

A Fortunate Place

Shire of Wickepin

Minutes

Ordinary Meeting of Council

Due to the COVID 19 requirements the next Ordinary Meeting of the Shire of Wickepin will be held on 15 April 2020 at 3.30pm by electronic means.

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 14 April 2020.

15 APRIL 2020



Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 15 April 2020 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark Hook
Chief Executive Officer

9 April 2020

Time Table

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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**Minutes of an Ordinary Meeting of Council held via Teleconference, Wickepin
Wednesday 15 April 2020**

The President declared the meeting open at 3.47pm.

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

President	Julie Russell
Deputy President	Wes Astbury
Councillor	Nathan Astbury
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Fran Allan
Councillor	Allan Lansdell
Councillor	John Mearns
Chief Executive Officer	Mark Hook
Finance Manager	Erika Clement
Manager Works & Services	Gary Rasmussen
Executive Support Officer	Melissa Martin

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

Recommendation:

That Council suspend the operation of the Shire of Wickepin Local Laws relating to Standing Orders for the duration of the electronic meeting and that all matters be determined at the discretion of the Presiding Member.

Resolution No 150420-01

Moved Cr Martin / Seconded Cr W Astbury

That Council suspend the operation of the Shire of Wickepin Local Laws relating to Standing Orders for the duration of the electronic meeting and that all matters be determined at the discretion of the Presiding Member.

Carried 8/0

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 18 March 2020.

Resolution No 150420-02

Moved Cr Lansdell / Seconded Cr Hyde

That the minutes of the Ordinary meeting of council held on Wednesday 18 March 2020 be confirmed as a true and correct record.

Carried 8/0

7. Receival of Minutes

RECEIVAL OF MINUTES

7.1 Local Emergency Management Committee (LEMC)

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:	7 April 2020

Enclosure/Attachments:

Minutes of the Local Emergency Management Committee meetings held on Wednesday 1 April 2020 and Monday 6 April 2020.

Background:

The Local Emergency Management Committee meetings were held on Wednesday 1 April 2020 and Monday 6 April 2020.

Summary:

Council is being requested to receive the Local Emergency Management Committee minutes held on Wednesday 1 April 2020 and Monday 6 April 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 Wednesday 1 April 2020 and Monday 6 April 2020 be received.

Voting Requirements: Simple majority.

Resolution No 150420-03

Moved Cr Hyde / Seconded Cr W Astbury

That the minutes for the Local Emergency Management Committee meetings held on Wednesday 1 April 2020 and Monday 6 April 2020 be received.

Carried 8/0

Minutes

Shires of Cuballing and Wickepin
LEMC MEETING
Wednesday 1 APRIL 2020
Teleconference

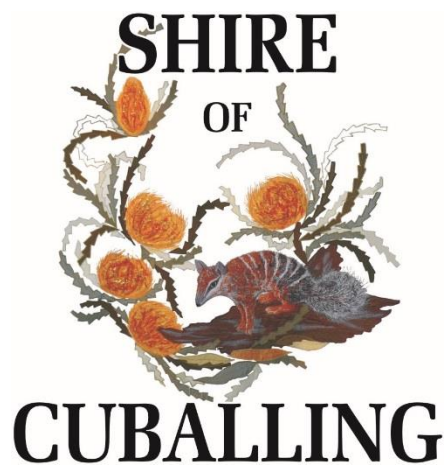


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PLEASE NOTE

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 **89910105** 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 **Gary Sherry**.

In summary

Your Service Access Number is:	1800 896 323
Your Participant Access Code is:	89910105
The Host Name:	Gary Sherry

**Minutes of the LEMC Meeting held by
Teleconference Wednesday 1st April 2020**

The Chairperson declared the meeting open at 3.04pm.

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Mark Conley – Shire President, Shire of Cuballing
 Mark Hook – CEO Shire of Wickepin
 Gary Sherry – CEO Shire of Cuballing
 Kerry Fisher - WA Country Health Service - Narrogin
 Neville Blackburn - Department of Communities - District Emergency Services Officer Great Southern
 John Bouwman – OIC, Narrogin Police
 Phil Huggins – OIC, Wickepin OIC
 Clinton Hemley – St John Ambulance Wickepin
 Skye Moxham – St John Ambulance
 Grant Hansen – Area Officer Narrogin, Department Fire and Emergency Services
 Paul Blechynden – Area Officer Narrogin, Department Fire and Emergency Services
 Anthony Mort – CBFCO Shire of Cuballing

Apologies

Julie Russell – Shire President Shire of Wickepin
 Jo Spadaccini – District Emergency Service Officer – Wheatbelt – Department of Communities
 Catriona Moffat - WA Country Health Service -Wickepin Nursing Post
 Kelly Miller - WA Country Health Service - A/Primary Health Manager Southern Wheatbelt Primary Health Service
 Bruce Brennan – Manager Works & Services, Shire of Cuballing

2. CONFIRMATION OF MINUTES –LEMC MEETING – 1 MAY 2019

Moved M Hook, /Seconded A Mort

That the minutes of the Joint LEMC Meeting held on 1 May 2019 be confirmed as a true and correct record.
Carried

3. 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
Investigate holding an exercise to test LEM Arrangements in September/October 2019	CEO Shire of Wickepin		Completed	
Review each Shire's contacts in the draft Local Emergency Welfare Plan and provide updates to Dept of Communities	CEO Shire of Cuballing CEO Shire of Wickepin		Completed	
Hold the 2020 LEMC meeting in April 2020	CEO Shire of Cuballing		Completed	

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

○ = in progress ✓ = completed ✕ =superseded

4. – BUSINESS

4.1 – COVID-19

1 Health Response - Agency Reports

WACHS – Kerry Fisher

- 364 confirmed cases. 2 deaths in WA.
- Daily snapshot of statistics available on Health WA. This now includes location of summary level location of active cases. Five current cases in Wheatbelt
- Exact information about active cases not shared with local health staff. Police are aware.
- Testing for COVID-19 available at Narrogin Hospital. Expansion of criteria for testing expected tomorrow.
- Healthy WA website has range of information around treatment and other guidelines relating to COVID-19.
- WACHS Wheatbelt Aged Care Manager Lisa Biglin is preparing response for aged care and the elderly.

WA Police – Narrogin – John Bouwman

- Prohibition of Regional Travel Direction available on WA government website at wa.gov.au. This Direction is meant to stop movement associated with tourism. Exemptions are available reasonable reasons. To ensure prompt movement through monitoring it is recommended that drivers have some type of proof of exemption category in vehicle. .
- Narrogin Police will have static and roving enforcement.

Department of Communities – Neville Blackburn

- Department of communities are providing support for individuals home isolation where assistance is required. To qualify for assistance, persons are referred as a result of their health status.
- An emerging issue is the support for vulnerable people in the community. In some areas community groups are providing support.

ACTION – Neville Blackburn will provide further information around the Department of Communities response to COVID-19.

Shire of Wickepin – Mark Hook

- Meeting regularly with local police and St John Ambulance.
- Promoting local business information into the community.
- Reviewing hardship policies.

Shire of Cuballing – Gary Sherry

- Closure of public buildings, playgrounds, skateparks
- Set up a vulnerable people register and completed first round of telephone calls.
- Spoken with at risk business.

St John Ambulance – Sky Moxham

- St John Ambulance volunteers have completed COVID-19 training, particularly regarding PPE.
- Currently St John Ambulance has adequate stocks of PPE and supplies.
- St John Ambulance have set up an intranet page for volunteers who are or believe they may be impacted by COVID-19.

DFES – Paul Blechynden

- Primary concern of DFES has been health of volunteers.
- DFES recently completed an audit of PPE available to VFRS, SES and VBFG that identified adequate stocks of PPE and supplies.

2 Economic Responses

- Shires of Wickepin and Cuballing have identified at risk businesses.
- Local businesses have been accessing information and support around relief assistance. Wheatbelt Business Network have been key in supporting them.
- Other local governments have identified measures relating to next years rate increases, fees and charges and response to red tape.

3 Future Meeting Frequency

- The COVID-19 is a fast moving environment requiring prompt response.
- DEMC are seeking information to be provided promptly from LEMC's. The Great Southern DEMC is meeting on weekly on Wednesdays.
- Agreed that LEMC would meet weekly, by teleconference, at 3pm on Mondays, to share information as required. It is anticipated that these meetings will be shorter.

4.2 Natural Storm Event Townsite of Cuballing – 14 February 2020

The Shire of Cuballing presented a report on this incident.

5. – CLOSURE

There being no further business the Chairperson declared the meeting closed at

3.51pm. The next Joint LEMC Meeting will be held at 3pm on Monday 6th April 2020.

Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>
Provide further information around the Department of Communities response to COVID-19	Neville Blackburn, Dept of Communities

Local Emergency Management Committee (LEMC)

AGENDA / MINUTES

DATE OF MEETING: Monday 6th April 2020
 TIME OF MEETING: 3.08pm
 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, opened the meeting at 3:08pm
Record of attendance	Mark Conley – Shire President, Shire of Cuballing Mark Hook – CEO Shire of Wickpin Gary Sherry – CEO Shire of Cuballing Kerry Fisher – Health Service Manager, Narrogin - WA Country Health Service Lisa Biglin –Aged Care Coordinator Wheatbelt - WA Country Health Service John Bouwman – OIC, Narrogin Police Phil Huggins – OIC, Wickpin OIC Grant Hansen – Area Officer Narrogin, Department Fire and Emergency Services Paul Blechynden – Area Officer Narrogin, Department Fire and Emergency Services Anthony Mort – CBFCO Shire of Cuballing Bronwyn Dew – Deputy CEO Shire of Cuballing
Apologies	Julie Russell – Shire President Shire of Wickpin
Confirmation of Previous Meeting Minutes	Confirmed
Confirmation of contact details	Refer to attached list.

1. Business arising from previous Minutes	M Conley	Noted completion of action item – Dept of Communities shared email advice	Nil
2. Standing Items		Nil	Nil
3. HMA/Agency Reports	K Fisher – Health L Biglin – Aged Care	<p>Quiet Weekend in Narrogin Hospital</p> <p>1 request for COVID testing. 1 test completed. 1 negative test</p> <p>New criteria for testing anticipated to increase test numbers.</p> <p>WACHS Wheatbelt are regularly liaising with aged care providers throughout region.</p> <p>Most providers are in virtual “lockdown” reducing or eliminating visitors.</p> <p>No respite at Karinya. Dillons, Kalkarni are still taking respite or have space available.</p> <p>Staff are liaising with vulnerable people/clients who receive care through packages</p>	Nil
4. Preparedness			Nil
4.1 Communications/public information			Nil
4.2 Business continuity plans (review and update all agencies)			Nil
4.3 Identification of vulnerable people			Nil
4.4 Identification of critical services			Nil
4.5 Community actions to promote resilience.			Nil
4. Impact Assessment			Nil
4.1 Detail any local/regional impacts – if relevant			Nil
4.2 Outline response to someone fulfilling the case definition			Nil
5. Recovery			Nil
5.1 Potential for significant, prolonged business disruptions			Nil

5.2 Implications for Psychosocial impacts			Nil
5.3 Other			Nil
6. Agency Updates	DFES - P Blechynden	Continuing focus on ensuring welfare of volunteers. Restricted Burning has been extended to 30 April 2020.	Nil
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 - J Bouwman	Enforcing and advising on Travel Direction and acting on “mass gatherings” are current significant tasks. Road blocks are to be enhanced. Current staff resource levels are good with staff at home or not on leave. Defence Force personnel are assisting near metro area, and this may be extended.	Nil
	Shire of Cuballing - G Sherry	Continuing service with staff working from home.	Nil
	Shire of Wickpin - M Hook	Meeting regularly with local police and St John Ambulance. Otherwise continuing service	Nil
7. Other items			
8. Details of Next Meeting	3pm Tuesday 14 April 2020		
9. Meeting closed	3:26pm		

LEMC Contact List

PRESENT	NAME	ORGANISATION	ROLE	EMAIL
	Joanne Spadaccini	Department of Communities	District Emergency Services Officer Wheatbelt	Joanne.Spadaccini@communities.wa.gov.au
	Neville Blackburn	Department of Communities	District Emergency Services Officer Great Southern	Neville.Blackburn@communities.wa.gov.au
	Adam Smith	DFES	District Emergency Management Advisor	adam.smith@dfes.wa.gov.au
Yes	Grant Hansen	DFES	Area Officer, Upper Great Southern Region	ghansen@fesa.wa.gov.au
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
	David Stacey	Shire of Wickepin	Fire Control Officer	dave_veronica@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
	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
	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	Yealering.PS@education.wa.edu.au
	Marion J Hook	Yealering Primary School		Marion.hook@education.wa.edu.au

8. Status Report

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

Item	Subject	Officer	Council Resolution	Status	Action
1062 – 180320-04	Local Government House Trust – Deed Of Variation	CEO	That, with respect to the Local Government House Trust – Deed of Variation, Council: 2. Consent to a variation to the Trust Deed for the Local Government House Trust (The Trust) as detailed in attachment 1; and 3. Communicate this consent in writing to the Local Government House Trust's Board of Management.	✓	WALGA advised of Councils decision by E-mail
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.	○	Still in progress – Grant forms received.
1064 – 180320-06	Shire Of Wickepin Corporate Business Plan 2020-2025	CEO	That the Shire of Wickepin Adopt the Shire of Wickepin Corporate Business Plan 2020 - 2025 as attached.	✓	Plan updated.
1065 – 180320-07	2019/2020 Budget Review Report	CEO	1. That Council adopts the amended Review of Budget Report as presented by the Chief Executive Officer for the year ending 30 June 2020. 2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the Local Government (Financial	✓	Forwarded to DLG.

			Management) Regulations 1996.		
1066 – 180320-10	Proposed Conversion Of The Church To Residential / Short Stay Accommodation – Lot 13 (No.29) Henry Street, Wickepin	CEO	That, with respect to the planning application for the proposed conversion of the Church to Residential/Short Stay Accommodation at Lot 13 (No. 29) Henry Street, Wickepin, Council grant planning approval subject to conditions.	✓	Proponent advised of Councils decision. Planning Approval granted.
1067 – 180320-11	Appointment Of Authorised Officers	CEO	That the Shire of Wickepin make the recommended appointments.	✓	Appointments made.

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:	6 April 2020

Enclosure/Attachments: Nil.

Summary:

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

Background: Nil.

Comments:

Programmed Construction Works

- Wickepin Harrismith Rd – asphalt to be laid early to mid April.
- Wickepin Harrismith Rd – emulsion seal completed between SLK 8.5 – SLK 10.5.
- Wickepin Harrismith Rd: Black Spot - asphalt to be laid early to mid April.
- Collins St: Black spot – asphalt to be laid early to mid April.
- Elsinore Rd – all gravel works have been completed.
- Sprigg Rd – all gravel works have been completed. Asphalt work on floodways still to be addressed.
- Inkiepinkie Rd - all gravel works and intersection works have been completed.
- Rubbish tip gate – all works have been completed.
- 7 Rintel St -- shed pad completed.
- Yealering trees – work has commenced and progressing well.
- Wickepin Pingelly Rd – the three trees that need removal will be completed by 10 April 2020.

Maintenance Works

- Grading maintenance - only summer grading is being completed at this stage until it rains.
- Pothole patching - ongoing.
- Signage maintenance - ongoing.
- Walk Trail bridges – completed. Staff did a great job with the work they completed on each bridge.

Occupational Health and Safety

- Lost time due to injury – nil.
- Plant Report – nil.

Parks and Gardens

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

Plant and Equipment

- Plant replacements – have refined 2021 plant repayments.
- Parts and equipment – under the current circumstances it is becoming harder to source parts.

Other Information

- Gardener position - Caron Ashley was the successful applicant and commenced work 30 March 2020. Caron is fitting in well with the rest of the staff.
- Budget - I have commenced work on the 2020/21 budget. If there is anything that council would like to look at please email me your requests.

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 6 April 2020.

Voting Requirements: Simple majority.

Resolution No 150420-04**Moved Cr Lansdell / Seconded Cr Allan**

That council notes the report from the Manager of Works and Services dated 6 April 2020.

Carried 8/0

TECHNICAL SERVICES

10.1.02 – Shire of Wickepin Refuse Site Closing & Opening Times

Submission To:	Ordinary Council
Location/Address:	Wickepin Refuse Site
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	WM.SPR.2900
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 April 2020

Enclosure/Attachments: Nil.

Summary:

Council is being requested to set the closing and opening times of the Wickepin Refuse Site.

Background:

Council budgeted in the 2019/20 budget for the Wickepin Refuse Site to be gated. The CEO placed the following in the Watershed advising of council's intention to close the Wickepin refuse site on certain days.

WICKEPIN RUBBISH TIP

The access road to the Wickepin rubbish tip will be closed this Wednesday 11 March and re open the morning of Friday 13 March to enable gates to be erected. Within the next few weeks council's waste facility will only open from Friday 7.30am and close Monday 7.30am.

The Manager of Works placed in his 18 March 2020 report to council the following:

- Rubbish tip gate has been installed. Council will need to set opening and closing times. I recommend it to be open Friday 4.00 pm and closed Monday 4.00pm.

Comments:

Council is receiving a fair bit of refuse from Narrogin and surrounding shires as the tip is not manned and open 24 hours seven days a week. We are still well under the requirements of 5,000 tonnes per year.

The gates at the Wickepin Refuse Site have been constructed and installed so council is able to set the closing and opening times for the Wickepin Refuse Site if it wishes to do so.

As there currently is no Watershed due to the COVID 19 it will be harder to advertise the closure and opening times of the Wickepin Refuse Site but it can be advertised on council's website and Facebook pages.

Statutory Environment: Nil.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

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.

Voting Requirements:

Simple majority.

Resolution No 150420-05**Moved Cr W Astbury / Seconded Cr Allan**

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.

Carried 8/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.01– List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Dianne Barry – Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	6 April 2020

Enclosure/Attachments: List of Accounts.

Summary:

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

Municipal Account	Vouchers	Amounts
EFT	10270 – 10297, 10301 10305 - 10333	\$ 298,531.29
Cheques	15657 - 15659	\$ 16,894.38
Payroll	March	\$ 72,337.00
Superannuation	March	\$ 7,686.36
Direct Deductions	March	\$ 1,545.40
Licensing	March	\$ 24,712.00
	March Total	\$ 421,706.43
Trust		
EFT	10298 - 10304	\$ 3,418.95
Cheques		
	March Total	\$ 3,418.95
	Total for March	\$425,125.38

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 \$425,125.38 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements:

Simple majority.

Resolution No 150420-06**Moved Cr Martin / Seconded Cr Allan**

That council acknowledges that payments totalling \$425,125.38 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 8/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	6 March 2020

Enclosure/Attachments: Monthly report.

Background:

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

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

Comments:

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

Statutory Environment:

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

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

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

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

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

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

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

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

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

(a) Presented to the council -

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

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

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

Policy Implications: Nil.

Strategic Implications: Nil.

Recommendations:

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

Voting Requirements: Simple majority.

Resolution No 150420-07

Moved Cr Hyde / Seconded Cr Martin

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

Carried 8/0

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

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

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Shire of Wickepin

Compilation Report

For the Period Ended 31 March 2020

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2020 of \$1,998,800.

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

Preparation

Prepared by: Erika Clement Finance Manager

Date prepared: 2-Apr-20

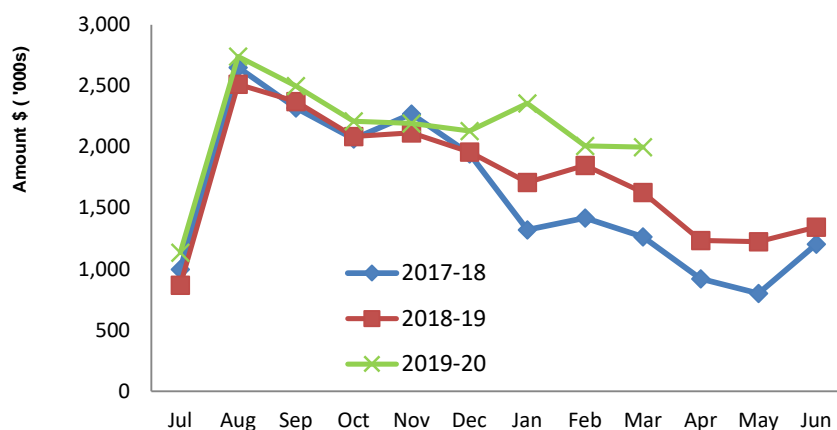
Reviewed by: Mark Hook CEO

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 March 2020

Liquidity Over the Year (Refer Note 3)



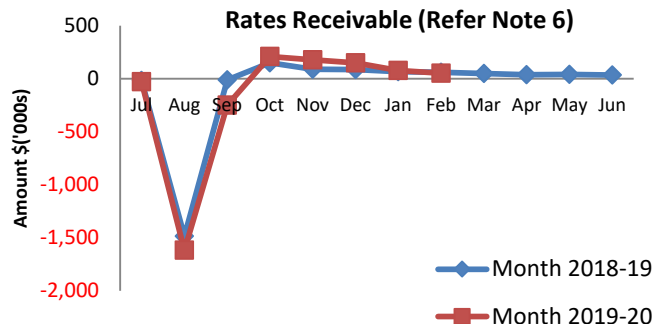
Cash and Cash Equivalents as at period end

Unrestricted	\$	2,147,444
Restricted	\$	2,102,637
	\$	<u>4,250,081</u>

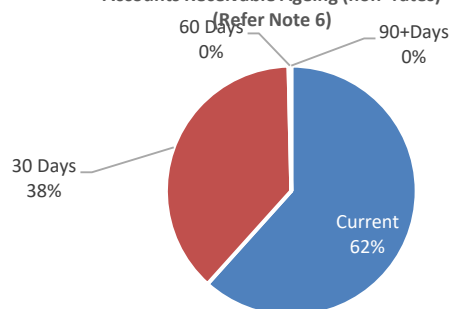
Receivables

Rates	\$	51,614
Other	\$	<u>36,492</u>
	\$	<u>88,106</u>

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non- rates)



Comments

Unrestricted cash includes the following payments in advance

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

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

Shire of Wickepin

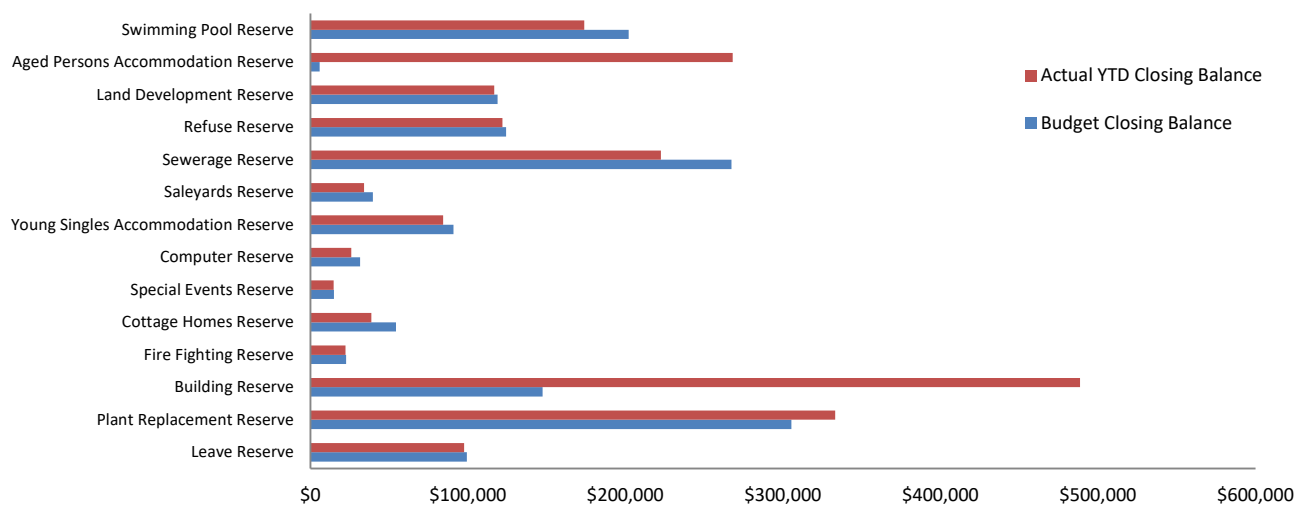
Monthly Summary Information

For the Period Ended 31 March 2020

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

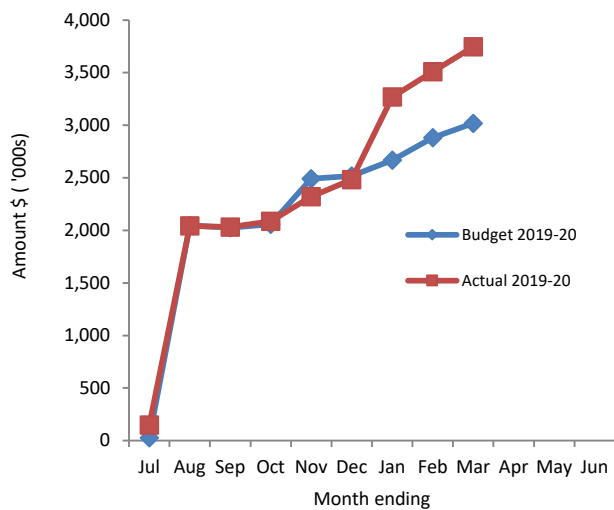
Shire of Wickepin

Monthly Summary Information

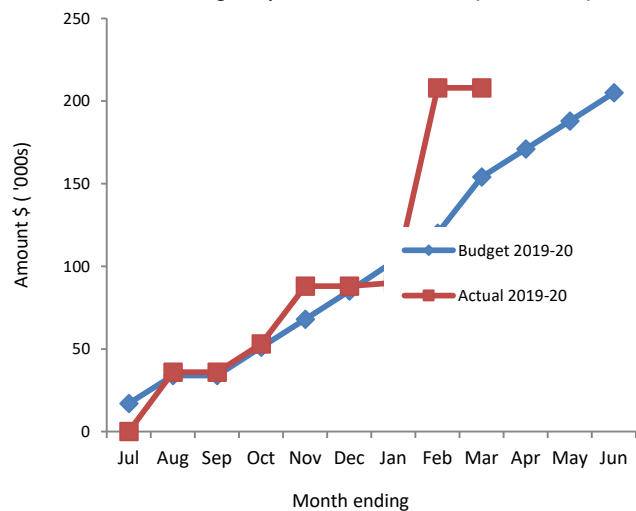
For the Period Ended 31 March 2020

Revenues

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

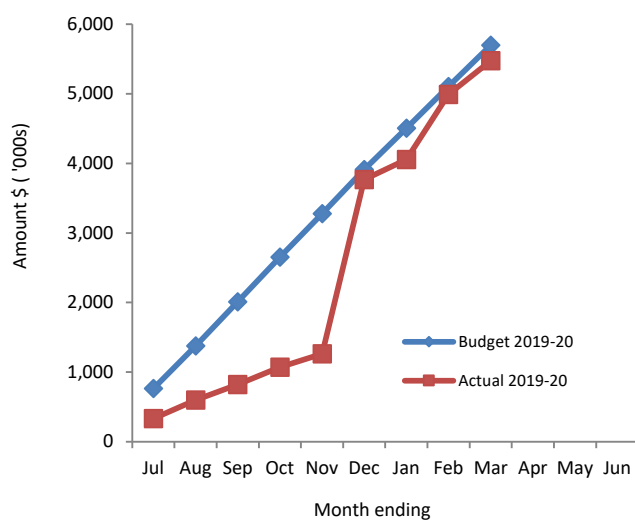


Budget Capital Revenue -v- Actual (Refer Note 2)

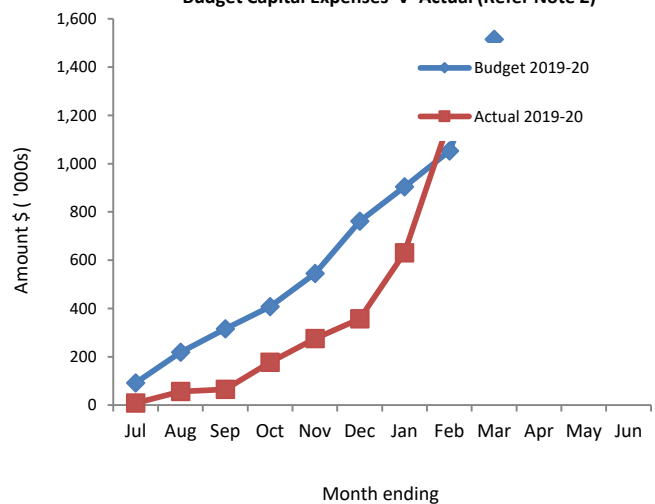


Expenditure

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



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



Comments

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

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

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Governance		\$ 105	\$ 72	\$ 25,412	\$ 25,340	35194.00%	▲
General Purpose Funding - Rates	9	1,359,691	1,359,698	1,362,098	2,400	0.18%	
General Purpose Funding - Other		846,523	604,141	609,184	5,043	0.83%	
Law, Order and Public Safety		82,105	71,075	89,881	18,807	26.46%	▲
Health		0	0	0	0		
Education and Welfare		300	216	0	(216)	(100.00%)	
Housing		75,250	56,421	804,272	747,851	1325.48%	▲
Community Amenities		176,322	166,459	176,118	9,659	5.80%	▲
Recreation and Culture		18,832	14,094	21,882	7,788	55.26%	▲
Transport		793,702	674,867	539,020	(135,847)	(20.13%)	▼
Economic Services		58,815	45,591	71,989	26,398	57.90%	▲
Other Property and Services		35,500	26,613	45,845	19,232	72.27%	▲
Total Operating Revenue		3,447,145	3,019,246	3,745,702	726,456		
Operating Expense							
Governance		(463,228)	(369,558)	(341,275)	28,283	7.65%	▼
General Purpose Funding		(84,370)	(63,225)	(54,259)	8,966	14.18%	▼
Law, Order and Public Safety		(225,013)	(180,780)	(181,898)	(1,118)	(0.62%)	
Health		(25,265)	(18,882)	(19,687)	(805)	(4.26%)	
Education and Welfare		(30,006)	(22,455)	(6,678)	15,777	70.26%	▼
Housing		(158,802)	(120,147)	(93,875)	26,272	21.87%	▼
Community Amenities		(412,024)	(311,005)	(249,263)	61,742	19.85%	▼
Recreation and Culture		(1,083,460)	(820,483)	(781,803)	38,680	4.71%	
Transport		(4,750,199)	(3,562,425)	(3,449,510)	112,915	3.17%	
Economic Services		(221,995)	(166,790)	(163,726)	3,064	1.84%	
Other Property and Services		(45,101)	(62,329)	(132,052)	(69,723)	(111.86%)	▲
Total Operating Expenditure		(7,499,463)	(5,698,079)	(5,474,026)	224,053		
Funding Balance Adjustments							
Add back Depreciation		4,645,059	3,483,729	3,529,628	45,899	1.32%	
Adjust (Profit)/Loss on Asset Disposal	8	48,537	36,405	29,156	(7,249)	(19.91%)	▼
Adjust Provisions and Accruals		0	0		0		
Net Cash from Operations		641,278	841,301	1,830,460	989,159		
Capital Revenues							
Proceeds from Disposal of Assets	8	205,379	154,034	208,297	54,262	35.23%	▲
Total Capital Revenues		205,379	154,034	208,297	54,262		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(1,148,000)	(86,000)	(65,410)	20,590	23.94%	▼
Infrastructure - Roads	13	(1,084,348)	(813,276)	(694,443)	118,833	14.61%	▼
Infrastructure - Footpaths	13	(20,000)	(17,060)	(10,266)	6,794	39.82%	▼
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)	(4,830)	770	13.75%	▼
Total Capital Expenditure		(2,849,627)	(1,514,607)	(1,341,388)	173,219		
Net Cash from Capital Activities		(2,644,248)	(1,360,572)	(1,133,091)	227,481		
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)	(20,675)	(24,707)	(4,031)	(19.50%)	
Transfer to Reserves	7	(157,138)	0	0	0		
Net Cash from Financing Activities		469,396	(14,349)	(18,380)	(4,031)		
Net Operations, Capital and Financing		(1,533,574)	(533,620)	678,989	1,205,360		
Opening Funding Surplus(Deficit)	3	1,533,574	1,319,812	1,319,812	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	786,191	1,998,800	1,205,360		

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 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	1,359,698	1,362,098	2,400	0.18%	
Operating Grants, Subsidies and Contributions	11	934,267	729,213	754,951	25,738	3.53%	
Fees and Charges		430,494	370,591	1,202,242	831,651	224.41%	▲
Service Charges		0	0	0	0		
Interest Earnings		61,500	15,375	17,538	2,163	14.07%	
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	4,959	3,717	2,823			
Total Operating Revenue		2,790,911	2,478,594	3,339,652	861,952		
Operating Expense							
Employee Costs		(1,166,964)	(883,934)	(864,895)	19,039	2.15%	
Materials and Contracts		(1,255,474)	(972,248)	(690,776)	281,472	28.95%	▲
Utility Charges		(169,550)	(125,937)	(161,297)	(35,360)	(28.08%)	▼
Depreciation on Non-Current Assets		(4,645,059)	(3,483,729)	(3,529,628)	(45,899)	(1.32%)	
Interest Expenses		(2,050)	(1,530)	(2,258)	(728)	(47.56%)	
Insurance Expenses		(206,870)	(190,579)	(193,194)	(2,615)	(1.37%)	
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(53,496)	(40,122)	(31,979)			
Total Operating Expenditure		(7,499,463)	(5,698,079)	(5,474,026)	215,910		
Funding Balance Adjustments							
Add back Depreciation		4,645,059	3,483,729	3,529,628	45,899	1.32%	
Adjust (Profit)/Loss on Asset Disposal	8	48,537	36,405	29,156	(7,249)	(19.91%)	▼
Adjust Provisions and Accruals			0		0		
Net Cash from Operations		(14,956)	300,649	1,424,410	1,116,511		
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	154,034	208,297	54,262	35.23%	▲
Total Capital Revenues		861,613	694,686	614,347	(80,340)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(1,148,000)	(86,000)	(65,410)	20,590	23.94%	▲
Infrastructure - Roads	13	(1,084,348)	(813,276)	(694,443)	118,833	14.61%	▲
Infrastructure - Public Facilities	13	0		0	0		
Infrastructure - Footpaths	13	(20,000)	(17,060)	(10,266)	6,794	39.82%	▲
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)	(4,830)	770	13.75%	▲
Total Capital Expenditure		(2,849,627)	(1,514,607)	(1,341,388)	173,219		
Net Cash from Capital Activities		(1,988,014)	(819,920)	(727,041)	92,879		
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)	(20,675)	(24,707)	(4,031)	(19.50%)	
Transfer to Reserves	7	(157,138)	0	0	0		
Net Cash from Financing Activities		469,396	(14,349)	(18,380)	(4,031)		
Net Operations, Capital and Financing		(1,533,574)	(533,620)	678,988	1,205,360		
Opening Funding Surplus(Deficit)	3	1,533,574	1,319,812	1,319,812	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	786,191	1,998,800	1,205,360		

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

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

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

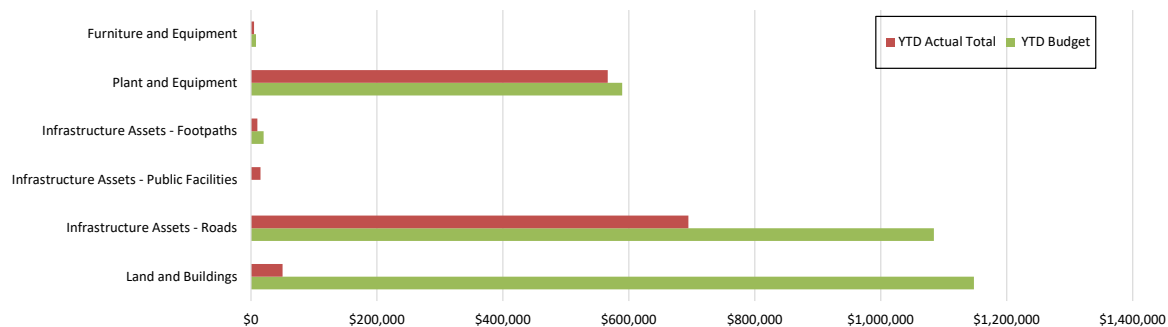
		YTD 31 03 2020					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	50,239	0	50,239	1,148,000		(1,097,761)
Infrastructure Assets - Roads	13		694,443	694,443	1,084,348		(389,905)
Infrastructure Assets - Public Facilities	13	15,170	0	15,170			15,170
Infrastructure Assets - Footpaths	13	0	10,266	10,266	20,000		(9,734)
Plant and Equipment	13	566,440	0	566,440	589,379		(22,939)
Furniture and Equipment	13	4,830	0	4,830	7,900		(3,070)
Capital Expenditure Totals		636,680	704,709	1,341,388.00	2,849,627	0	(1,508,239)

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	154,034	205,379	54,262
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	727,041	2,039,359	(1,512,834)	(1,312,317)
Capital Funding Total	1,341,388	2,849,627	0	(1,508,239)

Comments and graphs

Capital Expenditure Program YTD



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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

(1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.

(2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.

(3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement

(4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .

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

(s) GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

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

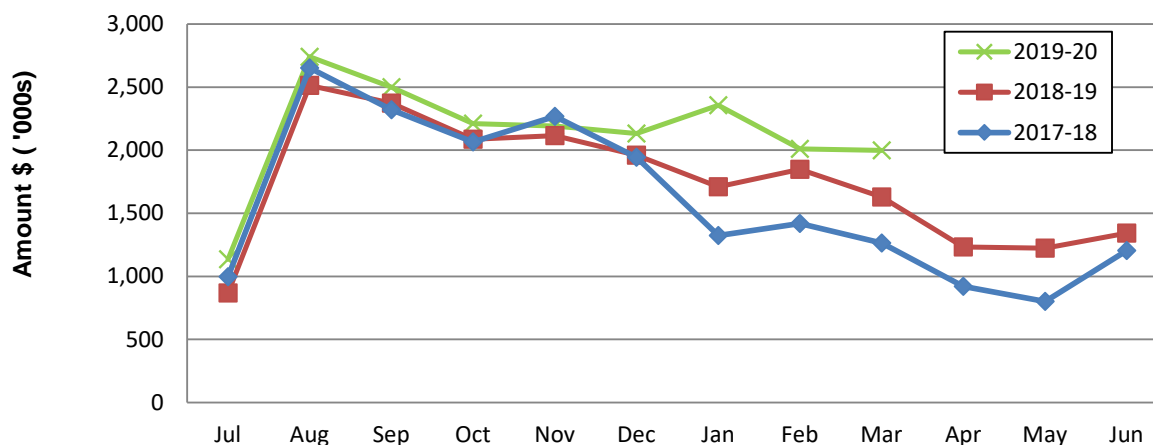
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	25,340	35194.00%	▲	Permanent	Fringe Benefit Refund & Vehicle Insurance Credit
General Purpose Funding - Other	5,043	0.83%			
Law, Order and Public Safety	18,807	26.46%	▲	Permanent	Higher than expected first payment of ESL Grant, Higher Dog Registrations
Housing	747,851	1325.48%	▲	Permanent	WSAHA grant received
Community Amenities	9,659	5.80%	▲	Timing	Living Lakes Signage
Recreation and Culture	7,788	55.26%	▲	Permanent	Increase pool takings, Insurance reimbursement, Floorball Grant
Transport	(135,847)	(20.13%)	▼	Timing	RRG income still to be claimed
Economic Services	26,398	57.90%	▲	Permanent	Higher Standpipe income, Building Fees
Other Property and Services	19,232	72.27%	▲	Permanent	Fuel Rebate Review - increase in rebate
Operating Expense					
Governance	28,283	7.65%	▼	Timing	Lower costs on various accounts
General Purpose Funding	8,966	14.18%	▼	Timing	Lower Bank Fees, Less Valuation costs
Law, Order and Public Safety	(1,118)	(0.62%)			
Health	(805)	(4.26%)			
Education and Welfare	15,777	70.26%	▼	Timing	Playgroup Maintenance still to be done, CDO projects (workshops) still to be held
Housing	26,272	21.87%	▼	Timing	Housing maintenance costs down.
Community Amenities	61,742	19.85%	▼	Timing	Town planning services costs down, Refuse collections costs down. Living Lakes - Limestone blocks still to be done.
Recreation and Culture	38,680	4.71%			
Transport	112,915	3.17%			
Economic Services	3,064	1.84%			
Other Property and Services	(69,723)	(111.86%)	▲	Timing	LSL taken, Workers Comp Wages to be recouped
Capital Revenues					
Grants, Subsidies and Contributions	(134,602)	(24.90%)	▼	Timing	RRG income still to be claimed
Proceeds from Disposal of Assets	54,262	35.23%	▲	Timing	Higher Trade ins
Capital Expenses					
Land and Buildings	20,590	23.94%	▼	Timing	Harrismith Hall still to be done
Infrastructure - Roads	118,833	14.61%	▼	Timing	Road program still to be completed
Infrastructure - Footpaths	6,794	39.82%	▼	Timing	Footpaths completed, Remaining funds to go to Failed culvert in Collins St
Plant and Equipment	22,941	3.89%			
Furniture and Equipment	770	13.75%	▼	Permanent	Phone System costs cheaper
Financing					
Loan Principal	(4,031)	(19.50%)			

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

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Mar 2020	30 June 2018	YTD 31 Mar 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,147,444	1,462,532	975,440
Cash Restricted	4	2,102,637	2,102,637	1,274,113
Receivables - Rates	6	51,614	34,530	73,835
Receivables -Other	6	36,492	15,076	112,223
Interest / ATO Receivable/Trust		12,445	31,485	27,693
Inventories			0	0
		4,350,631	3,646,261	2,463,304
Less: Current Liabilities				
Payables		(61,770)	(23,397)	(26,842)
Provisions		(187,424)	(200,415)	(144,743)
		(249,195)	(223,812)	(171,586)
Less: Cash Reserves	7	(2,102,637)	(2,102,637)	(1,274,113)
Net Current Funding Position		1,998,799	1,319,812	1,017,605

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

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	1,303,825			1,303,825	ANZ	At Call
Reserve Bank Account	0.00%		637		637	ANZ	At Call
Trust Bank Account	0.00%			33,487	33,487	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal	0.80%	251,022.19			251,022	ANZ	27-May-20
Municipal	1.13%	502,044.38			502,044	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		2,147,444	2,102,637	168,097	4,418,178		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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
				0	818,609	(580,335)	

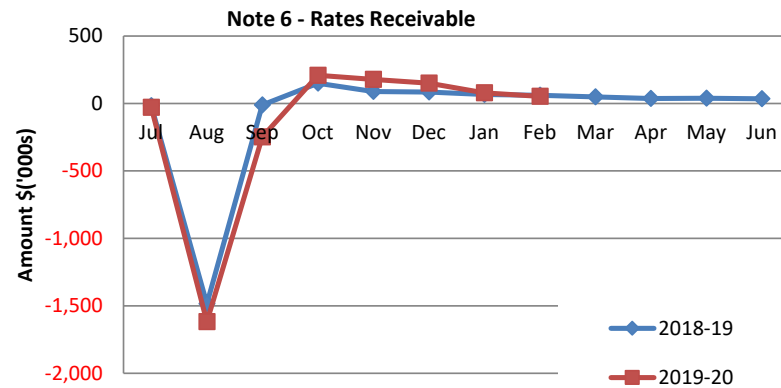
SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 6: RECEIVABLES**Receivables - Rates Receivable**

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

Net Rates Collectable
 % Collected

YTD 31 Mar 2020	30 June 2019
\$ 19,522	\$ 19,522
1,539,173	1,534,110
(1,507,081)	(1,519,102)
51,614	34,530
51,614	34,530
96.69%	97.78%



Comments/Notes - Receivables Rates

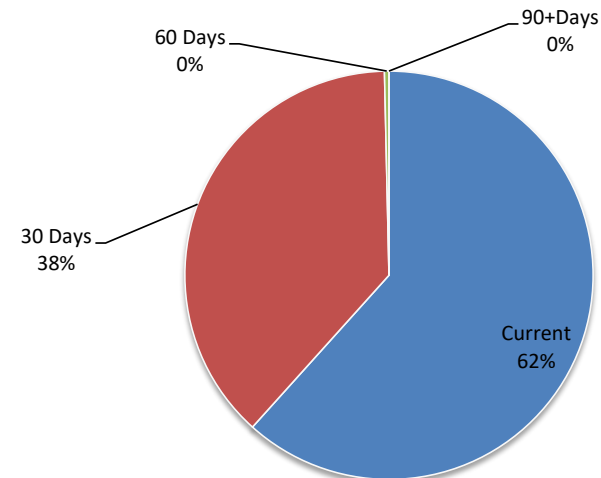
Receivables - General

Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	22,501	13,862	129	0
Total Receivables General Outstanding	36,492			

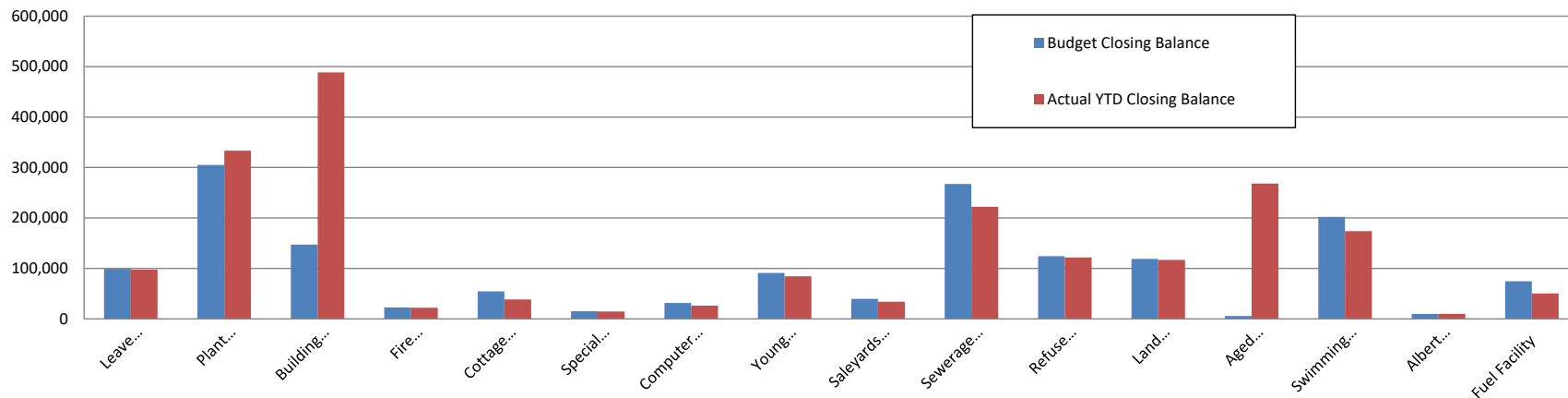
Note 6 - Accounts Receivable (non-rates)

Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

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

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

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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals		Amended Current Budget			
						YTD 31 03 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 31 March 2020

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	0.9386	278	132,731,703	1,322,278	(2,525)		1,319,753	1,322,278			1,322,278
Sub-Totals		472	134,550,918	1,450,172	(2,525)	0	1,447,647	1,450,172	0	0	1,450,172
Minimum Payment	Minimum \$										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
Sub-Totals		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,478,847				1,481,372
Discount							11,734				11,734
Rates Writeoffs							(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 31 March 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		18380	24,687	7,100	0	730	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	24,707	31,013	27,653	20,554	1,743	3,453	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)	Recoup Status		Received	Not Received
					Operating	Capital		
		(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 31 March 2020

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 19	Amount Received	Amount Paid	Closing Balance 31-Mar-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	2,649.71	-2,773.01	61.65
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	0.00	0.00	0.00
WDSC Replacement Greens	103,010.21	11,250.00	0.00	114,260.21
Miscellaneous Trust	4,046.51	4,045.45	-1,717.30	6,374.66
Yealering Bowling Club Greens	31,600.00	15,800.00	0.00	47,400.00
Licensing		221,731.10	-221,731.10	0.00
	138,841.67	261,580.26	-231,525.41	168,896.52
				-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 31 March 2020

Note 13: CAPITAL ACQUISITIONS

		31/03/2020					
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Infrastructure Assets							
Land & Buildings							
Housing							
STAFF HOUSE		(350,000)	0	0	0		
RINTEL STREET SHED		(12,000)	0	(6,364)	6,364		
Housing Total		(362,000)	0	(6,364)	6,364	0	
Other Housing							
CAPITAL EXPENSE - LIFESTYLE VILLAGE		(700,000)	0	0	0		
Other Housing Total		(700,000)	0	0	0		
Community Amenities							
						0	
			0			0	
		0	0	0	0		
Community Amenities Total		0	0	0	0		
Recreation and Culture							
HARRISMITH HALL		(17,000)	(17,000)	0	(17,000)		
WICKEPIN TOWN HALL - ROOF		(12,000)	(12,000)	(16,470)	4,470		
WICKEPIN TOWN HALL - FLOOR		(30,000)	(30,000)	(27,150)	(2,850)		
LAKE YEALERING BOWLING CLUB ROOF		(14,500)	(14,500)	(15,170)	670		
Recreation And Culture Total		(73,500)	(73,500)	(58,790)	(14,710)		
Transport							
DEPOT - CAR PORT		(12,500)	(12,500)	(257)	(12,243)		
Transport Total		(12,500)	(12,500)	(257)	(12,243)		
Land and Buildings Total		(1,148,000)	(86,000)	(65,410)	(20,590)	0	
Footpaths							
Transport							
FOOTPATHS	LFP1	(20,000)	(17,060)	(10,266)	(6,794)		
Transport Total		(20,000)	(17,060)	(10,266)	(6,794)	0	
Footpaths Total		(20,000)	(17,060)	(10,266)	(6,794)	0	
Furniture & Equipment							
Governance							
ADMIN OFFICE PHONE SYSTEM	LABC	(5,600)	(5,600)	(4,830)	(770)	0	
Governance Total		(5,600)	(5,600)	(4,830)	(770)	0	

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

Note 13: CAPITAL ACQUISITIONS

31/03/2020							
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)	(4,830)	(770)	0	
Plant , Equip. & Vehicles							
Governance							
CEO VEHICLE		(70,364)	(70,364)	(75,236)	4,872	0	
Governance Total		(70,364)	(70,364)	(75,236)	4,872	0	
Transport							
BACKHOE	6034	(215,000)	(215,000)	(218,980)	3,980	0	
TIP TRUCK	6034	(145,000)	(145,000)	(151,415)	6,415	0	
RIDE ON MOWER	6034	(51,000)	(51,000)	(26,597)	(24,403)		
LEADING HAND DUAL CAB	6034	(42,000)	(42,000)	(51,622)	9,622		
MWS DUAL CAB	6034	(66,015)	(66,015)	(42,588)	(23,427)	0	
Transport Total		(519,015)	(519,015)	(491,203)	(27,812)	0	
Plant , Equip. & Vehicles Total		(589,379)	(589,379)	(566,438)	(22,941)	0	
Infrastructure Other							
Community Amenity							
FURNITURE & EQUIPMENT - STREET BINS	3854	(2,300)	0	0	0		
Community Amenity Total		(2,300)	0	0	0	0	
Public Facilities Total		(2,300)	0	0	0	0	
Roads							
Transport Regional Road Group							
Wickepin Harrismith Road	RG002	(397,964)	(298,476)	(349,238)	50,762	0	
Regional Road Group Total		(397,964)	(298,476)	(349,238)	50,762	0	
Transport Roads to Recovery							
Sprigg Road	R2R072	(91,283)	(68,463)	(82,634)	14,171	0	
Line Road	R2008	(85,229)	(63,918)	(86,783)	22,865	0	
Elsinore Road	R2R033	(121,668)	(91,251)	(87,380)	(3,872)	0	
Inkiepinkie Road	R2R160	(39,198)	(29,403)	(9,428)	(19,975)	0	
Roads to Recovery Total		(337,378)	(253,035)	(266,224)	13,189	0	
Transport Black Spot							
Collins Street	BS156	(58,317)	(43,740)	(27,861)	(15,879)		
Wickepin Harrismith	BS157	(68,454)	(51,345)	(50,349)	(996)	0	
Blackspot Total		(126,771)	(95,085)	(78,210)	(16,875)	0	
Council Resources Construction							
104 Gate Road	CO100	(100,077)	(75,060)	(770)	(74,290)	0	
Wogolin South Road	CO017	(122,158)	(91,620)	0	(91,620)	0	
Council Resources Construction Total		(222,235)	(166,680)	(770)	(165,910)	0	
Roads Total		(1,084,348)	(813,276)	(694,443)	(118,833)	0	
Capital Expenditure Total		(2,849,627)	(1,511,315)	(1,341,388)	(169,927)	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:	3 April 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 March 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.

Comments:

Following are the reports provided for the month of March 2020

PLANNING OFFICER'S REPORT

Planning Approvals

Lot 13 (No. 29) Henry Street, Wickepin. Change of Use from a Church to a Single Residential/Short Stay Accommodation. The application was approved by Council at the meeting held on 18 March 2020 (OCM. Resolution: 180320-10).

Upcoming Council Agenda for April 2020

Nil

Referrals & Subdivision clearances

Nil

BUILDING SURVEYOR'S REPORT

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

Building Type	Building Permit No.	Approval Date	Unique Property Identifier	Lot No.	Street No.	Street Name	Suburb Name	Building Work	Value	Owner's Name	Builder's Name
Building Permit	WK1920009	9/3/2020			64	Wogolin	Wickepin	Shed	\$10,000	Graeme Wylie	owner

The Shire of Narrogin has recently appointed Gary Bruhn as the new Building Surveyor and will be providing Building Services to the shire. Gary is a very experienced practitioner with an accredited, Level 1 qualification as a Building Surveyor and is looking forward to process improvement throughout the Region.

ENVIRONMENTAL HEALTH OFFICER'S REPORT

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

- 1) 11 Congreve St, Yealering - advised by shire staff that the owner has been in contact. The premises will be reinspected with a letter to be sent if no work has been carried out.
- 2) Wickepin Hotel kitchen - Public building areas and accommodation inspected for compliance. The inspection noted that a number of minor repairs were required to the premises and the Manager has been directed to attend to these.
- 3) The Wickepin Newsagent and Café inspected and the premises found to be compliant.
- 4) Yealering Pantry inspected and the premises was compliant at the time of the inspection.
- 5) Yealering Hotel kitchen - bar and public building areas inspected with all areas compliant.
- 6) Yealering Café and Post Office inspected and was compliant.
- 7) The recent inspections of all food businesses in Wickepin and Yealering disclosed that all inside dining and alfresco dining areas were closed in line with Government directions. Inspection reports of all premises forwarded to the office for filing. It was noted further, that all food shops are now observing the strict requirements by observing personal hygiene practices and observing the 2 metre social distancing requirement.

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 March 2020.

Voting Requirements: Simple majority.

Resolution No 150420-08

Moved Cr Hyde / Seconded Cr Allan

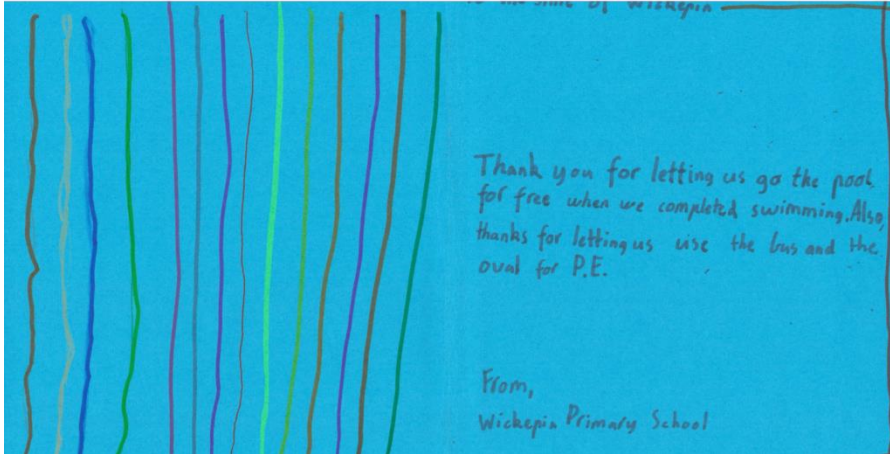
That Council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of March 2020.

Carried 8/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.04 – 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:	6 April 2020

Community Development	<p>Wickepin Playground</p> <ul style="list-style-type: none"> Construction drawings for stages 1, 2a & 2b from Nature Play have been ordered. Once received, these drawings will enable us to progress to the next stage. Payment for these plans will be drawn from the current funds of \$35,000 in the 19/20 budget. <p>Townscape.</p> <ul style="list-style-type: none"> Harrismith street bin has been ordered & paid for, awaiting delivery. Saluting Their Service Commemorative Program - The Shire of Wickepin has applied for \$47,000 to upgrade the WW1 & WW2 Honour Boards, compiled by Stefie Green. Art Prize has been postponed to 2021 due to COVID19, will be liaising with John Mearns to set up a working committee, to ensure its future success. <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 ordered and awaiting delivery, this will complete this project. <p>Community Activities</p> <ul style="list-style-type: none"> On Wednesday 25 March 2020 the Wickepin Primary School, together with the Shire of Wickepin participated in Clean Up Australia Day. The shire supplied support and refreshments and Keep Australia Beautiful supplied the equipment needed to carry out the event. The school children covered Whyte Rd, Campbell St, around the town oval, Collin St, Johnston St and finished on Henry St, collecting 4 large bin liner bags of rubbish. At the conclusion of the event the students presented the shire with a thank you letter to show their appreciation. 
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- All events including Anzac Day have been cancelled and/or suspended due to the social distancing measures imposed by the Federal Government.
- Albert Facey A Fortunate Life - On Saturday 14 March 2020 I attended the Live Theatre performance in Busselton. It was excellent! The mix of theatre and cinema worked well for telling the story of AB Facey's life and portraying the harsh realities of living and working in the bush and going to war. The rural tour scheduled to premiere in Wickepin later in the year will now be postponed until further notice.



- The Local Government Sports Engagement forum hosted by Upper Great Southern Building Sustainable Clubs Program was cancelled due to COVID19.

Economic Development & Tourism

Lotterywest Grant COVID-19

Posted on FB on 8 April 2020 to advise community of the following funds available:
You may be eligible for crisis and emergency relief funding from the State Government if you have experienced hardship as a result of cancelled events.

Financial support is also available for eligible not-for-profit and community organisations to assist with costs related to increased demand for food, clothing, shelter and other critical needs.

Agribusiness Strategy Plan

As a result of the subsequent recommendations made in the report, I have commenced discussions with local farmers, rural training, local police and Liquor and Gaming regarding their Community Gaming Grant opportunities for agricultural skills training

	<p>Tourism Australian Golden Outback Planning Diary – copies have been placed in the Wickepin Community Resource Centre, Jeans Newsagency and the Shire Administration Office.</p> <p>Container Deposit Scheme – Donations A \$2000 grant was available to assist in setting up deposit points/bins with local community groups/sporting groups to encourage recycling/reduce waste and in return receive a small profit.</p> <p>Applications have now closed.</p> <p>Shire made offers to partner with:</p> <ul style="list-style-type: none"> • CRC – no facility to accommodate a collection point. • Wickepin Football Club – their monthly committee meeting was cancelled therefore not presented to the committee for consideration. • Sheddars – no reply for the program at this stage. <p>Once normality is restored I believe this would be a worthwhile program for the Shire of Wickepin to investigate further with the possibility of partnering with all local sporting clubs.</p> <p>Drive the Line – Drive Trail</p> <ul style="list-style-type: none"> • Meetings with other Community Development Officers have been cancelled until further notice.
Social Media	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
Sport and Recreation	Floorball activities suspended due to COVID19.
Governance Other	Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken in Wickepin and surrounding towns.

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 6 April 2020.

Voting Requirements: Simple majority.

Resolution No 150420-09

Moved Cr Allan / Seconded Cr Hyde

That council notes the report from the Community Development Officer dated 6 April 2020.

Carried 8/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.05 – Appointment of Environmental Health Officers

Submission To:	Ordinary Council
Location / Address:	Whole Shire Yealering Hall
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.REP.2203
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 April 2020

Enclosure/Attachments: Nil

Summary:

To consider the appointments of Mr Robert Powell and Mr Ming Zhuo, Environmental Health Officers at the Shire of Narrogin, as Environmental Health Officers for the Shire of Wickepin.

Background:

The Public Health Act 2016 does not refer to environmental health officers in carrying out of functions, but to authorised persons, permitting the appointment of various appropriately qualified persons to differing roles, subject to qualification requirements. The Act does require that environmental health officers hold appropriate qualifications.

The Food Act 2008 requires that an authorised person hold office as an environmental health officer.

The Building Act 2011 specifies that an authorised person under this Act must be an employee of the local government in accordance with the Local Government Act 1995 section 5.36. As the health building service is provided by employees of the Shire of Narrogin, an appointment as an authorised officer is not possible.

The Shire's Planning Scheme does not refer to either delegations or authorised persons, however, the ability for Council to delegate is a deemed provision of the Scheme in accordance with the Planning and Development (Local Planning Schemes) Regulations. Delegation is limited to either a Committee of Council or to the CEO. Reference to an authorised person in these Regulations (clause 4) does not include a person that might be appointed by a local government.

The Shire Health Local Law 2008 does not refer to authorised persons, but to Environmental Health Officers, and specifies that appointment as EHO is to be by Council.

Comments:

Public Health Act

The Public Health Act permits delegation to persons other than the CEO, however, to maintain consistency with almost all other delegations, it is suggested that any delegation under this Act be only to the CEO. If not already in place, it is suggested that Council consider a delegation to the CEO to appoint authorised persons. The Public Health Act requires that appropriate qualifications must be held to be appointed as an environmental health officer. The approved list was published in the Government Gazette on 13 June 2017.

The Act permits a class of persons to be appointed as authorised persons, and Council could resolve simply to authorise those employed by the Shire of Narrogin as environmental health officers, as a class. However, it is considered more appropriate to specify the individuals, which then complies with the requirements of the Health Local Laws 2008 as well as retaining greater control for appointment of those exercising authority within the Shire of Wickepin.

If the CEO has delegated authority to appoint environmental health officers for the Shire, they would then be an authorised person for the purposes of this Act.

Appointment as an authorised person under the Public Health Act includes the functions of the Health (Miscellaneous Provisions) Act 1911.

Food Act 2008

Appointment by an enforcement agency (ie: "local government") by either Council or the CEO under delegated authority as an environmental health officer, enables the person to be appointed as an authorised person under this Act.

Appointment as an environmental health officer does not automatically result in appointment as an authorised person under the *Food Act 2008* only that the person is able to be appointed. Separate appointment is required.

Building Act 2011

An authorised person must be an employee of the local government. In its simplest terms, this means the person is to be on the payroll.

There is no issue with a person having the appropriate qualifications assessing applications etc, and reporting to an authorised person who then signs off on the documentation as appropriate.

Planning Scheme

Delegation to the CEO is permitted by the Regulations, but there is no provision for authorised persons.

Accordingly, while assessment and reporting of development issues may be done by others, the decision may only be made by Council, or by the CEO, if delegated power has been resolved.

Health Local Law 2008

The Local Law specifies appointment by Council rather than "local government" (ie: could be the CEO under delegated authority), in order to function as an authorised person for the local law. Appointment by the CEO as an environmental health officer is insufficient.

Resolution of Council is therefore necessary, due to the requirement of the Local Law. The wording of the local law implies that the names of the individuals should be specified.

Summary

There is not a single process or structure to the appointment of authorised persons. Each head of power needs to be considered and complied with.

While the recommendation to Council is straightforward, the unseen background requirements and effects differ according to the legislative head of power.

Statutory Environment:***Public Health Act 2016 –******21. Enforcement agency may delegate***

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated —*
 - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or*
 - (b) if the enforcement agency is a local government, to —*
 - (i) the chief executive officer of the local government; or*
 - (ii) an authorised officer designated by the local government;*

24. Designation of authorised officers

- (1) An enforcement agency may designate a person or class of persons as authorised officers —*
 - (a) for the purposes of this Act or another specified Act; or*
 - (b) for the purposes of the specified provisions of this Act or another specified Act; or*
 - (c) for the purposes of the provisions of this Act or another specified Act other than the specified provisions of that Act.*
- (3) An enforcement agency that is a local government may designate under subsection (1) —*
 - (a) an environmental health officer or environmental health officers as a class; or*

- (b) a person who is not an environmental health officer or a class of persons who are not environmental health officers; or
- (c) a mixture of the two.

(4) Enforcement agencies that are local governments may act jointly in the designation of persons or classes of persons as authorised officers.

Building Act 2011 –

96. Authorised persons

(3) A local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.

Local Government Act 1995 –

5.36. Local government employees

(1) A local government is to employ —

- (a) a person to be the CEO of the local government; and
- (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

Planning and Development Act 2005 –

10. Local planning scheme text

(4) The provisions in Schedule 2 are deemed provisions, being provisions to which section 257B of the Act applies, and are applicable to all local planning schemes, whether or not they are incorporated into the local planning scheme text.

Planning and Development (Local Planning Schemes) Regulations 2015 –

Schedule 2 Deemed provisions for local planning schemes

82. Delegations by local government

(1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.

(2) A resolution referred to in subclause (1) must be by absolute majority of the council of the local government.

(3) The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.

Food Act 2008 –

122. Appointment of authorised officers

(1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if –

- (a) the enforcement agency, having regard to any guidelines issued by the CEO under subsection (2), considers the person has appropriate qualifications and experience to perform the functions of an authorised officer; or
- (b) the person holds office as an environmental health officer under the Health Act 1911.

Shire of Wickepin Health Local Laws 2008 –

Interpretation

1.3 (1) In these Local Laws, unless the context otherwise requires—

“Environmental Health Officer” means an Environmental Health Officer appointed by the Council under the Act and includes an Acting or Assistant Environmental Health Officer;

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That, for the duration of their employment by the Shire of Narrogin, Council appoints Mr Robert Powell and Mr Ming Zhuo, Environmental Health Officers Shire of Narrogin as –

- a) Environmental Health Officers for the Shire of Wickepin,
- b) Environmental Health Officers/authorised persons for the purposes of –
 - Public Health Act 2016
 - Health (Miscellaneous Provisions) Act 1911
 - Food Act 2008, and
 - Shire of Wickepin Health Local Laws 2008

Voting Requirements: Simple majority.

Resolution No 150420-010

Moved Cr Martin / Seconded Cr Hyde

That, for the duration of their employment by the Shire of Narrogin, Council appoints Mr Robert Powell and Mr Ming Zhuo, Environmental Health Officers Shire of Narrogin as –

- a) Environmental Health Officers for the Shire of Wickepin,
- b) Environmental Health Officers/authorised persons for the purposes of –
 - Public Health Act 2016
 - Health (Miscellaneous Provisions) Act 1911
 - Food Act 2008, and
 - Shire of Wickepin Health Local Laws 2008

Carried 8/0

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.06 – WALGA Honours Program 2020

Submission To:	Ordinary Council
Location / Address:	Wickepin Refuse Site
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GR.SL.1452
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 April 2020

Enclosure/Attachments:

1. WALGA Honours Program Policy 2020
2. WALGA Honours Panel 2020 Terms of Reference

Summary:

Council is being requested to Nominate Gerri Hinkley for the 2020 WALGA Long and Loyal Service Award.

Background:

Nominations for the WALGA 2020 Honours Program closes on Friday 8 May 2020.

WALGA Honours Awards recognise people who are some of the most valuable and committed members of our community.

There are six categories of awards in 2020 Honours program, details are below:

Local Government Medal

Available for nomination by State Councillors and Local Governments with a co-sign by a State Councillor - recognises outstanding achievement and significant contribution by Elected Members and Officers to the Association and/or to Local Government.

Life Membership

Available for nomination by State Councillors and Local Governments – recognises the long and outstanding service of Elected Members and Officers to the Association and/or to Local Government.

Eminent Service Award

Available for nomination by State Councillors and Local Governments – recognises personal commitment, eminent service and contribution to Local Government or the Association.

Long and Loyal Service Award

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

Merit Award

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided distinguished service to the community through their Local Government.

Local Government Distinguished Officer Award

Available for nomination by State Councillors and Local Governments – recognises serving local Government officers who have provided outstanding performance for the Local Government sector.

Comments:

Nominations will not be accepted for persons who have retired or ceased working for Local Government before 14 March 2013.

Councillor Steven Martin was awarded the Eminent Service Award at the 2015 WALGA Convention. Cr Allan Lansdell has received the Long and Loyal Service Award during his time as a Councillor at the Shire of Cuballing. Cr Fran Allan received the Long and Loyal Service Award at the 2018 WALGA Convention. Cr Julie Russell received the Long and Loyal Service Award at the 2019 WALGA Convention last year.

The Long and Loyal Service Award is for recognising Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

Gerri Hinkley does meet the criteria for the Long and Loyal Service Award as Cr Hinkley's term of office with the Shire of Wickepin was 2007 – 2019.

Statutory Environment: Nil.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That Council nominate Gerri Hinkley for the Long and Loyal Service Award.

Voting Requirements: Absolute majority.

Resolution No 150420-011**Moved Cr Hyde / Seconded Cr Martin**

That Council nominate Gerri Hinkley for the Long and Loyal Service Award.

Carried 8/0

11. President's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Julie Russell, President
File Reference:	FM.FR.1211
Author:	Julie Russell, President
Disclosure of any Interest:	Nil
Date of Report:	9 April 2020

Covid-19 has dominated the entire world for the past recent weeks and will do so for the foreseeable future, and well into the long term future of everybody. With the health and economic status of every person, in every country, all over the planet at risk, no-one can predict with certainty that "everything will be OK". So we MUST do as we are advised –

Stay At Home; Keep Your Distance; and Wash Your Hands.

Hopefully, if everyone adheres to this sound and simple advice, then the length of time for local, regional, national and international lockdowns and restrictions may be shortened, the majority of the population will remain safe and healthy, and the world's economic status may stabilise and return to some sort of normality in time.

Local Emergency Groups are meeting regularly and action plans for the protection of our local areas are being formulated, discussed and actioned if necessary.

I would like to wish everyone a safe and happy Easter. Even though travelling unnecessarily is restricted, we are fortunate to have the technology to be able to still be in contact with family and friends at this special time of the year.



At this change of seasons, I would like to take the opportunity to thank our local Volunteer Fire Control Officers and Brigades and our local Volunteer Ambulance Officers for the work they have done over the past season. They have been on hand at the drop of a hat to ensure that unforeseen events have been dealt with and safe outcomes have eventuated.

Thank you to all concerned.

Recommendations:

That Council note the President's report dated 9 April 2020.

Voting Requirements:

Simple majority.

Resolution No 150420-012

Moved Cr Hyde / Seconded Cr Lansdell

That Council note the President's report dated 9 April 2020.

Carried 8/0

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 April 2020

Enclosure/Attachments: Nil

Staff

The current Finance Manager Mrs Erika Clement has requested that her title be changed to Deputy CEO to show the current tasks that she is undertaking as part of her role at the Shire of Wickepin.

When the CEO employed Erika discussions were held on her working towards the title of Deputy CEO as the role is not fully financial management. The CEO has reviewed Erika's role and her performance over the past two years and is comfortable that her title be changed to Deputy CEO. The change in title will also reference back to all Council policies and procedures that actually state Deputy CEO.

The position of Finance Manager or Deputy CEO is not currently classified by the Shire of Wickepin as a senior employee position and Erika is not under contract but is an employee.

5.41. Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Yealering Bowling Club

The Yealering Bowling Club has had the roof replaced by Dale Curtis which has made a big improvement to the Yealering Bowling Club.

Lake Yealering Living Lakes

The CEO has received the following email from Bonny Dunlop-Heague of the Wheatbelt NRM regarding the Yealering Lake Foreshore Tenders.

We have had some issues with the tenders that came in to do the redevelopment work. They have come on hundreds of thousands of \$ above the overall budget.

I've been going through all the costs and working with the designers on strategies to reduce the costs, unfortunately at this stage the design is going to be greatly reduced, we are working to keep the key elements but things are probably not going to look exactly as we hoped on the design.

The CEO is working with the Wheatbelt NRM regarding this matter.

Yealering Trees

The contractors have commenced the pruning of the trees at Yealering and will all be completed by 9 April 2020.

Meetings Attended

March 2020	
25	Helen Morton Pingelly Health Group
April 2020	
1	LEMC Meeting
8	WACHS COVID 19

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	Spencer Davidson Graeme Wylie	17.02.20 09.03.20	
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO	Lot 13 Henry St, Wickiepin	18/03/20	
A6	Appointment and Termination of Staff	CEO	Jayden Whibley Caron Ashley	23.03.20 31.03.20	
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	CEO			

	Shire Owned Property				
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 6 April 2020.

Voting Requirements:

Simple majority.

Resolution No 150420-013

Moved Cr Martin / Seconded Cr W Astbury

That Council note the Chief Executive Officer's report dated 6 April 2020.

Carried 8/0

13. Notice of Motions for the Following Meeting**14. Reports and Information****15. Urgent Business****16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 4.39 pm.