Agenda

Special Council Meeting
Wednesday 27 August 2025

Date	Wednesday 27 August 2025
Time	3:00pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Wednesday 27 August 2025

Notice of Meeting

Please be advised a Special Council Meeting will be held at 3.00pm on Wednesday 27 August 2025 at Council Chambers, 77 Wogolin Road, Wickepin WA 6370, to discuss the following –

- Adoption of the 2025/2026 Budget
- Tenders for the Swimming Pool Management Services

David Burton
Chief Executive Officer
Wednesday 27 August 2025

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 Shire of Wickepin employees or representatives. 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 who 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, employee or representative 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 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.

Contents

1 Declaration of Opening

The Shire President declared the meeting open at [time].

2 Attendance

2.1 Present

<u>Councillors</u>

J Russell	Shire President (Chair)
W Astbury	Deputy Shire President
T Miller	Councillor
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

<u>Employees</u>

D Burton	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
G Cross	Manager Works & Services
J Harvey	Executive Support Officer

3 Public Question Time

3.1 Public Question Time Relating to the Agenda Item Only

4 Apologies and Leave of Absence

4.1 Apologies

4.2 Previously Approved Leave of Absence

4.3 Requests for Leave of Absence

5 Declarations of Councillors and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

6 Reports and Information

6.1 2025.2026 Annual Budget Adoption

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.BU.1208
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	25 August 2025
Attachments	Attachment 6.6.1 - 2025/2026 Annual Budget

Summary

Council is required to adopt an annual budget for each financial year for the purposes of allocating resources towards the provision of works and services.

Council is requested to –

1. Adopt, by an absolute majority, the 2025/2026 Annual Budget which includes –
   - The Municipal Fund Budget for 2025/2026,
   - General rates, minimum payments, and instalment arrangements,
   - Fees and charges,
   - Council member payments, and

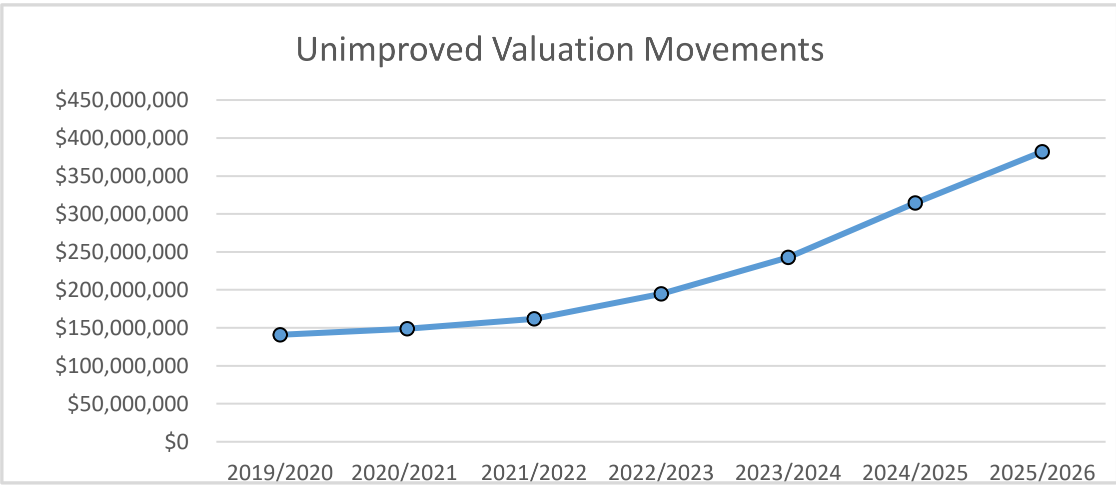
2. Adopt, by a simple majority, the 2025/2026 material variance reporting parameters.

Background

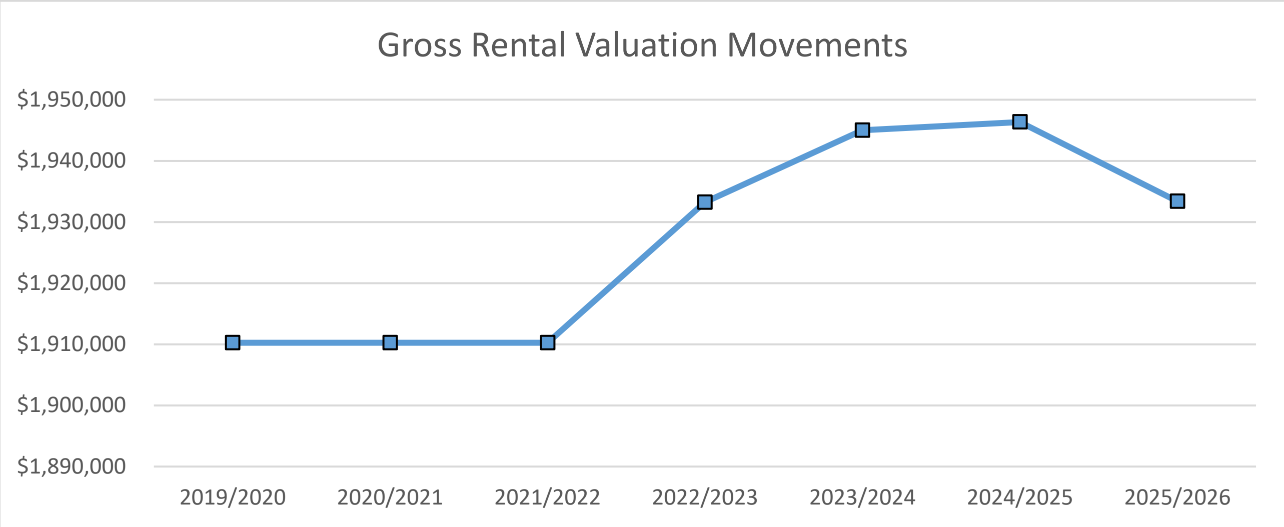
The 2025/2026 Annual Budget has been developed over several months, which has included –

- Workshops for council members aimed at delivering information, exploring concepts and clarifying options,
- Research with other local governments regarding the approach towards increased costs,
- Consideration of grant funding and the conditions for those funds and
- Consideration of Council's Integrated Planning Framework.

The following chart highlights the total of the Shire's Unimproved Property Valuations over the past years. The valuations averaged an increase of 21.47 % across the Shire for the 2025/2026 financial year.



The following chart highlights the total of the Shire's Gross Rental Property Valuations over the past years. This year was a non-assessment year.



Comments

Annual Budget

The 2025/2026 Annual Budget has been prepared to include information required by legislation and Australian Accounting Standards.

The main features of the Annual Budget include –

- The budget has been prepared with an average 5% rate increase, which is comparative to increased costs currently being experienced for local governments.
- Minimum Payments for Rates has increased to $600, compared to $575 in 2024/2025
- The initial rates strike is $1.85 million, which compares to $1.76 million in 2024/2025.
- Individual salaries and wages have increased by 3.5% in accordance with instruction from the Fair Work Commissioner.
- Fees and charges increased by 5%, where applicable, to reflect the increased cost in providing goods and services.
- Total capital expenses of $3.34 million, representing $2.28 million in new initiatives and
- $1.06 million of projects funded and carried forward from the previous year.
- No new loans are proposed.
- An estimated surplus of $1.82 million is anticipated to be brought forward from 30 June 2025. This is an unaudited figure which includes $1.08 million of prepaid Financial Assistance Grants (which has been notionally identified as Council's total annual grant allocation). However this is unaudited and may change. Any changes to this surplus value will be presented to Council at a future budget review.

Material Variance

Each year Council is required to adopt a percentage or value for the purposes of reporting material variances in the monthly Statement of Financial Activity.

This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenue and expenses which may be deviating from Council's budget.

The early identification of those potential issues can assist in better utilisation and allocation of Council funds and resources.

It is proposed to maintain the material variance adopted by Council in 2024/2025.

The level for reporting is proposed is for 10% or $10,000, whichever is the greater.

It should be noted Shire Officers are monitoring variances at a more granular level on a weekly basis.

Statement of Calculation of the Annual Budget
In compiling the Annual Budget, Shire Officers have, in accordance with legislation and Australian Accounting Standards –

- Identified and reviewed recurring operating revenue and expense,
- Prepared salary and wage schedules, including proposed new employees (if applicable), employee increment changes, local government award increases, and the mandated increase from 11.5 % to 12 % for the superannuation guarantee,
- Prepared water, power, and other essential cost estimates and increase assumptions,
- Prepared capital expense forecasts based, where possible, on reasonably assumed estimates for construction and/or purchase, together with indicative timing (taking into account resourcing requirements),
- Confirmed grants reasonably expected to be received for both operating and capital initiatives,
- Forecast the opening position based on the information available at the time of collation,
- Identified committed carry forward funds from the previous financial year,
- Identified committed funds held as contract liabilities,
- Obtained revenue estimates for the disposal of non-current assets,
- Obtained estimates for insurance, including workers' compensation,
- Reviewed fees and charges, and
- Prepared and collated the information in the statutory budget in accordance with the recommendations of the Department of Local Government.

Statutory Environment

Local Government Act 1995
Section 2.7 (Role of council)

Council is responsible for the performance of the local government's function and is responsible for the allocation of the local government's finances and resources.

Local Government Act 1995
Section 5.2 (Administration of local governments)

Council is to ensure there is an appropriate structure for administering the local government.

Local Government Act 1995
Section 5.56 (Planning for the future)
A local government is to plan for the future of the district and is to ensure plans are made.

Local Government Act 1995
Section 6.2 (Local government to prepare annual budget)

During the period 1 June in a financial year to 31 August in the next financial year, or such extended time the Minister allows, each local government is to prepare and adopt, by absolute majority, in the form and manner prescribed, a budget for its Municipal Fund for the financial year end 30 June next following the 31 August.

In formulating the budget, Council is to have regard to the contents of the Strategic Community Plan and prepare detailed estimates for the applicable year.

Local Government (Financial Management) Regulations 1996
Part 3 (Annual Budget)

This area establishes the form and content of the budget document and requires a copy of the Annual Budget to be submitted to the department responsible for local government within thirty (30) days of adoption by Council.

Local Government (Financial Management) Regulations 1996
Regulation 34 (Financial activity statement required each month)
Council is required to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in the monthly Statement of Financial Activity for the purposes of reporting material variances.

Policy Implications

Nil

Financial Implications

<u>Current Financial Year</u>
This report makes recommendation to Council on the adoption of the 2025/2026 Annual Budget, which includes –

- Operating revenue of $3.63 million,
- Operating expense of $10.1 million,
- Capital funding of $1.86 million,
- Capital expense of $3.34 million,
- No new loans,
- Transfers from reserve of $0.61 million,
- Transfers to reserve of $0.18 million and
- A surplus brought forward from the previous year of $1.82 million.

<u>Future Financial Years</u>
Revenue and expense decisions and occurrences in the current financial year will have a flow over impact into following financial years.

Strategic Implications

The Annual Budget has been prepared to deliver outcomes identified in the Strategic Community Plan.

Voting Requirement

Absolute majority for budget adoption, simple majority for material variance adoption (may be considered separately or together)

Officer Recommendation

That Council, with respect to the adoption of the 2025/2026 Annual Budget,

Recommendation 1

Municipal Fund Budget for 2025/2026

Adopts

a *In accordance with the provisions of Section 6.2 of the Local Government Act 1995, and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the 2025/2026 Annual Budget, as included in the Attachments (under separate cover), which includes the following –*
- i *Statement of Comprehensive Income showing total comprehensive income for the year of ($4,639,833),*
- ii *Statement of Financial Activity*
- iii *Notes to, and forming part of, the budget,*
- iv *Capital initiatives for the year,*
- v *Fees and charges to be applied for the year, and*
- vi *Budgeted management schedules.*

Absolute Majority Required

Recommendation 2

General and Minimum Rates. Instalment Payment Arrangements:

Adopts

a *For the purpose of yielding the deficiency disclosed in the 2025/2026 Annual Budget, and in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, imposes the following general rates and minimum payments –*

i	*General Rate – Gross Rental Valuation (GRV) rate in the dollar*	*0.086947*
ii	*General Rate – Unimproved Valuation (UV) rate in the dollar*	*0.004314*
iii	*Minimum Payment – Gross Rental Valuation (GRV)*	*$ 600.00*
iv	*Minimum Payment – Unimproved Valuation (UV)*	*$ 600.00*

b *In accordance with Section 6.45 of the Local Government Act 1995, and Regulation 64 of the Local Government (Financial Management) Regulations 1996, determines the following due dates for rate payments in full and by instalments –*

i	*Option 1*	*Full payment due date*	*3 October 2025*
ii	*Option 2*	*Instalment 1 due date*	*3 October 2025*
		Instalment 2 due date	*3 December 2025*
		Instalment 3 due date	*3 February 2026*
		Instalment 4 due date	*3 April 2026*

c *In accordance with Section 6.46 of the Local Government Act 1995, offers a discount of 6% to ratepayers who have paid their rates in full, including any arrears and other charges, on or before 4:00pm Friday 3 October 2025 or 35 days after the date of service appearing on the rate notice, whichever is the later.*

d *In accordance with Section 6.45 of the Local Government Act 1995, and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through the instalment option.*

e *In accordance with Section 6.51 of the Local Government Act 1995, and Regulation 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 7% for rates and service charges and costs of proceedings to recover such charges remaining unpaid after becoming due and payable.*

Absolute Majority Required

Recommendation 3

Schedule of Fees and Charges 2025/2026

a *Adopts in accordance with Section 6.16 of the Local Government Act 1995, and other relevant legislation, adopts the fees and charges included in the 2025/2026 Annual Budget, as included in the Attachments- (Under separate Cover).*

Absolute Majority Required

Recommendation 4:

Waste Charges for 2025/2026

Adopts in accordance with section 67 of the Waste Avoidance and Resources Recovery Act 2007, the following charges for the removal and deposit of domestic and commercial waste:

a. Residential

Domestic service (annual charge) $285.00 (GST free) Service includes:

1. *240 litre waste bin collected weekly;*
2. *240 litre yellow lidded recycling bin collected fortnightly*

b. Commercial Premises:

Commercial service (annual charge) $544.00 (GST free) Service includes:

1. *3 x 240 litre waste bin collected weekly;*
2. *3 x 24 yellow lidded recycle bins collected fortnightly*

c Refuse Site Levy

For access to the waste management sites

a Refuse site levy – GRV & UV $65.00

b Refuse site levy – GRV vacant land - $33.00

Notes all additional bin service is as per the first service cost and will include GST.

Simple Majority Required

Recommendation 5

2025/2026 Elected Members Entitlements

Adopts, in accordance with Sections 5.98, 5.98A and 5.99A the following in relation to Elected Members Entitlements:

a *In accordance with Section 5.99 of the Local Government Act 1995, and Regulation 30 of the Local Government (Administration) Regulations 1996, adopts the following sitting fees for payment of council member's individual meeting attendance fees –*

i	*Council meetings – Shire President*	*$200.00*
ii	*Council meetings – Council member other than the Shire President*	*$150.00*
iii	*Committee meetings – All council members*	*$65.00*
iv	*Prescribed meetings – All council members*	*$65.00*
v	*Committee Meetings – Full Day - All council Members*	*$130.00*

b In accordance with Section 5.98 of the Local Government Act 1995, and Regulation 33 of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of $9,000.00 to be paid to the Shire President in addition to the individual meeting attendance fees.

c In accordance with Section 5.98A of the Local Government Act 1995, and Regulation 33A of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of $1,500.00 to be paid to the Deputy Shire President in addition to the individual meeting attendance fees.

d In accordance with Section 5.99 of the Local Government Act 1995, adopts an annual Information and Communications Technology (ICT) Allowance of $526.00 for each council member.

e In accordance with Section 5.99A of the Local Government Act 1995, and Regulation 32 of the Local Government (Financial Management) Regulations 1996, adopts a childcare / child minding reimbursement of the actual cost per hour or $35.00 per hour, whichever is the lesser, for council members requiring childcare / child minding services whilst undertaking their role as a council member.

Simple Majority Required

Recommendation 6:

LEVELS OF MATERIALITY 2025/2026

Adopts in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, adopts the level to be used in reporting material variances in the Statement of Financial Activity as 10% or $10,000.00, whichever is the greater.

Simple Majority Required

6.2 Tender RFT-01-2025/2026 Swimming Pool Management Services

Submission to	Special Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.TEN.1220
Author	Jordyn Harvey – Executive Support Officer
Authorised By	David Burton – Chief Executive Officer
Interest Disclosures	-
Report Written Date	26 August 2025
Attachments	-

Summary

The purpose of this report it to advise Council of the submission received in relation to Tender RFT-01-2025/2026 - Swimming Pool Management Services, and for Council to award the contract to; Contract Aquatic Services.

Background

The Request for Tender RFT-01-2025/2026 - Swimming Pool Management Services was advertised in the West Australian News Paper on the 6th August 2025 and closed at 4pm on Monday, 25th August 2025.

The RFT sought the services of the suitably qualified and experienced contractor to undertake the Management of the Wickepin Swimming Pool.

The tender documentation specifically sought-

1. Provide a six (6) day per week service with the Wickepin Swimming Pool normal opening hours – Monday, Wednesday, Thursday, Friday, Saturday, Sunday 1pm to 6pm (Closed Tuesdays) with the season starting 1st November and ending 31st March, unless otherwise determined by agreement between the Shire and the contractor.
2. Ensure that all swimming pool management operations are conducted strictly in accordance with all legislative and Shire of Wickepin Work Health and Safety requirements.
3. Ensure persons employed to manage the Swimming Pool have and maintain the appropriate qualifications and training as stipulated by legislation and Royal Life Saving requirements, including Work Health and Safety compliance.
4. Basic Maintenance of all plant involved in the operation of the Swimming Pool, including dry chlorine system components.
5. Basic Maintenance of all Swimming Pool buildings' including ablutions, kiosk, plant room and storage sheds.
6. Monitor and maintain chemical stock levels.
7. Maintain paved areas inside of the Swimming Pool complex.
8. Ensure that the operation of the pool complies with the standards and requirements of the Act or other Acts, Regulations and the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities.
9. Operating the kiosk within its health approval, relevant guidelines and Food Act 2008. The contractor is responsible for stocking the kiosk and receives any net profit.
10. A minimum of two (2) public events will be provided by the contractor per season at no additional cost to the Shire. Each event will include a minimum of one (1) inflatable

feature, with free sausage sizzle (Shire to provide sausages). Maximum event duration of 3 hours and all lifeguarding requirements / expenses to be incurred by the contractor.

Comments

Tender submissions closed at 4:00pm Monday 25 August 2025.

At the close of the submission period one (1) complying submission was received with zero (0) non-complying submissions (a total of one (1) submission).

Tender submissions were received from, in the order they were considered, –

- Contract Aquatic Services

The assessment of the submission was formally undertaken by the Chief Executive Officer and Deputy Chief Executive Officer.

Following the assessment of the tender submissions, the non-conforming tender submitted by Contract Aquatic Services was assessed as providing the best value for money while meeting the Shire’s requirements. The Tender was submitted as non-conforming as it included additional items being offered beyond the original scope of the tender.

As outlined in the Tender Compliance Guide submitted by the tenderer for the non-conforming tender, the additional services offered include:

increased operational hours from 11:00am to 6:00pm,
2 days per week, morning swim sessions from 6:00am to 7:00am (Wednesday and Friday),
extended opening hours to 7pm from 30th January to 14th March.

The difference in cost between the conforming tender and the non-conforming tender with these additional services has been calculated at approximately $7,000.

The tender evaluation panel therefore recommends the tender submission made by Contract Aquatic Services be accepted.

Statutory Environment

Local Government Act 1995 – Section 3.57
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.

Local Government (Functions and General) Regulations 1996 – Division 2 Part 4
Tenders shall be invited before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed $250,000.

Local Government (Functions and General) Regulations 1996 – Regulation 18 Rejecting and accepting tenders
A local government may reject, accept or decline to accept any or all tenders received through a request for tender process.

Policy Implications

Council Policy 3.1.6 Purchasing

Purchases which may be in excess of $250,000 ex GST must be tendered.

Financial Implications

The current draft budget allowed for wages for the previous employee for the Shire and costs associated with the position. This was in the vicinity of $85,000. The contract will be more than the allocation by almost $20,000. This additional funding will be sought through savings and included to the pool allocation at Budget Review.
Council will be required commit to $103,672 ex GST for the annual costs of the contract for the swimming pool.

Future Financial Years
The contract will be in place until 30th June 2028, so future years will have the correct allocation at budget adoption. Maintenance costs associated with the proposed acquisition will occur. The proposed maintenance costs is likely to have a minor impact in the future.

Strategic Implications

Shire of Wickepin Strategic Community Plan
Infrastructure
Objective: 4 Maintain Shire owned facilities in a strategic manner and also to meet community needs
Strategy: 4.2 supports the improvement and maintenance of assets in a strategic manner.
Strategy: 4.3 Encourage greater usage of Shire facilities

Voting Requirement

Simple majority

Officer Recommendation

That Council, with respect to Tender RFT-01-2025/2026 Swimming Pool Management Services,

a Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 accepts the tender submission from Contract Aquatic Services for the Swimming Pool Management for $103,672 ex GST; and

b Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Wickepin for Tender RFT-01-2025/2026 Swimming Pool Management Services.

7 Closure

The Presiding Member declared the meeting closed at [time].