

A Fortunate Place

Shire of Wickepin

Minutes

# Ordinary Meeting of Council

Council Chambers, Wickepin

3.30pm, Council Chambers, Wickepin

# 18 MARCH 2020



### Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 18 March 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

13 March 2020

#### Time Table

12.00pm	Lunch
12.45pm	Forum
2.45pm	Australian Citizenship Ceremony
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

#### **Disclaimer**

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

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



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

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

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

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 18 March 2020**

The President declared the meeting open at 3.33pm.

### **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
Finance Manager	Erika Clement
Executive Support Officer	Lara Marchei

#### **Leave of Absence (Previously Approved)**

#### **Apologies**

### **2. Public Question Time**

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

### **4. Petitions, Memorials and Deputations**

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

### **6. Confirmation of Minutes**

Ordinary meeting of council – Wednesday 19 February 2020.

#### **Resolution No 180320-01**

**Moved Cr Allan / Seconded Cr Lansdell**

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

**Carried 8/0**

### **7. Reival of Minutes**

## RECEIVAL OF MINUTES

### 7.1 – Governance, Audit and Community Services Committee

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mel Martin, Executive Services Officer</b>
<b>File Reference:</b>	<b>CR.MEE.224</b>
<b>Author:</b>	<b>Mel Martin, Executive Services Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>06 March 2020</b>

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

Minutes of the Governance, Audit and Community Services Committee meeting held on Wednesday 19 February 2020.

#### **Background:**

The Governance, Audit and Community Services Committee meeting was held on Wednesday 19 February 2020.

#### **Summary:**

Council is being requested to receive the Governance, Audit and Community Services Committee meeting minutes held on Wednesday 19 February 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 Governance, Audit and Community Services Committee meeting held on Wednesday 19 February 2020 be received.

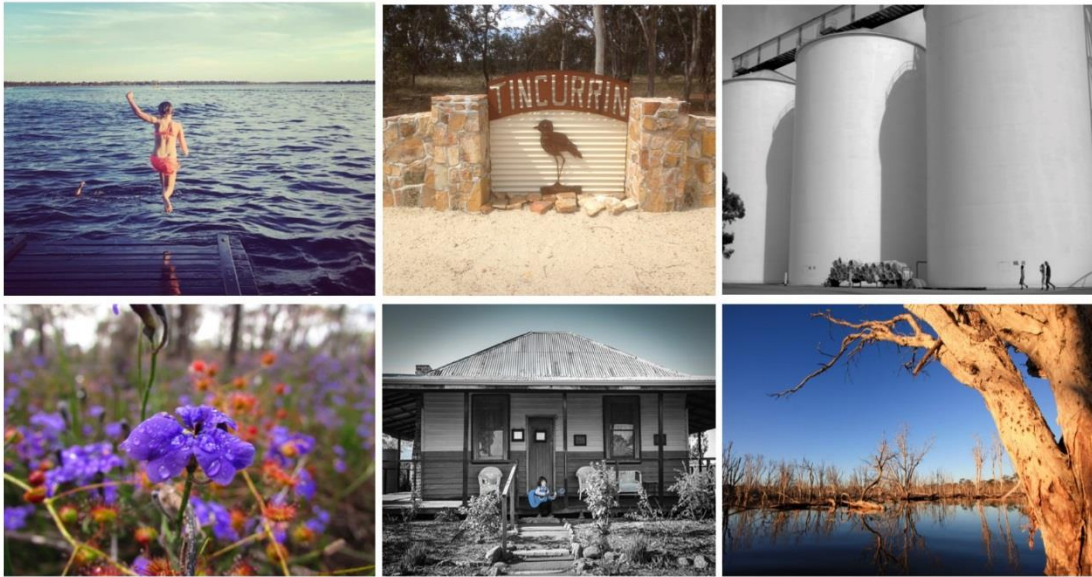
**Voting Requirements:** Simple majority.

### **Resolution No 180320-02**

**Moved Cr Hyde / Seconded Cr W Astbury**

That the recommendations listed under agenda items 7.1 to 7.2 be adopted en-bloc.

**Carried 8/0**



A Fortunate Place

# Minutes

Governance, Audit & Community Services Committee  
Council Chambers, Wickepin

# 19 FEBRUARY 2020





## Terms of Reference

### 1. Name

Governance, Audit and Community Services Committee

### 2. Members

Cr Steven Martin  
Cr Julie Russell  
Cr Allan Lansdell  
Cr Fran Allan  
Cr Wes Astbury  
Cr Sarah Hyde  
Cr John Mearns  
Cr Nathan Astbury

### 3. Objectives

The following objectives are to be considered by the Governance, Audit and Community Services Committee;

- This Committee deals with issues relating to Governance, Audit and Community Services in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.
- The Governance, Audit and Community Services Committee has no delegated authority, therefore the Committee cannot on-delegate the powers and duties delegated to it;
- The Committee is to provide an independent oversight of the financial systems of the Shire of Wickepin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickepin's financial reporting and audit responsibilities.
- Support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities in relation to directing and controlling the affairs of the Shire of Wickepin.

### 4. Function of the Committee

To provide guidance and assistance to the Shire of Wickepin;

1. as to the carrying out of its functions in relation to audits;
2. as to the development of a process to be used to select and appoint a person to be the auditor;
3. matters to be audited;
4. the scope of the audit;
5. its functions under Part 6 of the Act that relate to financial management; and
6. the carrying out of its functions relating to other audits and others matters related to financial management.

### 5. Scope/Jurisdiction

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

A decision of the Committee is to be made by simple majority.

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.

The Shire of Wickepin shall provide secretarial and administrative support to the Governance, Audit and Community Services Committee.

Council's Governance, Audit and Community Services Committee brief includes the following roles and responsibilities;

1. **Dog Act 1976**
2. **Cemeteries Act 1986**
3. **Litter Act 1979**
4. **Parts of the Local Government Act 1995 which control;**
  - a) Trespass of cattle and pounds;
  - b) Aged persons welfare, centres and housing;
  - c) Management, advisory and community committees;
  - d) The protection and security of Council properties and facilities;
  - e) Aquatic centres;
  - f) Parking facilities;
  - g) Social welfare.
5. **The Health Act 1911, as amended which includes;**
  - a) Disposal of refuse, sewerage and liquid waste;
  - b) Offensive trades;
  - c) Distribution and sale of foods and drugs to the public;
  - d) Insects and pests;
  - e) Itinerant vendors of food;
  - f) Immunization;
  - g) Health education;
  - h) Child health centres;
  - i) Infectious diseases;
  - j) Drainage pertinent to health;
  - k) Stables;
  - l) Noxious industries;
  - m) Stalls and stall holders;
  - n) Hawking;
  - o) Child minding.
6. **Environmental Protection Act (1986)**
7. **The Liquor Act 1970**
8. **Amendments, regulations, locals laws and enforcement of the above Acts**
9. **Prosecution for offences under the control of this Committee**
10. **Usage, sharing and hiring of Council controlled reserves and buildings**
11. **Ranger Services**
12. **Library Services**
13. **Civic Functions**
14. **Lease of land and buildings**
15. **Services for the aged and youth**
16. **Town Planning**
17. **Regulate use of land**
18. **Town Planning Scheme;**
  - a) Preparation;
  - b) Amendments;
  - c) Submissions to Council.
19. **Use of Land - Classification**
20. **Subdivisions**
21. **Amalgamations**
22. **Residential density codes**
23. **Applications to commerce development**
24. **Change of use**
25. **Re-zonings**
26. **Buildings;**
  - a) Plot ratios;
  - b) Setback;
  - c) General character;
  - d) Dimensions.
27. **Location of;**
  - a) Parks and reserves;
  - b) Recreation grounds;
  - c) Public open space;
  - d) Community facilities;
  - e) Cultural facilities;
  - f) Parking areas and functions;
  - g) Civic developments;
  - h) Urban design.
28. **Buildings - Statutory Control**

29. Building Code of Australia
30. Private Swimming Pool Local Laws
31. Buildings - part (xv) of the Local Government Act
32. Signs and hoardings
33. Fencing
34. Buildings - Operations
35. Lightings
36. Maintenance of Council buildings
37. Cleaning of Council buildings
38. Construction of Council buildings
39. Local Laws for building
40. Any items referred by other Committees or Council
41. The calling and consideration of tenders for Council buildings
42. Review quarterly reports
43. Budget process and overview
44. The process of calling tenders and selecting the auditor
45. Recommending the auditor to Council
46. Managing the audit process from the Council perspective
47. Meeting with the auditor at least once each year to discuss the process and/or outcomes of the audit
48. Monitoring the administration's actions on, and responses to, any significant matters raised by the auditor in the report referred to in S7.9 of the Local Government Act 1995 and the Management Report
49. Submitting a copy of the audit contract to the Department each time a new one is entered into or the contract is amended
50. Submitting an annual report on the audit function to the Council and the Department
51. Considering the completed Statutory Compliance Return and monitoring the administration's corrective action on matters of non-compliance
52. Preparation and amendment of Principle Activities Plan
53. The calling of tenders and consideration of tenders for administrative matters
54. Elections
55. Elector meeting.

## 6. Appointment of Committee Members

The following guidelines are to be established when appointing members of the Governance, Audit and Community Services Committee;

- The Governance, Audit and Community Services Committee is to consist of three or more persons to exercise powers and discharge the duties conferred on it;
- Council calls for written nominations for members of the Governance, Audit and Community Services Committee at the end of each year. Committee members are appointed by Council at the December Ordinary Council meeting by an absolute majority decision;
- At least three of the members, and the majority of the members, are to be elected members;
- If the Shire of Wickepin wishes to appoint one or more persons other than elected members to the Committee, it should ensure that they have the requisite knowledge and skills to provide benefit to the Committee.
- The CEO is not to be a member of the Committee and may not nominate a person to be a member or have a person to represent him/her as a member of the Committee;
- An employee is not to be a member of the Committee;

## 7. Appointment of Committee Chair

A chairperson is appointed at the first Governance, Audit and Community Services Committee Meeting at the beginning of each year by the committee members.

**8. Meeting Frequency**

The Governance, Audit and Community Services Committee meet on the meeting dates for 2020 are as follows:

<b>Committee</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
Governance	Wednesday	February 19, 2020	11.30am
Governance	Wednesday	June 17, 2020	1.30pm
Governance	Wednesday	November 18, 2020	1.30pm
Governance	Wednesday	December 16, 2020	1.30pm

**9. Related Policies/Bylaws:**

Nil.



## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
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**Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers, Wickepin, Wednesday 19 February 2020**

The Chairperson declared the meeting open at 11.40am.

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

- |               |                                |
|---------------|--------------------------------|
| Cr W Astbury  | Member                         |
| Cr A Lansdell | Member                         |
| Cr F Allan    | Member                         |
| Cr N Astbury  | Member                         |
| Cr J Mearns   | Member                         |
| <br>          |                                |
| Mark Hook     | Chief Executive Officer        |
| Erika Clement | Deputy Chief Executive Officer |
| Mel Martin    | Executive Support Officer      |

**Apologies**

- |              |        |
|--------------|--------|
| Cr S Martin  | Member |
| Cr J Russell | Member |

**Leave of Absence (Previously Approved)**

- |           |        |
|-----------|--------|
| Cr S Hyde | Member |
|-----------|--------|

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

**6. Confirmation of Minutes – Governance, Audit and Community Services – 18 December 2019**

**Moved Cr Fran Allan / Seconded Cr Nathan Astbury**

That the minutes of the Governance, Audit and Community Services Committee held on 18 December 2019 be confirmed as a true and correct record.

**Carried 4/0**

**7. Status Report**

Subject/Action	Date	Officer	Progress	Status	Comment

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**



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## 9.1 – Significant Adverse Trend 2019 Audit Report

<b>Submission To:</b>	<b>Governance, Audit &amp; Community Services Committee</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement, Finance Manager</b>
<b>File Reference:</b>	<b>FM.AUD.1225</b>
<b>Author:</b>	<b>Erika Clement, Finance Manager</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>12 February 2020</b>

---

### Enclosure/Attachments:

Audit Findings for the Financial Year Ended 30th June 2019, Report on Significant Matters.

### Summary:

The Governance, Audit and Community Services Committee is being requested to receive the report on the adverse trend of the following ratios raised in the 2018/2019 Annual Report.

1. Asset Sustainability Ratio
2. Operating Surplus Ratio
3. Own Source Revenue Ratio

### Background:

Under the *Local Government Act 1995* the Shire of Wickepin is required to prepare an audited Annual Financial Report each financial year.

The Shire's 2018/19 audit report was received from the Auditor General on 19 December 2019.

A key audit requirement requires the auditor to identify any financial trends which it considers adverse and of concern. For the 30 June 2019 year, the Auditor General has identified a significant adverse trend in relation to the financial position of the Shire. The Shire of Wickepin has not met the minimum standard as set by the Department of Local Government, Sport and Cultural Industries (the Department) for the Operating Surplus Ratio, Asset Sustainability Ratio and Own Source Revenue Ratio for the last three financial years.

*Section 7.12A(4) of the Local Government Act 1995 requires that a local government must:*

- *“(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
- *(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.”*

*Section 7.12A(5) further requires that:*

- *“Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.”*

### Comments:

The Audit Committee is to consider the significant adverse trend in the Ratios identified in the 2018/2019 Audit Report issued by the Office of Auditor General for the 2019 Annual Financial Statements.

The Ratios have been below the Department of Local Government, Sport and Cultural Industries standard for the last three years on both an adjusted and non-adjusted basis.

Local governments must prepare a report addressing the significant matters identified in the report and state what action the local government has taken or intends to take. This report must be provided to the Minister within three

months of receiving the audit report. Within 14 days after the local government gives the report to the Minister, the CEO must publish a copy of the report on its official website.

The Annual Financial Statements and Independent Audit Report was discussed at the Audit Committee Meeting held on 19 December 2019.

**Moved Cr Sarah Hyde / Seconded Cr Nathan Astbury**

That the Governance, Audit and Community Services committee adopts the Annual Report and Annual Audit and Management Reports provided by Office of Auditor General for the year ended 30 June 2019.

**Carried by Absolute Majority**

**Statutory Environment:**

**Local Government Act 1995**

**7.12A. Duties of local government with respect to audits**

- (3) A local government must —
- (aa) examine an audit report received by the local government; and
  - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must —
- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
  - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That the Governance, Audit and Community Services Committee accept the report and take the necessary actions outlined within the report.

**Voting Requirements:** Simple majority.

**Moved Cr Allan Lansdell / Seconded Cr Nathan Astbury**

That the Governance, Audit and Community Services Committee accept the report and take the necessary actions outlined within the report.

**Carried 4/0**

**11.45am Cr John Mearns entered the meeting**

## 9.2 – Policy Manual Review 2020

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Lara Marchei, Executive Support Officer</b>
<b>File Reference:</b>	<b>CM. POL.403</b>
<b>Author:</b>	<b>Lara Marchei, Executive Support Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>12 February 2020</b>

**Enclosure / Attachment:** Policy Manual February 2020

### Background:

The Shire of Wickepin Policy manual has been recently reviewed by staff and several areas of the manual were discovered to require changes. Changes include correction of typographical errors, updates to name changes and improvements for readability and understanding. Some policies have been removed or added in the Working Draft Shire of Wickepin Policy Manual as they were considered out dated or were covered under various sections of State Legislation or required updating for new regulations.

### Comment:

A full review of the Policy Manual was undertaken.

Changes to the Policy manual since the last adoption of the full policy manual are listed below.

<b>Date</b>	<b>Amendment/Review Details</b>	<b>Amend/Reviewed By</b>
21 June 2017	Councillors Attendance at Conferences, Seminars, Training and Induction Courses <b>Resolution No 210617-14</b>	Reviewed by Council 21/06/17 Amended by ESO 29/06/2016
21 June 2017	Authorisation to Purchase Goods and Services <b>Resolution No 210617-15</b>	Reviewed by Council 21/06/17 Amended by ESO 29/06/2016
21 June 2017	Corporate Credit Card <b>Resolution No 210617-16</b>	Reviewed by Council 21/06/17 Amended by ESO 29/06/2016
21 June 2017	Dealing with Family Members <b>Resolution No 210617-17</b>	Reviewed by Council 21/06/17 Added by ESO 29/06/2016
21 June 2017	Petty Cash <b>Resolution No 210617-18</b>	Reviewed by Council 21/06/17 Added by ESO 29/06/2016
21 June 2017	Purchasing <b>Resolution No 210617-19</b>	Reviewed by Council 21/06/17 Amended by ESO 29/06/2016
21 June 2017	Related Party Disclosures <b>Resolution No 210617-20</b>	Reviewed by Council 21/06/17 Added by ESO 29/06/2016
21 June 2017	Debts (Other than Rates and Service Charges) <b>Resolution No 210617-21</b>	Reviewed by Council 21/06/17 Amended by ESO 29/06/2016
16 August 2017	Social Media – Councillors <b>Resolution No 160817-24</b>	Reviewed by Council 16/08/17 Amended by ESO 23/08/17
16 August 2017	iPad Policy <b>Resolution No 160817-24</b>	Reviewed by Council 16/08/17 Amended by ESO 23/08/17
12 April 2018	3.1 - Rates Policy <b>Resolution No 180418-04</b>	Reviewed by Council 18/04/18 Amended by ESO 20/04/2018
20 June 2018	3.1.4 Waiving of Fees <b>Resolution No 200618-13</b>	Reviewed by Council 20/06/18 Amended by ESO 11/02/19
17 October 2018	3.1.11 Related Party Disclosures <b>Resolution No 171018-08</b>	Reviewed by Council 17/10/18 Amended by ESO 11/02/19
20 February 2019	3.1.9 Council Investments <b>Resolution No 200219-17</b>	Reviewed by Council 20/02/19 Amended by ESO 21/01/20
20 November 2019	6.2.5 Community Bus Use <b>Resolution No 201119-29</b>	Reviewed by Council 20/11/19 Amended by ESO 21/01/20

12 February 2020	2.1.10 Citizenship Ceremonies	Addition of Dress Code
12 February 2020	2.1.5 Councillor Resources	Facsimile changed to iPad
12 February 2020	2.1.17 Attendance at Local Government Managers Australia State Conference	Deleted Policy - covered in 2.1.1
12 February 2020	2.1.18 Tenders of Budgeted Items	Amended to \$150,000 tender threshold
12 February 2020	3.1.4 Waiving of Fees and Charges for Council Facilities	Removal of Tincurrin Primary School
12 February 2020	3.1.7 EFT Payment and Cheque Issue	Change from "a Councillor shall sign in his or her place" to "the President shall sign in his or her place"
12 February 2020	3.1.12.2 Asset Capitalisation Thresholds	Asset Capitalisation thresholds changed to \$5,000 for Furniture & Equipment and Plant & Equipment
12 February 2020	3.1.12.3 Attractive and Portable Items Register	Addition due to <i>LG(FM) Regulations 1996-17B</i>
12 February 2020	3.1.14.2 Monthly Financial Reporting	Table for Material Variance removed as adopted at Budget Adoption
12 February 2020	10.3.2 Local Planning Policy Design Guidelines for residences in Rural Residential Zone	Rescinded 16/09/2015
12 February 2020	10.3.1.3 Heritage Policy Provisions	Deleted

**Statutory Environment:** *Shire of Wickepin Policy Manual*  
*Local Government Act 1995*

**Policy Implications:** As above

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

The Governance and Audit Committee is being requested to adopt the Shire of Wickepin's Policy Manual February 2020.

**Recommendation:**

That the Policy Manual Review February 2020 report be received.

**Voting Requirements:** Absolute Majority

**Moved Cr Fran Allan / Seconded Cr Allan Lansdell**

That the Governance, Audit and Community Services Committee to adopt The Shire of Wickepin Policy manual dated the 19 February 2020

**Absolute Majority Carried 5/0**

### 9.3 – Annual Compliance Audit Return 2019

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.AUD.1200</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>17 February 2020</b>

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**Enclosure/Attachments:** Annual Compliance Audit Return 2019

#### Summary:

Council is being recommended to adopt the Annual Compliance Audit Return for the year 1 January 2019 to 31 December 2019 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2020

#### Background:

It is a statutory requirement for local councils to prepare and present the Annual Wickepin – Compliance Audit Return 2019 to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2020.

#### Comments:

A local government is to carry out a compliance audit for the period 1 January to 31 December in each year .After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister. The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review. There were no questions that have a No recorded against them in the CAR return for 2019.

#### Statutory Environment:

*Section 7.13(1) of Local Government Act.*

*Local Government (Audit) Regulations 1996*

#### 14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under sub-regulation (3A), the compliance audit return is to be —*
  - (a) *presented to the council at a meeting of the council; and*
  - (b) *adopted by the council; and*
  - (c) *recorded in the minutes of the meeting at which it is adopted.*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That the Governance, Audit and Community Services Committee recommends to council that it adopts the Annual Compliance Audit Return for the year 1 January 2019 to 31 December 2019 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2020.

**Voting Requirements:** Absolute Majority

**Moved Cr Nathan Astbury / Seconded Cr Allan Lansdell**

That the Governance, Audit and Community Services Committee recommends to council that it adopts the Annual Compliance Audit Return for the year 1 January 2019 to 31 December 2019 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2020.

**Absolute Majority Carried 5/0**

**10. Notice of Motions for the Following Meeting****11. Reports & Information**

11.1 Other matters raised by members

**12. Urgent Business****13. Closure**

There being no further business the Chairperson declared the meeting closed at 11.59am.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 17 June 2020.

**Actions Requested from meeting**

<b><i>Subject/Action</i></b>	<b><i>Officer</i></b>



RECEIVAL OF MINUTES**7.2 – Townscape & Cultural Planning Committee**


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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mel Martin, Executive Services Officer</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Mel Martin, Executive Services Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>06 March 2020</b>

---

**Enclosure/Attachments:**

Minutes of the Townscape & Cultural Planning Committee meeting held on Monday 4 March 2020.

**Background:**

The Townscape & Cultural Planning Committee meeting was held on Monday 4 March 2020.

**Summary:**

Council is being requested to receive the Townscape & Cultural Planning Committee meeting minutes held on Monday 4 March 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 Monday 4 March 2020 be received.

**Voting Requirements:** Simple majority.

**Resolution No 180320-02**

**Moved Cr Hyde / Seconded Cr W Astbury**

That the recommendations listed under agenda items 7.1 to 7.2 be adopted en-bloc.

**Carried 8/0**



Shire of Wickepin

# Minutes

## Townscape & Cultural Planning Committee

Council Chambers, Wickepin

# 4 March 2020



## Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 4 March 2020 at Council Chambers, Wickepin, commencing at 9.30am.

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

Mark J Hook  
Chief Executive Officer

25 February 2020

### Disclaimer

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

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

## Terms of Reference

### 1. Name

Townscape and Cultural Planning Committee

### 2. Members

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

### 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 4 March at 9.30am**

The Chairperson declared the meeting open at 9.35am.

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

Kym Smith	Chairperson
Cr Sarah Hyde	Member
Cr Allan Lansdell	Member
Cr Fran Allan	Member
Cr John Mearns	Member
Sue Astbury	Member

Mark Hook	Chief Executive Officer
Mel Martin	Executive Support Officer

Observers

Margaret Fleay  
Helen Warrilow

Apologies

Diana Blacklock	Community Development Officer
Ted Astbury	Member
Kevin Coxon	Member
Tim Cowcher	Member

Leave of Absence (Previously Approved)

Chairperson Kym Smith welcomed Margaret Fleay and Helen Warrilow to the Townscape and Cultural Planning Committee meeting.

### **2. Public Question Time**

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

## **4. Petitions, Memorials and Deputations**

### **4.1 Election of Chairperson**

Kym Smith stood down as Chairperson and CEO Mr Mark Hook took the Chair. The CEO called for nominations for Chairperson.

Cr Fran Allan nominated Kym Smith, Kym Smith declined the nomination verbally.

Kym Smith nominated Cr Sarah Hyde, Cr Sarah Hyde accepted the nomination verbally.

There being no further nominations Cr Sarah Hyde was elected as Chairperson of the Townscape & Cultural Planning Committee for the ensuing two years.

Previous Chairperson Kym Smith took the chair as the Presiding Member for the remainder of the meeting.

Cr Fran Allan nominated the following members of public to be elected members of the Townscape and Cultural Planning Committee:

- Margaret Fleay
- Helen Warrilow

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

## **6. Confirmation of Minutes**

Townscape and Cultural Planning Meeting – 11 November 2019

**Moved Cr Sarah Hyde / Seconded Cr Allan Lansdell**

That the minutes of the Townscape and Cultural Planning Committee meeting held on 11 November 2019 be confirmed as a true and correct record.

**Carried 7/0**

## 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	○	No comment of concern from YPA. Contract awarded to King Tree Care to undertake works.

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

○ = in progress    ✓ = completed    ✕ =superseded

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

## 9. Receipt of Reports & Consideration of Recommendations

## 9.1 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	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 February 2020

CEO Mark Hook presented CDO’s report in her absence.

Enclosure/Attachments: Nil

### Summary:

### Community Development

#### Wogolin Rd Playground – Nature Play Concept Plan

Construction drawings and a Geotechnical Report have been requested from Nature Play engineers for stages 1, 2a & 2b



### Townscape

#### Yealering Sign

Yealering Progress Association has requested a sign with some sort of promotional material highlighting what Yealering has to offer. It was suggested that on the corner of the Williams-Kondinin/Wickepin-Yealering Rd intersection would be a good location to try and attract traffic that would normally continue heading east. An

email response explaining the required process and further requests for a copy of the dimensions and design was sent on 14 February 2020.

#### Harrismith

One street bin has been ordered and awaiting delivery

#### Wickepin War Memorial

It is being proposed that the names of Wickepin's WW1 & WW2 soldiers be displayed at the Wickepin War Memorial; this will enhance the current war memorial. Approval to pursue this proposal is being sought in order to meet the application deadlines of the Saluting Their Services grant funding on 31 March 2020, thus allowing us to press on with the final design. Please refer to agenda item 9.2.

#### Tarling Well (State Heritage Listed in 1996- No. 06873)

Site is in need of repair and maintenance – in discussion with the Works Manager. Potential tourism attraction.

#### Clean-up Australia Day

Shire of Wickepin registered, and the Wickepin Primary School will be running a clean-up in the Wickepin townsite on 25 March 2020 with the shire supplying outside workers to support.

#### Dray / Wagon

An identical dray/wagon to the one in the main street of Wickepin is currently for sale as per agenda item 9.3.

#### CBH Silos

A request to CBH to light up (yellow) in support of the National Road Safety Week in May 2020. CBH requested more information which has been sent. If CBH allow fixed lights to be installed as suggested this could be a way to use an existing asset in the community to promote other campaigns & events in Wickepin.

### Economic Development

#### Wickepin Art Prize

In determining a budget for the HR resources needed based on minimum requirements without any additional activities over and above the exhibition in summary (based on previous years):

Volunteer hours includes: -

8 days F/T – 5 people @ \$25 per hour	\$5000
Weekend F/T – 6 extra people	\$3000
P/T – 5 extra people to assist over	\$1500
Delivery of artwork in van \$402 + GST or truck \$528 + GST per trip.	\$528 (if only one trip is required)
Art install - hourly rate to hang the artwork \$75 estimate 10 – 12 hours	\$1000
Estimated Total	\$11,000 - \$15,000

The previous core volunteers and their partners will not be available for the time allocated in October 2020 due to prior commitments, therefore Townscape Committee will need to recruit new volunteers to replace these more experienced volunteers. Alternatively employ the required resources to ensure the standard of the event is maintained for this year.

I recommend the Townscape Committee postpone this event until 2022, in the interim forming a working group or sub-committee to ensure the necessary resources are available and in place to ensure it remains viable and sustainable going forward, without relying heavily on a few individuals to drive the outcome.

Tourism & Promotion

Australia's Golden Outback Holiday Planner out now with Wickepin included on page 45.

200 Brochures of Wickepin and Yealering sent to the Caravan and Camping Show 20 - 22 March 2020.

Drive the Line – Self Drive Trail initiated by Shire of Wickepin, is based on our common existing railway lines and stations. The group of CDO's have met three times since November 2019, with another meeting organised in Pingelly in March 2020. All 6 Shires are enthusiastic in working collaboratively to develop a strategic plan to present to their respective councils for financial support.

**Recommendation:**

1. That the Community Development Officer's report dated 27 February 2020 be received.
2. That the Wickepin Art Prize be postponed until 2022.

**Voting Requirements:** Simple majority

**Moved Cr Fran Allan / Seconded Sue Astbury**

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

**Carried 7/0**

**Moved Cr John Mearns / Seconded Cr Allan Lansdell**

That Cr John Mearns to liaise with Sue Mearns and CDO Diana Blacklock to arrange a sub-committee for the 2020 Wickepin Art prize.

**Carried 7/0**

## 9.2 – Wickepin War Memorial Upgrade

---

<b>Submission To:</b>	<b>Townscape</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Diana Blacklock – Community Development Officer</b>
<b>File Reference:</b>	<b>CM.PLA.404</b>
<b>Author:</b>	<b>Diana Blacklock – Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>27 February 2020</b>

---

### 9.45am Stefie Green entered the meeting

**Enclosure/Attachments:** Wickepin War Memorial Proposal from Stefie Green.

#### Summary:

Townscape are being requested to accept the proposal outlined in the report from Stefie Green to allow the names of WW1 and WW2 soldiers to be displayed at the Wickepin War Memorial to enable funding to be accessed via the Saluting their Services Commemorative Grants Program. The grant opened in November 2019 and applications close 31 March 2020.

#### Background:

Discussions have previously been held on updating the WW2 honour board currently hanging in the Wickepin Town hall entry.

#### Comments:

The Australian Government is inviting applications through an open competitive process to apply for grant funding during the 2019-20 financial year under the *Saluting Their Service* Commemorative Grants Program

The program aims to preserve Australia's wartime heritage and involve people around the nation in a wide range of projects and activities that highlight the service and sacrifice of Australia's service personnel in wars, conflicts and peace operations. Projects and activities should promote appreciation and understanding of the experiences of service and the roles that those who served have played in shaping the nation.

There are two categories of grants available under the program:

#### 1. Community Grants (STS-CG)

Grants to a maximum of \$10,000 are available for local, community-based projects and activities.

#### 2. Major Grants (STS-MG)

Grants between \$10,001 and \$150,000 are available for major commemorative projects and activities that are significant from a national, state, territory and/or regional perspective.

Stefie has discussed this matter with council's CDO Diana Blacklock and has forwarded following proposal to the CDO:

*I have been to the war memorial and taken some photos of the area to get an idea where the names of Wickepin's soldiers could be displayed, to enhance the current war memorial.*

*I do not believe the obelisk is a suitable place to attach plaques. There is not enough space on it to accommodate 267 WW1 and 244 WW2 and beyond soldiers. So I looked for alternate places and believe I have come up with a solution that fits into the existing design of the area and is also aesthetically pleasing.*

*As previously discussed, the biggest challenge will be the display of the WW2 and beyond names on account of 7 soldiers still not identified. Since the existing memorial board does not distinguish*



*the conflicts, I am unable to ascertain if the unidentified soldiers served in WW2, Korea, Malaya, Vietnam or other conflicts. Therefore I am open to ideas on how to display their names. For the remaining 237 soldiers I would like them to be separately displayed, which means 215 for WW2, 3 for Korea, 6 for Vietnam and 15 for other conflicts (including Malaya). Please note that the numbers will not add up, as some soldiers served in more than one conflict. There are also two names on the existing board, which are incorrectly listed, as one was a police officer and the other served with the British Army. A decision will need to be made, if they should be on the new memorial.*

*In regards to the WW1 soldiers, there are 4 who enlisted but did not see active service and 1 who served with the British Army. A decision will need to be made, if they should be on the new memorial.*

Council has not allocated any monies to this project in the 2019/2020 budget estimates but project would be eligible under the Saluting Their Services Grant.

Unfortunately council has not been given a reasonable amount of time to undertake the grant application but the CDO feels as though this is a worthwhile project and fits within all the other projects undertaken at the Wickepin War Memorial.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** There have been no costings received on the total cost of this project.

**Strategic Implications:** This project is not listed within council's 2018 Community Strategic Plan.

**Recommendation:**

1. That the Townscape and Cultural Planning Committee endorse the upgrade of the Wickepin War Memorial as outlined in Stefie Green's proposal.
2. 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.

**Voting Requirements:** Absolute majority.

**Moved Cr Allan Lansdell / Seconded Cr Sarah Hyde**

That the Townscape and Cultural Planning Committee endorse the upgrade of the Wickepin War Memorial as outlined in Stefie Green's proposal.

**Carried by Absolute Majority 7/0**

**Moved Cr Fran Allan / Seconded Cr Sarah Hyde**

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.

**Carried by Absolute Majority 7/0**

**10.11am Stefie Green left the meeting**

### 9.3 – Purchase of Dray

<b>Submission To:</b>	<b>Townscape and Cultural Planning Committee</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Diana Blacklock, Community Development Officer</b>
<b>File Reference:</b>	<b>CP.PR.G.578</b>
<b>Author:</b>	<b>Diana Blacklock, Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>26 February 2020</b>

#### Enclosure/Attachments:



#### Summary:

The Townscape & Cultural Planning Committee are being requested to consider the purchase of a dray.

At its February meeting council resolved the following:

#### **Resolution No 190220-19**

#### **Moved Cr Wes Astbury / Seconded Cr Steve Martin**

That council refer item 15.2 – Purchase of Dray to the Townscape Committee.

#### **Carried by Absolute Majority 7/0**

The Shire of Wickepin's Works Manager recently found a Dray similar to the existing Dray in the main street of Wickepin. On enquiry it is believed to be built by the same Blacksmith Andrew McCracken in Wickepin in the 1890's. The Dray is in York WA and is currently for sale by the owner Mark Butterworth for \$5000. It is in excellent condition and has historical significance to the Wickepin Community.

#### Background:

Mr Mark Butterworth the current owner purchased it from Tony Plathorpe vintage auction on 17 May 2018 and was told it was used for wheat carting by the former owner Trevor Sprigg and his brother who picked up the Dray from a Wickepin farm over 40 years ago (not sure which farm). Sometime after when he travelled through Wickepin he immediately recognised the existing Dray in the street to be identical to the one he had purchased.

**Comments:**

This item has historical significance to Wickepin and therefore should be considered as an important asset for the community. It would also create a point of interest for passing travellers if placed with both the existing McCracken Dray (pictured below) and the Albert Facey homestead in the main street.

The Wickepin Historical Society has been notified of the Dray and its sale price.

Mr Butterworth has been made aware of the Shire of Wickepin's expression of interest in the Dray.



Existing Dray  
Wogolin Rd  
Wickepin

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

No allocation made for this item in the 2019/2020 budget.  
Cost of Dray is up to \$5,000.

**Strategic Implications:** Nil

**Recommendation:**

That the Townscape & Cultural Planning Committee recommends that council negotiates an offer to the owner for the Dray up to \$5,000

**Voting Requirements:** Simple majority.

**Moved Cr John Mearns / Seconded Cr Allan Lansdell**

That the Townscape & Cultural Planning Committee recommends that council do not purchase the Dray up to \$5,000

**Carried 7/0**

## 10. Notice of Motions for the Following Meeting

## 11. Reports & Information

### 11.1 Other matters raised by members:

#### Astrotourism

Cr John Mearns prepared a proposal for the Townscape and Cultural Planning Committee to consider establishing a facility for Astrotourism in Wickepin.

Conclusion was to put as an Agenda item at the next Townscape and Cultural Planning Committee Meeting scheduled for the 3<sup>rd</sup> June 2020.

#### Harrismith Hall Update

Sue Astbury enquired about the current status to the Harrismith Hall repairs.

CEO Mark Hook advised the repairs were coming along and only the painting was left to be completed.

#### Yealering Progress Association

Kym Smith advised that Tenders for the revamp to the foreshore at Lake Yealering have been advertised.

Kym Smith also advised that an application has been submitted to purchase the Yealering Butchers Shop.

## 12. Urgent Business

## 13. Closure

The next Townscape and Cultural Planning Committee Meeting will be held in 3 June 2020.

**There being no further business the Chairperson declared the meeting closed at 10.40am.**

#### Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>

## 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
1054 – 190220-05	Tree removal 9 Moss Parade	CEO	That the tree not be removed outside 9 Moss Parade Wickepin and the CEO to ensure the surrounding area is maintained and kept tidy.	✓	That the tree has not been removed. The CEO will ensure the surrounding area is maintained and kept tidy.
1055 – 190220-06	Blue Tree - Wickepin	CEO	The Blue tree is to remain in its current position. CEO to do a press release in the next addition of the watershed and to be published on the Shire of Wickepin Facebook page addressing the Community and the decision behind the location of the Blue tree.	✓	Press release published in the 29 February Watershed.
1056 – 190220-11	Chief Executive Officer – Contract Renewal	CEO	That council sign the new three year contract with Mr Mark John Hook commencing on 3 April 2020 and concluding at the close of business on 3rd April 2023.	✓	New Contract Signed.
1057 – 190220-12	Town Team Movement Proposal	CEO	That Council consider the Town Team Movement Proposal in the 2020/2021 budget estimates.	✓	The Towns Team advised of Councils decision.
1058 – 190220-13	Wickepin Bowling Club – Sponsorship Ladies Gala Day	CEO	That the Wickepin Bowling Club be advised that council is willing to sponsor an additional \$220 GST inclusive for the Wickepin Ladies Gala Day being held on 12 March 2020.	✓	The Wickepin Bowling Club have been advised of Councils decision and sponsorship was forwarded.
1059 – 190220-14	Wickepin History Group – Photo Display Wickepin Hall	CEO	That council give approval to the Wickepin History Group to use the Wickepin Town Hall to display their historical photos.	✓	Letter forwarded to Wickepin History Group advising of Councils decision.
1060 – 190220-15	Wickepin Railway Scales	CEO	That council accept the donation of the old Wickepin Railway Station scales and reinstall them at the Wickepin Railway Station building.	✓	Letter forwarded to Heffernan family advising of Councils decision.
1061 – 190220-19	Purchase of Dray	CEO	That council negotiates an offer to the owner for the Dray up to \$5,000	✓	Matter referred to Townscape Committee.

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

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Manager Works &amp; Services, Gary Rasmussen</b>
<b>File Reference:</b>	<b>CM.REP.1</b>
<b>Author:</b>	<b>Manager Works &amp; Services, Gary Rasmussen</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>11 March 2020</b>

**Enclosure/Attachments:** Nil.

#### **Summary:**

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

**Background:** Nil.

#### **Comments:**

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

- Wickepin - Harrismith Road – Asphalt in two weeks' time.
- Black spot Wickepin – Harrismith Road - Some asphalt works on the inside corner in two weeks' time.
- Black spot Collins Street – Asphalt works in two weeks' time.
- Elsinore Road – All the gravel has been placed. Now laying it out with the grader and the job will be completed by the end of next week.
- Sprigg Road – These works have been completed.
- Inkiepinkie Road – Works on this road is the next job to be completed. The Bushy Y intersection will be altered into a T intersection.
- Tip gate - The Tip gate has been installed. Council will need to set opening and closing times. I recommend it to be open Friday 4.00 pm and closed Monday 4.00pm.

##### **Maintenance Works**

- The maintenance grader has been working continuously trying to get on top of the complaint's we have been receiving from the community. However, we only have one maintenance grader so it will take time to complete all the works. I would recommend the Shire consider a third grader.
- Pot-hole patching - on going.
- Signage maintenance - on going.
- Walk Trail bridges – One bridge has been completed and we are continuing work on the other two.

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

- Lost time due to injury - NIL
- Plant Report - NIL

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

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



## **Plant and Equipment**

- We have received the new truck and back hoe – Peter and all of the staff are very pleased with them!

## **Other Information**

### Water requirements

- Railway dam - The improvements made to the contours has made a vast difference. We are harvesting as much of the runoff as possible from the Southern end of the dam. The runoff from the Western side of the rail line is also flowing into the dam.
- Footy Dam – The new catchment is working well and has been successful in receiving some runoff.
- Trees under power lines - I will be looking to remove trees that are potentially going to cause problems and replace them with trees that don't grow so vigorous.
- Resignation - Jayden Whibley has resigned from his position as general hand / plant operator with the Shire of Wickepin and has successfully been appointed a position with the Shire of Kent. Jayden thoroughly enjoyed working for the Shire of Wickepin, however the drive to and from work each day was taking a burden on him.
- Budget – I have commenced work on the 2020/2021 budget. If there is anything that council would like to look at please email me your list of request.

**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 11 March 2020.

**Voting Requirements:** Simple majority.

## **Resolution No 180320-03**

**Moved Cr Lansdell / Seconded Cr Hyde**

That council notes the report from the Manager of Works and Services dated 11 March 2020.

**Carried 8/0**



## TECHNICAL SERVICES

### 10.1.02 – Local Government House Trust – Deed Of Variation

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>170 Railway Parade West Leederville</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>GR.SL.1452</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 2020</b>

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

1. Deed of Variation (Draft)
2. Clause 12 of Trust Deed 1994

#### **Summary:**

Council's consent is sought, to a variation to the Trust Deed for the Local Government House Trust (The Trust) as the Shire of Wickepin is a unit holder and beneficiary to the Local Government House Trust, holding 3 unit/s as advised in WALGA's recent Quarterly Report Q4 2019. The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation. As a beneficiary, the Shire of Wickepin is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent in writing, to consent for the Trustee to formally execute the Deed of Variation.

#### **Background:**

Council received the following email from WALGA CEO Mr Nick Sloan.

*I am writing to seek your Council's consent by formal resolution to a variation to the Trust Deed for the Local Government House Trust (The Trust). Shire of Wickepin is a unit holder and beneficiary to the Local Government House Trust, holding 3 unit/s as advised in WALGA's recent Quarterly Report Q4 2019. The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation. As a beneficiary, the Shire of Wickepin is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent to us in writing. Please note, we are requesting consent for the Trustee to formally execute the attached Deed of Variation – your Local Government is not required to sign the enclosed document. Further details on the particular Deed Variations and objectives to be achieved by this variation are outlined below.*

#### **Background on the Local Government House Trust**

*The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville. The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided. Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072. The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to Division 1AB of the Income Tax Assessment Act 1936.*

#### **Trust Deed Variation**

*Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB). Legal advice identified that the Trustee's ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless. Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:*

1. *Removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)*
2. *Enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and*
3. *Ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)*

*The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):*

1. *Variation 2.1 amends clause 22.1 to point to additional clause:*

*22.1 Any Trustee of the Trust may retire as Trustee of the Trust--Subject to clause 22.3, the right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.*

2. *Variation 2.2 inserts two new clauses:*

*22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.*

*22.4 The Beneficiaries may at any time by Special Resolution:*

*(a) remove a Trustee from the office as Trustee of the Trust;  
and*

*(b) appoint such new or additional Trustee.*

3. *Variation 2.3 insert a new clause 13A*

### ***13A Delegation to the Board of Management***

*Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.*

### **Comment**

*The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries. The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew*

*investments and pay suppliers. These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.*

*Thank you for your consideration of the above amendments we look forward to receiving formal consent to execute these changes via resolution of Council.*

### **Comments:**

The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to Division 1AB of the Income Tax Assessment Act 1936.

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

### **Statutory Environment:**

There are no relevant statutory provisions

### **Policy Implications:**

No Policy Implications

### **Financial Implications:**

There are no relevant financial implications upon the Council's Budget or Long Term Financial Plan. The Shire of Wickepin owns three (3) units in the Trust that owns 'local government house', which were valued at \$53,415.80 (as at 30/6/18 as advised by WALGA).

Supporting the Deed of Variation will only strengthen WALGA's financial position. Of which the Shire of Wickepin is a financial member.

**Strategic Implications:** Nil.

**Recommendations:**

That, with respect to the Local Government House Trust – Deed of Variation, Council:

1. Consent to a variation to the Trust Deed for the Local Government House Trust (The Trust) as detailed in attachment 1; and
2. Communicate this consent in writing to the Local Government House Trust's Board of Management.

**Voting Requirements:** Simple majority.

**Resolution No 180320-04**

**Moved Cr Allan / Seconded Cr Martin**

That, with respect to the Local Government House Trust – Deed of Variation, Council:

2. Consent to a variation to the Trust Deed for the Local Government House Trust (The Trust) as detailed in attachment 1; and
3. Communicate this consent in writing to the Local Government House Trust's Board of Management.

**Carried 8/0**

## TECHNICAL SERVICES

### 10.1.03 – Drought Communities Programme

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>GS.PRG.1555</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>11 March 2020</b>

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**Enclosure/Attachments:** Nil

#### **Summary:**

Council is being requested to allocate the \$500,000 grant under the Drought Communities Program towards the Wickepin Independent Living Units in Johnston Street Wickepin.

#### **Background:**

On 28 January 2020, the Australian Government announced that it would provide funding under the Drought Communities Programme (DCP) - Extension to a further 52 councils experiencing hardship due to the drought. These eligible councils will be provided up to \$1 million\* to complete local infrastructure and other drought relief projects, and brings the total commitment under the DCP Extension to \$300 million since 2018-19.

\* Councils of less than 1,000 people will receive up to \$500,000 and councils with a larger population will receive up to \$1 million.

The Shire of Wickepin was one of the councils announced and is eligible to receive up to \$500,000

#### **Comments:**

This matter was discussed at the 19<sup>th</sup> February Forum Session and the following items were put forward by Councillors for the Drought Communities Programme.

## Drought Communities Programme ideas

### Ideas that were in forum session 19 February 2020

Some projects that Council may wish to consider are (not in any specific order)

- ✿ 1. Wogolin Road Playground Main Street redevelopment
- ✿ 2. Lake Yealering foreshore redevelopment
- ✿ 3. Industrial Hubs (including Sheds)
- ✿ 4. Wickepin Town hall Roof replacement (only has two years life left)

### Ideas that came from the Forum Session

- ❖ Community Centre Kitchen - refurbishment
- ❖ Caravan Park – Accommodation – New Dongas
  - Camp Kitchen
  - Ablution Block - replacing
- ❖ New Public Toilet Block – Harrismith
- ❖ Bore Water System - + Solar Pumps (\$10,000-\$15,000), Desalination Plant (\$15,000??? with pumps and filters etc.)
- ❖ Town Hall Roof
- ❖ Solar Panels – Community Centre
  - Administration Building
- ❖ Disabled Ramp – Post Office
- ❖ Refurbishment of building fronts – CRC Building
- ❖ Lighting Football Oval
- ❖ Aged Care Units – putting the \$500,000 towards this project reducing the amount Council puts in to project.
- ❖ Roads

### Allan Lansdell

Railway Dam – Increase catchment, remove bank in middle of dam

### Fran Allan -

Butchers Shop in Yealering

### Wes Astbury

Toilet Block – Harrismith

Aged Housing

Main Street

### John Mearns

Toilet Block at Men's Shed

Water Tanks at Men's Shed –

### Nathan Astbury

Aged Housing

Railway Dam- Cleaned up – to be made suitable for Camping, Fishing, RV Camping.

### Gary –

Water Storage for fires – Harrismith (Wes suggested Dam at end of Airstrip)

The CEO's understanding from the 19<sup>th</sup> February 2020 Forum Session was that the CEO was to hold discussion with the Department of Industry, Innovation and Science to ascertain if the Wickepin Independent Living Units in Johnston Street Wickepin would be eligible for funding under the Drought Communities Program.

The CEO has discussed this with the Drought Communities Program and they have advised that the aged funding should be eligible under the Drought Communities Program for all works undertaken after the 28/01/2020, subject to the Shire of Wickepin doing an application and having it assessed under the guidelines.

The Drought Communities Program funding guidelines are still not finalised and applications will not open until the guidelines have been signed off by the Minister this is anticipated to be in the next couple of weeks.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

Increased Grant funding of \$500,000 towards the Wickepin Independent Living Units project.

**Strategic Implications:** Nil

**Recommendations:**

That once the grant applications open for the Drought Communities Program the CEO forward a grant application for the \$500,000 to go towards the Wickepin Independent Living Units in Johnston Street Wickepin.

**Voting Requirements:** Simple majority.

**Resolution No 180320-05**

**Moved Cr Martin / Seconded Cr N Astbury**

That once the grant applications open for the Drought Communities Program the CEO forward a grant application for the \$500,000 to go towards the Wickepin Independent Living Units in Johnston Street Wickepin.

**Carried 8/0**

## TECHNICAL SERVICES

### 10.1.04 – Shire of Wickepin Corporate Business Plan 2020 - 2025

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire Yealering Hall</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CM.PLA.401</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>11 March 2020</b>

**Enclosure/Attachments:** Shire of Wickepin Corporate Business Plan 2020 - 2025

#### Summary:

Council is being requested to adopt the Shire of Wickepin Corporate Business Plan 2020 -2025 as attached.

#### Background:

The Local Government (Administration) Regulations 1996 (the Regulations) were amended in August of 2011 with the inclusion of regulations that ensure Council meets its statutory obligation under section 5.56 of the Local Government Act 1995 to 'plan for the future of the district'. The Regulations require Council to prepare and adopt a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP) as identified in the Local Government (Administration) Regulations 1996.

Councils previous Corporate Business Plan was adopted by Council at the 16<sup>th</sup> December 2015 Council Meeting

### Resolution No 161215-13

#### Moved Cr Martin / Seconded Cr Lang

That the Shire of Wickepin Adopt the Shire of Wickepin Corporate Business Plan 2015 – 2020 as attached.

**Carried 8/0**

#### Comments:

All councils are required to prepare a Corporate Business Plan under the Local Government Act 1995 provisions that introduced the Integrated Planning and Reporting Framework in 2012.

The diagram below summarises this framework which requires the adoption of six key documents:

1. A Strategic Community Plan
2. An Asset Management Plan(s)
3. A Workforce Plan
4. A Long Term Financial Plan
5. A four-year Corporate Business Plan
6. The Annual Budget





The previously adopted Corporate Business plan has been amended to take in the 2018 Community Strategic Plan as adopted by Council.

### **Statutory Environment:**

*Local Government Act 1995*

#### **5.56. Planning for the future**

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

*Local Government (Administration) Regulations 1996*

#### **19DA. corporate business plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*  
*\*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

**Policy Implications:** Nil

**Financial Implications:** Nil

### **Strategic Implications:**

The Corporate Business plan has been amended to take in the 2018 Community Strategic Plan as adopted by Council.

### **Recommendations:**

That the Shire of Wickepin Adopt the Shire of Wickepin Corporate Business Plan 2020 - 2025 as attached.  
Minutes March 2020

**Voting Requirements:** Absolute majority.

**Resolution No 180320-06**

**Moved Cr Hyde / Seconded Cr Martin**

That the Shire of Wickepin Adopt the Shire of Wickepin Corporate Business Plan 2020 - 2025 as attached.

**Carried 8/0 by Absolute Majority**

## TECHNICAL SERVICES

### 10.1.05 – 2019/2020 Budget Review Report

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.BU.1208</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>01 March 2020</b>

**Enclosure/Attachments:** Budget Review February 2020

#### **Summary:**

Council is being requested to adopt the Annual Budget Review for the year ending 30th June 2020

#### **Background:**

Council under the Local Government (Financial Management) Regulations 1996 must undertake a review of its Budget in each financial year between 1st January and 31st March. A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2020 for the period ending 29 February 2020 is presented for Council to consider. A copy of the review and determination is to be provided to the Department of Local Government within 30days of the adoption of the review.

#### **Comments:**

A review of the actual expenses to date compared to the 2019/2020 adopted budget has been conducted and the expected variances are show in the attached report. The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management)) Regulations 1996 and Australian Accounting Standards. Council adopted a 5% and a \$5,000 minimum for the reporting of materials variances to be used in the statements of financial activity and the annual budget review. The budget has been reviewed to continue to deliver on the strategies adopted by council and maintain a high level of services across all programs. The closing funds remain in a surplus as a result of this budget review. The budget has also been reviewed on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

#### **Statutory Environment:**

*Local Government (Financial Management) Regulations 1996*

##### **33A. Review of budget**

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
  - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) *consider the local government's financial position as at the date of the review; and*
  - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

#### **Policy Implications:**

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

#### **Financial Implications:**

#### **Strategic Implications:**

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

#### **Recommendations:**

1. That Council adopts the Review of Budget Report as presented by the Chief Executive Officer for the year ending 30th June 2020
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the *Local Government (Financial Management) Regulations 1996*.

**Voting Requirements:** Absolute majority

### **Resolution No 180320-07**

#### **Moved Cr Hyde / Seconded Cr Mearns**

2. That Council adopts the amended Review of Budget Report as presented by the Chief Executive Officer for the year ending 30 June 2020.
3. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the Local Government (Financial Management) Regulations 1996.

**Carried 8/0 by Absolute Majority**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.01– List of Accounts**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Finance Manager</b>
<b>File Reference:</b>	<b>FM.FR.1212</b>
<b>Author:</b>	<b>Dianne Barry – Finance Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>09 March, 2020</b>

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

**Summary:**

List of Accounts remitted during the period from 1 February, 2020 to 29 February, 2020

<b>Municipal Account</b>	<b>Vouchers</b>	<b>Amounts</b>
EFT	10175 - 10261	\$ 588,817.70
Cheques	15651 - 15656	\$ 51,001.04
Payroll	February	\$ 69,753.00
Superannuation	February	\$ 11,402.69
Direct Deductions	February	\$ 1,657.11
Licensing	February	\$ 17,783.05
	<b>February Total</b>	<b>\$ 740,414.59</b>
<b>Trust</b>		
EFT	10262 - 10263	\$ 61.65
Cheques	1355	\$ 480.00
	<b>February Total</b>	<b>\$ 541.65</b>
	<b>Total for February</b>	<b>\$740,956.24</b>

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

**Certificate of Chief Executive Officer:**

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

**Comments:**

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

**Statutory Environment:**

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

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

**Strategic Implications:** Nil.

**Recommendations:**

That council acknowledges that payments totalling \$740,956.24 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 180320-08**

**Moved Cr Allan / Seconded Cr Hyde**

That council acknowledges that payments totalling \$740,956.24 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

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement – Finance Manager</b>
<b>File Reference:</b>	<b>FM.FR.1212</b>
<b>Author:</b>	<b>Erika Clement – Finance Manager</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>06 March 2020</b>

**Enclosure/Attachments:** Nil.

#### **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 29 February 2020 as presented be received.

**Voting Requirements:** Simple majority.

**Resolution No 180320-09**

**Moved Cr Martin / Seconded Cr Allan**

That the financial statements tabled for the period ending 29 February 2020 as presented be received.

**Carried 8/0**



**SHIRE OF WICKEPIN**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 29 February 2020**

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

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

For the Period Ended 29 February 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 29 February 2020 of \$2,010,392.

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

**Preparation**

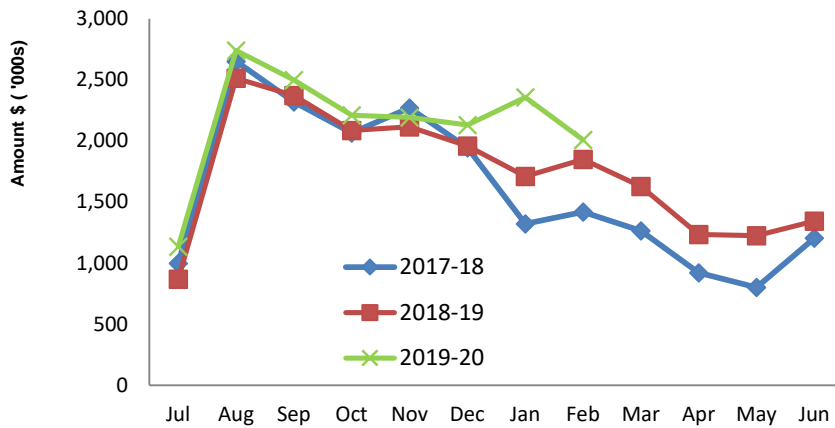
Prepared by: Erika Clement Finance Manager

Date prepared: 6-Mar-20

Reviewed by: Mark Hook CEO

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 29 February 2020

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



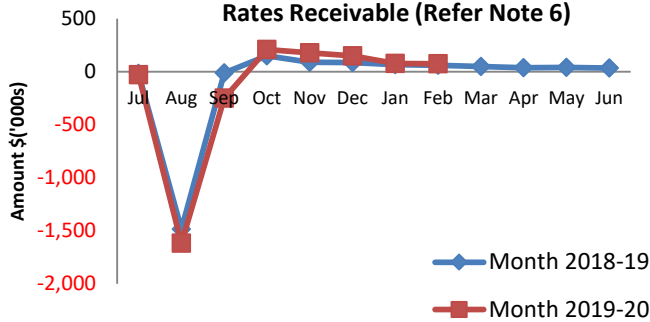
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 1,467,192
Restricted	\$ 2,102,637
	\$ 3,569,829

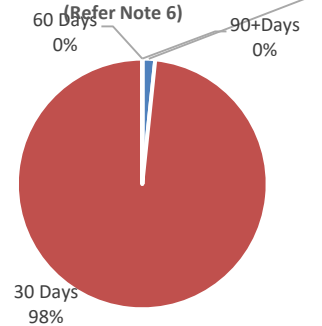
**Receivables**

Rates	\$ 75,051
Other	\$ 839,082
	\$ 914,133

**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
<b>Amounts paid in advance</b>	<b>\$839,214</b>

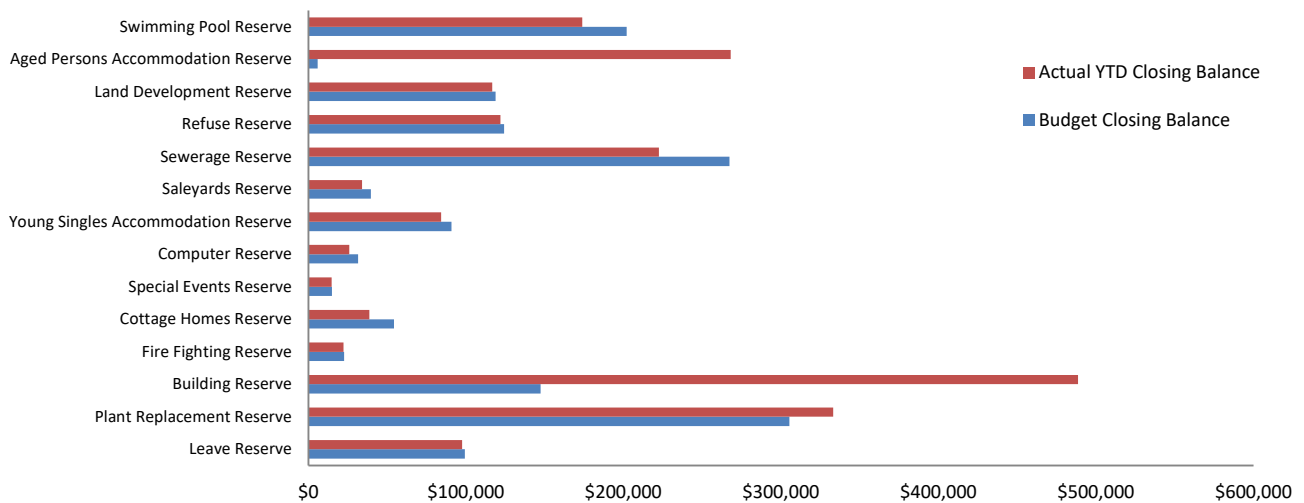
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 29 February 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.

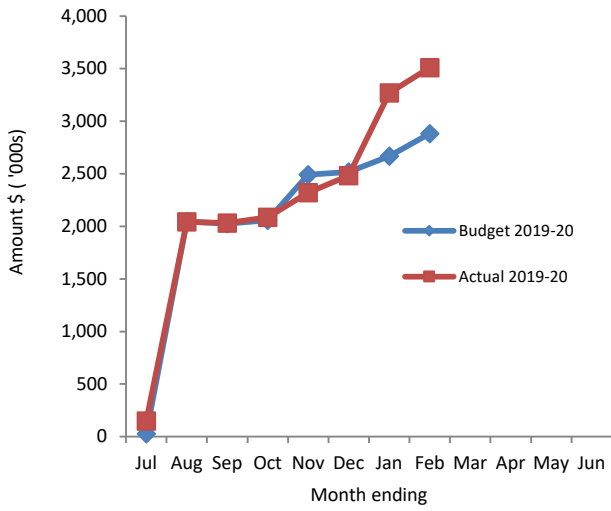
# Shire of Wickepin

## Monthly Summary Information

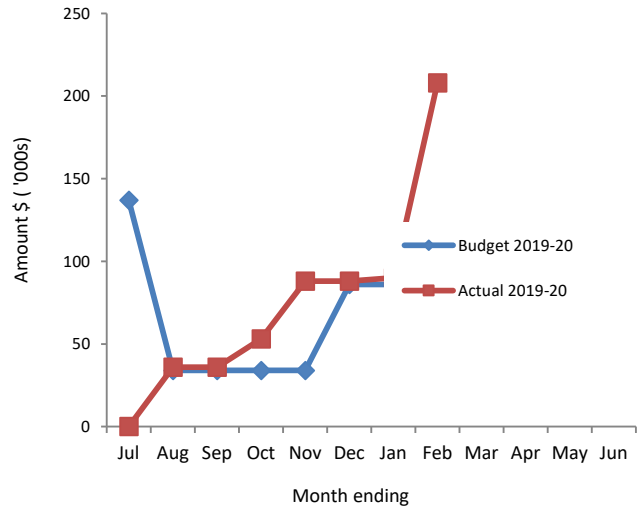
For the Period Ended 29 February 2020

### Revenues

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

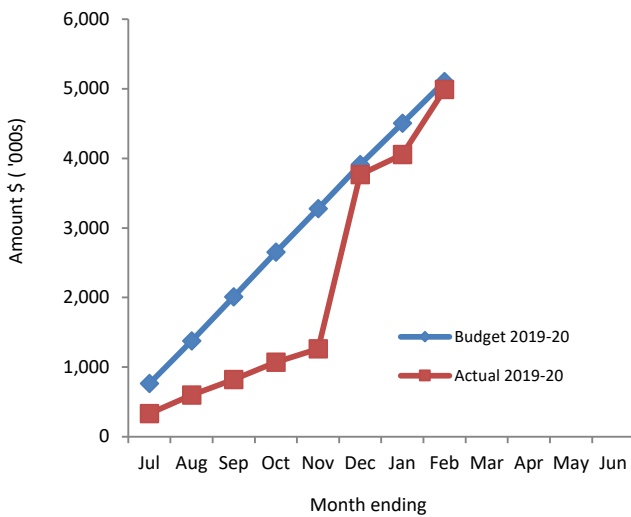


**Budget Capital Revenue -v- Actual (Refer Note 2)**

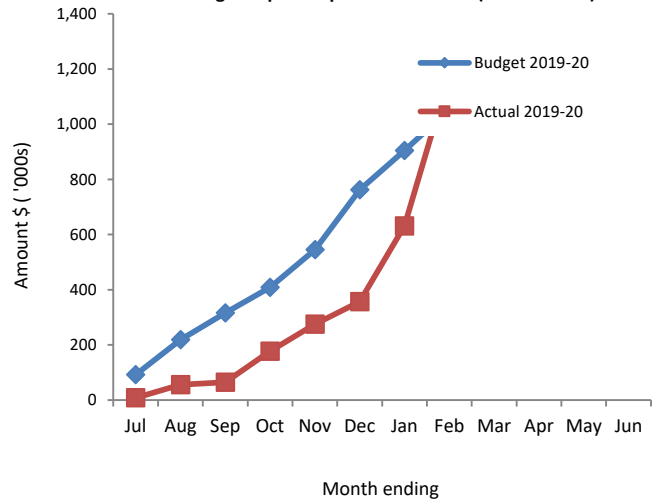


### Expenditure

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



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



### Comments

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

Council Meeting  
SHIRE OF WICKEPIN  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 29 February 2020

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>						
	\$	\$	\$	\$	%	
	105	64	24,825	24,761	38689.55%	▲
9	1,359,691	1,359,700	1,362,101	2,401	0.18%	
	846,523	602,227	604,603	2,376	0.39%	
	82,105	70,875	81,625	10,750	15.17%	▲
	0	0	0	0		
	300	192	0	(192)	(100.00%)	
	75,250	50,152	797,333	747,181	1489.83%	▲
	176,322	163,182	161,686	(1,496)	(0.92%)	
	18,832	12,528	18,833	6,305	50.33%	▲
	793,702	559,310	361,611	(197,699)	(35.35%)	▼
	58,815	41,192	57,239	16,047	38.96%	▲
	35,500	23,656	41,490	17,834	75.39%	▲
	3,447,145	2,883,077	3,511,346	628,269		
<b>Operating Expense</b>						
	(463,228)	(345,026)	(320,444)	24,582	7.12%	▼
	(84,370)	(56,200)	(49,627)	6,573	11.70%	▼
	(225,013)	(169,767)	(167,455)	2,312	1.36%	
	(25,265)	(16,784)	(18,916)	(2,132)	(12.70%)	▲
	(30,006)	(19,960)	(5,966)	13,994	70.11%	▼
	(158,802)	(107,364)	(86,060)	21,304	19.84%	▼
	(412,024)	(272,560)	(221,011)	51,549	18.91%	▼
	(1,083,460)	(733,053)	(696,011)	37,042	5.05%	▼
	(4,750,199)	(3,166,600)	(3,142,210)	24,390	0.77%	
	(221,995)	(148,480)	(154,141)	(5,661)	(3.81%)	
	(45,101)	(68,703)	(128,308)	(59,605)	(86.76%)	▲
	(7,499,463)	(5,104,497)	(4,990,150)	114,347		
<b>Funding Balance Adjustments</b>						
	4,645,059	3,096,648	3,128,595	31,947	1.03%	
8	48,537	32,360	29,156	(3,204)	(9.90%)	
	0	0	0	0		
	641,278	907,588	1,678,948	771,360		
<b>Capital Revenues</b>						
8	205,379	85,575	208,297	122,722	143.41%	▲
	205,379	85,575	208,297	122,722		
<b>Capital Expenses</b>						
	0	0	0	0		
13	(1,148,000)	(79,500)	(50,240)	29,260	36.80%	▼
13	(1,084,348)	(722,912)	(548,592)	174,320	24.11%	▼
13	(20,000)	(16,080)	(10,266)	5,814	36.16%	▼
13	(2,300)	0	0	0		
13	(589,379)	(589,379)	(566,438)	22,941	3.89%	
13	(5,600)	(5,600)	(4,830)	770	13.75%	▼
	(2,849,627)	(1,416,763)	(1,180,367)	236,396		
	(2,644,248)	(1,331,188)	(972,070)	359,118		
<b>Financing</b>						
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)	(20,675)	(22,624)	(1,949)	(9.43%)	
7	(157,138)	0	0	0		
	469,396	(14,349)	(16,298)	(1,949)		
<b>Net Operations, Capital and Financing</b>						
	(1,533,574)	(437,949)	690,580	1,125,326		
<b>Opening Funding Surplus(Deficit)</b>						
3	1,533,574	1,319,812	1,319,812	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>						
3	0	881,862	2,010,392	1,125,326		

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

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

**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 29 February 2020**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>						
	\$	\$	\$	\$	%	
9	1,359,691	1,359,700	1,362,101	2,401	0.18%	
				0		
11	934,267	729,213	746,979	17,765	2.44%	
	430,494	350,682	1,156,949	806,267	229.91%	▲
	0	0	0	0		
	61,500	14,000	12,958	(1,042)	(7.44%)	
	0	0	0	0		
8	4,959	3,304	2,823			
	2,790,911	2,456,899	3,281,808	825,391		
<b>Operating Expense</b>						
	(1,166,964)	(792,508)	(803,483)	(10,975)	(1.38%)	
	(1,255,474)	(880,325)	(679,488)	200,837	22.81%	▲
	(169,550)	(112,194)	(151,194)	(39,000)	(34.76%)	▼
	(4,645,059)	(3,096,648)	(3,128,595)	(31,947)	(1.03%)	
	(2,050)	(1,360)	(2,217)	(857)	(62.99%)	
	(206,870)	(185,798)	(193,194)	(7,396)	(3.98%)	
	0	0	0	0		
8	(53,496)	(35,664)	(31,979)			
	(7,499,463)	(5,104,497)	(4,990,150)	110,662		
<b>Funding Balance Adjustments</b>						
	4,645,059	3,096,648	3,128,595	31,947	1.03%	
8	48,537	32,360	29,156	(3,204)	(9.90%)	
		0	0	0		
	(14,956)	481,410	1,449,410	964,795		
<b>Capital Revenues</b>						
11	656,234	426,178	229,538	(196,640)	(46.14%)	▼
8	205,379	85,575	208,297	122,722	143.41%	▲
	861,613	511,752	437,835	(73,918)		
<b>Capital Expenses</b>						
	0	0	0	0		
13	(1,148,000)	(79,500)	(50,240)	29,260	36.80%	▲
13	(1,084,348)	(722,912)	(548,592)	174,320	24.11%	▲
13	0	0	0	0		
13	(20,000)	(16,080)	(10,266)	5,814	36.16%	▲
13	(2,300)	0	0	0		
13	0	(3,292)	0	3,292	100.00%	▲
13	(589,379)	(589,379)	(566,438)	22,941	3.89%	
13	(5,600)	(5,600)	(4,830)	770	13.75%	▲
	(2,849,627)	(1,416,763)	(1,180,367)	236,396		
	(1,988,014)	(905,010)	(742,532)	162,478		
<b>Financing</b>						
	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)	(20,675)	(22,624)	(1,949)	(9.43%)	
7	(157,138)	0	0	0		
	469,396	(14,349)	(16,298)	(1,949)		
<b>Net Operations, Capital and Financing</b>						
	(1,533,574)	(437,949)	690,580	1,125,325		
<b>Opening Funding Surplus(Deficit)</b>						
3	1,533,574	1,319,812	1,319,812	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>						
3	0	881,862	2,010,391	1,125,325		

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

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

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 29 February 2020

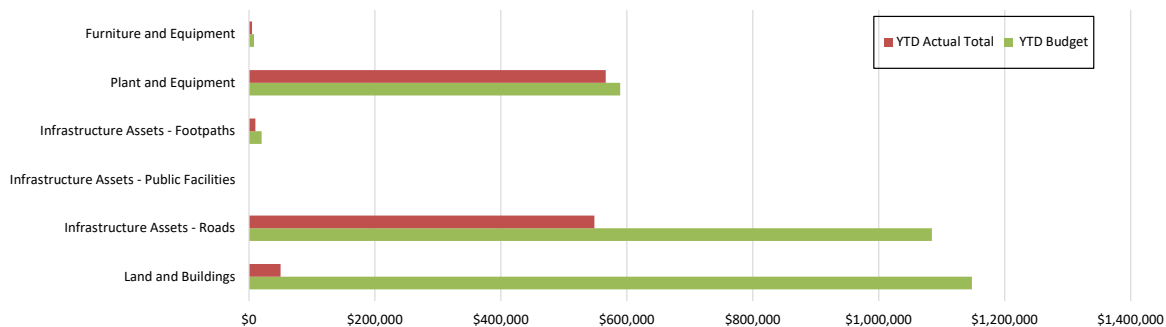
Capital Acquisitions	Note	YTD 29 02 2020					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	50,239	0	50,239	1,148,000		(1,097,761)
Infrastructure Assets - Roads	13		548,591	548,591	1,084,348		(535,757)
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	4,830	0	4,830	7,900		(3,070)
<b>Capital Expenditure Totals</b>		<b>621,510</b>	<b>558,857</b>	<b>1,180,367.00</b>	<b>2,849,627</b>	<b>0</b>	<b>(1,669,260)</b>

**Funded By:**

Capital Grants and Contributions	229,538	656,234	656,234	426,696
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	208,297	85,575	205,379	122,722
<b>Own Source Funding - Cash Backed Reserves</b>				
Building Reserve			350,000	
Plant Reserve			34,000	
Aged Accommodation Reserve			267,221	
Building Reserve			0	
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>(651,211)</b>	<b>0</b>
<b>Own Source Funding - Operations</b>	<b>742,532</b>	<b>2,107,818</b>	<b>(1,512,834)</b>	<b>(1,365,286)</b>
<b>Capital Funding Total</b>	<b>1,180,367</b>	<b>2,849,627</b>	<b>0</b>	<b>(1,669,260)</b>

Comments and graphs

Capital Expenditure Program YTD





**SHIRE OF WICKEPIN**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 29 February 2020**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	105		105	64
General Purpose Funding - Rates	1,359,691		1,359,691	1,359,700
General Purpose Funding - Other	846,523		846,523	602,227
Law, Order and Public Safety	82,105		82,105	70,875
Health	0		0	0
Education and Welfare	300		300	192
Housing	75,250		75,250	50,152
Community Amenities	176,322		176,322	163,182
Recreation and Culture	18,832		18,832	12,528
Transport	793,702		793,702	559,310
Economic Services	58,815		58,815	41,192
Other Property and Services	35,500		35,500	23,656
<b>Total Operating Revenue</b>	<b>3,447,145</b>	<b>0</b>	<b>3,447,145</b>	<b>2,883,077</b>
<b>Operating Expense</b>				
Governance	(463,228)		(463,228)	(345,026)
General Purpose Funding	(84,370)		(84,370)	(56,200)
Law, Order and Public Safety	(225,013)		(225,013)	(169,767)
Health	(25,265)		(25,265)	(16,784)
Education and Welfare	(30,006)		(30,006)	(19,960)
Housing	(158,802)		(158,802)	(107,364)
Community Amenities	(412,024)		(412,024)	(272,560)
Recreation and Culture	(1,083,460)		(1,083,460)	(733,053)
Transport	(4,750,199)		(4,750,199)	(3,166,600)
Economic Services	(221,995)		(221,995)	(148,480)
Other Property and Services	(45,101)		(45,101)	(68,703)
<b>Total Operating Expenditure</b>	<b>(7,499,463)</b>	<b>0</b>	<b>(7,499,463)</b>	<b>(5,104,497)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	4,645,059		4,645,059	3,096,648
Adjust (Profit)/Loss on Asset Disposal	48,537		48,537	32,360
Adjust Provisions and Accruals	0		0	
<b>Net Cash from Operations</b>	<b>641,278</b>	<b>0</b>	<b>641,278</b>	<b>907,588</b>
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	205,379		205,379	85,575
Proceeds from Sale of Investments	0		0	0
<b>Total Capital Revenues</b>	<b>205,379</b>	<b>0</b>	<b>205,379</b>	<b>85,575</b>
<b>Capital Expenses</b>				
Land Held for Resale	0		0	0
Land and Buildings		0	0	(79,500)
Infrastructure - Roads			0	(722,912)
Infrastructure - Public Facilities			0	
Infrastructure - Footpaths			0	(16,080)
Infrastructure - Drainage			0	0
Heritage Assets			0	(3,292)
Plant and Equipment			0	(589,379)
Furniture and Equipment			0	(5,600)
<b>Total Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,416,763)</b>
<b>Net Cash from Capital Activities</b>	<b>205,379</b>	<b>0</b>	<b>205,379</b>	<b>(1,331,188)</b>
<b>Financing</b>				
Proceeds from New Debentures	0		0	0
Proceeds from Advances	0		0	0
Self-Supporting Loan Principal				6,326
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0		0	0
Repayment of Debentures			0	(20,675)
Transfer to Reserves			0	0
<b>Net Cash from Financing Activities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(14,349)</b>
<b>Net Operations, Capital and Financing</b>	<b>846,657</b>	<b>0</b>	<b>846,657</b>	<b>(437,949)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>1,533,574</b>	<b>0</b>	<b>1,533,574</b>	<b>1,533,574</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>2,380,231</b>	<b>0</b>	<b>2,380,231</b>	<b>1,095,625</b>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 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 29 February 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 29 February 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 29 February 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 29 February 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 29 February 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 29 February 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.



**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
**For the Period Ended 29 February 2020**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

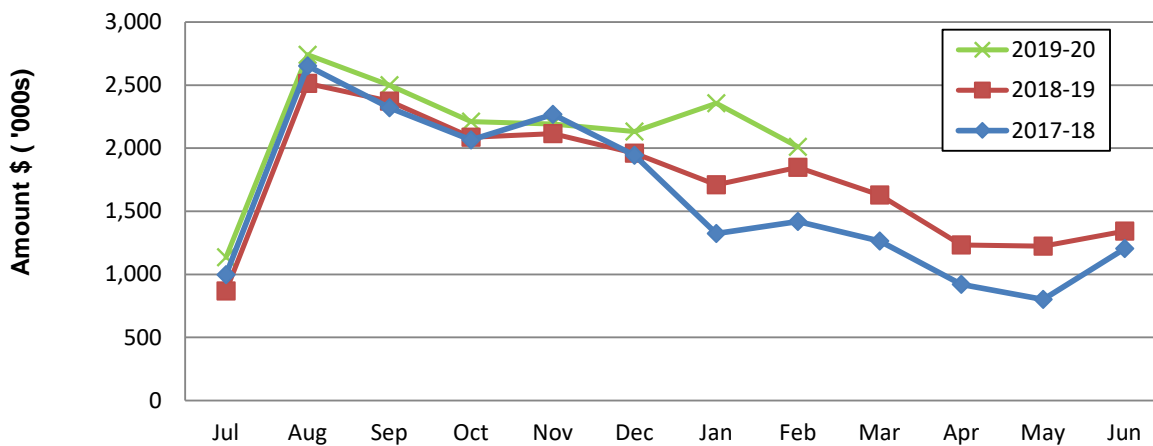
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	24,761	38689.55%	▲	Permanent	Fringe Benefit Refund & Vehicle Insurance Credit
General Purpose Funding - Other	2,376	0.39%			
Law, Order and Public Safety	10,750	15.17%	▲	Permanent	Higher than expected first payment of ESL Grant, Higher Dog Registrations
Housing	747,181	1489.83%	▲	Permanent	WSAHA invoice sent
Community Amenities	(1,496)	(0.92%)			
Recreation and Culture	6,305	50.33%	▲	Permanent	Increase pool takings, Insurance reimbursement, Floorball Grant
Transport	(197,699)	(35.35%)	▼	Timing	R2R(1st payment due March) & RRG income still to be claimed
Economic Services	16,047	38.96%	▲	Permanent	Higher Standpipe income, Building Fees
Other Property and Services	17,834	75.39%	▲	Permanent	Fuel Rebate Review - increase in rebate
<b>Operating Expense</b>					
Governance	24,582	7.12%	▼	Timing	over a various accounts, Consultancy costs down
General Purpose Funding	6,573	11.70%	▼	Timing	Lower Bank Fees, Less Valuation costs
Law, Order and Public Safety	2,312	1.36%			
Health	(2,132)	(12.70%)	▲	Permanent	Mosquito Control ( Late invoice from YE Spraying) Playgroup Maintenance still to be done, CDO projects (workshops) still to be held
Education and Welfare	13,994	70.11%	▼	Timing	Housing maintenance costs down.
Housing	21,304	19.84%	▼	Timing	Town planning services costs down, Refuse collections costs down. Living Lakes - Limestone blocks still to be done.
Community Amenities	51,549	18.91%	▼	Timing	Costs of Building Maintenance lower
Recreation and Culture	37,042	5.05%	▼	Timing	
Transport	24,390	0.77%			
Economic Services	(5,661)	(3.81%)			
Other Property and Services	(59,605)	(86.76%)	▲	Timing	LSL taken, Workers Comp Wages to be recouped
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(196,640)	(46.14%)	▼	Timing	R2R(1st payment due March) & RRG income still to be claimed
Proceeds from Disposal of Assets	122,722	143.41%	▲	Timing	Higher Trade ins
<b>Capital Expenses</b>					
Land and Buildings	29,260	36.80%	▼	Timing	LYBC Roof & Harrismith Hall still to be done
Infrastructure - Roads	174,320	24.11%	▼	Timing	Road program still to be completed
Infrastructure - Footpaths	5,814	36.16%	▼	Timing	Footpaths completed, Remaining funds to go to Failed culvert in Collins St
Plant and Equipment	22,941	3.89%		Timing	Purchase of Backhoe- March
Furniture and Equipment	770	13.75%	▼	Permanent	Phone System costs cheaper
<b>Financing</b>					
Loan Principal	(1,949)	(9.43%)			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 2020**

**Note 3: NET CURRENT FUNDING POSITION**

				Positive=Surplus (Negative=Deficit)		
				YTD 29 Feb 2020	30 June 2018	YTD 28 Feb 2019
Note				\$	\$	\$
<b>Current Assets</b>						
4	Cash Unrestricted			1,467,192	1,462,532	975,440
4	Cash Restricted			2,102,637	2,102,637	1,274,113
6	Receivables - Rates			75,051	34,530	73,835
6	Receivables -Other			839,082	15,076	112,223
	Interest / ATO Receivable/Trust			55,128	31,485	27,693
	Inventories				0	0
				4,539,090	3,646,261	2,463,304
<b>Less: Current Liabilities</b>						
	Payables			(238,637)	(23,397)	(26,842)
	Provisions			(187,424)	(200,415)	(144,743)
				(426,062)	(223,812)	(171,586)
7	Less: Cash Reserves			(2,102,637)	(2,102,637)	(1,274,113)
	<b>Net Current Funding Position</b>			<b>2,010,391</b>	<b>1,319,812</b>	<b>1,017,605</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 2020**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	123,470			123,470	ANZ	At Call
Reserve Bank Account	0.00%		637		637	ANZ	At Call
Trust Bank Account	0.00%			23,470	23,470	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal	1.64%	251,022.19			251,022	ANZ	27-Mar-20
Municipal	1.64%	251,022.19			251,022	ANZ	27-Mar-20
Municipal	1.64%	502,044.38			502,044	ANZ	27-Mar-20
Municipal	0.95%	338,933			338,933	WA Treasury	At Call
Reserve	1.79%		2,102,000		2,102,000	ANZ	17-Jan-20
Trust	2.10%			134,610	134,610	ANZ	17-Jan-20
<b>Total</b>		<b>1,467,192</b>	<b>2,102,637</b>	<b>158,080</b>	<b>3,727,909</b>		

**Comments/Notes - Investments**

**Note 5: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>		Opening Surplus	\$	\$	\$	\$
	<b>Permanent Changes</b>						
	Opening surplus adjustment						
	<b>Changes Due to Timing</b>						
				<b>0</b>	<b>0</b>	<b>0</b>	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 29 February 2020

**Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE**

A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the budget and budget amendments.

Strategy Ref	Strategy	Action Ref	Action	2016-17 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
Total				-	-	-	-

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 29 February 2020

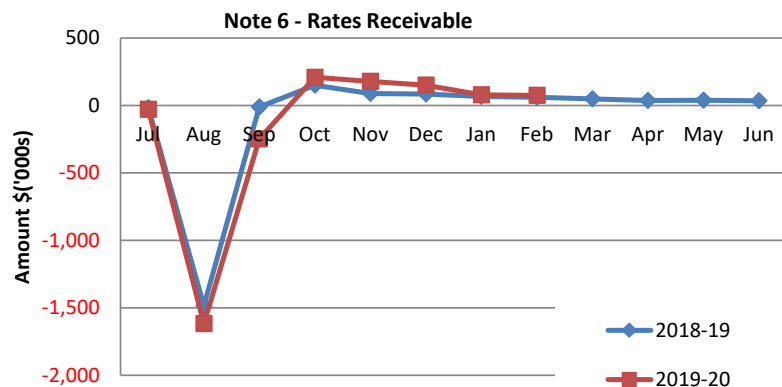
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
% Collected

	YTD 29 Feb 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	19,522	19,522
Levied this year	1,538,888	1,534,110
<u>Less</u> Collections to date	(1,483,359)	(1,519,102)
Equals Current Outstanding	<b>75,051</b>	<b>34,530</b>
<b>Net Rates Collectable</b>	<b>75,051</b>	<b>34,530</b>
% Collected	95.18%	97.78%



Comments/Notes - Receivables Rates

**Receivables - General**

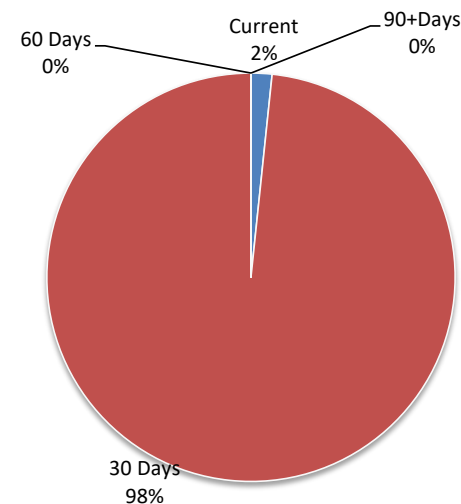
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	13,892	825,179	0	12
<b>Total Receivables General Outstanding</b>				<b>839,082</b>

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



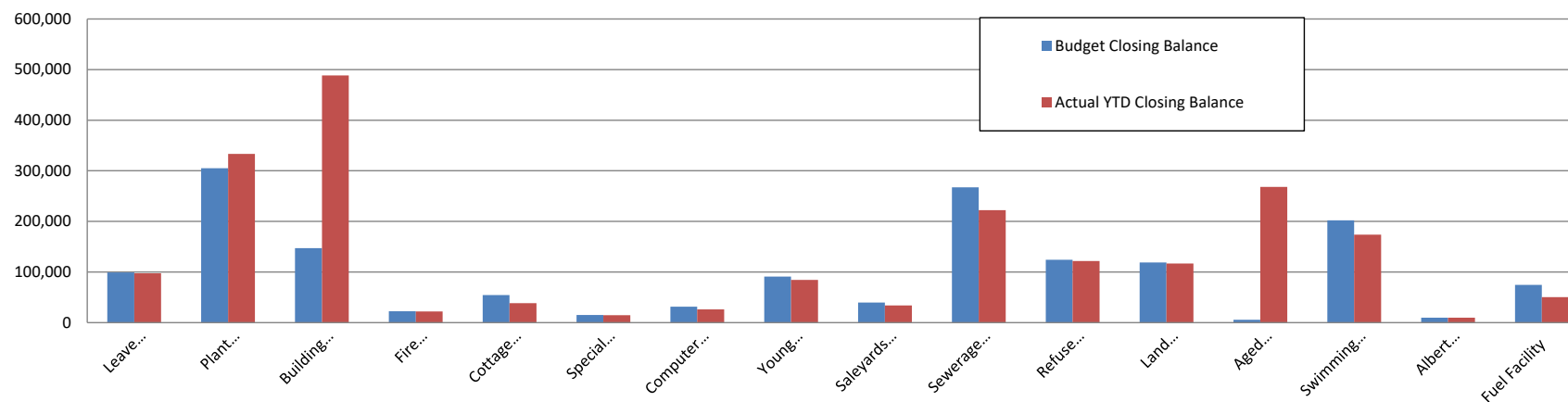
Comments/Notes - Receivables General

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 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	
	<b>2,102,637</b>	<b>38,000</b>	<b>0</b>	<b>119,138</b>	<b>0</b>	<b>651,211</b>	<b>0</b>		<b>1,608,564</b>	<b>2,102,637</b>	

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 29 February 2020

## Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 29 02 2020			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
37,459	(2,309)	35,822	673	PCEOH Holden Colorado CEO	(2,430)	673	3,103	
37,459	(3,741)	35,868	2,150	POAI Holden Colorado CEO	(2,429)	2,150	4,579	
93,000	(33,378)	52,000	(7,622)	P475 Volvo Backhoe 2012 WK475	(30,864)	(7,622)	23,242	
49,574	(13,242)	30,909	(5,422)	P2433 Isuzu Tip Truck WK2433	(9,659)	(5,422)	4,237	
31,000	(21,725)	1,100	(8,175)	P664 Toro Ride on Mower	(1,910)	(8,175)	(6,265)	
36,132	(10,226)	17,143	(8,764)	P2567 Mitsubishi Dual Cab WK2567	(6,203)	(8,764)	(2,561)	
49,091	(11,641)	35,455	(1,996)	Pfacey Ford Ranger PFacey	4,959	(1,996)	(6,955)	
						0	0	
<b>333,714</b>	<b>(96,261)</b>	<b>208,297</b>	<b>(29,156)</b>		<b>(48,536)</b>	<b>(29,156)</b>	<b>19,380</b>	

Comments - Capital Disposal/Replacements



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 29 February 2020

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
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
<b>Sub-Totals</b>		472	134,550,918	1,450,172	(2,525)	0	1,447,647	1,450,172	0	0	1,450,172
<b>Minimum Payment</b>	<b>Minimum \$</b>										
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
<b>Sub-Totals</b>		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							(36)				
<b>Amount from General Rates</b>							<b>1,362,101</b>				<b>1,493,106</b>
Specified Area Rates											
<b>Totals</b>							<b>1,362,101</b>				<b>1,493,106</b>

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 29 February 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		16,298	24,687	9,182	0	689	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	22,624	31,013	29,736	20,554	1,702	3,453	

All debenture repayments were financed by general purpose revenue.

## (b) New Debentures

No new debentures were raised during the reporting period.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 29 February 2020**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	534,497	0	534,497	0	401,403	133,094
Grants Commission - Roads	WALGGC	Y	244,056	0	244,056	0	183,260	60,797
<b>GOVERNANCE</b>								
Grant - Chart of accounts	DLG	Y			5,000		5,000	0
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	31,246	0	31,246	0	30,848	398
<b>RECREATION AND CULTURE</b>								
Floorball		Y			2,000		2,000	0
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	0	327,069
RRG Grants - Capital Projects	Regional Road Group	Y	244,687	0	0	244,687	195,748	48,939
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	33,790	50,688
<b>TOTALS</b>			<b>1,590,501</b>	<b>0</b>	<b>941,267</b>	<b>656,234</b>	<b>976,517</b>	<b>620,985</b>
Operating	Operating		934,267				746,979	
Non-Operating	Non-operating		656,234				229,538	
			<u>1,590,501</u>				<u>976,517</u>	

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 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 29-Feb-20
	\$	\$	\$	\$
Housing Bonds	0.00	2,164.00	-1,364.00	800.00
Master Key Deposits	0.00	2,580.00	-1,980.00	600.00
Special Plates	0.00	0.00	0.00	0.00
Land Sales	0.00	0.00	0.00	0.00
Nomination Deposits	0.00	320.00	-320.00	0.00
Building and BCITF	184.95	2,649.71	-2,711.36	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	0.00	0.00	0.00
WDSC Replacement Greens	103,010.21	10,000.00	0.00	113,010.21
Miscellaneous Trust	4,046.51	0.00	0.00	4,046.51
Yealering Bowling Club Greens	31,600.00	7,900.00	0.00	39,500.00
Licensing		197,019.10	-197,019.10	0.00
	<b>138,841.67</b>	<b>222,632.81</b>	<b>-203,394.46</b>	<b>158,080.02</b>

## Level of Completion Indicators

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

SHIRE OF WICKEPIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 29 February 2020

## Note 13: CAPITAL ACQUISITIONS

		29/02/2020					
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Land &amp; Buildings</b>							
<b>Housing</b>							
○	STAFF HOUSE	(350,000)	0	0	0		
●	RINTEL STREET SHED	(12,000)	0	(6,364)	6,364		
	<b>Housing Total</b>	<b>(362,000)</b>	<b>0</b>	<b>(6,364)</b>	<b>6,364</b>		<b>0</b>
<b>Other Housing</b>							
○	CAPITAL EXPENSE - LIFESTYLE VILLAGE	(700,000)	0	0	0		
	<b>Other Housing Total</b>	<b>(700,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Recreation and Culture</b>							
○	HARRISMITH HALL	(17,000)	(17,000)	0	(17,000)		
●	WICKEPIN TOWN HALL - ROOF	(12,000)	(12,000)	(16,470)	4,470		
○	WICKEPIN TOWN HALL - FLOOR	(30,000)	(30,000)	(27,150)	(2,850)		
○	LAKE YEALERING BOWLING CLUB ROOF	(14,500)	(14,500)	0	(14,500)		
○	<b>Recreation And Culture Total</b>	<b>(73,500)</b>	<b>(73,500)</b>	<b>(43,620)</b>	<b>(29,880)</b>		
<b>Transport</b>							
○	DEPOT - CAR PORT	(12,500)	(6,000)	(257)	(12,243)		
	<b>Transport Total</b>	<b>(12,500)</b>	<b>(6,000)</b>	<b>(257)</b>	<b>(12,243)</b>		
<b>Land and Buildings Total</b>		<b>(1,148,000)</b>	<b>(79,500)</b>	<b>(50,240)</b>	<b>(35,760)</b>		<b>0</b>
<b>Footpaths</b>							
<b>Transport</b>							
○	FOOTPATHS LFP1	(20,000)	(16,080)	(10,266)	(5,814)		
	<b>Transport Total</b>	<b>(20,000)</b>	<b>(16,080)</b>	<b>(10,266)</b>	<b>(5,814)</b>		<b>0</b>
<b>Footpaths Total</b>		<b>(20,000)</b>	<b>(16,080)</b>	<b>(10,266)</b>	<b>(5,814)</b>		<b>0</b>
<b>Furniture &amp; Equipment</b>							
<b>Governance</b>							
●	ADMIN OFFICE PHONE SYSTEM LABC	(5,600)	(5,600)	(4,830)	(770)		0
○	<b>Governance Total</b>	<b>(5,600)</b>	<b>(5,600)</b>	<b>(4,830)</b>	<b>(770)</b>		<b>0</b>
<b>Furniture &amp; Office Equip. Total</b>		<b>(5,600)</b>	<b>(5,600)</b>	<b>(4,830)</b>	<b>(770)</b>		<b>0</b>
<b>Plant , Equip. &amp; Vehicles</b>							
<b>Governance</b>							
●	CEO VEHICLE	(70,364)	(70,364)	(75,236)	4,872		0
	<b>Governance Total</b>	<b>(70,364)</b>	<b>(70,364)</b>	<b>(75,236)</b>	<b>4,872</b>		<b>0</b>
<b>Transport</b>							
○	BACKHOE 6034	(215,000)	(215,000)	(218,980)	3,980		0
●	TIP TRUCK 6034	(145,000)	(145,000)	(151,415)	6,415		0
●	RIDE ON MOWER 6034	(51,000)	(51,000)	(26,597)	(24,403)		
●	LEADING HAND DUAL CAB 6034	(42,000)	(42,000)	(51,622)	9,622		
●	MWS DUAL CAB 6034	(66,015)	(66,015)	(42,588)	(23,427)		0
	<b>Transport Total</b>	<b>(519,015)</b>	<b>(519,015)</b>	<b>(491,203)</b>	<b>(27,812)</b>		<b>0</b>
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(589,379)</b>	<b>(589,379)</b>	<b>(566,438)</b>	<b>(22,941)</b>		<b>0</b>

## Note 13: CAPITAL ACQUISITIONS

		29/02/2020					
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Infrastructure Other</b>							
<b>Community Amenity</b>							
○	FURNITURE & EQUIPMENT - STREET BINS	3854	(2,300)	0	0	0	
	<b>Community Amenity Total</b>	<b>(2,300)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Public Facilities Total</b>	<b>(2,300)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
○	Wickepin Harrismith Road	RG002	(397,964)	(265,312)	(335,471)	70,159	0
	<b>Regional Road Group Total</b>	<b>(397,964)</b>	<b>(265,312)</b>	<b>(335,471)</b>	<b>70,159</b>	<b>0</b>	
<b>Transport Roads to Recovery</b>							
○	Sprigg Road	R2R072	(91,283)	(60,856)	(33,343)	(27,513)	0
●	Line Road	R2008	(85,229)	(56,816)	(86,783)	29,967	0
○	Elsinore Road	R2R033	(121,668)	(81,112)	(28,936)	(52,176)	0
○	Inkiepinkie Road	R2R160	(39,198)	(26,136)	0	(26,136)	0
	<b>Roads to Recovery Total</b>	<b>(337,378)</b>	<b>(224,920)</b>	<b>(149,062)</b>	<b>(75,858)</b>	<b>0</b>	
<b>Transport Black Spot</b>							
○	Collins Street	BS156	(58,317)	(38,880)	(13,068)	(25,812)	0
○	Wickepin Harrismith	BS157	(68,454)	(45,640)	(50,220)	4,580	0
	<b>Blackspot Total</b>	<b>(126,771)</b>	<b>(84,520)</b>	<b>(63,288)</b>	<b>(21,232)</b>	<b>0</b>	
<b>Council Resources Construction</b>							
○	104 Gate Road	CO100	(100,077)	(66,720)	(770)	(65,950)	0
○	Wogolin South Road	CO017	(122,158)	(81,440)	0	(81,440)	0
	<b>Council Resources Construction Total</b>	<b>(222,235)</b>	<b>(148,160)</b>	<b>(770)</b>	<b>(147,390)</b>	<b>0</b>	
	<b>Roads Total</b>	<b>(1,084,348)</b>	<b>(722,912)</b>	<b>(548,592)</b>	<b>(174,320)</b>	<b>0</b>	
○	<b>Capital Expenditure Total</b>	<b>(2,849,627)</b>	<b>(1,413,471)</b>	<b>(1,180,367)</b>	<b>(239,604)</b>	<b>0</b>	

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### **10.2.03 – Proposed Conversion Of Church To Residential/Short Stay Accommodation – Lot 13 (No. 29) Henry Street, Wickepin**

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Azhar Awang, Executive Manager Development &amp; Regulatory Services, Shire of Narrogin</b>
<b>File Reference:</b>	<b>A6326</b>
<b>Author:</b>	<b>Azhar Awang, Executive Manager Development &amp; Regulatory Services, Shire of Narrogin</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>10 March 2020</b>

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

Attachment 1 – Planning Application including floor plans and Elevations.

Attachment 2 - Aerial Photograph

Attachment 3 – Scheme Map

Attachment 4 – Municipal Heritage Inventory

#### **Summary:**

Council's consideration is requested in regards to the reconsideration of the proposed change of land use from 'Church' to 'Residential/Short Stay Accommodation' at Lot 13 (No. 29) Henry Street, Wickepin as a result of the State Administrative Tribunal mediation and the legal advice received from McLeods Barristers & Solicitors.

#### **Background:**

On 28 November 2019, the Shire received a Planning Application from Mr Aoning Li to undertake internal modifications to convert the existing Church building into residential dwelling/short stay accommodation at Lot 13 (No.29) Henry Street, Wickepin.

The proposal is to include a Master bedroom with ensuite, dining/living room and a kitchen. The proposal also included a second floor above the Master Bedroom as a storeroom.

The proposal was refused under delegated authority of the Chief Executive Officer for the following reasons:

- *Under the Shire of Wickepin Local Planning Scheme No. 4, Lot 13 Henry Street is reserved for "Public Purposes – Church" and therefore a proposed change of land use (Residential) is not permitted under the current Reserve Purpose.*
- *The proposed use is contrary to the purpose of the Reserve as outlined in clause 2.4 of the Shire of Wickepin Local Planning Scheme No. 4.*

The applicant on receiving the outcome to his proposal made an application to the State Administrative Tribunal (SAT) for a review of the decision.

The matter was listed for a Notice of Directions Hearing held on 28 February 2020. At that Notice of Directions Hearing, the presiding SAT member recommended the following outcome:

1. The Shire of Wickepin is to seek Legal Advice as to whether the Shire has the ability to consider a change of land use for a Church to Residence on a Local Reserve without the need to undertake a Scheme Amendment (within 4 weeks).
2. The matter be adjourned for a further mediation to the 27 March 2020.

On 4 March 2020, the Shire sought legal advice from McLeods Barristers & Solicitors as to whether the Shire has the ability to consider a change of use on a Local Reserve without undertaking a Scheme Amendment.

On 9 March 2020, the Shire received the response from McLeods stating that it is possible for the Shire to approve the change of use from 'Church' to 'Residential/Short Stay Accommodation' on the local reserve without a scheme amendment being gazetted.

According to McLeods, there is nothing in the Scheme which places an absolute limitation on the uses which may be approved on a local reserve. It further states that any use is capable of approval on a local reserve, subject to the exercise of discretion of clause 2.4.2 of the scheme, which is the ultimate purpose intended for the Reserve. If the ultimate purpose of the local reserve is no longer consistent with the purpose of the reservation, it may be appropriate for the Shire to amend the Scheme, however, it is not necessary to do that prior to considering the merits of the current development application.

## **Comments:**

### Zoning

Under the Shire of Wickepin Local Planning Scheme No. 4, Lot 13 (No. 29) Henry Street, Wickepin is reserved for 'Public Purposes – Church'. Clause 2.4 states:

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

##### **2.4.1 A person must not –**

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

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

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

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

The subject land is also a Heritage Listed site. Under the Shire Wickepin Municipal Heritage Inventory, the Uniting Church (A-Framed Building) is listed as a Category 3 as recognition of Cultural Heritage Value. In this category the recommendation is that the place is retained and conserved if possible. Photographically record the place prior to any major development or demolition.

The legal advice received for development on local reserves provide the Council the discretion to approve the change of use from 'Public Reserve – Church' to 'Residential/Short Stay Accommodation' without the need to undertake a scheme amendment based on the ultimate purpose intended for the reserve. As the building is no longer used for the purpose of a church, the new owner proposed to convert the building to residential use.

### Proposal

The proposal is to convert the existing Church building which is no longer use for its intended purpose to a Single Residential Dwelling/Short Stay Accommodation. The proposal comprises a Master bedroom with an ensuite, dining/living, kitchen and a second floor directly above the Master bedroom and the ensuite, which is for storage purposes.

The total area of the site is approximately 934m<sup>2</sup> and the existing church has a total floor area of approximately 108m<sup>2</sup>.

The surrounding area is predominantly single residential and the proposal to convert the building for Single Residential/Short stay accommodation would be consistent with the surrounding amenity. The property owner also owns



Lot 12 Henry Street to the south of the subject property and Lot 13 backs onto vacant land. To the north, the subject property abuts a laneway.

#### Heritage Listed

As mentioned previously in the report, the existing Church is Heritage Listed in the Shire's Municipal Heritage Inventory as a Category 3 classification, which is not in the higher Category classification which requires preservation and protection such as a building in Category 1 which is listed in the State Register.

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

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

A development referral has been sent to the Department of Planning, Lands and Heritage, and given the category classification of the building, a heritage assessment is not required and therefore it is not necessary to advertise the proposal. Furthermore, given the overall size of the development, which is contained within the existing building requiring no external works and considering the surrounding residential development, it is considered that advertising is not necessary.

Based on the above assessment, it is recommended that the proposed conversion of the Church to Residential/Short Stay Accommodation be supported subject to conditions.

#### **Statutory Environment:**

*Shire of Wickepin Local Planning Scheme No. 4*

Clause 2.4 – Use and Development of Local reserves

*Planning and Development (Local Planning Schemes) Regulations 2015 Deemed provisions for local planning schemes Schedule 2*

Clause 64(1)(d) – Advertising applications

**Policy Implications:** Not applicable.

#### **Financial Implications:**

An application for planning approval fee to the value of \$147.00 has been charged and paid to the Shire of Wickepin by the applicant.

**Strategic Implications:** Nil.

#### **Recommendations:**

That, with respect to the planning application for the proposed conversion of the Church to Residential/Short Stay Accommodation at Lot 13 (No. 29) Henry Street, Wickepin, Council grant planning approval subject to following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.

2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. All stormwater run-off associated with the development shall be contained on site or approval obtained to connect to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The applicant is to retain and conserve the external feature of the existing building.

#### Advice Notes

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal within 28 days of this decision.
2. The applicant is advised of the requirement to submit an amended Building Application.

**Voting Requirements:** Simple majority.

### **Resolution No 180320-10**

#### **Moved Cr Lansdell / Seconded Cr N Astbury**

That, with respect to the planning application for the proposed conversion of the Church to Residential/Short Stay Accommodation at Lot 13 (No. 29) Henry Street, Wickepin, Council grant planning approval subject to following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. All stormwater run-off associated with the development shall be contained on site or approval obtained to connect to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The applicant is to retain and conserve the external feature of the existing building.

#### Advice Notes

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal within 28 days of this decision.
2. The applicant is advised of the requirement to submit an amended Building Application.

**Carried 8/0**

**SCHEDULE SIX**  
**FORM OF APPLICATION FOR PLANNING APPROVAL**

Shire of Wickepin  
Local Planning Scheme No. 4

**Application for Planning Approval**

<b>Owner details:</b>		
Name: Aoning Li		
Address: 22 Corbett Way, BOORAGOON WA		Postcode: 6154
Phone: 0413357535		FAX:
Home:	Work:	Email: marvin.li093@gmail.com
Mobile: 0413357535		
Contact Person: Aoning Li		
Signature: A.L.		Date: 28/11/2019
Signature:		Date:
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.		







<b>Applicant details:</b>		
Name: Owner, as above		
Address:		Postcode:
Phone:		FAX:
Home:	Work:	Email:
Mobile:		
Contact Person for Correspondence:		
Signature:		Date:

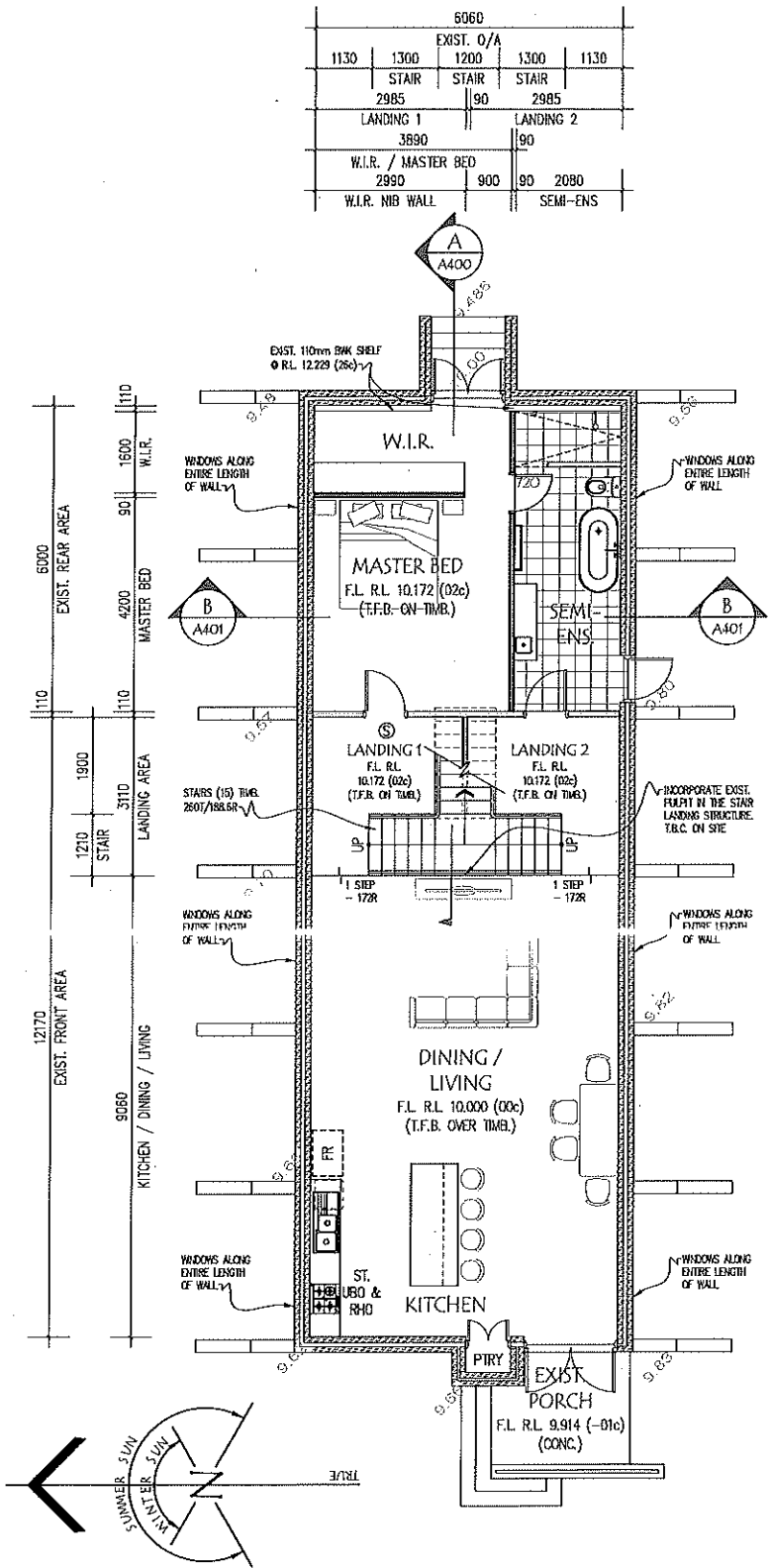
Property details:		
Lot No. 13	House/Street No: 29	Location No:
Diagram or Plan No: D054201	Certificate of Title Vol. No: Vol 1535	Folio: Fol 843
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Henry Street		Suburb: Wickepin
Nearest Street Intersection:		Johnston Street

Existing building/land use:
Description of proposed development and/or use: Internal modifications to convert into residential dwelling/short stay accomodation
Nature of any existing buildings and/or use: Church
Approximate cost of proposed development: Unknown at this stage but less than \$50k
Estimated time of completion: 3 to 6 months

Office Use Only	
Acceptance Officer's initials:	Date Received:
Local Government Reference No:	

**LEGEND**

-  NEW 90mm TIMBER STUD FRAMING AS PER S.E. DWGS, A.S. 1684 & 1720.1, & BCA REQ'S
  -  EXISTING STUD FRAMING TO BE REMOVED
  -  EXISTING TIMBER STUD FRAMING
  -  EXISTING 300mm CAVITY & 110mm SINGLE LEAF BRICKWORK
  -  NEW OBSCURE GLAZED WINDOWS
  -  NEW CLEAR GLAZED WINDOWS / DOORS
- T.B.R. = TO BE REMOVED  
 T.M.E. = TO MATCH EXISTING  
 G.F.L. = GROUND FLOOR LEVEL  
 U.F.L. = UPPER FLOOR LEVEL  
 A.F.L. = ABOVE FLOOR LEVEL  
 C.O.S. = CHECK/CONFIRM ON SITE  
 M.R. = MAIN RESIDENCE (ORIGINAL PART OF HOUSE)  
 W.I.R. = WALK IN ROBES - AS SPECIFIED.  
 W. = WINDOW  
 D. = DOOR  
 A. = AWNING WINDOW  
 S.L. = SLIDING WINDOW  
 C. = CASEMENT WINDOW  
 H.L. = HIGHLIGHT WINDOW  
 F. = FIXED GLAZING  
 D.P. = 100x50 COLORBOND DOWN PIPE  
 SP = 100x50 COLORBOND DOWN PIPE & SPREADER



**NOTES MUST BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL DWGS.**

**GENERAL NOTES:**

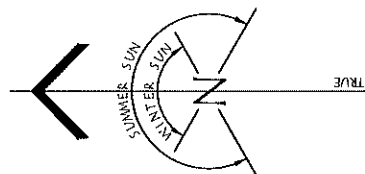
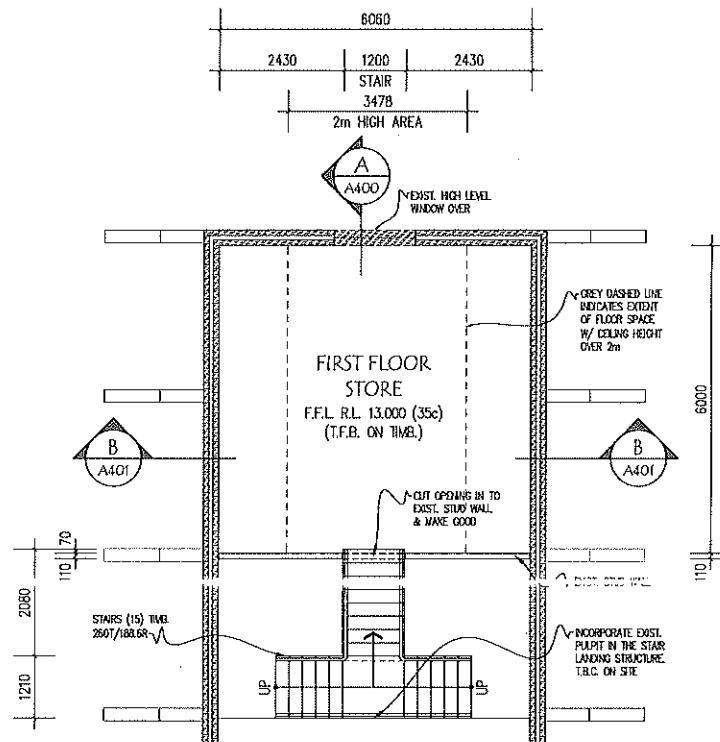
- ONLY DRAWINGS ISSUED 'FOR CONSTRUCTION' ARE PERMITTED TO BE USED FOR ANY CONSTRUCTION OR FABRICATION
- WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONING.
- BUILDER IS TO VERIFY DRAWING IS TO SCALE BEFORE BEING USED TO SCALE OFF.
- THE BUILDER IS TO CHECK & VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING CONSTRUCTION.
- ALL BUILDING WORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH AUSTRALIAN STANDARDS, BUILDING CODE OF AUSTRALIA, LOCAL & REGULATORY AUTHORITIES.
- ARCHITECTURAL DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT CONSULTANTS DRAWINGS.
- DOWNPIPE LOCATIONS SHOWN ARE PREFERRED, IF THEY MUST VARY CONSULT WITH BUILDER & OWNER FIRST. QUANTS ARE INDICATIVE ONLY AND MAY VARY TO SUIT THE ROOF PLUMBER'S REQUIREMENTS.
- UNLESS A BUILDING ELEMENT, MATERIAL, FITTING OR FIXTURE IS NOTED AS BEING EXISTING, IT IS TO BE ASSUMED AS BEING NEW.

**DRAWING SCHEDULE**

A200	PROPOSED GROUND FLOOR PLAN
A201	PROPOSED FIRST FLOOR PLAN
A400	SECTION
A401	SECTION
A600	ROOM LAYOUTS

**PROPOSED GROUND FLOOR PLAN**  
 SCALE 1:100

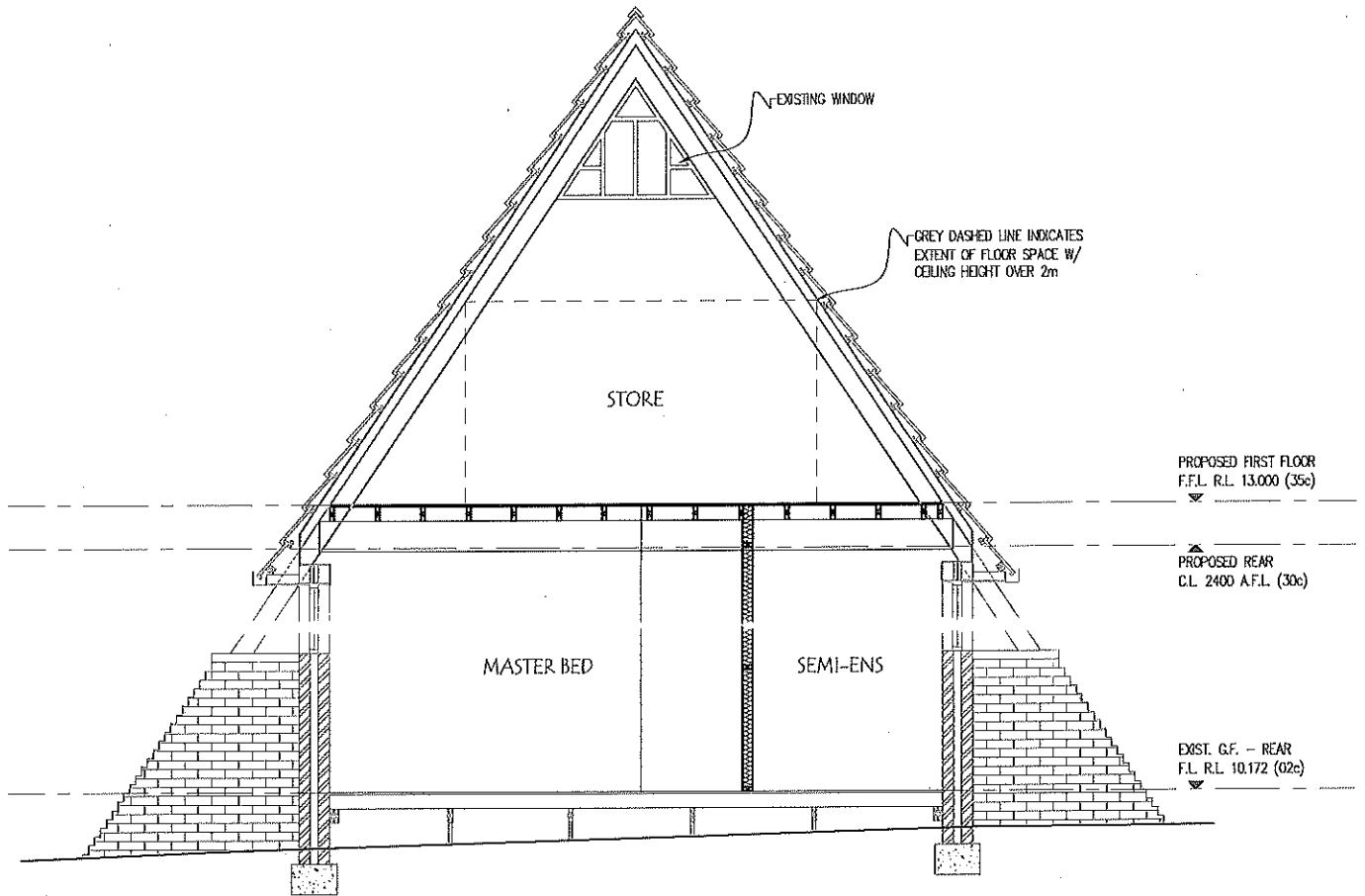
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		AT : 29 HENRY STREET	
		WICKEPIN W.A. 6370	
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REV	13/11/17	DESCRIPTION	
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		DRAWN BY: MITCHELL EARNSHAW	REV.: D
			SCALE: 1:100
			PAGE SIZE: Page 100



PROPOSED FIRST FLOOR PLAN  
SCALE 1:100

NOTE: ALL DRAWINGS TO BE READ IN CONJUNCTION WITH NOTES ON DRAWING A200

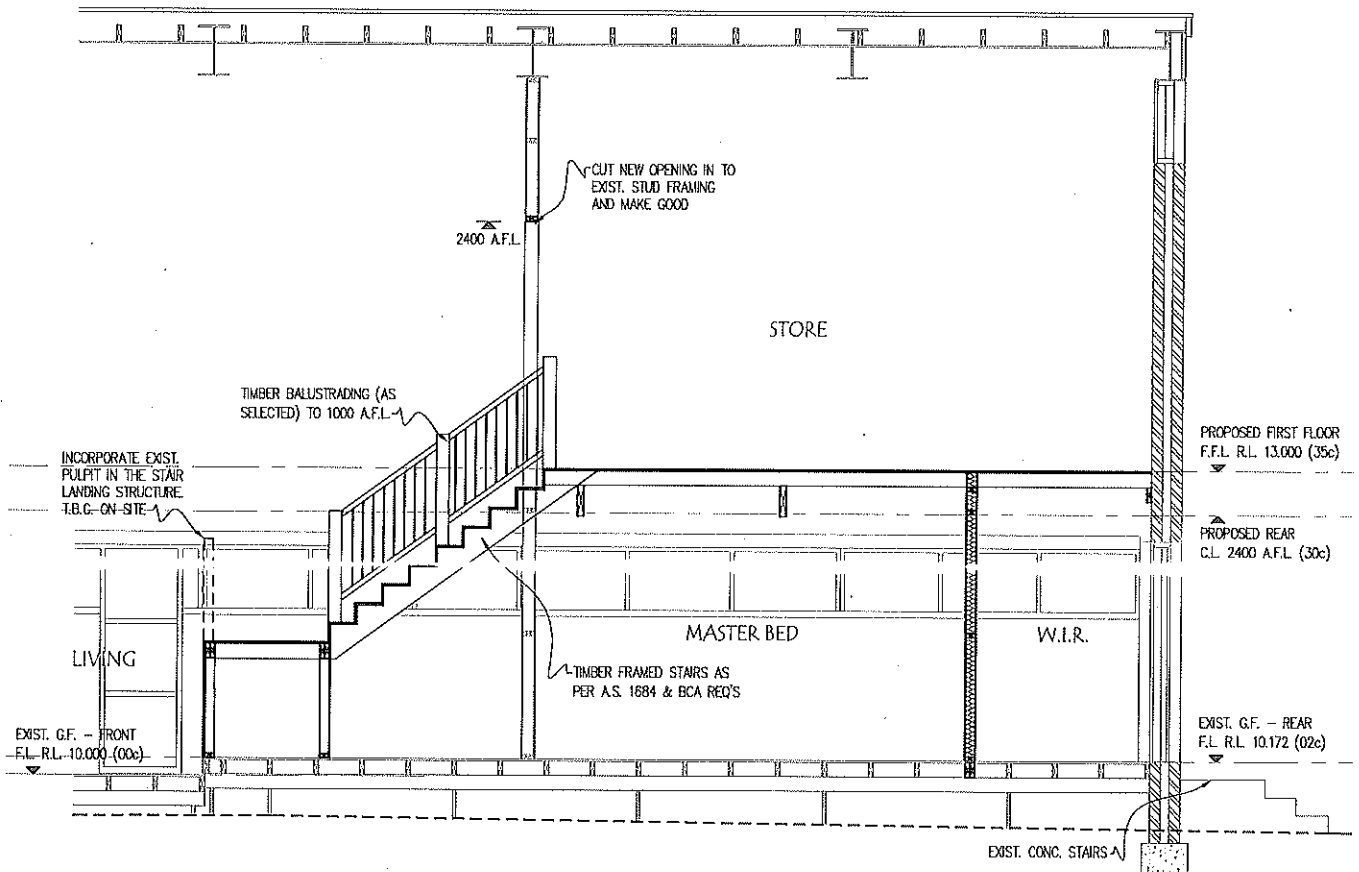
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		AT : 29 HENRY STREET	
		WICKEPIN W.A. 6370	
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Minutes March 2020		DESCRIPTION	DRAWN BY: MITCHELL EARNSHAW
		DRAWING No. :	REV.:
		A201	D
		SCALE:	PAGE SIZE:
		1:100	Page 101



SECTION B-B  
SCALE 1:50

NOTE: ALL DRAWINGS TO BE READ IN CONJUNCTION WITH NOTES ON DRAWING A200

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			AT : 29 HENRY STREET
			WICKEPIN W.A. 6370
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			CLIENT : AONING LI
			DRAWN BY: MITCHELL EARNSHAW
			PROJECT : CHURCH CONVERSION
			AT : 29 HENRY STREET
			WICKEPIN W.A. 6370
			DATE : 13/11/17
			CLIENT : AONING LI
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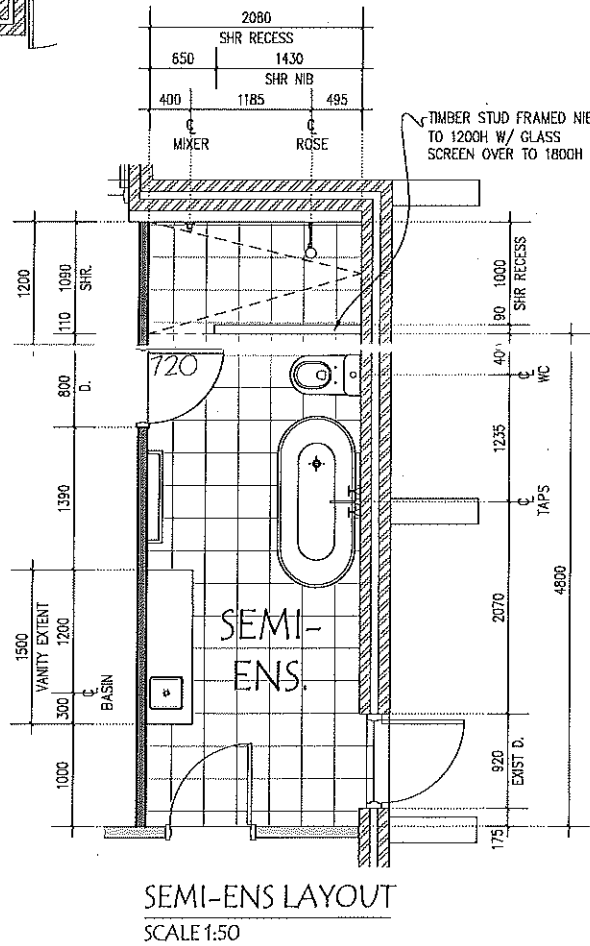
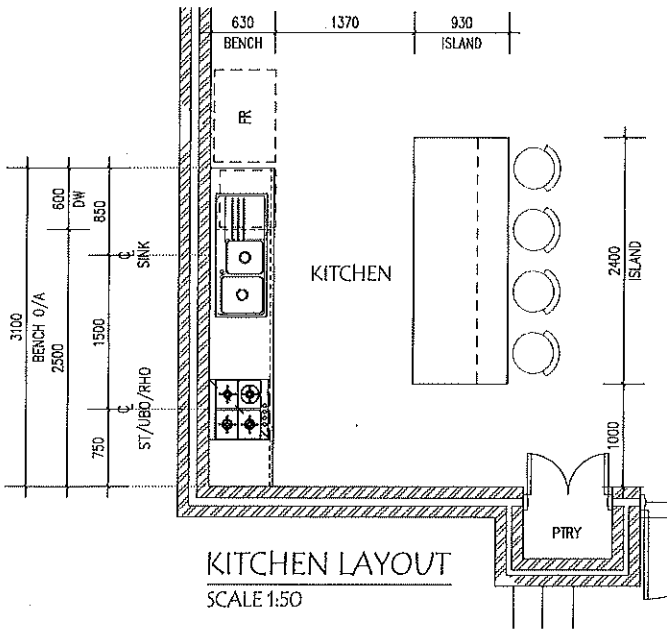


SECTION A  
SCALE 1:50

NOTE: ALL DRAWINGS TO BE READ IN CONJUNCTION WITH NOTES ON DRAWING A200

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		DATE : 13/11/17	AT : 29 HENRY STREET
		CLIENT : AONING LI	WICKEPIN W.A. 6370
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Minutes March 2020		DESCRIPTION	REV. : D SCALE: 1:50 PAGE SIZE: 303
		DRAWN BY: MITCHELL EARNSHAW	



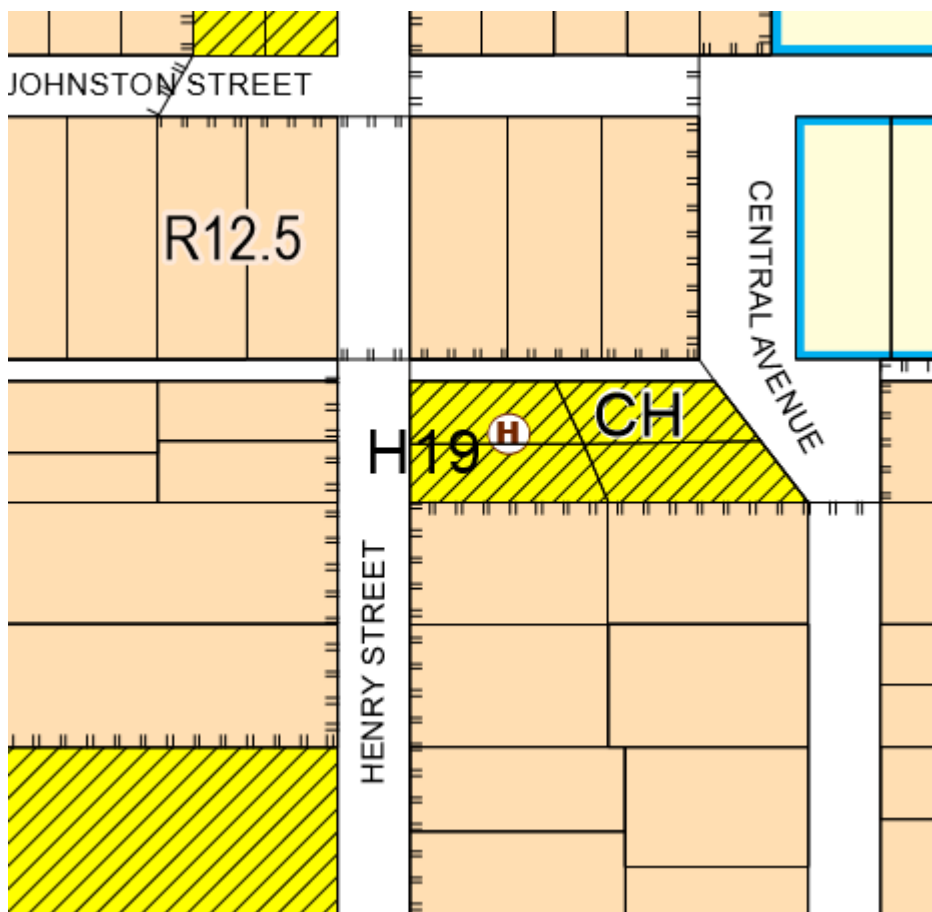


NOTE: ALL DRAWINGS TO BE READ IN CONJUNCTION WITH NOTES ON DRAWING A200

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			AT : 29 HENRY STREET					
			WICKEPIN W.A. 6370					
D	13/11/17	ISSUED FOR CONSULTANT INFO.	DATE :	13/11/17	DRAWING No. :	REV.:	SCALE:	PAGE SIZE:
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Minutes March 2020			DRAWN BY: MITCHELL EARNSHAW		Page 104			





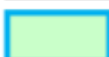


Attachment 2 – Aerial Photograph



### LOCAL SCHEME ZONES

(see scheme text for additional information)

- |   |                               |   |                   |
|---|-------------------------------|---|-------------------|
|  | Development                   |  | Industry          |
|  | RES Development : Residential |  | Residential       |
|  | General agriculture           |  | Rural residential |
|   |                               |  | Rural townsite    |
|   |                               |  | Town centre       |

### LOCAL SCHEME RESERVES

- |   |    |                          |
|---|----|--------------------------|
|  | CH | Public purposes : Church |
|---|----|--------------------------|

### Attachment 3 - Scheme Map

**MUNICIPAL INVENTORY OF HERITAGE PLACES** Shire of Wickepin

Reference No. 45

Place name: Uniting Church

Former or other names: Methodist church

Type of Place: Church

Address of Property: Henry Street Wickepin



Land Description: Lot 5 Loc No. 1613 Plan/Diagram C.T. Vol. Fol.

Map References: Wickepin townsite

Owner: Uniting church Synod Address:

Phone:

Fax:

Occupier: Uniting Church congregation

Public Access: nil/occupied

Construction Date: 1962

Alterations/Additions Date: n/a

Architect:

Builder:

Associated Persons:

Original Use: church

Current Use: church

**Description:** The "A" framed building is constructed of light coloured face bricks at the gable front and rear, and a standard height wall along the length of each side. The steep sloping shingle roof continues from the ridge to the top of the wall from where the steel structure continues to the ground. The street frontage entry has a flat roofed portico.

**Condition:** good

**Authenticity:** high degree

**Integrity:** intact

**Historical theme:** RELIGION In 1920 the Methodist congregation established their first church. In 1962 a new Methodist Church was constructed on the same property. The church was opened and dedicated on 20 October 1962. The Uniting Church integrated the Methodists.

**Statement of significance:** The place represents the Uniting Church congregation and demonstrates a way of life. It is a unique building, and the tallest in Wickepin.

**Conservation Recommendation:** 3

**Existing Heritage Classification:** none

**Bibliography:**

**Date of Assessment:** November 1995

**Revision date:**

### Category 3

**Recognition of cultural heritage value;**

**Provide recognition and protection through the processes of the Town Planning Scheme.**

Recommend that the place is retained and conserved if possible. Photographically record the place prior to any major redevelopment or demolition.

Inclusion in the Shire's Town Planning Scheme means a local recognition of the heritage value of a place. Full implication of inclusion in the Town Planning Scheme are outlined in Appendix 1. Should a development application be received for a place, an assessment of the appropriateness of development would be made. Professional advice and consultation would be available, from the Heritage Council of WA, the Shire or specialised consultants, to inform property owners of development options should it be appropriate. Heritage Council and National Trust properties also included in the Town Planning Scheme Provisions.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.04 – Appointment of Authorised Officers

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location / Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Erika Clement, Finance Manager</b>
<b>File Reference:</b>	<b>LE.LL.1817</b>
<b>Author:</b>	<b>Erika Clement, Finance Manager</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>25 February 2020</b>

**Enclosure/Attachments:** Nil

#### Summary:

Council is being requested to appoint authorised officers under various acts and regulations to allow officers to exercise powers under these acts or regulations.

#### Background:

Under various acts and regulations, Council must appoint authorised officers to act on behalf of Council under these acts and regulations.

#### Comments:

The last list of authorised officer for the Shire of Wickepin is:

#### Resolution No: 180718-14

#### Moved Cr Steven Martin / Seconded Cr Nathan Astbury

1. That the Shire of Wickepin makes the following appointments:

**Agatha Prior, Samantha Dawes, Leah Taylor, Amanda Smith, Lara Marchei, Gillian Spargo, Jenna Lansdell, Michelle Miller and Erika Clement**, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the *Cat Act 2011*;

Dog Registration Officer's under the *Dog Act 1976 (as amended)*;

**Mark Hook and Gary Rasmussen** to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Local Government Act 1995 (as amended)*

*Local Government Act (Miscellaneous Provisions Act 1960)*

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

**Guy Maley and Noel White** (Town of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

2. That all previous appointments be cancelled.

**Carried 8 / 0**

To ensure Council complies with the Legislation and Regulations, Council needs to adopt the following persons as authorised officers to allow for the officers to legally carry out their role;

1. *That the Shire of Wickepin makes the following appointments:*

**Erika Clement, Dianne Barry, Casey McRae, Melissa Martin, Lara Marchei, Gillian Spargo, Jenna Lansdell, Michelle Miller and Stefanie Green**, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Authorised officer under the Cat Act 2011;*

*Dog Registration Officer's under the Dog Act 1976 (as amended);*

**Mark Hook, Gary Rasmussen and Peter Bransby** to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Local Government Act 1995 (as amended)*

*Local Government Act (Miscellaneous Provisions Act 1960)*

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

**Guy Maley and Noel White** (Shire of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*



*Cat Act 2011*

2. *That all previous appointments be cancelled.*

**Statutory Environment:**

Authorised Person under the *Local Government Act 1995 as Amended*.

Authorised Person under the *Local Government (Miscellaneous Provisions) Act 1960*.

**Authorised Person under the Litter Act 1979**

26. *Authorised officers, appointment and jurisdiction of etc.*

- (1) *For the purposes of this Act an authorised officer is —*
  - (a) *any member of the Police Force;*
  - (b) *any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment;*
  - (c) *within the district of a local government, any person who is —*
    - (i) *a member of the council of the local government; or*
    - (ii) *an employee of the local government; or*
    - (iii) *an honorary inspector appointed by the local government under section 27AA.*

**Authorised Person under the Bush Fires Act 1954**

14B. *Powers of authorised persons during authorised periods*

- (1) *In this section — authorised person means a bush fire liaison officer or another person who is given an authorisation and includes a person acting under an authorised person's orders and directions under section 13(6);*

**Authorised person under the Cat Act 2011**

*Division 3 — Authorised persons*

*Subdivision 1 — Appointment of authorised persons*

48. *Authorised persons*

- (1) *A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.*
- (2) *A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of section 62.*
- (3) *An authorisation under this section may be made on such conditions as the local government determines, in writing given to the authorised person.*



- (4) *The local government may, in writing given to the authorised person, at any time, cancel an authorisation under this section or add, vary or cancel a condition of an authorisation.*
- (5) *The local government is to issue to each authorised person appointed under subsection (1) a certificate stating that the person is an authorised person for the purposes of this Act.*
- (6) *An authorised person appointed under subsection (1) must —*
  - (a) *carry the certificate at all times when exercising powers or performing functions as an authorised person; and*
  - (b) *produce for inspection the certificate at the reasonable request of any person; and*
  - (c) *if he or she ceases to be an authorised person, return the certificate to the local government as soon as is practicable.*

*Penalty: a fine of \$5 000.*

### **Dog Act 1976**

#### 3. Interpretation

- (1) *In this Act, unless the context otherwise requires —*

**authorised person** means a person who is appointed by a local government, to exercise powers on behalf of the local government, under section 29(1);

**registration officer** means a person authorised by the local government to effect the registration of dogs pursuant to this Act;

- (3) *A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment, and shall produce that certificate on being required so to do by a person in respect of whom he exercises, has exercised, or is about to exercise any such power.*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

#### **Recommendations:**

1. *That the Shire of Wickepin makes the following appointments:*

**Erika Clement, Dianne Barry, Casey McRae, Melissa Martin, Lara Marchei, Gillian Spargo, Jenna Lansdell, Michelle Miller and Stefanie Green**, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Authorised officer under the Cat Act 2011;*

*Dog Registration Officer's under the Dog Act 1976 (as amended);*

**Mark Hook, Gary Rasmussen and Peter Bransby** to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Local Government Act 1995 (as amended)*

*Local Government Act (Miscellaneous Provisions Act 1960)*

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

**Guy Maley and Noel White** (*Shire of Narrogin Rangers*) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

2. That all previous appointments be cancelled.

**Voting Requirements:** Simple majority.

### Resolution No 180320-11

Moved Cr Allan / Seconded Cr N Astbury

1. That the Shire of Wickepin makes the following appointments:

**Erika Clement, Dianne Barry, Casey McRae, Melissa Martin, Lara Marchei, Gillian Spargo, Jenna Lansdell, Michelle Miller and Stefanie Green**, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

**Mark Hook, Gary Rasmussen and Peter Bransby** to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

**Guy Maley and Noel White** (Shire of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

2. That all previous appointments be cancelled.

**Carried 8/0**

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.05 – Governance, Audit & Community Services Committee Recommendations

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>CR.MEE.224</b>
<b>Author:</b>	<b>Mel Martin, Executive Services Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>06 March 2020</b>

**Enclosure/Attachments:** Nil.

#### **Background:**

The Governance, Audit & Community Services Committee meeting was held on Wednesday 19 February 2020.

#### **Comments:**

The Governance, Audit & Community Services Committee meeting was held on Wednesday 19 February 2020 and passed the following recommendations:

#### **Moved Cr Nathan Astbury / Seconded Cr Allan Lansdell**

That the Governance, Audit and Community Services Committee recommends to council that it adopts the Annual Compliance Audit Return for the year 1 January 2019 to 31 December 2019 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2020.

**Absolute Majority Carried 5/0**

**Statutory Environment:** Nil.

**Policy Implications:** Nil.

**Financial Implications:** Nil.

**Strategic Implications:** Nil.

#### **Recommendations:**

That council pass the following recommendations:

1. That Council adopts the Annual Compliance Audit Return for the year 1 January 2019 to 31 December 2019 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2020.

**Voting Requirements:** Simple majority.

#### **Resolution No 180320-12**

**Moved Cr W Astbury / Seconded Cr Mearns**

That council pass the following recommendations:

1. That Council adopts the Annual Compliance Audit Return for the year 1 January 2019 to 31 December 2019 and forward the signed completed Compliance Audit Return to the Executive Director of the Department of Local Government by the due date being 31 March 2020.

**Carried 8/0**

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.06 – Townscape & Cultural Planning Committee Recommendations**

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>LP.MEE.1714</b>
<b>Author:</b>	<b>Mel Martin, Executive Services Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>06 March 2020</b>

**Enclosure/Attachments:** Nil.

**Background:**

The Townscape & Cultural Planning Committee meeting was held on Monday 4 March 2020.

**Comments:**

The Townscape & Cultural Planning Committee meeting was held on Monday 4 March 2020 and passed the following recommendations:

Cr Fran Allan nominated the following members of public to be elected members of the Townscape and Cultural Planning Committee:

- Margaret Fleay
- Helen Warrilow

**Moved Cr Fran Allan / Seconded Cr Sarah Hyde**

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.

**Carried by Absolute Majority 7/0**

**Moved Cr John Mearns / Seconded Cr Allan Lansdell**

That the Townscape & Cultural Planning Committee recommends that council do not purchase the Dray up to \$5,000

**Carried 7/0**

**Statutory Environment:** Nil.

**Policy Implications:** Nil.

**Financial Implications:** Nil.

**Strategic Implications:** Nil.

**Recommendations:**

That council pass the following recommendations:

1. 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.
2. That council does not purchase the Dray up to \$5,000.
3. That Council accept the following nominations for the Townscape and Cultural Planning Committee:
  - Margaret Fleay
  - Helen Warrilow

**Voting Requirements:**

Simple majority.

**Resolution No 180320-13**

**Moved Cr Lansdell/ Seconded Cr Hyde**

That council pass the following recommendations:

1. 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.

**Carried 8/0**

**Resolution No 180320-14**

**Moved Cr Hyde/ Seconded Cr Mearns**

That council pass the following recommendations:

1. That council does not purchase the Dray.
2. That Council accept the following nominations for the Townscape and Cultural Planning Committee:
  - Margaret Fleay
  - Helen Warrilow

**Carried 8/0**

## 11. President's Report

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Julie Russell, President</b>
<b>File Reference:</b>	<b>FM.FR.1211</b>
<b>Author:</b>	<b>Julie Russell, President</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>13 March 2020</b>

On Friday 28 February I attended the Wheatbelt South Regional Road Group meeting in Wickepin with CEO Mark where Main Roads Department representative Geoff Anderson addressed issues including concerns for the ageing road and bridge conditions across the network. Updates were also presented by WALGA representative, Mark Bondetti, including a WANDRRA note that the first point of contact for any adverse weather damage is now DFES. He also advised the State Road Funds to Local Government Agreement for 2020/2021 currently remains at 75/25 formula for road project funding distribution to all regional road groups.

Rodney Thornton, WALGA Roadwise reminded everyone of the Easter Break upcoming and of the need to pay attention to all aspects of road safety and that double demerits will be in place as well as a couple of strategic points of Driver Reviver

It was only 12 months ago that Funding was being sought for the development of the business case for implementation of the Secondary Freight Route, to which all 42 Local Governments in Wheatbelt North and Wheatbelt South Regional Road Groups contributed. The Secondary Freight Route Project has escalated to the point where funding from both Federal and State Governments has been pledged, the first round of projects are being implemented and the Wheatbelt Secondary Freight Network is now included on the National Infrastructure Priority List which represents 147 infrastructure proposals of National Significance. This is an important step for the WSNF future funding options, as to be a Priority Initiative it recognises the high level of importance this program has on the economic and social outcomes for the region. Infrastructure Australia includes priority projects on the Priority List to indicate that further development and rigorous assessment of these proposals is a National Priority. This is a great outcome for the Working Group of the WSNF, and will contribute to more funding for priority strategic roads in our regions.

Congratulations to all participants, parents, students and staff from the three participating schools of Wandering, Wickepin and Yealering at the Small Schools Swimming Carnival held at Wickepin on Thursday 12th March, and to the local sporting teams on the winding up of the Summer Sports Schedules, well done to you all, as we now transition to the Winter rounds of local sporting events.

Congratulations also to Councillor Steven Martin who has attained endorsement on WA Liberal's Agricultural Region Ticket for the upcoming State election in March 2021.

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

### Recommendations:

That Council note the President report dated 13<sup>th</sup> March 2020.

**Voting Requirements:** Simple majority.

### Resolution No 180320-15

**Moved Cr Russell/ Seconded Cr Lansdell**

That Council note the President report dated 13<sup>th</sup> March 2020.

**Carried 8/0**

## 12. Chief Executive Officer's Report

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>FM.FR.1211</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>12 March 2020</b>

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**Enclosure/Attachments:** Nil

### State Administrative Hearing

Azhar Awang from the Shire of Narrogin acted on Council's behalf in relation to a SAT Hearing on the 28<sup>th</sup> February. The SAT hearing has advised Council to obtain a legal opinion on this matter. The CEO requested a legal opinion from McLeods and they have given the following legal opinion.

*The short answer to the Shire's question is that it is possible to approve a change of use from "Church" to "Residential/Short Stay Accommodation" on the local reserve without a scheme amendment first being gazetted. That is because there is nothing in the Scheme which places an absolute limitation on the uses which may be approved on a local reserve (unlike on zoned land, where certain uses are prohibited by reason of the operation of the Zoning Table). In theory, any use is capable of approval on a local reserve, subject to the exercise of discretion. In exercising that discretion, regard must be had to clause 2.4.2 of the Scheme. In practice, the fundamental question becomes what is the ultimate purpose intended for the Reserve. See cl. 2.4.2(b). It appears that in this case the ownership of the reserve land may have passed from a church to Mr Aoning Li. From the perspective of the land owner, the ultimate purpose intended for the reserve land is presumably no longer a church purpose. The owner's private perspective may not align with the planning purpose of the reservation, but that is a matter which can be reviewed by the Shire. As the place is a heritage listed site, in this case the Shire will also need to consider the merits of the proposal from a heritage perspective. The heritage listing does not, of itself, preclude the grant of approval on the merits. Nor would it require the Scheme to be amended before the development is capable of approval. If the ultimate purpose of the local reserve is no longer consistent with the purpose of the reservation, it may be appropriate for the Shire to amend the Scheme. However it is not necessary to do that prior to considering the merits of the current development application.*

The Narrogin Town Planning Department will be undertaking an agenda item in relation to this matter.

### Staff

The CEO has appointed Caron Ashley as the new gardener, Caron comes from the Shire of Moora as a Town Gardener and has certificate 4 in horticultural and a number of years with Local Government in the gardening work force.

Mr Jayden Whibley has tendered his resignation as the general hand plant operator to take up a position with the Shire of Kent. This position has been advertised in the local papers.

### Yealering Hall Oven

The Yealering Hall oven has been serviced but continues to still be hard to light so the CEO has requested quotes for its replacement to go into the 2020/2021 budget estimates.



### Wickepin Town Hall

The floor at the Wickepin Town hall is finished and has come up looking good. Also the skillion roof sections have been replaced by Ben Kittow. During the skillion roof replacement Ben Kittow noticed that the main section of the roof is in a poor state and would require to be replaced in the 2020/2021 budget.

The cost to replace this section of roof would be \$20,000



### Lake Yealering Living Lakes

The tenders for the foreshore redevelopment for the living lakes project has been put out by the Wheatbelt natural resource management group. The RFQ documents as well as the final drawings and specifications required to complete the RFQ can be found at <https://www.wheatbeltnrm.org.au/opportunities/RFTLivingLakes>.

Applications for the RFQ close Monday the 30th of March.

### WALGA runs the Local Government Honours Program

WALGA Local Government Honours Program are currently open for the following and close on Friday 8<sup>th</sup> May 2020.

Local Government Medal 2020

Life Member Award 2020

Eminent Service Award 2020

Long and Loyal Service Award

Merit Award

Local Government Distinguished Officer Award 2020. At this stage the CEO believes there are no Councillors eligible for the awards so an Agenda item has not been undertaken requesting nominations. There still is time at the April meeting if Councillors believe there is a Councillor eligible for the above awards.

**MEETINGS ATTENDED**

<b><u>February 2020</u></b>	
21.02.2020	WALGA CCZ Meeting at Dumbleyung
24.02.2020	Gardener interviews
28.02.2020	Wheatbelt South RRG - Wickepin
<b><u>March 2020</u></b>	
04.03.2020	Townscape & Cultural Planning Committee Meeting

**Delegations to be inserted –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts		CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO	WPS – Food Stall	22.02.2020	
A12	Liquor Consumption on Shire Owned Property	CEO	RABOBANK – WCC Wickepin Primary School – WCC CRC – WCC WFC – WCC  Campfire Country - WCC	9-11 March 20.03.2020 21.03.2020 01.04-30.10  26-28 June	
A13	Hire of Community Halls / Community Centre	CEO	RABOBANK – WCC Wickepin Primary School – WCC CRC – WCC Wickepin Primary School – Swimming Pool WFC – WCC CRC – WCC Yealering Weeds Inc – Yealering Hal CBH – WCC	10.03.2020 20.03.2020 21.03.2020 12.03.2020  01.04-30.10 21.03.2020 18.03.2020 17.03.2020	
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 March 2020.

**Voting Requirements:**

Simple majority.

**Resolution No 180320-16**

**Moved Cr Martin/ Seconded Cr Hyde**

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

**Carried 8/0**

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

**14. Reports and Information**

**15. Urgent Business**

**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 4.53pm.