A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

18 NOVEMBER 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 18 November 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

12 November 2020

Time Table

1.00pm	Lunch
2.00pm	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.

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Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 18 November 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 21 October 2020.

Moved / Seconded

That the minutes of the Ordinary meeting of council held on Wednesday 21 October 2020 be confirmed as a true and correct record.

Carried /

7. Receival of Minutes

RECEIVAL OF MINUTES

7.1 – Albert Facey Homestead Committee

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mel Martin, Executive Services Officer**
File Reference:	**CR.MEE.208**
Author:	**Mel Martin, Executive Services Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**05 November 2020**

Enclosure/Attachments:

Minutes of the Albert Facey Homestead Committee meeting held on Monday 2 November 2020.

Background:

The Albert Facey Homestead Committee meeting was held on Monday 2 November 2020.

Summary:

Council is being requested to receive the Albert Facey Homestead Committee meeting minutes held on Monday 2 November 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 Albert Facey Homestead Committee meeting held on Monday 2 November 2020 be received.

Voting Requirements: Simple majority

A Fortunate Place

Shire of Wickepin

Minutes

Albert Facey Homestead Committee

Council Chambers, Wickepin

2 NOVEMBER 2020

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Minutes of an Albert Facey Homestead Committee Meeting to be held in Council Chambers, Wickepin – Monday 2 November 2020 commencing at 2pm.

The Chairperson declared the meeting open at 2.05pm.

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

Dave Astbury	Chairperson
Cr Allan Lansdell	Member
Libby Heffernan	Member
Linley Rose	Member
Helen Warrilow	Member
Margaret Fleay	Member
Charlotte Astbury	Member
Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer
Michelle Hetherington	Community Development Officer

Leave of Absence (Previously Approved)

Apologies
Luci Sartori Member

Nomination
Karen Rushton Member

A nomination has been received from Karen Rushton to be a member of the Albert Facey Homestead Committee.

Recommendation:
That Karen Rushton be appointed as a member of the Albert Facey Homestead committee.

Moved L Heffernan / Seconded L Rose

That Karen Rushton be appointed as a member of the Albert Facey Homestead committee.

Carried 5/0

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

Albert Facey Homestead Committee – 3 August 2020

Moved L Rose / Seconded A Lansdell

That the minutes of the Albert Facey Homestead Committee meeting held on 3 August 2020 be confirmed as a true and correct record, with the following amendment:

That a $60.00 voucher be purchased from the Wickepin Hotel and presented to Jean Chalmers of the Wickepin Newsagency for the thank a volunteer monthly voucher for the months May, June & July.

Carried 5/0

7. Status Report

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

Subject/Action	Officer	Progress	Status	Comment
Volunteers		A notice to be placed on Facebook and committee members to be proactive in trying to recruit volunteers.	✓	

If not noted, please insert numbers of items once attended to and return sheet to CEO.
❍ = in progress ✓ = completed ✕ =superseded

8. Financials

8.1 Albert Facey Homestead Municipal Funds

Albert Facey July 2020 - October 2020

Date	Description	Income
23/07/2020	ALBERT FACEY TAKINGS DATE 23/07/2020	300.00
03/08/2020	ALBERT FACEY DONATION DATE 03/08/2020	18.18
07/08/2020	ALBERT FACEY TAKINGS DATE 07/08/2020	102.09
31/08/2020	ALBERT FACEY TAKINGS DATE 31/08/2020	44.18
09/09/2020	ALBERT FACEY TAKINGS DATE 09/09/2020	45.45
10/09/2020	ALBERT FACEY TAKINGS DATE 10/09/2020	162.50
02/10/2020	ALBERT FACEY TAKINGS DATE 02/10/2020	169.00
14/10/2020	ALBERT FACEY TAKINGS DATE 14/10/2020	72.73
		914.13

Date	Description	Expenditure
20/07/2020	LGISWA INSURANCE 20/21 1ST INSTALMENT	231.05
06/08/2020	MCCOLL PAY	22.51
14/08/2020	WICKEPIN HOTEL AND HARVEST CAFE THANK A VOLUNTEER MONTHLY VOUCHER	54.55
17/08/2020	ELIZABETH HEFFERNAN CLEANING AUGUST, 2020	40.00
21/08/2020	NARROGIN CARPETS & CURTAINS 6M HESSIAN	43.64
21/08/2020	ASHLEY CARON PENELOPE IOW PAY	35.24
21/08/2020	ASHLEY CARON PENELOPE LABOH PAY	24.67
31/08/2020	WICKEPIN NEWSAGENCY CATERING FOR THE ALBERT FACEY HOMESTEAD COMMITTEE - VOLUNTEERS	11.36
31/08/2020	WICKEPIN NEWSAGENCY CATERING ALBERT FACEY HOMESTEAD COMMITTEE - VOLUNTEERS	34.00
18/09/2020	ASHLEY PAY	79.85
05/10/2020	LGISWA PROPERTY INSURANCE 2020/2021 2ND INSTALMENT	231.05
06/10/2020	DEPARTMENT OF FIRE AND EMERGENCY (DFES) EMERGENCY SERVICES LEVY 2020/2021	84.00
12/10/2020	HAVE A GO NEWS ADVERTISING - ALBERT FACEY 20YR CELEBRATION ADVERTISING	295.00
12/10/2020	ELIZABETH HEFFERNAN CLEANING 11/10/2020 CLEANING	40.00
		1226.92

Moved A Lansdell / Seconded D Astbury

That the financial report for July – October 2020 be accepted.

Carried 5/0

9. Receipt of Reports & Consideration of Recommendations

10. Reports & Information

10.1 Other matters raised by members

Libby Heffernan
Fig Tree Sign

Moved L Heffernan / Seconded C Astbury

That the fig tree sign be replaced with a sign similar to the existing sign.

Carried 5/0

Access to Homestead on Weekends – Committee to come up with ideas of how the public can access the homestead on the weekends when Jean's Newsagency is closed.

20 Year Anniversary

Moved L Heffernan / Seconded L Rose

That a thank you letter be written to Len Lewis for his rope making demonstration and Caroline Coates for her wool spinning demonstration at the Albert Facey Homestead 20 year relocation anniversary.

Carried 5/0

Homestead Tour – Libby advised that a tour bus will be arriving at the homestead at 10.30am Monday 16 November 2020.

Linley Rose
'Can You Help?' – Linley advised that the 'Can You Help' section of The West Australian newspaper seems to be good way to seek/advertise for information.

Linley thanked council's CDO Michelle Hetherington and the Homestead committee for their work organising the 20th Anniversary of the homestead relocation.

Donated spoon – a spoon has been donated by Des and Dianne Kirby. This could possibly be framed and placed in the proposed display room at the Wickepin Town Hall.

Allan Lansdell
Allan advised that he is in the process of locating all the wells that Albert Facey worked on and referred to in his autobiography A Fortunate Life.

Dave Astbury
Dave thanked everyone who were involved and worked on the day of the homestead 20th anniversary, at the homestead, the Railway building and the Wickepin Town Hall.

11. Urgent Business

12. Closure

The next Albert Facey Homestead Committee Meeting will be held in February 2021.

There being no further business the Chairperson declared the meeting closed at 2.55pm.

RECEIVAL OF MINUTES

7.2 – Local Emergency Management Committee (LEMC)

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mel Martin, Executive Services Officer**
File Reference:	**ES.MEE.905**
Author:	**Mel Martin, Executive Services Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**05 November 2020**

Enclosure/Attachments:

Minutes of the Local Emergency Management Committee meetings held on Monday 26 October 2020.

Background:

The Local Emergency Management Committee meetings were held on Monday 26 October 2020.

Summary:

Council is being requested to receive the Local Emergency Management Committee minutes held on Monday 26 October 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 Local Emergency Management Committee meetings held on Monday 26 October 2020 be received.

Voting Requirements: Simple majority.

Minutes

SHIRE OF CUBALLING AND SHIRE OF WICKEPIN LEMC MEETING

Monday 26th October 2020
Shire of Wickepin
Council Chambers

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Minutes of the Shire of Cuballing and Shire of Wickepin
LEMC Meeting held in Shire of Wickepin Council Chambers,
Monday 26 October 2020

Meeting opened at 3 pm.

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Attendance

Julie Russell – Shire President, Shire of Wickepin
Mark Conley – Shire President, Shire of Cuballing
Mark Hook – CEO Shire of Wickepin
Gary Sherry – CEO Shire of Cuballing
Phil Huggins – OIC, Wickepin OIC
Paul Dennison – Area Officer Narrogin, Department Fire and Emergency Services
Anthony Mort – CBFCO Shire of Cuballing
Skye Moxham – St John Ambulance
Erika Clement – Minute Taker

Apologies
Clinton Hemley – St John Ambulance Wickepin
John McDougall – St John Ambulance Wickepin
John Bouwman – OIC, Narrogin Police

2. CONFIRMATION OF MINUTES – LEMC meeting held on Tuesday 6 July 2020.

Moved Mark Conley / Seconded Anthony Mort

That the minutes of the Shire of Cuballing and Shire of Wickepin LEMC Meeting held on Tuesday 6 July 2020 be confirmed as a true and correct record.

3. STATUS REPORT (BUSINESS ARISING FROM PREVIOUS MINUTES)

Nil

4. RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS

4.1 - Report

Submission To:	**LEMC Committee**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mark Hook, Chief Executive Officer - Shire of Wickepin**
File Reference:	**ES.MEE.905**
Author:	**Mark Hook, Chief Executive Officer - Shire of Wickepin**
Disclosure of any Interest:	**Nil**
Date of Report:	**21 October 2020**

Enclosure/Attachments:
1. LEMC Contact List 2020
2. Emergency Evacuation Plan – Shire of Wickepin
3. Local Contact and Resource Register – Shire of Wickepin
4. Local Emergency Management Arrangements 2020

Summary:
The LEMC Committee is being requested to accept the revised documents listed below:
1. LEMC Contact List 2020
2. Emergency Evacuation Plan – Shire of Wickepin
3. Local Contact and Resource Register – Shire of Wickepin
4. Local Emergency Management Arrangements 2020

Background:
The CEO – Shire of Wickepin has updated all documents as of the 21 October 2020.

Comments:
The CEO – Shire of Wickepin is satisfied with all the updated documents and contacted all members listed within the Local Contacts and Resource Register requesting any changes.

Recommendations:
That the LEMC Committee accept all revised documents and endorse the Local Emergency Management Arrangements 2020 document as of the 26 October 2020 at the Shire of Wickepin.

Action from the meeting
Shire of Cuballing to update their Local Contact and Resource Register and Emergency Evacuation Plan.

If there are Updates/changes that need to be made to the Local Emergency Management Arrangements 2020, email eso@wickepin.wa.gov.au by 6th November 2020.

5. REPORTS & INFORMATION

5.1 Other matters raised by members.

5.2 Reports from Members

6. CLOSURE AND NEXT MEETING

There being no further business the Chairperson declared the meeting closed at 3.40 pm.

The next Shire of Cuballing and Wickepin LEMC Meeting will be held on Monday 19 April 2021 at the Shire of Cuballing.

7. ACTIONS REQUESTED FROM THE MEETING

Subject - Action	Officer
Desktop Exercise	Phil Huggins – OIC Wickepin Police

RECEIVAL OF MINUTES

7.3 – Townscape & Cultural Planning Committee

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mel Martin, Executive Services Officer**
File Reference:	**CR.MEE.206**
Author:	**Mel Martin, Executive Services Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**05 November 2020**

Enclosure/Attachments:

Minutes of the Townscape & Cultural Planning Committee meeting held on Wednesday 4 November 2020.

Background:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 4 November 2020.

Summary:

Council is being requested to receive the Townscape & Cultural Planning Committee meeting minutes held on Wednesday 4 November 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

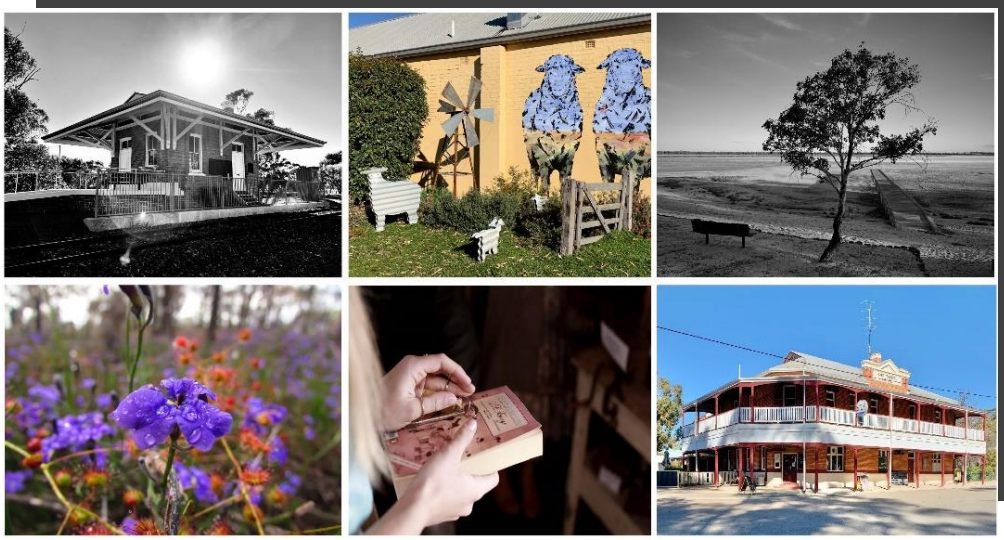
Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Townscape & Cultural Planning Committee meeting held on Wednesday 4 November 2020 be received.

Voting Requirements: Simple majority.



A Fortunate Place

Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee

Council Chambers, Wickepin

4 NOVEMBER 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 4 November 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

30 October 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.

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

Terms of Reference

1. Name
Townscape and Cultural Planning Committee

2. Members
Cr Fran Allan
Cr Allan Lansdell
Cr 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.

SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC

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

QUESTION:

SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC

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

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

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

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

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

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

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

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

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

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

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Agenda of a Townscape and Cultural Planning Committee Meeting to be held in Council Chambers, Wickepin, Wednesday 4 November 2020 at 9.30am

The Chairperson declared the meeting open at 9.32am.

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

Cr Sarah Hyde	Chairperson
Cr Fran Allan	Member
Cr Allan Lansdell	Member
Sue Astbury	Member
Ted Astbury	Member

Erika Clement	Deputy Chief Executive Officer
Michelle Hetherington	Community Development Officer
Mel Martin	Executive Support Officer

Apologies

Mark Hook	Chief Executive Officer
Cr John Mearns	Member
Kym Smith	Member
Tim Cowcher	Member
Kevin Coxon	Member
Helen Warrilow	Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

9.36 Cr Allan Lansdell entered the meeting.

Townscape and Cultural Planning Meeting – 2 September 2020

Moved F Allan / Seconded Cr Lansdell

That the minutes of the Townscape and Cultural Planning Committee meeting held 2 September 2020 be confirmed as a true and correct record.

Carried 5/0

7. Status Report

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

Subject/Action	Officer	Progress	Status	Comment
Historical Sites Signage	CDO	That council purchases signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications.	❍	History group members are in the process of researching information for the signs.
Historical Plaque Display	CDO	That council mount the Electricity Supply and Water Supply plaques onto timber posts similar to that used in the War Memorial and determine appropriate positioning in consultation with the Wickepin History Group.	❍	In consultation with the Wickepin History Group and Manager of Works.
Directional Signage – Old Cemetery Wickepin	CDO	That council updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14.	❍	In consultation with Manager of Works.

If not noted, please insert numbers of items once attended to and return sheet to CEO.
❍ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

9.1 – Community Development Officer's Report

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
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:	**29 October 2020**

Enclosure/Attachments: Nil

Summary:

COMMUNITY DEVELOPMENT

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.

- DCEO & CDO meeting with David Snyder, Jimmy Murphy TTM (October 8, 2020).

  Introduction and general conversation about community activities, challenges and dynamics in the Wickepin Shire, the impact of Covid and the Wickepin Art Prize being cancelled for 2020.

  Other avenues to consider communications include Watershed News, Shire Instagram account, Facebook and local businesses

  Discuss Workshop Dates

  Discussion about local businesses, and those that may possibly be interested in participating in Town Teams ie Jeans Newsagency, Ewen's, Hotel, Elders.

  Planning/timing of events and projects to avoid harvest/seeding, school holidays, etc.

  Shire mentioned it would be favourable for the project to meet again with elected members and ask for local advice regarding potential community champions to get involved and help to communicate and share the first workshop

- **Town Teams – Council Forum (October 21, 2020)**

  Forum presentation to Council by David Snyder from Town Teams with the aim to develop a stronger understanding of the approach to building a town team in Wickepin.

  Review of the TTM community building methodology and discussion about communications and reaching local community leaders.

  Facilitate the recruitment of team members plus present ideas/suggestions of how to get things moving forward in the Shire.

  Engagement process and communication methods and how to successfully reach out to the residents.

  Town Team Progress Update of creating a network of town teams across the Wheatbelt.

Elected members previously raised a potential idea of hosting a major regional event to attract Fringe World or Perth Festival Writers Club. TTM to scope further.

TTM currently scoping the potential of a Wheatbelt Placemaking Conference in March-April 2021 located in Dowerin. Contingent upon Lotterywest Funding. Is also keen to establish a network of Wheatbelt Town Teams and local government 'placemakers' (even if it's not an official local government title).

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 discussing work stages and roll-out strategy, quotes, tender.
- Research into possible funding sources/grant opportunities such as: Lotterywest, CBH, DITCRD - Community Development Grants Programme, DITRDC – Drought Communities Programme, FRRR.

Australia Day Branding – Grant

Australia Day
Reflect. Respect. Celebrate.

- The Shire successfully applied for a $1,000 grant from the National Australia Day Council to promote Australia Day 2021 with the message of 'Reflect. Respect. Celebrate. We're all part of the story'.
- Funds will be used to assist with printing costs that reflect the NADC Australia Day design.
- Products include: Pull up banner, feather banner, outdoor/indoor posters, vinyl banner, custom bunting, media wall, fitted tablecloth, social media selfie frame, napkins.
- CDO is now looking at round 2 grants of up to $20,000 for a Covid Safe Event – Closing November 9, 2020.
- Funds can be used for entertainment, artists, activations, new event components and for purchasing capital expenditure items.

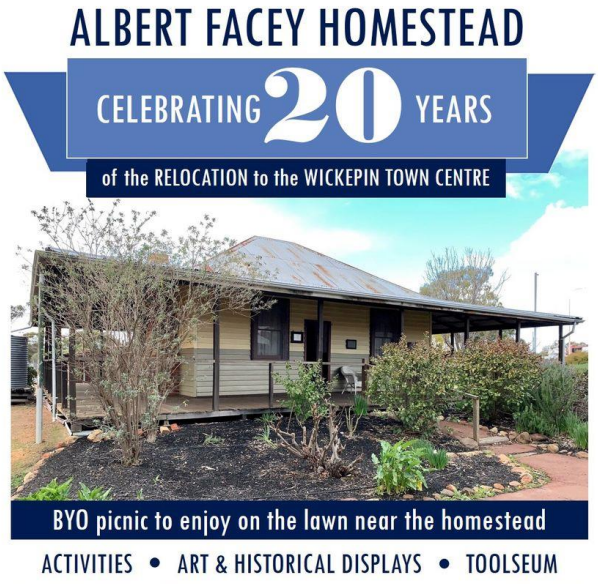
A Fortunate Life – Theatre/Cinema Event

- With Wickepin's strong ties to the Albert Facey legacy, hosting this event is a fabulous opportunity to promote the Shire, support local cultural heritage and encourage community engagement.
- 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. (In progress)

Town Hall – Replace Stage Curtain & Tracking

- Burgundy velvet drapes and tracking. $5,490 + GST has been ordered from Stagecraft.
- Funded by Shire of Wickepin - Town Hall Maintenance LPH 1
- Will be installed by December 8 2020 – in time for School Presentation on December 10.
- The existing stage drapes have deteriorated with age (installed in 1963) and the tracking is not functional. They are a focal point of the main hall area and in their current state are detracting from the character of the venue.

Albert Facey Homestead – 20 Year Anniversary of Relocation

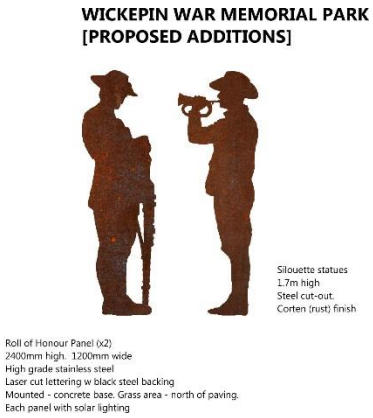


CDO, Linley Rose and Libby Heffernan organised an informal celebration to acknowledge the 20 year anniversary of the homestead being relocated to the Wickepin town centre. Locals of past and present and a gathering of a few of the "Facey" clan enjoyed a day of sunshine and nostalgia. Saturday, October 17, 2020.

- Picnic on the lawn area adjacent to the homestead
- Rope making, History (scavenger) Hunt, Games, Activities
- Historical Displays – Railway Building, Town Hall, Toolseum
- Art exhibit (Shire collection) - Town Hall (assisted by Lee Parker)
- Invitations sent to previous council members, Facey family, volunteers etc.
- Promotion -: Media release sent to radio, press, television & other media contacts.
  Can You Help? The West Australian. Advertisement: Have A Go News. Watershed News.
- Radio: ABC and RadioWest – Interviews with Linley Rose
- Social Media, (Lost Wickepin, Shire Facebook & Instagram) flyers and posters
- Organise signage and additional information. Covid plan and materials.

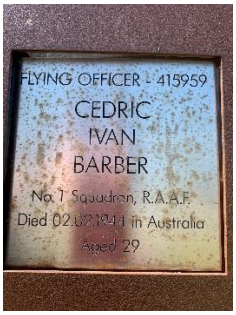
Wickepin War Memorial – Honour Boards

- Reviewed and reworked the grant application for 'Saluting their Service Commemorative Program'
- 2 Stainless Steel Honour Boards plus solar lighting & 2 steel/cut-out soldier figures
- Submitted on October 29, 2020 (Round 2)



Wickepin War Memorial Repair – Totems

- Maintenance/repair is required on some of the War Memorial totem posts.
- Tarnishing on metal plaques and deterioration/flaking on wrap surfaces.
- CDO has contacted the suppliers to discuss options.
  Aiming to have these repaired/replaced in time for 2021 Anzac Day service.



Art/Historical Artefacts Inventory & Display

- Inventory and establishment of a permanent display area in the Town Hall (old Road Board office) for Council owned art / historical artefacts - in progress.
- Research & quotes for display system, lighting, cabinets.

The Purple Bench Project

- The plaque has been received from Connolly Images.
  Paint has been ordered (Dulux 'Purple Wisdom') Andrew to paint this month – in progress

St Johns Ambulance – Volunteer Service

- Discussion with Ambulance and CEO regards funding of the installation of shower facilities at each of ambulance centres in the Shire. Possible ESL funding if there is a collaboration with the Fire Brigade (Wickepin).

ECONOMIC DEVELOPMENT & TOURISM

Astro Tourism WA

- CDO liaised with Carol Redford from AstroTourism WA in regards the Shires participation in the WA regional 'stargazing trail'.
- Consultation on AstroTourism website content and marketing/promotion. Wickepin should appear on the website before the end of October.
- Article: The West Australian Travel Section – October 8, 2020. 'Stargazing Heaven'
- Designated observing sites: Wickepin Community Centre and Lake Yealering
- Planning of 'stargazing event' for Wickepin event to engage community members with the Astrotourism Towns project. This event will provide information on astronomy, the importance of light pollution reduction, dark night sky protection for future generations and will also highlight the value of additional tourism for local businesses.
- Planning of school STEM incursion to engage local students with astronomy and light pollution.

Stargazing Heaven

Mogens Johansen The West Australian

Thu, 8 October 2020

Lake Yealering is an astrophotography hotspot in the Shire of Wickepin. Credit: Supplied

Regional WA is well known as one of the best places in the world to view the night sky. The low levels of light pollution makes it ideal for astrophotography and stargazing.

Carol Redford from Astrotoursim WA has worked tirelessly on establishing a stargazing trail across the Wheatbelt and Mid West over the past two years and Wickepin and nearby Lake Yealering are the latest additions.

Ms Redford presented the concept The Wickepin Shire Council and they immediately saw the potential to attract more visitors to the region.

“Astrotourism has the potential to attract visitors and create jobs in our region. A night time activity such as stargazing lends itself to making sure visitors stay overnight and we see the opportunity for ventures such as farm stays and organised astrophotography field trips” says Shire President, Cr Julie Russell. “Being an Astrotourism Town contributes to the Shire Strategic Community Plan’s aim to develop and improve foreshore amenities at Lake Yealering. It’s a natural asset which can be promoted as a stargazing and astrophotography destination for visitors”.

ASTROTOURISM
WESTERN AUSTRALIA

Railway Dam Reserve

CDO inspected the dam and reserve area - discussion with Manager of Works & CEO – recreational opportunities (walk trail, mountain bikes, camping) and water catchment upgrades.

The Shire of Wickepin is seeking public comment on a proposal to request the Minister for Lands amend the vesting order for Reserve 15782 (Williams Location 15727 Railway Dam Wickepin) to allow for recreational pursuits including camping.

Harrismith Railway Dam

Inspection of the dam and reserve area - discussion with Manager of Works & CEO – water catchment Research funding: Community Water Supply Program – Grant.

Signage

TOURIST MAP – TOWN CENTRE

- CDO is looking into updating the Wickepin tourism map (shelter) on Wogolin Rd
  Some of the information is out of date and the sign is looking a bit 'tired' (cracks, fading etc)
- Design revision/update, source quotes and will be presented to Townscape for approval. CDO funding.

HISTORICAL SITES

- History group members are in the process of researching information for the signs.
  Malyalling sports ground, Dorakin Church site, Ten Mile Tennis club, Toolibin townsite, Tincurrin Hall, Jewish Settlement
- The Townscape Committee and Council have approved the purchase of signage for 2 historically significant sites.to be nominated in consultation with the Wickepin History Group and that the signage to be designed and manufactured to the Shire of Wickepin specifications - In progress.

HISTORICAL PLAQUES

- Council has approved the mounting of the Electricity Supply and Water Supply plaques directly onto the Wickepin Town Hall external façade.
- Appropriate positioning in consultation with the Wickepin History Group and Manager of Works.

OLD CEMETERY

- The purchase of new directional signs for the Old Cemetery has been approved by the Townscape Committee and the Council.
- In progress – consultation with Manager of Works

Shire of Wickepin - Website

- Updating content and photographs (explore/attractions) on the Shire of Wickepin website – work in progress

Wide World of Wickepin – Map (pad)

- Review and update for re-print in 2020/2021 – CDO advertising budget
- Townscape committee members are invited to review and make suggestions

Research

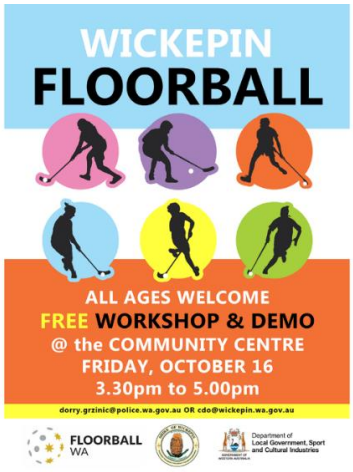
- Ongoing - exploration of new tourism ideas for the Shire - looking at successful projects, events and promotions in other similar regions plus collecting suggestions/ideas from the local community.

SOCIAL MEDIA

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

SPORT & RECREATION

FloorBall



- Consultation with SC Dorry Grzinic Dorry, DLGSC and Floorball WA
- Equipment has been purchased from Floorball Culture using funds received from DLGSCI grant.
- Organised a demo/workshop by Floorball WA on October 16, 3.30 to 5pm at the Wickepin Community Centre.
- Promotion; Social media, flyers, posters. Watershed News CDO network.
- We had a great turnout for the workshop, with positive feedback received about the session.

  We are now working towards Floorball becoming a regular local activity with games/drills scheduled from November 9 til the end of school term. Monday afternoons 4 to 5pm for kids and adults at 5 to 6pm.

  Floorball WA have also suggested holding an exhibition game in Wickepin early next year.

GOVERNENCE OTHER

- Liaison with CEO, DCEO, ESO & Manger of Works on ideas, project status and works to be undertaken in the Wickepin area.
- Assisting council staff where required.
- Attended 'Town Teams Movement' meeting (08/10/2020).
- Attended Council Forum (21/10/2020) and Town Teams Movement presentation to Council.
- Consultation with CRC, local Police, 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 29 October, 2020 be accepted.

Voting Requirements: Simple majority

Moved Cr Allan / Seconded T Astbury

That the report from the Community Development Officer dated 29 October, 2020 be accepted.

Carried 5/0

10. Notice of Motions for the Following Meeting

11. Reports & Information

CDO – Michelle Hetherington

Michelle gave an update in relation to the Wickepin War Memorial. Jason Signs will be repairing the totems free of charge and will be completed by the 2021 ANZAC Day Ceremony.

Michelle advised that she is in the process of updating the "Wide World of Wickepin" - Map. Any suggestions and amendments from Members are to be submitted to Michelle by the 17 November 2020.

9.47am – Cr Lansdell left the meeting.

11.1 Other matters raised by members:

Kym Smith
'A community meeting was held in Yealering a few weeks ago with 19 community members attending. We had ideas put forward, then we all voted individually on the ideas.
This was the outcome for the Yealering foreshore developments going forward. The plan now is to arrange a meeting with Mark and discuss moving forward on the top 3-5 ideas.'

Lake Yealering Foreshore Development Proposals *Modern Preferential Voting System*

In Order

1	Boarder: Finish area from toilets, along trees & new lights, infront of Retic Box & connect with croquet path	
2	Create walk way from caravan park behind bowling club to lake & Seal from caravan park to golf jetty	
3	New Toilet Block with Disability Access	
4	Renovate Swimming Area: Refresh the beach area with new sand	
5	Renew Boat Ramp	
6	Additional Play equipment	
7	Fence playground	
8	Marked walk trail around the entire lake	
9	Excess path through garden beds: Playground and lawn to toilets	
10	Clear dead trees from caravan park to golf club jetty	
11	Shade	
12	Replace Cream Garden Blocks to Red	
13	Viewing Tour	
14	Seal the Main Car Park	
15	Outside Shower	
17	More Seating	
17	Dredging to Increase the depth	
18	Remove dirt from old swimming hole	
19	Outdoor Gym	
6	Replace Lawn	Wheatbelt nrm funding to be completed by shire
8	Water Fountain	Wheatbelt nrm funding to be completed by shire

The Yealering Progress Association are to arrange a meeting with CEO Mark Hook and the outcome will be presented at the next Townscape and Cultural Planning Committee Meeting.

9.50am – Cr Lansdell re-entered the meeting.

Harrismith Railway Dam

Ted Astbury believes that the $20,000.00 allocated in the budget to restore the Harrismith Railway dam as a water catchment would be better spent on purchasing large rain water tanks.

12. Urgent Business

Harrismith – Wildflower Walk Trail

Sue Astbury raised the following:

- Advised that the 'walking' sign needs to be re-erected, located near the water treatment plant.
- Advised the wildflowers along the walk trail have been damaged as a result of the clean-up carried out by the Shire employees and the walk trail is now wide enough to allow vehicle access. Sue requested that bollards be placed at all access points of the walk trail to restrict vehicles. CEO to liaise with CDO and MWS to investigate where to situate the bollards.
- Queried how often the Harrismith cemetery is tidied – CEO to liaise with MWS regarding the upkeep of the Cemetery.

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held in March 2021.

There being no further business the Chairperson declared the meeting closed at 10.03am.

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.	✓	Contract signed by all parties.
1103-190820-10	Community Development Officer's Report	CEO	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.	✓	Painted by council staff on 10/11/2020.
1104-190820-11	Albert Facey Homestead Committee Recommendations	CEO	An inventory of all public artefacts and donations within the Shire is to be completed. A display cabinet be purchased to house the hand pieces.	❍ ❍	In progress In progress
1113 – 160920 - 08	Roads 2030 Review	CEO	That the CEO submit the Toolibin North Road to the Wheat Belt South Regional Road Group for inclusion in the Narrogin Harrismith Route in the Roads 2030 Regional Strategies for significant Local Government Roads.	❍	In progress
1116 - 160920 - 15	Townscape & Cultural Planning Committee Recommendations	CEO	1.Purchase the signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group. 2.Mount the Electricity Supply and Water Supply plaques onto the Wickepin Town Hall. 3.Updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14	❍ ❍ ✓	In progress In progress Signs ordered

1117 – 211020 - 06	Replacement of Vehicles - WK632, WK468, WK701 and 0WK	CEO	That council accept the quotes from Edwards Isuzu Ute Narrogin for WK632, WK468, WK701 and 0WK.	✓	Vehicles ordered and unsuccessful letters sent 30/10/2020.
1118 – 211020 - 10	Application for Planning Consent: Change of Use From Place of Worship to Single Dwelling at Lot 9 (No. 16) Railway Avenue, Harrismith	CEO	That with respect to the planning application for the change of use from Place of Worship to Single Dwelling at Lot 9 (No. 16) Railway Avenue, Harrismith, Council grant planning approval subject to the listed conditions.	✓	Letter sent 29/10/2020
1119 – 211020 -12	Administration Office Christmas Trading Hours 2020/2021	CEO	That the trading hours for 2020/2021 Christmas period be received.	✓	Staff notified and advertised in the Community Watershed.
1120 – 211020 - 13	Licence of Portion of Lot 3 to Pivotel Mobile Pty Ltd	CEO	1.That council authorise the use of the Common Seal on the Licence of Portion of Lot 3 (No 77) to Pivotel Mobile Pty Ltd. 2.That the Shire President and CEO be authorised to sign the Licence of Portion of Lot 3 (No 77) to Pivotel Mobile Pty Ltd.	✓	Document signed and dated on the 02/11/2020 and copy sent to Pivotel.
1121 – 211020 – 14	Wickepin Football Club Honour Boards	CEO	1.That this item be laid on the table for further research and discussion by Council. 2.That the CEO to seek public expression, including but not limited to all sporting bodies in regards to placement of Honour Boards within Shire owned buildings. 3.That the CEO to draft a Policy for Honour Boards in community buildings based on community feedback.	✓ ✓ ❍	Letter sent to WFC on the 03/11/2020. Advertised in the Narrogin Observer on the 12/11/2020. In progress.
1122 – 211020 - 15	Application for Planning Consent: Independent Living Units at Lot 1 (No. 23) Johnston Street, Wickepin	CEO	1.That with respect to the Application for Planning Consent for Independent Living Units at Lot 1 (No. 23) Johnston Street, Wickepin, Council	✓	Letter sent to Kbuilt Construction on 29/10/2020 advising of Councils decision, Planning approval granted.

			support the proposed variation of locating visitor parking on the verge of Johnston Street as per the attached plans. 2.That with respect to the Application for Planning Consent for Independent Living Units at Lot 1 (No. 23) Johnston Street, Wickepin, Council grant planning approval subject to the listed conditions:		

If not noted, please insert numbers of items once attended to and return sheet to CEO.
❍ = in progress ✓ = completed ✖ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 – Manager Works and Services' Report

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Manager Works & Services, Gary Rasmussen**
File Reference:	**CM.REP.1**
Author:	**Manager Works & Services, Gary Rasmussen**
Disclosure of any Interest:	**Nil**
Date of Report:	**10 November 2020**

Enclosure/Attachments: Nil

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

Background: Nil

Comments:

Programmed Construction Works

- 7 Rintel Street – working on fence RFQ.
- Bin Road – We have completed all the gravel carting on Bin Road. Looking to recommence work in February/March 2021.
- Pingelly - Wickepin Rd - Culvert is complete. The crew will start to rip up the road for the gravel placement next week, at this stage we are looking to stabilize in the first week of December and sealing in the second week.
- Wickepin North Rd- on hold.
- Water harvesting at caravan park drain – We have arranged Slade Ag Tech Southconsult to draft up a conceptual design as well as hydrological and feasibility evaluations of the proposed project.

Maintenance Works

- Maintenance Grader – The operator is on Long Service Leave at present time.
- Tree removal – Kerr Road.
- Western power line works – Completed.
- Pothole patching – On going.
- Signage maintenance – On going.
- Yealering Hall – The new steps are completed and ready to be installed.
- Shire Office – Andrew has started to do the prep work to paint the outside of the building.
- Mosquito spray – Commenced spraying for the season and will be on going until December when weather permits.

Occupational Health and Safety

- Lost time injury – No lost time.
- Plant - Nothing to report.

Parks and Gardens

- General mowing and whipper snipping - On going.
- Harrismith walk trail – The walk trial was slashed with the bob cat four weeks ago.
- General maintenance at Yealering and Harrismith - On going.
- Justin Smith is on Long Service Leave for six weeks.

Plant and Equipment

- General servicing

Other information

Wheatbelt Secondary Freight network stage 1

All project scope Identification for the Wickepin Shire has been submitted. The potential program is listed below:

- Year 1 2021/22 Rabbit Proof Fence Road slk 9.46 >slk 4.64
  WSFN funding $576,221.00
  Wickepin Shire funds $288,110.00
  Total Project $864,331.00

- Year 2 2022/23 Rabbit Proof Fence Road slk 4.64 >slk 0.0
  WSFN funding $620,927.00
  Wickepin Shire funds $310,464.00
  Total Project $931,391.00

- Year 1 2023/24 Wickepin Caballing Road slk 2.93 >slk 0.31
  WSFN funding $325,366.00
  Wickepin Shire funds $162,683.00
  Total Project $488,049.00

- Year 1 2024/25 Rabbit Proof Fence Road slk 14.65 >slk 9.8
  WSFN funding $602,300.00
  Wickepin Shire funds $301,150.00
  Total Project $903,449.00

Total funds over the next 4 years:

WSFN	$2,124,813.00
Wickepin Shires	$1,062,407.00

Truck Quotes

- I recommend that we accept the quotes from Daimler Truck and Bus Australia Pacific for both vehicles.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Nil

Recommendations:
That council notes the report from the Manager of Works and Services dated 10 November 2020.

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.02 – Replacement of Vehicles – WK1955 and WK698

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Gary Rasmussen, Manager Works & Services**
File Reference:	**PS.TEN.2111**
Author:	**Gary Rasmussen, Manager Works & Services**
Disclosure of any Interest:	**Nil**
Date of Report:	**09 November 2020**

Enclosure/Attachments:

1. Received Quote - RFQ 5 - Daimler Trucks Perth 1 Crew Cab Quotation
2. Received Quote - RFQ 5 - WA Hino 1 Crew Cab Quotation
3. Received Quote - RFQ 6 - Daimler Trucks Perth 1 Truck Tipper Quotation
4. Received Quote - RFQ 6 - WA Hino 1 truck Tipper Quotation
5. RFQ Specifications – 5
6. RFQ Specifications – 6

Summary:

Council is being requested to accept the quotes from Daimler Trucks Perth for the vehicles listed below as per specifications listed in the attachments.

- WK1955 – 2020 Canter 815 Wide Cab Fuso AMT MWB crew cab Model, 7500 kg GVM 110 KW changeover price of $50,800.27 GST inclusive.
- WK 698 –2020 Canter 815 Wide Cab Fuso AMT MWB crew cab Model, 7500 kg GVM 110 KW changeover price of $44,992.88 GST inclusive.

Background:

The 2020/2021 Budget includes within the plant replacement program the replacement of the following vehicles:

- WK1955 – 2015 Hino 300 Series construction
- WK698 – 2015 Dutro Hino tip truck

The Manager of Works requested tenders through the WALGA E Quotes system for the following:

- Supply & Delivery of One (1) Crew Cab 7 Seats GVM 6,500KG
- Supply & Delivery of One (1) Truck Tipper GVM 6,500KG

The specifications loaded into WALGA Equotes are attached under separate cover.

Comments:

As per council's purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS the Manager of Works and Services requested quotes from the following suppliers via WALGA E-Quotes.

1. Fuso Truck and Bus
2. Hino motor sales Australia PTY Ltd
3. Isuzu Australia Ltd (No Price Provide)

Council has received the following quotes as of 31 October 2020.

WK1955	**Hino Motor Sales Australia Pty Ltd**	**FUSO – Daimler Trucks Perth**
	Hino 721 AT 4400 Wide Crew	**CANTER 815 Wide Cab Fuso AMT Crew**
Price Exclusive of Options	69,372.18	66,594.00
Discount	(11,522.18)	(19,640.57)
Inclusive *		6,175.00
Sun Visor	950.00	*
Stone Guard	650.00	*
Window Tint	480.00	*
Tx3500 UHF	810.00	*
REV Alarm And Camera	Inc	*
Canvas Seat Covers	580.00	*
HD Rubber Floor Mats		*
2000LT Diesel Tank	Inc	*
Work Shop And Parts Manuals	3,100.00	*
First 5,000km Service Covered		*
E – Stop To Drivers Side	420.00	
Battery ISO Switch	460.00	
In Cab 12V Coil For 2 Ways	360.00	
Upgrade Left Rear Susp To Suit Crane	950.00	
Body	35,840.00 By Rolsteel	34,690.00 By PTE
License Fee To June 30th 2020		200.00
Dealer Delivery	Inc	Inc
Less Trade WK 1955 – New Hino 300 Series 716 Long	31,590.91	41,818.18
Change Over GST Inclusive	**$77,945.00**	**$50,800.27**

WK698	**Hino Motor Sales Australia Pty Ltd**	**Hino Motor Sales Australia Pty Ltd**	**FUSO – Daimler Trucks Perth**
	Hino 717 MT 3430 Wide	**Hino 721 AT 3500 Wide**	**CANTER 815 LWB DCT Tip Body**
Price Exclusive of Options	57,719.06	61,936.89	61,968.00
Discount	(9,319.06)	(9,476.89)	(19,174.02)
Inclusive *			7,175.00
PTO Switch/Wiring/Activation	850.00	850.00	*
Auto PTO Excess		1200.00	
External Sun Visor	950.00	950.00	*
Stone Guard	650.00	650.00	*
E-Stop To Outsiders Side	420.00		
E-Stop To External Drivers Side		420.00	
HD Rubber Floor Mats			*
Battery ISO Switch	460.00	460.00	
Window Tint	280.00	280.00	*
In Cab 12V Coil For Two Ways	360.00	360.00	
Tx3500 UHF	810.00	810.00	*
REV Alarm And Camera	Inc	Inc	*
Canvas Seat Covers	380.00	380.00	*
170LT Diesel Tank	Inc		
200LT Diesel Tank		Inc	*
Workshop And Parts Manuals	3,100.00	3,100.00	*
First 5,000km Service Covered			*
Body	24,430.00 By Rolsteel	24,430.00 By Rolsteel	22,570.00 By PTE
License Fee To June 30th 2020			200.00
Dealer Delivery	Inc	Inc	Inc
Less Trade WK 1955 – New Hino 300 Series 717 Mediu	29,318.18	29,318.18	31,818.18
Change Over GST Inclusive	**$56,949.00**	**$62,735.00**	**$44,992.88**

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

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

Policy Implications: Nil

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

- WK1955 – 2015 Hino 300 Crew Cab series construction $70,000 GST exclusive
- WK698 – 2015 Hino Tipper Holden single cab $45,000.00 GST exclusive

Strategic Implications:

Aligns with Goal One of the Shire of Wickepin Community 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	- RAV ratings - Number of positive and negative complaints received - Traffic count data reflects usage and investment required - Number of accidents attributed to road condition - Retention of works staff is higher than industry average - Roads can handle weather conditions - Level of funding secured and % spent in the Shire	Road infrastructure meets the freight task and is sustainable in the long term

Recommendations:
That council accept the following quotes from Daimler Trucks Perth.

1. WK1955 – 2020 Canter 815 Wide Cab Fuso AMT MWB crew cab Model, 7500 kg GVM 110 KW changeover price of $50,800.27 GST inclusive.
2. WK698 – 2020 Canter 815 Wide Cab Tipper AMT changeover price of $44,992.88 GST inclusive.

Voting Requirements: Simple majority

TECHNICAL SERVICES

10.1.03 – Tender RFT 3 2020/2021 Construction of One 4x2 Executive Home

Submission To:	**Ordinary Council**
Location/Address:	**Lot 50 Smith Street Wickepin WA 6370**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**FM.TEN.1220**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**DCEO – Erika Clement – Possible Tennant**
Date of Report:	**09 November 2020**

Enclosure/Attachments:

1. RFT 3 2020/2021 Construction of One 4x2 executive home.
2. Tender Documents received from Stallion Homes, Quality Builders, Modular WA and Concity.

Summary:

Council is being requested to accept the tender from Modular Homes for RFT 3 2020/2021 Construction of One 4x2 executive home Lot 50 Smith Street Wickepin.

Background:

Council placed in the 2020/2021 Adopted Budget an amount of $440,000 for the provision of one 4X2 executive style home at Lot 50 Smith Street Wickepin WA 6370. The funding of the executive house was to come from a Loan raised through the Treasury.

As per the 2020/2021 Adopted Budget the Chief Executive Officer requested tenders via the West Australian on the 26th September 2020 and the Narrogin Observer on 1st October 2020 for construction of one 4X2 executive style home either transportable or built on site at Lot 50 Smith Street Wickepin WA 6370.

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

Shire of Wickepin

The Shire of Wickepin invites tenders as detailed below.

Tender RFT 3 2020/2021 Construction of one 4x2 Executive Home either transportable or built on site

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

Tenders close at 4.00pm on 6 November 2020 and can be addressed to, The Chief Executive Officer, PO Box 19, Wickepin 6370, or delivered to the Council Tender Box at the Shire of Wickepin Administration Centre, 77 Wogolin Road, and duly marked with the relevant tender number.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

The RFT 3 2020/2021 Construction of One 4x2 executive home Lot 50 Smith Street Wickepin, documents are attached under separate cover for members information.

Comments:

At the closing of the RFT 3 2020/2021 Construction of One 4x2 executive home Lot 50 Smith Street Wickepin, council received the following tenders, which have all been deemed to be compliant with the tender documentation.

Company	Description	Price per unit GST EX	Build Time
Stallion Homes	4 x 2 Home	$411,682.	18 weeks
Quality Builders	4 x 2 Home	$389,361.82	24 weeks
Modular WA	4 x 2 Home	$398,060	20 weeks
Concity	4 x 2 Home	$450,000	

Above prices do not include possible Optional Extras.

Following is a breakdown of the tenders received including all optional extras.

	Modular WA	Quality Builders	Stallion Homes	Concity
Architectural Plans	**$ 1,800.00**	**$ 696.48**	**$ 3,800.00**	**$ 3,000.00**
Preliminaries Construction	**$ 8,270.00**	**$ 17,330.00**	**$ 18,600.00**	**$ 12,000.00**
Site works	**$ 8,090.00**	**$ 50,925.00**	**$ 11,180.00**	**$ 15,000.00**
Construction	**$ 314,895.00**	**$ 295,720.34**	**$ 365,077.00**	**$ 410,000.00**
Air Conditioning	**$ 3,200.00**		**In Cost**	
Connection to Services	**$ 1,804.00**	**$ 24,690.00**	**$ 13,025.00**	**$ 10,000.00**
Ex GST	**$ 398,060.00**	**$ 389,361.82**	**$ 411,682.00**	**$ 450,000.00**
GST	**$ 39,806.00**	**$ 38,936.18**	**$ 41,168.20**	**$ 45,000.00**
Inc GST	**$ 437,866.00**	**$ 428,298.00**	**$ 452,850.20**	**$ 495,000.00**
Optional Alternatives				
Wood fire	**$ 2,500.00**			
Stone Benchtop	**$ 4,261.00**			
Kitchen Splashback	**$ 246.00**			
Cooking Appliances upgrade to 900 mm	**$ 744.00**			
Dishwasher	**$ 924.00**			
Fridge Tap	**$ 216.00**			
Ceiling Fans - Bedroom	**$ 882.00**	**Included**	**Included**	
Ceiling Fans - Living Areas	**$ 662.00**	**Included**	**Included**	
Brick Veneer			**$ 15,172.00**	
Solar Hot Water System			**$ 1,517.00**	

Painted Hardiplank/Corrugated Iron lower half			$ 5,285.00	
270L heat pump hot water system			$ 830.00	
Paving in lieu of concrete paths			$25/m² allowance	
Grid Connected Solar Power 3.5kw	$ 5,166.00	$ 3,399.00	$ 3,000.00	$ 5,500.00
Grid Connected Solar Power 5kw	$ 6,366.00			
Solar Hot Water System Upgrade to 300l	$ 4,147.00			
Building Area	182.28 m²	173.8 m²	174.24 m²	155.45 m²
Building Garage	36 m²	39.04 m²	40.98 m²	35.4 m²
Alfresco	25.2 m²	25.38 m²	32.1 m²	13.75 m²
Porch	8.4 m²			2.5 m²
Verandah		25.35 m²		
Total Area	251.88 m²	263.75m²	247.32 m²	207.1 m²

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

SHIRE OF WICKEPIN EVALUATION

RFT 3 2020/2021 Constuction Executive House

CRITERION	A		B		C		Total	Score	Ranking
	Demonstrated Quality of Previosuly Similar Work		Availability of Resourcing to Undertake Project		Tendered Price				
	weighting	20%	weighting	20%	weighting	60%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Stallion Homes	4.0	0.8	4.0	0.8	5.0	3.0	9.80	4.60	3
Modular Homes	4.0	0.8	4.0	0.8	5.0	3.0	9.80	4.60	1
Concity	4.0	0.8	4.0	0.8	2.0	1.2	6.80	2.80	4
Quality Builders	4.0	0.8	4.0	0.8	5.0	3.0	9.80	4.60	2

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

The Deputy Chief Executive officer has looked at the designs, as they would be the tenants once Council constructs the executive style house, the DCEO preference for the executive residence is the Modular homes tender.

Council in the 2020/2021 Adopted budget allocated $440,000 for the construction of one new Staff House with the funding coming from the raising of a loan from the Department of Treasury.

Statutory Environment:

Local Government Act 1995

3.57. Tenders for providing goods or services

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

(2) Regulations may make provision about tenders.

Policy Implications:

2.1.17 TENDERS OF BUDGETED ITEMS

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

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

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

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

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

Financial Implications:

Council placed the following in the 2020/2021 Adopted Budget.

			Housing		Amount
LHC1			New Staff House		$440,000

The total amount was to be funded through the raising of a loan from the Treasury.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2021

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Movement in debentures and interest between the beginning and the end of the current financial year.

Particulars	Principal 1-Jul-20	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2020/2021 Budget $	2019/2020 Actual $	2020/2021 Budget $	2019/2020 Actual $	2020/2021 Budget $	2019/2020 Actual $
Housing								
100 - CEO Residence	25,480		0	24,688	0	0	0	792
103 - Staff Housing	0	440,000	25,892	0	414,018	0	7,378	0
Community Amenities								
Recreation and Culture								
101 - WDS Club Tractor SS	0		0	0	0	0	0	0
102 - WDS Club Greens SS	26,880		6,582	6,080	20,554	26,880	1,258	1,258
Transport								3
	52,360	440,000	32,474	30,768	434,572	26,880	8,636	2,053

Loan 101 and 102 are self supporting loans. All other loan repayments will be financed from general revenue.

(b) New Debentures 2020/2021

Council will raise one new debenture in the 2020/2021 financial year.

(c) Unspent Debentures

Council had no unspent debenture funds as at 30th June 2020 nor is it expected to have unspent debenture funds as at 30th June 2021

(d) Overdraft

Council has not utilised an overdraft facility during the financial year nor is it anticipated to use a facility during 2020/2021

Strategic Implications:

The construction of an executive style house for staff is not with the Shire of Wickepin 2018/2028 Strategic Community Plan.

Recommendations:

1. That the CEO raise a loan for $408,000 from the Department of Treasury for a period of fifteen (15) years for the executive style house for Lot 50 Smith Street..

2. That Council, subject to the loan being approved by the Department of Treasury, accept the tender from Modular WA for RFT 3 2020/2021 Construction of One 4x2 executive home Lot 50 Smith Street Wickepin at a price of $408,165.00, including the following Optional Alternatives,

    - Wood Fire
    - Kitchen Splashback
    - Ceiling Fans
    - Solar Hot Water System Upgrade to 300L
    - Dishwasher
    - Cooking Appliance Upgrade to 900mm

Voting Requirements: Simple majority

TECHNICAL SERVICES

10.1.04 – Independent Living Units Management Guidelines

Submission To:	**Ordinary Council**
Location/Address:	**Johnston Street Wickepin**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**GS.PRG.7**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**11 November 2020**

Enclosure/Attachments:

1. Management Practices May 2020
2. Wickepin Housing Management Manual
3. Hand Book for tenants 2020 – Aged units
4. Independent Living Seniors Accommodation Appendix forms

Summary:

Council is being requested to adopt the following documents for the Independent Living units.

1. Management Practices May 2020
2. Wickepin Housing Management Manual
3. Hand Book for tenants 2020 – Aged units
4. Independent Living Seniors Accommodation Appendix forms

Background:

Under the funding agreement for the Independent Living Units being built on Johnston Street council has to adopt a means testing allocation model.

Recipient's Deliverables and Payment of Royalties for Regions Funding

Deliverables	Performance Measures	Performance method Measure	Milestone	Payment details and timing	Payment Amount $
Funding Agreement Executed	Execution of Funding Agreement	Funding Agreement signed by both Parties	31 August 2018	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	20,000 (PAID)
Revised Application	Revised application for RAAP funding, inclusive of a more robust options assessment for the project.	Revised application for RAAP funding and submitted to the Department by the 15 December 2018	15 December 2018		

Executed FAA Variation	FAA Variation executed	FAA Variation signed by both parties	31 December 2019	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	750,000
Signed Agreements for Project delivery	Agreements signed with implementing Local Governments outlining the governance frameworks and specific responsibilities for Project delivery	Evidence to the satisfaction of the Department that Agreements with each implementing Local Government are signed	30 June 2020		
Monitoring and Evaluation (M&E) Plan	M&E Plan developed and implemented	M&E plan developed and implemented	30 June 2020		
Means testing/ allocation model	Means testing/ allocation model developed and agreed to by all Local Governments	Means testing/ allocation model approved by the Department.	30 June 2020		
Engagement of an Environmental Design Consultant	Engagement of an appropriate third party to review design and construction plans to optimise ageing in place outcomes	Evidence to the satisfaction of the Department that design and construction plans have been reviewed by an appropriate third party	30 June 2020		
Finalised design and construction plans	Design and construction plans completed for the 14 ILUs	Evidence to the satisfaction of the Department that design and construction plans have been finalised	30 June 2020	Payment will be authorised within 20 business days upon acceptance that this and the above deliverables have been met	750,000
Construction Tenders awarded	Construction Tenders awarded for the construction of 14 ILUs	Evidence to the satisfaction of the Department that tenders for the construction of 14 ILUs have been awarded.	30 September 2020	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	880,000
50% completion	Construction of units 50% complete	Evidence provided to the satisfaction of the Department that	30 June 2021	Payment will be authorised within 20 business days upon acceptance	420,000

		construction is 50% complete		that the deliverable has been met	
Practical Completion	Completion 14 landscaped ILUs with access to Solar hot water systems and connected services: • 2 in Corrigin • 4 in Cuballing • 4 in Kondinin • 4 in Wickepin	Certificates of Practical Completion	31 December 2021		
Completion of the Project including all of the Recipient's Obligations			**30 June 2022**	**Total Payment Amount**	2,820,000

Due to the time frames of the funding the milestone for the means testing was changed to the following.

Means Test - Tenant's
Means testing allocation model to be developed and agreed to by all Local Governments and accepted by the Department by the next Milestone date 30/09/2020.

Comments:
To comply with this the following documents have been produced.

1. Management Practices May 2020
2. Wickepin Housing Management Manual
3. Hand Book for tenants 2020 – Aged units
4. Independent Living Seniors Accommodation Appendix forms

These are attached under separate cover and were presented to the October Lifestyle Committee for comments, all comments received from the Lifestyle Committee have been incorporated into the attached documents.

Statutory Environment:
Financial Assistance Agreement between Department of Primary Industries and Regional Development – Wheatbelt South Aged housing Alliance aged housing Project.

Policy Implications: Nil

Financial Implications: No cost to Council was undertaken in house by Council staff.

Strategic Implications:

Aligns with Goal Nine of the Shire of Wickepin Community Strategic Plan 2018/2028.

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
9.1 Facilitate a meeting in the Shire of Wickepin of the local and regional health, social and crime prevention agencies to raise drug and alcohol issues 9.2 Meet with the Wickepin Community Resource Centre to identify common community priorities including but not limited to youth activities as well as forward plan events 9.3 With the Wickepin Community Resource Centre target activities at early years, primary and secondary students particularly during the school holiday period	9.4 Advocate for the continuation of State Government support for the Wickepin Community Resource Centre 9.5 With the Community Resource Centre, help to communicate and action progress association / organising committee priorities and projects	- Wickepin Community Resource Centre is retained - Positive social behaviour in our communities - Improved offering and frequency of youth activities - Events across the Shire do not conflict with other local or regional events - Amount of formal communication with progress associations / organising committees across the Shire	Children and youth are retained and engaged Our community is safe Our community understands the impact of anti-social behaviour both personally and on the community
9.6 Continue to advocate and prepare for the Wheatbelt South Aged Housing Alliance (WSAHA) project	9.7 Seniors are encouraged and able to age in place	- WSAHA aged housing project is delivered	The elderly can age in place
9.8 Continue to provide a high standard waste management service 9.9 Continue to educate the community about recycling		- Number of positive and negative comments about waste services - Recycling increases across the Shire (tonnes increase)	Waste management practices are best practice

Recommendations:

That Council adopt the following documents for the Shire of Wickepin Independent Living units.

1. Management Practices May 2020
2. Wickepin Housing Management Manual
3. Hand Book for tenants 2020 – Aged units
4. Independent Living Seniors Accommodation Appendix forms

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.05 – Local Roads and Community Infrastructure Program (LRCI)

Submission To:	**Ordinary Council**
Location/Address:	**Whole of Shire of Wickepin**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**GS.PRG.1555**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**10 November 2020**

Enclosure/Attachments:

1. LRCI Program Guidelines
2. Wogolin Road Recreational Area Plan
3. Yealering Foreshore Development Plan

Summary:

Council is being requested to advise the CEO what additional projects totalling $601,359 they would like to be submitted for the LRCI program and the LRCI Program Extension.

Background:

Council has received the following emails from the Local Roads and Community Infrastructure Section Department of Infrastructure, Transport, Regional Development and Communications.

> *Thank you for providing the updated information. The Department has completed its assessment of the Shire of Wickepin's project nominations and unfortunately is unable to approve the project to construct an industrial shed. The project has been assessed as not meeting the requirement for a project site to be "generally accessible to the public" (refer section 5.1 of the attached guidelines for the Local Roads and Community Infrastructure (LRCI) Program; also clause 5.6 of the Grant Agreement). The rationale for requiring public accessibility is to provide an immediate and broad distribution of community benefits to the general public, even though it does mean that some projects delivering more indirect longer term benefits are not eligible. In the case of this project, based on the information provided, even though there may be longer term benefits from potentially attracting businesses to the town, the nature of the site itself as a facility that would presumably be leased to privately owned businesses means the project does not meet this eligibility criteria. If we have misunderstood the nature of the facility and you can provide information to demonstrate the project meets the public accessibility requirement, we would be happy to reconsider. Otherwise, you are able to submit an alternative project or projects to replace this project. The other project (the aquatic centre) has been approved. The approved work schedule is attached. Please note the information below in relation to the approved work schedule. Also, the first payment instalment is on hold pending the approval of further projects. A first instalment of 50 per cent of a council's allocation is paid on the approval of projects provided the total of approved projects exceeds this amount. The ineligibility of the industrial shed project means the total of approved projects is less than 50 per cent of the funding allocation.*
>
> *We are writing to you following the 2020-21 Budget, where we have again demonstrated our commitment to partner with local governments as they play a critical role as part of the national recovery from the COVID-19 pandemic, delivering local jobs, through local projects. As the closest tier of government to the people it serves, local governments remain an essential support for*

communities across Australia, helping them through this downturn and planning for the recovery. Under the initial funding available through the LRCI Program, local government areas such as yours have identified more than 2,200 projects, providing opportunities and support for local jobs, firms and procurement in all areas of the nation. The LRCI Program Extension will continue to assist local governments to deliver local road and community infrastructure projects, as well as create local job opportunities particularly where employment in other sectors have been negatively impacted. We encourage you to identify projects to maximise the opportunity for a range of workers to be retained, redeployed and employed to deliver ready to roll-out projects that provide economic stimulus and benefits to communities. Under the LRCI Program Extension, Shire of Wickepin will receive an additional funding allocation of $261,359. This funding will be available from 1 January 2021, with the Program being extended until the end of 2021. Program Guidelines and Grant Agreements are currently being drafted and will be provided in the coming weeks. In the meantime, we encourage you to consider projects you may wish to nominate for funding under the Program Extension. If you have yet to submit Project Nominations for consideration under the initial funding available under the LRCI Program, we encourage you to submit these as soon as possible. We look forward to continuing to work with you to deliver priority local road and community infrastructure projects.

Comments:

The projects submitted under the first LRCI Program were:

1. Wickepin Aquatic Centre - Replace worn out and leaking expansion joints and reline balance tank. Full projects cost $70,000 Funded LRCI $23,886 Shire of Wickepin $46,114.

2. Construction of Industrial Shed – Full project cost $340,000 Funded LRCI $340,000.

The following submitted project has been approved by LRCI.

Approved Work Schedule for Shire of Wickepin, WA, $ 363,886					
Project ID	**Project name/ concise description**	**Infrastructure Type**	**Work Category**	**Eligible grant activity**	**LRCI Program funding required**
1.	Wickepin Acquatic Centre - Improvements	Community	Painting/Improvements to Community Facilities	Yes	$23,886
TOTAL LRCI Program funding required					$ 23,886
TOTAL First Instalment					ON HOLD

The construction of the industrial shed has been rejected under the LRCI guidelines so council needs to find alternative projects for the funding of $340,000.

As advised in the above email the Shire of Wickepin will receive an additional funding allocation of $261,359 Under the LRCI Program Extension. The funding Under the LRCI Program Extension will be available from 1 January 2021, with the Program being extended until the end of 2021. Program Guidelines and Grant Agreements are currently being drafted and will be provided in the coming weeks.

The following is an extract from the guidelines for the original projects as Council has not received the guidelines for the additional $261,359.

5.1 Eligible grant activity

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visua amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skate parks (including all ability playgrounds);

- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

5.2 Projects must be additional to existing work plans

To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient's existing work plan for 2020-21.

Projects that have been brought forward from post 2020-21 work plans will be considered additional.

Projects will not be considered additional if Eligible Funding Recipients substitute LRCI Program funds for their own funding or other sources of funding. The purpose of the LRCI Program funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.

Following is the list of projects submitted to the 2020/2021 budget forum in July 2020.

1.	Harrismith Airfield Dam	$22,500
2.	Card Operated gate Tip	$10,000
3.	Wickepin Hall Main Roof	$20,000
4.	New Stove Yealering hall	$10,000 Includes install
5.	Yealering Golf Club Ceiling	$9,000
6.	Yealering Bowling Club Eaves	$9,500
7.	Wickepin football oval lights	$35,000
8.	Wickepin Bore for Oval	$20,000
9.	Pumps for Bore	$10,000
10.	Town Teams	$18,000
11.	Wogolin Road Play Ground	$50,000
12.	Lake Yealering foreshore development	awaiting finalisation of Living Lakes project
13.	Industrial Hubs Sheds	$ 340,000
14.	Wickepin Community Centre Kitchen	$to be costed and designed
15.	Caravan Park Dongas	$to be costed and designed
16.	Caravan Park Camp Kitchen	$to be costed and designed
17.	Caravan Park new ablution block	$to be costed and designed
18.	New Public Toilet Harrismith	$50,000 includes septic etc. Single unisex
19.	Solar Panels Community Centre	$15,000
20.	Solar Panels Administration Centre	$15,000
21.	Disable Ramp Post office	$5,000
22.	Refurbish façade CRC	$to be costed and designed
23.	Toilet Block Men's Shed	$50,000 includes septic etc. Single unisex
24.	Water Tanks Men's Shed	$5,000

Items Marked in yellow were adopted in the 2020/2021 budget.

Items that were removed at the final 2020/2021 budget adoption that fit the LRCI criteria were

1. Asphalt Administration Car Park 90,000
2. Reseal WDSC Car Park 46,000
3. Yealering Hall Replace Stove 8,500

Council may be able to resubmit the Wickepin Aquatic Centre, replace worn out and leaking expansion joints and reline balance tank for $70,000 this would leave $555,245 to be allocated to projects.

Projects that have been considered by council are as follows

1. Wickepin oval water 40,000
2. Yealering Hall repair loading ramp 7,000
3. Yealering Golf Club ceiling and roof flashing repairs 8,400
4. Wickepin Football oval LED lights 35,000
5. Wickepin Hall re-roof main section 18,500
6. Harrismith Airfield Dam 23,000
7. Yealering Bowling Club repair eaves flashings etc 8,500
8. Limestone wall around tanks Reuse Water 8,000
9. Asphalt Administration car park 90,000
10. Reseal WDSC car park 46,000
11. Full upgrade Wickepin CCTV 30,000 To be costed

Council off course may like to allocate the whole $601,359 to projects such as the:

1. Wogolin Road Recreational Area

Wogolin Rd Recreational Area

Project No. 2328 - Stage 1

Grand Total $ 520,014

Costing based on Rev A

Ex GST

Category	Summary Description	Materials	Hours	Labour
Blocks, Logs & Prep	Labour		139	15,199
	Site prep & set out	9,818		
	Kerbing	478		
	Logs	2,151		
	Rocks	2,299		
	Limestone block - recon	988		
Blocks, Logs & Prep Total		**15,733**	**139**	**15,199**
Equipment	Labour		1,069	119,238
	Fence	13,297		
	Gate - Single	499		
	Gate - Double	931		
	Sand Play Table (Right)	5,313		
	Water Play Table	3,358		
	Log Bench	7,240		
	Water Channel RH	843		
	Swing A-Frame Triple (Rigid/Flexi/Basket)	11,995		
	Balancing Log - Galvanised Legs	750		
	Stilts	2,280		
	Balance Sleeper with Stumps	1,580		
	Water-Play Fountain - Galvanised	1,789		
	Transition Bench (Right)	4,630		
	Concrete Stepper - exposed finish	2,185		
	Cubby Frame	2,182		
	Bench Seat Concrete with Back	1,091		
	Picnic Table	11,596		
	Play Tower	125,000		
	Humpback Bridge - No Balustrade	3,246		
	Bin	4,995		
	Shade Structure	7,908		
	Water Creek with river stones	1,932		
	Light Pole	15,552		
	Park Signage by others	0		
Equipment Total		**230,191**	**1,069**	**119,238**
Surfaces	Labour		83	9,012
	Gravel	156		
	Lawn	654		
	Mulch - Playground IAS	2,390		
	Mulch - Playground	4,953		
	Path	12,814		
	River sand	662		
	Rubber surfacing	1,929		
	Rubber beach edge	1,534		
Surfaces Total		**25,092**	**83**	**9,012**
Plants	Labour		155	16,917
	Mulch - Garden	9,097		
	Soil Conditioner	1,909		
	Plants - Normal density	4,243		
	Trees - Small	4,600		
Plants Total		**19,849**	**155**	**16,917**
Other	Labour		38	4,104
	Machinery Hire	14,322		
	Project management	3,997		
	Mobilisations	3,614		
	Reticulation	12,085		
	Retic controller & wiring	1,150		
	Site clean up & finalisations	1,166		
	Waste disposals	1,545		
	Plumber for Fountain	1,800		
	Transport/logistics	25,000		
Other Total		**64,679**	**38**	**4,104**
Total		**355,545**	**1,484**	**164,469**

Wogolin Rd Recreational Area

Project No. 2328 - Stage 2a

Grand Total $ 72,923

Costing based on Rev A

Ex GST

Category	Summary Description	Materials	Hours	Labour
Blocks, Logs & Prep	Labour		35	3,857
	Site prep & set out	1,102		
	Rocks	3,898		
Blocks, Logs & Prep Total		**5,000**	**35**	**3,857**
Equipment	Labour		124	13,508
	Upright Logs	1,370		
	Flying Fox - Single 20M	17,920		
	Concrete Stepper - exposed finish	285		
	Concrete Slide - Height 1200mm	6,325		
	Decking	828		
	Balustrading - Jarrah 75 x 50	1,253		
Equipment Total		**27,981**	**124**	**13,508**
Surfaces	Labour		23	2,454
	Rubber surfacing	1,530		
	Rubber beach edge	1,584		
	Mulch - Playground IAS	3,068		
	Fill	518		
Surfaces Total		**6,700**	**23**	**2,454**
Plants	Labour		8	903
	Mulch - Garden	263		
	Soil Conditioner	21		
	Trees - Small	1,150		
	Plants - Normal density	46		
Plants Total		**1,479**	**8**	**903**
Other	Labour		7	763
	Machinery Hire	1,608		
	Mobilisation	406		
	Project management	449		
	Site clean up & finalisation	201		
	Waste disposal	534		
	Reticulation	1,079		
	Transport/logistics	6,000		
Other Total		**10,276**	**7**	**763**
Total		**51,437**	**197**	**21,486**

Wogolin Rd Recreational Area

Project No. 2328 Stage 2b

Grand Total $ 230,187

Costing based on Rev A

Ex GST

Category	Summary Description	Materials	Hours	Labour
Blocks, Logs & Prep	Labour		12	1,306
	Site prep & set out	2,342		
Blocks, Logs & Prep Total		**2,342**	**12**	**1,306**
Equipment	Labour		40	4,360
	Skate Park	200,000		
	Light Poles	15,552		
Equipment Total		**215,552**	**40**	**4,360**
Other	Labour		7	763
	Machinery Hire	2,370		
	Mobilisation	598		
	Project management	661		
	Site clean up & finalisation	201		
	Waste disposal	534		
	Transport/logistics	1,500		
Other Total		**5,864**	**7**	**763**
Total		**223,758**	**59**	**6,429**

Wogolin Rd Recreational Area Wickepin

Project No. 2328 Stage 3

Grand Total $ 216,135

Costing based on Rev A

Ex GST

Category	Summary Description	Materials	Hours	Labour
Blocks, Logs & Prep	Labour		131	14,296
	Site prep & set out	7,897		
	Kerbing	2,166		
	Vertical Post Promenade	4,203		
Blocks, Logs & Prep Total		**14,267**	**131**	**14,296**
Equipment	Labour		306	33,310
	Log Bench	11,584		
	Picnic Table	17,394		
	Proposed Uplighting	10,035		
	Bin	4,995		
	Light Pole	7,776		
	Park Signage by others	0		
	Railway crossing pedestrian safety fences	9,350		
Equipment Total		**61,134**	**306**	**33,310**
Surfaces	Labour		29	3,112
	Lawn	3,029		
	Path	11,584		
Surfaces Total		**14,613**	**29**	**3,112**
Plants	Labour		133	14,493
	Mulch - Garden	5,285		
	Soil Conditioner	1,931		
	Plants - Normal density	4,292		
	Trees - Small	4,025		
Plants Total		**15,533**	**133**	**14,493**
Other	Labour		30	3,301
	Machinery Hire	11,520		
	Project management	3,215		
	Mobilisations	2,907		
	Reticulation	15,103		
	Retic controller & wiring	1,150		
	Site clean up & finalisations	938		
	Waste disposals	1,243		
	Transport/logistics	6,000		
Other Total		**42,075**	**30**	**3,301**
Total		**147,622**	**629**	**68,513**

Wogolin Rd Recreational Area - Wickepin

Project No. 2328 Stage 4

Grand Total $ 32,627

Costing based on Rev A

Ex GST

Category	Summary Description	Materials	Hours	Labour
Blocks, Logs & Prep	Labour		17	1,853
	Site prep & set out	2,572		
	Kerbing	1,088		
Blocks, Logs & Prep Total		**3,661**	**17**	**1,853**
Equipment	Labour		20	2,180
	Ligth Pole	7,776		
Equipment Total		**7,776**	**20**	**2,180**
Surfaces	Labour		5	531
	Lawn	1,057		
Surfaces Total		**1,057**	**5**	**531**
Plants	Labour		17	1,879
	Mulch - Garden	1,028		
	Soil Conditioner	168		
	Plants - Normal density	373		
	Trees - Small	863		
Plants Total		**2,431**	**17**	**1,879**
Other	Labour		7	797
	Machinery Hire	2,603		
	Project management	726		
	Site clean up & finalisation	212		
	Waste disposal	534		
	Mobilisations	657		
	Reticulation	2,730		
	Transport/logistics	3,000		
Other Total		**10,462**	**7**	**797**
Total		**25,387**	**66**	**7,240**

Wogolin Rd Recreational Area - Wickepin

Project No. 2328 Stage 5

Grand Total $ 114,795

Costing based on Rev A

Ex GST

Category	Summary Description	Materials	Hours	Labour
Blocks, Logs & Prep	Labour		20	2,156
	Site prep & set out	3,866		
Blocks, Logs & Prep Total		**3,866**	**20**	**2,156**
Equipment	Labour		190	20,710
	Light Bollards	30,780		
Equipment Total		**30,780**	**190**	**20,710**
Surfaces	Labour		43	4,638
	Informal Path/Dirt Track	12,528		
	Path	13,619		
Surfaces Total		**26,147**	**43**	**4,638**
Plants	Labour		32	3,434
	Trees - Small	6,038		
Plants Total		**6,038**	**32**	**3,434**
Other	Labour		10	1,144
	Machinery Hire	3,912		
	Project management	1,092		
	Site clean up & finalisation	318		
	Waste disposal	534		
	Mobilisations	987		
	Reticulation	5,040		
	Transport/logistics	4,000		
Other Total		**15,883**	**10**	**1,144**
Total		**82,714**	**294**	**32,081**

Wogolin Rd Recreational Area - Wickepin

Project No. 2328 Stage 6

Grand Total $ 29,388

Costing based on Rev A

Ex GST

Category	Summary Description	Materials	Hours	Labour
Blocks, Logs & Prep	Labour		38	4,105
	Site prep & set out	1,792		
	Demo of existing picnic shelter	1,425		
Blocks, Logs & Prep Total		**3,217**	**38**	**4,105**
Plants	Labour		47	5,071
	Mulch - Garden	2,196		
	Soil Conditioner	803		
	Plants - Normal density	1,784		
Plants Total		**4,782**	**47**	**5,071**
Other	Labour		9	981
	Machinery Hire	1,814		
	Mobilisation	458		
	Project management	506		
	Site clean up & finalisation	201		
	Reticulation	4,653		
	Waste disposals	1,601		
	Transport/logistics	2,000		
Other Total		**11,232**	**9**	**981**
Total		**19,231**	**93**	**10,157**

2. Lake Yealering Concept Plan

10.2 Foreshore Landscaping Costings cont...

LIVING LAKES - LAKE YEALERING FORESHORE
SEPARABLE PORTION 1

PRELIMINARY OPINION OF PROBABLE COST

				Proposed Budget	NSB
8.0	**Nature Play**				
8.1	Supply & Install Timber Balance Beams (standard nature play) to Nature Play Area	10	each	500.00	5,000.00
8.2	Supply & Install Timber Log Steppers (standard nature play) to Nature Play Area	30	each	250.00	7,500.00
8.3	Supply & Install 'Cats Cradle' (custom nature play) to Nature Play Area	2	each	9,000.00	18,000.00
8.4	Supply & Install 'Hangouts' (custom nature play) to Nature Play Area	4	each	1,500.00	6,000.00
9.0	**Planting**				
9.1	Supply & Install 500 Litre Trees to Turfed Areas & Tennis Club Entrance	5	No.	1,050.00	5,250.00
9.2	Supply and install 200 Litre Trees	5	No.	460.00	2,300.00
9.3	Supply and install 100 Litre trees	15	No.	280.00	4,200.00
9.4	Supply and install 45 Litre trees	15	No.	140.00	2,100.00
9.5	Supply and Installation of 140mm Shrub Planting to Foreshore Area	1,368	m2	15.00	20,520.00
10.0	**Turf**				
10.1	Supply and Install Roll-on Turf	808	m2	7.20	5,817.60
11.0	**Surface Treatments**				
11.1	Supply and Install Imported Mulch to Shrub Areas (75mm depth)	1,368	m2	7.50	10,260.00
11.2	Supply and Install Imported Mulch to Mulch Only Areas (100mm depth)	578	m2	8.50	4,913.00
11.3	Supply and Install Play Mulch (400mm depth) to Nature Play Area	272	m2	35.00	9,520.00
11.4	Supply and Install Clean White Beach Sand (500mm depth) to Foreshore Beach Area	301	m2	42.00	12,642.00
12.0	**Irrigation System**				
12.1	Supply and Installation of Automatic Irrigation System to Shrub, Tree and Turf Areas	1	item	45,000.00	45,000.00
13.0	**Sub Total**				564,630.60
14.0	**Contingency**	1	sum	10,000.00	10,000.00
15.0	**TOTAL LANDSCAPE WORKS (ex GST)**				574,630.60
16.0	*GST*		%	*10*	*57,463.06*
17.0	**TOTAL LANDSCAPE WORKS (inc GST)**				632,093.66
18.0	*Various Contractors / Suppliers mark-up (based on location of site)*		%	*0.2*	*63,209.37*
19.0	**TOTAL LANDSCAPE WORKS (inc GST & Contractors Mark-up)**				**695,303.03**

NOTE:

This costing is a guide only. Areas and quantities will be subject to review upon a full site survey and further detailed design documentation.

The estimates provided on certain line items may change upon request/recieval of specific quotes for the works.

POPC valid for 90 days. For budget purposes figures should be increased by approx. 4% per annum (based on CPI typical inflation figures)

ITEMS NOT INCLUDED:

1. Importation of Topsoil and Clean Fill
2. Bulk Earthworks
3. Irrigation ducts beneath roads
4. Design of Wayfinding Strategy and Individual Markers (not included)
5. Drainage Infrastructure
6. Upgrade to Ablution Block Facilities
7. Upgrade to Carpark Facilities
8. Upgrade to Boat/Ski Ramp Facilities

10.3 Carpark Upgrades & Tennis Club Entrance Costings

LIVING LAKES - LAKE YEALERING CARPARK UPGRADES, BOAT/SKI TRAILER PARKING & TENNIS CLUB ENTRANCE
SEPARABLE PORTION 2

PRELIMINARY OPINION OF PROBABLE COST **Proposed Budget** **NSB**

	ITEM	QTY	UNIT	RATE ($)	TOTAL ($)
1.0	Site Preparation				
1.1	Fine Grading	2,500	m2	1.00	2,500.00
2.0	Soil Conditioner				
2.1	Supply and Install Soil Conditioner & Wetting Agent to all Shrub Areas (75mm depth)	953	m2	3.50	3,335.50
3.0	Hard Works				
3.1	Supply and Install in-situ Concrete Kerbing to Formalised Boules Green Carpark and Foreshore Carpark Island	142	Lin.M	43.00	6,106.00
3.2	Supply & Install Concrete Pram Ramp	1	each	600.00	600.00
3.3	Supply & Install in-situ Exposed Aggregate Concrete Paving to Tennis Club Entrance	51	m2	93.00	4,743.00
4.0	Surface Treatments				
4.1	Supply & Install Remedial/Top-up Gravel to Foreshore Car Park (Total Area: 2,951m2)	500	m2	35.00	17,500.00
4.2	Supply & Install Gravel Surface to Formalised Boules Green Carpark	846	m2	35.00	29,610.00
4.3	Supply & Install Compacted Gravel Surface/Indication of Linemarking to Boat/Ski Trailer Parking Area	1,275	m2	35.00	44,625.00
5.0	Planting				
5.1	Supply & Install 500 Litre Trees to Tennis Club Entrance	2	No.	1,050.00	2,100.00
5.2	Supply and install 100 Litre trees to mark Trailer Bay and define edges of Carpark	25	No.	280.00	7,000.00
5.3	Supply & Install 140mm Shrub Planting to Tennis Club Entrance and Boules Green Carpark	953	m2	15.00	14,295.00
6.0	Sub Total				132,414.50
7.0	Contingency	1	sum	5,000.00	5,000.00
8.0	TOTAL LANDSCAPE WORKS (ex GST)				137,414.50
9.0	*GST*		*%*	*10*	*13,741.45*
10.0	TOTAL LANDSCAPE WORKS (inc GST)				151,155.95
11.0	*Various Contractors / Suppliers mark-up (based on location of site)*		*%*	*0.2*	*15,115.60*
12.0	TOTAL LANDSCAPE WORKS (inc GST & Contractors Mark-up)				166,271.55

NOTE:

Areas and quantities subject to review upon completion of a full site survey and further detailed design documentation.

POPC valid for 90 days. For budget purposes figures should be increased by approx. 4% per annum (based on CPI typical inflation figures)

ITEMS NOT INCLUDED:

1. Importation of Topsoil and Clean Fill
2. Bulk Earthworks
3. Irrigation ducts beneath roads
4. Design of Wayfinding Strategy and Individual Markers (not included)
5. Drainage Infrastructure
6. Upgrade to Ablution Block Facilities
7. Irrigation Pricing is covered in Foreshore POPC

10.4 Croquet Club/Secret Garden Costings

LIVING LAKES - OLD CROQUET GREEN / SECRET GARDEN UPGRADE
SEPARABLE PORTION 3

PRELIMINARY OPINION OF PROBABLE COST **Proposed Budget** **NSB**

	ITEM	QTY	UNIT	RATE ($)	TOTAL ($)
1.0	Site Preparation				
1.1	Hand removal of weeds and clearing/tidying of existing vegetation	1	item	1,000.00	1,000.00
2.0	Soil Conditioner				
2.1	Supply and Install Soil Conditioner & Wetting Agent to all Shrub Areas (75mm depth)	892	m2	3.50	3,122.00
3.0	Hard Works				
3.2	Supply & Install Concrete Pram Ramp	1	each	600.00	600.00
3.3	Supply and Install in-situ Concrete Kerb to Central Garden Bed	35	Lin.M	43.00	1,505.00
4.0	Walls / Rockwork				
4.1	Supply & Install local Granite Stone Walls to Garden Edges	10	Lin.m	400.00	4,000.00
5.0	Surface Treatments				
5.1	Supply & Install Imported Mulch to all Shrub Areas (75mm depth)	892	m2	7.50	6,690.00
5.2	Supply & Install Compacted/Stabilised Limestone/Gravel or the like to Old Croquet Green	463	m2	40.00	18,520.00
6.0	Planting				
6.1	Supply and install 100 Litre Trees	15	No.	280.00	4,200.00
6.2	Supply & Install 200 Litre Trees	5	No.	460.00	2,300.00
6.3	Supply & Install 140mm Shrub Planting	892	m2	15.00	13,380.00
7.0	Sub Total				54,317.00
8.0	Contingency	1	sum	5,000.00	5,000.00
9.0	TOTAL LANDSCAPE WORKS (ex GST)				59,317.00
10.0	*GST*		%	*10*	*5,931.70*
11.0	TOTAL LANDSCAPE WORKS (inc GST)				65,248.70
12.0	*Various Contractors / Suppliers mark-up (based on location of site)*		%	*0.2*	*6,524.87*
13.0	TOTAL LANDSCAPE WORKS (inc GST & Contractors Mark-up)				71,773.57

NOTE:

Areas and quantities subject to review upon completion of a full site survey and further detailed design documentation.

POPC valid for 90 days. For budget purposes figures should be increased by approx. 4% per annum (based on CPI typical inflation figures)

ITEMS NOT INCLUDED:

1. Importation of Topsoil and Clean Fill
2. Bulk Earthworks
3. Irrigation ducts beneath roads
4. Design of Wayfinding Strategy and Individual Markers (not included)
5. Drainage Infrastructure
6. Upgrade to Ablution Block Facilities

10.5 Interpretative Signage/Wayfinding Costings

LIVING LAKES - WAYFINDING
SEPARABLE PORTION 4

PRELIMINARY OPINION OF PROBABLE COST **Proposed Budget** **NSB**

	ITEM	QTY	UNIT	RATE ($)	TOTAL ($)
1.0	Wayfinding Signage				
1.1	Design of Wayfinding Strategy and Individual Markers (not included)	x	x	x	x
1.2	Manufacturing/Fabrication of 24 x Wayfinding Signs	24	each	1,900.00	45,600.00
1.3	Installation/Fixing/Mounting of Signs (potentially on reclaimed wooden sleepers or the like)	24	each	500.00	12,000.00
2.0	TOTAL LANDSCAPE WORKS (ex GST)				57,600.00
3.0	*GST*		*%*	*10*	*5,760.00*
4.0	TOTAL LANDSCAPE WORKS (inc GST)				63,360.00
5.0	*Various Contractors / Suppliers mark-up (based on location of site)*		*%*	*0.2*	*6,336.00*
6.0	TOTAL LANDSCAPE WORKS (inc GST & Contractors Mark-up)				69,696.00

NOTE:

Areas and quantities subject to review upon completion of a full site survey and further detailed design documentation.

POPC valid for 90 days. For budget purposes figures should be increased by approx. 4% per annum (based on CPI typical inflation figures)

ITEMS NOT INCLUDED:

1. Design of Wayfinding Strategy and Individual Markers (not included)
2. Importation of Topsoil and Clean Fill
3. Bulk Earthworks
4. Irrigation ducts beneath hardworks
5. Drainage Infrastructure

10.6 Boat Ramp Upgrade Costings

LIVING LAKES - BOAT RAMP UPGRADE
SEPARABLE PORTION 5

PRELIMINARY OPINION OF PROBABLE COST **Proposed Budget** **NSB**

	ITEM	QTY	UNIT	RATE ($)	TOTAL ($)
1.0	Site Preparation				
1.1	Supply & Install Infill/Mounding for Slope/Ramp	288	m2	20.00	5,760.00
2.0	Hard Works				
2.1	Supply & Install Reinforced Trafficable Concrete Ramp	288	m2	110.00	31,680.00
3.0	Walls / Rockwork				
3.1	Supply & Install Rock Work to Ramp	175	each	150.00	26,250.00
4.0	Sub Total				57,930.00
5.0	Contingency	1	sum	5,000.00	5,000.00
6.0	TOTAL LANDSCAPE WORKS (ex GST)				62,930.00
7.0	*GST*		*%*	*10*	*6,293.00*
8.0	TOTAL LANDSCAPE WORKS (inc GST)				69,223.00
9.0	*Various Contractors / Suppliers mark-up (based on location of site)*		*%*	*0.2*	*6,922.30*
10.0	TOTAL LANDSCAPE WORKS (inc GST & Contractors Mark-up)				76,145.30

NOTE:

Areas and quantities subject to review upon completion of a full site survey and further detailed design documentation.

POPC valid for 90 days. For budget purposes figures should be increased by approx. 4% per annum (based on CPI typical inflation figures)

ITEMS NOT INCLUDED:

1. Importation of Topsoil and Clean Fill
2. Bulk Earthworks
3. Irrigation ducts beneath hardworks
4. Drainage Infrastructure

10.7 Revegetation/Rehabilitation Costings

LIVING LAKES - REVEGETATION / REHABILITATION WORKS

SEPARABLE PORTION 6

PRELIMINARY OPINION OF PROBABLE COST **Proposed Budget** **NSB**

	ITEM	QTY	UNIT	RATE ($)	TOTAL ($)
1.0	Planting				
1.1	Supply & Install Tubestock Planting to Rehabilitation Areas - Which include: The Lakes Edge stretching from the Foreshore Area up to the edge of the Sporting Oval and then up around the Caravan Park Facilities incorporating the entrance to Sewell Street off of Wickepin-Corrigin Road.	28,020	m2	2.50	70,050.00
2.0	Surface Treatments				
2.1	Supply & Install Imported Mulch to Tubestock Rehabilitation Areas (To Individual Tubestock) (Total Area: 28,020m2)	4,500	m2	7.50	33,750.00
3.0	TOTAL LANDSCAPE WORKS (ex GST)				103,800.00
4.0	*GST*		*%*	*10*	*10,380.00*
5.0	TOTAL LANDSCAPE WORKS (inc GST)				114,180.00
6.0	*Various Contractors / Suppliers mark-up (based on location of site)*		*%*	*0.2*	*11,418.00*
7.0	TOTAL LANDSCAPE WORKS (inc GST & Contractors Mark-up)				125,598.00

NOTE:

Areas and quantities subject to review upon completion of a full site survey and further detailed design documentation.

POPC valid for 90 days. For budget purposes figures should be increased by approx. 4% per annum (based on CPI typical inflation figures)

ITEMS NOT INCLUDED:

1. Importation of Topsoil and Clean Fill
2. Bulk Earthworks
3. Irrigation ducts beneath hardworks
4. Drainage Infrastructure

10.8 Town Paths Network & Walktrail Extensions

LIVING LAKES - TOWN PATHS NETWORK & WALK TRAILS EXTENSION
SEPARABLE PORTION 7

PRELIMINARY OPINION OF PROBABLE COST **Proposed Budget** **NSB**

	ITEM	QTY	UNIT	RATE ($)	TOTAL ($)
1.0	Hard Works				
1.1	Supply and Install standard in-situ Grey Goncrete Footpath to 2.0m width (can be downsized to 1.5m) linking Corner Store to Foreshore Area and Linking Corner Store to Existing Path through to School Site.	384	m2	50.00	19,200.00
1.2	Supply & Install Concrete Pram Ramps	3	each	600.00	1,800.00
1.3	Supply & Install Red Asphalt Path (no edge) to Sporting Oval/Caravan Park edge	677	m2	40.00	27,080.00
1.4	Supply & Install Red Asphalt Path (with edge) adjoining Boulevard thropugh to the Sporting Oval to the East and through to Informal Walk Trail to the West.	532	m2	83.00	44,156.00
2.0	Surface Treatments				
2.1	Supply & Install Imported Mulch to Informal Walk Trails (100mm depth)	1,024	m2	8.50	8,704.00
3.0	Timber / Modwood Works				
3.1	Supply & Install 2 x Modwood Viewing Decks at secluded locations on Lakes Edge (Caravan Park & Golf Course)	2	each	7,500.00	15,000.00
4.0	TOTAL LANDSCAPE WORKS (ex GST)				100,940.00
5.0	*GST*		%	*10*	*10,094.00*
6.0	TOTAL LANDSCAPE WORKS (inc GST)				111,034.00
7.0	*Various Contractors / Suppliers mark-up (based on location of site)*		%	*0.2*	*11,103.40*
8.0	TOTAL LANDSCAPE WORKS (inc GST & Contractors Mark-up)				122,137.40

NOTE:

Areas and quantities subject to review upon completion of a full site survey and further detailed design documentation.

POPC valid for 90 days. For budget purposes figures should be increased by approx. 4% per annum (based on CPI typical inflation figures)

ITEMS NOT INCLUDED:

1. Importation of Topsoil and Clean Fill
2. Bulk Earthworks
3. Irrigation ducts beneath hardworks
4. Drainage Infrastructure

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: No cost to council as funded through the LRCI program.

Strategic Implications:

Aligns with Goal Two of the Shire of Wickepin Community Strategic Plan 2018/2028.

infrastructure

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

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

Recommendations:

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

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.01– List of Accounts

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**FM.FR.1212**
Author:	**Dianne Barry – Finance Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**10TH November, 2020**

Enclosure/Attachments: List of Accounts.

Summary:
List of accounts remitted during the period from 1st October to 31st October, 2020

Municipal Account	**Vouchers**	**Amounts**
EFT	10821 – 10828 10830 – 10895 10897 - 10929	$ 274,108.83
Cheques	15698 - 15708	$ 33,031.36
Payroll	October	$ 80,091.00
Superannuation	October	$ 12,381.89
Direct Deductions	October	$ 1,913.33
Licensing	October	$ 15,279.50
	October Total	**$ 416,805.91**
Trust		
EFT	10896	$ 100.00
Cheques		
	October Total	**$ 100.00**
	Total for October	**$416,905.91**

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 $416,905.91 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

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Erika Clement – Deputy Chief Executive Officer**
File Reference:	**FM.FR.1212**
Author:	**Erika Clement – Deputy Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**04 November 2020**

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 October 2020 as presented be received.

Voting Requirements: Simple majority.

SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickepin
Compilation Report
For the Period Ended 31 October 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 October 2020 of $3,164,643.

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

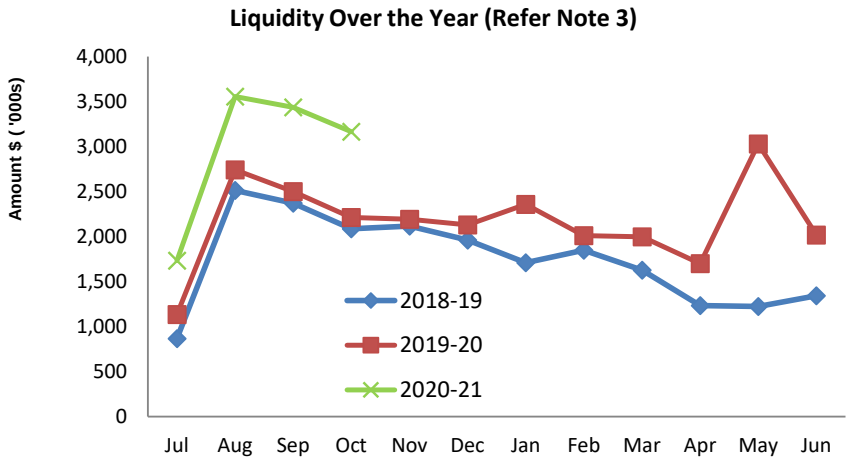
Date prepared: 4-Nov-20

Reviewed by: Mark Hook CEO

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 October 2020

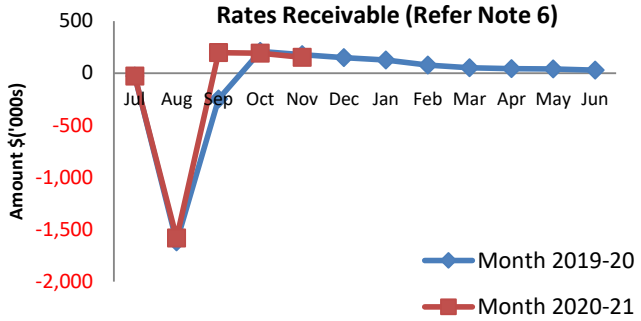


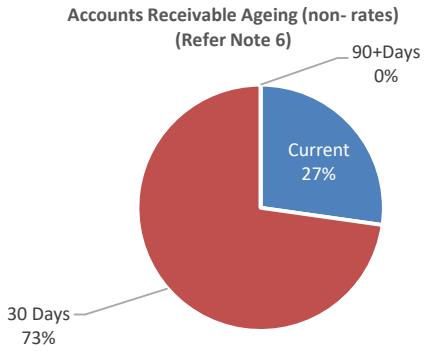
Cash and Cash Equivalents as at period end

Unrestricted	$	3,177,822
Restricted	$	2,248,893
	$	5,426,715

Receivables

Rates	$	151,425
Other	$	49,866
	$	201,291





Comments

Unrestricted cash includes the following payments in advance

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

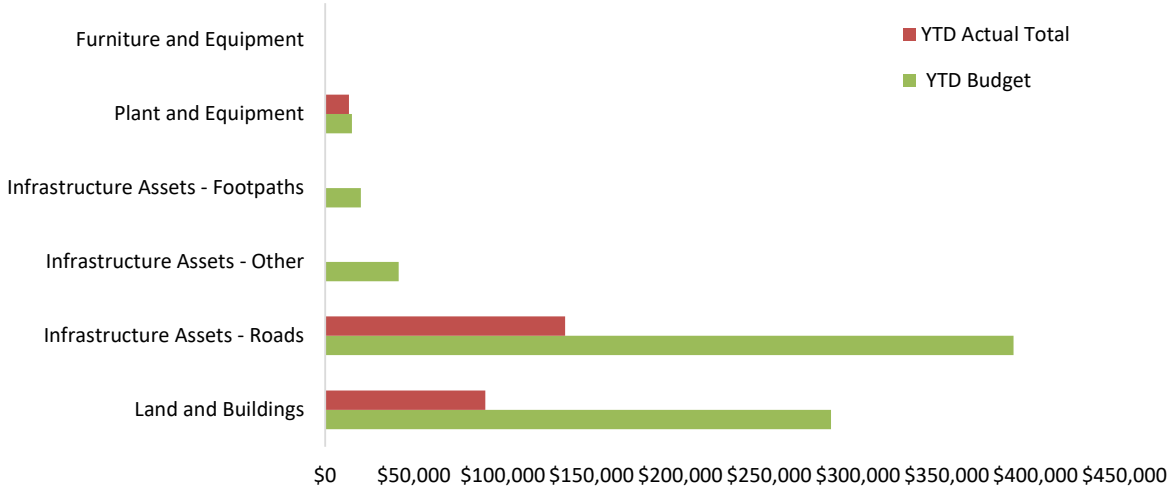
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin

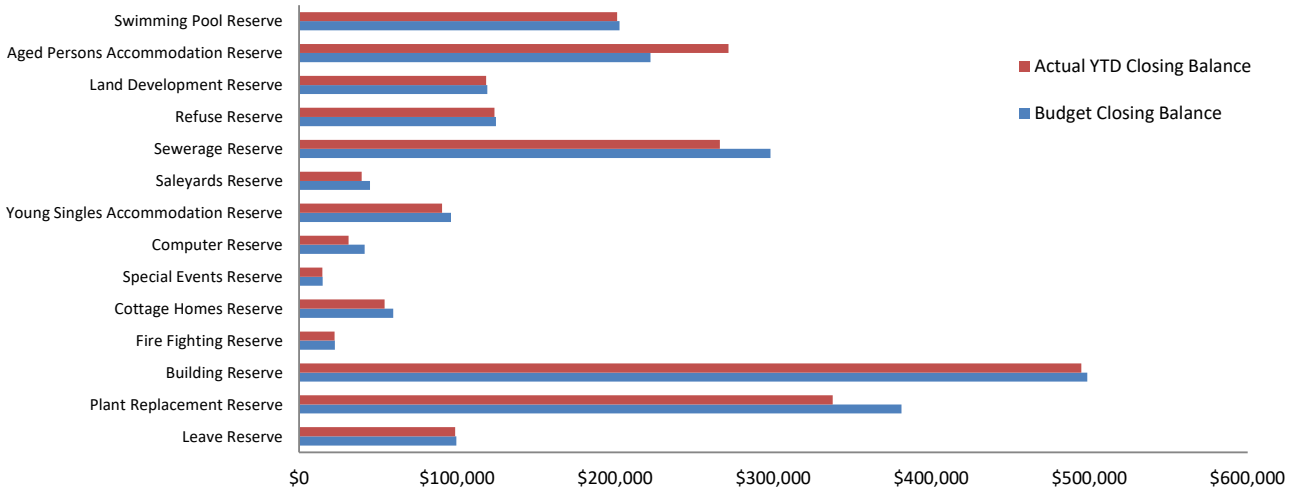
Monthly Summary Information

For the Period Ended 31 October 2020

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

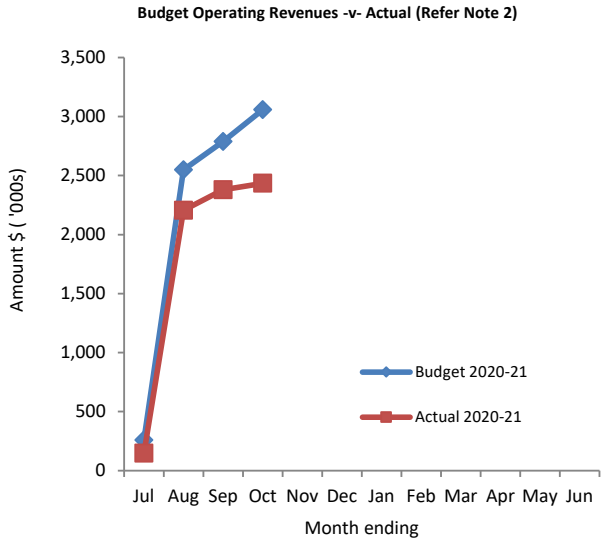
This information is to be read in conjunction with the accompanying Financial Statements and notes.

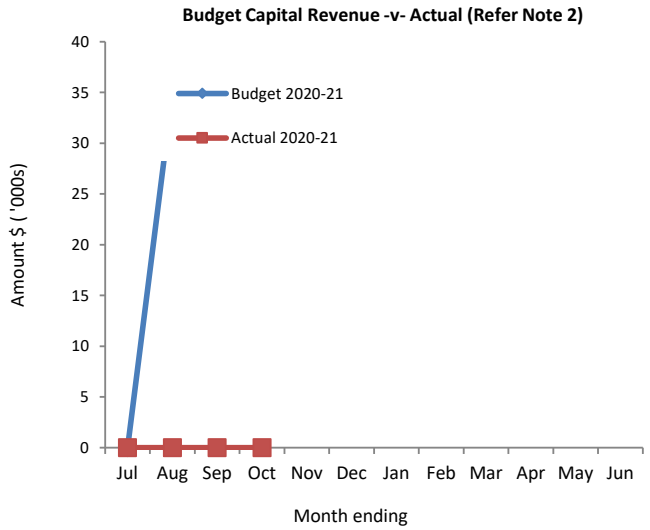
Shire of Wickepin

Monthly Summary Information

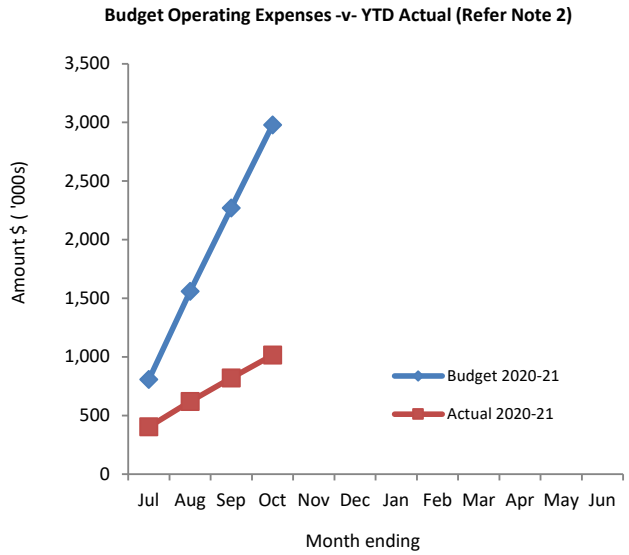
For the Period Ended 31 October 2020

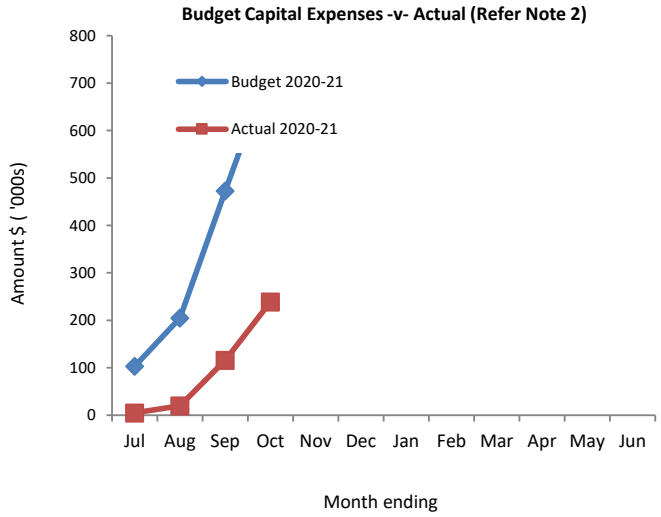
Revenues





Expenditure





Comments

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

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

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Governance		8,208	2,732	**1,439**	(1,293)	(47.32%)	
General Purpose Funding - Rates	9	1,370,075	1,370,100	**1,362,282**	(7,818)	(0.57%)	
General Purpose Funding - Other		778,745	195,734	**191,489**	(4,245)	(2.17%)	
Law, Order and Public Safety		87,111	56,717	**62,432**	5,716	10.08%	
Health		100	32	**370**	338	1056.25%	
Education and Welfare		4,050	1,344	**91**	(1,253)	(93.24%)	
Housing		2,683,013	894,328	**254,567**	(639,761)	(71.54%)	▼
Community Amenities		172,970	149,863	**187,002**	37,139	24.78%	▲
Recreation and Culture		16,073	4008	**9,503**	5,495	137.09%	
Transport		716,469	231,096	**323,851**	92,755	40.14%	▲
Economic Services		417,011	138,992	**27,401**	(111,591)	(80.29%)	▼
Other Property and Services		40,500	13,492	**13,327**	(165)	(1.22%)	
Total Operating Revenue		**6,294,325**	**3,058,438**	**2,433,755**	(624,682)		
Operating Expense							
Governance		(474,680)	(205,724)	**(163,598)**	42,126	20.48%	▼
General Purpose Funding		(85,555)	(28,492)	**(24,456)**	4,036	14.17%	▼
Law, Order and Public Safety		(219,127)	(94,185)	**(67,218)**	26,967	28.63%	▼
Health		(28,109)	(9,344)	**(5,639)**	3,705	39.65%	
Education and Welfare		(25,427)	(8,452)	**(2,820)**	5,632	66.64%	▼
Housing		(1,462,220)	(490,716)	**(41,606)**	449,110	91.52%	▼
Community Amenities		(371,839)	(125,392)	**(92,308)**	33,084	26.38%	▼
Recreation and Culture		(1,064,068)	(361,151)	**(213,108)**	148,043	40.99%	▼
Transport		(4,499,909)	(1,499,864)	**(302,165)**	1,197,699	79.85%	▼
Economic Services		(322,008)	(107,272)	**(55,450)**	51,822	48.31%	▼
Other Property and Services		(75,119)	(47,982)	**(46,235)**	1,747	3.64%	
Total Operating Expenditure		(8,628,062)	(2,978,574)	**(1,014,603)**	1,963,971		
Funding Balance Adjustments							
Add back Depreciation		4,317,355	1,439,096	**0**	(1,439,096)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	8,623	2,876	**0**	(2,876)	(100.00%)	
Adjust Provisions and Accruals		746	0	**0**	0		
Adjust Rounding		0	0	**1**			
Net Cash from Operations		**1,992,987**	**1,521,836**	**1,419,154**	**(102,683)**		
Capital Revenues							
Proceeds from Disposal of Assets	8	207,000	34,500	**0**	(34,500)	(100.00%)	▼
Total Capital Revenues		207,000	34,500	**0**	(34,500)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(2,227,626)	(284,805)	(90,072)	194,733	68.37%	▼
Infrastructure - Roads	13	(1,161,805)	(387,560)	(135,131)	252,429	65.13%	▼
Infrastructure - Footpaths	13	(20,000)	(6,668)	0	6,668	100.00%	▼
Infrastructure -Other	13	(235,000)	(41,332)	0	41,332	100.00%	▼
Plant and Equipment	13	(533,000)	(15,000)	(13,391)	1,609	10.73%	▼
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		(4,177,431)	(735,365)	**(238,594)**	496,771		
Net Cash from Capital Activities		**(3,970,431)**	**(700,865)**	**(238,594)**	**462,271**		
Financing							
Proceeds from New Debentures	10	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		
Net Cash from Financing Activities		**307,429**	**(12,946)**	**0**	**12,946**		
Net Operations, Capital and Financing		**(1,670,015)**	**808,025**	**1,180,560**	**369,658**		
Opening Funding Surplus(Deficit)	3	**1,670,560**	**1,984,084**	**1,984,084**	**0**	0.00%	
Closing Funding Surplus(Deficit)	3	**545**	**2,792,108**	**3,164,643**	**369,658**		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Rates	9	1,370,075	1,370,092	**1,362,261**	(7,831)	(0.57%)	
Operating Grants, Subsidies and Contributions	11	2,218,966	761,539	**363,769**	(397,770)	(52.23%)	▼
Fees and Charges		419,641	261,323	**286,571**	25,248	9.66%	
Service Charges		0	0	**0**	0		
Interest Earnings		35,500	8,164	**2,179**	(5,985)	(73.30%)	
Other Revenue		0	0	**109**	109		
Profit on Disposal of Assets	8	14,503	4,832	**0**			
Total Operating Revenue		4,058,685	2,405,950	**2,014,889**	(386,228)		
Operating Expense							
Employee Costs		(1,194,487)	(404,053)	**(429,261)**	(25,208)	(6.24%)	
Materials and Contracts		(2,706,507)	(946,854)	**(386,887)**	559,967	59.14%	▲
Utility Charges		(185,750)	(60,376)	**(49,942)**	10,434	17.28%	▲
Depreciation on Non-Current Assets		(4,317,355)	(1,439,096)	**0**	1,439,096	100.00%	▲
Interest Expenses		(8,636)	(3,085)	**(411)**	2,674	86.67%	▲
Insurance Expenses		(192,201)	(117,402)	**(148,103)**	(30,701)	(26.15%)	▼
Loss on Disposal of Assets	8	(23,126)	(7,708)	**0**			
Total Operating Expenditure		(8,628,062)	(2,978,574)	**(1,014,603)**	1,956,263		
Funding Balance Adjustments							
Add back Depreciation		4,317,355	1,439,096	**0**	(1,439,096)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	8,623	2,876	**0**	(2,876)	(100.00%)	
Adjust Provisions and Accruals		746	0	**0**	0		
Adjust Rounding		0	0	**1**			
Net Cash from Operations		**(242,653)**	**869,348**	**1,000,288**	**128,063**		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,235,640	652,488	**418,866**	(233,622)	(35.80%)	▼
Proceeds from Disposal of Assets	8	207,000	34,500	**0**	(34,500)	(100.00%)	▼
Total Capital Revenues		2,442,640	686,988	**418,866**	(268,122)		
Capital Expenses							
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(2,227,626)	(284,805)	**(90,072)**	194,733	68.37%	▲
Infrastructure - Roads	13	(1,161,805)	(387,560)	**(135,131)**	252,429	65.13%	▲
Infrastructure - Footpaths	13	(20,000)	(6,668)	**0**	6,668	100.00%	▲
Infrastructure - Drainage	13	(235,000)	(41,332)	**0**	41,332	100.00%	▲
Plant and Equipment	13	(533,000)	(15,000)	**(13,391)**	1,609	10.73%	▲
Furniture and Equipment	13	0	0	**0**	0		
Total Capital Expenditure		(4,177,431)	(735,365)	**(238,594)**	496,771		
Net Cash from Capital Activities		**(1,734,791)**	**(48,377)**	**180,272**	**228,649**		
Financing							
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		
Net Cash from Financing Activities		**307,429**	**(12,946)**	**0**	**12,946**		
Net Operations, Capital and Financing		**(1,670,015)**	**808,025**	**1,180,560**	**369,658**		
Opening Funding Surplus(Deficit)	3	**1,670,560**	**1,984,084**	**1,984,084**	**0**	0.00%	
Closing Funding Surplus(Deficit)	3	**545**	**2,792,108**	**3,164,643**	**369,658**		

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

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

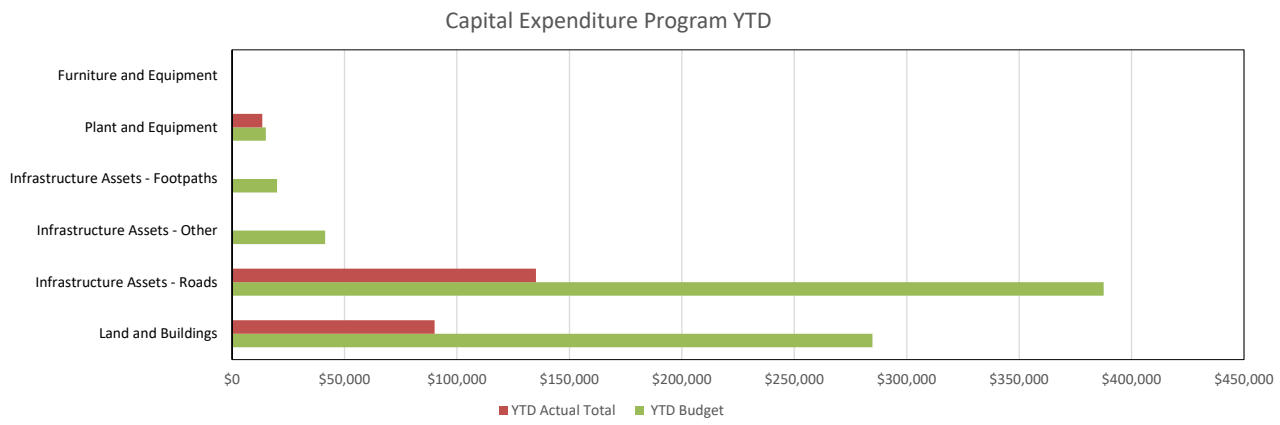
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 2020

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	YTD 31 10 2020 Amended Annual Budget	Variance (d) - (c)
		$	$	$	$	$	$
Land and Buildings	13	90,072	0	90,072	284,805	2,227,626	(194,733)
Infrastructure Assets - Roads	13		135,131	135,131	387,560	1,161,805	(252,429)
Infrastructure Assets - Other	13	0	0	0	41,332	235,000	(41,332)
Infrastructure Assets - Footpaths	13	0	0	0	20,000	20,000	(20,000)
Plant and Equipment	13	13,391	0	13,391	15,000	533,000	(1,609)
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		103,463	135,131	238,594.00	748,697	4,177,431	(510,103)

Funded By:

Capital Grants and Contributions	418,866	2,235,640	2,235,640	1,816,774
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				
Total Own Source Funding - Cash Backed Reserves	0	0	(51,321)	0
Own Source Funding - Operations	(180,272)	(1,521,443)	1,441,847	1,341,171
Capital Funding Total	238,594	748,697	4,177,431	(510,103)

Comments and graphs



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 October 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 October 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 October 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 October 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 October 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 a nd asset management.and inclusive community engagement
(4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .

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

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

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

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

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

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

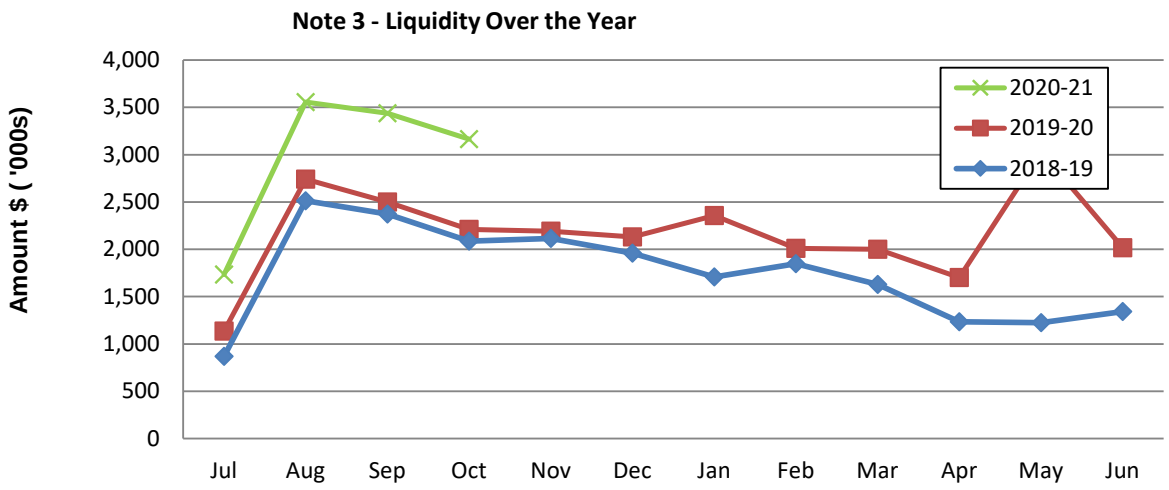
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	$	%			
Governance	(1,293)	(47.32%)			
General Purpose Funding - Other	(4,245)	(2.17%)			
Law, Order and Public Safety	5,716	10.08%			
Housing	(639,761)	(71.54%)	▼	Timing	Income not yet received
Community Amenities	37,139	24.78%	▲		Increase in cemetery fees,planning fees
Recreation and Culture	5,495	137.09%			
Transport	92,755	40.14%	▲	Permanent	Increase in RRG Grant
Economic Services	(111,591)	(80.29%)	▼	Timing	Income not yet received - LRCI
Other Property and Services	(165)	(1.22%)			
Operating Expense					
Governance	42,126	20.48%	▼	Timing	Variuos Account costs down - Staff Training, Consultancy fees, Advertsing
General Purpose Funding	4,036	14.17%	▼	Timing	Various Account Costs down-Bank fees, Valuation expenses
Law, Order and Public Safety	26,967	28.63%	▼	Timing	Depreciaiton not yet run until after finailisation of Annual Report, Fire Control Expenses lower.
Health	3,705	39.65%			
Education and Welfare	5,632	66.64%	▼	Timing	Costs Down - Donations, CDO projects. Depreciation not yet run until after finalisation of Annual Report
Housing	449,110	91.52%	▼	Timing	Depreciation not yet run until after finalisation of Annual Report
Community Amenities	33,084	26.38%	▼	Timing	Depreciation not yet run until after finalisation of Annual Report
Recreation and Culture	148,043	40.99%	▼	Timing	Various Account Costs down - Arts & Crafts Building maintenance lower, library building maintenance. Depreciation not yet run until after finalisation of Annual Report
Transport	1,197,699	79.85%	▼	Timing	Depreciation not yet run until after finalisation of Annual Report. Bridges & culverts costs lower
Economic Services	51,822	48.31%	▼	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	1,747	3.64%			
Capital Revenues					
Grants, Subsidies and Contributions	(233,622)	(35.80%)	▼	Timing	Road Funding & Housing income not yet received
Proceeds from Disposal of Assets	(34,500)	(100.00%)	▼	Timing	P & E not yet purchased
Capital Expenses					
Land and Buildings	194,733	68.37%	▼	Timing	Projects not yet commenced
Infrastructure - Roads	252,429	65.13%	▼	Timing	R2r Roads not yet started, Bin Road & Wickepin North road in progress
Infrastructure - Public Facilities	0				Projects not yet commenced
Infrastructure - Footpaths	6,668	100.00%	▼	Timing	Projects not yet commenced
Plant and Equipment	1,609	10.73%	▼	Timing	Metrocounters came in under budget, No vehicle purchases as yet.
Furniture and Equipment	0				
Financing					
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 October 2020

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Oct 2020	30 June 2020	YTD 31 Oct 2019
		$	$	$
Current Assets				
Cash Unrestricted	4	3,177,822	2,178,143	975,440
Cash Restricted	4	2,248,893	2,248,893	1,274,113
Receivables - Rates	6	151,425	29,869	73,835
Receivables -Other	6	49,866	1,710	112,223
Interest / ATO Receivable/Trust		17,242	110,221	27,693
Inventories			0	0
		5,645,248	4,568,835	2,463,304
Less: Current Liabilities				
Payables		(26,894)	(115,755)	(26,842)
Provisions		(204,819)	(220,104)	(144,743)
		(231,713)	(335,859)	(171,586)
Less: Cash Reserves	7	(2,248,893)	(2,248,893)	(1,274,113)
Net Current Funding Position		**3,164,643**	**1,984,084**	**1,017,605**



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted $	Restricted $	Trust $	Total Amount $	Institution	Maturity Date
(a) **Cash Deposits**							
Municipal Bank Account	0.00%	1,086,470			1,086,470	ANZ	At Call
Reserve Bank Account	0.00%		93		93	ANZ	At Call
Trust Bank Account	0.00%			15,185	15,185	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) **Term Deposits**							
Municipal							
Municipal					0		
Municipal					0		
Municipal	0.95%	2,090,653			2,090,653	WA Treasury	At Call
Reserve			2,248,800		2,248,800	ANZ	30-Oct-20
Trust				172,297	172,297	ANZ	30-Oct-20
Total		3,177,822	2,248,893	187,482	5,614,197		

Comments/Notes - Investments

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

Note 5: BUDGET AMENDMENTS

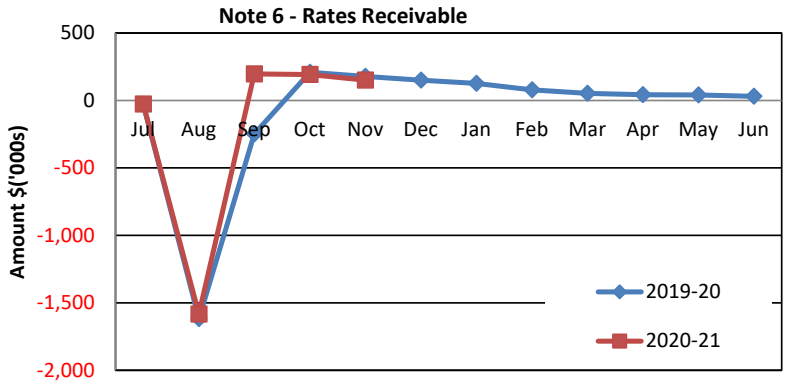
Amendments to original budget since budget adoption. Surplus/(Deficit)

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

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

Note 6: RECEIVABLES

Receivables - Rates Receivable	**YTD 31 Oct 2020**	**30 June 2020**
	$	$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,529,929	1,534,110
Less Collections to date	(1,398,026)	(1,519,102)
Equals Current Outstanding	**151,425**	**34,530**
Net Rates Collectable	**151,425**	**34,530**
% Collected	90.23%	97.78%

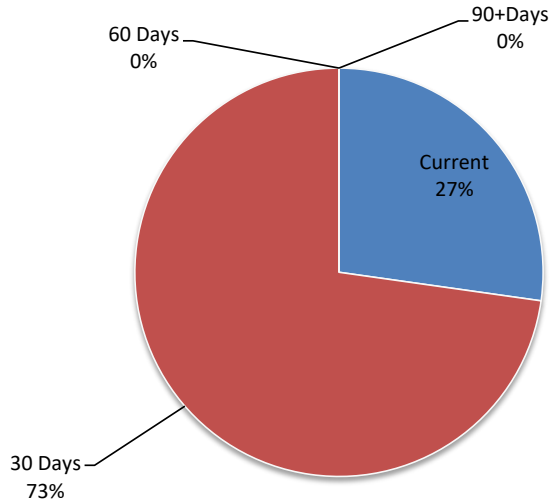


Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - General	13,581	36,285		0
Total Receivables General Outstanding				**49,866**

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



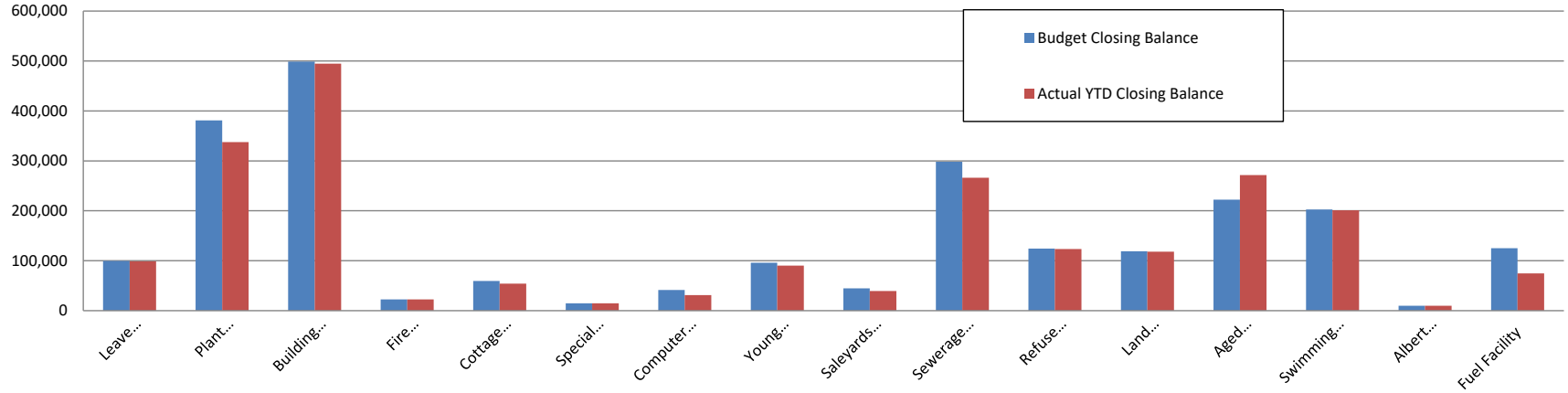
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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
	2,248,893	**17,000**	**0**	**146,000**	**0**	**51,321**	**0**		**2,360,571**	**2,248,893**

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



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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals		Amended Current Budget YTD 31 10 2020			
Cost	Accum Depr	Proceeds	Profit (Loss)			Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
$	$	$	$			$	$	$	
					Plant and Equipment				
			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	Toyota Hilux 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 October 2020

Note 9: RATING INFORMATION RATE TYPE	Rate in $	Number of Properties	Rateable Value $	Rate Revenue $	Interim Rates $	Back Rates $	Total Revenue $	Amended Budget Rate Revenue $	Amended Budget Interim Rate $	Amended Budget Back Rate $	Amended Budget Total Revenue $
Differential General Rate											
GRV	0.073020	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
Sub-Totals		472	150,554,650	1,450,010	0	0	1,450,010	1,450,172	0	0	1,450,172
Minimum Payment	**Minimum $**										
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
Sub-Totals		77	483,994	30,800	0	0	30,800	31,200	0	0	31,200
							1,480,810				1,481,372
Ex Gratia Rates							17,190				11,734
Discount							(135,718)				(128,450)
Rates Writeoffs							(20)				(25)
Amount from General Rates							**1,362,261**				**1,364,631**
Specified Area Rates											
Totals							**1,362,261**				**1,364,631**

Comments - Rating Information

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

10. INFORMATION ON BORROWINGS
(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		
			Actual $	Budget $	Actual $	Budget $	Actual $	Budget $	Loan Completion Date
					0	0	0		
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 WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2020-21 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status Received	Recoup Status Not Received
		(Y/N)	$	$	$	$	$	$
GENERAL PURPOSE FUNDING								
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
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	35,363	0	35,363	0	16,194	19,169
				0				0
HOUSING								
WSAHA Grant	DPIRD	Y	13,158		13158		0	13,158
WSAHA Grant	DPIRD	Y	1,300,000			1,300,000	0	1,300,000
WSAHA Grant	DPIRD	Y	1,300,205			1,300,205	227,273	1,072,932
EDUCATION & WELFARE								
Albert Facey Tour		N	3,750		3,750	0		3,750
COMMUNITY AMENITIES								
Living Lakes Grant		Y		31,595	31,595		0	31,595
RECREATION AND CULTURE								
								0
ECONOMIC SERVICES								
LRCI Funding		Y	363,866			363,866	0	363,866
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	0	327,069
RRG Grants - Capital Projects	Regional Road Group	Y	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
TOTALS			**4,454,606**	**31,595**	**950,561**	**3,535,640**	**751,039**	**3,735,162**
Operating	Operating		2,218,966				332,174	
Non-Operating	Non-operating		2,235,640				418,866	
			4,454,606				751,039	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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-Oct-20
	$	$	$	$
Housing Bonds	0.00	1,110.00	-1,110.00	**0.00**
Master Key Deposits	0.00	1,080.00	-480.00	**600.00**
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	136.45	0.00	**136.45**
Ram Pavillion	0.00	0.00	0.00	**0.00**
LCDC Landcare	0.00	0.00	0.00	**0.00**
Cat/Dog Trap Hire	50.00	50.00	-100.00	**0.00**
WDSC Replacement Greens	119,339.10	5,000.00	0.00	**124,339.10**
Miscellaneous Trust	6,374.66	1,124.00	-200.00	**7,298.66**
Yealering Bowling Club Greens	55,707.65	0.00	0.00	**55,707.65**
Licensing		90,826.95	-90,826.95	**0.00**
	181,471.41	**99,327.40**	**-92,716.95**	**188,081.86**

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

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

Note 13: CAPITAL ACQUISITIONS

			31/10/2020					
	Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Land & Buildings							
	Housing							
	STAFF HOUSE	CSH12	(440,000)	0	0	0		
	SMITH STREET FENCE	LHS11C	(4,700)	0	0	0		
	RINTEL STREET FENCE	LHS1C	(24,000)	0	0	0		
	Housing Total		**(468,700)**	**0**	**0**	**0**	**0**	
	Other Housing							
	CAPITAL EXPENSE - LIFESTYLE VILLAGE	**3272**	**(1,351,526)**	**(270,305)**	**(90,072)**	**(180,233)**		
	Other Housing Total		**(1,351,526)**	**(270,305)**	**(90,072)**	**(180,233)**		
	Community Amenities							
	Industrial Shed	CWBC1	(340,000)	0	0		0	
	Community Amenities Total		**(340,000)**	**0**	**0**	**0**		
	Recreation and Culture							
	Wickepin Hall Reroof	CLPH1	(18,500)	(6,168)	0	(6,168)		
	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		
	Recreation And Culture Total		**(42,400)**	**(6,168)**	**0**	**(6,168)**		
	Transport							
	DEPOT - CAR PORT		(25,000)	(8,332)	0	(8,332)		
	Transport Total		**(25,000)**	**(8,332)**	**0**	**(8,332)**		
	Land and Buildings Total		(2,227,626)	(284,805)	(90,072)	(194,733)	0	
	Footpaths							
	Transport							
	FOOTPATHS	LFP1	(20,000)	(6,668)	0	(6,668)		
	Transport Total		**(20,000)**	**(6,668)**	**0**	**(6,668)**	**0**	
	Footpaths Total		(20,000)	(6,668)	0	(6,668)	0	
	Plant , Equip. & Vehicles							
	Governance							
	CEO VEHICLE		(91,000)	0	0	0	0	
	Governance Total		**(91,000)**	**0**	**0**	**0**	**0**	
	Transport							
	Hino Truck	6034	(108,000)	0	0	(108,000)	0	
	Hino Tip Truck	6034	(63,000)	0	0	(63,000)	0	
	Toyota Forklift	6034	(55,000)	0	0	(55,000)		
	Colorado S/Cab Ute	6034	(42,000)	0	0	(42,000)		
	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)	(15,000)	(13,391)	(1,609)		
	Transport Total		**(442,000)**	**(15,000)**	**(13,391)**	**(428,609)**	**0**	
	Plant , Equip. & Vehicles Total		(533,000)	(15,000)	(13,391)	(428,609)	0	
	Infrastructure Other							
	Community Amenity							
	Card Swipe Wickepin Tip Gates	3824	(10,000)	(3,332)	0	3,332		
	Relocation Waste Oil	3534	(14,000)	(4,668)	0	4,668		
	Community Amenity Total		**(24,000)**	**(8,000)**	**0**	**3,332**	**0**	
	Recreation and Culture							
	PUMP & BORE - OVAL WATER	RETU	(30,000)	(10,000)	0	(30,000)		
	WICKEPIN OVAL LIGHTS	WKLI	(35,000)		0	(35,000)		
	SWIMMING POOL - EXPANSION JOINTS	LSP3	(70,000)	(23,332)	0	(70,000)		
	HARRSIMITH DAM	3988	(23,000)		0			
	LIMESTONE WALL - TANKS WICKEPIN OVAL	WLC1	(8,000)	0	0	(8,000)		
	Recreation And Culture Total		**(166,000)**	**(33,332)**	**0**	**(143,000)**	**0**	
	Economic Services							
	Standpipe Controllers	7104	(45,000)	0	0			
	Economic Services Total		**(45,000)**	**0**	**0**	**(45,000)**	**0**	
	Infrastructure Other Total		(235,000)	(41,332)	0	3,332	0	
	Roads							
	Transport Regional Road Group							
	Pingelly Wickepin Road	RG003	(366,200)	(122,068)	(13,368)	(352,832)		
	Bin Road	RG086	(351,420)	(117,428)	(127,620)	(223,800)	0	
	Regional Road Group Total		**(717,620)**	**(239,496)**	**(140,988)**	**(576,632)**	**0**	
	Transport Roads to Recovery							
	84 Gate Road	R2R031	(57,190)	(19,064)	0	(19,064)	0	
	Toolibin North Road	R2R010	(80,470)	(26,824)	(4,800)	(22,024)	0	
	Tincurrin North Road	R2R011	(95,835)	(31,944)	0	(31,944)	0	
	Wickepin North Road	R2015	(119,480)	(39,828)	0	(39,828)	0	
	Roads to Recovery Total		**(352,975)**	**(117,660)**	**(4,800)**	**(112,860)**	**0**	
	Council Resources Construction							
	Fleay Road	C55	(44,755)	(14,920)	0	(14,920)	0	
	Malyalling Road	CO036	(46,455)	(15,484)	0	(15,484)	0	
	Council Resources Construction Total		**(91,210)**	**(30,404)**	**0**	**(30,404)**	**0**	
	Roads Total		(1,161,805)	(387,560)	(145,788)	(719,896.21)	0.00	
	Capital Expenditure Total		(4,177,431)	(735,365)	(249,251)	(1,346,575)	0	

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.03 – Development & Regulatory Services

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin**
File Reference:	**CM.REP.2203**
Author:	**Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin**
Disclosure of any Interest:	**Nil**
Date of Report:	**9 November 2020**

Enclosure/Attachments: Nil

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

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

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

Comments:

PLANNING OFFICER'S REPORT

Planning Approvals

Proposed Change of Use (Wickepin Church – Church to Residential) at Lot 9 (No. 16) Railway Avenue, Harrismith.

Proposed Independent Living Units at Lot 1 (No. 23) Johnston Street, Wickepin.

Upcoming Council Agenda for November 2020

Nil

Referrals & Subdivision clearances

Nil

BUILDING SURVEYORS REPORT

No building activity recorded for October 2020

ENVIRONMENTAL HEALTH OFFICERS 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) New septic system at 30 Roberts Road, Yealering for Coraline Locke has been approved and later Inspected in October;
2) Partly drafted the report on the Waste Water Reuse Scheme for the Department of Health and placed the record in Synergy. This report will be forwarded to the Department of Health when completed and signed off by the CEO;
3) Wickepin swimming pool sampled on 19 October 2020, at the commencement of the 2020 season;
4) Follow-up inspection of the Wickepin Hotel for non-compliance, including no probe type thermometer, ensuring that Covid Safety Plans are displayed in the amenities of the accommodation section of the premises and the cleaning regime is being maintained in the premises, particularly in the kitchen and bar area; and
5) In regard to the current pandemic, the WA Government has announced that the current borders will be removed to facilitate travel between all states except Victoria and NSW from the 14 November 2020, with the current phase 4 Directions remaining in place at this stage. Further advice will be provided as the state government releases further information;

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	- Number of emergency service volunteers are retained and increase - Number of Local Emergency Management Committee meetings held annually - Achievement of emergency service strategies Reduction in drink driving offences - No fatal road accidents in the Shire	Emergency and health services are retained We have no fatalities on our roads
9.14 Connect with local and regional Natural Resource Management organisations to determine how their priorities can benefit our communities and businesses	9.15 Partner with external bodies to protect natural flora and fauna 9.16 Continue to provide weed and pest management	- Invite Natural Resource Management organisations to present to Council - Amount of external funding attracted for natural resource management activities in our Shire	Our natural flora and fauna is protected

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

Recommendations:

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

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.04 - Community Development Officer's Report

Submission To:	**Ordinary Council**
Location / Address:	**Whole Shire**
Name of Applicant:	**Michelle Hetherington - Community Development Officer**
File Reference:	**CM.PLA.404**
Author:	**Michelle Hetherington - Community Development Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**11 November 2020**

COMMUNITY DEVELOPMENT

Town Team Movement

- Funds have been allocated in the adopted 2020/2021 budget for a Community Building Project. The Town Team Movement will aim to energise the community, mentor and facilitate future place activation projects and events.
- **Town Teams – Council Forum (October 21, 2020)**

  Forum presentation to Council by David Snyder from Town Teams with the aim to develop a stronger understanding of the approach to building a town team in Wickepin.

  Review of the TTM community building methodology and discussion about communications and reaching local community leaders.

  Facilitate the recruitment of team members plus present ideas/suggestions of how to get things moving forward in the Shire.

  Engagement process and communication methods and how to successfully reach out to the residents.

  Town Team Progress Update of creating a network of town teams across the Wheatbelt.

Wogolin Road Recreational Area

- CDO, Manager of Works and CEO in discussion-work stages and roll-out strategy, quotes, tender.
- Research into possible funding sources/grant.

Australia Day Branding – Grant

- The Shire (ESO) successfully applied for a $1,000 grant from the National Australia Day Council to promote Australia Day 2021 with the message of 'Reflect. Respect. Celebrate. We're all part of the story'.
- Promotional items have been ordered including bunting and banners.

Australia Day
Reflect. Respect. Celebrate.

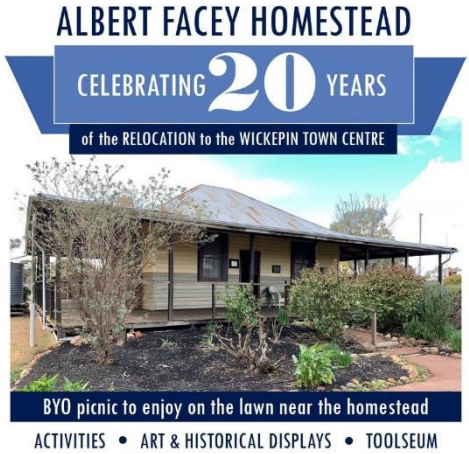
A Fortunate Life – Theatre/Cinema Event

- Booked for March 20, 2021 – Wickepin Town Hall.
  Waiting on confirmation from event organisers – Theatre 180 & Big Sky Entertainment.

Town Hall – Replace Stage Curtain & Tracking

- Burgundy velvet drapes and tracking. $5,490 + GST has been ordered from Stagecraft.
- Funded by Shire of Wickepin - Town Hall Maintenance LPH 1
- Will be installed by December 8 2020 – in time for School Presentation on December 10.

Albert Facey Homestead – 20 Year Anniversary of relocation



An informal celebration to acknowledge the 20 year anniversary of the homestead being relocated to the Wickepin town centre WA was held on Saturday, October 17, 2020. Locals of past and present and a gathering of a few of the "Facey" clan enjoyed a day of sunshine and nostalgia.

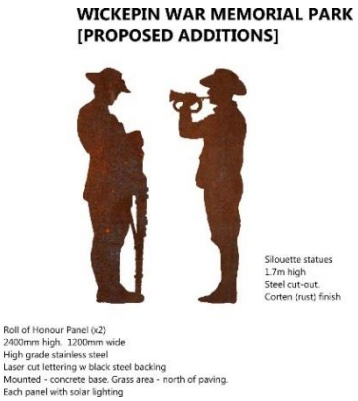
Linley Rose was interviewed by ABC and RadioWest about the history of the homestead and its relocation – was aired on October 15 & 16.

Shire President Julie Russell and Linley Rose provided visitors on the day with an insight into the history associated with the event.

- Picnic on the lawn area adjacent to the homestead - rope making, yarn spinning, history hunt, games, activities
- Historical Displays – Railway Building, Town Hall, Toolseum & Art exhibit (Shire collection) - Town Hall
- Social Media, (Lost Wickepin, Shire Facebook & Instagram) flyers and posters

Wickepin War Memorial – Honour Boards

- Reviewed and reworked the grant application for 'Saluting their Service Commemorative Program'
- 2 Stainless Steel Honour Boards plus solar lighting & 2 steel/cut-out soldier figures
- Submitted on October 29, 2020 (Round 2)



War Memorial Repair

- Maintenance/repair is required on the War Memorial pillars.
- There is concern at the rate of deterioration of the 'Corten' (rust look) steel surfaces considering they have been in place for only 5 years and the expectation that the War Memorials should be much more durable.
- The CDO contacted Jason Signs to discuss concerns and options and they have agreed to resolve the issue by using a different surface treatment at their cost.
- Corten surface to be sand blasted clean and then hot dipped galvanised prior to powder coating.
- The Shire will be delivering 13 steel wraps + pillar caps to Jason Signs before Christmas to be re-coated, collected and re-installed before Anzac Day, 2021.

Art/Historical Artefacts Inventory & Display

- Inventory and establishment of a permanent display area in the Town Hall (old Road Board office) for Council owned art / historical artefacts - in progress.
- Research & quotes for display system, lighting, cabinets.

The Purple Bench Project

- The plaque has been received from Connolly Images.
  Paint has been received (Dulux 'Purple Wisdom') and Andrew has painted the bench.

St Johns Ambulance – Volunteer Service

- Defibrillators funding – CEO has been in discussion with WA Kaolin who are keen to look at supporting local groups. Has been referred to St. Johns Ambulance (Clinton Hemley) to follow up.

ECONOMIC DEVELOPMENT & TOURISM

Astro Tourism WA

- Consultation on AstroTourism website content and marketing/promotion.
- Wickepin has been published on the Astrotourism website as a 'stargazing' town – also information has been uploaded to the Wickepin Shire website. (Attractions)
- Planning of 'stargazing event' for Wickepin and school STEM incursion to engage local students with astronomy and light pollution.

Signage

HISTORICAL SITES

- History group members are in the process of researching information for the approved historical signage.
  Malyalling sports ground, Dorakin Church site, Ten Mile Tennis club, Toolibin townsite, Tincurrin Hall, Jewish Settlement

HISTORICAL PLAQUES

- Council has approved the mounting of the Electricity Supply and Water Supply plaques directly onto the Wickepin Town Hall external façade.
  CDO has consulted with the History Group and the 2 plaques are to be attached on the foyer wall either side of the glass doors on the right.

OLD CEMETERY

- New directional signs for the Old Cemetery have been ordered from Jason Signs
  White lettering on blue background per Shire policy guidelines.

Shire of Wickepin - Website

- Updating content and photographs on the Shire of Wickepin website.

Research

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

SOCIAL MEDIA

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

SPORT & RECREATION

FloorBall

- Consultation with SC Dorry Grzinic, DLGSC and Floorball WA
- Demo/workshop by Floorball WA on October 16, 3.30 to 5pm at the Wickepin Community Centre. We had a great turnout with over 50 adults and kids in attendance.
- Regular sessions have been organised for Mondays 4 to 5pm for kids and 5 to 6pm for adults November 9 to December 14, 2020
- Floorball WA are looking at holding an exhibition game in Wickepin early next year.
- Promotion; Social media, flyers, posters.

OTHER

The CDO was delighted to be invited to the Wickepin Primary School to judge a book cover competition for Children's Book Week on 21 October.

Great to see the kids and teachers dressed up as their favourite book characters.

GOVERNENCE OTHER

- Liaison with CEO, DCEO, ESO & Manger of Works on ideas, project status and works to be undertaken in the Wickepin area.
- Assisting council staff where required
- Attended 'Town Teams Movement' – Council Forum October 21, 2020
- Annual Report 2019/2020 – CDOs Report
- Consultation with CRC, Local Police, History Group, Facey Homestead, 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 11 November 2020 be accepted.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

11. President's Report

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Julie Russell, President**
File Reference:	**GO.COU.5**
Author:	**Julie Russell, President**
Disclosure of any Interest:	**Nil**
Date of Report:	**November 2020**

To be tabled.

Recommendations:
That council note the President's report dated November 2020.

Voting Requirements: Simple majority.

12. Chief Executive Officer's Report

Submission To:	**Ordinary Council**
Location/Address:	**Whole Shire**
Name of Applicant:	**Mark Hook, Chief Executive Officer**
File Reference:	**CM.REP.2**
Author:	**Mark Hook, Chief Executive Officer**
Disclosure of any Interest:	**Nil**
Date of Report:	**14 November 2020**

DOT Licensing Agreement

The agreement between the DOT and the Shire of Wickepin will expire on the 31st December 2020. The DOT is in the process of reviewing the schedule of rates for commissions on licence activities undertaken at the Shire of Wickepin. The review will not be completed prior to the 31st December 2020 so the DOT will be extending the existing contract to the 30th June 2021 for a new contract to commence on the 1st July 2021 with the reviewed commissions.

Wheat Belt South Regional Road Group

The CEO attended the Wheatbelt South Regional Road Group Technical Committee meeting on the 9th November 2020. At this meeting the following Shire of Wickepin projects were submitted for approval to the Wheatbelt South Regional Road Group for the 2021/2022 financial year.

1. Rabbit Proof Fence Road - Formation cement stabilisation at floodway's 2 coat seal renew signage. Total project cost $181,479 MRWA $120,986 Council $60,493.
2. Wickepin Harrismith Road - Formation cement stabilisation drainage upgrade 2 coat bitumen seal renew signage. Total project cost $181,479 MRWA $120,986 Council $60,493.

Main Roads with WALGA are reviewing the Guidelines for the criteria for the identification of Significant Local Government Roads. The CEO has raised the following concerns with WALGA and Main Roads through the Wheatbelt South Regional Road Group Technical Committee.

1. Criteria connecting areas of significant population >500 is too high indigenous population is only 250 or 50.
2. The definitions are mainly set for high populated areas and most Wheatbelt road won't meet this criteria.
3. Guidelines do not state that roads currently on the RRG list will stay or be reassessed under the new guidelines. Most Council have spent major investments on these routes and they should remain on the list.
4. Regional Heavy Haulage of over 100 RAV vehicles per day is too high and should be reduced.
5. Regional route population is also too high not to many Wheatbelt towns have a population higher than 5000. Narrogin would fall under the Major Route where there is no population criteria.

Following is the criteria and definitions in the guidelines.

CRITERIA FOR SIGNIFICANT LOCAL ROADS

1. NETWORK / SIGNIFICANT

- Roads connecting areas of significant population (>500) Census quick stats data 2016 - Link Here - use quick search to check ABS Census population of town (UCL). See also link below in Useful Links.
- A road that is a **Regional** or **Inter Regional Route** providing the main connection between this region and other regions, in the State and interstate. Note – "region" does not refer specifically to Main Roads or RRG Regions in this instance refers to a generic region of significance i.e. tourist region, mining region, major town or centre etc.
- A road that connects **major transport terminals** or connects a **major transport terminal** to a major route. (see definition below)

- A road that serves a **major resource or industrial site.** (see definition below)
- A road providing access to **regional institutions or regional community service centres**. (see definition below)
- A road that provides access to a remote indigenous community with a population of more than 250. (see definition below) OR a road that is the only land access between a remote indigenous community (population more than 50) and at least one town centre. (see definition below)
- URBAN ROADS – A road which is the main connector to a significant industrial area, port facility, airport, major shopping centre or similar.

2. ROAD FUNCTION/FREIGHT

- RURAL ROADS ONLY - A **Major Route** that performs a Regional Distributor function as shown in the Road Hierarchy.
- URBAN ROADS ONLY – A road that is a Local Distributor or higher category in the Road Hierarchy.
- RURAL ROADS ONLY - A road that forms part of the **Restricted Access Vehicle notice** network 2 or above.
- URBAN ROADS ONLY A road that forms part of the **Restricted Access Vehicle notice** network 4 or above.
- A road used for hauling grain from an off road rail bin to a railhead OR is included in a network such as the Secondary Road Freight Network Map. (Follow link and see page 24).

DEFINITIONS

Regional Route – Shall be defined as a road that provides a connection between inter – regional routes (State Roads) or between inter – regional routes (State Roads) and areas of significant population. ABS population data by region. Must show more than 5000 within the relevant UCL.

Inter Regional Route – Shall be defined as a road that provides the main connection between this region and other regions, in the State and interstate. Should be listed as a Regional Distributor in the Western Australian Road Hierarchy. Note region does not refer specifically to Main Roads or RRG Regions in this instance refers to a generic region of significance i.e. tourist region, mining region, major town or centre etc.

Major Route – A road that provides both regional and inter-regional access and is a Regional Distributor in the Western Australian Road Hierarchy.

Major Transport Terminal – Container, Rail or Air that generate at least 500 freight vehicle movements per day.

Major Resource or Industrial Site – This should be based on operating mine sites etc. and significant Industrial Areas (having at least 20 businesses or fewer businesses employing more than 200 people in total). Dept. Mines, Industry Regulation and Safety Mineral and Petroleum deposits.

Regional Institution or Community Services Centre – Such as regional hospitals.

Remote Indigenous Community – Refer to DPLH website Aboriginal Community Maps

Regional Heavy Haulage Route – Over 100 RAV vehicles per day of RAV 2 NETWORK and above with anecdotal evidence supporting regional movement.

Parallel Route performing the network role – If another local government road within the local government area (or close by within the region) is seen to be performing the Significant function then the road being considered should not be listed in the list of Local Government Roads of Significant Importance.

Urban Road – A road mainly located within a built up area of a town or city.

Covid 19

Western Australia's hard borders, work is intensifying to ensure every precaution is in place to keep the community COVID-19 safe. The Department of Health is working with Government agencies and airlines to prepare for the controlled border changes and the expected influx of arrivals into the State from 14 November. Nursing staff will be boosted at Perth Airport to meet demands of increased passenger arrivals and preparations at Perth Airport to ensure that passenger arrival processes are seamless. Health screening of passengers will continue for all arriving passengers. COVID-19 testing will be available at the airport for those who fail health screens; and for any other arrivals who would like to be tested. Passengers arriving from Category 2 states (currently Victoria and New South Wales) are required to self-quarantine for 14 days and must attend a COVID-19 clinic for a test on day 11.

Western Australia's wastewater testing for COVID-19 has commenced, following extensive scientific preparation and analysis. The testing is a collaboration between the Department of Health, Path West and the Water Corporation.

The WA Health Department has developed comprehensive outbreak management plans covering a myriad of settings, including aged care facilities, prisons, schools, hospitals and remote communities. Extensive stakeholder engagement has been undertaken in the desk top testing of the plans which include, but are not limited to, testing protocols, measures for isolation, treatment of those affected and lockdown parameters for individual outbreak circumstances in both metropolitan and regional scenarios. These plans are not currently available to the public. There has also been significant work done in building up our contact tracing capacity, and reviewing lessons learned from other jurisdictions, including NSW and Victoria. The start date for Phase 5 is yet to be determined.

WALGA CCZ

At an Executive Committee Meeting held 12 August 2020 it was proposed that a review of the Central Country Zone's Constitution and Standing Orders be undertaken. The review has been undertaken, with the Executive Committee considering proposed changes to both the Constitution and Standing Orders. Adoption of the amended Constitution and Standing Orders will be considered at the Zone Meeting in Lake Grace on 27 November.

ILU Johnston Street

Work commenced on the Johnston Street ILU block on the 11th November with the clearing of the area ready for the construction of the four units.

DFES – Bush Fire Risk Treatment Standards

The Fire and Emergency Commissioner has advised that the Bush Fire Risk Treatment Standards - residential and public buildings (Standards) were published in the Western Australian Government Gazette on 6 November 2020 and came into effect on 7 November 2020. The Bush Fires Act 1954 was amended in 2016 to enable the Fire and Emergency Services Commissioner to publish Standards which clarify the circumstances in which owners or occupiers of land in Western Australia can undertake specific vegetation management activities to mitigate the effect of a bushfire on their property without the risk of breaching other laws. The Standards apply to land in areas of the State that are designated as bushfire prone under the Fire and Emergency Services Act 1998, that are not subject to an exclusion. In areas where the Standards apply, vegetation management will be permitted within a Risk Treatment Area, defined as land that is within 20 metres of a relevant building. Within a Risk Treatment Area, the owner or occupier of land is permitted to clear underlying vegetation and undertake limited tree removal and pruning. DFES Regional Offices will be the first point of contact in relation to the Standards, with the DFES Rural Fire Division providing technical assistance and guidance as required. An information

guide will shortly be made available online explaining where the Standards apply, and the types of vegetation management permitted.

Amendments to Regulations applying to local governments' 2019-20 audited financial statements

The Local Government (Financial Management) Amendment Regulations 2020 have been published in the Government Gazette (6 November 2020). The amendments will apply to the Shire of Wickepin 2019-20 audited financial statements. In summary, the impact for 2019-20 should generally be limited to the following:

- Local governments must update the notes to the accounts to reflect the amended requirements.
- Local governments who currently value Crown land that is a golf course, showground, racecourse or any other sporting or recreational facility of State or regional significance will need to adjust those values back to zero. The contra entry should be to the relevant revaluation reserve.
- If a local government had valued for right-of-use land because they were not anticipating being able to use the concession for right-of-use assets provided by AASB 2018-8, those values will need to be reversed.

Land Under Roads

- The exemption for land under roads has been removed, but it will still be valued at zero.
- In accordance with AASB 16 Leases, land under roads is now considered a concessionary right-of-use asset that is to be valued using the cost model, i.e. zero.

Land and buildings classified as Property, Plant and Equipment

- Continues to be valued at fair value.
- Required to be revalued every 5 years, unless the fair value of the asset differs materially from its carrying value.

Land and buildings classified as Inventory

- Continues to be valued in accordance with AASB 102 Inventories.

Investment properties

- Continues to be valued in accordance with AASB 140 Investment Property.

Infrastructure

- Accounting treatment remains unchanged.
- Improvements are valued at fair value and depreciated over their remaining useful life.
- Assets are required to be revalued every 5 years, unless the fair value of the asset differs materially from its carrying value.

Vested improvements that the local government controls

- Required to be valued at fair value.
- Not intended to be a separate asset class, but to come under Infrastructure.

Plant and Equipment

- The requirement to revalue has been removed. Local governments are now required to use the cost model for plant and equipment.
- If plant and equipment has already been revalued in 2019-20, there is no requirement to reverse the revaluation undertaken, now or in the future.
- In moving to the cost model, local governments do not need to make any adjustments to the current carrying cost or accumulated deprecation. They can continue to depreciate on the existing revalued amount.
- Commercial leases (e.g. offices, vehicles, machinery, ICT equipment) are right-of-use assets and should be recognised as plant and equipment.
- New acquisitions above the threshold carrying value of $5,000 should be brought in at their carrying value and depreciated over their useful life.

- Art is considered to form a part of the plant and equipment assets, so there is no requirement to revalue. Art is considered to have an indefinite life, so should not be depreciated.

Crown Land that is vested or under a Management Order, or other land that is not owned by the local government but which is vested in the local government

- The requirement to value vested land that is a golf course, showground, racecourse or any other sporting or recreational facility of State or regional significance has been removed. Any values brought to account should be reversed against the relevant revaluation reserve.
- In accordance with AASB 16 Leases, Crown or other land vested in the local government is now considered a concessionary right-of-use asset that is to be valued using the cost model.
- Consequently Crown or other vested land will continue to be valued at zero.

MEETINGS ATTENDED

October 2020	
26th	Meeting with Auditors
26th	Meeting with WA Kaolin Ltd Wickepin Kaolin Project update
26th	LEMC meeting
26th	DFES - pre-season get together for the bushfire volunteers in the shire
27th	CBH - Potential CBH Accommodation Solutions
November 2020	
2nd	Albert Facey Homestead Committee Meeting
9th	WBS Tech Group Meeting
10th	LGIS - Property Register & Risk Profiling Project for certain assets
12th	South West Settlement information session
17th	WALGA - Local Government Procurement and the Preferred Supplier Program

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**			
A4	**Road Side Advertising**	**CEO**			
A5	**Application for Planning Consent**	**CEO**	Ewen – 12 Curlew Way	05/11/2020	CEO
A6	**Appointment and Termination of Staff**	**CEO**	Acceptance of Resignation – Michelle Hetherington	17/11/2020	CEO
A7	**Rates Recovery – Instalment Payments**	**CEO**			
A8	**Issue of Orders**	**CEO**			

A9	**Legal Advice**	**CEO**			
A10	**Permits to Use Explosives**	**CEO**			
A11	**Street Stalls**	**CEO**			
A12	**Liquor Consumption on Shire Owned Property**	**CEO**	WCC – Community Resource Centre WCC – Wickepin Cricket Club WCC – Seniors Christmas Lunch	28/11/2020 2020/2021 04/12/2020	CEO
A13	**Hire of Community Halls / Community Centre**	**CEO**	WCC – Wickepin Cricket Club WCC – Twilight Markets WCC – Watershed News Yealering Hall – Funeral Service Wickepin Hall – Wickepin Primary School WCC – Seniors Christmas Lunch WCC – Bowling Carnival WCC – Floor Ball WCC – Community Christmas Tree WCC – Facey Group WCC – Facey Group WCC – Facey Group WCC – Facey Group WCC – Cycling Tour	2020/2021 28/11/2020 01/12/2020 14/11/2020 26/11-10/12 04/12/2020 07/12-10/12 9/11-14/12 20/12/2020 04/03/2021 23/03/2021 21/07/2021 08/09/2021 09/10/2021	CEO
A14	**The Food Act 2008 and the Food Regulations 2009**	**CEO**			
A15	**The Public Health Act 2016**	**CEO**			

Recommendations:

That Council note the Chief Executive Officer's report dated 14 November 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.