



A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

17 MARCH 2021



Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 17 March 2021 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark Hook
Chief Executive Officer

12 March 2021

Time Table

| | |
|---------|--------------------------|
| 12.30pm | Lunch |
| 1.30pm | Forum |
| 3.00pm | Afternoon Tea |
| 3.30pm | Ordinary Council Meeting |

Disclaimer

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

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SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 17 March 2021 commencing @ 3.30pm**

The President declared the meeting open at pm.

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

| | |
|------------------|----------------|
| President | Julie Russell |
| Deputy President | Wes Astbury |
| Councillor | Nathan Astbury |
| Councillor | Sarah Hyde |
| Councillor | Steven Martin |
| Councillor | Fran Allan |
| Councillor | John Mearns |
| Councillor | Allan Lansdell |

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

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Ordinary meeting of council – Wednesday 17 February 2021.

Moved / Seconded

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

Carried /

7. Reveal of Minutes

RECEIVAL OF MINUTES

7.1 - Governance, Audit and Community Services Committee

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Mel Martin, Executive Support Officer |
| File Reference: | CR.MEE.202 |
| Author: | Mel Martin, Executive Support Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 5 March 2021 |

Enclosure/Attachments:

Minutes of the Governance, Audit and Community Services Committee meeting held on Wednesday 17 February 2021.

Background:

The Governance, Audit and Community Services Committee meeting was held on Wednesday 17 February 2021.

Summary:

Council is being requested to receive the Governance, Audit and Community Services Committee meeting minutes held on Wednesday 17 February 2021.

Comments:

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

Statutory Environment:

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Governance, Audit and Community Services Committee meeting held on Wednesday 17 February 2021 be received.

Voting Requirements: Simple majority



Minutes

Governance, Audit & Community Services Committee
Council Chambers, Wickepin

17 FEBRUARY 2021



Terms of Reference

1. Name

Governance, Audit and Community Services Committee

2. Members

Cr Steven Martin

Cr Julie Russell

Cr Allan Lansdell

Cr Fran Allan

Cr Wes Astbury

Cr Sarah Hyde

Cr John Mearns

Cr Nathan Astbury

3. Objectives

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

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

4. Function of the Committee

To provide guidance and assistance to the Shire of Wickepin;

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

5. Scope/Jurisdiction

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

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

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

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

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

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

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

6. Appointment of Committee Members

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

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

7. Appointment of Committee Chair

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

8. Meeting Frequency

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

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

9. Related Policies/Bylaws:

Nil.

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
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- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers, Wickepin, Wednesday 17 February 2021

The Chairperson declared the meeting open at 1.06pm.

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

| | |
|---------------|--------------------------------|
| Cr W Astbury | Chairperson |
| Cr A Lansdell | Member |
| Cr F Allan | Member |
| Cr S Hyde | Member |
| Cr J Russell | Member |
| Cr J Mearns | Member |
| Mark Hook | Chief Executive Officer |
| Erika Clement | Deputy Chief Executive Officer |
| Lara Marchei | Executive Support Officer |

Apologies

| | |
|--------------|--------|
| Cr N Astbury | Member |
| Cr S Martin | Member |

Leave of Absence (Previously Approved)

Cr Wes Astbury stood down as Chairperson and CEO Mr Mark Hook took the Chair.

The CEO called for nominations for Chairperson.

Cr Russell nominated Cr W Astbury, Cr W Astbury accepted the nomination.

Moved Cr Russell / Seconded Cr Allan

That Cr W Astbury be elected Chairperson of the Governance, Audit & Community Services Committee for the ensuing 12 months.

Carried 5/0

Cr W Astbury took the chair as the Presiding Member.

- 2. Public Question Time**
- 3. Applications for Leave of Absence/Apologies**
- 4. Petitions, Memorials and Deputations**
- 5. Declarations of Councillor's and Officers Interest**

6. Confirmation of Minutes – Governance, Audit and Community Services – 16 December 2020.**Moved Cr Russell / Seconded Cr Hyde**

That the minutes of the Governance, Audit and Community Services Committee held on 16 December 2020 be confirmed as a true and correct record.

Carried 6/0**7. Status Report**

| Subject/Action | Date | Officer | Progress | Status | Comment |
|-----------------------|-------------|----------------|-----------------|---------------|----------------|
| | | | | | |

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

○ = in progress ✓ = completed ✕ =superseded

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

9.1 – Significant Adverse Trend 2020 Audit Report

| | |
|------------------------------------|---|
| Submission To: | Governance, Audit & Community Services Committee |
| Location/Address: | Whole Shire |
| Name of Applicant: | Erika Clement, Deputy Chief Executive Officer |
| File Reference: | FM.AUD.1225 |
| Author: | Erika Clement, Deputy Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 14 February 2021 |

Enclosure/Attachments:

1. Audit Findings for the Financial Year Ended 30th June 2020, Report on Significant Matters.

Summary:

The Governance, Audit and Community Services Committee is being requested to receive the report on the adverse trend of the following ratios raised in the 2019/2020 Annual Report.

1. Asset Sustainability Ratio
2. Operating Surplus Ratio
3. Own Source Revenue Ratio

Background:

Under the Local Government Act 1995 the Shire of Wickepin is required to prepare an audited Annual Financial Report each financial year.

The Shire's 2019/20 audit report was received from the Auditor General on 16 December 2020.

A key audit requirement requires the auditor to identify any financial trends which it considers adverse and of concern. For the 30 June 2020 year, the Auditor General has identified a significant adverse trend in relation to the financial position of the Shire. The Shire of Wickepin has not met the minimum standard as set by the Department of Local Government, Sport and Cultural Industries (the Department) for the Operating Surplus Ratio, Asset Sustainability Ratio and Own Source Revenue Ratio for the last three financial years.

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

- "(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government."

Section 7.12A(5) further requires that:

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

Comments:

The Audit Committee is to consider the significant adverse trend in the Ratios identified in the 2019/2020 Audit Report issued by the Office of Auditor General for the 2020 Annual Financial Statements.

The Ratios have been below the Department of Local Government, Sport and Cultural Industries standard for the last three years on both an adjusted and non-adjusted basis.

Local governments must prepare a report addressing the significant matters identified in the report and state what action the local government has taken or intends to take. This report must be provided to the Minister within three months of receiving the audit report. Within 14 days after the local government gives the report to the Minister, the CEO must publish a copy of the report on its official website.

The Annual Financial Statements and Independent Audit Report was discussed at the Audit Committee Meeting held on 16 December 2020.

Moved Cr Nathan Astbury / Seconded Cr John Mearns

That the Governance, Audit and Community Services committee adopts the Annual Audit and Management Reports provided by Office of Auditor General for the year ended 30 June 2020.

Carried 5/0 by Absolute Majority

Statutory Environment:

Local Government Act 1995

7.12A. Duties of local government with respect to audits

(1) A local government is to do everything in its power to —

- (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
- (b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government must —

- (aa) examine an audit report received by the local government; and
- (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
- (b) ensure that appropriate action is taken in respect of those matters.

(4) A local government must —

- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the Governance, Audit and Community Services Committee accept the report and take the necessary actions outlined within the report.

Voting Requirements: Simple majority

Moved Cr Russell / Seconded Cr Allan

That the Governance, Audit and Community Services Committee accept the report and take the necessary actions outlined within the report.

Carried 6/0

9.2 – Policy Manual Review 2021

| | |
|------------------------------------|---|
| Submission To: | Governance, Audit & Community Services Committee |
| Location/Address: | Whole Shire |
| Name of Applicant: | Erika Clement, Deputy Chief Executive Officer |
| File Reference: | CM. POL.403 |
| Author: | Erika Clement, Deputy Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 14 February 2021 |

Enclosure / Attachment:

1. Policy Manual February 2021

Background:

The Shire of Wickepin Policy Manual has been recently reviewed by staff and several areas of the manual were discovered to require changes. Changes include correction of typographical errors, updates to name changes and improvements for readability and understanding. Some policies have been removed or added in the Working Draft Shire of Wickepin Policy Manual as they were considered out dated or were covered under various sections of State Legislation or required updating for new regulations.

Comment:

A full review of the Policy Manual was undertaken.

Changes to the Policy Manual since the last adoption of the full Policy Manual are listed below.

| Date | Amendment/Review Details | Amend/Reviewed By |
|-------------|--|-----------------------------------|
| 21/07/2020 | 2.1.17 Tenders of Budgeted items Resolution 150720-09 | Reviewed by Council 15/07/2020 |

Statutory Environment: *Shire of Wickepin Policy Manual*
Local Government Act 1995

Policy Implications: As above

Financial Implications: Nil

Strategic Implications: Nil

Summary:

The Governance and Audit Committee is being requested to adopt the Shire of Wickepin's Policy Manual February 2021.

Recommendation:

That the Policy Manual Review February 2021 report be received.

Voting Requirements: Absolute majority

Moved Cr Allan / Seconded Cr Hyde

That the Policy Manual Review February 2021 report be received.

Carried 6/0 by absolute majority

9.3 – Annual Compliance Audit Return 2020

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | FM.AUD.1200 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 11 February 2021 |

Enclosure/Attachments: Annual Compliance Audit Return 2020

Summary:

Council is being recommended to adopt the Annual Compliance Audit Return for the year 1 January 2020 to 31 December 2020 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2021.

Background:

It is a statutory requirement for local councils to prepare and present the Annual Wickepin – Compliance Audit Return 2020 to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2021.

Comments:

A local government is to carry out a compliance audit report for the period 1 January to 31 December in each year. After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister. The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review. There were no questions that have a No recorded against them in the CAR return for 2020.

Statutory Environment:

Section 7.13(1) of Local Government Act.

Local Government (Audit) Regulations 1996

14. **Compliance audits by local governments**

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under sub-regulation (3A), the compliance audit return is to be —*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*

(c) recorded in the minutes of the meeting at which it is adopted.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the Governance, Audit and Community Services Committee recommends to council that it adopts the Annual Compliance Audit Return for the year 1 January 2020 to 31 December 2020 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2021.

Voting Requirements: Absolute majority

Moved Cr Hyde / Seconded Cr Mearns

That the Governance, Audit and Community Services Committee recommends to council that it adopts the Annual Compliance Audit Return for the year 1 January 2020 to 31 December 2020 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2021.

Carried 6/0 by absolute majority

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

12. Urgent Business

12.1 Urgent Business – Complaints Officer

| | |
|------------------------------------|---|
| Submission To: | Governance, Audit & Community Services Committee |
| Location / Address: | Whole Shire |
| Name of Applicant: | Erika Clement – Deputy Chief Executive Officer |
| File Reference: | CM.POL.403 |
| Author: | Erika Clement – Deputy Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 February 2021 |

Enclosure/Attachments: Nil

Background:

Council has been requested to accept the Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates and Complaints about alleged Breach.

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

Summary:

Council is to accept the Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates and Complaints about alleged Breach.

Recommendations:

That the Presiding Member accepts the late agenda item to accept the Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates and Complaints about alleged Breach.

Voting Requirements: Absolute Majority

Moved Cr Russell / Seconded Cr Hyde

That the Presiding Member accepts the late agenda item to accept the Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates and Complaints about alleged Breach.

Carried 6/0 by absolute majority

12.2 Complaints Officer

| | |
|------------------------------------|---|
| Submission To: | Governance, Audit & Community Services Committee |
| Location / Address: | Whole Shire |
| Name of Applicant: | Erika Clement – Deputy Chief Executive Officer |
| File Reference: | CM.POL.403 |
| Author: | Erika Clement – Deputy Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 February 2021 |

Enclosure/Attachments:

1. Guidelines on the Model Code of Conduct for council Members, Committee Members and Candidates.
2. Complaint about alleged Breach.

Summary:

The government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Council Members, Committee Members and Candidates for a local government election, and to deal with ancillary matters.

Background:

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021.

Under the Model Code of Conduct, to account for any breaches occurring on and from the first day that the Regulations take effect, Local Governments must authorise at least one person to receive complaints. This has to be done by the 24 February 2021.

Comments:

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates, which is an attachment to this item. It is expected that a Model Code will be developed in coming months to meet the three (3) month deadline and its adoption will be the subject of a separate approval by Council.

The guidelines indicate that local governments must authorise at least one person to receive complaints regarding members and candidates. The Regulations state that the Local Government must, in writing, authorise one or more persons to receive complaints and withdrawals of complaints, but they do not specify who that person(s) will be. The Complaints Officer could be:

- President,
- Deputy President (especially for complaints about the President),
- Chief Executive Officer, or
- External Consultant

The DLGSC has also produced a template complaints form as the Regulations state that complaints are to be made in writing in a form approved by the Local Government. The form is a attachment to this item.

While there is a requirement to appoint a Complaints Office by the 24 February 2021.

For clarity, it is noted that there is still a requirement for a local government to have a Complaints Officer (section 5.120 of the Local Government Act 1995), to process allegations of 'Rules of Conduct' breaches, and these alleged breaches are still to be referred to the Local Government Standards Panel (refer Division 4 of the Model Code of Conduct).

In time, with the development of templates by industry or the Western Australian Local Government Association (WALGA), Local Governments can determine the most appropriate and effective process for dealing with complaints under Division 3 of the Code of Conduct and how they are prioritised and managed. Having such processes at the moment is not required by the law, or considered critical.

Statutory Environment:

- *Local Government Act 1995.*
- *Local Government (Model Code of Conduct) Regulations 2021.*

Resources and further reading for local governments include:

<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/public-consultations/local-government-act-review/priority-reforms/model-code-of-conduct>

https://www.dlgsc.wa.gov.au/docs/default-source/local-government/local-government-act-review/model-code-of-conduct-guidelines.pdf?sfvrsn=b507b9c3_0

Policy Implications:

When the new Code of Conduct for Councilors, Committee Members and Candidates is developed this will include the complaints officer adoption.

Financial Implications: Nil

Strategic Implications:

GOAL 10: Our organisation is well positioned and has capacity for the future

SHORT TERM TEGY

10.1 Continually review our organisational structure to be in line with community service expectations (infrastructure and services)
10.2 Identify Councillor training needs
10.3 Educate and encourage Councillors to attend governance training which highlights their roles, responsibilities and being accountable

MEDIUM TERM

- Council staff are multi skilled to understand the business of local government, can provide a seamless service to the community and are compliant
- Review the number of Councillors required for our Shire context

POINT OF

– Amount of professional development attended by Councillors and staff

10 YR OUTCOME

We have capacity and comply with legislation

Recommendations:

That Council appoint the following;

1. Pursuant to the Local Government (Model Code of Conduct) Regulations 2021;
 - a. Clause 11 (2), adopt the attached form for lodging complaint;
 - b. Clause 11 (3), authorise the following persons to receive Division 3 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates:
 - i. Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President;
 - ii. Complaints made by the Shire President excluding those made by the Deputy Shire President – the Deputy Shire President;
 - iii. Complaints about the Shire President – the Deputy Shire President; and
 - iv. Complaints about the Deputy Shire President made by the Shire President – a committee comprising the remaining Council Members.

Voting Requirements: Absolute Majority

Moved Cr Hyde / Seconded Cr Lansdell

That Council appoint the following;

1. Pursuant to the Local Government (Model Code of Conduct) Regulations 2021;
 - a. Clause 11 (2), adopt the attached form for lodging complaint;
 - b. Clause 11 (3), authorise the following persons to receive Division 3 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates:
 - i. Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President;
 - ii. Complaints made by the Shire President excluding those made by the Deputy Shire President – the Deputy Shire President;
 - iii. Complaints about the Shire President – the Deputy Shire President; and
 - iv. Complaints about the Deputy Shire President made by the Shire President – a committee comprising the remaining Council Members.

Carried 6/0 by absolute majority

13. Closure

There being no further business the Chairperson declared the meeting closed at 1.40pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 16 June 2021.

RECEIVAL OF MINUTES

7.2 – Townscape & Cultural Planning Committee

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Mel Martin, Executive Services Officer |
| File Reference: | CR.MEE.206 |
| Author: | Mel Martin, Executive Services Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 5 March 2021 |

Enclosure/Attachments:

Minutes of the Townscape & Cultural Planning Committee meeting held on Wednesday 3 March 2021.

Background:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 3 March 2021.

Summary:

Council is being requested to receive the Townscape & Cultural Planning Committee meeting minutes held on Wednesday 3 March 2021.

Comments:

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

Statutory Environment:

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Townscape & Cultural Planning Committee meeting held on Wednesday 3 March 2021 be received.

Voting Requirements: Simple majority.



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

3 March 2021



Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 3 March 2021 at Council Chambers, Wickepin, commencing at 9.30am.

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

Mark J Hook
Chief Executive Officer

25 February 2021

Disclaimer

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

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

Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Cr Fran Allan
Cr Allan Lansdell
Cr John Mearns
Kym Smith
Sue Astbury
Ted Astbury
Tim Cowcher
Kevin Coxon
Helen Warrilow

3. Objectives

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

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

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

4. Scope/Jurisdiction

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

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

5. Appointment of Committee Members

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

6. Appointment of Committee Chair

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

7. Meeting Frequency

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

Meeting dates for 2021 are as follows:

| Day | Date | Time |
|-----------|-------------|--------|
| Wednesday | 3 March | 9.30am |
| Wednesday | 2 June | 9.30am |
| Wednesday | 1 September | 9.30am |
| Wednesday | 3 November | 9.30am |

8. Related Policies/Bylaws: Nil.

QUESTIONS FROM THE PUBLIC

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

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

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13. CLOSURE21

**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers, Wickepin,
Wednesday 3 March 2021 at 9.30am**

The Chairperson declared the meeting open at 9.35am.

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

| | |
|---------------|--------|
| Cr Fran Allan | Member |
| Kym Smith | Member |
| Sue Astbury | Member |
| Tim Cowcher | Member |
| Kevin Coxon | Member |

| | |
|--------------|---------------------------------------|
| Mark Hook | Chairperson - Chief Executive Officer |
| Lara Marchei | Executive Support Officer |

Apologies

Cr Sarah Hyde
Ted Astbury

Leave of Absence (Previously Approved)

A letter of resignation has been received from Chairperson Sarah Hyde dated 24 February 2021 advising of her resignation from the Townscape & Cultural Planning Committee as Chairperson and as a member.

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 Election of Chairperson

CEO Mr Mark Hook took the Chair. The CEO called for nominations for Chairperson.

Kym Smith nominated Sue Astbury, Sue declined the nomination.

Moved T Cowcher / Seconded Cr Allan

As there were no more nominations for Chairperson, CEO Mr Mark Hook remain as Chairperson for this meeting and that a Chairperson be elected at the next Townscape meeting.

Carried 5/0

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

6. Confirmation of Minutes

Townscape and Cultural Planning Meeting – 4 November 2020

Moved Cr Allan / Seconded K Coxon

That the minutes of the Townscape and Cultural Planning Committee held on 4 November 2020 be confirmed as a true and correct record.

Carried 5/0

7. Status Report

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

| Subject/Action | Officer | Progress | Status | Comment |
|---|----------------|---|---------------|--|
| Historical Sites Signage | CDO | That council purchases signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications. | ○ | Wording and photos received for the Jewish Settlement. CEO arranging a draft sign. |
| Historical Plaque Display | CDO | That council mount the Electricity Supply and Water Supply plaques onto timber posts similar to that used in the War Memorial and determine appropriate positioning in consultation with the Wickepin History Group. | ✓ | Signs placed at Wickepin Town Tall. |
| Directional Signage – Old Cemetery Wickepin | CDO | That council updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14. | ○ | In consultation with Manager of Works. |

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendation

10. Notice of Motions for the Following Meeting

11. Reports & Information

The CEO provided the following report on the construction of the Wogolin Road Recreation Area:

11.1 – Tender RFT 4 2020/2021 Construction Wogolin Road Recreation Area

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Wogolin Road, Wickepin |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | FM.TEN.1220, CP.MAI.576 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 9 February 2021 |

Enclosure/Attachments:

1. RFT 4 2020/2021 Construction Wogolin Road Recreation Area.
2. Tender documents received from Natureplay Solutions, Phase 3, LD Total, Phoenix Landscaping Services.

Summary:

Council is being requested to accept the tender from Natureplay Solutions for RFT 4 2020/2021 Construction Wogolin Road Recreation Area for Stage 1 and 2a at a cost of \$676,979 GST exclusive.

Background:

Council at the 18 November 2020 Ordinary Meeting of Council passed the following resolution.

Resolution No 181120-07

Moved Cr Hyde / Seconded Cr N Astbury

That Council submit applications to the LRCI Programs for Stage One and Stage Two (a) of the Wogolin Road Recreational Area for the amount of \$601,539.

Carried 8/0 by absolute majority

The two grant applications were successful as per the following advice received from the

| Approved Work Schedule for Shire of Wickepin, WA, \$ 363,886 | | | | | |
|--|--|---------------------|--|-------------------------|-------------------------------|
| Project ID | Project name/ concise description | Infrastructure Type | Work Category | Eligible grant activity | LRCI Program funding required |
| 1. | Wickepin Aquatic Centre - Improvements | Community | Painting/Improvements to Community Facilities | Yes | \$ 23,886 |
| 2. | Wongolin Playground | Community | Landscaping Improvements / Playgrounds and skate parks | Yes | \$ 340,000 |
| TOTAL LRCI Program funding required | | | | | \$ 363,886 |

Following is a copy of the advert placed in the West Australian and the Narrogin Observer.



Shire of Wickepin

The Shire of Wickepin invites tenders as detailed below.

Tender RFT 4 2020/2021 Construction of Wogolin Road Recreation Area

SPECIFICATIONS
A copy of the Specifications and Conditions of Tender can be obtained from the Shire of Wickepin Administration Centre during normal office hours (8.30am-5.00pm) by telephoning Executive Support Officer on (08) 9888 1005. A copy can also be obtained by e-mailing your request to eso@wickepin.wa.gov.au.

Tenders close at 4.00pm on 15 January 2021 and can be addressed to, The Chief Executive Officer, PO Box 19, Wickepin 6370, or delivered to the Council Tender Box at the Shire of Wickepin Administration Centre, 77 Wogolin Road, and duly marked with the relevant tender number.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

The RFT 4 2020/2021 Construction Wogolin Road Recreation Area, documents are attached under separate cover for members' information.

Comments:

At the closing of the RFT 4 2020/2021 Construction Wogolin Road Recreation Area, council received the following tenders, which have all been deemed to be compliant with the tender documentation:

| Company | Description | Price per Stage GST Exempt | Total GST Exempt |
|------------------------------|--------------------|---------------------------------------|-----------------------------|
| Natureplay | Stage 1 | \$571,128 | \$676,979 |
| | Stage 2A | \$105,851 | |
| Phase3 | Stage 1 and 2A | \$840,519.26 | \$1,098,948.36 |
| | Stage 2B | \$258,429.10 | |
| LD Total | Stage 1 | \$908,175.79 | \$1,272,727.27 |
| | Stage 2A | \$108,611.88 | |
| | Stage 2B | \$255,939.60 | |
| Phoenix Landscaping Services | Stage 1 | \$773,190 | \$773,190 |

The tenders received have been evaluated using the following evaluation sheet.

| SHIRE OF WICKEPIN EVALUATION | | | | | | | | | |
|--|---|----------------|---|----------------|----------------|----------------|-----------|----------------|---------|
| RFT 4 2020/2021 Construction of Wogolin Road Recreation Area | | | | | | | | | |
| CRITERION | A | | B | | C | | Total | Score | Ranking |
| | Demonstrated Quality of Previously Similar Work | | Availability of Resourcing to Undertake Project | | Tendered Price | | | | |
| | weighting | 20% | weighting | 20% | weighting | 60% | | | |
| TENDERER | raw score | weighted score | raw score | weighted score | raw score | weighted score | raw score | weighted score | |
| Natureplay | 4.0 | 0.8 | 4.0 | 0.8 | 5.0 | 3.0 | 9.80 | 4.60 | 1 |
| Phase 3 | 4.0 | 0.8 | 4.0 | 0.8 | 2.0 | 1.2 | 6.80 | 2.80 | 2 |
| LD Total | 3.0 | 0.6 | 4.0 | 0.8 | 2.0 | 1.2 | 5.60 | 2.60 | 3 |
| Phoenix Landscaping Services | 1.0 | 0.2 | 2.0 | 0.4 | 2.0 | 1.2 | 3.20 | 1.80 | 4 |

| Score | Description of Score |
|-------|--|
| 0 | Offer did not address the criterion |
| 1 | offer contained insufficient/unclear information |
| 2 | Acceptable offer |
| 3 | Good offer |
| 4 | Very Good offer |
| 5 | Excellent offer |

Following is a diagram showing the appropriate stages of the Wogolin Road Recreational Area.



Stage 1 covers the following as per the concept plans adopted by council.

Project No. 2328 - Stage 1

Costing based on Rev A

| Category | Summary Description |
|--------------------------------------|---|
| Blocks, Logs & Prep | Labour Site prep & set out Kerbing Logs Rocks Limestone block - recon |
| Blocks, Logs & Prep Total | |
| Equipment | Labour Fence Gate - Single Gate - Double Sand Play Table (Right) Water Play Table Log Bench Water Channel RH Swing A-Frame Triple (Rigid/Flexi/Basket) Balancing Log - Galvanised Legs Stilts Balance Sleeper with Stumps Water-Play Fountain - Galvanised Transition Bench (Right) Concrete Stepper - exposed finish Cubby Frame Bench Seat Concrete with Back Picnic Table Play Tower Humpback Bridge - No Balustrade Bin Shade Structure Water Creek with river stones Light Pole Park Signage by others |
| Equipment Total | |
| Surfaces | Labour Gravel Lawn Mulch - Playground IAS Mulch - Playground Path River sand Rubber surfacing Rubber beach edge |
| Surfaces Total | |
| Plants | Labour Mulch - Garden Soil Conditioner Plants - Normal density Trees - Small |
| Plants Total | |
| Other | Labour Machinery Hire Project management Mobilisations Reticulation Retic controller & wiring Site clean up & finalisations Waste disposals Plumber for Fountain Transport/logistics |
| Other Total | |
| Total | |

Stage 2A covers the following as per the concept plans adopted by council.

Project No. 2328 - Stage 2a

Costing based on Rev A

| Category | Summary Description |
|--------------------------------------|--|
| Blocks, Logs & Prep | Labour Site prep & set out Rocks |
| Blocks, Logs & Prep Total | |
| Equipment | Labour Upright Logs Flying Fox - Single 20M Concrete Stepper - exposed finish Concrete Slide - Height 1200mm Decking Balustrading - Jarrah 75 x 50 |
| Equipment Total | |
| Surfaces | Labour Rubber surfacing Rubber beach edge Mulch - Playground IAS Fill |
| Surfaces Total | |
| Plants | Labour Mulch - Garden Soil Conditioner Trees - Small Plants - Normal density |
| Plants Total | |
| Other | Labour Machinery Hire Mobilisation Project management Site clean up & finalisation Waste disposal Reticulation Transport/logistics |
| Other Total | |
| Total | |

Stage 2B covers the following as per the concept plans adopted by council.

Project No. 2328 Stage 2b

Costing based on Rev A

| Category | Summary Description |
|--------------------------------------|---|
| Blocks, Logs & Prep | Labour Site prep & set out |
| Blocks, Logs & Prep Total | |
| Equipment | Labour Skate Park Light Poles |
| Equipment Total | |
| Other | Labour Machinery Hire Mobilisation Project management Site clean up & finalisation Waste disposal Transport/logistics |
| Other Total | |

The current funds for the Wogolin Road Recreation Area under the LRCI Programs for the Wogolin Road Recreational Area is \$601,539.

\$340,000 Phase 1 and \$201,539 Phase 2.

If council accepts the tender from Natureplay for \$601,359 for stage 1 and 2A Council will need to fund the difference of \$75,620 from within the Municipal Fund, by accepting a donation from the Wickepin Cropping Group or utilising funds from the building reserve as outlined in *Section 6.11 (2)(b) of the Local Government Act 1995*

The CEO has been made aware that the Wickepin Cropping Fund is looking to fund a major project in Wickepin so the CEO has forwarded an email to the Wickepin Cropping Fund to see if they would be able to donate \$75,000 to this worthwhile project. At the writing of this report no reply has been received.

As this is an unbudgeted item council needs to bear in mind section 6.8 Expenditure from municipal fund not included in annual budget under the Local Government Act 1995.

Council at this stage is unable to utilise any of its Cash Backed Reserves for this project as there is not a reserve that would cover this project and council has not undertaken one month's Local Public Notice as outlined in *Section 6.11 (2)(b) of the Local Government Act 1995* to use funds from the Building Reserve for the Wogolin Road Recreation Area.

Following is a list of council's reserves and their uses as stated within council's Annual Report.

| | | | | | |
|--|---------|---|--|--|--|
| (a) Reserves cash backed - Leave Reserve | Ongoing | To be used to fund annual and long service leave requirements | | | |
| (b) Reserves cash backed - Plant Reserve | Ongoing | To be used for the purchase of road plant, machinery and equipment | | | |
| (c) Reserves cash backed - Building Reserve | Ongoing | To be used for the construction of new buildings, predominantly staff housing | | | |
| (d) Reserves cash backed - Fire Fighting Reserve | Ongoing | To be used to fund the provision of bush fire equipment for brigades | | | |
| (e) Reserves cash backed - Cottage Homes Reserve | Ongoing | To be used for the future maintenance and construction of new Cottage Homes Units | | | |
| (f) Reserves cash backed - Special Events Reserve | Ongoing | To be used to fund special events and celebrations | | | |
| (g) Reserves cash backed - Computer Reserve | Ongoing | To be used for the purchase, upgrade or replacement of hardware as necessary | | | |
| (h) Reserves cash backed - Young Singles Accommodation Reserve | Ongoing | Additional income over expenditure held for future repairs or improvements | | | |
| (i) Reserves cash backed - Saleyards Reserve | Ongoing | Additional income over expenditure held for future repairs or improvements | | | |
| (j) Reserves cash backed - Sewerage Reserve | Ongoing | Additional income over expenditure held for future repairs or improvements | | | |
| (k) Reserves cash backed - Refuse Reserve | Ongoing | Additional income over expenditure for the future creation or maintenance of the refuse site | | | |
| (l) Reserves cash backed - Land Development Reserve | Ongoing | Income received from the sale of the English house, held for the future development of the English Land | | | |
| (m) Reserves cash backed - Aged Persons Accommodation Reserve | Ongoing | To be used for the construction and future maintenance requirements for the Aged Person accommodation units | | | |
| (n) Reserves cash backed - Swimming Pool Reserve | Ongoing | To be used to fund major repairs or improvements at the Wickepin Swimming Pool | | | |
| (o) Reserves cash backed - Albert Facey Homestead Reserve | Ongoing | To be used for the refurbishment and future maintenance of Albert Facey Homestead | | | |
| (p) Reserves cash backed - Fuel Facility Reserve | Ongoing | To be used for future maintenance and upgrade of Wickepin Fuel Facility | | | |

Council would be able to utilise \$75,000 from the Building Reserve if it was to follow *Section 6.11 (2)(b) of the Local Government Act 1995* and give one month's Local Public Notice of the use of the Building Reserve Funds for the Wogolin Road Recreation Area, **Absolute Majority required.**

Statutory Environment:

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

6.8. Expenditure from municipal fund not included in annual budget

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

*** Absolute majority required.**

- (1a) *In subsection (1) —*

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) *Where expenditure has been incurred by a local government —*
 - (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*

- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
- (a) changes* the purpose of a reserve account; or
- (b) uses* the money in a reserve account for another purpose,
- it must give one month's local public notice of the proposed change of purpose or proposed use.

*** Absolute majority required.**

- (3) A local government is not required to give local public notice under subsection (2) —
- (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

Policy Implications:

2.1.17 TENDERS OF BUDGETED ITEMS

OBJECTIVE: To call tenders for all items on the current adopted budget for all items above \$250,000.

The CEO is authorised to call tenders for all items on the current adopted budget over \$250,000.

Upon receipt of tenders by the CEO, all tenders are to be submitted to Council for approval, including, where necessary comparative schedules setting out major aspects of each tender. Council shall give due consideration to local businesses within the Shire of Wickepin, irrespective of prices.

In addition to tender conditions set out in Part 4 of the Local Government (Functions and General) Regulations 1996 (WA), the following conditions apply:

- tenders are to arrive at the Shire of Wickepin admin office marked "Tender"; and
- tenders to close not less than 14 days prior to an ordinary meeting of Council.

Financial Implications:

The current funds for the Wogolin Road Recreation Area under the Two LRCI Programs for the Wogolin Road Recreational Area is \$601,539. \$340,000 Phase 1 and \$201,539 Phase 2.

Council is still awaiting to hear if the Wogolin Recreation Areas under phase 2 of the LRCI program has been approved. The Agreement to accept the \$201,539 has been signed and accepted we are just waiting for approval of the following project nomination.

Local Roads and Community Infrastructure Program Phase 2 - Work Schedule - Project Nomination

Funding Recipients are required to nominate project(s) they plan to undertake with LRCI Program Phase 2 funding by providing information to the Department of Infrastructure, Transport, Regional Development and Communications ('Department') via emailing IIP@infrastructure.gov.au. A separate Project Nomination row must be completed for each project or group of small projects that an Eligible Funding Recipient wishes to undertake.

For ease of assessment, and to limit requests for more information, please fill all fields as completely and accurately as possible.

| Name [Council, State] | | | | LRCI Phase 2 Funding Allocation | | | | | | \$ | |
|-----------------------|--|--|--------------------------|---|---------------------------------|--|-----------------------|---|-------------|--|-------------------------------|
| # | Project Name | Project Description / Problem Being Addressed | Infrastructure Type | Total Project Cost | LRCI Phase 2 Funding Required * | Construction Start Date | Construction End Date | Estimated jobs supported | | Project Electorate | Project Land / Asset Owner ** |
| | [Project location or street address: Work category] | [Please align project description to project work categories on Page 3 where possible] | [Please select one item] | [\$] | [\$] | [MM/YY] | [MM/YY] | [Numerical figure – refer FAQ instructions] | | [Please list the Federal Project Electorate] | [Please select one item] |
| | | | | Funding required should not exceed allocation | | Construction to be within 01/21 and 12/21, as per guidelines | | Council employees | Contractors | | |
| 1 | Wogolin Road Play Ground Stage 2 Wogolin Road Wickepin WA 6370 | Stage 2 Wickepin Town Centre Intergenerational Community Meeting Place and Play Space. Better Community Access to Main Street upgraded Playground Equipment and better meeting place | Community | \$601,539 | \$261,359 | 01/2021 | 12/2021 | 3 | 5 | | Crown |
| 2 | | | Choose an item. | | | | | | | | Choose an item. |
| 3 | | | Choose an item. | | | | | | | | Choose an item. |
| 4 | | | Choose an item. | | | | | | | | Choose an item. |
| 5 | | | Choose an item. | | | | | | | | Choose an item. |
| 6 | | | Choose an item. | | | | | | | | Choose an item. |
| Total | | - | - | | | - | - | | | - | - |

| | | |
|---|-----------------|--------------------|
| Has the availability of funding under the Local Roads and Community Infrastructure Program required you to hire additional Council staff? | Choose an item. | Number 0 |
|---|-----------------|--------------------|

| # | * If project is not fully funded by LRCI, state details of Council or other contribution | ** If Project Land or Asset Owner is not Council, please indicate nature of permission | If applicable, details of any recycled materials used on the project |
|---|--|--|--|
| | LRCI contribution round 1 \$340,000 | Leased from State Government | Unsure until tenders accepted |

If council accepts the tender from Natureplay for \$601,359 for stage 1 and 2A council will need to fund the difference of \$75,620 from other funding sources.

The CEO has emailed the Wickepin Cropping Group to see if they could fund the shortfall of \$75,000.

Council is able to utilise \$75,000 from the Building Reserve if it was to follow *Section 6.11 (2)(b) of the Local Government Act 1995* and give one month's Local Public Notice of the use of the Building Reserve Funds for the Wogolin Road Recreation Area.

Strategic Implications:

The Wogolin Road Recreation Area sits within Goal Two of the Shire of Wickepin Community Strategic Plan 2018/2028.

infrastructure

GOAL 2: Improve the amenities and aesthetics along the main street of townsites

| SHORT TERM STRATEGY | MEDIUM TERM STRATEGY | POINT OF MEASUREMENT | 10 YR OUTCOME |
|--|--|---|---|
| 2.1 Annual stocktake of existing parks and gardens across the Shire 2.2 Established local groups are engaged in redesigning the current park and garden at the western end of the main street of Wickepin 2.3 Develop a Wickepin Playground Plan | 2.4 Council continues to try to engage to improve the agricultural display along the main street of Wickepin 2.5 Playgrounds are updated 2.6 Parks and gardens across the Shire are maintained and continually enhanced 2.7 Garden staff are informed, equipped and resourced | - Annual parks and garden audit is completed and discussed at Council - Increase in the number of visitors who stop and use the main street playground | The community is engaged in the activation and maintenance of our open spaces |

Recommendations:

1. That council accept the tender from Nature Play for Stage 1 of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$571,128.
2. That council accept the tender from Natureplay for Stage 2A of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$105,851 with the additional funds coming from the Municipal funds or through a donation from the Wickepin Cropping Group.
3. That the CEO be authorised to accept the tender from Natureplay for Stage 2A of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$105,851 utilising \$75,000 from the Building Reserve Fund and that the CEO give one month's advertising period advertising the use of \$75,000 from the Building Reserve Fund to fund the balance required for Stage 2A of the Wogolin Road Recreation Area.

Voting Requirements:

Absolute majority for all recommendations

Moved K Smith / Seconded S Astbury

That it be recommended to council:

1. That council accept the tender from Nature Play for Stage 1 of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$571,128.
2. That council accept the tender from Natureplay for Stage 2A of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$105,851 with the additional funds coming from the Municipal funds or through a donation from the Wickepin Cropping Group.
3. That the CEO be authorised to accept the tender from Natureplay for Stage 2A of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$105,851 utilising \$75,000 from the Building Reserve Fund and that the CEO give one month's advertising period advertising the use of \$75,000 from the Building Reserve Fund to fund the balance required for Stage 2A of the Wogolin Road Recreation Area.

Carried 5/0

11.1 Other matters raised by members:

CEO – Mark Hook

Mark advised that stage 1 of the Living Lakes project has been completed but are still awaiting for drinking fountain to be installed.

Sue Astbury

Sue thanked the CEO for the installation of bollards at access points on the walk trails to restrict vehicle access.

Sue advised that the 'walking' sign has still not been re installed on the trail near the water treatment plant.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 2 June 2021 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.30am.

8. Status Report

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

| Item | Subject | Officer | Council Resolution | Status | Action |
|--------------------|---|---------|---|--------|--|
| 1104-190820-11 | Albert Facey Homestead Committee Recommendations | CEO | An inventory of all public artefacts and donations within the Shire is to be completed. A display cabinet be purchased to house the hand pieces. | ○ ○ | |
| 1113 – 160920 - 08 | Roads 2030 Review | CEO | That the CEO submit the Toolibin North Road to the Wheat Belt South Regional Road Group for inclusion in the Narrogin Harrismith Route in the Roads 2030 Regional Strategies for significant Local Government Roads. | ○ | |
| 1116 - 160920 - 15 | Townscape & Cultural Planning Committee Recommendations | CEO | 1.Purchase the signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group. 2.Mount the Electricity Supply and Water Supply plaques onto the Wickepin Town Hall. | ○ ○ | |
| 1121 – 211020 – 14 | Wickepin Football Club Honour Boards | CEO | That the CEO to draft a Policy for Honour Boards in community buildings based on community feedback. | ✓ | Policy in agenda item 10.2.08 |
| 1127 – 161220 – 03 | Change of Vesting Reserve 15782 Railway Dam | CEO | That council request the CEO to undertake a full assessment of the Railway Dam and prepare a comprehensive Recreation Plan including possible future development and costs for the development of Reserve 15782, Williams Location 15727 Railway Dam, Wickepin. | ○ | Letters sent to interested parties within the community 05/01/2021 |

| | | | | | |
|--------------------|--|-----|---|---|---|
| 1128 – 161220 – 04 | Standpipe Card Readers | CEO | That council place the new card operated standpipes at the following locations: 1. Harrismith Townsite 2. Helm Road (Tincurrin North) 3. Yealering Townsite | ✓ | Quotes received and sorting with the supplier. |
| 170221-04 | Tender RFT 4 2020/2021 Construction Wogolin Road Recreation Area | CEO | That this item lay on the table until the CEO receives confirmation of funding. | ✓ | Funding approval received and will be taken to March Council Meeting. |
| 170221-05 | Yarling Brook Bridge 3035 | CEO | That Council authorise the change of the expenditure for the 2020/2021 Road Maintenance budget to include the construction of the bypass for the Yarling Brook Road Bridge number 3035 at a cost of \$82,000. | ✓ | Part of the 2021 Road Maintenance Budget. |
| 170221-06 | Hemley Tree | CEO | That Council authorise the removal of the tree as requested by C R & J A Hemley, outside 9 Moss Parade Wickepin and replace with suitable trees to enhance area to the satisfaction of the CEO. | ✓ | Letter sent to CR & JA Hemley dated 23/02/2021 advising them of Council's decision. |
| 170221-10 | Southwest Settlement Land Base Consultation | CEO | 1.That Council advise the Department of Planning Lands and Heritage that it is not supportive of the transfer of land under the Southwest Native Title Settlement for the named properties. 2.That Council provide the following comments. •Council is not supportive of the transfer of the land •Council at this stage has no interest in the land •Council has no existing or planned infrastructure within the land parcels that require protection | ✓ | Email sent. |

| | | | | | |
|-----------|--|-----|---|---|------------------------------------|
| | | | <ul style="list-style-type: none"> •Council is unaware that the land is subject to any mandatory connection to services •Council has no future proposal for the land identified, the land is within the specified area of land set aside for industrial development for the future needs of Wickepin. •Council is not aware of any future proposals for adjoining land that may affect the land identified. •There are no proposed planning scheme amendments that may affect the zoning of this land •There are no known land management issues | | |
| 170221-11 | Saluting Their Service – Commemorative Grant | CEO | <p>1.That Council authorise the CEO signing the letter of agreement.</p> <p>2.That Council budget \$33,978 in the 2021/2022 Budget Estimates for the Saluting Their Service project .</p> | ✓ | Figure placed in Budget estimates. |
| 170221-12 | Appointment of Authorised Officers | CEO | <p>1.That the Shire of Wickepin makes the requested appointments.</p> <p>2.That all previous appointments be cancelled.</p> | ✓ | |

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 – Manager Works and Services’ Report

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Manager Works & Services, Gary Rasmussen |
| File Reference: | CM.REP.1 |
| Author: | Manager Works & Services, Gary Rasmussen |
| Disclosure of any Interest: | Nil |
| Date of Report: | 8 March 2021 |

Enclosure/Attachments: Nil

Summary:

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

Background: Nil

Comments:

Programmed Construction Works

- 7 Rintel St fencing - completed.
- Bin Rd - stabilising and sealing completed. The asphalt and floodway curbing will be done in April.
- Wickepin Pingelly Rd - completed.
- Wickepin North Rd - completed.
- Water harvesting at Wickepin Caravan Park drain –
 - Waiting on approval from DWER – at this stage it seems we will get approval for 180 kiloliters over the winter months. This will supply us with 8 weeks worth of watering.
- Yarling Brook Bridge - construction crew are currently working on this at the present time. It will be another three weeks until the pipes arrive from the supplier.
- Toolibin North Rd - Mark Fulford is currently pushing gavel. We will be carting gravel for this in three weeks and will need contactors to help with the carting.

Maintenance Works

- Maintenance grader - Colin Plumb is currently grading the southern part of the Shire.
- Pothole patching - ongoing.
- Signage maintenance - ongoing.

Occupational Health and Safety

- Lost time injury - no lost time.

Parks and Gardens

- General mowing and whipper snipping - ongoing.
- General maintenance at Yealering and Harrismith - ongoing.
- Wickepin oval - is looking very healthy at present due to the recent rain.
- Railway Dam - with the recent rain all the newly installed drains worked well.

Plant and Equipment

- General servicing.

Other information

- Conplant - combination roller to be delivered between March and July 2021.
- Fuzo trucks - Twin cab truck to be delivered this week. We are still waiting on a truck for the tipper.
- Complaint received regarding a culvert on the Wickepin - Harrismith Rd – 4290157 SLK 5.92.

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 8 March 2021.

Voting Requirements: Simple majority.

TECHNICAL SERVICES**10.1.02 – Tender RFT 4 2020/2021 Construction Wogolin Road Recreation Area**

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Wogolin Road, Wickepin |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | FM.TEN.1220, CP.MAI.576 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 9 March 2021 |

Enclosure/Attachments:

1. RFT 4 2020/2021 Construction Wogolin Road Recreation Area.
2. Tender documents Received from Natureplay Solutions, Phase 3, LD Total, Phoenix Landscaping Services.

Summary:

Council is being requested to accept the tender from Natureplay Solutions for RFT 4 2020/2021 Construction Wogolin Road Recreation Area for Stage 1 and 2a at a cost of \$676,979 GST exclusive.

Background:

Council at the 17 February 2021 Council meeting laid this matter on the table until the CEO confirmed the funding.

The CEO has had confirmation from the Department of Infrastructure Transport Regional Development and Communications that the Wogolin Stage 2 has received funding of \$261,359.

Council at the 18 November 2020 ordinary meeting of Council passed the following resolution:

Resolution No 181120-07***Moved Cr Hyde / Seconded Cr N Astbury***

That Council submit applications to the LRCI Programs for Stage One and Stage Two (a) of the Wogolin Road Recreational Area for the amount of \$601,539.

Carried 8/0 by absolute majority

Council has been advised that the funding for Stage 1 and Stage 2a has been approved by the Department of Infrastructure Transport Regional Development.

| | |
|--------------|------------------|
| Stage 1 | \$340,000 |
| Stage 2 | \$261,359 |
| TOTAL | \$601,359 |

Comments:

The CEO commenced the advertising of a Request for Tender for the construction of the Wogolin Road Recreation Area.

Following is a copy of the advert placed in the West Australian and the Narrogin Observer:



Shire of Wickepin

The Shire of Wickepin invites tenders as detailed below.

Tender RFT 4 2020/2021 Construction of Wogolin Road Recreation Area

SPECIFICATIONS
A copy of the Specifications and Conditions of Tender can be obtained from the Shire of Wickepin Administration Centre during normal office hours (8.30am-5.00pm) by telephoning Executive Support Officer on (08) 9888 1005. A copy can also be obtained by e-mailing your request to eso@wickepin.wa.gov.au.

Tenders close at 4.00pm on 15 January 2021 and can be addressed to, The Chief Executive Officer, PO Box 19, Wickepin 6370, or delivered to the Council Tender Box at the Shire of Wickepin Administration Centre, 77 Wogolin Road, and duly marked with the relevant tender number.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

The RFT 4 2020/2021 Construction Wogolin Road Recreation Area documents are attached under separate cover for members' information.

At the closing of the RFT 4 2020/2021 Construction Wogolin Road Recreation area, council received the following tenders, which have all been deemed to be compliant with the tender documentation.

| Company | Description | Price per Stage GST Exempt | Total GST Exempt |
|------------------------------|----------------|-------------------------------|---------------------|
| Natureplay | Stage 1 | \$571,128 | \$676,979 |
| | Stage 2A | \$105,851 | |
| Phase3 | Stage 1 and 2A | \$840,519.26 | \$1,098,948.36 |
| | Stage 2B | \$258,429.10 | |
| LD Total | Stage 1 | \$908,175.79 | \$1,272,727.27 |
| | Stage 2A | \$108,611.88 | |
| | Stage 2B | \$255,939.60 | |
| Phoenix Landscaping Services | Stage 1 | \$773,190 | \$773,190 |

The tenders received have been evaluated using the following evaluation sheet.

| SHIRE OF WICKEPIN EVALUATION | | | | | | | | | |
|---|--|----------------|--|----------------|-----------------------|----------------|--------------|----------------|----------------|
| RFT 4 2020/2021 Construction of Wogolin Road Recreation Area | | | | | | | | | |
| CRITERION | A | | B | | C | | Total | Score | Ranking |
| | Demonstrated Quality of Previously Similar Work | | Availability of Resourcing to Undertake Project | | Tendered Price | | | | |
| | weighting | 20% | weighting | 20% | weighting | 60% | | | |
| TENDERER | raw score | weighted score | raw score | weighted score | raw score | weighted score | raw score | weighted score | |
| Natureplay | 4.0 | 0.8 | 4.0 | 0.8 | 5.0 | 3.0 | 9.80 | 4.60 | 1 |
| Phase 3 | 4.0 | 0.8 | 4.0 | 0.8 | 2.0 | 1.2 | 6.80 | 2.80 | 2 |
| LD Total | 3.0 | 0.6 | 4.0 | 0.8 | 2.0 | 1.2 | 5.60 | 2.60 | 3 |
| Phoenix Landscaping Services | 1.0 | 0.2 | 2.0 | 0.4 | 2.0 | 1.2 | 3.20 | 1.80 | 4 |

| Score | Description of Score |
|--------------|--|
| 0 | Offer did not address the criterion |
| 1 | offer contained insufficient/unclear information |
| 2 | Acceptable offer |
| 3 | Good offer |
| 4 | Very Good offer |
| 5 | Excellent offer |

Following is a diagram showing the appropriate stages of the Wogolin Road Recreational Area:



Stage 1 covers the following as per the concept plans adopted by Council:

Project No. 2328 - Stage 1

Costing based on Rev A

| Category | Summary Description |
|--------------------------------------|---|
| Blocks, Logs & Prep | Labour Site prep & set out Kerbing Logs Rocks Limestone block - recon |
| Blocks, Logs & Prep Total | |
| Equipment | Labour Fence Gate - Single Gate - Double Sand Play Table (Right) Water Play Table Log Bench Water Channel RH Swing A-Frame Triple (Rigid/Flexi/Basket) Balancing Log - Galvanised Legs Stilts Balance Sleeper with Stumps Water-Play Fountain - Galvanised Transition Bench (Right) Concrete Stepper - exposed finish Cubby Frame Bench Seat Concrete with Back Picnic Table Play Tower Humpback Bridge - No Balustrade Bin Shade Structure Water Creek with river stones Light Pole Park Signage by others |
| Equipment Total | |
| Surfaces | Labour Gravel Lawn Mulch - Playground IAS Mulch - Playground Path River sand Rubber surfacing Rubber beach edge |
| Surfaces Total | |
| Plants | Labour Mulch - Garden Soil Conditioner Plants - Normal density Trees - Small |
| Plants Total | |
| Other | Labour Machinery Hire Project management Mobilisations Reticulation Retic controller & wiring Site clean up & finalisations Waste disposals Plumber for Fountain Transport/logistics |
| Other Total | |
| Total | |

Stage 2A covers the following as per the concept plans adopted by Council:

Project No. 2328 - Stage 2a

Costing based on Rev A

| Category | Summary Description |
|--------------------------------------|--|
| Blocks, Logs & Prep | Labour Site prep & set out Rocks |
| Blocks, Logs & Prep Total | |
| Equipment | Labour Upright Logs Flying Fox - Single 20M Concrete Stepper - exposed finish Concrete Slide - Height 1200mm Decking Balustrading - Jarrah 75 x 50 |
| Equipment Total | |
| Surfaces | Labour Rubber surfacing Rubber beach edge Mulch - Playground IAS Fill |
| Surfaces Total | |
| Plants | Labour Mulch - Garden Soil Conditioner Trees - Small Plants - Normal density |
| Plants Total | |
| Other | Labour Machinery Hire Mobilisation Project management Site clean up & finalisation Waste disposal Reticulation Transport/logistics |
| Other Total | |
| Total | |

Stage 2B covers the following as per the concept plans adopted by Council:

Project No. 2328 Stage 2b

Costing based on Rev A

| Category | Summary Description |
|--------------------------------------|---|
| Blocks, Logs & Prep | Labour Site prep & set out |
| Blocks, Logs & Prep Total | |
| Equipment | Labour Skate Park Light Poles |
| Equipment Total | |
| Other | Labour Machinery Hire Mobilisation Project management Site clean up & finalisation Waste disposal Transport/logistics |
| Other Total | |

The current funds for the Wogolin Road Recreation Area under the LRCI Programs for the Wogolin Road Recreational Area is \$601,359.

\$340,000 Phase 1 and \$201,359 Phase 2.

If Council accepts the tender from Natureplay for \$676,979 GST exempt for stage 1 and 2a, Council will need to fund the difference of \$75,620 from within the Municipal Fund.

The CEO has conducted the 2020/2021 Budget Review and believes Council can fund the additional cost of \$75,620 with the following budget amendments:

Council could utilise \$25,620 from the LCP1 Wickepin Caravan Park and Accommodation Units for the Design and Construct Caravan Park units which has not been spent due to the work being undertaken by CBH on accommodation in Wickepin for their workers which may include the development of the Wickepin Caravan Park.

Council already has \$50,000 allocated in the 2020/2021 budget under 5632 Townscape Projects – Main Street Playground \$50,000.

| | | | |
|------|------|---|---------|
| LWT1 | 5632 | Town Improvements | 50,000 |
| LWT1 | | Town Scape Projects Main Street Playground | |
| LCP1 | | Wickepin Caravan Park & Accommodation unit | 114,000 |
| LCP1 | | Design Construct Caravan Park Units | |

If Council uses both of these funds it will cover the \$75,620 short fall from the LRCI Programs funding.

Prior to the last Council meeting the CEO emailed the Wickepin Cropping Group to see if they wish to fund \$75,000 towards this project. At the writing of this agenda item the CEO has not heard back from the Wickepin Cropping Group to see if they wish to fund part of this project from the Wickepin Cropping Fund.

Statutory Environment:

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

6.8. Expenditure from municipal fund not included in annual budget

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

* Absolute majority required.

- (1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications:

2.1.17 Tenders of Budgeted Items

OBJECTIVE: To call tenders for all items on the current adopted budget for all items above \$250,000.

The CEO is authorised to call tenders for all items on the current adopted budget over \$250,000.

Upon receipt of tenders by the CEO, all tenders are to be submitted to Council for approval, including, where necessary comparative schedules setting out major aspects of each tender. Council shall give due consideration to local businesses within the Shire of Wickepin, irrespective of prices.

In addition to tender conditions set out in Part 4 of the Local Government (Functions and General) Regulations 1996 (WA), the following conditions apply:

- tenders are to arrive at the Shire of Wickepin admin office marked "Tender"; and
- tenders to close not less than 14 days prior to an ordinary meeting of Council.

Financial Implications:

The current funds for the Wogolin Road Recreation Area under the Two LRCI Programs for the Wogolin Road Recreational Area is \$601,359. \$340,000 Phase 1 and \$261,359 Phase 2.

Council could utilise \$25,620 from the LCP1 Wickepin Caravan Park and Accommodation Units for the Design and Construct Caravan Park units which has not been spent due to the work being undertaken.

Council could also use the \$50,000 allocated in the 2020/2021 budget under 5632 Townscape Projects – Main Street Playground \$50,000.

If Council does this it will fund the costs associated with the tender from Nature Play for Stage 1 and 2a of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$676,979.

Strategic Implications:

The Wogolin Road Recreation Area sits within Goal Two of the Shire of Wickepin Community strategic plan 2018/2028.

infrastructure

| GOAL 2: Improve the amenities and aesthetics along the main street of townsites | | | |
|--|--|---|---|
| SHORT TERM STRATEGY | MEDIUM TERM STRATEGY | POINT OF MEASUREMENT | 10 YR OUTCOME |
| 2.1 Annual stocktake of existing parks and gardens across the Shire 2.2 Established local groups are engaged in redesigning the current park and garden at the western end of the main street of Wickepin 2.3 Develop a Wickepin Playground Plan | 2.4 Council continues to try to engage to improve the agricultural display along the main street of Wickepin 2.5 Playgrounds are updated 2.6 Parks and gardens across the Shire are maintained and continually enhanced 2.7 Garden staff are informed, equipped and resourced | - Annual parks and garden audit is completed and discussed at Council - Increase in the number of visitors who stop and use the main street playground | The community is engaged in the activation and maintenance of our open spaces |

Recommendations:

1. That Council fund the cost of the RFT 4 2020/2021 Construction Wogolin Road Recreation Area with the following funds:
 - Department of Infrastructure Transport Regional Development LRCI Program Funds
 - Stage 1 \$340,000
 - Stage 2 \$261,359
 - \$50,000 allocated in the 2020/2021 budget under 5632 Townscape Projects – Main Street Playground.
 - \$25,620 from the \$114,00 allocated in the 2020/2021 Budget under LCP1 Wickepin Caravan Park and Accommodation Units for the Design and Construct Caravan Park units.
2. That Council accept the tender from Nature Play for Stage 1 and Stage 2a of the Wogolin Road Recreation Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$676,979 GST exempt.

Voting Requirements: Absolute majority

TECHNICAL SERVICES

10.1.03 – Wickepin Harrismith Road Culvert

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location/Address: | Wickepin Harrismith Road SLK 5.92 |
| Name of Applicant: | Gary Rasmussen, Manager of Works |
| File Reference: | RD.PRG.2616 |
| Author: | Gary Rasmussen, Manager of Works |
| Disclosure of any Interest: | Nil |
| Date of Report: | 10 March 2021 |

Enclosure/Attachments: Nil

Summary:

Council is being requested to undertake a hydrological survey for a 1 in 50 year rain event at the area situated at the Wickepin Harrismith Rd SLK 5.92.

Background:

On 4 March 2021 the Manager of Works received a complaint regarding the flooding at the Wickepin Harrismith Rd at SLK 5.92. The Manager of Works and the CEO attended an onsite meeting with the land owners as the culvert situated at SLK 5.92 on the Wickepin Harrismith Road was nearly at full capacity and was causing issues for the land owner, the Wickepin Harrismith Rd was not flooded but the culvert was at full capacity.

The land owner was advised that the Manger of Works would raise the issue with Council as it is a situation Council needs to look at and resolve.

Comments:

The Manager of Works believes that the current culvert is under size and another box culvert or pipe would need to be installed at this site to relieve the flooding at this location on heavy downpours. The downfall on 4 March 2021 was only 37mm and the culvert was at full capacity and with a little more rain it may have flowed over the Wickepin Harrismith Rd. The current culvert in the view of the Manager of Works would not be able to take a 50mm rain event without causing damage to the Wickepin Harrismith Rd as in the 2012 and 2017 floods. The culverts, after these events, were only repaired to existing conditions under WANDRA funding which does not allow for any upgrade of the existing box culvert.

The Manager of Works recommends that prior to guessing what culverts or works is required at this site an hydrological assessment be undertaken by an independent consultant to recommend what is needed for a 1 in10 year flood, a 1 in 50 year flood and 1 in 100 year flood.

Once this is completed the Manager of Works will be able to cost the recommended style and size of culverts for the Wickepin Harrismith Rd at SLK 5.92 for a major rain event.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Cost of hydrological assessment by an independent consultant.

Strategic Implications:

Fits within theme One of Council's Strategic Community Plan 2018/2028.

infrastructure

GOAL 1: Roads are a key economic driver across the Shire

| SHORT TERM STRATEGY | MEDIUM TERM STRATEGY | POINT OF MEASUREMENT | 10 YR OUTCOME |
|---|---|---|--|
| 1.1 Annual review of the performance and structure of Shire owned roads | 1.2 Plant and equipment maintenance and replacement is planned for 1.3 Identification of road maintenance and improvements in the Asset Management Plan 1.4 Engagement of neighbouring Shires and key stakeholders in the Secondary Freight Route Project | <ul style="list-style-type: none"> - RAV ratings - Number of positive and negative complaints received - Traffic count data reflects usage and investment required - Number of accidents attributed to road condition - Retention of works staff is higher than industry average - Roads can handle weather conditions - Level of funding secured and % spent in the Shire | Road infrastructure meets the freight task and is sustainable in the long term |

Recommendations:

That Council undertake a hydrological assessment to be undertaken by an independent consultant to recommend what culverts and works are required for a 1 in 10 year flood, 1 in 50 year flood and 1 in 100 year flood event on the Wickepin Harrismith Rd at SLK 5.92.

Voting Requirements: Simple majority.

TECHNICAL SERVICES**10.1.04 – Lake Yealering Regatta 2021**

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Lake Yealering |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | RC.PRG.2 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 9 March 2021 |

Enclosure/Attachments: Nil

Summary:

Council is being requested to be a sponsor of the Lake Yealering Regatta by the Lake Yealering Regatta Committee in association with the Lake Yealering Progress Association.

Cost of sponsorship requested is as follows.

1. Lake - \$1500
2. Jetty - \$1000
3. Raft - \$500
4. Sail - \$250

Background:

Council has received the following letter from the Lake Yealering Regatta Committee:



9th March 2021

Dear Mark,

As a business that our community members both value and frequent, the Lake Yealering Regatta committee in association with the Lake Yealering Progress Association would like to invite you to sponsor our up coming regatta to be held on October 9, 2021.

The Lake Yealering Progress Association is a not-for-profit organisation with an extremely active volunteer base within the Yealering community.

As with previous events, the regatta committee are planning a family day out near the lake with stalls and markets, a variety of free kid’s activities, open, intermediate, and junior regatta races on the lake, acoustic music under the pine trees during the afternoon and live music late into the evening.

We think this is a great opportunity to thank our community for their support and bring everyone together with a low-cost entertainment-filled day out.

I have included a description of the various sponsorship opportunities and benefits. In addition to the specific benefits associated with individual sponsorship levels, sponsors will enjoy increased name recognition and goodwill in the local community.

| SPONSOR BENEFITS | LEVELS OF SPONSORSHIP | | | |
|--|-----------------------|--------|-------|-------|
| | \$1500 | \$1000 | \$500 | \$250 |
| | LAKE | JETTY | RAFT | SAIL |
| Naming rights for the open division regatta race | ♦ | | | |
| Share sponsors social media posts on the Lake Yealering Regatta Facebook and Instagram pages | ♦ | ♦ | | |
| Complimentary advertising space of 19cm x 13cm in local publications | ♦ | ♦ | | |
| Link to sponsors website on Lake Yealering Regatta Facebook page | ♦ | ♦ | ♦ | |
| Logo Recognition on Lake Yealering Regatta Facebook page | ♦ | ♦ | ♦ | ♦ |
| Logo Recognition in local newspapers | ♦ | ♦ | ♦ | ♦ |
| Logo Recognition on Lake Yealering Regatta Instagram Page | ♦ | ♦ | ♦ | ♦ |
| Name and Logo Signage at the event | ♦ | ♦ | ♦ | ♦ |
| Post event Logo Recognition on Lake Yealering Regatta Facebook page | ♦ | ♦ | ♦ | ♦ |

As you can see from these options, when you choose to sponsor this event, you can be assured that your business will be well advertised and acknowledged.

After you have had a chance to review the information enclosed, I would be happy to answer any questions or custom design a sponsorship package to fit your needs. We hope that you will be able to support us and look forward to hearing from you. My contact details are below.

Kind regards

Alan Manton
 President
 Lake Yealering Regatta Committee
 Email: yealeringregatta@gmail.com
 Mobile: 0427657089

Comments:

Council has in the past funded this event through the Shire of Wickepin Community Grants granted to the Wickepin CRC. Council in the 2019/2020 adopted budget allocated \$14,479 to this event through a Community Grant to the Wickepin CRC.

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

The Wickepin CRC refunded to Council the amount of \$5,954.38 in the 2020/2021 financial year as the total amount of the grant was not expended.

Council's Community Grants are now open and close 21 May 2021 for the 2021/2022 Budget.

Council may wish to request the Lake Yealering Regatta Committee to put this through the Community Grant process which would not allocate any funding until after the adoption of the 2021/2022 Budget on 18 August 2021.

Council does however have funds left over from the 2019/2020 Community Grants as there has been no discretionary grants issued under the \$500 threshold which is normally a budgeted amount of \$3000.

Statutory Environment: *Local Government Act 1995*

Policy Implications: Nil

Financial Implications:

Council has budgeted \$34,878 for Community Grants and Council has spent to date \$29,032.55.

Council has not received a tax invoice from the Toolibin Tennis Club for its Community Grant of \$2,500 to install a tank and pressure pump to water the clay courts.

If this is received Council will have a balance of \$3,345.45 to allocate to grants under \$500.

Strategic Implications: Nil

Recommendations:

That Council give a Community Grant of \$1,500 under the 2020/2021 Budget Allocations to the Lake Yealering Progress Association as Lake Level Sponsorship to the Lake Yealering Regatta Committee's Lake Yealering Regatta to be held on 9 October 2021.

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.05 – Waste Oil

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Recycling yard |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | WM.SPR.2911 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 7 April 2020 |

Enclosure/Attachments: Nil

Summary:

Council is being requested to place the waste oil facility currently inside the recycling yard used by the shedders group to outside the fence and inside the sheep sale yards.

Background:

Council in the 2020/2021 adopted budget allocated \$14,000 to move the waste oil facilities to the Wickepin refuse site from its current location in the recycling yard as shown in this photo. Photo also shows the access to power from the shed alongside.



Comments:

This site was chosen by the Manager of Works and the CEO as it is already a contaminated site and has easy access.



The issues raised with the site is that it has no power to use the electric pump to empty the oil containers into the waste oil facility. Discussions held with local farmers was that the better site would be a location just outside the fence of the Wickepin Recycling Yard as shown in the following picture.



Council would be able to move the location as listed in the budget to the area outside of the current location at no extra cost. As the cost of the cement pad will be the same whether it was at the refuse site or the proposed new location.

Either is achievable and the recommended site by the Manger of Works and the CEO would be to just move the existing waste oil facility in Wickepin to the area outside the recycling yard as shown in the photos within this report. This would allow for the power to still be utilised for the waste oil pump from the recycling shed.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Council placed an amount of \$14,000 in the 2020/2021 budget as shown below and this would not alter due to the change in the relocation site to the area outside the recycling yard in the Wickepin Sheep Sale Yard area.

| | | Community Amenities | | | |
|--|------|----------------------------------|--|--|---------------|
| | 3854 | Card Swipe Wickepin Tip Gates | | | 10,000 |
| | 3534 | Move Waste Oil to Tip | | | 14,000 |
| | | | | | |
| | | TOTAL COMMUNITY AMENITIES | | | 24,000 |

Strategic Implications: Nil

Recommendations:

That Council move the existing waste oil facilities to the area outside the Wickepin Recycling Yard and inside the Wickepin Sheep Sale Yards as shown in the following picture.



Voting Requirements: Simple majority

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

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Erika Clement – Deputy Chief Executive Officer |
| File Reference: | FM.FR.1212 |
| Author: | Dianne Barry – Finance Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 5 March 2021 |

Enclosure/Attachments: List of Accounts.

Summary:

List of accounts remitted during the period from 1 February 2021 to 28 February 2021.

| Municipal Account | Vouchers | Amounts |
|--------------------------|----------------------------------|----------------------------|
| EFT | 11159-11223 | \$280,508.85 |
| Cheques | 15727-15732 | \$ 20,717.81 |
| Payroll | February | \$ 77,246.01 |
| Superannuation | February | \$ 11,765.20 |
| Credit Card | February | \$ 260.11 |
| Direct Deductions | February | \$ 1,403.73 |
| Licensing | February | \$ 30,950.20 |
| | February Total | <u>\$422,851.91</u> |
| Trust | | |
| EFT | | 0.00 |
| Cheques | | 0.00 |
| | February Total | <u>0.00</u> |
| | | |
| | <u>Total for February</u> | <u>\$422,851.91</u> |

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 \$422,851.91 for February 2021 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority

28th February, 2021

| Chq/EFT | Date | Name | Description | Muni |
|----------------|-------------|--|--|---------------|
| EFT11159 | 04/02/2021 | AUSTRALIA POST | JANUARY 2021 ACCOUNT | \$ 58.85 |
| EFT11160 | 04/02/2021 | AMPAC DEBT RECOVERY (WA) PTY LTD | DEBT RECOVERY COSTS JANUARY 2021 | \$ 1,320.00 |
| EFT11161 | 04/02/2021 | BUNNINGS | STEP LADDER | \$ 60.54 |
| EFT11162 | 04/02/2021 | DIANNE EDITH MARY BARRY | DOCUMENTS FOR LICENSING - POLICE CLEARANCE | \$ 50.00 |
| EFT11163 | 04/02/2021 | COUNTRY PAINT SUPPLIES | TILES | \$ 16.93 |
| EFT11164 | 04/02/2021 | CONPLANT | PAD FOOT ROLLER HIRE, DAMAGE WAIVER, DELIVERY | \$ 3,041.50 |
| EFT11165 | 04/02/2021 | LANDGATE | INTERIM VALUATION | \$ 26.70 |
| EFT11166 | 04/02/2021 | EWEN RURAL SUPPLIES | ACCOUNT JANUARY 2021 | \$ 3,167.31 |
| EFT11167 | 04/02/2021 | AC & EJ FULFORD & CO | TIP WORKS & GRAVEL PUSHING - DEC 20/JANUARY 21 | \$ 6,468.00 |
| EFT11168 | 04/02/2021 | GREAT SOUTHERN FUEL SUPPLIES | FUEL ACCOUNT JANUARY 2021 | \$ 8,852.18 |
| EFT11169 | 04/02/2021 | HANCOCKS HOME HARDWARE | GRAB RAIL, SHOVEL | \$ 108.30 |
| EFT11170 | 04/02/2021 | JASON SIGNMAKERS | SIGN - 2021 AUSTRALIA DAY CEREMONY | \$ 77.91 |
| EFT11171 | 04/02/2021 | MARKETFORCE PRODUCTIONS | CDO POSITION - NARROGIN OBSERVER & WEST AUST | \$ 1,191.92 |
| EFT11172 | 04/02/2021 | NARROGIN HIRE SERVICE AND RETICULATION | RETIC PARTS | \$ 436.50 |
| EFT11173 | 04/02/2021 | NARROGIN BEARING SERVICES | BEARING, SOCKETS | \$ 105.75 |
| EFT11174 | 04/02/2021 | NARROGIN PUMPS, SOLAR AND SPRAYING | CAMLOCK WASHERS | \$ 16.57 |
| EFT11175 | 04/02/2021 | NARROGIN AGRICULTURAL REPAIRS | HUSQVARNA HEDGE TRIMMER | \$ 439.00 |
| EFT11176 | 04/02/2021 | NARROGIN PACKAGING | SOAP DISPENSERS, HAND SOAP | \$ 186.15 |
| EFT11177 | 04/02/2021 | STAR TRACK EXPRESS | FREIGHT - WA HINO | \$ 75.25 |
| EFT11178 | 04/02/2021 | NARROGIN & DISTRICTS PLUMBING SERVICE | REPLACE HOT WATER UNIT, LABOUR, TRAVEL | \$ 1,492.70 |
| EFT11179 | 04/02/2021 | OFFICEWORKS SUPERSTORES PTY LTD | STATIONERY | \$ 188.09 |
| EFT11180 | 04/02/2021 | COLIN PLUMB | UTE MAT | \$ 149.50 |
| EFT11181 | 04/02/2021 | REPCO | BEACON | \$ 965.68 |
| EFT11182 | 04/02/2021 | PETER ROBERT STRIBLING | COMMISSION DECEMBER 2020 | \$ 70.40 |
| EFT11183 | 04/02/2021 | R J SMITH ENGINEERING | SHAFT | \$ 50.00 |
| EFT11184 | 04/02/2021 | STEELO'S GUNS & OUTDOORS | QUAD RING BURNER | \$ 159.99 |
| EFT11185 | 04/02/2021 | IAN GORDON SHEDDEN | COMMISSION JANUARY 2021 | \$ 286.10 |
| EFT11186 | 04/02/2021 | STAGECRAFT PTY LTD | SUPPLY & INSTALL STAGE CURTAINS | \$ 6,039.00 |
| EFT11187 | 04/02/2021 | SHIRE OF NARROGIN | PREMISE INSPECTION, WATER SUPPLY SURVEY | \$ 576.00 |
| EFT11188 | 04/02/2021 | TOLL IPEC | FREIGHT - PATHWEST, JASON SIGNMAKERS, LISWA | \$ 58.41 |
| EFT11189 | 04/02/2021 | THE YEALERING PANTRY | HAND TOWELS | \$ 59.90 |
| EFT11190 | 04/02/2021 | YEALERING AGPARTS | AERIALS | \$ 104.10 |
| EFT11191 | 10/02/2021 | MODULAR WA | PROGRESS CLAIM #2 - LOT 50 SMITH ST | \$ 141,000.00 |
| EFT11192 | 18/02/2021 | AIR LIQUIDE WA PTY LTD | CYLINDER RENTAL 1/1/2021 - 31/1/2021 | \$ 71.02 |

| Shire of Wickepin | 18/02/2021 | ALLAN'S BOBCAT & TRUCK HIRE | Council Meeting | PREPARE AREA & PLACE SOFT FALL | \$ 17,813.00 |
|-------------------|------------|--|-----------------|--|----------------------|
| EFT11193 | 18/02/2021 | AMPAC DEBT RECOVERY (WA) PTY LTD | | DEBT RECOVERY COSTS FEBRUARY 2021 | \$ 108.00 |
| EFT11194 | 18/02/2021 | BURGESS RAWSON (WA) PTY LTD | | WATER USAGE 25/11/2020 - 4/02/2021 | \$ 1,180.07 |
| EFT11195 | 18/02/2021 | BEST OFFICE SYSTEMS | | MAINTENANCE ON PHOTO COPIER | \$ 55.00 |
| EFT11196 | 18/02/2021 | BKS ELECTRICAL | | DISCONNECT FAULTY LIGHT, INSTALLED LED FLOODLIGHT, REPLACED SWITCH | \$ 781.96 |
| EFT11197 | 18/02/2021 | COUNTRY PAINT SUPPLIES | | VARNISH FOR POOL DAMAGE | \$ 17.15 |
| EFT11198 | 18/02/2021 | EASIFLEET | | FACEY GROUP VEHICLE LEASE | \$ 439.30 |
| EFT11199 | 18/02/2021 | ELDERS WICKEPIN | | DRUM OIL | \$ 1,683.00 |
| EFT11200 | 18/02/2021 | HANCOCKS HOME HARDWARE | | DOOR CLOSER | \$ 26.95 |
| EFT11201 | 18/02/2021 | J R & A HERSEY PTY LTD | | FREIGHT, GLOVES, BAG RAGS, SUNSCREEN, DUST MASKS | \$ 1,365.12 |
| EFT11202 | 18/02/2021 | ELIZABETH HEFFERNAN | | CLEANING | \$ 70.00 |
| EFT11203 | 18/02/2021 | JASON SIGNMAKERS | | POOL SIGNS | \$ 337.10 |
| EFT11204 | 18/02/2021 | WAGIN MIDALIA STEEL | | ROUND BAR, RHS | \$ 141.36 |
| EFT11205 | 18/02/2021 | MOORE AUSTRALIA | | BUDGET WORKSHOP PERTH 5TH MARCH - ERIKA & MARK | \$ 1,782.00 |
| EFT11206 | 18/02/2021 | GREAT SOUTHERN WASTE DISPOSAL | | REFUSE COLLECTIONS JANUARY 2021 | \$ 6,685.15 |
| EFT11207 | 18/02/2021 | NARROGIN BEARING SERVICES | | IMPACT SOCKET | \$ 25.85 |
| EFT11208 | 18/02/2021 | NARROGIN TOYOTA | | SPARK PLUGS | \$ 50.60 |
| EFT11209 | 18/02/2021 | NARROGIN GUARDIAN PHARMACY | | RE-USABLE FACE MASKS | \$ 209.50 |
| EFT11210 | 18/02/2021 | NARROGIN GAS SERVICES | | GAS STOVE & FITTINGS. LABOUR, TRAVEL | \$ 1,842.38 |
| EFT11211 | 18/02/2021 | PARRYS | | SAFETY BOOTS | \$ 194.65 |
| EFT11212 | 18/02/2021 | REPCO | | FUEL, LUBE & HYDRAULIC FILTERS | \$ 1,247.92 |
| EFT11213 | 18/02/2021 | STABILISED PAVEMENTS OF AUSTRALIA P/ L | | CEMENT STABILISATION WICKEPIN/PINGELLY ROAD | \$ 49,093.00 |
| EFT11214 | 18/02/2021 | SHIRE OF NARROGIN | | CAT TRAP, TRAVEL | \$ 612.00 |
| EFT11215 | 18/02/2021 | TOLL IPEC | | FREIGHT - SIGMA CHEMICALS | \$ 45.67 |
| EFT11216 | 18/02/2021 | WANNEROO TROPHY SHOP | | HONOUR BOARD - AUST DAY AWARDS 2020 | \$ 86.90 |
| EFT11217 | 18/02/2021 | THE YEALERING PANTRY | | TOILET ROLLS, HAND TOWELS | \$ 163.90 |
| EFT11218 | 18/02/2021 | WESTRAC EQUIPMENT | | TOOTH, SHANKS | \$ 2,122.10 |
| EFT11219 | 18/02/2021 | WA HINO SALES & SERVICE | | FILTER KITS | \$ 399.07 |
| EFT11220 | 18/02/2021 | WALGA | | WALGA DESK PADS 2021 | \$ 48.90 |
| EFT11221 | 18/02/2021 | WICKEPIN NEWSAGENCY | | NEWSPAPERS | \$ 23.20 |
| EFT11222 | 18/02/2021 | INDUSTRIAL AUTOMATION GROUP | | 50% DEPOSIT - INSTALL STAND PIPE CONTROLLERS | \$ 30,885.80 |
| | | | | TOTAL EFT | \$ 280,508.85 |
| 15727 | 04/02/2021 | AUST COMMUNICATIONS & MEDIA AUTHORITY | | LICENCE RENEWAL 1/3/2021 - 1/3/2022 | \$ 114.00 |
| 15728 | 04/02/2021 | TELSTRA | | PHONE ACCOUNT JANUARY 2021 | \$ 2,230.63 |
| 15729 | 04/02/2021 | WATER CORPORATION | | ACCOUNT - NTH ELSON RD | \$ 45.07 |
| 15730 | 18/02/2021 | TELSTRA | | SATELLITE PHONE ACCOUNT | \$ 45.00 |
| 15731 | 18/02/2021 | SYNERGY | | STREET LIGHTING ACCOUNT 25/12/2020 - 24/01/2021 | \$ 3,135.41 |

| | | | | | |
|------------------|------------|-------------------------------|-----------------|--|---------------------|
| Shire of Wickham | 18/02/2021 | WATER CORPORATION | Council Meeting | WATER ACCOUNT 25/11/2020 - 4/2/2021 | \$ 17,147.70 |
| | | | | TOTAL CHEQUES | \$ 20,717.81 |
| DD11965.1 | 15/02/2021 | WESTNET PTY LTD | | INTERNET CHARGES 1/03/2021 - 1/04/2021 | \$ 144.90 |
| DD11979.1 | 22/02/2021 | CLASSIC FUNDING GROUP PTY LTD | | COPIER CHARGES | \$ 374.43 |
| DD12000.1 | 01/02/2021 | CLASSIC FUNDING GROUP PTY LTD | | KONICA MINOLTA C558 MSA FEB 2021 | \$ 884.40 |
| | | | | TOTAL DIRECT DEBITS | \$ 1,403.73 |
| DD12008.1 | 22/02/2021 | ANZ BANK | | GIFT CARD - A.MCCOLL, DIESEL | \$ 260.11 |
| | | | | TOTAL CREDIT CARD | \$ 260.11 |
| DD11959.1 | 10/02/2021 | AWARE SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 4,410.28 |
| DD11959.2 | 10/02/2021 | ANZ SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 19.49 |
| DD11959.3 | 10/02/2021 | MLC SUPER FUND | | SUPERANNUATION CONTRIBUTIONS | \$ 299.51 |
| DD11959.4 | 10/02/2021 | PRIME SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 379.94 |
| DD11959.5 | 10/02/2021 | AUSTRALIAN ETHICAL SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 211.53 |
| DD11959.6 | 10/02/2021 | MTAA SUPER FUND | | SUPERANNUATION CONTRIBUTIONS | \$ 194.54 |
| DD11959.7 | 10/02/2021 | NETWEALTH INVESTMENTS | | SUPERANNUATION CONTRIBUTIONS | \$ 202.83 |
| DD11959.8 | 10/02/2021 | AUSTRALIAN SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 256.15 |
| DD11967.1 | 10/02/2021 | MTAA SUPER FUND | | SUPERANNUATION CONTRIBUTIONS | \$ 42.24 |
| DD11991.1 | 24/02/2021 | AWARE SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 4,389.61 |
| DD11991.2 | 24/02/2021 | ANZ SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 170.11 |
| DD11991.3 | 24/02/2021 | MLC SUPER FUND | | SUPERANNUATION CONTRIBUTIONS | \$ 299.51 |
| DD11991.4 | 24/02/2021 | PRIME SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 206.34 |
| DD11991.5 | 24/02/2021 | AUSTRALIAN ETHICAL SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 211.53 |
| DD11991.6 | 24/02/2021 | NETWEALTH INVESTMENTS | | SUPERANNUATION CONTRIBUTIONS | \$ 202.83 |
| DD11991.7 | 24/02/2021 | AUSTRALIAN SUPER | | SUPERANNUATION CONTRIBUTIONS | \$ 268.76 |
| | | | | TOTAL SUPERANNUATION | \$ 11,765.20 |
| 98010221 | 01/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 5,363.90 |
| 98020221 | 02/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 1,280.20 |
| 98030221 | 03/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 4,021.80 |
| 98040221 | 04/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 825.80 |
| 98080221 | 08/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 1,820.10 |
| 98090221 | 09/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 845.95 |
| 98100221 | 10/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 273.85 |
| 98110221 | 11/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 3,798.90 |
| 98120221 | 12/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 3,139.25 |
| 98150221 | 15/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 1,149.15 |
| 98160221 | 16/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 1,093.45 |
| 98170221 | 17/02/2021 | DEPT OF TRANSPORT | | TRANS LICENSING | \$ 2,392.75 |

| | | | | |
|--|-------------|-------------------|------------------------------------|----------------------|
| 98180221 | 18/02/2021 | DEPT OF TRANSPORT | TRANS LICENSING | \$ 1,942.10 |
| 98190221 | 19/02/2021 | DEPT OF TRANSPORT | TRANS LICENSING | \$ 792.10 |
| 98230221 | 23/02/2021 | DEPT OF TRANSPORT | TRANS LICENSING | \$ 1,499.10 |
| 98240221 | 24/02/2021 | DEPT OF TRANSPORT | TRANS LICENSING | \$ 677.20 |
| 98250221 | 25/02/2021 | DEPT OF TRANSPORT | TRANS LICENSING | \$ 34.60 |
| | | | TOTAL LICENSING | \$ 30,950.20 |
| 10/02/2021 | 10/02/2021 | PAYROLL | PAYROLL | \$ 39,364.00 |
| 15/02/2021 | 15/02/2021 | PAYROLL | PAYROLL | \$ 2,128.01 |
| 24/02/2021 | 24/02/2021 | PAYROLL | PAYROLL | \$ 35,754.00 |
| | | | TOTAL PAYROLL | \$ 77,246.01 |
| | | | ACCOUNT TOTALS | \$ 422,851.91 |
| | | | TOTAL PAYMENTS FOR FEBRUARY | \$ 422,851.91 |
| Credit Card Payment Summary | | | | |
| 25TH JANUARY, 2021 - 22ND FEBRUARY 2021 | | | | |
| | DATE | COMPANY | PURCHASE | AMOUNT |
| | 23/01/2021 | EG FUEL CO ALBANY | DIESEL | \$ 54.16 |
| | 9/02/2021 | POST OFFICE | GIFT CARD & FEE - ANDREW MCCOLL | \$ 205.95 |
| | | | Total Payments | \$ 260.11 |

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: | 3 March 2021 |

Enclosure/Attachments: Monthly reports.

Background:

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

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

Comments:

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

Statutory Environment:

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

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

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

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

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

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

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

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

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

Policy Implications: Nil

Strategic Implications: Nil

Recommendations:

That the financial statements tabled for the period ending 28 February 2021 as presented be received.

Voting Requirements: Simple majority



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 28 February 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickepin**Compilation Report**

For the Period Ended 28 February 2021

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 28 February 2021 of \$3,115,969.

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

Preparation

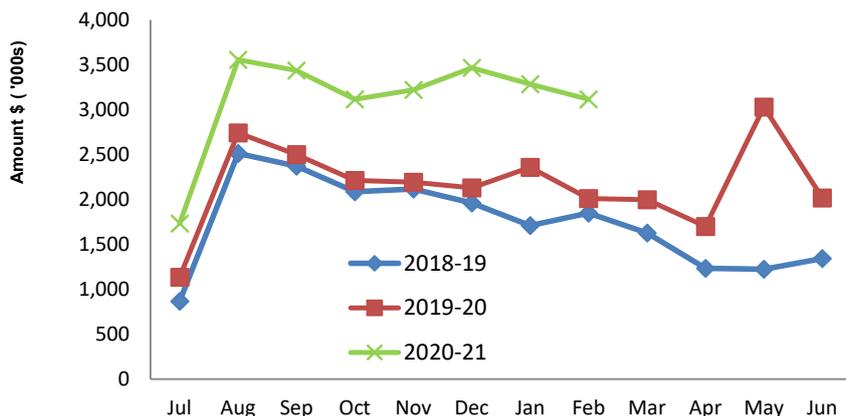
Prepared by: Erika Clement DCEO

Date prepared: 3-Mar-21

Reviewed by: Mark Hook CEO

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 28 February 2021

Liquidity Over the Year (Refer Note 3)



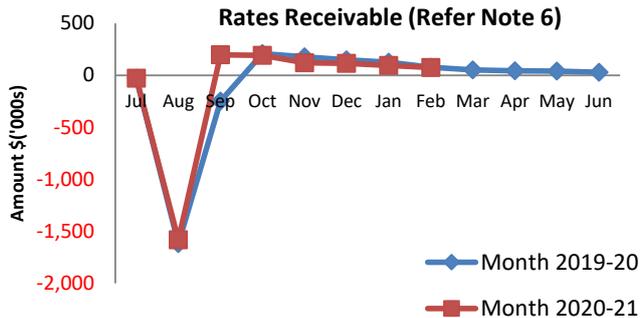
Cash and Cash Equivalents as at period end

| | |
|--------------|--------------|
| Unrestricted | \$ 3,350,338 |
| Restricted | \$ 2,248,893 |
| | \$ 5,599,231 |

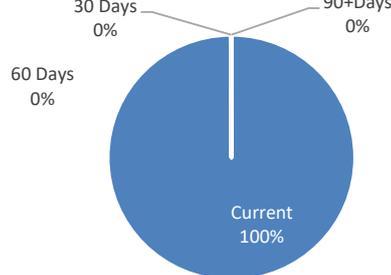
Receivables

| | |
|-------|------------|
| Rates | \$ 75,980 |
| Other | \$ 245,531 |
| | \$ 321,511 |

Rates Receivable (Refer Note 6)



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



Comments

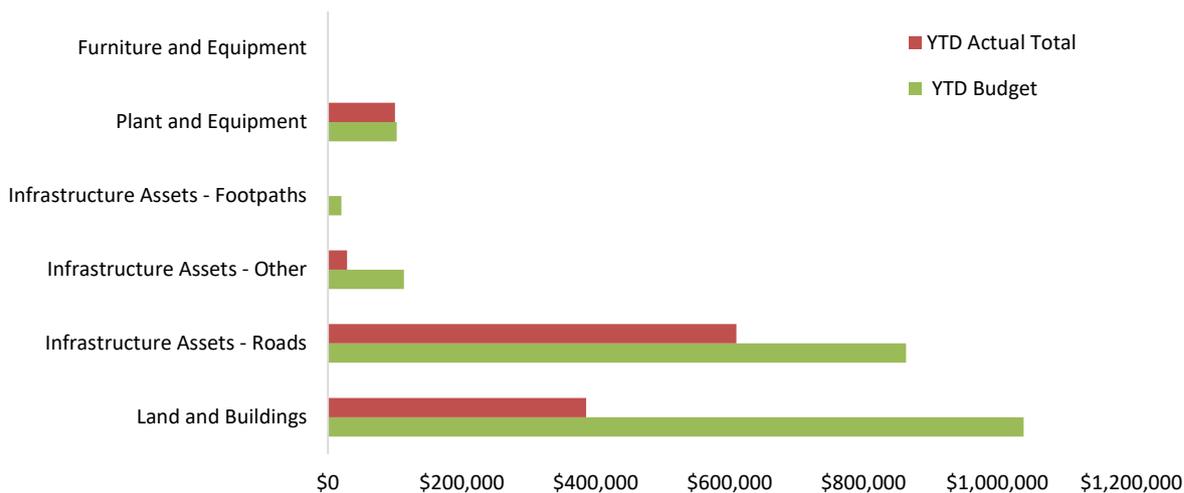
Unrestricted cash includes the following payments in advance

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

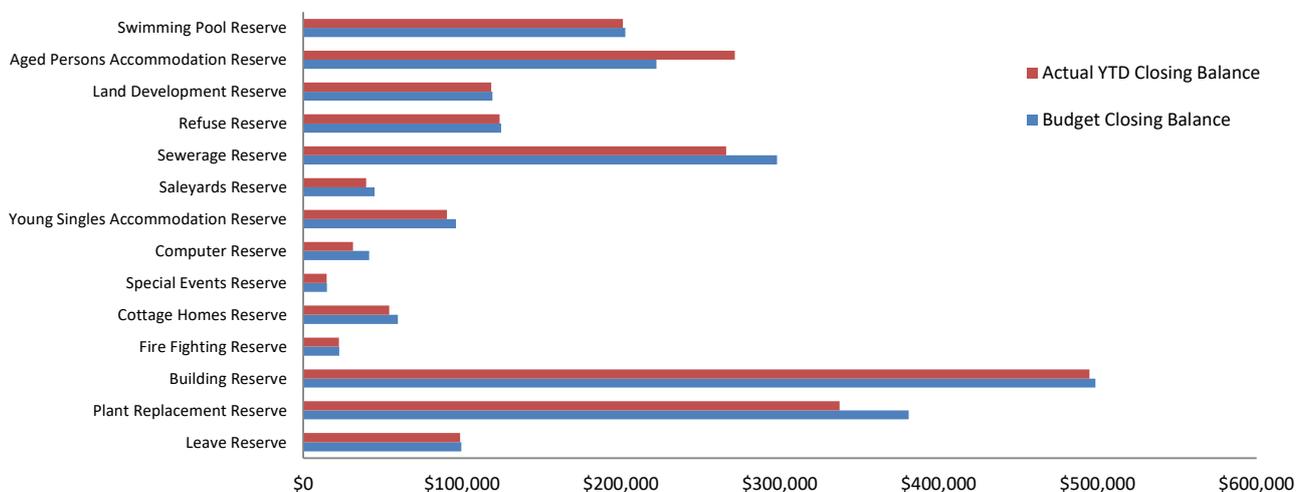
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 28 February 2021

Capital Expenditure Program YTD (Refer Note 13)



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



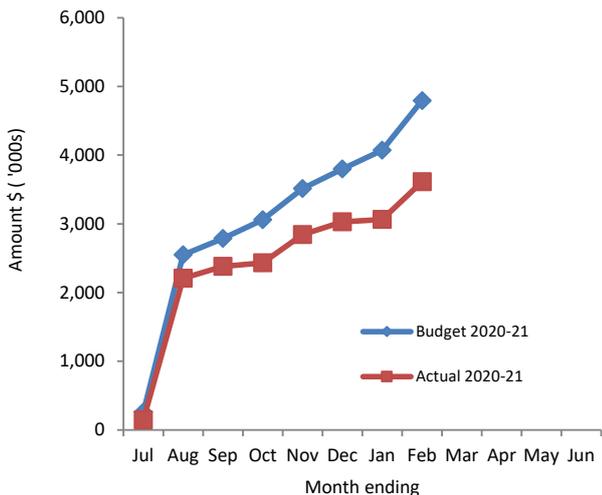
Comments

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

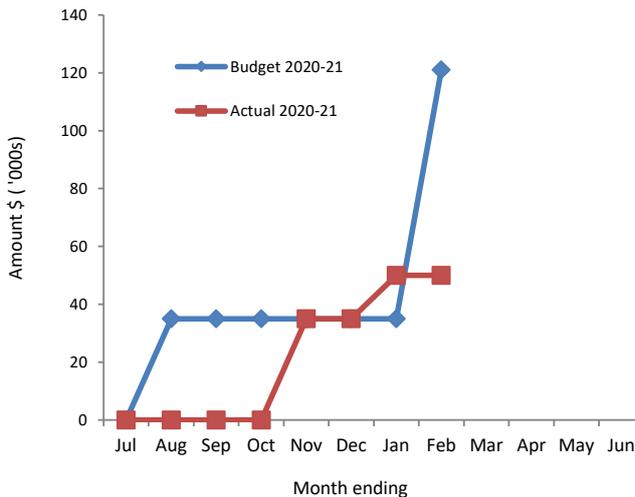
Shire of Wickepin
Monthly Summary Information
 For the Period Ended 28 February 2021

Revenues

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

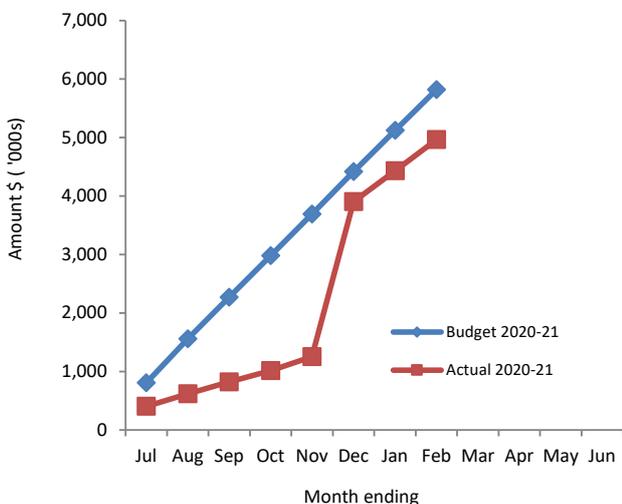


Budget Capital Revenue -v- Actual (Refer Note 2)

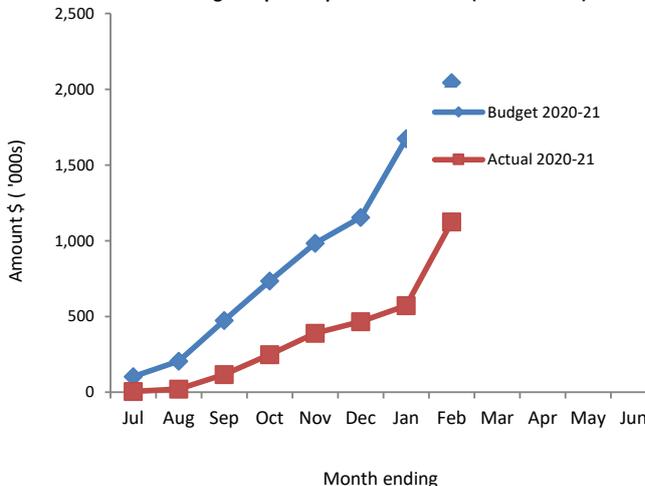


Expenditure

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



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



Comments

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

Council Meeting
SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2021

| Note | Annual Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|------|
| Operating Revenues | | | | | | |
| | \$ | \$ | \$ | \$ | % | |
| Governance | 8,208 | 5,464 | 1,439 | (4,025) | (73.66%) | |
| General Purpose Funding - Rates | 1,370,075 | 1,370,100 | 1,362,646 | (7,454) | (0.54%) | |
| General Purpose Funding - Other | 778,745 | 575,875 | 572,508 | (3,367) | (0.58%) | |
| Law, Order and Public Safety | 87,111 | 76,326 | 75,637 | (689) | (0.90%) | |
| Health | 100 | 64 | 740 | 676 | 1056.25% | |
| Education and Welfare | 4,050 | 2,688 | 2,105 | (583) | (21.70%) | |
| Housing | 2,683,013 | 1,788,656 | 403,252 | (1,385,404) | (77.46%) | ▼ |
| Community Amenities | 172,970 | 161,403 | 203,676 | 42,273 | 26.19% | ▲ |
| Recreation and Culture | 16,073 | 11629 | 25,209 | 13,580 | 116.78% | ▲ |
| Transport | 716,469 | 498,587 | 694,357 | 195,770 | 39.27% | ▲ |
| Economic Services | 417,011 | 277,984 | 228,584 | (49,400) | (17.77%) | ▼ |
| Other Property and Services | 40,500 | 26,984 | 42,815 | 15,831 | 58.67% | ▲ |
| Total Operating Revenue | 6,294,325 | 4,795,759 | 3,612,968 | (1,182,792) | | |
| Operating Expense | | | | | | |
| Governance | (474,680) | (347,758) | (290,098) | 57,660 | 16.58% | ▼ |
| General Purpose Funding | (85,555) | (56,984) | (47,331) | 9,653 | 16.94% | ▼ |
| Law, Order and Public Safety | (219,127) | (156,605) | (164,138) | (7,533) | (4.81%) | |
| Health | (28,109) | (18,688) | (12,067) | 6,621 | 35.43% | |
| Education and Welfare | (25,427) | (16,904) | (7,931) | 8,973 | 53.08% | ▼ |
| Housing | (1,462,220) | (976,332) | (93,893) | 882,439 | 90.38% | ▼ |
| Community Amenities | (371,839) | (250,784) | (222,993) | 27,791 | 11.08% | ▼ |
| Recreation and Culture | (1,064,068) | (712,594) | (682,239) | 30,355 | 4.26% | |
| Transport | (4,499,909) | (2,999,728) | (3,126,505) | (126,777) | (4.23%) | |
| Economic Services | (322,008) | (214,544) | (168,367) | 46,177 | 21.52% | ▼ |
| Other Property and Services | (75,119) | (67,672) | (148,545) | (80,873) | (119.51%) | ▲ |
| Total Operating Expenditure | (8,628,062) | (5,818,592) | (4,964,107) | 854,485 | | |
| Funding Balance Adjustments | | | | | | |
| Add back Depreciation | 4,317,355 | 2,878,192 | 3,144,969 | 266,777 | 9.27% | |
| Adjust (Profit)/Loss on Asset Disposal | 8,623 | 5,752 | 4,509 | (1,243) | (21.61%) | |
| Adjust Provisions and Accruals | 746 | 0 | 0 | 0 | | |
| Adjust Rounding | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | 1,992,987 | 1,861,111 | 1,798,338 | (62,773) | | |
| Capital Revenues | | | | | | |
| Proceeds from Disposal of Assets | 207,000 | 120,750 | 49,625 | (71,125) | (58.90%) | ▼ |
| Total Capital Revenues | 207,000 | 120,750 | 49,625 | (71,125) | | |
| Capital Expenses | | | | | | |
| Land Held for Resale | 0 | 0 | 0 | 0 | | |
| Land and Buildings | (2,227,626) | (1,039,182) | (385,654) | 653,528 | 62.89% | ▼ |
| Infrastructure - Roads | (1,161,805) | (863,293) | (609,851) | 253,442 | 29.36% | ▼ |
| Infrastructure - Footpaths | (20,000) | (13,336) | 0 | 13,336 | 100.00% | ▼ |
| Infrastructure -Other | (235,000) | (113,664) | (28,684) | 84,980 | 74.76% | ▼ |
| Plant and Equipment | (533,000) | (102,500) | (99,889) | 2,611 | 2.55% | |
| Furniture and Equipment | 0 | 0 | 0 | 0 | | |
| Total Capital Expenditure | (4,177,431) | (2,131,975) | (1,124,078) | 1,007,897 | | |
| Net Cash from Capital Activities | (3,970,431) | (2,011,225) | (1,074,453) | 936,772 | | |
| Financing | | | | | | |
| Proceeds from New Debentures | 440,000 | 0 | 408,000 | 408,000 | | |
| Proceeds from Advances | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | 6,582 | 6,582 | 6,582 | (0) | (0.00%) | |
| Transfer from Reserves | 51,321 | 0 | 0 | 0 | | |
| Advances to Community Groups | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | (32,474) | (16,237) | (6,582) | 9,655 | 59.46% | ▼ |
| Transfer to Reserves | (158,000) | 0 | 0 | 0 | | |
| Net Cash from Financing Activities | 307,429 | (9,655) | 408,000 | 417,655 | | |
| Net Operations, Capital and Financing | (1,670,015) | (159,769) | 1,131,886 | 1,290,412 | | |
| Opening Funding Surplus(Deficit) | 1,670,560 | 1,984,084 | 1,984,084 | 0 | 0.00% | |
| Closing Funding Surplus(Deficit) | 545 | 1,824,314 | 3,115,969 | 1,290,412 | | |

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

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

STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 28 February 2021

| Note | Amended Annual Budget | Amended YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-----------------------|------------------------|--------------------|------------------|--------------------|------|
| Operating Revenues | | | | | | |
| | \$ | \$ | \$ | \$ | % | |
| Rates | 1,370,075 | 1,370,084 | 1,362,620 | (7,464) | (0.54%) | |
| Operating Grants, Subsidies and Contributions | 2,218,966 | 1,586,825 | 762,922 | (823,903) | (51.92%) | ▼ |
| Fees and Charges | 419,641 | 341,988 | 391,214 | 49,226 | 14.39% | ▲ |
| Service Charges | 0 | 0 | 0 | 0 | | |
| Interest Earnings | 35,500 | 18,328 | 4,487 | (13,841) | (75.52%) | ▼ |
| Other Revenue | 0 | 0 | 109 | 109 | | |
| Profit on Disposal of Assets | 14,503 | 9,664 | 0 | | | |
| Total Operating Revenue | 4,058,685 | 3,326,889 | 2,521,352 | (795,873) | | |
| Operating Expense | | | | | | |
| Employee Costs | (1,194,487) | (798,497) | (809,364) | (10,867) | (1.36%) | |
| Materials and Contracts | (2,706,507) | (1,828,540) | (713,826) | 1,114,714 | 60.96% | ▲ |
| Utility Charges | (185,750) | (123,002) | (142,064) | (19,062) | (15.50%) | ▼ |
| Depreciation on Non-Current Assets | (4,317,355) | (2,878,192) | (3,144,969) | (266,777) | (9.27%) | |
| Interest Expenses | (8,636) | (6,170) | (852) | 5,318 | 86.19% | ▲ |
| Insurance Expenses | (192,201) | (168,775) | (148,523) | 20,252 | 12.00% | ▲ |
| Loss on Disposal of Assets | (23,126) | (15,416) | (4,509) | | | |
| Total Operating Expenditure | (8,628,062) | (5,818,592) | (4,964,107) | 843,578 | | |
| Funding Balance Adjustments | | | | | | |
| Add back Depreciation | 4,317,355 | 2,878,192 | 3,144,969 | 266,777 | 9.27% | |
| Adjust (Profit)/Loss on Asset Disposal | 8,623 | 5,752 | 4,509 | (1,243) | (21.61%) | |
| Adjust Provisions and Accruals | 746 | 0 | 0 | 0 | | |
| Adjust Rounding | 0 | 0 | 0 | | | |
| Net Cash from Operations | (242,653) | 392,240 | 706,722 | 313,239 | | |
| Capital Revenues | | | | | | |
| Grants, Subsidies and Contributions | 2,235,640 | 1,468,871 | 1,091,616 | (377,255) | (25.68%) | ▼ |
| Proceeds from Disposal of Assets | 207,000 | 120,750 | 49,625 | (71,125) | (58.90%) | ▼ |
| Total Capital Revenues | 2,442,640 | 1,589,621 | 1,141,241 | (448,379) | | |
| Capital Expenses | | | | | | |
| Land Held for Resale | 0 | 0 | 0 | 0 | | |
| Land and Buildings | (2,227,626) | (1,039,182) | (385,654) | 653,528 | 62.89% | ▲ |
| Infrastructure - Roads | (1,161,805) | (863,293) | (609,851) | 253,442 | 29.36% | ▲ |
| Infrastructure - Footpaths | (20,000) | (13,336) | 0 | 13,336 | 100.00% | ▲ |
| Infrastructure - Drainage | (235,000) | (113,664) | (28,684) | 84,980 | 74.76% | ▲ |
| Plant and Equipment | (533,000) | (102,500) | (99,889) | 2,611 | 2.55% | |
| Furniture and Equipment | 0 | 0 | 0 | 0 | | |
| Total Capital Expenditure | (4,177,431) | (2,131,975) | (1,124,078) | 1,007,897 | | |
| Net Cash from Capital Activities | (1,734,791) | (542,355) | 17,163 | 559,518 | | |
| Financing | | | | | | |
| Proceeds from New Debentures | 440,000 | 0 | 408,000 | 408,000 | | |
| Proceeds from Advances | 0 | 0 | 0 | 0 | | |
| Self-Supporting Loan Principal | 6,582 | 6,582 | 6,582 | (0) | (0.00%) | |
| Transfer from Reserves | 51,321 | 0 | 0 | 0 | | |
| Advances to Community Groups | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | (32,474) | (16,237) | (6,582) | 9,655 | 59.46% | ▲ |
| Transfer to Reserves | (158,000) | 0 | 0 | 0 | | |
| Net Cash from Financing Activities | 307,429 | (9,655) | 408,000 | 417,655 | | |
| Net Operations, Capital and Financing | (1,670,015) | (159,769) | 1,131,886 | 1,290,412 | | |
| Opening Funding Surplus(Deficit) | 1,670,560 | 1,984,084 | 1,984,084 | 0 | 0.00% | |
| Closing Funding Surplus(Deficit) | 545 | 1,824,314 | 3,115,969 | 1,290,412 | | |

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

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

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 28 February 2021

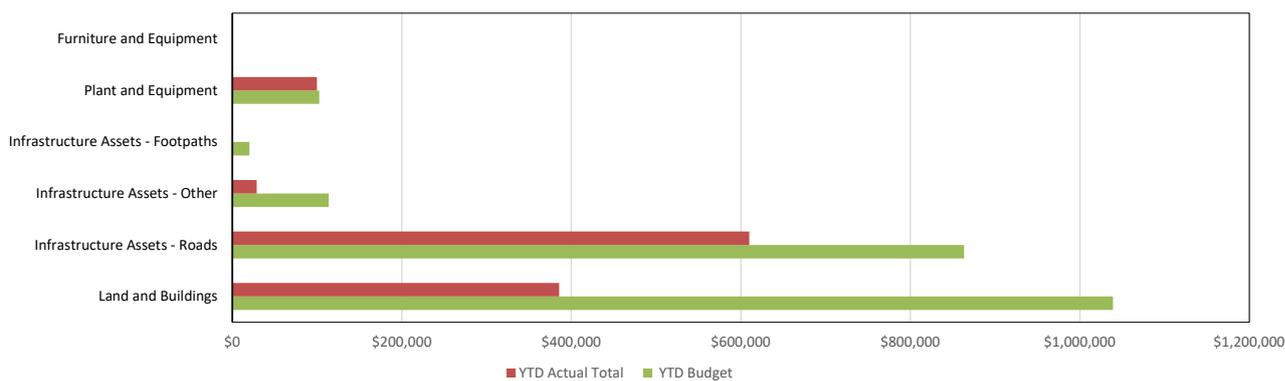
| Capital Acquisitions | Note | YTD 28 02 2021 | | | | | |
|-----------------------------------|------|-----------------------------|--------------------------------------|--------------------------------|------------------|-----------------------|--------------------|
| | | YTD Actual New /Upgrade (a) | YTD Actual (Renewal Expenditure) (b) | YTD Actual Total (c) = (a)+(b) | YTD Budget (d) | Amended Annual Budget | Variance (d) - (c) |
| Land and Buildings | 13 | \$ 385,654 | \$ 0 | \$ 385,654 | \$ 1,039,182 | \$ 2,227,626 | \$ (653,528) |
| Infrastructure Assets - Roads | 13 | | 609,851 | 609,851 | 863,293 | 1,161,805 | (253,442) |
| Infrastructure Assets - Other | 13 | 28,684 | 0 | 28,684 | 113,664 | 235,000 | (84,980) |
| Infrastructure Assets - Footpaths | 13 | 0 | 0 | 0 | 20,000 | 20,000 | (20,000) |
| Plant and Equipment | 13 | 99,889 | 0 | 99,889 | 102,500 | 533,000 | (2,611) |
| Furniture and Equipment | 13 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Expenditure Totals | | 514,227 | 609,851 | 1,124,078.00 | 2,138,639 | 4,177,431 | (1,014,561) |

Funded By:

| | | | | |
|--|------------------|------------------|------------------|--------------------|
| Capital Grants and Contributions | 1,091,616 | 2,235,640 | 2,235,640 | 1,144,024 |
| Borrowings | 408,000 | 0 | 440,000 | 408,000 |
| Other (Disposals & C/Fwd) | 49,625 | 120,750 | 8,623 | (71,125) |
| Own Source Funding - Cash Backed Reserves | | | | |
| Aged Accommodation Reserve | 0 | 0 | 51,321 | 0 |
| Building Reserve | | | | |
| Total Own Source Funding - Cash Backed Reserves | 0 | 0 | (51,321) | 0 |
| Own Source Funding - Operations | (425,163) | (217,751) | 1,441,847 | (207,413) |
| Capital Funding Total | 1,124,078 | 2,138,639 | 4,177,431 | (1,014,561) |

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

1. SIGNIFICANT ACCOUNTING POLICIES**(a) Basis of Accounting**

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

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**(p) Nature or Type Classifications****Rates**

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

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

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

Council Meeting
SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 28 February 2021

Note 2: EXPLANATION OF MATERIAL VARIANCES

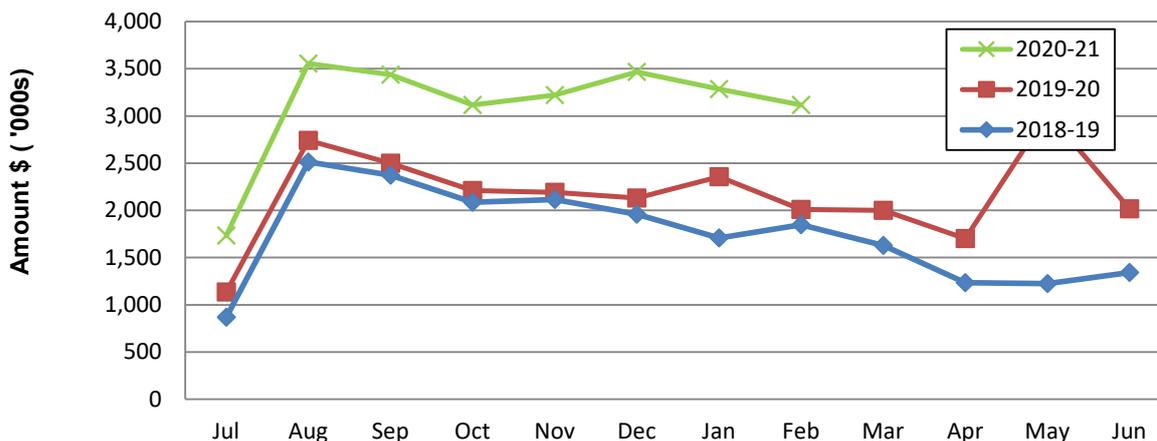
| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|-------------------------------------|-------------|-----------|------|----------------------|--|
| Operating Revenues | \$ | % | | | |
| Governance | (4,025) | (73.66%) | | | |
| General Purpose Funding - Other | (3,367) | (0.58%) | | | |
| Law, Order and Public Safety | (689) | (0.90%) | | | |
| Housing | (1,385,404) | (77.46%) | ▼ | Timing | Income not yet received for WSAHA grant |
| Community Amenities | 42,273 | 26.19% | ▲ | Permanent | Increase in cemetery fees,planning fees |
| Recreation and Culture | 13,580 | 116.78% | ▲ | Timing | Saluting their Service Grant- unbudgeted |
| Transport | 195,770 | 39.27% | ▲ | Permanent | Increase in RRG Recoup |
| Economic Services | (49,400) | (17.77%) | ▼ | Timing | Grant Funding not yet received. LRCl |
| Other Property and Services | 15,831 | 58.67% | ▲ | Permanent | Higher Private Works Charges |
| Operating Expense | | | | | |
| Governance | 57,660 | 16.58% | ▼ | Timing | Various Cost down- Consultancy, Staff Training, Conference Expenses |
| General Purpose Funding | 9,653 | 16.94% | ▼ | Timing | Various Account Costs down-Bank fees, Valuation expenses |
| Law, Order and Public Safety | (7,533) | (4.81%) | | | |
| Health | 6,621 | 35.43% | | | |
| Education and Welfare | 8,973 | 53.08% | ▼ | Timing | Costs Down - Donations (Transport and Refreshments Schools), CDO projects. |
| Housing | 882,439 | 90.38% | ▼ | Timing | Aged Unit costs down |
| Community Amenities | 27,791 | 11.08% | ▼ | Timing | Cemetery , Waste Collection charges lower |
| Recreation and Culture | 30,355 | 4.26% | | | |
| Transport | (126,777) | (4.23%) | | | |
| Economic Services | 46,177 | 21.52% | ▼ | Timing | Various Account Costs down - Area Promotion, Rural Counselling,Group Scheme - Narrogin. Caravan Park Maintenance (Units) |
| Other Property and Services | (80,873) | (119.51%) | ▲ | Permanent | More Long Service Leave taken than budgeted. |
| Capital Revenues | | | | | |
| Grants, Subsidies and Contributions | (377,255) | (25.68%) | ▼ | Timing | Housing income not yet received |
| Proceeds from Disposal of Assets | (71,125) | (58.90%) | ▼ | Timing | Trade of Vehicles delayed due to supply |
| Capital Expenses | | | | | |
| Land and Buildings | 653,528 | 62.89% | ▼ | Timing | WSAHA Project behind, Staff housing on track |
| Infrastructure - Roads | 253,442 | 29.36% | ▼ | Timing | R2R Roads not yet started, Bin Road (50%) R2R roads still being completed. |
| Infrastructure - Footpaths | 13,336 | 100.00% | ▼ | Timing | Projects not yet commenced |
| Plant and Equipment | 2,611 | 2.55% | | | |
| Furniture and Equipment | 0 | | | | |
| Financing | | | | | |
| Loan Principal | 9,655 | 59.46% | ▼ | | New Loan - First Payment June 2021 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 3: NET CURRENT FUNDING POSITION

| | | | | Positive=Surplus (Negative=Deficit) | | |
|----------------------------------|-------------------------------------|--|--|-------------------------------------|------------------|------------------|
| | | | | YTD 28 Feb 2021 | 30 June 2020 | YTD 28 Feb 2020 |
| Note | | | | \$ | \$ | \$ |
| Current Assets | | | | | | |
| 4 | Cash Unrestricted | | | 3,350,338 | 2,178,143 | 975,440 |
| 4 | Cash Restricted | | | 2,248,893 | 2,248,893 | 1,274,113 |
| 6 | Receivables - Rates | | | 75,980 | 29,869 | 73,835 |
| 6 | Receivables -Other | | | 245,531 | 1,710 | 112,223 |
| | Interest / ATO Receivable/Trust | | | 56,220 | 110,221 | 27,693 |
| | Inventories | | | | 0 | 0 |
| | | | | 5,976,962 | 4,568,835 | 2,463,304 |
| Less: Current Liabilities | | | | | | |
| | Payables | | | (407,283) | (115,755) | (26,842) |
| | Provisions | | | (204,819) | (220,104) | (144,743) |
| | | | | (612,102) | (335,859) | (171,586) |
| 7 | Less: Cash Reserves | | | (2,248,893) | (2,248,893) | (1,274,113) |
| | Net Current Funding Position | | | 3,115,969 | 1,984,084 | 1,017,605 |

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 4: CASH AND INVESTMENTS

| | Interest Rate | Unrestricted \$ | Restricted \$ | Trust \$ | Total Amount \$ | Institution | Maturity Date |
|--------------------------|---------------|------------------|------------------|----------------|------------------|-------------|---------------|
| (a) Cash Deposits | | | | | | | |
| Municipal Bank Account | 0.00% | 508,461 | | | 508,461 | ANZ | At Call |
| Reserve Bank Account | 0.00% | | 93 | | 93 | ANZ | At Call |
| Trust Bank Account | 0.00% | | | 19,617 | 19,617 | ANZ | At Call |
| Cash On Hand | Nil | 700.00 | | | 700 | N/A | On Hand |
| (b) Term Deposits | | | | | | | |
| Municipal | 0.30% | 250,000 | | | 250,000 | BB | 08-Mar-21 |
| Municipal | 0.60% | 500,000 | | | 500,000 | BB | 08-Apr-21 |
| Municipal | | | | | 0 | | |
| Municipal | 0.05% | 2,091,177 | | | 2,091,177 | WA Treasury | At Call |
| Reserve | 0.20% | | 2,248,800 | | 2,248,800 | ANZ | 30-Apr-21 |
| Trust | 0.20% | | | 172,644 | 172,644 | ANZ | 30-Apr-21 |
| Total | | 3,350,338 | 2,248,893 | 192,261 | 5,791,492 | | |

Comments/Notes - Investments

Note 5: BUDGET AMENDMENTS

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

| GL Account Code | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-----------------|--|--------------------|-----------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | Budget Adoption Permanent Changes Opening surplus adjustment | | Opening Surplus | \$ | \$ | \$ | \$ 545 |
| | | | | 0 | 0 | 0 | |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021**

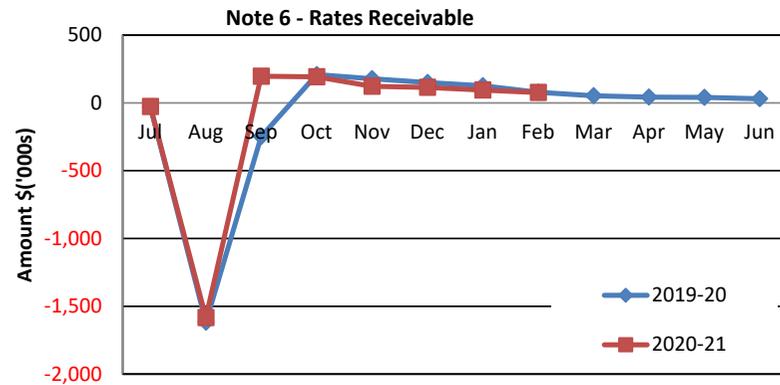
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
% Collected

| | YTD 28 Feb 2021 | 30 June 2020 |
|-----------------------------------|-----------------|---------------|
| | \$ | \$ |
| Opening Arrears Previous Years | 19,522 | 19,522 |
| Levied this year | 1,532,820 | 1,534,110 |
| <u>Less</u> Collections to date | (1,476,362) | (1,519,102) |
| Equals Current Outstanding | 75,980 | 34,530 |
| Net Rates Collectable | 75,980 | 34,530 |
| % Collected | 95.11% | 97.78% |



Comments/Notes - Receivables Rates

Receivables - General

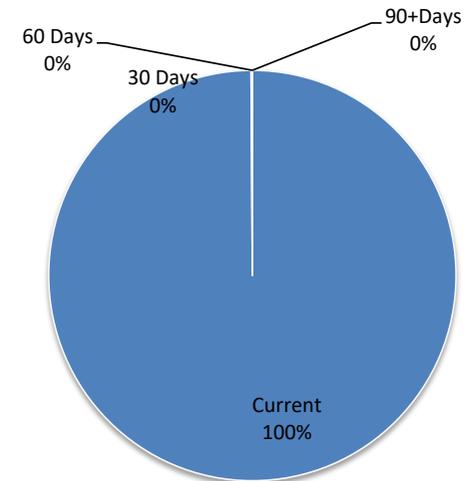
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

| | Current | 30 Days | 60 Days | 90+Days |
|--|---------|---------|---------|----------------|
| | \$ | \$ | \$ | \$ |
| Receivables - General | 245,277 | 254 | 0 | 0 |
| Total Receivables General Outstanding | | | | 245,531 |

Note 6 - Accounts Receivable (non-rates)



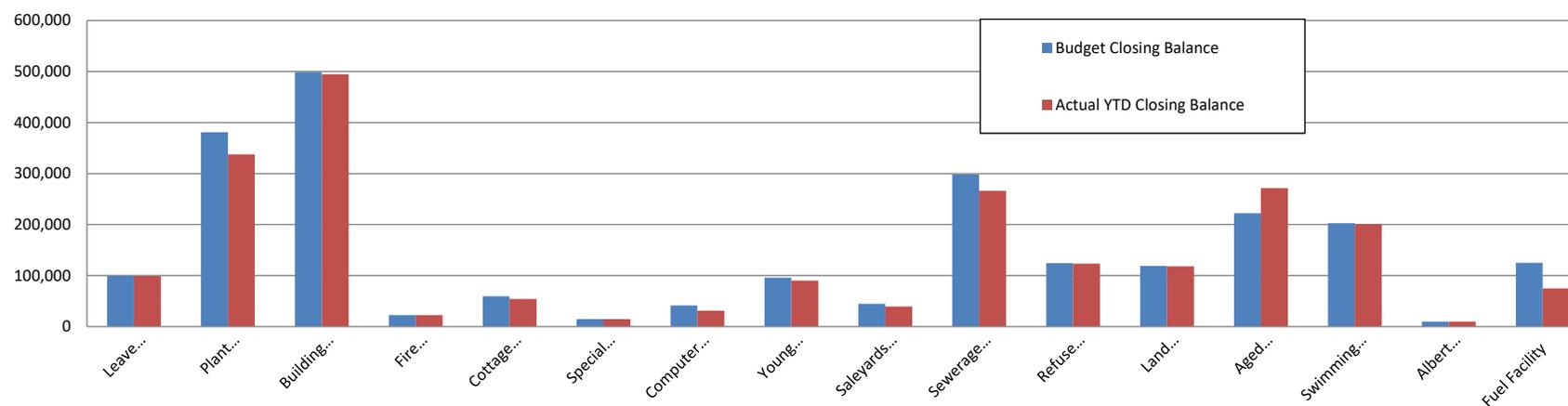
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 7: Cash Backed Reserve

| 2020-21 | | | | | | | | | | | |
|-------------------------------------|------------------|------------------------|------------------------|-------------------------|-------------------------|--------------------------|--------------------------|------------------------|------------------------|----------------------------|--|
| Name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Transfer out Reference | Budget Closing Balance | Actual YTD Closing Balance | |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | | \$ | \$ | |
| Leave Reserve | 98,750.82 | 750.51 | | | | | | | 99,501 | 98,751 | |
| Plant Replacement Reserve | 337,503.91 | 2,565.03 | | 41,000 | | | | | 381,069 | 337,504 | |
| Building Reserve | 494,855.68 | 3,760.90 | | | | | | | 498,617 | 494,856 | |
| Fire Fighting Reserve | 22,538.09 | 171.29 | | | | | | | 22,709 | 22,538 | |
| Cottage Homes Reserve | 54,160.40 | 411.62 | | 5,000 | | | | | 59,572 | 54,160 | |
| Special Events Reserve | 14,828.34 | 112.70 | | | | | | | 14,941 | 14,828 | |
| Computer Reserve | 31,325.33 | 238.07 | | 10,000 | | | | | 41,563 | 31,325 | |
| Young Singles Accommodation Reserve | 90,394.32 | 687.00 | | 5,000 | | | | | 96,081 | 90,394 | |
| Saleyards Reserve | 39,544.13 | 300.54 | | 5,000 | | | | | 44,845 | 39,544 | |
| Sewerage Reserve | 266,154.35 | 1,930.77 | | 30,000 | | | | | 298,085 | 266,154 | |
| Refuse Reserve | 123,517.99 | 938.74 | | | | | | | 124,457 | 123,518 | |
| Land Development Reserve | 118,235.98 | 898.59 | | | | | | | 119,135 | 118,236 | |
| Aged Persons Accommodation Reserve | 271,588.81 | 2,064.07 | | | | 51,321 | | | 222,332 | 271,589 | |
| Swimming Pool Reserve | 201,094.85 | 1,528.32 | | | | | | | 202,623 | 201,095 | |
| Albert Facey Homestead Reserve | 9,911.46 | 75.33 | | | | | | | 9,987 | 9,911 | |
| Fuel Facility | 74,488.05 | 566.11 | | 50,000 | | | | | 125,054 | 74,488 | |
| | 2,248,893 | 17,000 | 0 | 146,000 | 0 | 51,321 | 0 | | 2,360,571 | 2,248,893 | |

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 8 CAPITAL DISPOSALS

| Actual YTD Profit/(Loss) of Asset Disposal | | | | Disposals | Amended Current Budget | | | Comments |
|--|---------------|---------------|----------------|---|-------------------------------------|----------------------|--------------|----------|
| Cost | Accum Depr | Proceeds | Profit (Loss) | | YTD 28 02 2021 | | | |
| | | | | | Amended Annual Budget Profit/(Loss) | Actual Profit/(Loss) | Variance | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | | |
| | | | | Plant and Equipment | | | | |
| 37,777 | 2,329 | 34,995 | (454) | P0AJ Isuzu | 4,052 | (454) | (4,505) | |
| | | | | 0 Holden Colorado CEO | 4,052 | 0 | (4,052) | |
| | | | | 0 P2283 Toyota Forklift | 2,000 | 0 | (2,000) | |
| | | | | 0 P19955 Hino 300 Construction Dual Cab | 4,400 | 0 | (4,400) | |
| | | | | 0 P698 Hino Tip Truck - Gardeners | (13,200) | 0 | 13,200 | |
| | | | | 0 P468A Holden Colorado Tray Top Ute | (194) | 0 | 194 | |
| 34,000 | 15,314 | 14,631 | (4,055) | P632A Holden Colorado 4x4 Ute | (4,400) | (4,055) | 345 | |
| | | | | Pfacey Toyota Hilux PFacey | (5,332) | 0 | 5,332 | |
| 71,777 | 17,642 | 49,625 | (4,509) | | (8,623) | (4,509) | 4,114 | |

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

| 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 \$ |
|-----------------------------------|----------------------------|-------------------------|-----------------------|------------------------|---------------------|------------------------|---|---|--------------------------------------|--|
| Note 9: RATING INFORMATION | | | | | | | | | | |
| RATE TYPE | | | | | | | | | | |
| Differential General Rate | | | | | | | | | | |
| GRV | 194 | 1,751,499 | 127,894 | 364 | 0 | 128,258 | 127,894 | | | 127,894 |
| UV | 278 | 148,803,150 | 1,322,116 | | | 1,322,116 | 1,322,278 | | | 1,322,278 |
| Sub-Totals | 472 | 150,554,650 | 1,450,010 | 364 | 0 | 1,450,374 | 1,450,172 | 0 | 0 | 1,450,172 |
| Minimum Payment | | | | | | | | | | |
| Minimum Payment | | | | | | | | | | |
| GRV | 63 | 158,748 | 25,200 | | | 25,200 | 25,200 | | | 25,200 |
| UV | 14 | 325,246 | 5,600 | | | 5,600 | 6,000 | | | 6,000 |
| Sub-Totals | 77 | 483,994 | 30,800 | 0 | 0 | 30,800 | 31,200 | 0 | 0 | 31,200 |
| Ex Gratia Rates | | | | | | 1,481,174 | | | | 1,481,372 |
| Discount | | | | | | 17,190 | | | | 11,734 |
| Rates Writeoffs | | | | | | (135,718) | | | | (128,450) |
| Amount from General Rates | | | | | | (26) | | | | (25) |
| Specified Area Rates | | | | | | 1,362,620 | | | | 1,364,631 |
| Totals | | | | | | 1,362,620 | | | | 1,364,631 |

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

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

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

Council Meeting
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 11: GRANTS AND CONTRIBUTIONS

| Program/Details GL | Grant Provider | Approval | 2020-21 Budget | Variations Additions (Deletions) | | | Recoup Status | |
|--|---------------------------------|----------|-------------------|--|----------------|------------------|------------------|------------------|
| | | | | | Operating | Capital | Received | Not Received |
| | | (Y/N) | \$ | \$ | \$ | \$ | \$ | \$ |
| GENERAL PURPOSE FUNDING | | | | | | | | |
| Grants Commission - General | WALGGC | Y | 514,217 | 0 | 514,217 | 0 | 391,487 | 122,731 |
| Grants Commission - Roads | WALGGC | Y | 224,978 | 0 | 224,978 | 0 | 173,952 | 51,026 |
| LAW, ORDER, PUBLIC SAFETY | | | | | | | | |
| FESA Grant - Operating Bush Fire Brigade | Dept. of Fire & Emergency Serv. | Y | 35,363 | 0 | 35,363 | 0 | 28,388 | 6,975 |
| | | | | 0 | | | | 0 |
| HOUSING | | | | | | | | |
| WSAHA Grant | DPIRD | Y | 13,158 | | 13158 | | 0 | 13,158 |
| WSAHA Grant | DPIRD | Y | 1,300,000 | | | 1,300,000 | 0 | 1,300,000 |
| WSAHA Grant | DPIRD | Y | 1,300,205 | | | 1,300,205 | 350,000 | 950,205 |
| EDUCATION & WELFARE | | | | | | | | |
| Albert Facey Tour | | N | 3,750 | | 3,750 | 0 | | 3,750 |
| COMMUNITY AMENITIES | | | | | | | | |
| Living Lakes Grant | | Y | | 31,595 | 31,595 | | 31,595 | 0 |
| RECREATION AND CULTURE | | | | | | | | |
| Saluting their Service | | N | | 10,000 | | | 10,000 | 0 |
| ECONOMIC SERVICES | | | | | | | | |
| LRCI Funding | | Y | 363,866 | | | 363,866 | 181,943 | 181,923 |
| TRANSPORT | | | | | | | | |
| Roads To Recovery Grant - Cap | Roads to Recovery | Y | 327,069 | 0 | 0 | 327,069 | 176,487 | 150,582 |
| RRG Grants - Capital Projects | Regional Road Group | Y | 244,500 | 0 | 0 | 244,500 | 383,186 | (138,686) |
| Direct Grant - Maintenance | Dept. of Transport | Y | 127,500 | 0 | 127,500 | 0 | 127,500 | 0 |
| TOTALS | | | 4,454,606 | 41,595 | 950,561 | 3,535,640 | 1,854,538 | 2,641,664 |
| Operating | Operating | | 2,218,966 | | | | 762,922 | |
| Non-Operating | Non-operating | | 2,235,640 | | | | 1,091,616 | |
| | | | <u>4,454,606</u> | | | | <u>1,854,538</u> | |

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 12: TRUST FUND

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

| Description | Opening Balance 1 Jul 20 | Amount Received | Amount Paid | Closing Balance 28-Feb-21 |
|-------------------------------|-----------------------------|--------------------|--------------------|------------------------------|
| | \$ | \$ | \$ | \$ |
| Housing Bonds | 0.00 | 1,110.00 | -1,110.00 | 0.00 |
| Master Key Deposits | 0.00 | 2,520.00 | -1,680.00 | 840.00 |
| Special Plates | 0.00 | 0.00 | 0.00 | 0.00 |
| Land Sales | 0.00 | 0.00 | 0.00 | 0.00 |
| Nomination Deposits | 0.00 | 0.00 | 0.00 | 0.00 |
| Building and BCITF | 0.00 | 304.95 | -304.95 | 0.00 |
| Ram Pavillion | 0.00 | 0.00 | 0.00 | 0.00 |
| LCDC Landcare | 0.00 | 0.00 | 0.00 | 0.00 |
| Cat/Dog Trap Hire | 50.00 | 50.00 | -100.00 | 0.00 |
| WDSC Replacement Greens | 119,339.10 | 10,000.00 | 0.00 | 129,339.10 |
| Miscellaneous Trust | 6,374.66 | 1,124.00 | -1,124.00 | 6,374.66 |
| Yealering Bowling Club Greens | 55,707.65 | 0.00 | 0.00 | 55,707.65 |
| Licensing | | 190,114.60 | -190,114.60 | 0.00 |
| | 181,471.41 | 205,223.55 | -194,433.55 | 192,261.41 |

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 13: CAPITAL ACQUISITIONS

| | | 28/02/2021 | | | | | |
|---|---|---------------|--------------------|--------------------|-----------------------|--------------------------|-------------------------------|
| | Infrastructure Assets | Annual Budget | Amended YTD Budget | YTD Actual | Variance (Under)/Over | YTD Actual (Renewal Exp) | Strategic Reference / Comment |
| | Land & Buildings | | | | | | |
| | Housing | | | | | | |
| ○ | STAFF HOUSE | CSH12 | (440,000) | (146,667) | (230,150) | 83,483 | |
| ○ | SMITH STREET FENCE | LHS11C | (4,700) | (4,700) | 0 | (4,700) | |
| ○ | RINTEL STREET FENCE | LHS1C | (24,000) | (24,000) | 0 | (24,000) | |
| | Housing Total | | (468,700) | (175,367) | (230,150) | 54,783 | 0 |
| | Other Housing | | | | | | |
| | CAPITAL EXPENSE - LIFESTYLE VILLAGE | 3272 | (1,351,526) | (810,916) | (136,730) | (674,186) | |
| | Other Housing Total | | (1,351,526) | (810,916) | (136,730) | (674,186) | |
| | Community Amenities | | | | | | |
| ○ | Industrial Shed | CWBC1 | (340,000) | 0 | 0 | 0 | 0 |
| | Community Amenities Total | | (340,000) | 0 | 0 | 0 | |
| | Recreation and Culture | | | | | | |
| ○ | Wickepin Hall Reroof | CLPH1 | (18,500) | (12,336) | 0 | (12,336) | |
| ● | Yealering Hall - Ramp | CLPH2 | (7,000) | (7,000) | (10,373) | 3,373 | |
| ● | Yealering Golf Club | YGCC | (8,400) | (8,400) | (2,830) | (5,570) | |
| ● | Yealering Bolwing Club - Eave repair | LYBC | (8,500) | (8,500) | (4,889) | (3,611) | |
| | Recreation And Culture Total | | (42,400) | (36,236) | (18,092) | (18,144) | |
| | Transport | | | | | | |
| ○ | DEPOT - CAR PORT | | (25,000) | (16,664) | (682) | (15,982) | |
| | Transport Total | | (25,000) | (16,664) | (682) | (15,982) | |
| | Land and Buildings Total | | (2,277,626) | (1,099,182) | (305,954) | (659,528) | 0 |
| | Footpaths | | | | | | |
| ○ | Transport | | | | | | |
| | FOOTPATHS | LFP1 | (20,000) | (13,336) | 0 | (13,336) | |
| | Transport Total | | (20,000) | (13,336) | 0 | (13,336) | 0 |
| | Footpaths Total | | (20,000) | (13,336) | 0 | (13,336) | 0 |
| | Plant , Equip. & Vehicles | | | | | | |
| ○ | Governance | | | | | | |
| | CEO VEHICLE | | (91,000) | (45,500) | (43,377) | (2,123) | 0 |
| | Governance Total | | (91,000) | (45,500) | (43,377) | (2,123) | 0 |
| | Transport | | | | | | |
| ○ | Hino Truck | 6034 | (108,000) | 0 | 0 | (108,000) | 0 |
| ○ | Hino Tip Truck | 6034 | (63,000) | 0 | 0 | (63,000) | 0 |
| ○ | Toyota Forklift | 6034 | (55,000) | 0 | 0 | (55,000) | 0 |
| ○ | Colorado S/Cab Ute | 6034 | (42,000) | (42,000) | (36,659) | (5,341) | 0 |
| ○ | Colorado S/cab Ute | 6034 | (42,000) | 0 | 0 | (42,000) | 0 |
| ○ | Toyota Hilux Dual Cab | 6034 | (57,000) | 0 | 0 | (57,000) | 0 |
| ○ | High Pressure Cleaner | 6034 | 0 | 0 | (6,463) | 6,463 | 0 |
| ○ | Twindrum Roller | 6034 | (60,000) | 0 | 0 | (60,000) | 0 |
| ○ | Metro Counters | 6034 | (15,000) | (15,000) | (13,391) | (1,609) | 0 |
| | Transport Total | | (442,000) | (57,000) | (56,513) | (385,487) | 0 |
| | Plant , Equip. & Vehicles Total | | (533,000) | (102,500) | (99,889) | (387,611) | 0 |
| | Infrastructure Other | | | | | | |
| ○ | Community Amenity | | | | | | |
| ○ | Card Swipe Wickepin Tip Gates | 3824 | (10,000) | (6,664) | 0 | 6,664 | |
| ○ | Relocation Waste Oil | 3534 | (14,000) | (9,336) | 0 | 9,336 | |
| | Community Amenity Total | | (24,000) | (16,000) | 0 | 6,664 | 0 |
| | Recreation and Culture | | | | | | |
| ○ | PUMP & BORE - OVAL WATER | RETU | (30,000) | (20,000) | (3,400) | (26,600) | |
| ○ | WICKEPIN OVAL LIGHTS | WKLI | (35,000) | 0 | (286) | (34,714) | |
| ○ | SWIMMING POOL - EXPANSION JOINTS | LSP3 | (70,000) | (46,664) | 0 | (70,000) | |
| ○ | HARRSIMITH DAM | 3988 | (23,000) | (23,000) | 0 | 0 | |
| ○ | LIMESTONE WALL - TANKS WICKEPIN OVAL | WLC1 | (8,000) | (8,000) | (1,882) | (6,118) | |
| | Recreation And Culture Total | | (166,000) | (97,664) | (5,568) | (137,432) | 0 |
| | Economic Services | | | | | | |
| ○ | Standpipe Controllers | 7104 | (45,000) | (45,000) | (23,116) | (21,884) | 0 |
| | Economic Services Total | | (45,000) | 0 | (23,116) | (21,884) | 0 |
| | Infrastructure Other Total | | (124,000) | (113,664) | (28,684) | 6,664 | 0 |
| | Roads | | | | | | |
| ● | Transport Regional Road Group | | | | | | |
| ○ | Pingelly Wickepin Road | RG003 | (366,200) | (332,309) | (299,811) | (66,389) | |
| ○ | Bin Road | RG086 | (351,420) | (234,856) | (252,218) | (99,202) | 0 |
| | Regional Road Group Total | | (717,620) | (567,165) | (552,028) | (165,592) | 0 |
| | Transport Roads to Recovery | | | | | | |
| ○ | 84 Gate Road | R2R031 | (57,190) | (38,128) | 0 | (38,128) | 0 |
| ○ | Toolbin North Road | R2R010 | (80,470) | (53,648) | (4,800) | (48,848) | 0 |
| ○ | Tincurrin North Road | R2R011 | (95,835) | (63,888) | 0 | (63,888) | 0 |
| ○ | Wickepin North Road | R2015 | (119,480) | (79,656) | (53,023) | (26,633) | 0 |
| | Roads to Recovery Total | | (352,975) | (235,320) | (57,823) | (177,497) | 0 |
| | Council Resources Construction | | | | | | |
| ○ | Fleay Road | C55 | (44,755) | (29,840) | 0 | (29,840) | 0 |
| ○ | Malyalling Road | CO036 | (46,455) | (30,968) | 0 | (30,968) | 0 |
| | Council Resources Construction Total | | (91,210) | (60,808) | 0 | (60,808) | 0 |
| | Roads Total | | (1,161,805) | (863,293) | (809,851) | (403,956) | 0.00 |
| ○ | Capital Expenditure Total | | (4,177,431) | (2,131,975) | (1,124,078) | (1,451,708) | 0 |

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

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin |
| File Reference: | CM.REP.2203 |
| Author: | Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin |
| Disclosure of any Interest: | Nil |
| Date of Report: | 9 March 2021 |

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 February 2021, for council's consideration.

Background:

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

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

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

Nil

Upcoming Council Agenda for March 2021

- Application for Planning Consent: Telecommunications Infrastructure at Lot 12513 (No. 223) Watt Road, Wickepin

Referrals & Subdivision Clearances

Nil

BUILDING SURVEYORS REPORT

There were nil building related projects for the month of February 2021.

ENVIRONMENTAL HEALTH OFFICERS REPORT

- 1) The WA Government has announced that the *Closure and Restriction (Limit the Spread) Directions (No9)* became effective from 5 December 2020, with the current phase 4 Directions remaining in place at this stage. The current Directions No. 9 require all premises where people gather, especially if indoors and seated to record their contact details either on paper or by a QR (Quick Response) Code. This is in preparation for the state borders reopening and in preparation for a second wave of the virus;
- 2) Prepared the report to Australian Bureau of Statistics (ABS) for their Water Supply and Sewerage Services survey 2020 (WSSS) for the town of Wickepin;
- 3) Completed and submitted the report on Class exemption for small LG sewerage/non-potable water services to DWER; and provided comments to the Department of Health (DoH) on the application, by the Kaolin mine, for an apparatus for the treatment of sewage (septic tank application). It is estimated that the waste water system will generate quantities of effluent greater than 540 litres of waste water per day and as such the shire is unable to approve the application under the Health (treatment and Disposal of Effluent and Liquid Waste) Regulations 1974.

Statutory Environment:

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

Policy Implications: Nil

Financial Implications:

The fore mentioned services are provided at a cost to the Shire of Wickepin and has been allocated in the 2020/2021 budget.

Strategic Implications:**GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe**

| SHORT TERM STRATEGY | MEDIUM TERM STRATEGY | POINT OF MEASUREMENT | 10 YR OUTCOME |
|---|--|--|---|
| <p>9.10 Continue to help facilitate the best possible health and emergency services</p> <p>9.11 Continue to work with RoadWise and the Office of Road Safety on road safety awareness initiatives</p> | <p>9.12 Emergency service planning is coordinated and articulated</p> <p>9.13 Recruiting volunteers is a partnership approach between the Shire and emergency services</p> | <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 | <p>Emergency and health services are retained</p> <p>We have no fatalities on our roads</p> |
| <p>9.14 Connect with local and regional Natural Resource Management organisations to determine how their priorities can benefit our communities and businesses</p> | <p>9.15 Partner with external bodies to protect natural flora and fauna</p> <p>9.16 Continue to provide weed and pest management</p> | <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 | <p>Our natural flora and fauna is protected</p> |

GOAL 12: Our communities are informed via multiple channels at regular intervals

| | | | |
|--|--|---|--|
| <p>12.1 Provide meaningful communications, that deliver information regularly and succinctly</p> <p>12.2 Promote Council Services and achievements</p> | <p>12.3 Continue to review our service standards by reviewing community feedback</p> | <ul style="list-style-type: none"> - Customer survey results demonstrate a high level of knowledge of Council operations | <p>Our community understands the role of Council and the allocation of resources</p> |
|--|--|---|--|

Recommendations:

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

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.04 – Application For Planning Consent: Telecommunications Infrastructure At Lot 12513 (No. 223) Watt Road, Wickepin**

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Lot 12513 (No. 223) WATT ROAD, WICKEPIN |
| Name of Applicant: | CRISP Wireless |
| File Reference: | A1119 |
| Author: | David Johnston, Planning Officer, Shire of Narrogin |
| Disclosure of any Interest: | Nil |
| Date of Report: | 8 March 2021 |

Enclosure/Attachments:

Attachment 1 – Planning Application

Attachment 2 – Aerial Photograph

Attachment 4 – Planning Letter (CONFIDENTIAL)

Summary:

Council’s consideration is requested in regards to the proposed telecommunications infrastructure at Lot 12513 (No. 223) Watt Road, Wickepin.

Background:

On 11 February 2021, the Shire received a Planning Application from CRISP Wireless for the erection of telecommunications infrastructure at Lot 12513 (No. 223) Watt Road, Wickepin. The proposal is inclusive of a 30 metre tall communications tower and a 5.9 metre sea container containing associated equipment and solar panels for powering the system.

The proposal is located 90 metres from the nearest lot boundary. This is well within the 20 metres setback required by the scheme.

Comments:Zoning

Under the Shire of Wickepin Local Planning Scheme No. 4, Lot 12513 (No. 223) Watt Road, Wickepin is zoned ‘General Agriculture’.

The objectives of the General Agriculture zone are:

- *“To protect areas of broadacre agricultural significance for sustainable production.*
- *To encourage processing and value adding industries to be located within the zone.*
- *To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.*
- *To protect and enhance rural landscapes.*
- *To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.*

- *To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.”*

The proposal will have a relatively minor impact on the agricultural uses of the property due to the small surface covering of the structures. A telecommunications tower would enhance internet connectivity to people working and living in this area.

‘Telecommunications Infrastructure’ in the General Agriculture zone is a ‘D’ use which means;

“that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.”

State Planning Policy

The State Planning Policy, number 5.2 Telecommunications Infrastructure is to be used in the assessment of telecommunication towers and other infrastructure. The policy creates emphasis that in order to work to the best of their ability, telecommunications towers often need to be located in prominent high points in the landscape. The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area. The proposed location of the tower is far enough away from the Wickepin town site and any dwellings as to not create a visual disturbance.

Statutory Environment:

The following statutory documents relate to the proposal:

- 1) Shire of Wickepin Local Planning Scheme No. 4
- 2) State Planning Policy 5.2 Telecommunications Infrastructure.

Policy Implications: Not applicable

Financial Implications:

An application for planning consent fee of \$320 has been paid to the Shire of Wickepin.

Strategic Implications: Nil

Consultation

The Local Planning Scheme does not require advertising for discretionary uses. In addition, compliance with setbacks, the low impact of the structure and community benefits provided, do not warrant consultation.

The application was referred to the Department of Biodiversity, Conservation and Attractions (DBCA) as the proposal requires access via their reserve (R19118). DBCA provided the following comment:

“Department of Biodiversity, Conservation and Attractions Wheatbelt Region gives in principle, approval for CRISP to use the access track through Reserve adjacent to 223 Watt Road, Wickepin for the purposes of construction of a communications tower, and future inspection and maintenance. Approval will be subject to a signed agreement between Department of Biodiversity, Conservation and Attractions and CRISP.”

Recommendations:

That with respect to the planning application for the proposed Telecommunications Infrastructure at Lot 12513 (No. 223) Watt Road, Wickepin, Council grant planning approval subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
5. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
6. The ring lock fence or equivalent is to be maintained at all times to the satisfaction of the Chief Executive Officer.
7. The applicant is to provide evidence or documentation of legal access to the property (R19118) with the Department of Biodiversity, Conservation and Attractions prior to issuance of a building permit.

Advice Notes

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal within 28 days of this decision.
2. This is not a building permit for which a separate application is required. A completed building permit application must be submitted and approved by the Shire's building surveyor prior to the commencement of any construction on the land including any future proposed fit out work.
3. Although access can be obtained from a legal agreement between the parties, the Shire of Wickepin recommends that access be obtained via a dedicated road or easement to secure long-term access.

Voting Requirements:

Simple majority.

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

10.2.05 – Governance, Audit & Community Services Committee Recommendations

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CR.MEE.224 |
| Author: | Mel Martin, Executive Support Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 8 March 2021 |

Enclosure/Attachments: Nil

Background:

The Governance, Audit & Community Services Committee meeting was held on Wednesday 17 February 2021.

Comments:

The Governance, Audit & Community Services Committee meeting was held on Wednesday 17 February 2021 and passed the following recommendation:

Moved Cr Hyde / Seconded Cr Mearns

That the Governance, Audit and Community Services Committee recommends to council that it adopts the Annual Compliance Audit Return for the year 1 January 2020 to 31 December 2020 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2021.

Carried 6/0 by absolute majority

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That council adopts the Annual Compliance Audit Return for the year 1 January 2020 to 31 December 2020 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2021.

Voting Requirements: Simple majority.

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

10.2.06 – Townscape & Cultural Planning Committee Recommendations

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CR.MEE.206 |
| Author: | Mel Martin, Executive Services Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 8 March 2021 |

Enclosure/Attachments: Nil

Background:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 3 March 2021.

Comments:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 3 March 2021 and passed the following recommendations:

Moved K Smith / Seconded S Astbury

That it be recommended to council:

1. That council accept the tender from Nature Play for Stage 1 of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$571,128.
2. That council accept the tender from Natureplay for Stage 2A of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$105,851 with the additional funds coming from the Municipal funds or through a donation from the Wickepin Cropping Group.
3. That the CEO be authorised to accept the tender from Natureplay for Stage 2A of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$105,851 utilising \$75,000 from the Building Reserve Fund and that the CEO give one month's advertising period advertising the use of \$75,000 from the Building Reserve Fund to fund the balance required for Stage 2A of the Wogolin Road Recreation Area.

Carried 5/0

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

1. That council accept the tender from Nature Play for Stage 1 of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$571,128.
2. That council accept the tender from Natureplay for Stage 2A of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$105,851 with the additional funds coming from the Municipal funds or through a donation from the Wickepin Cropping Group.
3. That the CEO be authorised to accept the tender from Natureplay for Stage 2A of the Wogolin Road Recreational Area as per the received tender and RFT 4 2020/2021 Construction Wogolin Road Recreation Area documentation at the tendered price of \$105,851 utilising \$75,000 from the Building Reserve Fund and that the CEO give one month's advertising period advertising the use of \$75,000 from the Building Reserve Fund to fund the balance required for Stage 2A of the Wogolin Road Recreation Area.

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.07 – Request to Join the Townscape & Cultural Planning Committee

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Annika Miller |
| File Reference: | CR.MEE.206 |
| Author: | Mel Martin, Executive Services Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 10 March 2021 |

Enclosure/Attachments: Nil

Background:

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

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

The main functions of the Committee are to:

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

Comments:

Council calls for written nominations for members of the Townscape and Cultural Planning Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting. From time to time Council receives requests prior to this date to become a Member of a Committee.

The CEO has received the following request from Mrs Annika Miller to join the Townscape & Cultural Planning Committee.

Hi Mark

As per our conversation, I would like to self nominate for the Townscape Committee.

I trust this to be in order and look forward to your response.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That council appoint Mrs Annika Miller as a member of the Townscape & Cultural Planning Committee.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.08 – Honour Boards Policy

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Wickepin Community Centre |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CP.MAI.533 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 7 March 2021 |

Enclosure/Attachments: Honour Boards Policy.

Summary:

Council is being requested to adopt the attached policy in relation to Honour Boards.

Background:

Council passed the following resolution at the 21 October 2020 Council meeting .

Resolution No 211020-14

Moved Cr Hyde / Seconded Cr Martin

1. *That this item be laid on the table for further research and discussion by Council.*
2. *That the CEO to seek public expression, including but not limited to all sporting bodies in regards to placement of Honour Boards within Shire owned buildings.*
3. *That the CEO to draft a Policy for Honour Boards in community buildings based on community feedback.*

Comments:

The CEO requested public expressions with the following advert being placed in the Watershed.



SHIRE OF WICKEPIN

The Shire of Wickepin is seeking public comment on a proposal to allow Honour Boards to be displayed in council owned buildings.

Written comments are to be submitted via email to admin@wickepin.wa.gov.au or mailed to **PO Box 19, Wickepin WA 6370** on or before 5pm Friday 29 January 2021.

If you have any queries please contact Mark Hook at the Shire of Wickepin.

MARK HOOK
CHIEF EXECUTIVE OFFICER

Council received one written submission fully supporting the hanging of Honour Boards in public buildings in the Wickepin Shire.

Statutory Environment: Nil

Policy Implications: No current Policy.

Financial Implications: No cost to Council.

Strategic Implications: Nil

Recommendations:

1. That Council adopt Policy 7.3.6 HONOUR BOARDS IN COUNCIL PROPERTIES.
2. That permission be granted to the Wickepin Football Club to permanently install the Wickepin Football Club Honour Boards from the Wickepin Hotel to the Wickepin Community Centre with all costs being borne by the Wickepin Football Club and that Council advise the Wickepin Football Club that Council takes no liability for any damage sustained to the Wickepin Football Club Honour Boards while hanging in the Wickepin Community Centre.

Voting Requirements: Simple majority.

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)**10.2.09– Budget Review 2020/2021**

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | FM.BU.1208 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 8 March 2021 |

Enclosure/Attachments: Budget Review February 2021

Summary:

Council is being requested to adopt the Annual Budget Review for the period up to 28 February 2021.

Background:

Council under the Local Government (Financial Management) Regulations 1996 must undertake a review of its budget in each financial year between 1 January and 31 March. A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2020 for the period ending 29 February 2021 is presented for Council to consider. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comments:

A review of the actual expenses to date compared to the 2020/2021 adopted budget has been conducted and the expected variances are show in the attached report. The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 5% and a \$5,000 minimum for the reporting of materials variances to be used in the statements of financial activity and the annual budget review. The budget has been reviewed to continue to deliver on the strategies adopted by Council and maintain a high level of services across all programs. The closing funds remain in a surplus as a result of this budget review. The budget has also been reviewed on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for Council and the community.

Statutory Environment:

Local Government (Financial Management) Regulations 1996 33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government’s financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (3) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (4) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
*Absolute majority required.
- (5) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications:

The budget is based on principles contained in the Strategic Plan and Plan for the Future.

Financial Implications:

As shown in the budget review documents.

Strategic Implications:

The Budget Review has been developed based on existing Strategic Planning Documents adopted by Council to provide efficient, effective and accountable governance.

Recommendations:

1. That Council adopts the Review of Budget Report as presented by the Chief Executive Officer for the year ending 30 June 2021.
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the Local Government (Financial Management) Regulations 1996.

Voting Requirements: Absolute majority.

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)**10.2.10 – Transfer to Reserves Accounts**

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Wogolin Road Wickepin |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | FM.TEN.1220, CP.MAI.576 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 9 March 2021 |

Enclosure/Attachments: Nil

Summary:

Council is being requested to set up the following cash backed reserves from savings highlighted during the 2020/2021 Budget Review presented to Council on 17 March 2021.

Background:

During the 2020/2021 Annual Budget Review the CEO has highlighted the following savings within the 2020/201 adopted budget.

1. LCP1 Caravan Parks – Design and Construct Caravan Park Units \$89,000
2. 5893 Road Project Grants Bin Road \$234,858

Comments:

Council at a forum session this year discussed the probability of starting a fund for emergency road repairs or major flood events. With the additional funding for Bin Road through the CBH and Main Roads contracts council is able, in the view of the CEO, to set aside the amount of \$200,000 into a reserve account specifically for WANNDRRA emergency events or emergency road repairs.

As part of the CEO budget review the CEO has also suggested that the monies set aside for the design and construct caravan park units at the Wickepin caravan will probably not be undertaken this year, due to the CEO being in consultation with CBH to look at the Wickepin Caravan Park area for possible accommodation units for CBH employees during harvest.

As the Wickepin Caravan Park area is the proposed site, at this stage it seems pointless undertaking the budgeted project and it may be better to set aside this amount towards the Wogolin Playground shortfall, and to transfer the balance of the unspent allocation into a reserve account for future development at the Wickepin Caravan Park if the CBH project stalls. The shortfall amount required for the Wogolin Playground Area is \$25,620, this would leave a balance of \$88,380 this then could be placed in a cash back reserve for future development of the Wickepin Caravan Park.

Statutory Environment:**6.11. Reserve accounts**

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
 - (a) changes* the purpose of a reserve account; or
 - (b) uses* the money in a reserve account for another purpose,it must give one month's local public notice of the proposed change of purpose or proposed use.

* Absolute majority required.

- (3) A local government is not required to give local public notice under subsection (2) —
 - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or

Policy Implications: Nil

Financial Implications:

Transfer of \$25,620 to the Wogolin Road Recreation Area from the \$114,000 allocation from the LCP1 Wickepin Caravan Park and Accommodation Units for the Design and Construct Caravan Park 2020/2021 Budget Allocation.

Transfer of the \$88,380 balance from the LCP1 Wickepin Caravan Park and Accommodation Units for the Design and Construct Caravan Park 2020/2021 Budget Allocation to a cash backed reserve for the development of the Wickepin Caravan Park.

Transfer of \$200,000 from the savings highlighted in the 2020/2021 Annual Budget Review to a cash backed reserve for WANDRA events and emergency road repairs.

Strategic Implications: Nil

Recommendation:

That Council transfer \$88,380 from balance from the LCP1 Wickepin Caravan Park and Accommodation Units for the Design and Construct Caravan Park 2020/2021 Budget Allocation to a cash backed reserve for the development of the Wickepin Caravan Park.

That Council transfer \$200,000 from the savings highlighted in the 2020/2021 Annual Budget Review to a cash backed reserve for WANDRA events and emergency road repairs.

Voting Requirements: Simple majority.

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

10.2.11 – Yealering CWA Building Lot 11 Dalton Street, Yealering

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location/Address: | Yealering CWA Building Lot 11 Dalton Street Yealering |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | RC.LIA.2404 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 9 March 2021 |

Enclosure/Attachments:

1. Letter from Lake Yealering Progress Association Inc.
2. Reply from CEO to Lake Yealering Progress Association Inc.

Summary:

Council is being requested to pay the power and water accounts and undertake the garden maintenance for the Yealering CWA building located at Lot 11 Dalton Street Yealering.

Background:

Council has received a letter from the Lake Yealering Progress Association advising that the Lake Yealering Progress Association will be handing the CWA building and all garden maintenance back to the shire. As of 1 April 2021, the Lake Yealering Progress Association will no longer be paying for the water or electricity accounts. (A copy of the LYPA letter is attached to this report along with the CEO's reply).

Comments:

The CEO has done some research on this matter but is only able to find the following extract from 26 June 1987 Council Minutes which reads as follows:

539 Mrs Yvonne Elson – Vesting of CWA Building

That Mrs Yvonne Elson be advised that this Council would be prepared to have the building vested in it, providing the Yealering Community is responsible for the use and costs associated with the building. A copy of the letter is to be sent to the Yealering Progress Association for their comments.

The CEO has not been able to find the correspondence forwarded to the Yealering Progress Association or even their reply.

The Lake Yealering Progress Association has been paying the water and power accounts and undertaking the gardening, Council has been undertaking the building maintenance. The cost of maintenance for the CWA building over the last couple of years has been minimal, Council did install a window awning this year, as requested by the Lake Yealering Progress Association for their records room, at a cost of \$818 which was installed by Council staff.

The water and power accounts are currently in the name of the Lake Yealering Progress Association.

The cost of the power and water would not be a large amount and Council staff could undertake the garden maintenance but it will add another job to our current gardeners.

The decision to take on the CWA building as stated above included a clause that the Yealering Community take on the maintenance of the Yealering CWA and Council needs to decide if it is willing to take back this responsibility from the Yealering Community.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Cost of power and water would be in the vicinity of \$600, garden maintenance is hard to cost as we will need to look at what is in the garden.

Strategic Implications: Nil

Recommendations:

That Council advise the Lake Yealering Progress Association that it is not willing to take back the responsibility for the power, water and garden maintenance for the Yealering CWA building located at Lot 11 Dalton Street Yealering, as the building was taken on the grounds that the Yealering Community would take on this responsibility.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.12 – Staff – Community Development Officer**

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | PE.OHS.2 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 10 March 2021 |

Enclosure/Attachments: Nil

Summary:

Council is being requested to make the Community Development Officer role a full time position, 38 hours per week.

Background:

The CEO advertised the position for the replacement of the CDO, the CEO only received one applicant for the position. The applicant was interviewed and offered the position which she then accepted and later declined to take up the position.

Comments:

The role of the CDO has grown over the years and really has become a five day a week position rather than the current three days a week. The role covers a wide variety of areas including:

1. All community and state grants
2. Working with the local police and the youth
3. Working with the local community and sporting groups
4. Organising events (eg Art Show, Country Campfire)
5. Working with other CDO's within the region
6. Marketing the Shire of Wickepin
7. Handling all tourist information
8. Advertising tourism
9. Maintaining Facebook, Instagram accounts
10. Maintaining Council's website, marketing materials
11. Working with Townscape Committee
12. Undertaking planning of Townscape Committee projects
13. Working with Albert Facey Homestead Committee

The role has certainly grown and will grow more as Council has taken on the Town Teams Movement and the Astro Tourism projects which certainly will add to the hours required for the CDO.

The current cost for the CDO position based on a 48 hour fortnight is:

| | |
|---|----------|
| • Gross salary including annual leave loading | \$32,599 |
| • Superannuation | \$3,035 |
| Total Costs | \$35,634 |

The cost for the CDO position based on 76 hours a fortnight will be:

| | |
|---|----------|
| • Gross salary including annual leave loading | \$51,483 |
| • Superannuation | \$4,805 |
| Total costs | \$56,288 |

Council could certainly pay for this position as the CDO would be able to research and apply for more grants and funding opportunities than what is currently being done under the 48 hours a fortnight, as the CDO is generally too busy to undertake this research.

Council's adopted workforce plan shows the recruitment in the administration area for 2020/21, the CEO feels this should be transferred to the CDO position as this currently has more need.

1.1.1 Five-year Recruitment Plan

| Projected Staff Increase | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--------------------------------|---------|---------|---------|---------|---------|
| Management | | | | | |
| Planning/ Economic Development | | | | | |
| Community Development | | | | | |
| Administration | | ✓ | | | |
| Works | | ✓ | | | ✓ |
| Parks And Gardens | | | | ✓ | |
| Health | | | | | |

Statutory Environment:

Local Government Act 1995

Shire of Wickepin Workforce Plan

Policy Implications: Nil

Financial Implications:

The additional cost of the CDO going full time per year would be \$20,654. The CEO believes this would be off set with the ability of the CDO to access more grants and to obtain better funding options for current projects.

Strategic Implications:

Fits within Goals 10, 11 and 12 of the Shire of Wickepin Strategic Community Plan 2018/2028.

governance

GOAL 10: Our organisation is well positioned and has capacity for the future

| SHORT TERM STRATEGY | MEDIUM TERM STRATEGY | POINT OF MEASUREMENT | 10 YR OUTCOME |
|---|---|--|---|
| <p>10.1 Continually review our organisational structure to be in line with community service expectations (infrastructure and services)</p> <p>10.2 Identify Councillor training needs</p> <p>10.3 Educate and encourage Councillors to attend governance training which highlights their roles, responsibilities and being accountable</p> | <p>10.4 Council staff are multi skilled to understand the business of local government, can provide a seamless service to the community and are compliant</p> <p>10.5 Review the number of Councillors required for our Shire context</p> | <ul style="list-style-type: none"> - Amount of professional development attended by Councillors and staff | <p>We have capacity and comply with legislation</p> |

GOAL 11: We are proactive about collaboration and forward planning our future success

| | | | |
|--|---|--|--|
| <p>11.1 Continually review our role in regional groupings</p> <p>11.2 Long Term Financial Plan is reviewed on a regular basis</p> <p>11.3 Asset Management Plan is reviewed on a regular basis</p> | <p>11.4 Continue to build our voice and strategic projects within our regional groupings</p> <p>11.5 Review integrated planning documents as required</p> | <ul style="list-style-type: none"> - Our participation in regional organisations bring measured social, economic and environmental return - We meet our legislative requirements | <p>Our community benefits because of our collaboration</p> <p>Our operations are best practice</p> |
|--|---|--|--|

GOAL 12: Our communities are informed via multiple channels at regular intervals

| | | | |
|--|--|---|--|
| <p>12.1 Provide meaningful communications, that deliver information regularly and succinctly</p> <p>12.2 Promote Council Services and achievements</p> | <p>12.3 Continue to review our service standards by reviewing community feedback</p> | <ul style="list-style-type: none"> - Customer survey results demonstrate a high level of knowledge of Council operations | <p>Our community understands the role of Council and the allocation of resources</p> |
|--|--|---|--|

Recommendations:

1. That Council advise the CEO to make the Community Development Officer's position 76 hours a fortnight.
2. That the CEO advertise the CDO position as soon as possible.

Voting Requirements: Simple majority.

11. President's Report

| | |
|------------------------------------|---------------------------------|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Julie Russell, President |
| File Reference: | GO.COU.5 |
| Author: | Julie Russell, President |
| Disclosure of any Interest: | Nil |
| Date of Report: | March 2021 |

To be tabled.

Recommendations:

That council note the President's report dated March 2021.

Voting Requirements: Simple majority

12. Chief Executive Officer's Report

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location/Address: | Whole Shire |
| Name of Applicant: | Mark Hook, Chief Executive Officer |
| File Reference: | CM.REP.2 |
| Author: | Mark Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 10 March 2021 |

Staff Housing

The Staff house is progressing well and it is at gyprock stage and is nearly complete, following are a few photos of the house:



Aged Units

The CEO held an onsite meeting with Katie Woodhams of KBuilt to see when the units will be commenced, there has been some hold ups and she is expecting to start the concrete pad works mid March 2021. Discussions have been held with the adjoining land holder advising the need for a retaining wall and the removal of some more trees on the boundary line. The CEO has agreed to replace the plants lost by the adjoining land holder. The trees at the rear of the property will also be removed as requested.

Staff

The CEO and DCEO interviewed applicants for the CDO position on 18 March 2021 and after the interview offered the person the job, unfortunately on 19 March she rejected the job offer. The CEO believes Council needs to make this position full time.

The CEO and Manager of Works will be interviewing five people for the vacant general plant operators position on Thursday 11 March 2021. Hopefully we will find a suitable applicant.

Budget Items

Work will be commencing on the 2021/2022 Budget soon so please start forwarding any budget requests to the CEO.

Road Works

The Manager of Works and the outside staff are on budget and schedule to complete this year's road works program. This year has been very hard due to COVID, etc. I would like to compliment Gary and his staff on an excellent year, and the quality of works being put down by the outside crew is a credit to Gary.

A B Facey's A Fortunate Life

The A B Facey's A Fortunate Life by Theatre 180 & Cinemastage will be held at the Wickepin Town Hall on Saturday 20 March 2021 at 7.00pm so don't forget to book your tickets as there will be no walk-ins allowed.

Lara and Mel have been handling the arrangements along with Linley Rose and Libby Heffernan. Thank you to Lara, Mel, Linley and Libby for taking this on while the CDO position is vacant.

Wickepin Oval

The recent rains has seen the railway and sports dam fill up due to the works undertaken in cleaning and maintaining the catchments. Hopefully this will see us through to the main winter rains. The sports dam is nearly to the level prior to summer and the railway dam certainly has a lot more water in it.

Emergency Management - Bushfire

Mr Luke Lansdell has attended a Fire Control Officer's course and has achieved his FCO certificate, well done Luke.

Lange Road

Main Roads Heavy Vehicle have assessed Lange Rd as being suitable for RAV Network 4 access with the following conditions;

Lange Rd (4290053) SLK 0.00 to 1.45

Low Volume Type B conditions

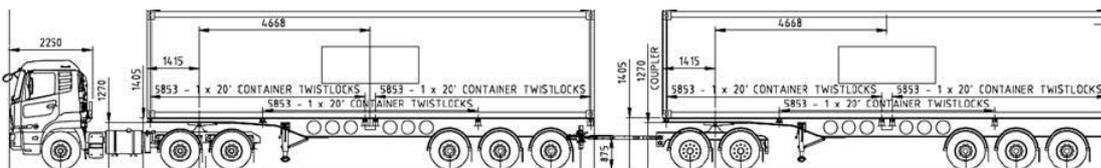
- Maximum speed 40km/h
- Headlights must be switched on at all times.
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40)
- For single lane road, the road must not to be entered until driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
- Access approved to transport agricultural products and inputs only (including grain, hay, livestock and fuel).
- Not to be used as a through route. For local delivery, pick-up and garaging within an area only accessible via this road. Driver must carry documentation as proof of local delivery, pickup or garaging address.

Sparks Road

QUBE Logistics have requested Main Roads Heavy Vehicle Services to approve a PBS permit for the following on Sparks Road for the Kaolin Mine.

Heavy Vehicle Services (HVS) has received a 30m A-Double Performance Based Standard (PBS) Scheme Vehicle Access Approval application, requesting 17.5t for the tandem axle group and 23.5t for tri axle groups. We are seeking your comment for the roads specified below to be added to the following approved routes:

| Road Name | Road Number | Start Point | Start SLK | End Point | End SLK | Access Currently Approved | Support Required |
|------------------|--------------------|-----------------------------------|------------------|-------------------------------|----------------|----------------------------------|-------------------------------|
| Sparks Rd | 4290058 | Narrogin Kondinin Rd (M038) | 0.00 | 420 Sparks Rd, Wickepin | 4.55 | Tandem Drive 4 | PBS 2B Tandem Drive 4.3 |



Please provide HVS with any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above road(s) onto the above networks.

It would be appreciated if you could provide your comment to HVS within four (4) weeks of this email to enable HVS to consider any potential issues as part of our assessment process. It is important to ensure that any comments are provided with sufficient reasoning, as this may be used to justify the decision to the applicant.

PBS vehicle designs are confidential and must not be forwarded to any other party. If you have any queries relating to this application, please contact either Network Access or the applicant (Melissa Truphet 0420805283), as opposed to any third party.

About the PBS Scheme

The PBS scheme offers potential for heavy vehicle operators to achieve higher productivity and improved safety through innovative vehicle designs. There are many benefits in providing access for PBS vehicles. Some of these benefits include.

- *Braking capability and vehicle stability is improved with a mandatory requirement in WA for Electronic Braking Systems (EBS) and Rollover Stability Systems (RSS), which is not a requirement on conventional road trains.*
- *PBS vehicles are often height restricted, which is determined by the PBS assessment which further reduces the rollover risk and improves overall stability.*
- *PBS vehicles are subject to stringent axle spacing requirements, reducing the impact on the road infrastructure*
- *PBS vehicles reduce the number of vehicle movements compared to conventional heavy vehicles which overall reduces congestion and the crash risk exposure.*

The CEO has advised Main Roads Heavy Services the following:

We support the application but Spark's road intersection with the Narrogin Kondinin road does not have the appropriate swept paths for this type of vehicle and needs to be upgraded. Sparks road is also a gravel road and they may have trouble during wet weather

MEETINGS ATTENDED

| | |
|----------------------|---|
| February 2021 | |
| 18 | Meeting with Ben Symmons building asset management plan |
| 18 | CDO Interviews |
| 24 | Onsite meeting Mathew Orchards to discuss drainage issues |
| 2 | LGIS Anula Insurance Review |
| March 2021 | |
| 3 | Town Scape and Cultural Planning Meeting |
| 4 & 5 | Moore Australia Budget Workshop Training |
| 11 | General Plant Operator Interviews |
| 12 | Wheatbelt South Regional Road Group Meeting |

DELEGATIONS

| No. | Delegation Name | Delegation To | Delegation Exercised | When Exercised | Persons Affected |
|-----|--|---------------|--|----------------------|------------------|
| A1 | Cheque Signing and Account Authorisation | CEO | Payment of Accounts Refer to FM report item 10.2.01 List of Accounts | | CEO, FM |
| A2 | Septic Tank Application Approvals | EHO | | | |
| A3 | Building Approvals | BO | WK2021005 WK2021006 | 28/02/21 03/03/21 | |
| A4 | Road Side Advertising | CEO | | | |
| A5 | Application for Planning Consent | CEO | J Ewen M Martin | 03/03/21 05/03/21 | |
| 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 | CEO | WCC - Zen Mutton | 18/03/2021 | CEO |

| | | | | | |
|------------|--|------------|--|--|-----|
| | on Shire Owned Property | | | | |
| A13 | Hire of Community Halls / Community Centre | CEO | WCC – Zen Mutton WCC – Astrotourism Yealering Hall – Yealering Buying Group Wickepin Hall – CRC | 03/03/2021 04/03/2021 05/03/2021 10/03/2021 | CEO |
| A14 | The Food Act 2008 and the Food Regulations 2009 | CEO | Wickepin Hotel – Food premises risk assessment | 25/02/2021 | CEO |
| A15 | The Public Health Act 2016 | CEO | | | |

Recommendations:

That Council note the Chief Executive Officer's report dated 10 March 2021.

Voting Requirements:

Simple majority

13. Notice of Motions for the Following Meeting

14. Reports and Information

15. Urgent Business

16. Closure

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