,035,461	228,118	6,530,740		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

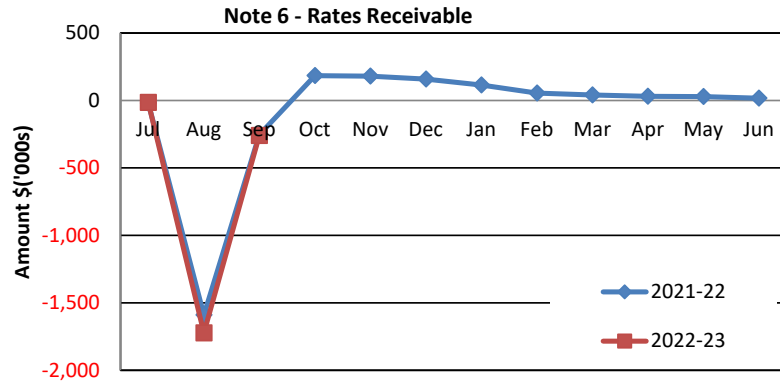
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

	YTD 30 Sep 2022	30 June 2021
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,650,478	1,534,110
<u>Less</u> Collections to date	(1,409,982)	(1,519,102)
Equals Current Outstanding	260,018	34,530
Net Rates Collectable	260,018	34,530
% Collected	84.43%	97.78%

Net Rates Collectable
 % Collected



Comments/Notes - Receivables Rates

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

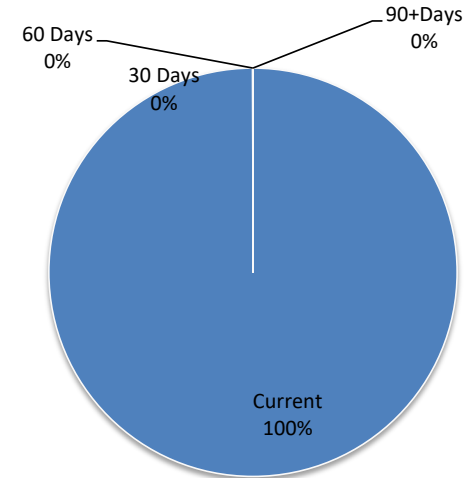
Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	517,123	0	130	0
Total Receivables General Outstanding				517,253

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



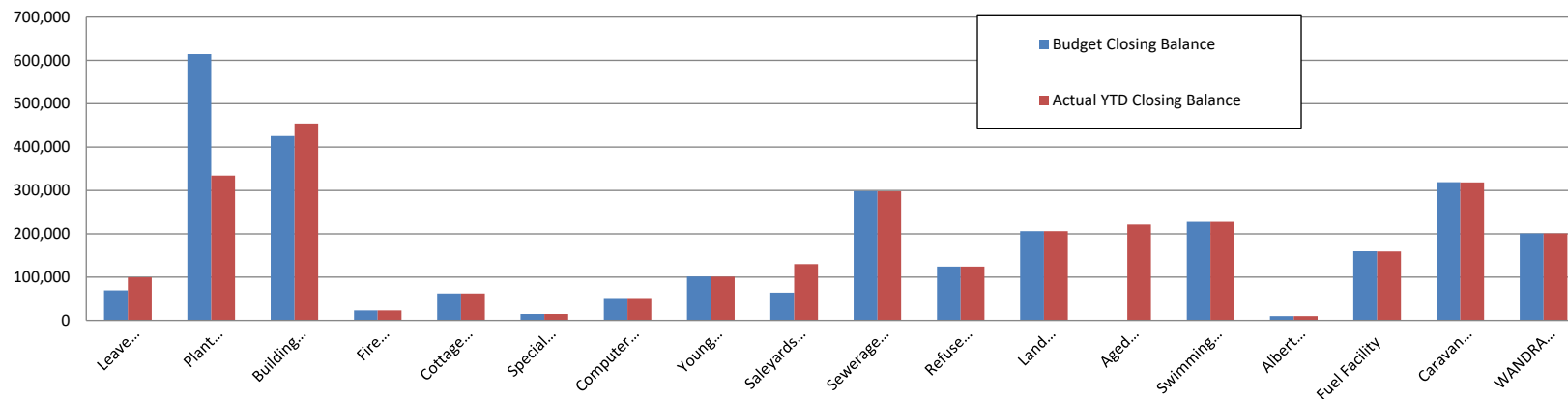
Comments/Notes - Receivables General

**SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022**

Note 7: Cash Backed Reserve

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

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



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 09 2022			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
			0	Plant and Equipment				
			0	P2567- Colorado Dual Cab	(1,247)	0	1,247	
			0	PWS - 2021 Isuzu D Max 4X4 Dual Cab	(3,793)	0	3,793	
			0	CEO - Isuzu	(155)	0	155	
			0			0	0	
			0			0	0	
			0			0	0	
			0			0	0	
			0			0	0	
0	0	0	0		(5,195)	0.00	5,195	

Comments - Capital Disposal/Replacements

**SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022**

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV	0.074393	142	1,473,956	110,232		0	110,232	109,652	250		109,902
UV	0.007274	276	193,841,539	1,410,003			1,410,003	1,410,003	250		1,410,253
Sub-Totals		418	195,315,495	1,520,235	0	0	1,520,235	1,519,655	500	0	1,520,155
Minimum Payment	Minimum \$										
GRV	525.00	118	451,491	61,950			61,950	61,950			61,950
UV	525.00	27	1,095,471	14,175			14,175	14,175			14,175
Sub-Totals		145	1,546,962	76,125	0	0	76,125	76,125	0	0	76,125
Ex Gratia Rates							1,596,360				1,596,280
Discount							0				13,580
Rates Writeoffs							(138,835)				(126,800)
Amount from General Rates							0				(10)
Specified Area Rates							1,457,525				1,483,050
Totals							1,457,525				1,483,050

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

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

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

**SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022**

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval (Y/N)	2022-23 Budget \$	Variations Additions (Deletions) \$			Recoup Status	
					Operating \$	Capital \$	Received \$	Not Received \$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	259,434	0	259,434	0	74,680	184,754
Grants Commission - Roads	WALGGC	Y	67,420	0	67,420	0	29,163	38,258
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	72,749	0	72,749	0	18,187	54,562
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	302,000	0	0	302,000	0	302,000
RRG Grants - Capital Projects	Regional Road Group	Y	1,769,692	0	0	1,769,692	645,962	1,123,730
Direct Grant - Maintenance	Dept. of Transport	Y	145,715	0	145,715	0	148,849	(3,134)
Blackspot Funding	Blackspot	Y	73,021	0	0	0	0	0
TOTALS			2,690,031	0	545,318	2,071,692	916,841	1,700,169

Operating
Non-Operating

Operating
Non-operating

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

270,879
645,962
916,841

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 22	Amount Received	Amount Paid	Closing Balance 30-Sep-22
	\$	\$	\$	\$
Housing Bonds	0	360	-360	0
Master Key Deposits	840	1,080	-1,440	480
Nomination Deposits	0	0	0	0
Building and BCITF	0	0	0	0
Cat/Dog Trap Hire	50	0	-50	0
WDSC Replacement Greens	150,151	3,750	0	153,901
Miscellaneous Trust	2,329	0	0	2,329
Yealering Bowling Club Greens	71,888	0	0	71,888
Licensing		78,559	-78,559	0
	225,258	83,749	-80,409	228,598

Level of Completion Indicators

- 0% ○
- 20% ○
- 40% ○
- 60% ○
- 80% ●
- 100% ●

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2022

Note 13: CAPITAL ACQUISITIONS

30/09/2022							
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Land & Buildings							
Governmentance							
Administration Building	LAB2	21,000	0	0	0		
Government Total		21,000	0	0	0	0	
Other Housing							
CAPITAL EXPENSE - LIFESTYLE VILLAGE	3272	913,368	268,342	268,306	36		
Other Housing Total		913,368	268,342	268,306	36		
Community Amenities							
Harrismith Public Toilet	LPCC	28,000	28,000	29,583	(1,583)		0
Community Amenities Total		28,000	28,000	29,583	(1,583)		
Recreation and Culture							
WCC Roller Doors	CLCC1	10,000	0	0	10,000		
CAC - Rising Damp	WBCC3	35,840	8,961	0	35,840		
WDSC - Shade Shelters	WDSCC	25,000	0	0	25,000		
Yealering Hall -Stove	CLPH2	12,000	0	0	12,000		
Lake Yealering Foreshore Ablutions	LYJ1	282,772	0	0	0		
Memorial Park	5084	0	0	1,400	0		
Recreation And Culture Total		365,612	8,961	1,400	82,840		
Land and Buildings Total		1,327,980	305,303	299,289	81,293		0
Footpaths							
Transport							
FOOTPATHS	LFP1	15,000	3,750	0	3,750		
Transport Total		15,000	3,750	0	3,750		0
Footpaths Total		15,000	3,750	0	3,750		0
Plant, Equip. & Vehicles							
Governmentance							
CEO VEHICLE	1064	108,000	0	0	0		0
Government Total		108,000	0	0	0		0
Transport							
P2567- Colorado Dual Cab	6034	48,000			48,000		0
PWS - 2021 Isuzu D Max 4X4 Dual Cab	6034	78,000			78,000		0
Transport Total		126,000	0	0	126,000		0
Plant, Equip. & Vehicles Total		234,000	0	0	126,000		0
Infrastructure Other							
Recreation and Culture							
Wogolin Recreation Area	5088	415,000	0	0	415,000		
Recreation And Culture Total		415,000	0	0	415,000		0
Economic Services							
Saleyards - Loading Ramps	CLYS1	56,000	56,000	59,360	(3,360)		
Saleyards -Walkways	CLSY1	10,000	10,000	10,000	0		
Economic Services Total		66,000	66,000	69,360	(3,360)		0
Infrastructure Other Total		481,000	66,000	69,360	0		0
Roads							
Transport Regional Road Group							
Wickepin Corrigin Road	RG003	156,395	39,099	0	156,395		0
Stock Route Road	RRG163	319,818	79,956	0	319,818		
Rabbit Proof fence	WSF150	1,257,924	314,484	90,384	1,167,540		
Yarling Brook Bridge	CO18	189,154	47,289	0			
Regional Road Group Total		1,923,291	480,828	90,384	1,643,753		0
Transport Roads to Recovery							
Yarling Brook Road	R2R018	188,136	47,037	0	47,037		0
Yealering Pingelly Road	RR05	115,644	28,914	0	28,914		0
Malyalling Road	R2R036	65,879	16,473	0	16,473		0
Roads to Recovery Total		369,659	92,424	0	92,424		0
Transport Black Spot							
Gillmanning Road	BS035	329,600	82,401	37,534	44,867		
Blackspot Total		329,600	82,401	37,534	44,867		0
Council Resources Construction							
Roads Total		2,622,550	655,653	127,918	1,781,043.75		0.00
Capital Expenditure Total		4,680,530	1,030,706	496,568	1,992,086		0

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

10.2.03 Development & Regulatory Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	David Johnston, Regional Planning Officer, Shire of Narrogin
File Reference:	CM.REP.2203
Author:	David Johnston, Regional Planning Officer, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	10 October 2022

Enclosure/Attachments: Nil

Summary:

The Shire of Narrogin's Department of Development and Regulatory Services as requested by the Shire of Wickepin has prepared the following report for the works undertaken in the month of September 2022, for Council's consideration.

Background:

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

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

A monthly report is to be presented to the Shire of Wickepin from the Shire of Narrogin's Planning, Building and Environmental Health Services for the works undertaken during the month of September 2022.

Comments:

PLANNING OFFICER'S REPORT

Planning Determinations	Upcoming Agenda Items September 2022	Referrals and Subdivision Clearances	Other Duties
Nil	Nil	Nil	Enquiry – Grouped Dwelling Advice for 3 and 5 Johnston Street, Wickepin

BUILDING SURVEYORS REPORT

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

ENVIRONMENTAL HEALTH OFFICERS REPORT

The Shire of Narrogin appointed Risley Catulong as the new Regional Environmental Health Officer and he commenced on 27 September 2022.

Temporary Food Stalls

One temporary food stall permit was issued during the month of September 2022.

Annual Compliance Reporting

2021-2022 Waste Data Online Local Government Annual Reporting

The Manager Environmental Health Services completed the 2021-2022 Waste Data Online Local Government Annual Reporting on behalf of Shire of Wickepin. The 2021-22 annual return under regulation 18C of the Waste Avoidance and Resource Recovery Regulations 2008 (WARR Regulations) for the Department of Water and Environmental Regulation was completed online and submitted. This waste data reporting is conducted annually and completion is in accordance with regulation 18C of the WARR Regulations which required a liable person to lodge an annual return in Waste Data Online format. Failing to comply with this requirement is an offence under regulation 18E(2) of the WARR Regulations and carries a maximum penalty of \$10 000.

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

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

Strategic Implications:

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

Recommendation:

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

Voting Requirements:

Simple majority.

Resolution No 191022-08**Moved Cr Thompson / Seconded Cr Mearns**

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




Carried 7/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.04 Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lorraine Hedditch - Community Development Officer
File Reference:	CM.PLA.404
Author:	Lorraine Hedditch - Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	13 October 2022

Community Development	<p>Introduction</p> <p>Community Development Officer, Lorraine Hedditch, commenced on 6th September 2022.</p> <p>A little bit about me; I have been living and working on Christmas Island for the past 3 years and have been working as an Operations Assistant to the CEO at Water Corporation. I have also spent some time working as an Accounts Officer at Christmas Island Maintenance Services. Prior to this I was a Pharmacy Manager for 8 years.</p> <p>In my spare time I enjoy gardening, camping and exploring the outdoors with my family and friends.</p> <p>I'm still in the process of familiarising myself with the community and will be working to gather information relating to the types of events, developments or changes the community would like to see.</p> <p>Townscape</p> <ul style="list-style-type: none"> • I attended my first Townscape & Cultural Planning meeting on 7th September 2022 and introduced myself to the committee members. <p>Virtual Village</p> <ul style="list-style-type: none"> • I attended a morning tea on 28th September at the CRC to introduce myself to the Virtual Village Group and meet Sue Mearns who will be taking over as the representative for Wickepin on the Village Establishment Committee. <p>War Memorial</p> <ul style="list-style-type: none"> • Wickepin Memorial Park – Honour Roll and Silhouette Statues have been completed. • We are aiming to ask Julie Russell to add mention in her speech at the 2023 Anzac Day ceremony to acknowledge the completion and all the hard work that has been put into this extensive project. • I submitted the Small Grants Program Final Report on 7th October 2022 <p>Lotterywest Grant Application</p> <ul style="list-style-type: none"> • Investigated and requested for quotes for a variety of Mobile Community BBQ Trailers from Modern Trailers, Polmac Trailers, Chill 'n' Grill and West Coast Trailers.
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	<ul style="list-style-type: none"> • Quotes ranged from \$15,360 for a basic trailer to \$73,150 for the top of the range trailer. • Chill 'n' Grill had the best inclusions for the quoted price of \$38,670 GST inclusive. • Submitted an application to Lotterywest on 20th September 2022 for a grant in the amount of \$25,155 + GST to assist in the purchase a Mobile Community BBQ Trailer. • CBH is generously contributing \$10,000 towards this project. • We are hoping to have the grant approved in early November so we can then approve construction of the trailer. • Although the timeline is tight, (it usually takes 10-12 weeks to construct) we are aiming for an opening celebration in February 2023 to coincide with the 1 year anniversary of the Wheatbelt regional fires in 2022. This may need to be pushed out to March or even April depending on when the grant is approved. • The Shire is looking to contribute \$2,000 toward the opening. <p>Yealering Ablution Blocks</p> <ul style="list-style-type: none"> • I attended the working group meeting on 6th October at Yealering Tennis Club. We discussed the scope of work, layout, timeline for acquittal, engaging the surveyor and design drawings. • I am currently investigating grant funding options to assist in the beautification and accessibility of the area: <ol style="list-style-type: none"> 1. 2 x ambulant ramps and access pathways leading to the ablution block 2. Cement rendering and painting on the outside of the ablution block 3. Creating attractive native gardens around the ablution block
<p>Rural Road & Bike Safety</p>	<ul style="list-style-type: none"> • On Friday 9th September Graeme Hedditch and I attended the Rural Road & Bike Safety day at the Wickepin Primary School. We had the pleasure of congratulating the winners of the road safety art competition. Graeme organised for the 10 lucky winners to have their art transformed into permanent street signs to be displayed throughout the town. • The signs have been received. Graeme & I plan to meet up with the winners on Wednesday 12th October and take photos of each winner with their signs. • In the coming weeks I will be looking into bringing RAC on board to assist in the promotion of Road Safety awareness in the lead up to Christmas. <div style="display: flex; justify-content: space-around;">    </div>
<p>Pre - Harvest Check In</p>	<ul style="list-style-type: none"> • Organised a Pre-Harvest Check In Breakfast for Tuesday 18th October 2022 as a follow up event to the "Stand Down Wicky" event held on 19th February 2022

	<ul style="list-style-type: none"> • Booked in representatives from Regional Men’s Health, Holyoake and Rural Aid to come along and speak and offer support. • Applied for and secured \$300 funding from Regional Men’s Health to assist in the cost of the event.
<p>Tourism, Social Media and Website</p>	<ul style="list-style-type: none"> • Social media posts to the Shire’s Facebook and Instagram pages will continue to encourage community engagement. The Shire’s Facebook page currently has 522 followers with 898 followers on Instagram. Social Media allows free publicity. With more interactions via our social pages, we should see an increase in community interest. • Successfully submitted a full page editorial in the Australian Golden Outback Planner 2023 edition. The planner should be distributed prior to Christmas 2022. • I have investigated upgrading our Shire website modules to include online fillable forms. Initially I looked into to assist the community to fill in the Citizen of the year forms easier online to have a greater response in the nominations. This module would be beneficial for numerous forms that are currently filled out on a paper copy. We received a quote from Market Creations of \$2,200 for this module. This could be something to consider in next year’s budget. • The below Railway Station building Astrotourism photo was used in the new edition. <div data-bbox="552 987 1090 1344" style="text-align: center;"> </div>
<p>Governance Other</p>	<ul style="list-style-type: none"> • Staff support as needed. • Liaison with Manager of Works, CEO, DCEO and ESO for projects needing completion or works to be undertaken.

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 12 October 2022 be accepted.

Voting Requirements:

Simple majority

Resolution No 191022-09

Moved Cr Corke / Seconded Cr Astbury

That the report from the Community Development Officer dated 12 October 2022 be accepted.

Carried 7/0

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

10.2.05 Administration Office Christmas Trading Hours 2022/2023

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Deputy Chief Executive Officer
File Reference:	PE.EC.1
Author:	Erika Clement – Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	30 September 2022

Enclosure/Attachments: Nil

Summary:

Council is being requested to set the administration office trading hours for the 2022/2023 Christmas period.

Background:

In previous years, council has approved the closure of the administration office for the period between Christmas and New Year.

Comments:

Normally this time of the year is quiet and council generally allows staff time off over this period and the CEO believes the same should happen this year. In the previous years when the office is closed through the Christmas break we have advertised our hours both on the front counter and in the Watershed News to give people the opportunity of completing urgent business or licensing prior to the Christmas break. The normal closure in previous years has been found to be of very little inconvenience to the public.

Statutory Environment:

Local Government Industry Award 2010

25.5 Annual close-down

[25.5 renamed and substituted by PR583026 ppc 29Jul16]

An employer may require an employee to take annual leave as part of a close-down of its operations by giving at least four weeks' notice.

Policy Implications: Nil

Financial Implications:

As staff will be using public holidays as provided by the award, rostered days off, annual leave or unpaid leave to cover this time, there will be no additional cost to council.

Strategic Implications: Nil

Recommendations:

That the trading hours for 2022/2023 Christmas period be as follows:

Friday 23 December	Open
Monday 26 December	Closed - Public Holiday (for Christmas Day)
Tuesday 27 December	Closed - Public Holiday (for Boxing Day)
Wednesday 28 December	Closed - Employee Annual Leave
Thursday 29 December	Closed - Employee Annual Leave
Friday 30 December	Closed - Employee Annual Leave
Monday 2 January	Closed - Public Holiday (for New Year's Day)
Tuesday 3 January	Open

Voting Requirements:

Simple majority

Resolution No 191022-10

Moved Cr Allan / Seconded Cr Thompson

That the trading hours for 2022/2023 Christmas period be as follows:

Friday 23 December	Open
Monday 26 December	Closed - Public Holiday (for Christmas Day)
Tuesday 27 December	Closed - Public Holiday (for Boxing Day)
Wednesday 28 December	Closed - Employee Annual Leave
Thursday 29 December	Closed - Employee Annual Leave
Friday 30 December	Closed - Employee Annual Leave
Monday 2 January	Closed - Public Holiday (for New Year's Day)
Tuesday 3 January	Open

Carried 7/0

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

10.2.06 Appointment of Authorised Officers

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Erika Clement, Deputy Chief Executive Officer
File Reference:	LE.LL.1817
Author:	Erika Clement, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 October 2022

Enclosure/Attachments: Nil

Summary:

Council is being requested to appoint authorised officers under various Acts and Regulations to allow Officers to exercise powers under these Acts or Regulations.

Background:

Under various Acts and Regulations, Council must appoint Authorised Officers to act on behalf of Council under these Acts and Regulations.

Comments:

The last list of Authorised Officers for the Shire of Wickepin is:

**Resolution No 200422-13
Moved Cr Thompson /Seconded Cr Miller**

- That the Shire of Wickepin makes the following appointments:
Erika Clement, Melissa Martin, Lara Marchei, Eleanor Stanyer, Katelyn Beard, Jenna Lansdell, Michelle Miller, Lynda Gaull and Stefanie Green, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;
 Authorised officer under the Cat Act 2011;
 Dog Registration Officer's under the Dog Act 1976 (as amended);
Mark Hook, Gary Rasmussen and Peter Bransby to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;
 Local Government Act 1995 (as amended)
 Local Government Act (Miscellaneous Provisions Act 1960)
 Bush Fires Act 1954 (as amended)
 Dog Act 1976 (as amended)
 Litter Act 1979 (as amended)
 Cat Act 2011
Guy Maley and Noel White (Shire of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;
 Bush Fires Act 1954 (as amended)
 Dog Act 1976 (as amended)
 Litter Act 1979 (as amended)
 Cat Act 2011
 That all previous appointments be cancelled.

Carried 6/0

To ensure Council complies with the Legislation and Regulations, Council needs to adopt the following persons as authorised officers to allow for the officers to legally carry out their role;

1. *That the Shire of Wickepin makes the following appointments:*

Erika Clement, Melissa Martin, Lara Marchei, Eleanor Stanyer, Katelyn Beard, Jenna Lansdell, Lynda Gaull, Stefanie Green and Lorraine Hedditch to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Noel Mason, Graeme Hedditch and Peter Bransby to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and Noel White (Shire of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

2. *That all previous appointments be cancelled.*

Statutory Environment:

Authorised Person under the Local Government Act 1995 as Amended.

Authorised Person under the Local Government (Miscellaneous Provisions) Act 1960.

Authorised Person under the Litter Act 1979

26. *Authorised officers, appointment and jurisdiction of etc.*

(1) *For the purposes of this Act an authorised officer is —*

(a) *any member of the Police Force;*

(b) *any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment;*

(c) *within the district of a local government, any person who is —*

(i) *a member of the council of the local government; or*

(ii) *an employee of the local government; or*

(iii) *an honorary inspector appointed by the local government under section 27AA.*

Authorised Person under the Bush Fires Act 1954**14B. Powers of authorised persons during authorised periods**

(1) In this section — authorised person means a bush fire liaison officer or another person who is given an authorisation and includes a person acting under an authorised person's orders and directions under section 13(6);

Authorised person under the Cat Act 2011**Division 3 — Authorised persons****Subdivision 1 — Appointment of authorised persons****48. Authorised persons**

- (1) A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.
- (2) A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of section 62.
- (3) An authorisation under this section may be made on such conditions as the local government determines, in writing given to the authorised person.
- (4) The local government may, in writing given to the authorised person, at any time, cancel an authorisation under this section or add, vary or cancel a condition of an authorisation.
- (5) The local government is to issue to each authorised person appointed under subsection (1) a certificate stating that the person is an authorised person for the purposes of this Act.
- (6) An authorised person appointed under subsection (1) must —
 - (a) carry the certificate at all times when exercising powers or performing functions as an authorised person; and
 - (b) produce for inspection the certificate at the reasonable request of any person; and
 - (c) if he or she ceases to be an authorised person, return the certificate to the local government as soon as is practicable.

Penalty: a fine of \$5 000.

Dog Act 1976**3. Interpretation**

(1) In this Act, unless the context otherwise requires —

authorised person means a person who is appointed by a local government, to exercise powers on behalf of the local government, under section 29(1);

registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act;

(3) A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment, and shall produce that certificate on being required so to do by a person in respect of whom he exercises, has exercised, or is about to exercise any such power.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendation:

1. That the Shire of Wickepin makes the following appointments:

Erika Clement, Melissa Martin, Lara Marchei, Eleanor Stanyer, Katelyn Beard, Jenna Lansdell, Lynda Guall, Stefanie Green and Lorraine Hedditch to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Noel Mason, Graeme Hedditch and Peter Bransby to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and Noel White (Shire of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

2. That all previous appointments be cancelled.

Voting Requirements: Simple majority

Cr Miller left the meeting at 4.42pm.

Resolution No 191022-11

Moved Cr Thompson / Seconded Cr Mearns

1. That the Shire of Wickepin makes the following appointments:

Erika Clement, Melissa Martin, Lara Marchei, Eleanor Stanyer, Katelyn Beard, Jenna Lansdell, Lynda Guall, Stefanie Green and Lorraine Hedditch to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Guy Maley and Noel White (Shire of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

2. That all previous appointments be cancelled.

Carried 6/0

NOTE: Resolution changed to correct Authorised Officers list.

Cr Miller returned to the meeting at 4.45pm.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.07 Dual Fire Control Officers 2022/2023**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Noel Mason, Acting Chief Executive Officer
File Reference:	ES.APN.901
Author:	Noel Mason, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 October 2022

Enclosure/Attachments: Nil

Summary:

Council is being requested to appoint Dual Fire Control Officers for the Shire of Wickepin from adjoining Shires for the 2022/2023 Bush Fire Season.

Background:

The BFCO meeting was held on Tuesday 22 March 2022 prior to the adjoining Shires advising of their Dual Fire Control Officers for the Shire of Wickepin. The ACEO has since received notification of Dual Fire Control Officers for the Shire of Wickepin from the following Shire:

1. Shire of Kulin

Comments:

Council will need to appoint the following Dual Fire Control Officers for the Shire of Wickepin from the Shire of Kulin for the 2022/2023 Bush Fire Season:

Clinton Mullan
David Lewis

Statutory Environment: *Bush Fires Act 1954*

38. Local government may appoint bush fire control officer

(1)A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2A)The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

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

(1)Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.

(2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That Council appoint the following Dual Fire Control Officers for the Shire of Wickepin from the Shire of Kulin for the 2022/2023 Bush Fire Season:

Clinton Mullan
David Lewis

Voting Requirements: Simple majority

Resolution No 191022-12

Moved Cr Astbury / Seconded Cr Thompson

That Council appoint the following Dual Fire Control Officers for the Shire of Wickepin from the Shire of Kulin for the 2022/2023 Bush Fire Season:

Clinton Mullan
David Lewis

Carried 7/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.08 Precinct Master Plan for the Wickepin Caravan Park**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Noel Mason, Acting Chief Executive Officer
File Reference:	CP.MAI.528
Author:	Noel Mason, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 October 2022

Enclosure/Attachments:

Note: Quantities Estimate document not circulated with this report.

Summary:

Presentation of the quantity estimate provided by Rawlinsons (WA) quantity surveyors, as arranged by the Office of Regional Architecture following completion of the design stage of RFQ 12-2021/2022, Master Concept Plan Wickepin Caravan Park.

Background:

Council in the 2021/2022 budget estimates included an amount for the development of a concept plan for the redevelopment of the Wickepin Caravan Park. Whilst the concept plan has taken some time to resolve, ORA met with Council in July 2022 to resolve the last of the design.

The design has since been submitted to Rawlinsons (WA) for a quantity estimate and probable cost estimate.

Comments:

ORA provide details in their covering email which is extracted here:

Please find attached the Opinion of Probable Cost Estimate Report from Rawlinsons Quantity Surveyors, received today. I have reviewed the report, and make the following observations:

- 1. The OPC has been prepared on the basis of the approved Concept Design drawings, not detailed construction documentation, and as such is a broad-brush approach to estimating costs for the project. Further no breakdown, or staging of works has yet been contemplated for the project – staging should be done in conjunction with in-house budget development, and an understanding of the Shire's own capacity and timeframe for carrying out portions of the work itself with in-house resources. As the project stage is therefore still preliminary, the escalation that applies to carrying out the work at a future time (unspecified) has not been able to be calculated.*
- 2. As mentioned in the report, both Rawlinsons and myself were unable to obtain quotes from transportable accommodation suppliers, due to their current workflow, and lack of appetite for quoting for jobs well in advance of current delivery requirements. In other words, the manufacturing environment around this type of construction remains volatile (as seen over the past 2 years).*
- 3. External Works, which the Shire may have capacity to carry out with inhouse resources, have been costed at commercial rates including contractors margin for profit – the Shire should cost this work in accordance with it's usual methods to calculate the value of the Shire's contribution to the project.*

4. Please note the Limitations, Exclusions, Inclusions and Assumptions applicable to the OPC Report, pages 4-6
5. In light of the points above therefore, given the early project stage, the following cost centres are most relevant to consider:

DESCRIPTION	METRO COST EXC GST	20% REGIONAL LOADING	LOCAL COST EXC GST	SHIRE WORKS? N or Y
4 Accommodation Units	\$422,000	\$84,400	\$506,400	N
Alfresco Dining with Outdoor Kitchen	\$167,000	\$33,400	\$200,400	N
UAT/Family Bathroom adj Ablutions (no works therein)	\$33,000	\$6,600	\$39,600	N
External Works	\$818,000	\$163,600	\$981,600	Partial Y – Site Preparation, Roads, Footpaths & Paved Areas, Landscaping and Improvements (Boundary Fences by others). Suggest Works Manager to review cost allocations?
External Services	\$656,000	\$131,200	\$787,200	Partial Y – External Stormwater Drainage (Sewer Drainage, Water Supply, Fire Protection, Light & Power, and Communications by others). Suggest Works Manager to review Cost allocations?
Total Building Costs	\$2,096,000	\$419,200	\$2,515,200	To be confirmed after suggested Works Manager review of cost allocations

6. We are prepared to work with you during Design Development stage to refine and stage both the design and costing as part of our usual service, which we are contracted to deliver.

Wickepin Caravan Park Redevelopment - Extract of Report – Opinion of Probable Cost Estimate 2022

Table 2 – Summary of Cost Estimates

Description	Cost \$
Accommodation (Self-Contained Chalet for 4 persons)	515,000
Al-Fresco with Outdoor Kitchen and Sink	167,000
UAT/Family Friendly Bathroom (approximately 9 m ²)	33,000
External Works	818,000
External Services	656,000
Total Building Costs	\$2,189,000
Regional Loading	437,000
Design Contingency	262,000
Construction Contingency	236,000
Other Costs – Development Approval Fees	8,000
Escalation (Up till October 2023)	208,000
Estimated Total Commitment (Excl. GST)	\$3,340,000

Please see Annexure A for a full breakdown of the cost estimate.

A discussion was held with ORA on next steps. Shire indicated to ORA that the completion of preliminaries was in the anticipation that funding may become available for this project. If and when this occurs, time would not be lost preparing the design and cost estimates. Any future or subsequent applications can then be refreshed on the basis of this baseline estimate.

At this point, with these price estimates, it is not intended that the Shire would be proceeding with any immediate works. The Shire would aim to assess those elements of the concept design the works team at the Shire can complete, then an estimate of those items would then be completed for comparison purposes against the baseline estimate.

If a decision is taken later to proceed, final drawings etc would be required.

As time permits, the Manager of Works and Services can undertake an estimate of groundworks required for the design concept and prepare a quantities estimate for the Shire to undertake earthworks or any other elements independently, for the redevelopment project.

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Financial Implications:

None at this stage in relation to proceeding with the works on the caravan park – not contained within any budget.

Shire required to make payment to ORA for the work completed to date – concept and design of caravan park including cost of quantity estimate.

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"> - Increase in the number of overnight visitors - Increase in the length of stay at Caravan Parks 	Visitors have a positive experience staying in the Shire

Recommendations:

That Council acknowledge receipt of the Rawlinsons (WA) estimate of quantities and cost for the redevelopment of the Wickepin Caravan Park and thank ORA for their consultancy services.

Note: Quantities Estimate document not circulated with this report.

Voting Requirements:

Simple majority

Resolution No 191022-13

Moved Cr Miller / Seconded Cr Mearns

That Council acknowledge receipt of the Rawlinsons (WA) estimate of quantities and cost for the redevelopment of the Wickepin Caravan Park and thank ORA for their consultancy services.

Note: Quantities Estimate document not circulated with this report.

Carried 7/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.09 Local Government Election Reform

Submission To:	Ordinary Council
Location/Address:	Whole of Shire
Name of Applicant:	Noel Mason, Chief Executive Officer
File Reference:	GO.ELE.1318
Author:	Noel Mason, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 October 2022

Enclosure/Attachments:

Minister Local Government – Local Government Reforms – Election Transition Arrangements
Ward and Representation Review Discussion Paper 2022

Summary:

Seeking a Council response to the Minister for Local Government, requiring Shire to reduce the number of Councillors under local government reform proposals announced in June 2022. Reform proposal maximises number of Councillors at 7, Wickepin Shire currently has 8 Councillors.

To consider the discussion paper being advertised for the Ward and Representation Review.

Background:

On 3 July 2022, Minister announced the final package of proposed local government reforms, to strengthen local democracy. New requirements for:

- The introduction of optional preferential voting;
- Councillor numbers based on population; and (7 Councillors for less than 5000 population)
- The removal of wards for band 3 and 4 local governments (does not apply to Wickepin)

Minister announced two main pathways to the transition;
Voluntary - staging changes over the next two elections;
Reform - full spill of all seats for by the DLGSC for the 2023 elections.

Comments:

Wickepin Shire governance structure consists of 8 councillors (no wards), with one of these positions currently vacant. The DLGSC/Electoral Commission approved not filling the vacancy until the 2023 LG Election. With the vacancy, a reduction to seven is no easier in terms of process, just makes it easier to avoid any “spill” requirements for any seats.

If it is the Council view that 7 councillors remains the optimum/preferred number, then the Shire is required to do a Ward and Representation Review, and advertise a discussion paper for 6 weeks of community consultation. Upon closure of the consultation period, consider the responses and determine the matter. To be voluntary and have some control over the process, this is the only way forward, it cannot be simply addressed via advice to the DLGSC.

If the preferred number is less than seven, then an argument for such must be made in the Ward and Representation Review discussion paper for community consultation.

The 6 week consultation timeframe imposes some severe timelines. To meet such, resolution is required at the October meeting, advertising would have to be with the Newspaper by the 25th October 2022, and submissions be with Shire (7th December close) for agenda week in December 2022. Remembering the December 2022 Council meeting is one week earlier than the normal cycle. If there is any slip in the advertising, then it would have to be submitted as a late item in December 2022.

Failure to get report to the December meeting would result in the need for a Special Meeting in February to meet DLGSC 14th February 2023 deadline.

The Ward and Representation Review Discussion Paper has been prepared for Council consideration and is attached to this report.

It is expected that a “voluntary” move to reduce from 8 to 7 councillors at Wickepin whilst a vacancy exists would be supported by the DLGSC Advisory Board, particularly if it is the recommendation of the Council, and there is no major community backlash to the proposal.

An extract from the Dept correspondence;

If your council wishes to undertake this process, it should, by 28 October 2022:

- *Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and*
- *Initiate a Ward and Representation Review to determine the specific changes*
- *to the structure of the council for the 2023 and 2025 ordinary elections, to be*
- *completed by 14 February 2023.*

Following adoption of a resolution, the Shire can notify the Department of its preferred option by the 28th October, but it is clear, to target 7 Councillors would require a representation review and adoption of the discussion paper at the October 2022 meeting.

The Reform process if used, would result in a full spill of the Council at the 2023 election with the election result determining the replacement 7 Councillors and the term of office based on the order of merit for the first four elected. Normally, at a full spill, 50% plus one councillor get the longest term, the remainder get the shorter terms.

There is argument that with this LG Election reform being thrust upon Local Governments without choice and definitely without adequate time for community consultation, it may be appropriate to have the Minister politically wear the brunt of discontent that these changes may invigorate with the public. Whether that is an adequate argument to justify a full spill of the council sits in the mind of councillors.

In Wickepin’s case, four councillors were due for election in 2023, (one of which is the vacant seat currently) so it would be understandable if the majority (4 councillors due in 2025) did not want the full spill scenario.

Statutory Environment:

Section 2.18 details the process for changing the number of councillors, in this case the Minister would make an Order as per Section 2.18 (3).

2.18. Fixing and changing number of councillors

- (1) When a local government is newly established the Governor, by order made on the recommendation of the Minister, is to —
 - (a) specify the number of offices of councillor on the council of the local government; and
 - (b) if the district is to have a ward system, specify the numbers of offices of councillor for the wards.
- (2) When an order is made under section 2.2 discontinuing a ward system for a district, the number of offices of councillor on the council remains unchanged unless the order specifies otherwise.
- (3) The Governor, on the recommendation of the Minister, may make an order —
 - (a) changing the number of offices of councillor on a council; or
 - (b) specifying or changing the number of offices of councillor for a ward; or
 - (c) as to a combination of those matters.
- (4) The Minister can only make a recommendation under subsection (1) or (3) if the Advisory Board has recommended under Schedule 2.2 that the order in question should be made.

Policy Implications: Nil

Financial Implications:

In doing the Ward and Representation Review, newspaper advertising cost for the public consultation is \$1500.

The Budget estimate for the 20/21 Election was \$8000, but at the time only \$3000 was spent. This suggests that the advertising and some minor costs were attributed to this budget code, but the cost of the staff was allocated to administration wages. \$8000 is a realistic non electoral commission election cost. To do an election with the Electoral Commission could be in the vicinity of \$20,000.

Strategic Implications:

The Shire strategic plan signals a role in providing good governance to the Shire, one less councillor stirs personal opinion as to whether this achieves that or otherwise. The Minister would argue that the effectiveness of local representation is not compromised, and that the public and local democracy are not disadvantaged. Many LG's are arguing that the distances involved limit effective representation in country local governments, possibly the concession by the Minister to 7 councillors not 5 as was originally proposed. The Shire has demonstrated that a lesser number of Councillors is still manageable.

Recommendations:

1. That Council advise the DLGSC that the preferred method of transition to a lesser number of Councillors for the Shire of Wickepin is;
 - a) Reducing the number from 8 to 7 for the 2023 LG Election by completing a Ward and Representation Review by the 14th February 2023, for submission to the Local Government Advisory Board. The Shire's preferred approach to achieve the reduction is by not filling the existing vacancy on Council, which is due to filled at the 2023 election.

- b) Via the DLGSC undertaking the Reform process and having a full spill of all seats at the 2023 Local Government Election.

Voting Requirements: Simple majority.

2. That the Shire proceed to undertake a Ward and Representation Review 2022 (Review) to address the question of reducing 8 councillors to 7, with the Review to be completed in time for consideration at the Ordinary Council meeting in December 2022.

Voting Requirements: Absolute majority

Resolution No 191022-14

Moved Cr Astbury / Seconded Cr Allan

That Council advise the DLGSC that the preferred method of transition to a lesser number of Councillors for the Shire of Wickepin is;

Reducing the number from 8 to 7 for the 2023 LG Election by completing a Ward and Representation Review by the 14th February 2023, for submission to the Local Government Advisory Board. The Shire's preferred approach to achieve the reduction is by not filling the existing vacancy on Council, which is due to filled at the 2023 election.

Carried 7/0

NOTE: Recommendation changed by removing item (b) to reflect Council view.

Resolution No 191022-15

Moved Cr Astbury / Seconded Cr Allan

That council proceed to undertake a Ward and Representation Review 2022 (Review) to address the question of reducing 8 councillors to 7, with the Review to be completed in time for consideration at the Ordinary Council meeting in December 2022.

Carried 7/0

The ESO left the meeting at 4.50pm and returned at 4.55pm.

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

10.2.10 Recruitment Committee Meeting Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Noel Mason, Acting Chief Executive Officer
File Reference:	PE.REC.2011
Author:	Noel Mason, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 October 2022

Enclosure/Attachments: Nil

Summary:

Council is being requested to adopt the recommendations from the Recruitment Committee meeting held on Wednesday 12 October 2022.

Background:

The Recruitment Committee meeting was held on Wednesday 12 October 2022 and passed the following recommendations:

Comments:

The Recruitment Committee have made the following recommendations:

Moved Cr Allan / Seconded Cr Thompson

That following the interview, the Recruitment Committee is of the opinion that there is no suitable applicant for the Chief Executive Officer position and therefore the Recruitment Committee should reconvene again in February 2023.

Carried 8/0

Moved Cr Mearns / Seconded Cr Astbury

That Council undertake a Request for Quotes (RFQ) process for the appointment of an Employment Consultant to assist in the recruitment and appointment of a Chief Executive Officer as required by the LG Act 1995.

Carried 8/0

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

1. That following the interview, the Recruitment Committee is of the opinion that there is no suitable applicant for the Chief Executive Officer position and therefore the Recruitment Committee should reconvene again in February 2023.
2. That Council undertake a Request for Quotes (RFQ) process for the appointment of an Employment Consultant to assist in the recruitment and appointment of a Chief Executive Officer as required by the LG Act 1995.

Voting Requirements:

Simple majority

Resolution No 191022-16**Moved Cr Thompson / Seconded Cr Allan**

1. That following the interview, the Recruitment Committee is of the opinion that there is no suitable applicant for the Chief Executive Officer position and therefore the Recruitment Committee should reconvene again in February 2023.
Note: council will proceed with matter immediately, refer to item 15.2.
2. That Council undertake a Request for Quotes (RFQ) process for the appointment of an Employment Consultant to assist in the recruitment and appointment of a Chief Executive Officer as required by the LG Act 1995.

Carried 7/0

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

10.2.11 Australia Day Committee Meeting Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Noel Mason, Acting Chief Executive Officer
File Reference:	CR.MEE.211
Author:	Noel Mason, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 October 2022

Enclosure/Attachments: Nil

Summary:

Council is being requested to adopt the recommendations from the Australia Day Committee meeting held on Tuesday 20 September 2022.

Background:

The Recruitment Committee meeting was held on Tuesday 20 September 2022 and passed the following recommendations:

Comments:

The Australia Day Committee made the following recommendation:

Moved Cr Russell / Seconded Cr Allan

That there be no charge for entry to the Wickepin Swimming Pool on Thursday 26 January 2023.

Carried 2/0

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendation:

That there be no charge for entry to the Wickepin Swimming Pool on Thursday 26 January 2023.

Voting Requirements: Simple majority

Resolution No 191022-17

Moved Cr Allan / Seconded Cr Miller

That there be no charge for entry to the Wickepin Swimming Pool on Thursday 26 January 2023.

Carried 7/0

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

11. President's Report

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

Thank you to Councillors Mearns, Miller and Thompson who, along with Acting CEO Noel Mason, attended the WALGA Local Government Convention this month and represented the Shire of Wickepin. The Convention is a great way of meeting and interacting with Councillors from all other Local Governments of WA, along with other dignitaries and politicians and of course, the Trades Exhibition.

Welcome to Anthony Brown, Stephen Atherton and Jayden Harland, who have all recently joined our outside works crew. Council hopes that you all enjoy your future roles with the Shire of Wickepin.

The Pre-Harvest Check-in breakfast was held Tuesday 18th October and although the number was small in attendance, everyone was appreciative of the presentations from Holyoake, Regional Men's Health Initiative and Rural Aid Australia who all were making sure that everyone is on track for the busy up-coming harvest and fire season. Thank you to CDO Lorraine for organising this event and to ACEO Noel for his wonderful input and wrap up as MC.

Local Bush Fire Brigades are holding their annual AGM meetings and preparing their crews and units for the upcoming fire season.

With the commencement of the Restricted Burning Period I would remind everyone to remain vigilant in the upcoming bush fire season, especially after winter rains have given good growth to vegetation and we have heavy fuel loads in places.

I wish all of our volunteer Bushfire Officers and Volunteer Firefighters, and our volunteer Ambulance crews a safe season.



*Photo JA Russell,
"Wildflowers Shire of Wickepin"*

Recommendations:

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

Voting Requirements: Simple majority

Resolution No 191022-18

Moved Cr Corke / Seconded Cr Miller

That council note the President's report dated 19 October 2022.

Carried 7/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Noel Mason, Acting Chief Executive Officer
File Reference:	CM.REP.2
Author:	Noel Mason, Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 October 2022

CEO Attendance at WALGA Convention

I thank the Council for the opportunity to attend WALGA conference on your behalf with Councillors Mearns, Thompson and Miller. We were able to spend the first day together at the same table, so could share comment about what was happening with the WALGA President, Minister LG and Opposition Spokesperson presentations. The WALGA AGM as always was an interesting time, I kept notes on the voting. Biggest issue was the Superannuation for Councillors, received only 141 votes, required 140 votes to be considered by the Board, so that scraped in. Can expand on actual votes if interested.

The opportunity to discuss current matters with fellow councillors/practitioners was excellent, as was the trade exhibition. Hopefully some of that can rub off in the debates and discussions we have here in Wickepin.

I see that the presentation from the Ukrainian Ambassador stirred Councillor Mearns to post an opinion piece in the Watershed, I have to say it was one of the most moving events I have witnessed in all my years at Local Government conventions. It is incomprehensible to imagine the destruction of rural and regional communities on this scale in Australia, we are absolutely blessed that our lives do not involve such uncertainty and displacement. The saddest thing was the comments by Mayors of these towns about what they had lost, I just cannot imagine how that would feel, your life work as a Councillor and centuries of effort destroyed overnight. I make no apology for the tears I shed listening to that presentation, it goes against everything we stand for. It was very moving.

Staff Matters

Outside staff – have commenced Anthony Brown (Building Maintenance). Anthony has a wide range of experience in a similar role with Shires, also having built his own homes (4) over time. He has a significant workload at present, so we have teamed him up with Stephen Atherton (Building Mtce/General Hand) in order to catch up. Stephen is a boilermaker by trade, so fits well into the general duties role, doing everything from sign installation, road maintenance to building maintenance. The third and final staff member we have taken on recently is Jayden Harland (Plant Operator/General Hand) ex Narrogin. Jayden is currently on the watercart, learning some roadbuilding techniques and travels daily.

As indicated, in the Weekly Wrap to Councillors, the return to the WA based industrial relations system will be announced soon, so ready for that.

Recent other appointments seem to be settling in well, under good guidance and leadership things may settle for a while. It is certainly noticeable that there are heavy workloads and backlog for outside staff and is being addressed with Manager Works and Services (MWS), soon we will be in a position to do some of the additional work that I know the MWS wants to tackle. We are planning that work now, basketball half court, surrounds for skatepark, culvert replacement, signs etc all taking priority.

MEETINGS ATTENDED

October 2022	
6 th October 2022	KBuilt – Katie Woodhams – Aged Units - went over the proposed timelines to the end of construction, identifying if PO's had been issued for the work/contractors etc. Discussed moisture issue and current results and established a process for Katie to follow so she can commence gyprock W/C 17 th October. Now running estimates as to where total costs will land. Shire staff will be shaping off the driveway, front of the units and side trim of the pad so that paving/fencing can commence in 2-3 weeks. Expect this work w/c 17/10/2022.
7 th October 2022	Leader of the Opposition – Mia Davies. Gave Mia a brief rundown of all current and future projects being considered by the Shire. Discussed political aims of Government in terms of LG reforms and the impact these may have on LG's in country regions.

Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts		CEO, DCEO.
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	K Beattie Wickepin CRC	05/10/22 15/09/22	
A13	Hire of Community	CEO	Uniting Church – Yealering Hall A Turner – WK Hall Wickepin PS – WK Hall	12/10/22 11/10/22 10/10/22	

	Halls / Community Centre		Yealering PS – Yealering Hall K Beattie – Yealering Hall Facey Group - WCC Wickepin CRC – WCC Wickepin CRC – WK Hall	10/10/22 05/10/22 04/10/22 29/09/22 20/09/22	
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions and donations to sporting and community groups	CEO			

Recommendations:

That Council note the Chief Executive Officer's report dated 13 October 2022.

Voting Requirements:

Simple majority

Resolution No 191022-19

Moved Cr Mearns / Seconded Cr Allan

That Council note the Chief Executive Officer's report dated 13 October 2022.

Carried 7/0

13. Notice of Motions for the Following Meeting

14. Reports and Information

15. Urgent Business

15.1 Late Items – Appointment - CEO Recruitment

Submission To:	Ordinary Council
Location/Address:	Wogolin Road Wickepin
Name of Applicant:	Noel Mason – Acting Chief Executive Officer
File Reference:	PE.REC.2010
Author:	Noel Mason – Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 October 2022

Enclosure/Attachments: Nil

Background:

Council is being requested to accept the late agenda item, Appointment - CEO Recruitment.

Comments:

Council staff attempt to have the agendas prepared at least a week prior to the council meeting. In completing this there will be business of an urgent nature that will arise from time to time.

Statutory Environment:

Local Government Act 1995

Shire of Wickepin Standing Orders

5.5 Urgent Business

5.5.1 A Councillor may move a motion or ask a question involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member agrees to the business being raised and the Presiding Member considers that either;

- (a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Council or committee; or
- (b) the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the council;

5.5.2 Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Members ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the presiding Member accepts the late agenda item, Appointment - CEO Recruitment.

Voting Requirements: Absolute Majority

Resolution No 191022-20**Moved Cr Thompson / Seconded Cr Astbury**

That the presiding Member accepts the late agenda items, Appointment – CEO Recruitment and Appointment – Acting CEO.

Carried 7/0

NOTE: Additional late item, Appointment – Acting CEO to compliment item 15.1.

15.2 Appointment - CEO Recruitment

Submission To:	Ordinary Council
Location/Address:	Whole of Shire
Name of Applicant:	Noel Mason - Acting Chief Executive Officer
File Reference:	PE.REC.2010
Author:	Noel Mason - Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 October 2022

Enclosure/Attachments:

1. Core Business Australia - Proposal for the recruitment process for the position of Chief Executive Officer.
2. LO-GO Appointments - Proposal to assist the Shire of Wickepin with the recruitment for a Chief Executive Officer.
3. Mills Recruitment – Proposal for services associated with the recruitment of the Shire of Wickepin next Chief Executive Officer.

Summary:

Council is being requested to appoint a recruitment specialist from the contractors listed for the recruitment of a Chief Executive Officer for the Shire of Wickepin.

Background:

The current contract with John Phillips ended with the final interview process last week. All contractors are listed on the WALGA procurement panel, 4 were contacted and unfortunately only three were in a position to meet the Shire deadlines. (see report)

In accordance with the resolution of the Selection Panel at the Interview meeting 12th October 2022, the CEO has obtained quotes to undertake the recruitment process for the position of Chief Executive Officer for the Shire of Wickepin.

Comments:

The below extract details process suggestions by the West Australian Local Government Association on the new process for a CEO appointment.

When undertaking recruitment, Local Governments need to consider, plan and schedule specific processes to give effect to the CEO standards, and meet Council's obligations as the employing authority, with the agreed processes being subject to endorsement by Council resolution.

For example - when recruiting:

- What information will need to be gathered and analysed by the Council to determine the skills, qualifications, experience and qualities that the Council will expect a CEO candidate to demonstrate? How will the Council facilitate discussion and develop consensus on these attributes ie Council workshops?

- Who will draft the Position Description? Will this be managed by an external human resources consultant to ensure the Position Description is drafted in accordance with appropriate industrial practice?
- Who will draft the proposed contract of employment? Will this be managed by an external legal consultant so that it complies with employment law, the Salaries and Allowances Tribunal Local Government CEO Determination and appropriate industrial practice?
- Will the Council appoint an independent recruitment consultant? What will be the scope of activity that the consultant will be required to undertake on the Local Government's behalf? What reports and recommendations will the consultant be required to make? When and how will the consultant be required to provide the Council with reports and recommendations?
- How will the procurement and selection of consultant services (HR consultant, legal consultant and / or recruitment consultant) be facilitated to comply with the adopted Purchasing Policy?
- The Council will need to establish a Selection Panel. Will this be a formal committee of Council under s.5.8?
- What criteria will the Council use to identify and select the independent person to be a member of the Selection Panel? Will this be an open or closed process?
- What probity requirements will members of the selection panel need to comply with i.e. confidentiality agreement, disclosure of impartiality interests, consequence of panel member recusal?
- What will the Council include in a Terms of Reference to establish the extent of activity and discretion that the Selection Panel will be required to perform, perhaps including clear statements of the Panel's limitations?

Council has indicated that it would rely on the advice of the Recruitment Consultant to indicate the best timing going forward for the best possible pool of applicants. All indications are that the process should commence immediately, and if so the following schedule is likely;

- Advertise and receive applications and do your preliminary assessment by 14th November 2022 – for shortlisting considerations by Council on the 15th November 2022,
- Interviews to take place week commencing 21st November and reference checking, negotiation and finalisation of appointment to take place week commencing 28th November,
- The final report for inclusion in Agenda by 13th December so Council can formalise appointment at Council meeting 14th December.

Councils has previously conducted a facilitated workshop to ensure the involvement of all Council Members in establishing the end-to-end CEO recruitment package and process.

The selected consultant will consider the information developed by Wickepin and used to date to ensure the best possible promotion of the vacancy and to ensure compliance with the requirements of the Model Standards for CEO Recruitment, Performance Review and Termination (Schedule 2, Local Government (Administration) Regulations):

- CEO selection criteria (cl. 5 of the Model Standards)
- Advertising requirements (cl. 6 of the Model Standards)
- CEO job/position description (cl. 7 of the Model Standards)
- Selection Panel membership and terms of reference, including process for selecting independent member (cl. 8 and cl. 9 of the Model Code)

The appointed independent recruitment consultants have all indicated an understanding of Council's CEO recruitment strategy.

The CEO has obtained three quotes from the following companies to undertake the recruitment process for the position of Chief Executive Officer for the Shire of Wickepin. The full proposal are attached and must be treated in confidence.

1. Core Business Australia \$10,142 plus advertising (Zoom interviews) est. \$2000 i.e. \$12,142, Can add pre – employment medical \$300.
2. LO-GO Appointments \$9,283 plus advertising, testing and travel \$3000 i.e. \$12,283.
3. Mills Recruitment \$13.5 plus advertising, testing and travel. Est. \$3000 i.e. \$16.5k

Note: Estimate of \$3k includes WA Newspaper \$1600, SEEK \$400, and Travel \$600.

Statutory Environment:

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

Model Standards for CEO Recruitment, Performance Review and Termination (Schedule 2, Local Government (Administration) Regulations):

Policy Implications: Nil

Financial Implications:

Advertising of the position and the cost of the specialist recruitment consultant will require a budget amendment in December/January Budget Review.

Strategic Implications: Nil

Recommendations:

That Council appoint LOGO Appointments to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin at an estimated price of \$12,283 plus GST.

Voting Requirements: Simple majority

Resolution No 191022-21**Moved Cr Thompson / Seconded Cr Miller**

That Council appoint LOGO Appointments to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin at an estimated price of \$12,283 plus GST.

Carried 7/0

15.3 Appointment - Acting CEO

Submission To:	Ordinary Council
Location/Address:	Whole of Shire
Name of Applicant:	Noel Mason - Acting Chief Executive Officer
File Reference:	PE.REC.2010
Author:	Noel Mason - Acting Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 October 2022

Enclosure/Attachments: Nil

Summary:

Council is being requested to appoint Mrs Erika Clements as Acting CEO from 11th November 2022 until further notice.

Background:

The Acting CEO Mr N Mason has been working onsite since 27th July 2022.

Comments:

The CEO, Deputy CEO and President have discussed how future arrangements will accommodate the Shire administration needs up until the end of January 2023. Erika is willing to take on the Acting CEO role at the Shire of Wickepin.

Mr Noel Mason is able to continue support for the Shire externally and hopefully every second week onsite; subject to Shire needs and the monthly work schedule as a paid employee. Acting CEO, Erika will be able to utilise support daily and external access to the IT systems will be possible.

It is a potentially quieter time into Christmas and January, therefore the disturbance of a new Acting CEO can be avoided in this arrangement. Continuity is seen as a better option at present particularly with Shire re-advertising the permanent position.

If workloads are such that additional support is required for accounting services, Shire has contract accountant available.

Statutory Environment:

Council may appoint an Acting CEO as a salary employee not on a contract for a period not exceeding one year.

5.39. Contracts for CEO and senior employees

(1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*

(1a) *Despite subsection (1) —*

- (a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
- (b) *a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*

- (2) *A contract under this section —*
- (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
 - (b) *in every other case, cannot be for a term exceeding 5 years.*
- (3) *A contract under this section is of no effect unless —*
- (a) *the expiry date is specified in the contract; and*
 - (b) *there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*
 - (c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*
- (4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*
- (5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*
- (6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*
- (7) *A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.*
- (8) *A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.*

Policy Implications: Nil

Financial Implications:

No change to salaries and wages as current CEO package included in 2022/2023 budget.
Additional cost of N Mason as support for Acting CEO as required during the period.

Strategic Implications: Nil

Recommendations:

That Council appoint Erika Clement as Acting CEO on the current CEO package from 11th November 2022 until further notice.

Voting Requirements: Simple majority.

Resolution No 191022-22

Moved Cr Allan / Seconded Cr Mearns

That Council appoint Erika Clement as Acting CEO on the current CEO package from 11th November 2022 until further notice.

Carried 7/0

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.43pm.