

A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

20 MAY 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 20 May 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

14 May 2020

Time Table

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

Disclaimer

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

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

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

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

NAME:

SIGNATURE:

ADDRESS:

TELEPHONE:

MEETING/DATE:

NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 20 May 2020**

The President declared the meeting open at pm.

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

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

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

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Ordinary meeting of council – Wednesday 15 April 2020.

Moved / Seconded

That the minutes of the Ordinary meeting of council held on Wednesday 15 April 2020 be confirmed as a true and correct record.

Carried /

7. Receival of Minutes

RECEIVAL OF MINUTES

7.1 Local Emergency Management Committee (LEMC)

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Melissa Martin, Executive Support Officer
File Reference:	ES.MEE.905
Author:	Melissa Martin, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 May 2020

Enclosure/Attachments:

Minutes of the Local Emergency Management Committee meetings held on Tuesday 14 April, Monday 20 April, Tuesday 28 April and Monday 4 May 2020.

Background:

The Local Emergency Management Committee meetings were held on Tuesday 14 April, Monday 20 April, Tuesday 28 April and Monday 4 May 2020.

Summary:

Council is being requested to receive the Local Emergency Management Committee minutes held on Tuesday 14 April, Monday 20 April, Tuesday 28 April and Monday 4 May 2020.

Comments:

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

Statutory Environment:

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

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That the minutes for the Local Emergency Management Committee meetings held on Tuesday 14 April, Monday 20 April, Tuesday 28 April and Monday 4 May 2020.

Voting Requirements: Simple majority.

Local Emergency Management Committee (LEMC)

AGENDA / MINUTES

DATE OF MEETING: Tuesday 14th April 2020
TIME OF MEETING: 3.00 pm
VENUE: Teleconference - participant access code 89910105 followed by the # (hash) key
TELECONFERENCE DETAILS: Call dial 1800 896 323,
CORRESPONDENCE EMAIL: ceo@cuballing.wa.gov.au

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

Incident Type	Human Epidemic		
Incident Number/Name	COVID 19		
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.		
Meeting opened & Welcome	Mark Conley, President Shire of Cuballing,		
Record of attendance, apologies	See contact list below		
Confirmation of Previous Meeting Minutes	Moved: C Hemley/Seconded J Bouwman. Carried without dissent.		
Confirmation of contact details	Refer to attached list.		
ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes	M Conley	Nil	Nil
2. Standing Items		Nil	Nil

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
3. HMA/Agency Reports	K Fisher – Health	<p>Narrogin Health Service was quiet over the weekend. No new Wheatbelt COVID-19 cases.</p> <p>A separated Emergency Department (ED) has been introduced with:</p> <ul style="list-style-type: none"> ED“A” in the normal location taking all residents arriving; and ED“B” at the rear of the hospital taking residents with COVID-19 symptoms. This ED is open from 1pm to 7pm with a doctor attending. <p>Two ED’s seems to be working well.</p> <p>In general case load is lower than would be expected.</p> <p>Staff are working on planning for change in current conditions.</p>	Nil
4. Preparedness 4.1 Communications/public information 4.2 Business continuity plans (review and update all agencies) 4.3 Identification of vulnerable people 4.4 Identification of critical services 4.5 Community actions to promote resilience.		Nil	Nil
4. Impact Assessment 4.1 Detail any local/regional impacts – if relevant 4.2 Outline response to someone fulfilling the case definition		Nil	Nil
5. Recovery 5.1 Potential for significant, prolonged business disruptions 5.2 Implications for Psychosocial impacts 5.3 Other		Nil	Nil
6. Agency Updates 6.1 Agency preparations – business continuity	WA Police	<p>Focus on implementing travel restrictions. Some bypassing discovered, but majority comply with directions.</p>	Nil

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
6.2 Anticipated impacts	DFES	Positive news about PPE supplies.	Nil
6.3 Issues of concern	Shire of Cuballing	Focus on welfare of isolated residents. Works continuing.	Nil
6.4 Information requirements	Shire of Wickepin	Shire Office closed unless appointment. Works continuing. Local businesses have changed the operation to include home deliveries.	Nil
6.5 Other issues	Dept of Communities	State Welfare Plan has been activated. Dept is continuing to support those who are completing compulsory home isolation. Commencing recovery phase.	Nil
	St John Ambulance	Plenty of PPE for local units, unlike other locations. No COVID-19 transfers at this time. Local substations not informed of ambulance requirements for arrivals at Narrogin Hospital. St John are aware on district level.	WACHS to request St John Ambulance to advise local substations of ambulance requirements for arrivals new Narrogin Emergency Department set up.
	Others	Nil	NI
7. Other items	Nil		
8. Details of Next Meeting	3pm Monday 20 th April 2020		
9. Meeting closed	3:21pm		

LEMC Contact List

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

Local Emergency Management Committee (LEMC)

AGENDA / MINUTES

DATE OF MEETING: Monday 20th April 2020
 TIME OF MEETING: 3.02 pm
 VENUE: Teleconference
 TELECONFERENCE DETAILS: Call dial 1800 896 323, - participant access code 89910105 followed by the # (hash) key
 CORRESPONDENCE EMAIL: ceo@cuballing.wa.gov.au

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

Incident Type	Human Epidemic		
Incident Number/Name	COVID 19		
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.		
Meeting opened & Welcome	Mark Conley, President Shire of Cuballing,		
Record of attendance, apologies	See record below		
Confirmation of Previous Meeting Minutes	Moved Mark Hook/Seconded Anthony Mort.		
Confirmation of contact details	Refer to attached list.		
ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes that cannot be addressed later in the Meeting	M Conley	Nil	Nil
2. Standing Items	H Johnstone St John Ambulance	<ul style="list-style-type: none"> Request St John Ambulance to advise local substations of ambulance requirements for arrivals new Narrogin Emergency Department set up 	St Johns have emailed all subcentres. Maps of Narrogin Hospital with new arrival details provided to all ambulances

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
3. HMA/Agency Reports	K Fisher WACHS	<ul style="list-style-type: none"> Western Australia - 1 case in last 24 hours. This case was a close contact of another patient already in isolation. Wheatbelt has 2 active cases and 8 recovered cases. Testing continues – people continue to attend and see if they meet testing criteria. Local Aged Care providers – flu vaccines being rolled out Flu Vaccine program underway in smaller Wheatbelt South Hospitals 	Nil
4. Preparedness 4.1 Communications/public information 4.2 Business continuity plans (review and update all agencies) 4.3 Identification of vulnerable people 4.4 Identification of critical services 4.5 Community actions to promote resilience.		Nil	Nil
4. Impact Assessment 4.1 Detail any local/regional impacts – if relevant 4.2 Outline response to someone fulfilling the case definition		Nil	Nil
5. Recovery 5.1 Potential for significant, prolonged business disruptions 5.2 Implications for Psychosocial impacts 5.3 Other		Nil	Nil
6. Agency Updates 6.1 Agency preparations – business continuity 6.2 Anticipated impacts 6.3 Issues of concern 6.4 Information requirements 6.5 Other issues	WA Police	<ul style="list-style-type: none"> Liquor Restriction – easing in relation to limits Travel restriction – maintained. Online travel passes will be available soon. Public announcement to made prior. Travellers can show mobile phone pass to move 	Nil

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
	Dept of Communities	<ul style="list-style-type: none"> No change. Continuing to provide support to people in self isolation. This is reducing as numbers in isolation reduce. Waiting for roll out of state welfare plan and the requirements on the Department from this. 	Nil
	Shire of Wickepin	<ul style="list-style-type: none"> No Change 	Nil
	Shire of Cuballing	<ul style="list-style-type: none"> No Change Increasing focus on recovery efforts to assist local business. 	Nil
	St John Ambulance	<ul style="list-style-type: none"> Traffic light system according to capacity – all Southern Wheatbelt centres are at green. Logistics are adequate at this time, with some shortages in P2 masks and alcohol gels. 	Nil
	Others	Nil	Nil
7. Other items	Nil		
8. Details of Next Meeting	3pm Tuesday 28 th April 2020		
9. Meeting closed	3.18pm		

LEMC Contact List

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

Local Emergency Management Committee (LEMC)

AGENDA / MINUTES

DATE OF MEETING: Tuesday 28th April 2020

TIME OF MEETING: 3:01pm

VENUE: Teleconference - participant access code 89910105 followed by the # (hash) key

TELECONFERENCE DETAILS: Call dial 1800 896 323,

CORRESPONDENCE EMAIL: ceo@cuballing.wa.gov.au

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

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

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
3. HMA/Agency Reports	K Fisher – Health	<ul style="list-style-type: none"> • Quiet weekend at Narrogin Hospital • Wheatbelt has 1 active case and 10 recovered. • WA has 1 new case. New case is linked to cruise liner • Narrogin operating 2 EDs. Working well. • Aged care is going well. Staff are completing vaccinations required by 2nd May. • Testing continues at Narrogin Hospital. <ul style="list-style-type: none"> ○ Testing is nose and throat swab ○ Testing is either positive or negative. Not if you have had COVID-19 and recovered. ○ 3 or 4 people seek testing each day, but not all meet criteria. ○ Outer areas are bring swabs to Narrogin for transport to Perth ○ 24 hour turn around on swabs 	Nil
4. Preparedness 4.1 Communications/public information 4.2 Business continuity plans (review and update all agencies) 4.3 Identification of vulnerable people 4.4 Identification of critical services 4.5 Community actions to promote resilience.		Nil	Nil
4. Impact Assessment 4.1 Detail any local/regional impacts – if relevant 4.2 Outline response to someone fulfilling the case definition		Nil	Nil
5. Recovery 5.1 Potential for significant, prolonged business disruptions 5.2 Implications for Psychosocial impacts 5.3 Other		Nil	Nil

6. Agency Updates 6.1 Agency preparations – business continuity 6.2 Anticipated impacts 6.3 Issues of concern 6.4 Information requirements 6.5 Other issues	WA Police	<ul style="list-style-type: none"> Travel restrictions continue. <ul style="list-style-type: none"> G2G pass is difficult to access for corporate travellers with multiple emails. Teething issues being experienced at checkpoints as well. Change in directions on Sunday allow increased numbers to gather. Emergency accommodation for domestic violence currently be found in Katanning or Albany. 	Nil
	Dept of Communities	<ul style="list-style-type: none"> No change from last week. Dept still providing welfare support for those self isolating. Publicised travellers returning from overseas will need to self isolate for 14 days. 	Nil
	DFES (provided separately)	<ul style="list-style-type: none"> Nothing has changed over the last week to report. 	Nil
	Shire of Cuballing	<ul style="list-style-type: none"> Similar to previous reports. Office remains open with restrictions and encouragement to use online options. 	Nil
	Shire of Wickepin	<ul style="list-style-type: none"> Office hours reverted to normal with restrictions on numbers at any one time. Little other change. 	Nil
	St John Ambulance	<ul style="list-style-type: none"> Business as usual in a different format. Decrease in call volumes across the region. Commencing resumption of some activities. A new driver only role has been implemented Narrogin Branch continuing to liaise with Narrogin Hospital over protocols on transfers. 	Nil
	Others	Nil	Nil
7. Other items	Nil		
8. Details of Next Meeting	3pm Monday 4 th May 2020		
9. Meeting closed	3:17pm		

LEMC Contact List

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

Local Emergency Management Committee (LEMC)

AGENDA / MINUTES

DATE OF MEETING: Monday 4th May 2020
 TIME OF MEETING: 3.01pm
 VENUE: Teleconference - participant access code 89910105 followed by the # (hash) key
 TELECONFERENCE DETAILS: Call dial 1800 896 323,
 CORRESPONDENCE EMAIL: ceo@cuballing.wa.gov.au

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

Incident Type	Human Epidemic		
Incident Number/Name	COVID 19		
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.		
Meeting opened & Welcome	Mark Conley, President Shire of Cuballing,		
Record of attendance, apologies	See record below		
Confirmation of Minutes - 28 th April 2020	M Hook/B Dew Carried without descension		
Confirmation of contact details	Refer to attached list.		
ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes that cannot be addressed later in the Meeting	M Conley	Nil	Nil
2. Standing Items		Nil	Nil

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
3. HMA/Agency Reports	K Fisher – Health	<ul style="list-style-type: none"> • Quiet week. No new cases in wheatbelt – no active cases – 10 cleared cases • 1 test in Narrogin over weekend. Person self-isolating waiting for test result • Wide spread take-up of flu vaccine • At regional health centres with aged care a certificate of vaccination is required to visit. • Stocks of PPE are now up to date. • COVIDSafe App should be publicised. The wide take up of this tracing app will greatly assist in reducing future incidence of COVID-19. Federal government is requiring widespread take up as a condition of reopening. 	Nil
4. Preparedness 4.1 Communications/public information 4.2 Business continuity plans (review and update all agencies) 4.3 Identification of vulnerable people 4.4 Identification of critical services 4.5 Community actions to promote resilience.		Nil	Nil
4. Impact Assessment 4.1 Detail any local/regional impacts – if relevant 4.2 Outline response to someone fulfilling the case definition		Nil	Nil
5. Recovery 5.1 Potential for significant, prolonged business disruptions 5.2 Implications for Psychosocial impacts 5.3 Other		Nil	Nil

ITEM	SPEAKER	DISCUSSION/DECISION	ACTION
6. Agency Updates 6.1 Agency preparations – business continuity 6.2 Anticipated impacts 6.3 Issues of concern 6.4 Information requirements 6.5 Other issues	WA Police	<ul style="list-style-type: none"> No change to Direction to not travel unless required. Police are maintaining vehicle control points. Despite examples of media coverage, there has been no change to date of the Travel Direction that specifically allows travel for camping. Change to social distancing – from 2 to 10 points. 	Nil
	Dept of Communities	<ul style="list-style-type: none"> No change locally. Dept of Communities providing support to those isolating in Perth and Rottnest. 	Nil
	St John Ambulance	<ul style="list-style-type: none"> No change. Operational capacity remains at high level. Nil COVID transfers in last week. PPE/stores adequate. Stocks of oxygen sufficient for winter. Driver-only role has attracted some new interest. Local subcentre numbers are healthy at the moment. General training still on hold 	Shires to locally advertise Driver-only role.
	DFES	<ul style="list-style-type: none"> No change. Changes to local brigade meetings. Restricted burning reverted back to local government arrangements. 	Nil
	Shire of Cuballing	<ul style="list-style-type: none"> Nothing has changed over the last week to report. 	Nil
	Shire of Wickepin	<ul style="list-style-type: none"> Local schools have extra cleaners Shire has provided local hotels/food businesses with details of AHA training program that such businesses must complete to reopen. Different levels of training is required for different positions. 	Nil
	Others	Nil	Nil
7. Other items	Nil		
8. Details of Next Meeting	3pm Monday 18 th May 2020		
9. Meeting closed	3:20pm		

LEMC Contact List

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

RECEIVAL OF MINUTES

7.2 Lifestyle Retirement Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Melissa Martin, Executive Services Officer
File Reference:	CR.MEE.203
Author:	Melissa Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	14 May 2020

Enclosure/Attachments:

Minutes of the Lifestyle Retirement Committee meeting held on Wednesday 13 May 2020.

Background:

The Lifestyle Retirement Committee meeting was held on Wednesday 13 May 2020.

Summary:

Council is being requested to receive the Lifestyle Retirement Committee meeting minutes held on Wednesday 13 May

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 Lifestyle Retirement Committee meeting held on Wednesday 13 May 2020 be received.

Voting Requirements: Simple majority.



A Fortunate Place

Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Due to the COVID 19 requirements the next Lifestyle Retirement Committee Meeting will be held on Wednesday 13 May 2020 at 9.30am by electronic means.

PLEASE NOTE

Joining teleconference

Each meeting participant just before the meeting start time dial **1800 896 323**.

You will be prompted to enter the participant access code **48678066** followed by the # (hash) key.

A recorded voice announcement will advise the number of participants already on the conference. This will mean that you have entered the conference.

The host for the meeting is **Mark Hook**.

In summary

Your Service Access Number is:

1800 896 323

Your Participant Access Code is:

48678066

The Host Name:

Mark Hook

13 MAY 2020



Notice of a Lifestyle Retirement Committee Meeting

Please note that the next Lifestyle Retirement Committee Meeting of the Shire of Wickepin will be held on Wednesday 13 May 2020, commencing at 9.30am by electronic means.

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

5 May 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

Lifestyle Retirement Committee

2. Members

Syd Martin
Cr Fran Allan
Cr Allan Lansdell
Murray Lang
Coleen Thompson
Colin Hemley
Audrey Bird
Kevin Coxon
Leanne Smith
Steve Rose
Rex Bergin

3. Objectives

This Committee deals with issues relating to lifestyle retirement in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Lifestyle Retirement 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 Aged Persons Housing.
5. To represent the Councils position in regards Aged Housing to regulatory bodies and interest groups/committees.
6. To assist the Wickepin Council in developing an Aged Housing 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 Lifestyle Retirement 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 Lifestyle Retirement Committee Meeting after the Local Government elections by the committee members.

7. Meeting Frequency

The Lifestyle Retirement Committee meets four times a year on the second Wednesday of that month at 9:30am.

Meeting dates for 2020 are as follows:

Day	Date	Time
Wednesday	February 5, 2020	9.30am
Wednesday	May 13, 2020	9.30am
Wednesday	August 5, 2020	9.30am
Wednesday	October 7, 2020	9.30am

8. Related Policies/Bylaws: Nil.

SHIRE OF WICKEPIN**QUESTIONS FROM THE PUBLIC**

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

If any member of the Public wishes to raise any questions for Public Question Time please email them to the Chief Executive Office on eso@wickepin.wa.gov.au by 4.00pm Tuesday 12 May 2020.

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

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Minutes of Lifestyle Retirement Committee Meeting held in via Teleconference, Wickepin
Wednesday 13 May 2020.**

The Chairperson declared the meeting open at 9.34am.

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

Syd Martin	Chairperson	
Cr Fran Allan	Member	
Cr Allan Lansdell	Member	
Murray Lang	Member	
Colin Hemley	Member	
Leanne Smith	Member	
Coleen Thompson	Member	
Kevin Coxon	Member	
Steve Rose	Member	
Rex Bergin	Member	(Joined meeting at 9.50am)

Mark Hook	Chief Executive Officer
Mel Martin	Executive Support Officer

Apologies

Audrey Bird	Member
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Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Lifestyle Retirement Committee Meeting – 5 February 2020.

Moved Fran Allan / Seconded Colin Hemley

That the minutes of the Lifestyle Retirement Committee meeting held on 5 February 2020 be confirmed as a true and correct record.

Carried 9/0

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

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

○ = in progress ✓ = completed ✕ = superseded

8. Receipt of Reports & Consideration of Recommendations

8.1.01 – Tender RFT 6 2019/2020 Aged Persons Units Johnston Street Wickepin

Submission To:	Lifestyle Committee
Location/Address:	27 Johnston Street
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GS.PR.G.1555, FM.TEN.1220
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4th May 2020

Enclosure/Attachments:

1. RFT 6 2019/2020 Aged Persons Units Johnston Street Wickepin
2. Advert Aged Persons Units Johnston Street Wickepin
3. Amended FAA WSAHA
4. Tender Documents Received

Summary:

The Lifestyle Committee is being requested to accept the tender from K Built Construction for the construction of 4 Independent Living Units at 27 Johnston Street at a tendered price of \$1,329,966.

Background:

Council placed in the 2019/2020 Adopted Budget an amount of \$700,000 for the provision of 2 Independent living units on 27 Johnston Street. Part of the \$700,000 was being funded by a \$267,221 transfer from the Aged Persons Accommodation Reserve.

As per the 2019/2020 Adopted Budget the Chief Executive Officer requested tenders via the West Australian on the 21st December 2019 and the Narrogin Observer on 19th December 2019 for construction of 4 Independent Living units at 27 Johnston Street Wickepin.

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



The RFT 6 2019/2020 Aged Persons Units Johnston Street Wickepin, documents are attached under separate cover for the Committee members information.

Since setting the budget Council through the Wheatbelt South Aged Housing Alliance received a grant of \$2.8 Million from the State Government (copy of the Amended FAA to the WSAHA is attached for information) for 14 Independent Living Units in the following locations.

- 2 in Corrigin
- 4 in Cuballing
- 4 in Kondinin
- 4 in Wickepin

The Shire of Wickepin's portion of the \$2.8 Million WSAHA grant for 4 units at 27 Johnston Street Wickepin is \$800,000.

Since setting the budget for 2019/2020 Council was advised that it had been allocated \$500,000 under the Drought Communities Programme subject to a formal submission and approval from the Drought Communities Programme for projects totaling up to \$500,000.

Council resolved at the 18th March 2020 Ordinary Council Meeting to allocate the \$500,000 from the Drought Communities Programme to 4 Independent Living units 27 Johnston Street Wickepin project as per the following recommendation.

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

The CEO has submitted the application to the Drought Communities Programme for the \$500,000 to go towards the 4 Independent Living units 27 Johnston Street Wickepin as per Resolution No 180320-05.

As of the 4th May 2020 Council has not been advised that the grant application of \$500,000 through the Drought Communities Programme Grant has been approved. If the grant application is not approved by the Drought Communities Programme then Council will need to fund the \$500,000, either through Council Municipal, or Reserve Funds.

If the Committee requests Council to accept the tender from K Built of \$1,329,966 GST Exclusive, the financing of the Independent Living Units (if all grants are received) cost will be taken from the following accounts.

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

Comments:

After the adverts were placed in the West Australian and the Narrogin Observer council staff received the following requests for the RFT 6 2019/2020 and subsequently sent the required documents to the following companies.

Aged Units			
Company Name	Contact Name	Email	Phone number
Kbuilt Construction	Katie Woodhams	katie@kbuilt.com.au	447448765
Cooper & Oxley	Chloe Drill	chloe.drill@cooperoxley.com.au	93879000
Modular WA	Codie Sundstrom	admin@modularwa.com.au	64540919
Master Builders WA	Lucia Corasaniti	aacorasanti@yahoo.com.au	98812274
Ramm's Building Design	Gary Ramm	gary@rammsbuildingdesign.com.au	417715881
Schlager Group	John Carter	john@schlagergroup.com.au	499882605
Colli Truss and Frames	Terry Jones	tjones@colli.com.au	95264200 / 0438589683
AusBuild Consulting	Graeme Boreham	ausuildconsulting@gmail.com	0487 195 663
Judith McDougall Designs	Judith McDougall	judithmcdougall@gmail.com	447550275
Arjo Australia	Kellie Wayman	kellie.wayman@arjo.com	0421 908 019

At the closing of the RFT 6 2019/2020 Aged Persons Units Johnston Street Wickpin council received the following tenders, which have all been deemed to be compliant with the tender documentation.

Company	Description	Price per unit GST EX	Total GST EX	Build Time
Stallion Homes	4 3X2 Units	\$322,700	\$1,290,800	20 Weeks
	4 3X 1.5 Units	\$312,600	\$1,250,400	
	4 2X1 Units	\$222,600	\$890,400	
Modular Homes	4 3X2 Units	\$276,450	\$1,105,800	26 Weeks
	4 3X1 Units	\$272,318	\$1,089,272	
	4 3X2 Units	\$312,424	\$1,249,696	
K Built Construction	4 3X2 Units	\$332,491.50	\$1,329,965.45	29 Weeks

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

SHIRE OF WICKPIN EVALUATION											
RFT 6 2019/2020 Aged Persons Units Johnston Street Wickpin											
CRITERION	A		B		C		D		Total	Score	Ranking
	Demonstrated Quality of Previously Similar Work		Availability of Resourcing to Undertake Project		Tendered Price						
	weighting	20%	weighting	20%	weighting	60%	weighting	0%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Stallion Homes	4.0	0.8	4.0	0.8	3.0	1.8		0.0	11.00	3.40	2
Modular Homes	4.0	0.8	4.0	0.8	4.0	2.4		0.0	12.00	4.00	2
K Built Construction	4.0	0.8	4.0	0.8	5.0	3.0		0.0	13.00	4.60	1
	Score	Description of Score									
	0	Offer did not address the criterion									
	1	offer contained insufficient/unclear information									
	2	Acceptable offer									
	3	Good offer									
	4	Very Good offer									
	5	Excellent offer									

Stallion Homes documentation does include an alternative tender for a 2X1 ILU Units as allowed under the RFT 6 2019/2020.

All companies have been contacted regarding the delay in awarding the tender due to the COVID19 Virus situation and all companies have agreed to hold their prices to the end of May 2020.

Stallion Homes

Tender allows for a 20 weeks construction from receiving all approvals including building license. 2% discount is offered if Council also awards the Staff housing tender to Stallion Homes. If Council awards the two tenders to Stallion homes the discount would be.

- 3X2 \$36,588.20 GST Inc
- 3X1 \$35,699.40 GST Inc
- 2X1 \$27,779.40 GST Inc

Tender does not include any landscaping, which means Council would have to undertake all the landscaping as required utilising Council staff or putting out to an external contract.

The breakdown of the Stallion Homes RFT for 4 - 3X2 units are as follows

Description	Cost
Architectural Plans	\$3,800
Preliminaries	\$37,600
Site Works	Included in Construction cost
Construction	\$1,189,300
Services	\$60,100
TOTAL GST EX	\$1,290,800
GST	\$129,080
TOTAL GST INC	\$1,419,880
Options not included in total price	
Grid Connected Solar Panels 2.5 - 3.5 KW \$12,000 or \$3,000 per unit	Hardi plank Upper Colorbond Lower \$3,785 per unit GST Inc
Two Course Brick Veneer \$12,570 GST Inc per unit	Paving has been allocated at \$25m ² any above that will be at additional cost
270 litre Heat Pump HWS – instead of solar heat saving of \$1,857 GST Inc per unit	Paved or Asphalt road to rear unit 4 \$37,820 GST Inc
Paved or Asphalt road to rear unit 4 \$37,820 GST Inc	
Exclusions	
Rock Breaking	Solar Power System
Landscaping	Asphalt road to unit 4
Microwave Oven	Fridge Freezer
Allowances included	
72 m ² Colorbond Neeta screen fencing	\$25m ² paving
\$3,300 for window treatments	\$66m ² for floor coverings Vinyl Plank or carpet
\$49.50m ² for tiles	Air-conditioning unit \$7,700

Modular WA

Tender allows for a 26 weeks construction from receiving all approvals including building license. The breakdown of the Modular tender per unit is as follows

Description	Cost Design 1	Design 2	Design 3
Architectural Plans	\$1,800	\$1,800	\$1,800
Preliminaries	\$9,134	\$9,134	\$9,134
Site Works	\$6,000	\$6,000	\$6,000
Construction	\$210,984	\$207,227	\$244,588
Services	\$20,400	\$20,400	\$20,400
Power dome and distribution board	\$3,000	\$3,000	\$3,000
TOTAL GST EX	\$251,318	\$247,562	\$284,021
GST	\$25,132	\$24,756	\$28,402
TOTAL GST INC	\$276,450	\$272,318	\$312,424
Options not included in total price for all designs			
Solar Power 3.5Kw \$5,166 Per Unit	Solar Power 5Kw \$6,366 Per Unit	Rinnai 26lt Instant Gas Hot Water System instead of	Stone Bench Tops \$4,261 per unit

		Solar hart saving of \$3,806 per unit	
Kitchen Splash Backs \$246 per Unit	Upgrade Cooking Appliances to 900 mm wide \$744 per unit	Dishwasher \$924	Fridge tap – cold water to fridge recess \$216 per unit
Ceiling fans bedroom \$662 per unit	Ceiling fans living and dining \$442 per unit		
Exclusions			
Rock Breaking	Solar Power System	Landscaping	Asphalt road to unit 4
Microwave Oven	Fridge Freezer		
Allowances included			
Soil test report	Surveying	Fencing 1.8m high colorbond plus 2 personal access gates and 1.8m return from side boundaries to unit	Power services \$2,500 per unit
Sewer connection	Earthworks to finished floor level 300mm above ground level	Shed 2.7m X 2.7m Concrete sir built	Concrete paving
Storm water	Copper piping	2 Vast decoders boxes plus satellite dish per unit	12 defect liability

K Built construction

Tender allows for a 26 weeks construction from receiving all approvals including building license. The break down for 4 complete units are as follows.

Description	Cost
Architectural Plans	\$48,882.14
Preliminaries	\$164,426.50
Site Works	Included in construction costs
Construction	\$1,101,657.36
Services	\$15,000
TOTAL GST EX	\$1,329,966
GST	\$132,996.60
TOTAL GST INC	\$1,462,962.60
Includes	
Landscaping	Driveways
Sheds	Site works
Complete finish	Headworks

Following are the schedules for External and Internal selections. These can be changed within reason for a certain colour palette or choice by the Shire. This forms part of the design stage.

Sch 01 Finishes & Colour Schedule




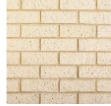
Project: Wickepin ILU's
Revision: Tender

Client: Shire of Wickepin
Date: 25.06.2019

H+H architects

58 SERPENTINE RD, ALBANY WA 6330
PO BOX 1427, ALBANY WA 6332
ADMIN@HHARCHITECTS.COM.AU
WWW.HHARCHITECTS.COM.AU
08 9842 5558

EXTERNAL

Code	Item	Description	Location	Image	Rev
CB1	Colorbond	Colorbond Surfmist	Custom Orb Roof Sheeting Flashings		
CB2	Colorbond	Colorbond Wallaby	Gutters		
CB3	Colorbond Fencing	Colorbond Surfmist	Colorbond Fencing & Gates Panels, Posts, Rails		
BR1	Face Brick	Colour: Classic Cream Mortar: Cream Range: Traditional Collection Manufacturer: Brickmakers	Main brick colour		

One issue the Committee may wish to consider is that with the COVID19 Virus the building industry costs have reduced considerably.

With this in mind the committee may like to request Council not to accept any of the received tenders and recall the tenders as there may be savings and a wider interest if retendered.

However this may have problems due to the following milestones as part of the WSAHA agreement.

Following are the milestones in the signed Financial Agreement with the State Government.

Deliverables	Performance Measures	Performance method Measure	Milestone	Payment details and timing	Payment Amount \$
Funding Agreement Executed	Execution of Funding Agreement	Funding Agreement signed by both Parties	31 August 2018	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	20,000 (PAID)
Revised Application	Revised application for RAAP funding, inclusive of a more robust options assessment for the project.	Revised application for RAAP funding and submitted to the Department by the 15 December 2018	15 December 2018		
Executed FAA Variation	FAA Variation executed	FAA Variation signed by both parties	31 December 2019	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	750,000
Signed Agreements for Project delivery	Agreements signed with implementing Local Governments outlining the governance	Evidence to the satisfaction of the Department that Agreements with each	30 June 2020		

	frameworks and specific responsibilities for Project delivery	implementing Local Government are signed			
Monitoring and Evaluation (M&E) Plan	M&E Plan developed and implemented	M&E plan developed and implemented	30 June 2020		
Means testing/ allocation model	Means testing/ allocation model developed and agreed to by all Local Governments	Means testing/ allocation model approved by the Department.	30 June 2020		
Engagement of an Environmental Design Consultant	Engagement of an appropriate third party to review design and construction plans to optimise ageing in place outcomes	Evidence to the satisfaction of the Department that design and construction plans have been reviewed by an appropriate third party	30 June 2020		
Finalised design and construction plans	Design and construction plans completed for the 14 ILUs	Evidence to the satisfaction of the Department that design and construction plans have been finalised	30 June 2020	Payment will be authorised within 20 business days upon acceptance that this and the above deliverables have been met	750,000
Construction Tenders awarded	Construction Tenders awarded for the construction of 14 ILUs	Evidence to the satisfaction of the Department that tenders for the construction of 14 ILUs have been awarded.	30 September 2020	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met.	880,000
50% completion	Construction of units 50% complete	Evidence provided to the satisfaction of the Department that construction is 50% complete	30 June 2021	Payment will be authorised within 20 business days upon acceptance that the deliverable has been met	420,000
Practical Completion	Completion 14 landscaped ILUs with access to Solar hot water systems and connected services: <ul style="list-style-type: none"> • 2 in Corrigin • 4 in Cuballing • 4 in Kondinin • 4 in Wickepin 	Certificates of Practical Completion	31 December 2021		
Completion of the Project including all of the Recipient's Obligations			30 June 2022	Total Payment Amount	2,820,000

Statutory Environment:

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Policy Implications:**2.1.17 TENDERS OF BUDGETED ITEMS**

OBJECTIVE: To call tenders for all items on the current adopted budget for all items above \$100,000.

The CEO is authorised to call tenders for all items on the current adopted budget over \$100,000.

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

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

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

Financial Implications:

Council placed the following in the 2019/2020 Adopted Budget.

		Housing				Amount
CLCH2		Aged Accommodation Units				700,000

Transfers from Reserves

			\$	Balance
133950	Aged Persons Accommodation		267,221	Nil

Since setting the budget the WSAHA has received a grant of \$2.8 Million for the construction of 14 independent Living Units. The Shire of Wickepin's part of this grant is \$800,000 for the construction of 4 Independent Living Units on 27 Johnston Street Wickepin.

Council has also been allocated \$500,000 under the Drought Communities Programme subject to a formal submission and approval through the Drought Communities Programme. Council resolved at the 18th March 2020 Ordinary Council Meeting to allocate the \$500,000 drought communities grant to the Wickepin Independent Living Units project.

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

This means Council has \$1.3 Million to allocate to the Independent Living Units project. As of the 4th May 2020 Council has not been advised that the grant application for the Drought Communities Programme Grant has been approved. If the grant application is not approved by the Drought Communities Programme then Council will be required to find the \$500,000 through its own resources.

If the Committee requests Council to accept the tender from K Built Construction Council's cost will be taking from the following accounts.

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

Strategic Implications:

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

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

Recommendations:

That the Lifestyle Committee request Council to accept the tender from K Built Construction for the construction of 4 Independent Living Units at 27 Johnston Street at a tendered price of \$1,329,966

Voting Requirements:

Simple majority.

9.50am Rex Bergin entered the meeting**Moved Murray Lang / Seconded Colin Hemley**

That the Lifestyle Committee request Council to accept the tender from K Built Construction for the construction of 4 Independent Living Units at 27 Johnston Street at a tendered price of \$1,329,966 with the inclusion to negotiation the carport to a double lock up garage at no extra cost.

Carried 10/0

9. Reports & Information

9.1 Other matters raised by members

Construction Crew Accommodation

CEO suggested that the Lifestyle Retirement Committee request Council to implement the following conditions to K Built Constructions, where possible, all tradesman and construction workers seek accommodation in Wickepin.

Moved Allan Lansdell / Seconded Leanne Smith

That Council be requested to implement the following conditions to K Built Constructions, where possible, all tradesman and construction workers seek accommodation in Wickepin.

Carried 10/0

Aged Care Reserve Fund

Shire President, Cr Julie Russell through the CEO, propose that the Lifestyle Retirement Committee establish a Sinking Fund to transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.

Moved Coleen Thompson / Seconded Fran Allan

That Council be requested to establish a Sinking Fund to transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.

Carried 10/0

10. Urgent Business

11. Closure

The next Lifestyle Retirement Committee Meeting will be held Wednesday 5 August 2020 at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.07am.

Actions requested from meeting

Subject/Action	Officer

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
1063 – 180320-05	Drought Communities Programme	CEO	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.	✓	Submitted by CEO 15/04/2020
1068 - 150420-05	Shire of Wickepin Refuse Site Closing & Opening Times	CEO	That the Wickepin Refuse Site opening and closing dates be open from Fridays at 4.00pm and closed Monday at 4.00pm from 1 May 2020.	✓	Closing and opening times implemented.
1069 – 150420-10	Appointment of Environmental Officers	CEO	That the Shire of Wickepin make the recommended appointments.	✓	Appointments made.
1070 – 150420-011	WALGA Honours Program 2020	CEO	That Council nominate Gerri Hinkley for the Long and Loyal Service Award.	✓	Submitted by ESO 23/04/2020

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services, Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services, Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	13 May 2020

Enclosure/Attachments: Nil.

Summary:

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

Background: Nil.

Comments:

Programmed Construction Works

- | | | |
|---|-----------------------------|--|
| • | Wickepin Harrismith Road | - Completed |
| • | Black spot - Wickepin | - Completed |
| • | Black spot - Collins street | - Completed |
| • | Elsinore Road | - Completed |
| • | Inkiepinkie Road | - Completed |
| • | 7 Rintel Street | - Shed construction – concrete to be laid in 2 weeks |
| • | Yealering | - Removal of trees completed |
| • | Wickepin Pingelly Road | - Removal of trees completed |
| • | Wogolin South | - All Gravel has been carted just needs to be spread |
| • | Wickepin War Memorial | - Trees have been removed. New trees will be replanted in June |
| • | Yealering Bridge works | - Asphalt works to fix the abutment have been completed |

Maintenance Works

- | | | |
|---|---------------------|---|
| • | Maintenance Grader | - only summer grading at this stage until we receive rain |
| • | Pot-hole patching | - on gong |
| • | Signage maintenance | - on going |

Occupational Health and Safety

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

Parks and Gardens

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

Plant and Equipment

- The smooth drum roller has some electrical problems, will have to go to Narrogin to get fixed.

Other Information

- Peter Ashley - Commences on the 25 May 2020.
- Ben Charles - Commenced on the 23 April 2020. Ben is working well and is fitting in with the construction crew.

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 13 May 2020.

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.02 – Railway Dam

Submission To:	Ordinary Council
Location/Address:	Brooks Road Wickepin
Name of Applicant:	Cr Julie Russell
File Reference:	WS.MAI.3005, WS.PLA.3006
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 th April 2020

Enclosure/Attachments: Nil.

Summary:

Council is being requested to enlarge the Wickepin Railway Dam and construct a new dam at the Harrismith Airstrip within the 2019/2020 financial year.

Background:

The CEO has received a request from Cr Russell to prepare an Agenda item to the May 2020 Council Meeting for the immediate enlarging of the Wickepin Railway Dam and the construction of a new Dam at the Harrismith Airstrip.

Comments:

Comments from Cr Russell via email are as follows:

Drought Proofing our Shire Ovals & Collecting Water in the South of the Shire for Road Building etc

Reasons being – Council directed the State's Drought Funding of \$500,000.00 to the Aged Units, therefore the Dams will have to be funded out of Reserve funding. So it seems logical to drag \$60,000 out of our reserves immediately and do these 2 projects whilst the weather is suitable and the existing railway dam is dry, and a Contractor is readily available. Should Council wait until after winter, there will be a good chance of having water in the dam, and so would make the job much harder. Whilst the conditions are right, these jobs should be undertaken. We have quotes already so an agenda item to get the jobs done would be great (In my opinion).

I realise that the Harrismith project will take longer (clearing permits etc) but I still think it is worth taking it to Council to get it rolling on, and to me these projects are vital for our Shire to be doing in order to assist in the management of our local sporting facilities and road making requirements, therefore saving money for the long term for our ratepayers.

By enlarging and sinking the dams, winter water and whatever falls will be caught and utilised, not lost – and in this drying climate, we need to be acting quickly.

The Manager of Works has requested and received the following quotes from AC & EJ Fulford for the following works.

1. Railway Dam Enlargement – Removal of Centre Wall \$9,500 GST Exclusive
2. Railway Dam Enlargement - Removal of centre wall and front section to square dam removing trees and mud \$25,000 GST Exclusive
3. Harrismith Airfield Dam – Excavate Dam to 10,000 cubic metres, \$22,500 GST Exclusive

The construction of the Harrismith Airstrip Dam requires a lot more investigation as placing a dam next to an airstrip will require discussions with CASASA once a site has been chosen. Also once a site is chosen a decision will need to be made as to whether a clearing permit is required.

Discussion should also be held with the Harrismith community as there are a number of flower walk and drive trails in the area and until a site is chosen the impact on these trails will not be known.

There is no issue with the enlargement of the Wickepin Railway Dam as the reserve is vested with Council and there would be no requirements for any clearing permits.

Council needs to pass the recommendation by absolute majority as there was no allocation in the 2019/2020 adopted budget and it does not fit within Councils 2018/2028 Strategic Plan.

Statutory Environment: Nil

Local Government Act 1995

6.8. **Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

- (1a) *In subsection (1) —*

additional purpose *means a purpose for which no expenditure estimate is included in the local government's annual budget.*

- (2) *Where expenditure has been incurred by a local government —*
- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
 - (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

Policy Implications: Nil

Financial Implications:

The cost of enlarging the Wickepin Railway Dam by removal of the centre wall and front section to square the dam will require removing some trees and removing any mud, and will be unbudgeted expenditure of \$25,0000 GST Exclusive as it has not been included in the 2019/2020 budget estimates.

Strategic Implications:

Not within Councils 2018/2028 Strategic Plan.

Recommendations:

That Council authorise the unbudgeted expenditure of \$25,000 for the enlarging of the Wickepin Railway Dam by removing the centre wall and front section of the dam to square the dam.

Voting Requirements: Absolute majority.

TECHNICAL SERVICES

10.1.03 – Tender RFT 5 2019/2020 Construction of One 4x2 Executive Home

Submission To:	Lifestyle Committee
Location/Address:	Lot 50 Smith Street Wickepin WA 6370
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.TEN.1220
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14th May 2020

Enclosure/Attachments:

1. RFT 5 2019/2020 Construction of One 4x2 executive home either transportable or built on site
2. Tender Documents Received

Summary:

Council is being requested to not accept any tender for the RFT 5 2019/2020 Construction of One 4x2 executive home either transportable or built on site

Background:

Council placed in the 2019/2020 Adopted Budget an amount of \$350,000 for the provision of one 4X2 executive style home either transportable or built on site at Lot 50 Smith Street Wickepin WA 6370. The funding of the executive house was to come from the building reserve.

As per the 2019/2020 Adopted Budget the Chief Executive Officer requested tenders via the West Australian on the 21st December 2019 and the Narrogin Observer on 19th December 2019 for construction of one 4X2 executive style home either transportable or built on site at Lot 50 Smith Street Wickepin WA 6370.

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



The RFT 5 2019/2020 Construction of One 4x2 executive home either transportable or built on site, documents are attached under separate cover for the Councils information.

Comments:

After the adverts were placed in the West Australian and the Narrogin Observer council staff received the following requests for the RFT 5 2019/2020.

Aged Units			
Company Name	Contact Name	Email	Phone number
Kbuilt Construction	Katie Woodhams	katie@kbuilt.com.au	447448765
Cooper & Oxley	Chloe Drill	chloe.drill@cooperoxley.com.au	93879000
Modular WA	Codie Sundstrom	admin@modularwa.com.au	64540919
Master Builders WA	Lucia Corasaniti	aacorasanti@yahoo.com.au	98812274
Ramm's Building Design	Gary Ramm	gary@rammsbuildingdesign.com.au	417715881
Schlager Group	John Carter	john@schlagergroup.com.au	499882605
Colli Truss and Frames	Terry Jones	tjones@colli.com.au	95264200 / 0438589683
AusBuild Consulting	Graeme Boreham	ausuildconsulting@gmail.com	0487 195 663
Judith McDougall Designs	Judith McDougall	judithmcdougall@gmail.com	447550275
Arjo Australia	Kellie Wayman	kellie.wayman@arjo.com	0421 908 019

At the closing of the RFT 5 2019/2020 Construction of One 4x2 executive home either transportable or built on site council received the following tenders, which have all been deemed to be compliant with the tender documentation.

Company	Description	Price per unit GST EX	Build Time
Stallion Homes	4X2 home	\$372,300	18 Weeks
Modular Homes	4X2 home	\$398,060	22 Weeks
K Built Construction	4X2 home	\$436,683.85	20 Weeks

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

SHIRE OF WICKEPIN EVALUATION											
RFT 5 2019/2020 Constuction Executive House											
CRITERION	A		B		C		D		Total	Score	Ranking
	Demonstrated Quality of Previously Similar Work		Availability of Resourcing to Undertake Project		Tendered Price						
	weighting	20%	weighting	20%	weighting	60%	weighting	0%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Stallion Homes	4.0	0.8	4.0	0.8	4.0	2.4		0.0	12.00	4.00	3
Modular Homes	4.0	0.8	4.0	0.8	4.0	2.4		0.0	12.00	4.00	2
K Built Construction	5.0	1.0	4.0	0.8	5.0	3.0		0.0	14.00	4.80	1
	Score	Description of Score									
	0	Offer did not address the criterion									
	1	offer contained insufficient/unclear information									
	2	Acceptable offer									
	3	Good offer									
	4	Very Good offer									
	5	Excellent offer									

All companies have been contacted regarding the delay in awarding the tender due to COVID19 Virus situation and all companies have agreed to hold their prices to the end of May 2020.

Stallion Homes

Tender allows for an 18 weeks construction from receiving all approvals including building license. 2% discount is offered if Council also awards the Staff housing tender to Stallion Homes. If Council awards the two tenders to Stallion homes the discount would be.

- 4X2 \$7,446 GST Inc

(The Lifestyle Committee meeting recommendation held on the 13th May 2020 to Council is to Accept the tender from K Built for the 4 ILU at Johnston Park)

Stallion have included an option for Two Course Brick Veneer for an additional \$14,750 GST inclusive

The Stallion tender does not include any land scaping, which means Council would have to undertake all the landscaping as required utilising Council staff or putting out to an external contract.

The breakdown of the Stallion Homes price is as follows

Description	Cost
Architectural Plans	\$3,800
Preliminaries	\$18,600
Site Works	\$11,180
Construction – Lot 50 Smith Street	\$325,695
Services – connection to power water sewer & phone	\$13,025
TOTAL GST EX	\$372,300
GST	\$37,230
TOTAL GST INC	\$409,530

Inclusions

Details of Specification



INCLUSIONS

AS OF TENDER SUBMISSION

TO BE DISCUSSED AND DETERMINED DURING CONTRACT AWARD PROCESS

Shire of Wickepin

14 Smith Street, Wickepin WA 6370

28/02/2020

- HIA fixed price building contract.
- Full Indemnity Insurance.
- Allowance for standard sewer, water, and power connections.
- 6 month maintenance period.
- Lifetime structural guarantee.
- Engineered, steel reinforced concrete slab.
- Under slab chemical termite protection barrier.
- Main power connection with circuit breakers and RCD safety switches
- Smoke detectors to authority approved requirements.
- Stormwater system plumbed to town system or soakwell as per tender documents.

ELEVATION:

- Concrete alfresco/carport/verandah/paths.
- Treated timber wall framing with Colorbond custom orb cladding run horizontal.
- Treated timber roof trusses.
- Colorbond corrugated steel roof with Anticon insulation.
- Colorbond steel fascia, rectangular downpipes and colonial slotted gutters.
- Sensor light to front and rear exteriors.
- Unlined verandah, carport and alfresco.

EXTERNAL:

- Aluminum windows with breeze locks and security screens.
- Aluminum sliding doors with key locks and security screens including alfresco.
- Corinthian or Hume entrance door.
- 2 external garden taps.
- Lockable 450mm x 450mm retic box with single GPO. (Controller by Shire)
- Insulation to all framed external walls.
- Gainsborough lever door handles with contemporary trilock.
- Option of concrete pavers for driveway, alfresco, verandah and paths.
- Weather seals to all external doors.
- R3.5 rated ceiling insulation batts.
- R2.0 external wall insulation.
- Double carport with 100mm concrete floor and lockable storage room.
- Painting to all external surfaces as required (excluding all pre-painted surfaces).
- Colorbond Neetascreen fencing at 1800mm and 900mm as per plan and tender document.

INTERNAL:

- Protective metal corner beading to all internal walls.
- 75mm cove cornice throughout the home.
- Gyprock internal walls and 2400mm high ceilings.
- Gainsborough quality lever set door handles.
- 67mm x 18mm skirting throughout.
- Regal metal door frames internally.
- 2 telephone outlets and television points or as per specification.
- Painting to all interior walls one colour.
- White painting to all ceilings, cornices, skirting, doors and door frames.
- Power points as per tender specification document.
- R1.5 internal wall insulation or as per specification.
- All internal window coverings.
- Ducted Reverse Cycle Air Conditioning or splits at Shire's option as per allowances.

**KITCHEN:**

- Kitchen cabinets with Laminex ABS edged doors and drawers.
- Laminate benchtop.
- Quality brand 600mm stainless steel electric wall oven.
- Quality brand 600mm stainless steel gas cook top and canopy range hood.
- Quality brand 600mm white enamel dishwasher.
- Quality 1 & 3/4 bowl stainless steel sink with single drainer and quality chrome sink mixer.
- Quality ceramic wall tiles 400mm high to splash back or as per tender specification.
- Concealed water service point and double power point for refrigerator and dishwasher.
- Walk in pantry with 5 shelves.

LAUNDRY:

- Quality ceramic floor tiles to floors and skirting.
- 45L stainless steel inset Laundry trough with cabinetry and benchtop.
- Quality chrome sink mixer.
- 4 shelves to linen storage.
- Concealed washing machine taps fitted.

BATHROOM/ENSUITE/POWDER:

- Semi frameless glass shower screens with pivot doors.
- Vanity cupboards with polymarble tops and basins with chrome pop up wastes.
- Quality mixer tapware.
- Range of shower heads and brackets to ensuite and bathroom.
- Double towel rails with matching toilet roll holders.
- Chrome floor wastes.
- Gainsborough privacy latches to WC's, bathroom and ensuite.
- Sealed exhaust fans in WC's and bathroom.
- Twin globe heat lamp and exhaust to ensuite.
- Flush to wall, close coupled toilet suites with vitreous china cistern and soft close seat.
- Quality floor tiles to bathroom, ensuite and WC's.
- 2000mm high quality wall tiles to shower recesses.
- 300mm high quality wall tiles to bathroom skirting or as per tender specification.
- Polished edge mirrors to full width of vanity.
- Option of either instant gas hot water system or solar hot water system.

BEDROOMS:

- Built in robes with shelf and rail
- Full height mirrored sliding robe doors

Exclusions & Allowances



EXCLUSIONS AS OF TENDER SUBMISSION TO BE DISCUSSED AND DETERMINED DURING CONTRACT AWARD PROCESS Shire of Wickepin 14 Smith Street, Wickepin WA 6370 28/02/2020

GENERAL & STANDARD PRELIMINARIES:

- Additional fees by Shire or any other statutory authority apart from Home Indemnity Insurance & Building Licence Fees (ie Development Application, or any other Water Corp or Western Power fees exceeding standard connections as per Pricing Schedule, etc).

EXTERNAL:

- Rock breaking & hard digging.
- Photovoltaic solar power system.
- Landscaping (To be done by Shire)

INTERNAL:

- Microwave oven and refrigerator/freezer.

ALLOWANCES AS OF TENDER SUBMISSION TO BE DISCUSSED AND DETERMINED DURING CONTRACT AWARD PROCESS Shire of Wickepin 14 Smith Street, Wickepin WA 6370 28/02/2020

EXTERNAL:

- 137m of Colorbond Neetascreen fencing to rear and side boundaries and gates as per plan.

INTERNAL:

- Window treatments \$3,300 inc GST allowance.
- Floor coverings (Vinyl Plank and Carpet) \$66 inc GST allowance supplied and laid.
- Airconditioning \$7,700 inc GST allowance.

OPTIONAL:

- Two Course Brick Veneer. \$14,570 inc GST per unit.
- Painted Hardiplank upper half, Colorbond lower half, cladding option, \$5,285 inc GST per unit.
- 270 litre Heat Pump Hot Water System additional \$830 ex GST.
- Solar Hot Water system with booster additional \$1517 ex GST.
- Paving \$25/m2 (paver selection) allowance for paths, carport, alfresco and verandah if used instead of concrete. No extra cost at \$25/m2.

Modular WA

Tender allows for a 22 weeks construction from receiving all approvals including building license. The breakdown of the Modular price is as follows

Description	Cost
Architectural Plans	\$1,800
Preliminaries	\$8,720
Site Works	\$38,090
Construction	\$328,095
Services – connection to power water sewer & phone	\$21,804
TOTAL GST EX	\$398,060
GST	\$39,806
TOTAL GST INC	\$437,866
OPTIONS	Cost
Grid Connected Solar Power 3.5Kw	\$5,166
Grid Connected Solar Power 5Kw	\$6,366
Solar hot Water system – upgrade to a 300 litre Solahart HWS on roof in lieu of Rinnai 26 gas instantaneous HWS	\$4,147
OPTIONAL CONSTRUCTION DESIGN ALTERNATIVES	
Stone bench top to kitchen – provide 20mm Essatone benchtops to kitchen in lieu of standard laminate	\$4,261
Kitchen splash back – raise tiled splashback over bench tops up to range hood height throughout	\$246
Cooking appliances – Upgrade to 900mm wide appliances in lieu of 600mm	\$744
Dishwasher – Supply and install a freestanding under bench dishwasher	\$924
Fridge Tap – Provide Coldwater connection to fridge recess	\$216
Ceiling Fans – Add a ceiling sweep fan to each bedroom	\$882
Ceiling Fans – Add a Ceiling sweep fan to living, Dining and Theatre	\$662

TENDER CLARIFICATIONS

Tender Clarifications

1. **Site Classification** - Our tendered price is based on a site classification of 'A' to 'S'. The tendered price includes an allowance to provide a soil test report to confirm the soil classification
2. **Professional Surveying** - Our tendered price includes a full site feature and contour survey by a professional licensed land surveyor. We have also allowed for the surveyor to re-instate all boundary pegs at the same time.
3. **Design** - Please note that the internal design layout provided can be modified at the Shire's request without incurring additional cost, providing kitchen and wet areas do not materially increase. Modular WA has an innovative and experienced design team happy to work with the Shire to ensure the design satisfies the Shire's requirements and preferences. This can include providing alternative external elevation options should the Shire wish to explore design elements different to those in our tender submission.
4. **Internal Ceiling Height** - Please note that our submitted price includes ceiling heights at 2700mm.
5. **Energy Efficiency** - The house design will comply with a six star energy rating as required by new building codes effective May 2020. We have had external consultants assess the house for energy efficiency to achieve a true six star rating. Please note our tendered price is NOT subject to further energy efficiency assessment.
6. **Insulation** - Our submitted price includes the supply and installation of internal wall insulation as requested in your tender documents. This is in addition to R1.3 anticon to the roof, R4 ceiling insulation and R2 insulation to the external walls.
7. **Underground Power Pillar** - Our tendered price is based on a power pillar location as detailed on the site plan included in our home design.
8. **Bushfire Attack Level** - No allowance has been made for a Bushfire Attack Level (BAL) report or any building upgrades. The site BAL rating will be treated as 'BAL Low' as per the DFES Map of Bushfire Prone Areas.
9. **Hard Digging, Rock Breaking or Latent Conditions** - Our tendered price makes no allowance for hard digging, rock removal or any other latent conditions. There is no allowance to remove any material such as rubbish, debris, rock or asbestos contamination that may exist below the surface.
10. **Earthworks** - Our tendered price includes a provisional sum allowance for onsite earthworks to strip the site, cut and fill and compact the site ready for delivery of the building. It also includes backfill as required to bring the lot to level and prepare the site ready for the installation of concrete paving. The allowance is subject to details of the full site contour survey, the determined finished floor level of the home and required amount of cut and importing of clean fill. Please refer to the pricing schedule.

11. **Retaining Wall** - Our tendered price includes a provisional sum allowance for concrete panel and post retaining to the left hand boundary, the rear boundary and 8.0 metres at the rear of the right hand boundary. Refer to the site plan included in our home design for the extent of the retaining. The provisional sum amount is detailed in the pricing schedule. The allowance is subject to details of the full site contour survey, the determined finished floor level of the home and subsequent finished ground levels over the site. The height of the retaining walls detailed on the site plan is based on a visual inspection of the site and has been set at a the level required to have the finished floor level of the house at the same level as the ground on the lot to the Eastern side of lot 50.
12. **New Fencing and Gates** - Our tendered price includes supply and installation of new Colorbond fencing and gates as detailed on the site plan and addenda. Please refer to the pricing schedule. No allowance for removal and replacement of existing fencing.
13. **Landscaping** - No allowance. By Shire.
14. **External Structures and Grano Works** - Our tendered price includes a double lock up garage with remote sectional door and 6 x 4m Colorbond shed as per the plans and addenda provided in our submission. The shed will be powered with one double GPO internally, internal 1200mm LED batten light and an external LED sensor light. Please refer to the pricing schedule and addenda for details. Concrete is included to shed floor, garage, driveway, crossover (6m x 6m), front path and clothesline area as per plan.
15. **Sewer System** - Our tendered price includes connection of drains to the sewer junction at the location marked on the site plan. No allowance for hard digging, dewatering or rock obstructions that may be encountered during excavation for of the septic system. Our price assumes a sewer junction depth not exceeding 1.2 metres.
16. **Stormwater Drainage** - Our tendered price includes all downpipes to be connected and plumbed to storm water soakwells.
17. **Air Conditioning** - Our tendered price includes reverse cycle split system air-conditioning to the Kitchen/Dining/Family (7kW), separate front living room (3.5kW) and all 3 bedrooms (2.kW).
18. **Television Reception** - Our tendered price includes the supply and installation of two VAST decoder boxes and a satellite dish to enable effective TV reception.
19. **Clothesline** - Our tender price includes a rotary clothesline as per our plan and addenda.
20. **Security Screens** - Our tendered price includes the supply and installation of diamond mesh security screens to all opening sections of windows, sliding and hinged doors.
21. **Telephone Service** - Our tendered price includes the installation of a conduit and draw wire from a location immediately below the meter box on the house to the Telstra service pit. We have made no allowance for the installation of the communications cable or the supply of and operable telephone.

22. **Delivery of Homes**- Our tendered price is based on clear, unrestricted access to the site for the delivery of the modular home. We have made no allowance for the removal or relocation of any existing infrastructure or other obstacles that may prevent delivery of the modular home onto the building lot.

23. **Line Lifting** - Our tendered price makes allowance for a full day of overhead power line lifts by Western Power during the transport of building modules to the site address.

24. **Defects Liability** - Our tendered price includes a 12 month defects liability period.

K Built construction

Tender allows for a 20 weeks construction from receiving all approvals including building license. The breakdown of the K Built price is as follows.

Description	Cost
Architectural Plans	\$19,916.82
Preliminaries	\$50,297.56
Site Works	\$18,051.00
Construction	\$345,418.47
Services – connection to power water sewer & phone	\$3,000.00
TOTAL GST EX	\$436,683.85
GST	\$43,668.38
TOTAL GST INC	\$480,352.23
OPTIONS	Cost
Grid Connected Solar Power 2.5 - 3.5Kw	\$7,500
Includes	
Landscaping	Driveways
Sheds	Site works
Complete finish	Head Works

One issue Council needs to consider is that with the COVID19 Virus the building industry costs are reducing. With this in mind Council could decide not to accept any of the received tenders and recall the tenders as there may be savings and a wider interest and a more local component if retendered.

The Deputy Chief Executive Officer has looked at the designs, as they would be the tenants if Council considers to construct the executive style house and Erika's preference would be.

1. Modular – Floor Plan
2. K Built - Floor Plan

Council in the 2019/2020 Adopted budget allocated \$350,000 for the construction of one new Staff House with the full funding coming from the Building Reserve Fund.

Council also allocated \$700,000 for the construction of 2 Independent Living units at Johnston Street.

Since the budget has been set Council received funding for the construction of 4 ILU at Johnston Street which will be funded through the following accounts.

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

Council at this moment in time has not been advised that its request to the Drought Communities Programme to utilise the \$500,000 grant towards the 4 ILU at Johnston Street has been approved.

If the Grant is not approved for the 4 ILU then council will need to fund the \$500, 000 towards the construction of the 4 ILU.

So this means the following to Council Budget for 2019/2020 (using the highest tender figures)

Construction of 4 ILU Johnston Street	\$1,329,966
Construction Executive House	\$480,352
TOTAL	\$1,810,318

This would then be funded with the two options, first utilising the \$500,000 Drought Communities Programme Grant and the second option is if Council is unable to utilise the Drought Communities Programme Grant.

OPTION ONE

WSAHA Grant	\$800,000
Drought Communities Programme Grant	\$500,000 (if approved)
Aged Persons Accommodation Reserve	\$29,966
Building Reserve	\$480,352
TOTAL	\$1,810,318

If Council uses the reserve funds as in the 2019/2020 adopted budget with the additional incomes and expenses the additional amount in the budget is \$432,779 if Council wishes not to use the reserve funds but utilise Municipal fund Council will only need to withdraw \$47,717 from the Building Reserve Fund leaving a balance of \$432,779 in the Building Reserve as of the 30/06/2020.

OPTION TWO

WSAHA Grant	\$800,000
Aged Persons Accommodation Reserve	\$267,221
Building Reserve	\$480,352
Municipal Fund	\$262,745

TOTAL **\$1,810,318**

If Council uses the reserve funds as in the 2019/2020 adopted budget with the additional incomes and expenses less the \$500,000 Drought Communities Programme Grant, the additional amount in the budget is \$170,034 if Council wishes not to use the reserve funds but utilise Municipal fund Council will need to withdraw \$310,318 from the Building Reserve Fund leaving a balance of \$170,178 in the Building Reserve as of the 30/06/2020.

All the above figures are based on the project being completed and funded in the 2019/2020 financial year.

Council's original budget allocation for 2019/2020 was,

LHC1		New Staff House			350,000
CLCH2		Aged Accommodation Units			700,000
		TOTAL			1,050,000

This was being funded by:

Transfers from Reserves

			\$	
			Amount	Balance 2020
148740	BUILDING RESERVE		350,000	130,496
133950	AGED PERSONS ACCOMM RESERVE		267,221	-
	Total		617,221	130,496

Municipal Fund \$432,779

Transfer from Reserves \$617,221

TOTAL **\$1,050,000**

Statutory Environment:

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Policy Implications:

2.1.17 TENDERS OF BUDGETED ITEMS

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

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

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

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

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

Financial Implications:

Council placed the following in the 2019/2020 Adopted Budget.

			Housing		Amount
LHC1			New Staff House		350,000

Transfers from Reserves

			\$	Balance
		Opening Balance	Transfer	Closing Balance
148740	Building Reserve	480,496	350,000	130,496

If Council uses the reserve funds as in the 2019/2020 adopted budget with the additional incomes and expenses including the \$500,000 Drought Communities Programme Grant the additional amount in the 2019/2020 budget is \$432,779 if Council wishes not to use the reserve funds but utilise Municipal fund Council will only need to withdraw \$47,717 from the Building Reserve Fund leaving a balance of \$432,779 in the Building Reserve as of the 30/06/2020.

If Council uses the reserve funds as in the 2019/2020 adopted budget with the additional incomes and expenses less the \$500,000 Drought Communities Programme Grant, the additional amount in the 2019/2020 budget is \$170,034 if Council wishes not to use the reserve funds but utilise Municipal fund Council will need to withdraw \$310,318 from the Building Reserve Fund leaving a balance of \$170,178 in the Building Reserve as of the 30/06/2020.

All the above figures are based on the project being completed and funded in the 2019/2020 financial year.

Strategic Implications:

Nil.

Recommendations:

1. That Council not accept a tender for the RFT 5 2019/2020 Construction of One 4x2 executive home either transportable or built on site for Lot 50 Smith Street Wickepin WA 6370.
2. That Council re-budget for the provision on one executive staff house in the 2020/2021 budget with the cost of the house being raised through a Treasury Loan to the amount of \$480,000.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.01– List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Dianne Barry – Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	11 MAY 2020

Enclosure/Attachments: List of Accounts.

Summary:

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

Municipal Account	Vouchers	Amounts
EFT	10334 – 10362 10365 - 10424	\$ 238,424.86
Cheques	15660 - 15665	\$ 29,950.12
Payroll	April	\$ 69,978.00
Superannuation	April	\$ 11,362.26
Direct Deductions	April	\$ 2,293.29
Licensing	April	\$ 15,185.40
	April Total	\$ 367,193.93
Trust		
EFT	10363-10364	\$ 61.65
Cheques		
	April Total	\$ 61.65
	Total for April	\$367,255.58

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 \$367,255.58 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	4 May 2020

Enclosure/Attachments: Monthly report.

Background:

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

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

Comments:

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

Statutory Environment:

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

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

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

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

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

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

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

(a) Presented to the council -

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

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

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

Policy Implications: Nil.

Strategic Implications: Nil.

Recommendations:

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

Voting Requirements: Simple majority.

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

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

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Shire of Wickepin

Compilation Report

For the Period Ended 30 April 2020

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 April 2020 of \$1,700,923.

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

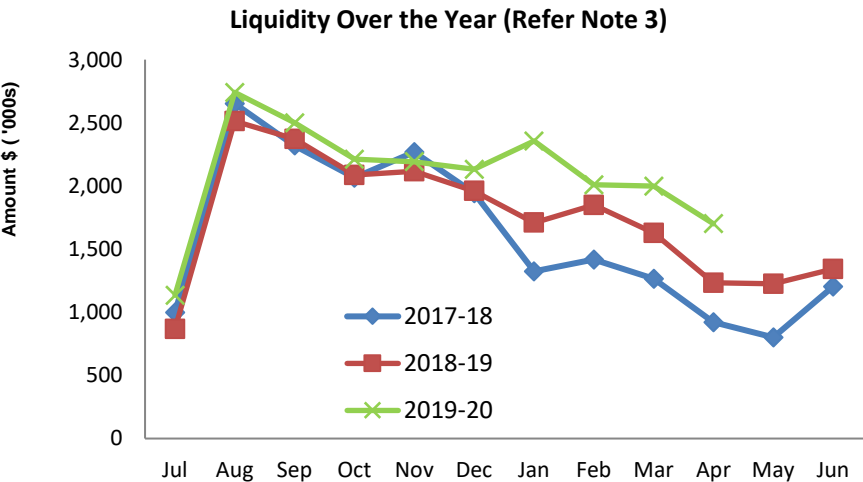
Preparation

Prepared by: Erika Clement DCEO
Date prepared: 4-May-20
Reviewed by: Mark Hook CEO

Shire of Wickepin

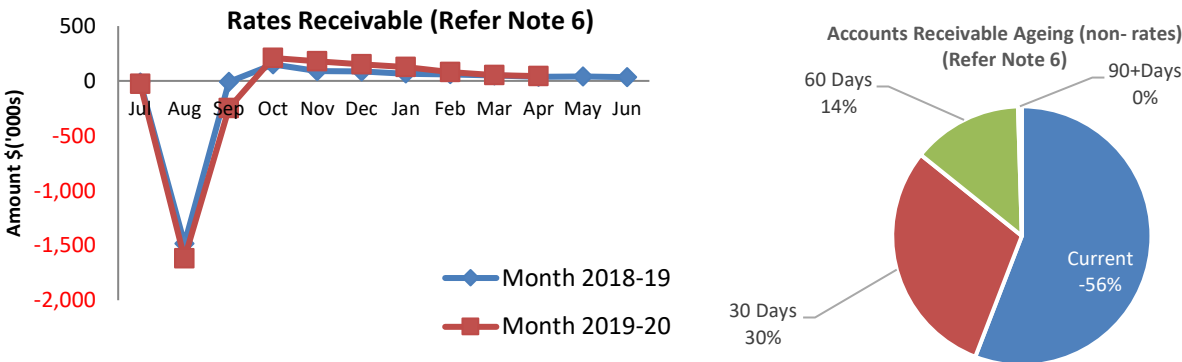
Monthly Summary Information

For the Period Ended 30 April 2020



Cash and Cash Equivalents		
as at period end		
Unrestricted	\$	1,856,233
Restricted	\$	2,102,637
	\$	3,958,871

Receivables		
Rates	\$	42,796
Other	-\$	245
	\$	42,551



Comments

Unrestricted cash includes the following payments in advance	
19/20 FESA paid in advance	\$14,767
19/20 Grants Commission - General	\$540,503
19/20 Grants Commission - Roads	\$283,944
Amounts paid in advance	\$839,214

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

Shire of Wickepin

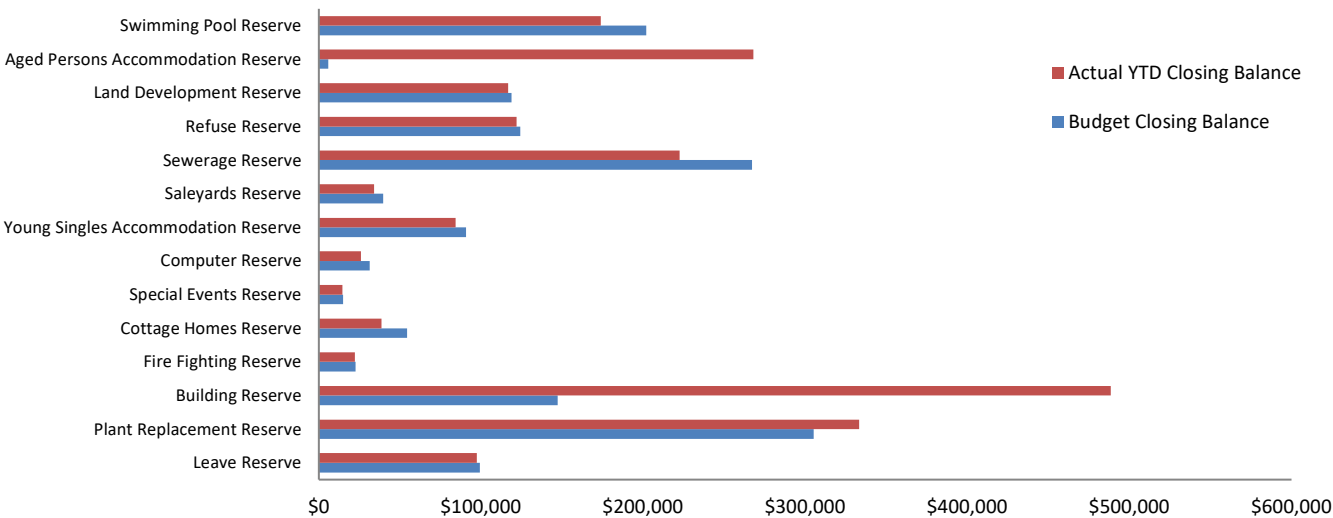
Monthly Summary Information

For the Period Ended 30 April 2020

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

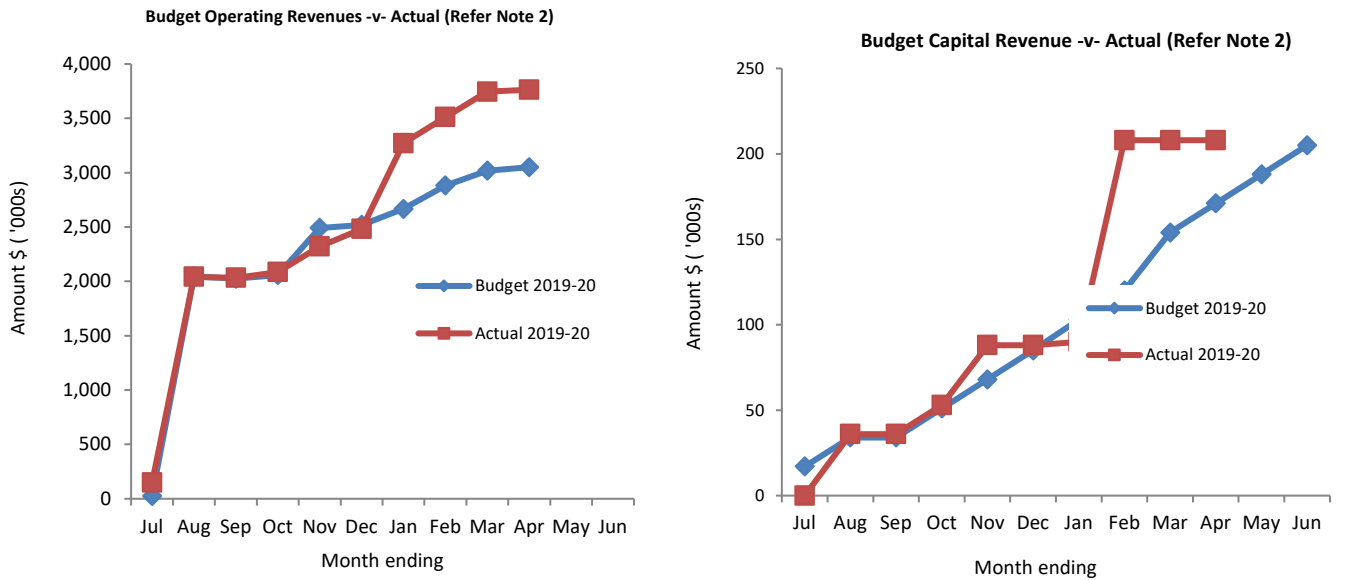
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin

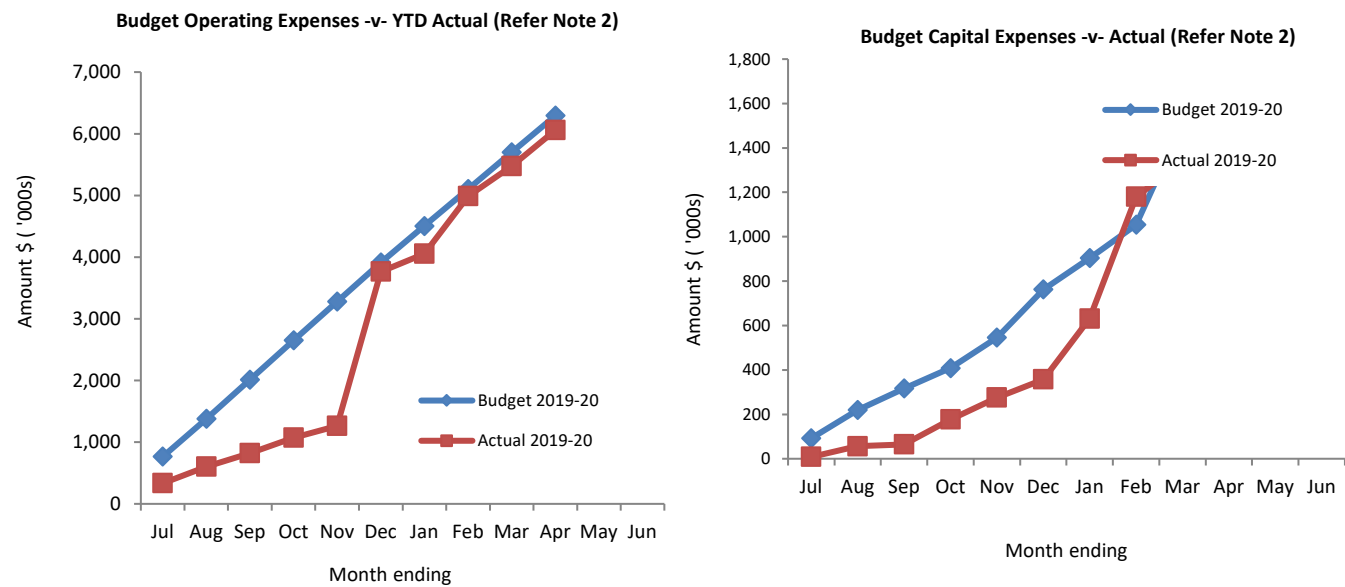
Monthly Summary Information

For the Period Ended 30 April 2020

Revenues



Expenditure



Comments

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

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

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		105	80	27,065.37	26,985	33731.71%	▲
General Purpose Funding - Rates	9	1,359,691	1,359,696	1,362,097.90	2,402	0.18%	
General Purpose Funding - Other		846,523	606,055	610,008	3,953	0.65%	
Law, Order and Public Safety		82,105	81,690	90,092	8,402	10.29%	▲
Health		0	0	0	0		
Education and Welfare		300	240	0	(240)	(100.00%)	
Housing		75,250	62,690	809,826	747,136	1191.79%	▲
Community Amenities		176,322	169,736	178,874	9,138	5.38%	▲
Recreation and Culture		18,832	15,660	22,064	6,404	40.89%	▲
Transport		793,702	675,950	540,021	(135,929)	(20.11%)	▼
Economic Services		58,815	49,990	74,168	24,178	48.37%	▲
Other Property and Services		35,500	29,570	48,877	19,307	65.29%	▲
Total Operating Revenue		3,447,145	3,051,357	3,763,093	711,737		
Operating Expense							
Governance		(463,228)	(399,090)	(365,769)	33,321	8.35%	▼
General Purpose Funding		(84,370)	(70,250)	(65,182)	5,069	7.21%	▼
Law, Order and Public Safety		(225,013)	(191,793)	(190,467)	1,326	0.69%	
Health		(25,265)	(20,980)	(21,100)	(120)	(0.57%)	
Education and Welfare		(30,006)	(24,950)	(9,063)	15,887	63.68%	▼
Housing		(158,802)	(132,930)	(103,598)	29,332	22.07%	▼
Community Amenities		(412,024)	(344,450)	(280,356)	64,094	18.61%	▼
Recreation and Culture		(1,083,460)	(907,913)	(897,057)	10,856	1.20%	
Transport		(4,750,199)	(3,958,250)	(3,799,229)	159,021	4.02%	
Economic Services		(221,995)	(185,100)	(185,394)	(294)	(0.16%)	
Other Property and Services		(45,101)	(55,955)	(139,957)	(84,002)	(150.12%)	▲
Total Operating Expenditure		(7,499,463)	(6,291,661)	(6,057,171)	234,490		
Funding Balance Adjustments							
Add back Depreciation		4,645,059	3,870,810	3,917,817	47,007	1.21%	
Adjust (Profit)/Loss on Asset Disposal	8	48,537	40,450	29,156	(11,294)	(27.92%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		641,278	670,956	1,652,896	981,940		
Capital Revenues							
Proceeds from Disposal of Assets	8	205,379	171,149	208,297	37,147	21.70%	▲
Total Capital Revenues		205,379	171,149	208,297	37,147		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(1,148,000)	(86,000)	(80,010)	5,990	6.96%	▼
Infrastructure - Roads	13	(1,084,348)	(903,640)	(802,894)	100,746	11.15%	▼
Infrastructure - Footpaths	13	(20,000)	(18,040)	(10,266)	7,774	43.09%	▼
Infrastructure -Other	13	(2,300)	0	0	0		
Plant and Equipment	13	(589,379)	(589,379)	(566,438)	22,941	3.89%	
Furniture and Equipment	13	(5,600)	(5,600)	0	5,600	100.00%	▼
Total Capital Expenditure		(2,849,627)	(1,605,951)	(1,459,609)	146,342		
Net Cash from Capital Activities		(2,644,248)	(1,434,802)	(1,251,312)	183,489		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,326	6,326	6,326	0	0.00%	
Transfer from Reserves	7	651,221	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(31,013)	(25,844)	(26,799)	(955)	(3.70%)	
Transfer to Reserves	7	(157,138)	0	0	0		
Net Cash from Financing Activities		469,396	(19,518)	(20,473)	(955)		
Net Operations, Capital and Financing		(1,533,574)	(783,364)	381,111	1,153,181		
Opening Funding Surplus(Deficit)	3	1,533,574	1,319,812	1,319,812	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	536,448	1,700,923	1,153,180		

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,359,691	\$ 1,359,696	\$ 1,362,098	\$ 2,402	0.18%	
Operating Grants, Subsidies and Contributions	11	934,267	739,629	754,951.00	15,322	2.07%	
Fees and Charges		430,494	390,500	1,219,370	828,870	212.26%	▲
Service Charges		0	0	0	0		
Interest Earnings		61,500	16,750	17,802	1,052	6.28%	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	4,959	4,130	2,823			
Total Operating Revenue		2,790,911	2,510,705	3,357,043	847,646		
Operating Expense							
Employee Costs		(1,166,964)	(980,360)	(961,442)	18,918	1.93%	
Materials and Contracts		(1,255,474)	(1,059,171)	(760,077)	299,094	28.24%	▲
Utility Charges		(169,550)	(139,680)	(190,374)	(50,694)	(36.29%)	▼
Depreciation on Non-Current Assets		(4,645,059)	(3,870,810)	(3,917,817)	(47,007)	(1.21%)	
Interest Expenses		(2,050)	(1,700)	(2,289)	(589)	(34.62%)	
Insurance Expenses		(206,870)	(195,360)	(193,194)	2,166	1.11%	
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(53,496)	(44,580)	(31,979)			
Total Operating Expenditure		(7,499,463)	(6,291,661)	(6,057,171)	221,888		
Funding Balance Adjustments							
Add back Depreciation		4,645,059	3,870,810	3,917,817	47,007	1.21%	
Adjust (Profit)/Loss on Asset Disposal	8	48,537	40,450	29,156	(11,294)	(27.92%)	▼
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(14,956)	130,304	1,246,846	1,105,248		
Capital Revenues							
Grants, Subsidies and Contributions	11	656,234	540,652	406,050	(134,602)	(24.90%)	▼
Proceeds from Disposal of Assets	8	205,379	171,149	208,297	37,147	21.70%	▲
Total Capital Revenues		861,613	711,801	614,347	(97,455)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(1,148,000)	(86,000)	(80,010)	5,990	6.96%	▲
Infrastructure - Roads	13	(1,084,348)	(903,640)	(802,894)	100,746	11.15%	▲
Infrastructure - Public Facilities	13	0		0	0		
Infrastructure - Footpaths	13	(20,000)	(18,040)	(10,266)	7,774	43.09%	▲
Infrastructure - Drainage	13	(2,300)	0	0	0		
Heritage Assets	13	0	(3,292)	0	3,292	100.00%	▲
Plant and Equipment	13	(589,379)	(589,379)	(566,438)	22,941	3.89%	
Furniture and Equipment	13	(5,600)	(5,600)	0	5,600	100.00%	▲
Total Capital Expenditure		(2,849,627)	(1,605,951)	(1,459,609)	146,342		
Net Cash from Capital Activities		(1,988,014)	(894,150)	(845,262)	48,887		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,326	6,326	6,326	0	0.00%	
Transfer from Reserves	7	651,221	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(31,013)	(25,844)	(26,799)	(955)	(3.70%)	
Transfer to Reserves	7	(157,138)	0	0	0		
Net Cash from Financing Activities		469,396	(19,518)	(20,473)	(955)		
Net Operations, Capital and Financing		(1,533,574)	(783,364)	381,111	1,153,180		
Opening Funding Surplus(Deficit)	3	1,533,574	1,319,812	1,319,812	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	536,448	1,700,923	1,153,180		

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

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

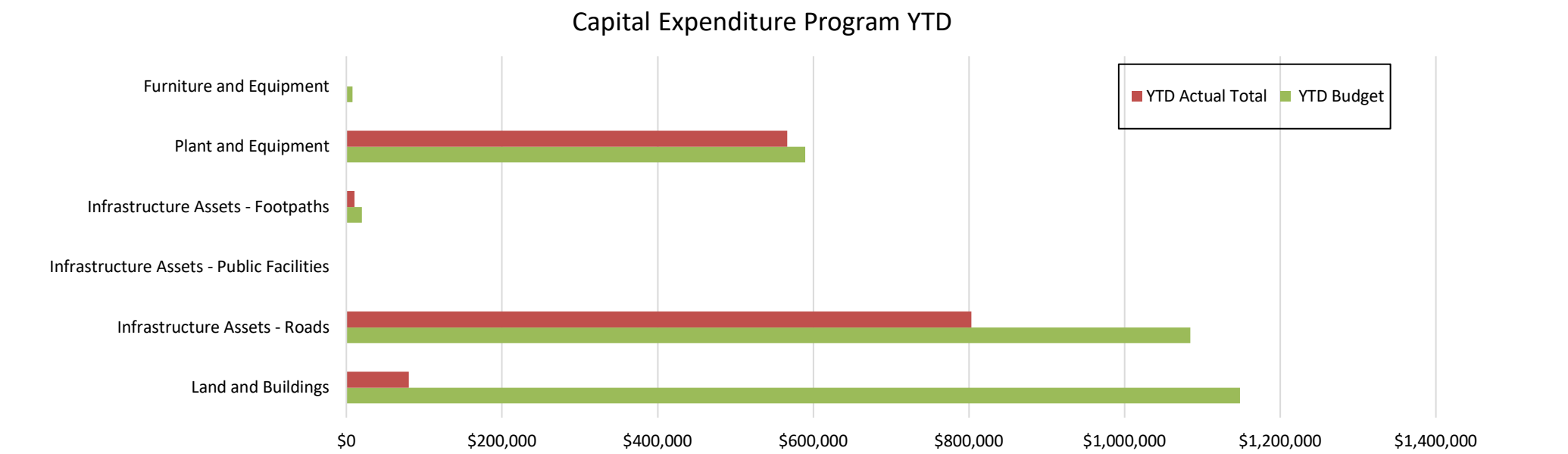
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 April 2020

YTD 30 04 2020							
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	80,008	0	80,008	1,148,000		(1,067,992)
Infrastructure Assets - Roads	13		802,894	802,894	1,084,348		(281,454)
Infrastructure Assets - Public Facilities	13	0	0	0			0
Infrastructure Assets - Footpaths	13	0	10,266	10,266	20,000		(9,734)
Plant and Equipment	13	566,440	0	566,440	589,379		(22,939)
Furniture and Equipment	13	0	0	0	7,900		(7,900)
Capital Expenditure Totals		646,449	813,160	1,459,609.00	2,849,627	0	(1,390,018)

Funded By:

Capital Grants and Contributions	406,050	656,234	656,234	250,184
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	208,297	171,149	205,379	37,147
Own Source Funding - Cash Backed Reserves				
Building Reserve			350,000	
Plant Reserve			34,000	
Aged Accommodation Reserve			267,221	
			0	
			0	
Building Reserve				
Total Own Source Funding - Cash Backed Reserves	0	0	(651,211)	0
Own Source Funding - Operations	845,262	2,022,244	(1,512,834)	(1,176,981)
Capital Funding Total	1,459,609	2,849,627	0	(1,390,018)

Comments and graphs



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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

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

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

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

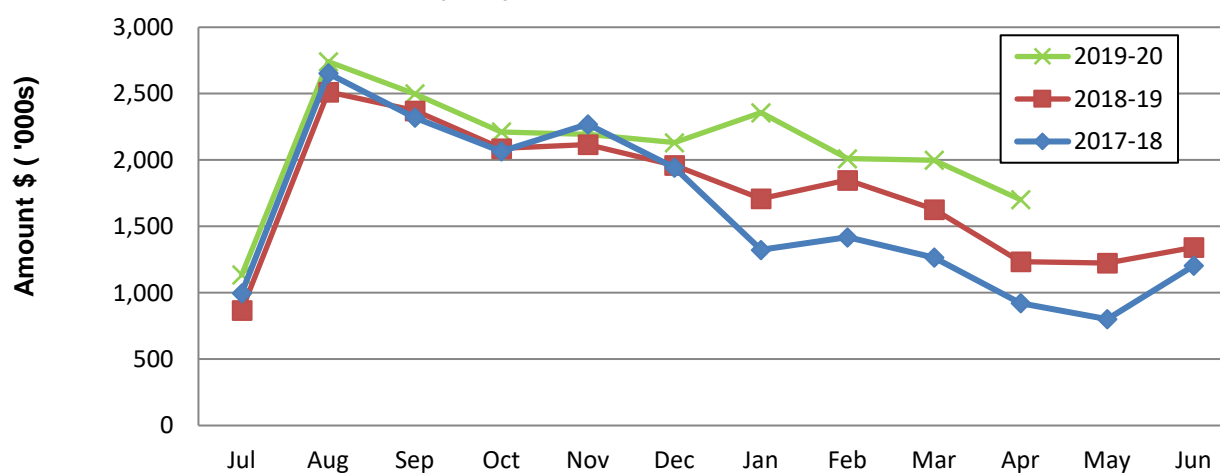
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	26,985	33731.71%	▲	Permanent	Fringe Benefit Refund & Vehicle Insurance Credit
General Purpose Funding - Other	3,953	0.65%			
Law, Order and Public Safety	8,402	10.29%	▲	Permanent	Higher than expected first payment of ESL Grant, Higher Dog Registrations
Housing	747,136	1191.79%	▲	Permanent	WSAHA grant received
Community Amenities	9,138	5.38%	▲	Timing	Fuel Commissions higher
Recreation and Culture	6,404	40.89%	▲	Permanent	Increase pool takings, Insurance reimbursement, Floorball Grant
Transport	(135,929)	(20.11%)	▼	Timing	RRG income still to be claimed
Economic Services	24,178	48.37%	▲	Permanent	Higher Standpipe income, Building Fees
Other Property and Services	19,307	65.29%	▲	Permanent	Fuel Rebate Review - increase in rebate
Operating Expense					
Governance	33,321	8.35%	▼	Timing	Less costs over a variety of accounts
General Purpose Funding	5,069	7.21%	▼	Timing	Lower Bank Fees, Less Valuation costs
Law, Order and Public Safety	1,326	0.69%			
Health	(120)	(0.57%)			
Education and Welfare	15,887	63.68%	▼	Timing	Playgroup Maintenance still to be done, CDO projects (workshops) still to be held
Housing	29,332	22.07%	▼	Timing	Housing maintenance costs down.
Community Amenities	64,094	18.61%	▼	Timing	Town planning services costs down, Refuse collections costs down. Living Lakes - Limestone blocks still to be done.
Recreation and Culture	10,856	1.20%			
Transport	159,021	4.02%			
Economic Services	(294)	(0.16%)			
Other Property and Services	(84,002)	(150.12%)	▲	Permanent	LSL taken, Termination pays, Sick Leave Taken.
Capital Revenues					
Grants, Subsidies and Contributions	(134,602)	(24.90%)	▼	Timing	RRG income still to be claimed
Proceeds from Disposal of Assets	37,147	21.70%	▲	Timing	Higher Trade ins
Capital Expenses					
Land and Buildings	5,990	6.96%	▼	Timing	Rintel St Shed still to be completed
Infrastructure - Roads	100,746	11.15%	▼	Timing	Road program still to be completed
Infrastructure - Footpaths	7,774	43.09%	▼	Timing	Footpaths completed, Remaining funds to go to Failed culvert in Collins St
Plant and Equipment	22,941	3.89%			
Furniture and Equipment	5,600	100.00%	▼	Permanent	Phone System transferred to Maintenance- Under \$5,000
Financing					
Loan Principal	(955)	(3.70%)			

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

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Apr 2020	30 June 2018	YTD 30 Apr 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,856,233	1,462,532	975,440
Cash Restricted	4	2,102,637	2,102,637	1,274,113
Receivables - Rates	6	42,796	34,530	73,835
Receivables -Other	6	(245)	15,076	112,223
Interest / ATO Receivable/Trust		18,702	31,485	27,693
Inventories			0	0
		4,020,124	3,646,261	2,463,304
Less: Current Liabilities				
Payables		(29,139)	(23,397)	(26,842)
Provisions		(187,424)	(200,415)	(144,743)
		(216,564)	(223,812)	(171,586)
Less: Cash Reserves	7	(2,102,637)	(2,102,637)	(1,274,113)
Net Current Funding Position		1,700,923	1,319,812	1,017,605

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

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	1,009,893			1,009,893	ANZ	At Call
Reserve Bank Account	0.00%		637		637	ANZ	At Call
Trust Bank Account	0.00%			42,692	42,692	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal	0.80%	251,929.65			251,930	ANZ	27-May-20
Municipal	1.13%	503,859.30			503,859	ANZ	27-Jun-20
Municipal	0.95%	89,852			89,852	WA Treasury	At Call
Reserve	1.45%		2,102,000		2,102,000	ANZ	17-Apr-20
Trust	1.45%			134,610	134,610	ANZ	17-Apr-20
Total		1,856,233	2,102,637	177,302	4,136,172		

Comments/Notes - Investments

SHIRE OF WICKEPIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 30 April 2020

Note 5: BUDGET AMENDMENTS
Amendments to original budget since budget adoption. Surplus/(Deficit)

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

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

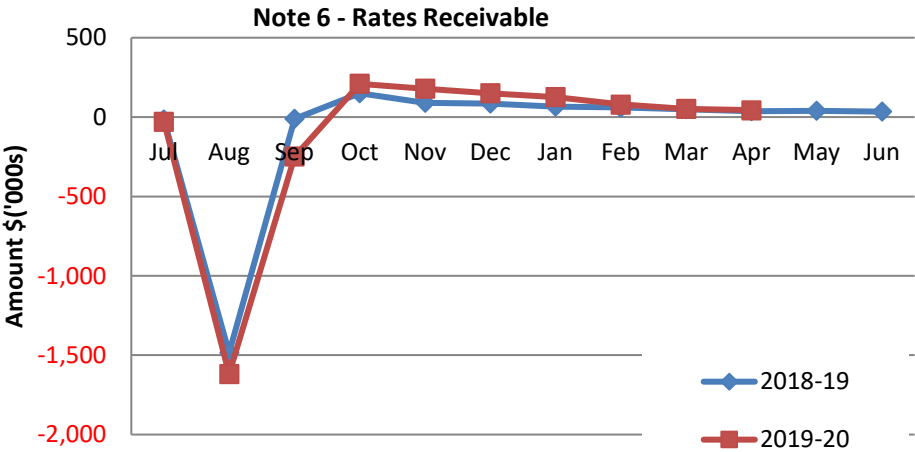
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
% Collected

YTD 30 Apr 2020	30 June 2019
\$	\$
19,522	19,522
1,539,445	1,534,110
(1,516,171)	(1,519,102)
42,796	34,530
42,796	34,530
97.25%	97.78%



Comments/Notes - Receivables Rates

Receivables - General

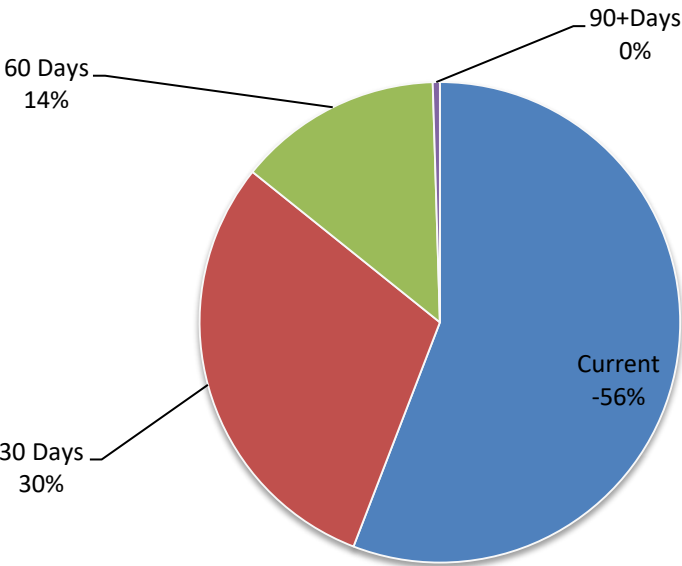
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	(1,169)	626	288	10
Total Receivables General Outstanding	(245)			

Note 6 - Accounts Receivable (non-rates)



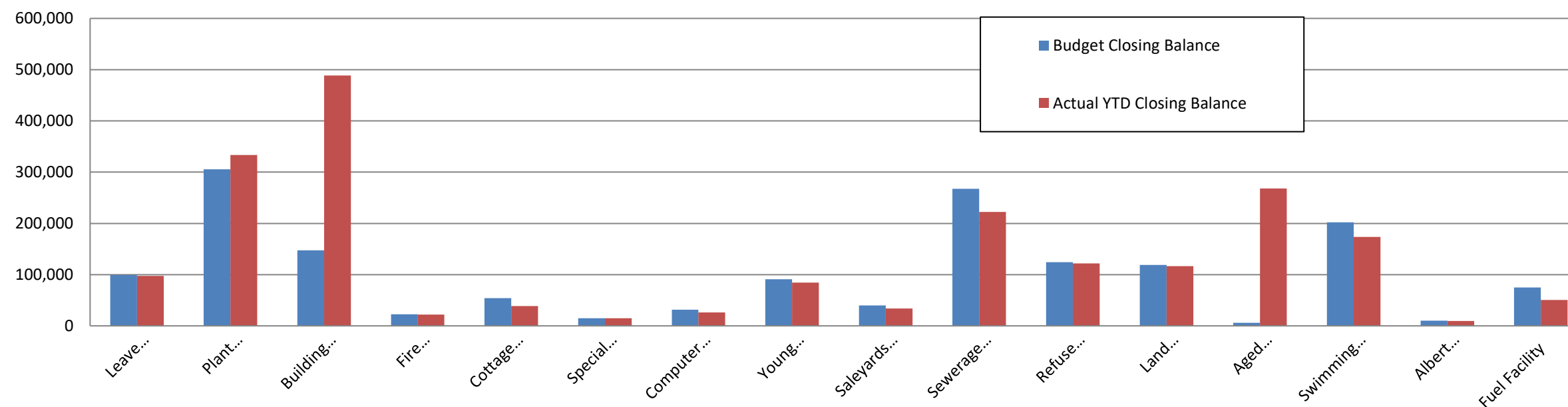
Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

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

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



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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals		Amended Current Budget			Comments
						YTD 30 04 2020			
Cost	Accum Depr	Proceeds	Profit (Loss)			Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	Plant and Equipment		\$	\$	\$	
37,459	(2,309)	35,822	673	PCEOH	Holden Colorado CEO	(2,430)	673	3,103	
37,459	(3,741)	35,868	2,150	POAI	Holden Colorado CEO	(2,429)	2,150	4,579	
93,000	(33,378)	52,000	(7,622)	P475	Volvo Backhoe 2012 WK475	(30,864)	(7,622)	23,242	
49,574	(13,242)	30,909	(5,422)	P2433	Isuzu Tip Truck WK2433	(9,659)	(5,422)	4,237	
31,000	(21,725)	1,100	(8,175)	P664	Toro Ride on Mower	(1,910)	(8,175)	(6,265)	
36,132	(10,226)	17,143	(8,764)	P2567	Mitsubishi Dual Cab WK2567	(6,203)	(8,764)	(2,561)	
49,091	(11,641)	35,455	(1,996)	Pfacey	Ford Ranger PFacey	4,959	(1,996)	(6,955)	
							0	0	
333,714	(96,261)	208,297	(29,156)			(48,536)	(29,156)	19,380	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 \$
RATE TYPE												
Differential General Rate												
GRV		7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV		0.9386	278	132,731,703	1,322,278	(2,525)		1,319,753	1,322,278			1,322,278
Sub-Totals			472	134,550,918	1,450,172	(2,525)	0	1,447,647	1,450,172	0	0	1,450,172
Minimum Payment		Minimum \$										
GRV		400.00	63	91,032	25,200			25,200	25,200			25,200
UV		400.00	15	325,246	6,000			6,000	6,000			6,000
Sub-Totals			78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates								1,478,847				1,481,372
Discount								11,734				11,734
Rates Writeoffs								(128,445)				
								(39)				
Amount from General Rates								1,362,098				1,493,106
Specified Area Rates												
Totals								1,362,098				1,493,106
Comments - Rating Information												

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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		20473	24,687	5,007	0	761	2,195	24/06/2020
Loan 102 - WD Sports Club SS Greens	26,880		6326	6,326	20,554	20,554	1013	1,258	17/01/2023
	52,360	0	26,799	31,013	25,561	20,554	1,774	3,453	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	534,497	0	534,497	0	401,403	133,094
Grants Commission - Roads	WALGGC	Y	244,056	0	244,056	0	183,260	60,797
GOVERNANCE								
Grant - Chart of accounts	DLG	Y			5,000		5,000	0
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	31,246	0	31,246	0	38,821	(7,575)
RECREATION AND CULTURE								
Floorball		Y			2,000		2,000	0
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	327,069	0	0	327,069	176,512	150,557
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
TOTALS			1,590,501	0	941,267	656,234	1,161,001	436,500
Operating	Operating		934,267				754,951	
Non-Operating	Non-operating		656,234				406,050	
			<u>1,590,501</u>				<u>1,161,001</u>	

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

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 19	Amount Received	Amount Paid	Closing Balance 30-Apr-20
	\$	\$	\$	\$
Housing Bonds	0.00	2,964.00	-2,164.00	800.00
Master Key Deposits	0.00	2,820.00	-2,820.00	0.00
Special Plates	0.00	0.00	0.00	0.00
Land Sales	0.00	0.00	0.00	0.00
Nomination Deposits	0.00	320.00	-320.00	0.00
Building and BCITF	184.95	2,716.36	-2,834.66	66.65
Ram Pavillion	0.00	0.00	0.00	0.00
LCDC Landcare	0.00	0.00	0.00	0.00
Cat/Dog Trap Hire	0.00	50.00	0.00	50.00
WDSC Replacement Greens	103,010.21	12,500.00	0.00	115,510.21
Miscellaneous Trust	4,046.51	4,045.45	-1,717.30	6,374.66
Yealering Bowling Club Greens	31,600.00	23,700.00	0.00	55,300.00
Licensing		236,916.50	-236,916.50	0.00
	138,841.67	286,032.31	-246,772.46	178,101.52
				-800.00

Level of Completion Indicators

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

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

Note 13: CAPITAL ACQUISITIONS

30/04/2020							
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Land & Buildings							
Housing							
STAFF HOUSE		(350,000)	0	0.00	0		
RINTEL STREET SHED		(12,000)	0	(6,363.64)	6,364		
Housing Total		(362,000)	0	(6,363.64)	6,364	0	
Other Housing							
CAPITAL EXPENSE - LIFESTYLE VILLAGE		(700,000)	0	0.00	0		
Other Housing Total		(700,000)	0	0.00	0		
Community Amenities							
						0	
			0			0	
		0	0	0.00	0		
Community Amenities Total		0	0	0.00	0		
Recreation and Culture							
HARRISMITH HALL		(17,000)	(17,000)	(14,600.00)	(2,400)		
WICKEPIN TOWN HALL - ROOF		(12,000)	(12,000)	(16,470.00)	4,470		
WICKEPIN TOWN HALL - FLOOR		(30,000)	(30,000)	(27,150.00)	(2,850)		
LAKE YEALERING BOWLING CLUB ROOF		(14,500)	(14,500)	(15,170.00)	670		
Recreation And Culture Total		(73,500)	(73,500)	(73,390.00)	(110)		
Transport							
DEPOT - CAR PORT		(12,500)	(12,500)	(256.76)	(12,243)		
Transport Total		(12,500)	(12,500)	(256.76)	(12,243)		
Land and Buildings Total		(1,148,000)	(86,000)	(80,010.40)	(5,990)	0	
Footpaths							
Transport							
FOOTPATHS	LFP1	(20,000)	(18,040)	(10,266.00)	(7,774)		
Transport Total		(20,000)	(18,040)	(10,266.00)	(7,774)	0	
Footpaths Total		(20,000)	(18,040)	(10,266.00)	(7,774)	0	
Furniture & Equipment							
Governance							
ADMIN OFFICE PHONE SYSTEM	LABC	(5,600)	(5,600)	0.00	(5,600)	0	Removed from Captial as under \$5
Governance Total		(5,600)	(5,600)	0.00	(5,600)	0	

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

Note 13: CAPITAL ACQUISITIONS

30/04/2020							
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Furniture & Office Equip. Total		(5,600)	(5,600)	0.00	(5,600)	0	
Plant , Equip. & Vehicles							
Governance							
CEO VEHICLE		(70,364)	(70,364)	(75,235.82)	4,872	0	
Governance Total		(70,364)	(70,364)	(75,235.82)	4,872	0	
Transport							
BACKHOE	6034	(215,000)	(215,000)	(218,980.43)	3,980	0	
TIP TRUCK	6034	(145,000)	(145,000)	(151,414.77)	6,415	0	
RIDE ON MOWER	6034	(51,000)	(51,000)	(26,596.95)	(24,403)		
LEADING HAND DUAL CAB	6034	(42,000)	(42,000)	(51,622.46)	9,622		
MWS DUAL CAB	6034	(66,015)	(66,015)	(42,588.00)	(23,427)	0	
Transport Total		(519,015)	(519,015)	(491,202.61)	(27,812)	0	
Plant , Equip. & Vehicles Total		(589,379)	(589,379)	(566,438.43)	(22,941)	0	
Infrastructure Other							
Community Amenity							
FURNITURE & EQUIPMENT - STREET BINS	3854	(2,300)	0	0.00	0		
Community Amenity Total		(2,300)	0	0.00	0	0	
Public Facilities Total		(2,300)	0	0.00	0	0	
Roads							
Transport Regional Road Group							
Wickepin Harrismith Road	RG002	(397,964)	(331,640)	(402,870.94)	71,231	0	
Regional Road Group Total		(397,964)	(331,640)	(402,870.94)	71,231	0	
Transport Roads to Recovery							
Sprigg Road	R2R072	(91,283)	(76,070)	(82,633.67)	6,564	0	
Line Road	R2008	(85,229)	(71,020)	(86,783.09)	15,763	0	
Elsinore Road	R2R033	(121,668)	(101,390)	(104,782.35)	3,392	0	
Inkiepinkie Road	R2R160	(39,198)	(32,670)	(30,865.73)	(1,804)	0	
Roads to Recovery Total		(337,378)	(281,150)	(305,064.84)	23,915	0	
Transport Black Spot							
Collins Street	BS156	(58,317)	(48,600)	(31,760.92)	(16,839)		
Wickepin Harrismith	BS157	(68,454)	(57,050)	(50,349.24)	(6,701)	0	
Blackspot Total		(126,771)	(105,650)	(82,110.16)	(23,540)	0	
Council Resources Construction							
104 Gate Road	CO100	(100,077)	(83,400)	(770.00)	(82,630)	0	
Wogolin South Road	CO017	(122,158)	(101,800)	(12,077.79)	(89,722)	0	
Council Resources Construction Total		(222,235)	(185,200)	(12,847.79)	(172,352)	0	
Roads Total		(1,084,348)	(903,640)	(802,893.73)	(100,746)	0	
Capital Expenditure Total		(2,849,627)	(1,602,659)	(1,459,609)	(143,050)	0	

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.03 – Development & Regulatory Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
File Reference:	CM.REP.2203
Author:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	12 May 2020

Enclosure/Attachments: Nil.

Summary:

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

Background:

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

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

Comments:

Following are the reports provided for the month of April 2020

PLANNING OFFICER'S REPORT

Planning Approvals

Nil

Upcoming Council Agenda for May 2020

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

Referrals & Subdivision clearances

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

BUILDING SURVEYORS REPORT

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

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

ENVIRONMENTAL HEALTH OFFICERS REPORT

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

- 1) A follow-up inspection of 22 Connor Street, Yealering will be carried out in the near future;
- 2) 11 Congreve Street, Yealering has not been inspected recently since Shire staff advised that no correspondence had been issued, as owner was not contactable. Since that time the owner has been in contact with the Shire and this matter will be followed up on the next visit;
- 3) Wickepin Hotel inspected and noted that a number of minor repairs were required to the premises and the manager has been directed to attend to these; A follow up inspection will be carried out to ascertain compliance with request;
- 4) Correspondence has been emailed, with a copy to the Shire office, to all food premises on the Department of Health's advice for food businesses that will need to retrain to operate in a Covid-19 environment as the state comes out of lockdown. This includes information on cleaning requirements as well as social distancing to be observed and managed by the food business. Advice has also been provided, by telephone, to food and other businesses on the current pandemic;
- 5) During the current lockdown orders, from the State Government, inspections of premises have been put on hold for April, with all food premises inspected at the end of March 2020. As the State moves out of lockdown and the economy, business and society returns a form of normal, inspections will be carried out to gain an understanding of food businesses current position in the COVID-19 environment. The next round of visits will be mainly an educational exercise, with some enforcement, if required.

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

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

Strategic Implications:

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

Recommendations:

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

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.04 – Review of Delegations from Council to Chief Executive Officer

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Deputy CEO
File Reference:	GO.AUT.1320
Author:	Erika Clement – Deputy CEO
Disclosure of any Interest:	Nil
Date of Report:	11 May 2020

Enclosure/Attachments: Delegation Register 2020

Background:

Council in accordance with *Section 5.46 of the Local Government Act* is required to review all delegations to the Chief Executive Officer excluding those in section 5.43 of the Act.

Comments:

Local Government Act 1995
Part 5-Administration
Division 4-Local Government Employees

5.43. Limits on Delegations to Chief Executive Officer;

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties;

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47.]

The following is a list of powers and duties that are currently delegated to the Chief Executive Officer or other senior officer:

- A1 Cheque Signing and account authorisation
- A2 Septic tank application approvals
- A3 Building approvals
- A4 Roadside advertising

- A5 Application for planning consent
- A6 Appointment and termination of staff
- A7 Rates recovery – instalment payments
- A8 Issue of orders
- A9 Legal advise
- A10 Permits to use explosives
- A11 Street Stalls
- A12 Liquor consumption on shire owned property
- A13 Hire of Community Halls/Community Centre
- A14 The Food Act 2008 and the Food Regulations 2009
- A15 Public Health Act 2016

Statutory Environment:

Compliance with the provisions of the *Local Government Act 1995* – Section 5.46

To comply with the *Local Government Act 1995* Council needs to adopt the reviewed delegation register as attached under separate cover.

5.46. Register of, and records relevant to, delegations to CEO and employees

1. The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
2. At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Policy Implications:

There are a number of Council policies that complement the list of delegations. Council can delegate whatever power or duty it wishes to the Chief Executive Officer, provided that power or duty is not specifically excluded under section 5.43 of the *Local Government Act 1995* (as amended)

Financial Implications: Nil.

Strategic Implications: To provide efficient, effective and accountable governance.

Recommendations:

That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 20 May 2020.

Voting Requirements: Simple majority.

DELEGATION REGISTER 2020



Adopted 20 May 2020

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INTRODUCTION

This delegations register has been prepared in accordance with the Local Government Act 1995 sections 5.16 to 5.18 and 5.42 to 5.46 and the Administration Regulations r.19.

All delegations require approval by an absolute majority of Council.

It is a requirement that the use of all delegated authority is recorded, but it is not a requirement to report the use of delegated authority to Council.

However, given the number of delegations, and their importance, it is not recommended that Council be advised of use of delegations, for their information. It is open to Council to make a policy direction that this is the case.

The Local Government Act s5.16 places limitations and conditions upon the delegations that may be made to various types of Committee. A Committee with delegated authority is not permitted to further delegate that authority.

The Local Government Act s5.42 places a limitation upon the delegations that may be made to the Chief Executive Officer. The Chief Executive Officer is not permitted to further delegate that authority.

The Local Government Act permits the Chief Executive Officer to delegate the exercise of, or the carrying out of, a function delegated to the Chief Executive Officer.

HEAD OF POWER

Unless stated otherwise, the Local Government Act 1995 sections 5.16 and 5.42 constitute the head of power for council to make the delegations.

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers. In order to maintain consistency with the concepts of the Local Government Act 1995, all delegations to officer are made to the Chief Executive Officer, who is then responsible for the implementation of the delegated function, either personally or through management of officers and staff.

It is Council's expectation, that the Chief Executive Officer will assign delegations relevant to a specialist or specific position to that person.

PROCESS

It is a requirement of the Local Government Act s5.18 and s5.16 (1) that all delegations be reviewed at least once in each financial year.

In order to ensure that there is clear authority, Council and the appropriate officers will formally review this Delegations Register at the May Meeting each year, and their application confirmed.

In this way, the delegations will be reviewed at a time when there is less time pressure, and after a year of operation, with the formal motion of application made for the commencement of the new financial year.

NEW DELEGATIONS

Council may make new delegations at any time. However, unless specifically stated that the authority is to be included in the Delegations Register, it will be assumed that the authority to act is for a specific matter and is not a general or on-going delegation.

DEFINITIONS

The Local Government Act has not defined the term “delegation” or “delegated power”, however:

- s5.16 refers to “... the exercise of any of its powers and duties...”
- s5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties...”

The term “policy” is not defined anywhere in the Local Government Act.

Accordingly, throughout this document, the following terms apply, insofar as they are consistent with all enabling legislation referred to within each of the specific delegations.

“Authority” means the permission or requirement for a committee or the Chief Executive Officer to act in accordance with:

- the Local Government Act or other legislation or regulation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council.

“Delegation” means the authority for a committee or the Chief Executive Officer to act on behalf of Council where the power is either specifically or by implication, intended to be exercised by the elected members, rather than an organisational responsibility.

“Policy”, as the context requires mean either:

- a procedural direction to officers to implement Council’s wishes or instructions in a particular way; or
- the authority for officers to act, where that authority is not considered to be a delegation, but more procedural in nature.

CERTIFICATIONS

The delegations contained in this register were formally reviewed by Council on 20 May 2020 and a resolution confirming their application to the 2019/20 financial year was made.

President

Date

The delegations contained in Part 2 of this Register from the Chief Executive Officer to other officers have been formally reviewed, and their application to the 2019/20 financial year is confirmed.

Chief Executive Officer

Date

A1 **CHEQUE SIGNING AND ACCOUNT AUTHORISATION**

- Delegation : The Chief Executive Officer the authority to exercise Councils powers in relation to make payments in relation to expenditure from all funds in accordance with Local Government (Financial Management) Regulations 1996 Regulation 13.
- Objectives :
- Conditions : Where a local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month showing:
- (a) the payees name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.

The list referred to in sub regulation (2) is to be –

- (a) presented to the council at the next ordinary meeting of the council following the preparation of the list; and
- (b) recorded in the minutes of the meeting at which it is presented.”

This policy and subsequent delegation is apply only to those items of expenditure previously authorised by Council by inclusion I the budget or by virtue of Section 6.8 (1) of the Local Government Act 1995 which reads:

A local government is not to incur expenditure from its municipal find for an additional purpose except where the expenditure –

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- (b) is authorised in advance by resolution (Absolute Majority)

Further, a minimum of two signatures are required to make a payment from council’s municipal, trust or reserve funds. The two required signatures shall be the Chief Executive Officer and Finance Officer or if one of them is absent a Councillor shall sign in his or her place.

- Formal Record : Officer’s report to Council
- Heads of Power : Local Government (Financial Management) Regulations 1996 Regulation 13
- History : Previous Delegation Register A1
 Adopted 17 June 1997
 Reviewed 16 June 1998
 Reviewed 15 June 1999
 Amended 21 June 2000
 Reviewed 19 July 2000
 Reviewed 19 June 2002
 Reviewed 18 May 2005
 Reviewed 21 November 2007
 Reviewed 17 June 2009
 Reviewed 18 August 2010
 Reviewed 19 June 2013
 Reviewed 19 November 2014
 Reviewed 17 June 2015
 Reviewed 15 June 2016
 Reviewed 19 April 2017

A2 SEPTIC TANK APPLICATION APPROVALS

Delegation : The Environmental Health Officer the authority to exercise Councils powers in relation to:

Exercising and discharging powers and functions conferred on Local Government for the purpose of Regulation 4 of the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974.

Objectives :

Conditions :

Formal Record : Officer's report to Council

Heads of Power : Section 26 Health (Miscellaneous Provisions) Act 1911

History : Previous Delegation Register A2
Adopted 17 February 1998
Reviewed 15 June 1999
Reviewed 19 July 2000
Reviewed 19 June 2002
Reviewed 18 May 2005
Reviewed 21 November 2007
Reviewed 17 June 2009
Reviewed 18 August 2010
Reviewed 19 June 2013
Reviewed 19 November 2014
Reviewed 17 June 2015
Reviewed 15 June 2016
Reviewed 19 April 2017

A3	BUILDING APPROVALS
Delegation	: The Building Officer the authority to exercise Councils powers in relation to: <i>Approving applications for a building permit subject to the requirements of the Local Government Act 1960 Building Provisions, National Construction Code, Local Laws and Council Policy.</i>
Objectives	: To stream line the approval of building Permits
Conditions	:
Formal Record	: Officer's report to Council
Heads of Power	: Local Government Act 1960 Building Provisions, Building Act 2011 Building Regulations 2012 Building Code of Australia, Local Laws, Council Policy
History	: Previous Delegation Register A4 Adopted 17 February 1998 Reviewed 15 June 1999 Reviewed 19 July 2000 Reviewed 19 June 2002 Reviewed 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017 Reviewed 23 October 2017

A4		ROADSIDE ADVERTISING
Delegation	: to:	The Chief Executive Officer the authority to exercise Councils powers in relation <i>Main Roads WA (Control of Advertising) Regulations 1996 and Guide to the Management of Roadside Advertising – authority to approve signs granted by the regulations.</i>
Objectives	:	
Conditions	:	
Formal Record	:	
Heads of Power	:	Main Roads WA (Control of Advertising) Regulations 1996 Guide to the Management of Roadside Advertising
History	:	Reviewed 15 June 1999 Reviewed 19 July 2000 Reviewed 19 June 2002 Reviewed 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017

A5	APPLICATION FOR PLANNING CONSENT
Delegation	: The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply with all requirements.
Objectives	: To permit early approval of development applications submitted.
Conditions	: Nil
Formal Record	: Officer's report to Council.
Heads of Power	: Town Planning Development Act. Town Planning Scheme No 4.
History	: Adopted 19 July 2000 Amended 19 June 2002 Reviewed 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017

A6**APPOINTMENT AND TERMINATION OF STAFF**

Delegation : The appointment and termination of Council employees can only be confirmed by:

Position	Office
Chief Executive Officer	Council
Manager of Works and Services	Chief Executive Officer and Council
Administration Staff	Chief Executive Officer
Outside Staff	Chief Executive Officer

Objectives : Clearly define each party's role and level of authority.

Conditions :

Formal Record : Officer's report to Council.

Heads of Power : Local Government Act 1995, Section 5.37(1)(2)

History :
 Adopted 19 July 2000
 Amended 19 June 2002
 Reviewed 18 May 2005
 Amended 21 November 2007
 Reviewed 17 June 2009
 Reviewed 18 August 2010
 Reviewed 19 June 2013
 Reviewed 19 November 2014
 Reviewed 17 June 2015
 Reviewed 15 June 2016
 Reviewed 19 April 2017

A7 RATES RECOVERY – INSTALLMENT PAYMENTS

Delegation	:	The Chief Executive Officer to provide Ratepayers experiencing financial difficulty, the opportunity to make acceptable instalment payments to extinguish their rate debts.
Objectives	:	To assist Ratepayers who are experiencing difficulty in meeting their rate payments and alleviate the need to bring each individual application to Council's attention.
Conditions	:	Letters confirming an instalment procedure program should accompany each application. Rates personnel to ensure that Ratepayers meet their commitments to instalment programs.
Formal Record	:	Officer's report to Council.
Heads of Power	:	
History	:	Adopted 19 July 2000 Amended 19 June 2002 Reviewed 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017

A8	ISSUE OF ORDERS
Delegation	: The Chief Executive Officer its powers and duties under the Local Government Act 1995 and Local Government (Miscellaneous Provisions) Act 1960, in relation to the issue of orders.
Objectives	: To facilitate service of notices at appropriate times.
Conditions	:
Formal Record	: Officer's report to Council.
Heads of Power	: Local Government Act 1995 Local Government Act (Miscellaneous Provisions) Act 1960
History	: Adopted 19 July 2000 Reviewed 19 June 2002 Reviewed 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017

A9**LEGAL ADVICE**

Delegation	:	<p>The Chief Executive Officer is authorised to obtain from the Council's Solicitor such legal advice and opinion as is deemed by him to be necessary to enable the proper legal administration of the Council's business; conditional upon the Chief Executive Officer;</p> <ol style="list-style-type: none">1. Briefing the Shire President and Deputy Shire President on the matter in which legal advice is sought;2. Obtaining the approval, verbal or written from the Shire President and Deputy Shire President to obtain the relevant legal advice
Objectives	:	<p>To ensure that Council is briefed adequately in relation to legal matters which may impact on the governing obligations of Council.</p>
Conditions	:	
Formal Record	:	<p>Officer's report to Council.</p>
Heads of Power	:	
History	:	<p>Adopted 19 July 2000 Reviewed 19 June 2002 Amended 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017</p>

A10**PERMITS TO USE EXPLOSIVES**

Delegation	:	The Chief Executive Officer is authorised to issue letters approving the use of explosives within the district, without reference to the Council.
Objectives	:	
Conditions	:	
Formal Record	:	Officer's report to Council.
Heads of Power	:	
History	:	Adopted 19 July 2000 Reviewed 19 June 2002 Reviewed 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017

A11**STREET STALLS**

Delegation	:	The Chief Executive Officer is authorised to issue letters approving the street stalls within the district, without reference to the Council.
Objectives	:	
Conditions	:	
Formal Record	:	Officer's report to Council.
Heads of Power	:	
History	:	Adopted 16 May 2001 Reviewed 19 June 2002 Reviewed 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017

A12**LIQUOR CONSUMPTION ON SHIRE OWNED PROPERTY**

Delegation	:	The Chief Executive Officer is authorised to issue letters approving the serving or liquor consumption on Shire owned property within the district, without reference to the Council.
Objectives	:	
Conditions	:	
Formal Record	:	Officer's report to Council.
Heads of Power	:	
History	:	Adopted 16 May 2001 Reviewed 19 June 2002 Reviewed 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017

A13**HIRE OF COMMUNITY HALLS/COMMUNITY CENTRE**

Delegation	:	The Chief Executive Officer is authorised to waive/grant concessions in respect of hire of council's halls and community centres up to an amount of \$200 per occasion.
Objectives	:	The purpose of this is to encourage expediency in respect of requests that may be forthcoming from community organisations and groups that bring broad base community interaction and support (not for profit) for hall/community centre hire charges to be waived.
Conditions	:	
Formal Record	:	Officer's report to Council.
Heads of Power	:	
History	:	Adopted 18 May 2005 Reviewed 21 November 2007 Reviewed 17 June 2009 Reviewed 18 August 2010 Reviewed 19 June 2013 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017

A14**THE FOOD ACT 2008 AND THE FOOD REGULATIONS 2009**

Delegation	:	The Chief Executive Officer is authorised to implement the provisions of the Food Act 2008 and the Food Regulations 2009.
Objectives	:	To ensure food for sale is both safe and suitable for human consumption. To prevent misleading conduct in connection with the sale of food and to provide for the application in this State of the food standards code.
Conditions	:	
Formal Record	:	Officer's report to Council.
Heads of Power	:	Food Act 2008 Food Regulations 2009 Public Health Act 2016 Section 17 of the new Public Health Act 2016 Section 21(1)(b)(i) Part 2 of the new Public Health Act 2016 Health (Miscellaneous Provisions) Act 1911
History	:	Adopted 16 February 2011 Reviewed 19 November 2014 Reviewed 17 June 2015 Reviewed 15 June 2016 Reviewed 19 April 2017 Reviewed 23 October 2017

A15 THE PUBLIC HEALTH ACT 2016

Delegation	:	<p>The Environmental Health Officer and the Authorised Officers are authorised to implement the provisions of the Public Health Act 2016.</p> <p>Authorised person must be either</p> <ul style="list-style-type: none">a) An EHO in the employ or under contract of the Shire at the time of the Public Health Act coming into forceb) Hold an appropriate
Objectives	:	<p>To ensure the provisions of the Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 are implemented.</p>
Conditions	:	<p>Commencement of prosecutions is restricted to the CEO who instigate action where the offence</p> <ul style="list-style-type: none">a) Is if such severity that the action is appropriateb) An infringement notice remains unpaid after reasonable attempts to obtain payment
Formal Record	:	<p>Officer's report to Council.</p>
Heads of Power	:	<p>Public Health Act 2016 Section 17 of the new Public Health Act 2016 Section 21(1)(b)(i) Part 2 of the new Public Health Act 2016 Health (Miscellaneous Provisions) Act 1911</p>
History	:	<p>Adopted 19 April 2017 Reviewed 23 October 2017</p>

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

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

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Aoning Li
File Reference:	A6326
Author:	David Johnston, Planning Officer, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	07 May 2020

Enclosure/Attachments:

- Attachment 1 – Planning Application
- Attachment 2 – Aerial Photograph
- Attachment 3 – Photographs
- Attachment 4 – Municipal Heritage Inventory extract
- Attachment 5 – Letter from Department of Planning Lands and Heritage

Summary:

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

Background:

On 5 December 2019, the Shire of Wickepin received an Application for Demolition Permit (BA5) from Mr Li to demolish the Former Uniting Church building at Lot 12 (No.31) Henry Street, Wickepin.

It was found that the building to be demolished was heritage listed under the Shire of Wickepin Municipal Heritage Inventory, and thus required a Planning Application to be submitted. Due to issues with the Applicant's other Planning Application at the adjacent Lot 13 (No. 29) Henry Street, a planning application for Lot 12 was not received until 17 April 2020.

Upon receiving the application, it was referred for comment to the Department of Planning Lands and Heritage on behalf of the Heritage Council of Western Australia on 30 April 2020.

Comments:

Zoning

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

2.4 USE AND DEVELOPMENT OF LOCAL RESERVES.

2.4.1 A person must not –

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

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

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

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

Heritage

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

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

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

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

Advertising

Clause 64(3) of the deemed provisions states:

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

It is recommended that Council resolve to publicly advertise the proposal for a period of 14 days with letters sent to adjoining land owners and a post placed in the Narrogin Observer.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4

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

Clause 64 – Advertising applications

Policy Implications:

Nil.

Financial Implications:

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

Strategic Implications: Nil.

Recommendations:

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

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.06 – Application For Planning Consent: Transportable Structure/Building (Workers Accommodation) – Lot 6849 Rabbit Proof Fence Road, Harrismith

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Clinton and Lauren Mullan
File Reference:	A3153
Author:	David Johnston, Planning Officer, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	11 May 2020

Enclosure/Attachments:

Attachment 1 – Planning Application and Location Map

Attachment 2 – Aerial Photograph

Attachment 3 – Shire of Wickepin Policy Manual February 2020 Section 10.3.2

Attachment 4 – Proposed Floor Plan

Summary:

Council's consideration is requested in regards to the Planning Application for a transportable structure/building (Workers Accommodation) at Lot 6849 Rabbit Proof Fence Road, Harrismith.

Background:

On 1 April 2020 the Shire of Wickepin received a Planning Application for a “donga” style transportable structure/building for use as workers accommodation. The proposed transportable building is to be located on Lot 6849 Rabbit Proof Fence Road. It is approximately five kilometres east of the Harrismith townsite.

The building will be used for approximately six months each year and will house one person. It will feature a kitchen, bathroom, bedroom and living area. The structure is to be elevated 200mm off the ground on concrete footings. The size is 4.85m by 13.3m (79m²).

The building has been planned as a permanent structure but is removable if it becomes unnecessary in the distant future. The structure will be a new building.

Comments:

Zoning

Lot 6849 Rabbit Proof Fence Road, Harrismith is zoned 'General Agriculture' under the Shire of Wickepin Local Planning Scheme No. 4. The policy statement for this zoning states:

“General Agriculture Zone

- To protect areas of broadacre agricultural significance for sustainable production.*
- To encourage processing and value adding industries to be located within the zone.*
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.*
- To protect and enhance rural landscapes.*
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.*
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.”*

The workers accommodation falls under the use definition of 'Transportable Structure/Building' which;

"means a structure for ease of transporting from one location to another, and includes structures such as "Donga" units with skid mountings, metal sandwich panel and flat roof design, and other proprietary names like "Durabuilt", "Atco" and the like.

Such use is listed as a 'D' use under the 'General Agriculture' zone, which;

"means that the use is not permitted unless the local government has exercised its discretion by granting development approval."

Given that the use is discretionary it would normally be able to be assessed and approved by the Chief Executive Officer without being presented to Council. However, the Shire of Wickepin Delegations Register states that "The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply with all requirements". It is the Officer's view that the above refers exclusively to development applications for "Permitted" uses that meet all the development requirements. As such there is insufficient delegated authority to allow a discretionary use 'D' to be determined under delegated authority.

Setbacks

The minimum setbacks to lot boundaries in the 'general agricultural' zone are 20m from all lot boundaries and 50m if the proposed site fronts a major road. The proposed front setback is 220m (east), side (south) 100m, side (north) 900m and rear setback is 520m. As such the development proposed complies with all setback requirements. It is the officer's recommendation that conditional approval be granted.

Policy Manual

Section 10.3.2 of the Shire of Wickepin Policy Manual addresses Transported and Relocated dwellings.

The following application requirements must be demonstrated by the applicant as per section 10.3.2.1:

1. *"An Application for Planning Approval and the payment of the required planning fees.*
2. *Details of where the transported or relocated dwelling is to be removed from.*
3. *Detailed plans of the building and comprehensive site plan indicating the proposed location of the building.*
4. *Recent photographs of every external elevation of the proposed dwelling, clearly indicating its current design and condition.*
5. *Certification from a Structural Engineer stating that the structure is suitable for relocation, appropriate for the conditions of the Shire of Wickepin and structurally sound.*
6. *Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia.*
7. *Specification on the works to be undertaken on the dwelling, including any modifications and additions to the dwelling and the materials and colours to be used.*
8. *Details of how it is proposed to transport and re-erect the building.*
9. *A detailed time frame for the relocation of the proposed dwelling and any proposed works."*

As this is a new build and planning fees have already been paid, the only requirements from this list to be completed are number 3, 8 and 9.

Section 10.3.2.2 addresses the minimum design requirements.

1. *"The dwelling has a minimum floor area of <120m².*
2. *The roof has a minimum pitch of 20 degrees.*

3. *The exterior cladding and roof materials are in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be aesthetically pleasing.*
4. *The external finishes, bulk, scale and design of the house will not have a detrimental impact on the amenity of the area or landscape into which it is being relocated."*

As the dwelling size is 79m² this does not meet the minimum floor area of <120m². It is recommended this variation be accepted as the building will normally house only one person. The large setbacks of the building and the surrounding tree coverage are such that there should be no detrimental impact on the amenity and landscape of the area. The roof is pitched however the degree is not known. It is unlikely the roof pitch will cause any detrimental impacts especially with the setbacks and large tree coverage around the site.

Section 10.3.2.3 of the Shire of Wickepin Policy Manual addresses approvals and bonds.

"As part of the planning approval of a transported or relocated dwelling, Council may require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas.

The approval of an application for a transportable or relocated dwelling requires the lodgement of a cash bond to the value of \$20,000 prior to the issue of a building licence. This bond will be used to rectify or remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Planning Approval or any conditions of the Building Licence.

A signed statutory declaration outlining a bond agreement is to be entered into by the owner/s prior to issue of a building license. The agreement is to outline a staged repayment of the performance bond, as follows" in the Policy Manual (Attachment 3).

This section of the policy relates to used transportable buildings. It is recommended that Council dispense the requirement for bond as this is a new structure which will not require further improvement works.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4

Policy Implications:

Shire of Wickepin Policy Manual February 2020

10.3.2 – Transported and Relocated Dwellings

Financial Implications:

An application for planning approval fee to the value of \$320.00 has been charged and paid to the Shire of Wickepin by the applicant.

Strategic Implications:

Nil.

Recommendations:

That, with respect to the Application for Planning Consent: Transportable Structure/Building (Workers Accommodation) at Lot 6849 Rabbit Proof Fence Road, Harrismith, 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 Council.
5. Prior to the issuing of a building license, the applicant is to provide the following details as per the Shire of Wickepin Policy Manual Section 10.3.2
 - a. Detailed plans of the building and comprehensive site plan indicating the proposed location of the building.
 - b. Details of how it is proposed to transport and re-erect the building.
 - c. A detailed time frame for the relocation of the proposed dwelling and any proposed works.

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 a Building Application.

Voting Requirements: Absolute Majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.07 – Lifestyle & Retirement Committee Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CR.MEE.208
Author:	Melissa Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	14 May 2020

Enclosure/Attachments: Nil.

Background:

The Lifestyle & Retirement Committee meeting was held on Wednesday 13 May 2020.

Comments:

The Lifestyle & Retirement Committee meeting was held on Wednesday 13 May 2020 and passed the following recommendations:

Moved Murray Lang / Seconded Colin Hemley

That the Lifestyle Committee request Council to accept the tender from K Built Construction for the construction of 4 Independent Living Units at 27 Johnston Street at a tendered price of \$1,329,966 with the inclusion to negotiation the carport to a double lock up garage at no extra cost.

Carried 10/0

Moved Allan Lansdell / Seconded Leanne Smith

That Council be requested to implement the following conditions to K Built Constructions, where possible, all tradesman and construction workers seek accommodation in Wickepin.

Carried 10/0

Moved Coleen Thompson / Seconded Fran Allan

That Council be requested to establish a Sinking Fund to transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.

Carried 10/0

Statutory Environment: Nil.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That council pass the following recommendations:

1. That Council accept the tender from K Built Construction for the construction of 4 Independent Living Units at 27 Johnston Street at a tendered price of \$1,329,966 with the inclusion to negotiation the carport to a double lock up garage at no extra cost.
2. That Council implement the following conditions to K Built Constructions, where possible, all tradesman and construction workers seek accommodation in Wickepin.
3. That Council establish a Sinking Fund to transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.08 – Waiving Sporting Bodies Annual Ground Court Fees

Submission To:	Ordinary Council
Location/Address:	Wickepin Sports Ground
Name of Applicant:	Wickepin Football Club
File Reference:	FM.DEB.1224
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13th May 2020

Enclosure/Attachments: Nil.

Summary:

Council is being requested to waive the 2020/2021 Annual Ground Fees for the following Clubs due to the reduced season under the COVID 19 restrictions.

Wickepin Football Club	\$2,700.00
Wickepin Hockey	\$420.00
Wickepin Netball Club	\$420.00
Wickepin Archery Club	\$420.00

Background:

Council has received a request from the Wickepin Football Club to waive or reduce the annual ground/court fees for the 2020 football season as there will either be a shortened season or no season at all due to the COVID 19 restrictions.

Copy of email received from Brady Cowcher Secretary Wickepin Football Club on the 28th April 2020 is as follows.

I received an email from the League President yesterday saying they would most probably receive further direction from the WA Country Football League around 10/11 May. With a season being so uncertain may I request a reduction in oval fees with a possibly shorter season expected? And if a season were not to occur, then may we please have the oval fees waived for the 2020 season? I promise to keep you updated with regards to communication from the UGSFL.

Comments:

Council each year under fees and charges raises a fee for the use of its sporting grounds and facilities within the Shire of Wickepin.

The fees to be paid by the Sporting bodies for the 2019/2020 seasons as adopted in the 2019/2020 budget are as follows.

Ground/Court Fees - per annum	Receipt to 149130	Council	GST
Football Annual Fee	\$2,700.00	\$2,454.55	\$245.45
Cricket	\$420.00	\$381.82	\$38.18
Hockey	\$420.00	\$381.82	\$38.18
Badminton Club	\$156.00	\$141.82	\$14.18
Netball Club	\$420.00	\$381.82	\$38.18
Archery Club	\$420.00	\$381.82	\$38.18
Miscellaneous - Other	\$420.00	\$381.82	\$38.18
Free use for all shire school activities			

All fees for 2018/2019 have been paid. The Wickepin cricket club are yet to be billed \$420 for the 2019/2020 season which is normally done in May of each financial year. The Harrismith Dudinin Cricket club are not charged an annual fee for the use of the Harrismith Oval.

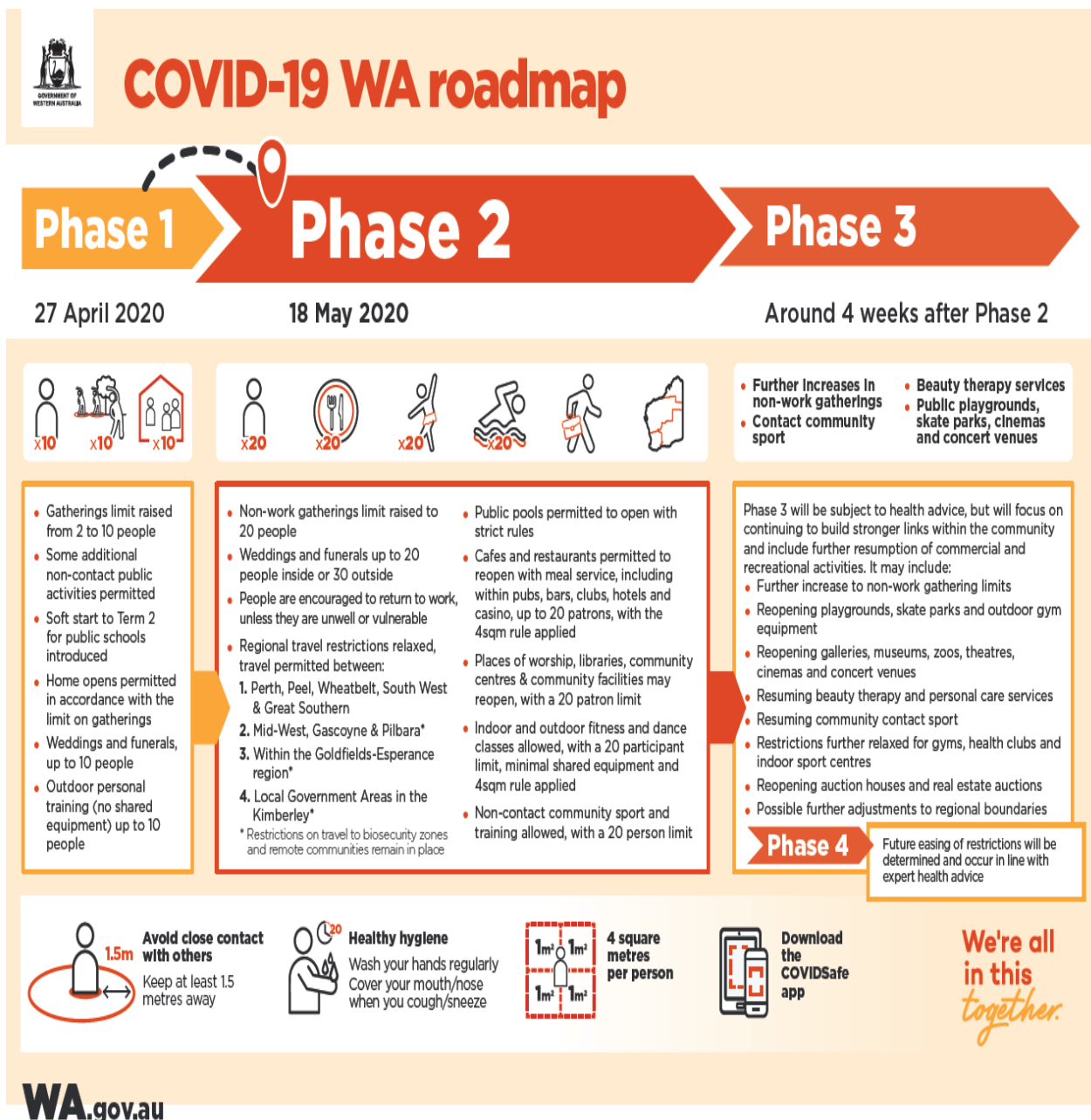
Both Cricket Clubs did play a full 2019/2020 season and were not affected by the COVID 19 restrictions.

It is anticipated that the Upper Great Southern Football League football season for 2019/2020 will either be a heavily reduced season of one round or the whole season will be cancelled.

I believe that in a normal season of the UGSFL there is two and a half rounds of 18 games including finals with 7 of these being Wickepin Football Club home games played at the Wickepin Sporting Ground.

The Wickepin Football club at this stage are training on the Wickepin oval but are reduced to 20 players at a time and they are not allowed to use the shower facilities under the current COVID 19 Emergency Declaration.

With the new current COVID 19 Emergency declarations taking effect as of Monday 18th May 2020 Sporting Facilities are only allowed to be used within limitations as outlined in the following COVID 19 Road Map.



As it looks like the sporting facilities will only have a limited use for sporting bodies in 2019/2020 council could consider not raising the 2019/2020 fees for the following sporting bodies.

Ground/Court Fees - per annum	Amount	Council	GST
Wickepin Football Club	\$2,700.00	\$2,454.55	\$245.45
Wickepin Hockey Club	\$420.00	\$381.82	\$38.18
Wickepin Netball Club	\$420.00	\$381.82	\$38.18
Banksia Bowmans	\$420.00	\$381.82	\$38.18

The Wickepin Football Club relies on income from the canteen sales and the gate fees for all home games which will be considerably down due to the reduced number of games that will be played this year. It also needs to be considered that the return to a football season may include restrictions on numbers allowed at the venue and the COVID19 restrictions that may be imposed on to the UGSFL and the Wickepin Football Club in running a canteen.

It is anticipated that the Wickepin and Harrismith cricket clubs will be able to play a Cricket season for 2020/2021 due to the current relaxing of the COVID19 restrictions currently taking place.

The Harrismith Dudinin cricket club are not charged a fee for the use of the Harrismith Oval.

Council will be able to absorb this loss of revenue within the estimated budget surplus as outlined in the March 2020 Budget Review.

Statutory Environment:

Local Government Act 1995

6.15. Local government's ability to receive revenue and income

- (1) *A local government may receive revenue or income —*
- (a) *from —*
- (i) *rates; or*
 - (ii) *service charges; or*
 - (iii) *fees and charges; or*
 - (iv) *borrowings; or*
 - (v) *investments; or*
 - (vi) *any other source,*
- authorised by or under this Act or another written law; or*

Local Government Financial Management Regulations 1996

25. Revenue from fees and charges, estimate of required

In relation to fees and charges imposed under the Act or any other written law, the annual budget is to include an estimate of the total revenue from the fees or charges from each program.

Policy Implications: Nil.

Financial Implications:

If Council does not raise the 2019/2020 fees and charges as outlined in the recommendation in this agenda item the loss of revenue to council for the 2019/2020 financial year will be \$3,960 GST inclusive based on the following sporting clubs.

Ground/Court Fees - per annum	Receipt to 149130	Council	GST
Football Annual Fee	\$2,700.00	\$2,454.55	\$245.45
Hockey	\$420.00	\$381.82	\$38.18
Netball Club	\$420.00	\$381.82	\$38.18
Banksia Bowmans	\$420.00	\$381.82	\$38.18

The Fees for 2020/2021 are yet to be set by Council.

Council will be able to absorb this loss of revenue within the estimated budget surplus as outlined in the March 2020 Budget Review.

Strategic Implications: Nil.

Recommendations:

That Council waive the fees and charges to the following clubs for the 2019/2020 financial year.

Ground/Court Fees - per annum	Receipt to 149130	Council	GST
Football Annual Fee	\$2,700.00	\$2,454.55	\$245.45
Hockey	\$420.00	\$381.82	\$38.18
Netball Club	\$420.00	\$381.82	\$38.18
Banksia Bowmans	\$420.00	\$381.82	\$38.18

Voting Requirements: Absolute majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.09 – Australian Hotels Association – Reprieve from Commercial Rates

Submission To:	Ordinary Council
Location/Address:	Wickpin, Harrismith, Yealering
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	ED.IND.806
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 th May 2020

Enclosure/Attachments: Nil.

Summary:

The Shire of Wickpin is being requested by the Australian Hotels Association WA on behalf of hotels and hospitality business owners and operators to deliver immediate reprieve from commercial rates to help them through the COVID 19 recovery phases.

Background:

The CEO has received the following letter on the 29th April 2020 from the Australian Hotels Association WA.

ED.IND.806 IC20201315

22 April 2020

Mr Mark Hook
Chief Executive Officer
Shire of Wickpin
PO Box 19
Wickpin WA 6370

Dear Mr Hook

The Australian Hotels Association (AHA) WA is appealing on behalf of hotels and hospitality business owners and operators for the Shire of Wickpin to deliver immediate reprieve from commercial rates to help support them through the unprecedented challenges and mandatory shutdowns caused by COVID-19.

WA's hotels and hospitality businesses have been at the front line of containing the spread of COVID-19. In adhering to gathering bans and social distancing policies, the accommodation and hospitality industry has suffered incalculable financial damage and job losses. Our industry understands the important role it plays in protecting and serving the community, and is taking these responsibilities seriously.

Many businesses in our sector have closed and some are operating at significantly reduced capacities.

In line with the comments from the Prime Minister's and the WA Premier, the industry is planning for the restrictions to last for a minimum of six months. For accommodation and hospitality businesses to survive this crisis, they will need meaningful and targeted assistance to ensure they can re-open and reactivate our towns and communities after the health crisis has subsided. The alternative is to see many never reopen.

Rates, fees and tariff relief for business

The AHA is asking you to consider a short term reprieve from rates, fees and tariffs for local hotels and hospitality businesses at a time when they need substantial support from all three tiers of Government.

To survive this enforced period of economic hibernation, we request that the Shire of Wickpin provide an amnesty from commercial rates from January to June 2020.

It is strongly recommended that this be extended to all fees and tariffs inclusive of health, building, parking and other associated services. Any rates, fees and tariffs already paid by commercial ratepayers could be refunded for the abovementioned period.

The AHA supports relief measures being aligned to business eligibility for the Federal Government's JobKeeper Package, determined by a 30 per cent reduction in turnover during the affected period.



Australian Hotels Association
WESTERN AUSTRALIA

28 Parkland Place West Perth WA 6005
P 08 9439 0000 F 08 9439 0000
T 08 9439 0000 F 08 9439 0000 W www.aha.org.au

How can Local Government afford this?

To support relief measures, Shire of Wickpin is respectfully encouraged to review all discretionary expenditure and defer any unnecessary capital outlays in order to fund rate waivers for commercial ratepayers.

We have reviewed in detail the annual budgets of many Local Government Associations and have identified a number of expenses for reconsideration.

For example, a reduction or deferral of non-essential services, development strategies, events, activations, non-essential infrastructure projects and discretionary grants could be considered.

The AHA implores the Shire of Wickpin to revert to core business service delivery which will free up limited resources to fund critical relief and in doing so, preserve as many commercial ratepayers as possible.

Conclusion

State and Federal Governments are delivering unprecedented levels of investment to ensure that businesses and individuals can make it through COVID-19.

We encourage Local Government to consider similarly unprecedented measures to ensure that when we enter the post-COVID-19 recovery phase we are not left with devastated local economies because of a failure to take comprehensive action when it matters most - now.

Enticing a large number of commercial ratepayers back to an area will present a greater challenge and represent a greater cost than investing early to ensure they stay.

Once again, the AHA appreciates your commitment to supporting local business and consideration of these recommendations.

Should you have any questions, please contact Victoria Jackson, AHA Government Relations Manager at 9321 7701 or via email to grm@ahawa.asn.au.

Yours sincerely



Bradley Woods
AHA(WA) CEO

CC: Minister for Local Government; Heritage; Culture and the Arts; Hon David Templeman

Comments:

The Shire of Wickepin has three hotels, one Club and three hospitality business in the towns of Wickepin, Harrismith and Yealering.

Council raised in the 2019/2020 Financial year \$1,481,372.07 in rates not including service charges.

The total amount of rates including services for these establishments for 2019/2020 is \$14,770.10.

1% of rates raised not including service charges based on rates raised in 2019/2020 financial year is \$14,813.72

Council does have a current hardship policy in relation to payment of rates and charges, Councils policy in relation to hardship in paying rates and services charges is as follows.

3.1.1.1 POLICY STATEMENT

The Shire of Wickepin will:

- take all appropriate action to ensure the maximum amount of rateable income is received in any one financial year;
- recover all outstanding debts, rates and service charges, utilising the relevant legislation and legal processes, in accordance with the *Local Government Act 1995* and *Civil Judgements Enforcement Act 2004*, and the Guidelines and Policy Procedures;
- have regard to individuals *Serious Hardship* and/or *Exceptional Hardship/Circumstances* relating to outstanding debts, rates and service charges, when administering this Policy, Guidelines and Policy Procedures; and
- consider all requests from person's experiencing difficulties with making payments for debts or rates and service charges. Such persons will be required to make a written application to the Chief Executive Officer to enter into a Negotiated Special Payment Arrangement, detailing their *Serious Hardship* and/or *Exceptional Hardship/Circumstances* to warrant consideration and leniency.

The CEO believes that each hospitality establishment would come under Councils current policies

If they are experiencing financial hardship they can advise Council and each application can be dealt with individually and on their own merits.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Council policy in relation to financial or personal hardship in paying general rates is as follows.

3 GENERAL PURPOSE FUNDING

3.1 RATES

3.1.1 RECOVERY OF DEBTS, RATES AND SERVICE CHARGES

OBJECTIVE: To provide guidelines and to prescribe the process for the collection of outstanding debts, recovery of rates and service charges and the charging of interest in relation to those debts.

To assist finance and administration staff in end of year procedures.

3.1.1.1 POLICY STATEMENT

The Shire of Wickepin will:

- take all appropriate action to ensure the maximum amount of rateable income is received in any one financial year;
- recover all outstanding debts, rates and service charges, utilising the relevant legislation and legal processes, in accordance with the *Local Government Act 1995* and *Civil Judgements Enforcement Act 2004*, and the Guidelines and Policy Procedures;
- have regard to individuals *Serious Hardship* and/or *Exceptional Hardship/Circumstances* relating to outstanding debts, rates and service charges, when administering this Policy, Guidelines and Policy Procedures; and
- consider all requests from person's experiencing difficulties with making payments for debts or rates and service charges. Such persons will be required to make a written application to the Chief Executive Officer to enter into a Negotiated Special Payment Arrangement, detailing their *Serious Hardship* and/or *Exceptional Hardship/Circumstances* to warrant consideration and leniency.

Definitions

In the administration of this Policy, the following will be apply:

Serious Hardship and/or *Exceptional Hardship/Circumstances* has no statutory definition in case law and will normally be at the discretion of the courts to decide if circumstances warrant leniency. However, many agencies use these terms when considering applications for leniency. In effect it can mean a level of hardship that will also impact on innocent parties.

Circumstances will vary in each situation, however there are common elements which can be considered by a statutory authority/local government. These can include (but not limited to) the following:

Serious Hardship

Serious Hardship exists when a person is unable to provide adequate food, accommodation, clothing, medical treatment, education or other necessities for themselves, their family or other people for whom they are responsible. (Source: Australian Taxation Office).

Consideration will be given as to whether a person's current financial difficulties are short term, when deciding whether a person is suffering *Serious Hardship*.

Financial Assets

There are several types of assets that are generally regarded as a normal and reasonable possession. A person is not expected to sell these to meet a payment. These assets include a motor vehicle and "tools of trade".

Also, a person will not be expected to use any cash on hand or in a bank balance which they need to meet the cost of their basic necessities, to pay a payment.

If a person has assets such as rental property, shares or other investments, this may be regarded as having the capacity to make the payment, without suffering serious hardship.

Exceptional Hardship/Circumstances

These cover any unusual or exceptional circumstances that do not qualify as *Serious Hardship*, but make it fair and reasonable for a person not to make a payment at a specific time. If a person considers that there are other special reasons why they should not have to make their payment, they should specify these in writing to the Chief Executive Officer.

Some examples of what may constitute Exceptional Hardship/Circumstances include (but not limited to):

- a serious accident;
- sudden bereavement within a family;
- severe/life threatening illness or medical condition;
- an impact on a dependent or family member who has a serious disability or health problem and who relies on the affected person for their financial support; prolonged imprisonment;
- temporary physical or mental incapacity; or
- or any other matters considered acceptable by the Chief Executive Officer.

Exceptional Hardship/Circumstances are not limited to the above examples.

Note: The temporary loss of a job will not normally in itself qualify as *Exceptional Hardship* unless a convincing case can be put forward that the impact would be so exceptional as to warrant leniency.

Negotiated Special Payment Arrangement (NSPA)

A Negotiated Special Payment Arrangement is a non legal (but binding) arrangement between the Debtor/Ratepayer and the Shire of Wickepin, whereby the debt/outstanding money is progressively paid in agreed instalments over a period of time, by amounts that are mutually agreed between the two parties.

GUIDELINES AND PROCEDURES

Debt Recovery Process

The following process is to be followed for the recovery of rates and service charges. Legal proceedings will continue until outstanding rates and service charges are paid in full or otherwise determined by the Chief Executive Officer and/or the Council.

Final Notice

- Where the rates remain outstanding fourteen (14) days after the due date shown on the Annual Rates Notice and the ratepayer has not elected to pay by the instalment option, a Final Notice shall be issued requesting payment in full within fourteen (14) days.
- Eligible pensioners registered under the *Rates and Charges (Rebates and Deferments Act) 1992* are exempt as they are entitled to pay by the 30th June under the legislation.

Notice of Intention to Summons (Demand Letter)

- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purposes of issuing a Demand Letter (Notice of Intention to Summons).
- The Demand Letter is to be issued within sixty (60) days of the expiry date on the Final Notice and must specify that the ratepayer has fourteen (14) days to pay in full or alternatively enter into a special payment arrangement with the Shire of Wickepin.
- Failure to enter into an agreed payment arrangement will result in the debt being referred to a debt collection agency and a General Procedure Claim being issued without further notice.

General Procedure Claim

- Where a Demand Letter has been issued and remains unpaid and the ratepayer has not elected to enter into an agreed special payment arrangement, a General Procedure Claim will be issued.
- Legal costs and the costs of proceedings will be added to the ratepayers account upon issue of a General Procedure Claim, in accordance with Section 6.56 of the *Local Government Act 1995*.
- Ratepayers are required to pay in full or by instalments once they receive a General Procedure Claim. If they choose to pay by instalments, they must sign the *Admission of Claim* on the reverse of the General Procedure Claim and state the amount they agree to pay for each instalment. This Negotiated Special Payment Arrangement is subject to acceptance by the Deputy CEO. A letter will be sent to the ratepayer to confirm this arrangement, if accepted.
- The signed *Admission of Claim* must be returned to the Shire of Wickepin for the Negotiated Special Payment Arrangement to be accepted.
- A person who is experiencing difficulty in making a payment, can apply to the Shire of Wickepin to make a Negotiated Special Payment Arrangement.
- When a ratepayer has elected to enter into Negotiated Special Payment Arrangement and instalments are not paid as per the arrangement or three consecutive payments are missed, a Default Letter will be issued for payment in full within fourteen (14) days. Rates remaining unpaid will be issued with a General Procedure Claim or the Shire of Wickepin may proceed straight to Enforcement, if a General Procedure Claim has previously been issued.
- Following the issue of a Claim and the addition of the costs of proceedings to the rates assessment, a reasonable offer to discharge a rate account will not be refused.
- If the General Procedure Claim is paid in full before entering into Judgement, then a Notice of Discontinuance (NOD) may be requested by the ratepayer and granted at the discretion of the Chief Executive Officer based on the circumstances of each case. The request must be received in writing and a NOD will only be issued to any one ratepayer once as a matter of goodwill. No further Notices of Discontinuance will be issued in any subsequent financial years to that same ratepayer, unless the Shire of Wickepin is advised circumstances.
- If a General Procedure Claim proceeds to Judgement and was not issued in error, then the matter will not be granted a Notice of Discontinuance, nor permission granted to have the matter set aside.

Non-Service of General Procedure Claim

- When a General Procedure Claim is unable to be served, the Bailiff may advise whether the property is a rental property or may provide an alternative address for the General Procedure Claim to be re-issued. In the case of a

rental property, the Managing Agent will be contacted to ascertain the owner/s new residential address. If the Managing Agent is responsible for payment of rates, then a Rates Notice will be re-issued to the managing agent for payment in full within fourteen (14) days.

- If a new address is supplied for the owner/s of the property, the address will be recorded and a Rates Notice re-issued for payment within fourteen (14) days. If payment is not received, the General Procedure Claim will be re-issued to the new address.
- Where an owner resides in a property which cannot be accessed by the Bailiff or the property is vacant, a *skip trace* will be completed to verify the residential address of the owner. If required, a Substituted Service Claim can be filed at court to have the General Procedure Claim issued via post to the verified residential address of the owner.

Property Sale and Seizure Order

- Where a General Procedure Claim has been issued and served and the amount remains outstanding fourteen (14) days after the issue date of the Claim, legal proceedings will continue until payment of rates is received. This includes Judgement and Enforcement of the Claim. Enforcement of the Claim may include a Property Sale and Seizure Order of goods and or land.
- The Property Sale and Seizure Order is at first a Goods Order and if the Property Sale and Seizure Order is returned *Nulla Bona* (no goods), then a land warrant will be issued.
- If a Property Sale and Seizure Order against goods and or land is proposed to collect outstanding rates due on a property, the Council's prior approval shall be obtained before the Property Sale and Seizure Order is lodged.

Rates or Service Charges Recoverable in Court (Section 6.56)

- If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery, in a court of appropriate jurisdiction.
- Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

Seizure of Rent (Section 6.60)

In cases where the owner of a leased or rented property on which rates outstanding cannot be located, or refuses to settle rates owed, a Notice will be served on the lessee under the provisions of the *Local Government Act 1995* - Section 6.60, requiring the lessee to pay to the Shire of Wickepin the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

Sale of Land (Section 6.64)

Where Rates and Service Charges are outstanding for a period of three (3) years or more, the Council may:

- from time to time lease the land;
- sell the land;
- have the land transferred to the Shire of Wickepin;
- have the land transferred to the Crown; or

- sell the land as per the *Local Government Act 1995* - Section 6.64. Council approval will be obtained prior to the above course of action being undertaken.

The above action under Section 6.64 of the *Local Government Act 1995*, will be reported on a confidential basis to the Council, for approval.

Outstanding Rates and Charges – Write Off/Waiver of Small Balances

Where balance of rates is owing not exceeding \$10.00 council:

- Delegate authority to the Chief Executive Officer to write-off outstanding balances on individual rate assessments of amounts not exceeding \$10.00.

Financial Implications:

If Council decides to refund the portion of commercial rates from January 2020 to June 2020 as requested the amount required to be found to offset the lower amount of rate income would be in the vicinity of \$7,500 which equates to approximately 0.5% of rate income excluding service charges raised for 2019/2020.

Strategic Implications: Nil.

Recommendations:

That Councils advice to the Australian Hotels Association WA is that Council will look at the refunding of rates and service charges as and when requested by the individual businesses and that each financial hardship request be dealt with as outlined in Councils Policy 3.1.1.1.

Voting Requirements:

Simple majority for CEO recommendation.

Absolute Majority if Council wishes to refund rates and service charges.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.10 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Diana Blacklock – Community Development Officer
File Reference:	CM.PLA.404
Author:	Diana Blacklock – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	15 May 2020

Community Development	<p>Wickepin Playground</p> <ul style="list-style-type: none"> Waiting on Construction drawings from Nature Play to apply for grants to fund next stage <p>Townscape</p> <ul style="list-style-type: none"> Harrismith street bin delivered & installed near interpretive sign and shelter Saluting Their Service Commemorative Program -Waiting on grant outcome. Art Prize -working party to be formed Street Art proposal on existing cement slab – costings to be requested <p>War Memorial</p> <ul style="list-style-type: none"> As per the 19/20 budget purchase of the WW2 inlay memorial plaque has been installed <p>Community Activities</p> <ul style="list-style-type: none"> Ongoing COVID 19 announcements Funding for business and sporting / recreation clubs circulated Support CRC in providing a newsletter via electronic devices All events cancelled and social distancing measures imposed by the State Government pending further notice – relaxing of some restrictions have come into place on 18th May 2020 Commemorated ANZAC telling local stories from Stephanie Green's 'Fallen but not Forgotten' Via the Shire of Wickepin's FB and Website pages. Wickepin Town Hall – Theatre Curtains and Track system needs replacing – quote being sourced for consideration – possible CBH community funding.
Economic Development & Tourism	<p>20/21 Community Grants – now open</p> <p>Open to all NFP groups in the community until the 22nd May 2020 – Final number of applications will be presented at the next Council Meeting</p> <p>19/20 Community Grants Acquittals closing on the 30th June 2020</p> <p>Salvation Army Funds for Farmers</p> <p>Financial support available Drought Community Support Initiative – up to \$3000 https://www.salvationarmy.org.au/need-help/rural-support/drought-community-support-initiative/?fbclid=IwAR39IFKs8UW6CWbAosVX6ymF61ggsBHD3Oh-IHssZLm99EfVDTklCNJ9xlc</p> <p>Agribusiness Strategy Plan</p>

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

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Aligns with Strategic Community Plan 2018 -2028.

Recommendations:

That council notes the report from the Community Development Officer dated 15 May 2020.

Voting Requirements: Simple majority.

11. President's Report

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

To be tabled.

Recommendations:

That Council note the President's report dated May 2020.

Voting Requirements: Simple majority.

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 May 2020

Enclosure/Attachments: Nil

Staff

As Council is aware Casey left the Shire of Wickepin's employment on Friday 8th May 2020. The Customer Services Position has been advertised in the West Australian and the Narrogin Observer and closes on the 29th May 2020. The new outside staff have been appointed and they are Peter Ashley and Ben Charles. Peter starts on the 25/5/2020 and Ben started on the 23/4/2020.

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

The Customer Service Officers position is currently being filled by our current casual staff when they can come in, at this stage there is no loss of our customer service.

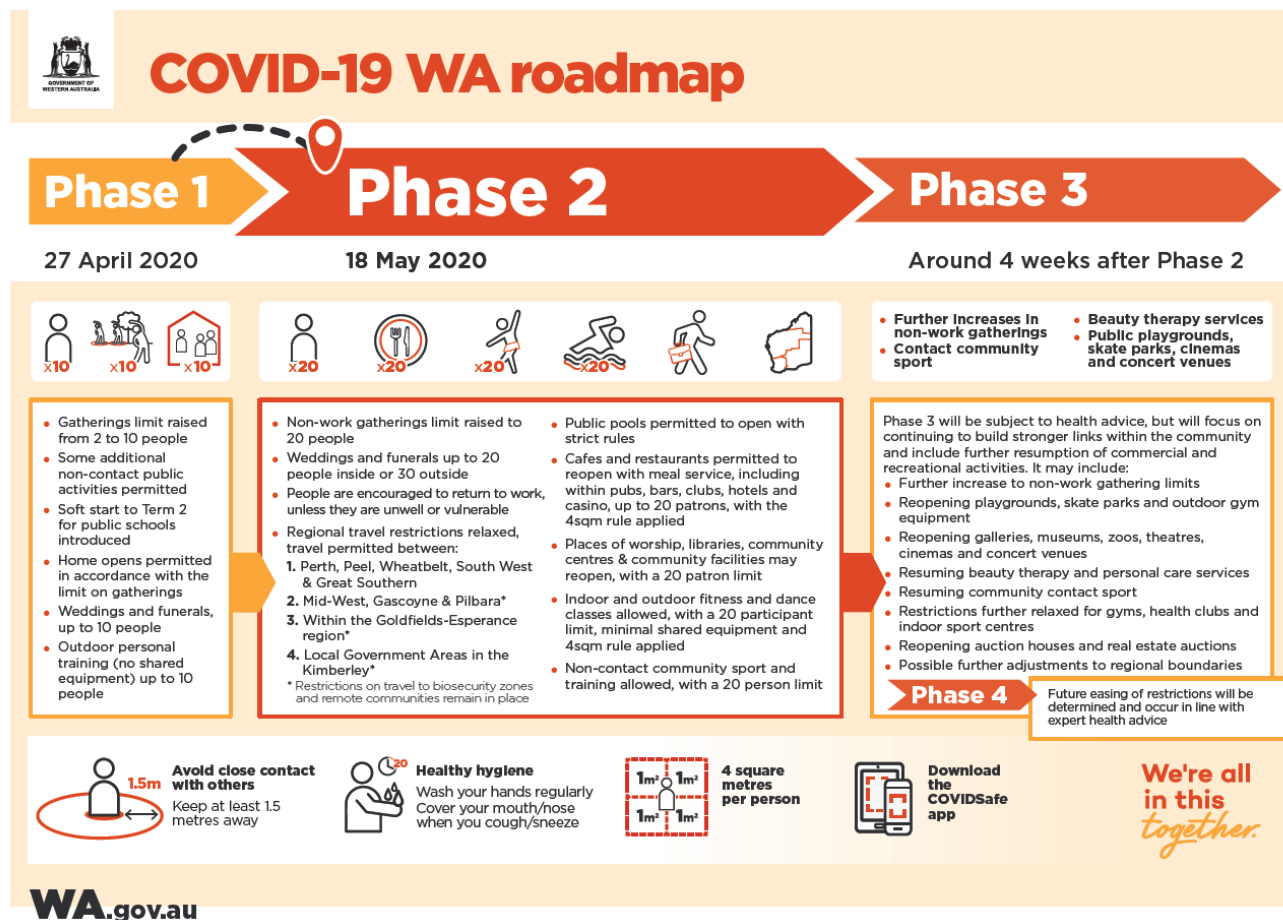
Watershed

Discussions have been held with the CRC in relation to the printing of the Watershed. Their advice is that as soon as they are able to reopen under the COVID 19 regulations the watershed will be recommenced. Advice from the CRC is that the Department or Primary Industries and Regional Development are not allowing the CRC to reopen at this moment hopefully that will change shortly. The Wickepin CRC have been producing a monthly Lockdown Lowdown modified newsletter that the Shire of Wickepin has been putting articles into. We have also been placing a lot of items on the Wickepin Facebook page and the Wickepin Website.

COVID 19

The CEO and the Executive staff have been meeting once a week with the Wickepin Police Sargent Phil Huggins to discuss all the COVID 19 regulations and the State of Emergency declarations. Things so far have been going well in Wickepin. Come Monday 18th some of the COVID 19 regulations will be relaxed. A COVID Safe Plan Template will be released and published online for industry groups that require this including food businesses and sporting and recreational groups, along with supporting guidance. This information will be published on the WA Government website and is being led by the Department of Premier and Cabinet. From my understanding, Environmental Heath Officers will not be provided additional powers under the Emergency Management Act Directions. However, may be asked to provide a supporting role to State Government authorised officers and WA Police – who may undertake spot checks of certain businesses for compliance. A business will be required to complete the plan and ensure a copy is located at the premise and a poster displayed in a prominent position for patrons and authorised officers to check. EHO's may be asked to help to educate businesses on these new requirements, and refer any complaints to the State Government agency authorised with emergency powers (advice pending on who this is). EHO's may be asked to check if COVID Safe Plans have been completed during any routine inspections, and if a business does not have a plan advice can be referred to the appropriate State Government authorised officers for enforcement. The COVID Safe Plan is in addition to the mandatory AHA hygiene course for hospitality industries. Therefore a food business will need to go online to complete the AHA course, and also print off a copy of the COVID safe plan template once available. This will include a poster they can place in a visible

location for patrons and authorised officers to sight. The Shire of Wickepin Health Officers have visited all the hospitality businesses in the Shire on the 14th May 2020 to outline their requirements for the opening of the restaurants and sit down eating establishments.



I have opened the Community centre and the public buildings under phase 2 from Monday 18th May 2020, this also includes the Facey Homestead.

Outside playgrounds and gym equipment are still closed under the Emergency Declarations.

At the start of the COVID 19 declarations and the unavailability of suitable hand sanitiser the Shire of Cuballing organised the following bulk order of hand sanitiser through WALGA.

Shire	Bottles	Cost
Pingelly	256	1,870.40
Wagin	256	1,870.40
Dumbleyung	120	876.75
Wandering	256	1,870.40
Corrigin	256	1,870.40
Wickepin	256	1,870.40
Brookton	256	1,870.40
Cuballing	264	1,928.85
Total	1,920	14,028.00

The order finally was delivered on the 13th May 2020 so we currently have a good stock of hand sanitiser if required. All staff and Councillors will be given one 500ml bottle. Balance will be stored at the office.

Councillor Training

The following Councillor training courses are available through **eLearning Courses**

Overview

- [Introduction to Local Government](#)
- [Making Local Laws](#)
- [Understanding Local Government](#)
- [Conflicts of Interest](#)
- [Meeting Procedures](#)
- [Emergency Management Fundamentals](#)
- [AIIMS Awareness](#)
- [Procurement and Contract Management Fundamentals](#)
- [Introduction to Planning](#)

For more information and to register for a course via online classroom, please email training@walga.asn.au.

Wickepin CRC

The Wickepin CRC are launching a 2020 Shop local Campaign which the Shire of Wickepin is supporting. They will be launching an aggressive marketing campaign with posters displayed around town and displayed at participating businesses, as well as in the Watershed News. They will also advertise the Shop Local campaign on the Wickepin CRC Facebook page encouraging businesses to share their posts on their own pages. They aim to get customers invested in the campaign message using a slogan that is relatable to them on a personal level. An example slogan would be: 'Shop Local and keep the business in our Shire'. The cost of the Shires contribution at this stage will be around \$20 to \$25 per Month.

MEETINGS ATTENDED

<u>April</u>	
14 th	Shires of Cuballing and Wickepin LEMC MEETING
15 th	Wickepin Police Re COVID 19
17 th	COVID 19 Webinar
20 th	Shires of Cuballing and Wickepin LEMC MEETING
21 st	Wickepin Police Re COVID 19
28 th	Shires of Cuballing and Wickepin LEMC MEETING
<u>May</u>	
4 th	Shires of Cuballing and Wickepin LEMC MEETING
5 th	Wickepin Police Re COVID 19
12 th	Narrogin Building Surveyor Gary Bruhen
13 th	Lifestyle Retirement Committee – Phone link up

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	7 Rintel Street – construction	05/05/2020	CEO
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO	6705 Rabbit Proof Fence Rd, Dudinin - construction 31 Henry Street – demolition 78 Green Road - construction 7 Rintel Street – construction 34 Plover Street – construction Tincurrin North Rd, Tincurrin - construction	08/04/2020 16/04/2020 29/04/2020 05/05/2020 12/05/2020 12/05/2020	CEO
A6	Appointment and Termination of Staff	CEO	Allan Hemley - Resignation Ben Charles – Outside staff Casey McRae – Resignation	22/04/2020 23/04/2020 08/04/2020	CEO
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO			
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			

Recommendations:

That Council note the Chief Executive Officer's report dated 14 May 2020.

Voting Requirements:

Simple majority.

13. Notice of Motions for the Following Meeting

14. Reports and Information

14. Urgent Business

15. Closure

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