

A Fortunate Place

Shire of Wickepin

Minutes

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 15 JULY 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 15 July 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

9 July 2020

#### Time Table

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

#### Disclaimer

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## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

## TABLE OF CONTENTS

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....	5
2.	PUBLIC QUESTION TIME .....	5
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES .....	5
4.	PETITIONS, MEMORIALS AND DEPUTATIONS .....	5
5.	DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST.....	5
6.	CONFIRMATION OF MINUTES.....	6
7.	RECEIVAL OF MINUTES .....	6
7.1	– LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC).....	7
8.	STATUS REPORT .....	12
9.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....	13
9.1.1	– ADDITIONAL AGED UNIT .....	14
10.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS .....	15
<b><u>TECHNICAL SERVICES</u></b>		
10.1.01	– MANAGER WORKS AND SERVICES REPORT .....	16
<b><u>GOVERNANCE, AUDIT &amp; COMMUNITY SERVICES</u></b>		
10.2.01	– LIST OF ACCOUNTS .....	18
10.2.02	– FINANCIAL REPORT .....	20
10.2.03	– DEVELOPMENT & REGULATORY SERVICES.....	50
10.2.04	– APPLICATION FOR PLANNING CONSENT: DEMOLITION OF A HERITAGE LISTED BUILDING (FORMER UNITING CHURCH) – LOT 12 (NO. 31) HENRY STREET, WICKEPIN.....	52
10.2.05	– POLICY AMENDMENT – 2.1.17 TENDERS OF BUDGETED ITEMS .....	55
10.2.06	– MAXIMUM TERM EMPLOYMENT CONTRACTS- MANAGER OF WORKS.....	57
10.2.07	– WAIVING RATES 26 DALTON STREET LAKE YEALERING PROGRESS ASSOCIATION.....	60
10.2.08	– WALGA AGM 2020 - VOTING DELEGATES AND ATTENDEES.....	64
11.	PRESIDENT'S REPORT .....	68
12.	CHIEF EXECUTIVE OFFICER'S REPORT .....	69
13.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING.....	73
14.	REPORTS AND INFORMATION .....	73
15.	URGENT BUSINESS .....	73
16.	CLOSURE .....	73

**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 15 July 2020**

The President declared the meeting open at 3.35pm.

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

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

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

#### Resolution No 150720-01

Moved Cr Martin / Seconded Cr Hyde

That council approve a leave of absence for the ordinary council meeting on 19 August 2020 for Cr Russell.

Carried 7/0

### 4. Petitions, Memorials and Deputations

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

## 6. Confirmation of Minutes

Ordinary meeting of council – Wednesday 17 June 2020.

### Resolution No 150720-02

Moved Cr Hyde / Seconded Cr Lansdell

That the minutes of the Ordinary meeting of council held on Wednesday 17 June 2020 be confirmed as a true and correct record.

Carried 8/0

## 7. Receival of Minutes

## RECEIVAL OF MINUTES

### 7.1 – Local Emergency Management Committee (LEMC)

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Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mel Martin, Executive Support Officer
File Reference:	ES.MEE.905
Author:	Mel Martin, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 July 2020

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#### Enclosure/Attachments:

Minutes of the Local Emergency Management Committee meetings held on Monday 6 July 2020.

#### Background:

The Local Emergency Management Committee meetings were held on Monday 6 July 2020.

#### Summary:

Council is being requested to receive the Local Emergency Management Committee minutes held on Monday 6 July 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 6 July 2020 be received.

**Voting Requirements:** Simple majority.

### Resolution No 150720-03

Moved Cr Hyde / Seconded Cr N Astbury

That the minutes for the Local Emergency Management Committee meeting held on Monday 6 July 2020 be received.

Carried 8/0



# Local Emergency Management Committee (LEMC) AGENDA / MINUTES

DATE OF MEETING: Monday 6<sup>th</sup> July 2020  
 TIME OF MEETING: 3.00pm  
 VENUE: Teleconference - participant access code 89910105 followed by the # (hash) key Call dial  
 TELECONFERENCE DETAILS: 1800 896 323,  
 CORRESPONDENCE EMAIL: ceo@cuballing.wa.gov.au

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>  
 Department of Health Federal - <https://www.health.gov.au>  
 Healthy WA: <https://healthywa.wa.gov.au/>

Incident Type	Human Epidemic		
Incident Number/Name	COVID 19		
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.		
Meeting opened & Welcome	Mark Conley, President Shire of Cuballing,		
Record of attendance, apologies	See record below		
Confirmation of Previous Meeting Minutes	Tuesday 2 <sup>nd</sup> June 2020 Moved M Hook/Seconded B Dew - Carried		
Confirmation of contact details	Refer to attached list.		
<b>ITEM</b>	<b>SPEAKER</b>	<b>DISCUSSION/DECISION</b>	<b>ACTION</b>
<b>1. Business arising from previous Minutes that cannot be addressed later in the Meeting</b>	M Conley	Nil	Nil
<b>2. Standing Items</b>		Nil	

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
<b>3. HMA/Agency Reports</b>	K Fisher – Health	<ul style="list-style-type: none"> <li>• WA stats from 4<sup>th</sup> July –               <ul style="list-style-type: none"> <li>- 618 Positive tests</li> <li>- 600 recovered cases</li> <li>- 9 deaths</li> <li>- 9 active cases</li> </ul> </li> <li>• all active cases have links to overseas travel and are resident in quarantine hotels in Perth.</li> <li>• active cases in Wheatbelt</li> <li>• 280 tests conducted on Saturday from 290 presentations.</li> <li>• Asymptomatic testing available for specified occupations including healthcare workers</li> <li>• New testing guidelines about to be released.</li> <li>• Narrogin Hospital still operating 2 ED's. This will continue in short term unless structural changes to ED to allow separation of COVID cases is completed.</li> </ul>	
<b>4. Preparedness</b> 4.1 Communications/public information 4.2 Business continuity plans (review and update all agencies) 4.3 Identification of vulnerable people 4.4 Identification of critical services 4.5 Community actions to promote resilience.		Nil	Nil
<b>4. Impact Assessment</b> 4.1 Detail any local/regional impacts – if relevant 4.2 Outline response to someone fulfilling the case definition		Nil	Nil
<b>5. Recovery</b> 5.1 Potential for significant, prolonged business disruptions 5.2 Implications for Psychosocial impacts 5.3 Other		Nil	Nil

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
<b>6. Agency Updates</b> 6.1 Agency preparations – business continuity 6.2 Anticipated impacts 6.3 Issues of concern 6.4 Information requirements 6.5 Other issues	WA Police	WA Police still implementing Stage 4 restrictions and completing quarantine checks	Nil
	Dept of Communities	<ul style="list-style-type: none"> <li>Dept of Communities is back to normal operations in the regions</li> <li>Dept remains responsible for hotel quarantine and COVID call centre. This may continue for sometime with ex-pats returning.</li> </ul>	
	St John Ambulance	<ul style="list-style-type: none"> <li>Operations returning to more normal levels, following COVID procedures.</li> <li>Training is now able to recommence.</li> </ul>	
	DFES	Nil	
	Shire of Wickepin	<ul style="list-style-type: none"> <li>Facilities now all reopened.</li> <li>Local football to recommence from 18<sup>th</sup> July</li> </ul>	
	Shire of Cuballing	<ul style="list-style-type: none"> <li>Facilities now all reopened.</li> </ul>	
	Others	Nil	
<b>7. Other items</b>	<p>Following the last Great Southern COVID19 Operational Area Support Group (OASG) meeting, the OASG has, following a review of the latest communication from SEMC and information from the Health Department. encouraged LEMCs to transition back to their normal meeting cycle. The normal meeting cycle is:</p> <ul style="list-style-type: none"> <li>Wednesday 7<sup>th</sup> October 2020 at Wickepin</li> <li>Wednesday 7<sup>th</sup> April 2021 at Cuballing</li> </ul> <p>Agreed - these times and dates are suitable, with a teleconference meetings able to be reconvened as required.</p>		
<b>8. Details of Next Meeting</b>	3pm Wednesday 7 <sup>th</sup> October 2020 at Wickepin		
<b>9. Meeting closed</b>	3:15pm		

## LEMC Contact List

PRESENT	NAME	ORGANISATION	ROLE	EMAIL
Apology	Joanne Spadaccini	Department of Communities	District Emergency Services Officer Wheatbelt	Joanne.Spadaccini@communities.wa.gov.au
Yes	Neville Blackburn	Department of Communities	District Emergency Services Officer Great Southern	Neville.Blackburn@communities.wa.gov.au
	Adam Smith	DFES	District Emergency Management Advisor	adam.smith@dfes.wa.gov.au
	Grant Hansen	DFES	Area Officer, Upper Great Southern Region	ghansen@fesa.wa.gov.au
Apology	Paul Blechynden	DFES	Area Officer, Upper Great Southern Region	paul.blechynden@dfes.wa.gov.au
	Cathey Morey	Main Roads WA	Customer Service Manager	cathy.morey@mainroads.wa.gov.au
	Leanne Shields	Shire of Cuballing	Rates	rates@cuballing.wa.gov.au
Yes	Anthony Mort	Shire of Cuballing	Chief Bush Fire Control Officer	emergencyservices@cuballing.wa.gov.au
	Bruce Brennan	Shire of Cuballing	Manager Works & Services	worksmanager@cuballing.wa.gov.au
Yes	Mark Conley	Shire of Cuballing	President	president@cuballing.wa.gov.au
Yes	Gary Sherry	Shire of Cuballing	CEO	ceo@cuballing.wa.gov.au
Yes	Bronwyn Dew	Shire of Cuballing	DCEO	dceo@cuballing.wa.gov.au
	Colin Coxon	Shire of Wickepin	Fire Control Officer	lyncol84@bigpond.com
	Gary Rasmussen	Shire of Wickepin	Manager Works	works@wickepin.wa.gov.au
Yes	Julie Russell	Shire of Wickepin	President	yarlomadns@westnet.com.au crrussell@wickepin.wa.gov.au
Yes	Mark Hook	Shire of Wickepin	CEO	ceo@wickepin.wa.gov.au
	Roger Butler	Shire of Wickepin	Chief Bush Fire Control Officer	rogwen7@gmail.com
	Wes Astbury	Shire of Wickepin	Councillor	w.astbury@bigpond.com
Yes	Clinton Hemley	St John Ambulance	Wickepin	Clintonh@treko.net.au
	Skye Moxham	St John Ambulance		skye.moxham@stjohnambulance.com.au
	Hayden Johnstone	St John Ambulance	Community Paramedic–Southern Wheatbelt	hayden.johnstone@stjohnwa.com.au
	Matthew Guile	St John Ambulance	Regional Manager	Matthew.Guile@stjohnwa.com.au
	Jackie Chiyabi	WA Country Health Service	Wickepin Nursing Post	jackiechiyabi@gmail.com
	Catriona Moffat	WA Country Health Service	Wickepin Nursing Post	Catriona.moffat2@health.wa.gov.au
Yes	Kerry Fisher	WA Country Health Service	Health Service Manager - Narrogin	kerry.fisher@health.wa.gov.au
	Kelly Miller	WA Country Health Service	A/Primary Health Manager Southern Wheatbelt Primary Health Service	Kelly.Miller@health.wa.gov.au
	John Bouwman	WA Police	OIC Narrogin	john.bouwman@police.wa.gov.au
	Phil Huggins	WA Police	Wickepin OIC	Phil.huggins@police.wa.gov.au
	Brendan Woodford	WA Police		brendan.woodford@police.wa.gov.au
Yes	Dorry Grzinic	WA Police	Wickepin Acting OIC	dorry.grzinic@police.wa.gov.au
	John Lane	WALGA	Emergency Management Coordinator	emservice@walga.asn.au
	Ashlyn Siviour	Wickepin Primary School	Principal	ashlyn.siviour@education.wa.edu.au
	Lisa Nelson	Yealering Primary School	Principal	Lisa.nelson@education.wa.edu.au
	Marion J Hook	Yealering Primary School		Marion.hook@education.wa.edu.au

## 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
1078 – 170620-08	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the Wickepin Community Shed.	✓	Placed in budget estimates and letter sent to the Wickepin Community Shed.
1079 – 170620 - 09	2020/2021 Community Grants	CEO	That Council does not place in the budget estimates the application from the Wickepin CRC.	✓	Not placed in budget estimates and letter sent to the Wickepin CRC.
1080 – 170620 - 10	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the Wickepin Football Club.	✓	Placed in budget estimates and letter sent to the Wickepin Football Club.
1081 – 170620 - 11	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the WDSC- Wickepin Golf Club.	✓	Placed in budget estimates and letter sent to the WDSC – Wickepin Golf Club.
1082 – 170620 – 12	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the WDSC- Wickepin Tennis Club.	✓	Placed in budget estimates and letter sent to the WDSC – Wickepin Tennis Club.
1083 – 170620 - 13	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the Wickepin District Sports Club.	✓	Placed in budget estimates and letter sent to the WDSC.
1084 – 170620 - 14	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the WDSC – Wickepin Bowling Club.	✓	Placed in budget estimates and letter sent to the WDSC – Wickepin Bowling Club.
1085 – 170620 - 15	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the Lake Yealering Bowling Club.	✓	Placed in budget estimates and letter sent to the Lake Yealering Bowling Club.
1086 – 170620 - 16	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the Wickepin history Group.	✓	Placed in budget estimates and letter sent to the Wickepin History Group.
1087 – 170620 - 17	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the Toolibin Tennis Club.	✓	Placed in budget estimates and letter sent to the Toolibin Tennis Club.
1088 – 170620 - 18	2020/2021 Community Grants	CEO	That Council place in the budget estimates the application from the	✓	Placed in budget estimates and letter sent

			Lake Yealering Progress Association.		to the Lake Yealering Progress Association.
1089 – 170620-19	Townscape & Cultural Planning Committee Recommendations	CEO	That the Shire of Wickepin give a grant of \$1,500 to the Lake Yealering Progress Association to purchase the old Yealering Red Telephone Box and place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.	✓	Letter sent 22/06/2020 in relation to purchase the old Yealering telephone box. \$8,000.00 placed in budget estimates for the Astro Tourism Towns WA project.
1090 – 170620-20	National Redress Scheme (Participation of WA Local Governments)	CEO	That council accept dot points 3,4 and 5 outlined in the June Agenda recommendations.	✓	Letter sent 25/06/2020.
1091 – 170620-21	Equal Employment Opportunity Management Plan 2020/2025	CEO	That council adopts the Shire of Wickepin Equal Employment Opportunity Management Plan 2020/2025.	✓	Shire of Wickepin Equal Employment Opportunity Management Plan 2020/2025 adopted.
1093-170620-23	Aged Units Carport	CEO	That council accept the variation order 37-SOW-V001 for Tender RFT 6 2019/2020 Aged Persons Units Johnston Street, Wickepin from K Built Constructions to alter the open carports.	✓	Email sent 18/06/2020.

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

### 9.1.1 – Additional Aged Unit

Submission To:	Ordinary Council
Location / Address:	27 Johnston Street Wickepin WA 6370
Name of Applicant:	Cr Steven Martin
File Reference:	FM.BU.1208
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 July 2020

**Enclosure/Attachments:** Nil

#### Summary:

Council is being requested not to make a decision on the Aged Persons Accommodation Reserve until the current tendered units are fully constructed and the funding from the Drought Communities Programme has been accepted.

#### Background:

The following notice of motion was requested by Cr Martin at the 17<sup>th</sup> June 2020 Council Meeting

That the CEO prepare an Agenda Item for the 15 July 2020 Council Meeting on what the Aged Persons Accommodation Reserve is going to be used for in the future.

#### Comments:

In the Annual Reports as presented to Council each year the Aged Persons Accommodation Reserve is listed as followed.

(m)	Reserves cash backed - Aged Persons Accommodation Reserve		To be used for the construction and future maintenance requirements for the Aged Person accommodation units
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This would mean that the reserve can be used for any Major Maintenance required for the new Independent Living Units in the future.

There has been two variations to the accepted tender which are as follows:

- Variation order 37-SOW-V001 for Tender RFT 6 2019/2020 Aged Persons Units Johnston Street, Wickepin from K Built Constructions to alter the open carports to lock up garages with panel fit doors, by closing in 3 walls with timber frame and cladding. Alter the access to 2 of the buildings due to orientation to ensure compliant for access. Install panel lift Automatic Panel Lift Door is \$23,716 GST inclusive.
- The signed agreement states that the units must have solar hot water systems

Following is the extract from the signed agreement

Practical Completion	Completion 14 landscaped ILUs with access to Solar hot water systems and connected services: <ul style="list-style-type: none"> <li>• 2 in Corrigin</li> <li>• 4 in Cuballing</li> <li>• 4 in Kondinin</li> <li>• 4 in Wickepin</li> </ul>	Certificates of Practical Completion	31 December 2021
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The cost for these additions will need to come from the Aged Persons Accommodation Reserve as Council has budgeted the following:

WSAHA Grant \$800,000  
Drought Communities Programme Grant \$500,000 (if approved)  
Aged Persons Accommodation Reserve \$29,966  
Total \$1,329,966 GST Exclusive

If the \$500,000 from the Drought Communities program is not approved Council will need to find the \$500,000 from its own resources.

Council should not make a decision on the future use of the monies in the Aged Persons Accommodation Reserve until the current tendered units are completed (as there may be additional costs) and Council has been advised that the \$500,000 from the Drought Communities program has been approved to be used for the tendered units.

The CEO has been advised by Rick Wilsons office that the grant determinations will be made soon but they have not been given a date as of the writing of this report.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That Council leave the Aged Persons Accommodation Reserve as it is until the current tendered units are fully completed and Council knows the amount left in the Aged Persons Accommodation Units.

**Voting Requirements:** Simple majority.

Note: as there was no mover of the recommendation council moved on to the next item.

## 10. Receipt of Reports & Consideration of Recommendations



## TECHNICAL SERVICES

### 10.1.01 – Manager Works and Services Report

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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:	8 July 2020

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**Enclosure/Attachments:** Nil

#### **Summary:**

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

**Background:** Nil

#### **Comments:**

##### Programmed Construction Works

- 7 Rintel Street - Shed construction – should be completed in the coming weeks.
- Wickepin War Memorial - concrete work to be completed in the coming weeks.

##### Maintenance Works

- Maintenance Grader - working in the Southern area of the shire.
- Construction Grader – will be working on 84 Gate Road and 86 Gate Road to give them a hard cut.
- Tree pruning - the Shire bob cat is working on sealed roads at the present time.
- Culvert works - the back hoe is cleaning out the ends of the culverts at the present.
- Pot-hole patching - on going.
- Signage maintenance - on going.

##### Occupational Health and Safety

- Lost time injury - nil for the month
- Plant - nothing to report

##### Parks and Gardens

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

##### Plant and Equipment

- General servicing

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Nil

**Recommendations:**

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

**Voting Requirements:** Simple majority.

**Resolution No 150720-04**

**Moved Cr Lansdell / Seconded Cr Mearns**

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

**Carried 8/0**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.01– List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Dianne Barry – Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	7 <sup>th</sup> July, 2020

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

#### Summary:

List of Accounts remitted during the period from 1 June 2020 to 30 June 2020.

<u>Municipal Account</u>	<u>Vouchers</u>	<u>Amounts</u>
EFT	10495 – 10538 10541,10551- 10628	\$ 1,876,451.81
Cheques	15671 - 15681	\$ 96,267.10
Payroll	June	\$ 68,704.00
Superannuation	June	\$ 10,913.04
Direct Deductions	June	\$ 1,398.66
B Pay	June	\$ 0.00
Licensing	June	\$ 30,625.65
	<b>June Total</b>	<b>\$ 2,084,360.26</b>
<b>Trust</b>		
EFT	10539 - 10540	\$ 123.30
Cheques		
	<b>June Total</b>	<b>\$ 123.30</b>
	<b>Total for June</b>	<b>\$2,084,483.56</b>

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

#### Certificate of Chief Executive Officer:

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

#### Comments:

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

#### Statutory Environment:

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

**Policy Implications:** Policy 3.1.7 - Cheque Issue.

**Strategic Implications:** Nil

**Recommendations:**

That council acknowledges that payments totalling \$2,084,483.56 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:** Simple majority.

**Resolution No 150720-05**

Moved Cr Hyde / Seconded Cr W Astbury

That council acknowledges that payments totalling \$2,084,483.56 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 8/0

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.02 – Financial Report

---

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	8 July 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 30 June 2020 as presented be received.

**Voting Requirements:** Simple majority.

**Resolution No 150720-06**

Moved Cr Allan / Seconded Cr N Astbury

That the financial statements tabled for the period ending 30 June 2020 as presented be received.

Carried 8/0

**SHIRE OF WICKEPIN**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 30 June 2020**

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

**TABLE OF CONTENTS**

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

## Shire of Wickepin

### Compilation Report

For the Period Ended 30 June 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 30 June 2020 of \$2,017,345.

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

### Preparation

Prepared by: Erika Clement DCEO

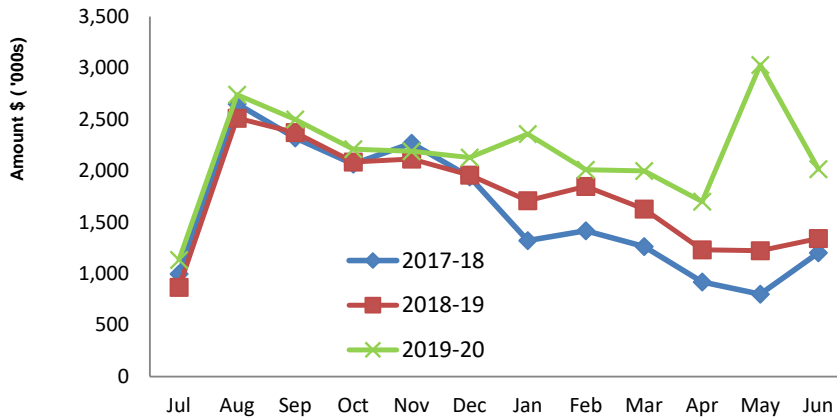
Date prepared: 8-Jul-20

Reviewed by: Mark Hook CEO



**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 30 June 2020

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



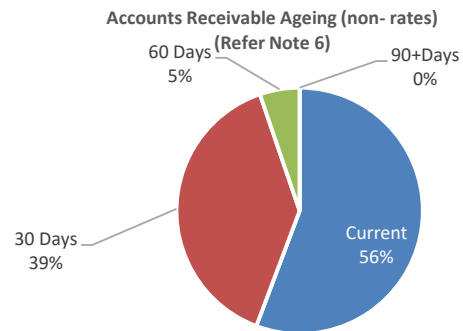
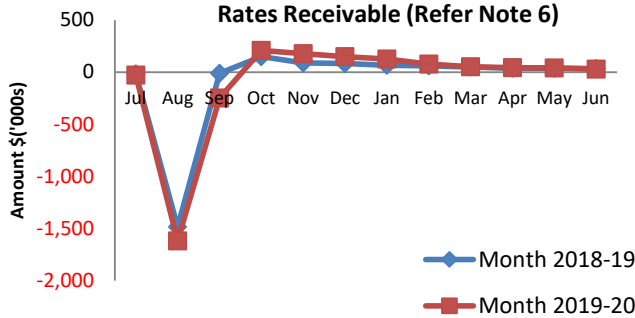
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 2,184,047
Restricted	\$ 2,248,893
	\$ 4,432,939

**Receivables**

Rates	\$ 29,870
Other	\$ 1,710
	\$ 31,580

**Rates Receivable (Refer Note 6)**



**Comments**

Unrestricted cash includes the following payments in advance

19/20 FESA paid in advance	\$14,767
19/20 Grants Commission - General	\$540,503
19/20 Grants Commission - Roads	\$283,944
<b>Amounts paid in advance</b>	<b>\$839,214</b>
20/21 FESA paid in advance	
20/21 Grants Commission - General	\$561,490
20/21 Grants Commission - Roads	\$303,312
<b>Amounts paid in advance</b>	<b>\$864,802</b>

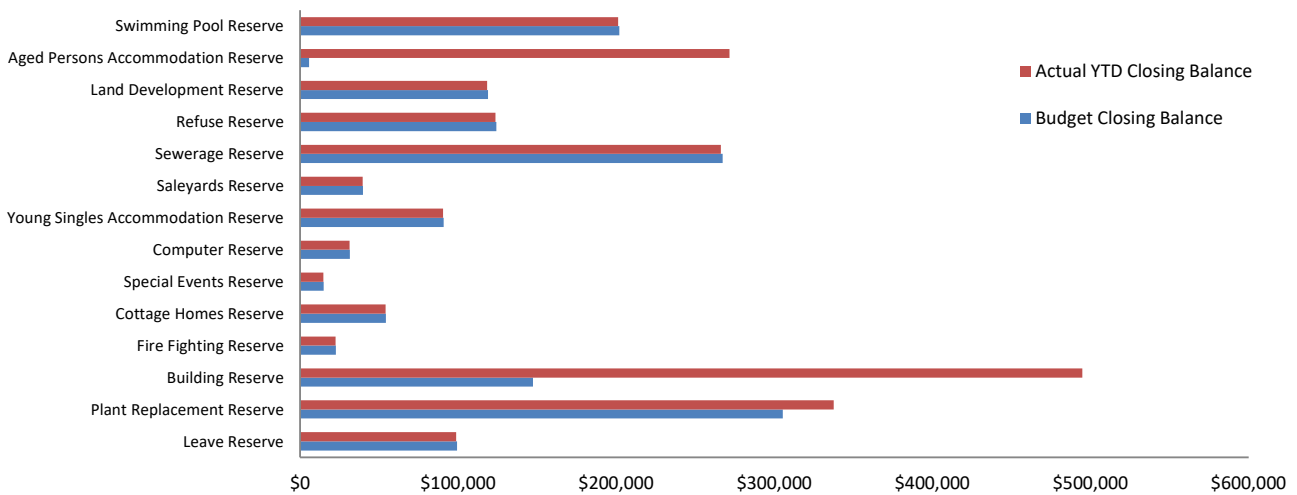
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 30 June 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.

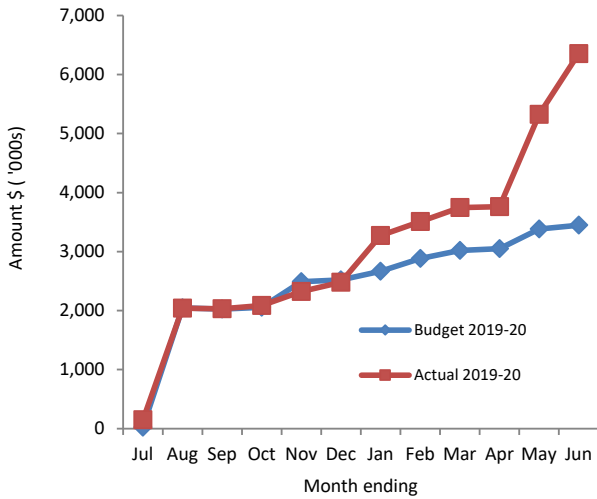
# Shire of Wickepin

## Monthly Summary Information

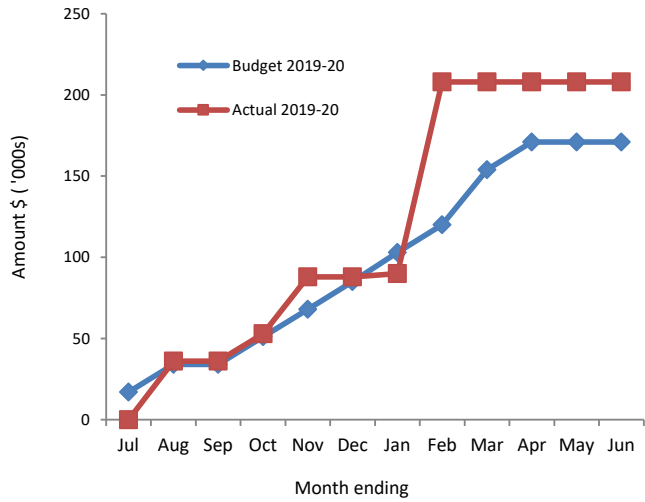
For the Period Ended 30 June 2020

### Revenues

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

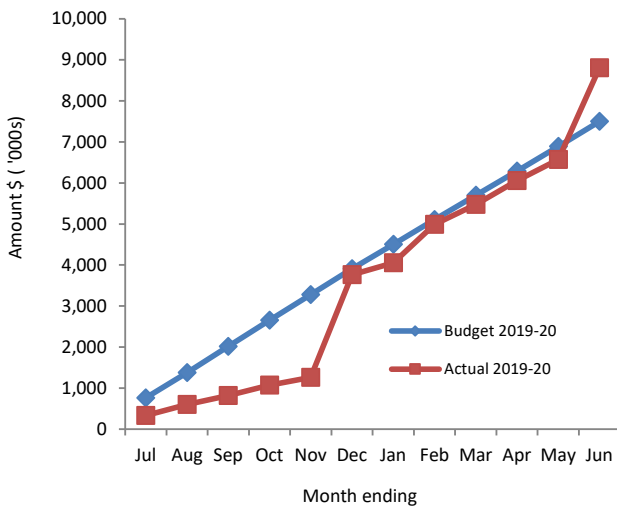


**Budget Capital Revenue -v- Actual (Refer Note 2)**

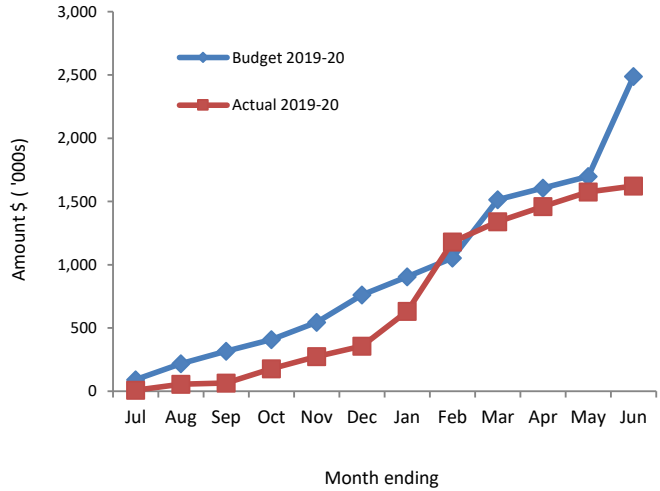


### Expenditure

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



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



### Comments

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

Council Meeting  
SHIRE OF WICKEPIN  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 30 June 2020

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>						
	\$	\$	\$	\$	%	
Governance	105	105	27,065.37	26,960	25676.54%	▲
General Purpose Funding - Rates	9 1,359,691	1,359,691	1,362,080.84	2,390	0.18%	
General Purpose Funding - Other	846,523	846,523	1,704,982	858,459	101.41%	▲
Law, Order and Public Safety	82,105	82,105	102,447	20,342	24.78%	▲
Health	0	0	0	0		
Education and Welfare	300	300	755	455	151.51%	
Housing	75,250	75,250	2,014,613	1,939,363	2577.23%	▲
Community Amenities	176,322	176,322	184,815	8,493	4.82%	
Recreation and Culture	18,832	18,832	22,969	4,137	21.97%	
Transport	793,702	793,702	792,058	(1,645)	(0.21%)	
Economic Services	58,815	58,815	87,373	28,558	48.56%	▲
Other Property and Services	35,500	35,500	54,663	19,163	53.98%	▲
<b>Total Operating Revenue</b>	<b>3,447,145</b>	<b>3,447,145</b>	<b>6,353,820</b>	<b>2,906,675</b>		
<b>Operating Expense</b>						
Governance	(463,228)	(463,228)	(438,033)	25,195	5.44%	▼
General Purpose Funding	(84,370)	(84,370)	(77,260)	7,110	8.43%	▼
Law, Order and Public Safety	(225,013)	(225,013)	(214,376)	10,637	4.73%	
Health	(25,265)	(25,265)	(25,121)	144	0.57%	
Education and Welfare	(30,006)	(30,006)	(11,273)	18,732	62.43%	▼
Housing	(158,802)	(158,802)	(1,633,372)	(1,474,570)	(928.56%)	▲
Community Amenities	(412,024)	(412,024)	(343,650)	68,374	16.59%	▼
Recreation and Culture	(1,083,460)	(1,083,460)	(1,061,811)	21,649	2.00%	
Transport	(4,750,199)	(4,750,199)	(4,646,570)	103,629	2.18%	
Economic Services	(221,995)	(221,995)	(222,573)	(578)	(0.26%)	
Other Property and Services	(45,101)	(45,101)	(134,409)	(89,308)	(198.02%)	▲
<b>Total Operating Expenditure</b>	<b>(7,499,463)</b>	<b>(7,499,463)</b>	<b>(8,808,448)</b>	<b>(1,308,985)</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	4,645,059	4,645,059	4,707,209	62,150	1.34%	
Adjust (Profit)/Loss on Asset Disposal	8 48,537	48,537	29,156	(19,381)	(39.93%)	▼
Adjust Provisions and Accruals	0	0	0	0		
<b>Net Cash from Operations</b>	<b>641,278</b>	<b>641,278</b>	<b>2,281,738</b>	<b>1,640,459</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	8 205,379	171,149	208,297	37,147	21.70%	▲
<b>Total Capital Revenues</b>	<b>205,379</b>	<b>171,149</b>	<b>208,297</b>	<b>37,147</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0		
Land and Buildings	13 (1,148,000)	(786,000)	(86,117)	699,883	89.04%	▼
Infrastructure - Roads	13 (1,084,348)	(1,084,348)	(925,006)	159,342	14.69%	▼
Infrastructure - Footpaths	13 (20,000)	(20,000)	(18,996)	1,004	5.02%	▼
Infrastructure -Other	13 (2,300)	0	(25,000)	(25,000)		▲
Plant and Equipment	13 (589,379)	(589,379)	(566,438)	22,941	3.89%	
Furniture and Equipment	13 (5,600)	(5,600)	0	5,600	100.00%	▼
<b>Total Capital Expenditure</b>	<b>(2,849,627)</b>	<b>(2,488,619)</b>	<b>(1,621,557)</b>	<b>867,061</b>		
<b>Net Cash from Capital Activities</b>	<b>(2,644,248)</b>	<b>(2,317,470)</b>	<b>(1,413,261)</b>	<b>904,209</b>		
<b>Financing</b>						
Proceeds from New Debentures	10 0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	6,326	6,326	6,326	0	0.00%	
Transfer from Reserves	7 651,221	0	0	0		
Advances to Community Groups	0	0	0	0		
Repayment of Debentures	10 (31,013)	(31,013)	(31,014)	(1)	(0.00%)	
Transfer to Reserves	7 (157,138)	0	(146,255)	(146,255)		▲
<b>Net Cash from Financing Activities</b>	<b>469,396</b>	<b>(24,687)</b>	<b>(170,943)</b>	<b>(146,256)</b>		
<b>Net Operations, Capital and Financing</b>	<b>(1,533,574)</b>	<b>(1,700,878)</b>	<b>697,534</b>	<b>2,379,031</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>3 1,533,574</b>	<b>1,319,812</b>	<b>1,319,812</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>3 0</b>	<b>(381,066)</b>	<b>2,017,345</b>	<b>2,379,031</b>		

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

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

Council Meeting  
SHIRE OF WICKEPIN  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 30 June 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,359,691	1,359,691	1,362,081	2,390	0.18%	
Operating Grants, Subsidies and Contributions	11	934,267	934,267	1,825,838	891,571	95.43%	▲
Fees and Charges		430,494	430,494	2,024,975	1,594,481	370.38%	▲
Service Charges		0	0	0	0		
Interest Earnings		61,500	61,500	53,094	(8,406)	(13.67%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	4,959	4,959	2,823			
<b>Total Operating Revenue</b>		2,790,911	2,790,911	5,268,809	2,480,035		
<b>Operating Expense</b>							
Employee Costs		(1,166,964)	(1,163,845)	(1,147,490)	16,355	1.41%	
Materials and Contracts		(1,255,474)	(1,258,593)	(2,510,303)	(1,251,709)	(99.45%)	▼
Utility Charges		(169,550)	(169,550)	(215,997)	(46,447)	(27.39%)	▼
Depreciation on Non-Current Assets		(4,645,059)	(4,645,059)	(4,707,209)	(62,150)	(1.34%)	
Interest Expenses		(2,050)	(2,050)	(2,277)	(227)	(11.07%)	
Insurance Expenses		(206,870)	(206,870)	(193,194)	13,676	6.61%	▲
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(53,496)	(53,496)	(31,979)			
<b>Total Operating Expenditure</b>		(7,499,463)	(7,499,463)	(8,808,448)	(1,330,502)		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,645,059	4,645,059	4,707,209	62,150	1.34%	
Adjust (Profit)/Loss on Asset Disposal	8	48,537	48,537	29,156	(19,381)	(39.93%)	▼
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		(14,956)	(14,956)	1,196,727	1,192,301		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	656,234	656,234	1,085,011	428,777	65.34%	▲
Proceeds from Disposal of Assets	8	205,379	171,149	208,297	37,147	21.70%	▲
<b>Total Capital Revenues</b>		861,613	827,383	1,293,307	465,924		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(1,148,000)	(786,000)	(86,117)	699,883	89.04%	▲
Infrastructure - Roads	13	(1,084,348)	(1,084,348)	(925,006)	159,342	14.69%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(20,000)	(20,000)	(18,996)	1,004	5.02%	▲
Infrastructure - Drainage	13	(2,300)	0	(25,000)	(25,000)		▼
Heritage Assets	13	0	(3,292)	0	3,292	100.00%	▲
Plant and Equipment	13	(589,379)	(589,379)	(566,438)	22,941	3.89%	
Furniture and Equipment	13	(5,600)	(5,600)	0	5,600	100.00%	▲
<b>Total Capital Expenditure</b>		(2,849,627)	(2,488,619)	(1,621,557)	867,061		
<b>Net Cash from Capital Activities</b>		(1,988,014)	(1,661,236)	(328,250)	1,332,985		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,326	6,326	6,326	0	0.00%	
Transfer from Reserves	7	651,221	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(31,013)	(31,013)	(31,014)	(1)	(0.00%)	
Transfer to Reserves	7	(157,138)	0	(146,255)	(146,255)		▼
<b>Net Cash from Financing Activities</b>		469,396	(24,687)	(170,943)	(146,256)		
<b>Net Operations, Capital and Financing</b>		(1,533,574)	(1,700,878)	697,533	2,379,031		
<b>Opening Funding Surplus(Deficit)</b>	3	1,533,574	1,319,812	1,319,812	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	3	0	(381,066)	2,017,345	2,379,031		

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.

Capital Acquisitions	Note	YTD 30 06 2020					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal) Expenditure (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	86,117	0	86,117	1,148,000		(1,061,883)
Infrastructure Assets - Roads	13		925,006	925,006	1,084,348		(159,342)
Infrastructure Assets - Public Facilities	13	25,000	0	25,000			25,000
Infrastructure Assets - Footpaths	13	0	18,996	18,996	20,000		(1,004)
Plant and Equipment	13	566,438	0	566,438	589,379		(22,941)
Furniture and Equipment	13	0	0	0	7,900		(7,900)
<b>Capital Expenditure Totals</b>		<b>677,556</b>	<b>944,002</b>	<b>1,621,557.00</b>	<b>2,849,627</b>	<b>0</b>	<b>(1,228,070)</b>

**Funded By:**

Capital Grants and Contributions	1,085,011	656,234	656,234	428,777
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	208,297	171,149	205,379	37,147
<b>Own Source Funding - Cash Backed Reserves</b>				
Building Reserve			350,000	
Plant Reserve			34,000	
Aged Accommodation Reserve			267,221	
			0	
Building Reserve			0	
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>119,138</b>	<b>0</b>	<b>(651,211)</b>	<b>119,138</b>
<b>Own Source Funding - Operations</b>	<b>209,112</b>	<b>2,022,244</b>	<b>(1,512,834)</b>	<b>(1,813,132)</b>
<b>Capital Funding Total</b>	<b>1,621,557</b>	<b>2,849,627</b>	<b>0</b>	<b>(1,228,070)</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 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 30 June 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 30 June 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 30 June 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 30 June 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 30 June 2020**

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

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

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

**(s) GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

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

Council Meeting  
**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
For the Period Ended 30 June 2020

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

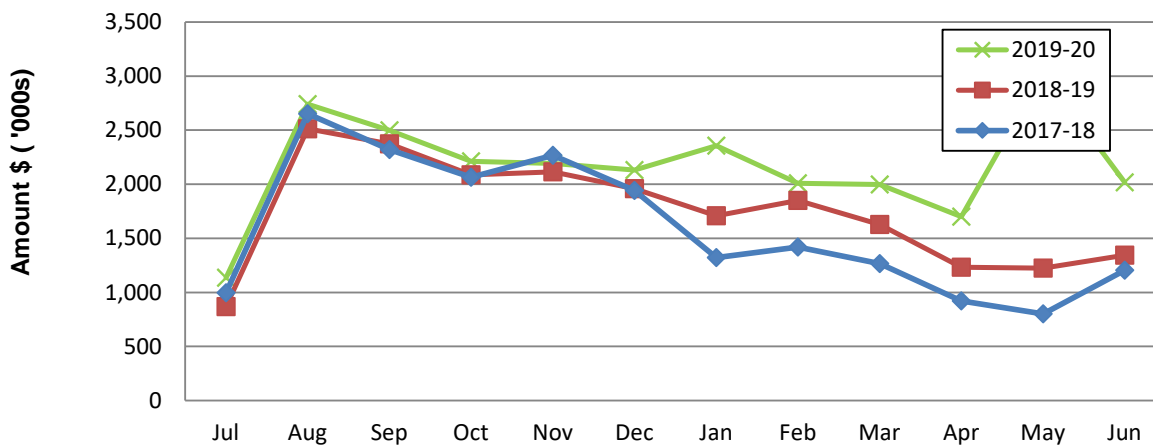
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	26,960	25676.54%	▲	Permanent	Fringe Benefit Refund & Vehicle Insurance Credit
General Purpose Funding - Other	858,459	101.41%	▲	Permanent	Advanced payment of Financial Assistance Grants 20/21 Higher than expected first payment of ESL Grant, Higher Dog Registrations
Law, Order and Public Safety	20,342	24.78%	▲	Permanent	
Housing	1,939,363	2577.23%	▲	Permanent	WSAHA grant received
Community Amenities	8,493	4.82%			
Recreation and Culture	4,137	21.97%			
Transport	(1,645)	(0.21%)			
Economic Services	28,558	48.56%	▲	Permanent	Higher Standpipe income, Building Fees
Other Property and Services	19,163	53.98%	▲	Permanent	Fuel Rebate Review - increase in rebate
<b>Operating Expense</b>					
Governance	25,195	5.44%	▼	Permanent	Less Members travelling costs, election expenses
General Purpose Funding	7,110	8.43%	▼	Permanent	Lower Bank Fees
Law, Order and Public Safety	10,637	4.73%			
Health	144	0.57%			
Education and Welfare	18,732	62.43%	▼	Permanent	Less Playgroup Maintenance, No CDO projects (workshops)
Housing	(1,474,570)	(928.56%)	▲	Permanent	Housing maintenance costs up. Less costs at Cemeteries, public toilets, town planning services
Community Amenities	68,374	16.59%	▼	Permanent	
Recreation and Culture	21,649	2.00%			
Transport	103,629	2.18%			
Economic Services	(578)	(0.26%)			
Other Property and Services	(89,308)	(198.02%)	▲	Permanent	LSL taken, Termination pays, Sick Leave Taken.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	428,777	65.34%	▲	Permanent	WSAHA Income
Proceeds from Disposal of Assets	37,147	21.70%	▲	Permanent	Higher Trade ins
<b>Capital Expenses</b>					
Land and Buildings	699,883	89.04%	▼		
Infrastructure - Roads	159,342	14.69%	▼	Permanent	Capital Cost down
Infrastructure - Footpaths	1,004	5.02%	▼	Permanent	Less cost for footpaths
Plant and Equipment	22,941	3.89%			
Furniture and Equipment	5,600	100.00%	▼	Permanent	Phone System transferred to Maintenance- Under \$5,000
<b>Financing</b>					
Loan Principal	(1)	(0.00%)			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
Note	YTD 30 Jun 2020	30 June 2018	YTD 30 Jun 2019	
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	4	2,184,047	1,462,532	975,440
Cash Restricted	4	2,248,893	2,102,637	1,274,113
Receivables - Rates	6	29,870	34,530	73,835
Receivables -Other	6	1,710	15,076	112,223
Interest / ATO Receivable/Trust		109,228	31,485	27,693
Inventories			0	0
		4,573,747	3,646,261	2,463,304
<b>Less: Current Liabilities</b>				
Payables		(104,842)	(23,397)	(26,842)
Provisions		(202,667)	(200,415)	(144,743)
		(307,508)	(223,812)	(171,586)
Less: Cash Reserves	7	(2,248,893)	(2,102,637)	(1,274,113)
<b>Net Current Funding Position</b>		<b>2,017,345</b>	<b>1,319,812</b>	<b>1,017,605</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2020**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	1,093,233			1,093,233	ANZ	At Call
Reserve Bank Account	0.00%		2,248,893		2,248,893	ANZ	At Call
Trust Bank Account	0.00%			181,471	181,471	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal					0		
Municipal	0.95%	1,090,114			1,090,114	WA Treasury	At Call
Reserve					0	ANZ	
Trust					0	ANZ	
<b>Total</b>		<b>2,184,047</b>	<b>2,248,893</b>	<b>181,471</b>	<b>4,614,411</b>		

**Comments/Notes - Investments**



**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
	<b>Budget Adoption</b>			\$	\$	\$	\$
	<b>Permanent Changes</b>						
	Opening surplus adjustment		Opening Surplus				0
3354	WSAHA Project Exp	180320-07	Capital Expenses			(535,715)	(535,715)
0352	ELECTION EXPENSES	180320.08	Operating Expenses		4,500		(531,215)
0602	OFFICE EQUIPMENT EXPENSES	181909-08	Operating Expenses			(10,300)	(541,515)
0983	GRANT INCOME	180320-07	Operating Revenue		5,000		(536,515)
0712	STAFF TRAINING EXP	181209-08	Operating Expenses		3,000		(533,515)
0923	REIMBURSEMENT - NO GST	180320-07	Operating Revenue		13,434		(520,081)
1072	FIRE INSURANCE	180320-07	Operating Expenses		14,530		(505,551)
2572	MOSQUITO CONTROL	180320-07	Operating Expenses			(4,320)	(509,871)
3454	WSAHA Project Income	180320-07	Operating Revenue		750,000		240,129
4922	SPORTING GROUP GRANTS	180320-07	Operating Expenses		6,645		246,774
7062	WATER SUPPLY STANDPIPES	180320-07	Operating Expenses			(30,000)	216,774
7083	CHARGES - STANDPIPES	180320-07	Operating Revenue		21,500		238,274
	BLACKSPOT EXPENDITURE	180320-07	Operating Expenses			(126,277)	111,997
	OPENING BALANCE ADJUSTMENT	180320-07	Operating Revenue			(32,064)	79,933
				<b>0</b>	<b>818,609</b>	<b>(738,676)</b>	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2020

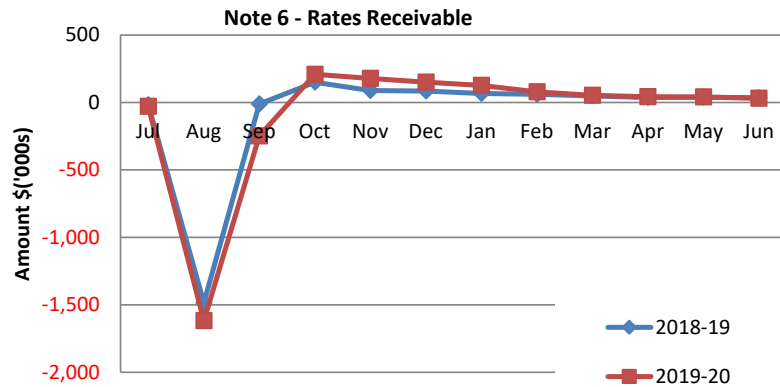
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
% Collected

	YTD 30 Jun 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,539,936	1,534,110
<u>Less</u> Collections to date	(1,529,588)	(1,519,102)
<b>Equals Current Outstanding</b>	<b>29,870</b>	<b>34,530</b>
<b>Net Rates Collectable</b>	<b>29,870</b>	<b>34,530</b>
% Collected	98.08%	97.78%



Comments/Notes - Receivables Rates

**Receivables - General**

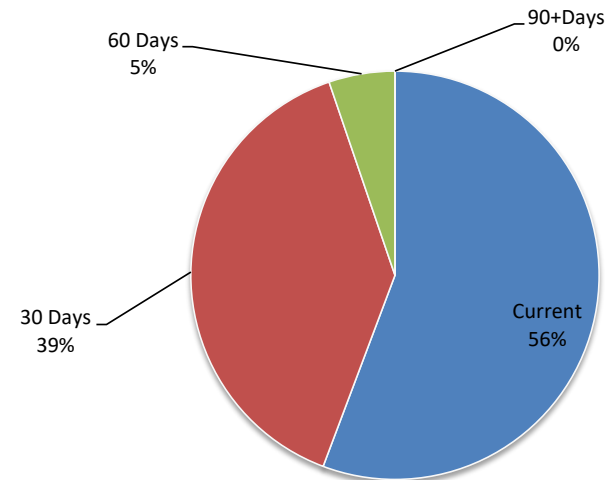
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	953	668	89	0
<b>Total Receivables General Outstanding</b>				<b>1,710</b>

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



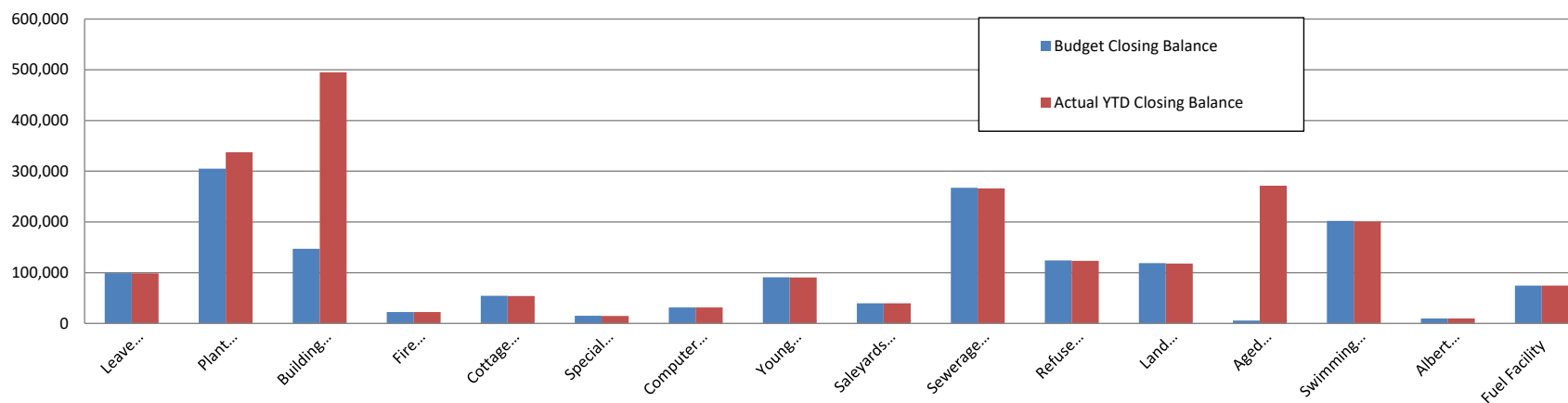
Comments/Notes - Receivables General

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 7: Cash Backed Reserve**

2019-20		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
Name	Opening Balance									
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	97,493.48	1,761.95	1,257		0		0		99,255	98,751
Plant Replacement Reserve	333,214.17	6,022.03	4,290			34,000			305,236	337,504
Building Reserve	488,547.44	8,829.29	6,308			350,000			147,377	494,856
Fire Fighting Reserve	22,253.44	402.17	285		0				22,656	22,538
Cottage Homes Reserve	38,659.47	698.67	501	15,000	15,000				54,358	54,160
Special Events Reserve	14,639.54	264.58	189		0				14,904	14,828
Computer Reserve	25,990.14	469.71	335	5,000	5,000				31,460	31,325
Young Singles Accommodation Reserve	84,307.04	1,523.64	1,087	5,000	5,000				90,831	90,394
Saleyards Reserve	34,104.30	616.35	440	5,000	5,000				39,721	39,544
Sewerage Reserve	222,447.52	4,020.20	2,869	40,838	40,838				267,306	266,154
Refuse Reserve	121,945.30	2,203.86	1,573		0				124,149	123,518
Land Development Reserve	116,730.54	2,109.63	1,505		0				118,840	118,236
Aged Persons Accommodation Reserve	268,130.82	4,845.81	3,458			267,211			5,766	271,589
Swimming Pool Reserve	173,852.73	3,141.97	2,242	25,000	25,000				201,995	201,095
Albert Facey Homestead Reserve	9,785.26	176.84	126		0				9,962	9,911
Fuel Facility	50,536.30	913.31	652	23,300	23,300				74,750	74,488
	<b>2,102,637</b>	<b>38,000</b>	<b>27,117</b>	<b>119,138</b>	<b>119,138</b>	<b>651,211</b>	<b>0</b>		<b>1,608,564</b>	<b>2,248,893</b>

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2020

## Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 06 2020			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
37,459	(2,309)	35,822	673	PCEOH Holden Colorado CEO	(2,430)	673	3,103	
37,459	(3,741)	35,868	2,150	POAI Holden Colorado CEO	(2,429)	2,150	4,579	
93,000	(33,378)	52,000	(7,622)	P475 Volvo Backhoe 2012 WK475	(30,864)	(7,622)	23,242	
49,574	(13,242)	30,909	(5,422)	P2433 Isuzu Tip Truck WK2433	(9,659)	(5,422)	4,237	
31,000	(21,725)	1,100	(8,175)	P664 Toro Ride on Mower	(1,910)	(8,175)	(6,265)	
36,132	(10,226)	17,143	(8,764)	P2567 Mitsubishi Dual Cab WK2567	(6,203)	(8,764)	(2,561)	
49,091	(11,641)	35,455	(1,996)	Pfacey Ford Ranger PFacey	4,959	(1,996)	(6,955)	
						0	0	
<b>333,714</b>	<b>(96,261)</b>	<b>208,297</b>	<b>(29,156)</b>		<b>(48,536)</b>	<b>(29,156)</b>	<b>19,380</b>	

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2020

Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>Note 9: RATING INFORMATION</b>										
<b>RATE TYPE</b>										
<b>Differential General Rate</b>										
GRV	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	278	132,731,703	1,322,278	(2,533)		1,319,744	1,322,278			1,322,278
<b>Sub-Totals</b>	472	134,550,918	1,450,172	(2,533)	0	1,447,639	1,450,172	0	0	1,450,172
<b>Minimum Payment</b>										
<b>Minimum Payment</b>										
GRV	63	91,032	25,200			25,200	25,200			25,200
UV	15	325,246	6,000			6,000	6,000			6,000
<b>Sub-Totals</b>	78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates						1,478,839				1,481,372
Discount						11,734				11,734
Rates Writeoffs						(47)				
<b>Amount from General Rates</b>						<b>1,362,081</b>				<b>1,493,106</b>
Specified Area Rates										
<b>Totals</b>						<b>1,362,081</b>				<b>1,493,106</b>

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2020

## 10. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 100 - CEO Residence	25,480		24688	24,687	792	0	792	2,195	24/06/2020
Loan 102 - WD Sports Club SS Greens	26,880		6326	6,326	20,554	20,554	970	1,258	17/01/2023
	52,360	0	31,014	31,013	21,346	20,554	1,762	3,453	

All debenture repayments were financed by general purpose revenue.

## (b) New Debentures

No new debentures were raised during the reporting period.

Council Meeting  
**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	534,497	0	534,497	0	1,095,987	(561,490)
Grants Commission - Roads	WALGGC	Y	244,056	0	244,056	0	547,368	(303,312)
<b>GOVERNANCE</b>								
Grant - Chart of accounts	DLG	Y			5,000		5,000	0
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	31,246	0	31,246	0	51,015	(19,769)
				0			0	0
<b>HOUSING</b>								
WSAHA Grant		Y	0			0	428,777	0
<b>RECREATION AND CULTURE</b>								
Floorball		Y			2,000		2,000	0
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	327,069	0
RRG Grants - Capital Projects	Regional Road Group	Y	244,687	0	0	244,687	244,687	0
Direct Grant - Maintenance	Dept. of Transport	Y	124,468	0	124,468	0	124,468	0
Blackspot Funding	Blackspot	Y	84,478	0	0	84,478	84,478	0
<b>TOTALS</b>			<b>1,590,501</b>	<b>0</b>	<b>941,267</b>	<b>656,234</b>	<b>2,910,848</b>	<b>(884,571)</b>
Operating	Operating		934,267				1,825,838	
Non-operating	Non-operating		656,234				1,085,011	
			<u>1,590,501</u>				<u>2,910,848</u>	

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 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 19	Amount Received	Amount Paid	Closing Balance 30-Jun-20
	\$	\$	\$	\$
Housing Bonds	0.00	2,964.00	-2,964.00	0.00
Master Key Deposits	0.00	2,820.00	-2,820.00	0.00
Special Plates	0.00	0.00	0.00	0.00
Land Sales	0.00	0.00	0.00	0.00
Nomination Deposits	0.00	320.00	-320.00	0.00
Building and BCITF	184.95	2,834.66	-3,019.61	0.00
Ram Pavillion	0.00	0.00	0.00	0.00
LCDC Landcare	0.00	0.00	0.00	0.00
Cat/Dog Trap Hire	0.00	100.00	-50.00	50.00
WDSC Replacement Greens	103,010.21	16,328.89	0.00	119,339.10
Miscellaneous Trust	4,046.51	4,045.45	-1,717.30	6,374.66
Yealering Bowling Club Greens	31,600.00	24,107.65	0.00	55,707.65
Licensing		292,074.95	-292,074.95	0.00
	<b>138,841.67</b>	<b>345,595.60</b>	<b>-302,965.86</b>	<b>181,471.41</b>
				0.00



## Level of Completion Indicators

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

SHIRE OF WICKEPIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 June 2020

## Note 13: CAPITAL ACQUISITIONS

		30/06/2020					
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Land &amp; Buildings</b>							
<b>Housing</b>							
○	STAFF HOUSE	(350,000)	0	0.00	0		
●	RINTEL STREET SHED	(12,000)	0	(12,727.28)	12,727		
	<b>Housing Total</b>	<b>(362,000)</b>	<b>0</b>	<b>(12,727.28)</b>	<b>12,727</b>		<b>0</b>
<b>Other Housing</b>							
○	CAPITAL EXPENSE - LIFESTYLE VILLAGE	(700,000)	(700,000)	0.00	(700,000)		
	<b>Other Housing Total</b>	<b>(700,000)</b>	<b>(700,000)</b>	<b>0.00</b>	<b>(700,000)</b>		
<b>Community Amenities</b>							
○							0
○							0
○							
○							
	<b>Community Amenities Total</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>		
<b>Recreation and Culture</b>							
●	HARRISMITH HALL	(17,000)	(17,000)	(14,600.00)	(2,400)		
●	WICKEPIN TOWN HALL - ROOF	(12,000)	(12,000)	(16,470.00)	4,470		
●	WICKEPIN TOWN HALL - FLOOR	(30,000)	(30,000)	(27,150.00)	(2,850)		
●	LAKE YEALERING BOWLING CLUB ROOF	(14,500)	(14,500)	(15,170.00)	670		
○	<b>Recreation And Culture Total</b>	<b>(73,500)</b>	<b>(73,500)</b>	<b>(73,390.00)</b>	<b>(110)</b>		
<b>Transport</b>							
○	DEPOT - CAR PORT	(12,500)	(12,500)	0.00	(12,500)		
	<b>Transport Total</b>	<b>(12,500)</b>	<b>(12,500)</b>	<b>0.00</b>	<b>(12,500)</b>		
	<b>Land and Buildings Total</b>	<b>(1,148,000)</b>	<b>(786,000)</b>	<b>(86,117.28)</b>	<b>(699,883)</b>		<b>0</b>
<b>Footpaths</b>							
<b>Transport</b>							
○	FOOTPATHS LFP1	(20,000)	(20,000)	(18,996.00)	(1,004)		
	<b>Transport Total</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>(18,996.00)</b>	<b>(1,004)</b>		<b>0</b>
	<b>Footpaths Total</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>(18,996.00)</b>	<b>(1,004)</b>		<b>0</b>
<b>Furniture &amp; Equipment</b>							
<b>Governance</b>							
●	ADMIN OFFICE PHONE SYSTEM LABC	(5,600)	(5,600)	0.00	(5,600)		0 Removed from Captial as under \$5
	<b>Governance Total</b>	<b>(5,600)</b>	<b>(5,600)</b>	<b>0.00</b>	<b>(5,600)</b>		<b>0</b>

## Note 13: CAPITAL ACQUISITIONS

		30/06/2020					
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Infrastructure Assets</b>							
Furniture & Office Equip. Total		(5,600)	(5,600)	0.00	(5,600)		0
<b>Plant, Equip. &amp; Vehicles</b>							
<b>Governance</b>							
	CEO VEHICLE	(70,364)	(70,364)	(75,235.82)	4,872		0
<b>Governance Total</b>		<b>(70,364)</b>	<b>(70,364)</b>	<b>(75,235.82)</b>	<b>4,872</b>		<b>0</b>
<b>Transport</b>							
	BACKHOE	6034	(215,000)	(215,000)	(218,980.43)	3,980	0
	TIP TRUCK	6034	(145,000)	(145,000)	(151,414.77)	6,415	0
	RIDE ON MOWER	6034	(51,000)	(51,000)	(26,596.95)	(24,403)	0
	LEADING HAND DUAL CAB	6034	(42,000)	(42,000)	(51,622.46)	9,622	0
	MWS DUAL CAB	6034	(66,015)	(66,015)	(42,588.00)	(23,427)	0
<b>Transport Total</b>		<b>(519,015)</b>	<b>(519,015)</b>	<b>(491,202.61)</b>	<b>(27,812)</b>		<b>0</b>
<b>Plant, Equip. &amp; Vehicles Total</b>		<b>(589,379)</b>	<b>(589,379)</b>	<b>(566,438.43)</b>	<b>(22,941)</b>		<b>0</b>
<b>Infrastructure Other</b>							
<b>Community Amenity</b>							
	FURNITURE & EQUIPMENT - STREET BINS	3854	(2,300)	0	0.00	0	
	RAILWAY DAM EXTENSION	CRWD	0	0	(25,000.00)	25,000	Res No 200520-04
<b>Community Amenity Total</b>		<b>(2,300)</b>	<b>0</b>	<b>(25,000.00)</b>	<b>0</b>		<b>0</b>
<b>Public Facilities Total</b>		<b>(2,300)</b>	<b>0</b>	<b>(25,000.00)</b>	<b>0</b>		<b>0</b>
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
	Wickepin Harrismith Road	RG002	(397,964)	(397,964)	(402,870.94)	4,907	0
<b>Regional Road Group Total</b>		<b>(397,964)</b>	<b>(397,964)</b>	<b>(402,870.94)</b>	<b>4,907</b>		<b>0</b>
<b>Transport Roads to Recovery</b>							
	Sprigg Road	R2R072	(91,283)	(91,283)	(91,489.76)	207	0
	Line Road	R2008	(85,229)	(85,229)	(86,783.09)	1,554	0
	Elsinore Road	R2R033	(121,668)	(121,668)	(128,968.51)	7,301	0
	Inkiepinkie Road	R2R160	(39,198)	(39,198)	(60,602.71)	21,405	0
<b>Roads to Recovery Total</b>		<b>(337,378)</b>	<b>(337,378)</b>	<b>(367,844.07)</b>	<b>30,466</b>		<b>0</b>
<b>Transport Black Spot</b>							
	Collins Street	BS156	(58,317)	(58,317)	(63,067.83)	4,751	
	Wickepin Harrismith	BS157	(68,454)	(68,454)	(68,805.14)	351	0
<b>Blackspot Total</b>		<b>(126,771)</b>	<b>(126,771)</b>	<b>(131,872.97)</b>	<b>5,102</b>		<b>0</b>
<b>Council Resources Construction</b>							
	104 Gate Road	CO100	(100,077)	(100,077)	(770.00)	(99,307)	0
	Wogolin South Road	CO017	(122,158)	(122,158)	(21,647.79)	(100,510)	0
<b>Council Resources Construction Total</b>		<b>(222,235)</b>	<b>(222,235)</b>	<b>(22,417.79)</b>	<b>(199,817)</b>		<b>0</b>
<b>Roads Total</b>		<b>(1,084,348)</b>	<b>(1,084,348)</b>	<b>(925,005.77)</b>	<b>(159,342)</b>		<b>0</b>
<b>Capital Expenditure Total</b>		<b>(2,849,627)</b>	<b>(2,485,327)</b>	<b>(1,621,557)</b>	<b>(888,770)</b>		<b>0</b>

## 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:	5 June 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 June 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 June 2020.

#### Comments:

**FOLLOWING ARE THE REPORTS PROVIDED FOR THE MONTH OF JUNE 2020**

#### PLANNING OFFICER'S REPORT

Planning Approvals Nil

#### Upcoming Council Agenda for July 2020

- Lot 12 (No. 31) Henry Street, Wickepin – Demolition of a heritage listed building (Former Uniting Church) Final Determination

#### Referrals & Subdivision clearances

- Lot 30, 31 Brown Road, Tincurrin – Subdivision Referral. Received from the Western Australian Planning Commission and replied to with request for rural style fencing as part of conditions.

#### BUILDING SURVEYORS REPORT

##### Shire of Wickepin Building Activity Statement for the months of June 2020

Only minimal involvement has taken place with regards to Building Services apart from a visit to the Kaolin Mine Site and providing feedback on mine site's building exemptions. On a personal note it is good to see significant investment in the region and I would like to thank the CEO Mr Mark Hook for the visit and the opportunity to comment.

#### ENVIRONMENTAL HEALTH OFFICERS REPORT

The following premises were inspected in June 2020 and assessed against the *Food Act 2008* and/or the *Health (Miscellaneous Provisions Act 1911)*:

- 1) A follow-up inspection of 22 Connor Street, Yealering was carried out and the premises was in a neat and tidy condition. It was noted that a number of unregistered vehicles are in the yard;
- 2) 11 Congreve Street, Yealering has been inspected and a letter is being prepared for the owner.;
- 3) Wickepin Hotel inspected for ongoing hygiene and cleaning issues on 4<sup>th</sup> June 2020. A Food Act notice was subsequently served on the owners on the 17 June 2020. with cc's to the manager, local Police and RGL (Racing Gaming and Liquor. A follow-up inspection of the hotel premises on 19 June 2020, disclosed that the premises was clean, however some items in the notice were maintenance and required further time. A further inspection will be made in July 2020.

#### Statutory Environment:

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

**Policy Implications:** Nil

#### Financial Implications:

The fore mentioned services are provided at a cost to the Shire of Wickepin and has been allocated in the 2019/2020 budget.

#### Strategic Implications:

GOAL 10: Our organisation is well positioned and has capacity for the future

#### Recommendations:

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

**Voting Requirements:** Simple majority.

### Resolution No 150720-07

Moved Cr Hyde / Seconded Cr Martin

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

Carried 8/0

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.04 – Application For Planning Consent: Demolition of A Heritage Listed Building (Former Uniting Church) – Lot 12 (No. 31) Henry Street, Wickepin

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Submission To:	Ordinary Council
Location / Address:	Lot 12 (No. 31) Henry Street, Wickepin
Name of Applicant:	Aoning Li
File Reference:	A6326
Author:	David Johnston, Planning Officer, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	6 July 2020

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#### Enclosure/Attachments:

- Attachment 1 – Planning Application
- Attachment 2 – Aerial Photograph
- Attachment 3 – Photographs
- Attachment 4 – Municipal Heritage Inventory extract
- Attachment 5 – Schedule of Submissions

#### Summary:

Council's consideration is requested in regards to the proposed demolition of a heritage listed building at Lot 12 (No. 31) Henry Street, Wickepin, on the completion of the public advertising period.

Previous item number: 10.2.05 – 20 May 2020.

#### Background:

The matter was previously considered by Council at its meeting held on 20 May 2020 (Item 10.2.05), whereby Council resolved as follows:

*"That, with respect to the Application for Planning Consent: Demolition of a Heritage Listed Building (Former Uniting Church) at Lot 12 (No. 31) Henry Street, Wickepin, Council publicly advertise the proposal for a period of 14 days and that the matter be presented to Council at the conclusion of the public submission period."*

The public advertising period was later extended to 21 days to be consistent with previous Council decisions on advertising.

#### Comments:

##### Zoning

Under the Shire of Wickepin Local Planning Scheme No. 4, Lot 12 (No. 31) Henry Street, Wickepin is reserved for 'Public Purposes – Church'. Clause 2.4 states:

#### 2.4 USE AND DEVELOPMENT OF LOCAL RESERVES.

##### 2.4.1 A person must not –

- a) use a Local Reserve; or
- b) commence or carry out development on a Local Reserve, without first having obtained development approval under Part 7 of the deemed provisions.

##### 2.4.2 In determining an application for development approval the local government is to have due regard to –

- a) the matters set out in clause 67 of the deemed provisions; and
- b) the ultimate purpose intended for the Reserve.

##### 2.4.3 In the case of land reserved for the purposes of a public authority, the local government is to consult with that authority before determining an application for development approval.

### Heritage

The subject land is a Heritage Listed site. Under the Shire of Wickepin Municipal Heritage Inventory, the Former Uniting Church (Timber and Iron building) is listed as a Category 2 as "A Place of Considerable Cultural Heritage Significance. In category 2, the recommendation is that *"maximum encouragement is provided to the owner to conserve the significance of the place. Nomination to the National Trust Classified List is recommended, to afford protection by means of moral persuasion"*.

Clause 64(1)(d) of the deemed provisions states:

- (1) *"An application for development approval must be advertised under this clause if the proposed development —*
- (d) is a development for which the local government requires a heritage assessment to be carried out under clause 11(1); or*
  - (e) is of a type that this Scheme requires to be advertised"*.

A development referral was sent to the Department of Planning, Lands and Heritage requesting advice on 30 April 2020. A letter was received on 11 May 2020 stating that they decline to provide comments as the place *"is not in the State Register of Heritage Places, is not subject to a heritage agreement, and is not identified as a place warranting assessment by the Heritage Council"*.

### Advertising

Clause 64(3) of the deemed provisions states:

- (3) *"The local government may advertise, or require the applicant to advertise, an application for development approval in one or more of the following ways —*
- (a) by giving notice of the proposed use or development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval, including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is given to the person;*
  - (b) by publishing a notice of the proposed use or development in a newspaper circulating in the Scheme area including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is published;"*

Council publicly advertised the application for planning consent for a period of 21 days from 5 June 2020 to 26 June 2020. During that time two submissions were received. They are detailed in the attached schedule of submissions. One submission expressed both support and some objections while the second submission supported the proposal.

As per the schedule of submissions it is recommended that the Shire of Wickepin install a commemorative plaque on the verge of the property however this is not to be included as a condition of approval.

The schedule of submissions also suggests that photography occur prior to and during the demolition work. This is to be included in any conditions of approval.

### **Statutory Environment:**

*Shire of Wickepin Local Planning Scheme No. 4*

### **Policy Implications:**

Nil.

**Financial Implications:**

An application for planning approval fee to the value of \$140.00 has been charged and paid to the Shire of Wickepin by the applicant.

**Strategic Implications:** Nil.

**Recommendations:**

That, with respect to the Application for Planning Consent: Demolition of a Heritage Listed Building (Former Uniting Church) at Lot 12 (No. 31) Henry Street, Narrogin, Council grant Planning Approval subject to the following conditions:

1. The building is to be photographed on all sides of the exterior and interior prior to the demolition and the exterior during the demolition. Photographs are to be submitted to the Shire of Wickepin for record keeping.
2. The premises shall be kept in a neat and tidy condition at all times to the satisfaction of the Chief Executive Officer.
3. Existing trees on site are to be retained.
4. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
5. Any further development will be required to be determined by Council.

**Advice Notes:**

1. This is not a building permit for which a separate application is required.
2. Any asbestos in the building is required to be removed by a licensed operator.

**Voting Requirements:** Simple majority

**Resolution No 150720-08**

Moved Cr Hyde / Seconded Cr Lansdell

That, with respect to the Application for Planning Consent: Demolition of a Heritage Listed Building (Former Uniting Church) at Lot 12 (No. 31) Henry Street, Narrogin, Council grant Planning Approval subject to the following conditions:

1. The building is to be photographed on all sides of the exterior and interior prior to the demolition and the exterior during the demolition. Photographs are to be submitted to the Shire of Wickepin for record keeping.
2. The premises shall be kept in a neat and tidy condition at all times to the satisfaction of the Chief Executive Officer.
3. Existing trees on site are to be retained.
4. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
5. Any further development will be required to be determined by Council.

**Advice Notes:**

1. This is not a building permit for which a separate application is required.
2. Any asbestos in the building is required to be removed by a licensed operator.

Carried 8/0

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.05 – Policy Amendment – 2.1.17 Tenders of Budgeted items

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Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement, Deputy CEO
File Reference:	CM.POL.403
Author:	Erika Clement
Disclosure of any Interest:	Nil
Date of Report:	8 July 2020

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**Enclosure/Attachments:** Nil

#### Summary:

Council is being requested to amend Policy 2.1.17 Tenders of Budgeted Items to increase the tender threshold in line with the Local Government (Functions & General) Regulations 1996 amendment April 2020.

#### Background:

Amendments to the Local Government (Functions and General) Regulations 1996 commenced on 10 April 2020 which included an increase to the tender threshold from \$150,000 to \$250,000.

Currently the policy is:

#### 2.1.17 TENDERS OF BUDGETED ITEMS

**OBJECTIVE:** To call tenders for all items on the current adopted budget for all items above \$150,000.

The CEO is authorised to call tenders for all items on the current adopted budget over \$150,000.

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.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020

#### Statutory Environment:

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

#### Policy Implications:

Policy 2.1.17 Tenders of Budgeted Items.

#### Financial Implications:



There will be some savings in advertising costs and better utilisation of internal resources if quotations can be sought instead of tenders for goods/services.

**Strategic Implications:** Nil

**Recommendations:**

That Council adopt the following policy;

**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.

**Voting Requirements:** Absolute majority.

**Resolution No 150720-09**

Moved Cr Hyde / Seconded Cr Mearns

That Council adopt the following policy;

**2.1.17 TENDERS OF BUDGETED ITEM**

**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.

**Carried 8/0 by absolute majority**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.06 – Maximum Term Employment Contracts- Manager of Works

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Submission To:	Ordinary Council
Location / Address:	27 Johnston Street Wickepin WA 6370
Name of Applicant:	Cr Steven Martin
File Reference:	FM.BU.1208
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 July 2020

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#### Enclosure/Attachments:

1. Manager of Works existing contract

#### Summary:

Council is being requested to offer the current Manager of Works Mr Gary Rassmussen a new five year contract from the 7<sup>th</sup> May 2021 to the 7<sup>th</sup> May 2026

#### Background:

The Manager of Works contract is due for renewal as the previous contract was for a three year period 7<sup>th</sup> May 2018 to 7<sup>th</sup> May 2021.

The current contract with the manager of works advises under section 3.4

#### **3.4 Further Contracts**

*There is no compulsion on either the Local Government or the Employee to agree to a new Contract, the Chief Executive Officer and/or the employee may initiate discussions not later than 12 Months prior to the expiry of the term for the parties to enter into a new contract for a further term. The Chief Executive Officer may make a decision to finalise those discussions not later than six months prior to the expiry of the term of this contract. .In the event that the Chief Executive Officer and the Employee agree to a new contract, a new contract will replace this contract.*

Under this section the Chief Executive Officer must advise the Manager of Works in March 2020 whether Council will be entering into a new contract with the Employee. Council has designated this position as a Senior Employee under *section 5.37 (1) Local Government Act 1995* which means that Council and the Chief Executive Officer must agree on the employment contract and not just the Chief Executive Officer.

#### Comments:

The Manager of Works has held discussions with the Chief Executive and would be happy with a further five year contract.

Gary in the view of the Chief Executive Officer has been working well and has exceeded all his performance requirements and it is therefore recommended that Council enter into a contract with the Manager of Works Mr Gary Rassmussen for a further five year term from the 7<sup>th</sup> May 2021 to 7<sup>th</sup> May 2026.

#### Statutory Environment:

**Local Government Act 1995 Section 5.37 - senior employees**

- (1) *A local government may designate employees or persons belonging to a class of employee to be senior employees.*
- (2) *The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.*
- (3) *Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (4A) *Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (4) *For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.*

*[Section 5.37 amended by No. 49 of 2004 s. 45 and 46(4); No. 17 of 2009 s. 22.]*

**Local Government Act 1995 Section 5.39 - Contracts for CEO and senior employees**

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*
- (2) *A contract under this section —*
  - (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
  - (b) *in every other case, cannot be for a term exceeding 5 years.*

**Local Government Administration Regulations 1996****18B. Matters to be included in contracts for CEO's and senior employees — s. 5.39(3) (c)**

*For the purposes of section 5.39(3) (c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —*

- (a) *the value of one year's remuneration under the contract; or*
- (b) *the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

**Policy Implications:**

## 2.1.21 DESIGNATION OF SENIOR EMPLOYEES

**OBJECTIVE:** Clearly state senior employee positions in the Shire of Wickepin.

The Council designates the following employees as senior employees for the purpose of Section 5.37 (1) of the Act.

- Manager of Works and Services.

## 2.1.22 SENIOR EMPLOYEE CONTRACTS

**OBJECTIVE:** Provide clear parameters in relation to senior employee contracts.

Appointments to the position of Manager of Works and Services shall be by a contract of employment, the terms of which are to be negotiated with the successful applicant by the CEO and nominated representative/s of Council.

Where contract terms include the provision of a vehicle for private use, such use is restricted to the South West Land Division unless prior authority to exceed this area has been granted by Council. Provisions of utility costs are to be a maximum of \$5,000 per annum.

Contracts negotiated with employees are to be endorsed on Council's behalf by the signatures of the CEO and Shire President.

**Financial Implications:**

Costs are included in the 2020/2021 budget estimates

**Strategic Implications:** Nil

**Recommendations:**

That Council offer the Manager of Works and Services Mr Gary Rasmussen a new five year contract from the 7<sup>th</sup> May 2021 to 7<sup>th</sup> May 2026 and the final negotiations be delegated to the Chief Executive Officer and the Shire President.

**Voting Requirements:** Simple majority.

### Resolution No 150720-10

Moved Cr Lansdell / Seconded Cr Mearns

That council offer the Manager of Works and Services Mr Gary Rasmussen a new five year contract from the 7<sup>th</sup> May 2021 to 7<sup>th</sup> May 2026 and the final negotiations be delegated to the Chief Executive Officer and the Shire President.

Carried 8/0

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.07 – Waiving Rates 26 Dalton Street Lake Yealering Progress Association

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Submission To:	Ordinary Council
Location / Address:	26 Dalton Street Yealering WA 6372
Name of Applicant:	Lake Yealering Progress Association
File Reference:	A2574
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8th July 2020

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**Enclosure/Attachments:** Nil

#### Summary:

Council is being requested to waive the rates and service charges on Assessment A2574 owned by the Yealering Progress Association.

#### Background:

The Lake Yealering Progress Association have purchased the Old Butchers Shop located at 26 Dalton Street Yealering WA 6372.

The CEO has received a written request from the Lake Yealering Progress Association requesting council to waive the property rates and service fees on the Old Butchers Shop located at 26 Dalton Street Yealering WA 6372 as they are a non for profit organisation.

#### Comments:

The Old Butchers Shop located at 26 Dalton Street Yealering would not automatically be exempted under *the Local Government Act 1995*, as the property is not an exempted property under the *Local Government Act 1995*, as the owner is a non for profit organisation which is not an exception under the *Local Government Act 1995*. Council may however under the *Local Government Act 1995*, Section 6.47 Concessions, waive the rates or service charge, Council is unable to waive the ESL levies raised on the property.

#### 6.47. Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

The Current rates and service charges for the property situated at 26 Dalton Street Yealering WA 6372 are as follows.

Rates Minimum Levy	\$400
Rubbish Minimum Levy	\$440
Refuse Site Levy	\$18.40
ESL	\$84

If Council was to waive the fees the cost to council would be \$858.40.



Map showing property at 26 Dalton Street Yealering WA 6372.

The Lake Yealering Progress Association is a non for profit organisation and has purchased the property to keep the property as part of history of Yealering.

As the building is not being used for any commercial purpose, and it is the understanding of the CEO that the property will be maintained, or restored at a later date for the history of Yealering, Council should consider waiving the rates and service charges on this property as requested by the Lake Yealering Progress Association.

### Statutory Environment:

#### Local Government Act 1995

#### 6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
  - (a) land which is the property of the Crown and —
    - (i) is being used or held for a public purpose; or
    - (ii) is unoccupied, except —
      - (I) where any person is, under paragraph (e) of the definition of *owner* in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the *Mining Act 1978* in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or
      - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of *owner* in section 1.4 occupies or makes use of the land;
  - and
  - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and

- (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
  - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
  - (e) land used exclusively by a religious body as a school for the religious instruction of children; and
  - (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*; and
  - (g) land used exclusively for charitable purposes; and
  - (h) land vested in trustees for agricultural or horticultural show purposes; and
  - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the *Financial Management Act 2006*) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and
  - (j) land which is exempt from rates under any other written law; and
  - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2) (k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the *Gazette*.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

#### 6.47. Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

\* *Absolute majority required.*

#### 6.48. Regulation of grant of discounts and concessions

Regulations may prescribe circumstances in which a local government is not to exercise a power under section 6.46 or 6.47 or regulate the exercise of the power.

**Policy Implications:** Nil

#### **Financial Implications:**

If Council was to waive the fees the cost to council would be \$858.40 for 2020/2021 plus any future rates.

**Strategic Implications:** Nil

**Recommendations:**

That Council under *6.47 Local Government Act 1995* waive the rates and service fees for assessment A2574 26 Dalton Street Yealering WA owned by the Yealering Progress Association.

**Voting Requirements:** Absolute majority.

**Resolution No 150720-11**

Moved Cr Hyde / Seconded Cr Lansdell

That item 10.2.07 be layed on the table for the CEO to investigate further the intended use of the building located at 26 Dalton St, Yealering.

Carried 6/2



## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.08 – WALGA AGM 2020 - Voting Delegates and Attendees

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Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	WALGA
File Reference:	GR.SL.1452
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 July 2020

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#### Enclosure/Attachments:

1. Notice WALGA AGM
2. General Meeting Information

#### Summary:

Council is being requested to forward any agenda items for the 2020 WALGA AGM and to register Council voting delegates for the 2020 WALGA AGM.

The WALGA AGM will be held at Crown Perth.

If an in-person event is not able to be held due to social distancing restrictions, the meeting will be conducted virtually.

Notice of the Annual General Meeting is enclosed, together with general information on the meeting, guidelines for the preparation and submission of motions and the Voting Delegates Registration Form.

Key dates are as follows:

- Friday, 17 July – Deadline to submit motions proposing amendments to WALGA's constitution
- Friday, 31 July – Deadline to submit motions for the AGM Agenda
- Friday, 28 August – Registration of voting delegates closes
- Friday, 25 September – Annual General Meeting, Crown Towers Perth

#### Background:

The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30pm on Friday 25 September 2020.

#### Comments:

Attendance at the Annual General Meeting is free of charge to all Member Local Governments; lunch is not provided.

Delegates must register their attendance in advance.

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2020 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm Friday, 31 July.

Any motions proposing alterations or amendments to the Constitution of WALGA must be received by 5:00pm Friday, 17 July 2020 in order to satisfy the 60 day constitutional notification requirements.

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting.

Council needs to choose their voting delegate to the Annual General Meeting of WALGA.

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association being held on Friday 25 September 2020 at Crown Towers Perth

Council must complete and return the following form to the Association by Friday 28<sup>th</sup> August 2020 to register the attendance and voting entitlements of Council’s delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates are permitted to exercise voting entitlements on behalf of Member Councils.

Delegates may be Elected Members or serving officers.

All Voting Delegates will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

<b>VOTING DELEGATES</b>	<b>PROXY Voting Delegates (2)</b>
Name of Voting Delegates (2): ..... .....	Name of Proxy Voting Delegates (2): ..... .....
<b>For (Local Government Name):</b> Shire/Town/City of .....	

<b>Signature Chief Executive Officer</b> _____ (An electronic signature is required if submitting via email) <b>Date</b> _____
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The CEO at this moment in time is not aware of any motions required from the Shire of Wickepin for the WALGA AGM.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

The cost to Council will be travelling expenses and Meeting Fees, There may not be any travelling expenses if delegates travel with the CEO.

**Strategic Implications:** Nil

**Recommendations:**

1. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held on Friday 25 September 2020 at Crown Towers Perth be:

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2):  1 – Cr _____  2 – Cr _____	Name of Proxy Voting Delegates (2):  1 – Cr _____  2 – Cr _____

**Voting Requirements:** Simple majority

**Resolution No 150720-12****Moved Cr Hyde / Seconded Cr N Astbury**

That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held on Friday 25 September 2020 at Crown Towers Perth be:

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2): 1 – Cr Martin 2 – Cr Russell	Name of Proxy Voting Delegates (2): 1 – Cr Lansdell 2 – Cr W Astbury

**Carried 8/0**

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

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Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Julie Russell, President
File Reference:	FM.FR.1211
Author:	Julie Russell, President
Disclosure of any Interest:	Nil
Date of Report:	8 July 2020

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Welcome to our new staff Careese Ranieri, as Customer Services Officer, and Michelle Hetherington, as Community Development Officer.

Congratulations to all staff who have received "Satisfactory" and "Above Performance" levels in their Annual Performance Reviews. Council receives regular complimentary messages of our Shire, and they are due to the hard work and diligence of the team that make up our Council staff, so Thank You to all Staff for your efforts.

On Monday 6<sup>th</sup> July I participated in the LEMC Teleconference hosted by Shire of Cuballing, to bring our Shires up to date on COVID-19 details and responses in our area. Fortunately we have not had any cases of the virus to report, however, the public are to remain vigilant in social distancing and washing hands for hygiene, as this virus has not left our shores and remains a threat to all for the unforeseeable future.

Our Shire has received notification from DFES of the rollout of portable AED's (defibrillators) for our volunteer Bush Fire Brigade Vehicles. This rollout has commenced, and delivery of these life-saving devices is imminent.

**Recommendations:**

That council note the President's report dated 8 July 2020.

**Voting Requirements:** Simple majority

**Resolution No 150720-13**

Moved Cr Hyde / Seconded Cr Lansdell

That council note the President's report dated 8 July 2020.

Carried 8/0

## 12. Chief Executive Officer's Report

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Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 July 2020

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**Enclosure/Attachments:** Nil

### Staff

I have appointed Careese Ranieri to the position of Customer Service Officer. Careese commenced her duties on the 22<sup>nd</sup> June 2020, Careese comes from the Shire of Cuballing where she undertook a Local Government traineeship.

Michelle Hetherington has been appointed as the Community Development Officer and Michelle commenced her duties on the 7<sup>th</sup> July 2020. Michelle comes with over twenty years of experience in marketing, communications and creative media. Michelle has also worked in the private and public sectors and has experience in the Community Development field and currently resides in Wickepin.

The Manager of Works Mr Gary Rassmussen is on annual leave until the 4<sup>th</sup> August 2020 and Mr Peter Bransby is relieving in the position until Gary's return.

### Yealering - Cleaners

Maureen Preedy and Kelly Cochrane have advised that they wish to relinquish the Cleaning contract for Yealering as of 28<sup>th</sup> August 2020. I will commence the advertising for the cleaning of the facilities at Yealering.

### COVID 19

As of 27<sup>th</sup> June 2020 we are in phase four of the COVID 19 restrictions.

And this has resulted in the following:

- all existing gathering limits and the 100/300 rule removed
- gathering limits only determined by WA's reduced 2 square metre rule
- the 2 square metre rule will only include staff at venues that hold more than 500 patrons
- removal of seated service requirements at food businesses and licensed premises
- no requirement to maintain patron register at food businesses and licensed premises
- alcohol can be served as part of unseated service arrangements
- all events permitted except for large scale, multi-stage music festivals
- unseated performances permitted at venues such as concert halls, live music venues, bars, pubs and nightclubs
- gyms operating unstaffed, but regular cleaning must be maintained
- The casino gaming floor reopening under agreed temporary restrictions.

For WA's major sport and entertainment venues, a 50 per cent capacity rule applies. Therefore, under Phase 4, the temporary capacity of the major Perth stadiums are:

Sport: 30,633  
Concerts: 35,000

HBF Park  
Sport: 10,150  
Concerts: 16,500

RAC Arena  
Sport: 7150  
Concerts: 8250

All WA businesses will be expected to ensure their COVID Safety Plans are updated and continue to be implemented.

Depending on infection rates locally, Phase 5 is planned to be introduced on Saturday, 18 July (effective from 11.59pm Friday, 17 July) and will result in the removal of the 2 square metre rule. It is also expected to see the removal of all gathering restrictions, other COVID-related rules introduced by the WA Government, and the 50 per cent capacity limit for major venues.

Phase 6 was going to include the removal of WA's hard border with the rest of the country and travel restrictions currently in place for remote Aboriginal communities. A tentative date for the removal of WA's hard border was planned to be included as part of Phase 6, however, this was put on hold due to the rapidly evolving situation in Victoria. When an indicative date is set in the future, it will be contingent on locally acquired infection rates in the eastern states. The WA hard border will only be removed when the WA Chief Health Officer is confident the spread of infection is controlled in the eastern states.

Following a request from the WA Government, the Federal Government has agreed to cap the number of international arrivals into Perth Airport at 525 a week, or about 75 a day.

To support displaced apprentices and trainees during the State's COVID-19 recovery, employers are being offered financial incentives to hire them. Up to \$6000 of financial support is available until 30 June 2021.

The WA Government has announced a comprehensive \$57 million package for the training sector that will deliver 15 free short courses and slash TAFE fees by up to 72 per cent for thousands of Western Australians as part of the WA Recovery Plan.

A \$1 million grants program for the regional arts sector and \$195,000 relief fund for regional art galleries has been announced to support ongoing creative and cultural activity in Western Australia's regions.

The WA Government has invested \$36 million towards an elective surgery blitz. This will enable approximately 5,800 more elective procedures to be conducted by the end of this year than was projected prior to COVID-19.

Planned increases in non-residential water charges across 10 regional schemes have been delayed to provide financial relief for businesses impacted by COVID-19.

## [MEETINGS ATTENDED](#)

<b>June 2020</b>	
18 <sup>th</sup>	Meeting with Auditor Marius van der Merwe
19 <sup>th</sup>	WALGA CCZ Teleconference
22 <sup>nd</sup>	Interview CDO position
<b>July 2020</b>	
1 <sup>st</sup>	CBH regarding Bin Road
3 <sup>rd</sup>	K Built Construction Aged Units
3 <sup>rd</sup>	Lifestyle Committee regarding items for aged units
6 <sup>th</sup>	LEMC meeting COVID 19
10 <sup>th</sup>	WDSC Meeting

### Delegations to be inserted –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts		CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO	Wickepin Primary School – Application for Planning Permit	03/07/2020	CEO
A6	Appointment and Termination of Staff	CEO	Careese Ranieri– Appointed CSO Michelle Hetherington – Appointed CDO	22.06.2020 07.07.2020	CEO
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO	Legal advice regarding leases with Community and sporting groups. Legal advice regarding contract with K Built.	02/07/2020 03/07/2020	Community Sporting Groups Lifestyle Committee
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO	Wickepin Community Resource Centre – Market Day approval	05/09/2020	CEO
A12	Liquor Consumption on Shire Owned Property	CEO	Facey Group – WCC Facey Group – WCC	06/07/2020 13/07/2020	CEO
A13	Hire of Community Halls / Community Centre	CEO	Wickepin Junior Hockey - WCC  Yealering Town Hall – Yealering Progress Association	17/06/2020- 26/09/2020 23/06/2020	CEO



			Facey Group – WCC Facey Group - WCC Wheatbelt South Regional Road Group – WCC Cycle Touring Assoc. WA - WCC	06/07/2020 13/07/2020 31/07/2020 09/10/2020	
A14	The Food Act 2008 and the Food Regulations 2009	CEO	Wickepin Hotel – Inspection Food Act 2008 And Public Health Act 2016 Reporting Requirements 2019-2020	15/06/2020 06/07/2020	CEO
A15	The Public Health Act 2016	CEO	Works Order – Issued to the Wickepin Hotel	25/06/2020	CEO

**Recommendations:**

That Council note the Chief Executive Officer's report dated 8 July 2020.

**Voting Requirements:** Simple majority

### Resolution No 150720-14

Moved Cr Lansdell / Seconded Cr Mearns

That Council note the Chief Executive Officer's report dated 8 July 2020.

Carried 8/0

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

### 14. Reports and Information

Cr Martin reported on a meeting with WA Kaolin at their mine site in Wickepin. This project will feature a world class processing facility and is set to create more than 100 long term jobs.

### 15. Urgent Business

### 16. Closure

There being no further business the Presiding Officer declared the meeting closed at 4.30pm.