



A Fortunate Place

Shire of Wickepin

Agenda

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 17 August 2022



### Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 17 August 2022 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Noel Mason  
Acting Chief Executive Officer

11 August 2022

#### 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.

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

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

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
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- 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.
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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 17 August 2022 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	Lindsay Corke
Councillor	Ty Miller
Councillor	Peter Thompson
Acting Chief Executive Officer	Noel Mason
Deputy Chief Executive Officer	Erika Clement
Executive Support Officer	Lara Marchei

#### Leave of Absence (Previously Approved)

#### Apologies

### 2. Public Question Time

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

### 4. Petitions, Memorials and Deputations

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

### 6. Confirmation of Minutes

Ordinary meeting of council – 13 July 2022

**Moved / Seconded**

That the minutes of the Ordinary meeting of council held on Wednesday 13 July 2022 be confirmed as a true and correct record.

**Carried /**

### 7. Receival of Minutes

## RECEIVAL OF MINUTES

### 7.1 Lifestyle Retirement Committee

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mel Martin, Executive Support Officer</b>
<b>File Reference:</b>	<b>CR.MEE.203</b>
<b>Author:</b>	<b>Mel Martin, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 August 2022</b>

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

Minutes of the Lifestyle Retirement Committee meeting held on Wednesday 3 August 2022.

#### **Background:**

The Lifestyle Retirement Committee meeting was held on Wednesday 3 August 2022.

#### **Summary:**

Council is being requested to receive the Lifestyle Retirement Committee meeting minutes held on Wednesday 3 August 2022.

#### **Comments**

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

#### **Statutory Environment:**

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

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

#### **Recommendations:**

That the minutes for the Lifestyle Retirement Committee meeting held on Wednesday 3 August 2022 be received.

**Voting Requirements:** Simple majority



A Fortunate Place

Shire of Wickepin

# Minutes

## Lifestyle Retirement Committee

Council Chambers, Wickepin

# 3 AUGUST 2022



## 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 3 August 2022 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.

Noel Mason  
Acting Chief Executive Officer

2 August 2022

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## Terms of Reference

### 1. Name

Lifestyle Retirement Committee

### 2. Members

Syd Martin

Cr Fran Allan

Cr John Mearns

Steve Rose

Murray Lang

Colin Hemley

Kevin Coxon

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 2022 are as follows:

Day	Date	Time
Wednesday	February 2, 2022	9.30am
Wednesday	May 4, 2022	9.30am
Wednesday	August 3, 2022	9.30am
Wednesday	October 5, 2022	9.30am

**8. Related Policies/Bylaws:** Nil.



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**Minutes of Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin  
Wednesday 3 August 2022 at 9.30am**

The Chairperson declared the meeting open at 9.30am.

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

Syd Martin	Chairperson
Cr Fran Allan	Member
Cr John Mearns	Member
Steve Rose	Member
Colin Hemley	Member
Murray Lang	Member
Kevin Coxon	Member
Noel Mason	Acting Chief Executive Officer
Lara Marchei	Executive Support Officer
Helen Morton	PSA Virtual Village
Lee Steel	PSA Virtual Village

### **Apologies**

Rex Bergin	Member
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### **Leave of Absence (Previously Approved)**

## **2. Public Question Time**

Helen and Lee presented an overview of the Pingelly Somerset Alliance Virtual Village.

The Village is one component of the PSA's Staying in Place project which will help people to stay in their own home and community until end of life.

They currently have \$377,000 over 3 years from the Commonwealth Government to get the project started across Pingelly, Wandering, Cuballing and Wickepin. There are currently 10 of these villages starting across Australia.

Belonging to The Village will be similar to living in a lifestyle village or retirement village without having to move.

Membership will be at minimal cost and members will get support to maintain a healthy body, active mind, friendships, safety, security, connections and support to get help as needed. They will not be lonely, isolated or worry about how to cope as they get older.

The Village will support people to live at home in their community. It has no walls, fences or special buildings. It is connected by active members supporting one another, a concierge service and technology.

### 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 May 2022.

**Moved Cr Allan / Seconded K Coxon**

That the minutes of the Lifestyle Retirement Committee meeting held on 4 May 2022 be confirmed as a true and correct record.

**Carried 7/0**

### 7. Status Report

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

Subject/Action	Officer	Progress	Status	Comment
That the CEO obtain in writing that work will commence within the next two weeks. That if no action is taken within the stated timeframe, the CEO to source Legal advice from Council Solicitors.	CEO	At the July ordinary meeting of Council, Council resolved to request Kbuilt to have the units finalised by December 2022.	✓	
That the Lifestyle Retirement Committee invite the Virtual Village Committee to attend the next meeting to present their Concept Plan.	CEO	Invitation the Virtual Village sent 20 May 2022.	✓	Helen Morton & Lee Steel to attend August Committee Meeting.

○ = in progress    ✓ = completed    ✕ = superseded

### 8. Receipt of Reports & Consideration of Recommendations

### 9. Reports & Information

#### 9.1 Other matters raised by members

##### Construction of Units

The CEO provided a brief update regarding the status of the units and will provide a report to Council.

##### Deep Sewerage

Murray asked when the deep sewerage will be connected to the units. The CEO advised that this will be confirmed by the builder.

## **10. Urgent Business**

## **11. Closure**

The next Lifestyle Retirement Committee meeting will be held Wednesday 5 October 2022 at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.52am.

## RECEIVAL OF MINUTES

### 7.2 Albert Facey Homestead Committee

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mel Martin, Executive Support Officer</b>
<b>File Reference:</b>	<b>CR.MEE.208</b>
<b>Author:</b>	<b>Mel Martin, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 August 2022</b>

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

Notes of the Albert Facey Homestead Committee meeting not held on Tuesday 9 August 2022.

#### **Background:**

The Albert Facey Homestead Committee meeting was not held on Tuesday 9 August 2022.

#### **Summary:**

Council is being requested to receive the Albert Facey Homestead Committee meeting minutes held on Tuesday 9 August 2022. N/A

#### **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:** Nil

**Voting Requirements:** Nil



A Fortunate Place

Shire of Wickepin

# Minutes

## Albert Facey Homestead Committee

Council Chambers, Wickepin

# 9 AUGUST 2022



## Notice of an Albert Facey Homestead Committee Meeting

Please note that the next Albert Facey Homestead Committee Meeting of the Shire of Wickepin will be held on Tuesday 9 August 2022 at Council Chambers, Wickepin, commencing at 1.00pm.

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

Noel Mason  
Acting Chief Executive Officer

5 August 2022

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**Agenda of Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin  
Tuesday 9 August 2022**

The Chairperson declared the meeting open at    pm.

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

Dave Astbury	Chairperson
Libby Heffernan	Member
Luci Sartori	Member
Noel Mason	Acting Chief Executive Officer

**Apologies**

Linley Rose	Member
Cr Julie Russell	Member
Charlotte Astbury	Member

**Leave of Absence (Previously Approved)**

NOTE: The Committee attendance failed to meet Quorum requirements and therefore could not hold the meeting at this time. Those present indicated no desire to adjourn until a later date. Next meeting planned for the normal meeting cycle.

The Committee made the following notes as a result:

<b>Previous Minutes May 2022</b>	Noted – no changes required
<b>Status Report</b>	Noted – no issues
<b>Financial Statement</b>	Noted – no issues

**Other Matters**

**Cart** – Now store in the He Shed She Shed – adequate space provided. Display of cart was discussed; no firm ideas at present.

**Oil for Timberwork** – has been suggested Busy Bee required to oil verandas and Cart. Dave to supply oil and organise suitable volunteers/time for Busy Bee planned 28<sup>th</sup> Sept 2022.

**Milk Stool** – Dave to organise repairs via He Shed She Shed.

**Metal Tables in Shire Park near Old Playground** – indicating that the tables are not very suitable to the environment without being under cover and that when this area is upgraded Shire should consider swapping them out with furniture that matches the rest of the development.

**2. Public Question Time****3. Applications for Leave of Absence/Apologies****4. Petitions, Memorials and Deputation****5. Declarations of Councillor's and Officer's Interest****6. Confirmation of Minutes**

Albert Facey Homestead Committee – 2 May 2022.

**Moved / Seconded**

That the minutes of the Albert Facey Homestead Committee held on 2 May 2022 be confirmed as a true and correct record.

**Carried /****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.).

<b>Subject/Action</b>	<b>Officer</b>	<b>Progress</b>	<b>Status</b>	<b>Comment</b>
That the donated cart from the A Fortunate Life movie be temporarily relocated to the Toolseum to be covered with a tarpaulin.	CEO	Cart has been relocated.	✓	Completed.

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

○ = in progress    ✓ = completed    ✕ =superseded

**8. Financials****8.1 Albert Facey Homestead Municipal Funds****Albert Facey**

<b>Date</b>	<b>Description</b>	<b>Income</b>
02/05/2022	ALBERT FACEY TAKINGS 02.05.22	\$ 181.82
16/06/2022	ALBERT FACEY TAKINGS 16/06/2022	\$ 154.55
		<b>\$ 336.37</b>

<b>Date</b>	<b>Description</b>	<b>Expenditure</b>
25/05/2022	EFIRE & SAFETY MAY 2022- 6 MONTH FIRE EQUIPMENT	\$ 50.00

03/06/2022	WILSON DAVID ASHLEY	\$	164.14
27/06/2022	MCPEST PEST CONTROL TERMITE INSPECTION 2022	\$	68.18
19/07/2022	LGISWA PROPERTY INSURANCE 2022 FIRST INSTALLMENT	\$	273.46
25/07/2022	ELIZABETH HEFFERNAN CLEANING ALBERT FACEY HOMESTEAD 10TH JULY 2022	\$	60.00
		<b>\$</b>	<b>615.78</b>

**Moved / Seconded**

That the financial statement tabled for the period May 2022 – July 2022 as presented be received.

**Carried /**

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

## **10. Reports & Information**

### **10.1 Other matters raised by members**

#### Linley Rose

Kings Tours will be travelling through Wickepin on Wednesday 12 October 2022 between 11.30am – 12.30pm. There will be approximately 15-20 people. We will require some volunteers on the day as I will be unable to attend.

## **11. Urgent Business**

## **12. Closure**

The next Albert Facey Homestead Committee Meeting will be held on Monday 7 November 2022.

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

## 8. Status Report

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

Item	Subject	Officer	Council Resolution	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	CEO	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Still to be undertaken.
1161-150921-13	Townscape & Cultural Planning Committee Recommendations	CEO	That the current Wogolin Road information board not be re-sited and that a new board be redesigned.	○	Researching digital sign.
1177-200422-06	Bush Fire Control Officers' Meeting Recommendations	CEO	That a photo of Ernie White along with a plaque be commission to be hung in an appropriate place at the discretion of Council.	○	Awaiting photo of Ernie White. Email requesting photo sent to Daniel White.
1189-150622-10	Townscape & Cultural Planning Committee Recommendations	CEO	That Council remove the old playground from the Facey Homestead Park, relocate the bin to the northwest corner and improve the landscaping under the tree.	○	Dismantling commenced.
1200-130722-02	Wickepin Sheep Saleyards – Loading Ramps	CEO	That Council appoint P & P Ellis to undertake the necessary repairs to the Wickepin Sheep Saleyard loading ramps as per quote received.	✓	Purchase Order sent to P&P Ellis 26/07/2022.
1201-130722-06	Wickepin Community Resource Centre – Library Services Agreement	CEO	That Council authorises the signing and attachment of the Common Seal to the Wickepin CRC Agreement as per the attached Agreement from 1 September 2022 to 1 September 2027.	○	Agreement to be signed, sent 26/07/2022.
1202-130722-07	KBuilt Variation to Tender Price ILU Johnston Street Wickepin	CEO	That Council accept the final variation requested by KBuilt Construction for the completion of the 4 Independent Living Units on Johnston St,	✓	Email sent.

			Wickepin in the amount of \$299,320.53. That it be requested by Council that the units be finalised by December 2022.		
1203-130722-08	Leases	CEO	That the Shire of Wickepin authorise the signing and attachment of the Common Seal to the following leases: •Yealering Bowling Club - Reserve 9610 Lot 29612 and Lot 29611 Sewell Street Yealering. •Yealering Golf Club - Reserve 9610 Lot 29612 and Lot 29611 Sewell Street Yealering. •Wickepin District Sports Club - Reserve 13752, 23911 and Lots 1 and 166 Wickepin. •Wickepin Arts and Craft Centre - Lot 212 Wickepin.	✓	
1204-130722-09	Proposed Winding Up of Regional Waste Group Agreement (Wagin Group of Councils)	CEO	That the CEO advise the Shire of Wagin in writing that the Regional Waste Group Agreement be wound up and the funds being held for this project be distributed back to member councils accordingly.	✓	Letter sent 26/07/2022.

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

○ = in progress    ✓ = completed    ✕ =superseded

## 9. Notice of Motions of Which Notice Has Been Given

## 10. Receipt of Reports & Consideration of Recommendations

## TECHNICAL SERVICES

### 10.1.01 Manager Works and Services' Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Manager Works &amp; Services, Gary Rasmussen</b>
<b>File Reference:</b>	<b>CM.REP.1</b>
<b>Author:</b>	<b>Manager Works &amp; Services, Gary Rasmussen</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 August 2022</b>

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**Enclosure/Attachments:** Nil

#### **Summary:**

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

**Background:** Nil

#### **Comments:**

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

- WSNF Rabbit Proof Fence Rd – Works about to commence.
- Curlew Way drain - Survey completed. Waiting on contractor.
- Wickepin Pingelly Rd/Gillimanning Rd intersection - Black Spot – on hold until we have dry back of all the fill. Gravel top up in November.

##### **Maintenance Works**

- Maintenance Grader – Has stopped as the roads are too wet. Will resume when the rain stops.
- Pothole patching – On going.
- Signage maintenance – On going.

##### **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**

- Mechanic, Rhys Barron - Allison is getting on top of the work load.

##### **Other Information**

- Taylor Bransby was appointed as general hand/truck driver and commenced on Monday 8 August 2022.
- Trevor Tapping is doing the builders maintenance role.

To the Wickepin Shire, Staff, Councilors and ratepayers I like to thank you for the opportunity of working for the Shire of Wickepin – Gary.

**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 10 August 2022.

**Voting Requirements:** Simple majority

TECHNICAL SERVICES

**10.1.02 Tender RFT 16-2021/22 Construction of Skate Park & ¾ Basketball Court at Wogolin Road Recreation Area**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.TEN.1220</b>
<b>Author:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 August 2022</b>

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**Enclosure/Attachments:** Nil

**Summary:**

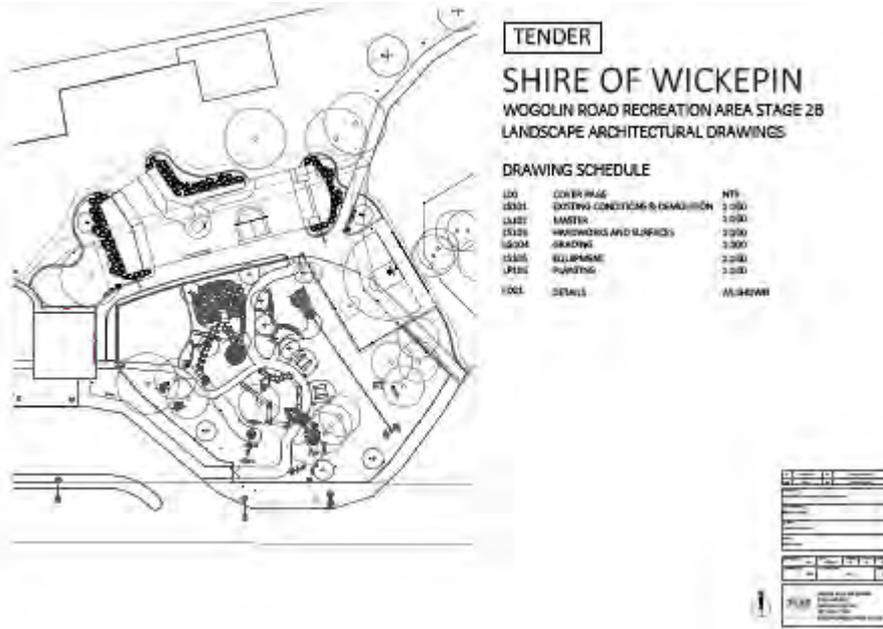
Council is being requested to consider the tenders received for the construction of the skate park and ¾ basketball court at Wogolin road recreation area.

**Background:**

The previous CEO, Mark Hook called tenders closing 8<sup>th</sup> July 2022 for the construction of a skate park and 3/4 basketball court. Tenders were submitted via the WALGA Preferred Supplier system.

**Comments:**

The tender specifications were detailed in 40 pages of requirements including drawings as exemplified.



Tenders were received from 2 companies and are summarised as follows.

**Phase 3 Landscape Constructions Pty Ltd**

As per specifications: \$561,084.34 Ex GST  
\$617,192.77 Incl GST

**Convic Pty Ltd**

As per specifications: \$761,723.09 ex GST  
\$837,895.40 Incl GST

The immediate listing of tenders received in the Tender Register signalled that this price is well in excess of Budget provision (\$415,000) for the construction of the skate park and ¾ basketball court project. No other evaluation processes were deemed necessary to be conducted at this point.

The tender was advertised indicating that no or any tender necessarily accepted.

The cost overrun, budget to actual would determine that Shire is not in a position to accept any tender for RFT 16 2021/2022.

### **Statutory Environment:**

*Local Government (Functions and General) Regulations 1996 Section 11*

#### **11. When tenders have to be publicly invited**

(1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*

(a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*

(b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*

*[(ba) deleted]*

(c) *within the last 6 months —*

(i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*

(ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

*or*

(d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*

(e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*

(ea) *the goods or services are to be supplied —*

(i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*

(ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*

*or*

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

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

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

### **Policy Implications:**

Refer to Council's Policy 3.1.8 – PURCHASING

### **Financial Implications:**

The budget of \$415,000 has been exceeded in this instance by 35% by the most favourably priced tender and in excess of 80% by the only other tender received. It is acknowledged that with this pricing, considerable change to the specifications will be required before any future tender can be called.

### Strategic Implications:

A delay in the completion of the skate park ¾ basketball court project of many months is likely. A community consultation process may be required/revisited if plans are amended significantly.

## infrastructure

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

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
2.1 Annual stocktake of existing parks and gardens across the Shire 2.2 Established local groups are engaged in redesigning the current park and garden at the western end of the main street of Wickepin 2.3 Develop a Wickepin Playground Plan	2.4 Council continues to try to engage to improve the agricultural display along the main street of Wickepin 2.5 Playgrounds are updated 2.6 Parks and gardens across the Shire are maintained and continually enhanced 2.7 Garden staff are informed, equipped and resourced	<ul style="list-style-type: none"> <li>- Annual parks and garden audit is completed and discussed at Council</li> <li>- Increase in the number of visitors who stop and use the main street playground</li> </ul>	The community is engaged in the activation and maintenance of our open spaces

### Recommendations:

That Council not accept a tender for the RFT 16 2021/2022 for the Skate Park ¾ Basketball Court at Wogolin Road Recreation area.

### Voting Requirements:

Simple majority

## TECHNICAL SERVICES

### **10.1.03 Quote RFQ 15 - 2021/22 Master Plan for Wickepin Information & Rest Bay**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>File Reference:</b>	<b>PS.TEN.2111</b>
<b>Author:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 August 2022</b>

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

1. Summary Scores Selection Criteria
2. Extract RFQ detailing Experience

#### **Summary:**

Council is being requested to consider the Quotes received for the development of a Master Plan for the Wickepin Information & Rest Bay.

#### **Background:**

The previous Community Development Officer (CDO), Mrs. Karen Langford raised the matter of a master plan for the Wickepin Information & Rest Bay in March 2022 in discussions at the Townscape Committee. It was again listed in her CDO reports to Council in April and May 2022.



The previous CEO, Mark Hook called quotes closing on the 30<sup>th</sup> June 2022 for the development of a Master Plan for the Wickepin Information & Rest Bay.

#### **Comments:**

The RFQ closed at a time when various staff were absent with COVID, therefore was not processed as part of the draft budget in June/July. Assessment of the RFQ has been left until now.

The RFQ was lodged with the Tenderlink on the 3<sup>rd</sup> May 2022 with a closing on 30<sup>th</sup> June 2022.

Quotes were received from 3 companies and are summarised as follows.

<b>Philip Stejskal Architecture</b> As per specifications:	\$53,383.00 Incl GST
<b>Plan E Pty Ltd - Landscape Architects</b> As per specifications:	\$16,159.00 Incl GST
<b>Landscape Planners Pty Ltd</b> As per specifications:	\$12,386.00 Incl GST

Initially, the call in May 2022, was to ensure that a sufficient provision could be placed in the Shire Budget 2022/2023 to allow a plan to be developed. All indications from funding providers to the CDO is that without a demonstrated Master Plan including detailed design and estimates for the carpark and townscape and near vicinity, applications for funding would be very limited.

The purpose of seeking Master Plan was to have a completed design suitable for public presentation/consultation and so that quantity estimates could be completed for the scope of works.

The RFQ was advertised indicating that no or any quote would necessarily be accepted.

Of the submissions received, with two of the quotes being evenly matched on price the recommended successful company is Plan E Pty Ltd. This judgement is made primarily on the basis of the Demonstrated Experience and regional work Plan E have completed and the impressive results they have achieved.

Refer Katanning Entry Statements and the Extract of Demonstrated Experience attached.

### **Statutory Environment:**

*Local Government (Functions and General) Regulations 1996 Section 11*

#### **11. When tenders have to be publicly invited**

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*

The estimated cost of development of a Master plan was less than \$150,000 – the set tender limit so tenders were not required.

### **Policy Implications:**

Refer to Council's Policy 3.1.8 – PURCHASING

### **Financial Implications:**

The Budget 2022/23 has been amended to include a provision for this work to take place. See Budget adoption papers.

**Strategic Implications:****infrastructure****GOAL 2: Improve the amenities and aesthetics along the main street of townsites**

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
2.1 Annual stocktake of existing parks and gardens across the Shire 2.2 Established local groups are engaged in redesigning the current park and garden at the western end of the main street of Wickepin 2.3 Develop a Wickepin Playground Plan	2.4 Council continues to try to engage to improve the agricultural display along the main street of Wickepin 2.5 Playgrounds are updated 2.6 Parks and gardens across the Shire are maintained and continually enhanced 2.7 Garden staff are informed, equipped and resourced	<ul style="list-style-type: none"> <li>- Annual parks and garden audit is completed and discussed at Council</li> <li>- Increase in the number of visitors who stop and use the main street playground</li> </ul>	The community is engaged in the activation and maintenance of our open spaces

**infrastructure****GOAL 4: Maintain Shire owned facilities in a strategic manner and also to meet community needs**

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
4.1 Asset Management Plan is developed and adopted 4.2 Encourage greater usage of current Shire owned facilities	4.3 Asset Management Plan is reviewed 4.4 Support the improvement and maintenance of assets in a strategic manner	<ul style="list-style-type: none"> <li>- Level of facility usage is maintained and increases</li> <li>- Level of community investment into facilities and equipment</li> </ul>	Asset maintenance and preservation is in line with community needs and Shire financial resources

Without a Master Plan for the development of the Wickepin Information & Rest Bay, seeking funding for this work will be very limited. With a detailed design plan and quantity estimates in play, community consultation can commence and many organisations can be approached to see if they would fund this project.

A community consultation process would be required in relation to the design, sketch design and cost estimates are essential for this process.

Nothing commences without doing this work.

**Recommendations:**

That Council accept the quote from Plan E Landscape Pty Ltd under RFQ 15 2021/2022 for the development of a Master Plan for the Wickepin Information & Rest Bay.

**Voting Requirements:**

Simple majority

TECHNICAL SERVICES**10.1.04 Tender RFT 03-2021/22 Supply and Lay of Bituminous Products**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Gary Rasmussen, Manager of Works &amp; Services</b>
<b>File Reference:</b>	<b>FM.TEN.1220</b>
<b>Author:</b>	<b>Gary Rasmussen, Manager of Works &amp; Services</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>06 August 2022</b>

**Enclosure/Attachments:**

RFT-22.23-1 -2022/23 Supply and Lay of Bituminous Products (including aggregate).

**Summary:**

Council is being requested to accept the WALGA Equote supplied by Downer for a full service for Council's sealing and resealing program for 2022/2023.

**Background:**

The Manager of Works & Services requested tenders for the supply of full service bitumen sealing works as per the 2022/2023 Works Program. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

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

Location	SLK	SLK	Length (m)	Width (m)	Area (m <sup>2</sup> )	Material Cover	Seal Type	Cover Size (mm) 1 <sup>st</sup> Coat	Cover Size (mm) 2 <sup>nd</sup> Coat
Yealering Pingelly rd patch works over culverts by 3	0.74	9.4	20	7.2	144	Aggregate	2 coat	14	7
	0.3	0.32	20	7.2	144			14	7
	0.12	.14	20	7.2	144			14	7
Rabbit proof fence rd	0.0	4.50	4500	8	36000	Aggregate	2 coat	14	7
Wickepin Pingelly rd Patch work over culverts by 2	13.63	13..83	20m	7.2	144	Aggregate	2 coat	14	7
	13.20	13.40	20m	7.2	144			14	7
Wickepin Pingelly rd Intersection of Gillimanning Dry looking required intersection	6.4	7.2	800m	9.8	7872	Aggregate	2 coat	14	7
	0	100m	100m	13.7	1370			14	7
					500				5

**Comments:**

Tenders have been received from 5 companies and were evaluated using the evaluation sheet that has been included in this report.

After evaluation, the MWS recommends Downer be awarded the tender as they are a well-equipped company with many years of experience and are able to deliver the required service.

**Tender 03-2021/22 Supply and Lay of Bituminous Products**

Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
Downer	08 9365 9999 Joseph Wijayamuni	1A	14mm Primer Seal (= > 5000m <sup>2</sup> )	\$7.92		Yes
			14mm Primer Seal (= < 5000m <sup>2</sup> )	\$12.02		
		2A	10mm reseal (= > 5000m <sup>2</sup> )	\$6.96		
		2B	10mm reseal (= < 5000m <sup>2</sup> )	\$10.9		
		3A	Two Coat Seal 14mm + 7mm (= >5000m <sup>2</sup> )	\$60.28		
		3B	Two Coat Seal 14mm + 7mm (= <5000m <sup>2</sup> )	\$9.97		
		4A	7mm reseal (= > 5000m <sup>2</sup> )	\$6.45		
		4B	7mm reseal (= < 5000m <sup>2</sup> )	\$9.06		
		5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m <sup>2</sup>	\$3.59		
		6A	Dry locking with 5mm stone if required (= > 5000m <sup>2</sup> )	\$2.74		
<b>Variation To Application Rate</b>				<b>\$/l</b>		
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification				\$1.98		
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
Kee Surfacing	08 6401 8500 Teokotai Samuel	1A	14mm Primer Seal (= > 5000m <sup>2</sup> )	\$12.10		Yes
		1B	14mm Primer Seal (= < 5000m <sup>2</sup> )	\$7.01		
		2A	10mm reseal (= > 5000m <sup>2</sup> )	\$11.00		
		2B	10mm reseal (= < 5000m <sup>2</sup> )	\$6.00		
		3A	Two Coat Seal 14mm + 7mm (= >5000m <sup>2</sup> )	\$14.40		
		3B	Two Coat Seal 14mm + 7mm (= <5000m <sup>2</sup> )	\$10.20		
		4A	7mm reseal (= > 5000m <sup>2</sup> )	\$10.70		
		4B	7mm reseal (= < 5000m <sup>2</sup> )	\$5.60		
		5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m <sup>2</sup>	\$3.20		
		6A	Dry locking with 5mm stone if required (= > 5000m <sup>2</sup> )	\$1.70		
<b>Variation To Application Rate</b>				<b>\$/l</b>		
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification				\$1.80		

Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
Fulton Hogan	0427 943 315 Peter Fleury	1A	14mm Primer Seal (= > 5000m <sup>2</sup> )	\$7.92		Yes
	(Inc Aggregate)	1B	14mm Primer Seal ( = < 5000m <sup>2</sup> )	\$12.02		
		2A	10mm reseal (= > 5000m <sup>2</sup> )	\$6.96		
		2B	10mm reseal ( = < 5000m <sup>2</sup> )	\$10.9		
		3A	Two Coat Seal 14mm + 7mm (= >5000m <sup>2</sup> )	\$60.28		
		3B	Two Coat Seal 14mm + 7mm (= <5000m <sup>2</sup> )	\$9.97		
		4A	7mm reseal (= > 5000m <sup>2</sup> )	\$6.45		
		4B	7mm reseal ( = < 5000m <sup>2</sup> )	\$9.06		
		5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m <sup>2</sup>	\$33.59		
		6A	Dry locking with 5mm stone if required (= > 5000m <sup>2</sup> )	\$2.74		
		<b>Variation To Application Rate</b>		<b>\$/l</b>		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.98		



**Statutory Environment:***Local Government (Functions and General) Regulations 1996 Section 11***11. When tenders have to be publicly invited**

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
  - [(ba) deleted]*
  - (c) within the last 6 months —*
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*
- or*
- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
  - (ea) the goods or services are to be supplied —*
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
- or*
- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
  - (g) the goods to be supplied under the contract are —*
    - (i) petrol or oil; or*
    - (ii) any other liquid, or any gas, used for internal combustion engines;*
- or*
- (h) the following apply —*

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

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

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

**Policy Implications:**

Refer to Council’s Policy 3.1.8 – PURCHASING

**Financial Implications:**

The value used in the budget estimates were over estimated.

**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	<ul style="list-style-type: none"> <li>- RAV ratings</li> <li>- Number of positive and negative complaints received</li> <li>- Traffic count data reflects usage and investment required</li> <li>- Number of accidents attributed to road condition</li> <li>- Retention of works staff is higher than industry average</li> <li>- Roads can handle weather conditions</li> <li>- Level of funding secured and % spent in the Shire</li> </ul>	Road infrastructure meets the freight task and is sustainable in the long term

**Recommendations:**

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 at the following tendered prices:

1A	14mm Primer Seal (= > 5000m2)	\$ 7.92
1B	14mm Primer Seal ( = < 5000m2)	\$ 12.02
2A	10mm reseal (= > 5000m2)	\$ 6.96
2B	10mm reseal ( = < 5000m2)	\$ 10.9
3A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 60.28
3B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ 9.97
4A	7mm reseal (= > 5000m2)	\$ 6.45
4B	7mm reseal ( = < 5000m2)	\$ 9.06
5A	Prime 80% class 170 bitumen 20% Kero cut back spray rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m2	\$3.59
6A	Dry locking with 5mm stone if required (=>5000m2)	\$2.74
<b>Variation To Application Rate</b>		<b>\$/l</b>
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.98

**Voting Requirements:**

Simple majority

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.01 List of Accounts

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1212</b>
<b>Author:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>11 August</b>

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

#### Summary:

List of accounts remitted during the period 1 July 2022 to 31 July 2022.

<b>Municipal Account</b>	<b>Vouchers</b>	<b>Amounts</b>
EFT	12658 – 12667,12669 – 12708	\$ 344,691.69
Cheques	15832 – 15833	\$ 12,643.76
Direct Deductions	July	\$ 1,289.90
Superannuation	July	\$ 14,243.99
Credit Card	July	\$ 934.40
Bpay	July	\$ 2,930.43
Payroll	July	\$ 114,989.61
Licensing	July	\$ 32,549.00
	<b>July Total</b>	<b>\$ 524,272.78</b>
<b>Trust</b>		0.00
<b>EFT</b>	12668	50.00
	<b>July Total</b>	<b>50.00</b>
	<b>Total for July</b>	<b>\$ 524,322.78</b>

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

#### **Certificate of Chief Executive Officer:**

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

#### **Comments:**

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

#### **Statutory Environment:**

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

#### **Policy Implications:**

Policy 3.1.7 - Cheque Issue

**Strategic Implications:** Nil

**Recommendations:**

That council acknowledges that payments totalling \$524,322.78 for July 2022 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:** Simple majority

<u>List of Accounts Due &amp; Submitted to Council</u>					
<u>31-Jul-22</u>					
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Trust</b>	<b>Muni</b>
EFT12668	07/07/2022	SKYE MOXHAM	REFUND FOR CAT TRAP BOND	\$ 50.00	
			<b>TOTALS TRUST</b>	\$ 50.00	
EFT12658	07/07/2022	AUSTRALIA POST	POSTAGE JUNE 2022		\$ 87.78
EFT12659	07/07/2022	CHEFMASTER	2 X CARTONS OF BIN LINERS		\$ 267.26
EFT12660	07/07/2022	LANDGATE	SLIP SUBSCRIPTION SERVICE 2022/2023		\$ 2,549.10
EFT12661	07/07/2022	BERYLE HOLM	JUNE 2022 CARAVAN PARK COMMISSION		\$ 516.99
EFT12662	07/07/2022	KNIGHTLINE COMPUTERS	SOLDERING IRON AND WIRE		\$ 27.90
EFT12663	07/07/2022	ONE MUSIC	ONE MUSIC ANNUAL LICENCE FEE 2022/2023		\$ 350.00
EFT12664	07/07/2022	PERTH CARPENTRY AND ROOFING	2ND PROGRESS PAYMENT		\$ 3,520.00
EFT12665	07/07/2022	TANYA MARY SANDS	JUNE 2022 CARAVAN PARK COMMISSION		\$ 118.80
EFT12666	07/07/2022	WA TREASURY	LOAN NO. 102 - SYNTHETIC BOWLING GREENS		\$ 4,977.65
EFT12667	07/07/2022	SSJ TRANSPORT PTY LTD	GRAVEL CARTAGE		\$ 1,584.00
EFT12669	15/07/2022	KBUILT CONSTRUCTION	HIRE OF CHEMICAL TOILET AND GENERATOR		\$ 8,949.00
EFT12670	20/07/2022	M + B TRADE CENTRE	PINE, SEALANT, POSTS, BOLTS AND FREIGHT		\$ 26,309.86
EFT12671	21/07/2022	AIR LIQUIDE WA PTY LTD	JUNE CYLINDER RENTAL FEE		\$ 58.90
EFT12672	21/07/2022	AIR RESPONSE	REPAIRS TO AIRCONDITIONING		\$ 226.05
EFT12673	21/07/2022	TRiset BOSS P/L	500 X CHEQUES		\$ 764.50
EFT12674	21/07/2022	BURGESS RAWSON (WA) PTY LTD	RENT AND MANAGEMENT FEES 01/08/2022 -31/10/2022		\$ 2,994.29
EFT12675	21/07/2022	CLARK EQUIPMENT	REPAIRS TO BOBCAT		\$ 5,772.82
EFT12676	21/07/2022	CHRISTINE HILL FOOD	CATERING FOR CEO FAREWELL		\$ 2,750.00
EFT12677	21/07/2022	CARAVANS WEST	ADVERTISING JULY 2022		\$ 500.00
EFT12678	21/07/2022	EWEN RURAL SUPPLIES	ACCOUNT JUNE 2022		\$ 3,008.01
EFT12679	21/07/2022	EASIFLEET MANAGEMENT	FACEY GROUP VEHICLE LEASE JUNE 2022		\$ 508.83
EFT12680	21/07/2022	EXECUTIVE MEDIA PTY LTD	CARAVANNING AUSTRALIA- ADVERTISEMENT 2022		\$ 1,600.00
EFT12681	21/07/2022	GREAT SOUTHERN FUEL SUPPLIES	2 X NEW FUEL CARDS		\$ 5.50
EFT12682	21/07/2022	IT VISION USER GROUP	MEMBERSHIP SUBSCRIPTION 2022/23		\$ 770.00
EFT12683	21/07/2022	IT VISION	ANNUAL LICENCE FEE 01/07/2022 TO 30/06/2023		\$ 35,554.65
EFT12684	21/07/2022	JASON SIGNMAKERS	POSTS AND BRACKETS		\$ 1,752.43
EFT12685	21/07/2022	KBUILT CONSTRUCTION	PRELIMINARIES 18/07/2022 TO 22/07/2022		\$ 1,329.00
EFT12686	21/07/2022	STATE LIBRARY OF WA	BETTER BEGINNINGS 2022-23		\$ 38.50

EFT12687	21/07/2022	LEISURE INSTITUTE OF WA AQUATIC	2022/23 MEMBERSHIP FEES & COURSE ATTENDANCE FEE	\$ 440.00
EFT12688	21/07/2022	LGIS INSURANCE BROKING SERVICE	SALARY CONTINUANCE INSURANCE 2022/2023	\$ 3,995.31
EFT12689	21/07/2022	LGISWA	PROPERTY INSURANCE 2022 FIRST INSTALLMENT	\$ 127,090.19
EFT12690	21/07/2022	M.E PUMP WIZARDS	INSPECT AND REPAIR MAIN SEWER	\$ 9,652.50
EFT12691	21/07/2022	MELISSA JANE MARTIN	DECORATIONS FOR CEO FAREWELL	\$ 116.00
EFT12692	21/07/2022	GREAT SOUTHERN WASTE DISPOSAL	WASTE COLLECTION 30/05/2022 TO 27/06/2022	\$ 8,998.33
EFT12693	21/07/2022	NARROGIN AUTO ELECTRICS	AUTO ELECTRICS WORK	\$ 1,379.58
EFT12694	21/07/2022	NARROGIN BETTA HOME LIVING	HOT WATER URN	\$ 712.90
EFT12695	21/07/2022	STAR TRACK EXPRESS	FREIGHT- HERSEY SAFETY	\$ 64.68
EFT12696	21/07/2022	PERFECT COMPUTER SOLUTIONS - PCS	UPGRADE AND UPDATE SYNERGY SOFT	\$ 935.00
EFT12697	21/07/2022	PARRYS	PROTECTIVE CLOTHING	\$ 78.20
EFT12698	21/07/2022	THE WORKWEAR GROUP PTY LTD	UNIFORMS	\$ 924.33
EFT12699	21/07/2022	PERTH CARPENTRY AND ROOFING	PROGRESS PAYMENT 10/07/2022 TO 17/07/2022	\$ 22,000.00
EFT12700	21/07/2022	RAMM SOFTWARE PTY LTD	ANNUAL SUPPORT & MAINTENANCE FEE 2022/2023	\$ 7,981.85
EFT12701	21/07/2022	REPCO	OIL JUG	\$ 80.18
EFT12702	21/07/2022	RHYS BARRON-ALLISION	PRE-EMPLOYMENT MEDICAL AND POLICE CLEARANCE	\$ 240.00
EFT12703	21/07/2022	TOLL IPEC	FREIGHT- CLARK EQUIPMENT AND JASON SIGNS	\$ 92.99
EFT12704	21/07/2022	TOTAL QUALITY CLEAN	CARPET CLEAN AND TRAVEL	\$ 594.00
EFT12705	21/07/2022	WESTRAC EQUIPMENT	TROUBLESHOOT ALTERNATOR	\$ 3,163.83
EFT12706	21/07/2022	AUSTRALIA'S GOLDEN OUTBACK	MEMBERSHIP AUSTRALIA'S GOLDEN OUTBACK 2022/2023	\$ 350.00
EFT12707	21/07/2022	EARTH 2 OCEAN	SERVICE AND INSTALLATION OF BUSH FIRE RADIO	\$ 652.00
EFT12708	25/07/2022	AUSTRALIAN TAXATION OFFICE	BAS JUNE 2022	\$ 48,258.00
			<b>TOTALS EFT</b>	\$ 344,691.69
15832	19/07/2022	SYNERGY	POWER ACCOUNT 20TH APRIL 2022 TO 20TH JUNE 2022	\$ 12,509.89
15833	21/07/2022	SYNERGY	POWER ACCOUNT 12TH MAY 2022 TO 11TH JULY 2022	\$ 133.87
			<b>TOTALS CHEQUES</b>	\$ 12,643.76
DD13260.1	01/07/2022	3E ADVANTAGE PTY LTD	PHOTOCOPIER PAYMENTS 01/06/2022 TO 30/06/2022	\$ 1,095.05
DD13302.1	19/07/2022	WESTNET PTY LTD	INTERNET CHARGES 01/08/2022 TO 01/09/2022	\$ 194.85
			<b>TOTALS DIRECT DEBITS</b>	\$ 1,289.90
DD13337.2	31/07/2022	ANZ	FLOWERS, LICENCE RENEWAL, FRAMED PHOTOS	\$ 934.40
			<b>TOTALS CREDIT CARD</b>	\$ 934.40
DD13289.1	13/07/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 4,689.12
DD13289.2	13/07/2022	SPIRIT SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 77.48
DD13289.3	13/07/2022	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 84.78

DD13289.4	13/07/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	376.96
DD13289.5	13/07/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	545.09
DD13289.6	13/07/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	253.65
DD13289.7	13/07/2022	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	432.06
DD13289.8	13/07/2022	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$	248.71
DD13289.9	13/07/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	138.35
DD13328.1	27/07/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	4,587.87
DD13328.2	27/07/2022	SPIRIT SUPER	SUPERANNUATION CONTRIBUTIONS	\$	337.80
DD13328.3	27/07/2022	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$	17.54
DD13328.4	27/07/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	376.96
DD13328.5	27/07/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	628.12
DD13328.6	27/07/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	253.65
DD13328.7	27/07/2022	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	376.67
DD13328.8	27/07/2022	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$	248.71
DD13328.9	27/07/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	150.53
DD13289.10	13/07/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	209.97
DD13328.10	27/07/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	209.97
			<b>TOTALS SUPERANNUATION</b>	\$	14,243.99
63210722	21/07/2022	TELSTRA	SATELLITE PHONE ACCOUNT JULY 2022	\$	45.00
63240622	08/07/2022	TELSTRA	PHONE ACCOUNT JUNE 2022	\$	2,885.43
			<b>TOTALS BPAY</b>	\$	2,930.43
98010722	01/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	250.25
98040722	04/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	1,295.00
98050722	05/07/2022	DEPT OF TRANSPORT	TRANS LICNEISNG	\$	4,356.70
98060722	06/07/2022	DEPT OF TRANSPORT	TRANS LICNEING	\$	16.35
98080722	08/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	467.00
98110722	11/07/2022	DEPT OF TRANSPORT	TRANS LCIENSING	\$	744.15
98120722	12/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	1,537.65
98140722	14/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	153.20
98150722	15/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	2,683.55
98180722	18/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	1,439.85
98200722	20/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	124.55
98210722	21/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	2,778.90
98220722	22/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	1,723.65
98260722	26/07/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$	9,777.70



## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.02 Financial Report

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1212</b>
<b>Author:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 August 2022</b>

**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 31 July 2022 as presented be received.

**Voting Requirements:** Simple majority



## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

For the Period Ended 31 July 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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## Shire of Wickepin

### Compilation Report

For the Period Ended 31 July 2022

### Report Purpose

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

### Overview

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

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 July 2022 of \$1,111,671.

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

### Preparation

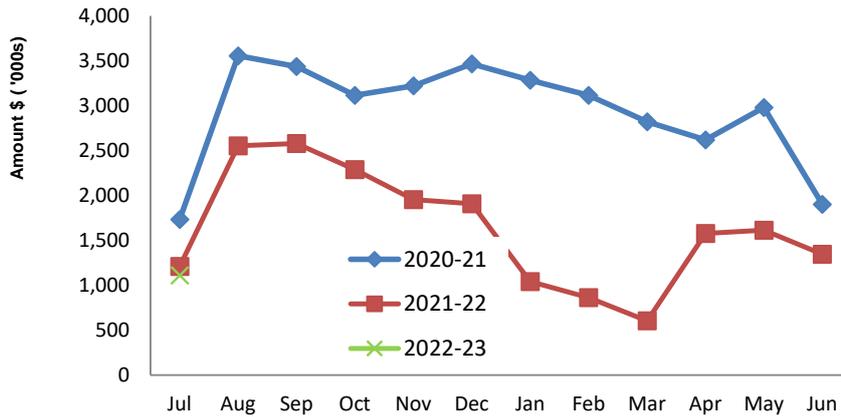
Prepared by: Erika Clement DCEO

Date prepared: 5-Aug-22

Reviewed by: Noel Mason ACEO

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 31 July 2022

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



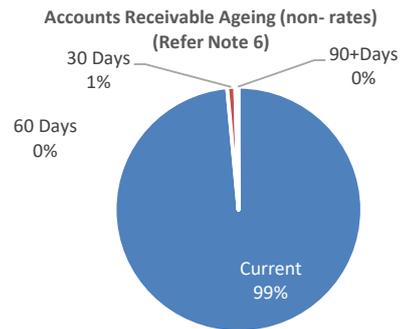
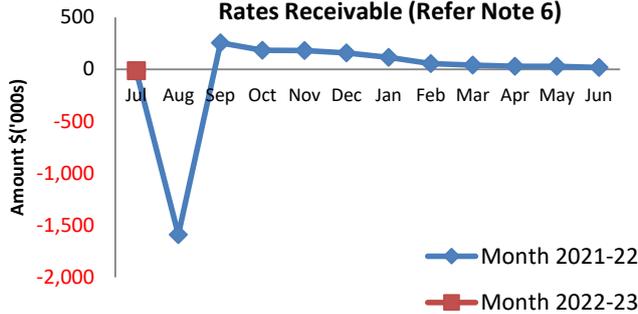
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 2,349,400
Restricted	\$ 3,035,461
	\$ 5,384,861

**Receivables**

Rates	\$ 14,229
Other	\$ 298,736
	\$ 312,965

**Rates Receivable (Refer Note 6)**



**Comments**

Unrestricted cash includes the following payments in advance

22/23 FESA paid in advance

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

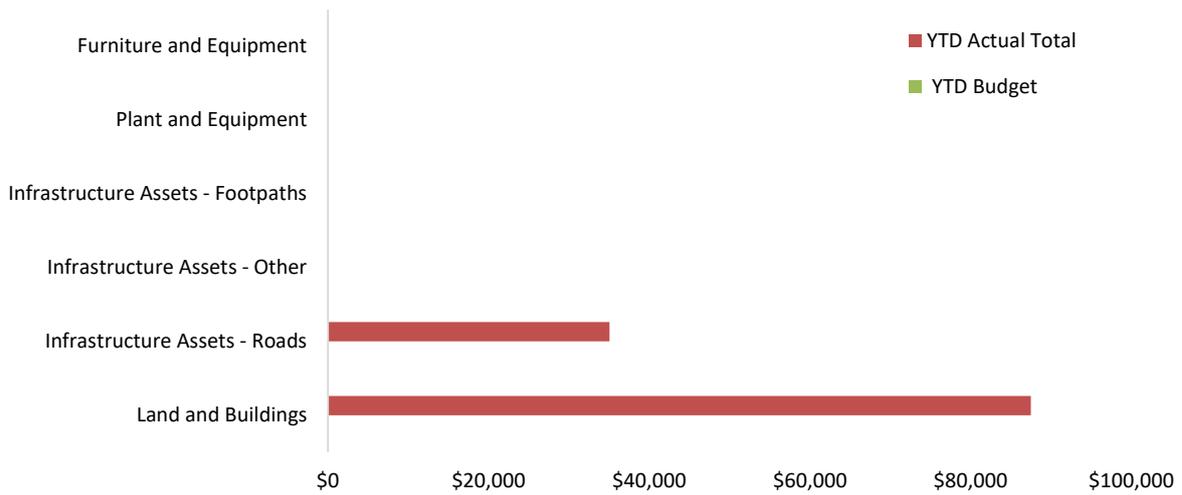
22/23 Grants Commission - Roads \$492,655

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

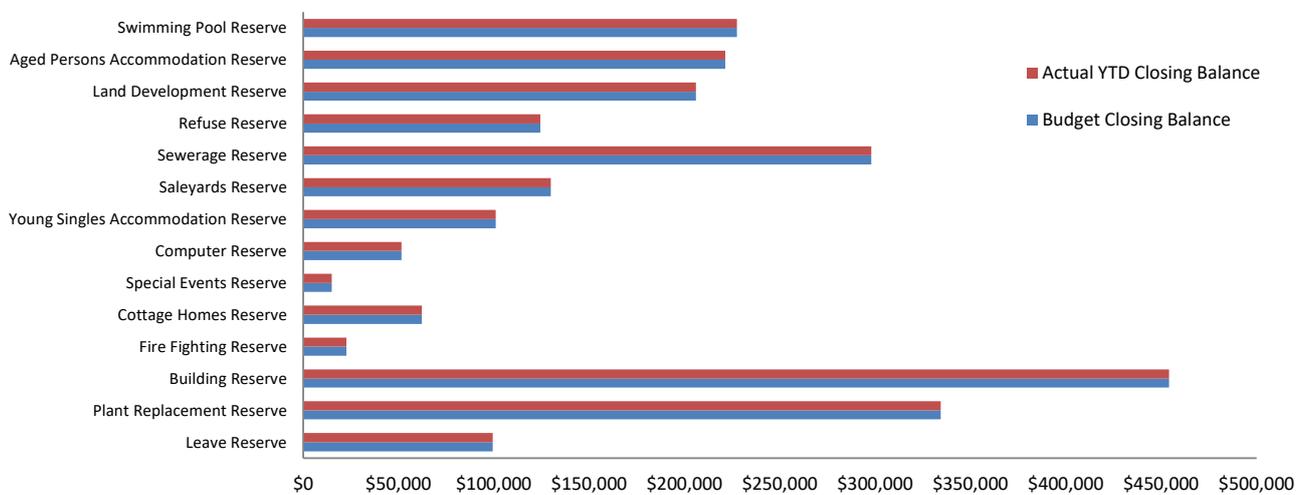
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 31 July 2022

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



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



**Comments**

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

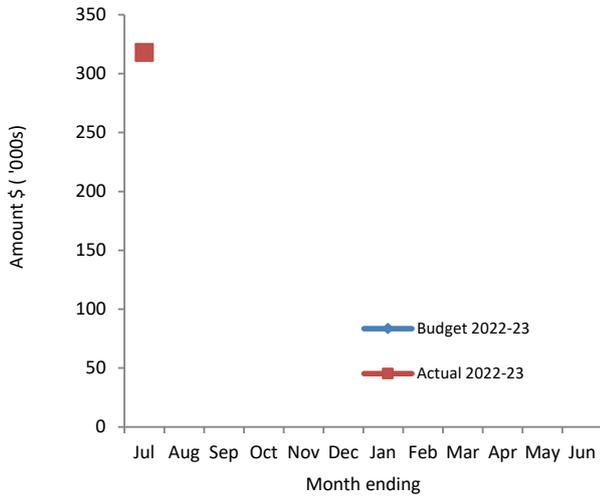
# Shire of Wickepin

## Monthly Summary Information

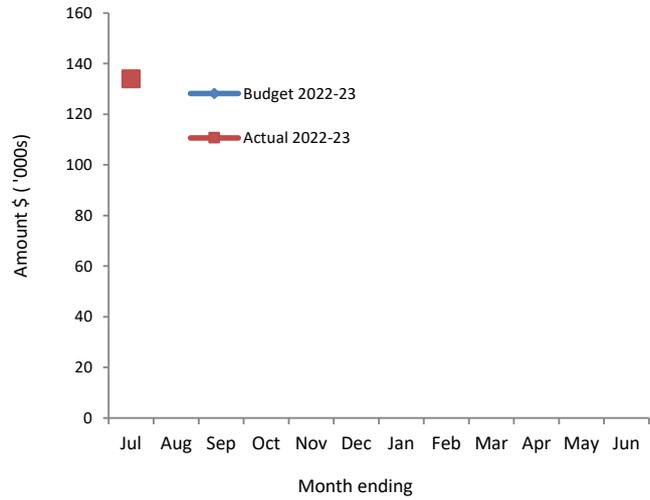
For the Period Ended 31 July 2022

### Revenues

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

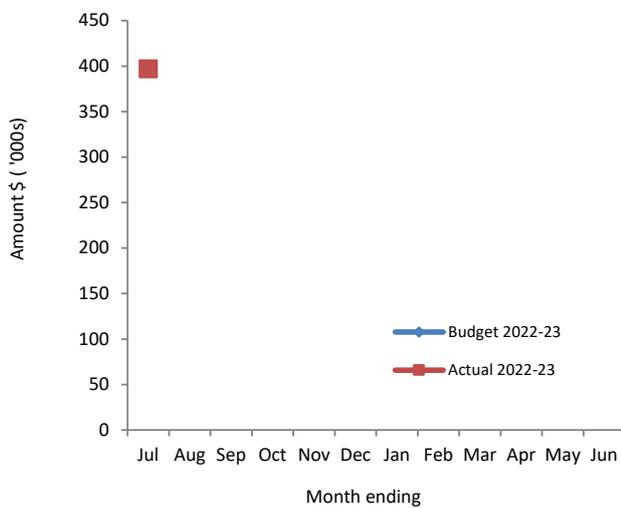


**Budget Capital Revenue -v- Actual (Refer Note 2)**

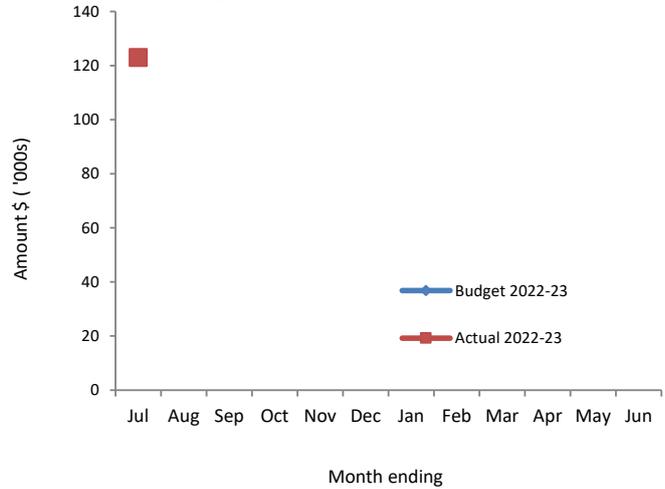


### Expenditure

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



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



### Comments

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 July 2022**

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	-	0	0	0		
General Purpose Funding - Rates	9	-	0	0		
General Purpose Funding - Other	-	0	265	265		
Law, Order and Public Safety	-	0	18,239	18,239		▲
Health	-	0	0	0		
Education and Welfare	-	0	0	0		
Housing	-	0	7,534	7,534		
Community Amenities	-	0	3,707	3,707		
Recreation and Culture	-	0	2,172	2,172		
Transport	-	0	281,381	281,381		▲
Economic Services	-	0	3,870	3,870		
Other Property and Services	-	0	1,250	1,250		
<b>Total Operating Revenue</b>	-	-	<b>318,418</b>	<b>318,418</b>		▲
<b>Operating Expense</b>						
Governance	0	0	(182,549)	(182,549)		▲
General Purpose Funding	0	0	(1,310)	(1,310)		
Law, Order and Public Safety	0	0	(25,508)	(25,508)		▲
Health	0	0	0	0		▲
Education and Welfare	0	0	(273)	(273)		
Housing	0	0	(9,398)	(9,398)		
Community Amenities	0	0	(28,059)	(28,059)		▲
Recreation and Culture	0	0	(60,202)	(60,202)		▲
Transport	0	0	(55,585)	(55,585)		▲
Economic Services	0	0	(10,554)	(10,554)		▲
Other Property and Services	0	0	(23,290)	(23,290)		▲
<b>Total Operating Expenditure</b>	0	0	<b>(396,727)</b>	<b>(396,727)</b>		▼
<b>Funding Balance Adjustments</b>						
Add back Depreciation	0	0	0	0		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0		
Adjust Provisions and Accruals		0		0		
Adjust Rounding		0		0		
<b>Net Cash from Operations</b>	0	0	<b>(78,309)</b>	<b>(78,309)</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	8	0	0	0		
<b>Total Capital Revenues</b>	0	0	<b>0</b>	<b>0</b>		
<b>Capital Expenses</b>						
Land and Buildings	13	0	(87,493)	(87,493)		▲
Infrastructure - Roads	13	0	(35,039)	(35,039)		▲
Infrastructure - Footpaths	13	0	0	0		
Infrastructure -Other	13	0	0	0		
Plant and Equipment	13	0	0	0		
<b>Total Capital Expenditure</b>	0	0	<b>(122,532)</b>	<b>(122,532)</b>		
<b>Net Cash from Capital Activities</b>	0	0	<b>(122,532)</b>	<b>(122,532)</b>		
<b>Financing</b>						
Proceeds from New Debentures	10	0	0	0		
Self-Supporting Loan Principal		0	3,527	3,527		
Transfer from Reserves	7	0	0	0		
Repayment of Debentures	10	0	(3,527)	(3,527)		
Transfer to Reserves	7	0	0	0		
<b>Net Cash from Financing Activities</b>	0	0	<b>(0)</b>	<b>(0)</b>		
<b>Net Operations, Capital and Financing</b>	0	0	<b>(200,841)</b>	<b>(200,841)</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	0	<b>1,312,512</b>	<b>1,312,512</b>		▲
<b>Closing Funding Surplus(Deficit)</b>	3	0	<b>1,111,671</b>	<b>1,111,671</b>		

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

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 July 2022**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	0	0	0	0		
Operating Grants, Subsidies and Contributions	11	0	0	163,902	163,902		▲
Fees and Charges		0	0	20,437	20,437		▲
Service Charges		0	0	0	0		
Interest Earnings		0	0	15	15		
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	0	0	0	0		
Total Operating Revenue		0	0	184,354	184,354		▲
<b>Operating Expense</b>							
Employee Costs		0	0	(150,248)	(150,248)		▼
Materials and Contracts		0	0	(106,735)	(106,735)		▼
Utility Charges		0	0	(14,294)	(14,294)		▼
Depreciation on Non-Current Assets		0	0	0	0		
Interest Expenses		0	0	(1,839)	(1,839)		
Insurance Expenses		0	0	(119,542)	(119,542)		▼
Other Expenditure		0	0	(4,070)	(4,070)		
Loss on Disposal of Assets	8	0	0	0	0		
Total Operating Expenditure		0	0	(396,727)	(396,727)		▼
<b>Funding Balance Adjustments</b>							
Add back Depreciation		0	0	0	0		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0	0		
Net Cash from Operations		0	0	(212,373)	(212,373)		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	0	0	134,064	134,064		▲
Proceeds from Disposal of Assets	8	0	0	0	0		
Proceeds from Sale of Assets		0	0	0	0		
Total Capital Revenues		0	0	134,064	134,064		
<b>Capital Expenses</b>							
Land and Buildings	13	0	0	(87,493)	(87,493)		▼
Infrastructure - Roads	13	0	0	(35,039)	(35,039)		▼
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure - Drainage	13	0	0	0	0		
Plant and Equipment	13	0	0	0	0		
Total Capital Expenditure		0	0	(122,532)	(122,532)		
Net Cash from Capital Activities		0	0	11,532	11,532		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	3,527	3,527		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	0	0	(3,527)	(3,527)		
Transfer to Reserves	7	0	0	0	0		
Net Cash from Financing Activities		0	0	(0)	(0)		
Net Operations, Capital and Financing		0	0	(200,841)	(200,841)		
Opening Funding Surplus(Deficit)	3	0		1,312,512	1,312,512		▲
Closing Funding Surplus(Deficit)	3	0	0	1,111,671	1,111,671		

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

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
 For the Period Ended 31 July 2022

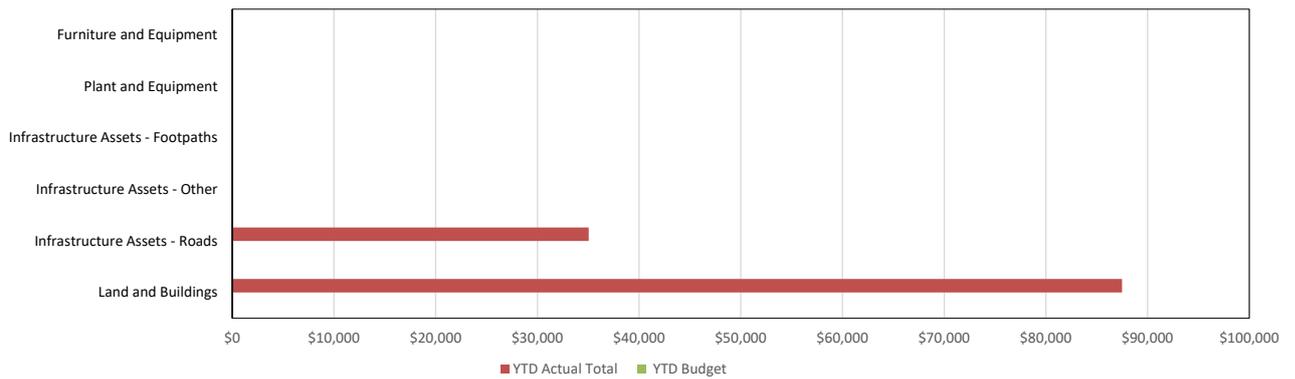
Capital Acquisitions	Note	YTD 31 07 2022					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 87,493	\$ 0	\$ 87,493	\$ 0	\$ 0	\$ 87,493
Infrastructure Assets - Roads	13		35,039	35,039	0	0	35,039
Infrastructure Assets - Other	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	0	0	0	0	0	0
Furniture and Equipment	13	0	0	0	0	0	0
<b>Capital Expenditure Totals</b>		<b>87,493</b>	<b>35,039</b>	<b>122,532</b>	<b>0</b>	<b>0</b>	<b>122,532</b>

**Funded By:**

Capital Grants and Contributions	134,064	0	0	134,064
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0
Own Source Funding - Cash Backed Reserves				
Aged Accommodation Reserve		0		0
Plant Reserve				0
Building Reserve				
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Own Source Funding - Operations		0	0	0
<b>Capital Funding Total</b>	<b>134,064</b>	<b>0</b>	<b>0</b>	<b>134,064</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

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

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

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

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

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

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

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

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

**(s) GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

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

**(s) Reporting Programs (Continued)**

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
For the Period Ended 31 July 2022

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

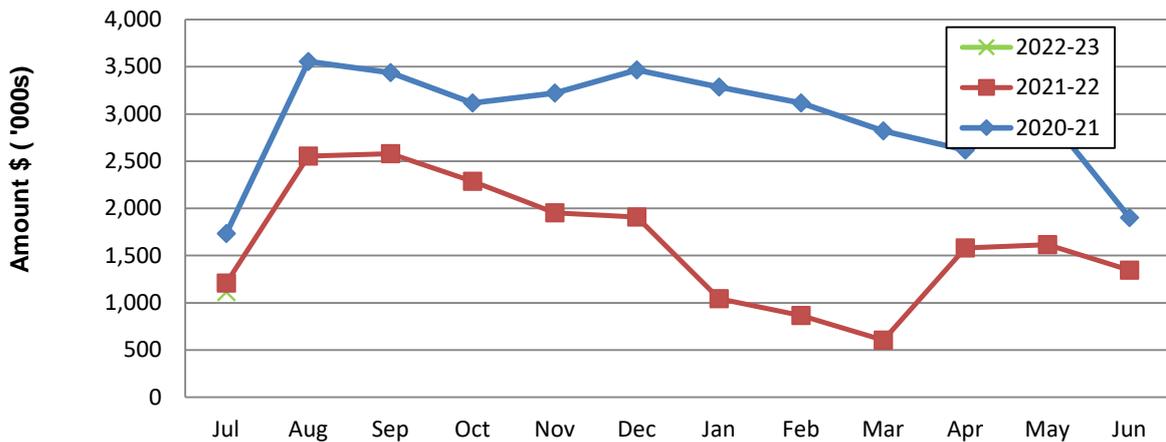
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	0				
General Purpose Funding - Other	265				
Law, Order and Public Safety	18,239		▲		Due to Budget not yet adopted
Housing	7,534				
Community Amenities	3,707				
Recreation and Culture	2,172				
Transport	281,381		▲		Due to Budget not yet adopted
Economic Services	3,870				
Other Property and Services	1,250		▲		Due to Budget not yet adopted
<b>Operating Expense</b>					
Governance	(182,549)		▲		Due to Budget not yet adopted
General Purpose Funding	(1,310)				
Law, Order and Public Safety	(25,508)		▲		Due to Budget not yet adopted
Health	0		▲		Due to Budget not yet adopted
Education and Welfare	(273)				
Housing	(9,398)				
Community Amenities	(28,059)		▲		Due to Budget not yet adopted
Recreation and Culture	(60,202)		▲		Due to Budget not yet adopted
Transport	(55,585)		▲		Due to Budget not yet adopted
Economic Services	(10,554)		▲		Due to Budget not yet adopted
Other Property and Services	(23,290)		▲		Due to Budget not yet adopted
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	134,064		▲		Due to Budget not yet adopted
Proceeds from Disposal of Assets	0				
<b>Capital Expenses</b>					
Land and Buildings	(87,493)		▲		Due to Budget not yet adopted
Infrastructure - Roads	(35,039)		▲		Due to Budget not yet adopted
Infrastructure - Other	0				
Infrastructure - Footpaths	0				
Plant and Equipment	0				
<b>Financing</b>					
Loan Principal	(3,527)				

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Jul 2022	30 June 2020	YTD 30 Jul 2021
Note		\$	\$	\$
<b>Current Assets</b>				
4	Cash Unrestricted	2,349,400	2,668,807	975,440
4	Cash Restricted	3,035,461	3,354,100	1,274,113
6	Receivables - Rates	14,229	17,144	73,835
6	Receivables -Other	298,736	131,511	112,223
	Interest / ATO Receivable/Trust	33,640	46,164	27,693
		5,731,467	6,217,727	2,463,304
<b>Less: Current Liabilities</b>				
-	Payables	123,838	(91,006)	(26,842)
-	Contract Liabilities	1,195,963	(1,195,963)	
-	Provisions	264,533	(264,145)	(144,743)
-		1,584,335	(1,551,114)	(171,586)
7	Less: Cash Reserves	3,035,461	(3,354,100)	(1,274,113)
	<b>Net Current Funding Position</b>	<b>1,111,671</b>	<b>1,312,512</b>	<b>1,017,605</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	172,197			172,197	ANZ	At Call
Reserve Bank Account	0.00%		3,035,461		3,035,461	ANZ	At Call
Trust Bank Account	0.00%			26,661	26,661	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal					0		
Municipal	0.05%	2,180,155			2,180,155	WA Treasury	At Call
Reserve	0.40%				0	Bendigo Bank	17-Jun-22
Trust	0.40%			198,957	198,957	Bendigo Bank	17-Jun-22
<b>Total</b>		<b>2,353,052</b>	<b>3,035,461</b>	<b>225,618</b>	<b>5,614,131</b>		

**Comments/Notes - Investments**

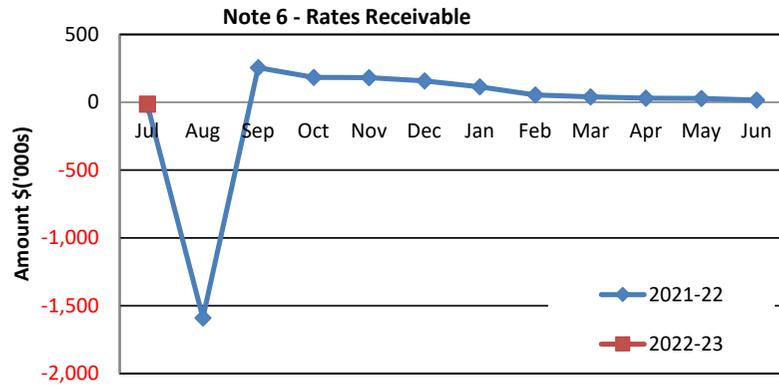


**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

	YTD 31 Jul 2022	30 June 2021
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	17	1,534,110
Less Collections to date	(5,310)	(1,519,102)
Equals Current Outstanding	14,229	34,530
<b>Net Rates Collectable</b>	<b>14,229</b>	<b>34,530</b>
% Collected	27.18%	97.78%



**Comments/Notes - Receivables Rates**

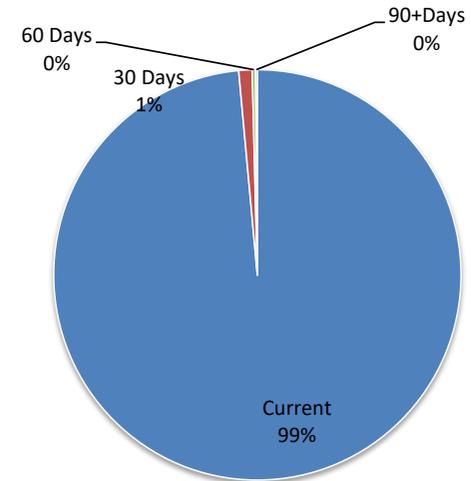
At this time last year we had received 90.43% of rates

**Receivables - General**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	294,362	3,164	791	420
<b>Total Receivables General Outstanding</b>				<b>298,736</b>

Amounts shown above include GST (where applicable)

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



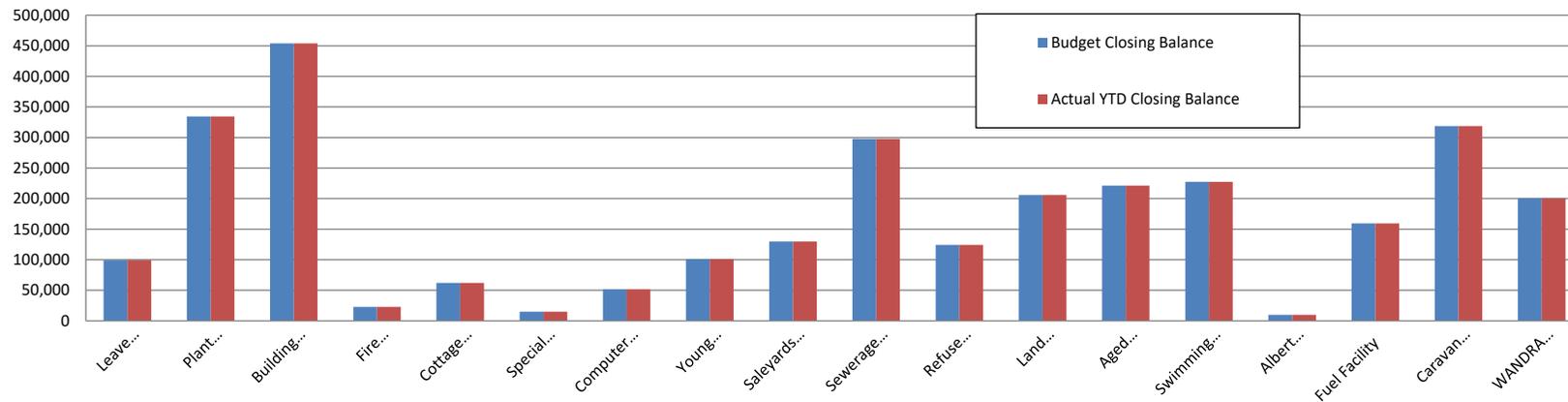
**Comments/Notes - Receivables General**

**SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 2022**

**Note 7: Cash Backed Reserve**

2022-23										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	99,394								99,394	99,394
Plant Replacement Reserve	334,273								334,273	334,273
Building Reserve	454,045								454,045	454,045
Fire Fighting Reserve	22,684								22,684	22,684
Cottage Homes Reserve	62,115								62,115	62,115
Special Events Reserve	14,925								14,925	14,925
Computer Reserve	51,559								51,559	51,559
Young Singles Accommodation Reserve	100,998								100,998	100,998
Saleyards Reserve	129,816								129,816	129,816
Sewerage Reserve	297,975								297,975	297,975
Refuse Reserve	124,322								124,322	124,322
Land Development Reserve	206,006								206,006	206,006
Aged Persons Accommodation Reserve	221,357								221,357	221,357
Swimming Pool Reserve	227,404								227,404	227,404
Albert Facey Homestead Reserve	9,976								9,976	9,976
Fuel Facility	159,387								159,387	159,387
Caravan Park & Accommodation Reserve	318,639								318,639	318,639
WANDRA events & Emergency Repairs Reserve	200,587								200,587	200,587
	<b>3,035,461</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>3,035,461</b>	<b>3,035,461</b>

**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 31 July 2022**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 07 2022			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
				0 P713A 2013 Komatsu GD 5555 Grader		0	0	
				0 P698A 2015 Dutro HinoTip Truck		0	0	
				0 P697 2013 Dynapac CA2500 Vibe' Roller		0	0	
				0 PCEO 2021 Isuzu STNSDN		0	0	
				0 PCEO 2021 Isuzu STNSDN		0	0	
				0 PWS 2021 Isuzu D Max 4X4 Dual Cab		0	0	
				0 PFACEY 2020 Mitsubishi Triton 4X4 Dual Cab		0	0	
				0		0	0	
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0.00</b>	<b>0</b>	

**Comments - Capital Disposal/Replacements**

**SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 2022**

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
GRV	0.071120	140		0		0	0	104,981			104,981
UV	0.008319	278		0			0	1,344,286			1,344,286
<b>Sub-Totals</b>		418	0	0	0	0	0	1,449,267	0	0	1,449,267
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	500.00	118					0	59,000			59,000
UV	500.00	24					0	12,000			12,000
<b>Sub-Totals</b>		142	0	0	0	0	0	71,000	0	0	71,000
Ex Gratia Rates							0				1,520,267
Discount							0				13,055
Rates Writeoffs							0				0
<b>Amount from General Rates</b>							0				<b>1,533,322</b>
Specified Area Rates							0				
<b>Totals</b>							<b>0</b>				<b>1,533,322</b>

**Comments - Rating Information**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

**10. INFORMATION ON BORROWINGS**

## (a) Debenture Repayments

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

All debenture repayments were financed by general purpose revenue.

## (b) New Debentures

No new debentures were raised during the reporting period.

**SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 2022**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2022-23 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y		0	0	0	0	0
Grants Commission - Roads	WALGGC	Y		0	0	0	0	0
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y		0	0	0	18,187	(18,187)
<b>HOUSING</b>								
WSAHA Grant	DPIRD	Y						0
WSAHA Grant	DPIRD	Y					0	0
WSAHA Grant	DPIRD	Y				0	0	0
<b>EDUCATION &amp; WELFARE</b>								
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Saluting their Service		Y					0	0
State Library Grant		N						0
Wogolin Playground ( From Contract Liabilities)								0
<b>ECONOMIC SERVICES</b>								
LRCI Funding		Y					0	0
Dept Heritage		N						0
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y		0	0	0	0	0
RRG Grants - Capital Projects	Regional Road Group	Y		0	0	0	134,064	(134,064)
Direct Grant - Maintenance	Dept. of Transport	Y	145,715	0	145,715	0	145,715	0
Blackspot Funding	Blackspot	Y		0	0		0	0
<b>TOTALS</b>			<b>145,715</b>	<b>0</b>	<b>145,715</b>	<b>0</b>	<b>297,966</b>	<b>(152,251)</b>
Operating	Operating		145,715				163,902	
Non-Operating	Non-operating		0				134,064	
			<u>145,715</u>				<u>297,966</u>	

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2022**

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 22	Amount Received	Amount Paid	Closing Balance 31-Jul-22
	\$	\$	\$	\$
Housing Bonds	0	360	0	360
Master Key Deposits	840	0	-840	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	0	0	0
Cat/Dog Trap Hire	50	0	-50	0
WDSC Replacement Greens	150,151	1,250	0	151,401
Miscellaneous Trust	2,329	0	0	2,329
Yealering Bowling Club Greens	71,888	0	0	71,888
Licensing		32,549	-32,549	0
	<b>225,258</b>	<b>34,159</b>	<b>-33,439</b>	<b>225,978</b>

Level of Completion Indicators

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31 July 2022

**Note 13: CAPITAL ACQUISITIONS**

31/07/2022							
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Land &amp; Buildings</b>							
<b>Housing</b>							
STAFF HOUSE	CSH12		0	0	0		
HOUSE - 5 MOSS PARADE	CHS10	0	0	0	0		
<b>Housing Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Housing</b>							
CAPITAL EXPENSE - LIFESTYLE VILLAGE	3272		0	(57,910)	57,910		
<b>Other Housing Total</b>		<b>0</b>	<b>0</b>	<b>(57,910)</b>	<b>57,910</b>		
<b>Community Amenities</b>							
Paint old PWD shed	LPWC		0	0			
Harrismith Public Toilet	LYFA2	0	0	(29,583)		0	
<b>Community Amenities Total</b>		<b>0</b>	<b>0</b>	<b>(29,583)</b>	<b>0</b>		
<b>Recreation and Culture</b>							
Upgrade CCTV Community Centre	CLCC1		0	0	0		
War Memorial Upgrade	CWMM1		0	0			
Reroof Play Group Building - P301	1514		0	0	0		
Lake Yealering Foreshore Ablutions	LYFA2	0	0	0	0		
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Transport</b>							
Depot - Crib Room	LDP1				0		
Depot - Shed floor	LDP1				0		
<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Land and Buildings Total</b>		<b>0</b>	<b>0</b>	<b>(57,493)</b>	<b>57,910</b>	<b>0</b>	
<b>Footpaths</b>							
<b>Transport</b>							
FOOTPATHS	LFP1		0	0	0		
<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Footpaths Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles</b>							
<b>Governance</b>							
CEO VEHICLE	1064		0	0	0	0	
<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation And Culture</b>							
Replace Main Sewer Pump	LEDC				0		
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Transport</b>							
P698 - 2015 Dutral HinoTip Truck	6034				0	0	
P713A - 2013 Komatsu GD 5555 Grader	6034				0	0	
P697 - 2013 Dynapac CA2500 Vibe' Roller	6034				0	0	
PWS - 2021 Isuzu D Max 4X4 Dual Cab	6034				0	0	
PWS - 2020 Mitsubishi Triton 4X4 Dual Cab	6034				0	0	
<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure Other</b>							
<b>Law, Order and Public Safety</b>							
CCCTV Main Street	CCCTV1	0	0	0	0		
<b>Community Amenity Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation and Culture</b>							
Wogolin Recreation Area	5088		0	0	0		
Yealering Croquet Club Retaining Wall	LYCC2	0	0	0	0		
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure Other Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
Wickepin Harrismith	RG002		0	0	0		
Rabbit Proof fence	C150		0	0	0		
Rabbit Proof fence	WSF150		0	0	47		
<b>Regional Road Group Total</b>		<b>0</b>	<b>0</b>	<b>(47)</b>	<b>47</b>	<b>0</b>	
<b>Transport Roads to Recovery</b>							
Harrismith North	R2R051		0	0	0	0	
Wickepin Corrigin	R2R001		0	0	0	0	
Wickepin North	R2R015		0	0	0	0	
Brown	R2R027		0	0	0	0	
Tincurrin North	R2R011		0	0	0	0	
Roberts Street	R2R116		0	0	0	0	
<b>Roads to Recovery Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Transport Black Spot</b>							
Gillimanning Road	BS035		0	(34,992)	34,992		
<b>Blackspot Total</b>		<b>0</b>	<b>0</b>	<b>(34,992)</b>	<b>34,992</b>	<b>0</b>	
<b>Council Resources Construction</b>							
Plover Street	CO162		0	0	0	0	
Water Harvesting Dam	RETU		0	0	0	0	
Curlew Way	CO161		0	0	0	0	
<b>Council Resources Construction Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Roads Total</b>		<b>0</b>	<b>0</b>	<b>(35,039)</b>	<b>35,038.92</b>	<b>0.00</b>	
<b>Capital Expenditure Total</b>		<b>0</b>	<b>0</b>	<b>(122,532)</b>	<b>92,949</b>	<b>0</b>	

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.03 Development & Regulatory Services Report

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

**Enclosure/Attachments:** Nil

#### Summary:

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

#### Comments:

#### PLANNING OFFICER'S REPORT

Planning Determinations	Upcoming Agenda Items August 2022	Referrals and Subdivision Clearances	Other Duties
Planning Approval – CBH Road over rail	Nil	WAPC – Subdivision Referral: Lot 1560 Wickepin Road North	Various Emails – Lot 9001 Subdivision Advice – Grouped Dwellings Advice – Amalgamation Advice – 2 Plover Street

#### BUILDING SURVEYORS REPORT

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

The Shire of Narrogin has appointed a Trainee Building Surveyor, Benjamin Kittow. Mr Kittow commenced on the 25<sup>th</sup> of July 2022 and will be working closely with Gary Bruhn to deliver Building Services to the Shire of Wickepin.

## ENVIRONMENTAL HEALTH OFFICERS REPORT

The Shire of Narrogin's Manager of Environmental Health Services, Peter Toboss commenced on the 25 of July 2022. On 3 August 2022, the Manager accompanied by the Regional Planning Officer and Regional Building Surveyor visited the Shire office for a formal introductory meeting with the Management staff of the Shire of Wickepin.

### Statutory Environment:

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

**Policy Implications:** Nil

### Financial Implications:

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

### Strategic Implications:

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

**Recommendation:**

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

**Voting Requirements:**

Simple majority

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.04 Budget Adoption 2022/2023

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.BU.1208</b>
<b>Author:</b>	<b>Erika Clement, Deputy Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>09 August 2022</b>

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**Enclosure/Attachments:** Budget documents as attached

#### **Summary:**

Council is being requested to adopt the 2022/2023 budget as presented.

#### **Background:**

The 2022/2023 budget document is presented for council's discussion. The budget has been prepared and based on a 5% rate revenue increase on UCV and GRV with the change to the Minimum Rates being \$525.

The unimproved valuations across the shire have increased for 2022/2023. The Unimproved valuations for the shire are;

<b>2018/2019</b>	<b>\$133,056,949</b>	
<b>2019/2020</b>	<b>\$140,881,000</b>	
<b>2020/2021</b>	<b>\$148,753,400</b>	
<b>2021/2022</b>	<b>\$161,839,200</b>	
<b>2022/2023</b>	<b>\$194,937,280</b>	<b>19.4% increase</b>

The Gross Rental Values valuations across the shire increased for the 2022/2023 year

<b>2018/2019</b>	<b>\$1,910,247</b>	
<b>2019/2020</b>	<b>\$1,910,247</b>	
<b>2020/2021</b>	<b>\$1,910,247</b>	
<b>2021/2022</b>	<b>\$1,910,247</b>	
<b>2022/2023</b>	<b>\$1,933,247</b>	<b>1.2% increase</b>

#### **Comments:**

The Salaries and Wages budget has been increased by 4.6% to take into effect any award increases handed down by the Fair Work Commission.

Sewerage and Refuse charges have not been increased

#### **As of 1 July 2016 as per Council Policy 6.2.1 GENERAL WASTE AND RECYCLE BINS**

Council provides one general waste bin (green lid) and one recycling bin (yellow lid) to the following;

- New residential; and
- New commercial.

## REFUSE COLLECTION

The annual refuse charge on council's rate notice entitles the following pick up from premises;

### Residential

- 1x 240 litre green waste bin
- 1x 240 litre yellow recycling bin

### Commercial

- 3x 240 litre green waste bin
- Bulk recycling (cardboard, paper etc.) pick up from approved pick up area
- 3 x 240 litres yellow recycle bins for glass, plastics, aluminium etc.

Over and above the allocated amount of collection will incur an additional charge based on annual refuse charges.

The 2022/2023 budget has no new loan's being raised.

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The main features of the draft budget include:

- The budget has been prepared with a 5.0% rate increase for UV and 5% for GRV, which is more than the 4% outlined in the Long Term Financial Plan.
- Household and commercial waste charges and charges are proposed to have no increase and are itemised separately in the draft budget.

A capital works programme totalling \$4,680,530 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment. The other major component is the road infrastructure, which is \$2,622,551 this is in line with Council's strategy to invest in road, and associated assets.

Principal grant funding for the year is estimated from:

**Roads to Recovery** – this is at \$316,837.

### Federal Assistance Grants

#### Grants Commission General Purpose

2022/2023 Allocation 100%	1,053,722
Advanced Payment paid 21/22	794,288
2022/2023 Allocation less advanced 21/22	259,434

#### Grants Commission General Purpose - Roads

2022/2023 Allocation 100%	560 075
Advanced Payment paid 21/22	492,655
2022/2023 Allocation less advanced 21/22	67,420

These are only notional grant advice, have been released for budgeting purposes only, and are subject to change.

The 2022/2023 budget includes \$72,749 for the ESL levy from DFES

While no specific consultation has occurred on the 2022/2023 budget, community consultation and engagement has previously occurred during development of the Community Strategic Plan from which the Corporate Business Plan was developed. Extensive internal consultation has occurred between all staff and through forums and workshops with elected members.

Council currently in accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level in the Shire of Wickepin Monthly, Annual and Budget statements of financial activity for reporting material variances is 10% or \$10,000, whichever is the greater.

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30<sup>th</sup> June.

Division 5 and 6 of part 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government Act (Financial Management) Regulations 1996* details the form and content of the budget. The 2020/2021 budget as presented is considered to meet statutory requirements.

***Local Government (Financial Management) Regulations 1996 Annual budget — s. 6.2  
Part 3***

***33. Completion of annual budget***

*A copy of the annual budget of a local government is to be submitted to the Departmental CEO within 30 days of its adoption by the local government.*

*[Regulation 33 amended in Gazette 20 Jun 2008 p. 2723.]*

The budget is based on the principles contained in the Plan for the Future and the Corporate Business Plan and the Strategic Community Plan 2018 - 2028

The 2022/2023 budget has been developed and based on the existing Plan for the Future and Strategic Planning documents adopted by council.

**Statutory Environment:**

*Local Government Act 1995.*

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30<sup>th</sup> June. Division 5 and 6 of part 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government Act (Financial Management) Regulations 1996* details the form and content of the budget. The 2022/2023 budget as presented is considered to meet statutory requirements.

***Local Government (Financial Management) Regulations 1996  
Annual budget — s. 6.2  
Part 3***

### 33. Completion of annual budget

A copy of the annual budget of a local government is to be submitted to the Departmental CEO within 30 days of its adoption by the local government.

[Regulation 33 amended in Gazette 20 Jun 2008 p. 2723.

#### Policy Implications:

The budget is based on the principles contained in the Plan for the Future and the Corporate Business Plan and the Strategic Community Plan 2018/2028

#### Financial Implications:

Specific financial implications are as outlined in the detail section of this report and as itemised in the 2022/2023 budget as attached.

#### Strategic Implications:

The 2022/2023 budget has been developed and based on the existing Strategic Planning documents as adopted by council.

#### Recommendations:

##### **PART A – MUNICIPAL FUND BUDGET FOR 2022/2023**

That:

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in the attachments of this agenda for the 2022/2023 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Notes to and Forming Part of the Budget (excluding the Roadworks Program)
- Budget Program Schedules as detailed within the budget (excluding the Roadworks Program)
- Transfers to / from Reserve Accounts as detailed in the budget

#### Voting Requirements:

Absolute majority

##### **PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

That:

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

##### General Rates

- |                            |                            |
|----------------------------|----------------------------|
| • Gross Rental Value (GRV) | 7.4393 cents in the dollar |
| • Unimproved Values (UV)   | 0.7274 cents in the dollar |

##### Minimum Payments

- |                            |       |
|----------------------------|-------|
| • Gross Rental Value (GRV) | \$525 |
| • Unimproved Values (UV)   | \$525 |

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- Full payment and 1<sup>st</sup> instalment due date 29 September 2022
- 2<sup>nd</sup> quarterly instalment due date 29 November 2022
- 3<sup>rd</sup> quarterly instalment due date 30 January 2023
- 4<sup>th</sup> quarterly instalment due date 30 March 2023

Pursuant to Section 6.46 of the *Local Government Act 1995*, council offers a discount of 10% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 4pm 29 September 2022 or 35 days after the date of service appearing on the rate notice, whichever is the later.

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 7% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

**Voting Requirements:** Absolute majority

### **PART C – OTHER STATUTORY FEES FOR 2022/2023**

That:

Pursuant to section 53 of the *Cemeteries Act 1986*, the council adopts the Fees and Charges for the Wickepin, Yealering, Harrismith and Toolibin Cemeteries included in the 2022/2023 budget.

Pursuant to Regulation 53(2) of the *Building Regulation 2012*, the council adopts a swimming pool inspection fee of \$57.45 inclusive of GST.

Pursuant to section 112 of the Health Act, council adopts the following charges for the removal and deposit of domestic and commercial waste:

#### **Residential Premises (including recycling)**

240ltr bin per weekly collection	\$220.00pa
1x 240 litre green waste bin	
1x 240 litre yellow recycling bin	

#### **Commercial Premises (including recycling)**

240ltr bin per weekly collection	\$440.00pa
3 x 240 litre green waste bin	
Bulk recycling (cardboard, paper etc.) pick up from approved pick up area	
3 x 240 litre yellow recycle bins for glass, plastics, aluminium etc.	

**Refuse Site Levies**

- non-minimum rated properties \$52.50pa
- minimum rated properties \$18.40pa

Pursuant to section 41 of the Health Act, council adopts the following charges for the Wickepin Sewerage Scheme

- Sewerage is set at 4.9329 cents in the dollar for GRV per dollar of valuation.
- Minimum sewerage rate to be set at \$200.00 for both residential and commercial properties.
- Those non-rate able properties serviced by the sewerage scheme be rated as follows:-
 

Police Department	\$620.00
Medical Centre	\$620.00
Education Department	\$620.00
St John Ambulance	\$ 0 Resolution No 240914-22

**Voting Requirements:** Absolute majority

**PART D – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2022/2023**

That:

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 30 of the *Local Government (Administration) Regulations 1996*, council adopts the following sitting fees for payment of elected member’s individual meeting attendance fees:

- Council \$130
- Committee \$65

(SAT Band 4)

Pursuant to section 5.98(2)(b) and (3) of the *Local Government Act 1995* and regulations 31 of the *Local Government (Administration) Regulations 1996*, council adopts the following reimbursements for elected members:

- Telecommunications Allowance \$525
- Travel \$0.91 cents per kilometre

Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance: (SAT Band 4)

- President \$4,500

Pursuant to section 5.98A(1) of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance: (SAT Band 4)

- Deputy President \$1,000

**Voting Requirements:** Absolute majority

**PART E – MATERIAL VARIANCE REPORTING FOR 2022/2023**

That:

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2022/2023 for reporting material variances shall be 10% or \$10,000 whichever is the greater.

**Voting Requirements:** Simple majority

**PART F – ROAD WORKS PROGRAM FOR 2022/2023**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, that council adopt the 2022/2023 Roadworks Program as presented in the Budget Notes.

**Voting Requirements:** Simple majority

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

**10.2.05 Review of Delegations from Council to Chief Executive Officer**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>File Reference:</b>	<b>GO.AUT.1320</b>
<b>Author:</b>	<b>Erika Clement, Deputy Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>09 August 2022</b>

**Enclosure/Attachments:** Delegation Register 2022

**Summary:**

Council is being requested to adopt the reviewed delegation register as at the 1<sup>st</sup> July 2022. A change is required to A1 Cheque Signing and account authorisation.

**Background:**

Council in accordance with *Section 5.46 of the Local Government Act* is required to review all delegations to the Chief Executive Officer excluding those in section 5.43 of the Act.

**Comments:**

**Local Government Act 1995**

**Part 5-Administration**

**Division 4-Local Government Employees**

**5.43. Limits on Delegations to Chief Executive Officer;**

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties;

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

*[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47.]*

The following is a list of powers and duties that are currently delegated to the Chief Executive Officer or other senior officer:

- A1 Cheque Signing and account authorisation
- A2 Septic tank application approvals
- A3 Building approvals
- A4 Roadside advertising
- A5 Application for planning consent
- A6 Appointment and termination of staff
- A7 Rates recovery – instalment payments
- A8 Issue of orders
- A9 Legal advise
- A10 Permits to use explosives
- A11 Street Stalls
- A12 Liquor consumption on shire owned property
- A13 Hire of Community Halls/Community Centre
- A14 The food act 2008 and the food regulations 2009
- A15 The public health act 2016
- A16 Sponsorship, contributions and donations to sporting and community groups

There has been three additions to the delegation register since the last review.

- A14 The food act 2008 and the food regulations 2009
- A15 The public health act 2016
- A16 Sponsorship, contributions and donations to sporting and community groups

A change is required to A1 Cheque Signing and account authorisation.

*“Further, a minimum of two signatures are required to make a payment from council’s municipal, trust or reserve funds. The two required signatures shall be the Chief Executive Officer and Finance Officer or if one of them is absent a Councillor shall sign in his or her place.”*

*“Further, a minimum of two signatures are required to make a payment from council’s municipal, trust or reserve funds. Two required signatures shall be from either the Chief Executive Officer, Deputy Chief Executive or Manager of Works and Services Officer “*

### **Statutory Environment:**

Compliance with the provisions of the *Local Government Act 1995 – Section 5.46*

To comply with the *Local Government Act 1995* Council needs to adopt the reviewed delegation register as attached under separate cover.

#### **5.46. Register of, and records relevant to, delegations to CEO and employees**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

**Policy Implications:**

There are a number of Council policies that complement the list of delegations. Council can delegate whatever power or duty it wishes to the Chief Executive Officer, provided that power or duty is not specifically excluded under section 5.43 of the *Local Government Act 1995* (as amended)

**Financial Implications:** Nil

**Strategic Implications:** To provide efficient, effective and accountable governance.

**Recommendations:**

That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 17 August 2022.

**Voting Requirements:** Absolute Majority

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.06 2022 WA Local Government Convention

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>File Reference:</b>	<b>GR.SL.1452</b>
<b>Author:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>11 August 2022</b>

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**Enclosure/Attachments:** WALGA Information Brochure

#### Summary:

Council is being requested to register delegates for WALGA's AGM, which will take place on Monday, 3 and Tuesday 4 October, with the Opening Welcome Reception being held on the evening of Sunday, 2 October. The event will be held at Crown Perth and will once again provide a valuable opportunity to meet other Council CEOs and Elected Members from around the State, share stories and experiences and learn from one another.

#### Background:

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held on **Monday, 3 October 2022** at Crown Perth.

Key dates are as follows:

- **Friday, 22 July** – Deadline to submit motions proposing Constitutional amendments
- **Friday, 12 August** – Deadline to submit motions for the AGM Agenda
- **Friday, 23 September** – Registration of voting delegates closes
- **Monday, 3 October** – Annual General Meeting, Crown Perth

Registration for the 2022 WA Local Government Convention is now open. The event, which incorporates WALGA's AGM, will take place on Monday 3 and Tuesday 4 October, with the Opening Welcome Reception being held on the evening of Sunday 2 October.

Closing date for nominations is 14 September 2022.

#### Comments:

Council needs to choose the voting delegate to the Annual General Meeting (AGM) of WALGA.

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association.

The registration deadline is Wednesday, 14 September 2022.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered. Only registered delegates or proxy registered delegates are permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES (2)	PROXY Voting Delegates (2)
Name of Voting Delegates (2): .....  .....	Name of Proxy Voting Delegates (2): .....  .....

Councils Policy 2.1.1 Councillors Attendance at Conferences, Seminars, Training and Induction Courses States the following:

*Two delegates, two observers, the CEO and partners may attend Local Government Week.*

**Statutory Environment:** Nil

**Policy Implications:**

2.1 MEMBERS OF COUNCIL

2.1.1 COUNCILLORS ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING AND INDUCTION COURSES

**OBJECTIVE: Council supports relevant training opportunities for Councillors and will meet reasonable costs associated with attending conferences, seminars, training and induction courses.**

Priority is given to induction or training courses specifically organised for the benefit of new Councillors.

Two delegates, two observers, the CEO and partners may attend Local Government Week.

Conferences, seminars or courses held by organisations of which Council is a member or has an interest in (e.g. Central Country Zone of WALGA) may be attended by Council's appointed representatives to those organisations or other nominated delegates.

The Council, Shire President or CEO may authorise payment of costs of attending any conference, seminar, training or induction course including travel, accommodation, meals, telephone expenses, childcare and other reasonable expenses. Councillors must provide all receipts to the CEO.

Reports on attendance at any conference should be provided to Council upon return.

**Financial Implications:**

Costs for the convention registration fees at Local Government Week 2022 are \$1,200 per delegate plus accommodation and other conference extras such as the Gala Dinner at \$125 each.

**Strategic Implications:** Nil

**Recommendations:**

1. That the Chief Executive Officer register the Chief Executive Officer and the following Councillors for the 2022 Local Government Week Convention being held at the Perth Convention Exhibition Centre from Sunday 2 October, Monday 3 and Tuesday 4 October.  
 Cr  
 Cr  
 Cr  
 Cr
  
2. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Perth Convention Exhibition Centre commencing on Sunday 02 October 2022 be:

<b>VOTING DELEGATES (2)</b>	<b>PROXY Voting Delegates (2)</b>
Name of Voting Delegates (2): ..... .....	Name of Proxy Voting Delegates (2): ..... .....

**Voting Requirements:** Simple majority

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.07 Shire of Narrogin – Supply of Services

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>File Reference:</b>	<b>LD.CN.11</b>
<b>Author:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 August 2022</b>

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**Enclosure/Attachments:** Memorandum of Understanding – Narrogin Shire

#### **Summary:**

Council is being requested to authorise the signing of a Memorandum of Understanding (MOU) with the Shire of Narrogin for the provision of services.

#### **Background:**

Shire of Wickepin has a 5 year contract with the Shire of Narrogin to supply services (staff) which ends on 4th September 2022.

#### **Comments:**

The Shire of Narrogin employs Environmental Health Officers (Officers), Building Surveyor, Planning Officer and Rangers who provide services to the Shire of Wickepin. It is anticipated that this arrangement will continue. At this point, no realistic alternatives to the arrangement exist.

The Officers will manage and carry out the Shire of Wickepin environmental health, building, planning and ranger responsibilities in accordance with the requirements of State legislation and needs of the Shire of Wickepin; including the provision of advice and reports to the community, businesses, council and staff as required.

The Shire of Wickepin has previously had a contract with the Shire of Narrogin for a 5 year term, but the Shire of Narrogin now operates under MOU's for the provision of these services. It is argued the MOU provides for more flexibility for both parties to manage the workforces required to deliver the services.

Whilst a new contract would require a formal Shire resolution, an MOU to provide services which the Shire is obliged to provide in any event, (excluding Rangers) possibly not so. The legal position would be that the CEO would be required to ensure these services are accommodated in the Shire's service delivery plans. Even so, Shire endorsement of the CEO signing the MOU would be prudent.

#### **Statutory Environment:**

The statutory environment is such that whether by contract or MOU the Shire would generally provide these services to the community.

*Local Government Act 1995*

*Division 1 – General*

### 3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*

### 3.18. Performing executive functions

- (1) *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
- (2) *In performing its executive functions, a local government may provide services and facilities.*
- (3) *A local government is to satisfy itself that services and facilities that it provides —*
  - (a) *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and*
  - (b) *do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
  - (c) *are managed efficiently and effectively.*

#### Policy Implications:

Nil

#### Financial Implications:

The budget provides for Wickepin to supply services for the community. The actual hours required by each service is dictated by demand for each service and the Wickepin Shire manages this on a case by case basis. Assessment of the offered rates has been completed and nothing untoward is likely if demand remains within current expectations.

#### Rates (excluding GST)

- Executive Manager Development & Regulatory Services - \$130/hour
- Regional Planning Officer - \$60/hour
- Manager Environmental Health Officer - \$85/hour
- Regional Environmental Health Officer - \$60/hour
- Regional Building Surveyor - \$92.5/hour
- Trainee Building Surveyor - \$70/hour
- Ranger - \$84/hour
- Vehicle Mileage - \$1.50/km

**Strategic Implications:**

Shire plans indicate continued provision of statutory services. No implications in continued provision of services.

**governance**

GOAL 10: Our organisation is well positioned and has capacity for the future			
SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
10.1 Continually review our organisational structure to be in line with community service expectations (infrastructure and services)	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	- Amount of professional development attended by Councillors and staff	We have capacity and comply with legislation
GOAL 11: We are proactive about collaboration and forward planning our future success			
11.1 Continually review our role in regional groupings <small>11.2 Long Term Financial Plan</small>	11.4 Continue to build our voice and strategic projects within our regional groupings	- Our participation in regional organisations bring measured social, economic	Our community benefits because of our collaboration

**Recommendations:**

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

**Voting Requirements:**

Simple majority

## 11. President's Report

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

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To be tabled.

### **Recommendations:**

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

**Voting Requirements:** Simple majority

## 12. Chief Executive Officer's Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>File Reference:</b>	<b>CM.REP.2</b>
<b>Author:</b>	<b>Noel Mason, Acting Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>12 August 2022</b>

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### CEO Processes during appointment

I appreciate that my time in Wickepin may be limited and that Councillors will need to be across most issues (in a little more detail) to be ready to engage with a newly appointed CEO when that occurs. The first of the weekly wraps was sent to Councillors on Friday 29<sup>th</sup> July 2022. I aim to keep this process continuing; may not be every week, but when I depart at least more than the CEO is up to speed.

The processes of sending you regular information and questions requiring responses is both about your ability to do your role as Councillors and my need to keep you informed as a matter of risk aversion. We support each other. I would also like to point out that on occasions I may email only those Councillors directly involved in an issue, or the President and Deputy for example, but on all occasions as soon as information can be released to everyone – that is my preference.

As a Councillor, you can choose to use the information or respond to the questions at your pleasure, it is your choice. I will not be offended if I never receive a response, I appreciate that your role as Councillors is only part of what you do, and not everyone can respond.

### Settling in

The main objectives during tenure will be to keep the normal local government cycles rolling without too much disturbance and to tackle a few of the hotter issues that every LG has in strategy, operations and community.

The other matters to come across my desk will focus on the Administration compliance and the need to have plans and documents up to date and accurate. I am sure from what I have observed to date, between the staff this will be done effectively.

### Staff

Acting CEO commenced in the position on 26<sup>th</sup> July 2022, following a COVID delay. Whilst limited to 4 days per week, is happy to manage workloads around this.

The Manager of Works Services position was re-advertised with a close date of the 12<sup>th</sup> August 2022. With the hot job market at present, interviews for this second round, checks and interviews have been undertaken as soon as they can be arranged.

The Community Development Officer Karen Langford has resigned. The Community Development Officer position will be advertised on the same basis of the current position and will have a rolling close date. The

job market at present dictates sees applicants finding alternate employment if you cannot assess applications as soon as they are received. If standout applications are received, the best response is to assess immediately which we will do.

Truck driver/general hand position was awarded to Taylor Bransbury-Dunsford after interviewing 5 candidates. I sat in on interviews, and this is a reasonable outcome considering all other applicants.

### MEETINGS ATTENDED

<b>July 2022</b>	
26 <sup>th</sup> 27 <sup>th</sup> 28 <sup>th</sup>	Interviews MWS, Truck driver/general hand
28 <sup>th</sup>	OIC Police Introduction
<b>August 2022</b>	
2 <sup>nd</sup>	Kerri Ann (Shire of Narrogin) DFES Risk Review project
3 <sup>rd</sup>	Lifestyle Committee meeting
3 <sup>rd</sup>	Shire of Narrogin Staff – Planning Building EHO - visit – introductions
9 <sup>th</sup>	Interview MWS position vacant
9 <sup>th</sup>	Albert Facey Homestead Committee meeting
10 <sup>th</sup>	Dan Turner Engineer – Johnston Street Units

### Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts	04/08/2022	CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO	Appointment of Taylor Bransbury-Dunsford  Termination Karen Langford CDO	03/08/2022  02/08/2022	CEO
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			

<b>A10</b>	<b>Permits to Use Explosives</b>	<b>CEO</b>			
<b>A11</b>	<b>Street Stalls</b>	<b>CEO</b>			
<b>A12</b>	<b>Liquor Consumption on Shire Owned Property</b>	<b>CEO</b>	Facey Group – WCC Bransby – WCC	12/07/2022 14/07/2022	CEO
<b>A13</b>	<b>Hire of Community Halls / Community Centre</b>	<b>CEO</b>	Facey Group – WCC CBH Group – WCC WFC – WCC Facey Group – WCC Yealering Weeds – Yealering Town Hall Facey Group – WCC Heffernan – Wickepin Town Hall Bransby – WCC	08/08/2022 01/08/2022 28/07/2022 21/07/2022 20/07/2022  14/07/2022 14/07/2022 12/07/2022	CEO
<b>A14</b>	<b>The Food Act 2008 and the Food Regulations 2009</b>	<b>CEO</b>			
<b>A15</b>	<b>The Public Health Act 2016</b>	<b>CEO</b>			
<b>A16</b>	<b>Sponsorship, contributions and donations to sporting and community groups</b>				

**Recommendations:**

That Council note the Chief Executive Officer's report dated 12 August 2022.

**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.