



A Fortunate Place

Shire of Wickepin

Minutes

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 16 March 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 16 March 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.

Mark Hook  
Chief Executive Officer

11 March 2022

#### Time Table

12.00pm	Understanding Financial Reports & Budgets – TEST
12.30pm	Lunch
1.15pm	Governance, Audit & Community Services Meeting
1.45pm	Forum
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

#### **Disclaimer**

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

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



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

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

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

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 16 March 2022 commencing @ 3.30pm**

The President declared the meeting open at 3.40pm.

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

President	Julie Russell
Deputy President	Wes Astbury
Councillor	Fran Allan
Councillor	Lindsay Corke
Councillor	Ty Miller
Councillor	Peter Thompson
Chief Executive Officer	Mark Hook
Deputy Chief Executive Officer	Erika Clement
Executive Support Officer	Lara Marchei
CRISP Wireless	Leigh Ballard

### Leave of Absence (Previously Approved)

### Apologies

## 2. Public Question Time

Leigh Ballard of CRISP Wireless presented a power point presentation of CRISP Wireless' commitment to deliver fast and reliable internet in regional WA.

## 3. Applications for Leave of Absence/Apologies

## 4. Petitions, Memorials and Deputations

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.2.08	Offer to Purchase Lot 36 Plover St, Wickepin	Cr Ty Miller	Proximity	Owner of adjoining land

## 6. Confirmation of Minutes

Ordinary meeting of council – 16 February 2022

### Resolution No 160322-01

**Moved Cr Allan / Seconded Cr Miller**

That the minutes of the Ordinary meeting of council held on Wednesday 16 February 2022 be confirmed as a true and correct record.

**Carried 6/0**

## 7. Receival of Minutes

## RECEIVAL OF MINUTES

### 7.1 Townscape & Cultural Planning 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>Lara Marchei, Executive Support Officer</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Lara Marchei, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 2022</b>

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

Minutes of the Townscape & Cultural Planning Committee meeting held on Wednesday 2 March 2022.

#### **Background:**

The Townscape & Cultural Planning Committee meeting was held on Wednesday 2 March 2022.

#### **Summary:**

Council is being requested to receive the Townscape & Cultural Planning Committee meeting minutes held on Wednesday 2 March 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 Townscape & Cultural Planning Committee meeting held on Wednesday 2 March 2022 be received.

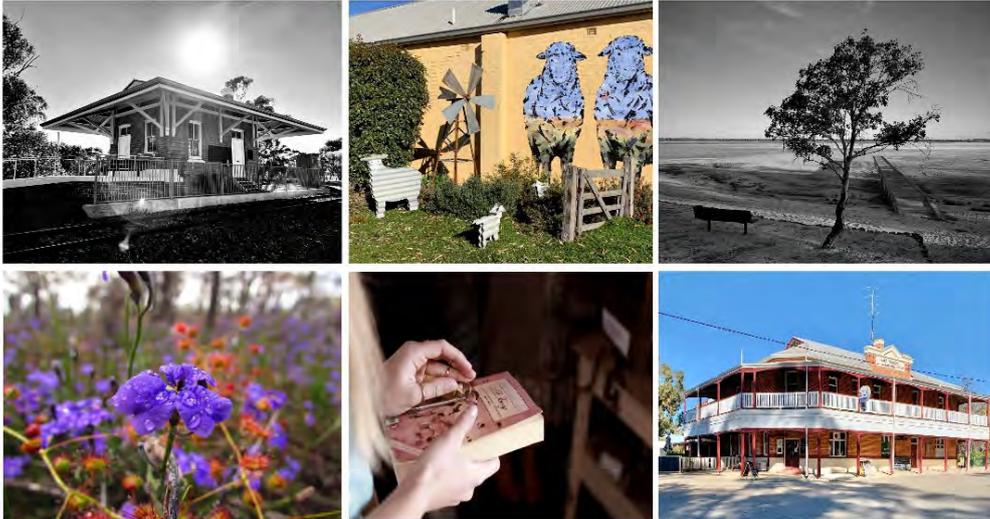
**Voting Requirements:** Simple majority.

### **Resolution No 160322-02**

**Moved Cr Allan / Seconded Cr Astbury**

That the minutes for the Townscape & Cultural Planning Committee meeting held on Wednesday 2 March 2022 be received.

**Carried 6/0**



A Fortunate Place

Shire of Wickepin

# Minutes

Townscape & Cultural Planning Committee  
Council Chambers, Wickepin

# 2 March 2022



## Terms of Reference

### 1. Name

Townscape and Cultural Planning Committee

### 2. Members

Fran Allan

John Mearns

Libby Heffernan

Kym Smith

Annika Miller

Lee-Ann Mullan

Tracey Hodgson

Kevin Coxon

Veronica Stacey

### 3. Objectives

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

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

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

### 4. Scope/Jurisdiction

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

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

### 5. Appointment of Committee Members

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

## 6. Appointment of Committee Chair

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

## 7. Meeting Frequency

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

Meeting dates for 2022 are as follows:

Day	Date	Time
Wednesday	2 March	9.30am
Wednesday	1 June	9.30am
Wednesday	7 September	9.30am
Wednesday	2 November	9.30am

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



## QUESTIONS FROM THE PUBLIC

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,  
Wickepin, Wednesday 2 March 2022 at 9.30am**

**The Chairperson declared the meeting open at 9.31am.**

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

John Mearns	Chairperson
Fran Allan	Councillor
Libby Heffernan	Member
Kym Smith	Member
Lee-Ann Mullan	Member
Tracey Hodgson	Member
Kevin Coxon	Member
Veronica Stacey	Member
Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer

**Apologies**

Annika Miller            Member

**Leave of Absence (Previously Approved)**

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

**5. Declarations of Members' and Officers' Interest**

**6. Confirmation of Minutes**

Townscape and Cultural Planning Meeting – 3 November 2021

**Moved V Stacey / Seconded Cr Allan**

That the minutes of the Townscape and Cultural Planning Committee held on 3 November 2021 be confirmed as a true and correct record.

**Carried 8/0**

## 7. Status Report

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

Subject/Action	Officer	Progress	Status	Comment
Information Board – Tank Road	CEO	That the Information board on Tank Road be restored and placed in the Wickepin Townsite.	○	Still researching information for sign.
Wickepin History Group Plaque Request	CEO	That Council lay a plaque in the Main Street footpath to acknowledge WM Butler and Co machinery agency.	✓	Plaque ordered through Midland Monumental
Wogolin Road Playground	CEO	That Council place a green sulo bin at the Playground near the tables.	✓	Bin installed.
Skate Park	CEO	That the old skate park be moved out to Yealering with liaison with the Yealering Progress Association and Tennis Club for a suitable site.	✓	CEO liaising with the Yealering Progress Association and Yealering Tennis Club.
Yealering Town Hall	CEO	That the Yealering Progress Association be given approval to lay paving slabs at the Yealering Town Hall front entrance double doors	✓	Letter of approval sent 22/11/2021.
Allan Lansdell – Resignation	CEO	That a vote thanks to Allan Lansdell for his contribution to the Townscape committee as well as the Albert Facey Committee and Council.	✓	Resignation accepted.

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

○ = in progress    ✓ = completed    ✕ =superseded

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

## 9. Receipt of Reports & Consideration of Recommendation

## 9.1 – Community Development Officer’s Report

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Karen Langford - Community Development Officer</b>
<b>File Reference:</b>	<b>CM.PLA.404</b>
<b>Author:</b>	<b>Karen Langford - Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>11 February 2022</b>

<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Quotations have been sort for signage of the Wogolin Playground’s historical water tank site for next year’s budget</li> <li>• Townscape meeting scheduled in early March.</li> </ul> <p><b>War Memorial</b></p> <ul style="list-style-type: none"> <li>• Request for grant funding extension was granted.</li> <li>• Stainless steel silhouette soldier statues have been completed and delivered. Installation will commence mid-March.</li> <li>• Memorial boards are in the final stage of completion, manufacturing should be completed by mid-March.</li> </ul> <p><b>Community Grants</b></p> <ul style="list-style-type: none"> <li>• Awaiting feedback on the Youth Week grant for a sporting activity during the first week of April school holidays.</li> <li>• Awaiting feedback on the Heritage Inventory grant from Department of Planning Lands and Heritage.</li> </ul> <p><b>Bushfire Impact</b></p> <ul style="list-style-type: none"> <li>• CDO has been requested to attend LEMC and Recovery Committee Meetings to report back to the community with information and resources.</li> <li>• Mental Health and Wellbeing resources have been sourced and are available at the front desk as hard copy. Information with links provided to the community via Facebook posts.</li> <li>• Information on road closure and emergency information are published on social media as information comes to hand.</li> <li>• Theatre 180 will be collecting donations for the Wickepin Community at the 100<sup>th</sup> showing of ‘A Fortunate Life’ at Ace Cinemas, Midland 12<sup>th</sup> and 13<sup>th</sup> of February and will present a cheque at the production of HMAS SYDNEYII: Lost and Found at the Wickepin Town Hall, 4 March.</li> </ul> <p><b>Website Events Module</b></p> <ul style="list-style-type: none"> <li>• An events module has been purchased to provide information and encourage community engagement. Work is underway by Market Creations and we are expected to go live with this module by the end of February. The Community (including the CRC) will be able to include their events. Any visitors to our region will have access to all up and coming events.</li> </ul> <p><b>Australia Day &amp; Awards Ceremony</b></p> <ul style="list-style-type: none"> <li>• Australia Day Breakfast and Community Awards in Yealering was a great success and was well received. Thank you to Deputy President Wes Astbury,</li> </ul>
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	<p>Councillor Ty Miller and Councillor Lindsay Corke for cooking for the crowd and a special thank you to Councillor Fran Allan for doing such a wonderful job at coordinating the event. Congratulations to all the 2021 Award Winners. The Facebook post showcasing the celebrations attracted a high number of likes and comments.</p>
<b>Economic Development</b>	<p><b>Wickepin Playground</b></p> <ul style="list-style-type: none"> <li>Nature Play solutions are currently creating an updated concept plan for the recreational area. Once completed and authorised, tender documents will be drawn up.</li> </ul> <p><b>CCTV</b></p> <ul style="list-style-type: none"> <li>Quotations have been received for the Main Street and Wogolin Playground CCTV. These funds will be part of the Woglin Recreational development and the LRCI grant.</li> </ul>
<b>Tourism and Social Media</b>	<ul style="list-style-type: none"> <li>HMAS SYDNEYII: Lost and Found by Theatre 180 is on Friday, 4 March 2022. Hard tickets are available to purchase from the Shire. Adults \$30, Aged Pension \$25, Children \$15, General Admission. This event is publicised through posters and social media. The Narrogin Observer will publish a story on this event. The Wickepin P &amp; C have been invited to fundraise by providing snacks on the night.</li> <li>Collaboration with the Ignite Wicky committee. CDO has attended a number of meetings where possible. The Wickepin Festival team are working tirelessly on finalising their event. They expect over 1000 people to attend. The CEO has agreed to allow camping.</li> <li>Wickepin Astro Weekender is being launched at the end of the week. This two day event starts as an Astrophotography event at Lake Yealering on Friday, April 1<sup>st</sup>. Followed by an Astrotourism presentation including a laser guided tour and stargazing through high tech telescopes. Discussions have commenced with Wickepin and Yealering Primary Schools to have the children involved.</li> <li>The Shire of Wickepin's "old" Facebook page has been closed due to Facebook categorising it as a "Gray" account. A new Facebook page has been launched with a great response. Traction is gaining daily with over 200 followers thus far. Facebook has been an extremely useful tool to communicate to our community about the current emergency situation.</li> <li>The State Government is creating an electric vehicle fast charging network by installing charging stations at 45 locations across the stage. Installation of the charging stations is scheduled to begin in mid-2022 with the network being fully operational by January 2024. A map indicating locations for the future charging stations is attached.</li> </ul>
<b>Sport and Recreation</b>	<ul style="list-style-type: none"> <li>Information forwarded to clubs re grant opportunities.</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>Staff support as needed.</li> <li>Responded to queries from community.</li> <li>Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken.</li> </ul>

## 10. Notice of Motions for the Following Meeting

## 11. Reports & Information

### 11.1 Other matters raised by members

11.1.1 The CDO advised the committee of the following proposed projects:

- New entry signs for the Wickepin townsite incorporating electronic signage.
- New information bay in the Wickepin townsite to include video content of the shire which incorporates historical information.

**Moved Cr Mearns / Seconded Cr Allan**

That the CEO pursue media content for the Shire of Wickepin.

**Carried 8/0**

11.1.2 Yealering Concept Plan - Recreational Boat Ramp

**Moved K Smith / Seconded L Mullan**

That council reapply for funding under the Recreational Boating Facility Scheme for design drawings of the boat ramp replacement outlined in the Yealering concept plan.

**Carried 8/0**

11.1.3 Croquet Retaining Wall Yealering

Awaiting commencement of project by contractor.

11.1.4 Yealering Hall Footpath Repairs

MWS to look in to repairs once returned from leave.

11.1.5 Yealering Croquet Club Enhancement

Request for purchase of table & chairs and native plants. Yealering Progress Association to volunteer labour and machinery. Purchase of native plants to be emailed to the CEO.

**Moved V Stacey / Seconded K Smith**

That table and chairs be purchased for the Lake Yealering Croquet Club.

**Carried 8/0**

11.1.6 Railway Dam Reserve

Cr Mearns queried whether pursuing the possibility of the Railway Dam Reserve becoming a recreational area was a worthwhile project, now that the reserve status has been amended to include recreational purposes.

The CEO advised that the water is required for council's water supply. Any projects will possibly require a site survey and concept plans which will be for council discussion and consideration.

#### 11.1.7 Acknowledgement of Evelyn Facey

Cr Mearns expressed his thoughts on the notable lack of acknowledgement of Albert Facey's wife Evelyn, and the possibility of incorporating more information about Evelyn within Wickepin's history.

#### 11.1.8 2022/23 Budget Requests

The CEO advised that budget requests are to be emailed to him for consideration for council's 2022/23 budget.

#### 11.1.9 2023 Yealering Regatta

Kym advised that the 2023 Yealering Regatta will be held Saturday 7 October, 2023.

#### 11.1.10 Wickepin Caravan Park Upgrade

The CEO advised that the tender for the Wickepin Caravan Park Precinct Master Plan was awarded to Rosalie Pech Eva of Office of Regional Architecture. A site survey of the precinct is currently underway.

## 12. Urgent Business

## 13. Closure

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 1 June 2022 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.33am.

## 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.
1160-150921-12	Townscape & Cultural Planning Committee Recommendations	CEO	That the CEO replace the Tank Road sign as near as to the original and that the sign be placed back in the Tank Road information Bay.	○	Still researching information for sign.
1161-150921-13	Townscape & Cultural Planning Committee Recommendations	CEO	That the current Wogolin Road information board not be re-sited and that a new board be redesigned.	○	Researching digital sign.
1217-160222-04	Wickepin Sheep Sale Yards – Hand Rail Quotes		<p>1. That Council accepts the quote from Lake Grace Engineering in the amount of \$56,000 plus GST to fabricate and fit Australian Standard Walkways to the Wickepin Saleyards.</p> <p>2. That Council take the \$56,000 for the upgrade of the Saleyard Walkways from the amount in the 2021/2022 Budget to be transferred to the Saleyard Reserve Account and that the remaining balance be transferred to the Saleyard Reserve.</p>	✓	Quote accepted and amount transferred.
1218-160222-05	Speed Radar Display Signs Wogolin Road	CEO	That Council place \$14,000 in the 2022/2023 Budget estimates for the installation of two radar style speed signage on Wogolin Rd.	✓	Completed.
1219-160222-06	Change of Road Name - Malyalling East Road to Howard Road	CEO	That the road name remain as Malyalling East Road.	✓	No action.
1220-160222-10	Development & Regulatory Services Report – Lot 23 Joyner Street, Wickepin	CEO	1. Write a letter to the property owner for non-compliance in contravention of Part 3,	✓	Letter sent 28/02/2022.

			<p>clause 3.2.(f), clause 4.7.3(a), (b) and (c) clause 4.11.2 of the Shire of Wickepin Local Planning Scheme No. 4, and section 3.25, Schedule 3.1(5) of the Local Government Act 1995;</p> <p>2. Direct the property owner to either screen, by means of suitable fencing (colorbond fencing), the untidy unsightly materials on the land or remove the untidy and unsightly material from the property to the closest registered landfill under the control of the Shire, to the satisfaction of the Chief Executive Officer.</p> <p>3. Direct the property owner to remove all materials, including unlicensed motor vehicles, deposited on the Shire land within thirty (30) days from the date of the letter;</p> <p>4. In the event that the owner of the property, fails to comply with the Council's directive as per Conditions 1 and 2 above after the expiry of the thirty (30) day period, and after further request made by Council for compliance, authorise the Chief Executive Officer, to serve a notice on the owner of the property under the Local Government Act 1995, Section 3.25, Schedule 3.1, 5 and 5A.</p>		
1221-160222-12	Lifestyle & Retirement Committee Recommendations	CEO	That the CEO obtain in writing that work will commence within the next two weeks.	✓	Completed.
1222-160222-13	Control of Corellas	CEO	That the CEO works with the Local Police Officers for the destruction of the Butler's Corella and Little	✓	Email sent to Local Police.

			Corella in the Shire of Wickepin.		
1223-160222-14	Crisp Wireless	CEO	That Crisp Wireless be invited to attend the next meeting of council and provide a briefing of setting up Crisp Wireless in the Shire of Wickepin.	✓	Leigh Ballard to attend the March Council Meeting.
1224-160222-15	Harrismith Toilet Block	CEO	That the CEO obtain a new quote for the Harrismith Ablution Block that includes the provision of a shower facility.	✓	Quotes requested from Narrogin District Plumbing and Modus Australia.
1225-160222-16	Lake Yealering Ablution Block Options	CEO	1. That Council adopt the report received from Office of Regional Architecture as attached. 2. That Council proceed with the refurbishment of the Lake Yealering Ablution Block as outlined with the attached report from the Office of Regional Architecture. 3. That the CEO advise the Lake Yealering Progress Association that Council will be refurbishing the Lake Yealering Ablution Block under the LRCI phase three Grant scheme.	✓	CEO advised the Lake Yealering Progress Association.
1226-160222-17	Offer purchase Lot 36 Plover Street	CEO	That Council counter offer \$40,000 for the sale of Lot 36 Plover Street.	✓	CEO has liaised with Elders.
12267-160222-18	Cr Allan Lansdell – Disqualification	CEO	That the Shire of Wickepin request the Electoral Commissioner under 4.17 (2) Local Government Act 1995 to have the seat of Cr Lansdell remain vacant until the October 2023 elections.	✓	Completed.

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

○ = in progress    ✓ = completed    ✕ =superseded

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

## 10. Receipt of Reports & Consideration of Recommendations

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


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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 March 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**

- Water harvesting at Wickepin Caravan Park drain - pump installed and working, rock still to be finished and plants to be planted by Graeme in May, will be ordering soon.
- WSFN Rabbit Proof Fence Rd - the works is all sealed and white line spotted ready for the line marking and signage.
- Curlew Way drainage - area has been surveyed and is currently in the design process. On hold.
- Wickepin Harrismith Rd – completed, only white lines to do.
- Brown Rd - gravel re sheeting 80% completed, still working on it.

**Maintenance Works**

- Maintenance grader - has been working in and around the centre of the shire/86 Gate Rd area.
- Pothole patching - ongoing.
- Signage maintenance – ongoing.

**Occupational Health and Safety**

Lost time injury – nil.

**Parks and Gardens**

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

**Plant and Equipment**

- The 18 tonne roller should be here end of April.

**Other Information**

- We have appointed one new employee and have advertised for a General Hand/Plant Operator and Mechanic.

**Depot**

- Workshop floor completed.
- Crib room – will be pulling down the old office next week.

**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 March 2022.

**Voting Requirements:** Simple majority

**Resolution No 160322-03**

**Moved Cr Astbury / Seconded Cr Corke**

That Council notes the report from the Manager of Works and Services dated 10 March 2022.

**Carried 6/0**

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>10 March 2022</b>

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

**Summary:**

List of accounts remitted during the period 1 February 2022 to 28 February 2022.

<b>Municipal Account</b>	<b>Vouchers</b>	<b>Amounts</b>
EFT	12203 - 12273	\$ 168,710.00
Cheques	15795-15798	\$ 23,674.12
Direct Deductions	February	\$ 1,239.95
Superannuation	February	\$ 12,141.17
Credit Card	January - February	\$ 3,233.65
Bpay	63141221	\$ 1,686.87
Payroll	February	\$ 86,529.00
Licensing	February	\$ 16,815.05
	<b>February Total</b>	<b>\$ 314,029.81</b>
<b>Trust</b>		0.00
<b>EFT</b>		0.00
	<b>Total for February</b>	<b>\$ 314,029.81</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 \$314,029.81 for February 2022 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:**

Simple majority

**Resolution No 160322-04****Moved Cr Allan / Seconded Cr Miller**

That council acknowledges that payments totalling \$314,029.81 for February 2022 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 6/0**

28th FEBRUARY 2022

Chq/EFT	Date	Name	Description	Muni
EFT12203	01/02/2022	KANYANA ENGINEERING	FREIGHT FOR SOLDIERS	\$ 544.50
EFT12204	03/02/2022	AUSTRALIA POST	POSTAGE JANUARY 2022	\$ 43.60
EFT12205	03/02/2022	BEAUREPAIRES	REPAIRS TO TYRE WK 468	\$ 229.05
EFT12206	03/02/2022	CONPLANT	HIRE OF PADFOOT ROLLER 31/01/2022	\$ 2,747.80
EFT12207	03/02/2022	DUFFY ELECTRICS	REPAIRS TO LIGHT SWITCH - WICKEPIN TOWN HALL	\$ 110.00
EFT12208	03/02/2022	ELDERS WICKEPIN	COOLANT & OIL	\$ 332.00
EFT12209	03/02/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL - JANUARY 2022	\$ 12,306.77
EFT12210	03/02/2022	HERSEY'S SAFETY PTY LTD	DOG BAGS	\$ 154.00
EFT12211	03/02/2022	JASON SIGNMAKERS	BRACKETS, CULVERT MARKERS, FLOODWAY SIGNS	\$ 10,021.38
EFT12212	03/02/2022	GS & B MADEJ BRICKLAYING	DRIVEWAY - RETAINING WALL, 14 SMITH ST	\$ 23,837.00
EFT12213	03/02/2022	MOMA	SOLAR LIGHTS FOR WAR MEMORIAL	\$ 1,274.06
EFT12214	03/02/2022	MR FESTOON LIGHTS	5 X 20M BLACK COMMERCIAL FESTOON LIGHTS	\$ 1,295.00
EFT12215	03/02/2022	NARROGIN HIRE SERVICE AND RETICULATION	RETIC FITTINGS	\$ 979.50
EFT12216	03/02/2022	NARROGIN HARDWARE MAKIT	DOORS, LATCH	\$ 1,317.20
EFT12217	03/02/2022	NARROGIN PUMPS, SOLAR AND SPRAYING	FITTINGS FOR BOBCAT	\$ 364.05
EFT12218	03/02/2022	NARROGIN QUARRY OPERATIONS	BLUE METAL	\$ 4,424.64
EFT12219	03/02/2022	STAR TRACK EXPRESS	FREIGHT - CLARK EQUIPMENT	\$ 52.80
EFT12220	03/02/2022	NARROGIN CARPETS & CURTAINS	SUPPLY AND INSTALL ROLLER BLIND TO MAIN BEDROOM	\$ 814.00
EFT12221	03/02/2022	NARROGIN VALLEY STOCKFEED	SOIL/LAWN MIX	\$ 960.00
EFT12222	03/02/2022	OFFICEWORKS SUPERSTORES PTY LTD	STATIONARY	\$ 86.04
EFT12223	03/02/2022	PERFECT COMPUTER SOLUTIONS - PCS	HP i5 DESKTOP MINI	\$ 1,560.00
EFT12224	03/02/2022	PREMIUM PUBLISHERS	HOLIDAY PLANNER ADVERT - AUSTRALIAN GOLDEN OUTBACK	\$ 1,842.50
EFT12225	03/02/2022	SOUTH WEST FIRE	FLOWMETER, INTERCOM MASTER UNIT, FREIGHT	\$ 3,313.51
EFT12226	03/02/2022	SHIRE OF NARROGIN	SENIOR EHO - VISITS TO WICKEPIN	\$ 1,802.55
EFT12227	03/02/2022	TOLL IPEC	FREIGHT - COLLIE RADIATORS	\$ 11.86
EFT12228	03/02/2022	TOTAL QUALITY CLEAN	HOUSE VACATE CLEAN	\$ 1,628.00
EFT12229	03/02/2022	WICKEPIN DISTRICT SPORTS CLUB	SPONSORSHIP - WICKEPIN TENNIS CLUB LADIES DAY	\$ 200.00
EFT12230	03/02/2022	WICKEPIN NEWSAGENCY	STATIONARY, PAPERS, MILK	\$ 53.05
EFT12231	03/02/2022	WAYFOUND-TANGELO CREATIVE	A3 MAPS WIDE WORLD OF WICKEPIN X 2500 SHEETS	\$ 1,100.00
EFT12232	09/02/2022	KBUILT CONSTRUCTION	PRELIMINARIES CLAIM FEBRUARY 2022 - WAGES FUEL ADMIN	\$ 1,329.00
EFT12233	18/02/2022	AIR LIQUIDE WA PTY LTD	CYLINDER RENTAL	\$ 71.02
EFT12234	18/02/2022	BURGESS RAWSON (WA) PTY LTD	WATER USAGE 19/11/2021-29/01/2022	\$ 1,185.76
EFT12235	18/02/2022	BELVEDERE NURSERY	PLANTS	\$ 150.00
EFT12236	18/02/2022	BRETT ROWE MOBILE HD MECHANICAL SERVICES	REPAIRS- FUEL ISSUE	\$ 251.00

EFT12237	18/02/2022	KATELYN JADE BEARD	PRE-EMPLOYMENT MEDICAL AND POLICE CLEARANCE	\$ 220.00
EFT12238	18/02/2022	A & A CORASANITI	CEMENT FLOOR IN DEPOT EXTENSION	\$ 9,908.36
EFT12239	18/02/2022	CLARK EQUIPMENT	1 X THERMOSTAT FOR BOBCAT	\$ 180.08
EFT12240	18/02/2022	CHRISTINE HILL FOOD	STAFF CHRISTAS PARTY CATERING	\$ 1,200.00
EFT12241	18/02/2022	DUFFY ELECTRICS	AIR CONDITIONER MAINTENANCE- UNIT 5	\$ 115.50
EFT12242	18/02/2022	EDWARDS MOTORS PTY LTD	SERVICE WKO	\$ 477.98
EFT12243	18/02/2022	ELDERS WICKEPIN	12 X HIGH TEMP WHEEL BEARING GREASE	\$ 99.00
EFT12244	18/02/2022	DEAN & KAREN HILL	REFUND OF YEALERING HALL BOND	\$ 600.00
EFT12245	18/02/2022	HERSEY'S SAFETY PTY LTD	DISPENSER, SHOVELS, CUTOFF DISCS, CABLE TIES, GREASE GUNS	\$ 973.96
EFT12246	18/02/2022	IGNITE WICKY - WICKEPIN FESTIVAL	GRANT FUNDING FOR HOLDING WICKEPIN FESTIVAL	\$ 2,000.00
EFT12247	18/02/2022	NARROGIN TYRE SERVICE	TRUCK TIRE FITTED FOR TREVORS TRUCK	\$ 396.00
EFT12248	18/02/2022	KBUILT CONSTRUCTION	PRELIMINARIES CLAIM FOR FEBRUARY 2022- WAGES, FUEL, ADMIN	\$ 1,329.00
EFT12249	18/02/2022	MR KURT MARTIN	CLEAN UP WORKS TO JOHNSTON STREET UNITS	\$ 660.00
EFT12250	18/02/2022	MARKETFORCE PRODUCTIONS	FINANCE OFFICER ADVERTISEMENT- THE WEST AUSTRALIAN	\$ 2,482.78
EFT12251	18/02/2022	BJ & J MCKENNA	YE HALL- PAINT & RPAIR WINDOWS AND SILLS	\$ 3,560.00
EFT12252	18/02/2022	MJB INDUSTRIES	4 SOAKWELLS, RND BASE, COVER	\$ 2,300.83
EFT12253	18/02/2022	NARROGIN HIRE SERVICE AND RETICULATION	OWED \$14.15 FROM PAYMENT ON 25/11/2021	\$ 14.15
EFT12254	18/02/2022	GREAT SOUTHERN WASTE DISPOSAL	WICKEPIN DOMESTIC REFUSE COLLECTION, JANUARY 2022	\$ 8,138.13
EFT12255	18/02/2022	NARROGIN AUTO ELECTRICS	REPAIRS ON CAT GRADER	\$ 240.00
EFT12256	18/02/2022	NARROGIN PUMPS, SOLAR AND SPRAYING	1 X GRINDER PUMP 1.2KW 240/50 AUTO	\$ 3,006.07
EFT12257	18/02/2022	NARROGIN QUARRY OPERATIONS	BLUE METAL AND RIP RAP	\$ 4,273.50
EFT12258	18/02/2022	NARROGIN & DISTRICTS PLUMBING SERVICE	PLUMBING WORK IN YEALERING AND WICKEPIN	\$ 1,193.83
EFT12259	18/02/2022	GC & MD ORCHARD	REFUND WICKEPIN COMMUNITY CENTRE BOND	\$ 600.00
EFT12260	18/02/2022	PERFECT COMPUTER SOLUTIONS - PCS	MS OFFICE 365	\$ 2,541.00
EFT12261	18/02/2022	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL ON THE WK-HS RD AFTER THE FIRE	\$ 926.04
EFT12262	18/02/2022	R J SMITH ENGINEERING	40 x 5/8 5 NUTS AND BOLTS"	\$ 224.00
EFT12263	18/02/2022	TOLL IPEC	FREIGHT JASON SIGNS	\$ 11.01
EFT12264	18/02/2022	THE YEALERING PANTRY	KITCHEN TIDY BAGS	\$ 38.00
EFT12265	18/02/2022	THEATRE 180 INC	SYDNEY LOST AND FOUND AT WICKEPIN TOWN HALL	\$ 2,750.00
EFT12266	18/02/2022	WESTRAC EQUIPMENT	1 X REAR WINDOW FOR CAT BACKHOE LOADER	\$ 787.11
EFT12267	18/02/2022	WICKEPIN HOTEL AND HARVEST CAFE	REFRESHMENTS FOR COUNCIL	\$ 792.00
EFT12268	18/02/2022	WCP CIVIL PTY LTD	1 X CEMENT STABILISE, 2 X 2DAY WATER CART, 3 X MOB/DEMOB	\$ 33,236.04
EFT12269	18/02/2022	YEALERING SHOP	AUSTRALIA DAY FOOD ORDER	\$ 1,030.50
EFT12270	22/02/2022	TONY GUINNESS	REFUND OF BOND FOR YEALERING HALL 25/12/2021	\$ 600.00
EFT12271	23/02/2022	EWEN RURAL SUPPLIES	CHLORINE, DRUM DEPOSIT, BIN LINERS, POOL STABILISER, PHOSPHORUS REMOVER, FREIGHT, COCKROACH KILLER, TAP ADAPTOR, HOSE CONNECTOR	\$ 4,900.89
EFT12272	25/02/2022	BERYLE HOLM	CARAVAN PARK COMMISSION JAN 2022	\$ 293.10

EFT 12275	25/02/2022	TANYA MARY SANDS	CARVAL PARK COMMISSION JANUARY 2022	\$ 219.38
			<b>TOTALS EFT</b>	<b>\$ 168,710.00</b>
15795	03/02/2022	WATER CORPORATION	WATER ACCOUNT 28/10/2021 - 21/12/2021	\$ 671.14
15796	18/02/2022	SYNERGY	STREETLIGHTS 25/12/21- 24/01/22	\$ 1,903.77
15797	22/02/2022	WATER CORPORATION	WATER USAGE 19/11/21- 29/01/22	\$ 17,525.72
15798	23/02/2022	SYNERGY	ELECTRICITY ACCOUNT FEBRUARY 2022, 10/11/2021- 10/02/2022	\$ 3,573.49
			<b>TOTALS CHEQUES</b>	<b>\$ 23,674.12</b>
DD12918.1	14/02/2022	WESTNET PTY LTD	INTERNET CHARGES 01/03/2022 - 01/04/2022	\$ 144.90
DD12922.1	15/02/2022	3E ADVANTAGE PTY LTD	PHOTOCOPIER PAYMENTS 01/01/2022-31/01/2022	\$ 1,095.05
			<b>TOTALS DIRECT DEBITS</b>	<b>\$ 1,239.95</b>
70220122	07/02/2022		ADVERTISING DIESEL FUEL, LICENSE RENEWAL FEE, PLATE CHANGE, SOFTWARE FOR GRAPHIC ARTWORK, LICENCE, PLATE CHANGE	\$ 2,171.75
70220222	07/02/2022		GRATUITY, FLOWERS	\$ 1,061.90
			<b>TOTALS CREDIT CARD</b>	<b>\$ 3,233.65</b>
DD12905.1	09/02/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 3,910.17
DD12905.2	09/02/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 345.90
DD12905.3	09/02/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 556.67
DD12905.4	09/02/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 228.23
DD12905.5	09/02/2022	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	\$ 223.44
DD12905.6	09/02/2022	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$ 218.85
DD12905.7	09/02/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 236.72
DD12948.1	23/02/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 4,365.86
DD12948.2	23/02/2022	ANZ SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 36.47
DD12948.3	23/02/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 345.90
DD12948.4	23/02/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 654.66
DD12948.5	23/02/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 228.23
DD12948.6	23/02/2022	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	\$ 231.04
DD12948.7	23/02/2022	NETWEALTH INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	\$ 218.85
DD12948.8	23/02/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 142.33
DD12948.9	23/02/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 197.85
			<b>TOTALS SUPERANNUATION</b>	<b>\$ 12,141.17</b>
63040222	18/02/2022	TELSTRA	SATELLITE PHONE BILL	\$ 45.00
63240122	03/02/2022	TELSTRA	PHONE ACCOUNT TO 13TH JANUARY 2022	\$ 1,527.87
70030222	03/02/2022	AUSTRALIAN COMMUNICATIONS & MEDIA	LICENSE - COMMS SITE MT SHADDICK - LICENSE NO 293079/1	\$ 114.00
			<b>TOTALS BPAY</b>	<b>\$ 1,686.87</b>
98020222	02/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 69.25
98030222	03/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 729.20
98040222	04/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,928.69

98080222	08/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 16,815.05
98100222	10/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 2,048.00
98110222	11/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 2,012.35
98140222	14/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 2,110.80
98150222	15/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,880.40
98170222	17/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 108.65
98180222	18/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 56.95
98210222	21/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 284.15
98220222	22/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 746.40
98230222	23/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,801.75
98240222	24/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 358.50
98250222	25/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 88.90
98280222	28/02/2022	DEPT OF TRANSPORT	TRANS LICENSING	\$ 1,714.30
			<b>TOTALS LICENSING</b>	<b>\$ 16,815.05</b>
9/02/2022		PAYROLL	PAYROLL	\$ 43,713.00
23/02/2022		PAYROLL	PAYROLL	\$ 42,816.00
			<b>TOTALS PAYROLL</b>	<b>\$ 86,529.00</b>
			<b>ACCOUNT TOTALS</b>	<b>\$ 314,029.81</b>
			<b>TOTAL PAYMENTS FOR FEBRUARY, 2022</b>	<b>\$ 314,029.81</b>

### Credit Card Payment Summary

23 December 21 to 22nd January 22

DATE	COMPANY	PURCHASE	AMOUNT
23/12/2021	SEEK Limited	Advertising- Customer service officer position	\$ 313.50
23/12/2021	SEEK Limited	Advertising- Finance officer position	\$ 324.50
23/12/2021	SEEK Limited	Advertising- General Hand/ Plant Operator	\$ 335.50
4/01/2022	Hopetoun General Store	Diesel	\$ 117.56
7/01/2022	DMIRS East Perth	Licence Renewal Fee	\$ 780.00
10/01/2022	Shire of Wickepin	Plate Change	\$ 30.50
10/01/2022	Snappa	Software for graphic artwork- social media accounts	\$ 172.94
11/01/2022	Shire of Wickepin	Licence and motor insurance policy	\$ 66.75
14/01/2022	Shire of Wickepin	Plate Change	\$ 30.50
		<b>Total Payments</b>	<b>\$ 2,171.75</b>

### Credit Card Payment Summary

Shire of Wickpin	Council Meeting		16 March 2022
23 January 22 to 22nd February 22			
DATE	COMPANY	PURCHASE	AMOUNT
10/02/2022	AUSTRALIA POST NARROGIN	COUNCILLOR ALLAN LANSDELL GRATUITY	\$ 1,011.90
17/02/2022	NARROGIN FLORIST CUBALLING	FLOWERS FOR ALLAN LANSDELL FAREWELL	\$ 50.00
		<u>Total Payments</u>	\$ 1,061.90

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.02 Financial Report

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

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**Enclosure/Attachments:** Monthly reports

#### **Background:**

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

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

#### **Comments:**

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

#### **Statutory Environment:**

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

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

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

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

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

- (a) According to nature and type classification;

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

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

(a) Presented to the council -

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

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

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

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That the financial statements tabled for the period ending 28 February 2022 as presented be received.

**Voting Requirements:** Simple majority

**Resolution No 160322-05**

**Moved Cr Miller / Seconded Cr Allan**

That the financial statements tabled for the period ending 28 February 2022 as presented be received.

**Carried 6/0**



## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

For the Period Ended 28 February 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**Shire of Wickepin****Compilation Report**

For the Period Ended 28 February 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 28 February 2022 of \$864,090.

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

**Preparation**

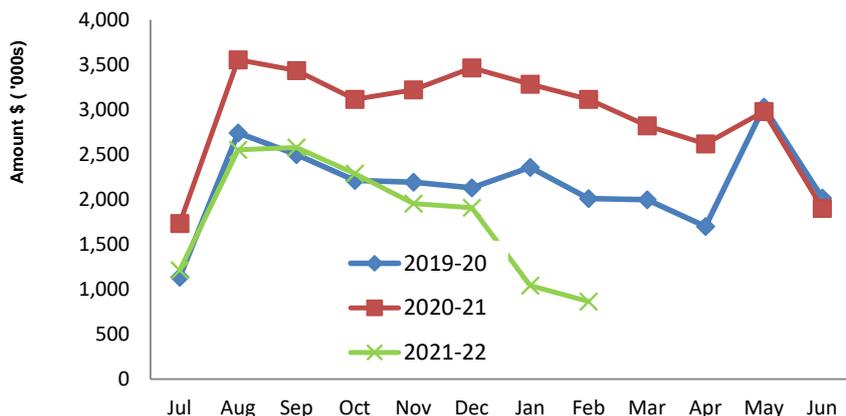
Prepared by: Erika Clement DCEO

Date prepared: 8-Mar-22

Reviewed by: Mark Hook CEO

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 28 February 2022

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



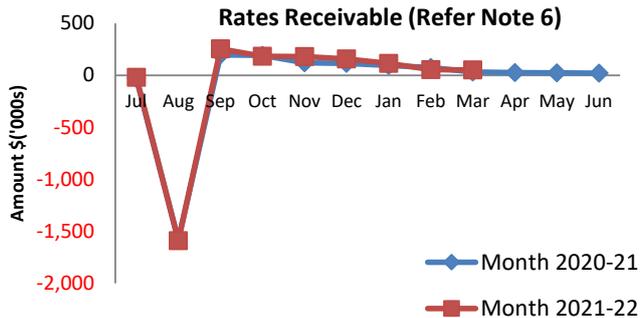
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 1,939,947
Restricted	\$ 2,824,404
	\$ 4,764,351

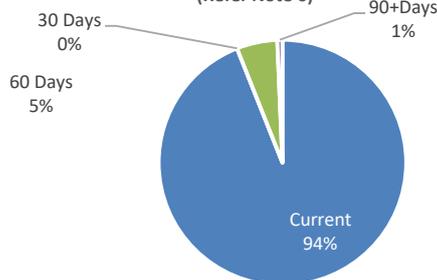
**Receivables**

Rates	\$ 53,108
Other	\$ 76,295
	\$ 129,403

**Rates Receivable (Refer Note 6)**



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



**Comments**

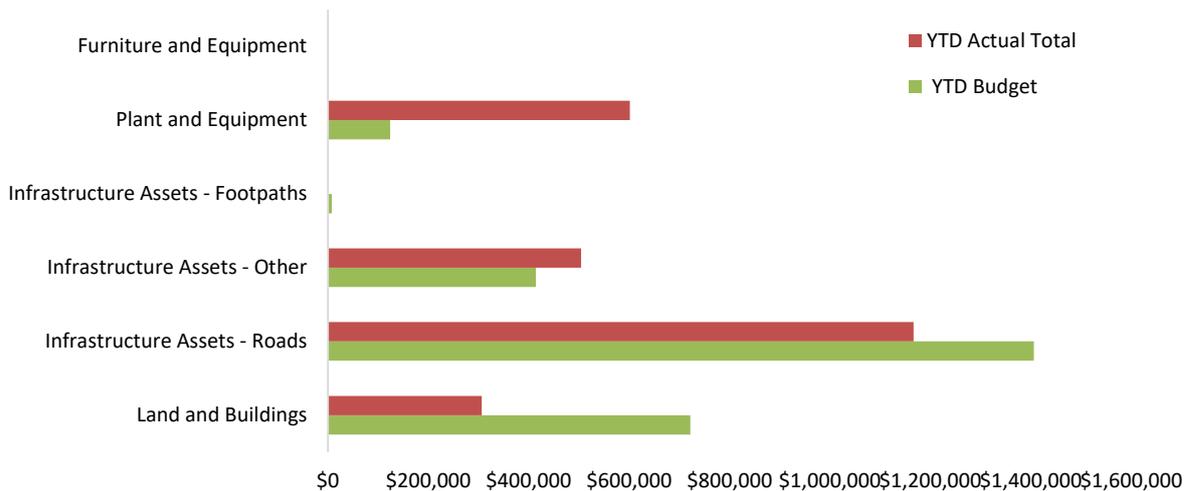
Unrestricted cash includes the following payments in advance

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

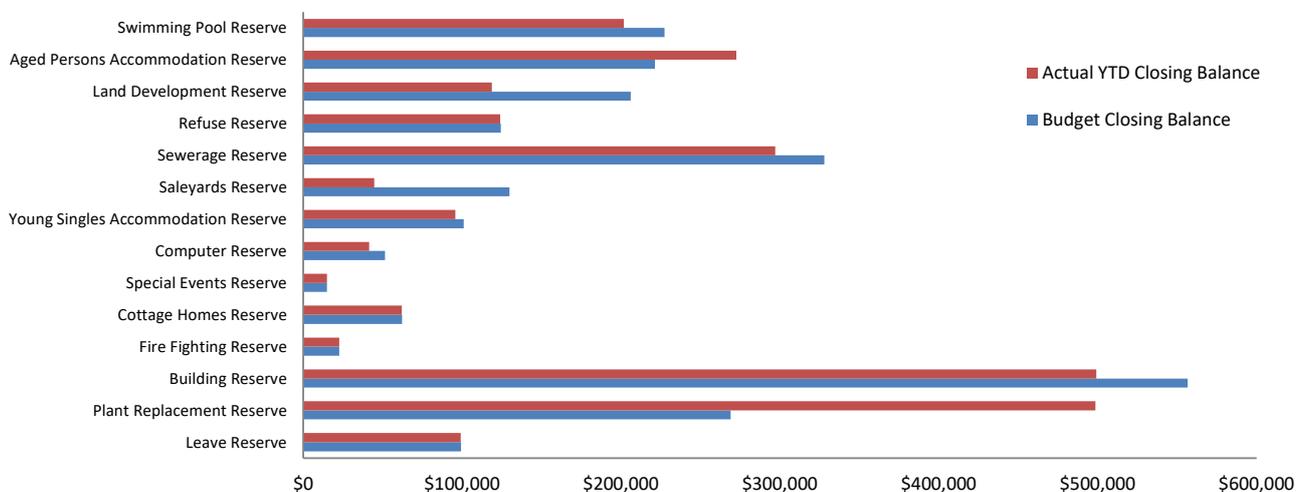
This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

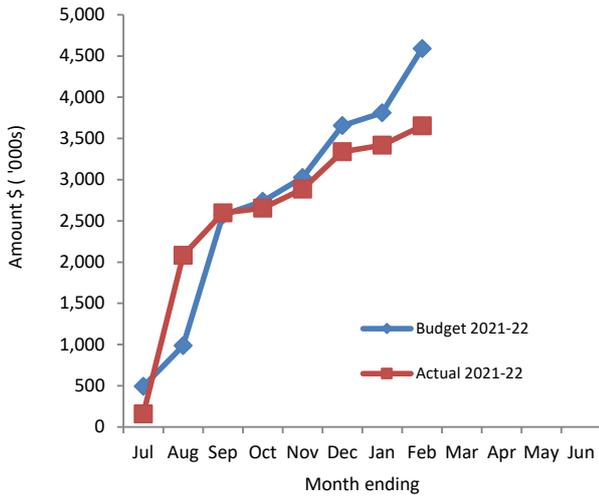
# Shire of Wickepin

## Monthly Summary Information

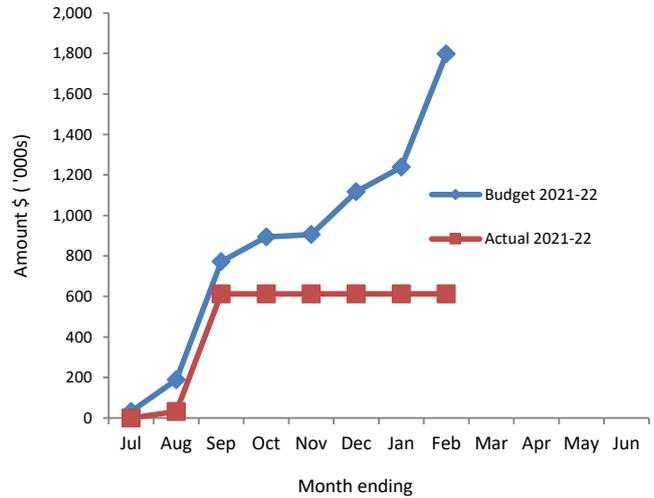
For the Period Ended 28 February 2022

### Revenues

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

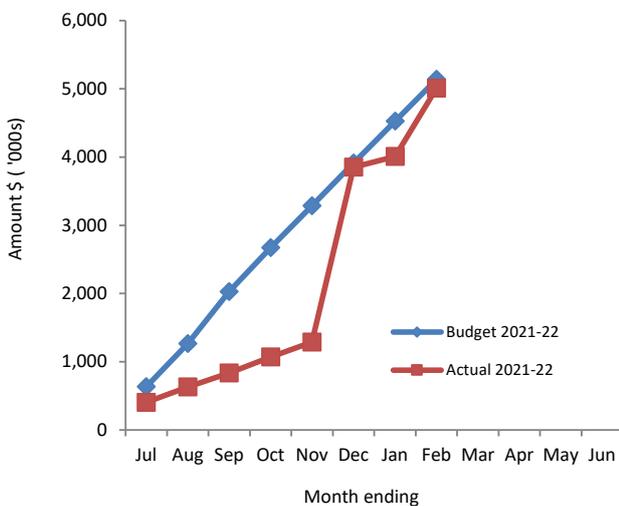


**Budget Capital Revenue -v- Actual (Refer Note 2)**

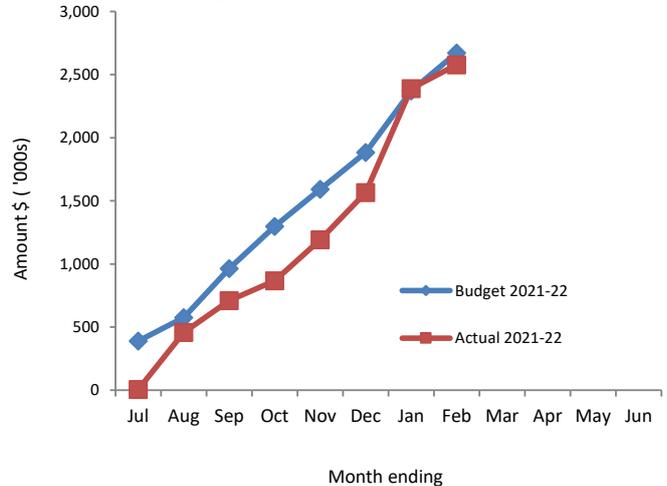


### Expenditure

**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.

**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2022**

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	1,725	1,144	6,783	5,639	492.91%	
General Purpose Funding - Rates	1,398,297	1,393,627	1,406,508	12,881	0.92%	
General Purpose Funding - Other	782,761	585,398	599,136	13,738	2.35%	
Law, Order and Public Safety	97,284	80,156	86,584	6,428	8.02%	
Health	700	456	100	(356)	(78.07%)	
Education and Welfare	300	192	1,950	1,758	915.61%	
Housing	907,934	491,915	51,434	(440,481)	(89.54%)	▼
Community Amenities	188,570	171,931	191,935	20,004	11.63%	▲
Recreation and Culture	195,767	107,923	17,660	(90,263)	(83.64%)	▼
Transport	1,968,736	1,552,554	1,203,926	(348,628)	(22.46%)	▼
Economic Services	334,135	182,015	56,572	(125,443)	(68.92%)	▼
Other Property and Services	34,000	22,656	29,635	6,979	30.80%	
<b>Total Operating Revenue</b>	<b>5,910,209</b>	<b>4,589,967</b>	<b>3,652,222</b>	<b>(937,745)</b>		
<b>Operating Expense</b>						
Governance	(500,591)	(368,490)	(311,645)	56,845	15.43%	▼
General Purpose Funding	(102,524)	(68,344)	(51,830)	16,514	24.16%	▼
Law, Order and Public Safety	(238,302)	(174,602)	(191,345)	(16,743)	(9.59%)	
Health	(25,055)	(16,664)	(18,409)	(1,745)	(10.47%)	▲
Education and Welfare	(26,840)	(17,840)	(14,575)	3,265	18.30%	▼
Housing	(165,862)	(111,767)	(104,230)	7,537	6.74%	
Community Amenities	(426,833)	(282,400)	(258,082)	24,318	8.61%	
Recreation and Culture	(997,842)	(664,899)	(776,769)	(111,870)	(16.83%)	▲
Transport	(4,899,391)	(3,266,088)	(3,109,388)	156,700	4.80%	
Economic Services	(262,672)	(174,920)	(160,323)	14,597	8.34%	
Other Property and Services	36,166	7,749	(10,909)	(18,658)	240.77%	
<b>Total Operating Expenditure</b>	<b>(7,609,745)</b>	<b>(5,138,265)</b>	<b>(5,007,505)</b>	<b>130,760</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	4,727,594	3,151,680	3,176,041	24,361	0.77%	
Adjust (Profit)/Loss on Asset Disposal	(79,557)	(86,561)	(56,771)	29,790	(34.41%)	
Adjust Provisions and Accruals	282	0	0	0		
Adjust Rounding	0	0	(1)			
<b>Net Cash from Operations</b>	<b>2,948,783</b>	<b>2,516,821</b>	<b>1,763,985</b>	<b>(752,835)</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	378,000	189,000	194,790	5,790	3.06%	
<b>Total Capital Revenues</b>	<b>378,000</b>	<b>189,000</b>	<b>194,790</b>	<b>5,790</b>		
<b>Capital Expenses</b>						
Land and Buildings	(1,097,025)	(721,454)	(306,271)	415,183	57.55%	▼
Infrastructure - Roads	(2,125,019)	(1,405,696)	(1,195,771)	209,925	14.93%	▼
Infrastructure - Footpaths	(15,000)	(7,500)	0	7,500	100.00%	▼
Infrastructure -Other	(414,000)	(414,000)	(474,492)	(60,492)	(14.61%)	▲
Plant and Equipment	(959,000)	(124,000)	(600,980)	(476,980)	(384.66%)	▲
<b>Total Capital Expenditure</b>	<b>(4,610,044)</b>	<b>(2,672,650)</b>	<b>(2,577,514)</b>	<b>95,136</b>		
<b>Net Cash from Capital Activities</b>	<b>(4,232,044)</b>	<b>(2,483,650)</b>	<b>(2,382,724)</b>	<b>100,926</b>		
<b>Financing</b>						
Proceeds from New Debentures	0	0	0	0		
Self-Supporting Loan Principal	6,847	3,424	6,848	3,424	100.02%	
Transfer from Reserves	283,000	0	0	0		
Repayment of Debentures	(46,139)	(22,990)	(26,448)	(3,458)	(15.04%)	
Transfer to Reserves	(561,000)	0	0	0		
<b>Net Cash from Financing Activities</b>	<b>(317,292)</b>	<b>(19,567)</b>	<b>(19,600)</b>	<b>(33)</b>		
<b>Net Operations, Capital and Financing</b>	<b>(1,600,553)</b>	<b>13,605</b>	<b>(638,339)</b>	<b>(651,942)</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>1,601,290</b>	<b>1,502,429</b>	<b>1,502,429</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>737</b>	<b>1,516,034</b>	<b>864,090</b>	<b>(651,942)</b>		

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

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

**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 28 February 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	1,398,297	1,393,611	1,406,508	12,897	0.93%	
Operating Grants, Subsidies and Contributions	11	1,659,826	1,101,982	763,322	(338,660)	(30.73%)	▼
Fees and Charges		465,438	374,637	395,413	20,776	5.55%	
Service Charges		0	0	0	0		
Interest Earnings		17,300	11,528	3,784	(7,744)	(67.17%)	
Other Revenue		0	0	19,785	19,785		▲
Profit on Disposal of Assets	8	100,545	100,545	56,771			
<b>Total Operating Revenue</b>		<b>3,641,406</b>	<b>2,982,303</b>	<b>2,645,583</b>	<b>(292,947)</b>		
<b>Operating Expense</b>							
Employee Costs		(1,236,634)	(828,062)	(813,775)	14,287	1.73%	
Materials and Contracts		(1,198,778)	(815,987)	(637,290)	178,697	21.90%	▲
Utility Charges		(187,750)	(124,338)	(128,606)	(4,268)	(3.43%)	
Depreciation on Non-Current Assets		(4,727,594)	(3,151,680)	(3,176,041)	(24,361)	(0.77%)	
Interest Expenses		(4,032)	(2,262)	(3,424)	(1,162)	(51.36%)	
Insurance Expenses		(214,969)	(189,296)	(213,471)	(24,175)	(12.77%)	▼
Other Expenditure		(19,000)	(12,656)	(34,899)	(22,243)	(175.75%)	▼
Loss on Disposal of Assets	8	(20,988)	(13,984)	0	13,984	100.00%	
<b>Total Operating Expenditure</b>		<b>(7,609,745)</b>	<b>(5,138,265)</b>	<b>(5,007,505)</b>	<b>130,760</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,727,594	3,151,680	3,176,041	24,361	0.77%	
Adjust (Profit)/Loss on Asset Disposal	8	(79,557)	(86,561)	(56,771)	29,790	(34.41%)	
Adjust Provisions and Accruals		282	0	0	0		
Adjust Rounding		0	0	(1)			
<b>Net Cash from Operations</b>		<b>679,980</b>	<b>909,157</b>	<b>757,346</b>	<b>(108,036)</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,268,803	1,607,664	1,006,639	(601,025)	(37.38%)	▼
Proceeds from Disposal of Assets	8	378,000	189,000	194,790	5,790	3.06%	
<b>Total Capital Revenues</b>		<b>2,646,803</b>	<b>1,796,664</b>	<b>1,201,429</b>	<b>(595,235)</b>		
<b>Capital Expenses</b>							
Land and Buildings	13	(1,097,025)	(721,454)	(306,271)	415,183	57.55%	▲
Infrastructure - Roads	13	(2,125,019)	(1,405,696)	(1,195,771)	209,925	14.93%	▲
Infrastructure - Footpaths	13	(15,000)	(7,500)	0	7,500	100.00%	▲
Infrastructure - Drainage	13	(414,000)	(414,000)	(474,492)	(60,492)	(14.61%)	▼
Plant and Equipment	13	(959,000)	(124,000)	(600,980)	(476,980)	(384.66%)	▼
Furniture and Equipment	13	0	0	0	0		
<b>Total Capital Expenditure</b>		<b>(4,610,044)</b>	<b>(2,672,650)</b>	<b>(2,577,514)</b>	<b>95,136</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,963,241)</b>	<b>(875,986)</b>	<b>(1,376,085)</b>	<b>(500,099)</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,847	3,424	6,848	3,424	100.02%	
Transfer from Reserves	7	283,000	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(46,139)	(22,990)	(26,448)	(3,458)	(15.04%)	
Transfer to Reserves	7	(561,000)	0	0	0		
<b>Net Cash from Financing Activities</b>		<b>(317,292)</b>	<b>(19,567)</b>	<b>(19,600)</b>	<b>(33)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,600,553)</b>	<b>13,605</b>	<b>(638,339)</b>	<b>(608,168)</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,601,290</b>	<b>1,502,429</b>	<b>1,502,429</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>737</b>	<b>1,516,034</b>	<b>864,090</b>	<b>(608,168)</b>		

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

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

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 28 February 2022

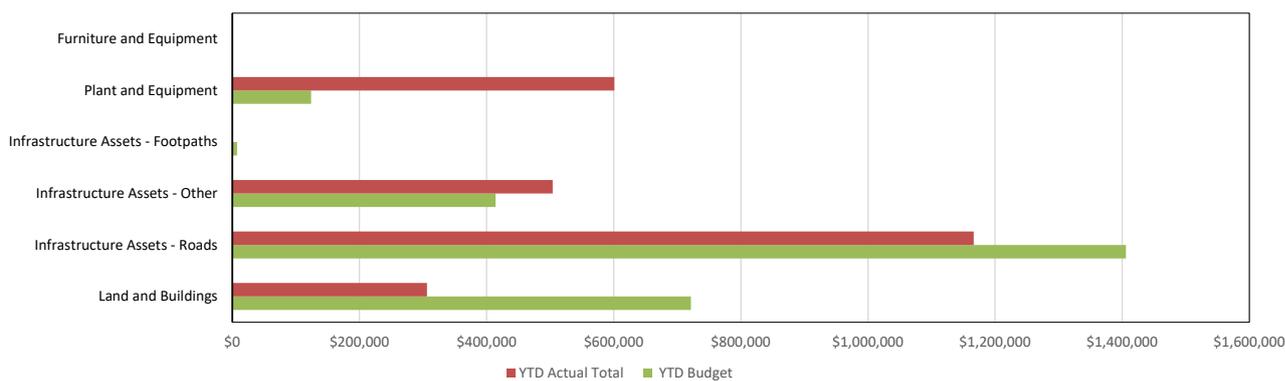
Capital Acquisitions	Note	YTD 28 02 2022					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 306,271	\$ 0	\$ 306,271	\$ 721,454	\$ 1,097,025	\$ (415,183)
Infrastructure Assets - Roads	13		1,166,309	1,166,309	1,405,696	2,125,019	(239,387)
Infrastructure Assets - Other	13	503,954	0	503,954	414,000	414,000	89,954
Infrastructure Assets - Footpaths	13	0	0	0	7,500	15,000	(7,500)
Plant and Equipment	13	600,980	0	600,980	124,000	959,000	476,980
Furniture and Equipment	13	0	0	0	0	0	0
<b>Capital Expenditure Totals</b>		<b>1,411,206</b>	<b>1,166,309</b>	<b>2,577,514</b>	<b>2,672,650</b>	<b>4,610,044</b>	<b>(95,136)</b>

Funded By:

Capital Grants and Contributions	1,006,639	2,268,803	2,268,803	1,262,164
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	194,790	189,000	(79,557)	5,790
Own Source Funding - Cash Backed Reserves				
Aged Accommodation Reserve	52,000	0		52,000
Plant Reserve	231,000			231,000
Building Reserve				
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>(283,000)</b>	<b>0</b>
Own Source Funding - Operations	1,093,085	214,847	2,420,798	878,238
<b>Capital Funding Total</b>	<b>2,577,514</b>	<b>2,672,650</b>	<b>4,610,044</b>	<b>(95,136)</b>

Comments and graphs

Capital Expenditure Program YTD



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

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

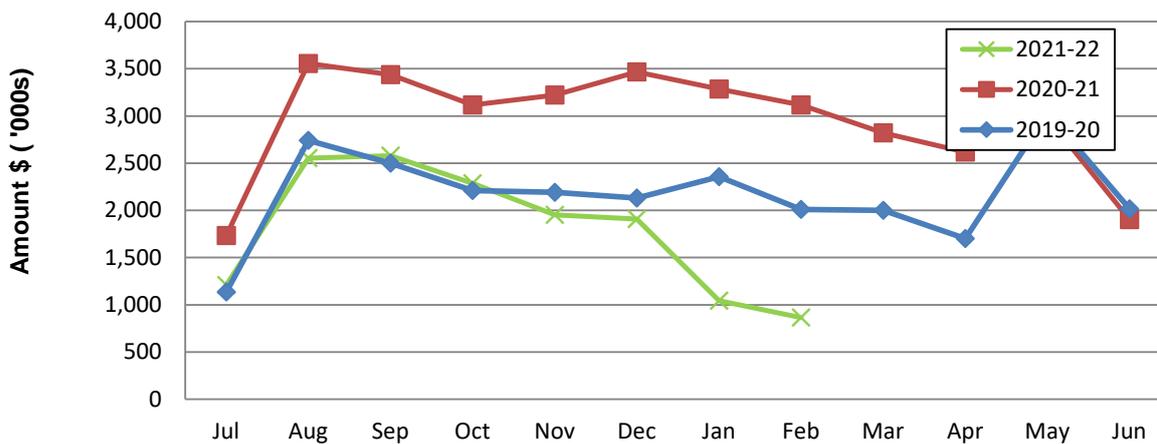
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	5,639	492.91%			
General Purpose Funding - Other	13,738	2.35%			
Law, Order and Public Safety	6,428	8.02%			
Housing	(440,481)	(89.54%)	▼	Timing	Aged Units income from Contract Liabilities conditions not yet met.
Community Amenities	20,004	11.63%	▲	Permanent	Sale of Recycled Materials not budgeted for.
Recreation and Culture	(90,263)	(83.64%)	▼	Timing	Grant funds in Contract Liabilities - conditions not yet met.
Transport	(348,628)	(22.46%)	▼	Timing	Road funds not yet received
Economic Services	(125,443)	(68.92%)	▼	Timing	Grant funding not yet received
Other Property and Services	6,979	30.80%			
<b>Operating Expense</b>					
Governance	56,845	15.43%	▼	Timing	Over Several Accounts- Audit Fees, Election Expenses, Staff Training
General Purpose Funding	16,514	24.16%	▼	Timing	Over Several accounts. Valuation Expenses, Title Searches.
Law, Order and Public Safety	(16,743)	(9.59%)			
Health	(1,745)	(10.47%)	▲	Timing	Mosquito Control expenses higher
Education and Welfare	3,265	18.30%	▼	Timing	Donations and CDO Projects cost down
Housing	7,537	6.74%			
Community Amenities	24,318	8.61%			
Recreation and Culture	(111,870)	(16.83%)	▲	Timing	Over Several Accounts, Halls, Community Centres Swimming pOol maintenance expenses higher
Transport	156,700	4.80%			
Economic Services	14,597	8.34%			
Other Property and Services	(18,658)	240.77%			
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(601,025)	(37.38%)	▼	Timing	Roads funding not yet received
Proceeds from Disposal of Assets	5,790	3.06%			
<b>Capital Expenses</b>					
Land and Buildings	415,183	57.55%	▼	Timing	Aged units not yet completed. Harrsmith Public toilet still to be done, Depot Crib room not yet done.
Infrastructure - Roads	209,925	14.93%	▼	Timing	Roads not completed
Infrastructure - Other	(60,492)	(14.61%)	▲	Permanent	Wogolin Playground amendments
Infrastructure - Footpaths	7,500	100.00%	▼	Timing	Footpaths not yet started
Plant and Equipment	(476,980)	(384.66%)	▲	Timing	Plant not yet purchased ( due to delivery issues)
<b>Financing</b>					
Loan Principal	(3,458)	(15.04%)			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**Note 3: NET CURRENT FUNDING POSITION**

				Positive=Surplus (Negative=Deficit)		
				YTD 28 Feb 2022	30 June 2020	YTD 27 Feb 2021
Note				\$	\$	\$
<b>Current Assets</b>						
4	Cash Unrestricted			1,939,947	2,472,116	975,440
4	Cash Restricted			2,824,404	2,536,024	1,274,113
6	Receivables - Rates			53,108	22,107	73,835
6	Receivables -Other			76,295	29,288	112,223
	Interest / ATO Receivable/Trust			24,854	87,804	27,693
				4,918,608	5,147,340	2,463,304
<b>Less: Current Liabilities</b>						
	Payables			(149,018)	(27,403)	(26,842)
	Contract Liabilities			(853,441)	(853,441)	
	Provisions			(227,654)	(228,043)	(144,743)
				(1,230,113)	(1,108,886)	(171,586)
7	Less: Cash Reserves			(2,824,404)	(2,536,024)	(1,274,113)
	<b>Net Current Funding Position</b>			<b>864,091</b>	<b>1,502,429</b>	<b>1,017,605</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 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%	246,679			246,679	ANZ	At Call
Reserve Bank Account	0.00%		0		0	ANZ	At Call
Trust Bank Account	0.00%			14,173	14,173	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal					0		
Municipal	0.05%	1,692,328			1,692,328	WA Treasury	At Call
Reserve	0.40%		2,824,404		2,824,404	Bendigo Bank	17-Mar-22
Trust	0.40%			198,500	198,500	Bendigo Bank	17-Mar-22
<b>Total</b>		<b>1,939,707</b>	<b>2,824,404</b>	<b>212,673</b>	<b>4,976,784</b>		

**Comments/Notes - Investments**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2022**

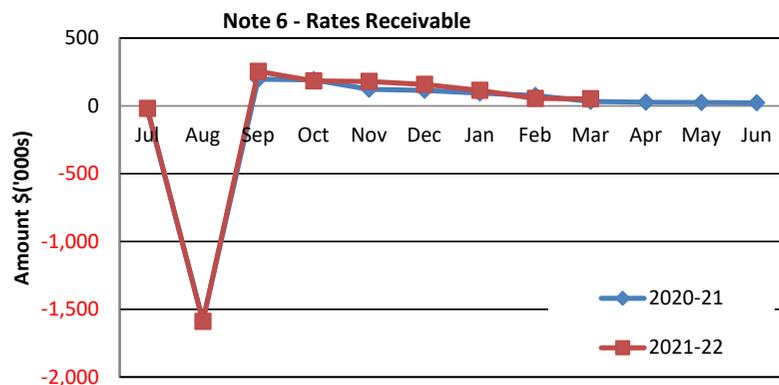
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
% Collected

	YTD 28 Feb 2022	30 June 2021
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,584,058	1,534,110
<u>Less</u> Collections to date	(1,550,472)	(1,519,102)
Equals Current Outstanding	<b>53,108</b>	<b>34,530</b>
<b>Net Rates Collectable</b>	<b>53,108</b>	<b>34,530</b>
% Collected	96.69%	97.78%



**Comments/Notes - Receivables Rates**

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

**Receivables - General**

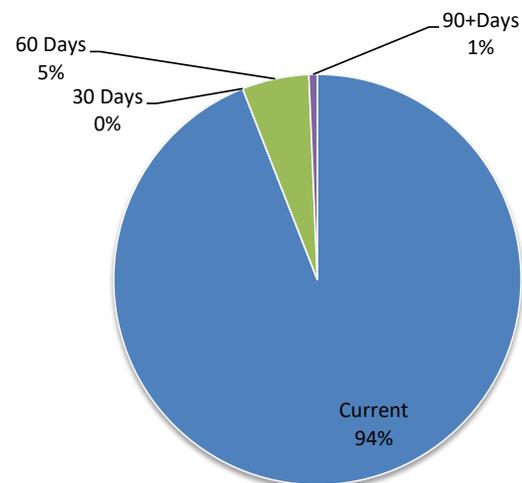
Receivables - General

**Total Receivables General Outstanding**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	71,733	0	4,053	509
<b>Total Receivables General Outstanding</b>				<b>76,295</b>

Amounts shown above include GST (where applicable)

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



**Comments/Notes - Receivables General**

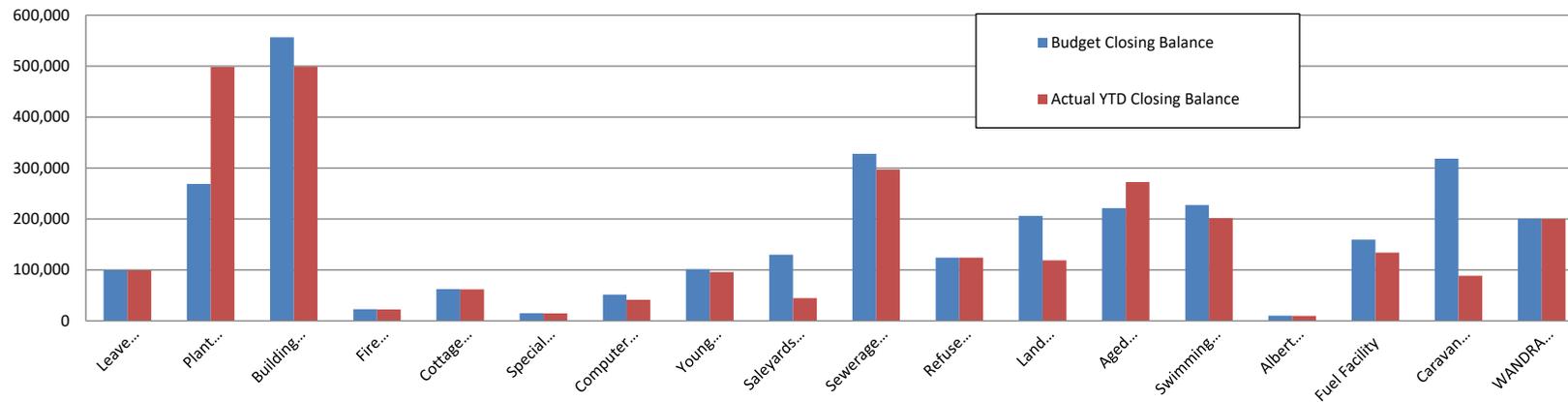
The amount outstanding is mainly a Main Roads account for work that has been done on Fence Road. Have been advised that as soon as the funds are available that we will receive these funds

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**Note 7: Cash Backed Reserve**

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2022

## Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 28 02 2022			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
220,000	181,635	85,000	46,635	P713A 2013 Komatsu GD 5555 Grader	72,287	46,635	(25,652)	
52,000	26,000	31,818	5,818	P698A 2015 Dutro HinoTip Truck	5,572	5,818	246	
			0	P697 2013 Dynapac CA2500 Vibe' Roller	14,587	0	(14,587)	
39,810	998	41,956	3,144	PCEO 2021 Isuzu STNSDN	(2,803)	3,144	5,947	
			0	PCEO 2021 Isuzu STNSDN	(2,803)	0	2,803	
			0	PWS 2021 Isuzu D Max 4X4 Dual Cab	8,099	0	(8,099)	
51,622	16,781	36,016	1,174	PFACEY 2020 Mitsubishi Triton 4X4 Dual Cab	(15,382)	1,174	16,556	
			0			0	0	
<b>363,432</b>	<b>225,414</b>	<b>194,790</b>	<b>56,771</b>		<b>79,557</b>	<b>56,771</b>	<b>(22,786)</b>	

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2022

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>Note 9: RATING INFORMATION</b>										
<b>RATE TYPE</b>										
<b>Differential General Rate</b>										
GRV	0.071120	140	1,476,107	104,981		0	104,981	104,981	1,000	105,981
UV	0.008319	278	161,592,253	1,344,286			1,344,286	1,344,286		1,344,286
<b>Sub-Totals</b>		418	163,068,360	1,449,267	0	0	1,449,267	1,449,267	1,000	1,450,267
<b>Minimum Payment</b>										
<b>Minimum \$</b>										
GRV	500.00	118	44,870	59,000			59,000	59,000		59,000
UV	500.00	24	816,573	12,000			12,000	12,000		12,000
<b>Sub-Totals</b>		142	861,443	71,000	0	0	71,000	71,000	0	71,000
Ex Gratia Rates							1,520,267			1,521,267
Discount							13,056			13,055
Rates Writeoffs							(126,783)			(136,000)
							(32)			(25)
<b>Amount from General Rates</b>							<b>1,406,508</b>			<b>1,398,297</b>
Specified Area Rates										
<b>Totals</b>							<b>1,406,508</b>			<b>1,398,297</b>

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 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	13,972		6848	6,847	13,972	13,972	491	491	17/01/2023
Loan 103 -Staff House	388,491		19600	39,292	368,891	414,018	1816	3,541	2/12/2030
	402,463	0	26,448	46,139	382,863	427,990	2,307	4,032	

All debenture repayments were financed by general purpose revenue.

## (b) New Debentures

No new debentures were raised during the reporting period.

Council Meeting  
**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2022**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2021-22 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	523,068	0	523,068	0	383,903	139,165
Grants Commission - Roads	WALGGC	Y	239,893	0	239,893	0	207,068	32,825
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	44,686	0	44,686	0	31,706	12,981
				0				0
<b>HOUSING</b>								
WSAHA Grant	DPIRD	Y	150,000			150,000	0	150,000
WSAHA Grant	DPIRD	Y	680,134		680,134		0	0
WSAHA Grant	DPIRD	Y				0	0	0
<b>EDUCATION &amp; WELFARE</b>								
		N			0	0		0
<b>COMMUNITY AMENITIES</b>								
		Y					0	0
<b>RECREATION AND CULTURE</b>								
Saluting their Service		Y	36,400		24,000		0	24,000
State Library Grant		N			5,000		5,000	0
			136,907			136,907		
<b>ECONOMIC SERVICES</b>								
LRCI Funding		Y	260,350			260,350	0	260,350
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	0	327,069
RRG Grants - Capital Projects	Regional Road Group	Y	1,210,037	0	0	1,210,037	895,910	314,127
Direct Grant - Maintenance	Dept. of Transport	Y	135,645	0	135,645	0	135,645	0
Blackspot Funding	Blackspot	Y	184,440	0	0	184,440	110,729	73,711
<b>TOTALS</b>			<b>3,928,629</b>	<b>0</b>	<b>1,652,426</b>	<b>2,268,803</b>	<b>1,769,961</b>	<b>1,334,227</b>

Operating  
Non-Operating

Operating  
Non-operating

1,659,826

2,268,803

3,928,629

763,322

1,006,639
1,769,961

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 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 21	Amount Received	Amount Paid	Closing Balance 28-Feb-22
	\$	\$	\$	\$
Housing Bonds	0.00	880.00	0.00	880.00
Master Key Deposits	240.00	4,080.00	-4,320.00	0.00
Nomination Deposits	0.00	400.00	-400.00	0.00
Building and BCITF	0.00	689.63	-312.36	377.27
Cat/Dog Trap Hire	50.00	150.00	-100.00	100.00
WDSC Replacement Greens	134,754.57	10,000.00	0.00	144,754.57
Miscellaneous Trust	2,329.21	1,954.15	-648.15	3,635.21
Yealering Bowling Club Greens	63,806.22	0.00	0.00	63,806.22
Licensing		143,212.45	-141,498.15	0.00
	<b>201,180.00</b>	<b>161,366.23</b>	<b>-147,278.66</b>	<b>213,553.27</b>



SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2022

Note 13: CAPITAL ACQUISITIONS

		28/02/2022					
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	(76,350)	(76,350)	(122,619)	46,269		Carryover from 20/21
HOUSE - 5 MOSS PARADE	CHS10	0	0	(5,160)	5,160		
<b>Housing Total</b>		<b>(76,350)</b>	<b>(76,350)</b>	<b>(127,779)</b>	<b>51,429</b>	<b>0</b>	
<b>Other Housing</b>							
CAPITAL EXPENSE - LIFESTYLE VILLAGE	3272	(836,675)	(557,784)	(143,597)	(414,187)		Carryover from 20/21
<b>Other Housing Total</b>		<b>(836,675)</b>	<b>(557,784)</b>	<b>(143,597)</b>	<b>(414,187)</b>		
<b>Community Amenities</b>							
Paint old PWD shed	LPWC	(8,000)	(5,336)	(2,726)			0
Harrismith Public Toilet	LPCC	(40,000)	(26,664)	0			
<b>Community Amenities Total</b>		<b>(48,000)</b>	<b>(26,664)</b>	<b>(2,726)</b>	<b>0</b>		
<b>Recreation and Culture</b>							
Yealering Croquet Club Retaining Wall	CLPH2	(10,000)	(6,664)	0	(6,664)		0
Upgrade CCTV Community Centre	CLCC1	(12,000)	(8,000)	0	(12,000)		
War Memorial Upgrade	CWMM1	(40,000)	(26,664)	(4,127)			
Paint Yealering CWA	5504	(7,000)	(6,664)	0	(6,664)		
Reroof Play Group Building - P301	1514	(10,000)	(6,664)	0	(6,664)		
<b>Recreation And Culture Total</b>		<b>(79,000)</b>	<b>(54,656)</b>	<b>(4,127)</b>	<b>(31,992)</b>		
<b>Transport</b>							
Depot - Crib Room	LDP1	(47,000)	(8,257)	(11,780)	3,523		Carryover from 20/21
Depot - Shed floor	LDP1	(10,000)	(6,000)	(16,262)	10,262		
<b>Transport Total</b>		<b>(57,000)</b>	<b>(6,000)</b>	<b>(28,042)</b>	<b>10,262</b>		
<b>Land and Buildings Total</b>		<b>(1,097,025)</b>	<b>(721,484)</b>	<b>(306,271)</b>	<b>(384,487)</b>	<b>0</b>	
<b>Footpaths</b>							
<b>Transport</b>							
FOOTPATHS	LFP1	(15,000)	(7,500)	0	(7,500)		0
<b>Transport Total</b>		<b>(15,000)</b>	<b>(7,500)</b>	<b>0</b>	<b>(7,500)</b>		
<b>Footpaths Total</b>		<b>(15,000)</b>	<b>(7,500)</b>	<b>0</b>	<b>(7,500)</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles</b>							
<b>Governance</b>							
CEO VEHICLE	1064	(88,000)	(44,000)	(49,120)	5,120		0
<b>Governance Total</b>		<b>(88,000)</b>	<b>(44,000)</b>	<b>(49,120)</b>	<b>5,120</b>	<b>0</b>	
<b>Recreation And Culture</b>							
Replace Main Sewer Pump	LEDC	(10,000)	(10,000)	(7,388)	2,613		0
<b>Recreation And Culture Total</b>		<b>(10,000)</b>	<b>0</b>	<b>(7,388)</b>	<b>0</b>	<b>0</b>	
<b>Transport</b>							
P698 - 2015 Dutral Hino Tip Truck	6034	(80,000)	(80,000)	(72,721)	(7,279)		0
P713A - 2013 Komatsu GD 5555 Grader	6034	(450,000)	0	(420,500)	(29,500)		0
P697 - 2013 Dynapac CA2500 Vibe' Roller	6034	(221,000)	0	0	(221,000)		0
PWS - 2021 Isuzu D Max 4X4 Dual Cab	6034	(60,000)	0	0	(60,000)		0
PWS - 2020 Mitsubishi Triton 4X4 Dual Cab	6034	(50,000)	0	(51,252)	1,252		0
<b>Transport Total</b>		<b>(861,000)</b>	<b>(80,000)</b>	<b>(544,473)</b>	<b>(313,915)</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(959,000)</b>	<b>(124,000)</b>	<b>(600,983)</b>	<b>(308,795)</b>	<b>0</b>	
<b>Infrastructure Other</b>							
<b>Recreation and Culture</b>							
Wogolin Recreation Area	5088	(414,000)	(414,000)	(474,492)	60,492		0
<b>Recreation And Culture Total</b>		<b>(414,000)</b>	<b>(414,000)</b>	<b>(474,492)</b>	<b>60,492</b>	<b>0</b>	
<b>Infrastructure Other Total</b>		<b>(414,000)</b>	<b>(414,000)</b>	<b>(474,492)</b>	<b>60,492</b>	<b>0</b>	
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
Wickepin Harrismith	RG002	(167,967)	(111,976)	(34,956)	(133,011)		0
Rabbit Proof fence	C150	(181,857)	(121,248)	(179,907)	(1,950)		
Rabbit Proof fence	WSF150	(1,010,265)	(673,520)	(822,975)	(187,290)		
<b>Regional Road Group Total</b>		<b>(1,360,089)</b>	<b>(906,744)</b>	<b>(1,037,839)</b>	<b>(322,250)</b>	<b>0</b>	
<b>Transport Roads to Recovery</b>							
Harrismith North	R2R051	(61,807)	(41,208)	0	(41,208)		0
Wickepin Corrigin	R2R001	(40,905)	(27,272)	0	(27,272)		0
	R2R002	0	0	(32,296)			0
Wickepin North	R2015	(20,800)	(13,864)	0	(13,864)		0
Brown	R2R027	(108,836)	(72,552)	(29,585)			0
Tincurrin North	R2R011	(38,400)	(25,600)	0			0
Roberts Street	R2R116	(66,000)	(33,000)	(45,342)			0
<b>Roads to Recovery Total</b>		<b>(336,748)</b>	<b>(213,496)</b>	<b>(107,223)</b>	<b>(82,344)</b>	<b>0</b>	
<b>Transport Black Spot</b>							
Gillmanning Road	BS157	(276,660)	(184,440)	0	(184,440)		0
<b>Blackspot Total</b>		<b>(276,660)</b>	<b>(184,440)</b>	<b>0</b>	<b>(184,440)</b>	<b>0</b>	
<b>Council Resources Construction</b>							
Plouer Street	CO162	(42,849)	(28,568)	(19,683)	(8,885)		0
Water Harvesting Dam	RETU	(72,110)	(48,072)	(29,462)	(42,648)		0
Curlew Way	CO161	(36,563)	(24,376)	(1,564)	(22,812)		0
<b>Council Resources Construction Total</b>		<b>(151,522)</b>	<b>(101,016)</b>	<b>(50,710)</b>	<b>(74,344)</b>	<b>0</b>	
<b>Roads Total</b>		<b>(2,125,019)</b>	<b>(1,405,696)</b>	<b>(1,195,771)</b>	<b>(683,378,45)</b>	<b>0,00</b>	
<b>Capital Expenditure Total</b>		<b>(4,610,044)</b>	<b>(2,672,650)</b>	<b>(2,577,514)</b>	<b>(1,364,161)</b>	<b>0</b>	

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

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Azhar Awang, Executive Manager Development &amp; Regulatory Services, Shire of Narrogin</b>
<b>File Reference:</b>	<b>CM.REP.2203</b>
<b>Author:</b>	<b>Azhar Awang, Executive Manager Development &amp; Regulatory Services, Shire of Narrogin</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 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 months of December 2021 and January 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 months of December 2021 and January 2022.

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

Planning Determinations	Upcoming Agenda Items December 2021	Referrals and Subdivision Clearances	Other Duties
Nil.	Nil	Nil	<p>Authored report on 4 Joyner Street with Manager Environmental Health Services.</p> <p>Investigated stormwater complaint on Smith Street.</p> <p>Authored letter to 4 Joyner Street with Manager Environmental Health Services.</p> <p>Response to DPLH for further information regarding Subdivision of Lot 9001.</p>

**BUILDING SURVEYORS REPORT**

There was one (1) building approval issued for the months of February 2022, for a dwelling at 50 Johnston Street.

## ENVIRONMENTAL HEALTH OFFICERS REPORT

A complaint about rats at the Wickepin Hotel has been received. Inspection to follow.

A report was provided to Council regarding 4 Joyner Street, Wickepin. This report provides recommendations as to how this matter may be progressed, and constitutes a separate agenda item.

Ongoing correspondence with Ignite Wicky event organisers has been issued to ensure that relevant event management protocols are adhered to. This included Temporary Food Stall permits, and COVID requirements.

### Statutory Environment:

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

**Policy Implications:** Nil

### Financial Implications:

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

### Strategic Implications:

GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe			
SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
9.10 Continue to help facilitate the best possible health and emergency services  9.11 Continue to work with RoadWise and the Office of Road Safety on road safety awareness initiatives	9.12 Emergency service planning is coordinated and articulated  9.13 Recruiting volunteers is a partnership approach between the Shire and emergency services	<ul style="list-style-type: none"> <li>- Number of emergency service volunteers are retained and increase</li> <li>- Number of Local Emergency Management Committee meetings held annually</li> <li>- Achievement of emergency service strategies Reduction in drink driving offences</li> <li>- No fatal road accidents in the Shire</li> </ul>	Emergency and health services are retained  We have no fatalities on our roads
9.14 Connect with local and regional Natural Resource Management organisations to determine how their priorities can benefit our communities and businesses	9.15 Partner with external bodies to protect natural flora and fauna  9.16 Continue to provide weed and pest management	<ul style="list-style-type: none"> <li>- Invite Natural Resource Management organisations to present to Council</li> <li>- Amount of external funding attracted for natural resource management activities in our Shire</li> </ul>	Our natural flora and fauna is protected

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

12.1 Provide meaningful communications, that deliver information regularly and succinctly

12.2 Promote Council Services and achievements

12.3 Continue to review our service standards by reviewing community feedback

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

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

**Recommendation:**

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

**Voting Requirements:**

Simple majority

**Resolution No 160322-06**

**Moved Cr Thompson / Seconded Cr Corke**

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

**Carried 6/0**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

**10.2.04 Community Development Officer’s Report**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Karen Langford - Community Development Officer</b>
<b>File Reference:</b>	<b>CM.PLA.404</b>
<b>Author:</b>	<b>Karen Langford - Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 2022</b>

<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Quotations have been received for signage of the Wogolin Playground’s historical water tank site for next year’s budget</li> <li>• Discussion of installing an electronic welcome sign, similar to that of the Shire of Moora. CDO to obtain designs and quotes for next year’s budget or grant opportunity.</li> <li>• Discussion of new information bay in the Wickepin townsite which will include historical information, maps, wildflowers, agricultural information, along with seating. CDO to action this in preparation of grant opportunities.</li> <li>• Proposal of producing a short film (7 minutes) that captures the history of the Wickepin region which will include the story of Albert Facey. CDO to research content and subject matter along with a production company.</li> <li>• Opportunity in June for Council to reapply for funding under the Recreational Boating Facility Scheme for design drawing of the boat ramp replacement outlined in the Yealering concept plan</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p><b>War Memorial</b></p> <ul style="list-style-type: none"> <li>• Memorial boards are due for completion, estimated delivery date to be 30 March 2022. Manager for Works is coordinating the installation.</li> </ul> <p><b>Community Grants</b></p> <ul style="list-style-type: none"> <li>• Awaiting feedback on the Youth Week grant for a sporting activity during the first week of April school holidays.</li> <li>• Awaiting feedback on the Heritage Inventory grant from Department of Planning Lands and Heritage.</li> </ul> <p><b>Bushfire Impact</b></p>
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- Telephone call and follow up email has been carried out to all affected farmers within the Shire of Wickepin. Six growers responded and have completed the survey of damage on their farm. Collaborating with the Shire of Narrogin.

**Website Events Module**

- The Events Module is now live on the Shire’s website. Shire meetings, sporting fixtures and community events will be uploaded over the coming weeks.

**HMAS SYDNEY II: Lost and Found**

- Theatre 180 brought the story of when HMAS Sydney II was sunk off the West Australian coast in November 1941 taking with her 645 men. Then found in her sea grave in 2008. A true story of romance, danger, courage and fateful decisions.

The Hall’s capacity was restricted to 100 due to the State Government COVID19 restrictions. 95 patrons attended and one staff member. Four tickets remained uncollected. 50% of the audience was made up of the Wickepin Community while the other half were from Narrogin with approximately 5% from Corrigin and Kulin.

The audience was held captive with the story. Combined with the faultless acting, the cinematic background, along with the sound and lighting made this production engaging for the audience who may not have usually attended live theatre. The leaving audience expressed their gratitude and commented on how much they enjoyed it. 50% of the audience remained seated to join the crew in Q & A’s.

Benefits of theatre and performing arts in community is it helps us to see a different perspective from our own, it reminds us that we are not alone (community gathering), it is immediate, evolving and always different. Live theatre and performing arts helps to promote social discourse and dialogue. It also promotes education and literacy.



**Economic  
Development**

**Wickepin Playground**

	<ul style="list-style-type: none"> <li>LRCI funding has been released and Nature Scape Play solutions are currently creating an updated concept plan and making preparations for the tender document relating to the Stage 2B of the recreational area. This is expected to be presented at the May council meeting.</li> </ul> <p><b>CCTV</b></p> <ul style="list-style-type: none"> <li>LRCI funding has been released and BKS will be undertaking works to install CCTV in the main street and Wogolin Playground.</li> </ul>
<b>Tourism and Social Media</b>	<ul style="list-style-type: none"> <li>The Wickepin Festival on 26 February was a great success with approximately 1000 people attending throughout the day. The atmosphere was fun and joyful. Patronage was broken down to 30% being from Narrogin and surrounding towns, 25% from Perth, a few cars from Busselton and the remaining were locals.</li> <li>Wickepin Astro Weekender is gaining momentum with bookings for both the Yealering and Wickepin Caravan Parks. This two day event starts as an Astrophotography event at Lake Yealering on Friday, April 1. Followed by an Astrotourism presentation including a laser guided tour and stargazing through high tech telescopes. This event is promoted amongst astronomy enthusiasts state wide. It is predicted that people who would not normally visit Wickepin and Yealering will attend.</li> <li>Facebook posts are uploaded frequently to promote community social engagement and to keep our community informed. Followers and interactions are increasing.</li> </ul>
<b>Sport and Recreation</b>	<ul style="list-style-type: none"> <li>Information forwarded to clubs re grant opportunities.</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>Staff support as needed.</li> <li>Responded to queries from community</li> <li>Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken.</li> </ul>

**Financial Implications:** Nil

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

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Recommendation:**

That the report from the Community Development Officer dated 10 March 2022 be accepted.

**Voting Requirements:** Simple majority

**Resolution No 160322-07**

**Moved Cr Allan / Seconded Cr Thompson**

That the report from the Community Development Officer dated 10 March 2022 be accepted.

**Carried 6/0**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.05 CRISP Wireless**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Wickepin Community Centre</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>A5238 / ET.SP.1002</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>9 March 2022</b>

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**Enclosure/Attachments:** Nil

**Summary:**

The CEO is recommending to Council that CRISP Wireless be given permission to place their Core equipment at the Wickepin Community Centre subject to the following conditions.

1. Installation cost at CRISP Wireless expense
2. Contribution towards power.
3. All maintenance to be the responsibility of CRISP Wireless.
4. Written agreement prepared by CRISP Wireless.
5. Shire of Wickepin accepting no liability for any equipment.

**Background:**

This matter was held over from the February 2022 ordinary meeting of Council to allow a representative from CRISP Wireless to address Council on this matter.

Mr Leigh Ballard from CRISP Wireless will be in attendance at this meeting.

The CEO received the following email from CRISP Wireless.

*Thank you for taking my call today, as mentioned we are hoping to supply fixed wireless internet into the town site of Wickepin and would like to install a 5m mast on the roof of the community centre. We would also require a small bit of space inside the centre for our electronic equipment. Attached is a photo of a similar mast in Narembeen we have installed. The mast is an aluminium lattice type. If you require any further information, please let me know.*



**Comments:**

Council has allowed PIVOTEL to install a similar style mast and electronic equipment on the Wickepin Administration Centre roof and strong room.

The CEO has no issue with the installation of the necessary equipment at the Wickepin Community Centre subject to there being a legal agreement drawn up, at the expense of CRISP Wireless outlining all the responsibilities of each party and that CRISP Wireless make a reasonable contribution towards power etc.

The provision of better internet connection in the town site of Wickepin would be a benefit to all residents and businesses.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** All costs will be the responsibility of CRISP Wireless.

**Strategic Implications:** Fits within goal 4.1 of the Shire of Wickepin Strategic Plan 2018 – 2028.

## 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	- Level of facility usage is maintained and increases - Level of community investment into facilities and equipment	Asset maintenance and preservation is in line with community needs and Shire financial resources

**Recommendations:**

That CRISP Wireless be given permission to place their Core equipment at the Wickepin Community Centre subject to the following conditions:

1. Installation cost at CRISP Wireless expense
2. Contribution towards power.
3. All maintenance to be the responsibility of CRISP Wireless.
4. Written agreement prepared by CRISP Wireless.
5. Shire of Wickepin accepting no liability for any equipment.

**Voting Requirements:** Simple majority.

**Resolution No 160322-08****Moved Cr Astbury / Seconded Cr Miller**

That CRISP Wireless be given permission to place their Core equipment at the Wickepin Community Centre subject to the following conditions:

1. Installation cost at CRISP Wireless expense
2. Contribution towards power.
3. All maintenance to be the responsibility of CRISP Wireless.
4. Written agreement prepared by CRISP Wireless.
5. Shire of Wickepin accepting no liability for any equipment.

**Carried 6/0**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.06 Budget Review 2021/2022**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.BU.1208</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>24 February 2022</b>

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**Enclosure/Attachments:** Budget Review February 2022.

#### **Summary:**

Council is being requested to adopt the Annual Budget Review for the period up to 28 February 2022.

#### **Background:**

Council under the Local Government (Financial Management) Regulations 1996 must undertake a review of its budget in each financial year between 1st January and 31st March. A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2021 for the period ending 28 February 2022 is presented for Council to consider. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

#### **Comments:**

A review of the actual expenses to date compared to the 2021/2022 adopted budget has been conducted and the expected variances are shown in the attached report. The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 5% and a \$5,000 minimum for the reporting of materials variances to be used in the statements of financial activity and the annual budget review. The budget has been reviewed to continue to deliver on the strategies adopted by council and maintain a high level of services across all programs. The closing funds remain in a surplus as a result of this budget review. The budget has also been reviewed on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

#### **Statutory Environment:**

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

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

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

**Policy Implications:** Nil

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

**Financial Implications:** As shown in the budget review documents.

**Strategic Implications:**

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

**Recommendations:**

1. That Council adopts the Review of Budget Report as presented by the Chief Executive Officer for the year ending 30 June 2022.
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the Local Government (Financial Management) Regulations 1996.

**Voting Requirements:** Absolute majority

**Resolution No 160322-09**

**Moved Cr Astbury / Seconded Cr Miller**

1. That Council adopts the Review of Budget Report as presented by the Chief Executive Officer for the year ending 30 June 2022.
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the Local Government (Financial Management) Regulations 1996.

**Carried 6/0**

ESO left the meeting at 4.54pm and returned at 4.58pm.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.07 Harrismith Toilet Block**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Harrismith</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CP.MAI.555</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>9 March 2022</b>

**Enclosure/Attachments:** Quote from Narrogin and Districts Plumbing Services and Modus Australia.

#### **Summary:**

The CEO is requesting to approve additional expenditure from the building reserve of \$28,892 to proceed with the construction of a new toilet block at Harrismith.

#### **Background:**

Council placed the following in the 2021/2022 adopted budget for construction of public toilets at Harrismith.

<b>LPCC</b>	<b>3982</b>	Harrismith Public Toilets				<b>40,000</b>
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#### **Comments:**

This matter was held over from the February 2022 Council meeting as Council requested the CEO to obtain new quotes from the suppliers to include shower facilities.

The CEO has received two new quotes from

#### **Narrogin and Districts Plumbing Services**

Install toilet block complete to Harrismith Hall.

Includes: Concrete floor, all plumbing, all electrical assembly to the building and complete septic system, two drains and three tanks, supply and install 16L Minute gas hot water unit. Does not include modular toilet block.

\$42,500 plus GST, quote attached to this report.

The Modus quote includes an 80lt storage electric hot water system so this quote would be less the hot water unit.

#### **Modus Australia**

YARRA-2 CUSTOM TOILET BUILDING

Yarra-2 Custom Toilet Building, including scope and fixtures as noted plus delivery.

\$35,478 GST quote attached to this report.

This means the total amount to install a new ablution block at Harrismith is now \$77,978 which is \$37,978 over the estimated amount of \$40,000 placed in the 2021/2022 budget.

Council has two options, which are as follows:

1. Accept the two new quotes and take the additional funds required from the building reserve.
2. Not accept any quotes and place \$78,000 in the 2022/2023 budget estimates for the installation of the public toilet block at Harrismith.

Council has had a few run overs with buildings this year and allocated an additional \$23,000 from the building reserve for the depot crib room.

The current balance in the Building Reserve fund is \$499,709.35.

With the depot crib room and the Harrismith public toilets, this would reduce the Building Reserve to \$438,731.35

Harrismith is in need of new public toilets as the current ones at the hall are very old and are becoming unserviceable.

It is the recommendation of the CEO that Council proceed with the Harrismith public toilet project and take the additional costs from the Building Reserve.

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

**Policy Implications:** Nil

**Financial Implications:** Over expenditure of \$37,978.

The current balance in the Building Reserve fund is \$499,709.35. With the depot crib room over expenditure of \$23,000 and the Harrismith public toilets over expenditure of \$37,978 will reduce the Building Reserve to \$438,731.35

**Strategic Implications:** Nil

**Recommendations:**

1. That Council accept the quotes from Narrogin and Districts Plumbing Service and Modus Australia as attached to this report.
2. That Council approve additional expenditure from the Building Reserve of \$37,978 to proceed with the construction of a new toilet block at Harrismith.

**Voting Requirements:** Simple majority.

**Resolution No 160322-10****Moved Cr Astbury / Seconded Cr Corke**

1. That Council accept the quotes from Narrogin and Districts Plumbing Service and Modus Australia as attached to this report.
2. That Council approve additional expenditure from the Building Reserve of \$37,978 to proceed with the construction of a new toilet block at Harrismith.

**Carried 6/0**

Cr Miller declared an interest in the next item and left the meeting at 5.02pm.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

**10.2.08 Offer to Purchase Lot 36 Plover Street, Wickepin**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Lot 36, 2 Plover Street Wickepin</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CP.A&amp;D.502 A6552</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>9 March 2022</b>

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**Enclosure/Attachments:**

- 1. Contract for sale of land by offer and acceptance for Lot 36 Plover Street Wickepin.

**Summary:**

The CEO is requesting Council to accept the revised offer of \$35,000 for Lot 36 Plover St, Wickepin.

**Background:**

The CEO as requested by Council, listed 2 and 4 Plover St in the Yarling Brook Estate with Elders Real Estate at a listed Price of \$45,000.



## Resolution No 160222-17

### Moved Cr Thompson /Seconded Cr Mearns

That Council counter offer \$40,000 for the sale of Lot 36 Plover Street.

**Carried 6/0**

#### Comments:

Council has received a counter offer for Lot 36 Plover St, Wickepin in the amount of \$35,000.

The CEO believes this to be a reasonable price for the existing lots at the Yarling Brook Estate and Council should accept this offer.

#### Statutory Environment:

##### Local Government Act 1985

#### **1.4. Terms used**

*Local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government;*

#### **3.58. Disposing of property**

*(1) In this section —*

***dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***property** includes the whole or any part of the interest of a local government in property, but does not include money.*

*(2) Except as stated in this section, a local government can only dispose of property to —*

*(a) the highest bidder at public auction; or*

*(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

*(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

*(a) it gives local public notice of the proposed disposition —*

*(i) describing the property concerned; and*

*(ii) giving details of the proposed disposition; and*

*(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*

*(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

*(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

*(a) the names of all other parties concerned; and*

*(b) the consideration to be received by the local government for the disposition; and*

*(c) the market value of the disposition —*

- (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
  - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
  - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
  - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
  - (d) *any other disposition that is excluded by regulations from the application of this section.*

**Policy Implications:** Nil

**Financial Implications:**

Council has not budgeted for any sale of the lots in Plover Street so if the counter offer of \$35,000 is accepted it would be an increase to Council's income.

**Strategic Implications:** Nil

**Recommendations:**

That Council accept the offer of \$35,000 for Lot 36 Plover Street, Wickepin.

**Voting Requirements:** Simple majority

**Resolution No 160322-11**

**Moved Cr Astbury / Seconded Cr Allan**

That Council accept the offer of \$35,000 for Lot 36 Plover Street, Wickepin.

**Carried 5/0**

Cr Miller returned to the meeting at 5.07pm.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.09 Replacement of OWK

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole of Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>PS.TEN.2110</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>9 March 2022</b>

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

1. RFQ 14 2021-2022
2. Edwards Isuzu Ute Quote

#### **Summary:**

Council is being requested to accept the quote from Edwards Isuzu Ute for a New 22MY ISUZU MU-X LSU with the following accessories at a changeover price of \$2,300 GST inclusive.

- Prestige paint
- Towing package
- Tint
- Electric brakes

#### **Background:**

In the 2021/2022 budget estimates, Council included within the ten year plant replacement program the replacement of the Chief Executive Officer's vehicle OWK.

Council generally changes over the CEO vehicle at 15,000 kilometres.

The current vehicle has done 11,735 kilometres.

#### **Comments:**

As per Council's purchasing policy 2.1.17, TENDERS OF BUDGETED ITEMS the Chief Executive Officer requested quotes via email from the following suppliers on 16 February and 28 February 2022:

1. Narrogin Auto Centre
2. Narrogin Toyota
3. Edwards Isuzu Ute – Narrogin

The closing date for RFQ14 2021-2022 was 5 March 2022. As of 9 March 2022, Council had only received one quote from Edwards Isuzu Ute for the replacement of the CEO vehicle OWK.

	<b>Edwards Isuzu Ute</b>
	<b>22MY ISUZU MU-X LSU</b>
Price inclusive of options	52,984.70
Prestige Paint	590
Towing Package	1,240
Tint	400.00
Electric Brake Kit	750
Dealer Delivery	Nil
Less Trade 22MY ISUZU MU-X 4X4 LSU AT	\$51,684.70
<b>Change Over GST Inclusive</b>	<b>\$2,300</b>

### Statutory Environment:

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

### Policy Implications:

#### 3.1.7 Purchasing

OBJECTIVE: Provide compliance with the *Local Government Act 1995 (WA)* and the *Local Government (Functions and General) Regulations 1996 (WA)*, deliver a best practice approach and procedures to internal purchasing for the Shire of Wickepin and ensure consistency for all purchasing activities within all Shire of Wickepin operational areas.

#### 11.8.2. Council Fleet Vehicle Management

##### 11.8.2.1 Chief Executive Officer's Vehicle

Vehicle shall be of a standard in accordance with the Officer's employment contract with council. The changeover of the vehicle shall be managed by the CEO in accordance with the budget parameters set by council, providing autonomy to change the vehicle over at what is deemed to be the most cost effective manner in terms of the current vehicle market.

**Financial Implications:** Nil

Council's budget figure for the changeover of CEO vehicle registration 0 WK is \$15,000 GST Exclusive. The Budget amount of \$15,000 is for the purchase of two vehicles in the 2021/2022 financial year.

**Strategic Implications:** Nil

### Recommendations:

That the quotation for a New 22MY ISUZU MU-X LSU, for a changeover price of \$2,300 GST inclusive with the following accessories from Edwards Isuzu Ute Narrogin be accepted by Council:

- Tow Package
- Prestige Paint
- Tint
- Electric Brakes

**Voting Requirements:** Simple majority

**Resolution No 160322-12****Moved Cr Thompson / Seconded Cr Corke**

That the quotation for a New 22MY ISUZU MU-X LSU, for a changeover price of \$2,300 GST inclusive with the following accessories from Edwards Isuzu Ute Narrogin be accepted by Council:

- Tow Package
- Prestige Paint
- Tint
- Electric Brakes

**Carried 6/0**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.10 Wickepin Town Hall - Fans**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Wickepin Town Hall</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CP.MAI.532</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>8 March 2022</b>

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**Enclosure/Attachments:** Nil

**Summary:**

A request has been made to install fans or air-conditioning in the Wickepin Town Hall.

**Background:**

The CEO has received an email from Cr Mearns to place an agenda item in front of Council regarding the provision of fans or air-conditioning at the Wickepin Town Hall.

**Comments:**

The CEO has not undertaken any research into the cost of fans or air conditioning at the Wickepin Town Hall.

The Theatre 180 group played the HMAS Sydney II Lost & Found in the Wickepin Town Hall on Friday 4 March 2022 and at the request of Theatre 180 we were unable to open the side doors or use internal floor fans as they would affect the performance.

Council has discussed this issue before and resolved not to place fans in the Wickepin Town hall.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That the CEO cost and place the provision of ceiling fans for the Wickepin Town Hall in the 2022/ 2023 budget estimates.

**Voting Requirements:** Simple majority

**Resolution No 160322-13**

**Moved Cr Russell / Seconded Cr Astbury**

That the CEO cost and place the provision of ceiling fans for the Wickepin and Yealering Town Halls in the 2022/ 2023 budget estimates.

**Carried 6/0**

[GOVERNANCE, AUDIT AND COMMUNITY SERVICES](#)

**10.2.11 Townscape & Cultural Planning Committee Recommendations**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CR.MEE.208</b>
<b>Author:</b>	<b>Lara Marchei, Executive Services Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 2022</b>

**Enclosure/Attachments:** Nil

**Background:**

The Townscape & Cultural Planning Committee meeting was held on Wednesday 2 March 2022.

**Comments:**

The Townscape & Cultural Planning Committee meeting was held on Wednesday 2 March 2022 and passed the following recommendations:

**Moved Cr Mearns / Seconded Cr Allan**

That the CEO pursue media content for the Shire of Wickepin.

**Carried 8/0**

**Moved K Smith / Seconded L Mullan**

That council reapply for funding under the Recreational Boating Facility Scheme for design drawings of the boat ramp replacement outlined in the Yealering concept plan.

**Carried 8/0**

**Moved V Stacey / Seconded K Smith**

That table and chairs be purchased for the Lake Yealering Croquet Club.

**Carried 8/0**

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

1. That the CEO pursue media content for the Shire of Wickepin.
2. That council reapply for funding under the Recreational Boating Facility Scheme for design drawings of the boat ramp replacement outlined in the Yealering concept plan.
3. That table and chairs be purchased for the Lake Yealering croquet park.

**Voting Requirements:**

Simple majority

**Resolution No 160322-14****Moved Cr Russell / Seconded Cr Allan**

That the CEO pursue media content for the Shire of Wickepin and bring costings back to council for consideration.

**Carried 6/0****Resolution No 160322-15****Moved Cr Corke / Seconded Cr Miller**

That council reapply for funding under the Recreational Boating Facility Scheme for design drawings of the boat ramp replacement outlined in the Yealering concept plan.

**Carried 6/0****Resolution No 160322-16****Moved Cr Astbury / Seconded Cr Miller**

That table and chairs for the Lake Yealering croquet park be placed in the 2022/23 budget deliberations.

**Carried 6/0**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.12 War Memorial Upgrade Opening

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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>Karen Langford, Community Development Officer</b>
<b>File Reference:</b>	<b>CR.MEE.208</b>
<b>Author:</b>	<b>Karen Langford, Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 2022</b>

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**Enclosure/Attachments:** Nil

#### **Summary:**

The final stage of manufacturing the Honour Roll boards and Silhouette Soldiers to be erected in Wickepin's War Memorial gardens, as part of the War Memorial Upgrade project, is near completion. The estimated time of delivery is 30 March 2022. It is proposed to coincide the opening of the updated Memorial Garden with the new installations on ANZAC Day, Monday, 25 April 2022. Agricultural politicians and members of parliament will be invited along with a member of the Narrogin RSL.

#### **Background:**

The Honour Roll board is currently located inside the Wickepin Town Hall which is only visible when the venue is in use. The current Honour Roll board is historical and situated above the main doors, which is difficult to read. Stefie Green has undertaken the necessary research to ensure the new stainless steel, laser cut Honour Roll boards are accurate. Along with this, two statues standing amongst their fallen comrades have been manufactured to remember the fallen. This project was funded by the Department of Veteran's Affairs' Saluting Their Services Commemorative Grants and Wheatbelt Development Commission.

#### **Comments:**

The date of the opening will have historical significance to Wickepin in respect of those in our region who fought in WW1, WW2, the Korean War, Vietnam War and Other Service Volunteers and therefore ANZAC day should be considered as the War Memorial Upgrade's opening date

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

#### **Recommendations:**

That the opening of the Wickepin War Memorial Upgrade and the unveiling of the Honour Roll boards coincides with the Shire of Wickepin's 2022 Anzac Day Service.

**Voting Requirements:** Simple majority

**Resolution No 160322-17**

**Moved Cr Astbury / Seconded Cr Miller**

That the opening of the Wickepin War Memorial Upgrade and the unveiling of the Honour Roll boards coincides with the Shire of Wickepin's 2022 Anzac Day Service.

**Carried 6/0**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.13 Request to Join Cuballing/Wickepin Joint Local Emergency Management Committee (LEMC) – Cr John Mearns**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Cr John Mearns</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 2022</b>

**Enclosure/Attachments:** Nil

**Background:**

The Cuballing/Wickepin Joint Local Emergency Management Committee (LEMC) is a standing committee of council and meets twice a year, April and October at 3pm or more frequent as required.

This Committee deals with issues relating to local emergency management planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

**Comments:**

Council appointments to committees are bi annually in November, following the Local Government Elections in October.

The CEO has received a request from Cr John Mearns to join the Joint Cuballing/Wickepin LEMC.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendation:**

That council appoint Cr John Mearns to the Joint Cuballing/Wickepin Local Emergency Management Committee.

**Voting Requirements:** Simple majority

**Resolution No 160322-18**

**Moved Cr Astbury / Seconded Cr Allan**

That council appoint Cr John Mearns to the Joint Cuballing/Wickepin Local Emergency Management Committee.

**Carried 6/0**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.14 Outbuilding (Carport and Garage) at Lot 25 (No. 8) Curlew Way, Wickepin**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Lot 25 (No. 8) Curlew Way, Wickepin</b>
<b>Name of Applicant:</b>	<b>Leonard Keith Bushby</b>
<b>File Reference:</b>	<b>A6369</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 March 2022</b>

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

Attachment 1: Site Plan

Attachment 2: Floor Plan

#### **Summary:**

Council is requested to consider an Application for Planning Consent for the erection of an outbuilding (Carport and Garage) at Lot 25 (No. 8) Curlew Way, Wickepin.

#### **Background:**

On 25 August 2021, the Shire of Wickepin received an Application for Planning Consent for the erection of an outbuilding (Carport and Garage) at Lot 31 (No. 4) Curlew Way, Wickepin. The proposal sought to erect an outbuilding on a vacant Rural-Residential lot. The proposal contravened clause 4.11.3 a) and b) and 4.18.4 of the Shire of Wickepin Local Planning Scheme No. 4 which does not allow an outbuilding to be constructed on vacant Rural-Residential zoned land. It also contravened the Shire of Wickepin's Outbuildings Policy Part 10.3.4.1.

Council refused that application at the Ordinary Council Meeting on 20 October 2021. As a result of the refusal, the applicant is now seeking to erect the same outbuilding on another lot under his ownership, the proposed outbuilding at Lot 25 (No. 8) Curlew Way is 121.5m<sup>2</sup>.

#### **Comments:**

##### Zoning

Lot 25 (No. 8) Curlew Way, Wickepin is zoned Rural Residential under the Shire of Wickepin Local Planning Scheme No. 4. The purpose of the Rural Residential Zone is:

- "To provide opportunities for planned, contained and sustainable low-density living environments in locations which do not adversely impact upon general agriculture production and/or town development and in accordance with the regional settlement hierarchy.
- To provide for a range of rural lifestyle opportunities such as hobby farms, horse breeding, rural retreats.
- To ensure rural-residential development is managed to minimise impacts on the natural environment and to enhance natural resource management."

The proposed outbuilding is ancillary to a dwelling and is intended for the storage of farm machinery, a Ute and a Caravan.

The total site area is 4000m<sup>2</sup>. The proposed outbuilding is 121.5m<sup>2</sup>. The height is 4.5m and

The proposed Outbuilding complies with the rear setback, front setback and south side setback; however, a variation has been requested on the north side. This variation from the required 10m down to 7m brings the outbuilding in line with an existing outbuilding directly west of the proposed site. This avoids a sporadic placement of outbuildings on site. It is recommended that trees be planted in the setback area to mitigate the appearance of the long wall on this side, with care taken to ensure firebreaks are not affected.

### Outbuildings Policy

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

*"Within the Residential Zone of the Scheme Area, planning approval will be granted to outbuildings appurtenant to a dwelling provided the boundary setbacks and building construction requirements have been complied with, the building is of single storey construction and is located behind any dwelling on site.*

*Non-masonry construction – where the total non-masonry outbuilding area does not exceed 55 square metres and the total outbuilding area does not exceed 75 square metres."*

As the proposed outbuilding is non-masonry, in excess of 55m<sup>2</sup> and is 4.5m high, the proposed outbuilding requires Council's special approval.

### **Statutory Environment:**

The following statutory documents relate to the proposal:

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

### **Policy Implications:**

The following policy documents relate to the proposal:

- 1) Shire of Wickepin Policy Manual: 10.3.4 Outbuilding Policy

### **Financial Implications:**

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

**Strategic Implications:** Nil

### **Recommendations:**

That with respect to the Application for Planning Consent for an Outbuilding (Carport and Garage) at Lot 25 (No. 8) Curlew Way, Wickepin, Council approves the application subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.

4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The proposed outbuilding is for domestic purposes only and shall not be used for commercial or habitation purposes.
6. Construction of the outbuilding shall be kept clear from all service connections.
7. The building materials and colours used shall match existing buildings on the lot and are to be of non-reflective and muted tones i.e. not Zinalume. If zinalume is to be used, the building will need to be painted in muted tones within 60 days of completion, to the satisfaction of the Chief Executive Officer.
8. Excluding firebreak areas, trees are to be planted within 60 days of completion of the outbuilding within the north setback area of the outbuilding, and maintained to the satisfaction of the Chief Executive Officer.

**Voting Requirements:**

Simple majority

**Resolution No 160322-19****Moved Cr Allan / Seconded Cr Thompson**

That with respect to the Application for Planning Consent for an Outbuilding (Carport and Garage) at Lot 25 (No. 8) Curlew Way, Wickepin, Council approves the application subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The proposed outbuilding is for domestic purposes only and shall not be used for commercial or habitation purposes.
6. Construction of the outbuilding shall be kept clear from all service connections.
7. The building materials and colours used shall match existing buildings on the lot and are to be of non-reflective and muted tones i.e. not Zinalume. If zinalume is to be used, the building will need to be painted in muted tones within 60 days of completion, to the satisfaction of the Chief Executive Officer.
8. Excluding firebreak areas, trees are to be planted within 60 days of completion of the outbuilding within the north setback area of the outbuilding, and maintained to the satisfaction of the Chief Executive Officer.

**Carried 6/0**

## 11. President's Report

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

Congratulations to the organisers of the Ignite Wickepin Festival which was held on February 26 and attracted a pleasing crowd to Wickepin.

On February 28 I attended the Office of the Auditor General's Audit Exit meeting for the financial year to 30 June 2021, where a favourable Audit Report was handed down to the Shire of Wickepin. Thank you to the staff who oversee the operations of the administration office and provide relevant information to the auditors upon their request. Following the exit meeting, the Entrance Meeting for the year 2021/22 was held, with the approach to be similarly conducted to 2020/21, with no significant changes.

It is great to see some action on the building site of the Johnston St Aged Units with the brickies working diligently to get the bricks laid. They are looking very nice.

March 1 saw a joint Narrogin-Wickepin-Cuballing Shires LEMC Recovery Group meeting in Narrogin, held to advise up-to-date information for the planning of the recovery from the recent Narrogin East Fire.

Together with CEO Mark, I attended the Wheatbelt South Regional Road Group meeting in Wickepin on Friday March 4. Speakers included representatives from WALGA and the Main Roads Department who addressed issues current and relevant to the Wheatbelt South Region of Main Roads.

This was CEO Mark's final Regional Road Group Meeting, and I would like to sincerely thank Mark for his continued contributions and knowledge on our roads' technical and funding issues that he has passed on over the years he has been our CEO. A collective of over 40 years of road based knowledge will be very much missed by our whole Wheatbelt South Region. Thank you Mark!

March 14 saw the Special Meeting of Council held where JCP Consulting (John Phillips) was appointed as the Shire of Wickepin's Facilitator to assist in the recruitment of a new CEO for our shire, following the resignation of Mark Hook, effective 16 July 2022.

A big Thank you to Manager of Works Gary Rasmussen, and our outside works crew, who have done a commendable job implementing our 2021-22 roadworks programme, to date remain on schedule towards completion and within the budget. Well done to you all.

I wish everyone a safe and happy school holiday period and Easter Break.



*Wickepin town under threat from approaching bushfire February 6 2022*

**Recommendations:**

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

**Voting Requirements:**

Simple majority

**Resolution No 160322-20**

**Moved Cr Thompson / Seconded Cr Corke**

That council note the President's report dated 16 March 2022.

**Carried 6/0**

## 12. Chief Executive Officer's Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CM.REP.2</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 2022</b>

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### LRCI Phase 3 infrastructure Grants.

The Shire of Wickepin's work schedule submitted under the Local Roads and Community Infrastructure Program Phase 3 (LRCI Phase 3) has been approved. The release of our first payment instalment of \$545,829 has also been approved and will be placed in Council's bank account soon, this amount is equal to 70 per cent of our Nominal Funding Allocation.

The three projects are:

1. CCTV Upgrade Main Street Wickepin	\$30,000
2. Refurbishment Lake Yealering Ablution Block	\$282,772
3. Wickepin Skate Park & Half Court Basketball	\$415,000
<b>TOTAL</b>	<b>\$727,772</b>

The CEO has organised the commencement of all of these projects.

### Narrogin East Fire

The Joint Narrogin, Cuballing and Wickepin LEMC committee are still meeting on a regular basis to undertake the recovery from the Narrogin East fire event. The Facey Group have come on board to handle some of the logistics in relation to stock feed and agistment etc. Thank you to the Facey Group for taking on this task.

### Wickepin Festival

Congratulations to the Ignite Wicky Committee on a very well attended event and hope this continues into the future.

### Railway Dam Reserve 15782 Lot 15727 DP216018

The purpose of Reserve 15782 has been changed to Water Supply and Recreation with the Management Order issued in favour of the Shire of Wickepin.

Council needs to start looking at what it wishes to do with this Reserve now the vesting order is changed to include recreation.

The CEO and the Manager of Works have authorised a complete survey of the area to ensure we know exactly what is where. Council will need to clean out some of the existing drainage systems to ensure the maximum water runoff is going into the dam for use at the oval.

**MEETINGS ATTENDED**

<b>February 2022</b>	
17 <sup>th</sup>	Staff meeting depot
22 <sup>nd</sup>	Meeting to discuss deactivation of the Animal Welfare State Support Plan Narrogin-Wickepin
22 <sup>nd</sup>	KBUILT with Cr Russell
24 <sup>th</sup>	Cr Mearns
25 <sup>th</sup>	DFES Narrogin Fire Debrief
28 <sup>th</sup>	Auditors Exit Meeting Cr Russell in attendance
<b>March 2022</b>	
1 <sup>st</sup>	Joint Local Recovery Coordinating Group Meeting
2 <sup>nd</sup>	Townscape and Cultural Planning Committee Meeting
4 <sup>th</sup>	Wheatbelt South Regional Road Group meeting
10 <sup>th</sup>	Anglo American
14 <sup>th</sup>	Special Meeting of Council

**DELEGATIONS**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts		CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO	RL Pickens - 4 Joyner St, Wickepin	28/02/2022	
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			

<b>A13</b>	<b>Hire of Community Halls / Community Centre</b>	<b>CEO</b>	Brooke Hoskin – WCC Wickepin Netball Club – WCC S Green – WCC M Orchard – WCC Wickepin P&C – WCC Facey Group – WCC WACHS Wheatbelt – WK Hall Wickepin CRC – WCC Yealering Weeds Inc – Yealering Hall Wickepin CRC – WCC Wickepin FC – WCC Hughes Mechanical – Yealering Hall	09/02/2022 10/02/2022 14/02/2022 15/02/2022 18/02/2022 24/02/2022 01/03/2022 02/03/2022 02/03/2022 03/03/2022 03/03/2022 09/03/2022	
<b>A14</b>	<b>The Food Act 2008 and the Food Regulations 2009</b>	<b>CEO</b>	Sea Breeze Ice-cream Bev's Jams and Pickles Hogfather Tanglefoot Winery Lucky Bay Brewing Belinda Dycer Honey Coffee Baa Christine Hill Foods Wingtopia Whipper Snapper Distillery Wickepin Arts and Craft Devonshire Tea Devine's Cups Thai Food	24/02/2022 24/02/2022 24/02/2022 24/02/2022 24/02/2022 24/02/2022 24/02/2022 24/02/2022 24/02/2022 24/02/2022 24/02/2022 24/02/2022	
<b>A15</b>	<b>The Public Health Act 2016</b>	<b>CEO</b>	Old Macdonald Travelling farms WA Amusements (inflatables)	24/02/2022 24/02/2022	
<b>3.1.5</b>	<b>Sponsorship, contributions and donations to sporting and community groups</b>	<b>CEO</b>			

**Recommendations:**

That Council note the Chief Executive Officer's report dated 10 March 2022.

**Voting Requirements:**

Simple majority

**Resolution No 160322-21**

**Moved Cr Astbury / Seconded Cr Miller**

That Council note the Chief Executive Officer's report dated 10 March 2022.

**Carried 6/0**

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

**14. Reports and Information**

**15. Urgent Business**

## 15.1 Late Item - 2020/2021 Annual Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Wogolin Road Wickepin</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1211</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>16 March 2022</b>

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**Enclosure/Attachments:** Nil

### Background:

Council has been requested to accept the Annual Report and Financial Report for the year ended 30 June 2021.

### Comments:

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

### Statutory Environment:

*Local Government Act 1995*

*Shire of Wickepin Standing Orders*

## 5.5 Urgent Business

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

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

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

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council has to accept the Annual Report and Financial Report for the year ended 30 June 2021.

**Recommendations:**

That the presiding Member accepts the late agenda item to accept the Annual Report and Financial Report for the year ended 30 June 2021.

**Voting Requirements:**

Absolute Majority.

**Resolution No 160322-22****Moved Cr Astbury / Seconded Cr Allan**

That the presiding Member accepts the late agenda item to accept the Annual Report and Financial Report for the year ended 30 June 2021.

**Carried 6/0 By Absolute Majority**

## 15.2 2020/2021 Annual Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Wogolin Road Wickepin</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1211</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>16 March 2022</b>

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### Enclosure/Attachments:

Annual Report and Financial Report for the year ended 30 June 2021

### Summary:

Council is being requested to adopt the Annual Report and Financial Report for the year ended 30 June 2021

### Background:

The Annual Report along with the auditor's report for 2020/2021 is required to be adopted by council prior to the Annual Elector's Meeting.

The Governance, Audit and Community Services committee adopted the Annual Audit and Management Reports provided by Office of Auditor General for the year ended 30 June 2021 on 16 March 2022.

### **Moved Cr Allan / Seconded Cr Russell**

That the Governance, Audit and Community Services committee adopts the Annual Audit and Management Reports provided by Office of Auditor General for the year ended 30 June 2021.

**Carried 6/0**

### Comments:

The Shire of Wickepin has received the audit report from Office of Auditor General and it was adopted at the Governance, Audit and Community Services committee on 16 March 2022.

Office of Auditor General representative Jordan Langford Smith and Tim Partridge of AMD attended the exit meeting via teleconference on 28 February 2022 with the CEO, Deputy CEO and President.

The 2020/2021 Annual Report includes the annual financial statements, shire president's report, chief executive officer's report, community development officer's report, and auditors report, as well as other general information about council.

A copy of the 2020/2021 Annual Report will be forwarded to the Department of Local Government as per the Local Government Financial Regulations.

The Annual Elector's meeting is to be held Wednesday 16 March 2002 at the Wickepin Community Centre.

### Statutory Environment:

Local Government (Financial Management) Regulations 1996

Part 4

## Financial reports — s. 6.4

(2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

*Local Government Act 1995*

### **5.27. Electors' general meetings**

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

### **5.54. Acceptance of annual reports**

1 (1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

2 (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

*[Section 5.54 amended by No. 49 of 2004 s. 49.]*

### **5.55. Notice of annual reports**

3 *The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

### **5.53. Annual reports**

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
  - (a) *a report from the mayor or president;*
  - (b) *a report from the CEO;*
  - [(c), (d) deleted]*
  - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;*
  - (f) *the financial report for the financial year;*
  - (g) *such information as may be prescribed in relation to the payments made to employees;*
  - (h) *the auditor's report for the financial year;*
  - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;*
  - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
    - (i) *the number of complaints recorded in the register of complaints;*
    - (ii) *how the recorded complaints were dealt with; and*
    - (iii) *any other details that the regulations may require; and*
    - (iv) *such other information as may be prescribed.*

*[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]*

*Local Government Administration (Regulations) 1996*

### **Part 3 — Electors' meetings**

#### **15. Matters to be discussed at general meeting (Act s. 5.27(3))**

*For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.*

#### **16. Request for special meeting, form of (Act s. 5.28(2))**

*A request for a special meeting of the electors of a district is to be in the form of Form 1.*

#### **17. Voting at meeting (Act s. 5.31)**

- (1) Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.*
- (2) All decisions at a general or special meeting of electors are to be made by a simple majority of votes.*
- (3) Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.*

#### **18. Procedure at meeting (Act s. 5.31)**

*Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.*

*Local Government (Financial Management) Regulations 1996*

#### **51. Annual financial report to be signed etc. by CEO and given to Department**

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.*
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.*

*[Regulation 51 amended in Gazette 18 Jun 1999 p. 2639; 20 Jun 2008 p. 2726.]*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

1. That council adopts the Annual Audit and Management Reports provided by the Office of Auditor General, for the year ended 30 June 2021.
2. That the Shire of Wickepin 2020/2021 Annual Report be received and adopted.
3. That the annual Elector's meeting and Community Forum be held on Wednesday 16 March 2022 at 6.30pm.

**Voting Requirements:**

Absolute majority.

**Resolution No 160322-23****Moved Cr Allan / Seconded Cr Astbury**

1. That council adopts the Annual Audit and Management Reports provided by the Office of Auditor General, for the year ended 30 June 2021.
2. That the Shire of Wickepin 2020/2021 Annual Report be received and adopted.
3. That the annual Elector's meeting and Community Forum be held on Wednesday 16 March 2022 at 6.30pm.

**Carried 6/0 By Absolute Majority**

## 16. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.48pm.

*Minutes of Ordinary Meeting held Wednesday 16 March 2022 at the Council Chambers, Wickepin, confirmed as a true and correct record.*

**Presiding Member:**

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*Cr Julie A Russell, President*