

A Fortunate Place

Shire of Wickepin

Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

17 JUNE 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 17 June 2020 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark Hook
Chief Executive Officer

12 June 2020

Time Table

12.00pm	Lunch
1.00pm	CEO Performance Review
2.15pm	Forum – Draft Budget
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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

**SHIRE OF WICKEPIN
 QUESTIONS FROM THE PUBLIC**

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

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

QUESTION:

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 17 June 2020**

The President declared the meeting open at 3.40pm.

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

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

Chief Executive Officer	Mark Hook
Deputy Chief Executive Officer	Erika Clement
Executive Support Officer	Mel Martin

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

3.1 Cr Allan Lansdell applied for leave of absence for the July 2020 Council meeting.

Resolution No 170620-01

Moved Cr Hyde / Seconded Cr Mearns

That Council approve Cr Allan Lansdell Leave of absence for the July 2020 Council meeting.

Carried 8/0

4. Petitions, Memorials and Deputations

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.02.04	2020/2021 Community Grants	CEO Mark Hook	Impartiality	President of Bowling Club
10.02.04	2020/2021 Community Grants	Cr Julie Russell	Impartiality / Financial	Bank account signatory for Wickepin CRC
10.02.04	2020/2021 Community Grants	Cr Steve Martin	Financial	Member of the Wickepin Golf Club
10.02.04	2020/2021 Community Grants	Cr Fran Allan	Financial	Treasurer of the Lake Yealering Bowling Club

10.02.04	2020/2021 Community Grants	Cr Sarah Hyde	Financial	Financial member of the Wickepin Tennis Club
10.02.04	2020/2021 Community Grants	Cr Sarah Hyde	Financial	Potential employment by Contractor
10.02.04	2020/2021 Community Grants	Cr Allan Lansdell	Impartiality	Member of the Wickepin Community Shed
10.02.04	2020/2021 Community Grants	Cr Allan Lansdell	Impartiality	Member of the Wickepin Districts Sports Club

6. Confirmation of Minutes

Ordinary meeting of council – Wednesday 20 May 2020.

Resolution No 170620-02

Moved Cr W Astbury / Seconded Cr N Astbury

That the minutes of the Ordinary meeting of council held on Wednesday 20 May 2020 be confirmed as a true and correct record.

Carried 8/0

7. Reveal of Minutes

RECEIVAL OF MINUTES**7.1 Local Emergency Management Committee (LEMC)**

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

Enclosure/Attachments:

Minutes of the Local Emergency Management Committee meetings held on Monday 18 May 2020 and Tuesday 2 June 2020.

Background:

The Local Emergency Management Committee meetings were held on Monday 18 May 2020 and Tuesday 2 June 2020.

Summary:

Council is being requested to receive the Local Emergency Management Committee minutes held on Monday 18 May 2020 and Tuesday 2 June 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 18 May 2020 and Tuesday 2 June 2020 be received.

Voting Requirements: Simple majority.

Resolution No 170620-03

Moved Cr Allan / Seconded Cr Hyde

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 8/0

Local Emergency Management Committee (LEMC)

AGENDA / MINUTES

DATE OF MEETING: Monday 18th May 2020
 TIME OF MEETING: 3.01pm
 VENUE: Teleconference - participant access code 89910105 followed by the # (hash) key
 TELECONFERENCE DETAILS: Call dial 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	Minutes of Meeting on Monday 4th May 2020 – Moved M Hook/2 nd N Blackburn – Carried		
Confirmation of contact details	Refer to attached list.		
ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes that cannot be addressed later in the Meeting	M Conley	Nil	Nil
2. Standing Items		Nil	

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
3. HMA/Agency Reports	K Fisher – Health	<ul style="list-style-type: none"> • Still Completing tests. No positive tests as yet. • Operating 2 ED's will continue to 30 June. Review continuation at that time. • Influenza vaccines continue to be popular. • No shortage of supplies such as PPE. • Very low sickness rates among staff. • Allied Health physiotherapy/rehabilitation at hospital remains open for inpatients. Outpatients are able to attend by appointment. 	
4. Preparedness 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
4. Impact Assessment 4.1 Detail any local/regional impacts – if relevant 4.2 Outline response to someone fulfilling the case definition		Nil	Nil
5. Recovery 5.1 Potential for significant, prolonged business disruptions 5.2 Implications for Psychosocial impacts 5.3 Other		Nil	Nil
6. Agency Updates 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	<ul style="list-style-type: none"> • Relaxation of Regional Travel Directions has seen change of operations. • Focus now opening of hospitality and ensuring social distancing. Expectation of teething issues at commencement. • Police will also assist Education with response to vulnerable families and truancy concerns. • Previous queries around camping were resolved. Police refer people to WA Government COVID website with FAQ's that often simply explain issues. 	Nil

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
	Dept of Communities	<ul style="list-style-type: none"> • Dept of Communities is operationally quiet in the regions • Dept is responsible for over 700 people in isolation in Perth hotels. 	Nil
	St John Ambulance	<ul style="list-style-type: none"> • Operations continue, but perhaps quieter than normal. • Crews are in short supply and new volunteers welcome. • Good stocks of PPE at the moment. 	Nil
	DFES	<ul style="list-style-type: none"> • Internal restrictions are lifting on some DFES activities such as training, meetings and the like. Social distancing is still a requirement. 	Nil
	Shire of Wickepin	<ul style="list-style-type: none"> • Shire assisting local business with reopening and COVIDSafe Plans. • Libraries to reopen with COVIDSafe Plan • Bowling Club can have 20 per green • Public buildings are now open with social distancing. • Stock of hand sanitiser have been received. 	Nil
	Shire of Cuballing	<ul style="list-style-type: none"> • Facilities including Halls are reopened. • Shire arranged a joint purchase of Hand Sanitiser. • Shire meeting will be conducted as an in-person – not digital - meeting this week. Meeting to be held in Popanyinning Hall to meet social distancing requirement. 	Nil
	Others	Nil	Nil
7. Other items	Nil		
8. Details of Next Meeting	3pm Tuesday 2 nd June 2020		
9. Meeting closed	3.19pm		

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
Yes	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
	Anthony Mort	Shire of Cuballing	Chief Bush Fire Control Officer	emergencyservices@cuballing.wa.gov.au
Apology	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
Apology	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
Apology	John Bouwman	WA Police	OIC Narrogin	john.bouwman@police.wa.gov.au
Yes	Phil Huggins	WA Police	Wickepin OIC	Phil.huggins@police.wa.gov.au
Yes	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
Apology	Lisa Nelson	Yealering Primary School	Principal	Lisa.nelson@education.wa.edu.au
	Marion J Hook	Yealering Primary School		Marion.hook@education.wa.edu.au

Local Emergency Management Committee (LEMC)

AGENDA / MINUTES

DATE OF MEETING: Tuesday 2nd June 2020
 TIME OF MEETING: 3.01pm
 VENUE: Teleconference - participant access code 89910105 followed by the # (hash) key
 TELECONFERENCE DETAILS: Call dial 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	Monday 18 th May 2020 Moved M Hook/Seconded N Blackburn - Carried.		
Confirmation of contact details	Refer to attached list.		
ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes that cannot be addressed later in the Meeting	M Conley		
2. Standing Items		Nil	

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
3. HMA/Agency Reports	J Menasse – Health	<ul style="list-style-type: none"> • WA stats from 31st May – <ul style="list-style-type: none"> - 91,000 tests - 586 Positive tests - 553 recovered cases - 9 deaths • 0 active cases in wheatbelt • Asymptomatic testing now available for specified occupations healthcare workers, WA Police staff, meat workers, supermarket and retail staff, and hospitality workers • 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. 	
4. Preparedness 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
4. Impact Assessment 4.1 Detail any local/regional impacts – if relevant 4.2 Outline response to someone fulfilling the case definition		Nil	Nil
5. Recovery 5.1 Potential for significant, prolonged business disruptions 5.2 Implications for Psychosocial impacts 5.3 Other		Nil	Nil
6. Agency Updates 6.1 Agency preparations – business continuity 6.2 Anticipated impacts 6.3 Issues of concern 6.4 Information requirements	WA Police	<ul style="list-style-type: none"> • Relaxation of restrictions from midnight Friday will see further change of operations. • Focus on licenced premises and assist Education with response to vulnerable families and truancy concerns. 	Nil

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
6.5 Other issues	Dept of Communities	<ul style="list-style-type: none"> Dept of Communities is operationally quiet in the regions Dept is responsible for over 700 people in isolation in Perth hotels. 	Nil
	St John Ambulance	<ul style="list-style-type: none"> Operations returning to more normal levels. Training has recommenced. Good stocks of PPE at the moment, with a central hub to service in any future need. 	Nil
	DFES	Nil	Nil
	Shire of Wickepin	<ul style="list-style-type: none"> Playgrounds to reopen after Friday. Shire to disinfect prior. Playgroup recommences this week Local football to recommence from 21st June 	Nil
	Shire of Cuballing	<ul style="list-style-type: none"> Playgrounds & Skatepark open Saturday. Public buildings increase in capacity. 	
	Others	Nil	Nil
7. Other items	The Great Southern Operational Area Support Group (OASG) continues to meet on weekly basis. The OASG is encouraging LEMCs to meet on a monthly basis. The Meeting agreed with meeting monthly.		
8. Details of Next Meeting	3pm Monday 6 th July 2020		
9. Meeting closed	3:17pm		

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
	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
Apology	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
	Clinton Hemley	St John Ambulance	Wickepin	clintonh@treko.net.au
	Skye Moxham	St John Ambulance		skye.moxham@stjohnambulance.com.au
Yes	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
Apology	Kerry Fisher	WA Country Health Service	Health Service Manager - Narrogin	kerry.fisher@health.wa.gov.au
Yes	Jenny Menasse	WA Country Health Service	Southern Wheatbelt Operations Manager	jenny.menasse@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
Yes	Phil Huggins	WA Police	Wickepin OIC	phil.huggins@police.wa.gov.au
	Brendan Woodford	WA Police		brendan.woodford@police.wa.gov.au
	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

RECEIVAL OF MINUTES**7.2 Wheatbelt South Aged Housing Alliance Committee**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Lara Marchei, Executive Services Officer
File Reference:	LP.MEE.1714
Author:	Lara Marchei, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	8 June 2020

Enclosure/Attachments:

Minutes of the Wheatbelt South Aged Housing Alliance Committee meeting held on Thursday 28 May 2020.

Background:

The Wheatbelt South Aged Housing Alliance Committee meeting was held on Thursday 28 May 2020.

Summary:

Council is being requested to receive the Wheatbelt South Aged Housing Alliance Committee meeting minutes held on Thursday 28 May 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 Wheatbelt South Aged Housing Alliance Committee meeting held on Thursday 28 May 2020 be received.

Voting Requirements: Simple majority.

Resolution No 170620-03

Moved Cr Allan / Seconded Cr Hyde

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 8/0



A Fortunate Place

Minutes

Wheatbelt South Aged Housing Alliance
Council Chambers, Wickepin

28 May 2020

Minutes of Wheatbelt South Aged Housing Alliance Meeting held in Council Chambers, Wickepin,

Cr Julie Russell declared the meeting open at 3:08pm

1. Attendance and Apologies

Cr Julie Russell	Shire of Wickepin - President
Mark Hook	Shire of Wickepin - CEO
Mia Maxfield	Shire of Kondinin - CEO
Tori Young	Shire of Kondinin – Manager of Planning & Development
Garry Sherry	Shire of Cuballing - CEO
Mel Martin	Executive Support Officer

2. Confirmation of Minutes – Wheatbelt South Aged Housing Alliance meeting – 18th November 2019

Moved Mia Maxfield / Seconded Gary Sherry

That the minutes of the Wheatbelt South Aged Housing Alliance meeting – 18th November 2019 be confirmed as a true and correct record.

Carried

3. Other Matters Raised by Members

Returned Funds

The Department of Primary Industries and Regional Development have advised that the WSAHA are eligible under the signed amended FAA to have the unspent grants from the \$20,000 allocation for the rewriting of the business case returned to the WSAHA. The Shire of Wickepin has supplied a tax invoice for 15,353.99, this makes the total grant \$2,820,000.

The Shire of Wickepin has received \$750,000 which has been put on a term deposit and when this matures it will be forwarded to each Council constructing units including any interest earned, each amount will be based on the number of units being constructed. The Shire of Wickepin will forward a tax invoice including interest to each Council constructing units.

Project Management

At this stage the Shire of Wickepin won't be appointing a project manager as each council will manage their own projects.

All progress reports need to be forwarded to the Shire of Wickepin at this stage admin@wickepin.wa.gov.au so it goes into the Shire of Wickepin records system.

Milestones

The group will need to run over the milestones and some questions from the Department of Primary Industries and Regional Development.

Questions and answers in Red

1. Signed agreements with partner local governments for the joint delivery of the ILUS which outlines any roles and processes for delivery - I note an MOU is already in place, this should suffice, however could I have a copy of the document to review and confirm?

MOU should be sufficient

2. A monitoring and evaluation plan to track some project benefits/outcomes. All we would require is for you to complete the attached form and send it to both DRDEvaluation@drd.wa.gov.au and Sasha.Emery@drd.wa.gov.au (before signing) for their review and endorsement. To help you complete this I have attached an existing M&E for a similar aged care project in Kojonup (jointly delivered by multiple local governments) which was accepted by DPIRD.

Monitoring Plan has been completed

3. A means tested / allocation model for the 14 ILUs. I note the Business Case referenced that the units would mimic the Department of Housing's model. We would need some sort of policy /document agreed to by project partners to describe how the allocations will look (I can provide you with an example if you'd like).
Policy will be done once construction has commenced and will be done by each Local Government to meet their own criteria copy will be forwarded.
4. Engaging a 3rd party environmental design consultant to review design/construction plans to optimise the project's ageing in place outcomes. This exercise is a condition of the funding approval and I understand that Obby discussed this with you earlier this year? Essentially all we need is some written commentary from an appropriate 3rd party to endorse the designs.

Will be part of tenders and also undertaken by each individual Local Government have contacted the following people who can undertake this task.

- Hocking Heritage and Architecture - 156 Onslow Road Shenton Park
- Office of Regional Architecture – 2 Lennard Street Brookton

5. Finalisation of the design and construct plans for the 14 ILUs.

Shire of Wickepin has called tenders and design will be accepted at the May Council

Shire of Corrigin has called tenders closing 26/06/2020

Shires of Cuballing and Kondinin are currently calling tenders

Thank you for the below and clarifying some of my questions over the phone the other day. I confirm receipt and acceptance of the M&E Plan and the MOU document with WSAHA.

I have provided some examples of Means Testing and Allocation models that have been developed for other Regional Aged Accommodation Projects, which may be of use, understanding that individual models will be prepared for each local government rather than an overarching model. I note your advice that this would occur alongside project construction, however question why this couldn't occur earlier prior to 30 June.

I appreciate that you wish to include the engagement of the 3rd party environmental design consultant to review the designs as a part of the tendering process. Noting that WSAHA are at different stages in the design phases this could be a suitable workaround whereby existing designs undergo a review (am I correct in suspecting this

could occur sooner rather than later) whilst the remaining plans would include a review through the tendering process.

Our expectation is that the plans are reviewed / endorsed by a party with suitable experience in aged care / ageing in place. Tendering documents would need to reflect this with appropriate weighting / assessments for me to accept this.

Can you please provide advice on each Shire's expected tendering timeframes (release, assessment expected award), inclusive of the design review, so that I can consider the potential of processing a partial payment prior to 30 June. I am keen to release an appropriate amount based on partial delivery of milestones to minimise the State's carryovers should payments fall into 2019-20. With the delays to State Budget Processes I suspect that ERC wouldn't be considering such a request for a few months which may delay to my ability to release those funds beyond 30 June (subject to ERC approving the carryover).

Please find attached adverts for tenders from the Shire of Wickepin and Shire of Corrigin

Shire of Wickepin has awarded their tender to KBuilt construction

Shire of Corrigin will be awarding their tender either July or August Council meeting

Shire of Cuballing and Kondinin are both working on their Request for Tenders

3.2. Recipient's Deliverables and Payment of Royalties for Regions Funding

Deliverables	Performance Measures	Performance method Measure	Milestone	Payment details and timing	Payment Amount \$
Funding Agreement Executed	Execution of Funding Agreement	Funding Agreement signed by both Parties	31 August 2018	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	20,000 (PAID)
Revised Application	Revised application for RAAP funding, inclusive of a more robust options assessment for the project.	Revised application for RAAP funding and submitted to the Department by the 15 December 2018	15 December 2018		
Executed FAA Variation	FAA Variation executed	FAA Variation signed by both parties	31 December 2019	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	750,000
Signed Agreements for Project delivery	Agreements signed with implementing Local Governments outlining the governance frameworks and specific responsibilities for Project delivery	Evidence to the satisfaction of the Department that Agreements with each implementing Local Government are signed	30 June 2020		
Monitoring and Evaluation (M&E) Plan	M&E Plan developed and implemented	M&E plan developed and implemented	30 June 2020		
Means testing/ allocation model	Means testing/ allocation model developed and agreed to by all Local Governments	Means testing/ allocation model approved by the Department.	30 June 2020		
Engagement of an Environmental Design Consultant	Engagement of an appropriate third party to review design and construction plans to optimise ageing in place outcomes	Evidence to the satisfaction of the Department that design and construction plans have been reviewed by an appropriate third party	30 June 2020		
Finalised design and construction plans	Design and construction plans completed for the 14 ILUs	Evidence to the satisfaction of the Department that design and construction plans have been finalised	30 June 2020	Payment will be authorised within 20 business days upon acceptance that this and the above deliverables have been met	750,000

Construction Tenders awarded	Construction Tenders awarded for the construction of 14 ILUs	Evidence to the satisfaction of the Department that tenders for the construction of 14 ILUs have been awarded.	30 September 2020	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	880,000
50% completion	Construction of units 50% complete	Evidence provided to the satisfaction of the Department that construction is 50% complete	30 June 2021	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met	420,000
Practical Completion	Completion 14 landscaped ILUs with access to Solar hot water systems and connected services: <ul style="list-style-type: none"> • 2 in Corrigin • 4 in Cuballing • 4 in Kondinin • 4 in Wickepin 	Certificates of Practical Completion	31 December 2021		
Completion of the Project including all of the Recipient's Obligations			30 June 2022	Total Payment Amount	2,820,000

Responsible Officer	Action to be taken
Chief Executive Officer	To forward a timeframe outlining all relevant milestones to WSAHA Committee Members
Executive Support Officer	To forward a copy of the Shire of Wickepin Lifestyle and Retirement committee meeting Agenda, dated 13 May 2020 to all WSAHA Committee Members

4. Closure

The next WSAHA meeting will be called as necessary.

There being no further business the Chairperson declared the meeting closed at 3.45pm.

RECEIVAL OF MINUTES**7.3 Townscape & Cultural Planning Committee**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Lara Marchei, Executive Services Officer
File Reference:	CR.MEE.206
Author:	Lara Marchei, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	8 June 2020

Enclosure/Attachments:

Minutes of the Townscape & Cultural Planning Committee meeting held on Wednesday 3 June 2020.

Background:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 3 June 2020.

Summary:

Council is being requested to receive the Townscape & Cultural Planning Committee meeting minutes held on Wednesday 3 June 2020.

Comments:

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

Statutory Environment:

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Townscape & Cultural Planning Committee meeting held on Wednesday 3 June 2020 be received.

Voting Requirements: Simple majority.

Resolution No 170620-03

Moved Cr Allan / Seconded Cr Hyde

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 8/0



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

3 June 2020

Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

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

3. Objectives

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

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

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

4. Scope/Jurisdiction

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

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

5. Appointment of Committee Members

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

6. Appointment of Committee Chair

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

7. Meeting Frequency

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

Meeting dates for 2020 are as follows:

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

8. Related Policies/Bylaws: Nil.

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin, Wednesday 3 June 2020 at 9.30am**

The Chairperson declared the meeting open at 9.33am.

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

Cr Sarah Hyde	Chairperson
Cr Fran Allan	Member
Cr Allan Lansdell	Member
Cr John Mearns	Member
Kym Smith	Member
Sue Astbury	Member
Ted Astbury	Member
Kevin Coxon	Member
Margaret Fleay	Member
Helen Warrilow	Member
Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer
Carol Redford	CEO - Astro Tourism
Apologies	
Tim Cowcher	Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Townscape and Cultural Planning Meeting – 4 March 2020

Moved Cr Allan / Seconded K Smith

That the minutes of the Townscape and Cultural Planning Committee meeting held on 4 March 2020 be confirmed as a true and correct record.

Carried 10/0

7. Status Report

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

Subject/Action	Officer	Progress	Status	Comment
King Treecare Report	CEO	Report has been forwarded to Yealering Progress Association for comments	✓	Works Completed.
New Members	CEO	That council accept the following nominations to the Townscape committee: Margaret Fleay & Helen Warrilow	✓	Council resolved to accept the new member nominations.
Wickepin Art Prize	CDO	That Cr John Mearns to liaise with Sue Mearns and CDO Diana Blacklock to arrange a sub-committee for the 2020 Wickepin Art prize.	✓	Cancelled due to COVID-19.
Wickepin War Memorial	CEO	That it be recommended to council that council submit a grant application under the Saluting Their Services Commemorative Grant for the upgrade of the Wickepin War Memorial as outlined in Stefie Green's proposal.	✓	Funding application submitted. Awaiting outcome.
Purchase of Dray	CEO	That the Townscape & Cultural Planning Committee recommends that council do not purchase the Dray up to \$5,000	✓	Council resolved not to purchase the dray.
Astrotourism	CEO	CEO to place item into Agenda	✓	Refer to Agenda.

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

9.1 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Diana Blacklock, Community Development Officer
File Reference:	CR.MEE.206
Author:	Diana Blacklock, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	27 May 2020

Enclosure/Attachments: Nil

Summary:

<p>Community Development</p>	<p>Wickepin Playground</p> <ul style="list-style-type: none"> Waiting on Construction drawings from Nature Play to apply for grants to fund next stage <p>Townscape.</p> <ul style="list-style-type: none"> Harrismith street bin delivered & installed near interpretive sign and shelter Saluting Their Service Commemorative Program -Waiting on grant outcome. Art Prize -working party to be formed Street Art proposal on existing cement slab – costings to be requested <p>War Memorial</p> <ul style="list-style-type: none"> As per the 19/20 budget purchase of the WW2 inlay memorial plaque has been installed <p>Community Activities</p> <ul style="list-style-type: none"> Ongoing COVID 19 announcements Funding for business and sporting / recreation clubs circulated Support CRC in providing a newsletter via electronic devices All events cancelled and social distancing measures imposed by the State Government pending further notice – relaxing of some restrictions have come into place on 18th May 2020 Commemorated ANZAC telling local stories from Stephanie Green’s ‘Fallen but not Forgotten’ Via the Shire of Wickepin’s FB and Website pages. Wickepin Town Hall – Theatre Curtains and Track system needs replacing – quote being sourced for consideration – possible CBH community funding.
<p>Economic Development & Tourism</p>	<p>20/21 Community Grants – now open Open to all NFP groups in the community until the 22nd May 2020 – Final number of applications will be presented at the next Council Meeting</p> <p>19/20 Community Grants Acquittals closing on the 30th June 2020</p> <p>Salvation Army Funds for Farmers Financial support available Drought Community Support Initiative – up to \$3000 https://www.salvationarmy.org.au/need-help/rural-support/drought-community-support-initiative/?fbclid=IwAR39IFKs8UW6CWbAosVX6ymF61ggsBHD3Oh-IHssZLm99EfVDTkICNJ9xlc</p>

	<p>Agribusiness Strategy Plan A meeting with Local Farmer and Police on Thurs 30th March to discuss possible traineeship options for youth in Wickepin engaging Rural Training Australia http://www.ruraltrainingaustralia.com.au/</p> <p>Regional Economical Development Grant (RED) is now open until the 7th July 2020 http://www.drd.wa.gov.au/rfr/REDG/Pages/default.aspx</p>
Social Media	<p>Shire Website – COVID 19 – A webpage has been added to advise the community of council's position and subsequent action along with links to updated Federal and State Government information https://www.wickepin.wa.gov.au/news/covid-19-be-informed/89</p>
Sport and Recreation	<p>Contacted Sporting Clubs to gauge level of COVID 19 impact on financial and social activities.</p>
Governance Other	<p>Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken in Wickepin and surrounding towns. Planning for Budget 20/21 budget items with CEO</p>

Recommendation:

That the Community Development Officer's report dated 27 May 2020 be received.

Voting Requirements:

Simple majority

Moved Cr Allan / Seconded Cr Mearns

That the Community Development Officer's report dated 27 May 2020 be received.

Carried 10/0

9.2 – Lake Yealering Progress Association – Purchase of Phone Booth

Submission To:	Townscape & Cultural Planning Committee
Location/Address:	Yealering
Name of Applicant:	Lake Yealering Progress Association
File Reference:	CR.MEE.206
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	26 May 2020

Enclosure/Attachments: Nil

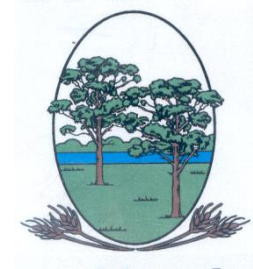
Summary:

Background:

The Townscape & Cultural Planning Committee has received the following email from the Lake Yealering Progress Association.

Lake Yealering Progress Association Inc

C/- Post Office
 Yealering WA 6372
 yealeringprogress@outlook.com.au



26th May 2020

Wickepin Shire Council & Wickepin Townscape Committee

Dear Townscape Members

It has been brought to our attention that a piece of Yealering history has come up for sale, the Red Telephone Booth. Not sure when the phone booth was installed, but could be the late 1940's, early 1950's. The asking price is \$1500. We are asking townscape to recommend to the Council, that they purchase this piece of history and that it remains in the Yealering town site. Just recently the Lake Yealering Progress Association purchased the old Butchers Shop. As you can see from the photo shopped photo, an idea is have the old photo printed onto tin as a back drop and the phone booth in front. I don't think the photo would be that large, and we would need to add some text. If the section of wall is in too bad of repair, then the same idea mentioned above but under the roof lining. Look forward to hearing the outcome.



Comments:

The Townscape & Cultural Planning Committee needs to consider that items such as this do require maintenance and repair on a regular basis to keep them in a suitable condition. This type of street furniture also has a high risk of vandalism and graffiti. The Townscape & Cultural Planning Committee should look at giving a grant to the Lake Yealering Progress Association to purchase the old Yealering telephone box for \$1,500 and giving the Lake Yealering Progress Association responsibility for its maintenance and general upkeep.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Cost of the phone booth is \$1,500 and is not in the Townscape or council's budget and will need to be treated as an unbudgeted item.

There is currently \$4,000 under the CDO projects allocation in the 2019/2020 budget that could be used for the purchase of the old Yealering telephone box.

Strategic Implications: It is not within the current Shire of Wickepin Strategic Plan.

Recommendations:

That it be recommended that the Shire of Wickepin give a grant of \$1,500 to the Lake Yealering Progress Association to purchase the old Yealering Red Telephone Box.

Voting Requirements: Absolute majority

Moved K Coxon / Seconded T Astbury

That it be recommended that the Shire of Wickepin give a grant of \$1,500 to the Lake Yealering Progress Association to purchase the old Yealering Red Telephone Box.

Carried 10/0 by absolute majority

Carol Redford entered the meeting at 10.10am to provide an Astro Tourism presentation.

9.3 – Astro Tourism

Submission To:	Townscape & Cultural Planning Committee
Location/Address:	Shire of Wickepin
Name of Applicant:	Cr John Mearns
File Reference:	ED.IND.806
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	28th May 2020

Enclosure/Attachments:

1. Astro Tourism 2020/2021 Pricing and Prospectus
2. Astro Tourism Letter
3. Proposal from Cr John Mearns

Summary:

The Townscape & Cultural Planning Committee is requesting Council to place in the 2020/2021 budget items \$8,000 for an Astro Tourism Project in the Shire of Wickepin.

Background:

At the last Townscape & Cultural Planning Committee Meeting Cr John Mearns raised the issue regarding Astro Tourism in the Shire of Wickepin and tabled the attached proposal for discussion at the next Townscape & Cultural Planning Committee Meeting.

Comments:

The Community Development Officer Dianna Blacklock has chased up some more information on the Astro Tourism and the cost for Wickepin to be part of this project in its first year would be \$8,000 and \$3,000 every year thereafter.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Cost to be part of the Astro Tourism Towns WA project is \$8,000 in the first year and \$3,000 every year thereafter.

Strategic Implications: Fits within theme 8 of the Shire of Wickepin 2018 Strategic Community Plan.

economy

GOAL 8: Tourism opportunities create value to our communities

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

Recommendation:

That it be recommended to council that council place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.

Voting Requirements: Simple majority.

Moved K Smith / Seconded Cr Mearns

That it be recommended to council that council place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.

Carried 10/0

Carol Redford left the meeting at 11.10am.

10. Notice of Motions for the Following Meeting

11. Reports & Information

Staff

On Friday 15 May 2020 Diana Blacklock left the Shire of Wickepin's employment. The Community Development Officer's position has been advertised in The West Australian and the Narrogin Observer and closes on Friday 12 June 2020.

All staff have been back operating out of the Shire Administration as of Monday 18 May 2020. The Shire Administration is back on normal opening hours.

11.1 Other matters raised by members:

Helen Warrilow - Blue Tree in the main street of Wickepin.

Cr Mearns - Wickepin Caravan Park

Sue Astbury raised the following:

- Thanked the shire for painting the Harrismith Hall.
- Queried how often the Harrismith cemetery is tidied.
- Queried recycling rubbish process.
- Advised that the 'walking' sign needs to be re-erected.

Kevin Coxon – Yealering rubbish tip.

Kym Smith – advised that work has commenced on the Yealering Foreshore project.

Cr Lansdell – Railway Dam extension.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held 2 September 2020.

There being no further business the Chairperson declared the meeting closed at 11.14am.

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
1071 – 200520 - 04	Railway Dam	CEO	That council authorise the unbudgeted expenditure of \$25,000 for the enlarging of the Wickepin Railway Dam by removing the centre wall and front section of the dam to square the dam.	✓	Order has been issued to AC & EJ Fulford. Should commence in 3 weeks' time from 21 May 2020.
1072 – 200520 - 05	Tender RFT 5 2019/2020 Construction of One 4x2 Executive Home	CEO	Council not accept a tender for the RFT 5 2019/2020 Construction of One 4x2 Executive Home. Will consider building 1 x executive staff house in the 2020/21 budget.	✓	Consider in 2020/21 budget.
1073 – 200520 - 09	Review of Delegations from Council to Chief Executive Officer	CEO	That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 20 May 2020.	✓	Delegation Register adopted.
1074 – 200520 - 10	Application For Planning Consent: Demolition Of A Heritage Listed Building (Former Uniting Church) – Lot 12 (No. 31) Henry Street, Wickepin	CEO	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.	✓	Letters sent to surrounding residents and advertised through local media.
1075 – 200520 – 11	Application For Planning Consent: Transportable Structure/Building (Workers Accommodation) – Lot 6849 Rabbit Proof Fence Road, Harrismith	CEO	Council grant planning approval subject to conditions.	✓	Approval forms have been forwarded to applicant.
1076 – 200520 - 13	Waiving Sporting Bodies Annual Ground Court Fees	CEO	That council waive the fees and charges to Local Sport Bodies for the 2019/2020 financial year.	✓	Letters to Local Sporting Bodies sent.
1077 – 200520 - 14	Australian Hotels Association –		That council's advice to the Australian Hotels Association WA is that	✓	Letter sent.

	Reprieve from Commercial Rates		council will look at the refunding of rates and service charges as and when requested by the individual businesses and that each financial hardship request be dealt with as outlined in council's Policy 3.1.1.1.		
--	--------------------------------	--	--	--	--

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services, Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services, Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	8 Jun 2020

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; works crew are erecting at present time.
- Wogolin South Rd – completed.
- Wickepin War Memorial - trees have been planted, concrete work still to be completed.

Maintenance Works

- Maintenance Grader - working on the winter grade. Will get a hire roller in the coming weeks.
- Construction Grader - working on the winter grade. The roller is working south of Williams - Kondinin Rd in a clock wise direction.
- Tree pruning - Gillimanning Rd, Ashley Borgas completing works.
- Pothole patching - on going.
- Signage maintenance - ongoing.

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

- The smooth drum roller is fixed

Other Information

I have approached the grader drivers and discussed the possibility to work every second Saturday over winter. My aim is to achieve a one-off grade over the entire network. I understand this is a big ask of the staff especially during winter when they would rather be at home out of the cold.

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 June 2020.

Voting Requirements: Simple majority.

Resolution No 170620-04

Moved Cr Hyde / Seconded Cr Martin

That council notes the report from the Manager of Works and Services dated 8 June 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:	8 June 2020

Enclosure/Attachments: List of Accounts.

Summary:

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

Municipal Account	Vouchers	Amounts
EFT	10425 – 10456 10461,10462, 10464 - 10494	\$ 136,551.50
Cheques	15666 - 15670	\$ 8,116.99
Payroll	May	\$ 67,604.00
Superannuation	May	\$ 10,345.36
Direct Deductions	May	\$ 1,578.04
B Pay	May	\$ 4,908.30
Licensing	May	\$ 24,532.80
	May Total	\$ 253,636.99
Trust		
EFT	10459, 10460,10463	\$ 111.65
Cheques		
	May Total	\$ 111.65
	Total for May	\$253,748.64

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 \$253,748.64 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 170620-05**Moved Cr Hyde / Seconded Cr Allan**

That council acknowledges that payments totalling \$253,748.64 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 June 2020

Enclosure/Attachments: Monthly report.

Background:

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

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

Comments:

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

Statutory Environment:

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
 - (b) Budget estimates to the end of the month to which the statement relates;
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) The net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
 - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
 - (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -

(a) Presented to the council -

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

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

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

Policy Implications: Nil

Strategic Implications: Nil

Recommendations:

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

Voting Requirements: Simple majority.

Resolution No 170620-06

Moved Cr Martin / Seconded Cr Hyde

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

Carried 8/0

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

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

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Shire of Wickepin

Compilation Report

For the Period Ended 31 May 2020

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2020 of \$3,030,379.

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: 3-Jun-20

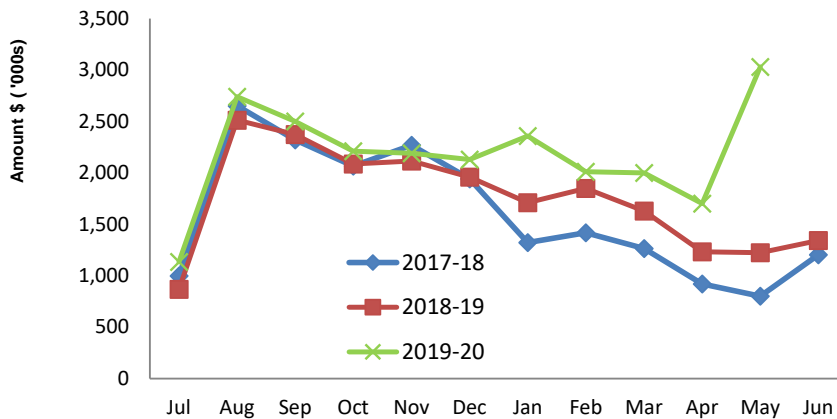
Reviewed by: Mark Hook CEO

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 May 2020

Liquidity Over the Year (Refer Note 3)



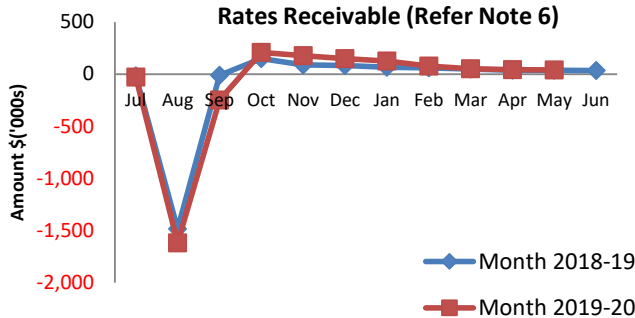
Cash and Cash Equivalents as at period end

Unrestricted	\$ 2,858,546
Restricted	\$ 2,102,637
	\$ 4,961,183

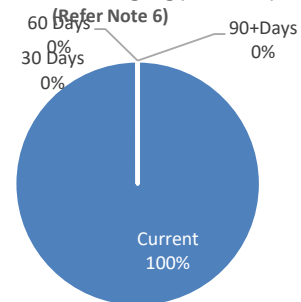
Receivables

Rates	\$ 40,258
Other	\$ 366,876
	\$ 407,134

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates)



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
Amounts paid in advance	\$839,214
20/21 FESA paid in advance	
20/21 Grants Commission - General	\$561,490
20/21 Grants Commission - Roads	\$303,312
Amounts paid in advance	\$864,802

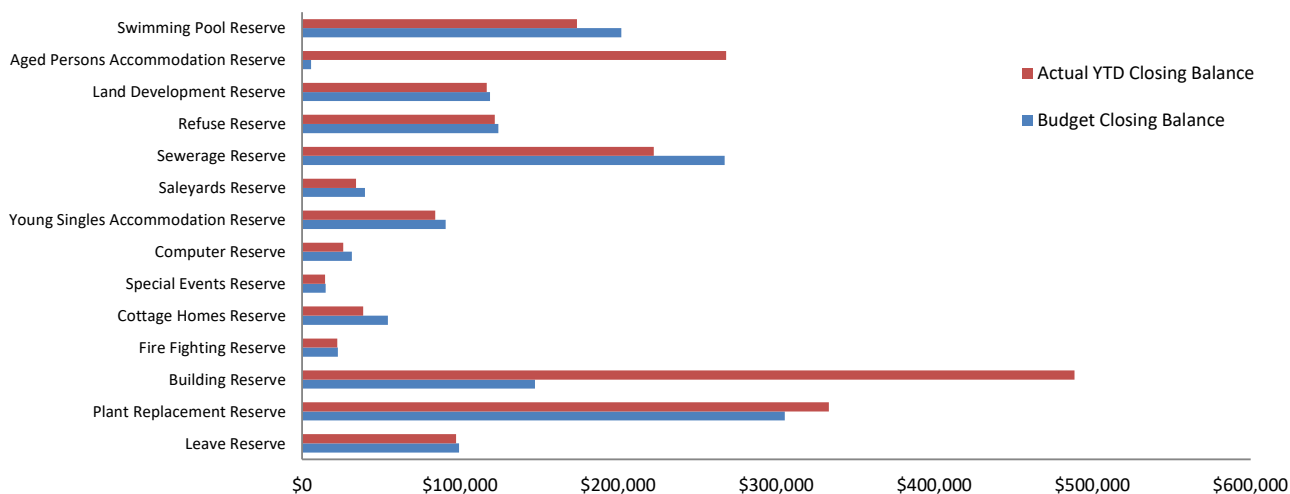
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin Monthly Summary Information For the Period Ended 31 May 2020

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

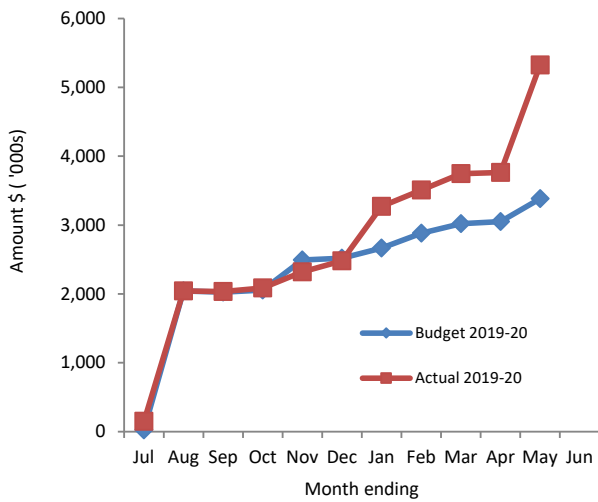
Shire of Wickepin

Monthly Summary Information

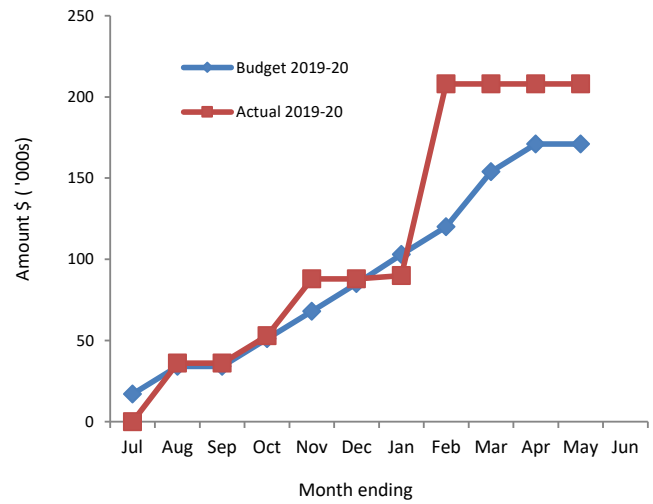
For the Period Ended 31 May 2020

Revenues

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

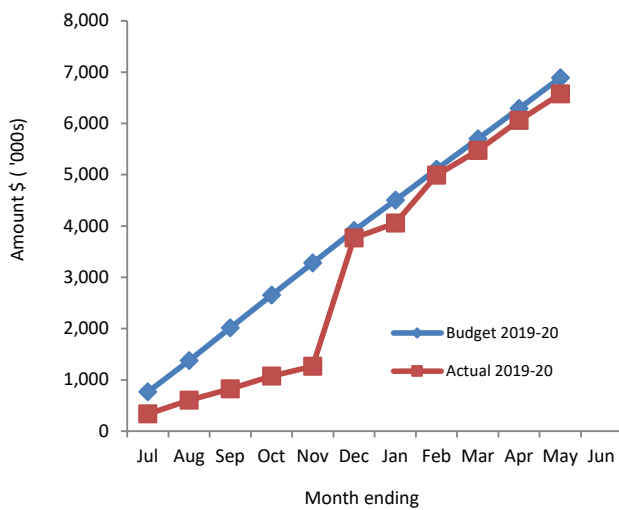


Budget Capital Revenue -v- Actual (Refer Note 2)

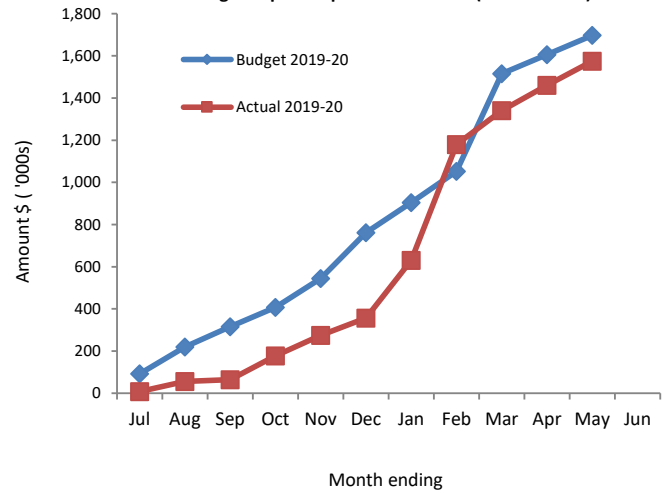


Expenditure

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



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



Comments

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

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

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
	105	88	27,065.37	26,977	30656.10%	▲
9	1,359,691	1,359,694	1,362,093.54	2,400	0.18%	
	846,523	802,607	1,670,064	867,457	108.08%	▲
	82,105	81,890	90,101	8,211	10.03%	▲
	0	0	0	0		
	300	264	0	(264)	(100.00%)	
	75,250	68,959	1,043,999	975,040	1413.94%	▲
	176,322	173,013	184,199	11,186	6.47%	▲
	18,832	17,226	22,693	5,467	31.73%	▲
	793,702	792,615	790,792	(1,823)	(0.23%)	
	58,815	54,389	81,186	26,797	49.27%	▲
	35,500	32,527	51,726	19,199	59.03%	▲
	3,447,145	3,383,272	5,323,918	1,940,646		
Operating Expense						
	(463,228)	(423,622)	(385,579)	38,043	8.98%	▼
	(84,370)	(77,275)	(70,106)	7,169	9.28%	▼
	(225,013)	(213,917)	(199,951)	13,966	6.53%	▼
	(25,265)	(23,078)	(21,633)	1,445	6.26%	
	(30,006)	(27,445)	(9,235)	18,210	66.35%	▼
	(158,802)	(145,713)	(110,649)	35,064	24.06%	▼
	(412,024)	(377,895)	(310,146)	67,749	17.93%	▼
	(1,083,460)	(995,343)	(963,837)	31,506	3.17%	
	(4,750,199)	(4,354,075)	(4,157,283)	196,792	4.52%	
	(221,995)	(203,410)	(201,754)	1,656	0.81%	
	(45,101)	(49,581)	(142,308)	(92,727)	(187.02%)	▲
	(7,499,463)	(6,891,354)	(6,572,480)	318,873		
Funding Balance Adjustments						
	4,645,059	4,257,891	4,318,947	61,056	1.43%	
8	48,537	44,495	29,156	(15,339)	(34.47%)	▼
	0	0	0	0		
	641,278	794,304	3,099,541	2,305,236		
Capital Revenues						
8	205,379	171,149	208,297	37,147	21.70%	▲
	205,379	171,149	208,297	37,147		
Capital Expenses						
	0	0	0	0		
13	(1,148,000)	(86,000)	(80,010)	5,990	6.96%	▼
13	(1,084,348)	(994,004)	(917,980)	76,024	7.65%	▼
13	(20,000)	(19,020)	(10,266)	8,754	46.03%	▼
13	(2,300)	0	0	0		
13	(589,379)	(589,379)	(566,438)	22,941	3.89%	
13	(5,600)	(5,600)	0	5,600	100.00%	▼
	(2,849,627)	(1,697,295)	(1,574,695)	122,599		
	(2,644,248)	(1,526,146)	(1,366,399)	159,747		
Financing						
10	0	0	0	0		
	0	0	0	0		
	6,326	6,326	6,326	0	0.00%	
7	651,221	0	0	0		
	0	0	0	0		
10	(31,013)	(28,429)	(28,902)	(473)	(1.66%)	
7	(157,138)	0	0	0		
	469,396	(22,103)	(22,576)	(473)		
Net Operations, Capital and Financing						
	(1,533,574)	(753,944)	1,710,566	2,449,171		
Opening Funding Surplus(Deficit)						
3	1,533,574	1,319,812	1,319,812	0	0.00%	
Closing Funding Surplus(Deficit)						
3	0	565,868	3,030,379	2,449,171		

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,359,691	1,359,694	1,362,094	2,400	0.18%	
Operating Grants, Subsidies and Contributions	11	934,267	934,267	1,813,643.50	879,377	94.12%	▲
Fees and Charges		430,494	410,409	1,255,807	845,398	205.99%	▲
Service Charges		0	0	0	0		
Interest Earnings		61,500	18,125	18,826	701	3.87%	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	4,959	4,543	2,823			
Total Operating Revenue		2,790,911	2,727,038	4,453,193	1,727,875		
Operating Expense							
Employee Costs		(1,166,964)	(1,071,786)	(1,033,049)	38,737	3.61%	
Materials and Contracts		(1,255,474)	(1,157,205)	(795,477)	361,727	31.26%	▲
Utility Charges		(169,550)	(153,423)	(197,525)	(44,102)	(28.75%)	▼
Depreciation on Non-Current Assets		(4,645,059)	(4,257,891)	(4,318,947)	(61,056)	(1.43%)	
Interest Expenses		(2,050)	(1,870)	(2,309)	(439)	(23.49%)	
Insurance Expenses		(206,870)	(200,141)	(193,194)	6,947	3.47%	
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(53,496)	(49,038)	(31,979)			
Total Operating Expenditure		(7,499,463)	(6,891,354)	(6,572,480)	301,814		
Funding Balance Adjustments							
Add back Depreciation		4,645,059	4,257,891	4,318,947	61,056	1.43%	
Adjust (Profit)/Loss on Asset Disposal	8	48,537	44,495	29,156	(15,339)	(34.47%)	▼
Adjust Provisions and Accruals			0	0	0		
Net Cash from Operations		(14,956)	138,070	2,228,815	2,075,406		
Capital Revenues							
Grants, Subsidies and Contributions	11	656,234	656,234	870,725	214,491	32.69%	▲
Proceeds from Disposal of Assets	8	205,379	171,149	208,297	37,147	21.70%	▲
Total Capital Revenues		861,613	827,383	1,079,022	251,638		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(1,148,000)	(86,000)	(80,010)	5,990	6.96%	▲
Infrastructure - Roads	13	(1,084,348)	(994,004)	(917,980)	76,024	7.65%	▲
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	(20,000)	(19,020)	(10,266)	8,754	46.03%	▲
Infrastructure - Drainage	13	(2,300)	0	0	0		
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%	▲
Total Capital Expenditure		(2,849,627)	(1,697,295)	(1,574,695)	122,599		
Net Cash from Capital Activities		(1,988,014)	(869,912)	(495,674)	374,238		
Financing							
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)	(28,429)	(28,902)	(473)	(1.66%)	
Transfer to Reserves	7	(157,138)	0	0	0		
Net Cash from Financing Activities		469,396	(22,103)	(22,576)	(473)		
Net Operations, Capital and Financing		(1,533,574)	(753,944)	1,710,566	2,449,171		
Opening Funding Surplus(Deficit)	3	1,533,574	1,319,812	1,319,812	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	565,868	3,030,379	2,449,171		

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

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

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

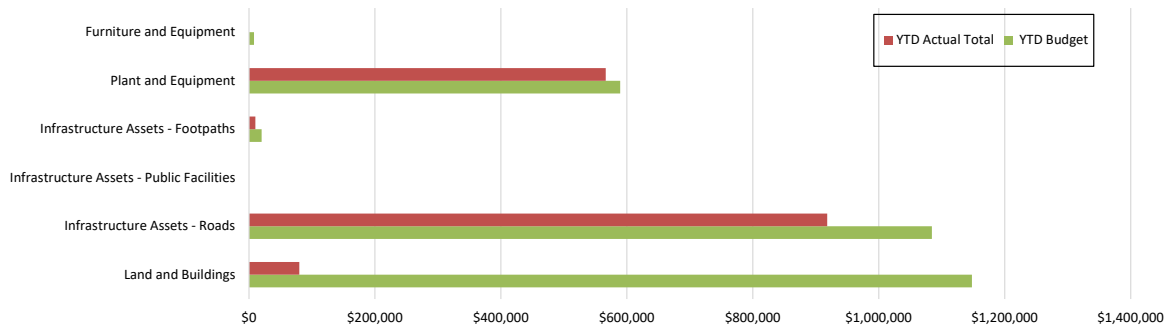
Capital Acquisitions	Note	YTD 31 05 2020					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	80,008	0	80,008	1,148,000		(1,067,992)
Infrastructure Assets - Roads	13		917,980	917,980	1,084,348		(166,368)
Infrastructure Assets - Public Facilities	13	0	0	0			0
Infrastructure Assets - Footpaths	13	0	10,266	10,266	20,000		(9,734)
Plant and Equipment	13	566,440	0	566,440	589,379		(22,939)
Furniture and Equipment	13	0	0	0	7,900		(7,900)
Capital Expenditure Totals		646,449	928,246	1,574,695.00	2,849,627	0	(1,274,932)

Funded By:

Capital Grants and Contributions	870,725	656,234	656,234	214,491
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	208,297	171,149	205,379	37,147
Own Source Funding - Cash Backed Reserves				
Building Reserve			350,000	
Plant Reserve			34,000	
Aged Accommodation Reserve			267,221	
			0	
Building Reserve			0	
Total Own Source Funding - Cash Backed Reserves	0	0	(651,211)	0
Own Source Funding - Operations	495,673	2,022,244	(1,512,834)	(1,526,570)
Capital Funding Total	1,574,695	2,849,627	0	(1,274,932)

Comments and graphs

Capital Expenditure Program YTD



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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

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

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

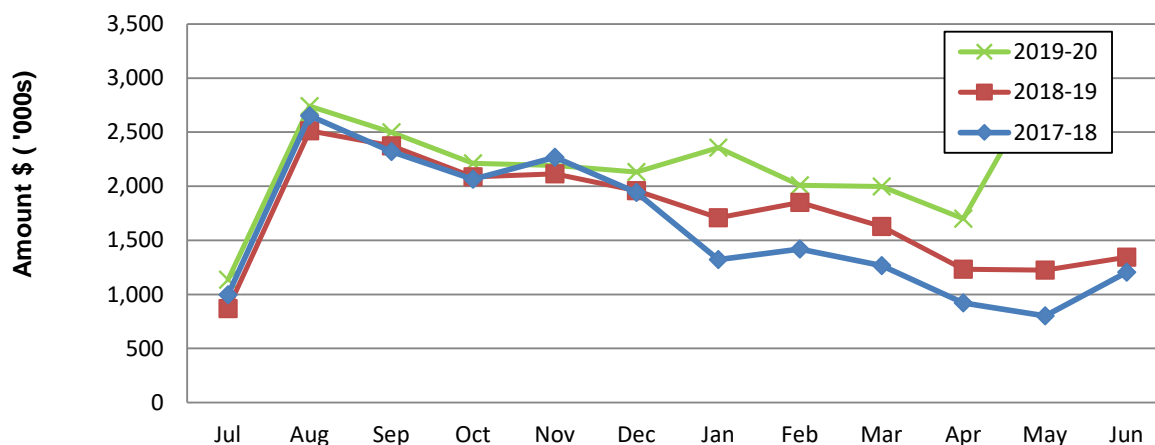
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	26,977	30656.10%	▲	Permanent	Fringe Benefit Refund & Vehicle Insurance Credit
General Purpose Funding - Other	867,457	108.08%	▲	Timing	Advanced payment of Financial Assistance Grants 20/21 Higher than expected first payment of ESL Grant, Higher Dog Registrations
Law, Order and Public Safety	8,211	10.03%	▲	Permanent	WSAHA grant received
Housing	975,040	1413.94%	▲	Permanent	Increase in Planning Fees, Fuel Facility Commission. Living Lakes Signage reimbursement
Community Amenities	11,186	6.47%	▲	Timing	
Recreation and Culture	5,467	31.73%	▲	Permanent	Increase pool takings, Insurance reimbursement, Floorball Grant
Transport	(1,823)	(0.23%)			
Economic Services	26,797	49.27%	▲	Permanent	Higher Standpipe income, Building Fees
Other Property and Services	19,199	59.03%	▲	Permanent	Fuel Rebate Review - increase in rebate
Operating Expense					
Governance	38,043	8.98%	▼	Timing	Lower costs of variety of accounts
General Purpose Funding	7,169	9.28%	▼	Timing	Lower Bank Fees, Less Valuation costs
Law, Order and Public Safety	13,966	6.53%	▼	Timing	Less Fire Expenses, Lower Ranger costs
Health	1,445	6.26%			
Education and Welfare	18,210	66.35%	▼	Timing	Playgroup Maintenance still to be done, CDO projects (workshops) still to be held
Housing	35,064	24.06%	▼	Timing	Housing maintenance costs down. Town planning services costs down, Refuse collections costs down. Living Lakes - Limestone blocks still to be done.
Community Amenities	67,749	17.93%	▼	Timing	
Recreation and Culture	31,506	3.17%			
Transport	196,792	4.52%			
Economic Services	1,656	0.81%			
Other Property and Services	(92,727)	(187.02%)	▲	Permanent	LSL taken, Termination pays, Sick Leave Taken.
Capital Revenues					
Grants, Subsidies and Contributions	214,491	32.69%	▲	Timing	WSAHA Income
Proceeds from Disposal of Assets	37,147	21.70%	▲	Timing	Higher Trade ins
Capital Expenses					
Land and Buildings	5,990	6.96%	▼	Timing	Rintel St Shed still to be completed
Infrastructure - Roads	76,024	7.65%	▼	Timing	Road program still to be completed
Infrastructure - Footpaths	8,754	46.03%	▼	Timing	Footpaths completed, Remaining funds to go to Failed culvert in Collins St
Plant and Equipment	22,941	3.89%			
Furniture and Equipment	5,600	100.00%	▼	Permanent	Phone System transferred to Maintenance- Under \$5,000
Financing					
Loan Principal	(473)	(1.66%)			

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

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				YTD 31 May 2020	30 June 2018	YTD 31 May 2019
Note				\$	\$	\$
Current Assets						
4	Cash Unrestricted			2,858,546	1,462,532	975,440
4	Cash Restricted			2,102,637	2,102,637	1,274,113
6	Receivables - Rates			40,258	34,530	73,835
6	Receivables -Other			366,876	15,076	112,223
	Interest / ATO Receivable/Trust			9,550	31,485	27,693
	Inventories				0	0
				5,377,867	3,646,261	2,463,304
Less: Current Liabilities						
	Payables			(57,427)	(23,397)	(26,842)
	Provisions			(187,424)	(200,415)	(144,743)
				(244,851)	(223,812)	(171,586)
7	Less: Cash Reserves			(2,102,637)	(2,102,637)	(1,274,113)
	Net Current Funding Position			3,030,379	1,319,812	1,017,605

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	2,011,621			2,011,621	ANZ	At Call
Reserve Bank Account	0.00%		637		637	ANZ	At Call
Trust Bank Account	0.00%			43,948	43,948	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal	0.80%	252,266.47			252,266	ANZ	27-Jun-20
Municipal	1.13%	503,859.30			503,859	ANZ	27-Jun-20
Municipal	0.95%	90,099			90,099	WA Treasury	At Call
Reserve	1.45%		2,102,000		2,102,000	ANZ	17-Apr-20
Trust	1.45%			134,610	134,610	ANZ	17-Apr-20
Total		2,858,546	2,102,637	178,558	5,139,741		

Comments/Notes - Investments

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

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
	Opening surplus adjustment						
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
				0	818,609	(738,676)	

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

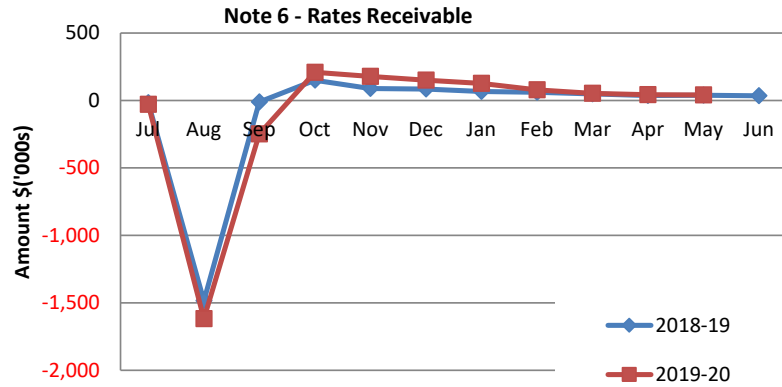
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
 % Collected

	YTD 31 May 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,539,715	1,534,110
<u>Less</u> Collections to date	(1,518,979)	(1,519,102)
Equals Current Outstanding	40,258	34,530
Net Rates Collectable	40,258	34,530
% Collected	97.42%	97.78%



Comments/Notes - Receivables Rates

Receivables - General

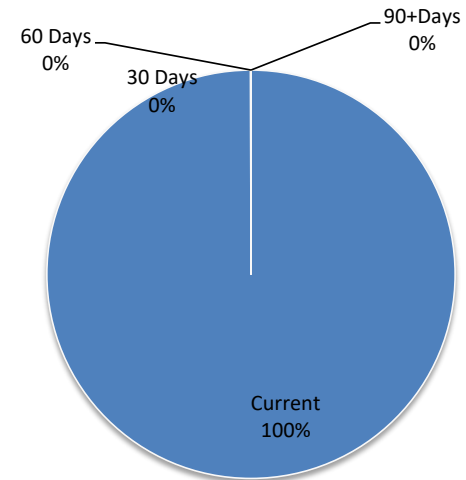
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	366,752	124	0	0
Total Receivables General Outstanding	366,876			

Note 6 - Accounts Receivable (non-rates)



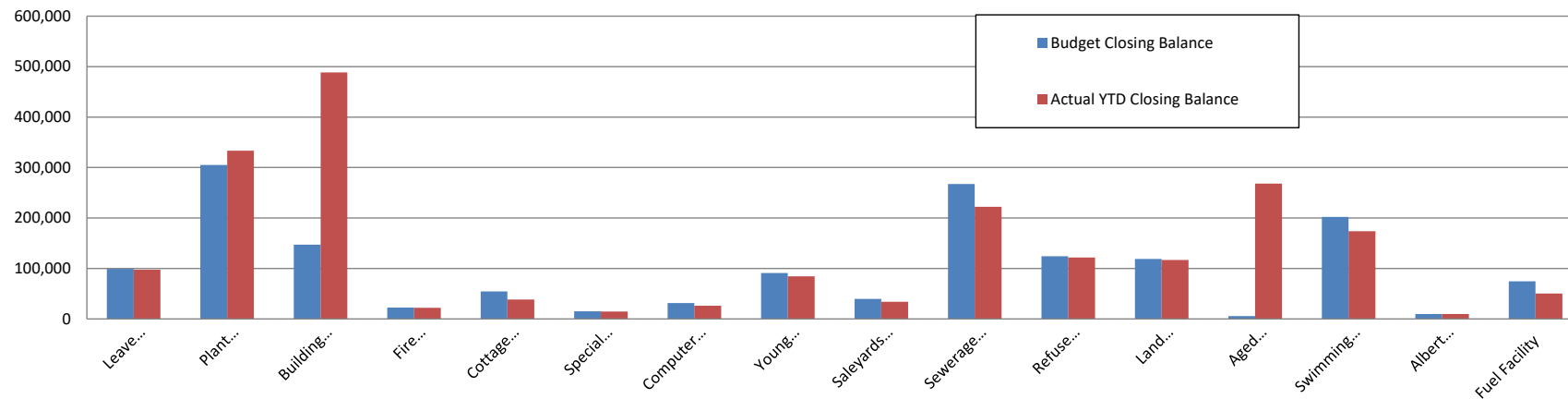
Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

2019-20											
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance	
	\$	\$	\$	\$	\$	\$	\$		\$	\$	
Leave Reserve	97,493.48	1,761.95			0		0		99,255	97,493	
Plant Replacement Reserve	333,214.17	6,022.03				34,000			305,236	333,214	
Building Reserve	488,547.44	8,829.29				350,000			147,377	488,547	
Fire Fighting Reserve	22,253.44	402.17			0				22,656	22,253	
Cottage Homes Reserve	38,659.47	698.67		15,000	0				54,358	38,659	
Special Events Reserve	14,639.54	264.58			0				14,904	14,640	
Computer Reserve	25,990.14	469.71		5,000					31,460	25,990	
Young Singles Accommodation Reserve	84,307.04	1,523.64		5,000					90,831	84,307	
Saleyards Reserve	34,104.30	616.35		5,000					39,721	34,104	
Sewerage Reserve	222,447.52	4,020.20		40,838					267,306	222,448	
Refuse Reserve	121,945.30	2,203.86			0				124,149	121,945	
Land Development Reserve	116,730.54	2,109.63			0				118,840	116,731	
Aged Persons Accommodation Reserve	268,130.82	4,845.81				267,211			5,766	268,131	
Swimming Pool Reserve	173,852.73	3,141.97		25,000					201,995	173,853	
Albert Facey Homestead Reserve	9,785.26	176.84			0				9,962	9,785	
Fuel Facility	50,536.30	913.31		23,300					74,750	50,536	
	2,102,637	38,000	0	119,138	0	651,211	0		1,608,564	2,102,637	

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



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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 05 2020			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
Plant and Equipment								
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	
333,714	(96,261)	208,297	(29,156)		(48,536)	(29,156)	19,380	

Comments - Capital Disposal/Replacements

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

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	0.9386	278	132,731,703	1,322,278	(2,525)		1,319,753	1,322,278			1,322,278
Sub-Totals		472	134,550,918	1,450,172	(2,525)	0	1,447,647	1,450,172	0	0	1,450,172
Minimum Payment	Minimum \$										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
Sub-Totals		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,478,847				1,481,372
Discount							11,734				11,734
Rates Writeoffs							(43)				
Amount from General Rates							1,362,093				1,493,106
Specified Area Rates											
Totals							1,362,093				1,493,106

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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		22,576	24,687	2,904	0	782	2,195	24/06/2020
Loan 102 - WD Sports Club SS Greens	26,880		6,326	6,326	20,554	20,554	1,013	1,258	17/01/2023
	52,360	0	28,902	31,013	23,458	20,554	1,794	3,453	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
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)
GOVERNANCE								
Grant - Chart of accounts	DLG	Y			5,000		5,000	0
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	31,246	0	31,246	0	38,821	(7,575)
				0			0	0
HOUSING								
WSAHA Grant		Y	0			0	214,491	0
RECREATION AND CULTURE								
Floorball		Y			2,000		2,000	0
TRANSPORT								
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
TOTALS			1,590,501	0	941,267	656,234	2,684,369	(872,377)
Operating	Operating		934,267				1,813,644	
Non-Operating	Non-Operating		656,234				870,725	
			<u>1,590,501</u>				<u>2,684,369</u>	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 31-May-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	-2,896.31	123.30
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	50.00	-50.00	0.00
WDSC Replacement Greens	103,010.21	13,750.00	0.00	116,760.21
Miscellaneous Trust	4,046.51	4,045.45	-1,717.30	6,374.66
Yealering Bowling Club Greens	31,600.00	23,700.00	0.00	55,300.00
Licensing		261,449.30	-261,449.30	0.00
	138,841.67	311,933.41	-272,216.91	178,558.17
				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 31 May 2020

Note 13: CAPITAL ACQUISITIONS

		31/05/2020					
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Land & Buildings							
Housing							
○	STAFF HOUSE	(350,000)	0	0.00	0		
●	RINTEL STREET SHED	(12,000)	0	(6,363.64)	6,364		
	Housing Total	(362,000)	0	(6,363.64)	6,364		0
Other Housing							
○	CAPITAL EXPENSE - LIFESTYLE VILLAGE	(700,000)	0	0.00	0		
	Other Housing Total	(700,000)	0	0.00	0		
Community Amenities							
○			0				0
○			0				0
○			0	0.00	0		
	Community Amenities Total	0	0	0.00	0		
Recreation and Culture							
●	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		
○	Recreation And Culture Total	(73,500)	(73,500)	(73,390.00)	(110)		
Transport							
○	DEPOT - CAR PORT	(12,500)	(12,500)	(256.76)	(12,243)		
	Transport Total	(12,500)	(12,500)	(256.76)	(12,243)		
Land and Buildings Total		(1,148,000)	(86,000)	(80,010.40)	(5,990)		0
Footpaths							
Transport							
○	FOOTPATHS LFP1	(20,000)	(19,020)	(10,266.00)	(8,754)		
	Transport Total	(20,000)	(19,020)	(10,266.00)	(8,754)		0
Footpaths Total		(20,000)	(19,020)	(10,266.00)	(8,754)		0
Furniture & Equipment							
Governance							
●	ADMIN OFFICE PHONE SYSTEM LABC	(5,600)	(5,600)	0.00	(5,600)		0 Removed from Captial as under \$5
	Governance Total	(5,600)	(5,600)	0.00	(5,600)		0

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

Note 13: CAPITAL ACQUISITIONS

		31/05/2020					
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Infrastructure Assets							
Furniture & Office Equip. Total		(5,600)	(5,600)	0.00	(5,600)		0
Plant, Equip. & Vehicles							
Governance							
	CEO VEHICLE	(70,364)	(70,364)	(75,235.82)	4,872		0
Governance Total		(70,364)	(70,364)	(75,235.82)	4,872		0
Transport							
	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
Transport Total		(519,015)	(519,015)	(491,202.61)	(27,812)		0
Plant, Equip. & Vehicles Total		(589,379)	(589,379)	(566,438.43)	(22,941)		0
Infrastructure Other							
Community Amenity							
	FURNITURE & EQUIPMENT - STREET BINS	3854	(2,300)	0	0.00	0	
	RAILWAY DAM EXTENSION	CRWD	0	0	0.00	0	Res No 200520-04
Community Amenity Total		(2,300)	0	0.00	0		0
Public Facilities Total		(2,300)	0	0.00	0		0
Roads							
Transport Regional Road Group							
	Wickepin Harrismith Road	RG002	(397,964)	(364,804)	(402,870.94)	38,067	0
Regional Road Group Total		(397,964)	(364,804)	(402,870.94)	38,067		0
Transport Roads to Recovery							
	Sprigg Road	R2R072	(91,283)	(83,677)	(89,580.67)	5,904	0
	Line Road	R2008	(85,229)	(78,122)	(86,783.09)	8,661	0
	Elsinore Road	R2R033	(121,668)	(111,529)	(128,945.33)	17,416	0
	Inkiepinkie Road	R2R160	(39,198)	(35,937)	(60,200.48)	24,263	0
Roads to Recovery Total		(337,378)	(309,265)	(365,509.57)	56,245		0
Transport Black Spot							
	Collins Street	BS156	(58,317)	(53,460)	(58,376.92)	4,917	0
	Wickepin Harrismith	BS157	(68,454)	(62,755)	(68,805.14)	6,050	0
Blackspot Total		(126,771)	(116,215)	(127,182.06)	10,967		0
Council Resources Construction							
	104 Gate Road	CO100	(100,077)	(91,740)	(770.00)	(90,970)	0
	Wogolin South Road	CO017	(122,158)	(111,980)	(21,647.79)	(90,332)	0
Council Resources Construction Total		(222,235)	(203,720)	(22,417.79)	(181,302)		0
Roads Total		(1,084,348)	(994,004)	(917,980.36)	(76,024)		0
Capital Expenditure Total		(2,849,627)	(1,694,003)	(1,574,695)	(119,308)		0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.03 – Development & Regulatory Services

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

Comments:

Following are the reports provided for the month of May 2020.

PLANNING OFFICER'S REPORT

Planning Approvals

Nil

Upcoming Council Agenda for June 2020

- Lot 6849 Rabbit Proof Fence Road, Harrismith – Retrospective Transportable Structure/Building (Workers Accommodation)
- Lot 12 (No. 31) Henry Street, Wickepin – Demolition of a heritage listed building (Former Uniting Church)

Referrals & Subdivision clearances

- Lot 12 (No. 31) Henry Street, Wickepin – Demolition of a heritage listed building (Former Uniting Church): Referred to the Department of Planning Lands and Heritage acting on behalf of the Heritage Council of Western Australia.

BUILDING SURVEYORS REPORT

Shire of Wickepin Building Activity Statement for the months of May 2020

Building type	Building Permit no	Approval date	Unique property identifier	Lot number	Street number	Street name	Suburb name	Building work	Value	Owner's name	Builder's name
Building Permit	WK1920010	5/5/2020	A5184	43	7	Rintel St	Wickepin	Shed	\$20,000	Shire of Wickepin	Shire of Wickepin

ENVIRONMENTAL HEALTH OFFICERS REPORT

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

- 1) 22 Connor Street, Yealering was inspected and the property is tidy at the front but has a number of unlicensed cars at the rear and in the side carport. A further letter will be sent to the owner.
- 2) 11 Congreve Street, Yealering was inspected and correspondence will be reissued to the owner to carry out repairs and clean as the property is dilapidated, untidy and unsightly.
- 3) Wickepin Hotel inspected and noted that a number of minor repairs were required to the premises. The manager has been directed to attend to these. A follow up inspection will be carried out to ascertain compliance with request.
- 4) Correspondence has been emailed, with a copy to the Shire office, to all food premises on the Department of Emergency Management's advice to food businesses on the requirements to train staff on Covid-19 safety and the requirement for safety plans as WA comes out of lockdown. This included information on environmental cleaning as well as the requirements for a deep clean (where an active COVID-19 person has visited a premises). In addition, for food premises a limit of 20 patrons where providing a sit down meal with hotels also restricted to 20 seated patrons with alcohol only to be served with a meal, provided social distancing being observed (4 square metre rule). Advice has also been provided, by telephone, to food and other businesses on the current pandemic and easing of restrictions. This was followed by an educational visit to each food business as assistance to the Police, who will administer the requirements. Prior to visiting any food business, met with the Wickepin Police to advise of our proposed educational visits to food premises as a precursor to their inspections with the easing of restrictions as WA comes out of lockdown;
- 5) As the state comes out of lockdown and returns to a semblance of normal, re-inspections of food premises will resume in June as they had been put on hold during April and May. Inspections during the last couple of months were based on educating food businesses on COVID-19 requirements and assisting the Police. Future inspections will return to a compliance focus with education included at the forefront too.

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 May 2020.

Voting Requirements:

Simple majority.

Resolution No 170620-07**Moved Cr Hyde / Seconded Cr N Astbury**

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

Carried 8/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.04 – 2020/2021 Community Grants

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GS.PRG.1541
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	CEO President of Wickepin Bowling Club
Date of Report:	5 June 2020

Enclosure/Attachments: Community grants received from:

1. Wickepin Community Shed
2. Wickepin CRC
3. Wickepin Football Club
4. WDSC- Wickepin Golf Club
5. WDSC – Wickepin Tennis Club
6. Wickepin District Sports Club (WDSC)
7. WDSC – Wickepin Bowling Club
8. Lake Yealering Bowling Club
9. Wickepin History Group
10. Toolibin Tennis Club
11. Lake Yealering Progress Association

Summary:

Council is being requested to allocate the 2020/2021 community grants.

Background:

Each year the Shire of Wickepin makes a budget provision of a maximum of 2.5% of the previous year's levied rates to distribute to community groups and sporting organisations. This equates to \$37,020 GST exclusive for the coming funding period. The objective of the funding is to establish or improve playing areas or buildings necessary for the conduct of sport or for community use, support for major sporting and community events, support for sporting or coaching clinics, to assist community groups in establishing a service, activity seen as a need for the betterment of and improvement to the enjoyment of life within the community, and increasing visitors to the region.

Details of the funding guidelines are provided in Policy Guidelines 3.1.5 – Sponsorship, Contributions and Donations to Sporting and Community Groups.

Council may endorse funding of \$37,020 GST exclusive being 2.5% of the 2019/2020 levied rates. \$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500. Sponsorship of \$1,400 has already been placed in the 2020/2021 budget deliberations under General Ledger Account 4922 leaving an amount of **\$32,620** GST exclusive available for distribution.

The sponsorship breakdown under General Ledger Account 4922 in the 2020/2021 budget estimates are as follows:

Sponsorship	4922
Tennis Clubs - Shire Tennis Day	\$200
Wickepin Bowling Club - Merino Fours	\$500
Wickepin Football Club - Silver Sponsorship	\$500
Golf Clubs - Shire Golf Day	\$200

Comments:

The following table provides a summary of GST exclusive funding granted to community and sporting groups as part of the Shire of Wickepin Community Grants process, over the past 5 years.

Community Grants GL 149220	2015/16	Requested	2016/17	Requested	2017/18	Requested	2018/19	Requested	2019/20	Total
Wickepin CRC					\$1,938			\$ 14,478.25	\$14,478	\$ 18,416
Wickepin Golf Club							\$3,336			\$ 3,500
			\$200		\$200		\$200			\$ 3,336
Wickepin Tennis Club			\$200		\$200		\$200			\$ 1,540
Wickepin Bowling Club	\$2,134		\$1,250							\$ 1,200
			\$500		\$500		\$500			\$ 3,384
Wickepin District Sports Club	\$923		\$6,010				\$3,626	\$ 3,642.50	\$3,643	\$ 3,100
	\$500									\$ 20,105
Wickepin Playgroup							\$690	\$ 1,264.00	\$1,264	\$ 1,300
Wickepin Ladies Hockey Club										\$ 4,454
Wickepin P & C					\$2,121		\$7,200			\$ -
Wickepin Primary School Grants										\$ 10,321
										\$ 5,000
Wickepin Netball Club										\$ 135
Wickepin Men's Shed							\$2,249	\$ 700.00	\$700	\$ 1,500
Wickepin Football Club		\$ 6,000.00	\$6,000							\$ 5,449
			\$500		\$500		\$500			\$ 6,000
Wickepin Indoor Carpet Bowls										\$ 2,100
Wickepin Triathlon										\$ -
Wickepin Cricket Club	\$10,369									\$ 2,411
Albert Facey Homestead		\$ 1,918.18	\$1,920							\$ 10,369
Wickepin Arts & Crafts					\$769		\$609			\$ 1,920
Wickepin History Group					\$429			\$ 486.00	\$486	\$ 1,378
Wickepin Art Competition										\$ 915
Children with Special Needs Support										\$ 750
Lake Yealering Progress Association					\$2,000		\$4,000	\$ 2,000.00	Declined	\$ 1,222
Yealering Bowling Club	\$295	\$ 6,709.55	\$7,310		\$6,860		\$1,265	\$ 1,952.00	\$1,952	\$ 14,034
Yealering Golf Club										\$ 24,452
Yealering Playgroup					\$3,207					\$ 13,450
Yealering Tennis Club	\$6,500									\$ 3,207
Yealering P & C								\$ 6,645.00	\$0	\$ 6,500
Harrismith Cricket Club										\$ -
Harrismith Golf Club	\$3,745				\$3,740			\$ 3,106.00	\$3,106	\$ 10,000
Harrismith Community Committee										\$ 25,622
										\$ 800
Tincurrin Primary School										\$ 540
Tincurrin P & C										\$ 858
St John Ambulance										\$ 1,300
Toolibin Tennis Club					\$1,100					\$ 4,663
WaterShed News Inc										\$ 5,100
										\$ -
Total	\$24,466		\$23,890		\$23,564		\$24,375		\$25,629	\$290,258

The Shire of Wickepin invited applications for the 2020/2021 Community Grants with applications closing on Friday 22 May 2020 at 4.00pm. Applications were received from the following groups on the appropriate form and prior to the advertised deadline.

2020/201 Budget Requests	GST INC	GST EXC
Wickepin Community Shed	\$1,740	\$1,582
Wickepin CRC	\$4,747	\$4,316
Wickepin Football Club	\$1,760	\$1,600
WDSC- Wickepin Golf Club	\$6,750	\$6,136
WDSC – Wickepin Tennis Club	\$1,000	\$908
WDSC	\$4,328	\$3,935
WDSC – Wickepin Bowling Club	\$3,329	\$3,026
Lake Yealering Bowling Club	\$1,650	\$1,500
Wickepin History Group	\$655	\$591
Toolibin Tennis Club	\$2,750	\$2,500
Lake Yealering Progress Association	\$7,920	\$7,200
Total	\$36,629	\$33,294

The amount of \$33,294 GST Exclusive GRANTS requested is above the amount to be allocated in the 2020/2021 budget estimates of \$32,620 by \$674.

Application 1	Wickepin Community Shed
Purpose of Organisation	To provide a safe happy and encouraging environment for people to come together repair and work on projects for the community themselves. To help those with health issues by talking openly. There is a relaxed and happy atmosphere in the shed for some it is their weekly social outing.
Incorporated	Yes
Financial information attached:	Yes
Previous funding:	\$700 Purchase new welder
Purpose of funding:	Close in half of second shed
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes	Yes extract from minutes 13/05/2020 Letter of support from Jayden Ewen
Total project cost:	\$1,740 GST inclusive
Funding requested:	\$1,740 GST Inclusive
Project budget and quotes supplied:	1 quote supplied Ewen Rural Supplies \$1,740

The application by the Wickepin Community Shed meets all the criteria under the funding guidelines and the filling in of the shed will aid the running of the Wickepin Community Shed.

Application 2		Wickepin Community Resource Centre	
Purpose of Organisation	The Wickepin CRC aims to work with and for the community by providing a professional confidential and family friendly centre. We strive to support and enhance the business economic and social development of the Wickepin Shire by providing access to up to date technology services information events and training		
Incorporated	Yes		
Financial information attached:	Yes		
Previous funding:	2019/2020 \$14,478.25 Lake Yealering Regatta		
Purpose of funding:	Replacement of Computers		
Alternative funding sought:	No		
Support of members and general community eg letters of support or meeting minutes	Yes Letter of support from Chairman CRC		
Total project cost:	\$9,494 GST Inclusive		
Funding requested:	\$4,747 GST Inclusive		
Project budget and quotes supplied:	Quote supplied Narrogin Technology Solutions		

The application by the Wickepin CRC meets all the criteria under the funding guidelines. Council currently funds the Wickepin CRC by way of the following grants.

1. Operation Subsidy \$8,000
2. Operation of Library \$13,672

It could be argued that as Council already gives the Wickepin CRC an operation grant for the running of the Wickepin CRC the replacement of computers should come under this grant and not the Community Grant structure.

Application 3		Wickepin Football Club	
Purpose of Organisation	Harness the collective energy of players coaches administrators volunteers and supporters to not only deliver sport and social activities for members but for the community		
Incorporated	Yes		
Financial information attached:	Yes		
Previous funding:	2014/2015 \$1,160		
Purpose of funding:	Purchase of strapping tables		
Alternative funding sought:	NO		
Support of members and general community eg letters of support or meeting minutes	Minutes 13/02/2020		
Total project cost:	\$1,760 GST Inclusive		
Funding requested:	\$1,760 GST Inclusive		
Project budget and quotes supplied:	Quote Sports Power Narrogin		

The application by the Wickepin Football Club meets all the criteria under the funding guidelines. The current strapping tables are in disrepair and the replacement of the strapping tables will help the Wickepin Football Club and increase safety to players.

Application 4		WDSC - Wickepin Golf Club	
Purpose of Organisation	Overarching body for the Wickepin Tennis, Bowls and Golf Clubs.		
Incorporated	Yes		
Financial information attached:	Yes		
Previous funding:	2018/2019 \$3,336 Flags and poles		
Purpose of funding:	Replacement of Mower		
Alternative funding sought:	NO		
Support of members and general community eg letters of support or meeting minutes	Minutes WDSC Minutes Wickepin Golf Club 9/03/2020		
Total project cost:	\$12,272.7 GST Inclusive 3		
Funding requested:	\$6,750 GST Inclusive		
Project budget and quotes supplied:	Quote Wilsons Machinery \$12,272 Quote McIntosh and Sons \$19,900		

The application by the Wickepin District Sports Club on behalf of the Wickepin Golf Club meets all the criteria under the funding guidelines. The current mower is in disrepair and is in need of replacement. The mowing of the golf course fairways is an integral part of the golf course for the playing of golf.

Application 5		WDSC - Wickepin Tennis Club	
Purpose of Organisation	Overarching body for the Wickepin Tennis, Bowls and Golf Clubs.		
Incorporated	Yes		
Financial information attached:	Yes		
Previous funding:			
Purpose of funding:	<ol style="list-style-type: none"> 1. Removal of Lawn in entry section of courts and replace with Astro Turf. 2. Replace recycling Bin. 3. Purchase new Swing set. 4. Upgrade Two tennis Nets. 		
Alternative funding sought:	No		
Support of members and general community eg letters of support or meeting minutes	Minutes WDSC		
Total project cost:	\$1,900 GST Inclusive		
Funding requested:	\$1,000 GST Inclusive		
Project budget and quotes supplied:	Budget Attached no Quotes		

The application by the Wickepin District Sports Club on behalf of the Wickepin Tennis Club meets all the criteria under the funding guidelines. The replacement of the swing set is required as the current swing set does not comply with current regulations and as the swing set is on council property is should be removed. The replacing of the lawn with Astro Turf will reduce maintenance costs in future years.

Council's policy in relation to faulty playground equipment is as follows:

7.3.3 ESTABLISHMENT AND MAINTENANCE OF PLAYGROUND EQUIPMENT

OBJECTIVE: Provide clear parameters in relation to the establishment and maintenance of playground equipment.

All playground equipment purchased by Council, donated or supplied on a joint venture basis and constructed on Council owned or controlled land shall be in accordance with the Australian Standards Association (1924, Part 1, 1981) Playground Equipment for Parks, Schools and Domestic Use. (ASA 2155 - 1982 and 2555 - 1982)

The CEO shall order the immediate removal of any items of playground equipment that are deemed not conforming and dangerous and shall have the authority to remove any item and place in the Council's depot if the order for its removal is disregarded.

Application 6	WDSC
Purpose of Organisation	Overarching body for the Wickepin Tennis, Bowls and Golf Clubs.
Incorporated	Yes
Financial information attached:	Yes
Previous funding:	2019/2020 \$3,643 Flooring to Bar Area
Purpose of funding:	Replacement Electrical Switchboards
Alternative funding sought:	NO
Support of members and general community eg letters of support or meeting minutes	Minutes WDSC
Total project cost:	\$7,870.73 GST Inclusive
Funding requested:	\$3,935.37 GST Inclusive
Project budget and quotes supplied:	Quote BKS Electrical \$ 3,299.20 Quote BKS Electrical \$4,868.40 Quote HZ Electrics \$7,870.73

The application by the Wickepin District Sports Club meets all the criteria under the funding guidelines. The replacement of the electrical boards is a safety issue and needs to be addressed. The Wickepin District Sports club is a council building and this possibly could be dealt with under council maintenance program for Councils buildings with a contribution from the WDSC.

Application 7		WDSC – Wickepin Bowling Club	
Purpose of Organisation	Overarching body for the Wickepin Tennis, Bowls and Golf Clubs.		
Incorporated	Yes		
Financial information attached:	Yes		
Previous funding:	2016/2017 \$1,250 Replacement of lights		
Purpose of funding:	Replacement of old shade cloth on Shade on bowling green		
Alternative funding sought:	NO		
Support of members and general community eg letters of support or meeting minutes	Minutes WDSC		
Total project cost:	\$4,035 GST Inclusive		
Funding requested:	\$3,329 GST Inclusive		
Project budget and quotes supplied:	Quote Birds Silos \$3,835		

The application by the Wickepin District Sports Club on behalf of the Wickepin Bowling Club meets all the criteria under the funding guidelines. The replacement of the shade cloth on the existing shade shelter will make the shade safer as the existing shade cloth has reached the end of its usefulness in relation to the UV factor.

Application 8		Lake Yealering Bowling Club	
Purpose of Organisation	To encourage members of the club all community members to stay active and healthy in our community		
Incorporated	Yes		
Financial information attached:	Yes		
Previous funding:	2018/2019 \$1,952 replace fencing		
Purpose of funding:	Replace Reticulation water tank		
Alternative funding sought:	No		
Support of members and general community eg letters of support or meeting minutes	Supported by members by phone to president		
Total project cost:	\$1,950 GST Inclusive		
Funding requested:	\$1,650 GST Inclusive		
Project budget and quotes supplied:	Quote Ewen Rural Supplies \$1,650		

The application by the Lake Yealering Bowling Club meets all the criteria under the funding guidelines. The existing tank is in disrepair and needs replacing to allow for the watering of the new synthetic green and existing grassed areas.

Application 9		Wickepin History Group	
Purpose of Organisation	To document Wickepin's development in different areas including community commercial and agricultural families		
Incorporated	NO		
Financial information attached:	Yes		
Previous funding:	\$486.01 Photographic Display		
Purpose of funding:	Framing Wickepin's Historical Photos		
Alternative funding sought:	No		
Support of members and general community eg letters of support or meeting minutes	Support from members		
Total project cost:	\$655 GST Inclusive		
Funding requested:	\$655 GST Inclusive		
Project budget and quotes supplied:	Quote Target Perth		

The application by the Wickepin History Group meets all the criteria under the funding guidelines. The supply of the frames will allow for the display of historical photos in the Wickepin hall and at community events.

Application 10		Toolibin Tennis Club	
Purpose of Organisation	For people to come together to play tennis		
Incorporated	NO		
Financial information attached:	Yes		
Previous funding:			
Purpose of funding:	Install tank and pressure pump to water clay courts		
Alternative funding sought:	No		
Support of members and general community eg letters of support or meeting minutes	Minutes AGM 14/08/2019		
Total project cost:	\$3286.61 GST Inclusive		
Funding requested:	\$2,750 GST Inclusive		
Project budget and quotes supplied:	Quote Narrogin Pumps Solar and Spraying \$2,786.61 Quote Ewen Rural Supplies \$3,808.40		

The application by the Toolibin Tennis Club meets all the criteria under the funding guidelines. The provision of a water tank and associated pressure pump will allow for easier maintenance of the clay courts and will improve the playing surface preparations.

Application 11	Lake Yealering Progress Association
Purpose of Organisation	Encourage moral standards recreation health education social standards in our community. To further the interest and wellbeing of the District
Incorporated	Yes
Financial information attached:	Yes
Previous funding:	\$4,000 2018/2019 Rail Picket fence Yealering Cricket oval
Purpose of funding:	Fencing around butchers shop
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes	Letter from Lake Yealering Progress Association supplied
Total project cost:	\$9,200 GST Inclusive
Funding requested:	\$7,920 GST Inclusive
Project budget and quotes supplied:	Quote KR & SL Mutton \$7,200

The application by the Lake Yealering Progress Association meets all the criteria under the funding guidelines. The existing fence is in disrepair and section do contain contains asbestos. The existing fence is an eyesore and needs replacing. The replacement of the fencing will improve the aesthetics of the area and will give some protection to the old building.

Statutory Environment: *Local Government Act 1995.*

Policy Implications:

3.1.5 SPONSORSHIP, CONTRIBUTIONS AND DONATIONS TO SPORTING AND COMMUNITY GROUPS

OBJECTIVE: Provide guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500.

3.1.5.1 FUND OBJECTIVE

Funds from Council may be made available for the following:

- establishment or improvement of playing areas or buildings
- Support for major sporting and community events
- Support for general sporting clinics, including coaching clinics :and
- To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.
- Increasing visitors to the region

Council may fund the following:

- 100% up to \$2000
- 75% between \$2,000 and \$5,000
- 50% \$5,000 and above

Voluntary labour and equipment may be included in the applicant's contribution at a value of \$25/hour.

Council employees or equipment may be used in lieu of a cash contribution from Council.

Council will favour applications that would not otherwise be funded through other government grants e.g. CSRFF.

3.1.5.2 APPLICATION PROCEDURE

Applications for funding must be received at the Shire of Wickepin Office by close of business of the due date each year to be considered in the Council budget. Applications are to be made in writing on the Shire of Wickepin Community Grants form (attached).

Applications should only be made when an applicant group is confident that all cash the applicant proposes to contribute will be readily available if a grant is approved.

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$25.00 per hour.

Funds are not to be used for trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

Council reserves the right for the CEO or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.

3.5.5.3 GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.

Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.

Applications will be acknowledged as received by Council.

Council reserves the right to request further information on demand.

Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.

No project requiring funding shall commence without the written consent of Council.

Money granted must be spent on the project allocated.

All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.

Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.

All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. CDO can provide support regarding signage and approved use of the Shires Logo.

Ineligible Items:

- Private or commercial ventures or activities
- Retrospective Funding
- Purchase of Land
- Support for an individual pursuit
- Events/activities/programs that already receive financial assistance from other source of funding
- Events/activities/programs that are eligible under the CSRFF grants scheme

All successful applicants must provide Council with an acquittal of all grants on an acquittal form available from the Shire Administration Office.

RESOLUTION:	DATE OF REVIEW:
151008.10/11/12/13/14/15	15 October 2008
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020

7.3.3 ESTABLISHMENT AND MAINTENANCE OF PLAYGROUND EQUIPMENT

OBJECTIVE: Provide clear parameters in relation to the establishment and maintenance of playground equipment.

All playground equipment purchased by Council, donated or supplied on a joint venture basis and constructed on Council owned or controlled land shall be in accordance with the Australian Standards Association (1924, Part 1, 1981) Playground Equipment for Parks, Schools and Domestic Use. (ASA 2155 - 1982 and 2555 - 1982)

The CEO shall order the immediate removal of any items of playground equipment that are deemed not conforming and dangerous and shall have the authority to remove any item and place in the Council's depot if the order for its removal is disregarded.

Financial Implications:

An amount of 2.5% of rates is budgeted every year for community grants, the 2020/2021 allocation based on this formula is \$37,020 less the amounts allocated for sponsorship of \$1,400 and \$3,000 for grants under \$500 leaving a total of \$ 32,620 for allocation in the 2020/2021 budget estimates.

The amount of \$33,294 GST Exclusive GRANTS requested is above the amount to be allocated in the 2020/2021 budget estimates of \$32,620 by \$674.

Strategic Implications:

Aligns with Strategic Community Plan 2018 -2028.

infrastructure

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

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
4.1 Asset Management Plan is developed and adopted 4.2 Encourage greater usage of current Shire owned facilities	4.3 Asset Management Plan is reviewed 4.4 Support the improvement and maintenance of assets in a strategic manner	- Level of facility usage is maintained and increases - Level of community investment into facilities and equipment	Asset maintenance and preservation is in line with community needs and Shire financial resources

Recommendations:

- 1) That Council place in the budget estimates the application from the Wickepin Community Shed for funding of \$1,582 exclusive of GST to close in half of the second shed at the recycling yard.
- 2) That Council place in the budget estimates the application from the Wickepin CRC for funding of \$4,316 exclusive of GST for the Replacement of Computers at the Wickepin Community Resource Centre.
- 3) That Council place in the budget estimates the application from the Wickepin Football Club for funding of \$1,600 exclusive of GST for the purchase of new strapping tables.
- 4) That Council place in the budget estimates the application from the WDSC- Wickepin Golf Club for funding of \$6,136 exclusive of GST for the purchase of a second hand mower for the Wickepin Golf Club.
- 5) That Council place in the budget estimates the application from the WDSC- Wickepin Tennis Club for funding of \$908 exclusive of GST for the following at the Wickepin Tennis Courts.
 - Purchase of Astro Turf
 - Purchase recycling bin
 - Purchase new swing set
 - Purchase two tennis nets
- 6) That Council place in the budget estimates the application from the Wickepin District Sports Club for funding of \$3,935 exclusive of GST for the replacement of electrical switchboards at the Wickepin District Sports Club.
- 7) That Council place in the budget estimates the application from the WDSC – Wickepin Bowling Club for funding of \$3,026 exclusive of GST for the replacement of the old shade cloth on the shades at the Wickepin bowling green
- 8) That Council place in the budget estimates the application from the Lake Yealering Bowling Club for funding of \$1,500 exclusive of GST for the replacement of the reticulation water tank at the Lake Yealering Bowling Club.
- 9) That Council place in the budget estimates the application from the Wickepin history Group for funding of \$591 exclusive of GST for frames for historical photos.

- 10) That Council place in the budget estimates the application from the Toolibin Tennis Club for funding of \$2,500 exclusive of GST for the installation and purchase of a water tank and pressure pump at the Toolibin Tennis Courts.
- 11) That Council place in the budget estimates the application from the Lake Yealering Progress Association for funding of \$7,200 exclusive of GST for new fencing around the old butchers shop in Yealering.

Voting Requirements: Simple majority.

4.09pm Cr Lansdell left the meeting.

Resolution No 170620-08

Moved Cr Hyde / Seconded Cr Mearns

- 1) That Council place in the budget estimates the application from the Wickepin Community Shed for funding of \$1,582 exclusive of GST to close in half of the second shed at the recycling yard.

Carried 7/0

4.10pm Cr Lansdell re-entered the meeting.

4.10pm Cr Russell left the meeting.

Deputy President Cr W Astbury took the Chair.

Resolution No 170620-09

Moved Cr Hyde / Seconded Cr Mearns

- 2) That Council does not place in the budget estimates the application from the Wickepin CRC for funding of \$4,316 exclusive of GST for the Replacement of Computers at the Wickepin Community Resource Centre.

Carried 7/0

4.12pm Cr Russell re-entered the meeting and took the Chair.

Resolution No 170620-10

Moved Cr Mearns / Seconded Cr Lansdell

- 3) That Council place in the budget estimates the application from the Wickepin Football Club for funding of \$1,600 exclusive of GST for the purchase of new strapping tables.

Carried 8/0

4.15pm Cr Martin left the meeting.**Resolution No 170620-11****Moved Cr Hyde / Seconded Cr N Astbury**

- 4) That Council place in the budget estimates the application from the WDSC- Wickepin Golf Club for funding of \$6,136 exclusive of GST for the purchase of a second hand mower for the Wickepin Golf Club.

Carried 7/0**4.19pm Cr Hyde left the meeting.****Resolution No 170620-12****Moved Cr N Astbury / Seconded Cr W Astbury**

- 5) That Council place in the budget estimates the application from the WDSC- Wickepin Tennis Club for funding of \$908 exclusive of GST for the following at the Wickepin Tennis Courts.

- Purchase of Astro Turf
- Purchase recycling bin
- Purchase new swing set
- Purchase two tennis nets

Carried 6/0**4.20pm CEO Mark Hook and Cr Lansdell left the meeting.****4.20pm Cr Hyde and Cr Martin re-entered the meeting.****Resolution No 170620-13****Moved Cr Hyde/ Seconded Cr Martin**

- 6) That Council place in the budget estimates the application from the Wickepin District Sports Club for funding of \$3,935 exclusive of GST for the replacement of electrical switchboards at the Wickepin District Sports Club.

Carried 7/0**Resolution No 170620-14****Moved Cr W Astbury / Seconded Cr Mearns**

- 7) That Council place in the budget estimates the application from the WDSC – Wickepin Bowling Club for funding of \$3,026 exclusive of GST for the replacement of the old shade cloth on the shades at the Wickepin bowling green.

Carried 7/0**4.26pm Cr Allan left the meeting.****4.26pm CEO Mark Hook and Cr Lansdell re-entered the meeting.**

Resolution No 170620-15**Moved Cr N Astbury / Seconded Cr Hyde**

- 8) That Council place in the budget estimates the application from the Lake Yealering Bowling Club for funding of \$1,500 exclusive of GST for the replacement of the reticulation water tank at the Lake Yealering Bowling Club.

Carried 7/0**4.27pm Cr Allan re-entered the meeting.****Resolution No 170620-16****Moved Cr Hyde / Seconded Cr N Astbury**

- 9) That Council place in the budget estimates the application from the Wickepin history Group for funding of \$591 exclusive of GST for frames for historical photos.

Carried 8/0**Resolution No 170620-17****Moved Cr N Astbury / Seconded Cr Hyde**

- 10) That Council place in the budget estimates the application from the Toolibin Tennis Club for funding of \$2,500 exclusive of GST for the installation and purchase of a water tank and pressure pump at the Toolibin Tennis Courts. With the inclusion that all sporting bodies are recommended to shop local where applicable.

Carried 8/0**4.30pm Cr Hyde left the meeting.****Resolution No 170620-18****Moved Cr Martin / Seconded Cr Allan**

- 11) That Council place in the budget estimates the application from the Lake Yealering Progress Association for funding of \$7,200 exclusive of GST for new fencing around the old butchers shop in Yealering.

Carried 7/0**4.33pm Cr Hyde re-entered the meeting.**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.05 – Townscape & Cultural Planning Committee Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	LP.MEE.1714
Author:	Mel Martin, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 June 2020

Enclosure/Attachments: Nil.

Background:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 3 June 2020.

Comments:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 3 June 2020 and passed the following recommendations:

Moved K Coxon / Seconded T Astbury

That it be recommended that the Shire of Wickepin give a grant of \$1,500 to the Lake Yealering Progress Association to purchase the old Yealering Red Telephone Box.

Carried 10/0 by absolute majority

Moved K Smith / Seconded Cr Mearns

That it be recommended to council that council place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.

Carried 10/0

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That council pass the following recommendations:

1. 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.
2. That council place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.

Voting Requirements: Simple majority.

Resolution No 170620-19

Moved Cr Mearns / Seconded Cr N Astbury

1. 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.
2. That council place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.

Carried 8/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.06 – National Redress Scheme (Participation of WA Local Governments)

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GR.SL.1
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 June 2020

Enclosure/Attachments: Local Government Information Paper (3 February 2020).

Summary:

This item is for the Shire of Wickepin to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Wickepin to participate in the National Redress Scheme;
- Formally endorse the Shire of Wickepin's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

Background:

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Wickepin) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All state and territory governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

Comments:

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to co-ordinate and facilitate a Direct Personal Response (DPR – apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be co-ordinated and facilitated by the Redress Co-ordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Wickepin's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Wickepin formally indicates via a decision of council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Wickepin will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Wickepin to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Wickepin formally decide (via a resolution of council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Wickepin include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Wickepin having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Wickepin.

Considerations for the Shire of Wickepin

Detailed below is a list of considerations for the Shire of Wickepin to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Wickepin will receive a Redress application. A Service Agreement will only be executed if the Shire of Wickepin receives a Redress application. Shire of Wickepin needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Wickepin will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Wickepin's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Wickepin should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Wickepin do not have any influence on the decision made and there is no right of appeal.

CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

Statutory Environment:

The Shire of Wickepin in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the Local Government Act 1995.

Policy Implications: Nil

Financial Implications: Nil

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;

- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be co-ordinated and facilitated by the Redress Co-ordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

Strategic Implications: Nil

Recommendations:

That council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Wickepin will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Wickepin makes a specific and formal decision to be included;
- 3) Endorses the participation of the Shire of Wickepin in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 4) Grants authority to Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Wickepin.

Voting Requirements: Absolute majority.

4.45pm Meeting adjourned for the CEO to get further advise on Item 10.02.06.

4.55pm Meeting Recommenced.

Resolution No 170620-20

Moved Cr Martin / Seconded Cr Hyde

That council:

- 1) Endorses the participation of the Shire of Wickepin in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 2) Grants authority to Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;
- 3) Notes that a confidential report will be provided if a Redress application is received by the Shire of Wickepin.

Carried 8/0 by Absolute Majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.07 – Equal Employment Opportunity Management Plan 2020/2025

Submission To:	Ordinary Council
Location/Address:	Wickepin Refuse Site
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	PE.EEO.1
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 June 2020

Enclosure/Attachments: Equal Employment Opportunity Management Plan 2020/2025

Summary:

Council is being requested to adopt the revised Shire of Wickepin Equal Opportunity Management Plan 2020/2025 as attached.

Background:

Under the Western Australian Equal Opportunity Act, 1984 (PART IX) it is the responsibility of Local Government Authorities to prepare and implement an equal opportunity management plan in order to achieve the objects of the Act.

These objects are:

1. to eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, race, religious or political conviction or impairment;
2. to promote equal employment opportunity for all persons.

The Shire of Wickepin Equal Opportunity Management Plan was adopted on 17 June 2015.

Comments:

To meet the legislative requirements of the Equal Opportunity Act 1984 the new Equal Employment Opportunity Management Plan 2020/2025 must be adopted and forwarded to the to the Director of Equal Opportunity in Public Employment.

Statutory Environment: Nil

Equal Opportunity Act, 1984 (PART IX)

Division 3 — Equal employment opportunity management plans

145. Preparation and implementation of management plans

- (1) *Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.*
- (2) *The management plan of an authority shall include provisions relating to —*
 - (a) *the devising of policies and programmes by which the objects of this Part are to be achieved;*
 - (b) *the communication of those policies and programmes to persons within the authority;*
 - (c) *the collection and recording of appropriate information;*
 - (d) *the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices;*
 - (e) *the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed;*
 - (f) *the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a);*
 - (g) *the revision and amendment of the management plan; and*

- (h) *the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).*
- (3) *The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.*
- (4) *The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and —*
 - (a) *in the case of an authority referred to in section 139(1)(a), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and*
 - (b) *in the case of an institution of tertiary education or an authority the subject of regulations under section 139(1)(e), on or before such day as is specified in the regulations.*
- (5) *An authority may, from time to time, amend its management plan.*
- (6) *Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.*

146. Annual report to Director

- (1) *Each authority shall report to the Director at least once in each year after the date on which the implementation of its management plan commenced.*
- (2) *A report under subsection (1) shall specify —*
 - (a) *the activities and programmes undertaken —*
 - (i) *to eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;*
 - (ia) *to eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and*
 - (ii) *to promote equal opportunity for all persons, during the period to which the report relates;*
 - (b) *the results achieved by the activities and programmes referred to in paragraph (a), including redistributive effects in the workforce; and*
 - (c) *the proposed activities and specific aims set for the year following the period to which the report relates.*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Not applicable

Recommendations:

That council adopts the Shire of Wickepin Equal Employment Opportunity Management Plan 2020/2025, as attached.

Voting Requirements: Simple majority

Resolution No 170620-21

Moved Cr Hyde/ Seconded Cr Allan

That council adopts the Shire of Wickepin Equal Employment Opportunity Management Plan 2020/2025, as attached.

Carried 8/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.08 – Additional Aged Unit - 27 Johnston Street, Wickepin**

Submission To:	Ordinary Council
Location/Address:	27 Johnston Street, Wickepin WA 6370
Name of Applicant:	Cr Steven Martin
File Reference:	GS.PRG.1555, FM.TEN.1220
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 June 2020

Enclosure/Attachments: Nil

Summary:

Council is being requested to fund one additional unit at 27 Johnston Street, Wickepin with the additional Local Road and Community Infrastructure Program funding and balance of amount within the Aged Persons Accommodation Reserve.

Background:

The Australian Government has committed \$500 million to the Local Road and Community Infrastructure Program (LRCI Program) to support jobs, businesses and the resilience of local economies. From 1 July 2020, councils will be able to access funding to support delivery of priority local road and community infrastructure projects.

Council's share of funding has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions.

Councils will be able to select the projects to be funded in their community according to priorities at the local level. Similar to the Roads to Recovery Program, councils will need to submit a Work Schedule that outlines the project(s) they plan to undertake. As long as these projects are eligible local road or community infrastructure projects, they will receive funding.

Funding is available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. Projects will need to deliver benefits to the community such as improved accessibility, visual amenity and safety benefits. Eligible local road projects could include works involving any of the following associated with a road:

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

Eligible community infrastructure projects could include works involving:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;

- landscaping improvements, such as tree planting and beautification of roundabouts; picnic shelters or barbeque facilities at community parks;
- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

Funding will be available from 1 July 2020.

Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding.

Councils will also need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020-21. If a project has been brought forward from a future work program it will be eligible for funding. Additional conditions, such as signage requirements, will be outlined in program guidelines, which are currently being finalised.

The Department of Infrastructure, Transport, Regional Development and Communications will be consulting with local government organisations to finalise implementation arrangements for the LRCI Program. Councils will then be asked to agree to the program arrangements and identify local projects in their area.

Comments:

The Shire of Wickepin's allocation under the Local Roads and Community Infrastructure Program (LRCI Program) is \$363,886.

Council could add one more unit to the current 4 units at 27 Johnston Street that has been awarded by tender to K Built Construction but would need to go into the budget and would require to be retendered.

This could be funded by utilising the balance of funds from the Aged Persons Accommodation Reserve which as at 12 June 20 has a balance of \$268,130.82.

Council has allocated \$29,966 from the Aged Persons Accommodation Reserve for the 4 units awarded to K Built Construction.

The cost of one additional unit based on the tender awarded to K Built Construction would be around \$333,000.

So if council uses the balance from the Aged Persons Accommodation Reserve of \$238,164.82 council would require \$94,836 from the Local Roads and Community Infrastructure Program

Statutory Environment:

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Policy Implications:

Nil

Financial Implications:

Cost of Additional unit would be in the vicinity of \$333,000

Balance left in Aged Persons Accommodation Reserve after amount required for accepted tender as at 12 June 2020 is \$238,164.82

Amount required from Local Roads and Community Infrastructure Program is \$94,836.

If council was to fund the additional Aged Persons Accommodation and use \$94,836 from the Local Roads and Community Infrastructure Program it would leave an amount of \$269,050 for other works as allocated by council.

Strategic Implications:

Fits within Goal 9 - Our communities are engaged, have healthy lifestyle and are safe.

GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe			
SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
<p>9.1 Facilitate a meeting in the Shire of Wickepin of the local and regional health, social and crime prevention agencies to raise drug and alcohol issues</p> <p>9.2 Meet with the Wickepin Community Resource Centre to identify common community priorities including but not limited to youth activities as well as forward plan events</p> <p>9.3 With the Wickepin Community Resource Centre target activities at early years, primary and secondary students particularly during the school holiday period</p>	<p>9.4 Advocate for the continuation of State Government support for the Wickepin Community Resource Centre</p> <p>9.5 With the Community Resource Centre, help to communicate and action progress association / organising committee priorities and projects</p>	<ul style="list-style-type: none"> - Wickepin Community Resource Centre is retained - Positive social behaviour in our communities - Improved offering and frequency of youth activities - Events across the Shire do not conflict with other local or regional events - Amount of formal communication with progress associations / organising committees across the Shire 	<p>Children and youth are retained and engaged</p> <p>Our community is safe</p> <p>Our community understands the impact of anti-social behaviour both personally and on the community</p>
<p>9.6 Continue to advocate and prepare for the Wheatbelt South Aged Housing Alliance (WSAHA) project</p>	<p>9.7 Seniors are encouraged and able to age in place</p>	<ul style="list-style-type: none"> - WSAHA aged housing project is delivered 	<p>The elderly can age in place</p>
<p>9.8 Continue to provide a high standard waste management service</p> <p>9.9 Continue to educate the community about recycling</p>		<ul style="list-style-type: none"> - Number of positive and negative comments about waste services - Recycling increases across the Shire (tonnes increase) 	<p>Waste management practices are best practice</p>

Recommendations:

That council budget for one additional Aged Accommodation unit at 27 Johnston Street to be funded by the balance in the Aged Accommodation Reserve as at 30 June 2020 and the balance to be taken from the Local Roads and Community Infrastructure Program allocation of \$363,886

Voting Requirements: Simple majority.

Resolution No 170620-22

Moved Cr Martin / Seconded Cr Lansdell

That council budget for one additional Aged Accommodation unit at 27 Johnston Street to be funded by the balance in the Aged Accommodation Reserve as at 30 June 2020 and the balance to be taken from the Local Roads and Community Infrastructure Program allocation of \$363,886

As it was a tied vote the President casted a Second Vote as per Local Government Act 1995 5.21(3).

Motion Lost 5/4

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.09 – Aged Units Carport

Submission To:	Ordinary Council
Location/Address:	27 Johnston Street, Wickepin WA 6370
Name of Applicant:	Lifestyle Retirement Committee
File Reference:	GS.PRG.1555, FM.TEN.1220
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 June 2020

Enclosure/Attachments: K Built Construction Quote - VARIATION ORDER: 37-SOW-V001

Summary:

Council is being requested to accept a variance to the K Built Construction tender RFT 6 2019/2020 Aged Persons Units Johnston Street, Wickepin for the following alteration to the accepted tender designs.

1. Open carports to be locked up garages with panel lift doors at a cost of \$23,716.00 GST inclusive.

Background:

Council passed the following recommendation at the Ordinary Meeting of Council held on 14 May 2020.

Resolution No 200520-12

Moved Cr Martin / Seconded Cr Lansdell

1. That Council accept the tender from K Built Construction for the construction of 4 Independent Living Units at 27 Johnston Street at a tendered price of \$1,329,966.
2. The CEO negotiate a price for the inclusion of a double lock up garage and be taken to the June 2020 council meeting.
1. That council implement the following conditions to K Built Constructions; where possible, all tradesmen and construction workers seek accommodation in Wickepin.
4. That council transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.

Carried 8/0

Comments:

The CEO has contacted Katie Woodhams Director of K Built Constructions who has forwarded the attached variation as requested for the variation to change the carports to lock up garages.

The changes are able to be achieved with a minor design change of closing in 3 walls with timber frame and cladding and altering access to 2 of the buildings due to orientation to ensure compliant access.

K Built Constructions have advised that they will have their own onsite accommodation for their workers during construction of the phase.

Statutory Environment: Local Government Act 1995

3.57. Tenders for providing goods or services

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

Policy Implications: Nil

Financial Implications:

To alter the open carports to lock up garages with panel fit doors. Close in 3 walls with timber frame and cladding. Alter 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.

Strategic Implications: Nil

Recommendations:

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 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.

Voting Requirements: Simple majority.

Resolution No 170620-23**Moved Cr Allan / Seconded Cr Mearns**

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 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.

Carried 8/0

11. President's Report

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:	12 June 2020

Notification by email on 22 May tells us that the WA Local Government Grants Commission will be making an advance payment of the 2020-21 Financial Assistance Grants (FAG), equivalent to approximately one half of the 2020-21 funding pool (calculated using the Commission's 2019-20 relativity calculations) and paid to local governments in May 2020. This will be included in our 2019-20 budget figures and can be spent, if necessary, before the end of the 2019-20 financial year, bearing in mind however, that if they are spent then local governments need to ensure they have sufficient funds for their 2020-21 planned programmes and activities. If they are unspent, then they will be reflected in the balance carried forward into the 2020-21 financial year.

There will still be 4 quarterly payments of FAG made to each local government throughout 2020-21, however the total of these amounts will be reduced by the advance payment in May 2020.

The Grants Commission has also determined that General Purpose Grants allocations will remain as usual for the minimum grant local governments, and for those local governments that are not minimum grant, the Commission has come to an in-principle agreement to freeze the general purpose grants of these local governments which has the intention to ensure that local governments will receive at least the same General Purpose Grant as last year.

This has been enacted as a direct result of COVID-19 in recognition that a significant number of local governments have frozen rates, fees and charges and anticipated hardship in some rates groups, which may create difficulty for local governments to absorb any grant reductions.

Road grants have not been frozen and will be calculated in the usual manner, based on the Asset Preservation Model.

I attended the WSAHA meeting on 28 May where the progress of the building of the Independent Living Units for the Shires of Kondinin, Corrigin, Cuballing and Wickepin was discussed. Wickepin shire have accepted tenders from KBuilt (Albany) for the building of 4 units; Kondinin shire have called tenders to close on July 6 2020, Corrigin shire have called tenders to close on 26 June 2020 and Cuballing shire were yet to call tenders at the date of the meeting.

It was agreed that communication between the alliance members is to be paramount and the Shire of Wickepin (being the nominated Project Manager) will write out a progress chart to tick off the Deliverables and Funding milestones as they are met by each member shire.

The Central Country Zone Executive Committee met via teleconference on 3 June to discuss budgetary matters for the Zone for the upcoming 2020-21 financial year. It was also noted the resignation of long-standing member Cr Jeanette DeLandgraft, President of the Lake Grace Shire.

Recommendations:

That council note the President's report dated 12 June 2020.

Voting Requirements: Simple majority.

Resolution No 170620-24

Moved Cr Hyde / Seconded Cr Lansdell

That council note the President's report dated 12 June 2020.

Carried 8/0

12. Chief Executive Officer's Report

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:	12 June 2020

Enclosure/Attachments: Nil

WA Local Government Grants Commission

The Shire of Wickepin has been advised the following in relation to the 2020/2021 Financial Assistance Grants.

Advance payment

- The WA Local Government Grants Commission (the Commission) has been advised by the Commonwealth Government that there will be an advance payment of the 2020-21 Financial Assistance Grants (FAGs), equivalent to approximately one half of the 2020-21 funding pool. This will provide a payment of \$155,898,728 (for the whole of WA) in 2019-20 with a corresponding reduction in 2020-21. This amount includes General Purpose and Road Grants.
- It is anticipated the payment will be made in May 2020.
- It is important to note that these payments do not reflect 50% of each local governments' 2020-21 grant allocation. The advance payments were calculated using the relativities established under the Commission's calculations for 2019-20.
- There will still be four quarterly payments made to each local government in 2020-21, however the total of these payments will be reduced by the advance payment in May 2020.
- The advance payment will be recognised as revenue for 2019-20 as control passes to the local government on receipt of the grant. This affects the comparatives between the budget figures and actual figures for the 2019-20 financial year and will require a budget amendment. Local governments can spend these funds before the end of the 2019-20 financial year.
- If these funds are spent in the 2019-20 financial year, then local governments will need to ensure they have sufficient funds for 2020-21 to complete their planned programs and activities for that year. Local governments need to ensure their budgets for 2020-21 recognise the reduction in the 2020-21 FAGS payments.
- Any amounts received in advance that remain unspent at 30 June 2020 will be reflected in the balance carried forward into the 2020-21 financial year.
- We are currently awaiting further advice on the payment and the Commission will look to advise of the breakdown of the advance as soon as practicable.

General Purpose Grants

The Commission has determined that:

- Minimum grant local governments will receive their general-purpose grant allocation as usual, based on a per capita distribution in line with the National Principles.
- For local governments that are not minimum grant, the Commission has come to an in-principle agreement to freeze the general-purpose grants of these local governments for 2020-21. It is intended that this will ensure local governments will receive at least the same general-purpose grant as last year.
- Any increase in the total funding pool will be distributed amongst non-minimum grant local governments based on those who would have received an increase in an ordinary year.
- This has been enacted as a direct result of COVID-19 in recognition that a significant number of local governments have frozen rates, fees and charges and anticipated hardship in some rates groups. This may create difficulty for local governments to absorb any grant reductions.
- For budgeting purposes, it is recommended you use last year's general purpose grant figure (ensuring adjustment for the advance payment).

- This decision comes with the caveat that if there was to be a reduction in funds provided to Western Australia, the Commission will need to reassess the policy and may need to pass on some reductions.

Road Grants

- Road grants **have not** been frozen and will be calculated in their usual manner, based on the Asset Preservation Model.
- Whilst generally fairly stable, please note if you have had significant changes to your road network, you may receive a larger change.
- Again, using last year's allocation is the recommended approach for budgeting purpose.

The Shire of Wickepin has received the advanced payment and was as follows.

State	Council Name	General Purpose \$	Local Road \$	Total Early Payment
WA	Shire of Wickepin	560,783	303,022	863,805

The CEO has budgeted the following in the 2020/2021 budget estimates

03	OTHER PURPOSE GENERAL INCOME		
	OPERATING INCOME		
0181	Grants Commission General Purpose		
0181	2020/2021 Allocation 100%		1,075,000
	Advanced Payment paid 2020		560,783
	2020/2021 Allocation less advanced 19/20		514,217
0201	Grants Commission General Purpose - Roads		
0201	2020/2021 Allocation 100%		528,000
	Advanced Payment paid 2020		303,022
	2020/2021 Allocation less advanced 19/20		224,978

COVID 19

Phase 3 - 6 June 2020

The number of people at non-work gatherings has increased and additional businesses can reopen. The 4 square metre rule has been revised to 2 square metres per person for all WA venues. Physical distancing, good hygiene and the 2 square metre rule apply to all activities permitted in Phase 3.

Public gatherings

Non-work indoor and outdoor gatherings of up to 100 people per single undivided space, and up to 300 people in total per venue over multiple spaces (100/300 rule)

- Weddings and funerals up to 100 people.

Food and beverage

- Food businesses and licensed premises may operate but only with seated service.
- Alcohol may be served without a meal at licensed premises (patrons must be seated).
- Food courts can reopen but patrons must be seated when eating.

Wellbeing and health services

- All beauty services including nail, tanning and waxing salons can resume.
- Saunas, bath houses, wellness centres, float centres, spas and massage centres may re open (100/300 rule).

Leisure and recreation

- Gyms, health clubs, and indoor sports centres can offer the normal range of activities, including use of all gym equipment (gyms must be staffed at all times and undertake regular cleaning).
- Contact sport and training.
- Playgrounds, outdoor gym equipment and skate parks are permitted to be used.
- Galleries, museums, theatres, auditoriums, cinemas and concert venues can reopen (during any performance, the patrons must be seated (100/300 rule)
- Perth Zoo to open with no patron limit for the whole venue (the 100/300 rule applies to indoor spaces and cafés/restaurants).
- Wildlife and amusement parks can reopen (100/300 rule).
- Arcades (including pool/snooker, ten pin bowling, Timezone), skate rinks and indoor play centres (100/300 rule)
- Rottnest Island will reopen to the public.

Education

Parents/guardians can enter school grounds to drop off or pick up their children.

Community Facilities

Facilities may increase capacity to 100 patrons in each room, up to 300 per venue.

Regional Travel

Travel is permitted throughout Western Australia, including into the Kimberley region. Access into remote Aboriginal communities remains prohibited. If going on holidays, continue to practice physical distancing and good hygiene. Do not go on holiday if feeling unwell.

Gaming Venues

- TABs and Pub TABs may reopen for betting and watching events.
- Crown Casino gaming floor to remain closed for gambling during phase 3.

Advice for Business

WA businesses must submit a Covid Safety Plan prior to reopening, to ensure they mitigate the risk of COVID-19, in line with health advice. Premises that opened during Phase 2 should update their COVID Safety Plans accordingly.



COVID-19 WA roadmap Phase 3

Phase 1

Phase 2

Phase 3

Phase 4

27 April 2020

18 May 2020

6 June 2020

Time to be determined

Increase to gathering numbers and further changes considered in line with health advice.



- Gatherings limit raised from 2 to 10 people.
- Some additional non-contact public activities permitted.
- Soft start to Term 2 for public schools introduced.
- Home opens permitted in accordance with the limit on gatherings.
- Weddings and funerals, up to 10 people.
- Outdoor personal training (no shared equipment) up to 10 people.

- Gatherings limit raised from 10 to 20 people.
- Public schools open.
- People encouraged to return to work, unless unwell or vulnerable.
- Weddings and funerals, up to 20 people inside or 30 outside.
- Some regional travel restrictions relaxed.
- Cafes and restaurants permitted to reopen with restrictions.
- Places of worship, libraries & community facilities; indoor outdoor fitness and dance classes may reopen, with a 20 patron limit and 4sqm rule

Public gatherings

- Non-work indoor and outdoor gatherings increased to 100 people.
- Indoor and/or outdoor venues with multiple, divided spaces may have up to 300 people, with up to 100 people in each space.
- Weddings and funerals can have 100 people inside or 300 people outside (cannot have 100 inside and additional people outside).

Cafés, restaurants, pubs and bars

- Alcohol can be served without a meal but patrons must be seated.
- Food courts can reopen.

Cinemas, arcades and museums

- Galleries, museums, arcades and snooker/pool centres can reopen.
- Cinemas, theatres and concert venues can reopen, but patrons must be seated.

Sport and recreation

- People can train and play full contact sport, indoor and outdoor.
- Gyms, health clubs and other fitness studios can reopen, with no restrictions on equipment. Gyms must be staffed at all times and undertake regular cleaning.

Beauty and personal care services

- Nail, tanning and waxing salons, spa, saunas, bath houses and wellness centres can reopen. When providing beauty therapy and personal care services there must be a distance of at least 1.5 metres between each set of client and staff.

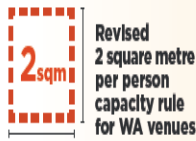
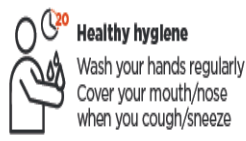
Community facilities

- Playgrounds, outdoor gym equipment, skate parks and play centres can reopen.

Attractions

- Rottneet Island to reopen to the WA general public.
- Zoos and wildlife parks can reopen.

Continue to practise appropriate physical distancing



We're all in this together.

WA.gov.au

Councillor Training

Diploma of Local Government (Elected Member) Scholarships

2021 Nominations Now Open!

WALGA's Diploma of Local Government (Elected Member) is the highest level of qualification that an Elected Member can obtain through WALGA Training (RTO 51992). It has been designed specifically to meet the skills and

knowledge requirements of an Elected Member's role in Western Australia.

Encompassing completion of Stages 1, 2 and 3 of WALGA's Learning and Development Pathway, this nationally recognised training program contains 10 units of competency that form the 52756WA Diploma of Local Government (Elected Member).

How Do I Apply?

To apply for this scholarship simply state in around 250 words what benefits you, your Council and your community would gain from this professional development opportunity.

What Will I Win?

The scholarship will cover the full Diploma training cost and assessment fees, along with relevant travel and accommodation costs, up to the value of \$10,000.

A Nomination Form can be downloaded [here](#), which upon completion should be emailed to training@walga.asn.au.

A full Diploma outline is available for your general information [here](#).

Nominations close on Friday, 31 July.

For any general queries regarding the nomination process, please contact [WALGA Training](#) on 9213 2088.

Elected Member Training

Overview

WALGA's Elected Member Professional Development courses have been designed to provide the essential knowledge and skills to support Councillors to perform their role, as defined in the *Local Government Act 1995*.

[Understanding Local Government \(eLearning\)](#)

Always online

[Conflicts of Interest \(eLearning\)](#)

Always online

[Meeting Procedures \(eLearning\)](#)

Always online

New! [Serving on Council \(eLearning\)](#)

Always online

[CEO Performance Appraisals](#) - via Virtual Classroom

Monday, **15 June**

[Dealing with Conflict](#) - via Virtual Classroom

Tuesday, **23 June**

Salary Reviews

The annual review of all staff has been undertaken as per section 5.38 *Local Government Act 1995*

5.38. Annual review of certain employees' performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

All staff received satisfactory and above performance levels.

WA Kaolin Holdings Pty Ltd

The CEO has held discussions with Nathan Allbut Operations of WA Kaolin Holdings Pty Ltd regarding where they are at in relation to the processing plant etc.

Details covered in the discussions were:

- WAK is free to commence works on Lot no. 7495 (DP 233525) Sparks Road, Wickepin up to and possibly including concrete pad under the Shire of Wickepin Planning Approval dated 15 January 2018.
- No extension is required if substantial commencement on construction in the 2 years prior of deadline dated 15 January 2021.
- Parties to agree on what 'substantial commencement' is.
- Notify the Shire of Wickepin on proposed commencement date of civil works.
- Detail to the Shire of Wickepin area to be cleared.

It is my understanding that they will be commencing clearing the area for the production plant shortly. Council has received the dust management plan and the landscape plan as required under the Town Planning approval and these have been passed onto council's Town Planners for approval.

MEETINGS ATTENDED

May	
21 st	Wickepin CRC regarding grant acquittal
26 th	Facey Group and Pivotel – Digital Farm
27 th	Narrogin Main Roads meet new Maintenance Manager
28 th	WSAHA – Discussion regarding grant and where we are all at with tenders etc
June	
3 rd	Townscape & Cultural Planning Committee Meeting
10 th	UGSFL - Covid 19
11 th	CSO Interviews
11 th	Exteria representative

Delegations –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts		CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			CEO

A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			CEO
A6	Appointment and Termination of Staff	CEO	Diana Blacklock - Resignation Peter Lewis– Appointed outside staff	20.05.2020 26.05.2020	CEO
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO	Fit Pursuit - WCC Claire Dawes – Yealering Hall Helen Sands - WCC Jody Matthews – WCC Facey Group Inc - WCC Wickepin FC – WCC Wickepin HACC – WCC Wickepin CRC – WCC	18.05.2020 21.05.2020 01.06.2020 04.06.2020 08.06.2020 09.06.2020 23.06.2020 26.06.2020	CEO
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			

Recommendations:

That Council note the Chief Executive Officer's report dated 12 June 2020.

Voting Requirements:

Simple majority.

5.11pm CEO Mark Hook left the meeting.

Resolution No170620-25

Moved Cr Hyde / Seconded Cr Allan

That Council note the Chief Executive Officer's report dated 12 June 2020.

Carried 8/0

5.12pm CEO Mark Hook re-entered the meeting.

13. Notice of Motions for the Following Meeting

Cr Martin

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.

14. Reports and Information

15. Urgent Business

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.21pm.