

A Fortunate Place

Shire of Wickepin

Agenda

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 16 SEPTEMBER 2020



### 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 September 2020 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 September 2020

#### Time Table

12.00pm	Lunch
12.30pm	Australia Day Committee Meeting
1.00pm	Forum
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

#### **Disclaimer**

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

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

**SHIRE OF WICKEPIN  
QUESTIONS FROM THE PUBLIC**

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

**NAME:**

**SIGNATURE:**

**ADDRESS:**

**TELEPHONE:**

**MEETING/DATE:**

**NAME OF ORGANISATION REPRESENTING (if applicable):**

**QUESTION:**

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

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

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

## TABLE OF CONTENTS

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	6
2.	PUBLIC QUESTION TIME	6
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES	6
4.	PETITIONS, MEMORIALS AND DEPUTATIONS	6
5.	DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST	6
6.	CONFIRMATION OF MINUTES	6
7.	RECEIVAL OF MINUTES	6
7.1	TOWNSCAPE & CULTURAL PLANNING COMMITTEE	7
8.	STATUS REPORT	32
9.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	34
10.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS	34
<b><u>TECHNICAL SERVICES</u></b>		
10.1.01	MANAGER WORKS AND SERVICE'S REPORT	35
10.1.02	INTERNET CONNECTIVITY SHIRE OF WICKEPIN	37
10.1.03	DRUM MUSTER	40
10.1.04	TENDER – RFT 2 2020-21 SUPPLY AND LAY OF ASPHALT	43
10.1.05	TENDER – RFT 01/2020-21 SUPPLY AND LAY OF BITUMINOUS PRODUCTS	49
10.1.06	ROADS 2030 REVIEW	56
<b><u>GOVERNANCE, AUDIT &amp; COMMUNITY SERVICES</u></b>		
10.2.01	LIST OF ACCOUNTS	62
10.2.02	FINANCIAL REPORT	64
10.2.03	DEVELOPMENT & REGULATORY SERVICES	93
10.2.04	COMMUNITY DEVELOPMENT OFFICER'S REPORT	96
10.2.05	RAILWAY DAM WICKEPIN CHANGE OF VESTING RESERVE 15782 WATER SUPPLY	102
10.2.06	TOWNS TEAM PROPOSAL	106
10.2.07	TOWNSCAPE & CULTURAL PLANNING COMMITTEE RECOMMENDATIONS	110
11.	PRESIDENT'S REPORT	112
12.	CHIEF EXECUTIVE OFFICER'S REPORT	113
13.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING	117
14.	REPORTS AND INFORMATION	117
15.	URGENT BUSINESS	117
16.	CLOSURE	117

**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 16 September 2020 commencing @ 3.30pm**

The President declared the meeting open at        pm.

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

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

Chief Executive Officer	Mark Hook
Deputy Chief Executive Officer	Erika Clement
Executive Support Officer	Lara Marchei

**Leave of Absence (Previously Approved)**

**Apologies**

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

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

**6. Confirmation of Minutes**

Ordinary meeting of council – Wednesday 19 August 2020.

**Moved / Seconded**

That the minutes of the Ordinary meeting of council held on Wednesday 19 August 2020 be confirmed as a true and correct record.

**Carried /**

**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>Mel Martin, Executive Services Officer</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Mel Martin, Executive Services Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 September 2020</b>

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

Minutes of the Townscape & Cultural Planning Committee meeting held on Wednesday 2 September 2020.

#### **Background:**

The Townscape & Cultural Planning Committee meeting was held on Wednesday 2 September 2020.

#### **Summary:**

Council is being requested to receive the Townscape & Cultural Planning Committee meeting minutes held on Wednesday 2 September 2020.

#### **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 September 2020 be received.

**Voting Requirements:** Simple majority.



A Fortunate Place

Shire of Wickepin

# Minutes

Townscape & Cultural Planning Committee

Council Chambers, Wickepin

# 2 September 2020





## Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 2 September 2020 at Council Chambers, Wickepin, commencing at 9.30am.

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

Mark J Hook  
Chief Executive Officer

27 August 2020

### Disclaimer

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

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## Terms of Reference

### 1. Name

Townscape and Cultural Planning Committee

### 2. Members

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

### 3. Objectives

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

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

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

### 4. Scope/Jurisdiction

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

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

### 5. Appointment of Committee Members

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

### 6. Appointment of Committee Chair

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

## 7. Meeting Frequency

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

Meeting dates for 2020 are as follows:

Day	Date	Time
Wednesday	4 March	9.30am
Wednesday	3 June	9.30am
Wednesday	2 September	9.30am
Wednesday	4 November	9.30am

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

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

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

[illegible]

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## **Table of Contents**

<b>1.</b>	<b>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....</b>	<b>8</b>
<b>2.</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>8</b>
<b>3.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES .....</b>	<b>8</b>
<b>4.</b>	<b>PETITIONS, MEMORIALS AND DEPUTATIONS .....</b>	<b>8</b>
<b>5.</b>	<b>DECLARATIONS OF MEMBER'S AND OFFICER'S INTEREST .....</b>	<b>8</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>8</b>
<b>7.</b>	<b>STATUS REPORT .....</b>	<b>9</b>
<b>8.</b>	<b>NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....</b>	<b>9</b>
<b>9.</b>	<b>RECEIPT OF REPORTS &amp; CONSIDERATION OF RECOMMENDATIONS .....</b>	<b>9</b>
	<b>9.1 – COMMUNITY DEVELOPMENT OFFICER'S REPORT .....</b>	<b>10</b>
	<b>9.2 – HISTORICAL SITES SIGNAGE .....</b>	<b>16</b>
	<b>9.3 – HISTORICAL PLAQUE DISPLAY .....</b>	<b>19</b>
	<b>9.4 – DIRECTIONAL SIGNAGE: OLD CEMETERY-WICKEPIN .....</b>	<b>21</b>
<b>10.</b>	<b>NOTICE OF MOTIONS FOR THE FOLLOWING MEETING .....</b>	<b>24</b>
<b>11.</b>	<b>REPORTS &amp; INFORMATION .....</b>	<b>24</b>
<b>11.1</b>	<b>OTHER MATTERS RAISED BY MEMBERS: .....</b>	<b>24</b>
<b>12.</b>	<b>URGENT BUSINESS .....</b>	<b>24</b>
<b>13.</b>	<b>CLOSURE .....</b>	<b>24</b>

**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,  
Wickepin, Wednesday 2 September 2020 at 9.30am**

The Chairperson declared the meeting open at 9.33am.

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

Cr Sarah Hyde	Chairperson
Cr Fran Allan	Member
Cr Allan Lansdell	Member
Cr John Mearns	Member
Helen Warrilow	Member

Mark Hook	Chief Executive Officer
Michelle Hetherington	Community Development Officer
Mel Martin	Executive Support Officer

**Apologies**

Kym Smith	Member
Sue Astbury	Member
Ted Astbury	Member
Tim Cowcher	Member
Kevin Coxon	Member
Margaret Fleay	Member

Letter of resignation dated 01 September 2020 received from Margaret Fleay and accepted by the Townscape and Cultural Planning Committee.

Leave of Absence (Previously Approved)

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

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

**6. Confirmation of Minutes**

## Townscape and Cultural Planning Meeting – 3 June 2020

### Moved H Warrilow / Seconded Cr Lansdell

That the minutes of the Townscape and Cultural Planning Committee meeting held on 3 June 2020 be confirmed as a true and correct record.

**Carried 4/0**

## 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
Yealering Progress Association – Red Telephone Box	CEO	That it be recommended that the Shire of Wickepin give a grant of \$1,500 to the Lake Yealering Progress Association to purchase the old Yealering Red Telephone Box.	✓	Tax invoiced received and paid to YPA to purchase phone box
AstroTourism	CEO	That it be recommended to council that council place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.	✓	Passed in 20/21 adopted budget. CEO holding discussions with Astro Tourism.

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

○ = in progress    ✓ = completed    ✕ = superseded

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

## 9. Receipt of Reports & Consideration of Recommendations

9.36am Cr F Allan entered the meeting.



## 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>Michelle Hetherington, Community Development Officer</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Michelle Hetherington, Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>26 August 2020</b>

**Enclosure/Attachments:** Nil

### Summary:

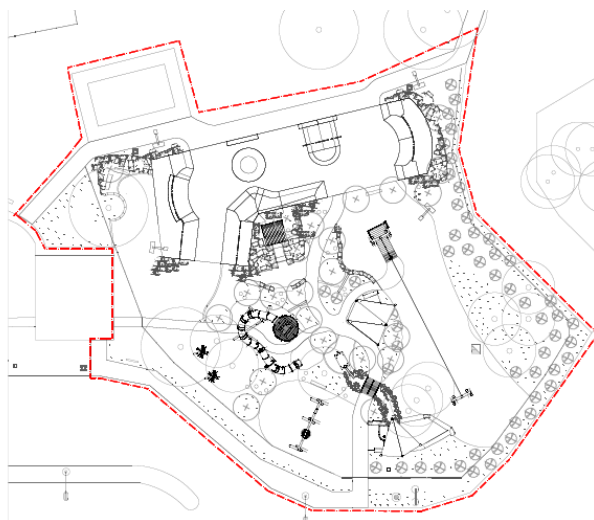
### COMMUNITY DEVELOPMENT

#### Wogolin Road Recreational Area

- Construction drawings & specifications – including the skate park and half-court basketball have been finalised and have been delivered to the shire by Nature Play Solutions.
- CDO, Manager of Works and CEO to discuss work stages and roll-out strategy
- Procurement of quotes and preparation of grant applications.
- Research into possible funding sources/grant opportunities such as: Lotterywest, CBH, DITCRD - Community Development Grants Programme, DITRDC – Drought Communities Programme, FRRR.



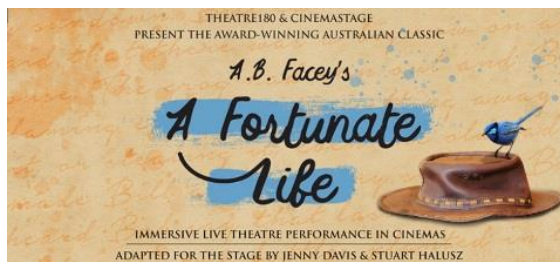
Wogolin Road Recreational Area  
Wickepin  
Nature Play Space Staging Plan 01



#### St Johns Ambulance – Volunteer Service

- The CDO met with Clinton Hemley to discuss funding avenues for 3 x new Defibrillators – required by the Ambulance service costing \$32,000 each. To be placed in Harrismith, Yealering and Wickepin ambulances.
- Research: Community Cropping Fund, CBH Grass Roots, Lotterywest, Rick Wilson, Peter Rundle, FRRR - Foundation for Rural & Regional Renewal.

## A Fortunate Life – Theatre/Cinema Event



- Booked for March 20 2021 – Wickepin Town Hall. Waiting on confirmation from event organisers – Theatre 180 & Big Sky Entertainment.
- Planning/budget for the event, promotion, and ticketing plus pre-show drinks/nibbles.
- Albert Facey Homestead open day, historical display/exhibition in the Town Hall (board room).
- The amount of \$6,500 has been allocated for the event in 2020/2021 adopted budget.

## Albert Facey Homestead – Volunteer Drive



An afternoon tea was held on Tuesday, August 18, 2020 to encourage volunteers to join the Homestead committee/maintenance roster. Advertised in the Watershed and on social media.

## Albert Facey Homestead – 20 Year Anniversary of re-location

A sub-committee has been formed with Linley Rose and Libby Heffernan – to organise an informal celebration to acknowledge the 20 year anniversary of the homestead being located in the Wickepin town centre.

- Picnic on the lawn area adjacent to the homestead
- Music + stalls, displays
- Exhibits – Railway Building & Town Hall
- Invitations to previous council members, Facey family, volunteers etc.
- Promotion: Press, radio, social media, tourism portals
- Cross promotion – “A Fortunate Life’ stage production

## Town Hall – Replace Stage Curtain

- Quotes have been acquired for new stage curtain and tracking at the Wickepin Town Hall.
- Stagecraft – estimate: \$4,450+GST  
Drapes are required to be fire rated. The tracking system allows for all hardware, master carriers, floor pulleys etc. to allow the opening and closing operation.  
Price would include travel and installation.
- Application for CBH Grass Roots funding has been approved by the Council

## War Memorial Upgrade

- Re-submission of grant application for next round ‘Saluting their Service Commemorative Program: Closing 11 February 2021.

## Art/Historical artefacts Inventory & Display

- Discussion with Libby Heffernan and Linley Rose regarding possible storage and permanent display area in the Town Hall (old Road Board office)
- Council owned art / historical artefacts etc - Display system, lighting, cabinets and maintenance.

## The Purple Bench Project

- Proposed by Cr Mearns - The Women's Council for Domestic and Family Violence Services (WA) has launched a series of purple benches in public spaces to honour all victims killed as a result of domestic and family violence. This initiative is supported by local government and members of parliament.

Quotes: New Heavy Duty bench – Aluminium slats \$1,463+GST. Plaque \$215+GST. Painting \$120.

Approved by Council: Paint the existing bench in the council garden.

### The Purple Bench Project



## Town Teams

- Research and funding possibilities: FRRR - Foundation for Rural & Regional Renewal, Lotterywest, DITCRD - Community Development Grants Programme.

## Other

- Sam Trailer – September 5, 2020. Market Day, BulldustNback event, Football semi-finals to be hosted in Wickepin.
- Health Centre – Restoration of floorplans: Originally Wickepin Hospital. Met with Catroina – Nurse Practitioner at the centre to discuss - Community Grant application.
- BulldustNBack – Organise catering for lunch for event (69) participants at the Albert Facey Homestead. (September 5, 2020) Coordinate with the Wickepin Primary School P&C.
- Test new Screen Projector – maintenance on other screening equipment (smart box). Check if in working order and available for hire.

## ECONOMIC DEVELOPMENT & TOURISM

### Southern Wheatbelt Self-Drive | Drive the Line

- Touched base with CDO's from Narrogin, Pingelly, Brookton, Cuballing, Wagin and Dumbleyung – Continued liaison and work on concept, planning and development of the 'Drive the Line' project.
- Collaborative destination marketing of the southern Wheatbelt subregion and to raise the profile of local assets unique to the area. Target day-tripper and weekend segments.

## Caravanning Australia

- Promotion (Print & Digital) + Editorial. Spring 2020



## Signage

The CDO met with Libby Heffernan and Lee Parker – explored new signage ideas with additional information for historical sites around the Shire.

- Malyalling sports ground – There is already a sign on the main road but doesn't detail the layout of the structures or activities.
- Dorakin Church site – situated on the North Tincurrin Road
- Ten Mile Tennis club
- Toolibin townsite – There is no map to indicate the position of the store, football field or school.
- Tincurrin hall – The hall is still standing but is no longer in use.
- Jewish Settlement – A very significant site for Wickepin's development.

History group members are happy to do the research for the signs.

- Plaque display on historical trail – mounting & placement of electricity & water supply plaques.
- Maintenance: Wickepin War Memorial (tarnished plaques) & outdoor gym equipment (faded signage).
- Old Cemetery – Entry signs need updating: Williams-Kondinin Rd & Old Cemetery Rd.

## Community Grants

The following community grants have been funded in the 2020/2021 adopted budget

- |                                  |         |
|----------------------------------|---------|
| • Lake Yealering Progress Assoc. | \$7,200 |
| • Wickepin Golf Club             | \$6,136 |
| • Wickepin District Sports Club  | \$3,935 |
| • Wickepin Bowling Club          | \$3,026 |
| • Toolibin Tennis Club           | \$2,500 |
| • Wickepin Football Club         | \$1,600 |
| • Wickepin Community Shed        | \$1,582 |
| • Lake Yealering Bowling Club    | \$1,500 |
| • Lake Yealering Progress Assoc. | \$1,500 |
| • Wickepin Tennis Club           | \$908   |
| • Wickepin History Group         | \$591   |

## Short Term Accommodation

- The council has allocated \$114,000 in the 2020/2021 adopted budget for short term accommodation units located at the Wickepin Caravan Park.



## Research

- Investigating new tourism ideas for the Shire - looking at successful projects, events and promotions in other similar regions plus suggestions/ideas from the local community.

## SOCIAL MEDIA

- Social media management & posts to Facebook & Instagram (photography).



## SPORT & RECREATION

### FloorBall

- Grant funding has been received from the DLGSC.
- Met with CEO and Dorry from Wickepin Police regards moving ahead with the venture.
- Quotes on equipment and contact with Floorball Association regards training, hosting an exhibition game and possible timeframe.

### 'Watch Around Water' Event – Swimming Pool

- Grant application assistance – Pip Ellis (Pool Manager).

### Gym – (Proposed) Located in the under-croft area of the sports club

- Research / feasibility - Discussion with CEO and Dorry Grzinic (Police)

## GOVERNANCE OTHER

- Liaison with CEO, DCEO, ESO & Manager of Works on ideas, project status and works to be undertaken in the Wickepin area.
- Budget planning for 2020/2021
- Attended Albert Facey Homestead Committee Meeting (03/08/2020)
- Liaison with the Southern Wheatbelt CDO network

**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 26 August, 2020 be accepted.

**Voting Requirements:** Simple majority

**Moved Cr Lansdell / Seconded Cr Mearns**

That the report from the Community Development Officer dated 26 August, 2020 be accepted.

**Carried 5/0**

## 9.2 – Historical Sites Signage

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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>Michelle Hetherington, Community Development Officer</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Michelle Hetherington, Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>26 August 2020</b>

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**Enclosure/Attachments:** Nil

### **Summary:**

The Townscape Committee are being asked to consider the purchase of new signage for significant historical sites within the Shire of Wickepin.

### **Background:**

The CDO received the letter below from the Wickepin History Group in regards to signage at historical sites.

## Wickepin History Group

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### **Signage for Historical sites**

I refer to our discussion and recent shire tour regarding the possibility of installing signs at historical sites within the shire.

The Wickepin History Group are aware of some significant historical sites where communities came together and in some cases still do, and we feel they need to be recognised for the community and visitors who had decedents in this district. These sites indicate the development of our shire and we believe should be identified.

The sites identified so far are:

- Malyalling sports ground – There is already a sign on the main road but doesn't detail the layout of the structures or activities.
- Dorakin Church site – situated on the North Tincurrin Road
- Ten Mile Tennis club
- Toolibin townsite – There is no map to indicate the position of the store, football field or school.
- Tincurrin hall – The hall is still standing but is no longer in use.
- Jewish Settlement – A very significant site for Wickepin's development.

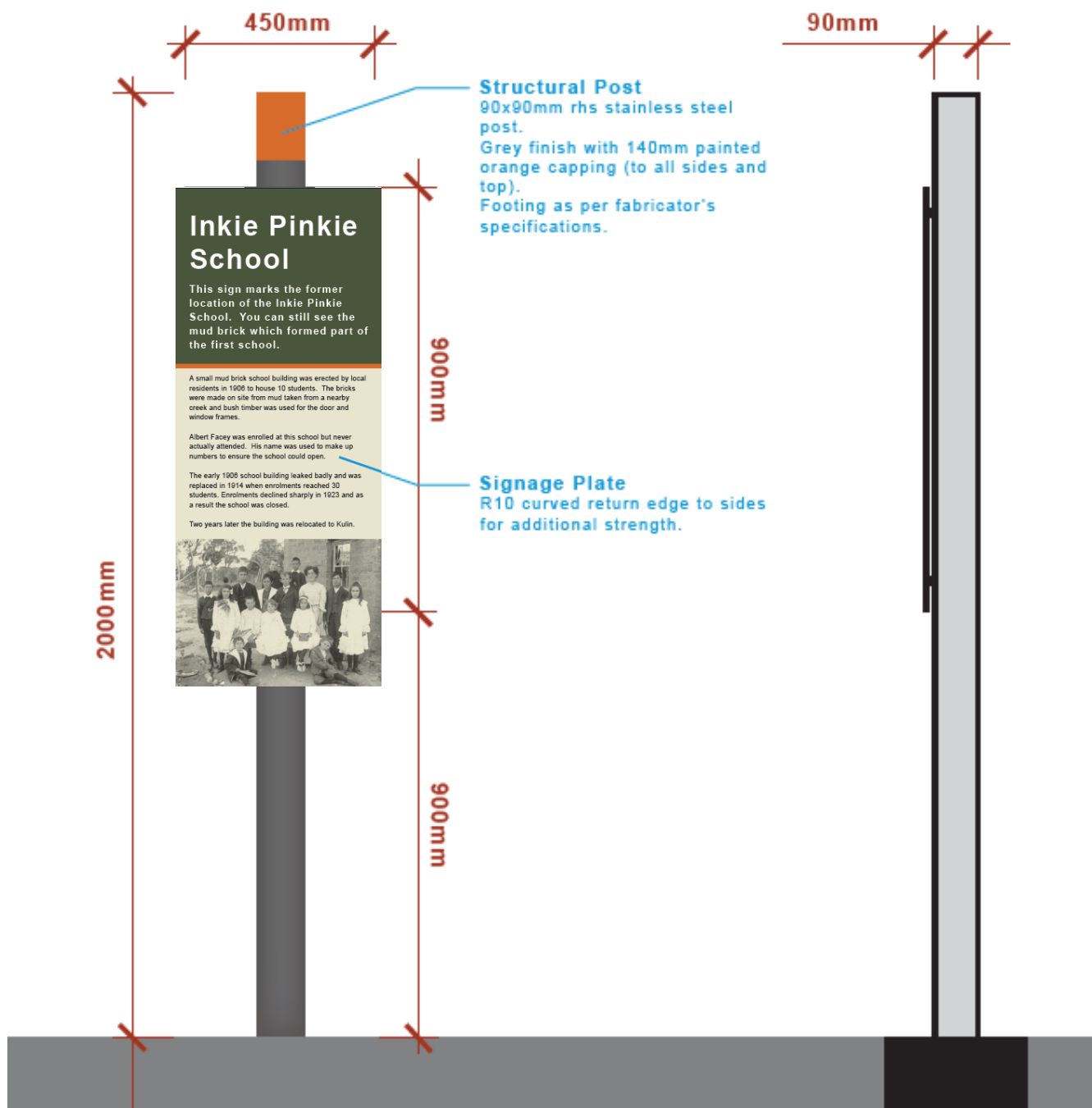
There are a few more sites yet to be investigated, but the above we feel would benefit from a sign of recognition to denote their importance. Nearly all sites have a plaque to mark their significance to our shire but most have no additional information.

The history group members are happy to do research with regard to the information to go on the signs. I am happy to speak further on this matter.

### **Comments:**

The CDO met with Libby Heffernan and Lee Parker and explored historical significant sites within the shire. Discussed signage which includes additional information about the history of the areas including Dorakin, Malyalling Rock, Jewish Settlement, Toolibin Store and Tincurrin.

Signage to conform to shire standards as per example below.



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

**Policy Implications:** Nil

**Financial Implications:**

Cost for 2 signs – production and installation would be approximately \$1,500.

There are currently funds in CDO projects allocated in the 2020/2021 adopted budget that will be used for the purchase of these signs.

**Strategic Implications:** Aligns with the Strategic Community 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	<ul style="list-style-type: none"> <li>- Level of facility usage is maintained and increases</li> <li>- Level of community investment into facilities and equipment</li> </ul>	Asset maintenance and preservation is in line with community needs and Shire financial resources

#### Recommendations:

That council purchases signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications.

**Voting Requirements:** Simple majority.

#### Moved Cr Lansdell / Seconded H Warrilow

That council purchases signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications.

**Carried 5/0**

## 9.3 – Historical Plaque Display

<b>Submission To:</b>	<b>Townscape &amp; Cultural Planning Committee</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Wickepin History Group</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Michelle Hetherington, Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>26 August 2020</b>

**Enclosure/Attachments:** Nil

### Summary:

The Townscape Committee are being asked to consider that the council supply funding for the mounting and placement of 2 historical plaques – Wickepin Electricity Supply and Wickepin Water Supply.

### Background:

The CDO received the letter below from the Wickepin History Group in regards to the placement of 2 historical plaques.

## Wickepin History Group

### Proposed plaque display

The Wickepin History Group is aware that there are two large plaques in Mark's office which refer to the establishment of the electricity and water supply to the townsite of Wickepin. The History Group regard these as significant reminders of the development of the town and as such would like to see them displayed on the historical trail as points of interest.

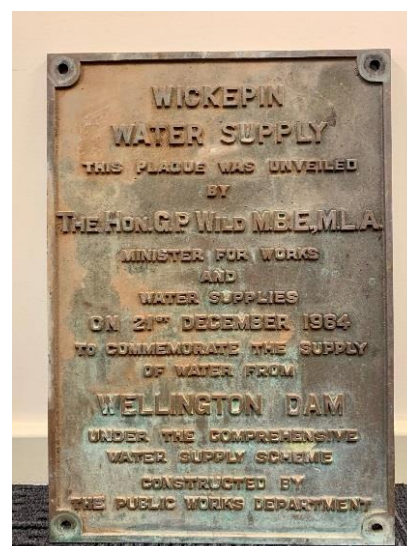
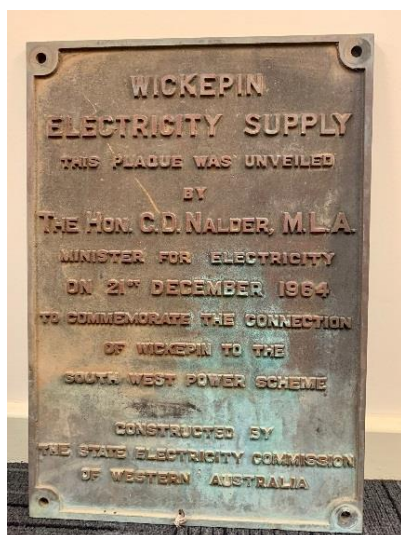
Our recommendation to the Townscape committee is that they be mounted on timber instead of stone as this reflects the timbers used in the War Memorial plaque displays.

We are happy to be involved in the placement decision if the Townscape committee believes this is a worthwhile project. The History Group also has another much small plaque which relates to the electricity development of the town which could also be installed on the trail.

I am happy to talk further on this matter

### Comments:

Will require consultation between the CDO, CEO, Manager of Works and Historical Group in regards to the ideal positioning of plaques within the Shire of Wickepin. The plaques are currently stored in the shire office.



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

**Policy Implications:** Nil

**Financial Implications:**

Cost to mount the 2 signs on timber posts and install would be approximately \$400.

There are currently funds in the CDO projects allocated in the 2020/2021 adopted budget that will be used to fund this project.

**Strategic Implications:** Aligns with the Strategic Community 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	<ul style="list-style-type: none"> <li>- Level of facility usage is maintained and increases</li> <li>- Level of community investment into facilities and equipment</li> </ul>	Asset maintenance and preservation is in line with community needs and Shire financial resources

**Recommendations:**

That council mount the Electricity Supply and Water Supply plaques onto timber posts similar to that used in the War Memorial and determine appropriate positioning in consultation with the Wickepin History Group.

**Voting Requirements:** Simple majority

### Moved Cr Lansdell / Seconded Cr Mearns

That council mount the Electricity Supply and Water Supply plaques onto timber posts similar to that used in the War Memorial and determine appropriate positioning in consultation with the Wickepin History Group.

**Carried 5/0**

## 9.4 – Directional Signage: Old Cemetery-Wickepin

Submission To:	Townscape & Cultural Planning Committee
Location/Address:	Wickepin
Name of Applicant:	Michelle Hetherington, Community Development Officer
File Reference:	CR.MEE.206
Author:	Michelle Hetherington, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	26 August 2020

**Enclosure/Attachments:** Nil

### Summary:

The Townscape Committee are being asked to consider that the council update the directional signage to the Old Cemetery site in Wickepin.

### Background:

The current directional signage to the Old Wickepin Cemetery is not very prominent and the sign at the end of the road does not conform with Shire of Wickepin standards. The CDO has been requested to look into the matter.

### Comments:

Photos below indicate current signage at the junction of Williams-Kondinin Rd and Old Cemetery Rd.





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

**Policy Implications:** Would be carried out in accordance with Shire of Wickepin Policy 8.1.14

## Private Roadside Directional Signs

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**OBJECTIVE:** Address consistency and desirable visual appearance of local authority signage throughout the Shire of Wickepin and promote signage that is easily read and identifies with the Shire of Wickepin, via the use of a logo and common style lettering which “fits” with the same.

It aims to ensure that all private signs on Council controlled reservations follow the stated guidelines.

The erection of standard directional signs on Council controlled reserves should comprise of dark green lettering on a cream beige background with a width of no more than 150mm and lettering of no more than 100mm.

Signs are to be placed on Council's existing road signposts where possible. Signs are to state either the name of the person, stud or property and no combinations will be allowed.

Any advertising signs must be located on private property and not a Council reserve.

When new Shire of Wickepin signage are required, or existing signage requires replacement, the green beige colour scheme using the Banksia symbol shall be used in the following formats:

- Shire of Wickepin facilities and property location directional signs are to incorporate the Shire of Wickepin crest.
- Directional road signs are to incorporate only a single name or title.

The Shire of Wickepin entry signs are to be based on the format presented in the Regional Shire of Wickepin Planner's Report, that format generally incorporating the lettering/font, graphics and colour scheme as described in this policy.



Directional Sign - White lettering on a blue background



Heritage Sign - White Lettering on a brown background



Shire of Wickepin Road Sign



Shire of Wickepin Directional Sign

## Financial Implications:

Cost of signage – production and installation would be approximately \$500

There are currently funds available in M0159 Old Cemetery Road in the 2020/2021 adopted budget that will be used for the purchase of these signs.

**Strategic Implications:** Aligns with the Strategic Community 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	<ul style="list-style-type: none"> <li>- Level of facility usage is maintained and increases</li> <li>- Level of community investment into facilities and equipment</li> </ul>	Asset maintenance and preservation is in line with community needs and Shire financial resources

### Recommendations:

That council updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14

**Voting Requirements:** Simple majority.

**Moved H Warrilow / Seconded Cr Lansdell**

That council updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14

**Carried 5/0**

## **10. Notice of Motions for the Following Meeting**

## **11. Reports & Information**

### Cr John Mearns

Cr Mearns gave a brief report on the status of the Astro Tourism Project and what will be carried out on Monday 7 September 2020 when Carol Redford (CEO – Astro Tourism) attends her meeting with CEO Mark Hook.

### Cr Allan Lansdell

Cr Lansdell gave a report on his recent trip and commented on the Southern Cross Museum.

### **11.1 Other matters raised by members:**

## **12. Urgent Business**

## **13. Closure**

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 4 November 2020.

There being no further business the Chairperson declared the meeting closed at 9.58am.

## 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
1097-150720-10	Maximum Term Employment Contracts- Manager of Works	CEO	That council offer the Manager of Works and Services Mr Gary Rasmussen a new five year contract.	○	In progress
1100-190820-04	Bush Fire Control Officer's Meeting Recommendations	CEO	That council approve the recommendations made at the Bush Fire Control Officers Meeting.	✓	Council approved recommendations and letters sent to adjoining Shires informing them of appointments made.
1101-190820-05	Jean Sloan Seed Collection to June 2021	CEO	That council grant permission to Jean Sloan to collect native plants from reserves (gravel pits, road verges, and Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2021subject to a number of conditions.	✓	Letter sent to applicant on the 20/08/2020 granting permission.
1102-190820-06	Restricted Access Vehicle Permits – Lomos South Road	CEO	That council request Main Roads to add Lomos Rd South from the Wickepin shire boundary with the Shire of Corrigin to Coxon St Yealering, to the Main Roads WA Restricted Access Vehicle network as a Network 6 road.	✓	Main Roads have been advised of Council decision.
1103-190820-10	Community Development Officer's Report	CEO	1. That funding for the replacement of the stage curtain at the Wickepin Town Hall be applied for via the CBH Grass Roots fund. 2. That council paint the existing bench seat in the council garden purple for the Purple Bench Project in honour of all victims of domestic violence.	✓ ○	Application submitted 27.08.20.  Plaque ordered and bench to be painted by council staff.
1104-190820-11	Albert Facey Homestead	CEO	1. The painting donated by Darren and Danielle Farquhar be accepted	○	In progress



	Committee Recommendations		<p>by the shire and displayed in an appropriate public building.</p> <p>2.A letter of appreciation to be sent to Darren and Danielle Farquhar.</p> <p>3. An inventory of all public artefacts and donations within the Shire is to be completed.</p> <p>4. The council use the room adjacent to the History room at the Town Hall as a display room for all artefacts / donations.</p> <p>5. That the hand pieces donated by Marty Mahar stay within the Shire of Wickepin and they be given to the Townscape &amp; Cultural Planning Committee.</p> <p>6. A display cabinet be purchased to house the hand pieces.</p> <p>7.A letter of appreciation to be sent to Marty Mahar.</p>	<p>✓</p> <p>○</p> <p>✓</p> <p>✓</p> <p>○</p> <p>✓</p>	<p>Letter sent</p> <p>In progress</p> <p>Approved by Council</p> <p>Approved by Council</p> <p>In progress</p> <p>Letter sent</p>
1105-190820-12	Adverse Events Plan	CEO	That Council adopt the Shire of Wickepin Adverse Events Plan 2020 as attached to this report.	✓	Adverse Event Plan adopted and forwarded to Drought Communities Programme.
1106-150720-13	Chief Executive Officers – Annual Performance Appraisal 2020	CEO	<p>That council:</p> <p>1. Notes that Mr Mark Hook's Performance Review in his role as CEO for the Shire of Wickepin for 19/20 has been undertaken;</p> <p>2. Endorses Mr Hook's overall rating of 'Meets Performance Requirements';</p> <p>3. Schedules the next review of the CEO's performance to</p>	✓	Council approved recommendations

			be completed by 31 March 2021; 4. Endorses the Key Result Areas for the 2020/21 appraisal period		
1106 – 190820-14	Harrismith Golf Club CRFF Grant 2020/2021	CEO	That the Shire of Wickepin support the Harrismith Golf Club's CSRFF Small Grants Application for 2020/2021 to the Department of Local Government, Sport and Cultural Industries for the rejuvenation of 34 tee box synthetic turf structures at a cost of \$11,067.90 GST inclusive.	✓	Supported by Council Letter sent 20/08/2020.
1107 – 190820-15	Wickepin Aquatic Centre Hours	CEO	That the Wickepin Aquatic Centre hours be amended to allow for the Wickepin Aquatic Centre to be closed every second Tuesday unless the temperature is above 35° celsius or there are Vac Swim or Education Department swimming lessons	✓	Supported by Council and letter sent 25/08/2020.
1108 - 190820-16	CEO Annual Leave	CEO	That council allow the Chief Executive Officer to take leave from Tuesday 29 September 2020 to Friday 9 October 2020.	✓	Approved by Council.

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 Service'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>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>8 September 2020</b>

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**Enclosure/Attachments:** Nil

#### **Summary:**

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

**Background:** Nil

#### **Comments:**

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

- 7 Rintel Street – working on fence RFQ.
- Bin road – Work began and then ceased. We are having issue with the traffic management approvals with main roads.
- Construction crew is working on maintenance at the present time - shoulder grading.
- RFT For sealing – Refer to Agenda item 10.1.05
- RFT for the Asphalt -- Refer to Agenda item 10.1.04
- RFQ for the Tip and Gravel – Is out and closes on 30 September.
- Living Lakes at Yealering - This project is near completion and will look good when it's completed.

##### **Maintenance Works**

- Maintenance Grader – work is about finished in the Eastern Side of the Shire and will be moving to the Northern Side of the shire.
- Tree pruning - the Shire bob cat is working on sealed roads – ongoing.
- Western power line works – Work in Yealering is completed. The trees in Wickepin are yet to be done.
- Pothole patching - on going.
- Signage maintenance – removing old redundant school crossing signage.

##### **Occupational Health and Safety**

- Lost time injury – No lost time for the month, however Andrew McColl injured his hand. Andrew had to go to the hospital for X-rays. There were no broken bones, just some bruising and was sent him home for the afternoon.
- Plant - nothing to report

##### **Parks and Gardens**

- General mowing and whipper snipping - on going
- Walk trail maintenance – There have been a number of visitors to the Harrismith walk trail. We received three requests to use the runway.
- General maintenance at Yealering and Harrismith - on going

##### **Plant and Equipment**

- General servicing
- Over the next month will be looking at the Shires trucks, utes and cars RFQ's.

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Nil

**Recommendations:**

That council notes the report from the Manager of Works and Services dated 8 September 2020.

**Voting Requirements:** Simple majority

## TECHNICAL SERVICES

### **10.1.02 – Internet Connectivity Shire of Wickepin**

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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>Crisp Wireless</b>
<b>File Reference:</b>	<b>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>7 September 2020</b>

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**Enclosure/Attachments:** Nil

#### **Summary:**

Council is being requested to provide a letter of support to Crisp Wireless for a grant application to the Federal Government for the provision of better Internet Connectivity across the Shire of Wickepin.

#### **Background:**

Council has received the following email from the Chairman of Crisp Wireless Maree Gooch.

*Leigh Ballard asked me to send this to you for inclusion at your next council meeting – he spoke with you recently, on August 18th I believe. Attached is a DRAFT Letter of Support for you to add the social and economic improvements for the Wickepin Shire with better internet connectivity. Included in this email is some more information on CRISP Wireless and also the Federal grant which may be helpful for you and your Councillors.*

#### **RE: BETTER INTERNET CONNECTIVITY FOR YOUR SHIRE**

*The Federal Government has announced the ‘Regional Connectivity Program’ grant. The aim of the grant is for licensed telecommunications providers to deliver to improve connectivity in Australia, to enable businesses such as those in your shire to ‘do business better’. The importance of schools, health centres and residents having fast and secure connectivity has been magnified with the effects of COVID19 virus. The Regional Connectivity Program (Program) will operate in 2020-21. The Program was recently announced as part of the Australian Government’s response to the 2018 Regional Telecommunications Review, [1] and will be administered by the Department of Infrastructure, Transport, Regional Development and Communications. The objective of the Program is to use a place-based approach to target telecommunications infrastructure investment to provide economic opportunities and improve participation in the digital economy for regional communities and businesses. (Source: Regional Connectivity Program grant guidelines 2020. CRISP Wireless has a full telecommunications license and we have been successfully operating since 2016. We have been successfully delivering fast and reliable internet in regional WA since early 2017 and we are confident in delivering a similar service in your area, having completed preliminary research. We are proud to be regionally based in the Wheatbelt, in Narrogin and are very focussed and committed to providing faster internet and communications services to regional Western Australia. CRISP has successfully won both federal and state government grant funding which has enabled the expansion of the services across 10 shires in the Wheatbelt in recent years. CRISP Wireless is delivering faster and reliable internet into 12 regional shires and across almost 25,000 square kilometres. In each instance of rolling out the service, Local Government Authorities have been our first customers which is a testament to the service and speeds provided. The capital costs for the infrastructure such as the equipment, towers and also*

*the servicing are borne by CRISP Wireless. Local government agencies have been very supportive by contributing cash and in-kind support. The way our pricing structure works is that consumers pay for internet use at a commercial (not inflated) rate, just like people in the city. We are seeking your support by way of providing a Letter of Support. We have attached a suggested format to make it easy and ask that you add in the date, sign, scan and send the support letter back at your earliest convenience – by the 20th of September would be most appreciated thank you, as the grant funding application closes soon after that.*

The proposed letter of support requested by Crisp Wireless is as follows.

**RE: BETTER INTERNET CONNECTIVITY FOR THE SHIRE OF WICKEPIN**

*The Federal Government has announced the ‘Regional Connectivity Program’ grant. We are most pleased to support the CRISP Wireless application for the grant to help support the connectivity issue within our shire. The importance of businesses including primary producers, schools, health centres and residents having fast and secure internet connectivity has been magnified with the effects of COVID19 virus. CRISP Wireless has a full telecommunications license and has been successfully operating delivering fast and reliable internet in regional WA since early 2017. CRISP are recognised amongst many neighbouring Local Government Authorities (LGA) as a supplier of superior business grade synchronous service, currently supplying 10 LGA’s in the Wheatbelt in Western Australia. CRISP Wireless are regionally based in the Wheatbelt, in Narrogin and are very focussed and committed to providing faster internet and communications services to regional Western Australia. CRISP Wireless is delivering faster and reliable internet into 12 regional shires and across almost 25,000 square kilometres. The capital costs for the infrastructure such as the equipment, towers and also the servicing costs are borne by CRISP Wireless. Local government agencies have been very supportive by contributing cash and in-kind support. The way the CRISP Wireless pricing structure works is that consumers pay for internet use at a commercial (not inflated) rate, just like people in the city. We would be able to support CRISP Wireless with in-kind support with the waiving of planning fees and marketing support should they be successful with the grant. WHY better connectivity will be good for ratepayers and residents in Wickepin Shire How better internet and connectivity with the outside world will improve social and economic outcomes in the shire. We are pleased to offer this Letter of Support. We look forward to working with CRISP Wireless in the future should they be successful with the grant application.*

**Comments:**

The request from Crisp Wireless is for a letter of support from Council for grant funds under the Federal Government Regional Connectivity Program.

As stated in their email “*The capital costs for the infrastructure such as the equipment, towers and also the servicing costs are borne by CRISP Wireless.*”

Council however may be required to include in kind works or a proposed site for the location of a tower etc

It is the CEOs understanding that this proposal is completely different to the existing Pivotal program that Council is supporting by allowing their infrastructure in and on the Shire Administration centre building.

The Shire of Wickepin requires better internet and mobile phone connection as the existing services do not adequately service the community needs.

Crisp Wireless is a commercial entity and would be setting up this service on a full commercial basis. Council can receive further information on Crisp Wireless from their Web Page. <https://www.crispwireless.com.au/home.aspx>.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** No cost to the Shire of Wickepin, letter of support for grant application only.

**Strategic Implications:**

Fits with in Goal seven of the Shire of Wickepin 2018-2028 Strategic Community Plan.

**GOAL 7: Residents and visitors can access reliable telecommunication services**

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
7.1 Advocate for improved telecommunications solutions		<ul style="list-style-type: none"> <li>- Reduction in mobile phone blackspots</li> <li>- Level and type of feedback from the community</li> </ul>	Our community has reliable tele-communication coverage across the whole Shire

**Recommendations:**

That the Shire of Wickepin offer a letter of support to Crisp Wireless for their grant application to the Federal Government Regional Connectivity Program.

**Voting Requirements:** Simple majority.



## TECHNICAL SERVICES

### 10.1.03 – Drum Muster

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Wickepin Refuse site Pingelly Wickepin Road</b>
<b>Name of Applicant:</b>	<b>Drum Muster</b>
<b>File Reference:</b>	<b>WM.SPR.2911</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>7 September 2020</b>

**Enclosure/Attachments:** Nil

#### **Summary:**

Council is being requested to move the Drum Muster collection site from Brooks road to the Wickepin Refuse Site.

#### **Background:**

The CEO attended a meeting with Mr Graeme Passmore of Agsafe who is the DrumMuster Regional Consultant for this area. At this meeting it was requested by Mr Graeme Passmore, that due to the current state of the fencing and the layout of the DrumMuster site at Brooks Road, would council consider moving the location and pick up site for DrumMuster to a more accessible site? This would allow DrumMuster to put in a better collection compound at their cost.

#### **Comments:**

The CEO has held discussions with council's Manager of Works and a more suitable site would be at the Wickepin Refuse site in the area shown in the following photograph.





The above area was shown to Mr Graeme Passmore and he believes this to be a far better site for the DrumMuster collection site in Wickepin than is currently at Brooks Road.

DrumMuster would provide the new compound at the Wickepin Refuse site in the form of fencing panels as shown below.



The collection dates could still be outside of the current Wickepin Refuse Site hours as the DrumMuster collection is by appointment only and as is managed by council staff. The moving of the collection and compound site would not be a major issue to the running of the Wickepin Refuse site. The moving of the DrumMuster compound from Brooks Road to the Wickepin Refuse site would allow council to consolidate its current contaminated sites into one area.

#### **Statutory Environment:**

DrumMUSTER is a national product stewardship program that is supported by agvet chemical manufacturers, industry stakeholders which includes member and farming associations and state and local governments. Working hand-in-hand with local councils and other collection agencies, DrumMuster has established collection facilities all over Australia and since its inception in 1998 the program has recycled over 20 million containers. Once the containers have been collected, they are recycled into re-usable products such as wheelie bins, road signs, fence posts and bollards. The DrumMuster service benefits the user, the environment, industry and the wider community by providing a reliable, cost effective and sustainable option for the recycling of empty eligible agvet chemical containers.

#### **Policy Implications:**

Nil

#### **Financial Implications:**

No cost to council as DrumMuster will provide the new compound at the Wickepin Refuse site at their cost.

#### **Strategic Implications:**

Fits within Goal Nine of the Shire of Wickepin 2018/2028 Strategic community Plan.

## community

### 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
9.8 Continue to provide a high standard waste management service 9.9 Continue to educate the community about recycling		<ul style="list-style-type: none"> <li>- Number of positive and negative comments about waste services</li> <li>- Recycling increases across the Shire (tonnes increase)</li> </ul>	Waste management practices are best practice

### Recommendations:

That the DrumMuster collection site be moved to the Wickepin Refuse site

### Voting Requirements:

Simple majority.

## TECHNICAL SERVICES

### 10.1.04 – Tender – RFT 2 2020-21 Supply and Lay of Asphalt

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Gary Rasmussen, Works Manager</b>
<b>File Reference:</b>	<b>FM.TEN.1220</b>
<b>Author:</b>	<b>Mel Martin, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>02 September 2020</b>

**Enclosure/Attachments:** RFT 2 2020-21 Supply and Lay of Asphalt

#### Summary:

Council is being requested to accept the WALGA Equote supplied by WCP Civil Pty. Ltd for the supply and lay of asphalt for the 2020/2021 Road Program.

#### Background:

The Manager of Works requested tenders for the supply and lay of asphalt for the 2020/2021 Road Program as per the following. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

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

Location	Type	SLK	SLK	Compacted Depth	Length (m)	Width (m)	Area (m <sup>2</sup> )
Bin road	14 mm intersection mix main roads standard	0	.375	60 mm	300 m	9	2700 m <sup>2</sup>
Other works	Red carpark 14 mm stone At 30mm	0		30 mm			1500 m <sup>2</sup>
Profiler	Hourly rate for a 1.5 metre and 2 metre profiler						

#### Comments:

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

After evaluation, the MWS recommends WCP Civil Pty. Ltd as they are a well-equipped company with many years of experience and are able to deliver the required service.

Tender Register - 2020-21 Asphalt RFT 02 2020-21						
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
						Yes / No
Fulton Hogan	0 8 9454 0100	1A	14 mm intersection mix at 60 mm compacted	\$ 43.30	Received by E-quote	NO
			Red carpark 14 mm stone At 30mm	\$ 35.46		
			Hourly rate for a 1.5 metre profiler	\$ 522.00	per hour	

			2 metre profiler	\$ 610.00	per hour	
			Profiler Mobilisation/Demobilisation	\$ 2,200.00		
			Tack coat	\$ -	Tack Coat included in rates.	
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
						Yes / No
J & M ASPHALT PTY LTD	438096434	1A	14 mm intersection mix at 60 mm compacted	\$ 39.00	Received by E-quote	NO
			Red carpark 14 mm stone At 30mm	\$ 25.86		
				\$ 517.00		
			Hourly rate for a 1.5 metre profiler	\$ 605.00	per hour	
			2 metre profiler	\$ 610.00	per hour	
			Profiler Mobilisation/Demobilisation	\$ -		
			Tack coat	\$ 0.04		
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
					Requested hand/post delivered	Yes / No
WCP Civil Pty. Ltd	08 6401 6482	1A	14 mm intersection mix at 60 mm compacted	\$ 33.31	Hand delivered / also E-quote	Yes
			Red carpark 7mm stone At 30mm	\$ 23.71		
			Hourly rate for a 1.5 metre profiler	\$ -		
			2 metre profiler	\$ 572.00	per hour	
			Profiler Mobilisation/Demobilisation	\$ 1,485.00	each way	
			Tack coat	\$ -	Tack Coat included in rates.	
			Traffic Management – 2 Man -1 Ute ( Min 10hrs including Travel)	\$ 103.00	per hour	
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
						Yes / No
Roads 2000		1A	14 mm intersection mix at 60 mm compacted	\$ 55.02	Received by E-quote	NO
			Red carpark 14 mm stone At 30mm	\$ 44.55		
			Hourly rate for a 1.5 metre profiler	\$ 1,208.00		
			2 metre profiler	\$ 4.67	per m2	
			Profiler Mobilisation/Demobilisation	\$ -		
			Tack coat	\$ -	Tack Coat included in rates.	

## SHIRE OF WICKEPIN EVALUATION

### Ashpalt Tender Evaluation 2020/2021

CRITERION	A		B		C		D		Total	Score	Ranking														
	(a) Demonstrated experience by tenderer to meet the requirements as set out in specification.		(a) Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.		Price		Non conforming																		
	weighting	20%	weighting	20%	weighting	60%	weighting	-100%																	
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score															
J & M ASPHALT PTY LTD	5.0	1.0	5.0	1.0	0.0	0.0	5.00	-5.0	15.00	- 3.00	0														
WCP Civil Pty. Ltd	5.0	1.0	5.0	1.0	5.0	3.0	-	0.0	15.00	5.00	1														
Fulton Hogan	5.0	1.0	5.0	1.0	0.0	0.0	5.00	-5.0	15.00	- 3.00	0														
Roads 2000	5.0	1.0	5.0	1.0	2.0	1.2	-	0.0	12.00	3.20	2														
<table><tr><th>Score</th><th>Description of Score</th></tr><tr><td>0</td><td>Offer did not address the criterion</td></tr><tr><td>1</td><td>offer contained insufficient/unclear information</td></tr><tr><td>2</td><td>Acceptable offer</td></tr><tr><td>3</td><td>Good offer</td></tr><tr><td>4</td><td>Very Good offer</td></tr><tr><td>5</td><td>Excellent offer</td></tr></table>												Score	Description of Score	0	Offer did not address the criterion	1	offer contained insufficient/unclear information	2	Acceptable offer	3	Good offer	4	Very Good offer	5	Excellent offer
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5	Excellent offer																								

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

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
  - [(ba) deleted]*
  - (c) within the last 6 months —*
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;**or*
  - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
  - (ea) the goods or services are to be supplied —*
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;**or*
  - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
  - (g) the goods to be supplied under the contract are —*
    - (i) petrol or oil; or*
    - (ii) any other liquid, or any gas, used for internal combustion engines;**or*
  - (h) the following apply —*
    - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
    - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
    - (iii) the local government is satisfied that the contract represents value for money;**or*

- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
  - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
  - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
  - (iii) the original contract contains an option to renew or extend its term; and
  - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

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

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

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

### Policy Implications:

Refer to Councils Policy 3.1.8 – PURCHASING

### Financial Implications:

Amounts included in the 2020/2021 adopted budget, no financial implication for the 2020/2021 financial year.

### Strategic Implications:

## infrastructure

GOAL 1: Roads are a key economic driver across the Shire			
SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
1.1 Annual review of the performance and structure of Shire owned roads	1.2 Plant and equipment maintenance and replacement is planned for  1.3 Identification of road maintenance and improvements in the Asset Management Plan  1.4 Engagement of neighbouring Shires and key stakeholders in the Secondary Freight Route Project	<ul style="list-style-type: none"> <li>- RAV ratings</li> <li>- Number of positive and negative complaints received</li> <li>- Traffic count data reflects usage and investment required</li> <li>- Number of accidents attributed to road condition</li> <li>- Retention of works staff is higher than industry average</li> <li>- Roads can handle weather conditions</li> <li>- Level of funding secured and % spent in the Shire</li> </ul>	Road infrastructure meets the freight task and is sustainable in the long term

**Recommendations:**

That Council accept the tender from WCP Civil as per received RFT 2 Supply and Lay Asphalt at the following tendered prices:

14 mm intersection mix at 60 mm compacted	\$ 33.31
Red carpark 7mm stone At 30mm	\$ 23.71
Hourly rate for a 1.5 metre profiler	\$ -
2 metre profiler	\$ 572.00
Profiler Mobilisation/Demobilisation	\$ 1,485.00
Tack coat	\$ -
Traffic Management – 2 Man -1 Ute ( Min 10hrs including Travel)	\$ 103.00

**Voting Requirements:**

Simple majority.



## TECHNICAL SERVICES

### **10.1.05 – Tender – RFT 01/2020-21, Supply and Lay of Bituminous Products**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Gary Rasmussen, Works Manager</b>
<b>File Reference:</b>	<b>FM.TEN.1220</b>
<b>Author:</b>	<b>Mel Martin, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>02 September 2020</b>

**Enclosure/Attachments:** 01/2020-21 Supply and Lay of Bituminous Products (including aggregate).

#### **Summary:**

Council is being requested to accept the WALGA Equote supplied by Downer for a full service for council's sealing and resealing program for 2020/2021.

#### **Background:**

The Manager of Works requested tenders for the supply of full service bitumen sealing works as per the 2020/2021 Works Program. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

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

<b>Location</b>	<b>SLK</b>	<b>SLK</b>	<b>Length (m)</b>	<b>Width (m)</b>	<b>Area (m<sup>2</sup>)</b>	<b>Material Cover</b>	<b>Seal Type</b>	<b>Cover Size (mm) 1<sup>st</sup> Coat</b>	<b>Cover Size (mm) 2<sup>nd</sup> Coat</b>
Wickepin/Pingelly rd	14.24	15.00	800	7.2	5760	Aggregate	2 coat	14	7
Wickepin/Pingelly rd	21	19	2000	7.2	14400	Aggregate	reseal	7	
Wickepin North rd	0	2.52	2500	7.2	18144	Aggregate	Reseal	7	
Bin Rd	0	.375	375	8	3000	Washed sand	Sand prime	0>2 mm grit	

#### **Comments:**

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

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

## Tender Register - 02/2020-21 Supply and lay of Bituminous Products

Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
						Yes / No
Bitutek	0892966411 Mick lundie	1A	14mm Primer Seal (= > 5000m2)	\$ 4.37		Yes
		1B	14mm Primer Seal ( = < 5000m2)	\$ 8.31		
		2A	10mm reseal (= > 5000m2)	\$ 6.40		
		2B	10mm reseal ( = < 5000m2)	\$ 7.67		
		3A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 6.34		
		3B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ 9.52		
		4A	7mm reseal (= > 5000m2)	\$ 2.74		
		4B	7mm reseal ( = < 5000m2)	\$ 6.84		
		5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m2	\$ 4.64		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.00 (c170) !.06 (80/20)		
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
						Yes / No
Boral Resoures	0894580442 Charls Munwowo	1A	14mm Primer Seal (= > 5000m2)	\$ -	No price	Yes
		1B	14mm Primer Seal ( = < 5000m2)	\$ -		
		2A	10mm reseal (= > 5000m2)	\$ -		
		2B	10mm reseal ( = < 5000m2)	\$ -		
		3A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ -		
		3B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ -		
		4A	7mm reseal (= > 5000m2)	\$ -		
		4B	7mm reseal ( = < 5000m2)	\$ -		
		5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m2	\$ -		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ -		
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
						Yes / No
Fulton Hogan	9454 0100	1A	14mm Primer Seal (= > 5000m2)	\$ 5.61		Yes
		1B	14mm Primer Seal ( = < 5000m2)	\$ 7.02		
		2A	10mm reseal (= > 5000m2)	\$ 5.56		
		2B	10mm reseal ( = < 5000m2)	\$ 8.79		
		3A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 6.24		
		3B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ 12.80		
		4A	7mm reseal (= > 5000m2)	\$ 4.54		
		4B	7mm reseal ( = < 5000m2)	\$ 7.27		

		5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m2	\$ 7.00		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 0.92		
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
						Yes / No
Kee Surfacing	0863050900 Anthony lee	1A	14mm Primer Seal (= > 5000m2)	\$ 7.87		Yes
		1B	14mm Primer Seal ( = < 5000m2)	\$ 5.14		
		2A	10mm reseal (= > 5000m2)	\$ 6.70		
		2B	10mm reseal ( = < 5000m2)	\$ 3.32		
		3A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 8.25		
		3B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ 7.07		
		4A	7mm reseal (= > 5000m2)	\$ 5.03		
		4B	7mm reseal ( = < 5000m2)	\$ 3.44		
		5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m2	\$ 2.49		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 0.98		
Name/Company	Contact Details	Item No	Description	Tendered Rate \$/m <sup>2</sup>	Notes	Compliant
						Yes / No
Downer	0417 907 374 Rob Catterall	1A	14mm Primer Seal (= > 5000m2)	\$ 4.27		Yes
		1B	14mm Primer Seal ( = < 5000m2)	\$ 4.85		
		2A	10mm reseal (= > 5000m2)	\$ 3.66		
		2B	10mm reseal ( = < 5000m2)	\$ 4.33		
		3A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 5.49		
		3B	Two Coat Seal 14mm + 7mm (= <5000m2)	\$ 7.43		
		4A	7mm reseal (= > 5000m2)	\$ 2.79		
		4B	7mm reseal ( = < 5000m2)	\$ 4.33		
		5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m2	\$ 2.10		
		Variation To Application Rate		\$/l		
		Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.10		

SHIRE OF WICKEPIN EVALUATION Bitumen Tender Evaluation 2020/2021																									
CRITERION	A		B		C		D		Total	Score	Ranking														
	(a) Demonstrated experience by tenderer to meet the requirements as set out in specification.		(a) Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.		price		Non conforming																		
	weighting	20%	weighting	20%	weighting	60%	weighting	-100%																	
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score															
Bitutek	5.0	1.0	5.0	1.0	4.0	2.4	-	0.0	14.00	4.40	2														
Boral Resoures	5.0	1.0	5.0	1.0	3.0	1.8	-	0.0	13.00	3.80	3														
Fulton Hogan	5.0	1.0	5.0	1.0	1.0	0.6	-	0.0	11.00	2.60	4														
Kee Surfacing	5.0	1.0	5.0	1.0	1.0	0.6	-	0.0	11.00	2.60	4														
Downer	5.0	1.0	5.0	1.0	5.0	3.0	-	0.0	15.00	5.00	1														
<table><tr><th>Score</th><th>Description of Score</th></tr><tr><td>0</td><td>Offer did not address the criterion</td></tr><tr><td>1</td><td>offer contained insufficient/unclear information /or over budget</td></tr><tr><td>2</td><td>Acceptable offer</td></tr><tr><td>3</td><td>Good offer</td></tr><tr><td>4</td><td>Very Good offer</td></tr><tr><td>5</td><td>Excellent offer</td></tr></table>												Score	Description of Score	0	Offer did not address the criterion	1	offer contained insufficient/unclear information /or over budget	2	Acceptable offer	3	Good offer	4	Very Good offer	5	Excellent offer
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**Statutory Environment:***Local Government (Functions and General) Regulations 1996 Section 11***11. When tenders have to be publicly invited**

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
  - [(ba) deleted]*
  - (c) within the last 6 months —*
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;**or*
  - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
  - (ea) the goods or services are to be supplied —*
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;**or*
  - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
  - (g) the goods to be supplied under the contract are —*
    - (i) petrol or oil; or*
    - (ii) any other liquid, or any gas, used for internal combustion engines;**or*
  - (h) the following apply —*
    - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
    - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
    - (iii) the local government is satisfied that the contract represents value for money;*

or

- (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*
- (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where —*
  - (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
  - (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
  - (iii) *the original contract contains an option to renew or extend its term; and*
  - (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*

or

- (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*

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

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

### **Policy Implications:**

Refer to Councils Policy 3.1.8 – PURCHASING

### **Financial Implications:**

The value used in the Budget estimates were \$4.50 m<sup>2</sup>.

## Strategic Implications: infrastructure

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

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

### Recommendations:

That Council accept the tender from Downer as per received RFT 01 2020-21 Supply and Lay of Bituminous Products for a full service and lay of bitumen products at the following tendered prices:

1A	14mm Primer Seal (= > 5000m2)	\$ 4.27
1B	14mm Primer Seal ( = < 5000m2)	\$ 4.85
2A	10mm reseal (= > 5000m2)	\$ 3.66
2B	10mm reseal ( = < 5000m2)	\$ 4.33
3A	Two Coat Seal 14mm + 7mm (= >5000m2)	\$ 5.49
3B	Two Coat Seal 14mm + 7mm (=<5000m2)	\$ 7.43
4A	7mm reseal (= > 5000m2)	\$ 2.79
4B	7mm reseal ( = < 5000m2)	\$ 4.33
5A	Prime 80% class 170 bitumen 20% Kero cut back spary rate Pa/s 0.05 at 60c 0.8 per square meter at 3000m2	\$ 2.10
<b>Variation To Application Rate</b>		<b>\$/l</b>
Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification		\$ 1.10

**Voting Requirements:** Simple majority.



## TECHNICAL SERVICES

### **10.1.06 – Roads 2030 Review**

---

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Toolibin North Road</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>RD.PRG.2616</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 September 2020</b>

---

**Enclosure/Attachments:** Nil

#### **Summary:**

Council is being requested to submit the Toolibin North Road to the Wheatbelt South Regional Road Group for addition to the Roads 2030 Regional Strategies for significant Local Government Roads.

#### **Background:**

Council is experiencing significant increase in traffic flow on the Toolibin North Road and the Manager of Works and CEO believes this road needs to be added to the Roads 2030 Regional Strategies for significant Local Government Roads.

Following is an extract from the Roads 2030 Regional Strategies for significant Local Government Roads for the Narrogin Harrismith Route.

## NARROGIN – HARRISMITH ROUTE

**Herald Street (4180126), Regional Distributor**  
**Narrogin – Harrismith Road (4190131, 4290004), Regional Distributor**  
**Forrest Road (4180003) Local Distributor**

**Narrogin Town, Narrogin and Wickepin Shires**

**Last Reviewed: January 2013**

### FUNCTION

This is a very important link to the major regional centre of Narrogin and is part of the route through to Wandering and Perth from south-eastern areas of the Wheatbelt, such as Lake King and Lake Grace. It is increasingly being used as an alternate route to and from Esperance. It carries agricultural produce, grain, fertiliser, livestock and general freight as well as being part of a tourist route.

Herald Street is a RAV Network 5 road.

Narrogin – Harrismith Road (4190131) is a RAV Network 4 road.

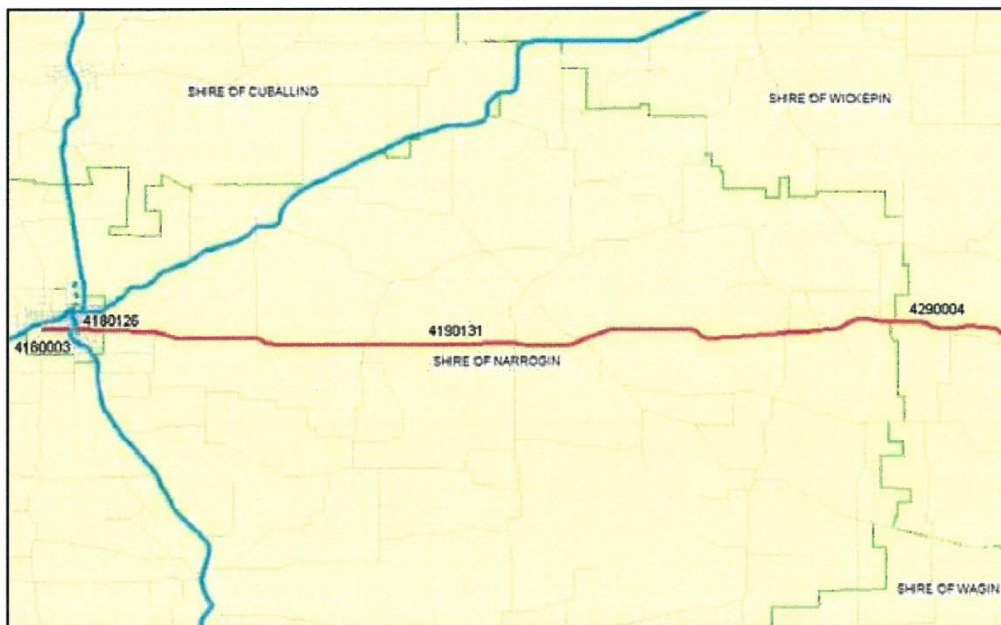
Narrogin – Harrismith Road (4290004) is a RAV Network 3 road.

### DEVELOPMENT NEED

Traffic volumes and the mixture of traffic types indicate that there is a need to upgrade this route to a better sealed standard than what currently exists.

### DEVELOPMENT STRATEGY

Widen narrow sections of seal to provide a consistent seal width along the entire route for heavy vehicle movements and the mix of intra-regional and tourist traffic. Widen to a uniform Type 5 standard, thereby improving the safety and efficiency of the route.



The traffic counts for the Toolibin North Road taken 28/8/2019 to the 22/11/2019 are as follows.

### Class Speed Matrix

#### ClassMatrix-4

**Site:** toolibin north rd slk 16 19.0.0N  
**Description:** MTE factory setup  
**Filter time:** 0:00 Wednesday, 28 August 2019 => 9:53 Friday, 22 November 2019  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

	Class													
	SV	SVT	TB2	TB3	T4	ART3	ART4	ART5	ART6	BD	DRT	TRT	Total	
km/h	1	2	3	4	5	6	7	8	9	10	11	12		
10- 20	4	.	.	.	.	.	.	.	.	.	.	.	4	0.1%
20- 30	4	.	1	.	.	.	.	.	.	.	.	.	5	0.1%
30- 40	9	5	2	1	.	.	.	1	.	.	1	.	19	0.3%
40- 50	23	3	1	3	.	1	1	.	1	15	15	.	63	0.9%
50- 60	32	17	4	3	.	1	1	4	5	30	12	.	109	1.6%
60- 70	131	36	20	17	.	2	3	5	13	29	25	.	281	4.0%
70- 80	408	98	34	46	1	2	10	8	21	26	15	.	669	9.6%
80- 90	1093	113	72	77	5	5	17	9	14	8	4	.	1417	20.2%
90-100	1585	90	78	99	2	6	10	5	7	5	1	.	1888	27.0%
100-110	1445	48	89	63	.	4	5	1	.	.	.	.	1655	23.6%
110-120	635	5	60	31	.	.	1	.	.	.	.	.	732	10.5%
120-130	107	.	20	3	.	.	.	.	.	.	.	.	130	1.9%
130-140	19	.	5	.	.	.	.	.	.	.	.	.	24	0.3%
140-150	3	.	.	.	.	.	.	.	.	.	.	.	3	0.0%
150-160	1	.	.	.	.	.	.	.	.	.	.	.	1	0.0%
Total	5499	415	386	343	8	21	48	33	61	113	73	0	7000	
	78.6%	5.9%	5.5%	4.9%	0.1%	0.3%	0.7%	0.5%	0.9%	1.6%	1.0%	0.0%		

10/23/2015

ARX

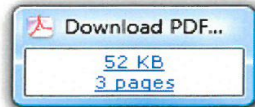

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## ARX

ARX is a modification of AustRoads94. It removes class 12, moves all other classes up by one, and inserts a cycle class as class 1.

- ▣ **Units:** Metric (m)
- ▣ **Car class:** 2
- ▣ **Unclassifiable vehicle class:** 13



Axes	Groups	Description	Class		Parameters	Dominant Vehicle	Aggregate
2	1 or 2	Very Short - Bicycle or Motorcycle	MC	1	d(1)<1.7m & axles=2		1 (Light)
2	1 or 2	Short - Sedan, Wagon, 4WD, Utility, Light Van	SV	2	d(1)>=1.7m, d(1)<=3.2m & axles=2		
3, 4 or 5	3	Short Towing - Trailer, Caravan, Boat, etc.	SVT	3	groups=3, d(1)>=2.1m, d(1)<=3.2m, d(2)>=2.1m & axles=3,4,5		
2	2	Two axle truck or Bus	TB2	4	d(1)>3.2m & axles=2		2 (Medium)
3	2	Three axle truck or Bus	TB3	5	axles=3 & groups=2		
>3	2	Four axle truck	T4	6	axles>3 & groups=2		
3	3	Three axle articulated vehicle or Rigid vehicle and trailer	ART3	7	d(1)>3.2m, axles=3 & groups=3		3 (Heavy)
4	>2	Four axle articulated vehicle or Rigid vehicle and trailer	ART4	8	d(2)<2.1m or d(1)<2.1m or d(1)>3.2m axles = 4 & groups>2		
5	>2	Five axle articulated vehicle or Rigid vehicle and trailer	ART5	9	d(2)<2.1m or d(1)<2.1m or d(1)>3.2m axles=5 & groups>2		
>=6	>2	Six (or more) axle articulated vehicle or Rigid vehicle and trailer	ART6	10	axles=6 & groups>2 or axles>6 & groups=3		
>6	4	B-Double or Heavy truck and trailer	BD	11	groups=4 & axles>6		
>6	>=5	Double or triple road train or Heavy truck and two (or more) trailers	DRT	12	groups>=5 & axles>6		

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**Comments:**

The Roads 2030 document is a strategic review of regionally significant Local Government roads along with development strategies. The current review of the Roads 2030 document is only the second review of the original Roads 2020 document. Only local roads included in Roads 2030 will be eligible for Road Project Grant funding under the State Road Funds to Local Government Agreement 2018/19 to 2022/2023.

Council must request the Wheatbelt South Regional Road Group to agree an amendment to the endorsed road development strategy.

**REGIONAL ROAD GROUPS**

Membership of Regional Road Groups is to comprise elected Local Government representatives (Councillors and Commissioners as appointed under the Local Government Act from time to time) with all Local Governments being represented. In some Regions it may be necessary for logistical reasons to form Sub-Groups. These Sub-Groups will also be made up of Local Government elected representatives (Councillors or Commissioners appointed from time to time under the Local Government Act) and will provide delegates to represent the Sub-Groups at the Regional Road Groups. The Regional Road Groups will make recommendations to State Advisory Council in relation to the Annual Local Government Roads Program for their Region and any other relevant issues. This may include advice in relation to State Black Spot Programs, amendments to Roads 2030 Strategy or its updated equivalent document, the Functional Road Hierarchy and three (3) year works projections. Changes to the Local Government groupings comprising the Regional Road Groups will only be considered by State Advisory Council where there are exceptional circumstances.

Local Government Managed Programs (Category 1): 6.2.1 Road Project Grants Road Project Grants are to be used for specific projects that are assessed and prioritised by the Regional Road Groups in accordance with the State Road Funds to Local Government Procedures and the Roads 2030 (or later) Regional Strategies for Significant Local Government Roads Preservation work (periodic maintenance) may be considered for Road Project Grant Funding by Regional Road Groups. After deducting funding for Commodity Routes and Road and Bridge Condition Data, the Road Project Grant pool is to be distributed on the basis of 36% to the Metropolitan Regional Road Group and 64% to Rural Regional Road Groups.

The methodology for allocating funds to Rural Regional Road Groups for road projects is to be based on 75% of the Asset Preservation Model and 25% population factor. Regional Road Group funds are to be distributed to projects on a priority basis using a process that is agreed to by the Regional Road Group and endorsed by the State Advisory Council these allocations are provided on a cost sharing basis of \$2 from Road Project Grant funds to \$1 from Local Government funds. State Advisory Council may consider variations in exceptional circumstances. Regional Road Groups can allocate Road Project Grants for road related projects (e.g. street lighting) provided they are on roads of Regional significance, are prioritised against other road projects within the Region, and prior approval is obtained from State Advisory Council

**Statutory Environment:**

*Roads 2030 Strategies for Significant Local Government Roads – Wheatbelt South  
State Road Funds to Local Government Agreement 2018/19 to 2022/23*

**Policy Implications:**

Nil.

**Financial Implications:**

If the Toolibin North is accepted as a road of regional significance then Council would be eligible to have the necessary repair and improvements funded on this section of road under the annual Regional Road Group Grants based on 2/3 Main Roads and 1/3 Local Government.



## Strategic Implications:

Fits within Goal one – Roads are a key economic driver across the shire, in the Shire of Wickepin Strategic Plan 2018-2028

## infrastructure

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

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

## Recommendations:

That the CEO submit the Toolibin North Road to the Wheat Belt South Regional Road Group for inclusion in the Narrogin Harrismith Route in the Roads 2030 Regional Strategies for significant Local Government Roads.

## Voting Requirements:

Simple majority.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.01– List of Accounts

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1212</b>
<b>Author:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 September 2020</b>

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

#### **Summary:**

List of Accounts remitted during the period from 1 August 2020 to 31 August 2020.

<b>Municipal Account</b>	<b><u>Vouchers</u></b>	<b><u>Amounts</u></b>
EFT	10684 – 10739	\$ 67,548.50
Cheques	15686 - 15690	\$ 9,657.35
Payroll	August	\$ 72,314.00
Superannuation	August	\$ 11,456.71
Direct Deductions	August	\$ 2,373.55
Licensing	August	\$ 25,189.35
	<b>August Total</b>	<b>\$ 188,539.46</b>
<b>Trust</b>		
EFT	10714	\$ 100.00
Cheques		
	<b>August Total</b>	<b>\$ 100.00</b>
	<b>Total for August</b>	<b>\$188,639.46</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 \$188,639.46 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.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.02 – Financial Report

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1212</b>
<b>Author:</b>	<b>Erika Clement – Deputy Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>8 September 2020</b>

**Enclosure/Attachments:** Monthly report.

#### **Background:**

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

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

#### **Comments:**

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

#### **Statutory Environment:**

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

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

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

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

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

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

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

(a) Presented to the council -

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

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

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That the financial statements tabled for the period ending 31 August 2020 as presented be received.

**Voting Requirements:** Simple majority.

**SHIRE OF WICKEPIN**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 August 2020**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

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

## Shire of Wickepin

### Compilation Report

For the Period Ended 31 August 2020

### Report Purpose

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

### Overview

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

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 August 2020 of \$3,556,282.

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-Sep-20

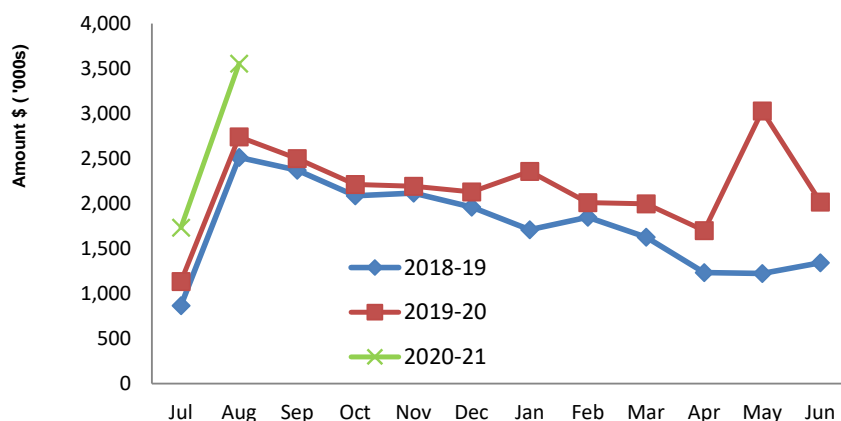
Reviewed by: Mark Hook CEO

## Shire of Wickepin

### Monthly Summary Information

For the Period Ended 31 August 2020

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



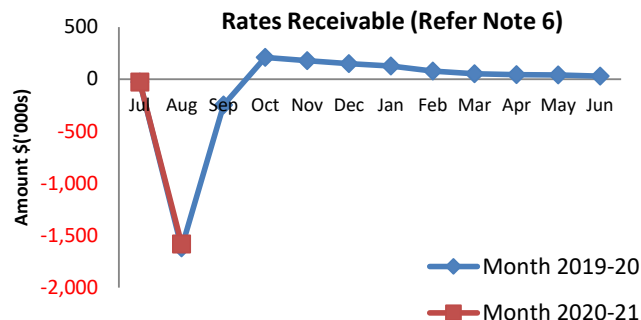
#### Cash and Cash Equivalents as at period end

Unrestricted	\$	2,068,343
Restricted	\$	2,248,893
	\$	4,317,236

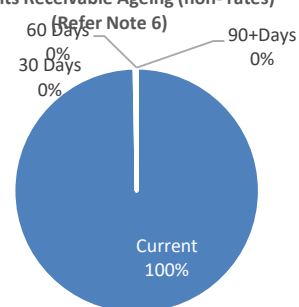
#### Receivables

Rates	\$	1,582,929
Other	\$	211,947
	\$	1,794,876

**Rates Receivable (Refer Note 6)**



Accounts Receivable Ageing (non- rates)



#### Comments

Unrestricted cash includes the following payments in advance

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

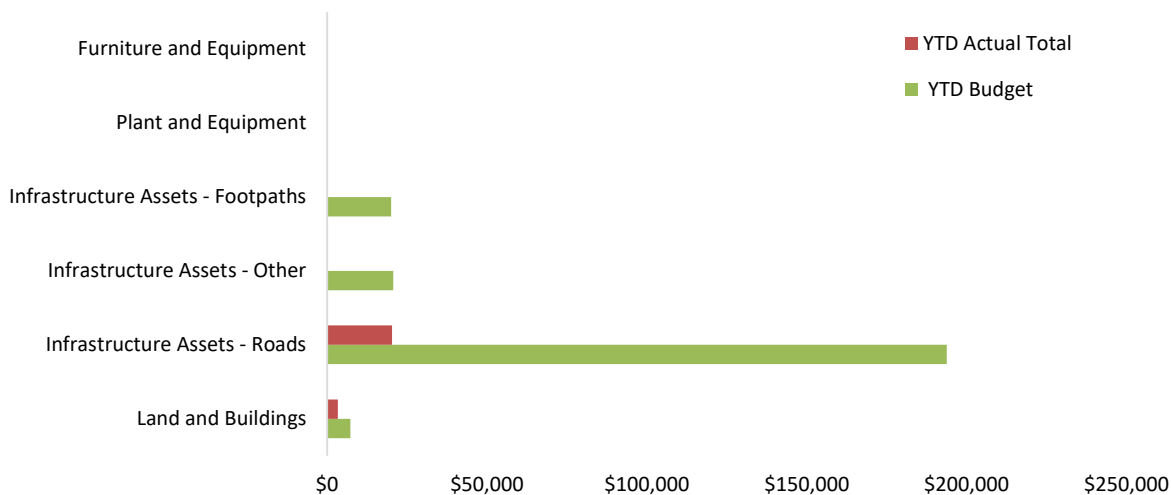
This information is to be read in conjunction with the accompanying Financial Statements and notes.

## Shire of Wickepin

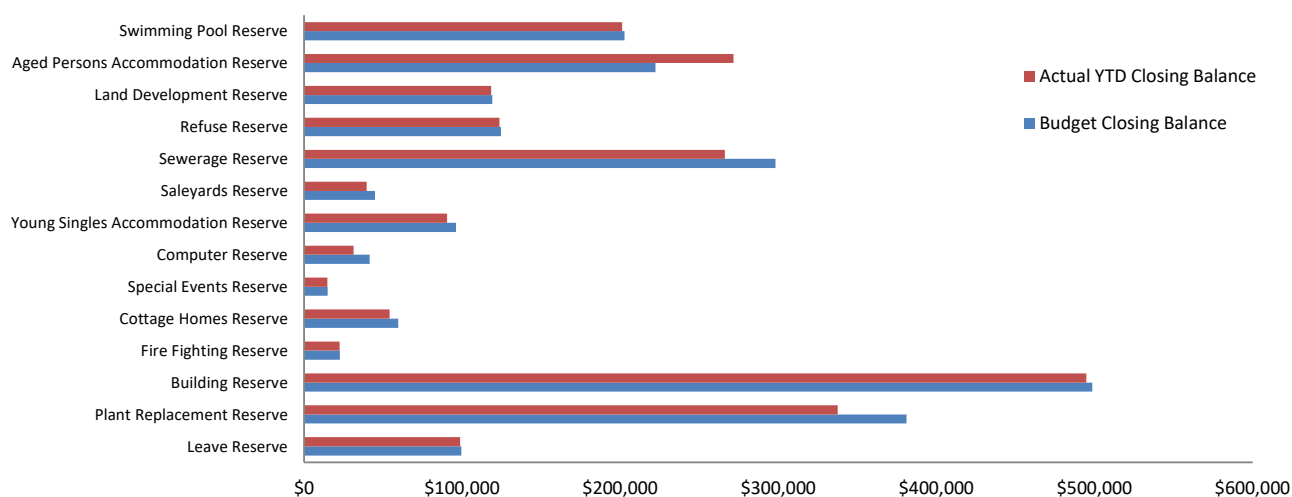
### Monthly Summary Information

For the Period Ended 31 August 2020

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



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



#### Comments

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



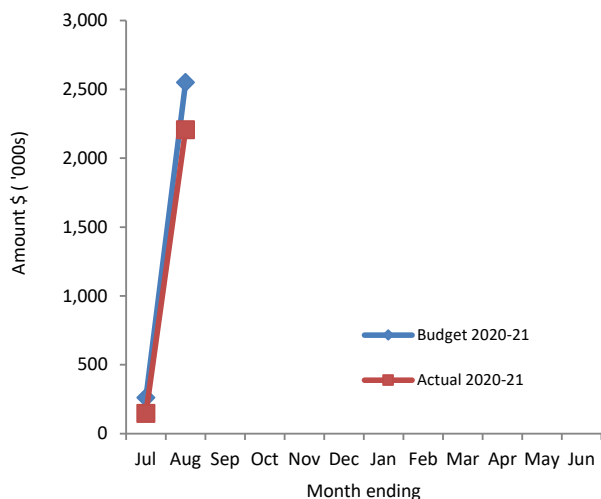
## Shire of Wickepin

### Monthly Summary Information

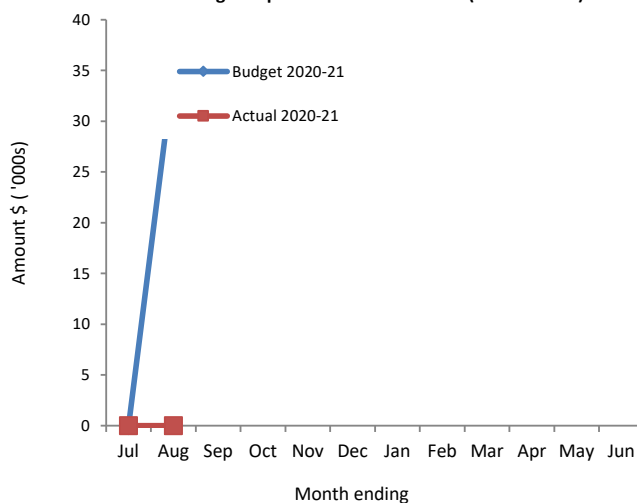
For the Period Ended 31 August 2020

#### Revenues

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

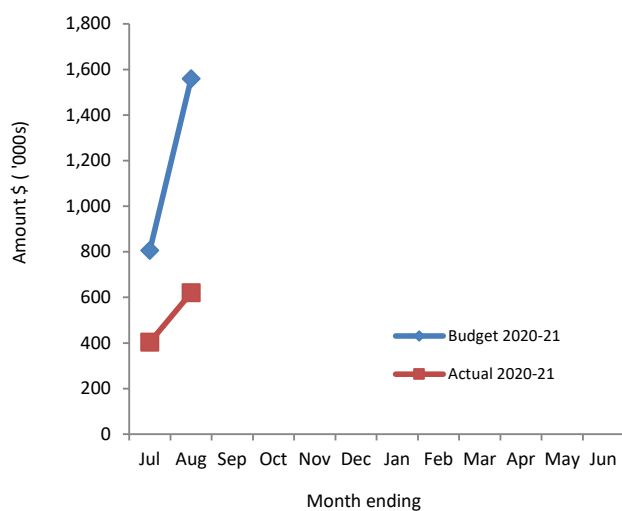


Budget Capital Revenue -v- Actual (Refer Note 2)

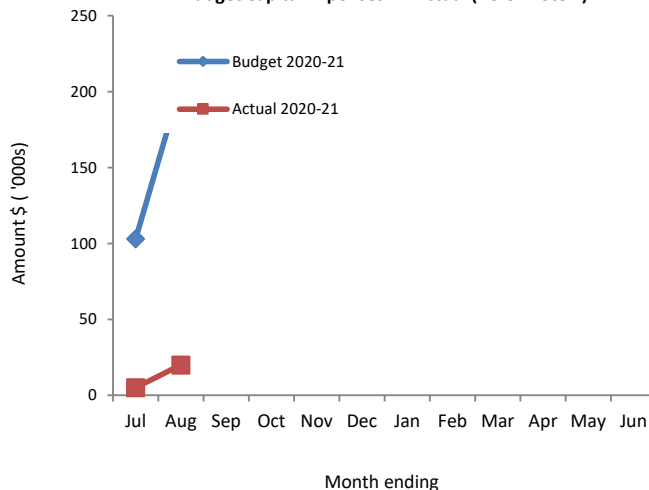


#### Expenditure

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



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



#### Comments

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2020**

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>						
	\$	\$	\$	\$	%	
Governance	8,208	1,366	439	(927)	(67.84%)	
General Purpose Funding - Rates	1,370,075	1,472,370	1,471,962	(408)	(0.03%)	
General Purpose Funding - Other	778,745	189,984	189,487	(497)	(0.26%)	
Law, Order and Public Safety	87,111	46,912	45,572	(1,340)	(2.86%)	
Health	100	16	100	84	525.00%	
Education and Welfare	4,050	672	0	(672)	(100.00%)	
Housing	2,683,013	447,164	13,600	(433,564)	(96.96%)	▼
Community Amenities	172,970	144,093	143,788	(305)	(0.21%)	
Recreation and Culture	16,073	2254	1,679	(575)	(25.50%)	
Transport	716,469	228,198	321,978	93,780	41.10%	▲
Economic Services	417,011	69,496	9,620	(59,876)	(86.16%)	▼
Other Property and Services	40,500	6,746	7,381	635	9.41%	
<b>Total Operating Revenue</b>	<b>6,294,325</b>	<b>2,609,271</b>	<b>2,205,606</b>	<b>(403,665)</b>		
<b>Operating Expense</b>						
Governance	(474,680)	(144,958)	(112,254)	32,704	22.56%	▼
General Purpose Funding	(85,555)	(14,246)	(13,511)	735	5.16%	
Law, Order and Public Safety	(219,127)	(62,975)	(62,968)	7	0.01%	
Health	(28,109)	(4,672)	(2,808)	1,864	39.91%	
Education and Welfare	(25,427)	(4,226)	(1,749)	2,477	58.62%	▼
Housing	(1,462,220)	(242,808)	(22,653)	220,155	90.67%	▼
Community Amenities	(371,839)	(65,196)	(47,998)	17,198	26.38%	▼
Recreation and Culture	(1,064,068)	(171,841)	(99,825)	72,016	41.91%	▼
Transport	(4,499,909)	(749,932)	(178,911)	571,021	76.14%	▼
Economic Services	(322,008)	(53,636)	(27,331)	26,305	49.04%	▼
Other Property and Services	(75,119)	(44,336)	(49,727)	(5,391)	(12.16%)	
<b>Total Operating Expenditure</b>	<b>(8,628,062)</b>	<b>(1,558,826)</b>	<b>(619,734)</b>	<b>939,092</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	4,317,355	719,548	0	(719,548)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8,623	1,438	0	(1,438)	(100.00%)	
Adjust Provisions and Accruals	746	0	0	0		
Adjust Rounding	0	0	1			
<b>Net Cash from Operations</b>	<b>1,992,987</b>	<b>1,771,431</b>	<b>1,585,873</b>	<b>(185,559)</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	207,000	34,500	0	(34,500)	(100.00%)	▼
<b>Total Capital Revenues</b>	<b>207,000</b>	<b>34,500</b>	<b>0</b>	<b>(34,500)</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0		
Land and Buildings	(2,227,626)	(7,250)	(3,339)	3,911	53.95%	▼
Infrastructure - Roads	(1,161,805)	(193,780)	(20,257)	173,523	89.55%	▼
Infrastructure - Footpaths	(20,000)	(3,334)	0	3,334	100.00%	▼
Infrastructure -Other	(235,000)	(20,666)	0	20,666	100.00%	▼
Plant and Equipment	(533,000)	0	0	0		
Furniture and Equipment	0	0	0	0		
<b>Total Capital Expenditure</b>	<b>(4,177,431)</b>	<b>(225,030)</b>	<b>(23,596)</b>	<b>201,434</b>		
<b>Net Cash from Capital Activities</b>	<b>(3,970,431)</b>	<b>(190,530)</b>	<b>(23,596)</b>	<b>166,934</b>		
<b>Financing</b>						
Proceeds from New Debentures	440,000	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	6,582	3,291	3,258	(33)	(0.99%)	
Transfer from Reserves	51,321	0	0	0		
Advances to Community Groups	0	0	0	0		
Repayment of Debentures	(32,474)	(16,237)	(3,258)	12,979	79.93%	▼
Transfer to Reserves	(158,000)	0	0	0		
<b>Net Cash from Financing Activities</b>	<b>307,429</b>	<b>(12,946)</b>	<b>0</b>	<b>12,946</b>		
<b>Net Operations, Capital and Financing</b>	<b>(1,670,015)</b>	<b>1,567,955</b>	<b>1,562,277</b>	<b>(7,117)</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>1,670,560</b>	<b>1,994,005</b>	<b>1,994,005</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>545</b>	<b>3,561,960</b>	<b>3,556,282</b>	<b>(7,117)</b>		

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

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

**SHIRE OF WICKPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 August 2020**

	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	\$ 1,370,075	\$ 1,472,366	\$ 1,471,957	\$ (409)	% (0.03%)	
Operating Grants, Subsidies and Contributions	11	2,218,966	533,216	315,980	(217,236)	(40.74%)	▼
Fees and Charges		419,641	223,047	225,404	2,357	1.06%	
Service Charges		0	0	0	0		
Interest Earnings		35,500	3,082	672	(2,410)	(78.20%)	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	14,503	2,416	0			
<b>Total Operating Revenue</b>		<b>4,058,685</b>	<b>2,234,127</b>	<b>2,014,013</b>	<b>(217,698)</b>		
<b>Operating Expense</b>							
Employee Costs		(1,194,487)	(198,731)	(241,560)	(42,829)	(21.55%)	▼
Materials and Contracts		(2,706,507)	(498,858)	(215,868)	282,990	56.73%	▲
Utility Charges		(185,750)	(30,188)	(25,108)	5,080	16.83%	▲
Depreciation on Non-Current Assets		(4,317,355)	(719,548)	0	719,548	100.00%	▲
Interest Expenses		(8,636)	(1,857)	(411)	1,446	77.86%	▲
Insurance Expenses		(192,201)	(105,790)	(136,787)	(30,997)	(29.30%)	▼
Loss on Disposal of Assets	8	(23,126)	(3,854)	0			
<b>Total Operating Expenditure</b>		<b>(8,628,062)</b>	<b>(1,558,826)</b>	<b>(619,734)</b>	<b>935,238</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,317,355	719,548	0	(719,548)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	8,623	1,438	0	(1,438)	(100.00%)	
Adjust Provisions and Accruals		746	0	0	0		
Adjust Rounding		0	0	1			
<b>Net Cash from Operations</b>		<b>(242,653)</b>	<b>1,396,287</b>	<b>1,394,280</b>	<b>(3,446)</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,235,640	375,144	191,593	(183,551)	(48.93%)	▼
Proceeds from Disposal of Assets	8	207,000	34,500	0	(34,500)	(100.00%)	▼
<b>Total Capital Revenues</b>		<b>2,442,640</b>	<b>409,644</b>	<b>191,593</b>	<b>(218,051)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(2,227,626)	(7,250)	(3,339)	3,911	53.95%	▲
Infrastructure - Roads	13	(1,161,805)	(193,780)	(20,257)	173,523	89.55%	▲
Infrastructure - Footpaths	13	(20,000)	(3,334)	0	3,334	100.00%	▲
Infrastructure - Drainage	13	(235,000)	(20,666)	0	20,666	100.00%	▲
Plant and Equipment	13	(533,000)	0	0	0		
Furniture and Equipment	13	0	0	0	0		
<b>Total Capital Expenditure</b>		<b>(4,177,431)</b>	<b>(225,030)</b>	<b>(23,596)</b>	<b>201,434</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,734,791)</b>	<b>184,614</b>	<b>167,997</b>	<b>(16,617)</b>		
<b>Financing</b>							
Proceeds from New Debentures		440,000	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,582	3,291	3,258	(33)	(0.99%)	
Transfer from Reserves	7	51,321	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(32,474)	(16,237)	(3,258)	12,979	79.93%	▲
Transfer to Reserves	7	(158,000)	0	0	0		
<b>Net Cash from Financing Activities</b>		<b>307,429</b>	<b>(12,946)</b>	<b>0</b>	<b>12,946</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,670,015)</b>	<b>1,567,955</b>	<b>1,562,277</b>	<b>(7,117)</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,670,560</b>	<b>1,994,005</b>	<b>1,994,005</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>545</b>	<b>3,561,960</b>	<b>3,556,282</b>	<b>(7,117)</b>		

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

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 31 August 2020**

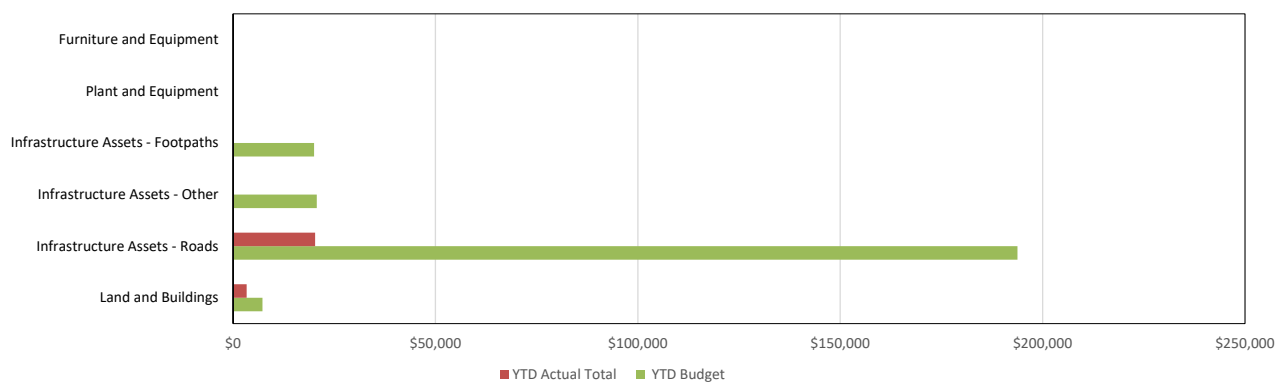
Capital Acquisitions	Note	YTD 31 08 2020					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 3,339	\$ 0	\$ 3,339	\$ 7,250	\$ 2,227,626	\$ (3,911)
Infrastructure Assets - Roads	13		20,257	20,257	193,780	1,161,805	(173,523)
Infrastructure Assets - Other	13	0	0	0	20,666	235,000	(20,666)
Infrastructure Assets - Footpaths	13	0	0	0	20,000	20,000	(20,000)
Plant and Equipment	13	0	0	0	0	533,000	0
Furniture and Equipment	13	0	0	0	0	0	0
<b>Capital Expenditure Totals</b>		<b>3,339</b>	<b>20,257</b>	<b>23,596.00</b>	<b>241,696</b>	<b>4,177,431</b>	<b>(218,100)</b>

**Funded By:**

Capital Grants and Contributions	191,593	2,235,640	2,235,640	2,044,047
Borrowings	0	0	440,000	0
Other (Disposals & C/Fwd)	0	34,500	8,623	(34,500)
Own Source Funding - Cash Backed Reserves				
Aged Accommodation Reserve	0	0	51,321	0
Building Reserve				
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>(51,321)</b>	<b>0</b>
<b>Own Source Funding - Operations</b>	<b>(167,997)</b>	<b>(2,028,444)</b>	<b>1,441,847</b>	<b>1,860,447</b>
<b>Capital Funding Total</b>	<b>23,596</b>	<b>241,696</b>	<b>4,177,431</b>	<b>(218,100)</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

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

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

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

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

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

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

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

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

**(s) GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

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

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
**For the Period Ended 31 August 2020**

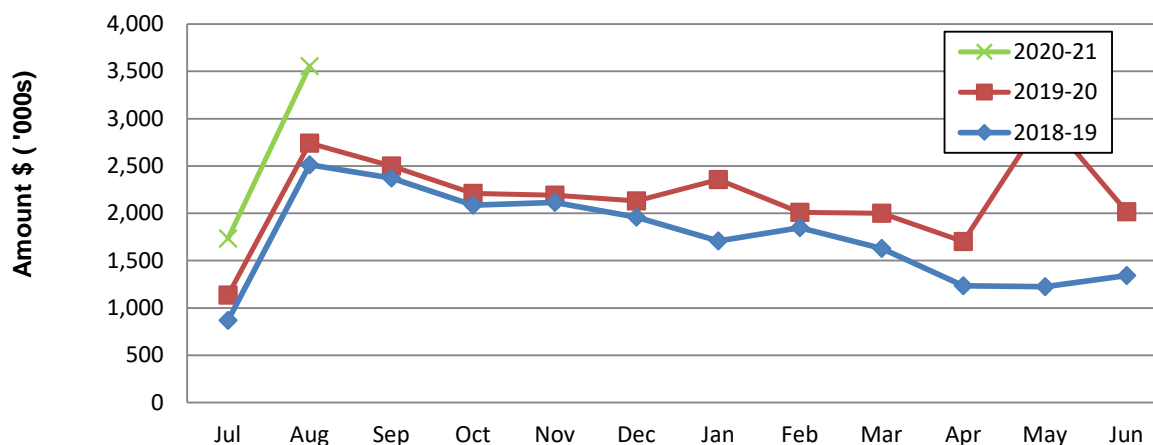
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	(927)	(67.84%)			
General Purpose Funding - Other	(497)	(0.26%)			
Law, Order and Public Safety	(1,340)	(2.86%)			
Housing	(433,564)	(96.96%)	▼	Timing	Income not yet received
Community Amenities	(305)	(0.21%)			
Recreation and Culture	(575)	(25.50%)			
Transport	93,780	41.10%	▲	Permanent	Increase in RRG Grant
Economic Services	(59,876)	(86.16%)	▼	Timing	Income not yet received - LRCI
Other Property and Services	635	9.41%			
<b>Operating Expense</b>					
					Various Account Costs down - Conference, Meeting Fees, Advertsing, Staff Training. Deprecation not yet run until after finalisation of Annual Report
Governance	32,704	22.56%	▼	Timing	
General Purpose Funding	735	5.16%			
Law, Order and Public Safety	7	0.01%			
Health	1,864	39.91%			
Education and Welfare	2,477	58.62%	▼	Timing	Costs Down - Donations, CDO projects, Grant Income. Depreciation not yet run until after finalisation of Annual Report
Housing	220,155	90.67%	▼	Timing	Depreciation not yet run until after finalisation of Annual Report
Community Amenities	17,198	26.38%	▼	Timing	Depreciation not yet run until after finalisation of Annual Report
Recreation and Culture	72,016	41.91%	▼	Timing	Various Account Costs down - Floorball, library building maintenance .Depreciation not yet run until after finalisation of Annual Report
Transport	571,021	76.14%	▼	Timing	Depreciation not yet run until after finalisation of Annual Report
Economic Services	26,305	49.04%	▼	Timing	Various Account Costs down - Fruit Fly Baiting, Caravan Park maintenance. Depreciation not yet run until after finalisation of Annual Report
Other Property and Services	(5,391)	(12.16%)			
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(183,551)	(48.93%)	▼	Timing	Road Funding & Housing income not yet received
Proceeds from Disposal of Assets	(34,500)	(100.00%)	▼	Timing	P & E not yet purchased
<b>Capital Expenses</b>					
Land and Buildings	3,911	53.95%	▼	Timing	Projects not yet commenced
Infrastructure - Roads	173,523	89.55%	▼	Timing	Projects not yet commenced
Infrastructure - Footpaths	3,334	100.00%	▼	Timing	Projects not yet commenced
Plant and Equipment	0				
Furniture and Equipment	0				
<b>Financing</b>					
Loan Principal	12,979	79.93%	▼		New Loan not yet commenced

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)			
Note	YTD 31 Aug 2020	30 June 2020	YTD 31 Aug 2019
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4 2,068,343	2,178,143	975,440
Cash Restricted	4 2,248,893	2,248,893	1,274,113
Receivables - Rates	6 1,582,929	29,869	73,835
Receivables -Other	6 211,947	1,710	112,223
Interest / ATO Receivable/Trust	11,090	109,228	27,693
Inventories		0	0
	6,123,202	4,567,843	2,463,304
<b>Less: Current Liabilities</b>			
Payables	(113,209)	(104,842)	(26,842)
Provisions	(204,819)	(220,104)	(144,743)
	(318,028)	(324,946)	(171,586)
<b>Less: Cash Reserves</b>	7 (2,248,893)	(2,248,893)	(1,274,113)
<b>Net Current Funding Position</b>	<b>3,556,282</b>	<b>1,994,005</b>	<b>1,017,605</b>

**Note 3 - Liquidity Over the Year****Comments - Net Current Funding Position**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**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%	977,176			977,176	ANZ	At Call
Reserve Bank Account	0.00%		93		93	ANZ	At Call
Trust Bank Account	0.00%			11,675	11,675	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal					0		
Municipal	0.95%	1,090,467			1,090,467	WA Treasury	At Call
Reserve			2,248,800		2,248,800	ANZ	30-Oct-20
Trust				172,297	172,297	ANZ	30-Oct-20
<b>Total</b>		<b>2,068,343</b>	<b>2,248,893</b>	<b>183,971</b>	<b>4,501,207</b>		

**Comments/Notes - Investments**



SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2020

**Note 5: BUDGET AMENDMENTS**

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

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

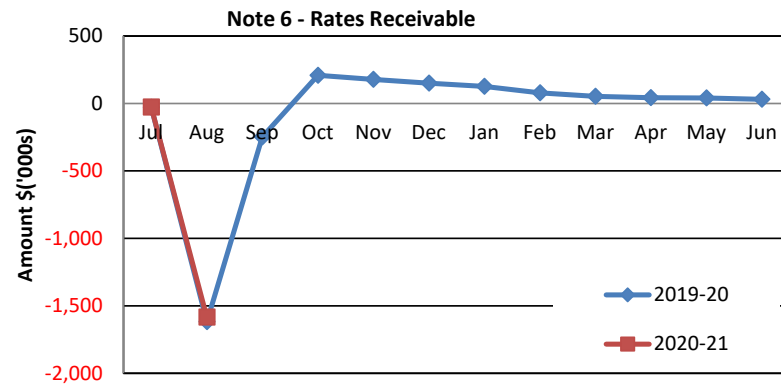
**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**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 31 Aug 2020	30 June 2020
\$ 19,522	\$ 19,522
1,655,669	1,534,110
(92,262)	(1,519,102)
<b>1,582,929</b>	<b>34,530</b>
<b>1,582,929</b>	<b>34,530</b>
5.51%	97.78%



Comments/Notes - Receivables Rates

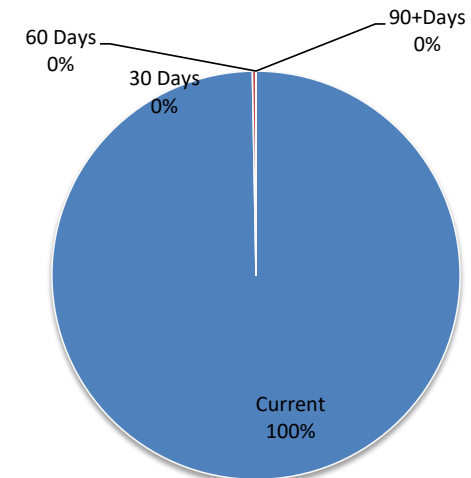
**Receivables - General**

Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$ 211,347	\$ 600	\$ 0	\$ 0
<b>211,947</b>			

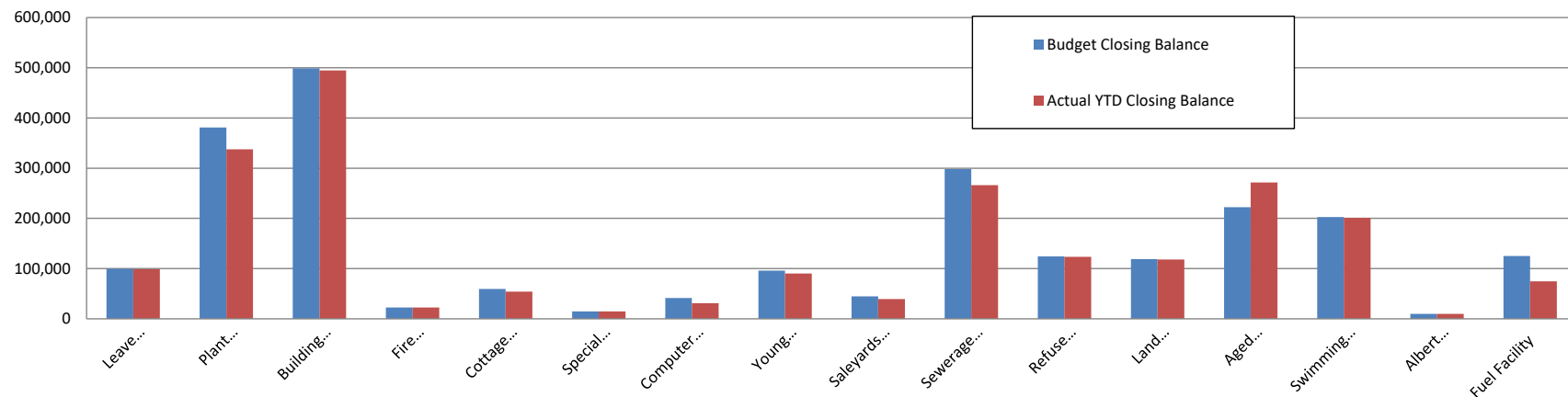
**Note 6 - Accounts Receivable (non-rates)**

Comments/Notes - Receivables General

**SHIRE OF WICKPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 7: Cash Backed Reserve**

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			
					YTD 31 08 2020			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	<b>Plant and Equipment</b>	\$	\$	\$	
				0 POAI Holden Colorado CEO	4,052	0	(4,052)	
				0 Holden Colorado CEO	4,052	0	(4,052)	
				0 P2283 Toyota Forklift	2,000	0	(2,000)	
				0 P19955 Hino 300 Construction Dual Cab	4,400	0	(4,400)	
				0 P698 Hino Tip Truck - Gardeners	(13,200)	0	13,200	
				0 P468A Holden Colorado Tray Top Ute	(194)	0	194	
				0 P632A Holden Colorado 4x4 Ute	(4,400)	0	4,400	
				Pfacey Ford Ranger PFacey	(5,332)	0	5,332	
0	0	0	0		(8,623)	0	8,623	

Comments - Capital Disposal/Replacements

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 9: RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>
<b>Differential General Rate</b>											
GRV	0.073020	194	1,751,499	127,894		0	127,894	127,894			127,894
UV	0.008885	278	148,803,150	1,322,116			1,322,116	1,322,278			1,322,278
<b>Sub-Totals</b>		472	150,554,650	1,450,010	0	0	1,450,010	1,450,172	0	0	1,450,172
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	400.00	63	158,748	25,200			25,200	25,200			25,200
UV	400.00	14	325,246	5,600			5,600	6,000			6,000
<b>Sub-Totals</b>		77	483,994	30,800	0	0	30,800	31,200	0	0	31,200
Ex Gratia Rates							1,480,810				1,481,372
Discount							0				11,734
Rates Writeoffs							(8,849)				(128,450)
							(4)				(25)
<b>Amount from General Rates</b>							<b>1,471,957</b>				<b>1,364,631</b>
<b>Specified Area Rates</b>											
<b>Totals</b>							<b>1,471,957</b>				<b>1,364,631</b>

Comments - Rating Information

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**10. INFORMATION ON BORROWINGS****(a) Debenture Repayments**

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 102 - WD Sports Club SS Greens	20,554		3258	6,582	17,296	20,554	411	757	17/01/2023
Loan ##### -Staff House				25,892		414,018		7,378	2025
	20,554	0	3,258	32,474	17,296	434,572	411	8,135	

All debenture repayments were financed by general purpose revenue.

**(b) New Debentures**

No new debentures were raised during the reporting period.

**SHIRE OF WICKPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2020-21 Budget	Variations Additions (Deletions)	Recoup Status		Received	Not Received
					Operating	Capital		
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	514,217	0	514,217	0	130,496	383,722
Grants Commission - Roads	WALGGC	Y	224,978	0	224,978	0	57,984	166,994
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	35,363	0 0	35,363	0	0	35,363 0
<b>HOUSING</b>								
WSAHA Grant	DPIRD	Y	13,158		13158		0	13,158
WSAHA Grant	DPIRD	Y	1,300,000			1,300,000	0	1,300,000
WSAHA Grant	DPIRD	Y	1,300,205			1,300,205	0	1,300,205
<b>EDUCATION &amp; WELFARE</b>								
Albert Facey Tour		N	3,750		3,750	0	0	3,750 0
<b>ECONOCMIC SERVICES</b>								
LRCI Funding		Y	363,866			363,866	0	363,866
<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	244,500	0	0	244,500	191,593	52,907
Direct Grant - Maintenance	Dept. of Transport	Y	127,500	0	127,500	0	127,500	0
<b>TOTALS</b>			<b>4,454,606</b>	<b>0</b>	<b>918,966</b>	<b>3,535,640</b>	<b>507,573</b>	<b>3,947,034</b>
Operating	Operating		2,218,966				315,980	
Non-Operating	Non-operating		2,235,640				191,593	
			<u>4,454,606</u>				<u>507,573</u>	

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

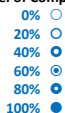
**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 20	Amount Received	Amount Paid	Closing Balance 31-Aug-20
	\$	\$	\$	\$
Housing Bonds	0.00	1,032.00	-460.00	572.00
Master Key Deposits	0.00	480.00	-480.00	0.00
Special Plates	0.00	0.00	0.00	0.00
Land Sales	0.00	0.00	0.00	0.00
Nomination Deposits	0.00	0.00	0.00	0.00
Building and BCITF	0.00	0.00	0.00	0.00
Ram Pavillion	0.00	0.00	0.00	0.00
LCDC Landcare	0.00	0.00	0.00	0.00
Cat/Dog Trap Hire	50.00	50.00	-50.00	50.00
WDSC Replacement Greens	119,339.10	2,500.00	0.00	121,839.10
Miscellaneous Trust	6,374.66	100.00	-100.00	6,374.66
Yealering Bowling Club Greens	55,707.65	0.00	0.00	55,707.65
Licensing		54,773.15	-54,773.15	0.00
	<b>181,471.41</b>	<b>58,935.15</b>	<b>-55,863.15</b>	<b>184,543.41</b>



## Level of Completion Indicators



SHIRE OF WICKEPIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 August 2020

## Note 13: CAPITAL ACQUISITIONS

31/08/2020							
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Infrastructure Assets</b>							
<b>Land &amp; Buildings</b>							
<b>Housing</b>							
STAFF HOUSE	CSH12	(440,000)	0	0	0		
SMITH STREET FENCE	LHS11C	(4,700)	0	0	0		
RINTEL STREET FENCE	LHS1C	(24,000)	0	0	0		
<b>Housing Total</b>		<b>(468,700)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Housing</b>							
CAPITAL EXPENSE - LIFESTYLE VILLAGE	3272	(1,351,526)	0	(3,339)	3,339		
<b>Other Housing Total</b>		<b>(1,351,526)</b>	<b>0</b>	<b>(3,339)</b>	<b>3,339</b>		
<b>Community Amenities</b>							
Industrial Shed	CWBC1	(340,000)	0	0		0	
<b>Community Amenities Total</b>		<b>(340,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Recreation and Culture</b>							
Wickepin Hall Reroof	CLPH1	(18,500)	(3,084)	0	(3,084)		
Yealering Hall - Ramp	CLPH2	(7,000)	0	0	0		
Yealering Golf Club	YGCC	(8,400)	0	0	0		
Yealering Bolwing Club - Eave repair	LYBC	(8,500)	0	0	0		
<b>Recreation And Culture Total</b>		<b>(42,400)</b>	<b>(3,084)</b>	<b>0</b>	<b>(3,084)</b>		
<b>Transport</b>							
DEPOT - CAR PORT		(25,000)	(4,166)	0	(4,166)		
<b>Transport Total</b>		<b>(25,000)</b>	<b>(4,166)</b>	<b>0</b>	<b>(4,166)</b>		
<b>Land and Buildings Total</b>		<b>(2,227,626)</b>	<b>(7,250)</b>	<b>(3,339)</b>	<b>(2,911)</b>	<b>0</b>	
<b>Footpaths</b>							
<b>Transport</b>							
FOOTPATHS	LFP1	(20,000)	(3,334)	0	(3,334)		
<b>Transport Total</b>		<b>(20,000)</b>	<b>(3,334)</b>	<b>0</b>	<b>(3,334)</b>	<b>0</b>	
<b>Footpaths Total</b>		<b>(20,000)</b>	<b>(3,334)</b>	<b>0</b>	<b>(3,334)</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles</b>							
<b>Governance</b>							
CEO VEHICLE		(91,000)	0	0	0	0	
<b>Governance Total</b>		<b>(91,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Transport</b>							
Hino Truck	6034	(108,000)	0	0	(108,000)	0	
Hino Tip Truck	6034	(63,000)	0	0	(63,000)	0	
Toyota Forklift	6034	(55,000)	0	0	(55,000)	0	
Colorado S/Cab Ute	6034	(42,000)	0	0	(42,000)	0	
Colorado S/cab Ute	6034	(42,000)	0	0	(42,000)	0	
Toyota Hilux Dual Cab	6034	(57,000)	0	0	(57,000)	0	
Twindrum Roller	6034	(60,000)	0	0	(60,000)	0	
Metro Counters	6034	(15,000)	0	0	(15,000)	0	
<b>Transport Total</b>		<b>(442,000)</b>	<b>0</b>	<b>0</b>	<b>(442,000)</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(533,000)</b>	<b>0</b>	<b>0</b>	<b>(442,000)</b>	<b>0</b>	
<b>Infrastructure Other</b>							
<b>Community Amenity</b>							
Card Swipe Wickepin Tip Gates	3824	(10,000)	(1,666)	0	1,666		
Relocation Waste Oil	3534	(14,000)	(2,334)	0	2,334		
<b>Community Amenity Total</b>		<b>(24,000)</b>	<b>(4,000)</b>	<b>0</b>	<b>1,666</b>	<b>0</b>	
<b>Recreation and Culture</b>							
PUMP & BORE - OVAL WATER	RETU	(30,000)	(5,000)	0	(30,000)		
WICKEPIN OVAL LIGHTS	WKLI	(35,000)	0	0	(35,000)		
SWIMMING POOL - EXPANSION JOINTS	LSP3	(70,000)	(11,666)	0	(70,000)		
HARRSIMITH DAM	3988	(23,000)	0	0			
LIMESTONE WALL - TANKS WICKEPIN OVAL	WLC1	(8,000)	0	0	(8,000)		
<b>Recreation And Culture Total</b>		<b>(166,000)</b>	<b>(16,666)</b>	<b>0</b>	<b>(143,000)</b>	<b>0</b>	
<b>Economic Services</b>							
Standpipe Controllers	7104	(45,000)	0	0			
<b>Economic Services Total</b>		<b>(45,000)</b>	<b>0</b>	<b>0</b>	<b>(45,000)</b>	<b>0</b>	
<b>Infrastructure Other Total</b>		<b>(235,000)</b>	<b>(20,666)</b>	<b>0</b>	<b>1,666</b>	<b>0</b>	
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
Pingelly Wickepin Road	RG003	(366,200)	(61,034)	0	(366,200)		
Bin Road	RG086	(351,420)	(58,714)	(15,457)	(335,963)	0	
<b>Regional Road Group Total</b>		<b>(717,620)</b>	<b>(119,748)</b>	<b>(15,457)</b>	<b>(702,163)</b>	<b>0</b>	
<b>Transport Roads to Recovery</b>							
84 Gate Road	R2R031	(57,190)	(9,532)	0	(9,532)	0	
Toollibin North Road	R2R010	(80,470)	(13,412)	0	(13,412)	0	
Tincurrin North Road	R2R011	(95,835)	(15,972)	(4,800)	(11,172)	0	
Wickepin North Road	R2015	(119,480)	(19,914)	0	(19,914)	0	
<b>Roads to Recovery Total</b>		<b>(352,975)</b>	<b>(58,830)</b>	<b>(4,800)</b>	<b>(54,030)</b>	<b>0</b>	
<b>Council Resources Construction</b>							
Fleay Road	C55	(44,755)	(7,460)	0	(7,460)	0	
Malyalling Road	CO036	(46,455)	(7,742)	0	(7,742)	0	
<b>Council Resources Construction Total</b>		<b>(91,210)</b>	<b>(15,202)</b>	<b>0</b>	<b>(15,202)</b>	<b>0</b>	
<b>Roads Total</b>		<b>(1,161,805)</b>	<b>(193,780)</b>	<b>(20,257)</b>	<b>(771,364)</b>	<b>0.00</b>	
<b>Capital Expenditure Total</b>		<b>(4,177,431)</b>	<b>(225,030)</b>	<b>(23,596)</b>	<b>(1,218,974)</b>	<b>0</b>	

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.03 – Development & Regulatory Services**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
<b>File Reference:</b>	CM.REP.2203
<b>Author:</b>	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 September 2020

**Enclosure/Attachments:** Nil

#### **Summary:**

The Shire of Narrogin's Department of Development and Regulatory Services as requested by the Shire of Wickpin has prepared the following report for the works undertaken in the month of August 2020, for council's consideration.

#### **Background:**

On 20 September 2017, the Shire of Wickpin 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 Wickpin for a period of five years.

A monthly report is to be presented to the Shire of Wickpin from the Shire of Narrogin's Planning, Building and Environmental Health Services for the works undertaken during the month of August 2020.

#### **Comments:**

#### **PLANNING OFFICER'S REPORT**

##### Planning Approvals

Proposed Shade Sails at Lot 201 (No. 44) Henry Street, Wickpin. Approved under delegated authority on 12 August 2020.

##### Upcoming Council Agenda for September 2020

Nil

##### Referrals & Subdivision clearances

Nil

#### **BUILDING SURVEYORS REPORT**

There were (2) Building related projects for the month of August 2020

Building type	Building Permit no	Approval date	Unique property identifier	Lot number	Street number	Street name	Suburb name	Building work	Value	Owner's name	Builder's name
Building Permit	WK2021001	17/8/20	A5218		44	Henry St	Wickpin	Shade Sails	\$37,400	State Gov	Brett Turpin
Demolition Permit	WK2021002	19/05/20	A6326		31	Henry St	Wickpin	Demolition	\$2,000	Aoning Li	Aoning Li

Also in August 2020, the Swimming Pool Register has been redrafted in preparation for the commencement of inspections of pool safety barriers happening in the near future.

## ENVIRONMENTAL HEALTH OFFICER'S REPORT

The following premises were inspected and assessed against the *Food Act 2008*, *Local Government Act 1995*, *Health (Miscellaneous Provisions Act 1911 or Public Health Act 2016*:

- 1) An inspection of 22 Connor Street, Yealering will be carried out in the near future;
- 2) 13 Congreve Street, Yealering inspected recently and a letter drafted for works by the owner. The owner has been given a month carry out the works to tidy and clean the premises;
- 3) Wickepin Hotel inspected and issued correspondence to clean and keep the premises clean. It is noted that following a similar letter in July 2020, the hotel premises was cleaned to an acceptable standard. However it has not taken long for the premises to return to its former condition. On this occasion the letter was sent to the owner of the business and a copy to the manager. The manager said that the owner is reluctant to allow additional hours for cleaning. The manager was advised that additional hours may be more economical than an infringement. A follow up inspection will be carried out to ascertain cleanliness of the premises, including footpath;
- 4) With the current pandemic, directions in force during stage four (4) food businesses in the shire are being kept updated on current requirements for health and safety of staff and customers. Although the Police enforce compliance it is pleasing to note that, apart from one or two non-compliances, most businesses comply with restrictions such as social distancing and providing hand sanitiser. As information is updated on the pandemic, advice will be relayed by in-house visits, telephone or email to food and other businesses as required; and
- 5) Food Act 2008 & Public Health Act 2016 Annual Report submitted to Department of Health in August 2020. Report was required by 31 August 2020;

### Statutory Environment:

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

### Policy Implications:

Nil

### Financial Implications:

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

## Strategic Implications:

### GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe

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

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

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

That council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of August 2020.

**Voting Requirements:** Simple majority.

## 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>Michelle Hetherington - Community Development Officer</b>
<b>File Reference:</b>	<b>CM.PLA.404</b>
<b>Author:</b>	<b>Michelle Hetherington - Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>9 September 2020</b>

## COMMUNITY DEVELOPMENT

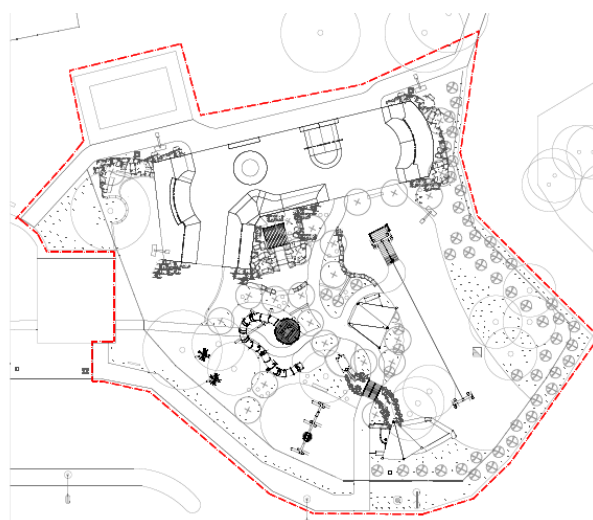
### Wogolin Road Recreational Area

- Construction drawings & specifications – including the skate park and half-court basketball have been finalised and have been delivered to the Shire by Nature Play Solutions.
- CDO, Manager of Works and CEO will be discussing work stages and roll-out strategy.
- Procurement of quotes and preparation of grant applications.
- Research into possible funding sources/grant opportunities such as: Lotterywest, CBH, DITCRD - Community Development Grants Programme, DITRDC – Drought Communities Programme, FRRR.



8 Burnard Way  
Karridale WA 6105  
p08 9361 1332  
play@natureplaysolutions.com.au

Wogolin Road Recreational Area  
Wickepin  
Nature Play Space Staging Plan 01



### St Johns Ambulance – Volunteer Service

- Attended the St. Johns Ambulance AGM at the Wickepin sub-centre September 9, 2020.
- Research into possible funding avenues for 3 x new Defibrillators – required by the Ambulance service costing \$32,000 each. To be placed in Harrismith, Yealering and Wickepin ambulances – Possible grants, corporate and community donations.
- Consultation in regards to feasibility and funding of the installation of shower facilities at each of the ambulance centres in the Shire.

### A Fortunate Life – Theatre/Cinema Event

- Booked for March 20 2021 – Wickepin Town Hall.  
Waiting on confirmation from event organisers – Theatre 180 & Big Sky Entertainment.
- Planning/budget for the event, promotion, and ticketing plus pre-show drinks/nibbles.
- Albert Facey Homestead open day, historical display/exhibition in the Town Hall (board room).

- The amount of \$6,500 has been allocated for the event in the 2020/2021 adopted budget.

### **Albert Facey Homestead – Volunteer Drive**

- An afternoon tea was held on Tuesday, August 18, 2020 to encourage volunteers to join the Homestead committee/maintenance roster. The social media promotion achieved a good response reaching 1,593 people, but only a couple of people attended on the day.

### **Footy Colours Day – Wickepin Primary School**

The CDO attended the Wickepin Primary School's annual Footy Colours Day on August 19 to raise funds for research into childhood cancer. It was a fantastic opportunity to meet and mingle and it was great to see so many parents and community members joining in for a morning full of fun.



### **Albert Facey Homestead – 20 Year Anniversary of re-location**

A sub-committee has been formed with CDO, Linley Rose and Libby Heffernan – to organise an informal celebration to acknowledge the 20 year anniversary of the homestead being located in the Wickepin town centre, to be held on Saturday 17 October 2020.

Initial ideas include:

- Picnic on the lawn area adjacent to the homestead
- Music + stalls
- Exhibits – Railway Building & Town Hall
- Invitations to previous council members, Facey family, volunteers etc.
- Promotion- Advertising: Press, radio, social media, tourism portals
- Cross promotion – “A Fortunate Life” stage production

### **Town Hall – Replace Stage Curtain & Tracking**

- Stagecraft visited the Town Hall on August 20 for an on-site measure and consult. Final quote for stage curtain (Burgundy Velvet) and tracking - \$5,490 + GST
- Application for CBH Grass Roots funding was submitted on the 27 August 2020. Notification of outcome will be approximately the 15 October 2020.

### **War Memorial Upgrade**

- Review and re-submit grant application for the next round of ‘Saluting their Service Commemorative Program’- Closing 29 October 2021.



## Art/Historical Artefacts Inventory & Display

- Discussion with the History Group in regards to taking an inventory and establishing a permanent display area in the Town Hall (old Road Board office) for Council owned art / historical artefacts etc. Display system, lighting, cabinets and maintenance.

## The Purple Bench Project

- Proposed by Cr Mearns - The Women's Council for Domestic and Family Violence Services.
- Approved by Council: To paint the existing bench in the council garden.
- Plaque has been ordered. To be painted by the Shire Staff in the Dulux 'Purple Wisdom'.

## Town Team Movement

- Funds have been allocated in the adopted 2020/2021 budget for a Community Building Project. Utilising creative, playful and hands-on engagement tools with the intent of better understanding the vision, needs and desires of the wider community. The Town Team Movement will aim to energise the community, mentor and facilitate future place activation projects and events.

## Other

- Assist with CRC Market Day - SAM trailer, banners, promotion
- BulldustNback event – P & C catering



- Screen Projector – Maintenance on equipment (smart box) required - Replace faulty DVD player. Recommendation by service technician to upgrade DVD player to Blue-Ray with HDMI – audio output.

## ECONOMIC DEVELOPMENT & TOURISM



## Astro Tourism WA

- CDO met with Carol Redford from AstroTourism WA and CEO on 8 September 2020. Discussed Wickepin's participation in the WA regional 'stargazing trail', identification of possible viewing sites, tourism potential, community engagement and promotion.

## Signage

### HISTORICAL SITES

The CDO met with Libby Heffernan and Lee Parker and explored new signage ideas with additional information for historical sites around the Shire.

- Malyalling sports ground – There is already a sign on the main road but doesn't detail the layout of the structures or activities.
- Dorakin Church site – situated on the North Tincurrin Road.
- Ten Mile Tennis club.
- Toolibin townsite – There is no map to indicate the position of the store, football field or school.
- Tincurrin hall – The hall is still standing but is no longer in use.
- Jewish Settlement – A very significant site for Wickepin's development.

History group members are happy to do the research for the signs.

- The Townscape Committee has approved that council purchase signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications.
- Cost for 2 signs – production and installation would be approximately \$1,500.
- There are currently funds in the CDO projects allocated in the 2020/2021 adopted budget that would be used for the purchase of these signs.

### HISTORICAL PLAQUES

- The mounting and placement of 2 historical plaques – Wickepin Electricity Supply and Wickepin Water Supply has been approved by the Townscape Committee.
- Will require consultation between the CDO, CEO, Manager of Works and Historical Group in regards to the ideal positioning of plaques within the Shire of Wickepin. The plaques are currently stored in the Shire office.
- Cost to mount the 2 signs on timber posts and install would be approximately \$400.
- There are currently funds in the CDO projects allocated in the 2020/2021 adopted budget that will be used to fund this project.



### OLD CEMETERY

- The purchase of new directional signs for the Old Cemetery has been approved by the Townscape Committee.
- The current directional signage to the Old Wickepin Cemetery is not very prominent and the sign at the end of the road does not conform to the Shire of Wickepin standards. The CDO was requested to look into the matter.
- Cost of signage – production and installation would be approximately \$500.
- There are currently funds available for the Old Cemetery Road in the 2020/2021 adopted budget that will be used for the purchase of these signs.



## Community Grants

The following community grants have been funded in the 2020/2021 adopted budget:

• Lake Yealering Progress Assoc.	\$7,200
• Wickepin Golf Club	\$6,136
• Wickepin District Sports Club	\$3,935
• Wickepin Bowling Club	\$3,026
• Toolibin Tennis Club	\$2,500
• Wickepin Football Club	\$1,600
• Wickepin Community Shed	\$1,582
• Lake Yealering Bowling Club	\$1,500
• Lake Yealering Progress Assoc.	\$1,500
• Wickepin Tennis Club	\$908
• Wickepin History Group	\$591

## Short Term Accommodation

- Council has allocated \$114,000.00 in the 2020/2021 adopted budget for short term accommodation units located at the Wickepin Caravan Park.

## Wide World of Wickepin – Map (pad)

- Review and update for re-print in 2020/2021 – CDO advertising budget.

## Southern Wheatbelt Self-Drive | Drive the Line

- Continued liaison and ongoing work on concept, planning and development of the 'Drive the Line' project with CDO's from Narrogin, Pingelly, Brookton, Cuballing, Wagin and Dumbleyung.
- Collaborative destination marketing of the southern Wheatbelt subregion and to raise the profile of local assets unique to the area. Targeting day-tripper and weekend segments.

## Research

- Ongoing - exploration of new tourism ideas for the Shire - looking at successful projects, events and promotions in other similar regions plus suggestions/ideas from the local community.

## SOCIAL MEDIA

- Social media management & posts to Facebook & Instagram (photography). Wickepin Shire and Wickepin Arts pages.



## SPORT & RECREATION

### FloorBall

- Consultation with SC Dorry Grzinic, DLGSC and Floorball WA.
- Purchase of required equipment from Floorball Culture.
- Timeline: Matches to begin in October. Term 4 of school and continue in terms 1 and 2 in 2021.
- Planning: Promotion and recruitment of volunteers.
- Visit an exhibition game by Floorball WA scheduled for late October.

## GOVERNANCE OTHER

- Liaison with CEO, DCEO, ESO & Manager of Works on ideas, project status and works to be undertaken in the Wickpin area.
- Budget planning for 2020/2021.
- Assisting council staff where required.
- Attended Townscape Committee meeting (02/09/2020).
- Liaison with the Southern Wheatbelt CDO network.

**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 9 September, 2020 be accepted.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.05 – Railway Dam Wickepin Change of Vesting Reserve 15782 Water Supply**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Brookes Road, Wickepin Reserve 15782</b>
<b>Name of Applicant:</b>	<b>Cr John Mearns</b>
<b>File Reference:</b>	<b>A6745</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 September 2020</b>

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**Enclosure/Attachments:** Vesting Order

#### **Summary:**

Council is being requested to request the Minister for lands to change the vesting order for reserve 15782 Water Supply to allow for recreational pursuits such as camping, Astro Tourism etc on the reserve

#### **Background:**

The CEO has been requested by Cr John Mearns to commence the changing of the vesting of the Railway Dam Reserve to allow Recreational pursuits such as camping, and Astro Tourism.

#### **Comments:**

A reserve is a form of tenure of Crown land. It is not an interest in land. Under section 41 of the LAA the Minister may set aside Crown land as reserve for a particular purpose in the public interest. Every such reservation has a land description and designated purpose registered on a Crown Land Title (CLT) and is graphically depicted on a plan or diagram held by Landgate. Historically, some reserves have been created through gazettal by description and legislation that has now been superseded. Therefore, some reserves may not have a land description or a CLT. Reserve tenure is usually applied to land that

- a) holds intrinsic community value or is of high conservation value that should be preserved and maintained for the benefit of future generations;
- b) for core business/service delivery needs of general sector State agencies and local governments.

Reserves are not usually granted for long-term economic development or for a commercial purpose or benefit. Some examples include: Recreational activities (e.g. sporting ovals); Aboriginal uses; local community sporting clubs; foreshore reserves, national parks, conservation reserves, heritage reserves, community centres, Department of Fire Emergency facilities, sea rescue, state emergency services.

The current vesting of Reserve No 15782 is as follows and shown bordered in red.

*Reserve No 15782 (Williams Location 15727) shall vest in the Shire of Wickepin for the designated purpose of "Water Supply"*

Legal flag <input type="checkbox"/>	Non-current <input type="checkbox"/>
Assess No. A6745	Old No.
Owner SHIRE OF WICKEPIN	
Property Address LOT 15727 BROOKS ROAD WICKEPIN WA 6370	
House	Lot 15727
Street BROOKS	
Type ROAD	
Suburb WICKEPIN	6370
Ward 03	WICKEPIN
Locality	
Zoning	
Land use R04 RESERVE	
VEN Number	
Pens No	
Valuation Details	
Gross Rental Value	Unimproved Value

Legend

☐ Location Number  
☐ GRV or UV  
☐ Zoning  
☐ Land Usage  
☐ Dogs  
☒ Roads  
☒ wickepin\_lga.ecw  

wickepin\_lga.ecw

Council may request the Minister for lands under section 51 of the *Land Administration Act 1997* to amend the vesting order to include recreational purposes if it so wishes.

The Minister is not compelled to amend the reserve and the changing of the vesting from Water Supply to include recreational purposes may also invoke the Native title Act.

As Council is changing the vesting order Council should consider advertising the change in the vesting so that adjoining land holders would be able to comment to Council on whether they agree to the changing of the vesting order to allow for recreational purposes such as camping.

Council will have to draw up a management plan for Reserve No 15782 outlining what activities it wishes to allow within this area and what areas would be set aside for camping etc.

**Statutory Environment:** Nil

The *Land Administration Act 1997* (LAA) is Western Australia's primary legislation dealing with the management of Crown land. The LAA is administered by the Minister for Lands (Minister), assisted by the Department of Planning, Lands and Heritage (DPLH). Part 4 of the LAA provides for the creation, administration and management of reserves over Crown land/waters.

*Land Administration Act 1997*

**51. Cancelling, changing etc. reserves, Minister's powers as to**

*Subject to sections 42, 43 and 45, the Minister may by order cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.*



**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:**

Fits within Goal 8 Tourism opportunities create value to our communities, in the Shire of Wickepin Strategic Plan 2018-2028.

The key priorities (based upon survey results and number of discussions in which these arose) that the community identified during the process included:

***HIGH PRIORITY***

- Maintenance and improvement of road infrastructure
- Maintenance and continual improvement of parks and gardens, creating a reason to visit and stop in the Shire
- Growing the economic impact of Lake Yealering
- Lifestyle and amenity development
- Supporting the agricultural industry, agricultural innovation and business diversification

***MEDIUM PRIORITY***

- Tourism product development
- Opportunity to work closely with community organisations to achieve mutual goals
- Improved partnerships to address youth attraction and retention, drug and alcohol education and awareness

These priorities have all been reflected in the goals and strategies of our plan.

# economy

## GOAL 8: Tourism opportunities create value to our communities

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
8.1 Continue to actively participate in the Living Lakes project 8.2 Develop and improve the foreshore amenities at Lake Yealering 8.3 Investigate camping grounds at Lake Yealering (cost v benefit analysis) 8.4 Partner with our neighbouring Shires on tourism promotion and initiatives 8.5 Review our engagement with the Dryandra Visitor Centre 8.6 Further develop rest stops across the Shire	8.7 Develop a branding strategy for Lake Yealering in collaboration with residents and businesses 8.8 Develop a self drive route across the Shire which includes Lake Yealering, Harrismith and Wickepin attractions 8.9 Increase our online profile	<ul style="list-style-type: none"> <li>- Lake Yealering has enough water in it for water based activities for the majority of the year</li> <li>- Number of positive and negative reviews regarding the Lake Yealering experience - online and verbal</li> <li>- Yealering caravan park occupancy and length of stay increases</li> <li>- Number and length of overnight stays increases</li> <li>- Facilities used by locals and visitors are improved based on online and verbal feedback</li> <li>- Toolibin rest stop is improved</li> </ul>	Tourism and recreational activities can occur all year at Lake Yealering  The length of overnight visitor stays is increased and visitors are aware of our unique attractions

### Recommendations:

That the CEO advertise Councils intent to request the Minister for Lands to amend Reserve No 15782 from water supply to recreational purposes including camping and tourism activities.

### Voting Requirements:

Simple majority.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.06 – Towns Team Proposal

<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>RC.PRG.3</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 September 2020</b>

**Enclosure/Attachments:** Town Team Movement Wickepin Community Building Project

#### Summary:

The CEO is requesting council to agree for the CEO to enter into a contract for the Town Team Movement Wickepin Community Building Project as attached to this Agenda item.

#### Background:

Council passed the following resolution at its Ordinary Meeting of Council held on the 19<sup>th</sup> February 2020.

#### **Resolution No 190220-12**

**Moved Cr Julie Russell / Seconded Cr Wes Astbury**

That Council consider the Town Team Movement Proposal in the 2020/2021 budget estimates.

**Carried 7/0**

The CEO placed the following amount in the 2020/2021 budget which was adopted by Council on the 19<sup>th</sup> August 2020.

<b>0662</b>	<b>Consultancy Fees</b>		
<b>0662</b>	Town Teams Proposal	<b>21</b>	18,000

#### Comments:

The CEO has contacted David Snyder of the Town Team Movement and he has forwarded the attached proposal itemising the costs and contract terms (inclusions and exclusions) for the Wickepin Community Building Project.

The price schedule for the Wickepin Community Building Project to be undertaken by the Towns Team Movement is as follows.

# Price Schedule

		Project Team			
		David Snyder - Place Leadership	Graphic Design	Jimmy Murphy, Town Team Movement	Travel Disbursements: including travel time, food, petrol and accommodation
Hourly Rate Ex GST		\$180.00	\$100.00	\$150.00	\$550.00
Task					
<b>1 Project Inception &amp; Meeting the Community</b>					
Inception Meeting + Project Background Catchup	2				\$ 360.00
Developing Welcome Flyers	1	2			\$ 380.00
Meeting existing community leaders (inc email and phone conversations)	6		2	1	\$ 1,930.00
	9	2	2	1	\$ 2,670.00
<b>2 Locally-Led Placemaking Workshop</b>					
Workshop Preparation and assistance to promote workshop	2		2		\$ 660.00
Workshop Delivery	8	2		1	\$ 2,190.00
Outcomes Report and Debrief Meeting	4				\$ 720.00
	14	2	2	1	\$ 3,570.00
<b>3 Mentoring First Community Activity &amp; General Committee Organising</b>					
Assisting to facilitate first community meeting - assisting to organise roles, and activity logistics	4		2	2	\$ 2,120.00
Follow-up meeting to review task list, ask general questions about roles and responsibilities	2		4	1	\$ 1,510.00
On-going email and phone support	4		4		\$ 1,320.00
Attendance and Assist at first community activity			8	1	\$ 1,750.00
Progress Report	4	2	4		\$ 1,520.00
	14	2	22	4	\$ 8,220.00
<b>4 Follow-Up Committee Meeting &amp; Action Plan</b>					
Attending a community activity debrief meeting and discussing lessons learned, roles and responsibilities, what's next	4		2	1	\$ 1,570.00
Developing the community vision and values statement	1				\$ 180.00
Developing a strategic community action plan & final outcomes report	8	2			\$ 1,640.00
	13	2	2	1	\$ 3,390.00
					\$ 17,850.00
TOTAL PRICE		\$9,000	\$800.00	\$4,200.00	\$3,850.00
					\$17,850

## Price

Town Team Movement proposes to complete the community building and engagement program for a fixed price of \$17,850 (exc GST).

Stage one and two can be confirmed for a price of \$6,240 (exc GST) and the council wishes to proceed with stages three and four, the remaining fee is \$11,610 (exc GST).

### Inclusion:

1. Public Liability insurance for first public event.
2. All staff at attendance at workshops and engagement exercises.
3. All presentations, meetings, emails and phone conversations with client (within reason).
4. Assisting with marketing of workshop and event

### Exclusions:

1. Responsible for all marketing of workshop and event. The Shire is responsible for letter drops, email and general promotion of public activities. TTM will only support with sharing the event on social media and to our database.
2. Bulk Printing costs.
3. Event application costs.
4. Engagement Material costs.
5. Hire costs for event.
6. Any costs of letter mailouts, etc
6. Venue hire and catering.

The Methodology and outcomes outlined in the Town Teams Proposal are.

*The Shire of Wickepin has requested the Services of Town Team Movement to develop a community building program with the intent of better understanding the vision, needs and desire of the wider*



community, potentially setting up a new town team in Wickepin and energising the community to get more involved in community place making. We intend to use Wickepin's local knowledge to build the capacity of community members and assist to facilitate future activation projects.

**The intent of Town Team Movement's involvement is to reach out and engage with the wider community leaders and focus our approach on implementation and driving positive community-led actions.**

Our methodology will use creative and hands-on engagement tools that are inclusive and accessible by the community and playful techniques that attract more than just the 'usual suspects' to get involved and participate. As can be seen in our project reference sheets and professional profiles, our team has a wealth of experience in the fields of public and stakeholder engagement, activation, community building and urban design. Town Team Movement feels strongly that we are the perfect candidates for undertaking the subject works and look forward to working in stronger partnership with the Shire of Wickepin.

### **1. Project Inception & Meeting the Community:**

Check-in with the Project Stakeholder Team to introduce each other, finalise the engagement process (any minor revisions to methodology process), prepare a communications and engagement plan, discuss reporting outcomes, housekeeping duties and answer any questions. Our team will initiate the discovery phase, by meeting existing traders, handing out welcome flyers to the immediate community and catching up with any potential leaders, promoting the first community workshop.

#### **Outcomes:**

- Clarify the detailed methodology, prepare a communications and engagement plan, community welcome flyer and facilitate any minor tweaks to the programme.
- Build a stakeholder contact list of identified community members.

### **1. Locally-Led Place making Workshop**

We will invite the businesses, interested community members and stakeholders to participate in a public 'locally-led' place making community and activity planning workshop to better understand:

- An introduction to Town Teams;
- Existing resources, connections and ideas within the community;
- How we can turn ideas into a community event / activity; and
- Understanding more about community place making and how community can make a real difference to making better places.

#### **Outcomes:**

- The workshop will offer a deeper understanding of the guiding principles (types of activities and themes) considered most appropriate by the wider community;
- We will develop a project plan with budget, allocated tasks and timeframe to initiate the community-led action; and
- Brief outcomes report prepared for the client.

At this stage, it is worth making a decision with the Shire, if it's worth pursuing stages 3 and 4. If the project team feels there is not enough community participating in the town team and/or there is not a strong direction for the community to make a real difference, then we can stop the project. Alternatively, if there is buy-in from the community and a direction to move forward with an idea or action, it is recommended to proceed with stages 3 and 4.

### **2. Mentoring First Community Activity & General Committee Organising**

Our team will assist with organising the upcoming community project and follow-up committee organising. The outcomes of the mentoring process will assist with event implementation and organising

*committee roles. In our experience, initiating and motivating community projects is a great method to attract a large number of people to participate and building on-going confidence.*

**Outcomes:**

- *Assistance with organising the community project - capacity building of a town team action committee.*
- *Attendance and assistance at two follow-up town team community meetings. On-going email and phone support.*
- *Participating in making the first activity happen, including being present during the event / activity.*
- *Better understanding the roles, responsibilities and vision of the town team.*
- *Building general confidence and enthusiasm to continue moving forward and getting started on the first action.*

**3. Follow-Up Committee Meeting & Action Plan**

*Following the community activity being completed, we will host a debrief meeting to discuss lessons learnt, outcomes from the engagement exercise, on-going committee roles (and let the leaders decide if they want to proceed with forming a town team), and finalising the community-led action plan.*

**Outcomes:**

- *Finalise Action Plan with community members.*
- *Local Government Place making recommendations and contacts for future projects (i.e. Fringe World, Perth Festival, Centre for Stories, etc)*
- *Assist with organising the community group to being independent.*
- *Cost estimate prepared for future funding.*
- *How to guides and resources prepared and handed over to community group to assist with future projects.*
- *Recommendations and advice for the local government to continue building capacity of the future town team / community group*

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

Town Team Movement proposes to complete the community building and engagement program for a fixed price of \$17,850 (exc GST).

Stage one and two can be confirmed for a price of \$6,240 (exc GST) and the council wishes to proceed with stages three and four, the remaining fee is \$11,610 (exc GST).

**Strategic Implications:** Nil

**Recommendations:**

That the CEO be authorised to accept the proposal from the Towns Team Movement at a cost of \$17,850 (exc GST).

**Voting Requirements:** Simple majority.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.07 – Townscape & Cultural Planning Committee Recommendations**

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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>LP.MEE.1714</b>
<b>Author:</b>	<b>Mel Martin, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 September 2020</b>

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**Enclosure/Attachments:** Nil

#### **Background:**

The Townscape & Cultural Planning Committee meeting was held on Wednesday 2 September 2020.

#### **Comments:**

The Townscape & Cultural Planning Committee meeting was held on Wednesday 2 September 2020 and passed the following recommendations:

#### **Moved Cr Lansdell / Seconded H Warrilow**

That council purchases signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications.

**Carried 5/0**

#### **Moved Cr Lansdell / Seconded Cr Mearns**

That council mount the Electricity Supply and Water Supply plaques onto timber posts similar to that used in the War Memorial and determine appropriate positioning in consultation with the Wickepin History Group.

**Carried 5/0**

#### **Moved H Warrilow / Seconded Cr Lansdell**

That council updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14

**Carried 5/0**

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

#### **Recommendations:**

That council:

1. Purchase the signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications.

2. Mount the Electricity Supply and Water Supply plaques onto timber posts similar to that used in the War Memorial and determine appropriate positioning in consultation with the Wickepin History Group.
3. Updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14

**Voting Requirements:** Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**11. President's Report**

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

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To be tabled.

**Recommendations:**

That council note the President's report dated September 2020.

**Voting Requirements:** Simple majority.

## 12. Chief Executive Officer's Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>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>9 September 2020</b>

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### CBH Bin Road

The Manger of Works is still working with Main Roads on all the necessary requirements to start the project so we should be starting by the second week in September. There has been a hold up with the traffic management plans requirements with Main Roads but this should be sorted soon.

### COVID 19

#### **COVID-19 Case numbers**

- As of 1 September 2020, there have been 655 confirmed cases of COVID-19 notified in Western Australia.
- To date 345,214 COVID-19 tests have been conducted in Western Australia.

Phase 5 date has been postponed and the tentative date for Phase 5 is Saturday, 24 October 2020.

WA remains in a State of Emergency, and various restrictions are enforceable by fines of up to \$50,000 for individuals and \$250,000 for businesses. Police officers also have the power to issue \$1000 on-the-spot fines.

### Toolibin Tennis Club Reserve 18417 Lot 72

Following is the latest email received from the Department of Planning Lands and Heritage in relation to the vesting order for the Toolibin Tennis Club Reserve 18417 Lot 72 on Diagram 417586.

*Since your previous email I have run the proposal past our legal team and then my Assistant Manager. It has been advised that if the Shire can provide photographic evidence that the Hall existed before 23 December 1996 (this is the critical date in the Native Title Act 1993) that the Department will likely be able to consider the proposal to issue a management order to the Shire. Your assistance to the above would be appreciated. Please do not hesitate to contact me if you have any queries.*

If any Councillor is able to provide any further information on the Toolibin Tennis Club it would be appreciated.

The CEO is working with Mathew Rule from Department of Planning Lands and Heritage in relation to the vesting order and has forwarded the following photos but this still appears to be insufficient.



If the CEO is unable to resolve this issue then a management order cannot be granted as native title was not extinguished from Reserve 18417 and it will be subject to the "South West Settlement" handover proceedings. If this is the case DPLH may grant a licence pursuant to section 48 of the Land Administration Act 1997 be granted by the State of WA (State) to

the Shire or to the Toolibin Tennis Club. The Licence would be for a term of two years with a termination clause subject to resolution of the South West settlement.

### Leases

The CEO has received the draft lease for the existing sporting groups and is currently working through them and they should be ready for presentation at the October Forum session for discussion.

McLeods have advised the following in relation to the Wickepin District Sports Club Leases.

*Please be advised that all three leases cannot go onto one lease as there are four different land parcels here. As the Shire owns Lot 1 and Lot 166, they are both on the same lease. However Reserve 13752 and Reserve 23911 are Crown Land. From our previous dealings, the Minister for Lands is reluctant to provide consent to one lease over two separate Reserves. Please find attached copies of the finalised Leases to Wickepin District Sports Club. We will now forward the leases to the Minister of Lands to endorse consent prior to the Shire and Wickepin District Sports Club signing the lease.*

McLeods on Councils behalf has also requested consent from the Minister for Lands under Section 18 of the *Land Administration Act* to lease the following Reserves.

1. Reserve 9610 Yealering. There will be three leases for the portions of Reserve 9610 to Lake Yealering Bowling Club, Lake Yealering Golf Club and Yealering Tennis Club.
2. Reserve 24899 Lot 15458 Harrismith to the Harrismith Golf Club.

### Wickepin Hotel

The Wickepin Hotel has been inspected by Council Health Officers. There was a number of cleaning issues that are being addressed in a letter to the Lessee and the Managers. They have been advised of their need to empty bins daily, sweep and mop hard surface floors daily, vacuum carpeted floors daily, wipe counters regularly, clean and sanitise utensils that people touch, such as salt and pepper shakers after each use, etc and the need to clean the footpath on a daily basis as per the Shire of Wickepin Health Local Law 2000. A follow up inspection will be held to monitor the work orders.

#### ***Footpaths etc. to be kept clean***

- 5.1.2 *An owner or occupier of premises shall maintain any footpath, pavement, area or right of way immediately adjacent to the premises, clear of any rubbish, matter or things coming from or belonging to the premises.*

### Local Roads and Community Infrastructure Program – Project Nomination

The CEO has nominated the following projects under the Local Roads and Community Infrastructure Program.

1. Wickepin Aquatic Centre - Replace worn out and leaking expansion joints and reline balance tank - \$23,886 (total project \$70,000)
2. Construction of Industrial Shed - Dumbleyung Road Wickepin - \$340,000

### Federal Assistance Grants

Western Australia's share of the final total funding pool available for 2020/2021 is \$303,165,877, of this \$182,774,908 is General Purpose Grants and \$120,304,757 is Local Road Funding.

The Shire of Wickepin's actual 2020/201 breakdown is

**Advance Payment paid in June 2020**

General Purpose Grants	\$560,783
Local Road Funding	\$303,022

**Remaining Payment 2020/2021**

General Purpose Grants	\$521,982
Local Road Funding	\$231,936

Total FAG's                      \$1,617,723

This is an increase on the overall budget amount for FAG's in the Adopted 2020/2021 budget of \$10,409.

**MEETINGS ATTENDED**

<b><u>August 2020</u></b>	
13 <sup>th</sup>	ROAC – Narrogin DFES
24 <sup>th</sup>	Save Grain on Rail – Kulin Cr Mearns and Cr Martin
28 <sup>th</sup>	WALGA CCZ – Kulin Cr Russell and Cr Hyde
<b><u>September 2020</u></b>	
1 <sup>st</sup>	UGS BF Exercise DFES Narrogin
2 <sup>nd</sup>	Townscape & Cultural Planning Committee Meeting
7 <sup>th</sup>	Carol Redford Astro Tourism with CDO in attendance
8 <sup>th</sup>	Wickepin School Council Meeting
8 <sup>th</sup>	St John Ambulance Meeting
11 <sup>th</sup>	Inter Fire Agencies
12 <sup>th</sup>	WBNRM Living Lakes opening Lake Yealering
16 <sup>th</sup>	Australia Day Committee Meeting

**Delegations to be inserted –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts		CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO	WPS – 44 Henry Street Demolition – 31 Henry Street	17/08/2020 19/08/2020	CEO
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			



<b>A6</b>	<b>Appointment and Termination of Staff</b>	<b>CEO</b>	Appointment of Leanne Bransby as cleaner for Yealering	03/09/2020	CEO
<b>A7</b>	<b>Rates Recovery – Instalment Payments</b>	<b>CEO</b>			
<b>A8</b>	<b>Issue of Orders</b>	<b>CEO</b>			
<b>A9</b>	<b>Legal Advice</b>	<b>CEO</b>			
<b>A10</b>	<b>Permits to Use Explosives</b>	<b>CEO</b>			
<b>A11</b>	<b>Street Stalls</b>	<b>CEO</b>	Bunsen's Burgers Southern Star Wines The Fresh Fish Van The Coffee Baa Lemon & Slice Stall Beef Jerky, biscuits & Confectionary Stall	05/09/2020	CEO
<b>A12</b>	<b>Liquor Consumption on Shire Owned Property</b>	<b>CEO</b>	WCC – Wickepin Hockey Club	19/09/2020	CEO
<b>A13</b>	<b>Hire of Community Halls / Community Centre</b>	<b>CEO</b>	WCC – Rural Edge Australia Wickepin Town Hall – History Group WPS – Albert Facey Park Area WCC – Wickepin Football Club YPA – Yealering Hall – Living Lakes Project WCC – AG Road Show (WFC) WCC - CBH	01/09/2020 05/09/2020 05/09/2020 10/09/2020 12/09/2020 22/09/2020 23/09/2020	CEO
<b>A14</b>	<b>The Food Act 2008 and the Food Regulations 2009</b>	<b>CEO</b>	Wickepin Hotel – Work order	27/08/2020	CEO
<b>A15</b>	<b>The Public Health Act 2016</b>	<b>CEO</b>			

**Recommendations:**

That Council note the Chief Executive Officer's report dated 09 September 2020.

**Voting Requirements:**

Simple majority.

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

### **14. Reports and Information**

### **15. Urgent Business**

### **16. Closure**

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