



## Attachments

Ordinary Council Meeting  
Wednesday 20 March 2024

Date	Wednesday 20 March 2024
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 15 March 2024



## **7.1 Confirmation of Minutes of Previous Ordinary Council Meeting**



# Minutes

Ordinary Council Meeting  
Wednesday 21 February 2024

Date	Wednesday 21 February 2024
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 16 February, 2024



## Notice of Meeting

Please be informed an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 21 February 2024 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in black ink, appearing to be "Tim Clynch".

Tim Clynch  
Acting Chief Executive Officer  
15 February 2024

**Disclaimer**

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

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

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# 1 Declaration of Opening

The Presiding Member declared the meeting open at 3.32pm.

## 2 Attendance

### 2.1 Present

#### Councillors

J Russell	Councillor
W Astbury	Councillor
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor (4.25pm onwards)

#### Employees

T Clynch	Acting Chief Executive Officer
E Clement	Deputy Chief Executive Officer
L Marchei	Executive Support Officer

#### Members of the Public

There were three (3) members 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

#### Dave Astbury

Australia Day Event – Council advised that a decision was made by council in September 2023 to hold a bi annual event. This decision was advertised with community groups invited to host the event. No response or feedback was received.

Toolseum Shed – Dave queried the location of the shed and suggested it be incorporated in to any future main street refurbishments.

Lifestyle and Retirement Committee – Dave expressed his disappointment at the failure to thank and acknowledge the committee for their contribution towards the provision of the new Independent Living Units. Shire President advised that each committee member was formally acknowledged via letter which included that an invitation to attend the official opening will be forwarded to them.

Selection of Roads in Road Program – Dave asked whether road counter data was used in Council's selection of roads for their annual Road Program. Manager of Works advised that road counters were one of several criteria used.

Disposal of Tyres at Wickepin Waste Facility – Shire President advised that tyres are not accepted at Wickepin's Temporary Waste Facility.



Louie Gamble

Wickepin Caravan Park – Acknowledged the current Caretaker and the importance of maintaining an appealing Caravan Park in Wickepin. Requested if the fence that is to be removed from the Independent Living Units could be erected behind the Caretaker's residence.

Members of the public left at 3.56pm.

MWS left the meeting at 4.06pm and returned at 4.06pm.

## **4 Apologies and Leave of Absence**

### **4.1 Apologies**

Cr T Miller

### **4.2 Previously Approved Leave of Absence**

Nil

### **4.3 Requests for Leave of Absence**

[Request for leave of Absence]

## **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 Wednesday 13 December 2023**

#### **Officer Recommendation**

*That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 13 December 2023, as included in the attachments, as a true and accurate record.*

#### **Council Decision**

**Resolution OCM-210224-01**

**Moved Cr F Allan**

**Second Cr L Corke**

**That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 13 December 2023, as included in the attachments, as a true and accurate record.**

**Carried 5/0**

**For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan**

**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 – 231018-07	Proposed Scheme Amendment – Lot 7 (No. 56) Fisher St, Wickepin	That with respect to the proposed Scheme Amendment No. 3 at Lot 7 (No.56) Fisher Street, Wickepin, to rezone the land from “Recreation and Open Space” reserve to “Residential” zone with a density coding of R10, Council: 1. Pursuant to Section 75 of the Planning and Development Act 2005, supports the Scheme Amendment as a ‘Standard Amendment’ to the Shire of Wickepin Local Planning Scheme No. 4; 2. Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 3 to the Shire of Wickepin Local Planning Scheme No. 4; 3. Pursuant to Section 81 of the Planning and Development Act 2005,	○	Scheme Amendment has been forwarded to Department of Water and Environment Regulation for assessment.

Item	Subject	Council Decision	Status	Action
		<p>give written notice to the Environmental Protection Authority for the determination of their assessment; and</p> <p>4. Adopt the proposed scheme amendment for the purpose of advertising in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2) for a period of 42 days, subject to the determination of the Environmental Protection Authority's assessment outcome.</p>		
OCM-231115-09	Purchase of Land – Lot 41 Moss Parade, Wickepin	That Council resolves to purchase Lot 41 Moss Parade, Wickepin for the sum of \$28,000 GST inclusive and transfers a sum up to \$30,000 from the Buildings Reserve to fund the ex-budget expenditure of the land purchase and its share of the acquisition and land transfer costs.	✓	Offer and acceptance signed.
OCM-231213-04	Public Transport Authority – Draft Lease Template	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Accept the offer from the Public Transport Authority (including the terms and conditions contained therein) to enter into a new Licence to Occupy for Lease Agreement L2663 encompassing railway reserve land in Wickepin.</li> <li>2. Authorise signing of Lease Agreement L2663.</li> </ol>	✓	Signed and returned.

Item	Subject	Council Decision	Status	Action
		3. Re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.		Re-submitted and awaiting response.
OCM-231213-05	Annual Report and Annual Financial Report 2022/23	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2022/23 financial year and gives local public notice of its availability.</li> <li>2. Schedules the Annual General Meeting of Electors to be held on Wednesday, 7 February 2024 in the Council Chambers, commencing at 5:30pm.</li> </ol>	✓	
OCM-231213-07	Appointment of Chief Executive Officer	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receives the CEO Recruitment Panel's assessment summary and recommendation as to which applicant or applicants are suitable to be employed as the Chief Executive Officer (CEO) for the Shire of Wickepin.</li> <li>2. Appoints Kellie Bartley to the position of Chief Executive Officer (CEO) for the Shire of Wickepin, being the candidate that the Council determines as being the person most suitably qualified and experienced for the position.</li> <li>3. Makes an offer of employment for the position of CEO to Kellie Bartley as the preferred candidate, with Council being satisfied that the</li> </ol>	✓	

Item	Subject	Council Decision	Status	Action
		<p>candidate is suitably qualified and that the person’s character, work history, competencies, performance, and any other claims made by the applicant have been verified.</p> <p>4. Authorises the Shire President to agree on a commencement date and insert this date into the CEO Employment Contract.</p> <p>5. Noting Part 4 above, endorses the CEO Employment Contract, as presented under separate confidential cover, based on a 5-year term with a six-month initial probation period and total remuneration package of \$207,830, commensurate with the April 2023 Salaries and Allowances Tribunal’s Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023 (SAT Determination) for a Band 4 local government.</p> <p>6. Authorises the Shire President and Acting CEO to execute the CEO employment contract and apply the Common Seal in accordance with section 9.49A(1) of the Local Government Act 1995.</p> <p>7. Endorses the reimbursement of relocation expenses up to the value of \$5,000,</p>		

Item	Subject	Council Decision	Status	Action
		<p>upon receipt of supporting documentary evidence.</p> <p>8. Certifies that Council has complied with the requirements of the Shire of Wickepin's adopted CEO Recruitment, Performance and Termination Standards and, within 14 days of this resolution, provides a copy of the resolution as confirmation to the Department of Local Government, Sport, and Cultural Industries [as per s.5.39B(7) of the Local Government Act 1995 and r.18FB of the Local Government (Administration) Regulations 1996].</p>		

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

## **9 Motions of Which Notice Has Been Given**

## **10 Receipt of Committee Minutes or Reports and Consideration of Recommendations**

Nil.

## **11 President's Report**

Welcome back to all Councillors and Staff after our Christmas and New Year break.

January proved to be very challenging to our volunteer Fire Brigades as the inclement weather delivered a series of storms and lightning strikes. Unfortunately many people were absent due to annual holiday commitments, so the small team of volunteers left to handle these events were kept on the go with five fires in 9 days, including a suspicious lighting of the Wickepin Waste Site.

The waste site proved to be extremely time consuming as it was impossible to extinguish the burning rubble of the past 80 or so years. Management was put in place over approximately 2 weeks but 3 solid days of water dousing throughout that time was needed to suppress the fire which was burning and spreading underground. The site was closed to the public due to fumes and danger of collapse. Grateful thanks are extended to FCO Phil, the Shire Crew and Mark who spent unlimited time at the site to manage the situation, which impeded into their own work timetables.

We now have a new site for the delivery of waste, thank you to MWS Graeme for setting this up. The hours are controlled and the site is manned in order to avoid illegal and excessive dumping of waste by non shire residents.

On 5 February 2024 CEO Tim and myself attended, by Teams, the Regional Road Group Lakes Sub-group where I was appointed Deputy Chair of the RRG Lakes Sub Group and voting delegate for the Wheatbelt South Regional Road Group. I was also elected as the RRG Lakes Sub Group proxy member to the Wheatbelt Secondary Freight Network Steering Committee. MWS Graeme has been appointed as the Lakes Sub Group representative to the RRG Technical Working Group. Further to the elections, business covered 2023-24 RRG project and funding expenditure review, bridge inspections, endorsement of 2024-25 projects and a discussion on the problems of safe passing faced by over width vehicles on roads that are being upgraded throughout the wheatbelt.

On 7 February I attended, by Teams, the Central Country Zone Executive Committee meeting, where guidance was set for the ensuing year of Zone business. Items included financial status of the Zone, speakers and strategic direction.

Council's first meeting of the year was held on 7 February being our Annual Elector's meeting, where the Annual Financial and Audit Report for the year 2022-23 was received. Thank you to those residents and ratepayers who attended and raised their questions to Council.

On 16 February ACEO Tim and myself attended the Central Country Zone meeting in Narrogin. Of the speakers WALGA's Acting Manager of Economist Daniel Thomson presented a great set of slides showing the State's economy over the past 5-10 years, including population changes, unemployment, building and construction and many other inputs. This of course showed the period



throughout the Covid era and was relative to our own building and construction challenges that our shire faced through the same times with our projects including the Independent Living Units. We are going really well considering all of the challenges the Industry faced and I would like to thank all of those who have been involved in our projects for their perseverance and patience as we are coming to end of many of them, and the times certainly have been extremely challenging.

Following Daniel's presentation, a presentation by Tony Brown who covers the Association's Governance including State Council and all of the Zones, was made to cover the role of the Zone Delegate in relation to the Zone and the Zone's input to WALGA's State Council. Tony also covered some recent issues that have been covered by our own Central Country Zone.

Upcoming scheduled meetings include the Wheatbelt South Regional Roads Group meeting in Wickepin on Friday 15 March.

## **12 Report by the Chief Executive Officer**

Nil.

## **13 Notices of Motions for the Following Meeting**

Nil.

## 14 Reports and Information

### 14.1 Monthly Schedule of Accounts Paid – December 2023 & January 2024

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	8 February 2024
<b>Attachments</b>	Monthly Schedule of Accounts Paid – December 2023 & January 2024

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#### 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 December 2023 and January 2024, and
- Trust Fund Payments for December 2023 and January 2024.

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 –

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT14126 –EFT 14176, 141780 –EFT 141223	\$707,586.55
Cheques	15914- 15915	\$ 21,200.94
Direct Deductions	December 23	\$ 1,582.72
Superannuation	December 23	\$ 15,599.62
Credit Card	December 23	\$ 1,625.05
BPay Payments	December 23	\$ 6,213.16
Payroll	December 23	\$ 99,486.00
Licensing	December 23	\$ 10,521.10
<b>Municipal Fund Total</b>		<b>\$863,815.14</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	EFT 14177 –EFT 14179	\$ 793.49
Cheques		\$ 0
<b>Trust Fund Total</b>		<b>\$ 793.49</b>
<b>Total</b>	<b>December 2023</b>	<b>\$864,608.63</b>

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT14224 – EFT14264	\$ 392,320.41
Cheques	15916, 15918-15919	\$ 15,264.76
Direct Deductions	January 24	\$ 2,811.00
Superannuation	January 24	\$ 14,152.95
Credit Card	January 24	\$ 1,625.05
BPay Payments	January 24	\$ 2,070.04
Payroll	January 24	\$ 91,042.00
Licensing	January 24	\$ 24,311.95
<b>Municipal Fund Total</b>		<b>\$ 543,598.18</b>
<b>Trust Fund</b>		
Electronic Funds Transfer		\$ 0
Cheques		0
<b>Trust Fund Total</b>		<b>\$ 0</b>
<b>Total</b>	<b>January 2024</b>	<b>\$ 543,598.18</b>

## 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 \$\$864,608.63 and Trust fund of \$793.49 for December 2023 and Municipal Fund of \$543,598.18 January 2024.*

### **Council Decision**

**Resolution** OCM-210224-02

**Moved** Cr F Allan

**Second** Cr W Astbury

**That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$\$864,608.63 and Trust fund of \$793.49 for December 2023 and Municipal Fund of \$543,598.18 January 2024.**

**Carried** 5/0

**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan

**Against** Nil

Cr Thompson arrived at 4.25.pm.

## 14.2 Statement of Financial Activity – December 23 and January 2024

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	7 February 2024
<b>Attachments</b>	Statement of Financial Activity – December 23 and January 2024

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### 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 December 2023 and January 2024.

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 Implications**Current 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 the period ending December 2023 and January 2024, as included in the attachments.*

Cr Thompson entered the meeting at 4.25pm.

**Council Decision**

**Resolution** OCM-210224-03

**Moved** Cr W Astbury

**Second** Cr L Corke

**That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$\$864,608.63 and Trust fund of \$793.49 for December 2023 and Municipal Fund of \$543,598.18 January 2024.**

**Carried** 6/0

**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson

**Against** Nil

### 14.3 2024 Annual General Meeting of Electors – Receival of Minutes

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	GO.CME.1306
<b>Author</b>	T Clynch, Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	15 February 2024
<b>Attachments</b>	Minutes AGM of Electors Held 7 February 2024

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#### Summary

For Council to formally 'receive' the Minutes of the Annual General Meeting of Electors held on 7 February 2024.

#### Background

At the Annual General Meeting (AGM) of Electors held on 7 February 2024, 7 electors, 3 councillors and 2 staff were present.

At the meeting motions were carried to confirm the minutes from the previous year's (2023) AGM and to receive the Annual Report (including therein the Annual Financial Statements and Auditor's Report) for the year ending 30 June 2023. No further action on those motions is required.

One other motion was carried at the AGM (pertaining to Council holding an annual Australia Day event) and that motion is being presented to Council via a separate agenda item.

#### Comments

As the Minutes from the AGM of Electors will not be confirmed until the next AGM of Electors, it is prudent for Council to formally receive the Minutes so that they become a 'record of Council'.

#### Statutory Environment

Sections 5.27, 5.29 and 5.33 of the *Local Government Act 1995* require an Annual Electors Meeting to be held each year and for decisions made at such meetings to be considered by the Council.

#### Policy Implications

Nil

#### Financial Implications

Nil

#### Strategic Implications

Nil

#### Voting Requirement

Simple Majority

#### Officer Recommendation

*That Council receive the Minutes of the Annual General Meeting of Electors held on 7 February 2024.*

**Council Decision****Resolution** OCM-210224-04**Moved** Cr W Astbury**Second** Cr J Mearns

That Council receive the Minutes of the Annual General Meeting of Electors held on 7 February 2024 subject to the following modifications:

1. **Resolution** AEM-070224-02

The mover of this motion be changed from C Starr to S Starr.

2. **Dishwasher at the Community Centre.**

Amend the wording to read:

Ray Lewis asked if there was any plans to put in a dishwasher at the Community Centre.

President advised that Council had not been formally asked for this by any community group that utilise the kitchen.

3. **Railway**

Amend wording to read:

Ray Lewis asked in there had been further developments on the re-opening of the Tier 3 railway lines?

President advised there was a feasibility study started last year by the State Government into opening up the line between Narrogin and Kulin and that she had attended meetings regarding this last year. The feasibility hasn't been completed but at this stage it appears there doesn't seem to be a favourable outlook for re-opening this section up anywhere in the near future.

**Carried** 6/0

**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson

**Against** Nil



## 14.4 Request for Waiver of Hire Charges at Wickepin Community Centre

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	Ruth Bailey
<b>File Reference</b>	CP.DAC.514
<b>Author</b>	T Clynch – Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	2 February 2024
<b>Attachments</b>	-

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### Summary

A request for waiver of hire charges at the Wickepin Community Centre has been received that is not covered by current delegations from Council to the Chief Executive Officer.

### Background

A request for waiver of hire charges at the Wickepin Community Centre has been received from Ruth Bailey on behalf of a group of seniors wishing to play carpet bowls on the mezzanine level and use of the kitchen once per week.

The group proposes to play carpet bowls once per week.

Council has delegated authority to the Chief Executive Officer to approve waiver of hire charges to a maximum of \$200 per occasion. Council interpretation of this wording is being sought as it could be interpreted to allow the Chief Executive Officer to waive hire charges for ongoing programs or activities run by community groups or private individuals.

Assuming the limit of \$200 applies to a program/activity the Chief Executive Officer has exercised his delegation and waived the hire charges for the first 3 weeks which covers the period up to the February Council meeting.

In light of the above a determination from Council on the ongoing waiver of the hire charges and direction on the current wording of the delegation is being sought.

### Comments

The applicant hasn't advised how long the weekly carpet bowls is intended to run but like most activities of this type it will no doubt continue to run whilst sufficient enthusiasm and interest from participants exists and as long as someone is prepared to run the activity.

It is noted that Council doesn't record hire charge waivers as income and expenditure (i.e. recording the hire charge as income and the donation/waiver as expenditure) therefore there is no reason why Council couldn't approve the waiver on a long-term or even permanent basis. For the purpose of the officer recommendation a term until 30 June 2024 has been proposed but Council may wish to grant a longer waiver period.

Supporting seniors' programs such as the carpet bowls initiative are important in keeping seniors active and allowing ageing in place to occur.

### Statutory Environment

Nil

### Policy Implications

Nil

## Financial Implications

The value of the hire charge waiver has been calculated at \$63.00 per occasion (½ day) noting that a charge to use the kitchen hasn't been included as only minimal use (cups of tea and coffee) is expected. Any time a waiver of hire charges is granted the value can be viewed as foregone income however it is likely in this (and similar) requests that if the hire charge wasn't waived the use wouldn't proceed and no income would be received.

## Strategic Implications

Goal 9 – our communities are engaged, have a healthy lifestyle and are safe.

Strategy 9.7 – seniors are encouraged and able to age in place.

## Voting Requirement

Simple Majority

## Officer Recommendation

*That Council:*

1. *Approve a waiver of all hire charges at the Wickepin Community Centre for the playing of carpet bowls by seniors for the period up to 30 June 2024.*
2. *That the organiser of the senior carpet bowls initiative be invited to seek a further waiver of hire charges if proposing to extend the initiative into 2024/25.*
3. *Provide direction to the Chief Executive Officer on the process for considering waiving of hire charges for extended programs and amend Delegation A13 (Hire of Community Halls/Community Centre) accordingly.*

## Council Decision

**Resolution** OCM-210224-05

**Moved** Cr W Astbury

**Second** Cr L Corke

**That Council:**

1. **Approve a waiver of all hire charges at the Wickepin Community Centre for the playing of carpet bowls by seniors for the period up to 30 June 2024.**
2. **That the organiser of the senior carpet bowls initiative be invited to seek a further waiver of hire charges if proposing to extend the initiative into 2024/25.**

**Carried** 6/0

**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson

**Against** Nil

## Council Decision

**Resolution** OCM-210224-06

**Moved** Cr P Thompson

**Second** Cr F Allan

**That Council amend Delegation A13 (Hire of Community Halls/Community Centre) to the following:**

**The Chief Executive Officer is authorised to waive/grant concessions in respect of hire of council's halls and community centres.**

<b>Carried</b>	<b>6/0 by absolute majority</b>
<b>For</b>	<b>Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson</b>
<b>Against</b>	<b>Nil</b>

## 14.5 Proposed Fencing Local Law

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	LD.LL.14
<b>Author</b>	T Clynch – Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	15 February 2024
<b>Attachments</b>	Draft Shire of Wickepin Fencing Local Law 2024

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### Summary

Council doesn't currently have a local law that details requirements for boundary fencing on properties within the Shire. Following discussion at the December Forum a draft Fencing Local Law has been prepared for Council's consideration. The draft Fencing Local Law is based on the model local law developed by WALGA.

### Background

The Dividing Fences Act 1961 empowers local governments to make local laws to determine what constitutes a 'sufficient fence' in the local government district. Likewise, the Local Government Act 1995 allows a local government to make local laws for the good government of its district. The Local Government Act 1995 further allows local governments to make local laws for building work, demolition work, a standard for the construction or demolition of incidental structures, or the use and maintenance of, and requirements in relation to, incidental structures, such as fencing. Through this local law a local government can determine:

- a. what fences may look like;
- b. how fences are to be constructed;
- c. what materials can be used in construction; and
- d. to what standards they are to be built.

The Shire of Wickepin doesn't currently have a Fencing Local Law. The draft local law has been prepared using a model (template) local law prepared by WALGA.

### Comments

In accordance with section 3.12 of the Local Government Act 1995 prior to making any local law, the Shire is required to give local public notice of the draft law and receive submissions from the public for at least six weeks.

Following the conclusion of the submission period, the local law will be resubmitted to Council for its consideration as to if it should be made.

### Statutory Environment

Local Government Act 1995: Section 3.12: Procedure for making local laws.

Section 3.12 of the Local Government Act 1995 provides the procedure that must be followed in creating a new local law, with the initial steps being:

1. To give local public notice that the Council proposes to make a new local law (to repeal an existing one);
2. To call for public submissions on the proposed (repeal) local law within 42 days;
3. To provide a copy of the proposed (repeal) local law to the relevant Minister responsible for Local Government.

### **Policy Implications**

Nil

### **Financial Implications**

Costs of advertising can be met from existing budget allocations.

### **Strategic Implications**

Nil

### **Voting Requirement**

Simple Majority

### **Officer Recommendation**

*That Council:-*

1. *In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Fencing Local Law 2024, a summary of its purpose and effect being:*

*Purpose*

*The purpose of this local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district.*

*Effect*

*The effect of this local law is to establish the minimum requirements for fencing within the district.*

2. *Notes that:*
  - a) *Copies of the proposed Fencing Local Law 2024 may be inspected at the Shire's offices and will be made available on the Shire's website;*
  - b) *Submissions regarding the proposed Fencing Local Law 2024 may be made to the Shire within a period of not more than 6 weeks after the public notice is given;*
  - c) *In accordance with section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Fencing Local Law 2024 will be provided to the Minister for Local Government; and*
  - d) *In accordance with section 3.12(3)(c) of the Local Government Act 1995, a copy of the proposed Fencing Local Law 2024 will be supplied to any person requesting it.*
3. *Notes that all submissions received will be presented to Council for consideration.*

**Council Decision****Resolution** OCM-210224-07**Moved** Cr W Astbury**Second** Cr J Mearns**That Council:**

1. In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Fencing Local Law 2024, a summary of its purpose and effect being:

**Purpose**

The purpose of this local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district.

**Effect**

The effect of this local law is to establish the minimum requirements for fencing within the district.

**2. Notes that:**

- a) Copies of the proposed Fencing Local Law 2024 may be inspected at the Shire's offices and will be made available on the Shire's website;
- b) Submissions regarding the proposed Fencing Local Law 2024 may be made to the Shire within a period of not more than 6 weeks after the public notice is given;
- c) In accordance with section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Fencing Local Law 2024 will be provided to the Minister for Local Government; and
- d) In accordance with section 3.12(3)(c) of the Local Government Act 1995, a copy of the proposed Fencing Local Law 2024 will be supplied to any person requesting it.

**3. Notes that all submissions received will be presented to Council for consideration.****Carried** 6/0**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson**Against** Nil

MWS left the meeting at 4.46pm.

## 14.6 Proposed Parking and Parking Facilities Local Law

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	LD.LL.14
<b>Author</b>	T Clynch – Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	15 February 2024
<b>Attachments</b>	Draft Shire of Wickepin Parking and Parking Facilities Local Law 2024

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### Summary

Council doesn't currently have a local law that details requirements for parking on public land within the Shire. Following discussion at the December Forum a draft Parking and Parking Facilities Local Law has been prepared for Council's consideration. The draft Local Law is based on the model local law developed by WALGA.

### Background

The Local Government Act 1995 allows a local government to make local laws for the good government of its district.

The Shire of Wickepin doesn't currently have a Parking Local Law. The draft local law been prepared using a model (template) local law prepared by WALGA.

In recent years there have been multiple instances of persons parking vehicles on footpaths and road verges and parking in parking bays contrary to markings. Without a specific local law it hasn't been possible to regulate these activities.

### Comments

In accordance with section 3.12 of the Local Government Act 1995 prior to making any local law, the Shire is required to give local public notice of the draft law and receive submissions from the public for at least six weeks.

Following the conclusion of the submission period, the local law will be resubmitted to Council for its consideration as to if it should be made.

### Statutory Environment

Local Government Act 1995: Section 3.12: Procedure for making local laws.

Section 3.12 of the Local Government Act 1995 provides the procedure that must be followed in creating a new local law, with the initial steps being:

4. To give local public notice that the Council proposes to make a new local law (to repeal an existing one);
5. To call for public submissions on the proposed (repeal) local law within 42 days;
6. To provide a copy of the proposed (repeal) local law to the relevant Minister responsible for Local Government.

**Policy Implications**

Nil

**Financial Implications**

Costs of advertising can be met from existing budget allocations.

**Strategic Implications**

Nil

**Voting Requirement**

Simple Majority

**Officer Recommendation**

*That Council:-*

1. *In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Parking and Parking Facilities Local Law 2024, a summary of its purpose and effect being:*

*Purpose*

*The purpose of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.*

*Effect*

*The effect of this local law is to control parking throughout the district to ensure the safe, fair and equitable use of parking facilities under the care and control of the local government.*

2. *Notes that:*
  - a) *Copies of the proposed Parking and Parking Facilities Local Law 2024 may be inspected at the Shire's offices and will be made available on the Shire's website;*
  - b) *Submissions regarding the proposed Parking and Parking Facilities Local Law 2024 may be made to the Shire within a period of not more than 6 weeks after the public notice is given;*
  - c) *In accordance with section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be provided to the Minister for Local Government; and*
  - d) *In accordance with section 3.12(3)(c) of the Local Government Act 1995, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be supplied to any person requesting it.*
3. *Notes that all submissions received will be presented to Council for consideration.*



**Council Decision**

**Resolution** OCM-210224-08  
**Moved** Cr W Astbury  
**Second** Cr P Thompson

**That Council:**

1. In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Parking and Parking Facilities Local Law 2024, a summary of its purpose and effect being:

**Purpose**

The purpose of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.

**Effect**

The effect of this local law is to control parking throughout the district to ensure the safe, fair and equitable use of parking facilities under the care and control of the local government.

**2. Notes that:**

- a) Copies of the proposed Parking and Parking Facilities Local Law 2024 may be inspected at the Shire's offices and will be made available on the Shire's website;
- b) Submissions regarding the proposed Parking and Parking Facilities Local Law 2024 may be made to the Shire within a period of not more than 6 weeks after the public notice is given;
- c) In accordance with section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be provided to the Minister for Local Government; and
- d) In accordance with section 3.12(3)(c) of the Local Government Act 1995, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be supplied to any person requesting it.

**3. Notes that all submissions received will be presented to Council for consideration.**

**Carried** 6/0  
**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson  
**Against** Nil

## 14.7 Consideration of Motion from 2024 Annual General Meeting of Electors – Annual Australia Day Event

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	GO.CME.1306
<b>Author</b>	T Clynch, Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	15 February 2024
<b>Attachments</b>	-

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### Summary

To consider a motion carried at the recent Annual General Meeting of Electors.

### Background

At the Annual General Meeting (AGM) of Electors held on 7 February 2024 the following motion was moved, seconded and carried:

**Moved**        **R Lewis**  
**Second**      **N Ballard**

***That Council hold an annual Australia Day event.***

Any motion carried at an electors meeting is in effect a recommendation to Council. Council is not bound by the Local Government Act to accept the recommendation; it can amend it or reject it as it is able to do with an officer recommendation.

### Comments

The motion carried at the AGM requests that Council hold an annual Australia Day event. It doesn't offer any specifics on the type of event. Indeed the event need not be run or managed by the Shire and instead Council could seek expressions of interest from community groups to run an event with funding provided by the Council.

Assuming Council concurs with the direction of the motion from the AGM it could, at this point in time commit to having an annual Australia Day event with the details for the 2025 event to be determined later in the year.

### Statutory Environment

Sections 5.27, 5.29 and 5.33 of the *Local Government Act 1995* require an Annual Electors Meeting to be held each year and for decisions made at such meetings to be considered by the Council.

### Policy Implications

Nil

### Financial Implications

The annual budget typically contains an allocation for an Australia Day event.

### Strategic Implications

Nil

**Voting Requirement**

Simple Majority

**Officer Recommendation**

1. *That Council commit to having an annual Australia Day event, either Shire managed or via a local community group with funding of the event by Council.*
2. *That consideration/planning for the 2025 Australia Day event be scheduled to commence in August 2025 via discussion at that month's Forum.*

Cr Thompson left the meeting at 5.03pm.

**Council Decision****Resolution** OCM-210224-09**Moved** Cr J Mearns**Second** Cr F Allan

1. **That Council commit to having an annual Australia Day event, either Shire managed or via a local community group with funding of the event by Council.**
2. **That consideration/planning for the 2025 Australia Day event be scheduled to commence in July 2024 via discussion at that month's Forum.**

**Carried** 5/0**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan**Against** Nil

Reason for amending Officer recommendation:

Bringing forward the consideration/planning phase from August to July will allow an additional month to consult with community groups.

MWS re entered the meeting at 5.10pm.

## 14.8 South West Native Title Settlement – Crown Land Enquiry

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	Department of Planning
<b>File Reference</b>	CP.A&D.505
<b>Author</b>	T Clynch – Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	15 February 2024
<b>Attachments</b>	Maps of Subject Properties

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### Summary

To consider a proposal to release existing (vacant) crown land parcels within the Shire of Wickepin under the South West Native Title Settlement process. Council isn't the decision-maker in determining whether the lots should be released but has been provided the opportunity to make recommendations and comment for consideration

### Background

The Department of Planning, Lands and Heritage has invited the Shire of Wickepin to comment on its proposal to consider release 15 parcels of crown land within the Shire. If released, the lots would be transferred to the Noongar Land Estate under the South West Native Title Settlement.

#### Noongar Land Estate Proposal

The South West Native Title Settlement (Settlement) is a landmark native title agreement, negotiated between the Noongar people and the Western Australia Government. The Settlement involves around 30,000 Noongar people and covers approximately 200,000 square kilometres of the greater southwest region. The Settlement creates a Noongar governance structure to represent the rights and interests of the six Noongar Agreement groups. The Settlement package will provide the Noongar people with sustainable assets and options for developing Noongar interests, including opportunities for the WA Government to work in partnership with the Noongar people to elevate economic, social and community outcomes. The Noongar peoples' strong relationship to the Noongar lands is reflected through the many components of the Settlement package. Relevant to this report the settlement package includes the creation of a future Noongar Land Estate.

A key negotiated benefit is the delivery of a 320,000 hectare Noongar Land Estate, in accordance with the Noongar Land Base Strategy. The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

Over the next three to five years, the Department of Planning, Lands and Heritage will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

The Department of Planning, Lands and Heritage has advised that part of the assessment involves referral of land parcels to relevant agencies for comment (which includes the Shire of Wickepin). There are a number of specific questions that DPLH require answered and these responses can be compiled by Shire officers however the fundamental question that requires Council's formal consideration is whether the Shire supportive of the transfer of this land to the Noongar People under the Settlement.

### Comments

The 15 parcels of crown land consist of unallocated crown land and reserves vested with Government agencies. No Shire vested reserves are included. The 15 land parcels are listed in the table below.

No.	Lot/Reserve No.	Locality	Tenure	Comment
1.	Lot 403 Williams Kondinin Road	Wickepin	Reserve vested with Minister for works	Former Tarling Hall Reserve. The land is extensively vegetated.
2.	Reserve 10439 Fox Road/Tincurrin Road	Tincurrin	Reserve vested with Water Corporation	Extensively vegetated
3.	Unallocated crown land Old Line Road	Toolibin	Unallocated crown land	Parcel of land is only 45 metres wide (3.7520ha in area).
4.	Unallocated crown land Old Line Road	Toolibin	Unallocated crown land	Land is cleared (2.1058ha) and appears to be farmed by adjacent property owner
5.	Lot 15292 (Reserve 5287) Brown Road	Wickepin	Reserve vested with Water Corporation	Extensively vegetated
6.	Unallocated crown land Old Line Road	Toolibin	Unallocated crown land	Extensively vegetated (7.187 ha in size)
7.	Lot 15590 (Reserve 32170) Line Road	Toolibin	Reserve vested with DPLH	Ex-sanitation reserve
8.	Lot 2962 (Reserve 5286) Baker Road	Harrismith	Reserve vested with Water Corporation	Water reserve

9.	Unallocated crown land Tincurrin Road North	Tincurrin	Unallocated crown land	Extensively vegetated
10.	Lot 7362 (Reserve 18880) Wickepin Harrismith Road	Wickepin	Reserve vested with DPLH	Public utility reserve. Extensively vegetated.
11.	Unallocated crown land Old Line Road	Toolibin	Unallocated crown land	Adjacent to Parcel 3. Area of 9.1941ha
12.	Unallocated crown land Old Line Road	Toolibin	Unallocated crown land	Adjacent to Parcels 3 and 11. Area of 1.7245ha
13.	Lot 16004 (Reserve 5288) Brown Road/Tincurrin North Road	Tincurrin	Reserve vested with Water Corporation	Water reserve. Extensively vegetated.
14.	Lot 6145 (Reserve 16277) McDougalls Road	Tincurrin	Reserve vested with DPLH	Public utility reserve. Extensively vegetated.
15.	Lot 350 (Reserve 19839) Wedin North Road	Wickepin	Reserve vested with DPLH	Gravel reserve

No details are provided in this process of what possibly will be the ultimate purpose of any land transferred under the South West Native Title Settlement. At this stage DPLH is simply looking at all possible land parcels that could be subject to transfer under the settlement process.

There has been previous lists of land parcels assessed within the Shire of Wickepin and these have been presented to Council. It is likely there will be more in the future. Taking into account the limited means that local government could object to possible transfer of the land under the South West Native Title Settlement it is recommended that Council delegate authority to the CEO to respond to similar requests in future without reference to Council. The majority of land parcels being considered are unallocated crown land and unvested reserves. If reserves vested in the Shire of Wickepin are nominated in future it is likely that some objection to their release would be made.

### **Statutory Environment**

The full details of the Settlement are recorded in six Indigenous Land Use Agreements (ILUA) made in compliance with the Native Title Act 1993.

### **Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Simple Majority for Part 1 of recommendation; absolute majority for Part 2.

**Officer Recommendation**

- 1. That Council advise the Department of Planning, Lands and Heritage (DPLH) it has no objections to the possible release of the 15 land parcels under the South West Native Title Settlement process and authorises the Chief Executive Officer to respond to the questionnaire seeking details on these land parcels.*
- 2. That Council delegate authority to the Chief Executive Officer to respond to any future South West Native Title Land Enquiries without reference to council on the condition that no release of any land vested with the Shire of Wickepin will be supported without reference to Council.*

Cr Thompson re-entered the meeting at 5.15pm.

**Council Decision****Resolution** OCM-210224-10**Moved** Cr J Mearns**Second** Cr F Allan**That Council:**

- 1. Advise the Department of Planning, Lands and Heritage (DPLH) that it does not support the possible release of the 15 land parcels under the South West Native Title Settlement process on the grounds the lands are fragmented, heavily vegetated, many are an unusable size and all contain rare and endangered flora and wildflowers that form a significant part of our Shire's tourism trail.**
- 2. Authorises the Chief Executive Officer to respond to the questionnaire seeking details on these land parcels.**

**Carried** 6/0**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson**Against** Nil

Reason for amending Officer recommendation:

Council determined not to support the possible lease of the 15 land parcels. Council wish future proposals to be presented for formal consideration rather than being dealt with under Delegated Authority.

## **15 Confidential Reports and Information**

Nil

## **16 Urgent Business**

Nil

## **17 Closure**

The Presiding Member declared the meeting closed at 5.32pm.





## **14.1 Monthly Schedule of Accounts Paid – February 2024**

**List of Accounts Due & Submitted to Council**

**29<sup>th</sup> February 2024**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Trust</b>	<b>Muni</b>
EFT14375	29/02/2024	WICKEPIN PRIMARY SCHOOL	\$ 120.00	
		<b>TOTALS TRUST</b>	<b>\$ 120.00</b>	
EFT14265	02/02/2024	ARDGOWAN FARM		\$ 2,112.00
EFT14266	02/02/2024	AMPAC DEBT RECOVERY (WA) PTY LTD		\$ 1,188.00
EFT14267	02/02/2024	AMD AUDIT AND ASSURANCE PTY LTD		\$ 1,210.00
EFT14268	02/02/2024	BURGESS RAWSON (WA) PTY LTD		\$ 725.35
EFT14269	02/02/2024	BELVEDERE NURSERY		\$ 3,317.00
EFT14270	02/02/2024	DEWS EXCAVATIONS		\$ 577.50
EFT14271	02/02/2024	DYNAMIC POOLS AUSTRALIA PTY LTD		\$ 15,561.26
EFT14272	02/02/2024	EMBROIDER ME		\$ 73.15
EFT14273	02/02/2024	FULFORD EARTHMOVING & CIVIL		\$ 14,784.00
EFT14274	02/02/2024	HANCOCKS HOME HARDWARE		\$ 25.75
EFT14275	02/02/2024	BERYLE HOLM		\$ 54.95
EFT14276	02/02/2024	IAN GUPPY & CO SMASH REPAIRS		\$ 7,066.50
EFT14277	02/02/2024	JASON SIGNMAKERS		\$ 1,171.85
EFT14278	02/02/2024	KNIGHTLINE COMPUTERS		\$ 597.00
EFT14279	02/02/2024	LO-GO APPOINTMENTS		\$ 5,764.55
EFT14280	02/02/2024	MARKETFORCE PRODUCTIONS		\$ 621.24
EFT14281	02/02/2024	MELCHIORRE PLUMBING AND GAS		\$ 6,480.10
EFT14282	02/02/2024	NARROGIN BEARING SERVICES		\$ 171.91
EFT14283	02/02/2024	NARROGIN PUMPS, SOLAR AND SPRAYING		\$ 218.51
EFT14284	02/02/2024	NARROGIN PACKAGING		\$ 444.35
EFT14285	02/02/2024	NARROGIN BETTA HOME LIVING		\$ 549.00
EFT14286	02/02/2024	STAR TRACK EXPRESS		\$ 80.89
EFT14287	02/02/2024	NARROGIN TOYOTA		\$ 113.85
EFT14288	02/02/2024	NARROGIN & DISTRICTS PLUMBING SERVICE		\$ 1,622.50
EFT14289	02/02/2024	PERFECT COMPUTER SOLUTIONS - PCS		\$ 1,167.50
EFT14290	02/02/2024	PARRYS		\$ 460.65
EFT14291	02/02/2024	REPCO		\$ 360.14
EFT14292	02/02/2024	STEELO'S GUNS & OUTDOORS		\$ 299.00
EFT14293	02/02/2024	SCHORER TILING		\$ 5,691.00
EFT14294	02/02/2024	WICKEPIN DISTRICT SPORTS CLUB		\$ 100.00
EFT14295	02/02/2024	WCP CIVIL PTY LTD		\$ 117,740.92
EFT14296	02/02/2024	ZONE 50 ENGINEERING SURVEYS		\$ 13,113.32
EFT14297	07/02/2024	BERYLE HOLM		\$ 994.39
EFT14298	07/02/2024	TANYA MARY SANDS		\$ 554.76
EFT14299	16/02/2024	AUSTRALIA POST		\$ 28.56
EFT14300	16/02/2024	AIR LIQUIDE WA PTY LTD		\$ 144.55
EFT14301	16/02/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD		\$ 1,478.35
EFT14302	16/02/2024	AMD AUDIT AND ASSURANCE PTY LTD		\$ 2,035.00
EFT14303	16/02/2024	GOODYEAR AUTOCARE NARROGIN		\$ 273.00
EFT14304	16/02/2024	BEACON EQUIPMENT		\$ 118.00
EFT14305	16/02/2024	CONPLANT		\$ 7,580.30
EFT14306	16/02/2024	DAVE'S TREE SERVICE		\$ 9,350.00
EFT14307	16/02/2024	DYNAMIC POOLS AUSTRALIA PTY LTD		\$ 187.00
EFT14308	16/02/2024	DUFFY ELECTRICS		\$ 9,545.50
EFT14309	16/02/2024	EDWARDS MOTORS PTY LTD		\$ 435.00
EFT14310	16/02/2024	EWEN RURAL SUPPLIES		\$ 6,971.74
EFT14311	16/02/2024	ELDERS WICKEPIN		\$ 2,596.00
EFT14312	16/02/2024	FULFORD EARTHMOVING & CIVIL		\$ 5,016.00
EFT14313	16/02/2024	GREAT SOUTHERN FUEL SUPPLIES		\$ 11,205.56
EFT14314	16/02/2024	HERITAGE INTELLIGENCE (WA) - LAURA GRAY		\$ 7,783.87

EFT14315	16/02/2024	HANCOCKS HOME HARDWARE	\$ 33.80
EFT14316	16/02/2024	HERSEY'S SAFETY PTY LTD	\$ 4,332.53
EFT14317	16/02/2024	GS HOBBS CONTRACTING	\$ 19,998.00
EFT14318	16/02/2024	INTELIFE	\$ 15,897.75
EFT14319	16/02/2024	THE LOCK MAN SECURITY	\$ 623.00
EFT14320	16/02/2024	GREAT SOUTHERN WASTE DISPOSAL	\$ 9,690.17
EFT14321	16/02/2024	NARROGIN HARDWARE MAKIT	\$ 65.20
EFT14322	16/02/2024	NARROGIN BEARING SERVICES	\$ 9.99
EFT14323	16/02/2024	NARROGIN PUMPS, SOLAR AND SPRAYING	\$ 280.09
EFT14324	16/02/2024	NARROGIN PACKAGING	\$ 814.78
EFT14325	16/02/2024	STAR TRACK EXPRESS	\$ 60.81
EFT14326	16/02/2024	NARROGIN LIQUOR BARONS	\$ 116.98
EFT14327	16/02/2024	NARROGIN CARPETS & CURTAINS	\$ 2,729.10
EFT14328	16/02/2024	OFFICEWORKS SUPERSTORES PTY LTD	\$ 376.44
EFT14329	16/02/2024	OFFICE OF REGIONAL ARCHITECTURE	\$ 1,485.00
EFT14330	16/02/2024	PARRYS	\$ 283.05
EFT14331	16/02/2024	PRISM CONTRACTING AND CONSULTING LTD	\$ 39,240.30
EFT14332	16/02/2024	REPCO	\$ 24.39
EFT14333	16/02/2024	RIGHT METAL FENCING	\$ 28,927.80
EFT14334	16/02/2024	STEWART & HEATON	\$ 3,334.64
EFT14335	16/02/2024	SIMS CIVIL	\$ 20,159.70
EFT14336	16/02/2024	TEAM GLOBAL EXPRESS PTY LTD	\$ 173.95
EFT14337	16/02/2024	T-QUIP	\$ 1,240.40
EFT14338	16/02/2024	TEREX CORPORATION	\$ 1,380.02
EFT14339	16/02/2024	MARCUS TWISELTON	\$ 220.00
EFT14340	16/02/2024	WESTRAC EQUIPMENT	\$ 1,118.77
EFT14341	16/02/2024	SSJ TRANSPORT PTY LTD	\$ 9,680.00
EFT14342	16/02/2024	WICKEPIN NEWSAGENCY	\$ 988.70
EFT14343	16/02/2024	WCP CIVIL PTY LTD	\$ 16,417.04
EFT14344	16/02/2024	YEALERING HOTEL	\$ 605.00
EFT14345	23/02/2024	ANTHONY BROWN	\$ 89.90
EFT14346	29/02/2024	AIR RESPONSE	\$ 318.25
EFT14347	29/02/2024	AQUATIC SERVICES WA	\$ 6,836.50
EFT14348	29/02/2024	ASTROTOURISM WA PTY LTD	\$ 3,740.00
EFT14349	29/02/2024	GOODYEAR AUTOCARE NARROGIN	\$ 2,830.00
EFT14350	29/02/2024	BELVEDERE NURSERY	\$ 4,090.00
EFT14351	29/02/2024	BEST OFFICE SYSTEMS	\$ 275.00
EFT14352	29/02/2024	COUNTRY PAINT SUPPLIES	\$ 53.46
EFT14353	29/02/2024	CONPLANT	\$ 4,298.71
EFT14354	29/02/2024	DUFFY ELECTRICS	\$ 11,697.31
EFT14355	29/02/2024	DEPARTMENT OF FIRE AND EMERGENCY (DFES)	\$ 16,375.80
EFT14356	29/02/2024	HANCOCKS HOME HARDWARE	\$ 48.95
EFT14357	29/02/2024	HERSEY'S SAFETY PTY LTD	\$ 726.00
EFT14358	29/02/2024	GS HOBBS CONTRACTING	\$ 10,109.00
EFT14359	29/02/2024	IGNITE WICKY - WICKEPIN FESTIVAL	\$ 595.97
EFT14360	29/02/2024	MOORE	\$ 1,320.00
EFT14361	29/02/2024	NARROGIN PACKAGING	\$ 541.60
EFT14362	29/02/2024	STAR TRACK EXPRESS	\$ 71.29
EFT14363	29/02/2024	NARROGIN SUPERMARKET TREE TREE TRADING PTY LTD	\$ 159.79
EFT14364	29/02/2024	PERTH HOME CLEANERS	\$ 5,980.00
EFT14365	29/02/2024	REPCO	\$ 77.26
EFT14366	29/02/2024	SHIRE OF NARROGIN	\$ 3,930.00
EFT14367	29/02/2024	TEAM GLOBAL EXPRESS PTY LTD	\$ 227.77
EFT14368	29/02/2024	THE YEALERING PANTRY	\$ 173.40
EFT14369	29/02/2024	WESTRAC EQUIPMENT	\$ 1,974.45
EFT14370	29/02/2024	WA HINO SALES & SERVICE	\$ 4,623.42
EFT14371	29/02/2024	SSJ TRANSPORT PTY LTD	\$ 7,744.00

EFT14372	29/02/2024	WREN OIL		\$ 16.50
EFT14373	29/02/2024	WICKEPIN FOOTBALL CLUB		\$ 650.00
EFT14374	29/02/2024	ZONE 50 ENGINEERING SURVEYS		\$ 2,314.40
			<b>TOTALS EFT</b>	<b>\$ 541,957.45</b>
15921	07/02/2024	SYNERGY		\$ 145.12
15922	07/02/2024	WATER CORPORATION		\$ 13,290.01
15923	15/02/2024	SYNERGY		\$ 7,825.35
			<b>TOTALS CHEQUE</b>	<b>\$ 21,260.48</b>
DD14781.1	07/02/2024	AWARE SUPER		\$ 4,681.32
DD14781.2	07/02/2024	REST INDUSTRY SUPER		\$ 246.68
DD14781.3	07/02/2024	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 168.77
DD14781.4	07/02/2024	PRIME SUPER		\$ 518.62
DD14781.5	07/02/2024	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 517.17
DD14781.6	07/02/2024	NETWEALTH INVESTMENTS		\$ 275.54
DD14781.7	07/02/2024	ANZ SUPER		\$ 38.20
DD14781.8	07/02/2024	SPIRIT SUPER		\$ 362.46
DD14781.9	07/02/2024	AMP SIGNATURE SUPER		\$ 236.63
DD14811.1	21/02/2024	AWARE SUPER		\$ 4,732.09
DD14811.2	21/02/2024	REST INDUSTRY SUPER		\$ 247.49
DD14811.3	21/02/2024	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 234.82
DD14811.4	21/02/2024	PRIME SUPER		\$ 524.14
DD14811.5	21/02/2024	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 551.97
DD14811.6	21/02/2024	NETWEALTH INVESTMENTS		\$ 275.54
DD14811.7	21/02/2024	ANZ SUPER		\$ 222.03
DD14811.8	21/02/2024	SPIRIT SUPER		\$ 363.42
DD14811.9	21/02/2024	AMP SIGNATURE SUPER		\$ 236.63
DD14781.10	07/02/2024	AUSTRALIAN SUPER		\$ 253.53
DD14811.10	21/02/2024	AUSTRALIAN SUPER		\$ 253.53
			<b>TOTALS SUPERANNUATION</b>	<b>\$ 14,940.58</b>
DD14854.1	22/02/2024	ANZ BANK		\$ 1,291.11
			<b>TOTALS CREDIT CARD</b>	<b>\$ 1,291.11</b>
DD14798.1	15/02/2024	WESTNET PTY LTD		\$ 123.92
DD14828.2	27/02/2024	3E ADVANTAGE PTY LTD		\$ 1,095.05
			<b>TOTALS DIRECT DEBIT</b>	<b>\$ 1,218.97</b>
63070224	07/02/2024	TELSTRA		\$ 1,808.37
			<b>TOTALS BPAY</b>	<b>\$ 1,808.37</b>
98010224	01/02/2024	DEPT OF TRANSPORT		\$ 95.60
98020224	02/02/2024	DEPT OF TRANSPORT		\$ 202.60
98050224	05/02/2024	DEPT OF TRANSPORT		\$ 1,650.95
98060224	06/02/2024	DEPT OF TRANSPORT		\$ 1,978.85
98080224	08/02/2024	DEPT OF TRANSPORT		\$ 2,978.90
98090224	12/02/2024	DEPT OF TRANSPORT		\$ 1,507.40
98120224	09/02/2024	DEPT OF TRANSPORT		\$ 213.20
98140224	14/02/2024	DEPT OF TRANSPORT		\$ 834.10
98150224	15/02/2024	DEPT OF TRANSPORT		\$ 1,161.80
98160224	16/02/2024	DEPT OF TRANSPORT		\$ 31.10
98190224	19/02/2024	DEPT OF TRANSPORT		\$ 902.00
98200224	20/02/2024	DEPT OF TRANSPORT		\$ 3,700.40
98210224	21/02/2024	DEPT OF TRANSPORT		\$ 5,573.65
98230224	23/02/2024	DEPT OF TRANSPORT		\$ 14,063.25
98260224	26/02/2024	DEPT OF TRANSPORT		\$ 351.65
98270224	27/02/2024	DEPT OF TRANSPORT		\$ 1,124.70
98280224	28/02/2024	DEPT OF TRANSPORT		\$ 405.40
98290224	29/02/2024	DEPT OF TRANSPORT		\$ 3,691.85
			<b>TOTALS SUPERANNUATION</b>	<b>\$ 40,467.40</b>
7/02/2024	07/02/2024	PAYROLL		\$ 47,947.00

21/02/2024	21/02/2024	PAYROLL		\$ 49,793.00
			<b>TOTALS PAYROLL</b>	<b>\$ 97,740.00</b>
			<b>ACCOUNT TOTALS</b>	<b>\$ 120.00 \$ 720,684.36</b>
			<b>TOTAL PAYMENTS FOR FEBRUARY 2024</b>	<b>\$ 720,804.36</b>
			<b>Credit Card Payment Summary</b>	
			<b>23<sup>rd</sup> January 2024 - 22<sup>nd</sup> February 2024</b>	
			<b>CARD ENDING XXXX224175</b>	
	<b>DATE</b>	<b>COMPANY</b>	<b>AMOUNT</b>	
	1/02/2024	ACMA	\$ 114.00	
	6/02/2024	Metroll	\$ 750.59	
	6/02/2024	Slimline Warehouse	\$ 426.52	
			<b>\$ 1,291.11</b>	
			<b>\$1,291.11</b>	
			<b>Fuel Card Janaury 2024</b>	
	<b>Job</b>	<b>Job Description</b>	<b>Total</b>	
	P518	JOHN DEERE 670G GRADER	\$ 422.56	
	P813	CAT 12H GRADER 2017	\$ 924.14	
	P822	KOMATSU 6 WHEEL LOADER	\$ 167.61	
	P1915	HINO 500 SERIES 1628 MEDIUM NINE TRUCK	\$ 32.78	
	P1915	HINO 500 SERIES 1628 MEDIUM NINE TRUCK	\$ 654.72	
	P342	HINO 700 SERIES FS2848	\$ 313.83	
	P1955A	FUSO CANTER 7.5T CREW CAB	\$ 2,526.19	
	P698	HINO 300 SERIES 717 MEDIUM DUMP GARDENERS TRUCK	\$ 17.37	
	P698	HINO 300 SERIES 717 MEDIUM DUMP GARDENERS TRUCK	\$ 300.81	
	P2433	HINO FG 1628 TRUCK	\$ 1,222.23	
	P2283	TOYOTA FORKLIFT 1.4 TON - LRC1	\$ 405.66	
	P2473	HINO 300 SERIES 921 AUTO TRADE ACE	\$ 686.06	
	P468	ISUZU D-MAX 4X4 SINGLE CAB SX TIPPER TRAY	\$ 287.34	
	P706	HOLDEN COLORADO 4X4 MEHCANIC UTE	\$ 418.79	
	P632	ISUZU D-MAX 4X4 SINGLE CAB CHASSIS SX	\$ 410.62	
	P910A	FIRE TENDER WICKEPIN TOWNSITE	\$ 226.14	
	PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE	\$ 0.76	
	PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE	\$ 692.97	
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB	\$ 624.18	
	PFACEY	ISUZU D-MAX - SILVER 2.8L 2021	\$ 222.59	
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB	\$ 0.76	
	P2495	TORO REELMASTER 5510	\$ 65.38	
	P2567	ISUZU DMAX - WHITE CREW CAB CHASSIS SX 3	\$ 582.07	
			<b>\$ 11,205.56</b>	



## **14.2 Statement of Financial Activity – February 2024**



## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

For the Period Ended 29 February 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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# Shire of Wickepin

## Compilation Report

For the Period Ended 29 February 2024

### 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 29 February 2024 of \$669,613.

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

### Preparation

Prepared by: E.Clement DCEO

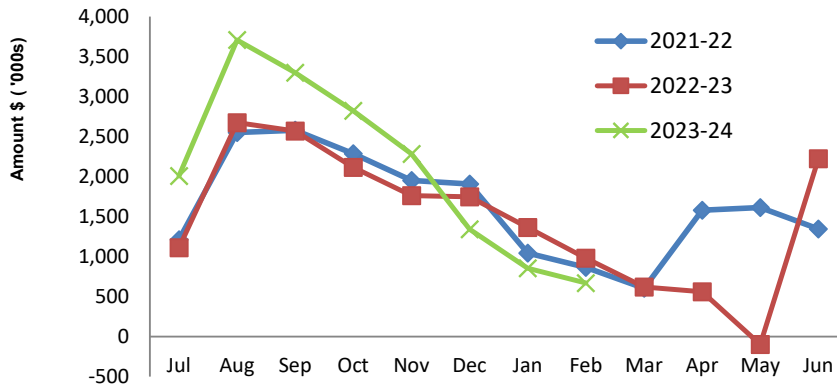
Date prepared: 6-Mar-24

Reviewed by: T.Clynch ACEO



**Shire of Wickepin**  
**Monthly Summary Information**  
For the Period Ended 29 February 2024

**Liquidity Over the Year (Refer Note 3)**



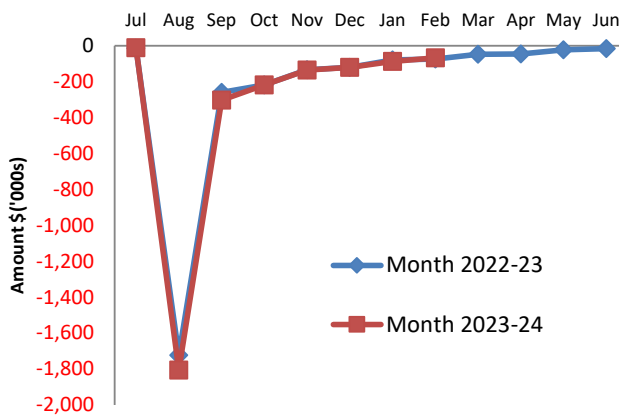
**Cash and Cash Equivalents  
as at period end**

Unrestricted	\$ 1,423,596
Restricted	\$ 3,102,239
	\$ 4,525,835

**Receivables**

Rates	\$ 66,551
Other	\$ 263,600
	\$ 330,151

**Rates Receivable (Refer Note 6)**



**Accounts Receivable Ageing (non-rates)  
(Refer Note 6)**

**Comments**

Unrestricted cash includes the following payments in advance

23/24 Grants Commission - General	\$1,156,701
23/24 Grants Commission - Roads	\$650,457
<b>Amounts paid in advance</b>	<b>\$1,807,158</b>

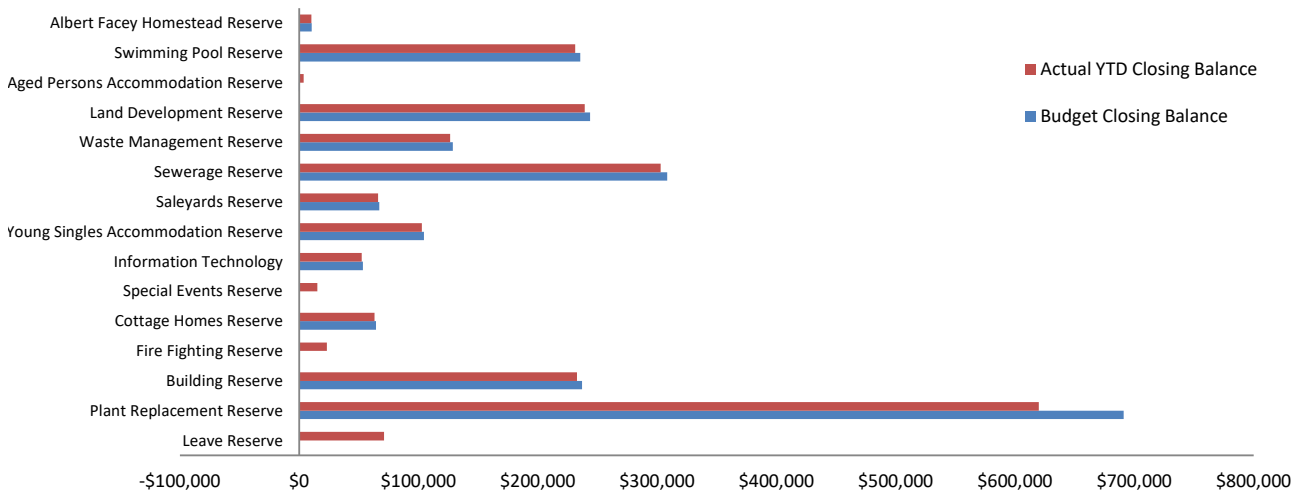
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 29 February 2024

**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.

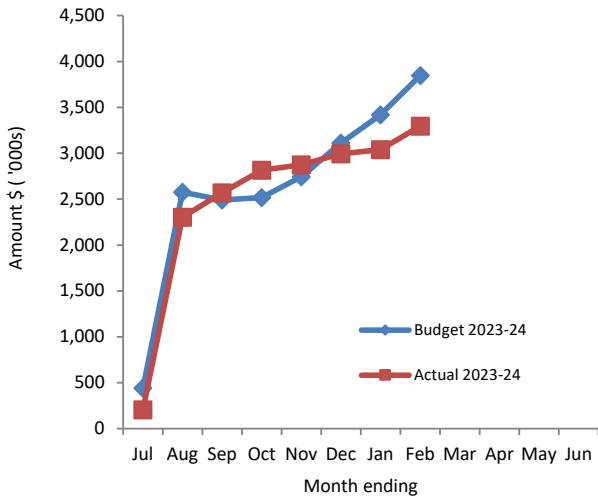
# Shire of Wickepin

## Monthly Summary Information

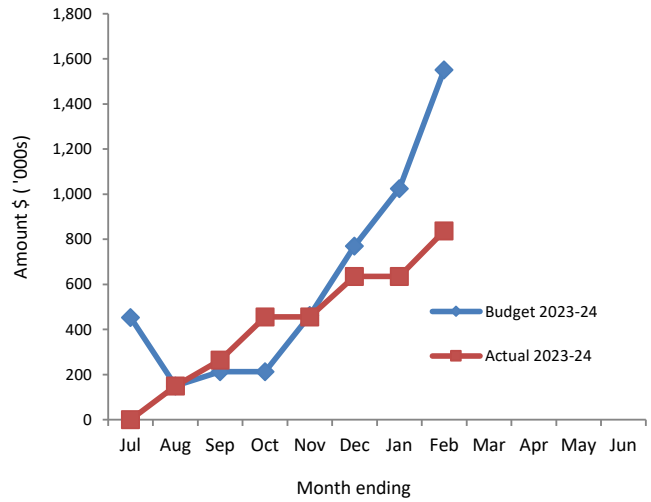
For the Period Ended 29 February 2024

### Revenues

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

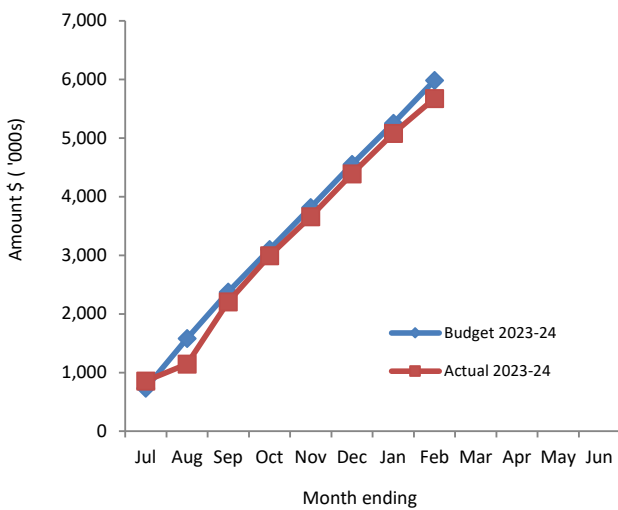


**Budget Capital Revenue -v- Actual (Refer Note 2)**

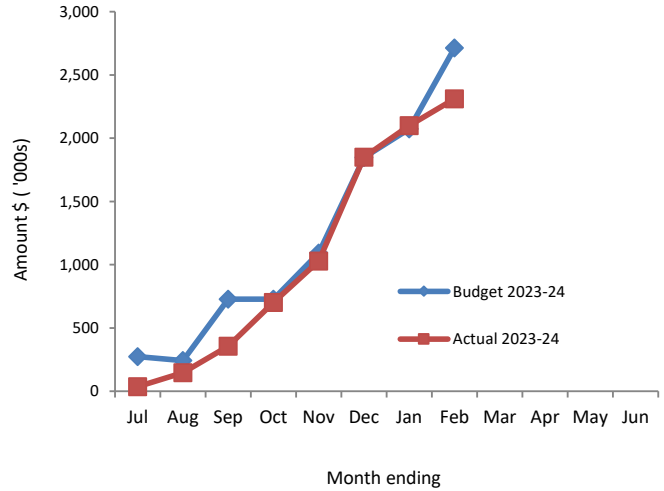


### Expenditure

**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 29 February 2024**

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	
<b>Operating Revenues</b>							
	\$	\$	\$	\$	%		
Governance	100	64	9,344	9,280	14499.41%		
General Purpose Funding - Rates	9	1,566,800	1,566,570	1,564,176	(2,394)	(0.15%)	
General Purpose Funding - Other		361,100	289,620	350,878	61,258	21.15%	▲
Law, Order and Public Safety		130,500	98,284	107,725	9,441	9.61%	
Health		200	128	356	228	178.13%	
Education and Welfare		300	200	100	(100)	(50.00%)	
Housing		227,700	201,792	206,932	5,140	2.55%	
Community Amenities		292,100	171,712	224,331	52,619	30.64%	▲
Recreation and Culture		1,171,100	581,042	75,617	(505,425)	(86.99%)	▼
Transport		1,452,700	864,964	643,313	(221,651)	(25.63%)	▼
Economic Services		77,000	51,304	75,421	24,117	47.01%	▲
Other Property and Services		30,000	19,992	38,034	18,042	90.25%	▲
<b>Total Operating Revenue</b>		<b>5,309,600</b>	<b>3,845,672</b>	<b>3,296,226</b>	<b>(549,446)</b>		
<b>Operating Expense</b>							
Governance		(617,733)	(458,971)	(418,515)	40,456	8.81%	
General Purpose Funding		(109,700)	(73,112)	(65,589)	7,523	10.29%	▼
Law, Order and Public Safety		(290,300)	(211,788)	(194,313)	17,476	8.25%	
Health		(32,300)	(21,612)	(11,220)	10,392	48.08%	
Education and Welfare		(47,200)	(31,448)	(21,314)	10,134	32.23%	▼
Housing		(178,900)	(120,776)	(105,599)	15,177	12.57%	▼
Community Amenities		(679,100)	(455,736)	(353,906)	101,830	22.34%	▼
Recreation and Culture		(1,412,200)	(946,492)	(868,991)	77,501	8.19%	
Transport		(5,103,500)	(3,402,120)	(3,163,982)	238,138	7.00%	
Economic Services		(343,700)	(229,008)	(186,927)	42,081	18.38%	▼
Other Property and Services		(14,100)	(33,912)	(286,358)	(252,446)	(744.41%)	▲
<b>Total Operating Expenditure</b>		<b>(8,828,733)</b>	<b>(5,984,975)</b>	<b>(5,676,714)</b>	<b>308,261</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,785,500	3,190,288	3,188,433	(1,855)	(0.06%)	
Adjust (Profit)/Loss on Asset Disposal	8	(28,200)	(30,272)	(75,629)	(45,357)	149.83%	
Adjust Provisions and Accruals		(71,100)		0	0		
Adjust Rounding		0	0				
<b>Net Cash from Operations</b>		<b>1,167,067</b>	<b>1,020,713</b>	<b>732,316.38</b>	<b>(288,397)</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	253,000	168,667	230,927	62,261	36.91%	▲
<b>Total Capital Revenues</b>		<b>253,000</b>	<b>168,667</b>	<b>230,927</b>	<b>62,261</b>		
<b>Capital Expenses</b>							
Land and Buildings	13	(692,500)	(439,034)	(300,883)	138,151	31.47%	▼
Infrastructure - Roads	13	(1,555,100)	(1,348,713)	(1,055,399)	293,314	21.75%	▼
Infrastructure -Other	13	(443,500)	(443,500)	(495,632)	(52,132)	(11.75%)	▲
Plant and Equipment	13	(472,000)	(412,000)	(451,304)	(39,304)	(9.54%)	
Furniture and Equipment	13	(110,000)	(69,500)	(7,964)	61,536	88.54%	▼
<b>Total Capital Expenditure</b>		<b>(3,273,100)</b>	<b>(2,712,747)</b>	<b>(2,311,182)</b>	<b>401,565</b>		
<b>Net Cash from Capital Activities</b>		<b>(3,020,100)</b>	<b>(2,544,080)</b>	<b>(2,080,254)</b>	<b>463,826</b>		
<b>Financing</b>							
Transfer from Reserves	7	113,100	0	0	0		
Repayment of Debentures	10	(40,000)	(20,000)	(19,969)	31	0.15%	
Transfer to Reserves	7	(569,300)	0	(251,945)	(251,945)		▲
<b>Net Cash from Financing Activities</b>		<b>(496,200)</b>	<b>(20,000)</b>	<b>(271,914)</b>	<b>(251,914)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(2,349,233)</b>	<b>(1,543,367)</b>	<b>(1,619,851)</b>	<b>(76,484)</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>2,349,233</b>	<b>2,349,233</b>	<b>2,289,464</b>	<b>(59,769)</b>	<b>(2.54%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>805,866</b>	<b>669,613</b>	<b>(136,373)</b>		

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 29 February 2024**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,552,400	1,552,170	1,549,656	(2,514)	(0.16%)	
Rates excluding General Rates	9	14,400	14,400	14,521			
Operating Grants, Subsidies and Contributions	11	221,600	190,800	267,060	76,260	39.97%	▲
Fees and Charges		469,700	381,268	700,041	318,773	83.61%	▲
Interest Earnings		105,500	35,656	32,615	(3,041)	(8.53%)	
Other Revenue		255,700	254,028	45,121	(208,907)	(82.24%)	▼
Profit on Disposal of Assets	8	34,400	34,400	80,964	46,564		
<b>Total Operating Revenue</b>		<b>2,653,700</b>	<b>2,462,722</b>	<b>2,689,977</b>	<b>227,135</b>		
<b>Operating Expense</b>							
Employee Costs		(1,594,800)	(1,068,887)	(1,021,602)	47,285	4.42%	
Materials and Contracts		(1,919,633)	(1,322,178)	(1,040,240)	281,938	21.32%	▲
Utility Charges		(231,600)	(154,256)	(151,814)	2,442	1.58%	
Depreciation on Non-Current Assets		(4,785,500)	(3,190,288)	(3,188,433)	1,855	0.06%	
Interest Expenses		(2,800)	(1,864)	(1,637)	227	12.16%	▲
Insurance Expenses		(255,700)	(226,296)	(243,994)	(17,698)	(7.82%)	
Other Expenditure		(32,500)	(17,078)	(23,659)	(6,581)	(38.53%)	
Loss on Disposal of Assets	8	(6,200)	(4,128)	(5,335)	(1,207)	(29.24%)	
<b>Total Operating Expenditure</b>		<b>(8,828,733)</b>	<b>(5,984,975)</b>	<b>(5,676,714)</b>	<b>308,261</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,785,500	3,190,288	3,188,433	(1,855)	(0.06%)	
Adjust (Profit)/Loss on Asset Disposal	8	(28,200)	(30,272)	(75,629)	(45,357)	149.83%	
Adjust Provisions and Accruals		(71,100)			0		
Adjust Rounding		0	0	0			
<b>Net Cash from Operations</b>		<b>(1,488,833)</b>	<b>(362,237)</b>	<b>126,067</b>	<b>488,184</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,655,900	1,382,950	606,249	(776,701)	(56.16%)	▼
Proceeds from Disposal of Assets	8	253,000	168,667	230,927	62,261	36.91%	▲
Proceeds from Sale of Assets		0	0	0	0		
<b>Total Capital Revenues</b>		<b>2,908,900</b>	<b>1,551,617</b>	<b>837,176</b>	<b>(714,440)</b>		
<b>Capital Expenses</b>							
Land and Buildings	13	(692,500)	(439,034)	(300,883)	138,151	31.47%	▲
Infrastructure - Roads	13	(1,555,100)	(1,348,713)	(1,055,399)	293,314	21.75%	▲
Infrastructure - Drainage	13	(443,500)	(443,500)	(495,632)	(52,132)	(11.75%)	▼
Plant and Equipment	13	(472,000)	(412,000)	(451,304)	(39,304)	(9.54%)	
Furniture and Equipment	13	(110,000)	(69,500)	(7,964)	61,536	88.54%	▲
<b>Total Capital Expenditure</b>		<b>(3,273,100)</b>	<b>(2,712,747)</b>	<b>(2,311,182)</b>	<b>401,565</b>		
<b>Net Cash from Capital Activities</b>		<b>(364,200)</b>	<b>(1,161,130)</b>	<b>(1,474,005)</b>	<b>(312,875)</b>		
<b>Financing</b>							
Transfer from Reserves	7	113,100	0	0	0		
Repayment of Debentures	10	(40,000)	(20,000)	(19,969)	31	0.15%	
Transfer to Reserves	7	(569,300)	0	(251,945)	(251,945)		▼
<b>Net Cash from Financing Activities</b>		<b>(496,200)</b>	<b>(20,000)</b>	<b>(271,914)</b>	<b>(251,914)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(2,349,233)</b>	<b>(1,543,367)</b>	<b>(1,619,851)</b>	<b>(76,605)</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	2,349,233	2,349,233	2,289,464	(59,769)	(2.54%)	
<b>Closing Funding Surplus(Deficit)</b>	3	0	805,866	669,613	(136,374)		

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.

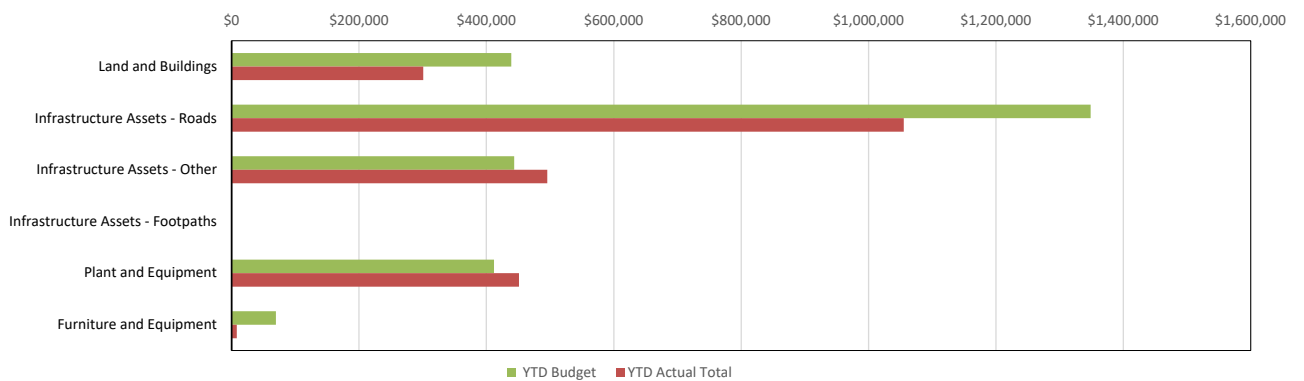
**SHIRE OF WICKEPIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 29 February 2024

Capital Acquisitions	Note	YTD 29 02 2024					
		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	\$ 300,883	\$ 0	\$ 300,883	\$ 439,034	\$ 692,500	\$ (138,151)
Infrastructure Assets - Roads	13		1,055,399	1,055,399	1,348,713	1,555,100	(293,314)
Infrastructure Assets - Other	13	495,632	0	495,632	443,500	443,500	52,132
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	451,304	0	451,304	412,000	472,000	39,304
Furniture and Equipment	13	7,964	0	7,964	69,500	110,000	(61,536)
<b>Capital Expenditure Totals</b>		<b>1,255,783</b>	<b>1,055,399</b>	<b>2,311,182</b>	<b>2,712,747</b>	<b>3,273,100</b>	<b>(401,565)</b>

**Funded By:**

Capital Grants and Contributions	606,249	2,655,900	2,655,900	2,049,651
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	230,927	168,667	(28,200)	62,261
Own Source Funding - Cash Backed Reserves		0		0
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>251,945</b>	<b>0</b>	<b>0</b>	<b>251,945</b>
<b>Own Source Funding - Operations</b>		<b>(111,820)</b>	<b>645,400</b>	<b>111,820</b>
<b>Capital Funding Total</b>	<b>1,089,121</b>	<b>2,712,747</b>	<b>3,273,100</b>	<b>(1,623,626)</b>

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 2024**

**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 29 February 2024**

**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 29 February 2024**

**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
Infrastructure - Parks & Ovals	30 to 50 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 29 February 2024**

**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 29 February 2024**

**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 29 February 2024**

**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 29 February 2024**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
For the Period Ended 29 February 2024

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

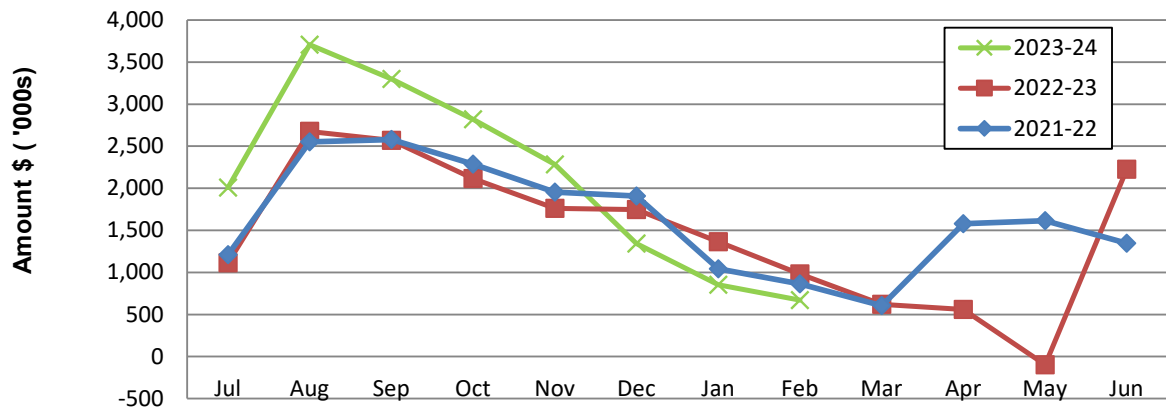
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	9,280	14499%			
General Purpose Funding - Other	61,258	21.15%	▲	Permanent	Grants Commission funding increase
Law, Order and Public Safety	9,441	9.61%			
Health	228	178.13%			
Education and Welfare	(100)	(50.00%)			
Housing	5,140	2.55%			
Community Amenities	52,619	30.64%	▲	Permanent	Increase in Sewerage rates
Recreation and Culture	(505,425)	(86.99%)	▼	Timing	LRCI funding not yet received
Transport	(221,651)	(25.63%)	▼	Timing	Road Grants yet to be received
Economic Services	24,117	47.01%	▲	Permanent	Increase in Standpipe income and Building Fees, Caravan Park Fees
Other Property and Services	18,042	90.25%	▲	Permanent	Increase in Private Works
<b>Operating Expense</b>					
Governance	40,456	8.81%			
General Purpose Funding	7,523	10.29%	▼	Timing	Administration Allocations Lower
Law, Order and Public Safety	17,476	8.25%			
Health	10,392	48.08%			
Education and Welfare	10,134	32.23%	▼	Timing	Donations Lower YTD,
Housing	15,177	12.57%	▼	Timing	Building Maintenance Lower YTD
Community Amenities	101,830	22.34%	▼	Timing	Plans not yet completed, Cemetery maintenance not yet expended
Recreation and Culture	77,501	8.19%			
Transport	238,138	7.00%			
Economic Services	42,081	18.38%	▼	Timing	Concept plan not yet expended.
Other Property and Services	(252,446)	(744.41%)	▲	Permanent	Private works increase, Long service leave not budgeted
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(776,701)	(56.16%)	▼	Timing	RZR, RRG funding not yet received
Proceeds from Disposal of Assets	62,261	36.91%	▲	Timing	Higher proceeds
<b>Capital Expenses</b>					
Land and Buildings	138,151	31.47%	▼	Timing	Projects yet to be completed
Infrastructure - Roads	293,314	21.75%	▼	Timing	Projects underway but not completed
Infrastructure - Other	(52,132)	(11.75%)	▲	Timing	Skate Park Fencing higher
Infrastructure - Footpaths	0				
Plant and Equipment	(39,304)	(9.54%)			
Furniture and Equipment	61,536	88.54%	▼	Timing	Upgrade to Chmabers technology and CCTV not yet completed
<b>Financing</b>					
Loan Principal	31	0.15%			

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 29 February 2024

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 29 Feb 2024	30 June 2023	YTD 28 Feb 2023
Note		\$	\$	\$
<b>Current Assets</b>				
4	Cash Unrestricted	1,423,596	2,839,188	3,054,752
4	Cash Restricted	3,102,239	3,172,316	2,824,404
6	Receivables - Rates	66,551	16,420	157,827
6	Receivables -Other	263,600	251,825	5,929
	Interest / ATO Receivable/Trust	24,909	44,240	25,304
		4,880,895	6,323,990	6,068,216
<b>Less: Current Liabilities</b>				
-	Payables	71,793	(169,230)	(210,020)
-	Contract Liabilities	837,862	(493,592)	(853,441)
-	Provisions	199,388	(199,388)	(227,654)
		1,109,043	(862,210)	(1,291,116)
7	Less: Cash Reserves	3,102,239	(3,172,316)	(2,824,404)
	<b>Net Current Funding Position</b>	<b>669,613</b>	<b>2,289,464</b>	<b>1,952,696</b>

**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 29 February 2024**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Account	0.00%	(433,282)			(433,282)	ANZ	At Call
Reserve Bank Account	0.00%		239		239	ANZ	At Call
Trust Bank Account	0.00%			84,502	84,502	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal					0		
Municipal	4.30%	1,859,628			1,859,628	WA Treasury	At Call
Reserve	0.40%		3,102,000		3,102,000	WA Treasury	06-May-24
Trust	0.40%				0		
<b>Total</b>		<b>1,427,046</b>	<b>3,102,239</b>	<b>84,502</b>	<b>4,613,787</b>		

**Comments/Notes - Investments**





**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 2024**

**Note 6: RECEIVABLES**

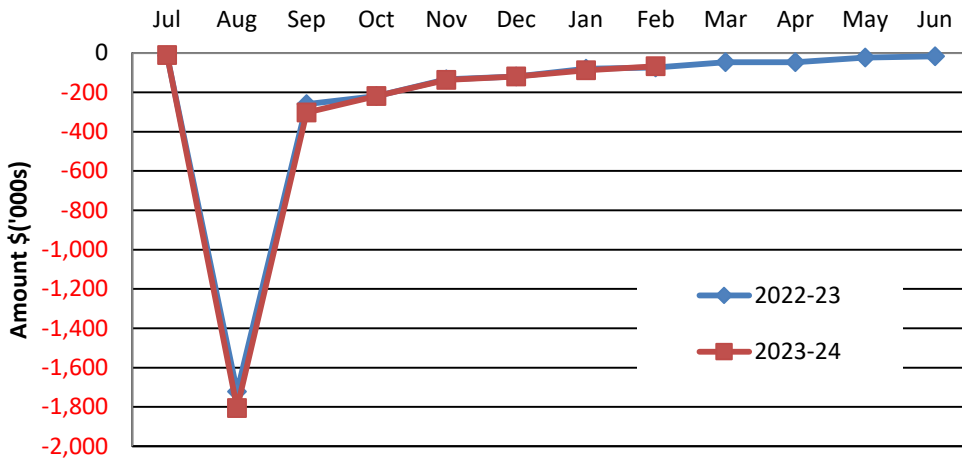
**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

	YTD 29 Feb 2024	30 June 2023
	\$	\$
Opening Arrears Previous Years	16,420	19,522
Levied this year	1,754,103	1,654,442
<u>Less Collections to date</u>	(1,703,972)	(1,657,544)
Equals Current Outstanding	<b>66,551</b>	<b>16,420</b>
<b>Net Rates Collectable</b>	<b>66,551</b>	<b>16,420</b>
% Collected	96.24%	99.02%

**Note 6 - Rates Receivable**



**Comments/Notes - Receivables Rates**

**Receivables - General**

Receivables - General

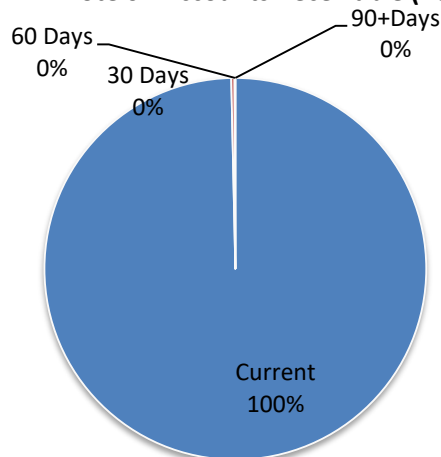
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	262,701	719	180	0

**Total Receivables General Outstanding**

**263,600.05**

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



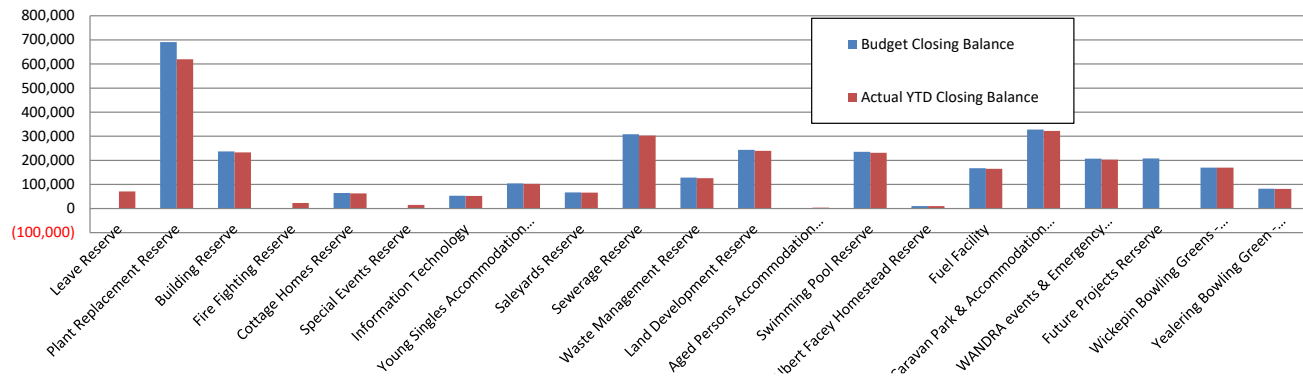
**Comments/Notes - Receivables General**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 2024**

**Note 7: Cash Backed Reserve**

2023-24	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
Name	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	71,069					71,100			0	71,069
Plant Replacement Reserve	619,898	11,100		60,000					690,998	619,898
Building Reserve	232,817	4,200							237,017	232,817
Fire Fighting Reserve	23,063					23,100			(0)	23,063
Cottage Homes Reserve	63,166	1,100							64,266	63,166
Special Events Reserve	15,176					15,200			0	15,176
Information Technology	52,428	900							53,328	52,428
Young Singles Accommodation Reserve	102,700	1,800							104,500	102,700
Saleyards Reserve	66,005	1,200							67,205	66,005
Sewerage Reserve	302,999	5,400							308,399	302,999
Waste Management Reserve	126,418	2,300							128,718	126,418
Land Development Reserve	239,389	4,300							243,689	239,389
Aged Persons Accommodation Reserve	3,733					3,700			(0)	3,733
Swimming Pool Reserve	231,238	4,200							235,438	231,238
Albert Facey Homestead Reserve	10,144	200							10,344	10,144
Fuel Facility	164,759	3,000							167,759	164,759
Caravan Park & Accommodation Reserve	322,021	5,800							327,821	322,021
WANDRA events & Emergency Repairs Reserve	203,274	3,700							206,974	203,274
Future Projects Reserve		1,300		206,600					207,900	0
Wickepin Bowling Greens - Replacement	0	1,000		168,800	170,048				169,800	170,048
Yealering Bowling Green - Replacement	0	500		81,900	81,896				82,400	81,896
	<b>2,850,295</b>	<b>52,000</b>	<b>0</b>	<b>517,300</b>	<b>251,945</b>	<b>113,100</b>	<b>0</b>		<b>3,306,554</b>	<b>3,102,239</b>

**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 29 February 2024**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget			
				YTD 29 02 2024			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			
57,272	3,829	48,329	(5,114)	CEO	(1,850)	(5,114)	(3,264)
			0	CEO	(1,850)	0	1,850
60,359	7,541	52,598	(220)	PWS	(2,600)	(220)	2,380
190,000	140,963	130,000	80,963	Loader	31,500	80,963	49,463
			0	Mower	3,000	0	(3,000)
			0			0	0
			0			0	0
			0			0	0
<b>307,631</b>	<b>152,332</b>	<b>230,927</b>	<b>75,629</b>		<b>28,200</b>	<b>75,628.66</b>	<b>47,429</b>

**Comments - Capital Disposal/Replacements**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 2024**

**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 \$
<b>Differential General Rate</b>											
GRV	0.078864	145	1,501,516	119,031	532	0	119,563	118,416			118,416
UV	0.006166	272	242,206,610	1,486,518	1,536		1,488,054	1,485,517	778		1,486,295
Mining UV	0.006166	5	944,112	4,190			4,190	8,040			8,040
<b>Sub-Totals</b>		422	244,652,238	1,609,739	2,069	0	1,611,808	1,611,973	778	0	1,612,751
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	500	115	360,400	63,250			63,250	63,800			63,800
UV	500	25	1,332,127	13,750			13,750	15,950	778		15,950
Mining UV	500	7		3,850			3,850				
<b>Sub-Totals</b>		147	1,692,527	80,850	0	0	80,850	79,750	778	0	79,750
Ex Gratia Rates							1,692,658				1,692,501
Discount							14,521				14,400
Rates Writeoffs							(142,955)				(140,000)
<b>Amount from General Rates</b>							(47)				(100)
<b>Specified Area Rates</b>							<b>1,564,176</b>				<b>1,566,801</b>
<b>Totals</b>							<b>1,564,176</b>				<b>1,566,801</b>

**Comments - Rating Information**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 2024**

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-23	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 103 -Staff House	309,540		19,969	40,031	309,540	309,540	1,447	2,801	2/12/2030
	309,540	0	19,969	40,031	309,540	309,540	1,447	2,801	

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 29 February 2024

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval (Y/N)	2023-24 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
					\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>			\$	\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Y		0	0	0	36,579	(36,579)
Grants Commission - Roads	WALGGC	Y		0	0	0	24,220	(24,220)
<b>GOVERNANCE</b>		Y					0	0
<b>LAW, ORDER, PUBLIC SAFETY</b>								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	61,600	0	61,600	0	46,215	15,385
				0				0
<b>HOUSING</b>								
WSAHA Grant	DPIRD	Y	150,000			150,000	150,000	0
<b>EDUCATION &amp; WELFARE</b>		N						0
		N			0	0		0
<b>COMMUNITY AMENITIES</b>								
LY Ablution ( From Contract Liabilities)		Y	104,500			104,500	0	104,500
<b>RECREATION AND CULTURE</b>								
Wogolin Playground ( From Contract Liabilities)	From							
	LRCI Phase 1	Y	738,100			738,100	62,505	675,595
	LRCI Phase 2	Y	415,000			415,000		415,000
	LRCI Phase 3	Y						
<b>ECONOMIC SERVICES</b>								
LRCI Funding		Y					0	0
		N						0
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	263,900	0	0	263,900	0	263,900
RRG Grants - Capital Projects	Regional Road Group	Y	984,400	0	0	984,400	393,744	590,656
Direct Grant - Maintenance	Dept. of Transport	Y	160,000	0	160,000	0	160,046	(46)
<b>TOTALS</b>			<b>2,877,500</b>	<b>0</b>	<b>221,600</b>	<b>2,655,900</b>	<b>873,309</b>	<b>2,004,191</b>

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 29 February 2024**

**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 23	Amount Received	Amount Paid	Closing Balance 29-Feb-24
	\$	\$	\$	\$
Housing Bonds	0	1,640	-1,640	0
Master Key Deposits	240	4,494	-4,494	240
Nomination Deposits	0	300	-300	0
Building and BCITF	1,128	1,800	-2,659	270
Cat/Dog Trap Hire	0	0	0	0
WDSC Replacement Greens	167,548	7,500	-170,048	5,000
Kidsport	0	0	0	0
Wickepin Community Harvest Fund	76,903	0	0	76,903
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	720	-720	2,329
Yealering Bowling Club Greens	81,896	0	-81,896	0
Licensing		153,718	-150,026	3,692
	<b>330,045</b>	<b>170,172</b>	<b>-411,783</b>	<b>88,433</b>



Level of Completion Indicators

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

SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 29 February 2024

Note 13: CAPITAL ACQUISITIONS

29/02/2024						
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
<b>Land &amp; Buildings</b>						
<b>Governance</b>						
Administration Office Upgrade	LAB2	10,000	10,000	0	10,000	
Administration Office - Upgrade Carport	XAB3	20,000	20,000	17,500		
<b>Governance Total</b>		<b>30,000</b>	<b>10,000</b>	<b>17,500</b>	<b>10,000</b>	
<b>Education &amp; Welfare</b>						
Wickepn Playgroup - Renew Gazebo	XPG1	6,000	6,000	0	6,000	
<b>Education &amp; Welfare Total</b>		<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	
<b>Housing</b>						
Capital Expenses To 7 Rintel Street	CSH1	7,000	7,000	8,450	(1,450)	
7 Rintel Street - Renew Flooring	XSH1	5,000	5,000	0	5,000	
14 Smith St - Upgrade Fencing	XSH12	15,000	15,000	0	15,000	
<b>Housing Total</b>		<b>27,000</b>	<b>27,000</b>	<b>8,450</b>	<b>18,550</b>	
<b>Other Housing</b>						
Aged Units - Johnston St - Wsaha	CLCH3	300,000	239,334	205,413	33,921	
<b>Other Housing Total</b>		<b>300,000</b>	<b>239,334</b>	<b>205,413</b>	<b>33,921</b>	
<b>Community Amenities</b>						
Wickepn Tip - New Building	XWT1	30,000	0	0		
<b>Community Amenities Total</b>		<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation and Culture</b>						
Swimming Pool - Renew Pump Shed Roof	XSP7	17,000	10,200	0	10,200	
Lake Yealering Foreshore Ablutions	LYFA2	258,500	122,500	38,228	220,272	
Toolibin Tennis Club - Lrci 4 - Ablutions	XTA1	0	0	22,891	(22,891)	
Wickepn Community Centre - Change Rooms- LRCI Phase 4	XCC1	0	0	0	0	
Wickepn Swimming Pool- Disable Toilet- LRCI Phase 4	XSP6	0	0	0	0	
<b>Recreation And Culture Total</b>		<b>275,500</b>	<b>132,700</b>	<b>61,119</b>	<b>207,581</b>	
<b>Transport</b>						
Public Works Dept ( Old He Shed She Shed)	LPWC	10,000	10,000	8,401	1,599	
<b>Transport Total</b>		<b>10,000</b>	<b>10,000</b>	<b>8,401</b>	<b>1,599</b>	
<b>Economic Services</b>						
Harrismith Caravan Park - Renew Facilities	XCP3	14,000	14,000	0	14,000	
<b>Transport Total</b>		<b>14,000</b>	<b>14,000</b>	<b>0</b>	<b>14,000</b>	
<b>Land and Buildings Total</b>		<b>692,500</b>	<b>439,034</b>	<b>300,883</b>	<b>261,651</b>	
<b>Furniture &amp; Equipment</b>						
<b>Governance</b>						
Council Chambers - Upgrade Technology	XAB4	20,000	15,000	0	15,000	
Administration Office - Upgrade Technology	XAB5	50,000	32,000	7,509	24,491	
Various Locations - New Cctv System	XCTV	40,000	22,500	455	22,045	
<b>Governance Total</b>		<b>110,000</b>	<b>69,500</b>	<b>7,964</b>	<b>61,536</b>	
<b>Furniture &amp; Office Equip. Total</b>		<b>110,000</b>	<b>69,500</b>	<b>7,964</b>	<b>61,536</b>	
<b>Plant , Equip. &amp; Vehicles</b>						
<b>Governance</b>						
Ceo Vehicle 4X4 Wagon (1) Renew	XCEO1	60,000	60,000	50,023		
Ceo Vehicle 4X4 Wagon (2) - Renew	XCEO2	60,000	0	0	0	
<b>Governance Total</b>		<b>120,000</b>	<b>60,000</b>	<b>50,023</b>	<b>0</b>	
<b>Recreation And Culture</b>						
Swimming Pool - Renew Pool Pumps	XSP5	30,000	30,000	27,443		
<b>Recreation And Culture Total</b>		<b>30,000</b>	<b>30,000</b>	<b>27,443</b>	<b>0</b>	
<b>Transport</b>						
Loader - Renew	XPM1	226,000	226,000	284,000	(58,000)	
Mower - Renew	XPM2	26,000	26,000	24,181	1,819	
Pws Vehicle 4X4 Wagon Dual Cab - Renew	XPWS	70,000	70,000	65,657	4,343	
<b>Transport Total</b>		<b>322,000</b>	<b>322,000</b>	<b>373,838</b>	<b>(51,838)</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>472,000</b>	<b>412,000</b>	<b>451,304</b>	<b>(51,696)</b>	
<b>Infrastructure Other</b>						
<b>Recreation and Culture</b>						
Swimming Pool - Renew Pool Covers	XSP4	10,000	10,000	9,098		
Wickepn Skate Park	S088	412,500	412,500	434,808	(22,308)	
Wickepn Oval - Renew Cricket Pitch Covers	XWCP	16,000	16,000	16,053	(53)	
Capital Wickepn War Memorial	CWWM1	5,000	5,000	0	5,000	
Wickepn Community Centre - Playground- LRCI Phase 4	XCC2	0	0	0		
Harrismith Communiyt Centre Playground- LRCI Phase 4	XHC1	0	0	0		
<b>Recreation And Culture Total</b>		<b>443,500</b>	<b>443,500</b>	<b>459,959</b>	<b>(17,361)</b>	
<b>Economic Services</b>						
	XFF2	0	0	35,673		
<b>Economic Services Total</b>		<b>0</b>	<b>0</b>	<b>35,673</b>	<b>0</b>	
<b>Infrastructure Other Total</b>		<b>443,500</b>	<b>443,500</b>	<b>495,632</b>	<b>0</b>	
<b>Roads</b>						
<b>Transport Regional Road Group</b>						
Wickepn Pingelly Road	RG001	451,000	368,088	486,446	(35,446)	
Wickepn-Corrigin Rd	RG003	278,800	257,275	86,717	192,083	
Cuballing East Road	WSF24	561,300	459,350	227,389	333,911	
<b>Regional Road Group Total</b>		<b>1,291,100</b>	<b>1,084,713</b>	<b>800,551</b>	<b>490,549</b>	
<b>Transport Roads to Recovery</b>						
Yarling Brook Road	R2R018	264,000	264,000	254,847	9,153	
<b>Roads to Recovery Total</b>		<b>264,000</b>	<b>264,000</b>	<b>254,847</b>	<b>9,153</b>	
<b>Council Resources Construction</b>						
Harrismith Layby - LRCI Phase 4	XH15	0	0	0	0	
<b>Council Resources Construction Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Roads Total</b>		<b>1,555,100</b>	<b>1,348,713</b>	<b>1,055,399</b>	<b>499,701.25</b>	
<b>Capital Expenditure Total</b>		<b>3,273,100</b>	<b>2,712,747</b>	<b>2,311,182</b>	<b>771,051</b>	



## 14.3 Budget Review 2023/2024

# SHIRE OF WICKEPIN

## BUDGET REVIEW REPORT

### FOR THE PERIOD ENDED 29 FEBRUARY 2024

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

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SHIRE OF WICKEPIN  
STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

		Budget v Actual			Estimated	Predicted	
	Note	Adopted Budget	Updated Budget Estimates (a)	Year to Date Actual	Year at End Amount (b)	Variance (a) - (b)	
		\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates		1,552,400	1,552,400	1,549,656	1,552,400	0	
Rates excluding general rates	4.1.2	14,400	14,400	14,521	14,521	121	▲
Grants, subsidies and contributions	4.1.3	221,600	221,600	267,060	302,732	81,132	▲
Fees and charges	4.1.4	469,700	469,700	700,041	760,337	290,637	▲
Interest revenue	4.1.6	105,500	105,500	32,615	63,500	(42,000)	▼
Other revenue	4.1.7	255,700	255,700	45,121	47,000	(208,700)	▼
Profit on asset disposals	4.1.8	34,400	34,400	80,964	80,964	46,564	▲
		2,653,700	2,653,700	2,689,978	2,821,454	167,754	
<b>Expenditure from operating activities</b>							
Employee costs	4.2.1	(1,594,200)	(1,594,200)	(1,021,602)	(1,761,116)	(166,916)	▲
Materials and contracts	4.2.2	(1,920,233)	(1,920,233)	(1,040,240)	(1,816,643)	103,590	▼
Utility charges	4.2.3	(231,600)	(231,600)	(151,814)	(246,210)	(14,610)	▲
Depreciation		(4,785,500)	(4,785,500)	(3,188,433)	(4,785,500)	0	
Finance costs	4.2.5	(2,800)	(2,800)	(1,637)	(3,101)	(301)	▲
Insurance	4.2.6	(255,700)	(255,700)	(243,994)	(253,046)	2,654	▼
Other expenditure	4.2.7	(32,500)	(32,500)	(23,659)	(28,000)	4,500	▼
Loss on asset disposals	4.2.8	(6,200)	(6,200)	(5,335)	(6,253)	(53)	▲
		(8,828,733)	(8,828,733)	(5,676,714)	(8,899,869)	(71,136)	
Non-cash amounts excluded from operating activities		4,686,200	4,686,200	3,112,803	4,686,200		
<b>Amount attributable to operating activities</b>		(1,488,833)	(1,488,833)	126,067	(1,392,215)	96,618	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Capital grants, subsidies and contributions	4.3.1	2,655,900	2,655,900	606,249	3,010,550	354,650	▲
Proceeds from disposal of assets	4.3.3	253,000	253,000	230,927	291,785	38,785	▲
		2,908,900	2,908,900	837,176	3,302,335	393,435	
<b>Outflows from investing activities</b>							
Purchase of land and buildings	4.4.4	(692,500)	(692,500)	(300,883)	(834,498)	(141,998)	▲
Purchase of plant and equipment	4.4.5	(472,000)	(472,000)	(451,304)	(513,680)	(41,680)	▲
Purchase of furniture and equipment	4.4.6	(110,000)	(110,000)	(7,964)	(105,000)	5,000	▼
Purchase and construction of infrastructure-roads	4.4.7	(1,555,100)	(1,555,100)	(1,055,399)	(1,604,980)	(49,880)	▲
Purchase and construction of infrastructure-other	4.4.8	(443,500)	(443,500)	(495,632)	(727,854)	(284,354)	▲
		(3,273,100)	(3,273,100)	(2,311,182)	(3,786,012)	(512,912)	
<b>Amount attributable to investing activities</b>		(364,200)	(364,200)	(1,474,006)	(483,677)	(119,477)	
<b>FINANCING ACTIVITIES</b>							
<b>Cash inflows from financing activities</b>							
Transfers from reserve accounts	4.5.4	113,100	113,100	0	69,972	(43,128)	▼
		113,100	113,100	0	69,972	(43,128)	
<b>Cash outflows from financing activities</b>							
Repayment of borrowings	4.6.3	(40,000)	(40,000)	(19,969)	(40,031)	(31)	▲
Transfers to reserve accounts	4.6.4	(569,300)	(569,300)	(251,945)	(542,655)	26,645	▼
		(609,300)	(609,300)	(271,914)	(582,686)	26,614	
<b>Amount attributable to financing activities</b>		(496,200)	(496,200)	(271,914)	(512,714)	(16,514)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>	4.7.1	2,349,233	2,349,233	2,289,464	2,388,606	39,373	▲
Amount attributable to operating activities		(1,488,833)	(1,488,833)	126,067	(1,392,215)	96,618	
Amount attributable to investing activities		(364,200)	(364,200)	(1,474,006)	(483,677)	(119,477)	
Amount attributable to financing activities		(496,200)	(496,200)	(271,914)	(512,714)	(16,514)	
<b>Surplus or deficit after imposition of general rates</b>		0	0	669,611	0	0	

## 1. BASIS OF PREPARATION

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

### **Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which would have required the Shire of Wickepin to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996, regulation 33A* prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and statement of financial activity, the budget review has 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.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire of Wickepin controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

### **Judgements and 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.

The estimates and associated assumptions are based on historical experience and various other factors 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

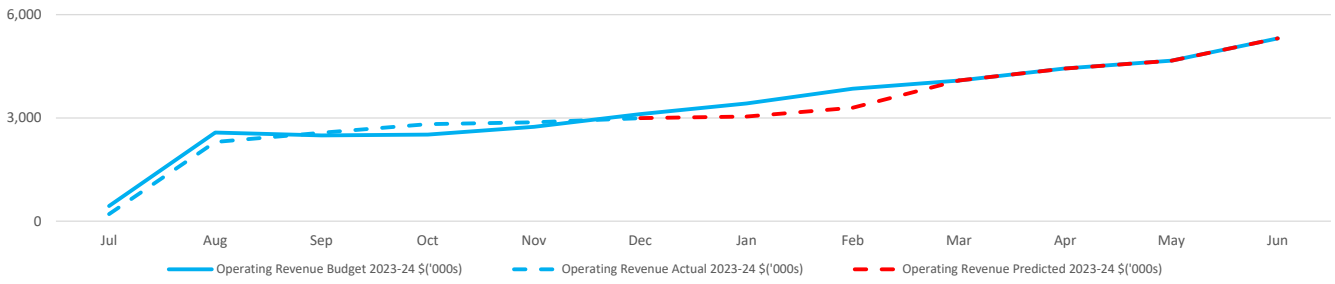
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

### **SIGNIFICANT ACCOUNTING POLICES**

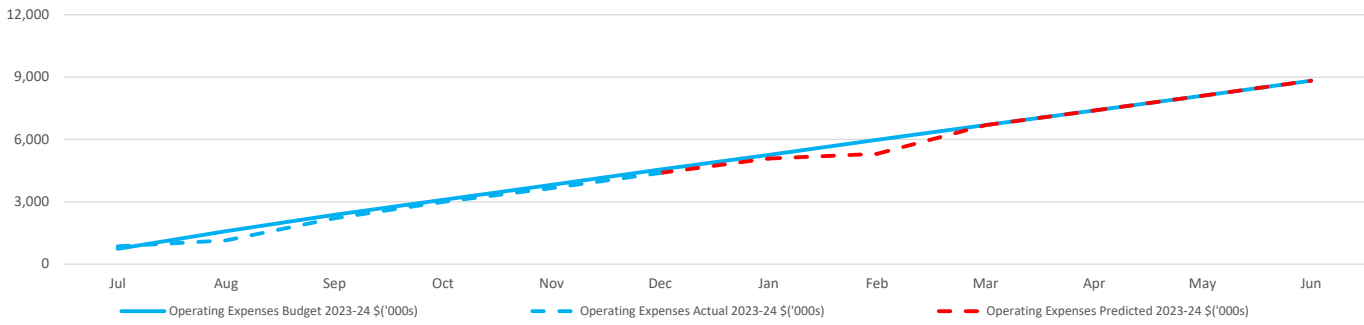
Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

2. SUMMARY GRAPHS - BUDGET REVIEW

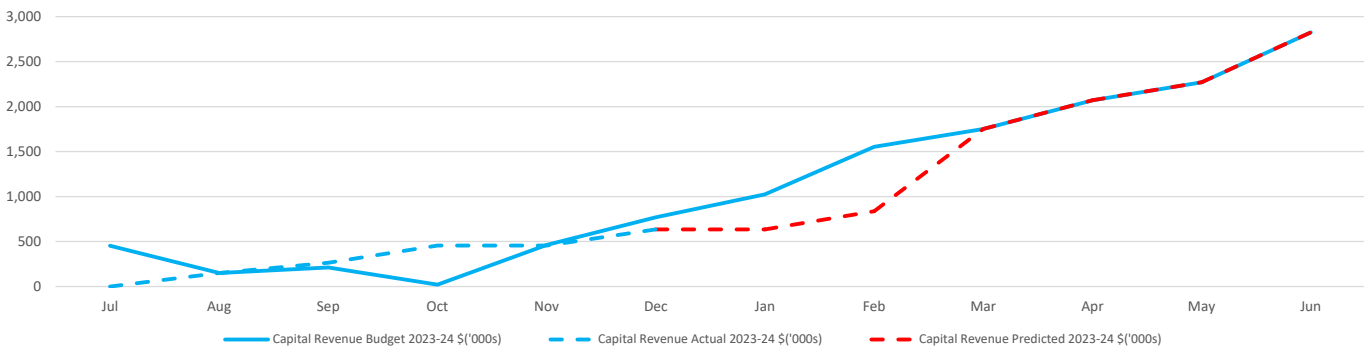
Operating Revenue



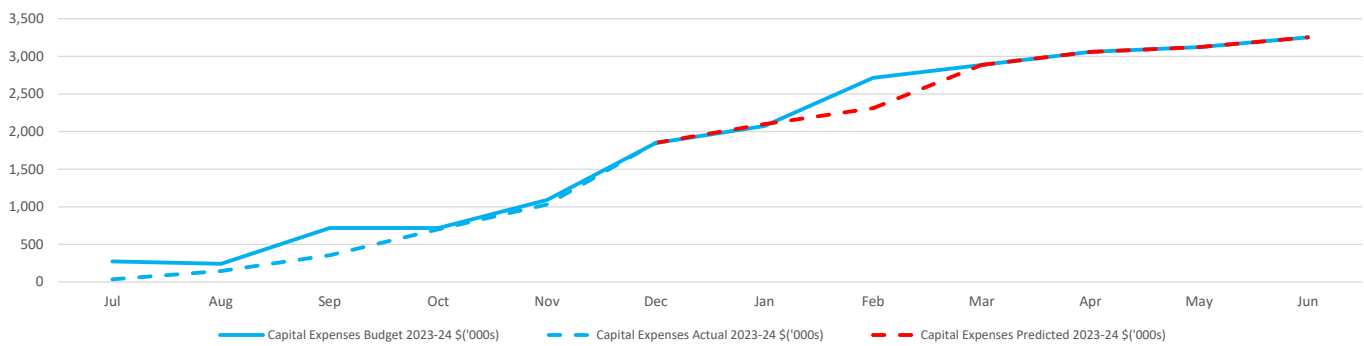
Operating Expenses



Capital Revenue



Capital Expenditure



This information is to be read in conjunction with the accompanying financial statements and notes.

3 NET CURRENT FUNDING POSITION  
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
<b>(a) Composition of estimated net current assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	6,019,288	3,362,633	3,362,633	5,363,697	3,362,633
Trade and other receivables	335,589	335,589	39,524	66,551	39,524
Other assets			296,065	288,409	296,065
	6,354,877	3,698,222	3,698,222	5,718,657	3,698,222
<b>Less: current liabilities</b>					
Trade and other payables	(522,767)	(192,722)	(192,722)	(71,793)	(192,722)
Contract liabilities	(493,592)			(837,862)	(837,862)
Borrowings	(40,031)	(40,437)	(40,437)	(20,062)	(40,031)
Employee related provisions	(199,000)	(199,000)	(199,000)	(199,388)	(199,000)
	(1,255,390)	(432,159)	(432,159)	(1,129,105)	(1,269,615)
<b>Net current assets</b>	5,099,487	3,266,063	3,266,063	4,589,552	2,428,607
Less: Total adjustments to net current assets	(2,710,881)	(3,266,063)	(3,266,063)	(3,082,177)	3,462,393
<b>Closing funding surplus / (deficit)</b>	2,388,606	0	0	1,507,375	5,891,000

(b) Non-cash amounts excluded from operating activities

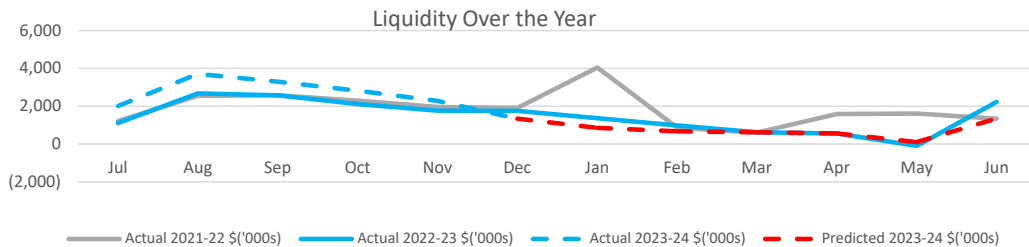
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	(8,088)	(34,400)	(34,400)	(80,964)	(80,964)
Less: Share of net profit of associates and joint ventures accounted for using the equity method	(2,764)				
Add: Loss on disposal of assets	6,993	6,200	6,200	5,335	6,253
Add: Depreciation on assets	4,793,812	4,785,500	4,785,500	3,188,433	4,785,500
Non-cash movements in non-current assets and liabilities:					
Employee benefit provisions	5,462	(71,100)	(71,100)		(71,100)
<b>Non-cash amounts excluded from operating activities</b>	4,795,415	4,686,200	4,686,200	3,112,804	4,639,689

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
<b>Adjustments to net current assets</b>					
Less: Reserve accounts	(2,850,296)	(3,306,500)	(3,306,500)	(3,102,239)	3,322,978
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	40,031	40,437	40,437	20,062	40,031
- Employee benefit provisions	99,384				99,384
<b>Total adjustments to net current assets</b>	(2,710,881)	(3,266,063)	(3,266,063)	(3,082,177)	3,462,393



3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

**SIGNIFICANT ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities.

**FINANCIAL ASSETS AT AMORTISED COST**

The Shire of Wickepin classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**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 grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of Wickepin applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**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.

**CONTRACT ASSETS**

Contract assets primarily relate to the Shire of Wickepin's right to consideration for work completed but not billed at the end of the period.

**CONTRACT LIABILITIES**

Contract liabilities represent the Shire of Wickepin's obligation to transfer goods or services to a customer for which the Shire of Wickepin has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**PROVISIONS**

Provisions are recognised when the Shire of Wickepin has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**CURRENT AND NON-CURRENT CLASSIFICATION**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Wickepin's operational cycle. In the case of liabilities where the Shire of Wickepin 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 or non-current based on the Shire of Wickepin's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire of Wickepin prior to the end of the financial year that are unpaid and arise when the Shire of Wickepin 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of Wickepin recognises revenue for the prepaid rates that have not been refunded.

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

Provision is made for the Shire of Wickepin's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Wickepin's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the net current funding position. Shire of Wickepin's current obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the net current funding position.

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire of Wickepin's obligations for long-term employee benefits where the Shire of Wickepin does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, are presented as current provisions in the net current funding position.



## SHIRE OF WICKEPIN

NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

## 4 PREDICTED VARIANCES

		<u>Variance</u>
		\$
	<b>Revenue from operating activities</b>	
4.1.2	Rates excluding general rates Increase in ex-gratia rates	121 ▲
4.1.3	Grants, subsidies and contributions Additional payment of Financial Assistance Grants for 23.24	81,132 ▲
4.1.4	Fees and charges Reimbursements - members \$1000 ESL - Rates Levied \$5690 Septic Tank Fees \$280 Yarling Court Reimbursements \$50 Charges - Dom Refuse \$1735 Sale of Recycled Material \$40121 Charges - Com Refuse \$48 Charges Sewerage \$5540 Planning Fees \$2000 Charges Swimming Pool \$1000 Roads to recovery Grant \$29 RRG Grants \$41909 Wickepin Caravan Park Fees \$5000 Harrismith Caravan park fees \$2000 Building License Fees \$2425 Charges Standpipes \$10000 Private works charges \$17500 Reimbursement Workers Comp \$2580	290,637 ▲
4.1.6	Interest revenue Reduction of Reserve Interest \$37000 Reduction of Muni Interest \$5000	(42,000) ▼
4.1.7	Other revenue Change of coding from other revenue to reimbursements - \$208700	(208,700) ▼
4.1.8	Profit on asset disposals Increase in Trade values of Machinery	46,564 ▲
	<b>Expenditure from operating activities</b>	
4.2.1	Employee costs Changes to allocations for employee costs -	(166,916) ▲
4.2.2	Materials and contracts Valuation Expenses -\$2000 Conference & Training Expenses -\$6000 Audit Fees \$5000 Refreshment/Entertainment \$3000 Presentations And Other -\$2314 Legal Opinion -\$5000 Election Expenses -\$7000 Gratuity Payments -\$2000 Consultancy Fees -\$50620 Esl Funded Fire Expenses \$12000 Esl Remittance -\$5690 Other Minor Expenses \$160 Dog Control Other Expense \$1500 Playgroup Maintenance \$4995 Donations -\$12500 Mosquito Control \$744 Building Maintenance \$6300 Housing - Cottage Homes Exp \$8000 Housing - Yarling Ct Exp \$1000 Domestic Refuse Collect \$897 Refuse Site Maintenance \$8680 Commercial Refuse Collect \$189 Cemetery Maintenance \$3606 Public Convenience Maint \$2000 Public Halls Maintenance \$9220 Community Centres \$4900 Swimming Pool Maintenance \$15000 Oval Maintenance \$190 Public Parks & Gardens \$27876	103,590 ▼

## SHIRE OF WICKEPIN

NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

## 4 PREDICTED VARIANCES

		<u>Variance</u>	
		\$	
	Arts & Crafts Centre \$4500		
	Community Resource Centre \$1125		
	Cultural Planning \$50		
	Muni Fund Road Maint \$4907		
	Depot Maintenance \$2975		
	Street Cleaning <b>-\$3500</b>		
	Rural Counselling <b>-\$2000</b>		
	Area Promotion <b>-\$3000</b>		
	Water Supply Standpipes \$11400		
	Insurance \$5000		
	Protective Cloth/Safety \$2000		
	Other Pwoh \$3000		
	Depot - Consumables \$8000		
	Expendable Tools \$2000		
	Fuel & Oil \$20000		
	Tyres & Tubes \$5000		
	Rural Counselling \$2000		
4.2.3	Utility charges	(14,610)	▲
	Increase in costs associated with Utilities		
4.2.5	Finance costs	(301)	▲
	Increase in Bank Fees & Charges		
4.2.6	Insurance	2,654	▼
	Decrease in Premiums for Insurance		
4.2.7	Other expenditure	4,500	▼
	Gratuity Allowance \$2500		
	Member Meeting Allowance \$2000		
4.2.8	Loss on asset disposals	(53)	▲
	Increase in Loss on disposal of assets		
	<b>Inflows from investing activities</b>		
4.3.1	Capital grants, subsidies and contributions	354,650	▲
	LRCI funding Phase 4 income		
4.3.3	Proceeds from disposal of assets	38,785	▲
	Increase in trades of machinery		
	<b>Outflows from investing activities</b>		
4.4.4	Purchase of land and buildings	(141,998)	▲
	Phase 4 projects		
4.4.5	Purchase of plant and equipment	(41,680)	▲
	Increase in Acquisition of loader		
4.4.6	Purchase of furniture and equipment	5,000	▼
	Reduction of estimated costs for Council Chamber Equipment		
4.4.7	Purchase and construction of infrastructure-roads	(49,880)	▲
	Increase in road costs - LRCI projects		
4.4.8	Purchase and construction of infrastructure-other	(284,354)	▲
	Increase in costs - LRCI projects		
	<b>Cash inflows from financing activities</b>		
4.5.4	Transfers from reserve accounts	(43,128)	▼
	Land Purchase - Moss Parade \$28000		
	Non Transfer of Leave Reserve <b>\$71128</b>		
	<b>Cash outflows from financing activities</b>		
4.6.3	Repayment of borrowings	(31)	▲
	Adjustment to payment		
4.6.4	Transfers to reserve accounts	26,645	▼
	Estimated interest earnings on Reserve accounts \$15128		
	Transfer to Future Projects reserve \$11743		
4.7.1	<b>Surplus or deficit at the start of the financial year</b>	39,373	▲
	Adjustment to Starting Balance from Audit		

**BUDGET ADJUSTMENT  
2023/2024**

GL Account	Particulars	Comments	Expenditure	Income	Running Total
	(Surplus) / Deficit Balance 30/06/2023				0
0221	BACK RATES			138	(138)
0141	RATES ADJUSTMENTS & WRITE OFFS			(70)	(68)
0192	VALUATION EXPENSES		(2,000)		(2,068)
0181	GRANTS COMMISSION			48,772	(50,840)
0201	UNTIED ROAD GRANTS			32,294	(83,134)
0103	INTEREST ON MUNICIPAL			(5,000)	(78,134)
0113	INTEREST ON RESERVES			(22,000)	(56,134)
0133	REIMBURSEMENTS			627	(56,761)
0182	BANK FEES & CHARGES		20		(56,741)
0212	CONFERENCE & TRAINING EXPENSES		(2,000)		(58,741)
0232	MEMBERS MEETING ALLOWANCE		2,000		(56,741)
0252	AUDIT FEES		(5,000)		(61,741)
0262	REFRESHMENT/ENTERTAINMENT		(3,000)		(64,741)
0302	SUBSCRIPTIONS		(1,665)		(66,406)
0312	PRESENTATIONS AND OTHER		(1,600)		(68,006)
0332	LEGAL OPINION		(5,000)		(73,006)
0352	ELECTION EXPENSES		(8,000)		(81,006)
0362	GRATUITY PAYMENTS		(2,000)		(83,006)
0733	REIMBURSEMENTS - MEMBERS			600	(83,606)
0743	REIMBURSEMENTS - MEMBERS - NO GST			400	(84,006)
0662	CONSULTANCY FEES		(54,620)		(138,626)
0712	STAFF TRAINING EXP		(5,000)		(143,626)
0792	FRINGE BENEFITS TAX		5,000		(138,626)
0822	STAFF SUBSIDIES UNIFORM		(1,000)		(139,626)
0223	LOSS ON SALE OF ASSET		(4)		(139,630)
1072	FIRE INSURANCE		(5,000)		(144,630)
1082	ESL FUNDED FIRE EXPENSES		12,000		(132,630)
1192	ESL REMITTANCE		(5,690)		(138,320)
1102	OTHER MINOR EXPENSES		160		(138,160)

**BUDGET ADJUSTMENT  
2023/2024**

GL Account	Particulars	Comme	Expenditure	Income	Running Total
1203	ESL - RATES LEVIED			(5,690)	(132,470)
1282	DOG CONTROL OTHER EXPENSE		1,500		(130,970)
1512	PLAYGROUP MAINTENANCE		4,995		(125,975)
1612	DONATIONS		(12,500)		(138,475)
2443	SEPTIC TANK FEES			280	(138,755)
2572	MOSQUITO CONTROL		744		(138,011)
2622	OTHER HEALTH		1,650		(136,361)
3202	BUILDING MAINTENANCE		6,300		(130,061)
3362	HOUSING - COTTAGE HOMES EXP		8,000		(122,061)
3392	HOUSING - YARLING CT EXP		1,000		(121,061)
3403	HOUSING - YARLING CT REIMB INC			50	(121,111)
3532	DOMESTIC REFUSE COLLECT		897		(120,214)
3542	REFUSE SITE MAINTENANCE		(3,923)		(124,137)
3552	RECYCLING COLLECTIONS		(83)		(124,220)
3593	CHARGES-DOM REFUSE REM			(1,735)	(122,485)
3573	SALE OF RECYCLED MATERIALS			40,121	(162,606)
3722	COMMERCIAL REFUSE COLLECT		189		(162,417)
3803	CHARGES-COMMERCIAL REFUSE			(48)	(162,369)
3903	CHARGES RATES			5,540	(167,909)
7117	WICKEPIN FUEL FACILITY		(20)		(167,929)
4203	PLANNING FEES			2,000	(169,929)
3952	CEMETERY MAINTENANCE		4,040		(165,889)
3962	PUBLIC CONVENIENCE MAINT		(8,628)		(174,517)
4382	PUBLIC HALLS MAINTENANCE		33,420		(141,097)
4832	COMMUNITY CENTRES		6,650		(134,447)
4912	WICKEPIN DISTRICT SPORTS CLUB		(60)		(134,507)
4472	OLD POLICE STATION		10		(134,497)
4476	OLD RAILWAY STATION		(30)		(134,527)
4602	SWIMMING POOL MAINTENANCE		15,000		(119,527)
4663	CHARGES - SWIMMING POOL			1,000	(120,527)
4822	OVAL MAINTENANCE		190		(120,337)

**BUDGET ADJUSTMENT  
2023/2024**

GL Account	Particulars	Comme	Expenditure	Income	Running Total
4852	PUBLIC PARKS & GARDENS		27,876		(92,461)
5362	ARTS & CRAFTS CENTRE		4,500		(87,961)
5372	COMMUNITY RESOURCE CENTRE		1,125		(86,836)
5412	CULTURAL PLANNING		50		(86,786)
5843	ROADS TO RECOVERY GRANT			(29)	(86,757)
5893	MRWA RRG PROJECT GRANTS			(41,909)	(44,848)
6003	PROFIT ON SALE OF ASSET			46,526	(91,374)
5602	MUNI FUND ROAD MAINT.		40,030		(51,344)
5642	DEPOT MAINTENANCE		3,185		(48,159)
5672	STREET CLEANING		2,100		(46,059)
6552	RURAL COUNSELLING			2,000	(48,059)
6752	AREA PROMOTION		(3,000)		(51,059)
6864	WICKEPIN CARAVAN PARK FEES			5,000	(56,059)
6866	HARRISMITH CARAVAN PARK FEES			(2,000)	(54,059)
7003	BUILDING LICENSE FEES			2,400	(56,459)
7023	BUILDING COMMISSIONS- BSL			25	(56,484)
7083	WATER SUPPLY STANDPIPES		11,400		(45,084)
7123	CHARGES - STANDPIPES			10,000	(55,084)
7333	PRIVATE WORKS CHARGES			17,500	(72,584)
7392	INSURANCE		5,000		(67,584)
7402	PROTECTIVE CLOTH/SAFETY		2,000		(65,584)
7472	OTHER PWOH		(3,000)		(68,584)
7602	DEPOT - CONSUMABLES		(8,000)		(76,584)
7682	EXPENDABLE TOOLS		2,000		(74,584)
7632	FUEL & OIL		(20,000)		(94,584)
7642	TYRES & TUBES		5,000		(89,584)
7672	INSURANCE & LICENSES		2,660		(86,924)
8163	REIMBURSEMENT - WORKERS COMP			2,580	(89,504)
XAB3	Extending Carport		(2,500)		(92,004)
XAB4	COUNCIL CHAMBERS - UPGRADE TECHNOLOGY		(5,000)		(97,004)
CSH1	CAPITAL EXPENSES TO 7 RINTEL STREET 23/24 FLOORING		1,500		(95,504)

**BUDGET ADJUSTMENT  
2023/2024**

GL Account	Particulars	Comme	Expenditure	Income	Running Total
XPG1	WICKEPN PLAYGROUP - RENEW GAZEBO		(5,000)		(100,504)
XTA1	TOOLIBIN TENNIS CLUB - LRCI 4 - ABLUTIONS		40,000		(60,504)
XCC1	WICKEPIN COMMUNITY CENTRE - LRCI 4		60,000		(504)
5088	WOGOLIN STREET PLAYGROUND		38,133		37,629
XCP3	HARRISMITH CARAVAN PARK - RENEW FACILITIES		(14,000)		23,629
LPWC	PUBLIC WORKS DEPT ( OLD HE SHED SHE SHED)		4,000		27,629
XCC2	WICKEPIN COMMUNITY CENTRE- PLAYGROUND- LRCI 4		140,000		167,629
XSP6	SWIMMING POOL - RENEW ABLUTIONS (DISABILITY)		30,000		197,629
XHC1	HARRISMITH COMMUNITY CENTRE - LRCI 4 - PLAYGROUND - GOLF		93,886		291,515
XH15	RAILWAY ROAD HARRISMITH - LRCI 4- LAYBY		50,000		341,515
XFF2	WICKEPIN FUEL FACILITY - LRCI 4 - RESEALING		35,000		376,515
5483	LRCI PHASE4			291,986	84,529
5483	LRCI PHASE 4 - REMAINING PAYMENT			104,608	(20,079)
7054	LAND PURCHASE		28,000		7,921
	TRANSFER FROM RESERVE			28,000	(20,079)
	Transfer to Reserve		59,452		39,373
	Adjustment ot starting figure			39,373	0



## 14.4 Attendance at Events and Functions Policy

## 2.1.29 – ATTENDANCE AT EVENTS AND FUNCTIONS

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### Introduction

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

### 1. Purpose

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The purpose of the policy is to provide transparency about the attendance at events by councillors, the Chief Executive Officer (CEO) and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Guidance is provided below:

1. If a councillor receives a ticket in their name, in their role as councillor, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
2. Whilst the law permits greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
3. If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct as per notifiable and prohibited gifts.
4. Note this policy doesn't apply to prizes won by 'games of chance' such as a lottery, raffle, business card draw or contest.
5. Nothing in this policy shall be construed as diminishing the role of the CEO in approving attendance at activities or events by other employees that in the opinion of the CEO are appropriate, relevant and beneficial to the Shire of Wickepin.

### 2. Legislation

Section 5.90A – Attendance at Events. In this section "event" includes the following:

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed by the Local Government (Administration) Regulations 1996..

A local government must prepare and adopt (via absolute majority) a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- (a) the provision of tickets to events;
- (b) payments in respect of attendance;



- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

### 3. Scope

This policy applies to Councillors, the CEO and all employees of the Shire of Wickepin (the Shire) in their capacity as a councillor or employee of the Shire.

Councillors, the CEO and employees occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.

Note this Policy isn't applicable to the attendance by councillors, CEO or employees at training, conferences or other professional development as such attendance is covered by separate Council policies.

### 4. Pre-Approved Events

Note: Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

Under this Policy Council approves attendance at the following events by councillors, the CEO and employees of the Shire:

- (a) Advocacy, lobbying or Ministerial briefings;
- (b) Meetings of clubs or organisations within the Shire of Wickepin;
- (c) Any free event held within the Shire of Wickepin;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Wickepin to which the Shire President, councillor(s), CEO or employee(s) has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions within the Shire of Wickepin or Wheatbelt Region;
- (k) Cultural events/festivals within the Shire of Wickepin or Wheatbelt Region;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Wickepin;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Wickepin or Wheatbelt Region;
- (p) Recognition of Service events
- (q) RSL events;
- (r) An event run by an organisation of which the Shire of Wickepin is a member;
- (s) Wickepin Business and Tourism Association events; and
- (t) Where the Shire President, councillor(s), CEO or employee(s) attendance has been formally requested.

All councillors, the CEO and employees are entitled to attend a pre-approved event.

If there are more tickets than prospective attendees the Shire President and CEO will liaise to determine allocations.

## 5. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President; and
- Events for employees may be approved by the CEO.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where a councillor has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the applicable members governance account.

Where the CEO or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by the Council.

## 6. Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event:

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

## 7. Procedures

Any disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to councillors and by the CEO in relation to employees.

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Councillor, CEO or particular employee of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite/ticket is transferable to another Shire representative.

Tickets that are provided to the Shire without denotation as to who they are for, will be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant councillor or employee.



Department of  
Local Government, Sport  
and Cultural Industries

# Local Government Operational Guidelines

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December 2019

## Attendance at events policy



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#### About DLGSC

The DLGSC works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians. This publication is current at December 2019.

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# 1. Introduction

Council members are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. The *Local Government Act 1995* sets out requirements on council members, Chief Executive Officers (CEOs) and other employees to ensure transparency and accountability in decision-making.

Certain gifts received by council members and CEOs are specifically excluded from the conflict of interest provisions (section 5.62(1B)), including a gift that is received in accordance with an Attendance at Events policy. This guideline gives an overview of matters which could be included in the Attendance at Events policy.

Note: this guideline does not apply to the gift provisions in the code of conduct that relates to employees (other than the CEO).

Other related operational guidelines:

- Operational Guideline: Disclosure of gifts and disclosure of interests relating to gifts
- Operational Guideline: Disclosure of interests affecting impartiality
- Operational Guideline: Primary and annual returns

## 2. Gifts

A gift is defined under section 5.57 of the Act as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

For the purposes of both disclosure of receipt and disclosing an interest when a matter comes before council, a gift is any gift valued at over \$300 or a cumulative value of \$300 where the gifts are received from the same donor in a 12-month period.

### 2.1. Interests in matters before council

The interest provisions are aimed at ensuring that decision-making is free from influence and so decisions can be made in the best interests of the community.

An interest created from receipt of a gift recognises that a relationship is formed between the donor and a recipient of a gift which could be perceived to affect decision-making. This applies to any gift received, not just a gift that must to be disclosed under sections 5.87A and 5.87B.

The basic principle is, that unless the gift is an excluded gift (section 5.62(1B) and Administration Reg. 20B), the council member who has received the gift is not to participate in any part of the meeting dealing with the matter. They must be absent from any deliberations (unless approval is granted by the council or the Minister).

If the council member has such an interest they must disclose this interest before the meeting to the CEO or to the presiding member before the matter is discussed.

If it is the CEO who has the interest due to receipt of a gift, they are not to provide advice to council or prepare reports for council, either directly or indirectly. They must disclose their interest to the mayor or president.

## 2.2. Gifts excluded from the interest provisions

Any gift received over \$300 is specifically excluded from the conflict of interest provisions if:

- the gift relates to attendance at an event where attendance has been approved by the council in accordance with the council endorsed Attendance at Events policy, or
- the gifts is from specified entities.

Regulation 20B of the *Local Government (Administration) Regulations 1996* prescribes the specified entities as WALGA (but not LGIS), ALGA, LG Professionals, a State public service department, a Commonwealth, State or Territory government department or another local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of council member or CEO.

# 3. Attendance at events policy

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and CEOs attending events.

The policy provides a framework for the acceptance of invitations to various events and clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

## 3.1. The legislation [section 5.90A]

### 5.90A. Policy for attendance at events

- (1) In this section —

**event** includes the following —

- (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.
- \* Absolute majority required.
- (3) A local government may amend\* the policy.
- \* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## 4. Matters for consideration in developing the policy

In developing the policy, there are a number of matters which need to be considered. Principally, the council needs to consider what is the benefit to the community or local government in having members of council or the CEO attend the event.

The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before council from the provider of the invitation.

While attending events is generally considered an important function for council members and the CEO to represent the local government, if there are costs involved, especially significant costs, it can lead to criticism from the community for spending ratepayer's money if the tangible benefits are not identified. Similarly, if the council is accepting tickets, including those as a result of sponsorship, there can be a perception of bias when matters affecting that organisation come before council.

The policy should also consider the role that the person attending will have at the event - for example, speaking, giving an award or being a member of the audience – especially if there are significant costs associated with attendance. The community perception will be different for a person attending to undertake a specific role or function versus being a member of the audience.

Note that examples are provided in the legislation of what constitutes an event: concerts, conferences, functions and sporting events. This is not an exhaustive list and councils should consider the full range of events that may be relevant to their local government, such as agricultural shows, field days, school awards nights and cultural events.

Ultimately, it is the decision of the council as to what is contained within the policy and this will vary between local governments.

Matters that could be included are:

- To whom invitations are to be directed,
- Who authorises attendance at an event, including how the decision is made for a council member or CEO to attend an event,
- How many people are authorised to attend an event,
- Who is responsible for the cost of attending (if any), including whether there is a requirement for the council member or CEO to contribute to the cost, particularly if the person's partner is also attending;
- Whether there are any events that are authorised in advance by council (preauthorised events),
- Whether the location of the event is within the district,
- Attendance at sponsored events, and
- Attendance at events that are outside the policy.

The council, with accountability to the local community, is in the best position to determine the design and content of the policy. Some local governments have requested guidance from the Department. To this end a sample policy is included on the following pages.

The policy may provide authorisation for the CEO to be the decision maker where decisions align with the policy intent. In that case, the policy must set out clear criteria by which the CEO may make such determinations.

## 5. Concluding remarks

In developing the Attendance at Events policy, councils need to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council.

Local governments are encouraged to use this template as a guide and to adapt it to reflect the needs and expectations of their communities. The policy can also be adapted to include attendance at events by employees other than the CEO.

The community's trust in local government is crucial to its success.



# Attendance at Events – template policy

## Introduction

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

## Purpose

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## Legislation

### 5.90A. Policy for attendance at events

- (1) In this section —  
**event** includes the following —
  - (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* Absolute majority required.

- (3) A local government may amend\* the policy.  
\* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## Provision of tickets to events

### 1. Invitations

- 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the [Click or tap here to enter text.]
- 1.2 Any invitation or offer of tickets not addressed to the [Click or tap here to enter text.] is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.

### 2 Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Guidance Note: If the local government is proposing to provide authorisation to the CEO to determine matters in accordance with this policy, then it will be necessary for the policy statement to include specific principles / criteria by which the CEO may make such determinations.

### 3 Payments in respect of attendance

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

### Attachment A – events authorised in advance

<b>Event</b>	<b>Date of event</b>	<b>Approved Attendee/s</b>	<b>Approved local government contribution to cost</b>	<b>Date of council resolution or CEO authorisation</b>
Example: Greater Westralia Regional Agricultural Ball	20 December 2019	<ul style="list-style-type: none"> <li>• President Cr Brown and partner</li> <li>• Deputy President Cr Green and partner</li> <li>• CEO and partner</li> </ul>	6 tickets @ \$190 each  Total cost \$1,140	Ordinary Council Meeting 4 November 2019



## **14.5 Code of Conduct Behaviour Complaints Management Policy**

## 2.1.28 – CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT

---

### 1 Objectives

- To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and Shire of Wickepin' Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Wickepin's Code of Conduct for Council Members, Committee Members and Candidates.
- To give effect to the Shire of Wickepin's commitments to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

### 2 Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Wickepin's Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

### 3 Definitions

#### 3.1 Act

means the *Local Government Act 1995*.

#### 3.2 Behaviour Complaints Officer

means the Shire's Chief Executive Officer (CEO) or any other person authorised in writing [*by Council resolution or by the CEO exercising delegated authority*] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints.

#### 3.3 Breach

means a breach of Division 3 of the Shire of Wickepin' Code of Conduct for Council Members, Committee Members and Candidates.

#### 3.4 Candidate

means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

#### 3.5 Candidate Complaint

means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 4.3.2 of this Policy.

#### 3.6 Code of Conduct

Means the Shire of Wickepin' Code of Conduct for Council Members, Committee Members and Candidates.

#### 3.7 Committee

means a committee of Council, established in accordance with s.5.8 of the Act.

### **3.8 Committee Member**

means a Council Member, employee of the Shire of Wickepin or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

### **3.9 Complaint**

means a complaint submitted under Clause 11 of the Code of Conduct.

### **3.10 Complainant**

means a person who has submitted a Complaint in accordance with this Policy.

### **3.11 Complaint Assessor**

means a person appointed by the Behaviour Complaints Officer in accordance with Part 4.2.2 and Part 4.3.8 of this Policy.

### **3.12 Complaint Documents**

means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

### **3.13 Complaint Form**

means the form approved under clause 11(2)(a) of the Code of Conduct *[by council resolution or by the CEO exercising delegated authority]*.

### **3.14 Council**

means the Council of the Shire of Wickepin.

### **3.15 Council or Committee Meeting**

means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

### **3.16 Council Member**

means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

### **3.17 Finding**

means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

### **3.18 Plan**

means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

### **3.19 Response Documents**

means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

## **4 Policy**

### **4.1 Principles**

#### **4.1.1 Procedural fairness**

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

#### **4.1.2 Consistency**

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

#### **4.1.3 Confidentiality**

The Shire of Wickepin will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

#### **4.1.4 Accessibility**

The Shire of Wickepin will ensure that information on how to make a complaint, including this Policy, is available at the Shire of Wickepin' Administration Building and on the Shire of Wickepin's website. The Shire of Wickepin will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigation the complaints process.

### **4.2 Roles**

#### **4.2.1 Behaviour Complaints officer**

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complainant Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the call and convening of Council meeting if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

#### **4.2.2 Complaint Assessor**

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 4.3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor is able to request a written response from the Respondent, review all documents provided by the Behaviour Complaints Officer and conduct any necessary investigations.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

#### **4.2.3 Council**

Council will determine matters relating to complaints, including:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [clause 12 of the Code of Conduct].
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
  - To take no further action; or
  - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

### **4.3 Procedure**

#### **4.3.1 Making a Complaint**

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [clause 11(1) of the Code of Conduct].

A Complaint must be made within one (1) month after the alleged Breach [clause 11(2)(c) of the Code of Conduct].

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made [clause 11(2)(c) of the Code of Conduct].



### **4.3.2 Candidate Complaints**

A Complaint in relation to a Candidate must be made in accordance with 4.3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

### **4.3.3 Withdrawing a Complaint**

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

### **4.3.4 Notice to Complainant**

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 4.3.6 of this Policy.

### **4.3.5 Notice to Respondent**

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and

- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 4.3.6 of this Policy.

#### **4.3.6 Alternative Dispute Resolution**

The Shire of Wickepin recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 4.3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

#### **4.3.7 Order of Complaints**

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

#### **4.3.8 Appointment of Complaints Assessor**

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experience Complaint Assessor, in accordance with the Shire of Wickepin' Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

#### **4.3.9 Search of Local Government Records**

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire of Wickepin' Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Wickepin' Meeting Procedures/Standing Orders Local Law.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

#### **4.3.10 Assessment of the Complaint**

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 4.3.4 and Part 4.3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

#### **4.3.11 Complaint Report**

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Council; and
- include reasons for each recommendation, with reference to Part 4.4.4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Council. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

#### **4.3.12 Council Meeting**

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Council will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decisions that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Council will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.4.2 of this Policy.

If the Council dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Council will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.4.3 of this Policy.

If the Council finds that the alleged breach did occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4.4 of this Policy.

If the Council decides to take no further action, the Behaviour Complaints Office must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct.

#### **4.3.13 Compliance with Plan Requirement**

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

### **4.4 Decision Making**

#### **4.4.1 Objective and Principles**

All decisions made under this Policy will reflect the Policy Objectives and Principles included in Part 4 of this Policy.

#### **4.4.2 Dismissal**

The Council must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that –

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either –
  - (i) the behaviour was dealt with by the person presiding at the meeting; or
  - (ii) the Respondent has taken remedial action in accordance with the Shire of Wickepin's Meeting Procedures/Standing Orders Local Law.

#### **4.4.3 Finding**

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

#### **4.4.4 Action**

In deciding whether to take no further action, or prepare and implement a Plan, the Council may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

#### **4.4.5 Plan Requirements**

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Council considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives express in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.



## Shire of Wickepin

### Complaint About Alleged Breach Form - Code of Conduct for Council Members, Committee Members and Candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

- NOTE:** A complaint about an alleged breach must be made —
- (a) in writing in the form approved by the local government
  - (b) to an authorised person
  - (c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
Name: _____ <div style="display: flex; justify-content: space-around;"><span><u>Given Name(s)</u></span><span><u>Family Name</u></span></div>

Contact details of person making the complaint:
Address: _____
Email: _____
Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:



## 14.6 Compliance Audit Return

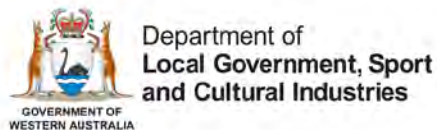


## Wickepin – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	No major trading undertakings in 2023
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	No major land transactions in 2023
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

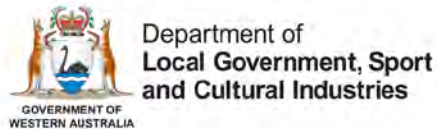
Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations were made to committees
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	Council reviewed all its delegations in August 2023 and reaffirmed no delegations to committees at that time





6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Written delegations register maintained
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Only CEO to Staff delegation is for purchasing and is contained in Policy 2.1.16 of the Policy Manual
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	Review of Delegations Register occurred at October 2023 ordinary council meeting - Resolution OCM-231018-09
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	No	A written record listing the monthly exercise of delegations was maintained up until December 2022 and was also reported to each ordinary council meeting. This appears to have been discontinued in January 2023 and no alternative record keeping process was established. A new process will be implemented.

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the	Yes	February 2023 Council Meeting - Crs Russell and Miller declared proximity interests in Item 9.1 (Excessive Vehicle Noise - Heavy Vehicle



		Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?		<p>Entering Wickepin Townsite). Crs Russell and Miller left the meeting. Council resolved to allow Crs Russell and Miller to be present during any discussion or decision-making procedure relating to the matter as the matter was considered insignificant and unlikely to influence the disclosing members' conduct (Resolution 150223-03)</p> <p>March 2023 Council Meeting - Crs Russell and Miller declared proximity interests in Item 9.1 (Town Boundary Speed Signs). Crs Russell and Miller left the meeting. Council resolved to allow Crs Russell and Miller to be present during any discussion or decision-making procedure relating to the matter as the matter was considered insignificant and unlikely to influence the disclosing members' conduct (Resolution 150323-02)</p> <p>May 2023 Council Meeting - Cr Miller declared a proximity interest in Item 14.6 (Sale of Land). Cr Miller left the meeting. Council resolved to allow Cr Miller to be present during any discussion or decision-making procedure relating to the matter as the matter was considered insignificant and unlikely to influence the disclosing member's conduct (Resolution 230517-10).</p>
<b>3</b>	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
<b>4</b>	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	

5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A	No gifts/received/recorded in register
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did	Yes	



		that person disclose the nature and extent of that interest when giving the advice or report?		
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	No applications made
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	N/A	The current Code of Conduct for Council Members, Committee Members, and Candidates was adopted in 2021 (outside prescribed reporting period for this Compliance Audit Return) and no amendments have been made since that adoption.
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	N/A	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments



<b>1</b>	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	Sale of 4 Plover Street, Wickepin (May 2023)
<b>2</b>	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	

Elections				
No	Reference	Question	Response	Comments
<b>1</b>	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	No	Up until January 2024 an electoral gifts register didn't exist - probably because no electoral gifts have ever been reported. This was rectified in January 2024 when a register was created and can be found at F:\Council Documents\Council Elections\Electoral Gift Register
<b>2</b>	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No disclosure of gift forms have ever been received.
<b>3</b>	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	No	Refer comments to Question 1 of this section. No electoral gift register existed prior to January 2024. Even though no gifts were declared by candidates it is a requirement to have an electoral gift register on the website. The register can now be viewed at <a href="https://www.wickepin.wa.gov.au/Profiles/wic">https://www.wickepin.wa.gov.au/Profiles/wic</a>



				kepin/Assets/ClientData/Register_of_Electoral_Gifts.pdf
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Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No delegation has been made to this committee
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	Received 8 December 2023
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No significant matters identified
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	Presented to Council 13 December 2023



Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	CEO vacancy
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	New CEO appointed at council meeting 13 December 2023
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	Under s5.120 of the Local Government Act the CEO is the Shire's complaints officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments



1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	N/A	No tenders were undertaken in 2023. Although some procurements were assigned a "RFT" number they were not actually tenders - they were procurements undertaken under the WALGA Preferred Supplier Program hence a tender exemption applied. In 2024 a change will be made so that RFT numbers aren't assigned in these circumstances.
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	N/A	No tenders undertaken in 2023.
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	N/A	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	No	A hard copy tender register exists but doesn't record all the prescribed information, specifically particulars of and a copy of the notice calling tenders and the names of each tenderer whose tender has been opened. The electronic tender register on the Shire





				website also doesn't contain the above information nor does it list the name of the successful tenderer.
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	No tenders called in 2023.
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No expressions of interest called in 2023.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No panels were established in 2023.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	No panels were established in 2023.
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of	N/A	



		Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?		
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	15/08/2018
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	18/03/2020
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	No	Whilst the current CBP does address the matters specified in Regs 19DA(2) & (3) the CBP hasn't been reviewed since its adoption in



				2020 therefore its 4-year projections are out of date
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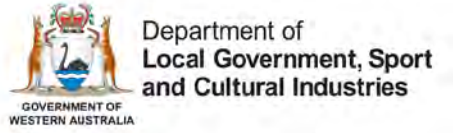
Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	20/10/2021
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	20/10/2021
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	No disclosures received.
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	No	Whilst Council has policies addressing attendance by councillors at conferences, seminars, training and induction courses (Policy 2.1.1) and attendance by councillors and employees at social functions hosted by the Shire of Wickepin (Policy 2.1.12), it doesn't have a policy prepared in accordance with s.5.90A of the Local Government Act dealing with attendance by councillors and the CEO at



				events. A draft policy will be presented to the March 2024 council meeting.
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	The minutes of elector meetings and committee meetings are published on the Shire website as part of the council agenda following such meetings with the minutes received at the council meeting.
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	N/A	A 'Councillors Continuing Professional Development Policy was adopted in 2022 which is outside the prescribed period of this Compliance Audit Return. The policy was reviewed in November 2023 with no changes made to the policy.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes	
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date



Mayor/President

Date



## 14.7 Strategic Community Plan 2023-2033

Shire of Wickepin  
A FORTUNATE PLACE

# 2023 STRATEGIC COMMUNITY PLAN

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# WELCOME

Welcome to the Strategic Community Plan 2023-2033, the guiding document for the Shire of Wickepin over the next 10 years.

I am proud to present the Shire of Wickepin Strategic Community Plan which provides our roadmap to achieving shared goals and aspirations. This Strategic Community Plan outlines the community's priorities and visions for the future, and sets out the key strategies required to implement and achieve these.

This plan continues to share our vision and aspirations for the future and outlines how we will, over the next decade, work towards a positive future for residents in the Shire of Wickepin.

Council needs clear directions to enable it to make tough decisions between many competing priorities, and this direction is given through the Shire of Wickepin's overarching document – The Strategic Community Plan, ensuring that all moves are towards achieving the community's vision for the future.

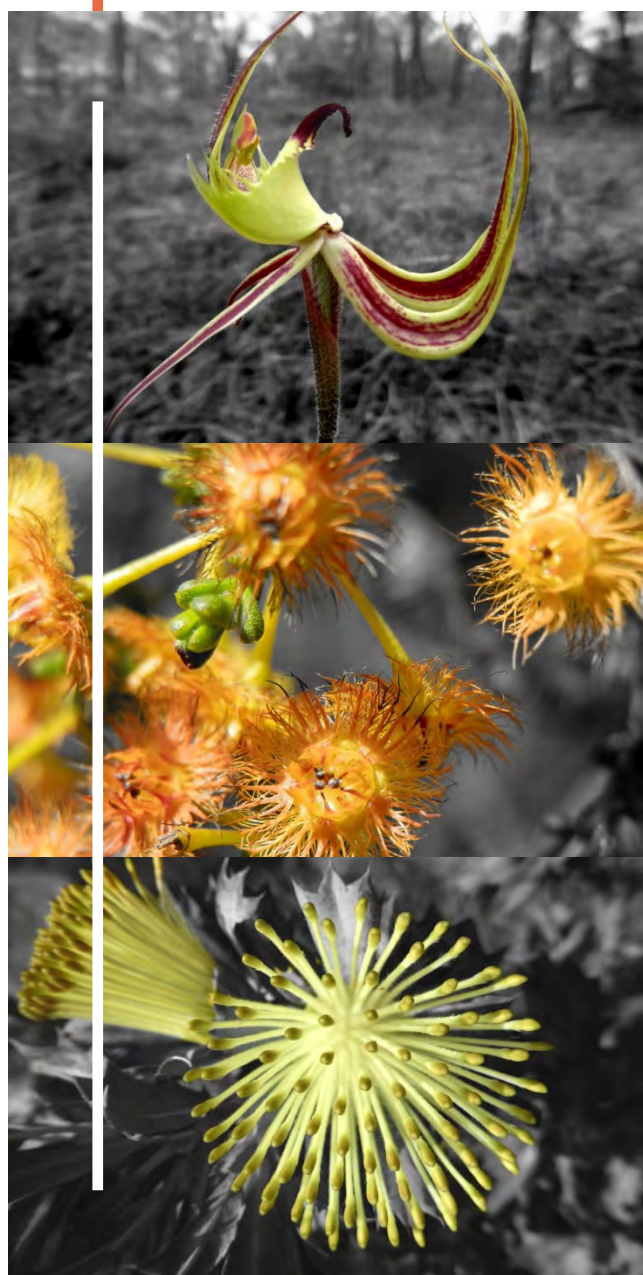
This plan could not have been produced without the involvement of the local community. In 2018 when the current plan was first developed we had excellent input from across the community and this was repeated in 2021 as part of a desktop review of this plan.

I am very grateful to those members of the community who became involved and took the time to provide input for the plan. Your responses gave Council valuable insight towards the priorities and visions for the future of the Shire of Wickepin as a whole, and I thank you very much.

Council now looks forward to working together with you all in bringing this new Strategic Community Plan to life.

**Cr Julie Russell**

**SHIRE PRESIDENT** – March 2023





# YOUR COUNCIL

Councillors have a specific role in relation to developing the local government's vision and long term goal setting. The development and implementation of our community's aspirations and goals will be facilitated by the Shire's Councillors. The Councillors meet regularly to discuss issues and imperative areas arising in the community. Councillors act to ensure that they:

- Represent the interests of electors, ratepayers and residents of the district;
- Facilitate communication between the community and the Shire;
- Participate in the local government decision-making processes at council and committee meetings;
- Provide appropriate services and facilities are efficient, effective, adequate and equitable;
- Properly manage the environment, consistent with the principles of ecologically sustainable development; and
- Take into account the long-term cumulative effects of the Shire's decisions.

## **PRESIDENT**

**Cr JA (Julie) Russell**  
- retiring 2027

## **DEPUTY PRESIDENT**

**Cr W (Wes) Astbury**  
- retiring 2025

## **COUNCILLORS**

**Cr FM (Fran) Allan**  
- retiring 2027

**Cr LG (Lindsay) Corke**  
- retiring 2025

**Cr JR (John) Mearns**  
- retiring 2027

**Cr TG (Tyron) Miller**  
- retiring 2025

**Cr PD (Peter) Thompson**  
- retiring 2025

# THE PURPOSE OF THE STRATEGIC PLAN

The Strategic Community Plan shapes the delivery of Shire services over the next ten years. The Plan was initially developed in 2018. A desktop review of this Plan commenced in 2023 and concluded in March 2024.

The review process included several community engagements that provided the Council with sufficient direction on the aspirations of the community when conducting the desktop review. The Plan has been developed to guide the Council in carrying out its functions as a local government to use its best endeavors to meet the needs of current and future generations through an integration of service delivery, social advancement, infrastructure improvements and economic prosperity.

Under the Local Government (Administration) Regulations 1996, state government legislated an integrated framework for corporate planning and reporting. This framework requires all local governments in Western Australia to have two key documents: a Strategic Community Plan and a Corporate Business Plan, which are supported by informing strategies including the Workforce Plan, Asset Management Plan and Long Term Financial Plan.

The Strategic Community Plan identifies what the Shire is seeking to achieve and the Corporate Business Plan outlines how it will achieve this.

INFORMING STRATEGIES

FINANCE

ASSETS

WORKFORCE

SERVICES

ISSUES SPECIFIC STRATEGIES

STRATEGIC PLAN

CORPORATE BUSINESS PLAN

ANNUAL BUDGET

# SHIRE SNAPSHOT

- Sealed Roads **157 Km**,  
Unsealed Roads **717 Km**
- Rates levied **\$1.69m**,  
Turnover **\$8.8m**
- Number of employees: **28**

Wickepin contains rich agricultural lands that were opened for settlement in 1893. The locality began as a watering point known as Yarling and was used by early sandalwood cutters.

The Shire covers an area of 198,900 hectares and includes the towns of Wickepin, Yealering, Harrismith and Tincurrin. The Avon, Blackwood and Murray Rivers rise in the Shire.

The Shire is a prosperous farming area with excellent wool and lamb production. Cropping is done on a large scale with wheat, oats, barley, lupins and canola grown. Wickepin is also home to the Facey Group, a prominent grower group in Western Australia that is committed to improving the economic, social and environmental sustainability of broad acre farming through research, development and information in the region.

Wickepin is known for being the home of Albert Facey, an Australian Biographer. His house has been moved to the centre of the town as a tourist attraction. The Homestead was built in 1924 and has been fully restored.

The town offers excellent facilities for locals and travellers. Great walks, a BBQ area, children's' playgrounds plus there are two primary schools in the Shire – Yealering and Wickepin – a medical centre, police station, church, and Community Resource Centre in Wickepin, as well as Bushfire Brigades, sporting and community groups across the Shire. St John Ambulance covers the Shire of Wickepin with Ambulances in Wickepin, Harrismith and Yealering.

# CONSIDERED RISKS

Throughout the Strategic Planning process a number of internal and external risks have been discussed and presented to Council for consideration, additionally Council conducted an analysis of the organisations strengths, weaknesses, opportunities and threats. The risks identified and being considered in the development of this Strategic Community Plan include:

## **INTERNAL RISKS**

- Resources are split across multiple town sites
- Participation in regional groupings
- Shire is a major employer
- Competitive nature of external funding

## **EXTERNAL RISKS**

- Ageing population
- Demographic profile of the community
- Loss of rail transport for grain
- Lack of business diversity
- Loss of essential services
- No bank in the Shire
- Lack of available, quality accommodation
- Telecommunications - internet and mobile
- Volunteer burnout
- Government red tape
- Close proximity to a regional centre (Narrogin)
- Loss of young people

## **GOING FORWARD WE WILL MANAGE OUR RISKS BY:**

- Adhering to our risk management policies
- Conducting an annual audit and implementing the recommendations
- Adhering to the Integrated Planning Reporting guidelines
- Annually review our risk management processes
- Continually monitor risk at a Council level

## our strengths

### INTERNAL

- Positive financial position of the Shire
- Council demographics and leadership skills
- Plant equipment is in good standard
- Waste management
- Sport and recreation facilities
- We are open to new ideas
- We can react quickly

### EXTERNAL

- Strength of agribusiness
- Access to fuel
- Facey Group
- Health services

## our opportunities

### INTERNAL

- Industrial and residential land development
- Caravan Parks

### EXTERNAL

- Regional Organisation of Council / collaboration
- Community Resource Centre
- CBH in Wickepin
- Drive in and drive out of Narrogin (Wickepin offers a lifestyle choice)
- Lake Yealering, Toolibin Lake
- Facey House
- Wildflowers
- Heritage trails
- Kaolin Mine
- Facey Group

# COMMUNITY ENGAGEMENT

The development of the 2018 Strategic Community Plan was informed by community engagement, including surveys, telephone interviews, community group engagement, business consultation and workshops. An estimated 152 people participated in those engagements, as detailed below:

- **71** survey respondents
- **24** random phone calls to ratepayers across all parts of the Shire answering a series of set questions (had not completed a survey)
- **20** community leaders of local clubs and associations separate to online and hard copy survey (sports, progress, emergency services etc.)
- **16** attendees at the RDA Wheatbelt Enterprising Communities Wickepin workshop and review of Harrismith and Yealering workshops
- **14** business owners across the Shire, separate to any other consultation
- **7** CRC, Medical Centre, Wickepin PS, Yealering PS, Police

The 152 active respondents represented 21% of the 2018 estimated population of the Shire of Wickepin.

For the 2023 review, community engagement was undertaken in March and April 2023. The community engagement process encompassed two formal mechanisms of engagement, being three community workshops and a community survey. A total of 151 persons were recorded as participants in this engagement, being 79 attending the three community workshop evenings, and 72 responding to the community survey.

The total of 151 persons represents a participation rate of almost 22% of the total population and 28% of residents aged 18 years and older. This met the standards articulated in the State Government's 'Integrated Planning and Reporting Advisory Standards'.

SHIRE OF  
**WICKEPIN**

**BRAINSTORMING  
BBQ'S**

What does the future  
of our shire look like  
to you?

YEALERING HALL  
TUESDAY 28 MARCH

HARRISMITH GOLF CLUB  
WEDNESDAY 29 MARCH

WICKEPIN COMMUNITY CENTRE  
THURSDAY 30 MARCH

6.00PM - 8.30PM

Dinner & refreshments provided

Notwithstanding this, the Council is cognisant that some duplication of numbers occurred by persons participating in both the survey and a community workshop. As most surveys were returned anonymously there is no way to determine specific numbers. The Council is satisfied that the feedback provided from the survey and community workshops is an accurate reflection of community perceptions, values, visions and provides good direction for the Council to determine future strategic directions.

The responses provided in the community survey indicate a very proud community, who value sensible funds expenditure towards items considered important. Community spirit and the kind natured people within the community, are highly valued, along with a sense of feeling safe. Having a relatively short distance to travel to the major centres of Perth and Bunbury is also valued. The community is largely optimistic about the future and opportunities within the district.

Respondents expressed that the Shire should focus more on:

- Rural roads (52 respondents)
- Regional development (21)
- Fire mitigation, fire prevention and fire-fighting (19)
- Pest control - mosquitos, mice, foxes, etc. (18)
- Community housing (18)
- Town planning (18)
- Public halls/community centres (17)
- Street verges (17)
- Town gardens (16)
- Animal control (15)
- Area activation – events, event support, etc. (15)
- Town streets (15)

Respondents expressed that the Shire should focus less on:

- Unemployment assistance (17)
- Arts and culture (12)
- Tourism (10)
- Governance over the district (9)
- Libraries (9)
- Building control (8)
- Salt mitigation (7)
- Heritage and history promotion (7)
- Rates collection (6)
- Food premises inspection (6)
- Protection of the environment (5)
- Synthetic turf facilities (5)

Clearly respondents had firmer views on what the Shire should focus more on than less on, with rural road (maintenance and improvements) being a clear focus.

It is noted that some of the matters seen by respondents as less important (less focus) are statutory responsibilities of local government and must continue to be delivered.

The results of the community engagement were used by council when reviewing strategies in the desktop review process.

# GOALS AND STRATEGIES TO ACHIEVE OUR OUTCOMES

## our vision

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

As the representatives of the Wickepin community, the Shire Council and staff are guided by PRIDE:

**PROFESSIONALISM -**

in the standards and ethics of our actions.

**RESPECT -**

through courtesy and honesty in our dealings with all people.

**INTEGRITY -**

that builds community trust.

**DEDICATION -**

of a committed team that works together to provide leadership for the community.

**EXCELLENCE -**

in the service that we provide for the community.

## council priorities

Adding value and impact of Council owned infrastructure and services by:

1. Attracting new populations and retaining our current population
2. Growing our local economy and providing opportunities that benefit local businesses across the Shire
3. Protecting, enhancing and receiving value from our natural environment
4. Ensure positive financial positions in Council's Budget



# OUR PLAN FOR THE FUTURE

Goal	Strategy
<i>Infrastructure</i>	
1. Roads are a key economic driver across the Shire	1.1 Improve road safety and connectivity
	1.2 Develop and implement long-term (minimum 5 years) works construction programs
	1.3 Plant and equipment maintenance and replacement is planned
	1.4 Identification of road maintenance and improvements in the Asset Management Plan
2. Improve the amenities and aesthetics of townsites	2.1 Provide attractive and well-maintained parks, playgrounds and garden beds
	2.2 Create vibrant, attractive and welcoming towns
	2.3 Develop, fund and implement a long-term Playground Improvement Plan
3. The Shire of Wickepin Caravan Park amenities are of a high standard	3.1 Prepare, fund and implement improvement plans for the Shire's caravan parks
	3.2 Ensure the management structures and arrangements for the Shire's caravan parks are sufficient to meet user needs and Shire responsibilities
4. Maintain Shire owned facilities in a strategic manner and also to meet community needs	4.1 Ensure currency of the Asset Management Plan; fund and deliver the asset preservation needs for the organisation's assets including roads, buildings, plant and equipment
	4.2 Support the improvement and maintenance of assets in a strategic manner
	4.3 Encourage greater usage of Shire facilities
<i>Economy</i>	
5. We are an agricultural hub, that innovates and leverages opportunities	5.1 Where appropriate support the Facey Group to continue its close links with local growers and key stakeholders
	5.2 Maintain close links with grain handlers and commodity transporters, including rail
	5.3 Collaborate with the Facey Group on strategic projects

Goal	Strategy
6. New businesses are attracted and existing businesses grow	6.1 Support local business to thrive
	6.2 Plan in a Local Planning Strategy and Town Planning Scheme for a diverse range of land, housing and development opportunities for facilitation of growth in residential and industrial land use – to meet current and future needs
	6.3 Budget for future headworks
	6.4 Engage with WA Kaolin to ensure positive impacts from the mine are received within the Shire of Wickepin
	6.5 Investigate a digital or physical incubation space
7. Residents and visitors can access reliable telecommunications services	7.1 Advocate for improved telecommunications solutions
8. Tourism opportunities create value to our communities	8.1 Continue to actively participate in the Living Lakes Project
	8.2 Position and promote Yealering (and Lake Yealering) as a tourist destination
	8.3 Partner with our neighbouring Shires on tourism promotion and initiatives
	8.4 Improve tourism infrastructure and services
	8.5 Promote (and partner where appropriate) festivals and events that showcase the district's natural assets and community
<i>Community</i>	
9. Our communities are engaged, have a healthy lifestyle and are safe	9.1 Advocate for quality health and community services
	9.2 Improve family, children and youth services and facilities to attract and retain families
	9.3 Provide sustainable, compliant and cost-effective waste management infrastructure and services
	9.4 Encourage the adoption of sustainable waste behaviours through waste education and communications
	9.5 Partner in road safety awareness initiatives
	9.6 Connect with local and regional Natural Resource Management organisations to determine how their priorities can benefit our communities and businesses
	9.7 Understand and meet the needs of an ageing population including the benefits of ageing in place

Goal	Strategy
	9.8 Emergency service planning is coordinated and articulated
	9.9 Recruiting volunteers is a partnership approach between the Shire and emergency services
	9.10 Partner with external bodies to protect natural flora and fauna
	9.11 Provide weed and pest management
	9.12 Engage the community (including specific business groups, community organisations and the overall community) in a meaningful and timely way using appropriate communication and consultation/engagement channels
	9.13 Encourage and enforce responsible pet ownership
	9.14 Develop community readiness to cope with natural disasters and emergencies
<i>Governance</i>	
10. Our organisation is well positioned and has capacity for the future	10.1 Attract, train, develop and retain a skilled and effective workforce
	10.2 Periodically review the Workforce Plan to assess employee needs and priorities and to determine whether the organisation has the resources and structure to deliver Council's strategic objectives
	10.3 Identify councillor training needs
11. We are proactive about collaboration and forward planning our future success	11.1 Participate in regional groupings where value to the Shire of Wickepin can be demonstrated
	11.2 Long Term Financial Plan is reviewed on a regular basis
	11.3 Ensure integrated planning documents remain current via regular reviews
12. Our communities are informed via multiple channels at regular intervals	12.1 Provide meaningful communications that deliver information regularly and succinctly
	12.2 Promote Council services and achievements
	12.3 Continue to review our service standards by reviewing community feedback
	12.4 Provide a framework for communicating value for money for rates

# MONITORING AND REPORTING

Annual reporting on implementation of the Strategic Community Plan occurs in the Shire's Annual Report.

Services and facilities provided by the Shire have been linked with the relevant strategies in the following table.

The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Wickepin.

<i>SHIRE SERVICE</i>	<i>STRATEGY</i>
Advocacy	7.1, 9.1
Caravan Park, Camping and Rest Stops	3.1, 3.2,
Community Development	9.1, 9.2
Community Facilities (Halls, Recreation etc.)	4.1, 4.2, 4.3
Council and Executive Leadership	9.12, 10.1, 10.2, 10.3, 11.2, 11.3, 12.1, 12.2, 12.3, 12.4
Early Years Support	9.2
Economic Development	2.2, 5.1, 5.2, 5.3, 6.1, 6.4, 6.5
Emergency Services	9.8, 9.9, 9.14
Health Services	9.1
Land Development	6.3
Natural Resource Management	9.6, 9.10, 9.11
Ranger Services	9.13
Recreation and Leisure	2.1, 2.2
Regional Participation	9.5, 11.1
Road Construction, Maintenance and Preservation	1.1, 1.2, 1.3, 1.4, 4.1, 5.2, 9.5
Seniors Support and Aged Accommodation	9.7
Tourism	3.1, 3.2, 8.1, 8.2, 8.3, 8.4, 8.5
Town Beautification, Parks, Gardens and Reserves	2.1, 2.2, 2.3
Town Planning / Land Development	6.2
Waste Management	9.3, 9.4



## **14.8 Agreement Provision of Day Care Services- Wickepin Playgroup Premises**

## AGREEMENT – MEMORANDUM OF UNDERSTANDING

PERIOD 21 MARCH 2024 TO 30 JUNE 2028

### **Between**

The Shire of Wickepin, of 77 Wogolin Road, Wickepin,

### **and**

Sally-Mae Downey

### **Whereby it is agreed** as follows:

That the Shire of Wickepin and Sally-Mae Downey agree to the following terms and conditions as stated herein for the period commencing 21 March 2024 to 31 December 2025.

1. **PREMISES – ALL THOSE BUILDINGS SITUATED ON WICKEPIN LOT 1 CAMPBELL STREET, FORMERLY THE WICKEPIN PRE-PRIMARY**

The Shire of Wickepin agrees to provide the use of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Tuesday, Wednesday and Thursday.

2. **DEFINITIONS**

In this Agreement, unless the contrary intention appears, the following words have the following meanings:

‘Commencement Date’ means the Commencement Date specified in the Schedule;

‘Expiration Date’ means the Expiration Date specified in the Schedule;

‘Lessee means Sally-Mae Downey;

‘Land’ means the Land referred to in the Schedule;

‘Permitted Use’ means the permitted use specified in the Schedule;

‘Premises’ means the building and surrounds to the boundary of that part of the Land described in the Schedule and all improvements, fixtures and fittings in the buildings;

‘Rent’ means the rent specified in the Schedule and the rent payable under this Lease from time to time;

‘Term’ means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

‘This Agreement’ means this Agreement and any variations to it agreed between the parties.

### 3. GENERAL OPERATIONAL SUPPORT

The Shire of Wickepin agrees to provide no operational subsidy to Sally-Mae Downey.

### 4. ANNUAL RENTAL.

\$5.00 per session (i.e. 3 days per week = 3 sessions), payable quarterly on dates determined by the Shire of Wickepin.

### 5. RESPONSIBILITIES

#### Shire of Wickepin

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing etc.

#### Sally-Mae Downey

- At her own expense during the Term at all times keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Report all maintenance items to the Shire of Wickepin on a regular basis.
- Maintain the Grounds and Gardens to a satisfactory level on the land.
- Liaise with other users of the premises to ensure each user takes responsibility for cleaning and tidiness after its activities occur.
- Acknowledge that any contents owned by the Lessee will not be covered by the Shire's insurance and if wishing to insure their own contents a suitable policy and coverage is to be entered into with an insurance company.
- Have appropriate Public Liability Insurance cover up to \$10,000,000 and present on an annual basis to the Shire of Wickepin or at any other time upon demand by the Shire of Wickepin.

### 6. PROHIBITED USE

Sally-Mae Downey may not use the Premises for any illegal or immoral purpose or for any business or commercial use.

### 7. DEFAULT OF LESSEE

If during the Term:

- (a) The Rent is not paid within fourteen days after notice has been served on the Lessee by the Lessor;

- (b) the Lessee breaches any of the terms, covenants, conditions or obligations of this Agreement and the breach continues for fourteen days after notice has been served on the Lessee by the Lessor; or
- (c) the Lessee (if the Lessee is an association or club and whether or not incorporated pursuant to the Associations Incorporation Act) changes or amends its constitution or adopts a new or other constitution which is determined by the Lessor to be a material substantial and/or significant change in the objects or principal purpose of the Lessee,

THEN the Shire of Wickepin may at any time by notice in writing to the Lessee determine the Term absolutely. The Lessor may, without any notice or demand, enter and repossess the Premises with the right to remove any property of the Lessee left in or about the Premises.

## 8. THE SCHEDULE

### 8.1 The Lessee

Sally-Mae Downey

### 8.2 Land

All of the buildings and grounds situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday

### 8.3 Term

Commencement Date 21<sup>st</sup> March 2024

Expiration Date 31<sup>st</sup> December 2025

### 8.4 Rent

\$5.00 per session (i.e. 3 days per week = 3 sessions), payable quarterly on dates determined by the Shire of Wickepin.

### 8.5 Permitted Use

Play Group



9. EXECUTED BY THE PARTIES

Signed on behalf of the Shire of Wickepin

Signed.....

**Kellie Bartley**  
Chief Executive Officer  
Shire of Wickepin

DATE \_\_\_\_\_

Signed by Sally-Mae Downey

Signed.....

**Sally-Mae Downey**

DATE \_\_\_\_\_





## **14.9 Renewal of Agreement (MOU) with Wickepin Playgroup**

## AGREEMENT – MEMORANDUM OF UNDERSTANDING

PERIOD 1 JULY 2023 TO 30 JUNE 2028

### **Between**

The Shire of Wickepin, of 77 Wogolin Road, Wickepin,

### **and**

Wickepin Playgroup

### **Whereby it is agreed** as follows:

That the Shire of Wickepin and the Wickepin Playgroup agree to the following terms and conditions as stated herein for the period commencing 1 July 2023 to 30 June 2028.

**1. PREMISES – ALL THOSE BUILDINGS SITUATED ON WICKEPIN LOT 1 CAMPBELL STREET, FORMERLY THE WICKEPIN PRE-PRIMARY**

The Shire of Wickepin agrees to provide the use of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Friday

**2. DEFINITIONS**

In this Agreement, unless the contrary intention appears, the following words have the following meanings:

‘Commencement Date’ means the Commencement Date specified in the Schedule;

‘Expiration Date’ means the Expiration Date specified in the Schedule;

‘Lessee’ means the Wickepin Playgroup;

‘Land’ means the Land referred to in the Schedule;

‘Permitted Use’ means the permitted use specified in the Schedule;

‘Premises’ means the building and surrounds to the boundary of that part of the Land described in the Schedule and all improvements, fixtures and fittings in the buildings;

‘Rent’ means the rent specified in the Schedule and the rent payable under this Lease from time to time;

‘Term’ means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

‘This Agreement’ means this Agreement and any variations to it agreed between the parties.

### 3. GENERAL OPERATIONAL SUPPORT

The Shire of Wickepin agrees to provide no operational subsidy to the Wickepin Playgroup.

### 4. ANNUAL RENTAL

One hundred dollars (\$100) paid annually in advance commencing on the 1st day of July 2023 and thereafter on the 1st day of July each year during the Term.

### 5. RESPONSIBILITIES

#### Shire of Wickepin

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing etc.

#### Wickepin Playgroup

- At its own expense during the Term at all times keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Report all maintenance items to the Shire of Wickepin on a regular basis.
- Maintain the Grounds and Gardens to a satisfactory level on the land.
- Liaise with other users of the premises to ensure each user takes responsibility for cleaning and tidiness after its activities occur.
- Acknowledge that any contents owned by the Lessee will not be covered by the Shire's insurance and if wishing to insure their own contents a suitable policy and coverage is to be entered into with an insurance company.
- Have appropriate Public Liability Insurance cover up to \$10,000,000 and present on an annual basis to the Shire of Wickepin or at any other time upon demand by the Shire of Wickepin.

### 6. PROHIBITED USE

The Wickepin Playgroup may not use the Premises for any illegal or immoral purpose or for any business or commercial use.

### 7. DEFAULT OF LESSEE

If during the Term:

- (a) The Rent is not paid within fourteen days after notice has been served on the Lessee by the Lessor;

- (b) the Lessee breaches any of the terms, covenants, conditions or obligations of this Agreement and the breach continues for fourteen days after notice has been served on the Lessee by the Lessor; or
- (c) the Lessee (if the Lessee is an association or club and whether or not incorporated pursuant to the Associations Incorporation Act) changes or amends its constitution or adopts a new or other constitution which is determined by the Lessor to be a material substantial and/or significant change in the objects or principal purpose of the Lessee,

THEN the Shire of Wickepin may at any time by notice in writing to the Lessee determine the Term absolutely. The Lessor may, without any notice or demand, enter and repossess the Premises with the right to remove any property of the Lessee left in or about the Premises.

## 8. THE SCHEDULE

### 8.1 The Lessee

Wickepin Playgroup

### 8.2 Land

All of the buildings and grounds situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday

### 8.3 Terms

Commencement Date 1st July 2023

Expiration Date 30<sup>th</sup> June 2028

### 8.4 Rent

One Hundred Dollars (\$100) Rental is to be paid annually in advance commencing on the 1st day of July 2018 and thereafter on the 1st day of July in each and every year during the term.

### 8.5 Permitted Use

Play Group

9. EXECUTED BY THE PARTIES

Signed on behalf of the Shire of Wickepin

Signed.....

**Kellie Bartley**  
Chief Executive Officer  
Shire of Wickepin

DATE \_\_\_\_\_

Signed on behalf of the Wickepin Playgroup

Signed.....

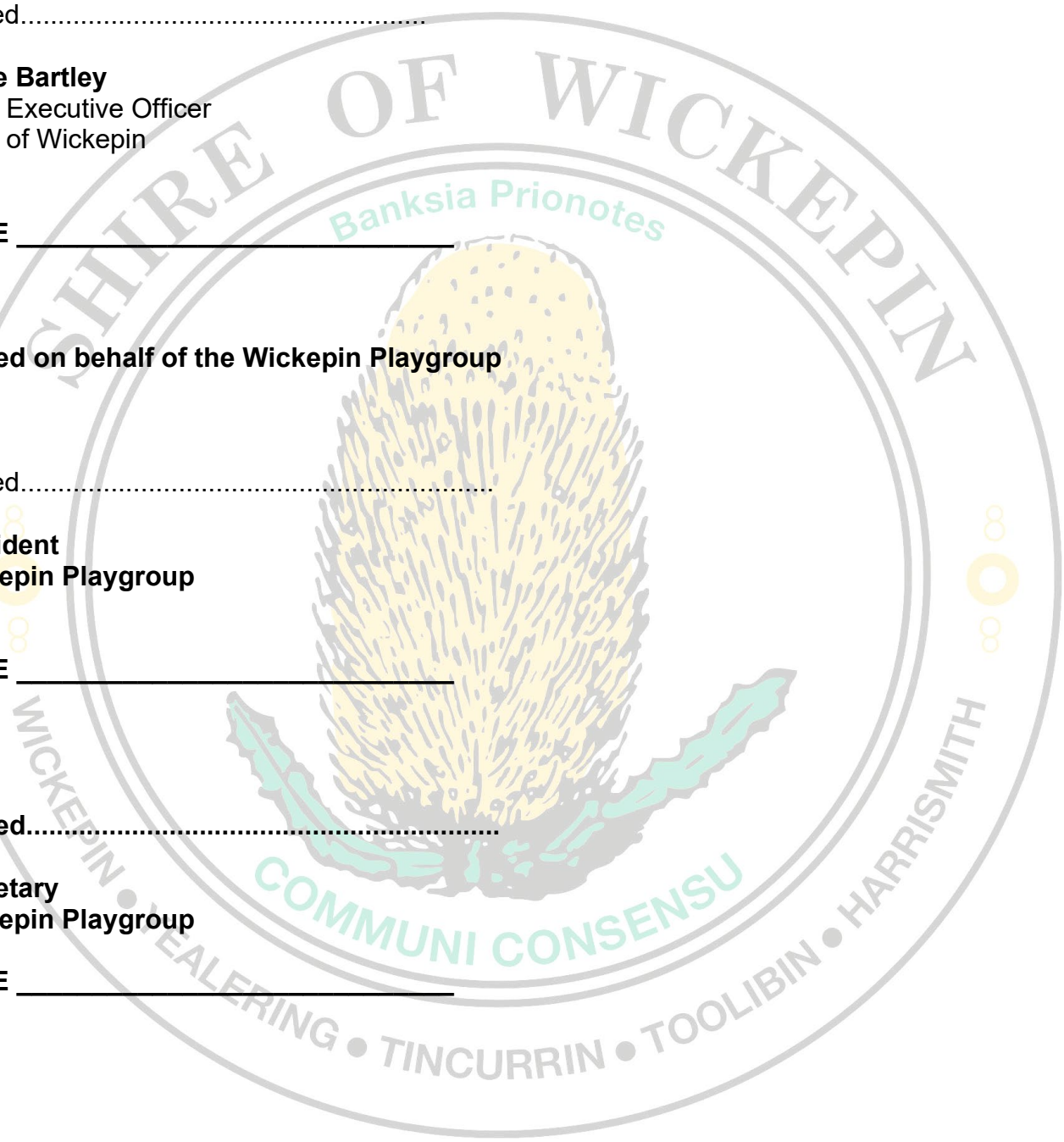
**President**  
**Wickepin Playgroup**

DATE \_\_\_\_\_

Signed.....

**Secretary**  
**Wickepin Playgroup**

DATE \_\_\_\_\_





**14.11 Final Adoption Scheme Amendment No. 3  
– Lot 7 (No. 56) Fisher Street, Wickepin**



## Environmental Protection Authority

s.48A Referrals

**Title:** Shire of Wickepin Local Planning Scheme 4 Amendment 3

**Location:** Lot 7 (No. 56) Fisher Street, Wickepin

**Description:** The amendment proposes to rezone Lot 7 (No.56) Fisher Street (0.12 ha), Wickepin from 'Recreation and Open Space' reserve to 'Residential' zone with a density coding of R10.

**Ref ID:** APP-0024992

**Date Received:** 13/11/2023      **Date Sufficient Information Received:** 13/11/2023

**Responsible Authority:** Shire of Wickepin, 77 Wogolin Road, PO Box 19, WICKEPIN 6370

**Contact:** Azhar Awang

**Preliminary Environmental Factors:** None

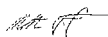
**Potential Significant Effects:** None

**Protection:** None

**Determination:** **Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed under Part IV of the EP Act. No Advice Given. (Not Appealable).**

The Environmental Protection Authority (EPA) has carried out some investigations and inquiries before deciding not to assess this scheme. In deciding not to formally assess schemes, the EPA has determined that no further assessment is required by the EPA.

This Determination is not appealable.

Chair's Initials: 

30 November 2023



## Azhar Awang

---

**From:** Ross MacCulloch <Ross.MacCulloch@westernaustralia.com>  
**Sent:** Tuesday, 16 January 2024 2:16 PM  
**To:** Azhar Awang  
**Subject:** Proposed Scheme Amendment - Lot 7 (No. 56) Fisher Street, Wickepin

You don't often get email from ross.macculloch@westernaustralia.com. [Learn why this is important](#)

To Whom it may concern: Thank you for sending this to Tourism Western Australia, we have no comments regarding this proposal. Very best regards Ross

**Ross MacCulloch**  
Planning Manager



Level 10, 1 William Street PERTH WA 6000

GPO Box X2261 PERTH WA 6847

Tel: +61 8 9262 1833 Mob: 0438 916 951

[Tourism WA Corporate](#) [Visit westernaustralia.com](#)

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Tourism Western Australia acknowledges Aboriginal peoples as the traditional custodians of Western Australia and pay our respects to Elders past and present. We celebrate the diversity of Aboriginal West Australians and honour their continuing connection to Country, culture and community. We recognise and appreciate the invaluable contributions made by First Nations peoples across many generations in shaping Western Australia as a premier destination.

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Department of  
Primary Industries and  
Regional Development

**Your reference:** Lot 7 (No. 56)  
Fisher Street, Wickepin  
**Our reference:** LUP 1793  
**Enquiries:** Grant Stainer

Tim Clynych  
Acting Chief Executive Officer  
Shire of Wickepin  
PO Box 19  
Wickepin WA 6370  
ceo@wickepin.wa.gov.au  
emdrs@narrogin.wa.gov.au

Date: 7 February 2024

Dear Mr Clynych,

**Proposed Scheme Amendment - Lot 7 (No. 56) Fisher Street, Wickepin**

Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the above proposal.

DPIRD does not object to the proposal to rezone the lot from 'Recreation and Open Space' to 'Residential' with a density coding of R10.

Nevertheless, any occupants of the property must be advised of the potential for spray drift from the agricultural area about 130 metres to the east, despite there being a small buffer of native vegetation in between.

For future reference, please send referrals on land use planning matters to [landuse.planning@dpird.wa.gov.au](mailto:landuse.planning@dpird.wa.gov.au) to ensure a timely response.

For more information, please contact Grant Stainer on 90813 113 or [grantley.stainer@dpird.wa.gov.au](mailto:grantley.stainer@dpird.wa.gov.au)

Yours sincerely,

Tim Overheu

**Acting Director, Agriculture Resource Management Assessment  
Sustainability and Biosecurity**

444 Albany Highway Albany WA 6330  
Telephone 9892 8444 [landuse.planning@dpird.wa.gov.au](mailto:landuse.planning@dpird.wa.gov.au)

**dpird.wa.gov.au**

ABN: 18 951 343 745



Department of Energy, Mines,  
Industry Regulation and Safety  
Resource and Environmental Regulation

Your ref  
Our ref DMS13927/2023  
Enquiries Steven Batty — 9222 3104  
Steven.BATTY@dmirs.wa.gov.au

Azhar Awang  
Executive Manager Development & Regulatory Services  
Shire of Wickepin  
Sent by Email — emdrs@narrogin.wa.gov.au  
PO Box 19 Wickepin WA 6370

Dear Azhar Awang

**SHIRE OF WICKEPIN - TOWN PLANNING SCHEME NO 4 AMENDMENT NO 3 -  
CLASSIFICATION LOT 7 NO 56 FISHER STREET DP 189958**

Thank you for your letter dated 29 February 2024 inviting comment on the proposed Town Planning Scheme No 4 Amendment No 3 - Classification Lot 7, No 56 Fisher Street DP 189958.

The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.

DEMIRS lodges no objections to the above Town Planning Scheme amendment.

Yours sincerely

**Steven Batty** | Senior Geologist  
Mineral and Energy Resources Directorate  
13 February 2024



Department of Energy, Mines,  
Industry Regulation and Safety  
Resource and Environmental Regulation

Your ref  
Our ref DMS13927/2023  
Enquiries Steven Batty — 9222 3104  
Steven.BATTY@dmirs.wa.gov.au

Azhar Awang  
Executive Manager Development & Regulatory Services  
Shire of Wickepin  
Sent by Email — emdrs@narrogin.wa.gov.au  
PO Box 19 Wickepin WA 6370

Dear Azhar Awang

**SHIRE OF WICKEPIN - TOWN PLANNING SCHEME NO 4 AMENDMENT NO 3 -  
CLASSIFICATION LOT 7 NO 56 FISHER STREET DP 189958**

Thank you for your letter dated 29 February 2024 inviting comment on the proposed Town Planning Scheme No 4 Amendment No 3 - Classification Lot 7, No 56 Fisher Street DP 189958.

The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.

DEMIRS lodges no objections to the above Town Planning Scheme amendment.

Yours sincerely

**Steven Batty** | Senior Geologist  
Mineral and Energy Resources Directorate  
13 February 2024

A72753992

Release Classification: - Addressee Use Only

Mineral House 100 Plain Street East Perth Western Australia 6004  
Postal address: Locked Bag 100 East Perth WA 6892  
Telephone +61 8 9222 3333 Facsimile +61 8 9222 3862  
[www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)  
ABN 69 410 335 356

## Azhar Awang

---

**From:** BATTY, Steven <Steven.BATTY@dmirs.wa.gov.au>  
**Sent:** Tuesday, 13 February 2024 1:42 PM  
**To:** Azhar Awang  
**Subject:** Response - No comment - Shire of Wickepin - Town Planning Scheme No 4 Amendment No 3 - Classification Lot 7 No 56 Fisher Street DP 189958 - Recommended  
**Attachments:** Response - No comment - Shire of Wickepin - Town Planning Scheme No 4 Amendment No 3 - Classification Lot 7 No 56 Fisher Street DP 189958 - Recommended.pdf

### GRAPHUS

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Your Ref:

Our Ref: DMS13927/2023

Dear Azhar Awang

**Shire of Wickepin - Town Planning Scheme No 4 Amendment No 3 - Classification Lot 7 No 56 Fisher Street DP 189958**

Please find attached our letter of comment.

Yours sincerely

**Steven Batty** | Senior Geologist

Geological Survey and Resource Strategy Division

**Department of Energy, Mines, Industry Regulation and Safety**

100 Plain Street East Perth WA 6004

Tel: +61 8 9222 3104

steven.batty@dmirs.wa.gov.au | [www.demirs.wa.gov.au](http://www.demirs.wa.gov.au)

---



**Department of Energy, Mines,  
Industry Regulation and Safety**

We respectfully acknowledge Aboriginal peoples as the Traditional Custodians of this land on which we deliver our services to the communities throughout Western Australia. We acknowledge their enduring connection to the lands, waterways and communities and pay our respects to Elders past and present.

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**Azhar Awang**

---

**From:** Tim Clynch <ceo@wickepin.wa.gov.au>  
**Sent:** Tuesday, 27 February 2024 11:10 AM  
**To:** Azhar Awang  
**Subject:** FW: Proposed Scheme Amendment - Lot 7 (No. 56) Fisher Street, Wickepin

Hi Azhar

I overlooked forwarding you this email from DWER.

Tim

**Tim Clynch**

Acting Chief Executive Officer  
Shire of Wickepin



PO Box 19 Wickepin WA 6370  
Phone: 9888 1005  
Mobile: 0429 207 855  
Email: [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au)  
Website: [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au)

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**From:** Jim Mackintosh <jim.mackintosh@dwer.wa.gov.au>  
**Sent:** 25 January 2024 13:14  
**To:** Tim Clynch <ceo@wickepin.wa.gov.au>  
**Subject:** RE: Proposed Scheme Amendment - Lot 7 (No. 56) Fisher Street, Wickepin

OFFICIAL

OFFICIAL

Dear Tim,

Thank you for the above referral. The Department of Water and Environmental Regulation (DWER) has considered the proposal and has no objections and no further comments.

Regards

**Jim Mackintosh**



---

## Department of Water and Environmental Regulation

Program Manager

Swan Avon Region

Planning Advice Section

T 08 6250 8043 |

E [jim.mackintosh@dwer.wa.gov.au](mailto:jim.mackintosh@dwer.wa.gov.au)

Visit our website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)

**From:** Tim Clynch <[ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au)>

**Sent:** Tuesday, January 16, 2024 9:45 AM

**To:** [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au); [enquiries@dbca.wa.gov.au](mailto:enquiries@dbca.wa.gov.au); [enquiries@pta.wa.gov.au](mailto:enquiries@pta.wa.gov.au); Prime House Reception <[Primehouse.reception@dwer.wa.gov.au](mailto:Primehouse.reception@dwer.wa.gov.au)>; [info@westernpower.com.au](mailto:info@westernpower.com.au); [enquiries@health.wa.gov.au](mailto:enquiries@health.wa.gov.au); [enquiries@dpird.wa.gov.au](mailto:enquiries@dpird.wa.gov.au); [info@westernaustralia.com](mailto:info@westernaustralia.com); [online@dmirs.wa.gov.au](mailto:online@dmirs.wa.gov.au); [LandPlanning@watercorporation.com.au](mailto:LandPlanning@watercorporation.com.au)

**Cc:** Azhar Awang <[emdrs@narrogin.wa.gov.au](mailto:emdrs@narrogin.wa.gov.au)>

**Subject:** Proposed Scheme Amendment - Lot 7 (No. 56) Fisher Street, Wickepin

Wickepin You don't often get email from [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au). [Learn why this is important](#)

Dear Sir/Madam

We wish to advise you that Council have considered the above proposal and resolved to amend the Shire of Wickepin Town Planning Scheme No. 4 by:

**"1. Amending the classification of Lot 7 on Deposited Plan189958 (No. 56) Fisher Street, Wickepin from 'Recreation and Open Space' reserve to 'Residential' zone with a density coding of R10.**

**2. Amending the Scheme Map accordingly."**

Prior to assessing this proposal your written comments are invited. Documents and plans setting out and explaining the scheme amendment proposal are available for public inspection during normal office hours at the Shire of Wickepin Administration Centre, at 77 Wogolin Road, Wickepin.

A copy of the Amendment documentation is also available on the Shire of Wickepin's website by clicking on the following link

- [https://www.wickepin.wa.gov.au/Profiles/wickepin/Assets/ClientData/Images/News/Attachment\\_Amendment\\_3\\_report.pdf](https://www.wickepin.wa.gov.au/Profiles/wickepin/Assets/ClientData/Images/News/Attachment_Amendment_3_report.pdf)

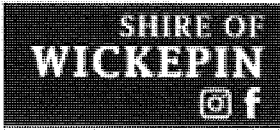
Comments should be provided no later than **29 February 2024**. If no comments are received within this time, it will be considered that you have no objections to the proposal. Comments can be provided

Should you have any questions regarding this matter, please contact Azhar Awang, Executive Manager Development & Regulatory Services (Shire of Narrogin) at (08) 9890 0900 or via email at [emdrs@narrogin.wa.gov.au](mailto:emdrs@narrogin.wa.gov.au).

Yours sincerely

**Tim Clynch**

Acting Chief Executive Officer  
Shire of Wickepin



wickepin.wa.gov.au



**PO Box 19 Wickepin WA 6370**  
**Phone: 9888 1005**  
**Mobile: 0429 207 855**  
**Email: [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au)**  
**Website: [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au)**

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State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

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Date of alleged breach:

_____ / _____ / 20_____
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**SIGNED:**

Complainant's signature: .....

Date of signing: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**Received by Authorised Officer**

Authorised Officer's Name: .....

Authorised Officer's Signature: .....

Date received: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to the Chief Executive Officer, Shire of Wickepin, via mail (PO Box 19 Wickepin WA 6370), by hand (77 Wogolin Road, Wickepin WA 6370) or via email to [ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au)



# **Guidelines for Separation of Agricultural and Residential Land Uses**

**Establishment of Buffer Areas**

**August 2012**

## Definitions

**Agricultural land use** - The use of land for the production of food, fibre and timber, including grazing, cropping, horticulture and forestry.

**Buffer area/zone** - A buffer is formed to create an area of separation between conflicting land uses.

**Buffer element** - A natural or artificial feature within a buffer area that mitigates an adverse impact, including open ground, vegetation or constructed/acoustic barrier.

**No-spray zone** - An area in which direct application of the agricultural chemical is prohibited; this area is specified in distance between the closest point of direct chemical application and the nearest boundary of a site to be protected, unless otherwise specified on a product label (APVMA).

**Registered pesticide** - A pesticide that is registered under the Agvet Code of Western Australia Part 2

**Residential development** - Urban subdivision, low-density residential subdivision and rural allotments created primarily for residential purposes and other places used as human accommodation, excluding dwellings associated with bonafide agricultural holdings.

**Sensitive land use** - Land uses considered to be potentially sensitive to emissions from industry and infrastructure including residential developments, hospitals, hotels, motels, hostels, caravan parks, schools, hospitals, nursing homes, child care facilities, shopping centres, playgrounds, and some public buildings.

**Separation distances** - The total linear distance between a source and a sensitive receptor.

**Spray Drift** - The movement of pesticide away from the target area in the atmosphere. The three main forms of drift are droplet drift, vapour drift and particulate drift.

**Vegetative barrier** - A vegetative barrier is usually a tree or shrub line that is located on the downwind side of a sprayed area to protect an area susceptible to spray drift. Vegetation is sometimes planted deliberately to filter spray drift from the environment.

## Abbreviations

**APVMA** - Australian Pesticides and Veterinary Medicine Authority, a Commonwealth government statutory authority established in 1993 to centralise the registration of all agricultural and veterinary chemical products and labels into the Australian marketplace

**DOH** - Department of Health

## Introduction

This document has been developed to consolidate the current Department of Health (DOH) position for the establishment of buffer areas in new residential subdivisions where possible conflicts with existing agricultural land use exist. The need for a formal policy arises as an increasing number of residential developments encroach on land previously occupied for agricultural use and concerns are raised or health impacts reported. Buffer areas can reduce conflict, health impacts and resulting complaints from conflicting agricultural, residential and other urban land uses.

The DOH has largely adopted the best practice standards described by the Queensland Department of National Resources in their “Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997” and supported by CSIRO (2002). Other jurisdictions have used similar processes.

## Purpose

This document provides specific requirements to assist local governments, developers, land owners and consultants in providing adequate separation from conflicting land uses. These guidelines should be used in conjunction with State Planning Policy 4.1 (draft for public comment WAPC July 2009) and *Guidance for the Assessment of Environmental Factors No 3 Separation distances between industrial and sensitive land uses* (Environmental Protection Authority, (June 2005).

All chemical use must comply with existing legislation. Spraying practices will also need to comply with the APVMA “no spray zone” which is being introduced to the labels of new and existing pesticides. A designated buffer area under these guidelines will contribute to the area included as a “no spray zone”, allowing a greater portion of agricultural land to be available for crops where a large “no spray zone” applies.

## Scope

This document provides recommendations on the minimum separation distance required between agricultural land use and residential land use based on current scientific knowledge and industry practice. These separation distances may be applied to other proposed sensitive land uses.

Single residential dwellings located in land zoned Rural, Agricultural or equivalent in local and regional planning schemes are excluded from this document.

## Objective

The objective of this guideline is to avoid conflicts arising from proposed residential developments and other sensitive land use near existing agricultural land. This guideline will assist in minimising health and nuisance impacts from chemical use and dust.

## Limitations

Considering the complexity in determining a safe buffer distance applicable to multiple situations it is important that the design of buffer areas is based on the best possible evidence and is conservative in its approach.

Vegetative buffers may not be suitable where the chemicals in use may result in vapour drift (eg. soil fumigants) or where herbicide spray drift would impact on the vegetative buffer. In these circumstances a 300m buffer distance would apply.

Safe application of chemicals, design and use of spray technology/equipment and requirements under existing legislation are not specifically covered by this document. Buffers are not substitutes for good spray management practices.

## Establishment and maintenance of buffer areas

New residential developments should protect the rights of the existing agricultural producers to continue to perform farming activities on their land.

The following measures should be implemented at the earliest possible planning stage to minimise impacts on public health:

1. Where land is approved for subdivision or residential development the prospective proponent must be advised by the local government of the requirement for buffer areas to be included.
2. Applications for development are to consider and describe the existence and location of surrounding land uses, including viticultural and agricultural activities, and site the development in a position which will not result in the potential for land use conflict between neighbouring land uses.
3. Applications for a site being developed for residential purposes are to include buffer areas that are planned and funded by the proponent of that development, unless otherwise determined by mutual agreement with existing land owners (including land owned by State and Local Authorities).
4. Buffer areas should apply from the boundary to boundary of the conflicting land uses.
5. Consideration needs to be given to the time in which an area remains "mixed use". Buffer areas may be temporary and can be reserved for public open spaces or further residential development once conflicting agricultural land use has ceased. Residential subdivision applications may include future residential lots that will fall within the buffer area that will be constructed only when neighbouring agricultural activities have ceased.
6. Persons intending to live in or adjacent to an agricultural land use area need to be fully informed of the agricultural practices and their potential impact on health or amenity before they settle into the area.

7. Where a vegetative buffer is planned, the proposals must state who is responsible for planting and maintaining the buffer area vegetation. The vegetative buffer needs to be planted and established before building approval is granted. A legal agreement must be established that specifies the legal and ongoing obligations on the developers, local government and landowners.
8. Any alternative design is based on a thorough analysis of the specific site conditions by an expert and should be approved by the Environmental Protection Authority/ Department of Health.

EPA Guidelines require the following separation distances for common agricultural uses:

Industry	Description of Industry	Buffer Distances
Market Gardens	Broad Scale Operations	300-500m
Orchards		500m
Turf-farms and lawns		500m
Vineyards		500m

The precise design of the buffer will depend on many different factors including the chemicals used, method of application, the site, the proposed land-uses and the adjacent or nearby land use and characteristics including road reserves and existing vegetation.

The following minimum requirements will be considered suitable by the DoH:

1. A separation distance of 300m for to control spray drift, dust, smoke and ash.
2. Alternatively a 40 m separation distance can be used where a vegetative buffer has been adequately designed, implemented and maintained in accordance with these guidelines.
3. Vegetative buffers will not be operational until trees reach the minimum effective height to control spray drift. Residential areas should not be developed within 300m until this time.

Natural geographical features (watercourses and ridge lines), public open spaces, road reserves etc. can be used to meet the required separation distances. Areas reserved for public open spaces should not be designed for recreational use (eg. playground, community facilities) until agricultural activities are ceased.

In some circumstances a temporary, suitably designed constructed buffer with 50% porosity and of sufficient height may be accepted (ie. where residential development of existing agricultural land is likely to occur before a vegetative buffer can be established and chemicals used are of low public health risk). Temporary buffers are subject to the same design criteria as permanent ones to ensure their effectiveness. Constructed buffers should be submitted for approval as an alternative design.



## Requirements for Vegetative buffers

To be effective barriers to spray drift, the vegetated buffers need to meet the following criteria:

- Be located as close as practicable to the point of release of the spray.
- A minimum total width of 40m made up of 10m cleared fire break area either side of a 20 m wide planted area.
- Contain random plantings of a variety of tree and shrub species of differing growth habitats, at spacings of 4-5m.
- Include species with long, thin (needle-like) and rough (furry/hairy) foliage which facilitates the more efficient capture of spray droplets and which are fast growing and hardy;
- Foliage should be from the base to the crown; mixed plantings of trees may be required to ensure there are no gaps in the lower canopy.
- Provide a permeable barrier which allows air to pass through the buffer. A porosity of 0.5 is acceptable (that is, approximately 50% of the screen should be air space).
- Have a mature tree height twice the height of the spray release height.
- Have mature height and width dimensions which do not detrimentally impact upon adjacent crop land.

Applications for development where biological buffers are proposed shall include a detailed landscaping plan indicating the extent of the buffer area, the location and spacing of trees and shrubs and a list of tree and shrub species. The application shall also contain details concerning the proposed ownership of the buffer area and the means by which the effectiveness of the buffer is to be maintained.

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