

A Fortunate Place

Shire of Wickepin

Agenda

Ordinary Meeting of Council

Council Chambers, Wickepin

19 August 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 19 August 2020 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark Hook
Chief Executive Officer

13 August 2020

Time Table

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

Disclaimer

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

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

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

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

NAME:

SIGNATURE:

ADDRESS:

TELEPHONE:

MEETING/DATE:

NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 19 August 2020 commencing @ 3.30pm**

The President declared the meeting open at pm.

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

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

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

Leave of Absence (Previously Approved)

President	Julie Russell
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Apologies

Councillor	Allan Lansdell
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2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Ordinary meeting of council – Wednesday 15 July 2020.

Moved / Seconded

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

Carried /

7. Receival of Minutes

RECEIVAL OF MINUTES

7.1 – Bush Fire Control Officers

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mel Martin, Executive Services Officer
File Reference:	ES.MEE.904
Author:	Mel Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	10 August 2020

Enclosure/Attachments:

Minutes of the Bush Fire Control Officer's Committee Meeting held on Tuesday 28 July 2020.

Background:

The Bush Fire Control Officer's Committee meeting was held on Tuesday 28 July 2020.

Summary:

Council is being requested to receive the Bush Fire Control Officer's Committee meeting minutes held on Tuesday 28 July 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 of the Bush Fire Control Officer's Committee meeting held on Tuesday 28 July 2020 be received.

Voting Requirements: Simple majority



A Fortunate Place

Shire of Wickepin

Minutes

Bush Fire Control Officer's Meeting

Council Chambers, Wickepin

28 JULY 2020

1. Attendance

Chief Bush Fire Control Officer

Roger Butler

Fire Control Officers

Tim Heffernan
Keith Parnell
Daniel White
Gordon McDougall
Trevor Leeson
Nathan Astbury
Steve RoseChief Executive Officer
DFESMark J Hook
Paul Dennison**Apologies**Manager of Works and Services
Officer in Charge Wickepin Police
Acting Officer in Charge – Wickepin Police
Fire Control OfficerGary Rasmussen
Sergeant Phil Huggins
Dorry Grzinmic
Phil Russell**2. Minutes of Previous Meeting****2.1 Confirmation of Minutes – 31 July 2019****Moved T Heffernan / Seconded G McDougall**

That the minutes of the Fire Control Officer's meeting held 31 July 2019 be confirmed as a true and accurate record.

Carried 8/0**3. Business Arising From Minutes****4. Elections 2020/2021 Fire Season****4.1 Chief Bush Fire Control Officer**

Roger Butler was nominated as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2020/2021 bush fire season:

Roger accepted the nomination.

There being no further nominations Chief Executive Officer Mr Mark Hook declared Roger Butler appointed to the position of Chief Bush Fire Control Officer for the Shire of Wickepin for the 2020/2021 fire season.

4.2 Deputy Chief Bush Fire Control Officer

Trevor Leeson was nominated as Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2020/2021 bush fire season:

Trevor accepted the nomination.

There being no further nominations Chairman declared Trevor Leeson appointed to the position of Deputy Chief Bush Fire Control Officer for the Shire of Wickepin for the 2020/2021 fire season.

4.3 Fire Control Officers/Bush Fire Radio Operators/Fire Weather Officers

Mr Keith Parnell tendered his resignation as FCO with the Shire of Wickepin.

Moved N Astbury / Seconded G McDougall

That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2020/2021 bush fire season:

Tim Heffernan
Phil Russell
Daniel White
Steve Rose
Gordon McDougall
Wes Astbury
Jim Hamilton
Nathan Astbury
Trevor Leeson
Dave Stacey
Roger Butler
Luke Lansdell
Mark Hook

Carried 8/0

Mr Roger Butler thanked Mr Keith Parnell for his extensive years of service as a FCO with the Shire of Wickepin.

4.4 Clover Burning Permits

Moved T Heffernan / Seconded N Astbury

That the following persons be appointed as Clover Permit Issuing Officers for the 2020/2021 fire season:

Steve Rose
Wes Astbury

Carried 8/0

4.5 Dual Fire Control Officers from Wickepin

Moved S Rose / Seconded D White

That the following persons be appointed as Dual Fire Control Officers for the 2020/2021 fire season:

David Stacey	Shire of Corrigin
Trevor Leeson, Nathan Astbury & Phillip Russell	Shire of Narrogin
Steve Rose, Trevor Leeson & Roger Butler	Shire of Cuballing
Gordon McDougall & Wes Astbury	Shire of Dumbleyung
Nathan Astbury	Shire of Wagin
Roger Butler & Steve Rose	Shire of Pingelly
Wes Astbury & David Stacey	Shire of Kulin

Carried 8/0

4.6 Dual Fire Control Officers from adjoining Shires

Moved T Leeson / Seconded D White

That the following persons be appointed as Dual Fire Control Officers for the 2020/2021 fire season from adjoining Shires:

Shire of Pingelly	Rodney Shaddick, Robert Kirk, Victor Lee, Andrew Marshall & Sam MacNamara
Shire of Wagin	Steve Angwin
Shire of Corrigin	Craig Jespersen & Greg Doyle
Shire of Cuballing	Mike Burges
Shire of Narrogin	Alistair McDougall & Tim Shepherd
Shire of Kulin	Clinton Mullan & David Lewis
Shire of Dumbleyung	Ken Wright

Carried 8/0

4.7 Fire Break Notice 2020/2021

Moved R Butler / Seconded G McDougall

That the following change be made to the 2020/21 Fire Break Notice:

Rural Land -

That the subdivision of each holding in to lots of no greater than 200 hectares be increased to 400 hectares.

Carried 8/0

Moved T Leeson / Seconded N Astbury

That the following change be made to the 2020/21 Fire Break Notice:

That a harvest and fire ban be imposed on Boxing Day.

Carried 8/0

Moved S Rose / Seconded

That the following change be made to the 2020/21 Fire Break Notice:

That the width of required firebreak increase from 2.5m to 3m.

Motion lapsed due to no seconder

Moved R Butler / Seconded G McDougall

That council adopt the following 2020/2021 Fire Break Notice:

***Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2020/2021***

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer.

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2020 and thereafter to 14 April 2021 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion;

- To subdivide each holding into lots of no greater than 400 hectares; and
- To surround the homestead, out buildings and fuel storages on any such land.

That from the 15th October all harvesting and baling (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit with a minimum capacity of 400 litres of water located in or immediately adjacent to the paddock being harvested and/or baled. The responsibility to supply the firefighting unit is that of the landowner/occupier.

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty not more than \$400.

Clearing of Fence Lines

When clearing for new fence lines, you must have written approval from the Shire of Wickepin prior to commencement of clearing works. Landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the CEO and Manager Works & Services. Any timber removed from the road reserve is to be pushed onto the owner's property.

Fencing of Road Reserves

Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.

Burning on Roadsides

Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.

Burning Periods

Restricted Burning – 1 October 2020 to 13 November 2020

Prohibited Burning – 14 November 2020 to 7 February 2021

Restricted Burning – 8 February 2021 to 14 April 2021

Harvest and Fire Ban 2020/2021 Season

Harvesting is banned on Christmas Day, Boxing Day and New Year's Day.

Lighting of fires is banned on Good Friday and Easter Sunday.

Carried 8/0

5. General Business**5.1 Chief Bush Fire Control Officer's Report**

Thanks to all FCO's throughout the previous 12 months. Your diligence and availability with radio calls has been noted and appreciated and we have been fortunate that this has been a relatively quiet fire season to date.

Noted Fires

- Near corner of Brown and Tincurrin North Rd (near Ballard's) reported by G Sims after harvest ban announced, burning along roadside unattended and adjoining a stand of bush, with no clear indicator of how fire started. The police were informed with other suspicious fires having been noted by them recently. G Sims was able to extinguish fire unassisted.
- Backyard fire in Wickepin townsite resulting in an alert from 000. Attended by Wickepin Town Brigade. Contained and no property damage reported.
- Wickepin volunteers attended several incidents in surrounding shires.
- Header fire in Seed Destructor after harvesting lupins (G Lang). Header and equipment had left the paddock when fire was observed. Owner extinguished fire unassisted with other units stood down. Communication as to what, where and units required was poorly communicated owing to people using mobile phones rather than UHF radios.
- Chaff heaps have not caused any issues this fire season.
- Stubble burns - a couple did get away but did not require much assistance. Perhaps less stubbles were burnt due to extended permitted burning season due to COVID-19 isolation precautions.
- Wickepin town resident (C Sims) was burning garden refuse without a burning permit in the restricted season. FCO Phil Russell has spoken to him regarding this matter. There was no damage and no further action. This may prompt a greater need for advertising dates of permitted burning and the requirements within town boundaries.
- Radio troubles reported by T Leeson (FCO) during our peak fire season. This problem took too long to rectify.
- Farewell and thank you to Colin Coxon for his many years' service to the community as an FCO and volunteer with the Yealering Brigade and truck. Goodluck with future endeavours.
- Thank you also to long term retiring FCO Keith Parnell for countless years of service to the Wickepin Shire.

5.2 General Discussion

CEO to organise a radio maintenance day.

Keith Parnell thanked Roger Butler for taking on role of CBFCO.

Standpipe Access -

Moved T Heffernan / Seconded D White

That Ken Martin be allocated a standpipe access key.

Carried 8/0

Water Tanker -

Moved T Heffernan / Seconded T Leeson

That council apply for a 12.2 water tanker under the DFES plant allocations grant.

Carried 8/0

DFES – Paul Dennison

- AED's have been sent out by DFES to be installed in all fire trucks. Training and maintenance to be the responsibility of local government, but expense for training etc can be recovered through the ESL levies.
- Fire vehicle stickers are now out of date and if you require one you must re-apply.
- DFES will be placing high emphasis on training and will possibly be undertaking a FCO course in October in Kondinin.

6. Closure

There being no further general business CBFCO Roger Butler declared the meeting closed at 8.32pm.

RECEIVAL OF MINUTES

7.2 – Albert Facey Homestead Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mel Martin, Executive Services Officer
File Reference:	CR.MEE.208
Author:	Mel Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	10 August 2020

Enclosure/Attachments:

Minutes of the Albert Facey Homestead Committee meeting held on Monday 3 August 2020.

Background:

The Albert Facey Homestead Committee meeting was held on Monday 3 August 2020.

Summary:

Council is being requested to receive the Albert Facey Homestead Committee meeting minutes held on Monday 3 August 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:

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Policy Implications: Nil

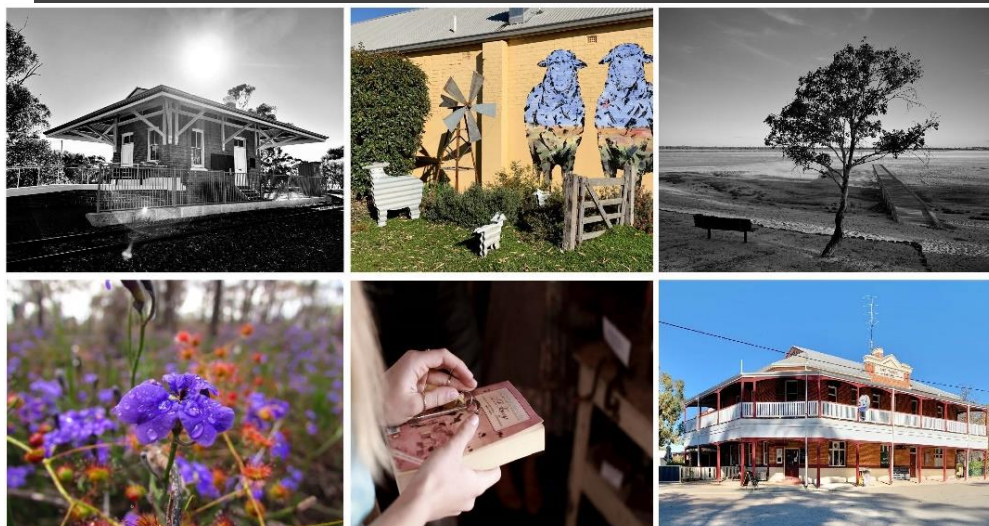
Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the minutes for the Albert Facey Homestead Committee meeting held on Monday 3 August 2020 be received.

Voting Requirements: Simple majority



A Fortunate Place

Shire of Wickepin

Minutes

Albert Facey Homestead Committee

Council Chambers, Wickepin

3 AUGUST 2020



Notice of an Albert Facey Homestead Committee Meeting

Please note that the next Albert Facey Homestead Committee Meeting of the Shire of Wickepin will be held on Monday 3 August 2020 at Council Chambers, Wickepin, commencing at 2.00pm.

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

29 July 2020

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QUESTIONS FROM THE PUBLIC**

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SIGNATURE:

ADDRESS:

TELEPHONE:

MEETING/DATE:

NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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**Agenda of an Albert Facey Homestead Committee Meeting to be held in Council Chambers, Wickepin –
Monday 3 August 2020 commencing at 2pm.**

The Chairperson declared the meeting open at 2.16pm

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

Dave Astbury	Chairperson
Libby Heffernan	Member
Linley Rose	Member
Helen Warrilow	Member
Margaret Fleay	Member
Charlotte Astbury	Member
Luci Sartori	Member
Mark Hook	Chief Executive Officer
Mel Martin	Executive Support Officer
Michelle Hetherington	Community Development Officer

Leave of Absence (Previously Approved)

Apologies

Cr Allan Lansdell	Member
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2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Albert Facey Homestead Committee – 3 February 2020

Moved L Sartori / Seconded L Rose

That the minutes of the Albert Facey Homestead Committee held on 3 February 2020 be confirmed as a true and correct record.

Carried 7/0

Business Arising from Minutes

Lucy Sartori – Curtains are hung in the Homestead – some minor adjustments need to be made. Lucy is also making a floor mat for the children's room.

Linley Rose – Thanked Lucy and Libby for all their hard work and time they have been contributing to the Homestead.

7. Status Report

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

Subject/Action	Officer	Progress	Status	Comment
Curtains	L Sartori	To be hung using rod and brackets.	✓	
Volunteers		A notice to be placed on Facebook and committee members to be proactive in trying to recruit volunteers.	○	

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

○ = in progress ✓ = completed ✕ = superseded

8. Financials

8.1 Albert Facey Homestead Municipal Funds

Albert Facey February 2020 - June 2020

Date	Description	Income
24/02/2020	ALBERT FACEY TAKINGS DATE 24/02/2020	81.82
23/03/2020	ALBERT FACEY TAKINGS DATE 23/03/2020	59.09
		140.91

Date	Description	Expenditure
11/03/2020	MCPEST PEST CONTROL TERMITE INSPECTION FEBRUARY 2020	72.18
19/05/2020	ELIZABETH HEFFERNAN ALBERT FACEY HOMESTEAD	50.00
20/05/2020	EFIRE & SAFETY FIRE EQUIPMENT SERVICE MAY 2020	50.00
28/05/2020	ELIZABETH HEFFERNAN CLEANING ALBERT FACEY HOMESTEAD	30.00
19/06/2020	LUCINDA SARTORI CURTAINS - FACEY HOMESTEAD CURTAINS	578.53
		780.71

Moved L Heffernan / Seconded D Astbury

That the financial statement tabled for the period ending 30 June 2020 as presented be received.

Carried 7/0

9. Receipt of Reports & Consideration of Recommendations

10. Reports & Information

Michelle Hetherington, CDO – Updated the committee on the A Fortunate Life production by Theatre 180. It is anticipated that the theatre production will be opened in Wickepin on 20 March 2021 at the town hall. Discussions are ongoing between the CDO, CEO and Theatre 180. It was suggested that the committee showcase the Homestead on the day - Suggestions on how to integrate this will be continually discussed.

10.1 Other matters raised by members

CEO Mark Hook

A painting has been donated to the Shire of Wickepin on a permanent basis for as long as the Shire wishes to publicly display the painting. Original painting is by Audrey June Pitman – Donated by Darren and Danielle Farquhar.

Moved L Rose / Seconded L Heffernan

That the Albert Facey Homestead Committee recommends to council that:

1. The painting be accepted by the Shire and displayed in an appropriate public building.
2. A letter of appreciation to be sent to Darren and Danielle Farquhar.
3. An inventory of all public artefacts and donations within the Shire is to be completed.
4. That the Albert Facey Homestead Committee propose using the room adjacent to the History room at the Town Hall as a display room for all artefacts / donations.

Carried 7/0

Dave Astbury

Two handpieces have been donated to the Shire of Wickepin by Marty Mahar to be put on display to reflect the memory of the “sheep and wool men that made Wickepin proud”.

Moved L Heffernan / Seconded L Sartori

That the Albert Facey Homestead Committee recommends to council that:

1. The hand pieces stay within the Shire of Wickepin and they be given to the Townscape & Cultural Planning Committee.
2. That a display cabinet be purchased to house the handpieces.
3. A letter of appreciation to be sent to Marty Mahar.

Carried 7/0

Linley Rose

Advised that the Wickepin Primary School Year 1 and 2 students have been learning about Albert Facey and recently went on an excursion to visit the Homestead. The Wickepin Primary School donated \$20.00 to the Albert Facey Homestead.

Linley also nominated Jean Chalmers of the Wickepin Newsagency for the “thank a volunteer monthly voucher”.

Moved L Rose / Seconded L Heffernan

That a \$60.00 voucher be purchased from the Wickepin Hotel and presented to Jean Chalmers of the Wickepin Newsagency for the “thank a volunteer monthly voucher”.

Carried 7/0

It was also acknowledged that the Albert Facey Homestead has been in the Wickepin Townsite for 20 years. An idea was raised to hold an Open Day in acknowledgement of the Homestead.

Moved D Astbury / Seconded L Sartori

That CDO Michelle Hetherington, Linley Rose and Libby Heffernan form a subcommittee and arrange an informal celebration to acknowledge the 20 year anniversary of the Albert Facey Homestead being located in Wickepin.

Carried 7/0

Libby Heffernan

Suggested she would be available to volunteer her time on an on-call basis if visitors would like to look through the Historical Buildings in town.

11. Urgent Business

12. Closure

The next Albert Facey Homestead Committee Meeting will be held on 2 November 2020.

There being no further business the Chairperson declared the meeting closed at 3.10pm.

Actions Requested from meeting

Subject/Action	Officer
Administration Officer to be reminded to collect the Albert Facey Homestead money from the Wickepin Newsagency on a regular basis.	ESO
Tuesday 18 August 2020 – Committee afternoon tea – objective is to encourage more volunteers to join the Albert Facey Homestead Committee / maintenance roster. Wickepin Newsagency will be notified and coffee supplied for attendees.	CDO
Hang painting donated by Darren and Danielle Farquhar and a thank you letter to be sent.	CEO
Handpieces to be given to the Townscape & Cultural Planning Committee and a thank you letter be written to Marty Mahar.	CEO
An inventory of all public artefacts within the Shire of Wickepin to be completed.	Albert Facey Homestead Committee
Purchase a \$60.00 voucher from the Wickepin Hotel.	CEO
Albert Facey Homestead – 20 year Anniversary.	CDO

RECEIVAL OF MINUTES

7.3 – Lifestyle Retirement Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mel Martin, Executive Services Officer
File Reference:	CR.MEE.203
Author:	Mel Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	10 August 2020

Enclosure/Attachments:

Minutes of the Lifestyle Retirement Committee meeting held on Wednesday 5 August 2020.

Background:

The Lifestyle Retirement Committee meeting was held on Wednesday 5 August 2020.

Summary:

Council is being requested to receive the Lifestyle Retirement Committee meeting minutes held on Wednesday 5 August 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 Lifestyle Retirement Committee meeting held on Wednesday 5 August 2020 be received.

Voting Requirements: Simple majority



A Fortunate Place

Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Council Chambers

5 AUGUST 2020



Terms of Reference

1. Name

Lifestyle Retirement Committee

2. Members

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

3. Objectives

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

The Lifestyle Retirement Committee has no delegated authority.

The main functions of the Committee are to:

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

4. Scope/Jurisdiction

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

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

5. Appointment of Committee Members

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

6. Appointment of Committee Chair

A chairperson is appointed every second year at the first Lifestyle Retirement Committee Meeting after the Local Government elections by the committee members.

7. Meeting Frequency

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

Meeting dates for 2020 are as follows:

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

8. Related Policies/Bylaws: Nil.

SHIRE OF WICKEPIN**QUESTIONS FROM THE PUBLIC**

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

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

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

SHIRE OF WICKPIN QUESTIONS FROM THE PUBLIC

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

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

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**Minutes of Lifestyle Retirement Committee Meeting to be held in Council Chambers, Wickepin
Wednesday 5 August 2020 commencing at 9.30am.**

The Chairperson declared the meeting open at 9.32am.

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

Syd Martin	Chairperson
Cr Fran Allan	Member
Cr Allan Lansdell	Member
Murray Lang	Member
Colin Hemley	Member
Leanne Smith	Member
Coleen Thompson	Member
Kevin Coxon	Member
Steve Rose	Member
Rex Bergin	Member
Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer

Apologies

Audrey Bird	Member
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Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Lifestyle Retirement Committee Meeting – 13 May 2020.

Moved Cr Allan / Seconded M Lang

That the minutes of the Lifestyle Retirement Committee meeting held on 13 May 2020 be confirmed as a true and correct record.

Carried 10/0

7. Status Report

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

Subject/Action	Officer	Progress	Status	Comment
That the Lifestyle Committee request Council to accept the tender from K Built Construction with the inclusion to negotiation the carport to a double lock up garage at no extra cost.	CEO	Item taken to May Council Meeting	✓	Council accept the tender from K Built Construction for the construction of 4 Independent Living Units at 27 Johnston Street at a tendered price of \$1,329,966, and the CEO negotiate a price for the inclusion of a double lock up garage and be taken to the June 2020 council meeting.
That Council be requested to implement the following conditions to K Built Constructions, where possible, all tradesman and construction workers seek accommodation in Wickepin.	CEO	Item taken to May Council Meeting	✓	Council Approved
That Council be requested to establish a Sinking Fund to transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.	CEO	Item take to May Council Meeting	✓	Council transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.
Aged units carport - CEO to contact K Built Construction to negotiate changing the carport to a double lock up garage at no extra cost.	CEO	The CEO has contacted K Built Constructions who forwarded an attached variation to change the carports to lock up garages. Item taken to June Council Meeting.	✓	Council accept the alterations, price being \$23,716 GST inclusive.

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

○ = in progress ✓ = completed ✕ = superseded

8. Receipt of Reports & Consideration of Recommendations

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

Submission To:	Lifestyle Committee
Location/Address:	27 Johnston Street
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GS.PR.G.1555, FM.TEN.1220
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	31 July 2020

Enclosure/Attachments:

1. Floor plan
2. Site plan
3. Site overview
4. 3D perspective
5. Typical elevation
6. Finishes & colour schedule

Summary:

The Lifestyle Retirement Committee is being requested to accept the floorplans, design, finishes & colour schedule proposed by K Built Constructions.

Note: K Built Constructions have flipped the front 2 units to allow for better street elevation.

Background:

The CEO has received an updated Schematic Design drawing for the aged persons units at 27 Johnston Street Wickepin, and has requested the Lifestyle Retirement Committee to respond with any alteration as soon as possible so K Built Construction can move onto the next step of the design process.

Comments:

The CEO is happy with the design and colour concepts with a few minor questions. The CEO has contacted Katie Woodhams Director of K Built Constructions regarding the following;

1. Colours P4 and P6 look the same but are called different names, same with P5 and P7.
2. CB3 doesn't show a different colour for the posts. Referring to the Broomehill units, the full white fence looked too much white.
3. The bathroom layout for the ensuite looks very tight for access into the shower as the entrance is facing on an angle and not front on.

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Moved C Thompson / Seconded L Smith

That the colourbond fence be the same colour as the gutters and downpipes.

Carried 8/2

Moved R Bergin / Seconded A Lansdell

That the amended siteplan drawing SK0.1 be accepted.

Carried 9/1



The CEO advised that he has contacted the architect to change the layout of the ensuite bathroom due to concerns with access to the shower of the ensuite.

9. Reports & Information

9.1 Other matters raised by members

Steve Rose queried the progress of the other WSAHA councils, the CEO responded accordingly.

CEO advised that the \$500,000 drought funding has been secured over 3 years.

Syd Martin suggested that the Johnston family be updated as to the progress of the aged housing project located on Johnston Park.

10. Urgent Business

11. Closure

The next Lifestyle Retirement Committee Meeting will be held Wednesday 7 October 2020 at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.10am.

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
1094-150720-01	Leave of absence	CEO	That council approve a leave of absence for the ordinary council meeting on 19 August 2020 for Cr Russell.	✓	Council approval.
1095-150720-08	Application For Planning Consent: Demolition of A Heritage Listed Building (Former Uniting Church) – Lot 12 (No. 31) Henry Street, Wickepin	CEO	That, with respect to the Application for Planning Consent: Demolition of a Heritage Listed Building at Lot 12 Henry Street, Wickepin, Council grant Planning Approval subject to a number of conditions.	✓	Letter sent to applicant on the 27/07/2020.
1096-150720-09	Policy Amendment – 2.1.17 Tenders of Budgeted items	CEO	That Council adopt the following policy; 2.1.17 TENDERS OF BUDGETED ITEM	✓	Policy adopted by absolute majority.
1097-150720-10	Maximum Term Employment Contracts- Manager of Works	CEO	That council offer the Manager of Works and Services Mr Gary Rasmussen a new five year contract.	○	In progress
1098-150720-11	Waiving Rates 26 Dalton Street Lake Yealering Progress Association	CEO	That item 10.2.07 be layed on the table for the CEO to investigate further the intended use of the building located at 26 Dalton St, Yealering.	○	Email sent to Yealering Progress Association and no response received. Refer to agenda item 10.2.11
1099-150720-12	WALGA AGM 2020 - Voting Delegates and Attendees	CEO	That Council Voting delegates to the WALGA AGM Meeting be: VOTING DELEGATES Cr Martin Cr Russell PROXY DELEGATES Cr Lansdell Cr W Astbury	✓	Confirmation email sent to WALGA on the 04/08/2020.

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 – Manager Works and Service’s Report

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

Enclosure/Attachments: Nil

Summary:

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

Background: Nil

Comments:

Programmed Construction Works

- 7 Rintel Street shed construction – completed.
- Wickepin War Memorial – completed.
- Railway Dam – dam works are complete, falling under the proposed budget estimate amount. With the remaining funds, I have arranged the contractor to clean the contour drain to the north eastern side of the dam.
- Bin Road – construction work will commence mid August 2020.

Maintenance Works

- Maintenance grader – work is continuing in the southern area of the shire and once completed will move to the eastern area of the shire.
- Construction grader – will be working on 84 Gate Road and 86 Gate Road to give them a hard cut.
- Tree pruning – shire bobcat is working on sealed roads at the present time.
- Western Power lines – work to be completed in Wickepin will be done by shire staff. The current trees will be removed and replaced by smaller suitable trees. The work to be completed in Yealering will be done by a contractor and will be tree pruning only.
- Pothole patching - on going.
- Signage maintenance - on going.

Occupational Health and Safety

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

Parks and Gardens

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

Plant and Equipment

- General servicing.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Nil

Recommendations:

That council notes the report from the Manager of Works and Services dated 8 August 2020.

Voting Requirements: Simple majority

TECHNICAL SERVICES

10.1.02 – Bush Fire Control Officer's Meeting Recommendations

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	ES.MEE.904
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 August 2020

Enclosure/Attachments: Nil

Summary:

Council is being requested to adopt the recommendations from the BFCO meeting held on 28 July 2020.

Background:

The BFCO meeting was held on 28 July 2020 and passed the following recommendations:

Chief Bush Fire Control Officer

Roger Butler was nominated as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2020/2021 bush fire season:

Roger accepted the nomination.

There being no further nominations Chief Executive Officer Mr Mark Hook declared Roger Butler appointed to the position of Chief Bush Fire Control Officer for the Shire of Wickepin for the 2020/2021 fire season.

Deputy Chief Bush Fire Control Officer

Trevor Leeson was nominated as Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2020/2021 bush fire season:

Trevor accepted the nomination.

There being no further nominations Chairman declared Trevor Leeson appointed to the position of Deputy Chief Bush Fire Control Officer for the Shire of Wickepin for the 2020/2021 fire season.

Fire Control Officers/Bush Fire Radio Operators/Fire Weather Officers

Moved N Astbury / Seconded G McDougall

That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2020/2021 bush fire season:

Tim Heffernan
Phil Russell
Daniel White
Steve Rose
Gordon McDougall
Wes Astbury
Jim Hamilton

Nathan Astbury
Trevor Leeson
Dave Stacey
Roger Butler
Luke Lansdell
Mark Hook

Carried 8/0

Clover Burning Permits

Moved T Heffernan / Seconded N Astbury

That the following persons be appointed as Clover Permit Issuing Officers for the 2020/2021 fire season:

Steve Rose
Wes Astbury

Carried 8/0

Dual Fire Control Officers from Wickepin

Moved S Rose / Seconded D White

That the following persons be appointed as Dual Fire Control Officers for the 2020/2021 fire season:

David Stacey	Shire of Corrigin
Trevor Leeson, Nathan Astbury & Phillip Russell	Shire of Narrogin
Steve Rose, Trevor Leeson & Roger Butler	Shire of Cuballing
Gordon McDougall & Wes Astbury	Shire of Dumbleyung
Nathan Astbury	Shire of Wagin
Roger Butler & Steve Rose	Shire of Pingelly
Wes Astbury & David Stacey	Shire of Kulin

Carried 8/0

Dual Fire Control Officers from adjoining Shires

Moved T Leeson / Seconded D White

That the following persons be appointed as Dual Fire Control Officers for the 2020/2021 fire season from adjoining Shires

Shire of Pingelly	Rodney Shaddick, Robert Kirk, Victor Lee, Andrew Marshall & Sam MacNamara
Shire of Wagin	Steve Angwin
Shire of Corrigin	Craig Jespersen & Greg Doyle
Shire of Cuballing	Mike Burges
Shire of Narrogin	Alistair McDougall & Tim Shepherd
Shire of Kulin	Clinton Mullan & David Lewis
Shire of Dumbleyung	Ken Wright

Carried 8/0

Fire Break Notice 2020/2021**Moved R Butler / Seconded G McDougall**

That the following change be made to the 2020/21 Fire Break Notice:

Rural Land -

That the subdivision of each holding in to lots of no greater than 200 hectares be increased to 400 hectares.

Carried 8/0

Moved T Leeson / Seconded N Astbury

That the following change be made to the 2020/21 Fire Break Notice:

That a harvest and fire ban be imposed on Boxing Day.

Carried 8/0

Moved R Butler / Seconded G McDougall

That council adopt the following 2020/2021 Fire Break Notice:

***Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2020/2021***

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer.

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2020 and thereafter to 14 April 2021 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion;

- To subdivide each holding into lots of no greater than 400 hectares; and
- To surround the homestead, out buildings and fuel storages on any such land.

That from the 15th October all harvesting and baling (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit with a minimum capacity of 400 litres of water located in or immediately adjacent to the paddock being harvested and/or baled. The responsibility to supply the firefighting unit is that of the landowner/occupier.

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty not more than \$400.

Clearing of Fence Lines

When clearing for new fence lines, you must have written approval from the Shire of Wickepin prior to commencement of clearing works. Landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any

clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the CEO and Manager Works & Services. Any timber removed from the road reserve is to be pushed onto the owner's property.

Fencing of Road Reserves

Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.

Burning on Roadsides

Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.

Burning Periods

Restricted Burning – 1 October 2020 to 13 November 2020

Prohibited Burning – 14 November 2020 to 7 February 2021

Restricted Burning – 8 February 2021 to 14 April 2021

Harvest and Fire Ban 2020/2021 Season

Harvesting is banned on Christmas Day, Boxing Day and New Year's Day.

Lighting of fires is banned on Good Friday and Easter Sunday.

Carried 8/0

Moved T Heffernan / Seconded D White

That Ken Martin be allocated a standpipe access key.

Carried 8/0

Moved T Heffernan / Seconded T Leeson

That council apply for a 12.2 water tanker under the DFES plant allocations grant.

Carried 8/0

Comments:

The Bush Fire Control Officers have changed the fire break notice and have amended the following clause from the one previously passed by Council.

That the subdivision of each holding in to lots of no greater than 200 hectares be increased to 400 hectares.

That a harvest and fire ban be imposed on Boxing Day.

Statutory Environment:

Bush Fires Act 1954

33. Local government may require occupier of land to plough or clear fire-break

- (1) *Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or*

them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;*
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,*

and the notice may require the owner or occupier to do so —

- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and*
- (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.*

38. Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

40. Local governments may join in appointing and employing bush fire control officers

- (1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.*
- (2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

- 1. That Roger Butler be appointed as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2020/2021 bush fire season.
- 2. That Trevor Leeson be appointed as the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2020/2021 bush fire season.
- 3. That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2020/2021 bush fire season;

Tim Heffernan

Phil Russell
 Daniel White
 Steve Rose
 Gordon McDougall
 Wes Astbury
 Jim Hamilton
 Nathan Astbury
 Trevor Leeson
 Dave Stacey
 Roger Butler
 Luke Lansdell
 Mark Hook

4. That the following persons be appointed as Clover Permit Issuing Officers for the 2020/2021 fire season:

Steve Rose
 Wes Astbury

5. That the following persons be appointed as Dual Fire Control Officers for the 2020/2021 fire season:

David Stacey	Shire of Corrigin
Trevor Leeson, Nathan Astbury & Phillip Russell	Shire of Narrogin
Steve Rose, Trevor Leeson & Roger Butler	Shire of Cuballing
Gordon McDougall & Wes Astbury	Shire of Dumbleyung
Nathan Astbury	Shire of Wagin
Roger Butler & Steve Rose	Shire of Pingelly
Wes Astbury & David Stacey	Shire of Kulin

6. That the following persons be appointed as Dual Fire Control Officers for the 2020/2021 fire season from adjoining Shires

Shire of Pingelly	Rodney Shaddick, Robert Kirk, Victor Lee, Andrew Marshall & Sam MacNamara
Shire of Wagin	Steve Angwin
Shire of Corrigin	Craig Jespersen & Greg Doyle
Shire of Cuballing	Mike Burges
Shire of Narrogin	Alistair McDougall & Tim Shepherd
Shire of Kulin	Clinton Mullan & David Lewis
Shire of Dumbleyung	Ken Wright

7. That the following firebreak order and burning periods be adopted for the 2020/2021 fire season:

Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2020/2021

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer. Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2020 and thereafter to 14 April 2021 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion;

- To subdivide each holding into lots of no greater than 400 hectares; and

- To surround the homestead, out buildings and fuel storages on any such land.

That from the 15th October all harvesting and baling (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit with a minimum capacity of 400 litres of water located in or immediately adjacent to the paddock being harvested and/or baled. The responsibility to supply the firefighting unit is that of the landowner/occupier.

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty not more than \$400.

Clearing of Fence Lines

When clearing for new fence lines, you must have written approval from the Shire of Wickepin prior to commencement of clearing works. Landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the CEO and Manager Works & Services. Any timber removed from the road reserve is to be pushed onto the owner's property.

Fencing of Road Reserves

Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.

Burning on Roadsides

Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.

Burning Periods

Restricted Burning – 1 October 2020 to 13 November 2020

Prohibited Burning – 14 November 2020 to 7 February 2021

Restricted Burning – 8 February 2021 to 14 April 2021

Harvest and Fire Ban 2020/2021 Season

Harvesting is banned on Christmas Day, Boxing Day and New Year's Day.

Lighting of fires is banned on Good Friday and Easter Sunday.

8. That Ken Martin be allocated a standpipe access key.

9. That council apply for a 12.2 water tanker under the DFES plant allocations grant.

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.03 – Jean Sloan Seed Collection to June 2021

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Jean Sloan - Kondinin
File Reference:	EM.PER.1105
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 August 2020

Enclosure/Attachments: Nil

Summary:

Council is being requested to grant permission to Jean Sloan of 88 Connell Street Kondinin to collect native plants from reserves (gravel pits, road verges and Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2021.

With the following conditions:

- Permission is only granted to Jean Sloan.
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during Total Fire Ban.

Background:

Jean Sloan of 88 Connell Street Kondinin requests permission to collect native plants from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to June 2021.

Comments:

Jean Sloan has advised that she currently holds a commercial purpose license number CP60000035 from the Department of Parks and Wildlife.

Jean is anticipating picking the following in the Wickepin Shire for the period to 30 June 2021.

1. Acacia lasiocalyx
2. Allocasuarina huegeliana
3. Hakea prostrata
4. Eucalyptus wandoo
5. Melaleuca brophyi

The author of this report can see no issues in granting Jean Sloan a license to collect native plants from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2021, in line with permission granted in previous years.

Following is an extract from the Department of Parks and Wildlife Flora Licensing Information Sheet.

All flora that is native to Western Australia is protected throughout the State under the Wildlife Conservation Act 1950. Protected flora is defined as any plant (including any wildflower, palm, shrub tree, fern, creeper or vine) and includes any part of a plant, including seeds and spores.

On Crown Land, protected flora may only be taken by individuals who hold a license issued by the Department of Parks and Wildlife (DPAW) under the Wildlife Conservation Act 1950. Persons who wish to take flora for identification, research, education, hobby, or other non-commercial purposes must hold a Scientific or Other Prescribed Purposes (SOPP) License.

Non-commercial collection of flora from private property requires the permission of the property owner, but no license from DPAW.

If the flora is being taken for commercial purposes a Commercial Purposes (CP) License is required. A CP License must be held by each individual taking flora. Before a CP license can be issued, the applicant must demonstrate that they have an area on which they are authorized to harvest flora. This includes the written permission of the government agency or authorized agent that is managing the land. If the land that the applicant wishes to collect on is CALM land/water or managed by the department, the Wildlife Licensing section will seek permission from the relevant DPAW district on the applicant's behalf.

The commercial collection of flora from conservation estate (Nature Reserves, National Parks or Conservation Parks, etc.) is generally not permitted.

CP licensees are required to submit returns of the flora taken under their license, and license renewal is dependent on the satisfactory completion and submission of such returns.

The commercial collection of flora species listed as Priority on the department's "Threatened and Priority Flora List" is also not generally permitted. If applicants wish to take Priority flora they must complete an "Application to Take Priority Flora Species under a Commercial Purposes License" and submit this to the department's Wildlife Licensing Section. Applications will only be approved where the activity will assist in the preservation or protection of the Priority flora species of interest. If successful the applicant will be issued with a CP License which is amended to allow for the taking of specified Priority flora species in the amounts approved by DPAW, and only for use as approved by DPAW.

Protected flora may only be taken from private property by the owner or occupier of the land or by a person who has the owner or occupier's permission. Protected flora taken from private property, whether it be harvested from natural or cultivated stands, may only be sold under a Commercial Producer's (PN) License. A PN license only covers the properties that are listed on the license, therefore if you wish to sell flora taken from other properties not listed on your license you must apply for an additional license. PN licensees are required to submit returns of the flora sold under their license, and license renewal is dependent on the satisfactory completion and submission of such returns. The applicant must state on their application form whether the flora to be sold is taken from Natural (P) or Artificial/Cultivated (A) stands, as well as listing the species and parts to be taken. The renewal of a license is the responsibility of the licensee and will not automatically be granted. Each request for renewal is treated as a new application, so that in the event circumstances change, the appropriate license conditions can be issued. Current letters of authority must be included with each application and the land to which the application relates and proposed species to be harvested must be listed. License renewal is dependent on the satisfactory completion and submission of returns.

Statutory Environment: Wildlife Conservation Act (1950)

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That council grant permission to Jean Sloan of 88 Connell Street Kondinin to collect native plants from reserves (gravel pits, road verges, and Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2021

With the following conditions:

- All conditions imposed on License number CP60000035 from the Department of Parks and Wildlife are to be followed at all times.
- Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to golf fairways or rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during total fire bans.

Voting Requirements: Simple majority.

TECHNICAL SERVICES

10.1.04 – Restricted Access Vehicle Permits – Lomos South Road

Submission To:	Ordinary Council
Location/Address:	Lomos South Road
Name of Applicant:	Main Roads WA
File Reference:	LE.LIC.1810 / TT.PLA.2801
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 August 2020

Enclosure/Attachments: Nil

Summary: Nil

Background:

Council has received the following email from Michael Rizidis, Heavy Vehicle Services Officer, Heavy Vehicle Services.

Main Roads proposes to upgrade the following roads that are currently approved for RAV Network 5 to RAV Network 6. As these roads are currently already approved for 36.5 metre access, Main Roads has determined there is negligible risk to safety associated with upgrading them to RAV Network 6.

The table below provides a summary of the list of roads HVS are requesting LGA support for:

Road Number	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	LG to Complete			
						Access Supported (Yes or No)	Traffic Count (AADT)	School Bus Route (Yes or No)	Suggested conditions Other Comments
4290155	Lomos Rd South	LGA Boundary (0.00)	Wickepin-Corrigin Rd (6.28)	RAV 5	RAV 6				

Please provide HVS with any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above road(s) onto the RAV network. It would be appreciated if you could provide your comment to HVS within four (4) weeks of this email to enable HVS to consider any potential issues as part of our assessment process. It is important to ensure that any comments are provided with sufficient reasoning, as this may be used to justify the decision as to whether HVS will upgrade the RAV Network Access Rating.

Comments:

Permits are required to operate certain types of Restricted Access Vehicles (RAVs) in Western Australia (WA). RAV Permits are an instrument issued by the Commissioner of Main Roads WA to grant access to these vehicles to certain parts of the road Network under specific operating conditions. All RAVs require a permit, unless they are authorised under a class of notice issued by either the Commissioner of Main Roads or the Director General, Transport.

Lomos South Road is currently a RAV 5 network road and the change to RAV 6 will allow vehicles to go from 84 ton to 87.5 ton adding 3.5 ton per load to the road network. Lomos South Road is currently a heavy vehicle route and the change to a RAV 6 should not increase any traffic movement on the road. The RAV 5 and 6 Networks allow for vehicles up to 36.5m in length.

The Shire of Wickpin Works Manager believes that the Lomos South Road is suitable for RAV 6 vehicles.

Category 5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(C) B-DOUBLE TOWING A CONVERTER DOLLY	(D) B-TRIPLE	(A)	B	>27.5, ≤36.5	84	Network 5
	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY			(B)	B	>27.5, ≤36.5	84+d	
				(C)	A	>27.5, ≤36.5	87.5+d	
				(D)	A	>27.5, ≤36.5	84	
Category 6	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER	(B) B-TRIPLE	(C) PRIME MOVER SEMI TRAILER TOWING A 6 AXLE TRAILER & CONVERTER DOLLY	(A)	A	>27.5, ≤36.5	87.5	Network 6
				(B)	A	>27.5, ≤36.5	87.5	
				(C)	A	>27.5, ≤36.5	87.5+d	

The Shire of Corrigin is also being requested by Main Roads to support the change of Lomos South Road to RAV 6 as it is part of the grain freight route through the Shire of Corrigin.

Statutory Environment:

Road Traffic (Vehicles) Regulations 2014

Road Traffic (Administration) Regulations 2014

Road Traffic (Authorisation to Drive) Regulations 2014

Road Traffic (Repeals and Amendments) Regulations 2014

Road Traffic Vehicles Act 2012

Policy Implications: Nil – Council's policy only covers Low Volume Roads

8.1.2 Restricted Access Vehicle Permit on Low Volume Roads

OBJECTIVE: Formalise the process of Council approving Restricted Access Vehicles (RAV) on Shire of Wickpin approved Low Volume Roads (LV) as designated by Main Roads Western Australia and to allow primary producers in the Shire of Wickpin to conduct seasonal movements of primary produce and primary input materials throughout the Shire of Wickpin in a coordinated and controlled manner.

Council delegates authority to the CEO to grant Council approval to RAV applications in accordance with this policy.

A LV road is generally an unsealed rural road with a traffic volume of less than 75 vehicles per day. These roads are narrower and generally only approved for use during harvest and other local seasonal activities.

There are two standards of LV roads, type A and type B. Type B is narrower and considered a single lane road (i.e. trafficable running surface of > 4 metres).

8.1.2.1 LOW VOLUME CONDITION TYPE A

- Transport operators must show courtesy to school buses and local traffic at all times.
- Operation during daylight hours only.

8.1.2.2 LOW VOLUME CONDITION TYPE B

- Transport operators must show courtesy to school buses and local traffic at all times.
- Operation during daylight hours only.
- Maximum speed limit of 40kmh.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
211118-12	11/06/2019
180320-02	19/02/2020

Financial Implications: Nil

Strategic Implications:

Fits within Goal One (1) of council's adopted Strategic Community Plan 2018/2028.

infrastructure

GOAL 1: Roads are a key economic driver across the Shire

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
1.1 Annual review of the performance and structure of Shire owned roads	1.2 Plant and equipment maintenance and replacement is planned for 1.3 Identification of road maintenance and improvements in the Asset Management Plan 1.4 Engagement of neighbouring Shires and key stakeholders in the Secondary Freight Route Project	<ul style="list-style-type: none"> - RAV ratings - No of positive and negative complaints received - Traffic count data reflects usage and investment required - Number of accidents attributed to road condition - Retention of works staff is higher than industry average - Roads can handle weather conditions - Level of funding secured and % spent in the Shire 	Road infrastructure meets the freight task and is sustainable in the long term

Recommendations:

That council request Main Roads to add Lomos Rd South from the Wickepin shire boundary with the Shire of Corrigin to Coxon St Yealering, to the Main Roads WA Restricted Access Vehicle network as a Network 6 road.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.01– List of Accounts

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

Enclosure/Attachments: List of Accounts.

Summary:

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

Municipal Account	Vouchers	Amounts
EFT	10630 – 10683	\$ 268,217.30
Cheques	15682 - 15685	\$ 11,602.52
Payroll	July	\$ 105,983.00
Superannuation	July	\$ 16,755.67
Direct Deductions	July	\$ 1,706.98
B Pay	July	\$ 0.00
Licensing	July	\$ 29,583.80
	July Total	\$ 433,849.27
Trust		
EFT	10629	\$ 50.00
Cheques		
	July Total	\$ 50.00
	Total for July	\$433,899.27

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 \$433,899.27 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	10 August 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 July 2020 as presented be received.

Voting Requirements: Simple majority.

SHIRE OF WICKEPIN
MONTHLY FINANCIAL REPORT
For the Period Ended 31 July 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 July 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 July 2020 of \$1,732,968.

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

Preparation

Prepared by: Erika Clement DCEO

Date prepared: 5-Aug-20

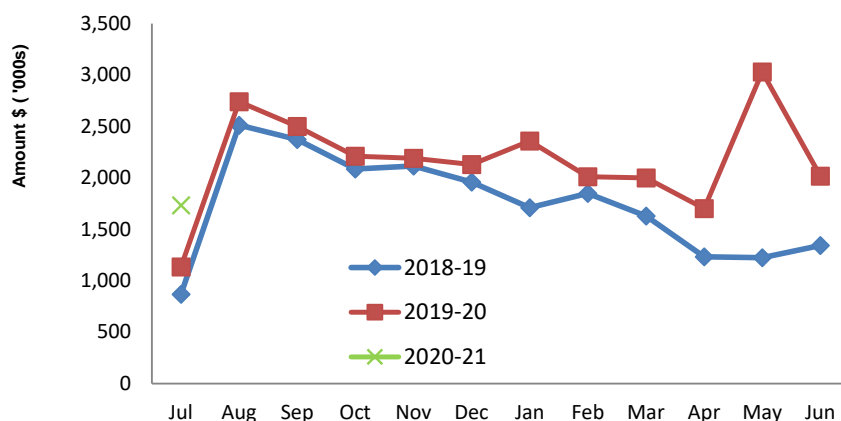
Reviewed by: Mark Hook CEO

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 July 2020

Liquidity Over the Year (Refer Note 3)



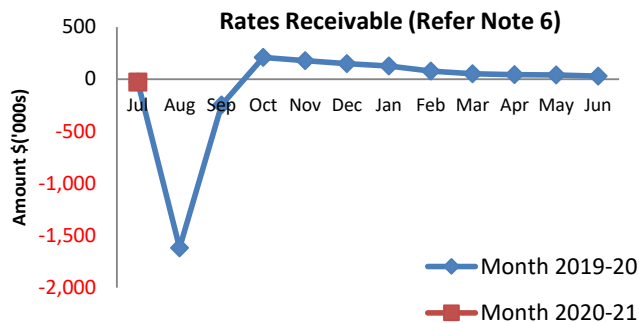
Cash and Cash Equivalents as at period end

Unrestricted	\$	1,794,564
Restricted	\$	2,248,893
	\$	<u>4,043,457</u>

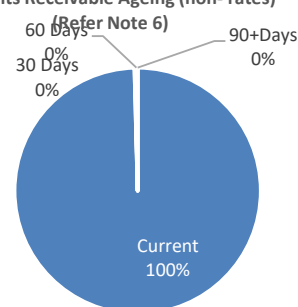
Receivables

Rates	\$	26,856
Other	\$	129,526
	\$	<u>156,382</u>

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non- rates)



Comments

Unrestricted cash includes the following payments in advance

20/21 FESA paid in advance	\$12,941
20/21 Grants Commission - General	\$561,490
20/21 Grants Commission - Roads	\$303,312
Amounts paid in advance	\$877,743

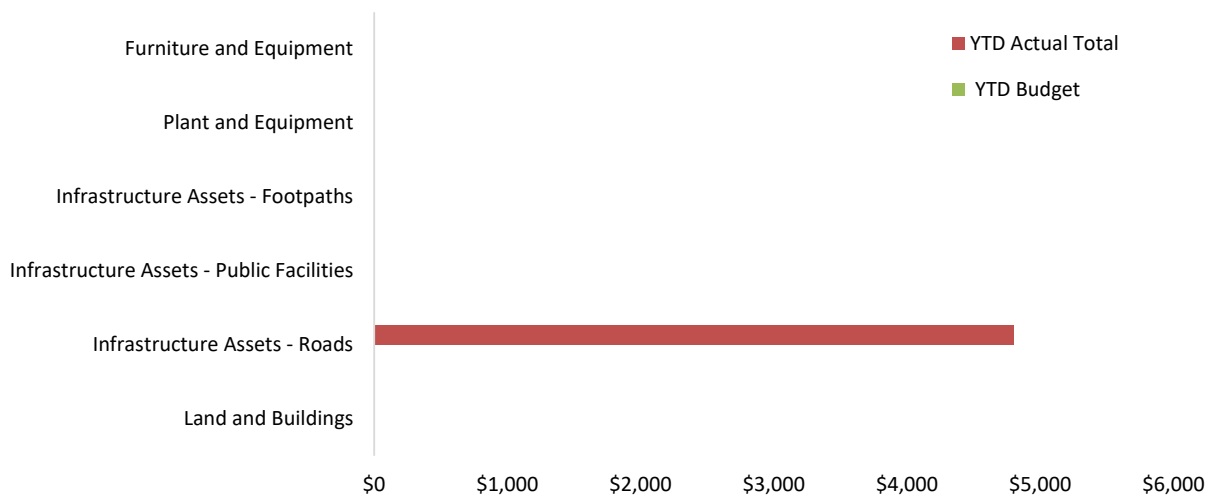
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin

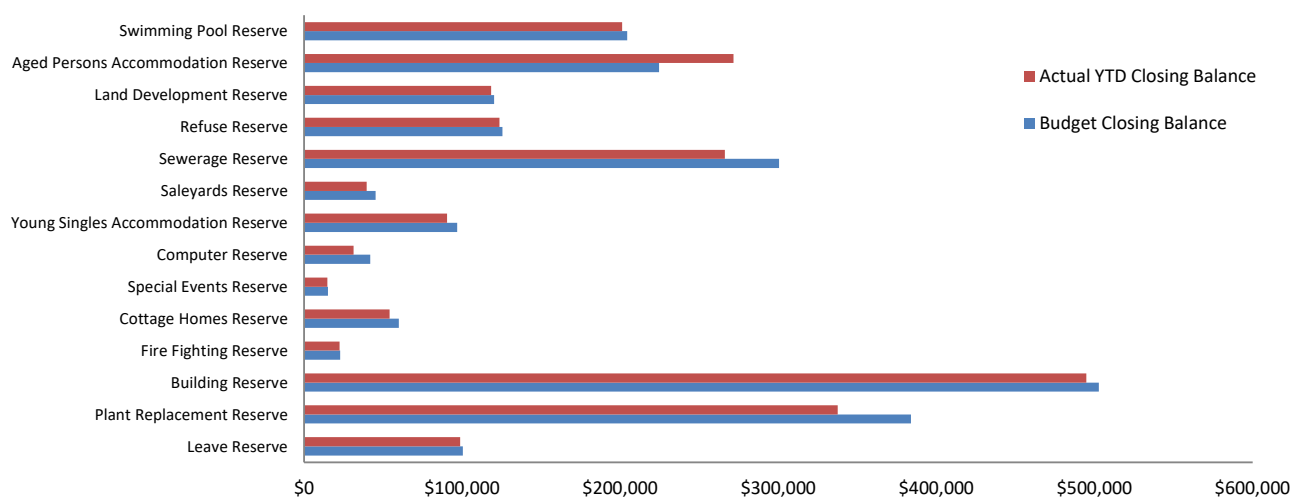
Monthly Summary Information

For the Period Ended 31 July 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.

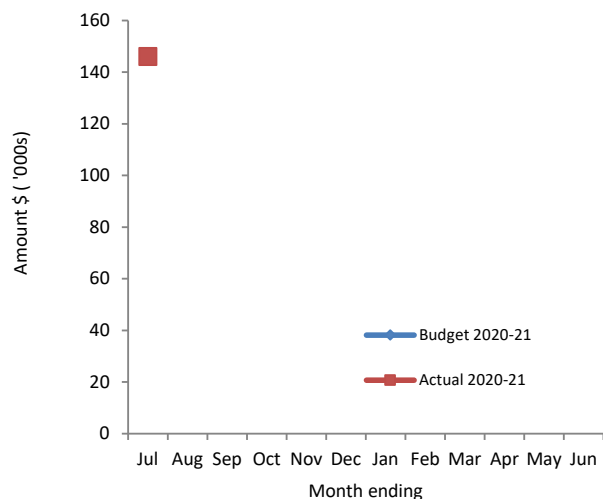
Shire of Wickepin

Monthly Summary Information

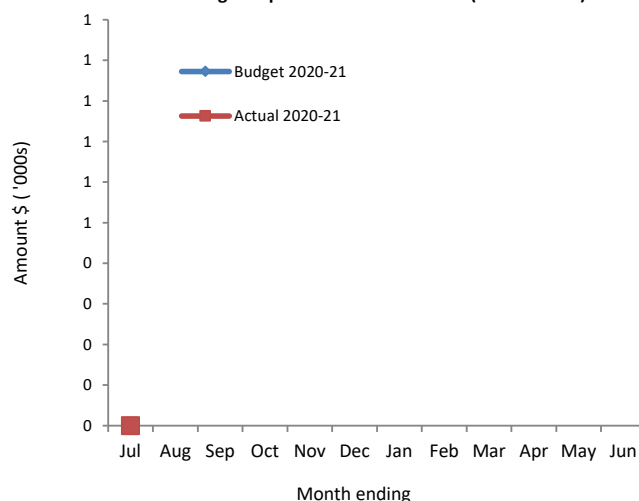
For the Period Ended 31 July 2020

Revenues

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

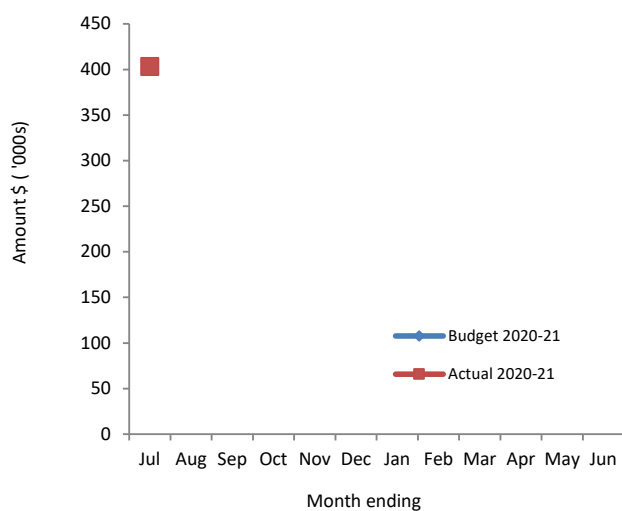


Budget Capital Revenue -v- Actual (Refer Note 2)

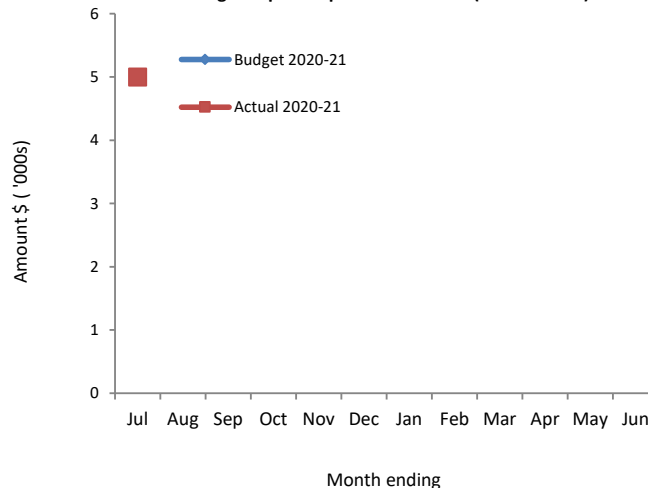


Expenditure

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 July 2020

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		0	0	0.00	0		
General Purpose Funding - Rates	9	0	0	0.00	0		
General Purpose Funding - Other		0	0	44	44		
Law, Order and Public Safety		0	0	252	252		
Health		0	0	100	100		
Education and Welfare		0	0	0	0		
Housing		0	0	7,363	7,363		▲
Community Amenities		0	0	2,389	2,389		
Recreation and Culture		0	0	1,258	1,258		
Transport		0	0	127,500	127,500		▲
Economic Services		0	0	4,268	4,268		
Other Property and Services		0	0	3,561	3,561		
Total Operating Revenue		0	0	146,735	146,735		▲
Operating Expense							
Governance		0	0	(136,159)	(136,159)		▲
General Purpose Funding		0	0	(158)	(158)		
Law, Order and Public Safety		0	0	(36,951)	(36,951)		▲
Health		0	0	(235)	(235)		▲
Education and Welfare		0	0	(614)	(614)		
Housing		0	0	(9,756)	(9,756)		▲
Community Amenities		0	0	(18,881)	(18,881)		▲
Recreation and Culture		0	0	(47,880)	(47,880)		▲
Transport		0	0	(92,253)	(92,253)		▲
Economic Services		0	0	(7,262)	(7,262)		▲
Other Property and Services		0	0	(52,826)	(52,826)		▲
Total Operating Expenditure		0	0	(402,972)	(402,972)		▼
Funding Balance Adjustments							
Add back Depreciation		0	0	0	0		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		0	0	(256,237)	(256,237)		
Capital Revenues							
Proceeds from Disposal of Assets	8	0	0	0	0		
Total Capital Revenues		0	0	0	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	0	0		
Infrastructure - Roads	13	0	0	(4,800)	(4,800)		
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure -Other	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	0	0	0	0		
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		0	0	(4,800)	(4,800)		
Net Cash from Capital Activities		0	0	(4,800)	(4,800)		
Financing							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,516	3,258	3,258	0	0.01%	
Transfer from Reserves	7	51,321	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(6,516)	(3,258)	(3,258)	(0)	(0.01%)	
Transfer to Reserves	7	(146,000)	0	0	0		
Net Cash from Financing Activities		(94,679)	0	0	0		
Net Operations, Capital and Financing		(94,679)	0	(261,037)	(261,037)		
Opening Funding Surplus(Deficit)	3			1,994,005	1,994,005		▲
Closing Funding Surplus(Deficit)	3	(94,679)	0	1,732,968	1,732,968		

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 July 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	0	0	0	0		
Operating Grants, Subsidies and Contributions	11	0	0	127,500	127,500		▲
Fees and Charges		0	0	19,191	19,191		▲
Service Charges		0	0	0	0		
Interest Earnings		0	0	44	44		
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	0	0	0	0		
Total Operating Revenue		0	0	146,735	146,735		▲
Operating Expense							
Employee Costs		0	0	(143,702)	(143,702)		▼
Materials and Contracts		0	0	(111,127)	(111,127)		▼
Utility Charges		0	0	(10,945)	(10,945)		▼
Depreciation on Non-Current Assets		0	0	0	0		
Interest Expenses		0	0	(411)	(411)		
Insurance Expenses		0	0	(136,787)	(136,787)		▼
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	0	0	0	0		
Total Operating Expenditure		0	0	(402,972)	(402,972)		▼
Funding Balance Adjustments							
Add back Depreciation		0	0	0	0		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals				0	0		
Net Cash from Operations		0	0	(256,237)	(256,237)		
Capital Revenues							
Grants, Subsidies and Contributions	11	0	0	0	0		
Proceeds from Disposal of Assets	8	0	0	0	0		
Total Capital Revenues		0	0	0	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	0	0		
Infrastructure - Roads	13	0	0	(4,800)	(4,800)		
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	0	0	0	0		
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		0	0	(4,800)	(4,800)		
Net Cash from Capital Activities		0	0	(4,800)	(4,800)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,516	3,291	3,258	(33)	(0.99%)	
Transfer from Reserves	7	51,321	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(6,516)	(3,258)	(3,258)	(0)	(0.01%)	
Transfer to Reserves	7	(146,000)	0	0	0		
Net Cash from Financing Activities		(94,679)	33	0	(33)		
Net Operations, Capital and Financing		(94,679)	33	(261,037)	(261,070)		
Opening Funding Surplus(Deficit)	3	0	1,994,005	1,994,005	0	0.00%	
Closing Funding Surplus(Deficit)	3	(94,679)	1,994,038	1,732,968	(261,070)		

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 July 2020

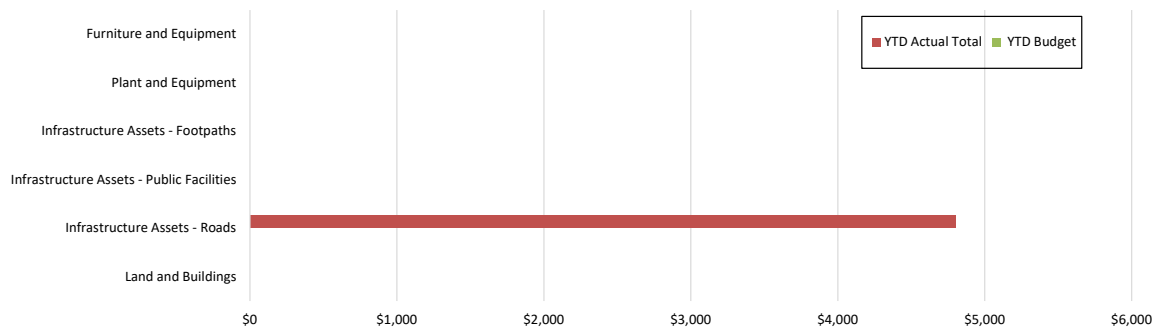
		YTD 31 07 2020					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	0	0			0
Infrastructure Assets - Roads	13		4,800	4,800			4,800
Infrastructure Assets - Public Facilities	13	0	0	0			0
Infrastructure Assets - Footpaths	13	0	0	0			0
Plant and Equipment	13	0	0	0			0
Furniture and Equipment	13	0	0	0			0
Capital Expenditure Totals		0	4,800	4,800.00	0	0	4,800

Funded By:

Capital Grants and Contributions	0	0	0	0
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	0		0
Own Source Funding - Cash Backed Reserves				
Building Reserve				
Plant Reserve				
Aged Accommodation Reserve				
			0	
			0	
Building Reserve				
Total Own Source Funding - Cash Backed Reserves	0	0	(51,321)	0
Own Source Funding - Operations	4,800	0	0	4,800
Capital Funding Total	4,800	0	0	4,800

Comments and graphs

Capital Expenditure Program YTD



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

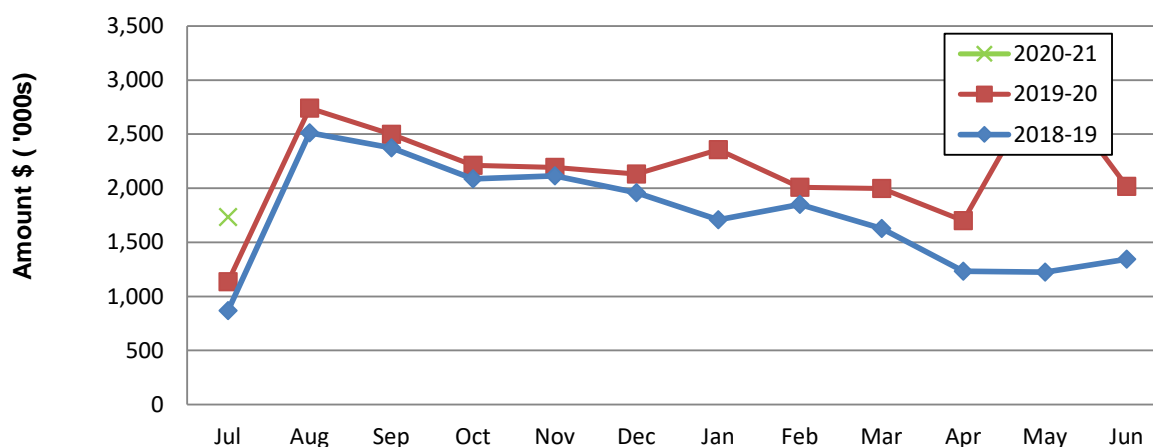
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	0				
General Purpose Funding - Other	44				
Law, Order and Public Safety	252				
Housing	7,363		▲		Due to Budget not yet adopted
Community Amenities	2,389				
Recreation and Culture	1,258				
Transport	127,500		▲		Due to Budget not yet adopted
Economic Services	4,268				
Other Property and Services	3,561		▲		Due to Budget not yet adopted
Operating Expense					
Governance	(136,159)		▲		Due to Budget not yet adopted
General Purpose Funding	(158)				
Law, Order and Public Safety	(36,951)		▲		Due to Budget not yet adopted
Health	(235)		▲		Due to Budget not yet adopted
Education and Welfare	(614)				
Housing	(9,756)		▲		Due to Budget not yet adopted
Community Amenities	(18,881)		▲		Due to Budget not yet adopted
Recreation and Culture	(47,880)		▲		Due to Budget not yet adopted
Transport	(92,253)		▲		Due to Budget not yet adopted
Economic Services	(7,262)		▲		Due to Budget not yet adopted
Other Property and Services	(52,826)		▲		Due to Budget not yet adopted
Capital Revenues					
Grants, Subsidies and Contributions	0				
Proceeds from Disposal of Assets	0				
Capital Expenses					
Land and Buildings	0				
Infrastructure - Roads	(4,800)				Due to Budget not yet adopted
Infrastructure - Footpaths	0				
Plant and Equipment	0				
Furniture and Equipment	0				
Financing					
Loan Principal	(0)	(0.01%)			

SHIRE OF WICKPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Jul 2020	30 June 2019	YTD 31 Jul 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,794,564	2,178,143	975,440
Cash Restricted	4	2,248,893	2,248,893	1,274,113
Receivables - Rates	6	26,856	29,869	73,835
Receivables -Other	6	129,526	1,710	112,223
Interest / ATO Receivable/Trust		25,521	109,228	27,693
Inventories			0	0
		4,225,360	4,567,843	2,463,304
Less: Current Liabilities				
Payables		(38,680)	(104,842)	(26,842)
Provisions		(204,819)	(220,104)	(144,743)
		(243,499)	(324,946)	(171,586)
Less: Cash Reserves	7	(2,248,893)	(2,248,893)	(1,274,113)
Net Current Funding Position		1,732,968	1,994,005	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 July 2020

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	703,750			703,750	ANZ	At Call
Reserve Bank Account	0.00%		2,248,893		2,248,893	ANZ	At Call
Trust Bank Account	0.00%			182,821	182,821	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	0.95%	1,090,114			1,090,114	WA Treasury	At Call
Reserve					0	ANZ	
Trust					0	ANZ	
Total		1,794,564	2,248,893	182,821	4,226,278		

Comments/Notes - Investments

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

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

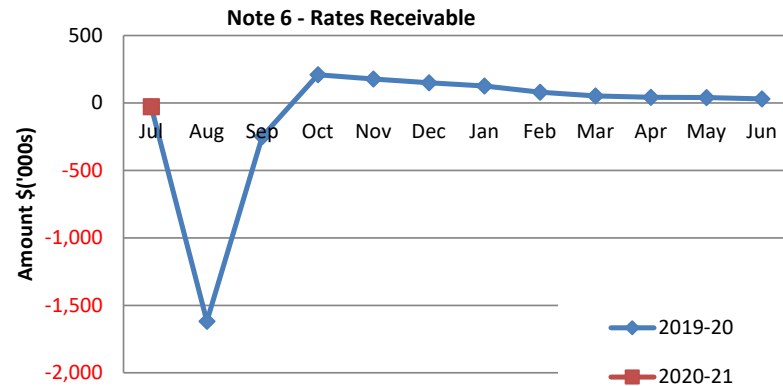
Note 6: RECEIVABLES**Receivables - Rates Receivable**

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

Net Rates Collectable

% Collected

YTD 31 Jul 2020	30 June 2020
\$	\$
19,522	19,522
46	1,534,110
7,288	(1,519,102)
26,856	34,530
26,856	34,530
-37.24%	97.78%



Comments/Notes - Receivables Rates

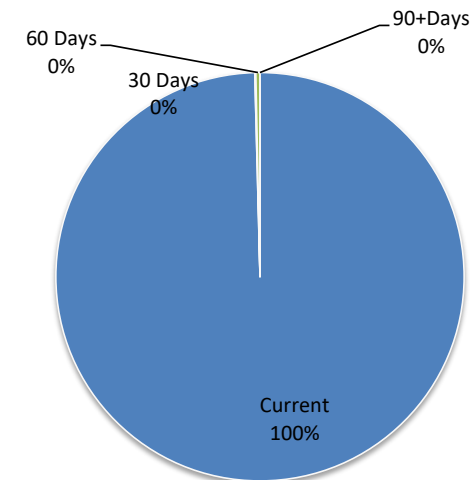
Receivables - General

Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
128,996	110	420	0
129,526			

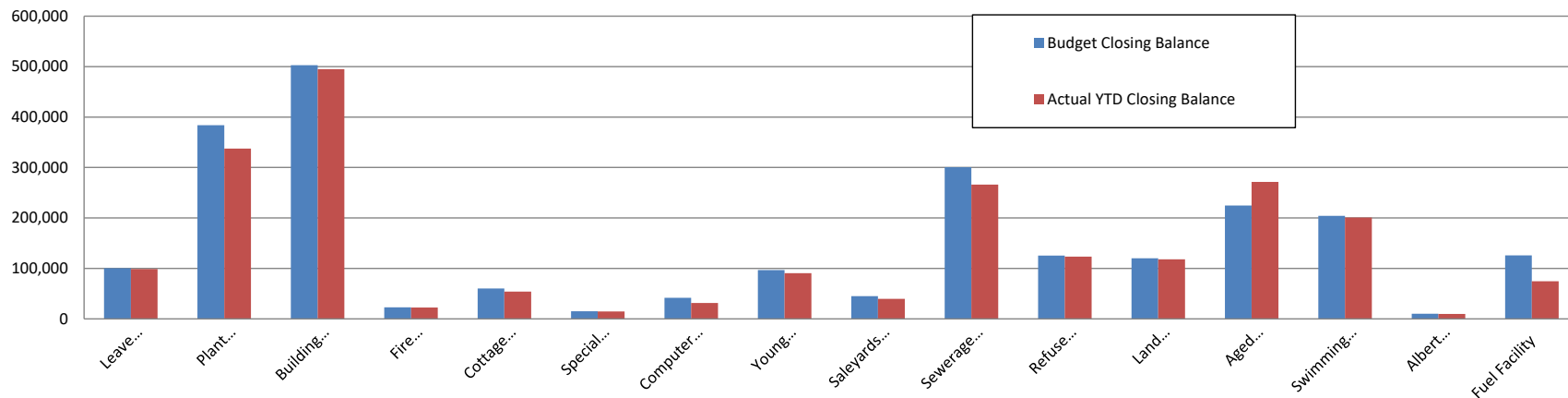
Note 6 - Accounts Receivable (non-rates)

Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

2020-21										
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	98,750.82	1,580.01							100,331	98,751
Plant Replacement Reserve	337,503.91	5,400.06		41,000					383,904	337,504
Building Reserve	494,855.68	7,917.69							502,773	494,856
Fire Fighting Reserve	22,538.09	360.61							22,899	22,538
Cottage Homes Reserve	54,160.40	866.57		5,000					60,027	54,160
Special Events Reserve	14,828.34	237.25							15,066	14,828
Computer Reserve	31,325.33	501.21		10,000					41,827	31,325
Young Singles Accommodation Reserve	90,394.32	1,446.31		5,000					96,841	90,394
Saleyards Reserve	39,544.13	632.71		5,000					45,177	39,544
Sewerage Reserve	266,154.35	4,258.47		30,000					300,413	266,154
Refuse Reserve	123,517.99	1,976.29							125,494	123,518
Land Development Reserve	118,235.98	1,891.78							120,128	118,236
Aged Persons Accommodation Reserve	271,588.81	4,345.42				51,321			224,613	271,589
Swimming Pool Reserve	201,094.85	3,217.52							204,312	201,095
Albert Facey Homestead Reserve	9,911.46	158.58							10,070	9,911
Fuel Facility	74,488.05	1,191.81		50,000					125,680	74,488
	2,248,893	35,982	0	146,000	0	51,321	0		2,379,554	2,248,893

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 July 2020

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			
					YTD 31 07 2020			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	Plant and Equipment	\$	\$	\$	
				0 POAI Holden Colorado CEO		0	0	
				0 Holden Colorado CEO		0	0	
				0 P2283 Toyota Forklift		0	0	
				0 P19955 Hino 300 Construction truck		0	0	
				0 P698 Hino Tip Truck		0	0	
				0 P468A Holden Colorado Tray Top Ute		0	0	
				0 P632A Holden Colorado 4x4 Ute		0	0	
				Pfacey Ford Ranger PFacey		0	0	
0	0	0	0		0	0	0	

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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			0	0	127,894			127,894
UV	0.9386	278	132,731,703				0	1,322,278			1,322,278
Sub-Totals		472	134,550,918	0	0	0	0	1,450,172	0	0	1,450,172
Minimum Payment	Minimum \$										
GRV	400.00	63	91,032				0	25,200			25,200
UV	400.00	15	325,246				0	6,000			6,000
Sub-Totals		78	416,278	0	0	0	0	31,200	0	0	31,200
Ex Gratia Rates							0				1,481,372
Discount							0				11,734
Rates Writeoffs							0				
Amount from General Rates							0				1,493,106
Specified Area Rates											
Totals							0				1,493,106

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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 102 - WD Sports Club SS Greens	20,554		3258	6,516	17,296	20,554	411	757	17/01/2023
	20,554	0	3,258	6,516	17,296	20,554	411	757	

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 July 2020

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2020-21 Budget	Variations Additions (Deletions)	Recoup Status		Received	Not Received
					Operating	Capital		
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y		0	0	0	0	0
Grants Commission - Roads	WALGGC	Y		0	0	0	0	0
GOVERNANCE								
Grant - Chart of accounts	DLG	Y					0	0
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y		0	0	0	0	0
				0			0	0
HOUSING								
WSAHA Grant		Y	0			0	0	0
RECREATION AND CULTURE								
Floorball		Y						0
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y		0	0	0	0	0
RRG Grants - Capital Projects	Regional Road Group	Y		0	0	0	0	0
Direct Grant - Maintenance	Dept. of Transport	Y	127,500	0	127,500	0	127,500	0
Blackspot Funding	Blackspot	Y		0	0		0	0
TOTALS			127,500	0	127,500	0	127,500	0
Operating	Operating		127,500				127,500	
Non-Operating	Non-operating		0				0	
			<u>127,500</u>				<u>127,500</u>	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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 20	Amount Received	Amount Paid	Closing Balance 31-Jul-20
	\$	\$	\$	\$
Housing Bonds	0.00	156.00	0.00	156.00
Master Key Deposits	0.00	240.00	0.00	240.00
Special Plates	0.00	0.00	0.00	0.00
Land Sales	0.00	0.00	0.00	0.00
Nomination Deposits	0.00	0.00	0.00	0.00
Building and BCITF	0.00	0.00	0.00	0.00
Ram Pavillion	0.00	0.00	0.00	0.00
LCDC Landcare	0.00	0.00	0.00	0.00
Cat/Dog Trap Hire	50.00	50.00	-50.00	50.00
WDSC Replacement Greens	119,339.10	1,250.00	0.00	120,589.10
Miscellaneous Trust	6,374.66	100.00	0.00	6,474.66
Yealering Bowling Club Greens	55,707.65	0.00	0.00	55,707.65
Licensing		29,583.80	-29,583.80	0.00
	181,471.41	31,379.80	-29,633.80	183,217.41

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 July 2020

Note 13: CAPITAL ACQUISITIONS

		31/07/2020					
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	Land & Buildings						
	Housing						
○	STAFF HOUSE	0	0	0.00	0		
○	RINTEL STREET SHED	0	0	0.00	0		
	Housing Total	0	0	0.00	0	0	
	Other Housing						
○	CAPITAL EXPENSE - LIFESTYLE VILLAGE	0	0	0.00	0		
	Other Housing Total	0	0	0.00	0		
	Community Amenities						
○							0
○							0
○							
○		0	0	0.00	0		
	Community Amenities Total	0	0	0.00	0		
	Recreation and Culture						
○	HARRISMITH HALL	0	0	0.00	0		
○	WICKEPIN TOWN HALL - ROOF				0		
○	WICKEPIN TOWN HALL - FLOOR				0		
○	LAKE YEALERING BOWLING CLUB ROOF	0	0	0.00	0		
○	Recreation And Culture Total	0	0	0.00	0		
	Transport						
○	DEPOT - CAR PORT	0	0	0.00	0		
	Transport Total	0	0	0.00	0		
	Land and Buildings Total	0	0	0.00	0	0	
	Footpaths						
○	Transport						
	FOOTPATHS	LFP1	0	0	0.00	0	
	Transport Total	0	0	0.00	0	0	
	Footpaths Total	0	0	0.00	0	0	
	Furniture & Equipment						
○	Governance						
	ADMIN OFFICE PHONE SYSTEM	LABC	0	0	0.00	0	0
	Governance Total	0	0	0.00	0	0	

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

Note 13: CAPITAL ACQUISITIONS

31/07/2020							
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Furniture & Office Equip. Total		0	0	0.00	0	0	
Plant, Equip. & Vehicles							
Governance							
CEO VEHICLE		0		0.00	0	0	
Governance Total		0	0	0.00	0	0	
Transport							
BACKHOE	6034				0	0	
TIP TRUCK	6034				0	0	
RIDE ON MOWER	6034				0		
LEADING HAND DUAL CAB	6034				0		
MWS DUAL CAB	6034				0	0	
Transport Total		0	0	0.00	0	0	
Plant, Equip. & Vehicles Total		0	0	0.00	0	0	
Infrastructure Other							
Community Amenity							
FURNITURE & EQUIPMENT - STREET BINS	3854	0	0	0.00	0		
RAILWAY DAM EXTENSION	CRWD	0	0	0.00	0	0	
Community Amenity Total		0	0	0.00	0	0	
Public Facilities Total		0	0	0.00	0	0	
Roads							
Transport Regional Road Group							
Wickepin Harrismith Road	RG002	0	0	0.00	0	0	
Regional Road Group Total		0	0	0.00	0	0	
Transport Roads to Recovery							
Sprigg Road	R2R072	0	0	0.00	0	0	
Line Road	R2008	0	0	0.00	0	0	
Elsinore Road	R2R010	0	0	(4,800.00)	4,800	0	
Inkiepinkie Road	R2R160	0	0	0.00	0	0	
Roads to Recovery Total		0	0	(4,800.00)	4,800	0	
Transport Black Spot							
Collins Street	BS156	0	0	0.00	0		
Wickepin Harrismith	BS157	0	0	0.00	0	0	
Blackspot Total		0	0	0.00	0	0	
Council Resources Construction							
104 Gate Road	CO100	0	0	0.00	0	0	
Wogolin South Road	CO017	0	0	0.00	0	0	
Council Resources Construction Total		0	0	0.00	0	0	
Roads Total		0	0	(4,800.00)	4,800	0	
Capital Expenditure Total		0	0	(4,800)	4,800	0	

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.03 – Development & Regulatory Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
File Reference:	CM.REP.2203
Author:	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	5 August 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 July 2020, for council's consideration.

Background:

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

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

Comments:

FOLLOWING ARE THE REPORTS PROVIDED FOR THE MONTH OF JULY 2020

PLANNING OFFICER'S REPORT

Planning Approvals

Lot 12 (No. 31) Henry Street, Wickepin – Demolition of a heritage listed building (Former Uniting Church).

Upcoming Council Agenda for July 2020

Nil.

Referrals & Subdivision clearances

Nil.

BUILDING SURVEYOR'S REPORT

Shire of Wickepin Building Activity Statement for the month of July 2020

Nil.

ENVIRONMENTAL HEALTH OFFICER'S REPORT

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

- 1) A follow-up inspection of 22 Connor Street, Yealering will be carried out in the near future.
- 2) 11 Congreve Street, Yealering has not been inspected recently. Shire staff advised that no correspondence had been issued, as the owner was not contactable. Since that time the owner has been in contact with the shire and this matter will be followed up on the next visit.

- 3) Wickepin Hotel inspected and noted that a number of minor repairs were required to the premises and the manager has been directed to attend to these. A follow up inspection will be carried out to ascertain compliance with request.
- 4) Correspondence has been emailed to all food premises on the Department of Health's advice that all food businesses will need to retrain to operate in a Covid-19 environment as the state comes out of lockdown. This includes information on cleaning requirements as well as social distancing to be observed and managed by the food business. Advice has also been provided, by telephone, to food and other businesses on the current pandemic.
- 5) During the current lockdown orders from the State Government, inspections of premises have been put on hold for April, with all food premises inspected at the end of March 2020. As the State moves out of lockdown and the economy, business and society returns a form of normal, inspections will be carried out to gain an understanding of food businesses current position in the COVID-19 environment. The next round of visits will be mainly an educational exercise, with some enforcement, if required.
- 6) Completed Food Act 2008 & Public Health Act 2016 Report and submitted to Department of Health.

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 2020/2021 budget.

Strategic Implications:

GOAL 10: Our organisation is well positioned and has capacity for the future			
SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
10.1 Continually review our organisational structure to be in line with community service expectations (infrastructure and services) 10.2 Identify Councillor training needs 10.3 Educate and encourage Councillors to attend governance training which highlights their roles, responsibilities and being accountable	10.4 Council staff are multi skilled to understand the business of local government, can provide a seamless service to the community and are compliant 10.5 Review the number of Councillors required for our Shire context	- Amount of professional development attended by Councillors and staff	We have capacity and comply with legislation

Recommendations:

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

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.04 - Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Michelle Hetherington - Community Development Officer
File Reference:	CM.PLA.404
Author:	Michelle Hetherington - Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	12 August 2020

COMMUNITY DEVELOPMENT

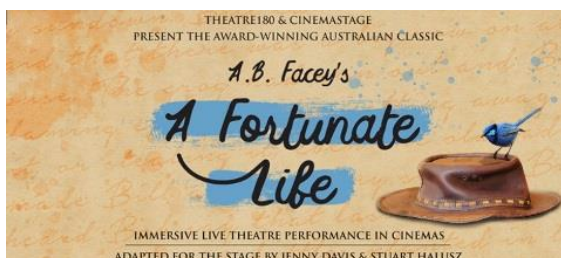
Wogolin Road Recreational Area

- Construction drawings & specifications – including the skate park have been finalised and will be delivered to the shire by end August 2020. We will then begin the process of procuring quotes and preparing grant applications.
- Research into possible funding sources/grant opportunities such as:
- Lotterywest, CBH, DITCRD - Community Development Grants Programme, DITRDC – Drought Communities Programme.

St Johns Ambulance – Volunteer Service

- Met with Clinton Hemley to discuss funding avenues for 3 x new Defibrillators – required by the Ambulance service costing \$32,000 each. To be located at Harrismith, Yealering and Wickepin.
- Research: Community Cropping Fund, CBH Grass Roots, Lotterywest, Rick Wilson, Peter Rundle, FRRR - Foundation for Rural & Regional Renewal.

A Fortunate Life – Theatre/Cinema Event



- Booked for March 20 2021 – Wickepin Town Hall. Waiting on confirmation from event organisers – Theatre 180 & Big Sky Entertainment.
- Planning/budget for the event, promotion, and ticketing plus pre-show drinks/nibbles. Possibly host an Albert Facey Homestead open day, historical display/exhibition in the Town Hall (board room).

Albert Facey Homestead – Volunteer Drive



Afternoon Tea – Tuesday, August 18, 2020 to encourage volunteers to join the Homestead committee/maintenance roster.

Advertised in the Watershed News & social media.

Albert Facey Homestead – 20 Year Anniversary of re-location

- Sub-committee formed with Linley Rose and Libby Heffernan – organise an informal celebration to acknowledge the 20 year anniversary of the homestead being located in the Wickepin town centre.

Town Hall – Replace Stage Curtain

- Sourced quotes for new curtain and tracking.
- Stagecraft – estimate: \$4,450+GST
Drapes are required to be fire rated. The tracking system allows for all hardware, master carriers, floor pulleys etc. to allow the opening and closing operation.
Price would include travel and installation.
- Application for CBH Grass Roots funding.

War Memorial Upgrade

- Waiting on outcome of enquiry to unsuccessful grant submission from March 2020 (Stephanie Green).
- Re-submission of grant application for next round 'Saluting their Service Commemorative Program: Closing 11 February 2021.

Art/Historical artefacts Inventory & Display

- Discussion with Libby Heffernan and Linley Rose regarding possible storage and permanent display area in the Town Hall (old Road Board office)
- Council owned art / historical artefacts etc - Display system, lighting, cabinets and maintenance.

Town Teams

- Research and funding possibilities
- FRRR - Foundation for Rural & Regional Renewal, Lotterywest, DITCRD - Community Development Grants Programme.

OTHER

- The Purple Bench Project, proposed by Cr Mearns - The Women's Council for Domestic and Family Violence Services (WA) has launched a series of purple benches in public spaces to honour all victims killed as a result of domestic and family violence. This initiative is supported by local government and members of parliament.

Quotes: New Heavy Duty bench – Aluminium slats \$1,463+GST.

Plaque \$215+GST. Painting \$120.

Suggest we paint the existing bench in the council garden. Could possibly move the seat to Yealering or Harrismith?

The Purple Bench Project



- Sam Trailer – September 5, 2020. Market Day, BulldustNback event, Football semi-finals to be hosted in Wickepin.
- Health Centre – Restoration of floorplans: Originally Wickepin Hospital. Met with Catroina – Nurse Practitioner at the centre to discuss - Community Grant application.
- BulldustNBack – Organise catering for lunch for event participants at the Albert Facey Homestead. (September 5, 2020) Coordinate with the Wickepin Primary School P&C.
- Test new Screen Projector – maintenance on other screening equipment (smart box). Check if in working order and available for hire.
- Visited historical buildings/sites– Railway Building, Old Police Station, Town Hall, Tarling Well and Wickepin Hotel.

ECONOMIC DEVELOPMENT & TOURISM

Southern Wheatbelt Self-Drive | Drive the Line

- Touched base with CDO's from Narrogin, Pingelly, Brookton, Cuballing, Wagin and Dumbleyung – Continued liaison and work on concept, planning and development of the 'Drive the Line' project.
- Collaborative destination marketing of the southern Wheatbelt subregion and to raise the profile of local assets unique to the area. Target day-tripper and weekender segments.

Caravanning Australia

- Promotion (Print & Digital) + Editorial. Spring 2020



Signage

- Met with Libby Heffernan and Lee Parker – look at new signage with additional information for historical sites around the Shire. Dorakin, Malyalling Rock, Jewish Settlement, Toolibin Store and Tincurrin.

- Old Cemetery
- Maintenance - Wickepin War Memorial (tarnished plaques) & outdoor gym equipment (faded signage).

Community Grants

- Final approvals and funds allocation – Council.

Research

- Exploring new tourism ideas for the Shire - looking at successful projects, events and promotions in other similar regions plus suggestions/ideas from local community.
- Short term accommodation options/ideas

SOCIAL MEDIA

- Social media management & posts to Facebook & Instagram (+ Photography).



SPORT & RECREATION

FloorBall

- Grant funding has been received from the DLGSC.
- Met with CEO and Dorry from Wickepin Police regards moving ahead with the venture.
- Quotes on equipment and contact with Floorball Association regards training, hosting an exhibition game and possible timeframe.

'Watch Around Water' Event – Swimming Pool

- Grant application assistance – Pip Ellis (Pool Manager).

Gym – (Proposed) Located in the under-croft area of the sports club

- Research / feasibility - Discussion with CEO and Dorry Grzinic (Police)

GOVERNANCE OTHER

- Liaison with CEO, DCEO, ESO & Manager of Works on ideas, project status and works to be undertaken in the Wickepin area.
- Budget planning for 2020/2021
- Attended Albert Facey Homestead Committee Meeting (03/08/2020)
- Contact with CDO network

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

1. That council notes the report from the Community Development Officer dated 12 August 2020.
2. That funding for the replacement of the stage curtain at the Wickepin Town Hall be applied for via the CBH Grass Roots fund.
3. That council paint the existing bench seat in the council garden purple for the Purple Bench Project in honour of all victims of domestic violence.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.05 – Albert Facey Homestead Committee Recommendations**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CR.MEE.208
Author:	Mel Martin, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	10 August 2020

Enclosure/Attachments: Nil.

Background:

The Albert Facey Homestead Committee meeting was held on Monday 3 August 2020.

Comments:

The Albert Facey Homestead Committee meeting was held on Monday 3 August 2020 and passed the following recommendation:

Moved L Rose / Seconded L Heffernan

That the Albert Facey Homestead Committee recommends to council that:

1. The painting be accepted by the Shire and displayed in an appropriate public building.
2. A letter of appreciation to be sent to Darren and Danielle Farquhar.
3. An inventory of all public artefacts and donations within the Shire is to be completed.
4. That the Albert Facey Homestead Committee propose using the room adjacent to the History room at the Town Hall as a display room for all artefacts / donations.

Carried 7/0

Moved L Heffernan / Seconded L Sartori

That the Albert Facey Homestead Committee recommends to council that:

1. The hand pieces stay within the Shire of Wickepin and they be given to the Townscape & Cultural Planning Committee.
2. That a display cabinet be purchased to house the handpieces.
3. A letter of appreciation to be sent to Marty Mahar.

Carried 7/0

Statutory Environment: Nil.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Recommendations:

That council pass the following recommendations: That:

1. The painting be accepted by the shire and displayed in an appropriate public building.
2. A letter of appreciation to be sent to Darren and Danielle Farquhar.
3. An inventory of all public artefacts and donations within the Shire is to be completed.
4. The council use the room adjacent to the History room at the Town Hall as a display room for all artefacts / donations.
5. That the hand pieces stay within the Shire of Wickepin and they be given to the Townscape & Cultural Planning Committee.
6. A display cabinet be purchased to house the hand pieces.
7. A letter of appreciation to be sent to Marty Mahar.

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.06 – Adverse Events Plan

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GS.PR.G.1555
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 August 2020

Enclosure/Attachments: Shire of Wickepin Adverse Events Plan

Summary:

Council is being requested to adopt the attached Adverse Events Plan 2020.

Background:

On 28 January 2020, the Australian Government committed to provide funding for 52 drought-affected councils under the Drought Community Programme – Extension. \$47 million will be distributed to drought affected areas based on population, providing councils of less than 1,000 people with \$500,000 and those with a larger population with \$1 million to ensure the government continues to provide appropriate, tailored support. This measure is designed to provide an immediate economic stimulus to drought affected communities. This latest extension to the program provides total funding of \$301 million over three years from 2018-19 to eligible councils.

- Shire of Wickepin is eligible to apply for \$500,000

Under this Drought Community Programme – Extension the Shire of Wickepin submitted its project as the Johnston Street Independent Living units. Part of this application requires council to adopt an Adverse Events Plan.

Comments:

Attached to this agenda item is an Adverse Event Plan for the Shire of Wickepin as required under the \$500,000 grant from the Drought Community Program.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That Council adopt the Shire of Wickepin Adverse Events Plan 2020 as attached to this report.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.07 – Chief Executive Officers – Annual Performance Appraisal 2020

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	Personnel File
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	CEO Mark Hook
Date of Report:	12 August 2020

Enclosure/Attachments: Performance appraisal report dated 15 July 2020 from John Phillips Consulting.

Summary:

Council is being requested to adopt the 2019/2020 CEO performance review and set the KPI's for 2020/2021.

Background:

Council engaged John Philips Consulting to undertake a performance appraisal of the Chief Executive Officer, Mr Mark Hook. Councillors and the CEO completed feedback forms from which a feedback report was compiled by John Phillips Consulting.

Council met to discuss the feedback report with the CEO, facilitated by John Philips, with a view to concluding the process with the compilation of a Performance Appraisal Final Report.

Attached to this agenda is the final report undertaken by Mr John Phillips.

Comments:

The review of Mr Mark Hook's performance as the Chief Executive Officer of the Shire of Wickepin has been carried out in accordance with council's statutory and contractual (employment) obligations.

The aggregated responses obtained from elected members indicate that, overall, Mr Hook is rated as meeting the performance requirements for the position Chief Executive Officer of the Shire of Wickepin

Statutory Environment:

Local Government Act 1995 sections 5.38 and 5.39(3)(b)

5.38. Annual review of certain employees' performances

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

5.39. Contracts for CEO and senior employees

- (3) A contract under this section is of no effect unless —
- (a) the expiry date is specified in the contract; and
 - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
 - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.

*Local Government Administration Regulations***18D. Performance review of CEO, local government's duties as to**

A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

Policy Implications: Nil

Financial Implications: The performance appraisal cost to council was \$1,650 GST inclusive.

Strategic Implications: Nil

Recommendations:

That council:

1. Notes that Mr Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2019/20 has been undertaken;
2. Endorses Mr Hook's overall rating of 'Meets Performance Requirements';
3. Schedules the next review of the CEO's performance to be completed by 31 March 2021;
4. Endorses the Key Result Areas for the 2020/21 appraisal period.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.08 – Harrismith Golf Club CRFF Grant 2020/2021

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GS.PRG.1546
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 August 2020

Enclosure/Attachments:

1. Harrismith Golf Club Financials
2. Harrismith Golf Club CSRFF Small Grant Application 2020/2021
3. CSRFF Guidelines for applicants 2020-2021 Funding Round

Summary:

Council is being requested to support the Harrismith Golf Clubs CSRFF Small Grants Application for 2020/2021 for the rejuvenation of 34 tee box synthetic turf structures at a cost of \$11,067.90. Cost to Council will be one third or \$3,689.30.

Background:

The CEO has received a 2020/2021 CSRFF Grant Application from the Harrismith Golf Club for the Rejuvenation of 34 tee box synthetic turf structures at a cost of \$11,067.90. Cost to Council will be one third or \$3,689.30

Comments:

Applications to the current Small Grants round closes 4:00pm Friday 14 August 2020 which is prior to the August Council Meeting.

The CEO has discussed this with Mr Scott Bayley and the CEO has signed and filled out the appropriate pages from the local government as the grant application needed to be delivered to the Department of Sport and Recreation by the closing date of 14 August 2020.

There seems to be some confusion with the Harrismith Golf Club on the CSRFF grant process even after discussions, emails and a meeting with Jennifer Collins Manager Wheatbelt, Department of Local Government, Sport and Cultural Industries on 18 June 2020.

Council may still consider not to fund the one third or \$3,689.30 as the grant application should have been completed and presented to council in time to meet the Department of Local Government, Sport and Cultural Industries closing date of 14 August 2020 for the submission of 2020/2021 CSRFF Small Grants.

The Harrismith Golf Club has stated the following need for the project in their 2020/2021 CSRFF Small Grants application to the Department of Local Government, Sport and Cultural Industries.

The golf club has ear marked this project for the over the last 5 years. There are 34 tee boxes at the course. Each tee box has an inconsistent structure. No tee box is alike across the course. Problems with tee boxes include,

1. *Compaction. Sand and dirt have made the structure impenetrable and tees cannot be inserted.*
2. *Undulation, unevenness underfoot effecting balance of golf swing.*

3. *Wear commonly on the left and front of tee box turf.*
4. *Slackening, structure cannot support a tee as there is nothing to grip causing the tee to fall over.*
5. *Rips and tears. These allow weeds to grow through destroying structure of surface.*

The CSRFF were approached by the club 5 years ago and they agreed that these surfaces were not ideal. The club did not enter into the funding round at that time and has persisted with maintenance and retouching of the surfaces. It was only through the skill and dedication of the clubs members that the club has got this extra lifespan out of them. Unfortunately we believe we will be unable to continue our maintenance and achieve feasible results. The club has exhausted the alternative of repairs and maintenance with the surfaces, 5 years ago we looked at resurfacing but instead pulled up tee boxes and re-laid old ones. This has extended their life but now time has come to replace.

The CEO believes the 2020/2021 CSRFF Grant Application to the Department of Local Government, Sport and Cultural Industries under the Harrismith Golf Club for the rejuvenation of 34 tee box synthetic turf structures should be supported as it will improve the Harrismith Golf Club facilities.

Statutory Environment: Nil

Policy Implications:

Nil, no policy for CSRFF Grants only Council Community Grants 3.1.5.

Financial Implications:

Cost to council if supported would be \$3,689.30 as council's one third contribution.

Strategic Implications:

Fits within Goal 4 and strategy 4.4 of the Shire of Wickepin Strategic Community Plan 2018/2028

GOAL 4: Maintain Shire owned facilities in a strategic manner and also to meet community needs			
SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
4.1 Asset Management Plan is developed and adopted 4.2 Encourage greater usage of current Shire owned facilities	4.3 Asset Management Plan is reviewed 4.4 Support the improvement and maintenance of assets in a strategic manner	- Level of facility usage is maintained and increases - Level of community investment into facilities and equipment	Asset maintenance and preservation is in line with community needs and Shire financial resources

Recommendations:

That the Shire of Wickepin support the Harrismith Golf Club's CSRFF Small Grants Application for 2020/2021 to the Department of Local Government, Sport and Cultural Industries for the rejuvenation of 34 tee box synthetic turf structures at a cost of \$11,067.90 GST inclusive.

Voting Requirements: Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.09 – Wickepin Aquatic Centre Hours

Submission To:	Ordinary Council
Location/Address:	Wickepin Aquatic Centre Wogolin Road Wickepin WA 6370
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	RC.SPR.2414
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 August 2020

Enclosure/Attachments: Letter from Pippa Ellis

Summary:

Council is being requested to allow the Wickepin Aquatic Centre hours to be changed to allow for the Wickepin Aquatic Centre to be closed every second Tuesday, unless the temperature is above 35°Celsius, or there is Vac Swim or Education Department swimming lessons are being held.

Background:

The Manager of the Wickepin Aquatic Centre has spoken to the CEO and has also written to council as per the attached letter requesting the Wickepin Aquatic Centre hours be changed to allow for the Wickepin Aquatic Centre to be closed every second Tuesday unless the temperature is above 35°celsius or there is Vac Swim or Education Department swimming lessons being held

Comments:

The request from the manager for the Wickepin Aquatic Centre hours to be changed for the Wickepin Aquatic Centre to be closed every second Tuesday unless the temperature is above 35°Celsius or there are Vac Swim or Education Department swimming lessons being held, in the view of the CEO is a reasonable request. The Wickepin Aquatic Centre is run by one person and 7 days a week can be draining on the person and such a break will help the overall management of the Centre.

The performance of the current Manager Pippa Ellis is exceptional and the Wickepin Aquatic Centre is managed and run very well by Pippa and the closing of the Centre for every second Tuesday would not change the overall access of the centre for the general public as the overall closure would at the maximum be 8 days.

The Wickepin Aquatic Centre Manager, as part of her proposal to council, also includes an option to open longer during January school holidays when the weather is hot enough and there are enough patrons warranting the centre to remain open longer.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendation:

That the Wickepin Aquatic Centre hours be amended to allow for the Wickepin Aquatic Centre to be closed every second Tuesday unless the temperature is above 35° celsius or there are Vac Swim or Education Department swimming lessons.

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**10.2.10 – Waiving Rates 26 Dalton Street Lake Yealering Progress Association**

Submission To:	Ordinary Council
Location/Address:	26 Dalton Street Yealering WA 6372
Name of Applicant:	Lake Yealering Progress Association
File Reference:	A2574
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 August 2020

Enclosure/Attachments: Nil

Summary:

Council is being requested to waive the rates and service charges on Assessment 2574 owned by the Yealering Progress Association.

Background:

This matter was laid on the table at the 15 July 2020 meeting.

Resolution No 150720-11

Moved Cr Hyde / Seconded Cr Lansdell

That item 10.2.07 be laid on the table for the CEO to investigate further the intended use of the building located at 26 Dalton St, Yealering.

Carried 6/2

The CEO forwarded the following email on 27 July 2020.

Your letter regarding the rate exemption for 26 Dalton Street was presented to the 15 July 2020 Council Meeting. Council has deferred this matter to the August 2020 Council meeting for the CEO to investigate further intended use for the building. Can you provide the proposed current and future use for the building and or any other comments on the overall project for the building by the Yealering Progress Association. I have attached an extract from Council's minutes for your information

Council has received the following email from the Lake Yealering Progress Association on 14 August 2020:

At our recent AGM held Tuesday 11th August the matter of the butchers shop was discussed. The main focus on the Butchers Shop in Yealering is to preserve it as its condition is poor. This will take time, so for the short to medium term the shop will remain empty. Sourcing funding and people who could help preserve the shop is our number 1. The Yealering Progress Association is a non for profit body, and will not be starting a business within the boundary on the land. In the near future the purpose of the Butchers Shop is to display historical memorabilia. Current discussions were to display photos on boards and items in display cabinets. Visitors would not have access to inside the building, just viewing through the front shop window. As for the yard, display of old machinery has been discussed. The reason behind us purchasing the building was that we could all see a part of Yealering's history close to being demolished if something wasn't done. In 1923 the building was transported here from Kalgoorlie to start the first

butchers shop. 2020, it is still standing just, and we want to keep it standing. With the explanation above, we wish the Wickepin Shire Council to waiver the payment of rates. We look forward to hearing your decision.

Council rates will be raised after the adoption of the 2020/2021 Budget on 19 August 2020 so a decision on this matter will enable staff to either rate or not rate the property prior to rates being raised and the 2020/2021 rate notices going out.

The Lake Yealering Progress Association have purchased the Old Butchers Shop located at 26 Dalton Street Yealering WA 6372.

The CEO has received a written request from the Lake Yealering Progressing requesting council to waive the property rates and service fees on the Old Butchers Shop located at 26 Dalton Street Yealering WA 6372 as they are a non for profit organisation.

Comments:

The Old Butchers Shop located at 26 Dalton Street Yealering would not automatically be exempted under *the Local Government Act 1995* as the property is not an exempted property under the *Local Government Act 1995* as the owner is a non for profit organisation which is not an exception under the *Local Government Act 1995*. Council may however under the *Local Government Act 1995*, Section 6.47 Concessions, waive the rates or service charge, council though would be unable to waive the ESL levies raised on the property.

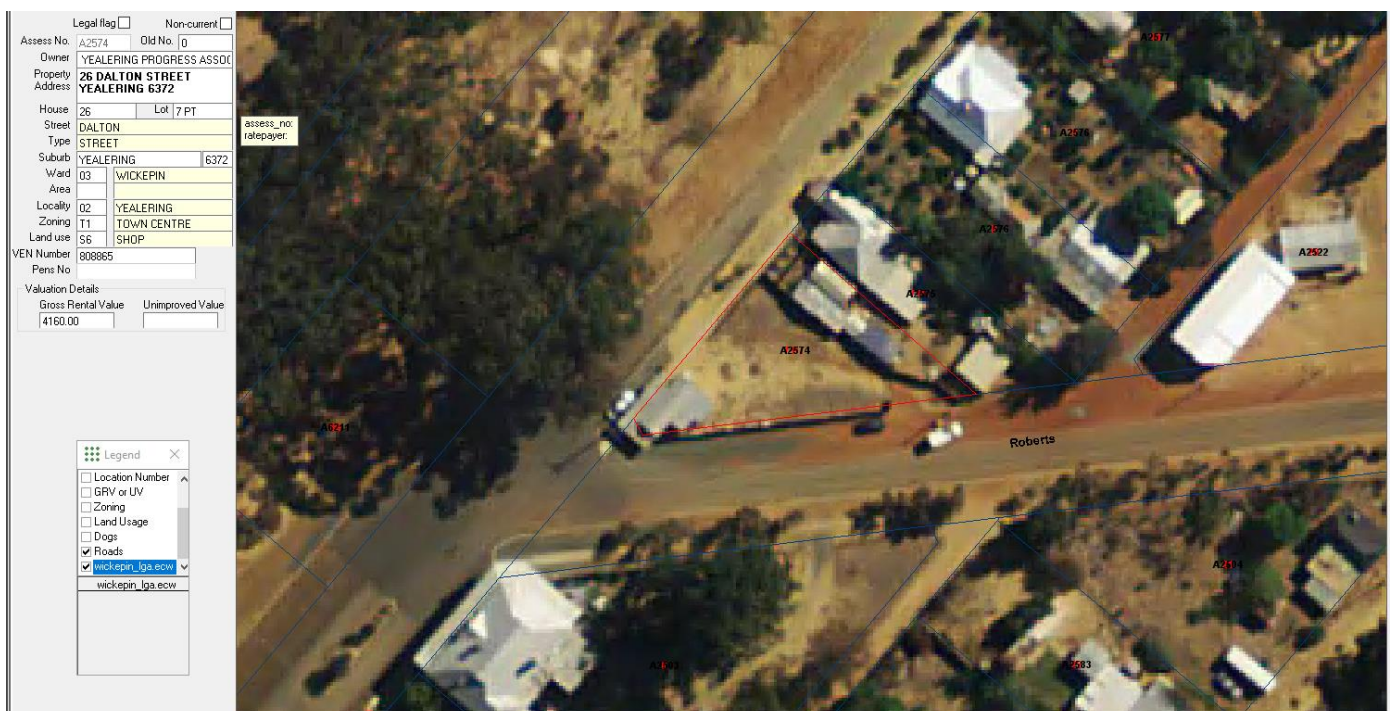
6.47. Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

The current rates and service charges for the property situated at 26 Dalton Street Yealering WA 6372 are as follows.

Rates Minimum Levy	\$400
Rubbish Minimum Levy	\$440
Refuse Site Levy	\$18.40
ESL	\$84

If council was to waive the fees the cost to council would be \$858.40.



Map showing property at 26 Dalton Street Yealering WA 6372.

The Lake Yealering Progress Association is a non for profit organisation and has purchased the property to keep the property as part of history of Yealering.

As the building is not being used for any commercial purpose, and it is the understanding of the CEO that the property will be maintained, or restored at a later for the history of Yealering, council should consider waiving the rates and service charges on this property as requested by the Lake Yealering Progress Association.

Statutory Environment: *Local Government Act 1995*

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
 - (a) land which is the property of the Crown and —
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except —
 - (I) where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the *Mining Act 1978* in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of **owner** in section 1.4 occupies or makes use of the land;
 - and
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and

- (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children; and
 - (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*; and
 - (g) land used exclusively for charitable purposes; and
 - (h) land vested in trustees for agricultural or horticultural show purposes; and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the *Financial Management Act 2006*) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2) (k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the *Gazette*.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

6.47. Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* *Absolute majority required.*

6.48. Regulation of grant of discounts and concessions

Regulations may prescribe circumstances in which a local government is not to exercise a power under section 6.46 or 6.47 or regulate the exercise of the power.

Policy Implications: Nil

Financial Implications:

If council was to waive the fees the cost to council would be \$858.40 for 2020/2021 plus any future rates.

Strategic Implications: Nil

Recommendations:

That council under 6.47 *Local Government Act 1995* waive the rates and service fees for assessment A2574 26 Dalton Street, Yealering WA 6372 owned by the Yealering Progress Association.

Voting Requirements: Absolute majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.11– CEO Annual Leave

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	Personnel File
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Financial Mark J Hook, Chief Executive Officer is author of report
Date of Report:	12 August 2020

Enclosure/Attachments: Nil

Summary:

Council is being requested to allow the Chief Executive Officer to take leave from Monday 28 September 2020 to Friday 9 October 2020

Background:

The Chief Executive Officer wishes to apply to council for leave from Monday 28 September 2020 to Friday 9 October 2020.

Comments:

The Chief Executive officer is entitled to four weeks annual leave and one Executive day per month under his current Contract.

Monday 28 September 2020 is a public holiday.

Statutory Environment: Local Government Act 1995, CEO Contract

Policy Implications:

2.1.18 ACTING CHIEF EXECUTIVE OFFICER

OBJECTIVE: Set down guidelines for the employment of an Acting CEO.

Prior to taking annual or other leave; the CEO must appoint an Acting CEO for the period of leave to ensure there is a designated officer responsible for the operations of Council.

When employed in the position of Acting CEO, the employee will be:

- *advised in writing by either the CEO, where the CEO delegates the position to the employee or by the Shire President where Council delegates the position to the employee;*
- *paid at the salary level of the CEO for the term of the appointment; and*
- *subject to all the other existing conditions of employment.*

Financial Implications: Nil - allowed for in 20/21 budget

Strategic Implications: Nil

Recommendation:

That council allow the Chief Executive Officer to take leave from Tuesday 29 September 2020 to Friday 9 October 2020.

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.12 – Budget Adoption 2020/2021

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 August 2020

Enclosure/Attachments: Budget documents as attached.

Summary:

Council is being requested to adopt the 2020/2021 budget as presented.

Background:

The 2020/2021 budget document is presented for council's discussion. The budget has been prepared and based on a 0% rate revenue increase on UCV and GRV with no change to the minimum rates being \$400.

The Unimproved Valuations across the shire have increased for 2020/2021. The Unimproved Valuations for the shire are;

2010/2011	\$124,031,017
2011/2012	\$124,939,774
2012/2013	\$122,256,970
2013/2014	\$122,110,678
2014/2015	\$121,957,500
2015/2016	\$122,140,894
2016/2017	\$122,070,000
2017/2018	\$126,651,300
2018/2019	\$133,056,949
2019/2020	\$140,881,000
2020/2021	\$148,753,400

The Gross Rental Values valuations across the shire will stay the same for the 2020/2021 financial year as the GRV revaluation have been postponed by Landgate until the 2021/2022 financial year.

2010/2011	\$1,545,081
2011/2012	\$1,928,560
2012/2013	\$1,927,825
2013/2014	\$1,926,922
2014/2015	\$1,932,574
2015/2016	\$2,261,229
2016/2017	\$2,244,789
2017/2018	\$2,249,483
2018/2019	\$1,910,247
2019/2020	\$1,910,247
2020/2021	\$1,910,247

Comments:

The salaries and wages budget has been increased by 1.75% to take into effect the award increases handed down by the Fair Work Commission which come into operation on 1 November 2020.

Sewerage and Refuse charges have not been increased

As of 1 July 2016 as per Council Policy 6.2.1 GENERAL WASTE AND RECYCLE BINS

Council provides one general waste bin (green lid) and one recycling bin (yellow lid) to the following;

- New residential; and
- New commercial.

REFUSE COLLECTION

The annual refuse charge on council's rate notice entitles the following pick up from premises;

Residential

- 1x 240 litre green waste bin
- 1x 240 litre yellow recycling bin

Commercial

- 3x 240 litre green waste bin
- Bulk recycling (cardboard, paper etc.) pick up from approved pick up area
- 3 x 240 litres yellow recycle bins for glass, plastics, aluminium etc.

Over and above the allocated amount of collection will incur an additional charge based on annual refuse charges.

Council's contractors will not pick up 44 gallon drums or any other rubbish receptacle other than a 240 litre bin.

The 2020/2021 budget has one new loan being raised for one executive style house at a cost of \$440,000.

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The main features of the draft budget include:

- The budget has been prepared with a 0.0% rate increase for UV and 0% for GRV, which is less than the 4% outlined in the Long Term Financial Plan.
- Household and commercial waste charges and charges are proposed to have no increase and are itemised separately in the draft budget.

A capital works programme totalling \$ 4,389,931 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment. The other major component is the road infrastructure, which is \$ 1,714,760 this is in line with Council's strategy to invest in road, and associated assets.

Principal grant funding for the year is estimated from:

Roads to Recovery – has remained the same as 2019/2020 \$327,069.

Federal Assistance Grants

2020/2021 Allocation 100%	1,075,000
Advanced Payment 2020/2021 Allocation	560,783
2020/2021 Allocation less advanced 19/20	514,217

Grants Commission General Purpose - Roads

2020/2021 Allocation 100%	528,000
Advanced Payment 2020/2021 Allocation	303,022
2020/2021 Allocation less advanced 19/20	224,978

These are only notional grant advice and have been released for budgeting purposes only and are subject to change.

The 2020/2021 budget includes the reduction for the first quarterly payment of \$13,413 for the ESL levy from DFES as this was paid in the 2019/2020 financial year and is part of the 2019/2020 brought forward figures.

1123	ESL Grant	
1123	Operational Grant 20/21	\$48,776
	Paid 19/20	\$13,413

While no specific consultation has occurred on the 2020/2021 budget, community consultation and engagement has previously occurred during development of the Community Strategic Plan from which the Corporate Business Plan was developed. Extensive internal consultation has occurred between all staff and through forums and workshops with elected members.

Council currently in accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level in the Shire of Wickepin Monthly, Annual and Budget statements of financial activity for reporting material variances is 10% or \$10,000, whichever is the greater.

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30th June.

Division 5 and 6 of part 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government Act (Financial Management) Regulations 1996* details the form and content of the budget. The 2020/2021 budget as presented is considered to meet statutory requirements.

Local Government (Financial Management) Regulations 1996 Annual budget — s. 6.2 Part 3

33. Completion of annual budget

A copy of the annual budget of a local government is to be submitted to the Departmental CEO within 30 days of its adoption by the local government.

[Regulation 33 amended in Gazette 20 Jun 2008 p. 2723.]

The budget is based on the principles contained in the Plan for the Future and the Corporate Business Plan and the Strategic Community Plan 2018 - 2028 adopted by council.

Statutory Environment: *Local Government Act 1995.*

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30th June.

Division 5 and 6 of part 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government Act (Financial Management) Regulations 1996* details the form and content of the budget. The 2020/2021 budget as presented is considered to meet statutory requirements.

Local Government (Financial Management) Regulations 1996 Annual budget — s. 6.2 Part 3

33. Completion of annual budget

A copy of the annual budget of a local government is to be submitted to the Departmental CEO within 30 days of its adoption by the local government.

[Regulation 33 amended in Gazette 20 Jun 2008 p. 2723.]

Policy Implications:

The budget is based on the principles contained in the Plan for the Future and the Corporate Business Plan and the Strategic Community Plan 2018/2028 as adopted by council.

Financial Implications:

Specific financial implications are as outlined in the detail section of this report and as itemised in the 2020/2021 budget as attached.

Strategic Implications:

The 2020/2021 budget has been developed and based on the existing Strategic Planning documents as adopted by council.

Recommendations:

PART A – MUNICIPAL FUND BUDGET FOR 2020/2021

That:

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in the attachments of this agenda for the 2020/2021 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Notes to and Forming Part of the Budget (excluding the Roadworks Program)
- Budget Program Schedules as detailed within the budget (excluding the Roadworks Program)
- Transfers to / from Reserve Accounts as detailed in the budget

Voting Requirements: Absolute majority.

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

That:

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

General Rates

- | | |
|----------------------------|----------------------------|
| • Gross Rental Value (GRV) | 7.0302 cents in the dollar |
| • Unimproved Values (UV) | 0.8885 cents in the dollar |

Minimum Payments

- | | |
|----------------------------|-------|
| • Gross Rental Value (GRV) | \$400 |
| • Unimproved Values (UV) | \$400 |

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- | | |
|--|-------------------|
| • Full payment and 1 st instalment due date | 29 September 2020 |
| • 2 nd quarterly instalment due date | 25 November 2020 |
| • 3 rd quarterly instalment due date | 25 January 2021 |
| • 4 th quarterly instalment due date | 25 March 2021 |

Pursuant to Section 6.46 of the *Local Government Act 1995*, council offers a discount of 10% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 25 September 2020 or 35 days after the date of service appearing on the rate notice, whichever is the later.

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 8% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Voting Requirements:

Absolute majority.

PART C – OTHER STATUTORY FEES FOR 2020/2021

That:

Pursuant to section 53 of the *Cemeteries Act 1986* the council adopts the Fees and Charges for the Wickepin, Yealering, Harrismith and Toolibin Cemeteries included in the 2020/2021 budget.

Pursuant to Regulation 53(2) of the *Building Regulation 2012* the council adopts a swimming pool inspection fee of \$35 inclusive of GST.

Pursuant to section 112 of the Health Act, council adopts the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (including recycling)

240ltr bin per weekly collection	\$220.00pa
1x 240 litre green waste bin	
1x 240 litre yellow recycling bin	

Commercial Premises (including recycling)

240ltr bin per weekly collection	\$440.00pa
3 x 240 litre green waste bin	
Bulk recycling (cardboard, paper etc.) pick up from approved pick up area	
3 x 240 litre yellow recycle bins for glass, plastics, aluminium etc.	

Refuse Site Levies

• non-minimum rated properties	\$52.50pa
• minimum rated properties	\$18.40pa

Pursuant to section 41 of the Health Act, council adopts the following charges for the Wickepin Sewerage Scheme

- Sewerage is set at 4.9329 cents in the dollar for GRV per dollar of valuation.
- Minimum sewerage rate to be set at \$200.00 for both residential and commercial properties.
- Those non-rate able properties serviced by the sewerage scheme be rated as follows:-

Police Department	\$620.00
Medical Centre	\$620.00
Education Department	\$620.00
St John Ambulance	\$ 0 Resolution No 240914-22

Voting Requirements: Absolute majority.

PART D – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2020/2021

That:

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 30 of the *Local Government (Administration) Regulations 1996*, council adopts the following sitting fees for payment of elected member’s individual meeting attendance fees:

- | | |
|-------------|-------|
| • Council | \$100 |
| • Committee | \$50 |

(SAT Band 4)

Pursuant to section 5.98(2)(b) and (3) of the *Local Government Act 1995* and regulations 31 of the *Local Government (Administration) Regulations 1996*, council adopts the following reimbursements for elected members:

- | | |
|--------------------------------|----------------------------|
| • Telecommunications Allowance | \$525.60 |
| • Travel | \$0.91 cents per kilometre |

Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance: (SAT Band 4)

- | | |
|-------------|---------|
| • President | \$4,500 |
|-------------|---------|

Pursuant to section 5.98A(1) of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance: (SAT Band 4)

- | | |
|--------------------|---------|
| • Deputy President | \$1,000 |
|--------------------|---------|

Voting Requirements: Absolute majority.

PART E – MATERIAL VARIANCE REPORTING FOR 2020/2021

That:

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and AASB 1031 *Materiality*, the level to be used in statements of financial activity in 2020/2021 for reporting material variances shall be 10% or \$10,000 whichever is the greater.

Voting Requirements: Simple majority.

PART F – ROAD WORKS PROGRAM FOR 2020/2021

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, that council adopt the 2020/2021 Roadworks Program as presented in the Budget Notes.

Voting Requirements: Simple majority

GOVERNANCE, AUDIT AND COMMUNITY SERVICES**11. President's Report**

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Julie Russell, President
File Reference:	GO.COU.5
Author:	Julie Russell, President
Disclosure of any Interest:	Nil
Date of Report:	

To be tabled.

Recommendations:

That council note the President's report dated August 2020.

Voting Requirements: Simple majority.

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 August 2020

CBH Bin Road

The CEO has entered into an agreement with CBH to undertake the road realignment works on Bin Road under the Planning Approval for the Wickepin Bin upgrades, this is in conjunction with the State Commodities route funding for Bin Road. It is anticipated that all sign offs with Main Roads will be completed soon which will allow the works on Bin Road to commence late August.

COVID 19

Based on the latest health advice, Phase 5 of the WA COVID-19 roadmap, due to be implemented on Saturday, 15 August 2020 has been delayed. The new tentative date will now be Saturday, 29 August. A final decision on whether Phase 5 can proceed on this date will be decided in about 2 weeks' time. Strict border controls are in place to limit the spread of COVID-19. You cannot enter Western Australia without an exemption. For more information visit COVID-19: Travel advice. Effective immediately, anyone coming into WA who has come from, or has travelled through, Victoria in the last 14 days will be directed to hotel quarantine at their own expense. Legislation will soon be introduced into State Parliament to enable this to occur. As another precaution, there are now specific rules which will apply to travellers from New South Wales. For more information see Travel to WA.

National Cabinet and the WA Government have agreed to a code of practice for regular testing of interstate freight drivers. Under these arrangements, starting next week, any truck driver entering Western Australia will need to show evidence of having received a negative COVID-19 test result in the last 7 days. If they have not been tested in the last 7 days, they will be directed at the WA border to undertake a COVID-19 test within 48 hours. Any person may be tested if they have any one of the following clinical criteria: fever ($\geq 37.50^{\circ}\text{C}$) OR history of fever (e.g. night sweats, chills), without a known source OR an acute respiratory infection (e.g. shortness of breath, cough, sore throat), OR acute loss of smell or taste. This is especially important for people with any of the following epidemiological criteria:

- anyone who lives or works in a high-risk setting with direct patient contact (e.g. healthcare, aged care or residential care)
- contacts of a confirmed or probable case
- people returning from outside WA in the last 14 days or who have lived/ travelled through an area with elevated risk of community transmission
- where clinical and public health have determined a hospitalised patient with non-specific signs of infection is at increased risk of COVID

Testing locations are listed on Healthy WA.

The WA Government has announced an unprecedented plan to modernise West Australian schools as part of the WA Recovery Plan. Investment in major infrastructure and planning for industry projects will prepare for Western Australia's future, create jobs and boost the economy as part of the WA Recovery Plan. \$330 million will be invested in capital works

in defence, port and harbour infrastructure, and serviced land to help establish new business and research facilities. The WA Government is investing \$114 million to support small and medium businesses.

Phase 4 started on Saturday, 27 June (11.59pm Friday, 26 June) and has resulted in further easing of restrictions, including:

- all existing gathering limits and the 100/300 rule removed
- gathering limits now only determined by WA's reduced 2 square metre rule
- the 2 square metre rule will only include staff at venues that hold more than 500 patrons
- removal of seated service requirements at food businesses and licensed premises
- no requirement to maintain patron register at food businesses and licensed premises
- alcohol can be served as part of unseated service arrangements
- all events permitted except for large scale, multi-stage music festivals
- unseated performances permitted at venues such as concert halls, live music venues, bars, pubs and nightclubs
- gyms operating unstaffed, but regular cleaning must be maintained
- the casino gaming floor reopening under agreed temporary restrictions.

For WA's major sport and entertainment venues, a 50 per cent capacity rule will apply. Therefore, under Phase 4, the temporary capacity of Optus Stadium will be 30,633 for sport events (35,000 for concerts), HBF Park can hold 10,150 (16,500 for concerts) and RAC Arena can hold 7150 (8250 for concerts).

Western Australians must continue to keep up physical distancing where possible and good personal hygiene to better protect themselves and the general health of our community. WA businesses are expected to ensure their COVID Safety Plans are updated and continue to be implemented.

Campgrounds within national parks, reserves and State forest are now open. You can camp at these sites and caravan parks. Attractions such as Monkey Mia, Barna Mia and the Tree Top Walk have reopened.

WA remains in a State of Emergency, and various restrictions are enforceable by fines of up to \$50,000 for individuals and \$250,000 for businesses. Police officers also have the power to issue \$1000 on-the-spot fines.

[A Fortunate life](#)

The Albert Facey award winning autobiography is being brought to life through immersive audio-visual projections and live actors and will be coming to Wickepin Town Hall on 20 March 2021. There is some cost to council and this has been placed in the 2020/2021 budget estimates under CDO projects and the anticipated cost to council is \$2,750.

[Railway Dam](#)

The Railway Dam project is nearly completed. The Manager of Works has covered this in his report.

[Fire Control Officers Meeting](#)

At the recent Fire Control Officers meeting Mr Colin Coxon and Mr Keith Parnell retired as Wickepin FCO's. A letter of thanks has been sent to both parties. There is also a number of requested changes to the 2020/2021 fire break order which will be dealt with in this agenda. Mr Roger Butler has been nominated as the CBFCO and Mr Trevor Leeson has been nominated as the DCBFCO. Mr Luke Lansdell has been nominated as a new FCO.

Albert Facey Painting

Council has been given a painting by Audrey Jean Pitman of Albert Facey. The painting has been given on a permanent loan basis for as long as the shire wishes to publicly display. The painting has been donated to council by Darren and Danielle Farquhar.

MEETINGS ATTENDED

<u>July 2020</u>	
17	Visit to Broomehill aged units with Lifestyle Committee members
28	Darren Farquhar – Donation Albert Facey painting
28	Waterman Irrigation
3	Wheatbelt South Regional Road Group
<u>August 2020</u>	
2	Albert Facey Homestead Committee
5	Lifestyle Retirement Committee
13	ROAC DFES Narrogin

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	Wickepin Primary School – New modular toilet block	28/07/2020	CEO
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO	Demolition of Lot 12 (No.31) Henry Street, Wickepin	27/07/2020	CEO
A6	Appointment and Termination of Staff	CEO	Resignation-Yealering Cleaners – Kelly Cochrane and Maureen Preedy	28/08/2020	CEO
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Facey Group – WCC	10/08/2020	CEO

A13	Hire of Community Halls / Community Centre	CEO	Wickepin Hockey - WCC Brooke Hoskin – WCC Wickepin Netball – WCC Wickepin Hockey – WCC Facey Group -WCC Wickepin CRC –WCC Lake Yealering Progress - Hall Rick Wilson – WCC CBH - WCC Archery Club – WCC Rural Edge Australia - WCC Elders Narrogin – Sale Yards Wickepin CRC – WCC	16/07/2020 20/07-25/09 29/07-30/09 09/08/2020 10/08/2020 10/08-11/08 11/08/2020 19/08/2020 21/08/2020 2020/2021 01/09/2020 06/10/2020 10/10/2020	CEO
A14	The Food Act 2008 and the Food Regulations 2009	CEO	Food premise inspection report - Wickepin Hotel follow-up inspection	29/07/2020	CEO
A15	The Public Health Act 2016	CEO			

Recommendations:

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

Voting Requirements:

Simple majority.

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 pm.