



Minutes

Ordinary Council Meeting
Wednesday 19 July 2023

Date	Wednesday 19 July 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Thursday 20 July 2023



Notice of Meeting

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Council Meeting.

A handwritten signature in blue ink that reads "Nathan Cain".

Nathan Cain
Chief Executive Officer
Thursday 20 July 2023

Disclaimer

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1 Declaration of Opening

The Presiding Member declared the meeting open at 3.31pm.

2 Attendance

2.1 Present

Councillors

J Russell	Shire President
W Astbury	Deputy Shire President
T Miller	Councillor
F Allan	Councillor
P Thompson	Councillor

Employees

N Cain	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
M Martin	Executive Support Officer

Members of Public

There was one (1) member of the public in attendance at the commencement of the meeting.

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

S Rose

At the Annual General Meeting of Electors I asked about onsite accommodation at the Wickepin Caravan Park. Is this occurring?

The Chief Executive Officer advised there is no allocation in the 2023-2024 draft budget. A Concept plan was drawn up in 2022. Council intend to revise the concept plan in the future.

What does council have planned for the future of the Wickepin Waste Facility?

The Chief Executive Officer advised the Shire has a contract with M Fulford and Civil to separate waste at the waste facility. Once separated, metal materials will be removed and remaining waste will be compacted and buried in the landfill site.

Ongoing maintenance will be carried out at the waste facility to prevent future excessive waste buildup.

4 Apologies and Leave of Absence

4.1 Apologies

Nil

4.2 Previously Approved Leave of Absence

Cr J Mearns was granted leave of absence for the period 17 July 2023 to 22 July 2023.

Cr L Corke was granted leave of absence for the period 12 July 2023 to 24 July 2023.

4.3 Requests for Leave of Absence

Cr P Thompson requested leave of absence for the period 15 August 2023 to 6 September 2023.

Council Decision

Resolution OCM-230719-01

Moved Cr F Allan

Second Cr W Astbury

That Council grant leave of absence to Cr P Thompson for the period 15 August 2023 to 6 September 2023.

Carried 5/0

For Cr J Russell, Cr W Astbury, Cr T Miller, Cr F Allan, Cr P Thompson

Against Nil

5 Petitions, Memorials and Deputations

5.1 Petitions

Nil

5.2 Memorials

Nil

5.3 Deputations

Nil

6 Declarations of Councillors and Officers Interest

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

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

The following declarations of interest have been disclosed –

Nil

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held on 21 June 2023

Officer Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 21 June 2023, as included in the attachments, as a true and accurate record.

Council Decision

Resolution OCM-230719-02

Moved Cr F Allan

Second Cr T Miller

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 21 June 2023 as included in the attachments, as a true and accurate record.

Carried 5/0

For Cr J Russell, Cr W Astbury, Cr T Miller, Cr F Allan, Cr P Thompson

Against Nil

8 Status Report

Key

○ = in progress ✓ = completed ✕ =superseded

Item	Subject	Council Decision	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Commenced, not yet complete. Chief Executive Officer has contacted the Committee regarding progress of the project.
1161-150921-13	Townscape and Cultural Planning Committee Recommendations	That the current Wogolin Road Information Board not be re-sited and that a new board be redesigned.	○	Commenced, researching digital signage. Chief Executive Officer has contacted the Committee regarding progress of the project.
OCM-230517-07	Naming of the Wickepin Independent Living Units	That Council – 1. Call for public submissions regarding suggested names for the Wickepin Independent Living Units Complex / Units, and 2. For any received submissions to be provided to Council for consideration.	○	Advertised on Shire website, Facebook and Watershed. Council Forum discussion to occur.
OCM-230517-11	Sale of Land	That Council, with respect to the sale of 4 Plover Street, Wickepin, and pursuant to Section 3.58 of the Local Government Act 1995 – 1. Accepts the offer of \$37,000 from B Francis and K Flynn (both from Narrogin), and 2. Authorises the Chief Executive Officer to effect the disposition.	✓	Documentation and settlement has been completed.
OCM-230621-07	Fees and Charges 2023-2024	That Council, with respect to the fees and charges for 2023-2024 and pursuant to Section 6.16 of the Local	✓	Fees and charges imposed as indicated.

Item	Subject	Council Decision	Status	Action
		Government Act 1995, imposes the fees and charges as included in the attachments, effective 1 July 2023		
OCM-230621-08	District Fire Break Notice Approval 2023-2024	That Council, in relation to the District Fire Break Notice for 2023-2024 and pursuant to Section 33 of the Bush Fires Act 1954 approves the 2023-2024 Annual Fire Break Notice	✓	Annual Fire Break Notice to be advertised in Watershed and sent to Ratepayers with Rates Notices.
OCM-230621-09	Appointment of Bush Fire Related Officers 2023-2024	That Council, in relation to the appointment of Bush Fire Related Officers for 2023-2024 – 1 Pursuant to Section 38 of the Bush Fires Act 1954, appoints – ·T Leeson as the Chief Bush Fire Control Officer, ·L Lansdell as the Deputy Chief Bush Fire Control Officer, ·T Heffernan, P Russell, D White, G McDougall, W Astbury, J Hamilton, N Astbury, T Leeson, D Stacey, R Butler, L Lansdell, T Mullan, T Russell, and C Sims as a Fire Control Officer / Bush Fire Radio Operator / Fire Weather Instrument Officer, and ·W Astbury and D White as a Clover Burning Permit Issuing Officer, 2 Pursuant to Section 40 of the Bush Fires Act 1954, accepts the request from the following Shires for the appointment of the following persons as	✓	Appointment letters sent 14/07/2023.

Item	Subject	Council Decision	Status	Action
		<p>Dual Fire Control Officers –</p> <ul style="list-style-type: none"> ·Shire of Corrigin C Jespersen and G Doyle ·Shire of Dumbleyung T Gray and S Smith ·Shire of Wagin S Angwin ·Shire of Pingelly R L Shaddick, B Cunningham, R J Lee, B Blechynden and S MacNamara ·Shire of Narrogin Troy Smith <p>and</p> <p>3 Pursuant to Section 40 of the Bush Fires Act 1954, requests the following Shires appoint the following persons as Dual Fire Control Officers –</p> <ul style="list-style-type: none"> ·Shire of Corrigin D Stacey and J Hamilton ·Shire of Narrogin T Leeson, N Astbury and P Russell ·Shire of Cuballing T Leeson, R Butler and L Lansdell ·Shire of Dumbleyung G McDougall and W Astbury ·Shire of Wagin N Astbury and D White ·Shire of Pingelly R Butler and J Hamilton ·Shire of Kulin W Astbury, D Stacey, T Heffernan and T Mullan 		

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

9 Motions of Which Notice Has Been Given

Nil

10 Receipt of Committee Minutes or Reports and Consideration of Recommendations

10.1 Minutes of the Annual General Meeting of Electors held on Friday 30 June 2023.

Officer Recommendation

That Council receive the minutes of the Annual General Meeting of Electors held on Friday 30 June 2023, as included in the attachments.

Council Decision

Resolution OCM-230719-03
Moved Cr F Allan
Second Cr P Thompson

That Council confirm the minutes of the Annual General Meeting of Electors held on Friday 30 June 2023 as included in the attachments, as a true and accurate record.

Carried 5/0
For Cr J Russell, Cr W Astbury, Cr T Miller, Cr F Allan, Cr P Thompson
Against Nil

11 President's Report

On Friday 23 June 2023 the Chief Executive Officer and I travelled to Dumbleyung to attend the WALGA Central Country Zone meeting.

Main presentations to the meeting were regarding recent Fire and Emergency Services matters, and the *Aboriginal Cultural Heritage Act 2021*, regarding changes to the legislation which come into effect on 1 July 2023.

Other updates on the day were received from Department of Local Government, Sport and Cultural Industries, Regional Development Australia-Wheatbelt, Wheatbelt Development Commission and Main Roads Western Australia.

Members of Parliament, the Hon. Shelley Payne MLC, and the Hon. Steven Martin MLA from the State of Western Australia were also in attendance and addressed the crowd with current matters concerning the running of the country.

Thank you to all members of the Public, Councillors and Staff who attended our annual Elector's Meeting which was held on Friday 30 June 2023. The Annual Return for the financial year 2021-2022 was received, and we had some great input from community members regarding issues current and going forward.

On Wednesday 12 July 2023, the Chief Executive Officer and I attended a discussion meeting at the Kulin Shire with Kulin Shire President Grant Robins, Councillor Barry West and Chief Executive Officer, Alan Leeson, regarding the upcoming Multi-criteria Analysis Workshop to be hosted by Steve Manders, Jacobs Senior Project Manager-Economics and Strategic Advisory, to be held at the Department of Transport premise in Perth on 31 July 2023.

Steve has been commissioned by the Western Australian State Government to investigate and undertake a feasibility study on the possible future re-instatement of the Tier 3 railway line from Kulin to Yilliminning to Narrogin, with a possible spur line from Yilliminning to Wickepin, and the workshop will be to address findings with key personnel with whom Steve has consulted within his research.

A big thank you to all staff and councillors for the work which has been done so far on our up and coming Annual Budget, where increases in consumables, wages and the general costs of running a business are very evident.

12 Report by the Chief Executive Officer

A summary of some of the actions undertaken by the Chief Executive Officer for June 2023 is below

–

Public Sector Commission and Corruption and Crime Commission

Attended a webinar with the Public Sector Commission and Corruption and Crime Commission regarding revised misconduct notification responsibilities for Chief Executive Officers and Public Service Officers.

Department of Local Government, Sport and Cultural Industries

Attended a webinar regarding updates on the *Local Government Amendment Act 2023* and the process being undertaken to roll out the changes to the sector. Discussion was also had on the Department's regulatory approach to breaches of the *Local Government Act 1995*, the introduction of a Local Government Inspector, and the likely changes to penalties for non-compliance.

Western Australian Electoral Commission

Met with Mr D Smith, Elections Project Officer, regarding the upcoming Wickepin local government election. Discussion was had regarding revised timetables and changes to the counting process (Optional Preferential Voting). The date for the Voice Referendum has not yet been announced. If the Voice Referendum falls on 21 October 2023, the Governor will be required to change the polling date for the Local Government election.

Public Sector Commission

Attended a webinar on Commissioner's Instruction 40: Ethical Foundations which will require amendments to be made to Council's and the Shire's Codes of Conduct. The instruction will require a Code of Ethics to be established separately to, or incorporated into, the Code of Conduct. The Western Australian Local Government Association will advise in due course.

Facey Group and Bailiwick Legal

Attended a webinar regarding the significant changes to the *Aboriginal Cultural Heritage Act 2021* and associated regulations. The new laws will require certain activities to align with Native Title and prioritise engagement with Aboriginal people. There will also be changes to the type of approval required to impact Aboriginal cultural heritage and the process for obtaining the approval.

Regional Development Australia – Wheatbelt

Met with Ms Mandy Walker, Director Regional Development RDA Wheatbelt, and other Chief Executive Officers from the Wheatbelt Region to discuss economic development ideas for the Wheatbelt. Conversation regarding the new Growing Regions Commonwealth Grants Program occurred along with the likely projects each local government was considering.

AMD Chartered Accountants

Met with Mr Jonathan Kosareff, Audit Manager, to discuss the outcomes of the Shire's Interim Audit which was held in early June 2023. The Auditors were pleased with the outcomes of the audit and identified no issues of material concern, with only minor administrative matters to be attended to.

150 Square

Met with Ms Caroline Robinson, Director of Strategic Solutions, to discuss the development of the Shire of Wickepin Growth Strategy.

Local Government Professionals

Attended a webinar to discuss upcoming draft changes to the Integrated Planning and Reporting requirements proposed for release in November 2023. Council is still required to deliver the Strategic Community Plan and Corporate Business Plan under the current legislation.

Growing Regions Program

Met with Ms Tara Whitney, Director Whitney Consultants, regarding possible ideas for grant funding, which primarily focused on subdivisions, caravan park upgrades, and housing.

Wickepin Independent Living Units

Met onsite with Ms Katie Woodhams, Director KBuilt Construction, at the Wickepin Independent Living Units. Confirmation the removal of the incorrect fencing is commencing and the paver has been organised.

2022-2023 Audit

The Shire President, Deputy Chief Executive Officer, and I met with Mr Tim Partridge, Director AMD Chartered Accountants, and Ms Fatima Pardia, Director with the Office of the Auditor General, to discuss the upcoming audit. Discussion was had regarding the timing and delivery of final audit statements.

Motor Vehicle Accident

Attended a motor vehicle rollover approximately ten (10) kilometres north of Wickepin on the Wickepin-Pingelly Road and assisted in providing first aid to a severely injured passenger before providing traffic management whilst attending emergency service personnel undertook their duties.

School Council

Attended the Wickepin Primary School Council meeting. Discussion was had on the School's 2022 Annual Report and also the likely class structure for 2024.

Country Zone Meeting

Attended the Western Australian Local Government Association's Central Country Zone Meeting in Dumbleyung with the Shire President. Presentations were given by the Executive Director from Department Fire and Emergency Services (general update on fire and emergency services) and the Executive Director from Department of Planning, Lands and Heritage (information on new Aboriginal Cultural Heritage legislation). The Hon Steve Martin MLC (Member for Central Wheatbelt) and the Hon Shelley Payne MLC (Member for Agricultural Region) also addressed the meeting with both primarily speaking to the new Aboriginal Cultural Heritage legislation.

13 Notices of Motions for the Following Meeting

Nil

14 Reports and Information

14.1 Monthly Schedule of Accounts Paid – June 2023

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	13 July 2023
Attachments	Monthly Schedule of Accounts Paid – June 2023

Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for June 2023, and
- Trust Fund Payments for June 2023.

Council is requested to confirm the Monthly Schedule of Accounts Paid, as included in the attachments.

Background

The *Local Government (Financial Management) Regulations 1996* requires Shire officers to, monthly and within a prescribed timeframe, prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and this is attached.

The schedule of accounts, covering vouchers as listed below, 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.

For the month under review the following summarised details are presented –

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	13581-13713	\$443,538.59
Cheques	15887-15891	\$23,650.34
Direct Deductions	June 2023	\$1,528.92
Superannuation	June 2023	\$12,043.24
Credit Card	June 2023	\$1,474.85
BPay Payments	June 2023	\$3,355.20
Payroll	June 2023	\$78,117.00
Licensing	June 2023	\$31,656.90
Municipal Fund Total		\$595,365.04
Trust Fund		
Electronic Funds Transfer		\$0.00
Cheques		\$0.00
Trust Fund Total		\$0.00
Total	June 2023	\$595,365.04

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

Where the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing details for each account paid.

This list is to be presented to the council at the next ordinary meeting of the council and recorded in the minutes.

Policy Implications

Council Policy 3.1.7 – EFT Payment and Cheque Issue

Council has authorised the Chief Executive Officer to make payments from the municipal fund and the trust fund.

Financial Implications

Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$595,365.04 and from the Trust Fund of \$nil, as included in the attachments, for June 2023.

Council Decision**Resolution** OCM-230719-04**Moved** Cr P Thompson**Second** Cr T Miller

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$595,365.04 and from the Trust Fund of \$nil, as included in the attachments, for June 2023.

Carried 5/0**For** Cr J Russell, Cr W Astbury, Cr T Miller, Cr F Allan, Cr P Thompson**Against** Nil

14.2 Statement of Financial Activity – June 2023

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	13 July 2023
Attachments	Statement of Financial Activity – June 2023

Summary

Council is required to have a Statement of Financial Activity produced each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the period ended June 2023.

Council is requested to accept the Statement of Financial Activity.

Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and this is attached.

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

Local Government (Financial Management) Regulations 1996 – Regulation 34 Financial activity statement required each month (Act s. 6.4)

Shire officers are to prepare each month a statement of financial activity reporting on revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

The Chief Executive Officer shall ensure a monthly statement of financial activity complies with all aspects of the Act and *Local Government (Financial Management) Regulations 1996*.

Financial ImplicationsCurrent Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for June 2023, as included in the attachments.

Council Decision

Resolution OCM-230719-05
Moved Cr F Allan
Second Cr W Astbury

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for June 2023, as included in the attachments.

Carried 5/0
For Cr J Russell, Cr W Astbury, Cr T Miller, Cr F Allan, Cr P Thompson
Against Nil

15 Confidential Reports and Information

Nil

16 Urgent Business

Nil

17 Closure

The Presiding Member declared the meeting closed at 3.46pm.