A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

20 October 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 20 October 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

14 October 2021

Time Table

12.00pm	Lunch
1.00pm	Forum
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

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

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

SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC

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

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

SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC

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

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

TABLE OF CONTENTS

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) 6
2. PUBLIC QUESTION TIME 6
3. APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES 6
4. PETITIONS, MEMORIALS AND DEPUTATIONS 6
5. DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST 12
6. CONFIRMATION OF MINUTES 12
7. RECEIVAL OF MINUTES 12
7.1 AUSTRALIA DAY COMMITTEE 13
7.2 LIFESTYLE RETIREMENT COMMITTEE 21
8. STATUS REPORT 31
9. NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN 32
10. RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS 32
TECHNICAL SERVICES
10.1.01 MANAGER WORKS AND SERVICES' REPORT 33
10.1.02 REPLACEMENT OF VEHICLES – 0WK, WK0 AND WK701 35
10.1.03 WOGOLIN RECREATION AREA 40
10.1.04 PEDESTRIAN CROSSING AND SPEED REDUCTION, WOGOLIN ROAD 43
GOVERNANCE, AUDIT & COMMUNITY SERVICES
10.2.01 LIST OF ACCOUNTS 46
10.2.02 FINANCIAL REPORT 53
10.2.03 DEVELOPMENT & REGULATORY SERVICES 82
10.2.04 ADMINISTRATION OFFICE CHRISTMAS TRADING HOURS 2021/2022 85
10.2.05 OUTBUILDING (CARPORT AND GARAGE) AT LOT 31 (NO. 4) CURLEW WAY, WICKEPIN 87
10.2.06 POLICY AMENDMENT 3.1.6 PURCHASING POLICY 90
10.2.07 ASSET MANAGEMENT PLAN 104
10.2.08 ADOPTED STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION 106
10.2.09 POLICY 2.1.6 COUNCILLOR CODE OF CONDUCT 108
10.2.10 FINANCIAL MANAGEMENT REVIEW 2021 109
10.2.11 RISK MANAGEMENT FRAMEWORK 111
10.2.12 REVIEW OF POLICY 2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES 113
10.2.13 WORKFORCE PLAN 2021 116
10.2.14 WHEATBELT DEVELOPMENT COMMISSION BOARD NOMINATIONS 119
10.2.15 WICKEPIN HISTORY GROUP - PLAQUE REQUEST 121
10.2.16 PROPOSED SUBDIVISION AT LOT 9001, WICKEPIN-HARRISMITH ROAD, WICKEPIN 123
10.2.17 CUBALLING EAST ROAD - AMMS LEVEL 3 MASS PERMIT 127
11. PRESIDENT'S REPORT 130
12. CHIEF EXECUTIVE OFFICER'S REPORT 131
13. NOTICE OF MOTIONS FOR THE FOLLOWING MEETING 135
14. REPORTS AND INFORMATION 135
15. URGENT BUSINESS 135
16. CLOSURE 135

Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 20 October 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	John Mearns
Councillor	Fran Allan
Councillor	Allan Lansdell
Chief Executive Officer	Mark Hook
Deputy Chief Executive Officer	Erika Clement
Executive Support Officer	Lara Marchei
JP - Justice of the Peace	Irene Moore

Leave of Absence (Previously Approved)

Councillor	Nathan Astbury

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 Swearing in of councillors by Irene Moore JP.

4.2 Election of Shire President

Cr Julie Russell stood down as President and CEO Mr Mark Hook took the Chair at pm.

The CEO called for nominations for Shire President.

Cr _____ nominated Cr _____, Cr_____accepted the nomination verbally.

Cr _____was elected as Shire President of the Shire of Wickepin for the ensuing two years.

Shire President Cr _____made the declaration of office before Mrs Irene Moore JP.

4.3 Election of Deputy Shire President

Cr _____took the chair as the Presiding Member and called for nominations for the position of Deputy Shire President.

Cr _____ nominated Cr _____, Cr_____ accepted the nomination verbally.

Cr _____was elected as Deputy Shire President of the Shire of Wickepin for the ensuing two years.

Deputy Shire President Cr _____made the declaration of office before Mrs Irene Moore JP.

4.4 Seating Arrangements

As per council Standing Order 11.4.1 a random draw will be undertaken for the allotment of seating arrangements.

Seating arrangements as follows:
Chair 1:
Chair 2:
Chair 3:
Chair 4:
Chair 5:
Chair 6:
Chair 7:
Chair 8:

4.5 Appointment of Standing Committees of Council

4.5.1 Governance, Audit and Community Services Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Julie Russell
- Cr Fran Allan
- Cr Wes Astbury
- Cr Nathan Astbury
- Cr Sarah Hyde
- Cr John Mearns

Presiding Member to call for nominations to the Governance, Audit and Community Services Committee.

Moved / Seconded

That the following appointments to the Governance, Audit and Community Services Committee be endorsed:

Carried / by absolute majority

4.5.2 Australia Day Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Julie Russell
- Cr Fran Allan
- Cr Wes Astbury

Nominations received from Councillors:

- Cr Fran Allan

Presiding Member to call for nominations to the Australia Day Committee.

Moved / Seconded

That the following appointments to the Australia Day Committee be endorsed:

Carried / by absolute majority

4.5.3 Townscape and Cultural Planning Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Fran Allan
- Cr John Mearns
- Kim Smith
- Kevin Coxon
- Sue Astbury
- Tim Cowcher
- Ted Astbury
- Annika Miller

Nominations received from Councillors and members of the public:

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

Presiding Member to call for nominations to the Townscape and Cultural Planning Committee.

Moved / Seconded

That the following appointments to the Townscape and Cultural Planning Committee be endorsed:

Carried / by absolute majority

4.5.4 Lifestyle Retirement Committee

Previous Committee Members:

- Cr Fran Allan
- Cr Allan Lansdell
- Murray Lang
- Syd Martin
- Kevin Coxon
- Colin Hemley
- Audrey Bird
- Coleen Thompson
- Leanne Smith
- Steve Rose
- Rex Bergin

Nominations received from Councillors and members of the public:

- Cr Fran Allan
- Cr Allan Lansdell
- Cr John Mearns
- Syd Martin
- Colin Hemley
- Murray Lang
- Rex Bergin
- Stephen Rose
- Kevin Coxon

Presiding Member to call for nominations to the Lifestyle Retirement Committee.

Moved / Seconded

That the following appointments to the Lifestyle Retirement Committee be endorsed:

Carried / by absolute majority

4.5.5 Albert Facey Homestead Committee

Previous Committee Members:

- Cr Allan Lansdell
- Dave Astbury
- Charlotte Astbury
- Libby Heffernan
- Linley Rose
- Luci Satori

- Karen Rushton

Nominations received from Councillors and members of the public:

- Cr Allan Lansdell
- Libby Heffernan
- Linley Rose
- Dave Astbury
- Charlotte Astbury
- Luci Sartori

Presiding Member to call for nominations of delegates to the Albert Facey Homestead Committee.

Moved / Seconded

That the following delegates be appointed to Albert Facey Homestead Committee:

Carried / by absolute majority

4.5.6 Central Country Zone WALGA

Previous Council delegates:

- Cr Wes Astbury
- Cr Julie Russell
- Cr Sarah Hyde

Presiding Member to call for nominations of delegates to Central Country Zone WALGA.

Moved / Seconded

That the following delegates be appointed to Central Country Zone WALGA:

Carried / by absolute majority

4.5.7 Wheatbelt South Regional Road Group

Previous Council delegates:

- Cr Allan Lansdell
- Cr Julie Russell
- Cr John Mearns

Presiding Member to call for nominations of delegates to Regional Road Group.

Moved / Seconded

That the following delegates be appointed to Regional Road Group:

Carried / by absolute majority

4.5.8 Wheatbelt Joint Development Assessment Panel

Previous Council delegates:

- Cr Allan Lansdell (Member)
- Cr Wes Astbury (Member)
- Cr Julie Russell (Alternate Member)
- Cr Nathan Astbury (Alternate Member)
- Cr Sarah Hyde (Alternate Member)

Presiding Member to call for nominations of delegates to Wheatbelt Joint Development Assessment Panel.

Moved / Seconded

That the following delegates be appointed to Wheatbelt Joint Development Assessment Panel:

Carried / by absolute majority

4.5.9 Cuballing/Wickepin Joint Local Emergency Management Committee (LEMC)

Previous Council delegates:

- Cr Wes Astbury
- Cr Julie Russell

Presiding Member to call for nominations of delegates to the Joint Local Emergency Management Committee (LEMC).

Moved / Seconded

That the following delegates be appointed to the Joint Local Emergency Management Committee (LEMC):

Carried / by absolute majority

4.5.10 Grain Freight Network – Wheatbelt Railway Retention Alliance

Previous Council delegates:

- Cr Julie Russell
- Cr Allan Lansdell

Presiding Member to call for nominations of delegates to Grain Freight Network – Wheatbelt Railway Retention Alliance.

Moved / Seconded

That the following delegates be appointed to the Grain Freight Network – Wheatbelt Railway Retention Alliance:

Carried / by absolute majority

4.5.11 Central Agcare

Previous Council delegates:

- Cr Fran Allan

Presiding Member to call for nominations of delegates to Central Agcare.

Moved / Seconded

That the following delegates be appointed to Central Agcare:

Carried / by absolute majority

4.5.12 Facey Group

Previous Council delegate:

- Cr Nathan Astbury

Presiding Member to call for nominations of delegates to Facey Group.

Moved / Seconded

That the following delegates be appointed to Facey Group:

Carried / by absolute majority

4.5.13 Wickepin Community Resource Centre

Previous Council delegate:

- Cr Julie Russell

Presiding Member to call for nominations of delegates to Wickepin Community Resource Centre.

Moved / Seconded

That the following delegates be appointed to Wickepin Community Resource Centre:

Carried / by absolute majority

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

6. Confirmation of Minutes

Ordinary meeting of council – 15 September 2021

Moved / Seconded

That the minutes of the Ordinary meeting of council held on Wednesday 15 September 2021 be confirmed as a true and correct record.

Carried /

7. Receival of Minutes

RECEIVAL OF MINUTES

7.1 Australia Day Committee

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mel Martin, Executive Support Officer**
File Reference:	**CR.MEE.206**
Author:	**Mel Martin, Executive Support Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**1 October 2021**

Enclosure/Attachments:

Minutes of the Australia Day Committee meeting held on Wednesday 15 September 2021.

Background:

The Australia Day Committee meeting was held on Wednesday 15 September 2021.

Summary:

Council is being requested to receive the Australia Day Committee meeting minutes held on Wednesday 15 September 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

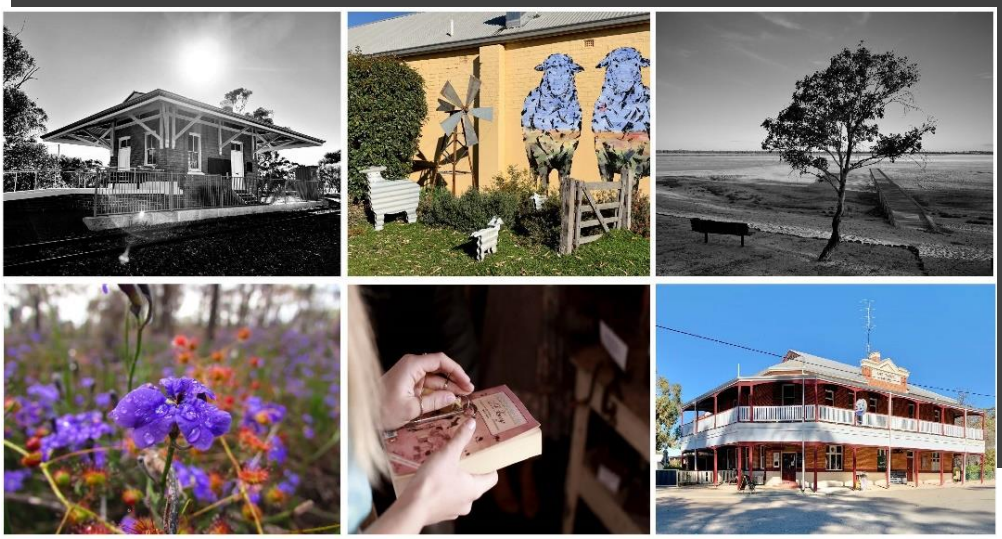
Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Australia Day Committee meeting held on Wednesday 15 September 2021 be received.

Voting Requirements: Simple majority



Shire of Wickepin

Minutes

Australia Day Committee

Council Chambers, Wickepin

15 SEPTEMBER 2021

Notice of an Australia Day Committee Meeting

Please note that the next Australia Day Committee Meeting of the Shire of Wickepin will be held on 15 September 2021 at Council Chambers, Wickepin, commencing at 12.30pm.

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

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SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC

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NAME:
SIGNATURE:
ADDRESS:
TELPHONE:
MEETING/DATE:
NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

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.

d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.

e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.

f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).

g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.

h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.

i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.

j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.

k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.

l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.

m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.

n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

Table of Contents

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) 6

2. PUBLIC QUESTION TIME 6

3. APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....6

4. PETITIONS, MEMORIALS AND DEPUTATIONS.....6

5. DECLARATIONS OF MEMBER'S AND OFFICER'S INTEREST 6

6. CONFIRMATION OF MINUTES – 16 DECEMBER 2020 6

7. NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN 6

8. RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS 6

9. NOTICE OF MOTIONS FOR THE FOLLOWING MEETING 7

10. REPORTS & INFORMATION.....7

11. URGENT BUSINESS 7

12. CLOSURE 7

Minutes of an Australia Day Committee Meeting held in Council Chambers, Wickepin – Wednesday 15 September 2021 commencing @ 12.30pm.

The Chairperson declared the meeting open at 2.15pm.

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

Cr Allan Lansdell	Chairperson
Cr Wes Astbury	Member
Cr Fran Allan	Member
Cr Julie Russell	Member
Mr Mark J Hook	Chief Executive Officer
Mrs Melissa Martin	Executive Support Officer
Cr John Mearns	Observer

Apologies

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – 16 December 2020

Moved Cr Allan /Seconded Cr W Astbury

That the minutes of the Australia Day Committee meeting held on 16 December 2020 be confirmed as a true and correct record.

Carried 4/0

7. Notice of Motions of Which Notice Has Been Given

8. Receipt of Reports & Consideration of Recommendations

9. Notice of Motions for the Following Meeting

10. Reports & Information

10.1 2022 Event

The 2022 Australia Day Breakfast is to be held on Wednesday 26 January at the Yealering Hall and awards to be presented at the Yealering Foreshore.

Councillors are to arrive at 6.00am and breakfast to be served at 8.00am.

10.2 Community Awards

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

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

10.3 Other matters raised by members

- Cr Fran Allan to liaise with the ESO to arrange supplies for the Ceremony.
- Cr Fran Allan will arrange gas bottles and BBQ's.
- Food is to be purchased from the Yealering store.
- ESO will begin advertising at the end of September / early October.
- Schools within the Shire are to be encouraged to nominate for the Young Citizen of the year.

11. Urgent Business

12. Closure

There being no further business the Chairperson declared the meeting closed at 2.34pm.

RECEIVAL OF MINUTES

7.2 Lifestyle Retirement Committee

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mel Martin, Executive Support Officer**
File Reference:	**CR.MEE.203**
Author:	**Mel Martin, Executive Support Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**7 October 2021**

Enclosure/Attachments:

Minutes of the Lifestyle Retirement Committee meeting held on Wednesday 6 October 2021.

Background:

The Lifestyle Retirement Committee meeting was held on Wednesday 6 October 2021.

Summary:

Council is being requested to receive the Lifestyle Retirement Committee meeting minutes held on Wednesday 6 October 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

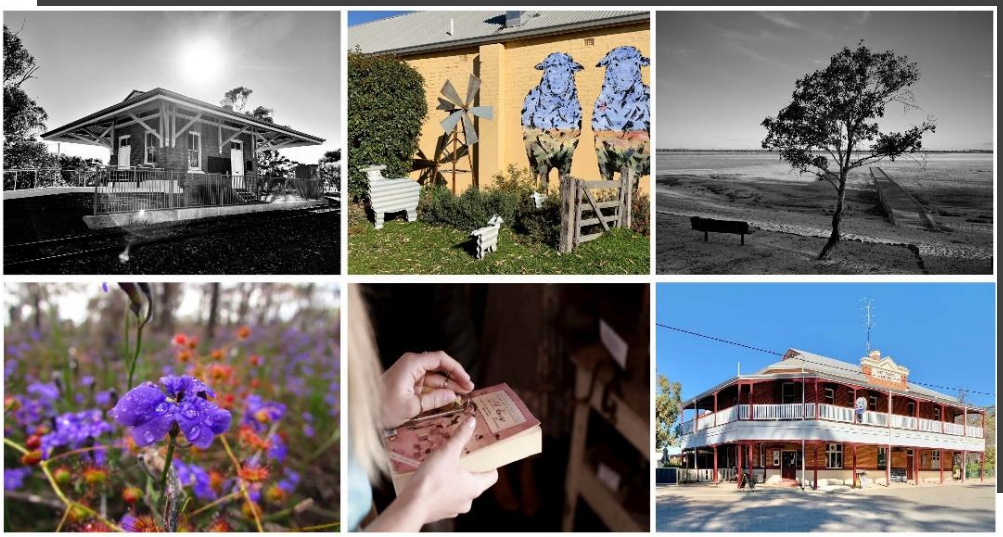
Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Lifestyle Retirement Committee meeting held on Wednesday 6 October 2021 be received.

Voting Requirements: Simple majority



A Fortunate Place

Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Council Chambers, Wickepin

6 OCTOBER 2021

Notice of a Lifestyle Retirement Committee Meeting

Please note that the next Lifestyle Retirement Committee Meeting of the Shire of Wickepin will be held on Wednesday 6 October 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 Hook
Chief Executive Officer

01 October 2021

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Terms of Reference

1. Name
Lifestyle Retirement Committee

2. Members
Syd Martin
Cr Fran Allan
Cr Allan Lansdell
Murray Lang
Coleen Thompson
Colin Hemley
Audrey Bird
Kevin Coxon
Leanne Smith
Steve Rose
Rex Bergin

3. Objectives
This Committee deals with issues relating to lifestyle retirement in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Lifestyle Retirement 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 Aged Persons Housing.
5. To represent the Councils position in regards Aged Housing to regulatory bodies and interest groups/committees.
6. To assist the Wickepin Council in developing an Aged Housing 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 Lifestyle Retirement 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 Lifestyle Retirement Committee Meeting after the Local Government elections by the committee members.

7. Meeting Frequency

The Lifestyle Retirement Committee meets four times a year on the second Wednesday of that month at 9:30am.

Meeting dates for 2021 are as follows:

Day	Date	Time
Wednesday	February 3, 2021	9.30am
Wednesday	May 5, 2021	9.30am
Wednesday	August 4, 2021	9.30am
Wednesday	October 6, 2021	9.30am

8. Related Policies/Bylaws: Nil.

SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC

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

NAME:
SIGNATURE:
ADDRESS:
TELPHONE:
MEETING/DATE:
NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC

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

a. The person asking the question is to give their name and address prior to asking the question.

b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.

c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.

d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.

e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.

f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).

g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.

h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.

i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.

j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.

k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.

l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.

m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.

n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

Table of Contents

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)..... 8

2. PUBLIC QUESTION TIME..... 8

3. APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES..... 8

4. PETITIONS, MEMORIALS AND DEPUTATIONS..... 8

5. DECLARATIONS OF MEMBER'S AND OFFICER'S INTEREST..... 8

6. CONFIRMATION OF MINUTES..... 8

7. STATUS REPORT..... 8

8. RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS..... 9

9. REPORTS & INFORMATION..... 9

9.1 OTHER MATTERS RAISED BY MEMBERS..... 9

10. URGENT BUSINESS..... 9

11. CLOSURE..... 9

Minutes of Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin
Wednesday 6 October 2021 at 9.30am

The Chairperson declared the meeting open at 9.35am.

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

Syd Martin	Chairperson
Cr Fran Allan	Member
Cr Allan Lansdell	Member
Colin Hemley	Member
Leanne Smith	Member
Coleen Thompson	Member
Kevin Coxon	Member
Rex Bergin	Member

Erika Clement	Acting Chief Executive Officer
Lara Marchei	Executive Support Officer

Apologies

Audrey Bird	Member
Murray Lang	Member
Steve Rose	Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Lifestyle Retirement Committee Meeting – 4 August 2021.

Moved C Hemley / Seconded R Bergin

That the minutes of the Lifestyle Retirement Committee meeting held on 4 August 2021 be confirmed as a true and correct record.

Carried 8/0

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	Date	Officer	Progress	Status	Comment
Application for Aged Persons Units Johnston Street Wickepin	04/08/2021	CEO	That the Lifestyle Retirement Committee accept the applications for rental from Mr Sidney Martin and Mr Frederick Ellis for the Aged Persons Units at 27 Johnston Street, Wickepin.	✓	Complete.

❍ = in progress ✓ = completed ✖ = superseded

8. Receipt of Reports & Consideration of Recommendations

9. Reports & Information

Syd Martin advised that a meeting was held between CEO Mark Hook, DCEO Erika Clement, himself and Katie Woodhams KBuilt, to discuss the recommencement of the construction of the units.

Trusses, bricks and window frames have been ordered and are due to arrive week commencing 11 October 2021.

Anticipated completion date is February/March 2022.

9.1 Other matters raised by members

10. Urgent Business

11. Closure

The next Lifestyle Retirement Committee meeting will be held February 2022 at 9.30am.

There being no further business the Chairperson declared the meeting closed at 9.55am.

8. Status Report

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

Item	Subject	Officer	Council Resolution	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	CEO	An inventory of all public artefacts and donations within the Shire is to be completed. A display cabinet be purchased to house the hand pieces.	❍ ❍	Still to be undertaken. CDO to look at style and cost of cabinet.
1133-190521 - 12	Albert Facey Homestead Committee Recommendations	CEO	That a sign be placed at Harrismith directing people to the Albert Facey Homestead.	❍	In progress.
1156-150921-05	Tender RFT 03-2021/22 Supply and Lay of Bituminous Products	CEO	That Council accept the tender from Downer as per received RFT 03-2021/22 Supply and Lay of Bituminous Products for a full service and lay of bitumen products.	✓	Unsuccessful letters sent 28/09/2021
1157-150921-06	Tender – RFT 06-2021/22 Supply and Lay of Asphalt	CEO	That Council accept the tender from WCP Civil as per received RFT 6 2021/22 Supply and Lay Asphalt.	✓	Unsuccessful letters sent 28/09/2021
1158-150921-07	Acceptance Tender 07 2021/2022 Provision Refuse Recycling Collection	CEO	That Council accept the tender RFT 07-2021/22 from Great Southern Waste Disposal commencing 1 September 2021	✓	Tender accepted.
1159-150921-11	Townscape & Cultural Planning Committee Recommendations	CEO	That council site the blue tree at the Williams Kondinin Road - Wickepin Corrigin Road intersection.	✓	Blue tree has been relocated.
1160-150921-12	Townscape & Cultural Planning Committee Recommendations	CEO	That the CEO replace the Tank Road sign as near as to the original and that the sign be placed back in the Tank Road information Bay.	❍	Still researching information for sign.
1161-150921-13	Townscape & Cultural Planning Committee Recommendations	CEO	That the current Wogolin Road information board not be re-sited and that a new board be redesigned.	❍	In progress.
1162-150921-14	Townscape & Cultural Planning Committee Recommendations	CEO	That the CEO investigate the state of the CRC wall and report back to Council.	❍	Gary Bruhn has inspected the wall and waiting on a report.
1163-150921-15	Reserve 35909 – Park Lands	CEO	That Council request the Minister for Department Heritage and Planning to change the Vesting for Reserve 35909 consisting Lot 500 & 501 on DP 418041	✓	Letter sent 13/10/2021

			to the Shire of Wickepin for Water Supply.		
1164-150921-16	Official Opening Wogolin Recreation Area	CEO	That Council hold the opening of the Wogolin Recreation Area as a standalone event based on project completion.	✓	Letter sent to T Miller on 28/09/2021 advising Council's decision. Tentative dates of 15th and 19th November 2021 have been booked with Rick Wilson MP office. Date to be confirmed by council.
1165-150921-17	Shire of Narrogin Draft Local Planning Scheme No 3	CEO	That the Shire of Wickepin advise the Shire of Narrogin that it does not have any comments to make regarding the Shire of Narrogin Draft Local Planning Scheme No. 3 (LPS 3).	✓	Letter sent 28/09/2021.

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:	**1 October 2021**

Enclosure/Attachments: Nil

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

Background: Nil

Comments:

Programmed Construction Works

- Water harvesting at Wickepin Caravan Park drain – on hold until the end of November when I return from leave.
- WSFN Rabbit Proof Fence Rd – commenced next stage which consists of ripping the bitumen and widening the pavement formation.
- Plover St – area has been surveyed and will continue to follow this up when I return from leave.
- Curlew Way drainage – area has been surveyed and is currently in the design process.
- Wickepin Harrismith drainage – considering two options and will discuss further at the November Council meeting.

Maintenance Works

- Maintenance Grader – Colin has been spot grading damaged areas.
- Pothole patching – ongoing.
- Signage maintenance – ongoing.

Occupational Health and Safety
Lost time injury – Nil

Parks and Gardens

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

Plant and Equipment

- General servicing

Other Information

- Tender documents for the grader and roller have been received and I will submit an agenda item for the November Council meeting.

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 01 October 2021.

Voting Requirements: Simple majority

TECHNICAL SERVICES

10.1.02 Replacement of Vehicles – 0WK, WK0 and WK701

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mark J Hook, Chief Executive Officer**
File Reference:	**PS.TEN.2111**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	
Date of Report:	

Enclosure/Attachments:

1. RFQ 13 - Specifications
2. Isuzu Ute Quotation

Summary:

Council is being requested to accept the quotes from Edwards Isuzu Ute for the vehicles named below as per specifications listed in the attachments.

- 0WK – 21MY ISUZU MU-X LSU 4X4 at a changeover price of $7,880.00 GST inclusive.
- WK0 – D-MAX X-Terrain 4X4 at a changeover price of $9,460.00 GST inclusive.
- WK701 – D-MAX LS-M 4X4 at a changeover price of $16,290.00 GST inclusive.

Background:

The 2021/2022 Budget includes within the plant replacement program the replacement of the following vehicles:

- 0WK – 2021 Isuzu MU-X LS-U 4X4 Auto (Two changeovers)
- WK0 – 2021 D-MAX X-Terrain 4X4 Blue Auto
- WK701 – Triton GLS

Comments:

As per council's purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS the Chief Executive Officer requested quotes from the following suppliers:

1. Narrogin Ford
2. Narrogin Toyota
3. Edwards Isuzu Ute – Narrogin

Council only received quotes from Edwards Isuzu Ute as of 8 October 2021.

21 MY ISUZU MU-X LSU 4x4 AUTO	
0WK	
Price inclusive of options	54,031.70
Electric Brakes	700.00
Metallic Paint	450.00
Rubber Mats	180.00
Anderson Plug	220.00
Tow Bar & Wiring	1,200.00
Window Tint	400.00
Dealer Delivery Fee	500.00
Registration	300.00
Less Trade	46,151.70
Change Over GST Inclusive	**$7,880.00**

D-MAX X-TERRAIN 4x4	
WK0	
Price inclusive of options	62,917.50
Window Tint	400.00
Towing Pack	1,100.00
SWAP Electrics & Lights	400.00
Metallic Paint	450.00
Electric Breaks	700.00
ARB Bull Bar	2,800.00
Anderson Plug	220.00
12 Volt Power Outlet	270.00
Swap Rack	200.00
Swap Shire 2 Way & UHF	400.00
Long Range Fuel Tank	1,500.00
Tailgate Dust Seal	350.00
Dealer Delivery Fee	500.00
Registration	300.00
Less Trade	53,457.50
Change Over GST Inclusive	**$9,460.00**

	D-MAX SX 4x4	D-MAX LM-S 4x4
WK701		
Price inclusive of options	52,694.10	55,907.20
80 CH UHF	550.00	550.00
Anderson Plug	220.00	220.00
ARB Bull Bar	2,500.00	2,500.00
Canopy	3,800.00	3,800.00
Electric Brakes	700.00	700.00
Long Range Fuel Tank	1,500.00	1,500.00
Rubber Mats	150.00	150.00
Tow Bar & Wiring Harness	1,100.00	1,100.00
Window Tint	400.00	400.00
Tail Gate Dust Seal	350.00	350.00
Dealer Delivery Fee	500.00	500.00
Registration	300.00	300.00
Less Trade	39,617.10	39,617.20
Change Over GST Inclusive	**$13,077.00**	**$16,290.00**

Purchase Value Threshold	**Purchasing Requirement**
Up to $5,000	Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Wickepin, by obtaining at least one (1) oral or written quotation from a suitable supplier, either from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or - from the open market. Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
Over $5,000 and up to $50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or - from the open market. Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
Over $50,000 and up to $150,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or - from the open market. Requests for quotation from a pre-qualified panel of suppliers (whether administered through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over $150,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy and the Shire of Wickepin's tender procedures.

	The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.

Statutory Environment:
Local Government Act 1995.
Local Government (Functions and General) Regulations 1996.

Policy Implications: Nil

Financial Implications:
Council's budget figure for the changeover of the following vehicles are:

- 0WK – 2021 Isuzu MU-X LS-U 4X4 Auto is $15,000.00 GST exclusive (Two changeovers).
- WK0 – 2021 D-MAX X-Terrain 4X4 Blue Auto is $15,000.00 GST exclusive.
- WK701 – Triton GLS $26,000.00 GST exclusive.

Strategic Implications: Nil

Recommendations:
That council accept the following quotes from Edwards Isuzu Ute Narrogin.

1. 0WK – 21MY ISUZU MU-X LSU 4X4 at a changeover price of $7,880.00 GST inclusive.
2. WK0 – D-MAX X-Terrain 4X4 at a changeover price of $9,460.00 GST inclusive.
3. WK701 – D-MAX LS-M 4X4 at a changeover price of $16,290.00 GST inclusive.

Voting Requirements: Simple majority

TECHNICAL SERVICES

10.1.03 Wogolin Recreation Area

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**CP.MAI.576**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments: Nil

Summary:

The Community is requesting Council to install a BBQ and water fountain in the new Wogolin Recreation Area.

Background:

The Community has requested Council to install a BBQ and Water Fountain in the new Wogolin Recreation Area.

Comments:

The Wogolin Recreation Area did not have a BBQ in the master plan, as there is a BBQ only some 100 metres away in the park near the Facey Homestead.

There is limited room in the grassed area of the Wogolin Recreation Area for a BBQ and Water Fountain.

Council could install a BBQ in this area but it would not leave much room for a table and seating. There is no other area within the fenced area for a BBQ.

A single stand BBQ as shown in this picture to purchase is $5700 plus GST and installation. The CEO at this stage has not costed the installation but there is power nearby so it should not be hard for installation.

Council needs to consider the cost of cleaning and maintain a BBQ facility as we already do at the Facey Homestead Playground.

The cost to supply and install the following water fountain at the Lake Yealering Foreshore was $3,291.

Council could install the Water fountain at the Lawn area near the toilet facilities, as there are water connections that could be tapped into in this area.

Both of these items would be unbudgeted expenditure.

Statutory Environment:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution*; or

(c) is authorised in advance by the mayor or president in an emergency.

(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.

[Section 6.8 amended by No. 1 of 1998 s. 19.]

Policy Implications: Nil

Financial Implications:

A single stand BBQ would be approximately $5700 plus GST and the cost of installation.

The cost to supply and install the water fountain would be approximately $3,500.

Strategic Implications:

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:

That Council install a water fountain within the Wogolin Recreation Area.

Voting Requirements: Absolute majority

TECHNICAL SERVICES

10.1.04 Pedestrian Crossing and Speed Reduction, Wogolin Road

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**GR.LRL.1**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments:

1. Planning and Designing for Pedestrians Guidelines Main Roads WA

Summary:

Council is requesting Main Roads WA to reduce the speed limit in the Main Street of Wickepin, Wogolin Road from 50kph to 40kph and to place a pedestrian crossing in the Main Street of Wickepin, Wogolin Road.

Background:

Council has received a request to reduce the speed limit in the Main Street of Wickepin, Wogolin Road from 50Kmh to 40Kmh and to place a pedestrian crossing in the Main Street of Wickepin, Wogolin Road.

Comments:

The Main Roads WA Web Site states the following in relation to speed Zoning and Pedestrian Crossings.

Speed zoning

To ensure a safe environment for all road users, it is necessary to continuously review and modify speed zones. We are responsible for speed zones on all roads across the state. Requests for change in speed zones on local roads need to be submitted to the local government, who will assess the request and submit it to us if they agree with the change.

Pedestrian Crossing Warrants

MRWA have minimum requirements for pedestrian and traffic demand at pedestrian priority crossing facilities. Warrants are different from design requirements for the safe installation of crossing facilities. All warrants should be used as a guide only, with the final decision based on an understanding of local conditions and past experience. Pedestrian crossing facilities where motorists give way to pedestrians (pedestrian priority) require motorists to be aware of pedestrian activity and to drive with an expectation to stop at a marked or signalised crossing. Crossings which are irregularly used by pedestrians can present a risk, as motorists become accustomed to driving through the facilities without stopping, no longer expecting a pedestrian to cross. For this reason, pedestrian crossing warrants consider the number of pedestrians trying to cross a road in a regular period. Pedestrian crossing warrants also consider the impact on traffic flows along a road. Consideration is given to the delay caused to motorists stopping for pedestrians, compared to the delay experienced by pedestrians trying to

cross a road. The function of a road, type of demand for the crossing (school, shopping centre, bus stop), and the characteristics of people likely to use the crossing (walking speeds, road safety awareness) should all be considered when assessing the most appropriate form of crossing facility. For roads through built-up activity centres or past schools, changing the road environment (reducing traffic speeds, increasing motorists' awareness of pedestrian activity) may be necessary before a safe crossing can be installed.

Zebra and Wombat Crossing Warrant

A zebra crossing may be considered if in two separate hours on an average weekday:

- The number of pedestrians crossing in close proximity of the site (generally within 30 m) exceeds 60 per hour
- The number of vehicles exceeds 600 per hour (total both directions)
- The product of the number of pedestrians crossing and vehicles passing the site exceeds 90,000 in the same hour

The Shire of Wickepin can only request the reduction of the speed zoning and the installation of a Zebra crossing in the Main Street of Wickepin to Main Roads WA who will make the final decision.

Council needs to consider where to place a pedestrian crossing; if it placed directly opposite the new playground; children may just run directly across the road believing a zebra crossing is giving them security and safety.

A better placement for the pedestrian crossing may be at the Gazebo area near the Newsagency.

Statutory Environment:

Road Traffic Code 2000

62. Pedestrian crossings

(1) A driver approaching a pedestrian crossing must drive at a speed at which the driver can, if necessary, stop safely before the crossing.

Points: 3 Modified penalty: 6 PU

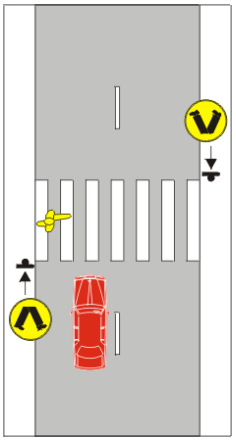
(2) A driver must give way to a pedestrian who is on a pedestrian crossing.

Points: 3 Modified penalty: 6 PU

Examples

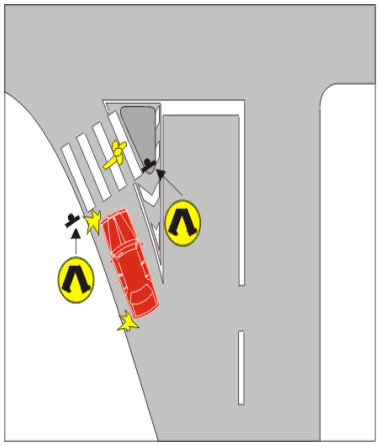
Example 1

Giving way to a pedestrian on a pedestrian crossing



Example 2

Giving way to a pedestrian on a pedestrian crossing at a slip lane



In each of these examples, the driver must give way to the pedestrian on the crossing.

(3) A driver must stop the vehicle before it reaches a pedestrian crossing if a "children crossing – stop" sign is displayed to face approaching drivers, and must not permit any portion of the vehicle to enter upon the pedestrian crossing while any pedestrian is on it or while the sign is displayed.

Points: 4 Modified penalty: 6 PU

Policy Implications: Nil

Financial Implications:

There should be no costs, as Main Roads will install the new signage and the pedestrian Crossing. Council may be up for the cost of maintaining the pedestrian crossing and any future repainting.

Strategic Implications: Nil

Recommendations:

1. That Council request Main Roads WA to reduce the speed limit in the Main Street of Wickepin, Wogolin Road from 50kph to 40kph
2. That Council request Main Roads WA to place a pedestrian crossing in the Main Street of Wickepin, Wogolin Road.

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:	**12th October, 2021**

Enclosure/Attachments: List of accounts.

Summary:
List of accounts remitted during the period 1st September, 2021 to 30th September, 2021.

Municipal Account	Vouchers	Amounts
EFT	11756–11797 11799–11836 11838 –11847 11849-11857	$ 715,419.79
Cancelled Batch		
Bpay	63200921, 63290921	$ 1,598.87
Cheques	15773 – 15774 15776 -15777	$ 22,074.61
Cancelled Cheques	15775	
Payroll	September	$ 81,584.00
Superannuation	September	$ 13,517.35
Credit Card	September	$ 1,332.15
Direct Deductions	September	$ 144.90
Licensing	September	$ 18,290.85
	September Total	**$ 853,962.52**
Trust		
EFT	11837	$ 120.00
Cheques		0.00
	September Total	**$ 120.00**
	Total for September	**$ 854,082.52**

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 $854,082.52 for September 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

List of Accounts Due & Submitted to Council

30th September, 2021

Chq/EFT	Date	Name	Description	Trust	Muni
EFT11837	21/09/2021	JENNA LANSDELL	BUS BOND REFUND	$ 120.00	
			TOTALS TRUST	$ 120.00	
EFT11756	02/09/2021	ASTROTOURISM WA PTY LTD	ASTRO TOURISM MEMBERSHIP, ASTRO WEEKEND, DIGITAL EVENT POSTER, ADDITIONAL EVENT ACTIVITY		$ 8,574.50
EFT11757	02/09/2021	ALL PUMPS & WATER BORING	PUMP, FREIGHT		$ 8,126.25
EFT11758	02/09/2021	BEST OFFICE SYSTEMS	KONICA MINOLTA COPIER CHARGES		$ 2,051.86
EFT11759	02/09/2021	BUNBURY TRUCKS & VANS	LUBE KIT		$ 340.52
EFT11760	02/09/2021	CONNELLY IMAGES	UPDATE YEALERING CROQUET CLUB SIGN		$ 170.50
EFT11761	02/09/2021	CLARK EQUIPMENT	TRACK DRIVE STUDS		$ 158.40
EFT11762	02/09/2021	DERBAHL PTY LTD	HARRISMITH SEWER PUMP OUT		$ 1,048.00
EFT11763	02/09/2021	EDWARDS HOLDEN	REPLACE WINDSCREEN, LABOUR		$ 1,243.00
EFT11764	02/09/2021	DEPARTMENT OF FIRE AND EMERGENCY	ESL QUARTER 1 - 2021/2022		$ 14,260.80
EFT11765	02/09/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL ACCOUNT AUGUST, 2021		$ 15,637.56
EFT11766	02/09/2021	HANCOCKS HOME HARDWARE	REPELLANT, NAIL CLOUTS		$ 100.90
EFT11767	02/09/2021	HERSEY'S SAFETY PTY LTD	CHAINSAW CLIP, HESSIAN SAND BAGS, SNATCH STRAP		$ 2,597.87
EFT11768	02/09/2021	BERYLE HOLM	COMMISSION AUGUST, 2021		$ 212.25
EFT11769	02/09/2021	LAKE YEALERING GOLF CLUB	ANNUAL MOWING YEALERING OVAL 2020 & 2021		$ 3,000.00
EFT11770	02/09/2021	MARKETFORCE PRODUCTIONS	CDO ADVERTS		$ 2,394.06
EFT11771	02/09/2021	MCLEODS BARRISTERS & SOLICITORS	WICKEPIN DISTRICT SPORTS CLUB LEASE		$ 4,254.89
EFT11772	02/09/2021	KOMATSU AUSTRALIA PTY LTD	MIRROR		$ 203.09
EFT11773	02/09/2021	NARROGIN HARDWARE MAKIT	PINE TIMBER, NIGHT LATCHES		$ 898.20
EFT11774	02/09/2021	NARROGIN BEARING SERVICES	GRUB LOCK, HOUSING		$ 119.46
EFT11775	02/09/2021	NARROGIN QUARRY OPERATIONS	BLUE METAL		$ 6,096.55
EFT11776	02/09/2021	NARROGIN BETTA HOME LIVING	MOBILE PHONE, MICROWAVE		$ 918.00
EFT11777	02/09/2021	STAR TRACK EXPRESS	FREIGHT - HERSEYS		$ 163.53
EFT11778	02/09/2021	NATURE PLAY SOLUTIONS	CONSTRUCTION WOGOLIN ROAD RECREATION AREA		$ 291,836.16
EFT11779	02/09/2021	PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT		$ 340.00
EFT11780	02/09/2021	PINGELLY TYRE SERVICE	ROTATE & BALANCE TYRES		$ 55.00
EFT11781	02/09/2021	ROYAL LIFE SAVING SOCIETY WA INC.	WATCH AROUND WATER REGISTRATION 2021 - 2024		$ 440.00
EFT11782	02/09/2021	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL RABBIT PROOF FENCE ROAD		$ 825.00
EFT11783	02/09/2021	REPCO	FLASHING BEACONS		$ 1,194.60
EFT11784	02/09/2021	SHIRE OF BROOKTON	1/18 ANNUAL HONORARIUM 2021/2022		$ 100.00
EFT11785	02/09/2021	PETER ROBERT STRIBLING	YEALERING CARAVAN PARK COMMISSION JULY, 2021		$ 39.22
EFT11786	02/09/2021	R J SMITH ENGINEERING	SHAFT		$ 25.00
EFT11787	02/09/2021	NARROGIN CAMPUS SOUTH REGIONAL TAFE	FORKLIFT TRAINING		$ 459.20
EFT11788	02/09/2021	TANYA MARY SANDS	COMMISSION AUGUST, 2021		$ 183.70
EFT11789	02/09/2021	TRUCKLINE	PENETRATING OIL, RATCHET STRAPS, COUPLER		$ 285.16
EFT11790	02/09/2021	TOLL IPEC	FREIGHT - DX PRINT, DAIMLER TRUCKS		$ 54.53
EFT11791	02/09/2021	TWINKARRI P / L	ROADSIDE VEGETATION REDUCTION		$ 21,230.00
EFT11792	02/09/2021	WURTH AUSTRALIA PTY LTD	PIPE SEAL, TRUCK WASH, WINDSCREEN ADDS, GLOVES, FREIGHT		$ 309.29

EFT11793	06/09/2021	JANET AUDREY BIRD	BOND REFUND		$ 600.00
EFT11794	09/09/2021	KAPOW ELECTRICAL	PROGRESS PAYMENT UNDERGROUND PITS - REFERENCE 37-SOW-006 KBUILT		$ 16,500.00
EFT11795	16/09/2021	AUSTRALIA POST	ACCOUNT AUGUST, 2021		$ 433.53
EFT11796	16/09/2021	AIR LIQUIDE WA PTY LTD	GAS CYLINDER RENTAL AUGUST 2021		$ 71.02
EFT11797	16/09/2021	AG. AIRCON & ELECTRICAL	REVERSING BEEPER		$ 140.14
EFT11799	16/09/2021	DAIMLER TRUCKS	TENSION ASSEMBLY, PULLEY, BELTS		$ 926.25
EFT11800	16/09/2021	EDWARDS HOLDEN	UHF RADIO, TOOL BOX		$ 1,485.35
EFT11801	16/09/2021	EWEN RURAL SUPPLIES	ACCOUNT AUGUST, 2021		$ 10,774.05
EFT11802	16/09/2021	EASIFLEET	FACEY GROUP VEHICLE LEASE PAYMENT		$ 460.56
EFT11803	16/09/2021	ELDERS WICKEPIN	DIESEL OIL		$ 1,100.00
EFT11804	16/09/2021	PETER JAMES ELDRIDGE	RATES REFUND A2511 32 ROBERTS ST YEALERING		$ 50.00
EFT11805	16/09/2021	AC & EJ FULFORD & CO	TIP MAINTENANCE JUNE, JULY, AUGUST, 2021		$ 13,767.60
EFT11806	16/09/2021	FARMERS CENTRE	ROLL PINS		$ 6.60
EFT11807	16/09/2021	FACEY GROUP INC	2021/22 SPONSORSHIP 1ST INSTALLMENT		$ 5,500.00
EFT11808	16/09/2021	HANCOCKS HOME HARDWARE	GALVINISED NAIL CLOUTS WHITE POSTS		$ 25.05
EFT11809	16/09/2021	WICKEPIN HISTORY BOOK COMMITTEE	COMMUNITY GRANT CONTRIBUTION 2021/2022		$ 810.00
EFT11810	16/09/2021	HAVE A GO NEWS	WILDFLOWER PROMOTION X 3 ISSUES		$ 302.49
EFT11811	16/09/2021	KLEENHEAT GAS	ANNUAL CYLINDER RENT 10 SMITH STREET		$ 70.38
EFT11812	16/09/2021	NARROGIN TYRE SERVICE	TUBES		$ 77.00
EFT11813	16/09/2021	LEISURE INSTITUTE OF WA AQUATICS (INC)	POOL MANAGERS SEMINAR		$ 99.00
EFT11814	16/09/2021	GREAT SOUTHERN WASTE DISPOSAL	REFUSE COLLECTIONS AUGUST 2021		$ 7,275.25
EFT11815	16/09/2021	NARROGIN FURNISHINGS	LINO FOR KIOSK AT SWIMMING POOL		$ 300.00
EFT11816	16/09/2021	NARROGIN BEARING SERVICES	ROLLER CHAIN, JOINERS		$ 513.50
EFT11817	16/09/2021	NARROGIN AUTO ELECTRICS	TWO WAY MICROPHONE		$ 61.00
EFT11818	16/09/2021	NARROGIN PACKAGING	TOILET CHEMICALS		$ 189.15
EFT11819	16/09/2021	STAR TRACK EXPRESS	FREIGHT ON SAFETY EQUIPMENT FROM HERSEY		$ 170.24
EFT11820	16/09/2021	NARROGIN LIQUOR BARONS	REFRESHMENTS COUNCIL MEETING		$ 207.97
EFT11821	16/09/2021	NARROGIN TOYOTA	CHAINSAW		$ 1,178.71
EFT11822	16/09/2021	NATURE PLAY SOLUTIONS	WOGOLIN ROAD RECREATION AREA		$ 182,397.60
EFT11823	16/09/2021	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY		$ 85.20
EFT11824	16/09/2021	PARRYS	OUTDOOR STAFF PPE CLOTHING AND BOOTS		$ 4,668.75
EFT11825	16/09/2021	RURAL PRESS PTY LIMITED	WILDFLOWER ADVERT IN SENIORS NEWSPAPER		$ 173.00
EFT11826	16/09/2021	BULLIVANTS	LOAD STRAPS, ANCHOR POINTS		$ 1,075.14
EFT11827	16/09/2021	NARROGIN CAMPUS SOUTH REGIONAL TAFE	SECURE CARGO COURSE 23/08/2021		$ 714.60
EFT11828	16/09/2021	SHIRE OF NARROGIN	RANGER SERVICES 26/08/2021		$ 408.00
EFT11829	16/09/2021	TOLL IPEC	ROADSIGNS - FREIGHT		$ 187.68
EFT11830	16/09/2021	THE YEALERING PANTRY	SANDBAGGING BANK, FUEL & MONITORING BOARDS		$ 500.32
EFT11831	16/09/2021	TOPLINE TRAMPOLINES	JET JOL 14 X 7 TRAMPOLINE MAT		$ 2,855.00
EFT11832	16/09/2021	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT		$ 220.00
EFT11833	16/09/2021	WESTRAC EQUIPMENT	KEYS		$ 43.07
EFT11834	16/09/2021	WICKEPIN DISTRICT SPORTS CLUB	COMMUNITY GROUP CONTRIBUTION 2021/2022		$ 5,805.80
EFT11835	16/09/2021	WATERSHED NEWS	ANNUAL ALLOCATION		$ 6,500.00
EFT11836	16/09/2021	YMCA	LIFE GUARD TRAINING RENEWAL		$ 195.00

EFT11838	30/09/2021	BEAUREPAIRES	TYRES, FITTING, BALANCING		$ 1,253.24
EFT11839	30/09/2021	YVONNE BOWEY CONSULTING	REVIEW & CONVERSION TO STATUTORY BUDGET		$ 3,324.75
EFT11840	30/09/2021	BEST OFFICE SYSTEMS	KONICA MINOLTA COPIER CHARGES		$ 1,356.36
EFT11841	30/09/2021	BKS ELECTRICAL	MATERIALS, TEST & TAG LABOUR & TRAVEL		$ 3,327.63
EFT11842	30/09/2021	COUNTRY PAINT SUPPLIES	SPRAY & MARK		$ 62.04
EFT11843	30/09/2021	CLARK EQUIPMENT	ANTENNAE		$ 106.85
EFT11844	30/09/2021	ELDERS WICKEPIN	6 x 20 LITRE DRUMS - ROUNDUP		$ 1,056.00
EFT11845	30/09/2021	AC & EJ FULFORD & CO	TREE REMOVAL, DRAINAGE WORKS		$ 15,279.00
EFT11846	30/09/2021	HERSEY'S SAFETY PTY LTD	SUNSCREEN, SUNBLOCK		$ 328.90
EFT11847	30/09/2021	NARROGIN HIRE SERVICE AND RETICULATION	STAINLESS STEEL SPRINKLERS, PVC, ELBOWS, COUPLINGS, ROTORS		$ 2,143.86
EFT11849	30/09/2021	NARROGIN FLORIST	CR HYDE FLOWERS		$ 65.00
EFT11850	30/09/2021	NARROGIN & DISTRICTS PLUMBING SERVICE	REPLACE URINAL, TRAVEL, MATERIALS		$ 1,989.90
EFT11851	30/09/2021	NARROGIN VALLEY STOCKFEED	SAND		$ 1,000.00
EFT11852	30/09/2021	GARY RASMUSSEN	REIMBURSEMENT - SCREEN PROTECTOR, PHONE COVER		$ 55.00
EFT11853	30/09/2021	STYLELITE PTY LTD	4 X SOLAR BOLLARDS		$ 1,100.00
EFT11854	30/09/2021	TOLL IPEC	FREIGHT - DX PRINT		$ 11.01
EFT11855	30/09/2021	WICKEPIN DISTRICT SPORTS CLUB	GOLF DAY SPONSORSHIP 25/09/2021		$ 200.00
EFT11856	30/09/2021	WICKEPIN COMMUNITY RESOURCE CENTRE	OPERATION OF LIBRARY & SALARY SUBSIDY 2021/2022		$ 23,839.20
EFT11857	30/09/2021	YEALERING PRIMARY SCHOOL	END OF YEAR AWARDS 2021		$ 50.00
			TOTALS EFT		$ 715,419.79
15773	02/09/2021	SYNERGY	POWER ACCOUNT 18/06/2021 - 16/08/2021		$ 2,353.31
15774	02/09/2021	WATER CORPORATION	WATER ACCOUNT 24/06/2021 - 20/08/2021		$ 1,504.69
15776	16/09/2021	SYNERGY	ELECTRCITY 10/08/21 TO 10/09/21		$ 12,198.78
15777	30/09/2021	WATER CORPORATION	WATER ACCOUNT 27/07/2021 - 28/09/2021		$ 6,017.83
			TOTALS CHEQUES		$ 22,074.61
DD12520.1	07/09/2021	CLASSIC FUNDING GROUP PTY LTD	KONICA MINOLTA C558 MANAGED SERVICE AGREEMENT		$ 884.40
DD12526.1	08/09/2021	CLASSIC FUNDING GROUP PTY LTD	KONICA MINOLTA C558 MANAGED SERVICE AGREEMENT		-$ 884.40
DD12545.1	16/09/2021	WESTNET PTY LTD	INTERNET CHARGES 1/10/21 TO 1/11/21		$ 144.90
			TOTALS DIRECT DEBITS		$ 144.90

DD12611.1	22/09/2021	ANZ BANK	STAFF TRAINING, GIFT CARD, MEALS & DRINKS		$ 1,332.15
			TOTALS CREDIT CARD		$ 1,332.15
63200921	20/09/2021	TELSTRA	SATELLITE PHONE SEPTEMBER 21		$ 45.00
63290921	29/09/2021	TELSTRA	PHONE, WIFI & INTERNET ACCOUNT SEPT, 2021		$ 1,553.87
			TOTALS BPAY		$ 1,598.87
DD12530.1	08/09/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS		$ 4,867.64
DD12530.2	08/09/2021	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS		$ 87.76
DD12530.3	08/09/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS		$ 347.68
DD12530.4	08/09/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		$ 524.14
DD12530.5	08/09/2021	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS		$ 218.39
DD12530.6	08/09/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS		$ 75.63
DD12530.7	08/09/2021	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS		$ 213.51
DD12530.8	08/09/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		$ 314.63
DD12563.1	22/09/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS		$ 4,878.78
DD12563.2	22/09/2021	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS		$ 85.02
DD12563.3	22/09/2021	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS		$ 347.68
DD12563.4	22/09/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS		$ 601.95
DD12563.5	22/09/2021	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS		$ 222.66
DD12563.6	22/09/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS		$ 213.54
DD12563.7	22/09/2021	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS		$ 213.51
DD12563.8	22/09/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS		$ 304.83
			TOTALS SUPERANNUATION		$ 13,517.35
98010921	01/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 836.15
98020921	02/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 1,767.75
98060921	06/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 949.45
98070921	02/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 621.90
98080921	08/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 1,794.60
98090921	09/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 786.60
98100921	10/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 672.65
98130921	13/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 787.35
98160921	16/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 884.75
98170921	17/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 1,143.40
98210921	21/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 479.40

98230921	23/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 157.50
98240921	24/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 5,921.15
98280921	28/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 44.50
98290921	29/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 1,397.30
98300921	30/09/2021	DEPT OF TRANSPORT	TRANS LICENSING		$ 46.40
			TOTALS LICENSING		$ 18,290.85
8/09/2021	08/09/2021	PAYROLL	PAYROLL		$ 39,735.00
22/09/2021	22/09/2021	PAYROLL	PAYROLL		$ 41,849.00
			TOTALS PAYROLL		$ 81,584.00
			ACCOUNT TOTALS	$ 120.00	$ 853,962.52
			TOTAL PAYMENTS FOR SEPTEMBER		$ 854,082.52

Credit Card Payment Summary

23rd August, 2021 to 22nd September, 2021

DATE	COMPANY	PURCHASE	AMOUNT
25/08/2021	YEALERING HOTEL	MEALS AND DRINKS	$ 690.70
1/09/2021	DEPT MINES	STAFF TRAINING	$ 235.50
14/09/2021	NARROGIN POST OFFICE	GIFT CARD CR HYDE	$ 405.95
		Total Payments	$ 1,332.15

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.02 Financial Report

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**FM.FR.1212**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments: Monthly report

Background:

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

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

Comments:

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

Statutory Environment:

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
(a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
(b) Budget estimates to the end of the month to which the statement relates;
(c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
(d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
(e) The net current assets at the end of the month to which the statement relates.

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

(3) The information in a statement of financial activity may be shown -
(a) According to nature and type classification;

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

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
(a) Presented to the council -
(i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
(b) Recorded in the minutes of the meeting at which it is presented.

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

Policy Implications: Nil

Strategic Implications: Nil

Recommendations:
That the financial statements tabled for the period ending 30 September 2021 as presented be received.

Voting Requirements: Simple majority

SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

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

Shire of Wickepin
Compilation Report
For the Period Ended 30 September 2021

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

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

Statement of Financial Activity by reporting program
Is presented on page 6 and shows a surplus as at 30 September 2021 of $2,578,707.

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

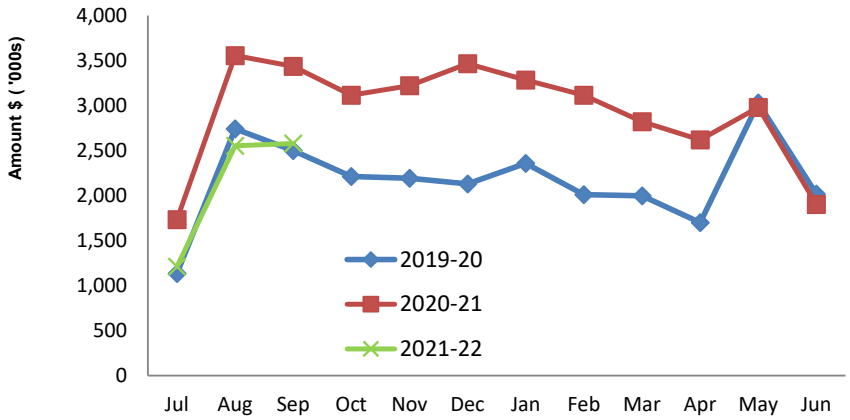
Preparation
Prepared by: Erika Clement DCEO
Date prepared: 5-Oct-21
Reviewed by: Mark Hook CEO

Shire of Wickepin

Monthly Summary Information

For the Period Ended 30 September 2021

Liquidity Over the Year (Refer Note 3)



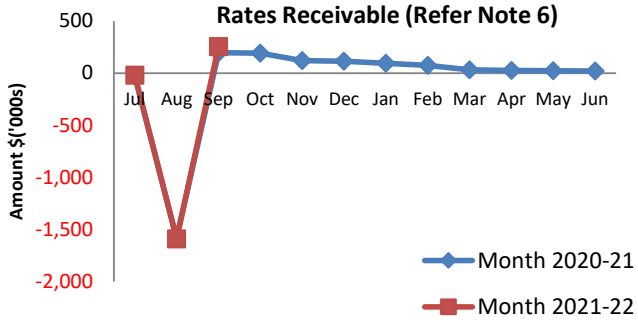
Cash and Cash Equivalents as at period end

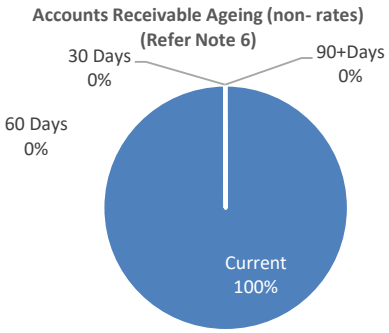
Unrestricted	$	3,041,617
Restricted	$	2,824,404
	$	5,866,021

Receivables

Rates	$	254,720
Other	$	416,714
	$	671,434

Rates Receivable (Refer Note 6)





Comments	
Unrestricted cash includes the following payments in advance	
21/22 FESA paid in advance	$14,895
21/22 Grants Commission - General	$557,672
21/22 Grants Commission - Roads	$292,776
Amounts paid in advance	**$865,343**

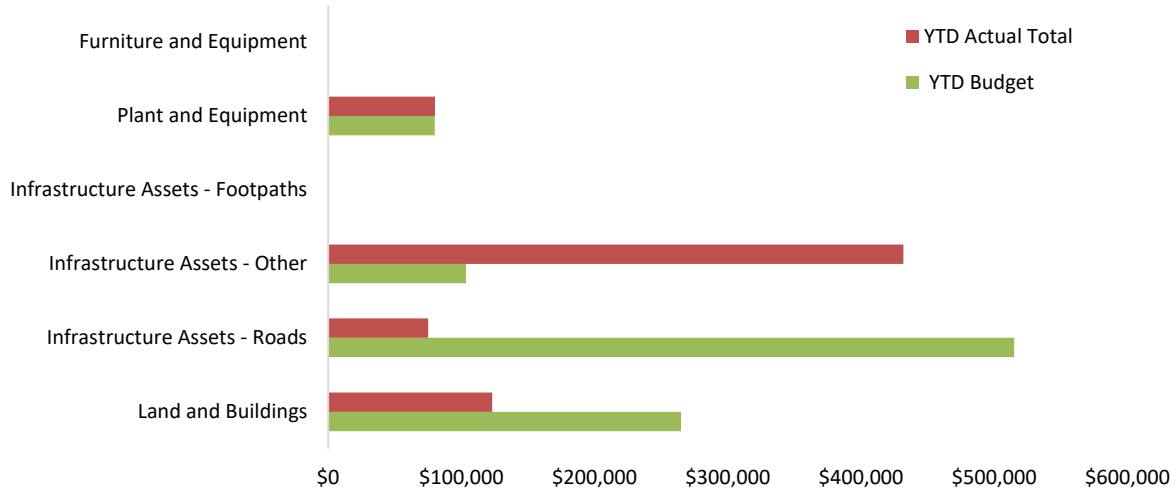
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin

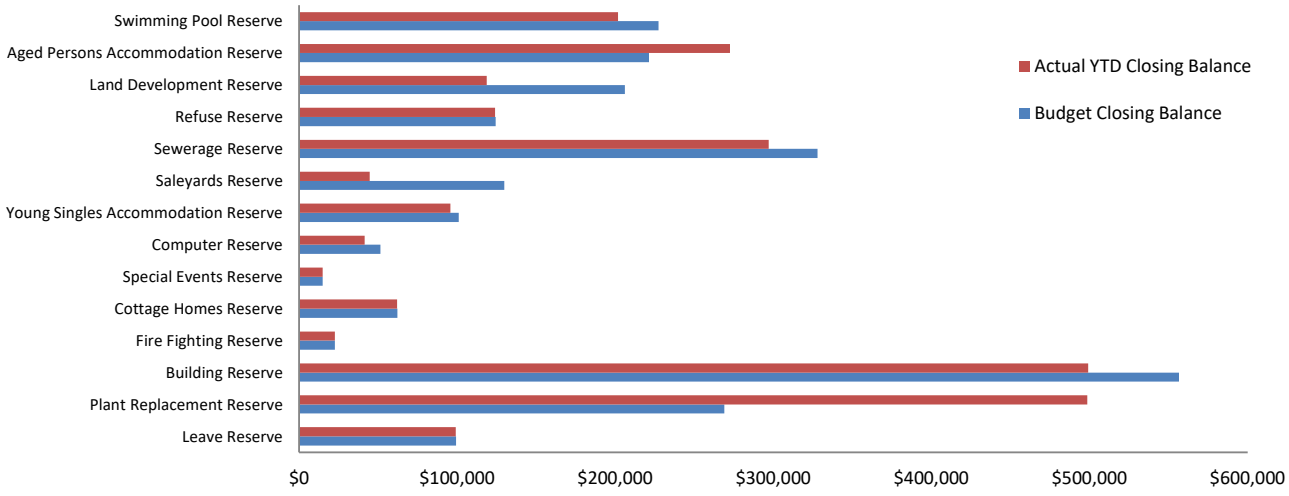
Monthly Summary Information

For the Period Ended 30 September 2021

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

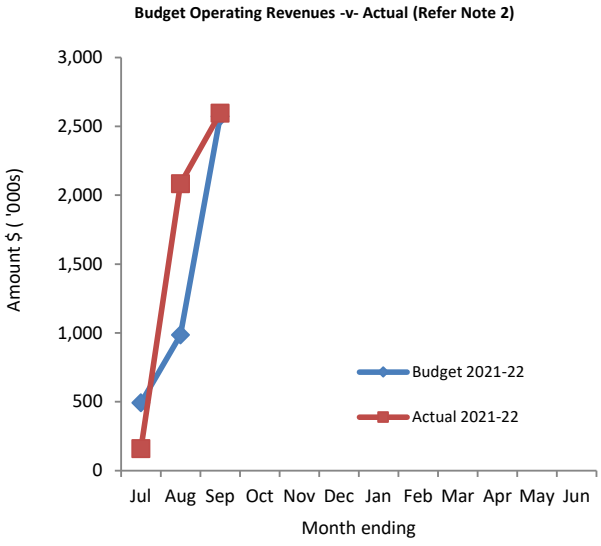
This information is to be read in conjunction with the accompanying Financial Statements and notes.

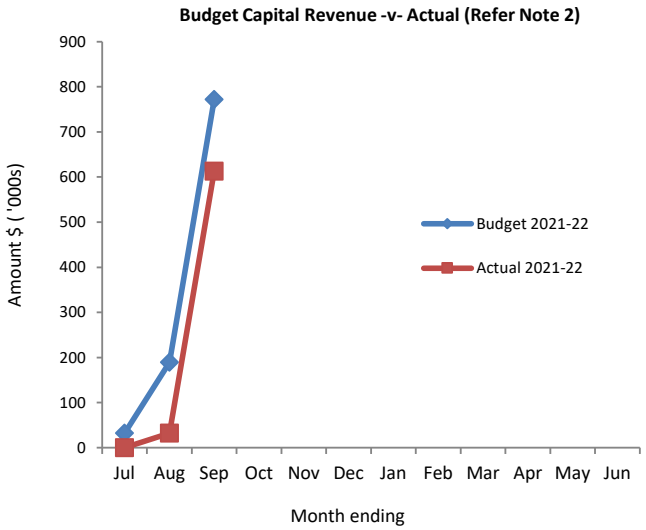
Shire of Wickepin

Monthly Summary Information

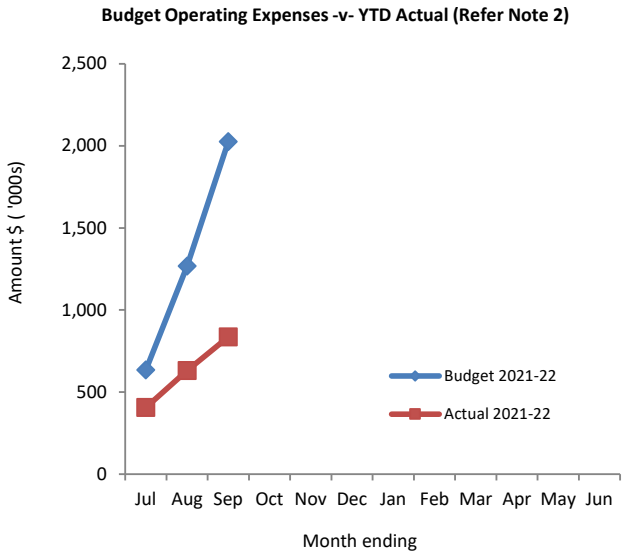
For the Period Ended 30 September 2021

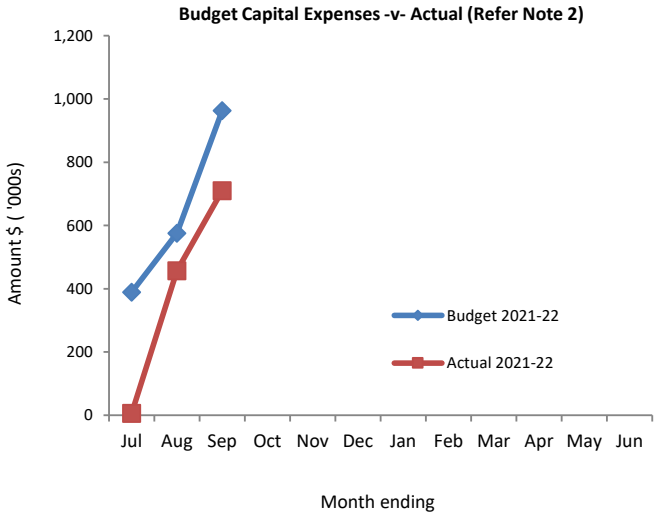
Revenues





Expenditure





Comments

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

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

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Governance		1,725	429	**520**	91	21.15%	
General Purpose Funding - Rates	9	1,398,297	1,387,777	**1,394,325**	6,548	0.47%	
General Purpose Funding - Other		782,761	195,684	**199,728**	4,044	2.07%	
Law, Order and Public Safety		97,284	58,776	**48,759**	(10,017)	(17.04%)	▼
Health		700	171	**0**	(171)	(100.00%)	
Education and Welfare		300	72	**136**	64	89.38%	
Housing		907,934	56,943	**19,313**	(37,630)	(66.08%)	▼
Community Amenities		188,570	151,176	**168,803**	17,627	11.66%	▲
Recreation and Culture		195,767	14021	**9,069**	(4,952)	(35.32%)	
Transport		1,968,736	689,706	**726,066**	36,360	5.27%	
Economic Services		334,135	16,440	**19,261**	2,821	17.16%	
Other Property and Services		34,000	8,496	**10,108**	1,612	18.97%	
Total Operating Revenue		**5,910,209**	**2,579,691**	**2,596,087**	16,396		
Operating Expense							
Governance		(500,591)	(195,317)	**(140,928)**	54,389	27.85%	▼
General Purpose Funding		(102,524)	(25,629)	**(19,974)**	5,655	22.07%	▼
Law, Order and Public Safety		(238,302)	(95,057)	**(65,144)**	29,913	31.47%	▼
Health		(25,055)	(6,249)	**(3,697)**	2,552	40.84%	
Education and Welfare		(26,840)	(6,690)	**(2,154)**	4,536	67.80%	▼
Housing		(165,862)	(39,036)	**(24,112)**	14,924	38.23%	▼
Community Amenities		(426,833)	(109,025)	**(82,091)**	26,934	24.70%	▼
Recreation and Culture		(997,842)	(249,399)	**(180,408)**	68,991	27.66%	▼
Transport		(4,899,391)	(1,224,783)	**(228,305)**	996,478	81.36%	▼
Economic Services		(262,672)	(65,595)	**(50,007)**	15,588	23.76%	▼
Other Property and Services		36,166	(27,951)	**(39,041)**	(11,090)	(39.68%)	▲
Total Operating Expenditure		(7,609,745)	(2,044,731)	**(835,862)**	1,208,869		
Funding Balance Adjustments							
Add back Depreciation		4,727,594	1,181,880	**0**	(1,181,880)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(79,557)	(574)	**(5,818)**	(5,244)	913.58%	
Adjust Provisions and Accruals		282	0	**0**	0		
Adjust Rounding		0	0				
Net Cash from Operations		**2,948,783**	**1,716,266**	**1,754,407**	**38,141**		
Capital Revenues							
Proceeds from Disposal of Assets	8	378,000	189,000	**31,818**	(157,182)	(83.16%)	▼
Total Capital Revenues		378,000	189,000	**31,818**	(157,182)		
Capital Expenses							
Land and Buildings	13	(1,097,025)	(264,753)	(123,127)	141,626	53.49%	▼
Infrastructure - Roads	13	(2,125,019)	(514,761)	(75,014)	439,747	85.43%	▼
Infrastructure - Footpaths	13	(15,000)	0	0	0		
Infrastructure -Other	13	(414,000)	(103,500)	(431,698)	(328,198)	(317.10%)	▲
Plant and Equipment	13	(959,000)	(80,000)	(80,108)	(108)	(0.14%)	
Total Capital Expenditure		(4,610,044)	(963,014)	**(709,948)**	253,066		
Net Cash from Capital Activities		**(4,232,044)**	**(774,014)**	**(678,129)**	**95,885**		
Financing							
Proceeds from New Debentures	10	0	0	**0**	0		
Self-Supporting Loan Principal		6,847	3,424	**3,390**	(34)	(0.98%)	
Transfer from Reserves	7	283,000	0	**0**	0		
Repayment of Debentures	10	(46,139)	(3,390)	**(3,390)**	0	0.00%	
Transfer to Reserves	7	(561,000)	0	**0**	0		
Net Cash from Financing Activities		**(317,292)**	**34**	**0**	**(34)**		
Net Operations, Capital and Financing		**(1,600,553)**	**942,286**	**1,076,278**	**133,992**		
Opening Funding Surplus(Deficit)	3	**1,601,290**	**1,502,429**	**1,502,429**	**0**	0.00%	
Closing Funding Surplus(Deficit)	3	**737**	**2,444,715**	**2,578,707**	**133,992**		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Rates	9	1,398,297	1,387,771	**1,394,325**	6,554	0.47%	
Operating Grants, Subsidies and Contributions	11	1,659,826	346,656	**337,636**	(9,021)	(2.60%)	
Fees and Charges		465,438	252,128	**256,176**	4,048	1.61%	
Service Charges		0	0	**0**	0		
Interest Earnings		17,300	4,323	**1,268**	(3,055)	(70.68%)	
Other Revenue		0	0	**19,785**	19,785		▲
Profit on Disposal of Assets	8	100,545	5,818	**5,818**			
Total Operating Revenue		3,641,406	1,996,696	**2,015,007**	18,312		
Operating Expense							
Employee Costs		(1,236,634)	(307,592)	**(305,400)**	2,192	0.71%	
Materials and Contracts		(1,198,778)	(341,744)	**(312,187)**	29,557	8.65%	
Utility Charges		(187,750)	(45,783)	**(42,903)**	2,880	6.29%	
Depreciation on Non-Current Assets		(4,727,594)	(1,181,880)	**0**	1,181,880	100.00%	▲
Interest Expenses		(4,032)	(246)	**109**	355	144.24%	▲
Insurance Expenses		(214,969)	(157,496)	**(154,088)**	3,408	2.16%	
Other Expenditure		(19,000)	(4,746)	**(21,392)**	(16,646)	(350.73%)	▼
Loss on Disposal of Assets	8	(20,988)	(5,244)	**0**	5,244	100.00%	
Total Operating Expenditure		(7,609,745)	(2,044,731)	**(835,862)**	1,208,869		
Funding Balance Adjustments							
Add back Depreciation		4,727,594	1,181,880	**0**	(1,181,880)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(79,557)	(574)	**(5,818)**	(5,244)	913.58%	
Adjust Provisions and Accruals		282	0	**0**	0		
Adjust Rounding		0	0	**0**			
Net Cash from Operations		**679,980**	**1,133,271**	**1,173,327**	**40,056**		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,268,803	582,995	**581,080**	(1,915)	(0.33%)	
Proceeds from Disposal of Assets	8	378,000	189,000	**31,818**	(157,182)	(83.16%)	▼
Total Capital Revenues		2,646,803	771,995	**612,898**	(159,097)		
Capital Expenses							
Land and Buildings	13	(1,097,025)	(264,753)	**(123,127)**	141,626	53.49%	▲
Infrastructure - Roads	13	(2,125,019)	(514,761)	**(75,014)**	439,747	85.43%	▲
Infrastructure - Footpaths	13	(15,000)	0	**0**	0		
Infrastructure - Drainage	13	(414,000)	(103,500)	**(431,698)**	(328,198)	(317.10%)	▼
Plant and Equipment	13	(959,000)	(80,000)	**(80,108)**	(108)	(0.14%)	
Furniture and Equipment	13	0	0	**0**	0		
Total Capital Expenditure		(4,610,044)	(963,014)	**(709,948)**	253,066		
Net Cash from Capital Activities		**(1,963,241)**	**(191,019)**	**(97,049)**	**93,970**		
Financing							
Proceeds from New Debentures		0	0		0		
Proceeds from Advances		0	0	**0**	0		
Self-Supporting Loan Principal		6,847	3,424	**3,390**	(34)	(0.98%)	
Transfer from Reserves	7	283,000	0	**0**	0		
Advances to Community Groups		0	0	**0**	0		
Repayment of Debentures	10	(46,139)	(3,390)	**(3,390)**	0	0.00%	
Transfer to Reserves	7	(561,000)	0	**0**	0		
Net Cash from Financing Activities		**(317,292)**	**34**	**0**	**(34)**		
Net Operations, Capital and Financing		**(1,600,553)**	**942,286**	**1,076,278**	**133,992**		
Opening Funding Surplus(Deficit)	3	**1,601,290**	**1,502,429**	**1,502,429**	**0**	0.00%	
Closing Funding Surplus(Deficit)	3	**737**	**2,444,715**	**2,578,707**	**133,992**		

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

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

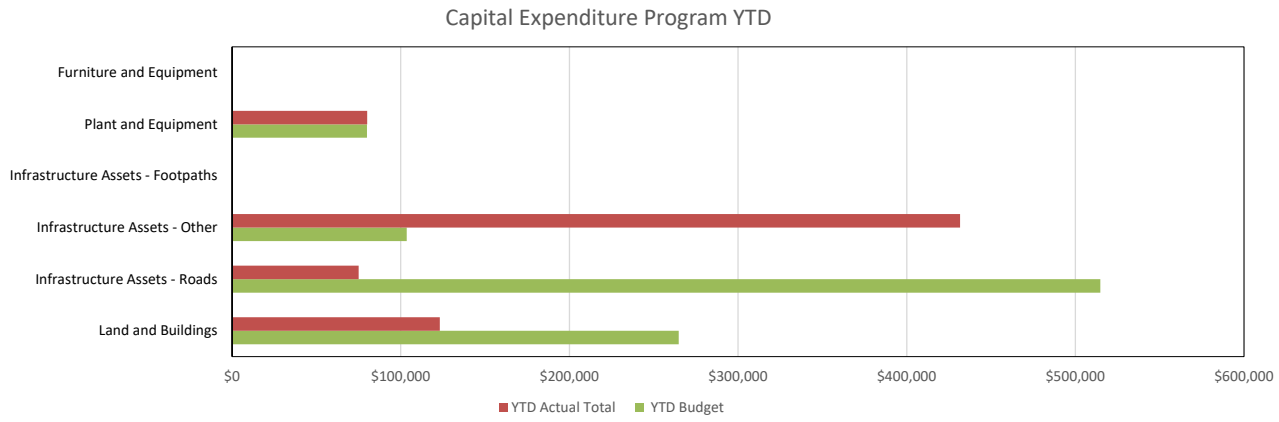
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2021

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	YTD 30 09 2021 Amended Annual Budget	Variance (d) - (c)
		$	$	$	$	$	$
Land and Buildings	13	123,127	0	123,127	264,753	1,097,025	(141,626)
Infrastructure Assets - Roads	13		75,014	75,014	514,761	2,125,019	(439,747)
Infrastructure Assets - Other	13	431,698	0	431,698	103,500	414,000	328,198
Infrastructure Assets - Footpaths	13	0	0	0	0	15,000	0
Plant and Equipment	13	80,108	0	80,108	80,000	959,000	108
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		634,934	75,014	709,948	963,014	4,610,044	(253,066)

Funded By:

Capital Grants and Contributions	581,080	2,268,803	2,268,803	1,687,723
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	31,818	189,000	(79,557)	(157,182)
Own Source Funding - Cash Backed Reserves				
Aged Accommodation Reserve	52,000	0		52,000
Plant Reserve	231,000			231,000
Building Reserve				
Total Own Source Funding - Cash Backed Reserves	0	0	(283,000)	0
Own Source Funding - Operations	(185,950)	(1,494,789)	2,420,798	1,308,839
Capital Funding Total	709,948	963,014	4,610,044	(253,066)

Comments and graphs



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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

Receivables and payables are stated inclusive of GST receivable or payable.
The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

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

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

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

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

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

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

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

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

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

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

Utilities (Gas, Electricity, Water, etc.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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 a nd asset management.and inclusive community engagement
(4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .

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

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

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

LAW, ORDER, PUBLIC SAFETY
Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

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

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

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

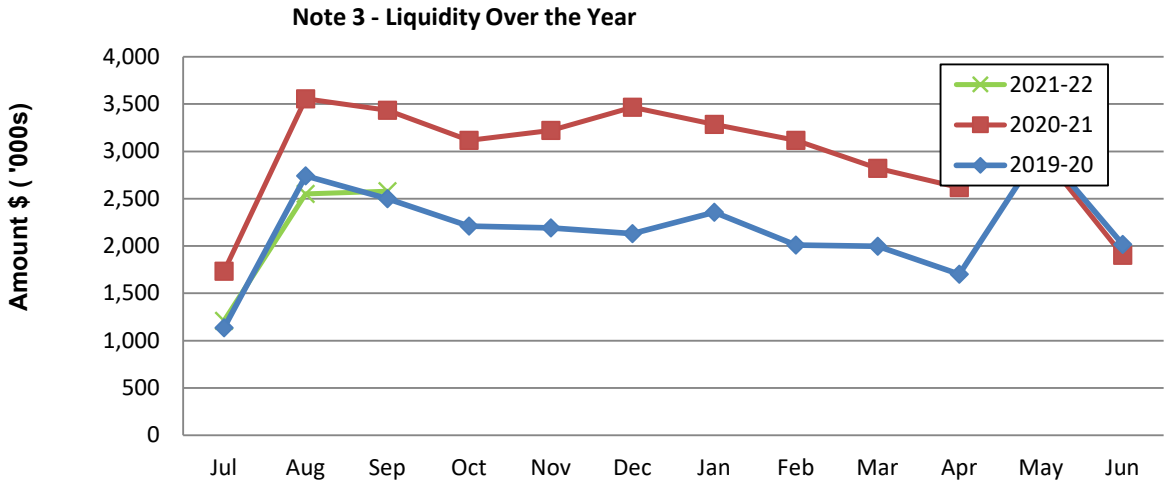
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	$	%			
Governance	91	21.15%			
General Purpose Funding - Other	4,044	2.07%			
Law, Order and Public Safety	(10,017)	(17.04%)	▼	Timing	ESL Commission not yet received. Dog Registrations- October
Housing	(37,630)	(66.08%)	▼	Timing	Aged Units income from Contract liabilites conditions not yet met.
Community Amenities	17,627	11.66%	▲	Timing	Sale of Recycled Materials not budgeted for.
Recreation and Culture	(4,952)	(35.32%)			
Transport	36,360	5.27%			
Economic Services	2,821	17.16%			
Other Property and Services	1,612	18.97%			
Operating Expense					
Governance	54,389	27.85%	▼	Timing	Over several accounts.Advertising (CDO adverts).Priiting/Stationary. Depreciation not run until after Annual report Finalized
General Purpose Funding	5,655	22.07%	▼	Timing	Over several accounts. Loan Guarantee Fee.Depreciation not run until after Annual report Finalized
Law, Order and Public Safety	29,913	31.47%	▼	Timing	Less dog control expenses, Depreciation not run until after Annual report Finalised.
Health	2,552	40.84%			
Education and Welfare	4,536	67.80%	▼	Timing	No Invoices from Narrogin. Depreciation not run until after Annual report Finalized
Housing	14,924	38.23%	▼	Timing	Depreciation not run until after Annual report Finalized
Community Amenities	26,934	24.70%	▼	Timing	Depreciation not run until after Annual report Finalized
Recreation and Culture	68,991	27.66%	▼	Timing	Depreciation not run until after Annual report Finalized
Transport	996,478	81.36%	▼	Timing	Depreciation not run until after Annual report Finalized
Economic Services	15,588	23.76%	▼	Timing	Depreciation not run until after Annual report Finalized
Other Property and Services	(11,090)	(39.68%)	▲	Timing	Training completed earlier. Depreciation not run until after Annual report Finalized
Capital Revenues					
Grants, Subsidies and Contributions	(1,915)	(0.33%)			
Proceeds from Disposal of Assets	(157,182)	(83.16%)	▼	Timing	Plant not disposed of yet
Capital Expenses					
Land and Buildings	141,626	53.49%	▼		Aged units and Staff house not yet completed
Infrastructure - Roads	439,747	85.43%	▼		Roads not completed
Infrastructure - Footpaths	0				
Plant and Equipment	(108)	(0.14%)			
Financing					
Loan Principal	0	0.00%			

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

Note 3: NET CURRENT FUNDING POSITION

	Note	YTD 30 Sep 2021	30 June 2020	YTD 29 Sep 2020
		Positive=Surplus (Negative=Deficit)		
		$	$	$
Current Assets				
Cash Unrestricted	4	3,041,617	2,472,116	975,440
Cash Restricted	4	2,824,404	2,536,024	1,274,113
Receivables - Rates	6	254,720	22,107	73,835
Receivables -Other	6	416,714	29,288	112,223
Interest / ATO Receivable/Trust		32,404	87,804	27,693
Inventories			0	0
		6,569,859	5,147,340	2,463,304
Less: Current Liabilities				
Payables		(85,653)	(27,403)	(26,842)
Contract Liabilities		(853,441)	(853,441)	
Provisions		(227,654)	(228,043)	(144,743)
		(1,166,748)	(1,108,886)	(171,586)
Less: Cash Reserves	7	(2,824,404)	(2,536,024)	(1,274,113)
Net Current Funding Position		**2,578,707**	**1,502,429**	**1,017,605**



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted $	Restricted $	Trust $	Total Amount $	Institution	Maturity Date
(a) **Cash Deposits**							
Municipal Bank Account	0.00%	1,148,908			1,148,908	ANZ	At Call
Reserve Bank Account	0.00%		2,824,404		2,824,404	ANZ	At Call
Trust Bank Account	0.00%			205,210	205,210	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) **Term Deposits**							
Municipal							
Municipal	0.60%				0		
Municipal					0		
Municipal	0.20%	1,892,009			1,892,009	WA Treasury	At Call
Reserve	0.20%				0		
Trust	0.20%				0		
Total		3,041,617	2,824,404	205,210	6,071,231		

Comments/Notes - Investments

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

Note 5: BUDGET AMENDMENTS

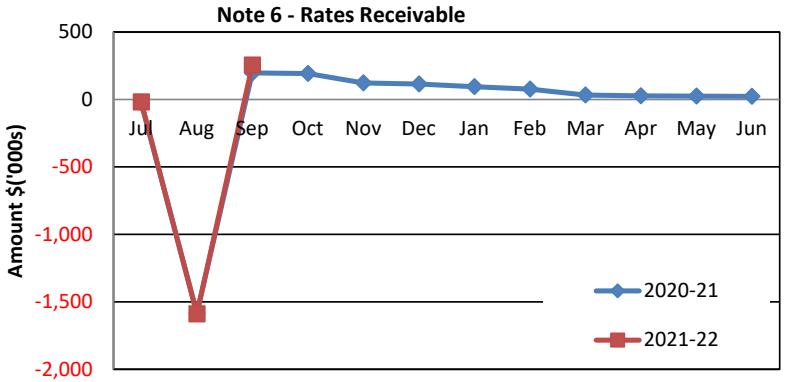
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				
	Permanent Changes						
	Opening surplus adjustment		Opening Surplus(Deficit)				0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
				0	0	0	

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

Note 6: RECEIVABLES

Receivables - Rates Receivable	YTD 30 Sep 2021	30 June 2021
	$	$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,582,747	1,534,110
Less Collections to date	(1,347,549)	(1,519,102)
Equals Current Outstanding	**254,720**	**34,530**
Net Rates Collectable	**254,720**	**34,530**
% Collected	84.10%	97.78%

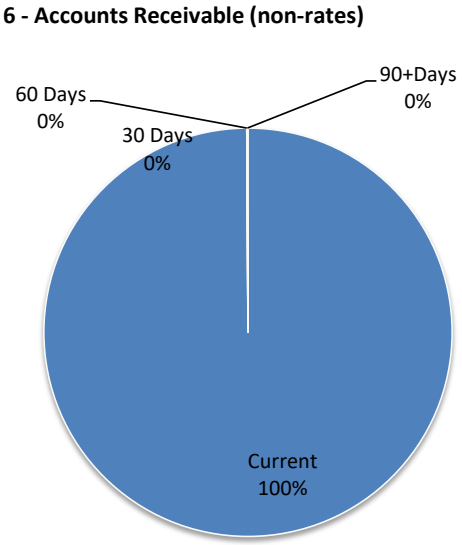


Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - General	416,314	0	0	400

Total Receivables General Outstanding **416,714**

Amounts shown above include GST (where applicable)



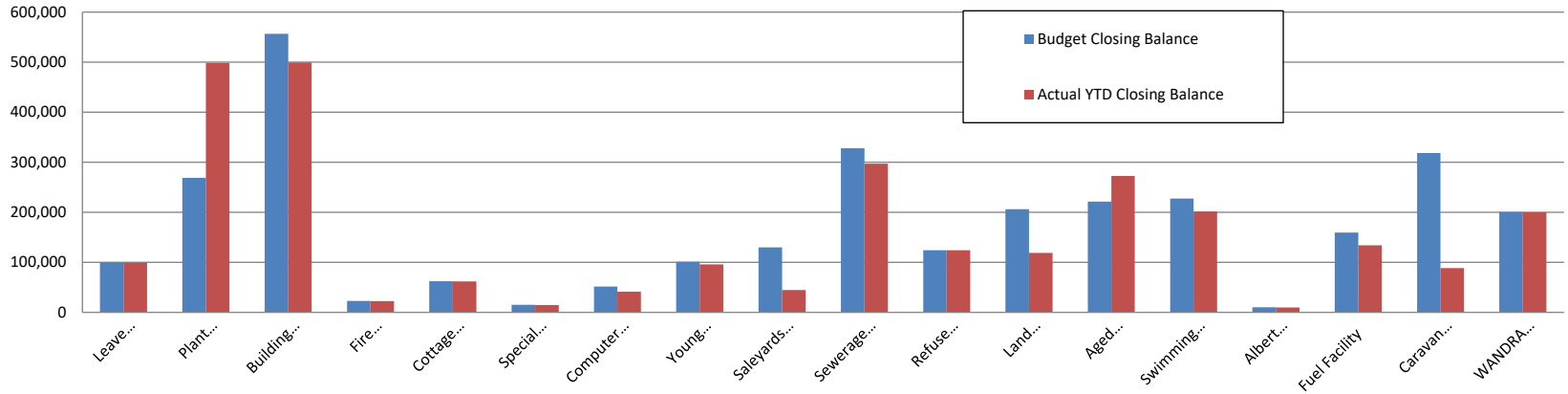
Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

2021-22 Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$		$	$
Leave Reserve	99,102.75	281.00							99,384	99,103
Plant Replacement Reserve	498,504.60	1,412.00				231,000			268,917	498,505
Building Reserve	499,119.35	1,414.00		56,000					556,533	499,119
Fire Fighting Reserve	22,617.75	64.00							22,682	22,618
Cottage Homes Reserve	61,933.07	175.00							62,108	61,933
Special Events Reserve	14,881.19	42.00							14,923	14,881
Computer Reserve	41,436.97	117.00		10,000					51,554	41,437
Young Singles Accommodation Reserve	95,716.47	271.00		5,000					100,987	95,716
Saleyards Reserve	44,685.06	127.00		85,000					129,812	44,685
Sewerage Reserve	297,102.87	842.00		30,000					327,945	297,103
Refuse Reserve	123,958.18	351.00							124,309	123,958
Land Development Reserve	118,657.35	336.00		87,000					205,993	118,657
Aged Persons Accommodation Reserve	272,556.70	772.00				52,000			221,329	272,557
Swimming Pool Reserve	201,811.51	572.00		25,000					227,384	201,812
Albert Facey Homestead Reserve	9,946.78	28.00							9,975	9,947
Fuel Facility	133,993.51	380.00		25,000					159,374	133,994
Caravan Park & Accommodation Reserve	88,380.00	250.00		230,000					318,630	88,380
WANDRA events & Emergency Repairs Reserve	200,000.00	566.00							200,566	200,000
	2,824,404	**8,000**	**0**	**553,000**	**0**	**283,000**	**0**		**3,102,404**	**2,824,404**

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



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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals			Amended Current Budget YTD 30 09 2021			
Cost	Accum Depr	Proceeds	Profit (Loss)				Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
$	$	$	$				$	$	$	
					Plant and Equipment					
			0	P713A	2013 Komatsu GD 5555 Grader		72,287	0	(72,287)	
52,000	26,000	31,818	5,818	P698A	2015 Dutro HinoTip Truck		5,572	5,818	246	
			0	P697	2013 Dynapac CA2500 Vibe' Roller		14,587	0	(14,587)	
			0	PCEO	2021 Isuzu STNSDN		(2,803)	0	2,803	
			0	PCEO	2021 Isuzu STNSDN		(2,803)	0	2,803	
			0	PWS	2021 Isuzu D Max 4X4 Dual Cab		8,099	0	(8,099)	
			0	PFACEY	2020 Mitsubishi Triton 4X4 Dual Cab		(15,382)	0	15,382	
			0					0	0	
52,000	**26,000**	**31,818**	**5,818**				**79,557**	**5,818**	**(73,739)**	

Comments - Capital Disposal/Replacements

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

Note 9: RATING INFORMATION RATE TYPE	Rate in $	Number of Properties	Rateable Value $	Rate Revenue $	Interim Rates $	Back Rates $	Total Revenue $	Amended Budget Rate Revenue $	Amended Budget Interim Rate $	Amended Budget Back Rate $	Amended Budget Total Revenue $
Differential General Rate											
GRV	0.071120	140	1,476,107	104,981		0	104,981	104,981	1,000		105,981
UV	0.008319	278	161,592,253	1,344,286			1,344,286	1,344,286			1,344,286
Sub-Totals		418	163,068,360	1,449,267	0	0	1,449,267	1,449,267	1,000	0	1,450,267
	Minimum										
Minimum Payment	**$**										
GRV	500.00	118	44,870	59,000			59,000	59,000			59,000
UV	500.00	24	816,573	12,000			12,000	12,000			12,000
Sub-Totals		142	861,443	71,000	0	0	71,000	71,000	0	0	71,000
							1,520,267				1,521,267
Ex Gratia Rates							0				13,055
Discount							(125,910)				(136,000)
Rates Writeoffs							(32)				(25)
Amount from General Rates							**1,394,325**				**1,398,297**
Specified Area Rates											
Totals							**1,394,325**				**1,398,297**

Comments - Rating Information

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

10. INFORMATION ON BORROWINGS
(a) Debenture Repayments

Particulars	Principal 1-Jul-21	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		
			Actual $	Budget $	Actual $	Budget $	Actual $	Budget $	Loan Completion Date
Loan 102 - WD Sports Club SS Greens	13,972		3390	6,847	13,972	13,972	279	491	17/01/2023
Loan 103 -Staff House	388,491			39,292	0	414,018		3,541	2/12/2030
	402,463	0	3,390	46,139	13,972	427,990	279	4,032	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2021-22 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	$	$	$	$	$	$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	523,068	0	523,068	0	127,968	395,100
Grants Commission - Roads	WALGGC	Y	239,893	0	239,893	0	69,023	170,870
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	44,686	0	44,686	0	0	44,686
				0				0
HOUSING								
WSAHA Grant	DPIRD	Y	150,000			150,000	0	150,000
WSAHA Grant	DPIRD	Y	680,134		680,134		0	0
WSAHA Grant	DPIRD	Y				0	0	0
EDUCATION & WELFARE								
		N			0	0		0
COMMUNITY AMENITIES								
		Y					0	0
RECREATION AND CULTURE								
Saluting their Service		Y	36,400		24,000		0	24,000
State Library Grant		N			5,000		5,000	0
			136,907			136,907		
ECONOMIC SERVICES								
LRCI Funding		Y	260,350			260,350	0	260,350
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	0	327,069
RRG Grants - Capital Projects	Regional Road Group	Y	1,210,037	0	0	1,210,037	470,351	739,686
Direct Grant - Maintenance	Dept. of Transport	Y	135,645	0	135,645	0	135,645	0
Blackspot Funding	Blackspot	Y	184,440	0	0	184,440	110,729	73,711
TOTALS			**3,928,629**	**0**	**1,652,426**	**2,268,803**	**918,716**	**2,185,473**

Operating	Operating	1,659,826	337,636
Non-Operating	Non-operating	2,268,803	581,080
		3,928,629	918,716

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

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 21	Amount Received	Amount Paid	Closing Balance 30-Sep-21
	$	$	$	$
Housing Bonds	0.00	0.00	0.00	**0.00**
Master Key Deposits	240.00	2,280.00	-2,280.00	**240.00**
Nomination Deposits	0.00	400.00	0.00	**400.00**
Building and BCITF	0.00	0.00	0.00	**0.00**
Cat/Dog Trap Hire	50.00	0.00	0.00	**50.00**
WDSC Replacement Greens	134,754.57	3,750.00	0.00	**138,504.57**
Miscellaneous Trust	2,329.21	240.00	-120.00	**2,449.21**
Yealering Bowling Club Greens	63,806.22	0.00	0.00	**63,806.22**
Licensing		53,710.75	-53,710.75	**0.00**
	201,180.00	**60,380.75**	**-56,110.75**	**205,450.00**

Level of Completion Indicators
0%
20%
40%
60%
80%
100%

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

Note 13: CAPITAL ACQUISITIONS

			30/09/2021					
	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	(76,350)	(19,089)	(587)	(18,502)		Carryover from 20/21
	Housing Total		**(76,350)**	**(19,089)**	**(587)**	**(18,502)**	**0**	
	Other Housing							
○	CAPITAL EXPENSE - LIFESTYLE VILLAGE	3272	**(836,675)**	**(209,169)**	**(115,408)**	**(93,761)**		Carryover from 20/21
	Other Housing Total		**(836,675)**	**(209,169)**	**(115,408)**	**(93,761)**		
	Community Amenities							
○	Paint old PWD shed	LPWC	(8,000)	(2,001)	(616)			
○	Harrismith Public Toilet	LPCC	(40,000)	(9,999)	0		0	
	Community Amenities Total		**(48,000)**	**(9,999)**	**(616)**	**0**		
	Recreation and Culture							
○	Yealering Croquet Club Retaining Wall	CLPH2	(10,000)	(2,499)	0	(2,499)		
○	Upgrade CCTV Community Centre	CLCC1	(12,000)	(3,000)	0	(12,000)		
○	War Memorial Upgrade	CWMM1	(40,000)	(9,999)	0			
○	Paint Yealering CWA	5504	(7,000)	(2,499)	0	(2,499)		
○	Reroof Play Group Building - P301	1514	(10,000)	(2,499)	0	(2,499)		
	Recreation And Culture Total		**(79,000)**	**(20,496)**	**0**	**(19,497)**		
	Transport							
○	Depot - Crib Room	LDP1	(47,000)	(8,257)	0	(8,257)		
○	Depot - Shed floor	LDP1	(10,000)	(6,000)	(6,515)	515		Carryover from 20/21
	Transport Total		**(57,000)**	**(6,000)**	**(6,515)**	**515**		
	Land and Buildings Total		(1,097,025)	(264,753)	(123,127)	(131,244)	0	
	Footpaths							
	Transport							
○	FOOTPATHS	LFP1	(15,000)	0	0	0		
	Transport Total		**(15,000)**	**0**	**0**	**0**	**0**	
	Footpaths Total		(15,000)	0	0	0	0	
	Plant , Equip. & Vehicles							
	Governance							
○	CEO VEHICLE	1064	(88,000)	0	0	0	0	
	Governance Total		**(88,000)**	**0**	**0**	**0**	**0**	
	Recreation And Culture							
○	Replace Main Sewer Pump	LEDC	(10,000)	(10,000)	(7,388)	2,613		
○	**Recreation And Culture Total**		**(10,000)**	**0**	**(7,388)**	**0**	**0**	
	Transport							
●	P698 - 2015 Dutro HinoTip Truck	6034	(80,000)	(80,000)	(72,721)	(7,279)	0	
○	P713A - 2013 Komatsu GD 5555 Grader	6034	(450,000)	0		(450,000)	0	
○	P697 - 2013 Dynapac CA2500 Vibe' Roller	6034	(221,000)	0		(221,000)		
○	PWS - 2021 Isuzu D Max 4X4 Dual Cab	6034	(60,000)	0		(60,000)		
○	PWS - 2020 Mitsubishi Triton 4X4 Dual Cab	6034	(50,000)	0		(50,000)	0	
	Transport Total		**(861,000)**	**(80,000)**	**(72,721)**	**(785,667)**	**0**	
	Plant , Equip. & Vehicles Total		(959,000)	(80,000)	(80,108)	(785,667)	0	
	Infrastructure Other							
	Recreation and Culture							
○	Wogolin Recreation Area	5088	(414,000)	(103,500)	0	(414,000)		
	Recreation And Culture Total		**(414,000)**	**(103,500)**	**(431,698)**	**(414,000)**	**0**	
	Infrastructure Other Total		(414,000)	(103,500)	(431,698)	0	0	
	Roads							
	Transport Regional Road Group							
○	Wickepin Harrismith	RG002	(167,967)	(41,991)	0	(167,967)		
○	Rabbit Proof fence	C150	(181,857)	(45,468)	0	(181,857)		
○	Rabbit Proof fence	WSF150	(1,010,265)	(252,570)	(72,014)	(938,251)	0	
	Regional Road Group Total		**(1,360,089)**	**(340,029)**	**(72,014)**	**(1,288,075)**	**0**	
	Transport Roads to Recovery							
○	Harrismith North	R2R051	(61,807)	(15,453)	0	(15,453)	0	
○	Wickepin Corrigin	R2R001	(40,905)	(10,227)	0	(10,227)	0	
○	Wickepin North	R2015	(20,800)	(5,199)	0	(5,199)	0	
○	Brown	R2R027	(108,836)	(27,207)	(3,000)			
○	Tincurrin North	R2R011	(38,400)	(9,600)	0			
○	Roberts Street	R2R116	(66,000)	0	0			
	Roads to Recovery Total		**(336,748)**	**(67,686)**	**(3,000)**	**(30,879)**	**0**	
	Transport Black Spot							
○	Gillimanning Road	BS157	(276,660)	(69,165)		(69,165)		
○	**Blackspot Total**		**(276,660)**	**(69,165)**	**0**	**(69,165)**	**0**	
	Council Resources Construction							
○	Plover Street	CO162	(42,849)	(10,713)	0	(10,713)	0	
○	Water Harvesting Dam	RETU	(72,110)	(18,027)	0	(72,110)		
○	Curlew Way	CO161	(36,563)	(9,141)	0	(9,141)	0	
	Council Resources Construction Total		**(151,522)**	**(37,881)**	**0**	**(91,964)**	**0**	
	Roads Total		(2,125,019)	(514,761)	(75,014)	(1,480,082.98)	0.00	
○	**Capital Expenditure Total**		(4,610,044)	(963,014)	(709,948)	(2,396,994)	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:	**11 October 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 September 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 September 2021.

Comments:

PLANNING OFFICER'S REPORT

Planning Determinations	Upcoming Agenda Items October 2021	Referrals and Subdivision Clearances	Other Duties
Nil	Planning Application at Lot 31 (No. 4) Curlew Way, Narrogin Proposed Subdivision (Townsite expansion)	Nil	Written advice Farming Lot near Yealering. Complete. Written advice for Residential Lot in Wickepin. Complete Written advice for Rural-Residential Planning Application in Wickepin. Complete.

BUILDING SURVEYOR'S REPORT

There was no building approvals issued for the month of September 2021.

ENVIRONMENTAL HEALTH OFFICER'S REPORT

1	A phone call was made to the owner of the Wickepin Hotel on Tuesday 7 September 2021, regarding bees in gum trees at the rear of the Hotel which were alleged to have stung passing school children. The owner was referred to a list of apiarists for options to remove the bees.
2	Dogs being allowed to roam inside the Wickepin Hotel were an ongoing issue. A warning letter was provided to the Shire of Wickepin for approval and served to the owner of the Wickepin Hotel on Wednesday 15 September 2021, accompanied by a further verbal warning. The owner was informed that the next step would be for the Shire to issue a notice preventing the dogs from being in the premise.
3	Narrogin EHOs attended at 48 Johnston Street, Wickepin to assess surface water running from the adjacent property (46 Johnston Street) across the property boundary, causing flooding in the shed at the rear of 48 Johnston Street. The owner of 48 Johnston Street was encouraged to have an amicable conversation with their neighbour to attempt to fix the issue, as there is no head of power for regulatory action to be taken.
4	The Waste Data Online (WDO) reporting for 2020-2021 was completed in consultation with the Shire's Manager of Works on Wednesday 29 September 2021, and submitted for internal approval by the CEO. This reporting is a regulatory requirement under regulation 18C of the *Waste Avoidance and Resource Recovery Regulations 2008.*
5	Narrogin EHOs performed a site visit at the Harrismith Hall to assess the requirement for new leach drains to be connected to the soon-to-be installed all-access roadside toilets. Due to the fall of the ground, and the unknown capacity of the existing septic system, it is recommended that a new leach drain be installed for connection to the new toilets.

Statutory Environment:

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

Policy Implications: Nil

Financial Implications:

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

Strategic Implications:

GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe			
SHORT TERM STRATEGY	**MEDIUM TERM STRATEGY**	**POINT OF MEASUREMENT**	**10 YR OUTCOME**
9.10 Continue to help facilitate the best possible health and emergency services 9.11 Continue to work with RoadWise and the Office of Road Safety on road safety awareness initiatives	9.12 Emergency service planning is coordinated and articulated 9.13 Recruiting volunteers is a partnership approach between the Shire and emergency services	- Number of emergency service volunteers are retained and increase - Number of Local Emergency Management Committee meetings held annually - Achievement of emergency service strategies Reduction in drink driving offences - No fatal road accidents in the Shire	Emergency and health services are retained We have no fatalities on our roads
9.14 Connect with local and regional Natural Resource Management organisations to determine how their priorities can benefit our communities and businesses	9.15 Partner with external bodies to protect natural flora and fauna 9.16 Continue to provide weed and pest management	- Invite Natural Resource Management organisations to present to Council - Amount of external funding attracted for natural resource management activities in our Shire	Our natural flora and fauna is protected

GOAL 12: Our communities are informed via multiple channels at regular intervals			
12.1 Provide meaningful communications, that deliver information regularly and succinctly 12.2 Promote Council Services and achievements	12.3 Continue to review our service standards by reviewing community feedback	- Customer survey results demonstrate a high level of knowledge of Council operations	Our community understands the role of Council and the allocation of resources

Recommendation:

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

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.04 Administration Office Christmas Trading Hours 2021/2022

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**PE.EC.1**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**23 September 2021**

Enclosure/Attachments: Nil

Summary:

Council is being requested to set the administration office trading hours for the 2021/2022 Christmas period.

Background:

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

Comments:

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

Statutory Environment:

Local Government Industry Award 2010

25.5 Annual close-down

[25.5 renamed and substituted by PR583026 ppc 29Jul16]

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

Policy Implications: Nil

Financial Implications:

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

Strategic Implications: Nil

Recommendations:

That the trading hours for 2021/2022 Christmas period be as follows:

Thursday 23 December	Open
Friday 24 December	Closed - Employee Annual Leave
Monday 27 December	Closed - Public Holiday (for Christmas Day)

Tuesday 28 December	Closed - Public Holiday (for Boxing Day)
Wednesday 29 December	Closed - Employee Annual Leave
Thursday 30 December	Closed - Employee Annual Leave
Friday 31 December	Closed - Employee Annual Leave
Monday 3 January	Open

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.05 Outbuilding (Carport and Garage) at Lot 31 (No. 4) Curlew Way, Wickepin

Submission To:	**Ordinary Council**
Location / Address:	**Lot 31 Curlew Way, Wickepin**
Name of Applicant:	**Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin**
File Reference:	**A6398**
Author:	**Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin**
Disclosure of any Interest:	**Nil**
Date of Report:	**11 October 2021**

Enclosure/Attachments:

Attachment 1: Site Plan
Attachment 2: Floor Plan
Attachment 3: Letters from the Owner

Summary:

Council is requested to consider an Application for Planning Consent for the erection of an outbuilding (Carport and Garage) at Lot 31 (No. 4) Curlew Way, Wickepin.

Background:

On 25 August 2021, the Shire of Wickepin received an Application for Planning Consent for the erection of an outbuilding (Carport and Garage) at Lot 31 (No. 4) Curlew Way, Wickepin. The proposal seeks to erect an outbuilding on a vacant Rural-Residential lot. The proposed outbuilding is 121.5m^2 and is compliant with setbacks but contravenes Clause 4.11.3 of the Shire of Wickepin Local Planning Scheme No. 4.

Comments:

Zoning

Lot 31 (No. 4) Curlew Way, Wickepin is zoned Rural Residential under the Shire of Wickepin Local Planning Scheme No. 4.

The total site area is 4118m^2. The proposed outbuilding is 121.5m^2.

Local Planning Scheme No. 4

Clause 4.11.3 states:

> *"a) Development Approval will not be granted for any outbuildings on any Rural Townsite or Rural Residential zoned lot which does not contain a residence."*
>
> *b) The design and construction of outbuildings will be in accordance with the provisions of local government's Local Planning Policy – Outbuildings."*

As there are no imminent plans to construct a dwelling on the lot, the application contravenes Clause 4.11.3 a). An assessment against clause 4.11.3 b) was required.

Clause 4.18.4 further sates:

> *"4.18.4 Outbuildings in excess of 65m^2 floor area will not be granted development approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal."*

Outbuildings Policy

Clause 4.11.3 b) of the Shire of Wickepin Local Planning Scheme No. 4 requires Outbuildings to be assessed against the Shire's Outbuilding Policy. The Shire of Wickepin's Outbuilding policy 10.3.4.1 reiterates the Scheme requirements for Outbuildings and again states:

> *"Outbuildings in excess of 65m^2 floor area will not be granted planning approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal."*

The above part of the Outbuilding policy prevents the proposed Outbuilding from being approved as it is proposed on vacant land with no immediate plans for a house and is in excess of 65m^2. The proposed outbuilding is not in compliance with the Shire's Outbuilding Policy.

Submissions from the applicant/owner

The above assessment was provided to the applicant who then provided two letters to the Shire in support of their application. These are included in Attachment 3. The main issues raised in the letters can be summarised as follows:

1. The applicants were unaware of the Shire of Wickepin Local Planning Scheme No. 4 Clause 4.11.3 a) and b)
2. The applicants claim that the outbuilding is necessary for the storage of a Mazda Ute, Caravan, Front-end-loader and tractor.
3. The applicants claim that they are not prepared to build a dwelling on site for at least two years from now.
4. The applicant has already ordered and received the materials for the outbuilding.
5. The real estate agency that sold the lot to Mr Bushby, did not mention the Local Planning Scheme No. 4.

In response to the concerns numbered above, the officer's comment is as follows:

1. It is the responsibility of the applicants to ensure that their proposal is in compliance with the Local Planning Scheme No. 4.
2. The applicant in the proposal states that the outbuilding is to store a front-end loader and a tractor. These equipment and Machinery are of Commercial use and therefore would require a separate approval for the parking of a Commercial vehicle on the site.
3. Clause 4.11.3 a) and 4.18.4 is clear that the Shire cannot support the erection of outbuildings on vacant lots unless a single dwelling exists on the lot or is to be constructed as the first stage of the development proposal.
4. It is up to the applicant whether they purchase materials before or after receiving planning advice or an approval. It is always recommended that applicant's only purchase their materials after approvals have been granted in order to prevent financial hardship.
5. It is the applicant's responsibility to check for compliance with the Shire's Local Planning Scheme prior to purchasing land or prior to commencing any development. Real estate agents have a duty to disclose such matters and it is recommended that the applicants discuss their proposals with the respective real estate agent.

As plans to construct a dwelling are not guaranteed by the applicant, the administration cannot support a variation to the Scheme's provisions. Doing so would leave an unsightly outbuilding alone on the lot for two years or more and would set a precedent for other land owners to do the same. This would damage Wickepin's streetscape, would result in underutilisation of Rural-Residential land and would cause dissatisfaction for nearby residents in the Rural-Residential zone who would expect surrounding lots to be developed as primarily residential uses and not for storage of agricultural equipment.

Given that the proposed outbuilding contravenes Clause 4.11.3 (a) and (b) and Clause 4.18.4 of the Shire of Wickepin Local Planning Scheme No. 4, the Shire of Wickepin Outbuildings Policy 10.3.4.1 and could set a negative precedent, it is recommended that Council refuse the application.

Statutory Environment:

The following statutory documents relate to the proposal:

1) Shire of Wickepin Local Planning Scheme No. 4
2) Planning and Development Act 2005

Policy Implications:

The following policy documents relate to the proposal:

1) Shire of Wickepin Policy Manual: 10.3.4 Outbuilding Policy

Financial Implications:

An Application for Planning Consent Fee of $147 has been paid to the Shire of Wickepin.

Strategic Implications: Nil

Recommendations:

That with respect to the Application for Planning Consent for an Outbuilding (Carport and Garage) at Lot 31 (No. 4) Curlew Way, Wickepin, Council REFUSES the application for the following reasons:

- The application contravenes Clause 4.11.3 a) and b) and 4.18.4 of the Shire of Wickepin Local Planning Scheme No. 4 which does not allow an outbuilding to be constructed on vacant Rural-Residential zoned land.
- The application is not consistent with the Shire of Wickepin Outbuildings Policy Part 10.3.4.1

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.06 Policy Amendment 3.1.6 Purchasing Policy

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**Policy Manual**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**11 October 2021**

Enclosure/Attachments: Nil

Summary:

Council is requested amend Policy 3.1.6 Purchasing Policy. Items to increase the tender threshold in line with the Local Government (Functions & General) Regulations 1996 amendment April 2020.

Background:

In June 2020 Council amended the Tender Threshold in Policy 2.1.17 Tenders for Budgeted items. Policy 3.1.6 needs to be amended to keep in line with 2.1.17

Currently the policy is;

3.1.6 PURCHASING

OBJECTIVE: To ensure that all purchasing activities:

- **demonstrate that best value for money is attained for the Shire of Wickepin;**
- **are compliant with relevant legislations, including the Act and Regulations;**
- **are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire of Wickepin;**
- **mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;**
- **ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and**
- **are conducted in a consistent and efficient manner across the Shire of Wickepin and that ethical decision making is demonstrated.**

The Shire of Wickepin is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the "**Act**") and Part 4 of the Local Government (Functions and General) Regulations 1996, (the "**Regulations**") Procurement processes and practices to be complied with are defined within this Policy and the Shire of Wickepin's prescribed procurement procedures.

3.1.6.1 ETHICS & INTEGRITY

All officers and employees of the Shire of Wickepin undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity.

All officers and employees of the Shire of Wickepin must act in an honest and professional manner at all times which supports the standing of the Shire of Wickepin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wickepin's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Wickepin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3.1.6.2 VALUE FOR MONEY

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Wickepin.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire of Wickepin's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3.1.6.3 PURCHASING REQUIREMENTS

The requirements that must be complied with by the Shire of Wickepin, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Wickepin.

Purchasing that is **$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined in this Purchasing Policy.

Purchasing that **exceeds $150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under this Policy is not deemed to be suitable.

- Determining purchasing value is to be based on the following considerations: Exclusive of Goods and Services Tax (GST);
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire of Wickepin will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
- Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

Where the Shire of Wickepin has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Wickepin must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

The table below prescribes the purchasing process that the Shire of Wickepin must follow, based on the purchase value:

Purchase Value	**Purchasing Requirement**
Up to $5,000	Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Wickepin, by obtaining at least one (1) oral or written quotation from a suitable supplier, either from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or - from the open market. Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
Over $5,000 and up to $50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or - from the open market. Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.

Over $50,000 and up to $150,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or - from the open market. Requests for quotation from a pre-qualified panel of suppliers (whether administered through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over $150,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy and the Shire of Wickepin's tender procedures. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth $250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- any of the other exclusions under Regulation 11 of the Regulations apply.
- an emergency situation as defined by the Local Government Act 1995;
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil or other liquid or gas used for internal combustion engines; or Determining purchasing value is to be based on the following considerations:

- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Shire of Wickepin may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be $150,000 or less in value, the Shire of Wickepin's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of $5,000 and is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Wickepin is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Wickepin must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by:

- Up to $25,000 Chief Executive Officer, Deputy Chief Executive officer or Works Manager prior to entering into a contract.
- Up to $50,000 Chief Executive Officer and Works Manager prior to entering into a contract.
- Up to $150,000 Chief Executive Officer prior to entering into a contract
- From time to time, the Shire of Wickepin may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Shire of Wickepin shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An urgent or emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an urgent or emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An urgent or emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Wickepin in advance and to allow sufficient time to obtain quotes and
tenders, whichever may apply.

3.1.64 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire of Wickepin's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

The Shire of Wickepin is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire of Wickepin shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire of Wickepin's sustainability objectives.

3.1.6.6 BUY LOCAL AND REGIONAL PRICE PREFERENCE

As much as practicable, the Shire of Wickepin must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire of Wickepin, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire of Wickepin Regional Price Preference Policy.

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire of Wickepin is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire of Wickepin is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth $250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

The Shire of Wickepin is also to retain itemised records of all requests for quotation, including quotations received from pre- qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire of Wickepin.

3.1.6.9 SHIRE OF WICKEPIN PREFERRED SUPPLIERS

From time to time, the Shire of Wickepin will seek expressions of interest from parties wanting to be Preferred Supplier. Suppliers holding Preferred Supplier Status will have been pre-qualified as being able to demonstrate the following:

- Value for Money.
- Reliability.
- Efficiency.
- Compatibility with the Shire of Wickepin administrative process. i.e. easy to deal with.
- Proven work history and/or historical knowledge of buildings, systems or issues.
- Adherence to general Shire of Wickepin policies, i.e. local business.

Purchases can be made from a Preferred Suppliers list of businesses for less than $10,000 for a single purchase, with the cumulative total of the purchases not exceeding $100,000 for each financial year. The Finance Officer will monitor these levels.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
211216-11	21/12/2016
150317-11	15/03/2017
210617-19	21/06/2017
180320-02	19/02/2020
170321-03	17/02/2021

Statutory Environment:
Local Government (Functions and General) Regulations 1996, regulations: 11A(1). Purchasing policies for local governments

Policy Implications: Policy 3.1.1 Purchasing Policy

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:
That Council adopt the following policy;

3.1.6 PURCHASING

OBJECTIVE: To ensure that all purchasing activities:

- **demonstrate that best value for money is attained for the Shire of Wickepin;**
- **are compliant with relevant legislations, including the Act and Regulations;**
- **are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire of Wickepin;**
- **mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;**
- **ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and**
- **are conducted in a consistent and efficient manner across the Shire of Wickepin and that ethical decision making is demonstrated.**

The Shire of Wickepin is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the "**Act**") and Part 4 of the Local Government (Functions and General) Regulations 1996, (the "**Regulations**") Procurement processes and practices to be complied with are defined within this Policy and the Shire of Wickepin's prescribed procurement procedures.

3.1.6.1 ETHICS & INTEGRITY

All officers and employees of the Shire of Wickepin undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity.

All officers and employees of the Shire of Wickepin must act in an honest and professional manner at all times which supports the standing of the Shire of Wickepin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wickepin's policies and Code of Conduct;

- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Wickepin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3.1.6.2 VALUE FOR MONEY

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Wickepin.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire of Wickepin's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3.1.6.3 PURCHASING REQUIREMENTS

The requirements that must be complied with by the Shire of Wickepin, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Wickepin.

Purchasing that is **$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined in this Purchasing Policy.

Purchasing that **exceeds $250,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under this Policy is not deemed to be suitable.

- Determining purchasing value is to be based on the following considerations: Exclusive of Goods and Services Tax (GST);
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire of Wickepin will continue to purchase a particular category of goods, services or works and what total value is or

could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

- Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

Where the Shire of Wickepin has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Wickepin must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

The table below prescribes the purchasing process that the Shire of Wickepin must follow, based on the purchase value:

Purchase Value	**Purchasing Requirement**
Up to $5,000	Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Wickepin, by obtaining at least one (1) oral or written quotation from a suitable supplier, either from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or - from the open market. Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
Over $5,000 and up to $50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or - from the open market. Where the purchasing requirement is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
Over $50,000 and up to $250,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from: - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or - from the open market. Requests for quotation from a pre-qualified panel of suppliers (whether administered through the WALGA preferred supply program or State

Over $250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy and the Shire of Wickepin's tender procedures. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State
  Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth $250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- any of the other exclusions under Regulation 11 of the Regulations apply.
- an emergency situation as defined by the Local Government Act 1995;
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract if for petrol, oil or other liquid or gas used for internal combustion engines; or Determining purchasing value is to be used based on the following considerations:
- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Shire of Wickepin may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be $250,000 or less in value, the Shire of Wickepin's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of $5,000 and is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Wickepin is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Wickepin must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by:

- Up to $100,000 Chief Executive Officer, Deputy Chief Executive officer or Works Manager prior to entering into a contract.
- Up to $250,000 Chief Executive Officer prior to entering into a contract.

From time to time, the Shire of Wickepin may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Shire of Wickepin shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An urgent or emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an urgent or emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An urgent or emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Wickepin in advance and to allow sufficient time to obtain quotes and
tenders, whichever may apply.

3.1.64 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire of Wickepin's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;

- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

The Shire of Wickepin is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire of Wickepin shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire of Wickepin's sustainability objectives.

3.1.6.6 BUY LOCAL AND REGIONAL PRICE PREFERENCE

As much as practicable, the Shire of Wickepin must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire of Wickepin, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire of Wickepin Regional Price Preference Policy.

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire of Wickepin is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire of Wickepin is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth $250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

The Shire of Wickepin is also to retain itemised records of all requests for quotation, including quotations received from pre- qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire of Wickepin.

3.1.6.9 SHIRE OF WICKEPIN PREFERRED SUPPLIERS

From time to time, the Shire of Wickepin will seek expressions of interest from parties wanting to be Preferred Supplier. Suppliers holding Preferred Supplier Status will have been pre-qualified as being able to demonstrate the following:

- Value for Money.
- Reliability.
- Efficiency.
- Compatibility with the Shire of Wickepin administrative process. i.e. easy to deal with.
- Proven work history and/or historical knowledge of buildings, systems or issues.
- Adherence to general Shire of Wickepin policies, i.e. local business.

Purchases can be made from a Preferred Suppliers list of businesses for less than $10,000 for a single purchase, with the cumulative total of the purchases not exceeding $100,000 for each financial year. The Finance Officer will monitor these levels.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
211216-11	21/12/2016
150317-11	15/03/2017
210617-19	21/06/2017
180320-02	19/02/2020
170321-03	17/02/2021

Voting Requirements: Absolute majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.07 Asset Management Plan

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**CP.PLA.572**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**05 October 2021**

Enclosure/Attachments: Asset Management Plan

Summary:

Council is requested to adopt a new Asset Management Plan for the Shire of Wickepin.

Background:

The Shire's current Asset Management Plan is in several parts:

- Land and Buildings – 2018
- Roads Bridges – 2014

The Asset Management Plan is now in one document to replace all previous plans.

Comments:

The Asset Management Plan is one of the integrated plans required to be developed and adopted by local governments to comply with statutory requirements. More importantly, it is a vital tool for the organisation to plan the required expenditure for its assets over a 10 to 15 year period and reduces the risk of ad hoc projects utilising funds required for asset renewal.

Statutory Environment:

While there is no statutory requirement for the Shire to adopt an Asset Management Plan, one is required to calculate some of the ratios that must be included in the annual financial report to comply with Local Government (Financial Management) Regulations 1996 Regulation 50 - Financial ratios to be included in annual financial report.

Policy Implications: Nil

Financial Implications:

There are no direct financial implications in adopting the Asset Management Plan, however it will be used to finalise a new Long Term Financial Plan which will have financial implications for the Shire over the next fifteen years.

Strategic Implications:

The Asset Management Plan is part of a suite of integrated planning documents which guides the future of the Shire. All of these documents should be reviewed regularly to ensure they continue to reflect the needs of the Shire and community.

Recommendations:

That the draft Asset Management Plan for the Shire of Wickepin be adopted and used to finalise a new Long Term Financial Plan.

Voting Requirements: Absolute majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.08 Adopted Standards for CEO Recruitment, Performance and Termination

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**Policy Manual**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**05 October 2021**

Enclosure/Attachments:

1. Adopted Standards for CEO Recruitment, Performance and Termination

Summary:

Council is requested to adopt the New Adopted Standards for CEO Recruitment, Performance and Termination.

Background:

The Local Government Legislation Amendment Act 2019 includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms were intended to ensure best practice and greater consistency in these processes between local governments. The Local Government (Administration) Amendment Regulations 2021 came into effect on 3 February 2021 and include the new Model Standards for the Recruitment, Selection, Performance Review and Termination of Local Government CEOs.

Comments:

The attached draft Adopted Standards for CEO Recruitment, Performance and Termination is the model provided in the Local Government (Administration) Regulations 1996.

Statutory Environment:

Local Government Act 1995:

- *Section 5.39A Model standards for CEO recruitment, performance and termination*
- *Section 5.39B Adoption of model standards*

Local Government (Administration) Regulations 1996

- *Regulation 18FA - Model standards for CEO recruitment, performance and termination*
- *Schedule 2 - Model standards for CEO recruitment, performance and termination*

Policy Implications:

The Shire does not have any current policies regarding the recruitment, performance or termination of the Chief Executive Officer.

Financial Implications:

There are no immediate financial implications in adopting the Standards. The future impact of the standards may be to increase the costs associated with advertising, meeting fees and payment to independent persons.

Strategic Implications:

The Shire of Wickepin Community Strategic Plan includes Strategy 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. The proposed Standards will provide an appropriate framework for the recruitment of and development of Chief Executive Officers.

Recommendations:

That the attached Adopted Standards for CEO Recruitment, Performance and Termination be adopted and made available on the Shire's website.

Voting Requirements: Absolute majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.09 Policy 2.1.6 Councillor Code of Conduct

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**Policy Manual**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**05 October 2021**

Enclosure/Attachments:

1. 2.1.6 Code of Conduct for Council Members, Committee Members and Candidates

Summary:

The Shire is required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code, in accordance with the new s.5.104 of the Local Government Act 1995 (the Act). This is to replace the current policy 2.1.6 Councillor Code of Conduct.

Background:

Amendments have been made to the Local Government Act 1995 and Local Government (Administration) Regulations 1996, which require the adoption of a new Code of Conduct for Council Members, Committee Members and Candidates based on the new Model Code of Conduct provided in the Regulations.

Comments:

The attached Draft Policy 2.1.6 Code of Conduct for Council Members, Committee Members and Candidates is based on the Code of Conduct within the Local Government (Administration) Regulations 1996.

Statutory Environment:

Local Government Act 1995:

- *Section 5.103 - Model code of conduct for council members, committee members and candidates*
- *Section 5.104 - Adoption of model code of conduct*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That Policy 2.1.6 Code of Conduct be replaced with Policy 2.1.6 Code of Conduct for Council Members, Committee Members and Candidates as attached and be made available on the Shire's official website.

Voting Requirements: Absolute Majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.10 Financial Management Review 2021

Submission To:	**Ordinary Council**
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:	**12 October 2021**

Enclosure/Attachments:

1. Financial Management Review September 2021

Summary:

Council is requested to receive the review of the financial management systems as undertaken by the CEO as per Section 6.10 of the *Local Government Act 1995.*

Background:

The CEO under Section 6.10 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 must undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

Comments:

To comply with this section of the Local Government Act 1995 the CEO undertook a comprehensive review of the financial management systems.

Statutory Environment:

Local Government Act 1995

6.10. Financial management regulations

Regulations may provide for —

(a) the security and banking of money received by a local government; and

(b) the keeping of financial records by a local government; and

(c) the management by a local government of its assets, liabilities and revenue; and

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund,

of a local government

Local Government (Financial Management) Regulations 1996

Part 2 — General financial management — s. 6.10

5. CEO's duties as to financial management

(1) Efficient systems and procedures are to be established by the CEO of a local government —

(a) for the proper collection of all money owing to the local government; and

(b) for the safe custody and security of all money collected or held by the local government; and

(c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and

(d) to ensure proper accounting for municipal or trust —

(i) revenue received or receivable; and

(ii) expenses paid or payable; and

(iii) assets and liabilities;

and

(e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and

(f) for the maintenance of payroll, stock control and costing records; and

(g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

(2) The CEO is to —

(a) ensure that the resources of the local government are effectively and efficiently managed; and

(b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

[Regulation 5 amended in Gazette 31 Mar 2005 p. 1047 and 1053.]

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

1. That Council receives the financial management systems review report as presented.
2. That the CEO implements the recommendations outlined within the report as presented.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.11 Risk Management Framework

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**Policy Manual**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments:

1. Risk Management Framework & Risk Management Policy 2.1.27

Summary:

Council is to endorse the draft Shire of Wickepin Risk Management Framework and associated Risk Management Policy 2.1.27

Background:

A risk management framework provides structure and guidance to risk management activities and outlines the components that provide the foundations and organisational arrangements for designing, implementing, monitoring and reviewing risk management throughout a local government's operations.
The absence of a Risk Management Framework and associated Policy has been noted in previous compliance reviews undertaken by the Shire's auditors.

Comments:

The draft Risk Management Policy provides overarching guidance for the management of risk across Council. This policy underpins the Council's commitment to sustainability and continuous improvement and to protecting the community, employees, assets and the organisation against potential losses.

The Risk Management Framework (RMF) defines the scope, objectives, measures, roles, responsibilities, processes, tools and documentation for all organisational risk management activities. It been developed in accordance with the International Risk Management Standard ISO 31000:2009, and describes the way managing risk translates into every day practice. The RMF aims to support an integrated and effective approach to management of risk, incorporating and representing an organisation-wide approach. It also provides guidance on the arrangements for designing, implementing, monitoring and continually improving risk management, and outlines the drivers, principles, objectives and risk process.

The objectives of the Framework are to, at every level of the Shire:
• Provide a systematic approach to the early identification and management of risks;
• Provide consistent risk assessment criteria;
• Provide accurate and concise risk information that informs decision making;
• Implement risk treatment strategies that are efficient in reducing risk to an acceptable level and are cost effective; and to
• Monitor and review risk levels to ensure that risk exposure remains within risk appetite.

Establishment of risk assessment criteria allows decisions to be made and accepted, noting the level of risk, or alternatively, identifying adequate treatments to be put in place to mitigate the risk implications to an acceptable level.

The Audit Committee has a formal role in overseeing the management of significant risk, including but not limited to, the receival of the Triennial Report on risk management controls and associated processes.
The adoption of both the draft Policy and Framework will fulfil the necessary requirements in terms of meeting a base standard. The establishment of a culture of risk management will require ongoing focus and training across the Shire to ensure it is an embedded in business practices.

Statutory Environment: Nil

Policy Implications:
The Shire of Wickepin does not have a current policy around the management of risks.

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:
That Council endorses Risk Management Framework and Risk Management Policy as attached to this report.

Voting Requirements: Absolute majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.12 Review Of Policy 2.1.16 Authorisation To Purchase Goods And Services

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**Policy Manual**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments: Nil

Summary:

Council is requested to amend Policy 2.1.16 Authorization to purchase Goods and Services in the following areas

To amend the purchasing threshold for the following employees

- Deputy Chief Executive Officer
- Manager of Works and Services.
- To remove the Finance Officer from the ability to issue purchase orders.

Background:

To amend policy 2.1.16 to reflect more current limits

2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by

employees. *The CEO is permitted to issue orders and purchase all authorised*

expenditure on Council's behalf. The following employees are authorised, on

delegation by the CEO, to purchase goods and services:

- *Deputy CEO up to $25,000;*
- *Finance Officer up to $1,000;*
- *Manager of Works and Services up to $50,000;*
- *Community Development Officer up to $5,000 with other expenditure in consultation with the CEO;*
- *Executive Support Officer and Customer Service Officer – office expenditure up to $1,000;*
- *Works Supervisor up to $2,500; and*
- *Mechanic up to $2,500.*

Purchase Orders

A purchase order is required for all expenditure over $100 and will only be raised for items

within a budget. The following information is to be included on the Purchase Order:

- *Date Requested.*
- *Requesting Officer.*
- *Contact details of supplier.*
- *Description of goods including quantity.*
- *Job Code (request code from Finance Officer if not known).*
- *Date Required By if applicable.*
- *Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.*
- *Details of verbal or written quotations or tender.*

Designated forms are completed as evidence of recording the quotations to ensure there is transparency in the process with reasons for selecting specific suppliers and justification for purchase decisions. Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

On receipt of a Purchase Order the Finance Officer will check:

- *The correct job or general ledger code is allocated.*
- *There are sufficient funds in that budget code.*
- *The quotation record sheet is correctly filled out.*

Comments:

The current policy has the threshold limits for the MWS and DCEO at $50,000 and $25000 respectively**.** These limits in todays climate are low when purchasing larger items and quotes.

With the segregation of duties being in the forefront of the OAG guidelines. It is recommended that the finance officer that deals with the creditors and debtors is removed from the ability to issue purchase orders to avoid any conflict with their duties.

Statutory Environment: Nil

Policy Implications: Amended Policy 2.1.6

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That Council adopt amended policy 2.1.16.

2.1.16 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.
The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.
The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to $100,000;
- Manager of Works and Services up to $100,000;
- Community Development Officer up to $5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Customer Service Officer – office expenditure up to $1,000;
- Works Supervisor up to $2,500; and
- Mechanic up to $2,500.

Purchase Orders
A purchase order is required for all expenditure over $100 and will only be raised for items within a budget.
The following information is to be included on the Purchase Order:
- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- Job Code (request code from Finance Officer if not known).
- Date Required By if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
- Details of verbal or written quotations or tender.

Designated forms are completed as evidence of recording the quotations to ensure there is transparency in the process with reasons for selecting specific suppliers and justification for purchase decisions.
Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.
Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability.
Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions.
Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

On receipt of a Purchase Order the Finance Officer will check:

- The correct job or general ledger code is allocated.
- There are sufficient funds in that budget code.
- The quotation record sheet is correctly filled out.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
191016-12	19/10/2016
150317-11	15/03/2017
210617-15	21/06/2017
180320-02	19/02/2020
170321-03	17/02/2021

Voting Requirements: Absolute majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.13 Workforce Plan 2021

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**CM.PLA.401**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments:

1. Workforce plan 2021

Summary:

Council is requested to adopt the amended Workforce Plan for 2021.

Background:

Please find attached the Shire of Wickepin Workforce Plan 2021 for adoption by council.

What is Workforce Planning?

"A continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and into the future."

The above definition highlights the key elements of Workforce Planning.
Workforce Planning:

- is continuous, not a one-off activity
- is a process, not a static action or set of actions
- is about shaping the workforce with a clearly identified purpose and to bring about particular changes
- has its purpose linked with organisational objectives, and
- applies not just to the current workforce but anticipates future workforce requirements

Workforce planning is one of the four key components of the Integrated Planning and Reporting Framework and Guidelines now in place across the local government sector in Western Australia.

At the strategic level, local government's Workforce Plan take into account the community aspirations, priorities and objectives identified in the Strategic Community Plan. The Strategic Community Plan sets out the longer term vision and will highlight our workforce needs.

The Workforce Plan is an essential component of the Corporate Business Plan, where it identifies workforce requirements and strategies for current and future operations over the next five to ten years or more.

The linkages of the Workforce Plan with both the Strategic Community Plan and Corporate Business Plan are shown in the diagram below.

There are several steps that are common in most Workforce Plans.

Comments:

A strong, diverse, committed and motivated workforce is at the core of any successful business operation.

Getting the right people into the right jobs is paramount and requires a commitment to attract, develop, retain and recognise talented and motivated employees who are aligned with our Vision and Values.

Council requires a diverse workforce that is capable of delivering positive outcomes and to help Council grow the local Community.

Council is faced with many challenges, including skills shortages in specific occupations, a large proportion of the existing workforce is nearing retirement and recruiting the next generation of skilled specialist staff will be a tough task

Through the Workforce Strategic Plan, we have focused on attracting and retaining quality people, and in investing in developing our leaders and recognising and rewarding high performers.

Council needs to take our existing workforce with us to create the 'fit for the future' that is needed to deliver our communities' priorities. A way of doing this is by involving the staff in learning new ways of working.

This Workforce Management Plan aims to support the Shire of Wickepin in achieving the skilled, motivated, flexible and diverse workforce it needs to deliver value for money services and make a difference to our local community.

Statutory Environment:

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That Council adopts the attached Shire of Wickepin Work Force Plan 2021.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.14 Wheatbelt Development Commission Board Nominations

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**GR.LRL.1**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments: Nil

Summary:

Council is being asked to nominate two Councillors to the Wheatbelt Development Commission Board by the 7th December 2021.

Background:

The Wheatbelt Development Commission Board nominations for two Local Government representative vacancies on its Board open on the 27 October and close at 4pm on the 7 December 2021.

Comments:

In accordance with the Regional Development Commission's Act 1993, nominees for the vacancies must be members of the Council of a Local Government in the region and are to be nominated by Local Governments in the region.

All Local Governments in the Wheatbelt region are invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment.

The Commission is seeking nominees from highly motivated and enthusiastic people, with the following experience:

- Understanding of key issues impacting the development of the Region;
- Demonstrated involvement in the economic and/or social development of the Region; and
- The ability to work cooperatively to achieve agreed goals across a wide range of issues and stakeholders.

The Minister for Regional Development, Hon Alannah MacTiernan MLC will make the appointment to the Board after consultation with WA State Cabinet.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That Council nominate Councillor _____ and councillor _____ to the Wheatbelt Development Commission Board

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.15 Wickepin History Group - Plaque Request

Submission To:	**Ordinary Council**
Location/Address:	**Wogolin Road**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**RC.PRG.241**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments:

1. Wickepin Trails Master Plan 2014

Summary:

The Wickepin History Group has requested Council to lay a plaque in the main street footpath to acknowledge WM Butler and Co machinery agency.

Background:

The Wickepin History Group forwarded the following request to the CEO.

> *The Wickepin history group would like to request an additional plaque to be laid in the main street footpath to acknowledge WM Butler and Co machinery agency on Wogolin Road in Wickepin. The Butler family came to Wickepin with the New Jerusalem settlement in 1903 and the WM Butler Ford and Sunshine Machinery agency and was open from 1911-1939. In that, time the business was the biggest seller of ford machinery in Australia, and was located on the lots currently owned by Elders Wickepin. The History group is happy to supply the information for this plaque and are happy to talk further on this matter.*

Comments:

The plaques in the main street were part of a trails program undertaken in 2014; attached is a copy of the Master Plan for Councils information.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Cost of the Plaques in 2016 were $800 each.

Strategic Implications: Nil

Recommendations:

That Council lay a plaque in the Main Street footpath to acknowledge WM Butler and Co machinery agency.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.16 Proposed Subdivision at Lot 9001, Wickepin-Harrismith Road, Wickepin

Submission To:	**Ordinary Council**
Location / Address:	**Lot 9001**
Name of Applicant:	**Shire OF Wickepin**
File Reference:	**507**
Author:	**David Johnston, Planning Officer, Shire of Narrogin**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments:

Attachment 1 – Propose Subdivision Plan
Attachment 2 – Subdivision Approval 2015
Attachment 3 – Porter Indicative Development Costings 2015
Attachment 4 – Proposed Structure Plan

Summary:

Council is requested to consider the proposed subdivision plan for Lot 9001, Wickepin-Harrismith Road, Wickepin. The administration is seeking permission to submit an application for subdivision to the Western Australian Planning Commission (WAPC).

Council is also requested to consider the attached Structure Plan for adoption by the Shire.

Council is also requested to defer any plans for subdivision along Rintel Street until such time as the Town Planning Strategy and Scheme are reviewed.

Background:

Between 2013 and 2015, Landcorp (now called Development WA) had proposed to subdivide and develop part of Lot 9001, Wickepin-Harrismith Road, Wickepin, for residential development. The proposal was to create a total of five lots, approximately 1000m^2 each.

The subdivision was approved by the WAPC on 13 May 2015 and has since then lapsed as no further action has taken place to fulfil the subdivision conditions. The Shire had sought an extension for the approval of the subdivision through WAPC, however this was denied as it does not meet the provisions stipulated under Part 18 of the Planning and Development Amendment Bill 2020 in order to have an automatic extension of approval period applied to an existing approval period.

The administration now seeks Council's permission to resubmit a subdivision application with the intent to prepare the proposed five lots for sale.

It has become apparent in the past two years that Wickepin is in need of additional residential lots for the following reasons:

- The ramping of the WA Kaolin Mine;
- The current rental market and long waits for rentals in Wickepin, Narrogin and other surrounding towns;
- The expansion of facilities at CBH Wickepin;
- The increasing trend towards tree changes brought about during COVID-19.

Comments:

The proposal

The Proposed stage 1 of the subdivision will create five Residential Lots along the frontage of Whyte Road. Each lot will be approximately 1000m2 with a 21-metre road frontage. Where the Wickepin-Harrismith Road encroaches onto the site, a road reserve will be created with the balance area on the Western Side of the road becoming Public Open Space (POS).

On the Eastern side of the subdivision a 20-metre-wide corridor with a corner splay will be left for a possible Southward extension of Dumbleyung Road. This would then provide access to the balance portion of Lot 9001 for any future town site subdivision, in line with the proposed local development plan.

The North West portion of the site is zoned Residential Development and the remainder of the site as 'Rural residential'. The existing residential areas within the Townsite are zoned 'Residential' with an R12.5 coding.

Structure Plan

Clause 4.10 of the Shire of Wickepin Local Planning Scheme No. 4 states:

A Structure Plan is to be prepared in accordance with Part 4 of the deemed provisions, prior to its consideration of an application to subdivide in the Special Use zone, Development zone and in the Rural Residential, Industry and Residential zones, when the proposed development proposes to create more than five (5) lots or an area greater than 10 ha is to be subdivided.

The proposed Structure Plan (Attachment 4) illustrates a concept for what the ultimate development of Lot 9001 should look like once it is fully developed. The proposed Plan indicates where the Shire should create residential lots and where to create larger rural residential lots.

It is noted that the Structure Plan as per attachment 4, was included as part of the Shire's submission for the subdivision approval of stage 1 to the WAPC (WAPC: 151485), where it was noted under Advice Note 5, in the Subdivision Conditional Approval dated 13 May 2015, that:

> *"The landowner/applicant is advised that this approval is for the creation of lots only. An outline Development Plan prepared in accordance with clause 5.22.1 of Local Planning Scheme No. 4 will need to be approved before development of these lots can occur."*

In accordance with clause 18 of the Planning and Development (Local Planning Schemes) Regulations 2015, the local government must advertise the proposed Structure Plan in accordance with subclause (2) for a period of 42 days, seek comment from any public authority or utility service provider and to provide to the Commission a copy of the proposed Structure Plan and the details of the advertising and consultation arrangements for the plan.

On this basis it is recommended that the Shire advertise the proposed Structure Plan in accordance with clause 18 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Proposed subdivision East of Rintel Street and Dumbleyung Road

The Chief Executive Officer has requested that subdivision advice for the areas East of Rintel Street (being Lot 166, and Reserve R13752) and Lot 193, Dumbleyung Road be presented to Elected Members for their consideration.

Due to the current land zoning of the above lots as Conservation Reserves, any subdivision in these locations would require a scheme amendment to be undertaken. Given the good availability of "RES: Development Residential" zoned land in Wickepin and that a review of the Shire's Planning Strategy Scheme will commence soon, it would be more cost effective to defer this project and incorporate it into the draft planning strategy scheme.

Statutory Environment:

The following statutory documents relate:

- Shire of Wickepin Local Planning Scheme No. 4
- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015

Policy Implications: Nil

Financial Implications:

It can be expected that the Shire of Wickepin will need to spend anywhere between $1000 and $5000 to obtain a new subdivision approval using the existing plans.

Following on from the approval, in order to complete the site works, the Shire will need to budget for the development costs as indicated in the Porter Indicative Development Costings (Attachment 3). This will likely include arrangements for water access, a sewerage system, power supply, any land transfer fees, the preparation of engineered drawings, prepare cross overs, pathways and landscaping of the verges and road sides and more.

Elected Members should note that Attachment 3 provides estimated costings from 2015 and the Shire should seek up to date quotes for budgeting purposes.

Strategic Implications:

The proposal aims to create more residential opportunities in Wickepin, thereby increasing the town's population and economic activity.

Consultation

The WAPC will undertake consultation with relevant stakeholders once they receive an application for subdivision.

Recommendations:

Part 1 of 3

1. That with respect to the proposed Structure Plan for Lots 20-29, 50 and Lot 9001 Wickepin-Harrismith Road (Attachment 4), Council supports the Structure Plan for the purposes of public advertising in accordance with clause 18 of the Planning and Development (Local Planning Schemes) Regulations 2015, for a period of 42 days, seeking comment from any public authority or utility service provider and to provide to the Commission a copy of the proposed Structure Plan and the details of the advertising and consultation arrangements for the plan
2. At the conclusion of the Adverting period, any submissions received are to be presented to Council for its further consideration.

Part 2 of 3
That with respect to the proposed subdivision of Stage 1 on portion of Lot 9001, Wickepin-Harrismith Road, Wickepin, Council submit a fresh subdivision application for Subdivision for the creation of five (5) lots to the Western Australian Planning Commission for their consideration.

Part 3 of 3
That with respect to the proposed subdivision east of Rintel Street on Lot 166, and Reserve R13752 and Lot 193, Dumbleyung Road, Council defers the project until a review of the Shire of Wickepin's Local Planning Strategy and Local Planning Scheme.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.17 Cuballing East Road - AMMS Level 3 Mass Permit

Submission To:	**Ordinary Council**
Location / Address:	**Cuballing East Road**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**LE.LIC.1810**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**12 October 2021**

Enclosure/Attachments: Nil

Summary:

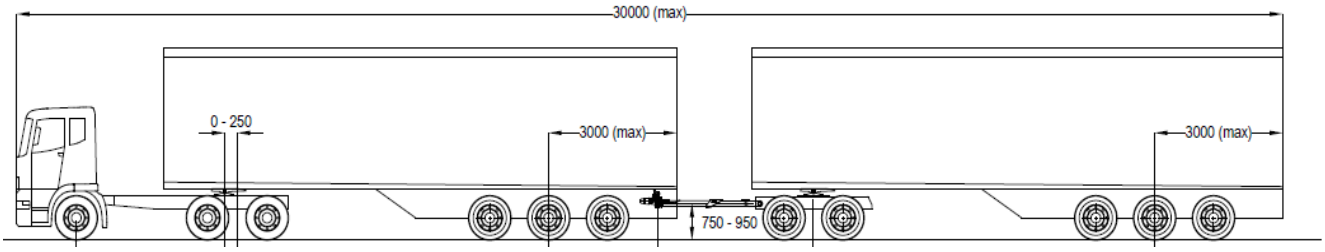
Council is being requested to allow Main Roads Heavy Vehicle Services to issue an AMMS Level 3 Mass permit on the Cuballing East Road.

Background:

Council received the following email from Michael Rizidis, Heavy Vehicle Services Officer, on 12th October 2021.

> Heavy Vehicle Services (HVS) has received a 30m A-Double Performance Based Standard (PBS) Scheme Vehicle Access Approval application, requesting AMMS Level 3 Mass (17.5t for tandem axle groups and 23.5t for tri axle groups). We are seeking your comment for the roads specified below to be added to the following networks/approved routes:

Road Name	Road Number	Start Point	Start SLK	End Point	End SLK	Access Currently Approved	Support Required
Cuballing East Rd	4290024	Williams Kondinin Rd	0.00	LGA Boundary	2.93	RAV 6, N4.3 & PBS 2B.1	PBS 2B.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 – 0420 805 283 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.

Comments:

The CEO can see no issue in advising Heavy Vehicle Services that Council is in approval of the request for 30m A-Double Performance Based Standard (PBS) Scheme Vehicle Access Approval application, requesting AMMS Level 3 Mass (17.5t for tandem axle groups and 23.5t for tri axle groups) for the Cuballing East Road.

This type of vehicle will reduce the number of vehicle movements compared to conventional heavy vehicles which overall reduces congestion and the crash risk exposure.

Level 3 AMMS is as follows:

Level 3

(Road Tables below)

Concessional Road Networks: *Vehicle combination must comply with all relevant conditions that apply to the equivalent vehicle combination under the Prime Mover, Trailer / Truck Trailer Combination Operating Conditions, unless otherwise exempt by this permit (ie Mass Limits).*

Axle Group	Tonnes
Single Steer	6.0
Twin Steer	11.0 Load Sharing
	10.0 Non Load Sharing
Tandem axle (dual tyres)	17.5
Tri-axle (dual tyres)	23.5

Note: Single steer axle mass exemptions may be used in conjunction with an AMMS permit.

Statutory Environment:

Main Roads Western Australia, Heavy Vehicle Operation Restricted Access Vehicle system network

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications:

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	- 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 the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that it approves of the Cuballing East Road being approved as an AMMS 3 Mass Road under the Performance Based Standard (PBS) Scheme Vehicle Access networks/approved routes.

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:	**October 2021**

To be tabled.

Recommendations:

That council note the President's report dated October 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:	**13 October 2021**

Wogolin Recreation Area

Work on the Wogolin Recreation Area is completed. There has been a few teething issues and repairs required to gates. The gate opening directly to Wogolin Road has been clamped shut and a new panel will replace the gate. The park is getting quite a bit of use and there was a soft opening with the Wickepin School Children being invited down for a play prior to it being opened to the general public.

Councils previous Community Development Officer, Lee Parker was also there to see the great work she started completed.

A big Thank You to Lee for all the great work on getting this project underway.

The Hon. Barnaby Joyce, Deputy Prime Minister, Minister for Infrastructure, Transport, Regional Development and Communications and Leader of the National Party is unable to attend the Official Opening of the Wogolin Road recreation Area. Mr Rick Wilson MP Federal Member for O'Connor has been invited to open the Wogolin Road Recreation in the absence of the Hon Barnaby Joyce. The date at this stage is Monday 15th November, the time is yet to be worked out.

Aged Units

The construction fencing was erected on Wednesday 6th October 2021. The trusses, windows and bricks are set to be delivered on Thursday 14th October 2021. There should be some action on site soon all things going well. Construction is expected to be completed late February early March 2022.

Staff House Smith Street Wickepin.

The Staff house at 10 Smith Street being constructed by Modular WA is nearly completed and there will be an inspection of the building on the 15th October 2021 for final sign off. There is still some landscaping and work on the driveway to be completed by Council staff.

MEETINGS ATTENDED

September 2021	
16th	Wickepin Cropping Group
17th	Story Towns
17th	Nature Play
21st	Rick Wilson and Steve Martin
October 2021	
12th	Toolibin Tennis Club – Rhiannon Mouritz

DELEGATIONS

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	**Cheque Signing and Account Authorisation**	**CEO**	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts		CEO, FM
A2	**Septic Tank Application Approvals**	**EHO**			
A3	**Building Approvals**	**BO**			
A4	**Road Side Advertising**	**CEO**			
A5	**Application for Planning Consent**	**CEO**	Planning Application Lot 31 Curlew Way	06/10/2021	CEO
A6	**Appointment and Termination of Staff**	**CEO**			
A7	**Rates Recovery – Instalment Payments**	**CEO**			
A8	**Issue of Orders**	**CEO**			
A9	**Legal Advice**	**CEO**			
A10	**Permits to Use Explosives**	**CEO**			
A11	**Street Stalls**	**CEO**	Geckos Fiesta Food The Coffee Baa Wickepin CRC Yealering Progress Association Wickepin Arts & Crafts Association The Hog Father	12/08/2021 18/08/2021 20/05/2021 20/8/2021 20/08/2021 24/09/2021	CEO

A12	**Liquor Consumption on Shire Owned Property**	**CEO**			
A13	**Hire of Community Halls / Community Centre**	**CEO**	Wickepin Football Club – WCC Yealering Primary School – Yealering Hall Private Function – WCC	09/09/2021 20/09/2021 23/09/2021	CEO
A14	**The Food Act 2008 and the Food Regulations 2009**	**CEO**			
A15	**The Public Health Act 2016**	**CEO**			
3.1.5	**Sponsorship, contributions and donations to sporting and community groups**	**CEO**			

Recommendations:

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