



Attachments

Ordinary Council Meeting
Wednesday 17 April 2024

Date	Wednesday 17 April 2024
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 12 April 2024



7.1 Confirmation of Minutes of Previous Ordinary Council Meeting



Minutes

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	Monday 18 March, 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 20 March 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 March 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 3.39pm.

2 Attendance

2.1 Present

Councillors

J Russell	Councillor
T Miller	Councillor
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

Employees

K Bartley	Chief Executive Officer
T Clynch	Support Person
E Clement	Deputy Chief Executive Officer
L Marchei	Executive Support Officer
L McColl	Executive Officer - Wickepin CRC (3.39pm – 3.57pm)
A Bird	Chairperson – Wickepin CRC (3.39pm – 3.57pm)

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

[Public Question Time]

4 Apologies and Leave of Absence

4.1 Apologies

W Astbury	Councillor
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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

Presentation by Wickepin Community Resource Centre Chairperson and Executive Officer, providing an update on the operations and services of the CRC.

The Chairperson thanked Council for their ongoing support of the Wickepin CRC.

The Wickepin CRC Chairperson and Executive Officer left the meeting at 3.57pm.

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 declarations.

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held Wednesday 21 February 2024

Officer Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 21 February 2024, as included in the attachments, as a true and accurate record.

Council Decision

Resolution OCM-200324-01

Moved Cr F Allan

Second Cr L Corke

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 21 February 2024, as included in the attachments, as a true and accurate record.

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

8 Status Report

Key

○ = in progress ✓ = completed ✕ =superseded

Item	Subject	Council Decision	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Commenced, not yet complete. Chief Executive Officer has contacted the Committee regarding progress of the project.
1161-150921-13	Townscape and Cultural Planning Committee Recommendations	That the current Wogolin Road Information Board not be re-sited and that a new board be redesigned.	○	Commenced, researching digital signage. Chief Executive Officer has contacted the Committee regarding progress of the project.
OCM – 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	✓	Refer Item 14.11 This part of the amendment process is completed. Assuming Council resolves in accordance with the recommendation contained in Item 14.11 a new resolution will be included in the Status Report from next month.

Item	Subject	Council Decision	Status	Action
		Wickepin Local Planning Scheme No. 4; 3. Pursuant to Section 81 of the Planning and Development Act 2005, give written notice to the Environmental Protection Authority for the determination of their assessment; and 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.		
OCM-231213-04	Public Transport Authority – Draft Lease Template	That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.	○	Re-submitted and awaiting response.
OCM – 210224-05	Request for Waiver of Hire Charges at Wickepin Community Centre	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.	√	Correspondence sent.
OCM - 210224-06	Request for Waiver of Hire Charges at	That Council amend Delegation A13 (Hire of Community	√	Delegation Register updated.

Item	Subject	Council Decision	Status	Action
	Wickepin Community Centre	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.		
OCM-210224-07	Proposed Fencing Law	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: <u>Purpose</u> The purpose of this local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district. <u>Effect</u> 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	○	Consultation period has commenced – closes 3 May 2024.

Item	Subject	Council Decision	Status	Action
		<p>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</p> <p>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.</p> <p>3. Notes that all submissions received will be presented to Council for consideration.</p>		
OCM-210224-08	Proposed Parking and Parking Facilities Local Law	<p>That Council:</p> <p>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:</p> <p><u>Purpose</u> 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.</p> <p><u>Effect</u> The effect of this local law is to control parking throughout the district to ensure the safe, fair and equitable use of parking</p>	○	Consultation period has commenced – closes 3 May 2024.

Item	Subject	Council Decision	Status	Action
		<p>facilities under the care and control of the local government.</p> <p>2. Notes that:</p> <p>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;</p> <p>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;</p> <p>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</p> <p>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.</p> <p>3. Notes that all submissions received will be presented to Council for consideration.</p>		
OCM-210224-09	Consideration of Motion from 2024 Annual General Meeting of Electors	1. That Council commit to having an annual Australia Day event, either Shire managed or via a local community	○	To be discussed at July Forum.

Item	Subject	Council Decision	Status	Action
	– Annual Australia Day Event	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.		
OCM-210224-10	South West Native Title Settlement – Crown Land Enquiry	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.	√	Response sent to DPLH.

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

9 Motions of Which Notice Has Been Given

9.1 2024/2025 Budget Consideration – Employment of Ranger

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	Cr Mearns
File Reference	GO.CME.1323
Author	T Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	7 March 2024
Attachments	-

Summary

Cr J Mearns has submitted the following Notice of Motion –

That the CEO, as part of the 2024/25 budget preparation process, investigate and report back to council, the need for and potential costs of employing a part-time Ranger, either as a standalone part-time position or part of a combined position incorporating an additional gardener or works crew employee.

Background

Cr J Mearns has offered the following reasons in support of the Notice of Motion –

Given the proposed introduction of new local laws and ever increasing issues concerning dogs in the Shire, it is timely for Council to determine if now is the time to start to consider employing our own Ranger. We could look at employing an additional staff member with that person to be trained as a part-time Ranger and also having another role – such as a gardener or waste officer. The Ranger component however should be the focus and priority of any new position.

All scenarios can be considered and assessed by the CEO as part of reporting back to council as part of the 2024/25 budget process.

Council has in recent years had a strong focus on funding infrastructure and it may now be time to look at increasing services. The current situation where we rely on Rangers from the Shire of Narrogin means it is difficult for us to respond quickly to ranger issues.

Comments

It is always opportune to review structure and resourcing to determine if the Shire is meeting the demands of the community. The obvious question to consider is whether council can afford it. In addition to salary costs initial expenditure would also have to cover a suitable vehicle and equipment. The operation of a local pound at the depot versus maintaining the current arrangement with the Shire of Narrogin would also have to be part of any assessment.

The appropriate timing for these considerations is the annual budget process and the timing of Cr Mearns' notice of motion will allow a full assessment of this matter to be done in time for consideration in the 2024/25 budget.

It is not a simple matter to just employ a part-time Ranger. A Ranger will ideally have undertaken suitable training across the many disciplines of the position. Combining the Ranger duties with

another position may limit the attractiveness of the position for qualified Rangers therefore it is possible that inexperienced applicants may occur. In this scenario it may be beneficial to retain the services of the Shire of Narrogin Rangers for support and mentoring and this can be included in the assessment for budget consideration.

It is also desirable, when proposing to create a multi-disciplinary position to ensure that the different disciplines are compatible. Many Ranger tasks are predicated on public queries and complaints and require a prompt response. Therefore the other discipline of the proposed position would have to allow some form of flexibility.

Statutory Environment

Nil – the motion is only seeking investigations and reporting back for future budget consideration.

Policy Implications

Nil

Financial Implications

There are no financial implications, other than staff time, for investigations and reporting back to Council. The report back to council will provide detailed information on the estimated costs to employ a person to carry out Ranger duties.

Strategic Implications

Strategic Community Plan 2018-2028

Goal 10 – our organisation is well positioned and has capacity for the future

Strategy 10.1 – continually review our organisational structure to be in line with community expectations (infrastructure and services)

Strategy 10.4 – council staff are multi skilled to understand the business of local government, can provide a seamless service to the community and are compliant.

Voting Requirement

Simple Majority

Notice of Motion

That the CEO, as part of the 2024/25 budget preparation process, investigate and report back to council, the need for and potential costs of employing a part-time Ranger, either as a standalone part-time position or part of a combined position incorporating an additional gardener or works crew employee.

Council Decision

Resolution OCM-200324-02

Moved Cr J Mearns

Second Cr F Allan

That the CEO, as part of the 2024/25 budget preparation process, investigate and report back to council, the need for and potential costs of employing a part-time Ranger, either as a standalone part-time position or part of a combined position incorporating an additional gardener or works crew employee.

Lost 1/5

For Cr J Mearns
Against Cr J Russell, Cr F Allan, Cr L Corke, Cr P Thompson, Cr T Miller

10 Receipt of Committee Minutes or Reports and Consideration of Recommendations

Nil.

11 President's Report

I would like to issue a special welcome to Kellie Bartley, our new CEO who joined us on 18th March, 2024.

On behalf of Council I would like to extend sincere thanks and appreciation to Tim Clynch, who has capably and ably filled the role of Acting CEO since October 2023. Tim has been a great asset to Council and staff during this short time, and as we bid him farewell. We also wish Tim all the best for his future endeavours.

I would also like to congratulate Josh Hobley on attaining and passing his 3 month probationary period working as a member of the Administration Staff, in the role of Finance Officer.

I attended the Wheatbelt South Regional Road Group meeting in Wickepin on Friday March 15th alongside ACEO Tim and Manager of Works Graeme. Speakers included representatives from WALGA and the Main Roads Department who addressed issues current and relevant to the Wheatbelt South Region of Main Roads.

Updates were given on Wheatbelt South RRG Direct Grant Funding, road projects, Black Spots, commodity routes and State Initiatives Funding.

Member Shires were requested to provide feedback on their current project statuses and projected completion. Based on the reports received, the WBS RRG is well placed to acquit most of the allocated funding this financial year which is a very important position to be in considering more funding is always being requested.

Updates were presented on the Wheatbelt Secondary Freight Group Network, Main Roads WA maintenance and construction, and the State Government to Local Government Road Funding Agreement.

Thank you to Manager of Works Graeme Hedditch and our outside works crew who have done another outstanding job of implementing our 2023-24 roadworks programme to date. Well done to all.

I wish everyone a very safe and happy upcoming school holiday period and Easter Break.

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 – February 2024

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	13 March 2024
Attachments	Monthly Schedule of Accounts Paid – February 2024

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 February 2024, and
- Trust Fund Payments for February 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 –

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	EFT14265 –EFT 14374,	\$541,957.45
Cheques	15921 -15923	\$ 21,260.48
Direct Deductions	February 24	\$ 1,218.97
Superannuation	February 24	\$ 14,490.58
Credit Card	February 24	\$ 1,291.11
BPay Payments	February 24	\$ 1,808.37
Payroll	February 24	\$ 97,740.00
Licensing	February 24	\$ 40,467.40
Municipal Fund Total		\$720,684.36
Trust Fund		
Electronic Funds Transfer	EFT 14375	\$ 120.00
Cheques		\$ 0
Trust Fund Total		\$ 120.00
Total	February 24	\$720,804.36

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 \$720,684.36 and Trust fund of \$120.00 for February 2024.

Council Decision

Resolution OCM-200324-03

Moved Cr P Thompson

Second Cr F Allan

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$720,684.36 and Trust fund of \$120.00 for February 2024.

Carried 6/0

For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson

Against Nil

14.2 Statement of Financial Activity – February 2024

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	13 March 2024
Attachments	Statement of Financial Activity – February 2024

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 February 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 ImplicationsCurrent Financial Year

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

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending February 2024, as included in the attachments.

Council Decision

Resolution OCM-200324-04

Moved Cr P Thompson

Second Cr F Allan

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 February 2024, as included in the attachments.

Carried 6/0

For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson

Against Nil

14.3 Review of Budget 2023/2024

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.BU.1208
Author	E.Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	13 March 2024
Attachments	2023/2024 Budget Review Statutory Budget - (To be tabled under separate cover) Adjustment Notes for Budget Review

Summary

Council is requested to consider the Shire of Wickepin's financial position as at 29 February 2024 and financial performance for the period 1 July 2023 to 29 February 2024 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

Background

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

The report for the period 1 July 2023 to 29 February 2024 (as attached) has been prepared incorporating year-to-date budget variations and forecasts to 30 June 2024 and is presented for Council's consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document, where possible.

Comments

The budget review report includes a summary of predicted variances by nature and type / program activities contained within the rate setting statement, including whether variances are considered to be permanent (where a difference is likely between the current budget and the expected outcome to 30 June) or due to timing (e.g. where a project is likely to be delayed), as below –

Adjustment to Financial Assistance Grants	\$ 81,066
Reduction in costs	-\$102,959
Increase in Capital Costs for LRCI Phase 4 Projects	-\$448,886
Increase in Income	\$ 56,052
Interest on the Reserve Funds has shown a decrease to the budget forecast.	-\$ 27,000
Transfer from Land Development Reserve	\$ 28,000
Adjustments to Capital Projects	\$ 17,133
LRCI Funding	\$396,594
Overall Change (deficit)	0

In considering the above variances and projections within the attached budget review, there has been no change to the closing position, reflected in the Statement of Budget Review by Nature or Type.

Following completion of the budget review, and to properly consider the impact of estimated projections at 30 June 2024, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate.

Required budget amendments have been included in Note 4 of the attached budget review document for information, and also presented as a separate recommendation to the budget review for council consideration.

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulation 33A Review of budget

Local governments are required to, between 1 January and 31 March in each financial year, carry out a review of the annual budget, and to submit the review to the Department of Local Government, Sports and Cultural Industries.

Policy Implications

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Absolute majority

Officer Recommendation

That Council, pursuant to Regulation 33A of the Local Government (Financial Management) Regulations 1996, adopts the review of the 2023-2024 Annual Budget (as attached) and acknowledges the proposed revisions to revenue and expenditure estimates contained in the review.

Council Decision

Resolution OCM-200324-05

Moved Cr T Miller

Second Cr P Thompson

That Council, pursuant to Regulation 33A of the Local Government (Financial Management) Regulations 1996, adopts the review of the 2023-2024 Annual Budget (as attached) and acknowledges the proposed revisions to revenue and expenditure estimates contained in the review.

Carried 6/0

For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, P Thompson

Against Nil

14.4 Attendance at Events and Functions' Policy

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	
Author	Tim Clynych – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	29 February 2024
Attachments	Local Government Operational Guideline – Attendance at Events Policy (December 2019) Draft 'Attendance at Events and Functions' Policy

Summary

In 2020, as part of amendments to the Local Government Act, Local Governments across Western Australia were required to prepare and adopt an "Attendance at Events" policy that relates to the attendance of Elected Members and Chief Executive Officers' (CEO) at events such as concerts, conferences and functions as a representative of Council. A recent internal review of legislative compliance identified that no such policy has been adopted by council.

Background

Refer the attachment titled 'Local Government Operational Guideline – Attendance at Events Policy' that sets out the background and justification for the proposed policy.

To meet legislative requirements a draft Policy has been prepared for Council's consideration with a view to adoption. In addition to councillors and the CEO the draft policy also covers attendance at events by employees.

Comments

The draft 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 majority of events that councillors, the CEO or employees at the Shire get invited to are free non ticketed events.

The draft policy lists a range of pre-approved events that councillors, the CEO and employees are entitled to attend without a need for any other approval. An approval process is set out for other events.

Statutory Environment

Section 5.90A of the Local Government Act 1995, states:

"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".

Policy Implications

The recommendation proposes establishment of a new policy, consistent with the intent of the legislation and guideline and has been prepared to include reference to all Shire of Wickepin employees (not just the Chief Executive Officer) as permitted by the guideline.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Absolute Majority

Officer Recommendation

That Council adopt the 'Attendance at Events and Functions' Policy as shown in the attachment.

Council Decision

Resolution **OCM-200324-06**

Moved **Cr T Miller**

Second **Cr L Corke**

That Council adopt the 'Attendance at Events and Functions' Policy as shown in the attachment.

Carried	6/0
For	Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson
Against	Nil

14.5 Code of Conduct Behaviour Complaints Management Policy

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	
Author	T Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	28 February 2024
Attachments	Code of Conduct Behaviour Complaints Management Policy Draft 'Complaint about Alleged Breach' Form

Summary

Related to the work undertaken in completing the 2023 Compliance Audit Return it was identified that Council doesn't have a policy articulating 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.

Also required to be endorsed is the form to be completed by persons wishing to make a complaint alleging a breach of the Code of Conduct for Council Members, Committee Members and Candidates.

Background

Local Governments are required to establish a procedure for dealing with complaints about alleged breaches of the behaviour requirements included in the Code of Conduct for Council Members, Committee Members and Candidates.

A draft Code of Conduct Behaviour Complaints Management Policy has been prepared, based on a template produced by WALGA.

The draft complaint form is based on the template provided by the DLGSC.

Under s5.120 of the Local Government Act the CEO is the complaints officer to receive any complaints alleging a breach of the Code of Conduct for Council Members, Committee Members and Candidates.

Comments

The draft policy is predicated on minimising actual and perceived bias due to conflict of interests, minimise council involvement in the complaints process and remove opportunities for conflicts to arise. The policy intends the use of external parties to be the assessor of complaints and that the role of the complaints officer isn't to be an advocate for the complainant or the respondent but instead is limited to providing procedural information and assistance to both the complainant and respondent.

The policy provides for the appointment of a Complaint Assessor as an impartial third party who will undertake the functions specified in the Policy. In undertaking their functions, the Complaint Assessor will apply the principles of the 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 prepare a Complaint Report that will be presented to council for determination.

Statutory Environment

Local Government Act 1995 and Local Government (Model Code of Conduct) Regulations 2021

Policy Implications

As above

Financial Implications

Nil for adoption of policy

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council adopt the Code of Conduct Behaviour Complaints Management Policy and 'Complaint about Alleged Breach' Form as presented in the attachments.

Council Decision

Resolution OCM-200324-07

Moved Cr T Miller

Second Cr P Thompson

That Council adopt the Code of Conduct Behaviour Complaints Management Policy and 'Complaint about Alleged Breach' Form as presented in the attachments.

Carried 6/0

For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson

Against Nil

14.6 Compliance Audit Return 2023

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.AUD.1200
Author	T Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	28 February 2024
Attachments	Compliance Audit Return 2023

Summary

For each calendar year, Council is required to undertake a Compliance Audit Return to ascertain the Shire's level of adherence to legislatively required functions.

The responses to the 2023 Compliance Audit Return are firstly required to be presented to the Audit & Governance Committee for review before subsequently being submitted to Council.

Council is requested to adopt the 2023 Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.

Background

Pursuant to legislation, local governments are required to carry out a compliance audit for each calendar year and to submit the audit findings to the Department of Local Government, Sport and Cultural Industries.

The compliance audit covers a range of matters requiring actions to be completed by local governments in performing their functions to maintain legislative compliance and focuses on areas considered to be high risk.

Each year the Compliance Audit Return covers various categories and for the 2023 Return, the areas covered are:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Other
- Tenders for Providing Goods and Services

Comments

Shire officers have responded to the questions in the 2023 Compliance Audit Return.

Of the ninety-four (94) questions included in the 2023 Compliance Audit Return, the Shire is considered as not having met compliance on six (6) occasions.

The areas of non-compliance, and a brief summary of each, are below –

Delegation of Power/Duty – Question 13

Did all persons exercising a delegated power or duty under the *Local Government Act 1995*, keep on all occasions, a written record in accordance with *Local Government (Administration) Regulations 1996* regulation 19?

Officer Response – 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.

Elections – Question 1

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gift 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 regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997?

Officer Response - 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

Elections – Question 3

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?

Officer Response - 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

https://www.wickepin.wa.gov.au/Profiles/wickepin/Assets/ClientData/Register_of_Electoral_Gifts.pdf

Integrated Planning and Reporting – Question 3

Does the corporate business plan comply with the requirements of Local government (Administration) Regulations 1996 19DA (2) & (3)?

Officer Response - Whilst the current CBP does address the matters specified in Regs 19DA92) & (3) the CBP hasn't been reviewed since its adoption in 2020 therefore its 4-year projections are out of date.

Other – Question 4

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 attendance of council members and the CEO at events?

Officer Response - 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.

Tenders for Providing Goods and Services – Question 7

Did the information contained 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?

Officer Response - 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.

The 2023 Compliance Audit Return is being presented to the Audit & Governance Committee meeting to be held prior to the ordinary council meeting on 20 March 2024. The officer recommendation below is the same as provided in the report to the Audit & Governance Committee. In the event of the committee making an alternative recommendation this will be submitted to council in lieu of the officer recommendation below.

Statutory Environment

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
 - a) presented to the council at a meeting of the council; and
 - b) adopted by the council; and

- c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
- a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council adopt the Compliance Audit Return for the 2023 calendar year as shown in the attachment prior to it being submitted to the Department of Local Government, Sport and Cultural Industries.

Council Decision

Resolution OCM-200324-08

Moved Cr P Thompson

Second Cr T Miller

That Council adopt the Compliance Audit Return for the 2023 calendar year as shown in the attachment prior to it being submitted to the Department of Local Government, Sport and Cultural Industries.

Carried 6/0

For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson

Against Nil

14.7 Strategic Community Plan 2023-2033

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	
Author	Tim Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	11 March 2024
Attachments	Community Engagement Outcomes 2023 Report Strategic Community Plan 2023-2033

Summary

A review of Council's current Strategic Community Plan has been undertaken with the draft (reviewed) document presented to Council for adoption.

Background

Under the Local Government (Administration) Regulations 1996, all local governments in Western Australia are required to have developed and adopted two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP) which are supported by a suite of long term informing strategies. The informing strategies include the Long-Term Financial Plan, Asset Management Plan and Workforce Plan. Collectively these documents drive the development of each local government's annual budget.

Council adopted its current Strategic Community Plan in 2018.

The Strategic Community Plan is a strategy and planning document that reflects the longer term (10+ years) community and local government aspirations and priorities.

The Strategic Community Plan responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The Integrated Planning Framework and Guidelines of the Department of Local Government, Sport and Cultural Industries state that at a minimum a desk top review of the Strategic Community Plan should be undertaken every two years, and a full review and renewed long-term visioning process be conducted every four years thus ensuring the community priorities and aspirations are kept up to date and relevant.

Under the Integrated Planning and Reporting Framework and Guidelines, all local governments must develop their 10+ year Strategic Community Plan through a community engagement process aimed at identifying long term community aspirations, visions and objectives

A review of the Strategic Community Plan commenced in 2023 and included a community engagement process that 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 workshops and 72 responding to the community survey.

The new Strategic Community Plan contains 12 goals and 50 strategies. The goals are:

1. Roads are a key economic driver across the Shire (4 strategies)
2. Improve the amenities and aesthetics of townsites (3 strategies)
3. The Shire of Wickepin Caravan Park amenities are of a high standard (2 strategies)
4. Maintain Shire owned facilities in a strategic manner and also to meet community needs (3 strategies)
5. We are an agricultural hub, that innovates and leverages opportunities (3 strategies)
6. New businesses are attracted and existing businesses grow (5 strategies)
7. Residents and visitors can access reliable telecommunications services (1 strategy)
8. Tourism opportunities create value to our communities (5 strategies)
9. Our communities are engaged, have a healthy lifestyle and are safe (14 strategies)
10. Our organisation is well positioned and has capacity for the future (3 strategies)
11. We are proactive about collaboration and forward planning our future success (3 strategies)
12. Our communities are informed via multiple channels at regular intervals (4 strategies)

Comments

The Strategic Community Plan 2023-2033 is the culmination of an extensive community consultation and engagement program and has delivered a focused and targeted strategic document to guide the delivery of our local government services and future projects. The new Plan replicates the structure of the 2018-2028 Strategic Community Plan and indeed of the 12 goals 11 are completely unchanged with only minor variances made to Goal 2.

The 2018-2028 Strategic Community Plan contained 70 strategies and this has been reduced to 50 strategies in the new Plan. Of these 50, only 19 remain unchanged from the 2018 Plan.

The current legislative reforms to local government legislation being pursued by the Western Australian Government includes changes to the integrated planning requirements with the intent being that Strategic Community Plan will be replaced with a new Council Plan setting high-level objectives. It is likely that by 2026 when the next (desktop) review of the Strategic Community Plan is scheduled that the "Council Plan" model will be in place.

In order to close the loop on the community engagement it is proposed to make available the community engagement outcomes report that summarises the 2023 engagement mechanisms.

Statutory Environment

The requirements for preparation, consideration, consultation and advertising of a Strategic Community Plan are detailed in the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

Local Government Act – Section 5.56. Planning for the future

(1) *A local government is to plan for the future of the district.*

(2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Local Government (Administration) Regulations - 19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
 - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*
- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2018-2028

Goal 11 – we are proactive about collaboration and forward planning our future success

Strategy 11.5 - review integrated planning documents as required

Voting Requirement

Absolute Majority

Officer Recommendation

That Council:

- 1. Note the Community Engagement Outcomes Report 2023 as presented.*
- 2. Adopt the Shire of Wickepin Strategic Community Plan 2023-2033 as presented, to replace the 2018-2028 Strategic Community Plan.*

Council Decision

Resolution OCM-200324-09

Moved Cr J Mearns

Second Cr F Allan

That Council:

- 1. Note the Community Engagement Outcomes Report 2023 as presented.**
- 2. Adopt the Shire of Wickepin Strategic Community Plan 2023-2033 as presented, to replace the 2018-2028 Strategic Community Plan.**

Carried 6/0

For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson

Against Nil

14.8 Agreement Provision of Day Care Services-Wickepin Playgroup Premises

Submission to	Ordinary Council Meeting
Location / Address	Lot 1 Campbell Street, Wickepin
Name of Applicant	Sally-Mae Downey
File Reference	CS.SPR.310
Author	Tim Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	8 March 2024
Attachments	Draft Agreement (MOU) 2024 to 2028

Summary

A local resident, Sally-Mae Downey, under the auspice of Wiliwagtails Family Day Care, has obtained the necessary approvals to operate a day care service in Wickepin. The chosen site to run this service is the Wickepin Playgroup premises.

An agreement, of a length of approximately 1 year and 8 months has been developed in order to set out the terms and conditions between the Shire and Sally-Mae Downey for use of the premises. The length (term) of the agreement would cover the balance of 2024 and all of 2025.

Background

For some time there has been expressed a desire by local families with young children for an increased day care service to be provided in Wickepin. For the last few years only a one day per week service has been available – supplied by Regional Early Education and Development Inc. (REED).

With REED unable or unwilling to increase its service provision in Wickepin, Sally-Mae Downey intends to operate a separate day care service, operating 3 days per week (Tuesdays, Wednesdays and Thursdays). REED will continue to provide day care services each Monday and Wickepin Playgroup will operate each Friday.

Comments

A draft Agreement (MOU) has been prepared, based on the Agreement proposed for Wickepin Playgroup (refer separate item in this agenda). The rental fee of \$5.00 per session is the same as applied to the day care service offered by REED.

Ms Downey proposes to commence her day care service as soon as possible (due to demand) and the CEO has indicated a preparedness to approve her use of the Wickepin Playgroup premises ahead of Council's consideration of the Agreement, subject to suitable evidence of insurance coverage being provided by Ms Downey.

A MOU was entered into with the former Narrogin Regional Child Care Services Incorporated which was the predecessor to REED taking over the service. That Agreement has expired. It is recommended that a new Agreement be established with REED on the similar terms and conditions as the one for Ms Downey. The CEO should be authorised to enter into such an agreement on the basis that the terms and conditions are consistent. Any marked changes to terms and conditions would require presentation of a draft Agreement to Council.

Statutory Environment

Section 3.58 of the Local Government Act concerns the disposition of land, including the leasing of Land or part thereof. Under this clause disposition of land can only occur via tender, auction or by other means after local public notice of the proposed disposition is given and any submissions considered.

Notwithstanding the above, Regulation 30(2) of the Local Government (Functions and General) Regulations exempts the proposed agreement with Ms Downey from having to comply with Section 3.58 of the Local Government Act as the lease is for less than 2 years and Ms Downey would not have exclusive use of the land.

Policy Implications

Nil

Financial Implications

The MOU proposes an annual rental payment to the Shire.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

- 1. That Council endorse the Agreement (MOU) with Sally-Mae Downey and authorise the Chief Executive Officer to sign the Agreement.*
- 2. That the Chief Executive Officer be authorised to enter into an Agreement (MOU) with REED for its one day per week child care service at the Wickepin Playgroup premises subject to the terms and conditions contained in the Agreement being for a maximum term of 2 years and is consistent with the terms and conditions of the agreement with Sally-Mae Downey.*

Council Decision

Resolution OCM-200324-10

Moved Cr T Miller

Second Cr L Corke

- 1. That Council endorse the Agreement (MOU) with Sally-Mae Downey and authorise the Chief Executive Officer to sign the Agreement.**
- 2. That the Chief Executive Officer be authorised to enter into an Agreement (MOU) with REED for its one day per week child care service at the Wickepin Playgroup premises subject to the terms and conditions contained in the Agreement being for a maximum term of 2 years and is consistent with the terms and conditions of the agreement with Sally-Mae Downey.**

Carried 6/0

For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson

Against Nil

14.9 Renewal of Agreement (MOU) with Wickepin Playgroup

Submission to	Ordinary Council Meeting
Location / Address	Lot 1 Campbell Street, Wickepin
Name of Applicant	Wickepin Playgroup
File Reference	LD.MM.2
Author	Tim Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	8 March 2024
Attachments	Draft Agreement (MOU) 2023 to 2028

Summary

An Agreement (MOU) between the Shire of Wickepin and Wickepin Playgroup expired on 30 June 2023. A new 5 year Agreement has been prepared that replicates the former Agreement except for some minor (agreed) changes.

Background

In 2018 the Shire of Wickepin and Wickepin Playgroup entered into a 5 year Agreement (MOU) that set out the terms and conditions for the Playgroup to use the building located at Lot 1 Campbell Street, Wickepin. The Agreement expired on 30 June 2023 but the use of the premises by Wickepin Playgroup has continued on under the same terms and conditions of the Agreement.

Comments

In consultation with Wickepin Playgroup the new proposed Agreement reflects the following changes from the former Agreement:

- Page 1, Preamble – change dates from 1 July 2018 to 30 June 2023 to 1 July 2023 to 30 June 2028 (note as the use of the premises by playgroup has continued unabated since 30 June 2023 the agreement can be backdated to commence on 1 July 20-23).
- Page 1, clause 1 – Change “Thursday” to “Friday” to reflect the change in weekly day for playgroup that was kindly done to accommodate the new day care operation.
- Page 2, clause 4 – change “1st day of July 2018” to “1st day of July 2023”.
- Page 2, clause 5 – add new dot point under Wickepin Playgroup to read – “Liaise with other users of the premises to ensure each user takes responsibility for cleaning and tidiness after its activities occur”. (note it is proposed to add a similar clause to the proposed agreement to be entered into with the operator of the new 3 day per week day care service and REED for its one day per week day care service).
- Page 2, clause 5 – add new point under Wickepin Playgroup to read – “Acknowledge that any contents owned by the Shire of Wickepin 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”.
- Page 2, clause 5 – add new point under Wickepin Playgroup to read – “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”.
- Page 3, clause 8.3 – change commencement date and expiration date to be same as in first dot point above.

Statutory Environment

Section 3.58 of the Local Government Act deals with disposition of local government property, including the leasing of property. Under this Section property can be disposed of by public auction,

tender or by private treaty after a community consultation process however Regulation 30 of the Local Government (Functions and General) Regulations exempts the disposition of property from those processes if the land/property is disposed of to a body, whether incorporated or not –

the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

In the case of the Wickepin Playgroup it is clear that its objects are that of an educational and cultural nature. The members of Wickepin Playgroup do not receive any pecuniary profit from its transactions.

Policy Implications

Nil

Financial Implications

The MOU proposes an annual rental payment of \$100 by the Wickepin Playgroup to the Shire.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council endorse the new Agreement (MOU) with the Wickepin Playgroup and authorise the Chief Executive Officer to sign the Agreement.

Council Decision

Resolution **OCM-200324-11**
Moved **Cr F Allan**
Second **Cr T Miller**

That Council endorse the new Agreement (MOU) with the Wickepin Playgroup and authorise the Chief Executive Officer to sign the Agreement.

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

14.10 Club Nights Light Program Grant Application – Wickepin Tennis Club

Submission to	Ordinary Council Meeting
Location / Address	Wickepin Tennis Club
Name of Applicant	Wickepin Tennis Club
File Reference	
Author	Olivia Melville-Main – Community & Economic Development Officer
Interest Disclosures	-
Report Written Date	12 March 2024
Attachments	-

Summary

As part of the process for the Department of Local Government, Sport and Cultural Industries' (DLGSC) Community Club Night Lights Program (CNLP) the applicable local government is asked to prioritise all applications received for its district before they are lodged.

Only 1 application exists for the current CNLP funding round, being an application submitted by the Wickepin Tennis Club to upgrade the lighting at the tennis courts.

Background

The CNLP, administered by the DLGSC, aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well used facilities through the provision of floodlighting.

The DLGSC offers funding to local governments and community sporting groups for sports ground lighting via CNLP, with a maximum contribution of 50% of total project costs. It is incumbent upon the applicant to secure the remaining 50% of necessary funding for project implementation. As part of its application and evaluation process, the DLGSC prioritises projects within relevant local government areas, seeking input from local authorities. This facilitates communication on infrastructure development proposals and allows local governments to align project prioritisation with strategic objectives.

In the current round, only one CNLP application has been submitted - by the Wickepin Tennis Club. This application aims to replace damaged halogen floodlights across the club's five courts. Presently, only three of the eight lights are operational, rendering the courts unusable during evening hours. The proposed upgrade entails replacing existing lighting with LED sports lights to meet Lux rating standards for social tennis. This enhancement will ensure safe and enjoyable evening play, potentially extending the tennis season into spring and autumn. Such improvements could attract additional members and bolster overall community sports participation.

Comments

The committee of the Wickepin Tennis Club has prepared the application in consultation with:

- Wickepin District Sports Club
- Tennis West
- Melchiorre Electrical
- Duffy Electrics
- SAL National Pty Ltd
- S-Tech LED Technology

- DLGSC Regional Manager, Wheatbelt
- Shire of Wickepin Economic Development Officer
- DLGSC Regional Manager, Wheatbelt,

The application has been prepared in accordance with the DLGSC Club Night Lights Program grant guidelines with applications closing on the 28th March 2024.

This application seeks a financial contribution from the Shire to contribute one-third of the project costs, while the Wickepin District Sports Club and the CLNP grant, if successful, would cover the remaining two thirds. The Shire's contribution would be in the form of cash (\$5,750 ex-GST) and in-kind (use of cherry picker with Shire personnel - \$4,016 ex-GST).

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Total project Cost: \$29,717.60, funded by:

- CNLP Funding, if successful: \$14,858.80
- Shire financial contribution: \$7,429.40 (cash and in-kind)
- Wickepin Tennis Club (Wickepin District Sports Club) contribution: \$7,429.40

CNLP applications will be determined in June 2024. In approving the submission Council in effect is committing to funding its financial contribution. The cash component can be funded from the annual community grants allocation.

Strategic Implications

Strategic Community Plan 2018-2028

Goal 4 – maintain Shire owned facilities in a strategic manner and also to meet community needs

Strategy 4.2 – encourage greater usage of current Shire owned facilities

Strategy 4.4 – support the improvement and maintenance of assets in a strategic manner

Voting Requirement

Simple Majority

Officer Recommendation

1. *That Council approve the submission of the Club Night Lights Program (CNLP) grant application by the Wickepin Tennis Club for upgrade of lighting at the tennis courts.*
2. *The Council advises the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CNLP funding round for this Shire.*
3. *That Council, in the event the application is successful, commits to funding its financial contribution (\$5,750 cash, \$4,016 in-kind) in the 2024/25 budget with the cash component being funded from the 2024/25 community grants allocation.*

Council Decision

Resolution OCM-200324-12
Moved Cr P Thompson
Second Cr J Mearns

1. That Council approve the submission of the Club Night Lights Program (CNLP) grant application by the Wickepin Tennis Club for upgrade of lighting at the tennis courts.
2. The Council advises the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CNLP funding round for this Shire.
3. That Council, in the event the application is successful, commits to funding its financial contribution (\$5,750 cash, \$4,016 in-kind) in the 2024/25 budget with the cash component being funded from the 2024/25 community grants allocation.

Carried 6/0
For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson
Against Nil

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

Submission to	Ordinary Council Meeting
Location / Address	Lot 7 (No. 56) Fisher Street, Wickepin WA 6370
Name of Applicant	Edge Planning & Property
File Reference	
Author	Azhar Awang, Executive Manager Development & Regulatory Services, Shire of Narrogin
Interest Disclosures	-
Report Written Date	March 2024
Attachments	1 - Scheme Amendment Report 2 – Schedule of Submissions (provide under separate cover) 3 - Guidelines for Separation of Agricultural and Residential Land Uses, published by the Department of Health (2012)

Summary:

Council is requested to consider the final adoption after the public advertising period for the proposed Scheme Amendment No. 3 to the Shire of Wickepin Local Planning Scheme No.4. This amendment aims to rezone Lot 7 (No.56) Fisher Street, Wickepin from “Recreation and Open Space” reserve to “Residential” zone with a density coding of R10.

Background:

The proposal was previously considered by Council at its meeting held on 18 October 2023. Council at that meeting resolved as follow:

“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, give written notice to the Environmental Protection Authority for the determination of their assessment; and*
- 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.*

The Environmental Protection Authority (EPA) was provided with the documentation regarding the scheme amendment for assessing potential environmental impacts, as per Section 81 of the Planning and Development Act 2005. On 30 November 2023, the Shire received a response from the EPA stating that no formal assessment of the scheme amendment was necessary under Part IV of the Environmental Protection Act 1986, as detailed in Attachment 2.

Following the EPA's response, the proposed scheme amendment was publicly advertised on the Shire's website, and notices were sent to relevant public authorities (including the Department of Biodiversity, Conservation and Attractions; DFES; Public Transport Authority; Department of Water; Western Power; Department of Health; Water Corporation; Department of Primary Industry and

Regional Development; Tourism WA; and Department of Energy, Mines, Industry Regulations, and Safety). Additionally, notices were sent to adjacent landowners, with submissions closing on 29 February 2024.

At the conclusion of the public submission period, a total of five (5) submissions were received. Four (4) submissions raised no objections, while one agency recommended that occupants of the property should be informed about the potential for spray drift from the agricultural area approximately 130 meters to the east, despite there being a small buffer of native vegetation in between.

A detailed of the submissions received is included in Attachment 2 of this report.

The scheme amendment is therefore presented for Council's final approval and endorsement.

Comments:

The purpose of this scheme amendment is to formalise the existing land use and ensure that it aligns with the correct zoning under the Local Planning Scheme.

Lot 7 (No.56) Fisher Street currently features an existing dwelling and several outbuildings. The dwelling, a brick cottage with a corrugated iron roof, holds historical significance and is categorized as a category 2 listed building in the Shire's Municipal Heritage Inventory. While it served as the Station Master's house, it is not currently listed on the State Heritage Register.

Scheme Amendment Category

As the proposed amendment is to change the zoning of the land to formalise the existing land use on site to reflect the current zoning of the Local Planning Scheme, the proposed Scheme Amendment is considered as a 'Standard Amendment' as defined under section 34 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Current Zoning

Lot 7 (No.56) Fisher Street, Wickepin is identified in the Shire of Wickepin Local Planning Scheme No. 4 as a Local Scheme reserves for the purposes of "Recreation and Open Space". The site is surrounded by "Recreations and Open Space" Reserve which provides a buffer to the Industrial zoned land to the north west of the subject property.

The existing house, which is a brick cottage and corrugated iron roof is listed in the Shire's Municipal Heritage Inventory as category 2 listed building, which was previously used as the Station Master's house. The site is not currently listed on the State Heritage Register list.

Proposed Re-Zoning

The proposal is to rezoned the subject land from a reserve purposes "Recreation and Open Space" to "Residential" with a density of R10. The objective of the Residential Zone under the Local Planning Scheme No. 4 is to *provide for a range of housing choice with a high level of amenity in residential areas and which reflects a rural lifestyle.*

The subject land has a total lot area of 1212m² and therefore with a proposed R-Cording of R10 (average 1000m² per dwelling) will not allow future subdivision to occur.

As the current zoning of the subject property is considered an anomaly in the current Local Planning Scheme No. 4, the proposed rezoning to "Residential " will help to formalise the existing situation on the property. It is also considered that the rezoning would not adversely impact the surrounding amenity of the area and is consistent with the orderly and proper planning.

Submissions

At the conclusion of the public submissions period, the Shire received five (5) submissions from State agencies. Four (4) of the submissions received raises no objection to the proposal and one (1) recommending that the occupants of the property be advised of the potential spray drift from the agricultural area located 130m to the east. This is recommended despite there being a small buffer of native vegetation in between.

The reporting officer had queried the advice from the Department of Primary Industries and Regional Development (DPIRD), given the distance of the existing house to the Agricultural property to the east (130m) and the existing of well-established vegetation. It was considered that the distance from the property boundary and the vegetated buffer would satisfy the criteria outline for an effective barrier to spray drift in a accordance with the *Guidelines for Separation of Agricultural and Residential Land Uses*, published by the Department of Health (2012).

Based on the submission received, it is recommended that the Shire writes to the property owner advising them of the potential spray drift from the agricultural area to the east of the property.

Given the above assessment, it is therefore recommended that the Council support the proposed scheme amendment for final approval and forward to the Western Australian Planning Commission for its endorsement.

Statutory Environment:

- Planning and Development (Local Planning Schemes) Regulations 2015 – Division 3 – Process for standard amendments to local planning scheme.
- Planning and Development (Local Planning Schemes) Regulations 2015 - regulation 50(2) & (3)(a)
- Planning and Development Act 2005 – Section 75 – Amending Scheme.
- Planning and Development Act 2005 – Section 81– Proposed scheme or amendment to be referred to EPA.
- Shire of Wickepin Local Planning Scheme No. 4.

Policy Implications:

Nil

Financial Implications:

The costs associated with the advertisement and notices are borne by the applicant as per the Planning and Development (Local Planning Schemes) Regulations 2015 – Section 48. The cost for a Standard Scheme Amendment is \$3,235 in accordance with the Shire's schedule of fees and charges and include advertising. This fee has been paid in full by the applicant.

Strategic Implications:

Strategic Goals and Objectives:

The proposed development aligns with several strategic goals and objectives of the Shire of Wickepin. These goals may include:

Economy

Goal 6: New Businesses are attracted and existing business grow

6.9 – Town Planning Scheme is reviewed.

Recommendations:

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 50(2) & (3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, support the Standard Scheme Amendment No.3 without modifications to the Shire of Wickepin Local Planning Scheme No. 4 for final approval by:
 - a. 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.
 - b. Amending the Scheme Map accordingly.
2. Authorise the Chief Executive Officer and President to endorse the amendment documentation for final approval and affix the Shire of Narrogin common seal.
3. Advise those persons who lodged submissions of the outcome.
4. Forward the endorsed scheme amendment documentation to the Western Australian Planning Commission for its determination
5. Write to the property owner advising of the potential spray drift from the agricultural property to the east.

Voting Requirements:

Simple majority.

Council Decision

Resolution OCM-200324-13

Moved Cr T Miller

Second Cr P Thompson

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 50(2) & (3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, support the Standard Scheme Amendment No.3 without modifications to the Shire of Wickepin Local Planning Scheme No. 4 for final approval by:
 - a. 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.
 - b. Amending the Scheme Map accordingly.
2. Authorise the Chief Executive Officer and President to endorse the amendment documentation for final approval and affix the Shire of Narrogin common seal.
3. Advise those persons who lodged submissions of the outcome.
4. Forward the endorsed scheme amendment documentation to the Western Australian Planning Commission for its determination.
5. Write to the property owner advising of the potential spray drift from the agricultural property to the east.

Carried 6/0

For Cr J Russell, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller, Cr P Thompson

Against Nil

15 Confidential Reports and Information

Nil

16 Urgent Business

Nil

17 Closure

The Presiding Member declared the meeting closed at 5.03pm.



10.1 Minutes of the Bushfire Control Officer's Meeting



Minutes

Bush Fire Control Officers Committee Meeting Tuesday 26 March 2024

Date	Tuesday 26 March 2024
Time	7.00pm
Location	Shire of Wickepin 77 Wogolin Road, Wickepin WA 6370
Distribution Date	10 April 2024



Notice of Meeting

Please be informed the Bush Fire Control Officers Committee Meeting of the Shire of Wickepin will be held at 7:00pm on Tuesday 26 March 2024 at the Shire of Wickepin, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in black ink, appearing to read "K Bartley", is positioned above the typed name.

Kellie Bartley
Chief Executive Officer
Friday 22 March 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 staff. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council/committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

Terms of Reference

1. Name

Bush Fire Control Officers Committee

2. Members

Voting Members

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- All Fire Control Officers

Non-Voting Members

- Representative(s) from DFES
- Representative(s) from Wickepin Police
- Shire of Wickepin CEO and nominated staff

3. Function of the Committee

To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

4. Role and Scope of the Committee

To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

5. Meeting Frequency

Twice per annum with scope to call additional meeting if need arises (i.e. post-emergency events) – actual dates to be determined by the Presiding Member in consultation with Committee Members and applicable Shire officers.

6. Delegated Powers

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

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1 Declaration of Opening

The Chair welcomed all, and the meeting was declared the open at 7.04pm.

2 Attendance

2.1 Present

Members

T Leeson	Chief Bush Fire Control Officer
L Lansdell	Deputy Chief Bush Fire Control Officer
R Butler	Fire Control Officer
T Heffernan	Fire Control Officer
J Hamilton	Fire Control Officer
T Mullan	Fire Control Officer
T Russell	Fire Control Officer
C Sims	Fire Control Officer

Employees

K Bartley	Chief Executive Officer
-----------	-------------------------

3 Apologies and Leave of Absence

3.1 Apologies

P Russell	Fire Control Officer
D White	Fire Control Officer
D Stacey	Fire Control Officer
G McDougall	Fire Control Officer
W Astbury	Fire Control Officer
N Astbury	Fire Control Officer
M Langford	Wickepin Police
D Gaul	Wickepin Police
G Stevens	Department of Fire and Emergency Services
G Hedditch	Manager Works and Services

4 Presentations

4.1 Presentations

Nil

5 Declarations of Members 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

6 Confirmation of Minutes of Previous Meetings

6.1 Minutes of the Bush Fire Control Officers Meeting held on 5 September 2023.

Officer Recommendation

That the minutes of the Bush Fire Control Officers Meeting held on 5 September 2023 be confirmed as a true and correct record.

Committee Decision

Resolution BFCO-240326-01

Moved C Sims

Seconded T Mullan

That the minutes of the Bush Fire Control Officer's meeting held 5 September 2023 be confirmed as a true and accurate record.

Carried 7/0

6.2 Business Arising From Minutes

The Chairperson asked from around the room on any business arising from the previous meeting. Noting that there has been some changes with senior management over the past 12 months and therefore making sure that any business may need to be addressed.

6.2.1 Power for emergency fuel

Can it be further investigated on fuel supplies for town during an emergency. With the loss of power increasing, it has been an issue during the major fire and also throughout the summer season this year. How else can the fire trucks and vehicles can be serviced during an emergency if we are unable to use the equipment in town?

Action

CEO to follow up with Great Southern Fuels and find out any further opportunities for grant funding for the opportunity for a generator.

6.2.2 Ongoing Telecommunication Issues

Can there be further investigation with the blackspots in the shire and also when loss of power occurs during the event of a fire and/or emergency?

Action

CEO to follow up with other LG's and any further advice via DFES on increasing the opportunity with this action.

6.2.3 Training

Due to the change over of senior management in the past 12 months, training was to be arranged and has not been. Is there a chance to get more training sorted.

Action

CEO to follow up with Gavin on the training program within the shire and the surrounding local governments.

6.2.4 Radios

It has been noted during the season that Todd's radio is making noises and not clear. Can these have a preseason check and also that Cal be reviewed with regards to the hand held radio. Is there also a list of the number of radios that the shire has?

Action

CEO to investigate and follow up.

6.2.5 Yealering – Water

How can we increase the opportunity for the water issues that occur in Yealering when the power is out and there is no water to the town but also the use in cases of emergency situations.

Action

Council is currently in talks with Department of Water & Environment and will be seeking further opportunities to investigate this. CEO will also see what grants will be available to source through DFES grants.

6.2.6 86 Standpipes

The standpipe at 86 is still not working. Are we able to get these on an annual review and check?

Action

CEO will follow up with Graeme H and see if the shire has an annual maintenance plan.

6.2.7 Standpipes

Does all FCO's have their own standpipe keys?

Action

CEO to check with Graeme.

7 Status Report

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

Subject/Action	Officer	Progress	Status	Comment
Additional Fire Radios	CEO	That the Committee recommends to Council to purchase an additional two (2) base station fire radios and four (4) transferable vehicle radios to provide additional radio coverage for Bush Fire Control Officers, some of which are in light radio coverage areas.	✓	Funds allocated in the 2023-2024 Annual Budget. 260324 – CEO to review current status – ACEO resent email for request to DFES.

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

○ = in progress ✓ = completed ✕ =superseded

8 Motions of Which Notice Has Been Given

Nil

9 Notices of Motions for the Following Meeting

Nil

10 Reports and Information

10.1 Gavin Stevens - Department of Fire and Emergency Services

Mr Stevens was an apology due to the Waroona Fire and therefore the CEO read out the report.



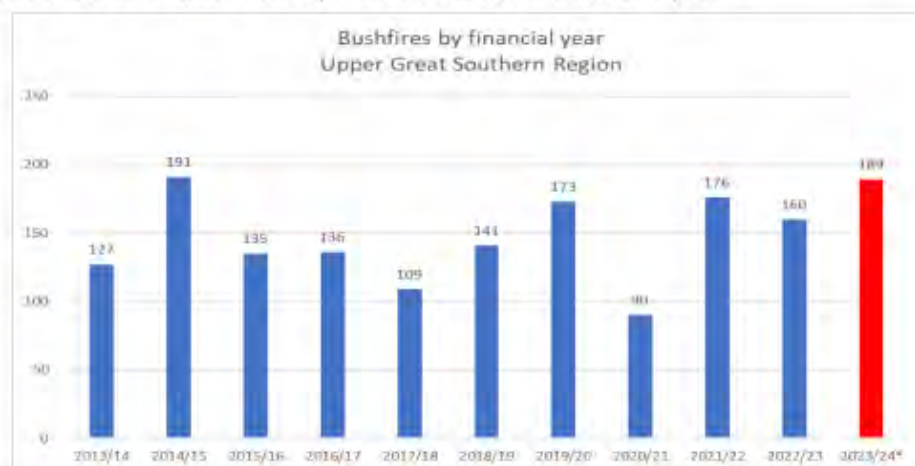
Government of **Western Australia**
Department of **Fire & Emergency Services**



Wickepin BFAC Report 26 March 2024

BUSHFIRE SEASON SUMMARY – to date

- There have been 3757 bushfires across the State since October, an increase of 33 per cent for the same period last season (2816 bushfires between 1 October 2022 – 24 Feb 2023).
- In Our Region we had some early significant fires at Corrigin, Shire of Pingelly and Cuballing including a run of deliberately lit fires commencing early in October 2023.
- Grain Harvest Strategy with forward basing of fixed wing bombers in Geraldton, Cunderdin, Narrogin and Esperance during harvest. These and other water bombers have been deployed to over 30 bushfires across the Upper Great Southern Region.
- Header Fires record through Incident Reporting System this season in Upper great Southern stand at 15 with a further 11 from other machinery. A correlation to a brand or cause is not evident in our data
- The regional staff and volunteers supported many deployments (currently we are at Nanga Brook fire in Waroona) during this season. These were for fire, cyclone and flood events. Especially towards the Metropolitan area, Great Southern, Kimberly's and Midlands/ Goldfields.
- State Operational Support Fleet (SOSF) - This season there has been 15 SOSF appliances out to shires and brigades. This program has meant that shires have additional resources available for fires within their shire. These firefighting appliances are also available to be deployed as per need as they remain state resources. It is important to ensure that they are well used and fire reports are completed to assist the business case for future use. These appliances are sent to the areas with the greatest need and can be moved around the region.
- In Wickepin you have had an active season and some challenge jobs including the Refuse Site. According to the system that gives us the statistics for funding, allocation of additional appliances there were 10 reported fires in the Shire of Wickepin this season. See attached BF report



.As with the Refuse Fire this season if you want support or just another set of eyes just call our RDC and request someone come out anytime – 1800 865 103 (see attached card)



Government of Western Australia
Department of Fire & Emergency Services



Wickepin BFAC Report

26 March 2024

Key Learnings/ Considerations

Three areas of learning for us as an BFAC to consider post this season

- **Safety** – There was a tragic incident resulting in loss of life in Esperance and in our own region several injuries. The importance of good training, PPE and safe practise to keep all responders safe is continued to be significant.
- **Weather Event – Power disruption** – there was a significant event earlier this year that caused us to consider emergency communications and their importance when power and comms are lost for long period of time and how that plays on service delivery. What are your contingencies on the outbreak of a fire?
- **Fire Risk season continues:** It is probable that April 2024 is hotter than normal, and likely that it is drier than normal based on seasonal outlook even though we have had some patches of rainfall in the UGSR.

Key Reminders

There are some important reminders for the effective operations;

- **Machine costs:** If requesting DFES to meet contractor costs you need to have this confirmed before engaging the contractor. Calling the Regional Duty Co-ordinator 1800 865 103 and confirming the rate and length of time is best way to do this and invoices get emailed to rocgsnar@dfes.wa.gov.au
- **Reporting all fires (as they are happening or as close to):** This is key to activate you under the Bushfires Act and allows coverage for your insurance and for the expenditure of money. 000 is how the community do it but for FCO's and brigade members calling COMCEN. Attached to this is a useful sheet for all FCO's and Captains. This sheet helps you give a sitrep (in the first 15 minutes of arrival) and get public information out or support.
- **Fire Bombing:** Importance of requesting water bombers early (you will need to give a sitrep PAFTAC) and having ground controllers available at the fire to direct water bombers. We strongly encourage shires to have more trained ground controllers and let their firefighters know about clearing the drop zone
- **Training:** Is well underway – make use of the regional calendar and eAcademy to support your shire training.

Thank you to you all for your work this season, your efforts are very appreciated by your communities. Well done to Trevor and team for your proactive approach and the continued development you and your team are doing

Many thanks,

Gavin Stevens - Area Officer Narrogin East

0475 224 640 = AOEastUpperGreatSouthern@dfes.wa.gov.au

All in attendance noted this report presented on behalf of Mr Gavin Stevens.

Gavin provided additional documentation to be distributed to all members. CEO provided hardcopies to all members present at the meeting.

OPERATIONAL CONSIDERATIONS (Checklist for first arriving Firefighters)

The checklist below is a list of operational **considerations** for the first arriving fire crew when giving the first SITREP to COMCEN (first **15 minutes** then every 1hour afterwards). COMCEN can get you Incident Weather also.

- | | |
|---|--|
| P | <p>POSITION AND PROPERTY THREATENED</p> <ul style="list-style-type: none"> Assess the situation – where is it? Nearest cross road? Exposures at risk/critical infrastructure? House? Shed? Tower? |
| A | <p>AREA</p> <ul style="list-style-type: none"> Size of fire (Length x Width) – estimate only |
| F | <p>FUEL DENSITY AND TYPE</p> <ul style="list-style-type: none"> What is burning? And estimate how fast it is moving (ROS) |
| T | <p>TIME TO CONTROL</p> <ul style="list-style-type: none"> Establish IMT (Who is IC, what Sectors?) Decide on strategies to extinguish/ make safe Delegating key functions – get help from others How many hours to get it contained? Roughly? |
| A | <p>ASSISTANCE REQUIRED</p> <ul style="list-style-type: none"> Traffic Management & Road closures? Regional Manager to assist? What do you need help with? Additional resources (ask early as it takes time to arrive)? |
| C | <p>COMMUNICATIONS AND CONTROL POINT</p> <ul style="list-style-type: none"> Radio frequencies/Communications plan Location of control point Media and public advice/warnings – 1800 718 288 |
| S | <p>SURFACE WIND STRENGTH AND DIRECTION</p> <ul style="list-style-type: none"> Send SITREP Safety is first priority |

COMCEN: 1800 198 140

UGS RDC 1800 865 103

DFES Communication Centre (ComCen) <ul style="list-style-type: none"> • 000 to report bushfire Email: dfescomcen@dfes.wa.gov.au • Provide an incident update / situation report (see below) • Request Incident Weather Forecast • Request DFES assistance / to attend. • Contact WA Police, Main Roads, Western Power 	1800 198 140
DFES Regional Duty Coordinator <ul style="list-style-type: none"> • Request water bombers • Request DFES assistance / to attend. • Request DFES to meet machinery costs before engaging contractors 	1800 865 103
DFES Public Information Email: statepublicinfo@dfes.wa.gov.au <ul style="list-style-type: none"> • Issue Community Warning (Advice, Watch & Act, Emergency Warning) • Update or change an existing Community Warning 	1800 718 288
Telephone Warning System <ul style="list-style-type: none"> • Sends alerts to home phones & mobiles. • Must be used for Emergency Warnings 	1300 566 588

Noting at the meeting, Trevor has been in contact with Gavin after ROAC in relation to training. Hoping to get training here at the shire and even out to the townsites. **August** has been recommended as the best month for training. With the possibility of Steve Rose becoming a trainer which would be a benefit to our region.

Could training also be held in conjunction with meeting times?



Shire of Wickepin Bushfire Ignitions

For all Bushfires, of any size.

This report shows the number of Bushfire incidents recorded in IRS within the Locality shown. A bushfire is uncontrolled fire to bush, grass, scrub, forest or any other vegetation; of any size.

The information contained within this report has been provided by the Operational Information Systems Branch of the Department of Fire and Emergency Services (WA). Contact: reports@dfes.wa.gov.au

Data Date: 26/03/2024

	2023/2024
Total Number of Bushfires:	10
Unreported	6
Weather Conditions - Lightning	2
Vehicles (incl. Farming Equipment/Activities)	1
Power lines	1

Locality	Incident No	Date / Time	Suburb	Street
WICKEPIN (S)	5603	16/10/2023 30:12	WICKEPIN	MURRAY ROAD
WICKEPIN (S)	645177	27/10/2023 36:08	WOGOLIN	WILLIAMS-KONDININ RD
WICKEPIN (S)	649484	25/11/2023 50:15	WOGOLIN	EIGHTY SIX GATE RD
WICKEPIN (S)	649752	27/11/2023 28:13	YEALERING	DALTON RD
WICKEPIN (S)	650657	06/12/2023 23:13	WICKEPIN	
WICKEPIN (S)	654568	13/01/2024 51:20	YEALERING	COAD RD
WICKEPIN (S)	655099	17/01/2024 42:13	GILLIMANNING	GROVES RD
WICKEPIN (S)	655101	17/01/2024 20:14	WICKEPIN	HALLIDAY RD
WICKEPIN (S)	660315	09/03/2024 47:11	WICKEPIN	WILLIAMS-KONDININ RD
WICKEPIN (S)	661893	24/03/2024 19:19	WICKEPIN	YARLING BROOK RD



Shire of Wickepin Bushfire Ignitions

For all Bushfires, of any size.

This report shows the number of Bushfire incidents recorded in IRS within the Locality shown. A bushfire is uncontrolled fire to bush, grass, scrub, forest or any other vegetation; of any size.

The information contained within this report has been provided by the Operational Information Systems Branch of the Department of Fire and Emergency Services (WA). Contact: reports@dfes.wa.gov.au

Data Date: 26/03/2024

Ignition Cause	Size (hect)	Latitude	Longitude	Location Description
Unreported	2	-32.99197	117.78512	
Unreported	Unknown	-32.78128	117.84375	
Unreported	< 1	-32.73454	117.84916	
Weather Conditions - Lightning	20	-32.65221	117.59851	COMADYNE HOMESTEAD
Vehicles (incl. Farming Equipment/Activities)	< 1	-32.84004	117.51751	
Unreported	Unknown	-32.62969	117.53201	
Weather Conditions - Lightning	20	-32.61125	117.46191	
Unreported	10	-32.81054	117.57304	
Power lines	< 1	-32.78153	117.54002	
Unreported	< 1	-32.76027	117.52733	

10.2 Chief Bush Fire Control Officers Report

Thank you to all the Fire Control Officers for your continued commitment in assisting with harvest and vehicle movement bans, regular call ups, issuing permits and your management of several fires that we have had so far this season.

Thank you to the Shire of Wickepin for your continued support in supplying staff and equipment at fires and also the administration staff for the behind the scenes office work.

Thank you to DFES (Gavin Stevens) for your work within our shire brigades and your assistance with fires throughout the season particularly the rubbish tip fire.

It has been a very busy fire season with lightning strikes being the main cause. Thankfully with the quick response of volunteers the majority of the fires were kept to a minimum. During January we had a total of 8 lightning strike fires which put a lot of pressure on our FCO's and volunteer resources as a lot of people are on holidays at this time of the year.

Another issue putting pressure on our local volunteer resources is the changing of farmlands with absentee farmers being the major ones, purchasing or leasing these farms resulting in less volunteers around full time.

Noted Fires

16/10/23 Fraser Murray/Blacky's - 2ha crop burnt and the house caught fire but was saved. Cause unknown.

27/10/23 Matthew Orchard - Pole top fire, 2ha burnt.

18/11/23 Flavel's @ Claude Simpson's Farm - Header caught fire, electrical fault. 1 acre oat stubble burnt. Fire unit on the front of the tractor with the chaser bin was close by which kept this one to a minimum.

25/11/23 Lange's @ Lenny Lewis' Farm - Header with seed terminator caused the fire. Half an acre burnt. Chaser bin has a fire unit which kept this one to a minimum.

27/11/23 Angwin's @ Beaties Farm - Lightning strike 15 - 20ha stubble burnt.

6/12/23 Tillbrook's - Header, suspect fine dust from seed destructor built up on exhaust manifold. Less than an acre burnt, several spot fires in lupin stubble.

25/12/23 Rutherglen Dawes'- Lightning strike, small area burnt.

04/01/24 Wickepin Rubbish Tip - Cause suspect. Small area burnt.

12/01/24 Smith's Watts Road - Lightning strike. Small area burnt.

12/01/24 Russell Road Verge - Lightning strike. Small area burnt.

13/01/24 Hobby Farm? Coad Road - Lightning strike 5 - 10ha?

14/01/24 Ken Beatie's - Lightning strike, small area burnt.

16/01/24 Shane Hill - Lightning strike, small area burnt.

17/01/24 Russell's, Milligans Hill - Lightning strike 5 - 10ha burnt.

17/01/24 Simpson's/Flavel's Graves Road - Lightning strike, 20ha burnt (Pingelly Shire).

17/01/24 Halliday Road - Lightning strike, 10ha burnt.

06/03/24 Dowling, Leeson Road - Loader fire on crunched canola stubble. Nil area burnt. Fire was in the Cuballing Shire but Comcen (000) had contacted CBFCO Wickepin so we became the respondent which led to the fire being in our control.

09/03/24 Western Power near White Road - Tree branch fell on the lines, minimal area burnt. Very slow response time with this one.

24/03/2024 Line down over the weekend.

Also with neighbouring shires having a very busy fire season, we had a number of volunteers attending to those as well.

Over all the fires were well attended and kept to a minimum.

I'd like to note that two of the header fires which had fire units on their chaser bins is a good example of keeping fires to a minimum. These could have had a quite a different outcome otherwise. Another good asset to have in your paddock and something for farmers to consider on their chaser bin or on the front of the tractor going forward.

A big thank you to all our volunteers and their equipment for this fire season.

Officer Recommendation

That the Bush Fire Control Officers Committee receives the Chief Bush Fire Control Officer report.

Committee Decision

Resolution BFCO-240326-02

Moved L Lansdell

Seconded T Russell

That the Bush Fire Control Officers Committee receives the Chief Bush Fire Control Officer report.

Carried 7/0

11 Appointments 2024/2025 Fire Season

11.1 Chief Bush Fire Control Officer

T Leeson stood down from the Chief Bush Fire Control Officer role for the purpose of the election of the Chief Bush Fire Control Officer position for 2024-2025.

The Chief Executive Officer assumed the Chairperson and called for nominations for the role of Chief Bush Fire Control Officer.

That C Sims nominated T Leeson to be the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2024/2025 bush fire season:

T Lesson accepted the nomination.

There being no further nominations the Chief Executive Officer declared T Leeson elected to the position of the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2024/2025 fire season.

Committee Decision

Resolution BFCO-240326-03

Moved C Sims

Seconded L Lansdell

That Committee recommends to Council for T Leeson to be appointed as the Chief Bush Fire Control Officer for 2024/2025.

Carried 7/0

T Leeson assumed the Chair.

11.2 Deputy Chief Bush Fire Control Officer

The Chairperson called for nominations for the role of Deputy Bush Fire Control Officer.

That T Russell nominated L Lansdell as the Deputy Bush Fire Control Officer of the Shire of Wickepin for the 2024/2025 bush fire season:

L Lansdell accepted the nomination.

There being no further nominations Chairman declared L Lansdell elected to the position of the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2024/2025 fire season.

Committee Decision

Resolution BFCO-240326-04

Moved T Russell

Seconded T Mullan

That Committee recommends to Council for L Lansdell to be appointed as the Deputy Chief Bush Fire Control Officer for 2024/2025.

Carried 7/0

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

The Chairperson confirmed the intentions of the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2024/2025 bush fire season:

Phil Russell
Daniel White
Gordon McDougall
Wes Astbury
Jim Hamilton
Trevor Leeson
Dave Stacey
Roger Butler
Luke Lansdell
Todd Mullan
Toby Russell
Cal Sims

With the Chairperson noting that Mr. Tim Heffernan and Mr. Nathan Astbury have declared to step down from their roles and wish to thank both officers for their appreciation of service over the number of years for the Shire of Wickepin and the volunteer roles that they both have undertaken.

The Chairperson also discussed that all members reach out to local residents/farmers/relevant persons to increase the volunteer base for the district. A number of persons of interest were discussed with officers to reach out to see the interest.

Committee Decision

Resolution BFCO-240326-05
Moved R Butler
Seconded C Sims

That Committee recommends to Council for the following persons to be appointed as a Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2024/2025 bush fire season:

**Phil Russell
Daniel White
Gordon McDougall
Wes Astbury
Jim Hamilton
Trevor Leeson
Dave Stacey
Roger Butler
Luke Lansdell
Todd Mullan
Toby Russell
Cal Sims**

Carried 7/0

11.4 Clover Burning Permits

That the following persons be appointed as Clover Permit Issuing Officers for the 2024/2025 fire season:

Dan White
Wes Astbury

Committee Decision

Resolution BFCO-240326-06
Moved L Lansdell
Seconded T Russell

That Committee recommends to Council that the following persons be appointed as Clover Permit Issuing Officers for the 2024/2025 fire season:

**Dan White
Wes Astbury**

Carried 7/0

11.5 Dual Fire Control Officers from Wickepin

The Chairperson confirmed that the following persons be appointed as Dual Fire Control Officers for the 2024/2025 fire season:

David Stacey, Jim Hamilton	Shire of Corrigin
Trevor Leeson, Luke Lansdell and Phillip Russell	Shire of Narrogin
Trevor Leeson, Roger Butler and Luke Lansdell	Shire of Cuballing
Gordon McDougall, Wes Astbury	Shire of Dumbleyung
Luke Lansdell, Dan White	Shire of Wagin
Roger Butler, Jim Hamilton	Shire of Pingelly
Wes Astbury, David Stacey and Todd Mullan	Shire of Kulin

Committee Decision

Resolution BFCO-240326-07
Moved T Mullan
Seconded L Lansdell

That Committee recommends to Council that the following persons be appointed as Dual Fire Control Officers for the 2024/2025 fire season:

David Stacey, Jim Hamilton	Shire of Corrigin
Trevor Leeson, Luke Lansdell and Phillip Russell	Shire of Narrogin
Trevor Leeson, Roger Butler and Luke Lansdell	Shire of Cuballing
Gordon McDougall, Wes Astbury	Shire of Dumbleyung
Luke Lansdell, Dan White	Shire of Wagin
Roger Butler, Jim Hamilton	Shire of Pingelly
Wes Astbury, David Stacey and Todd Mullan	Shire of Kulin

Carried 7/0

11.6 Dual Fire Control Officers from adjoining Shires

Nil responses to date have yet to be received.

11.7 Shire of Wickepin Fire Break Notice 2024/2025

Committee Decision

Resolution BFCO-240326-08
Moved T Russell
Seconded C Sims

Carried 7/0

That Committee recommends to Council for the following wording for the 2024/2025 Fire Break Notice:

***Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2024/2025***

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer. Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2023 and thereafter to 14 April 2024 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

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

- *To subdivide each holding into lots of no greater than 400 hectares; and*
- *To surround the homestead, out buildings and fuel storages on any such land.*
- *That from the 15th October all harvesting and baling (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1,200 litres of available water, located in or immediately adjacent to the paddock being harvested and/or baled. The minimum capacity of any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit is that of the landowner/occupier.*

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty of \$5,000.

Clearing of Fence Lines

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

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

Fencing of Road Reserves

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

Burning on Roadsides

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

Burning Periods

Restricted Burning – 1 October 2024 to 13 November 2025

Prohibited Burning – 14 November 2024 to 7 February 2025

Restricted Burning – 8 February 2025 to 14 April 2025

Harvest and Fire Ban 2024/2025 Season

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

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

12 General Business

Chief Leeson asked each person around the table if there was any general business or topics to discuss further. Each person has noted or commented on the details below.

Tim Heffernan

- wished everyone all the best and thanked everyone for their support over his time.
- Tim asked how the shire will need deal with the Telstra towers/lack of telecommunications during the fire season, as having it down for a number of days is a real issue. This has been discussed at ROAC over the years.

Roger Bulter

- With the 3G towers closing off in June 2024 do we need to consider other options like starlink mobile?
- Fire Danger Rating (FDR) - New system to function under over this last period. At times it is hard to forecast out past 3 days. It would be great to have further training on this.
- Advice to people asking for permits and to educate them on the new ratings. Is there some details or education that can be given out to those who do not live in the region i.e. farmers or hobby farms living outside of the district. The Shire can be very different from East to West.
- Online portal is there any chance to get further training on this?

Luke Lansdell (Deputy)

- Trucks & Volunteers – is it possible to do volunteer drive to help increase numbers for others to be able to assist during the season? Having us out of the town areas and coming back to grab trucks, it may be easier to have someone bring the truck/s out, saving time.
- What's App - by increasing our volunteer base then more active with the what's app - volunteer drive needs to happen to add into the town brigade. Increasing the opportunity to train others on the truck system and how to use it. Having more people the trucks will assist. Can this be advertised more? It has also been noted that what were the chances of the Shire

Depot staff assisting with this option as well? All FCO's reach out to their networks to encourage new members to help improve numbers and volunteer base.

- 000 eventually rang me and they had no contacts to ring for the Wickepin Central fire truck – CEO to check with Gavin DFES on this one.
- Discussion of a CESM – will the Shire be looking into this into the future? The benefits are paramount over the last year and seeing how effective it has been with other shires.

Committee Decision

Resolution BFCO-240326-09
Moved C Sims
Seconded R Butler

Carried 7/0

That Committee recommends to Council to consider in the future to seek the request for a Community Emergency Services Manager (CESM) for the Shire of Wickepin with the opportunity to share with another local government.

Trevor Leeson (Chief)

- Acknowledge that text messaging is a high cost for sending out. HVMB can be to \$200. Does the review of the listing need to be checked as to all those who are on there, are used for the purposes of HVMB or those that are no longer reside within the Shire? Talking to Nat Manton, we may have other options to consider – check with NM. Is there a better messaging system out there? How can we get the best options for savings for the Shire?
- Please make sure the Easter message is completed as the Christmas message was missed.
- Shire of Narrogin – ROAC Chief & Deputy to come to me sharing a permanent tank – Williams – Kondinin Road Taylor Road – Further down Taylor Road – Cubie East corner – is there a chance to review this?
- Question – ESL Funding – where we sit – do we have funding – that comes with an issue – where we have our PPE etc. to fit out a person \$1250 helmets etc.
- Question for Gavin (DFES) – talked about it with roads and traffic – Yealering Road – road sign with flashing lights – slow traffic down – park fire trucks – flashing flares – are we able to get any of these? CEO will follow up with DFES and LGGS.
- Acknowledgements need to be done for Nathan Astbury and Tim Heffernan for their service to the district and their capacity roles in the bush fire space. We wish to thank them both and their families for their support and assistance over many years. I would like the CEO to arrange certifications of appreciation to be presented to them.

Kellie Bartley (CEO)

- LGGS – What do we need for all trucks, building maintenance etc. for all sites? [LGGS - GRANTS MANUAL 2024-2025](#)
- All trucks need to be reviewed – 2 inch camlock nearly broke from the pressure. Can we get another fast fill trailer? Cuballing had tarp bags – can this be looked at?
- Wearn Radio – Tim had sent off for request, I will follow up on this with DFES and Graeme.
- PPE – Uniforms – is there any orders required? The rest for boots and helmets have been requested.
- Yealering Fire Fighting Tank – has been applied through a DWER grant this week. 220,000KL tank @ CBH site with gutters. Coupling sizing required with a further 2 x 48,000KL tanks put in – what size CAMLOCKS required – 1 ½ inch, 2 inch, 3 inch M & F.

- Whats App – just a reminder to log on/log off with call outs
- PPE – make sure that you are all wearing your appropriate PPE on call outs, please let me know if you do not have PPE.
- Mitigation Funding can now be accessed for the purpose of the areas that have been identified under the new Bush Fire Mitigation Plan that was endorsed by Council in September/October 2023.
- Training – the Shire will look into the training needs and work with Gavin on this.
- LGIS – hand outs of the WHS Act – **CEO Briefing Bushfire Volunteers (Attachment)** and **Local Government Bushfire Officers Returning home safe and well (Attachment)**.

13 Closure

The next Bush Fire Control Officers Committee meeting will be held in September 2024.

There being no further business the Chairperson declared the meeting closed at 10.03pm.

Work Health And Safety Act CEO Briefing Bushfire Volunteers

Workplace health and safety laws have changed in Western Australia with the Workplace Health and Safety (WHS) Act 2020

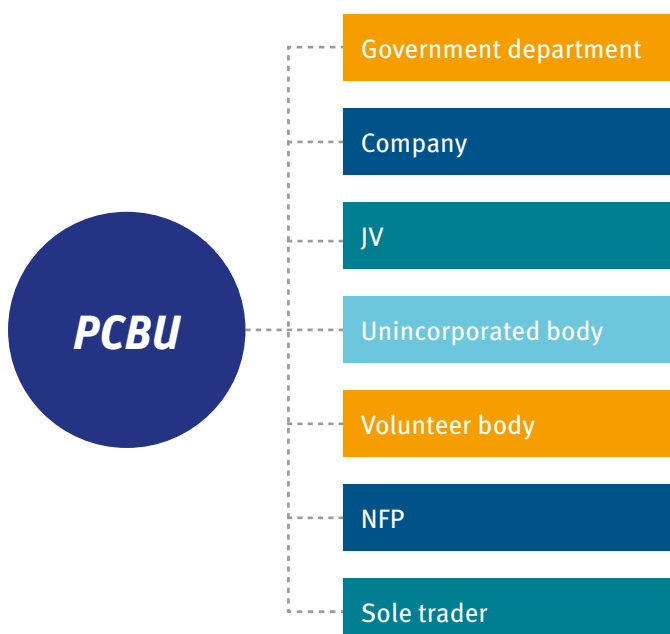


Photo courtesy of DFES Incident Photographer, Wade Ranson

What's changed for employers?

Within the new WHS Act the term employer has been replaced with "Person conducting a business or undertaking" or "PCBU". A Local Government is a PCBU.

PCBU captures the broader employing entities. These include:



PCBU's duties under WHS

The PCBU (*local government*) has a primary duty of care to ensure, as far as is reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking.

The PCBU does this by, so far as is reasonably practicable, providing:

- a safe place of work;
- for safe systems of work;
- information, instruction, training and supervision on how to deal with hazards;
- for the monitoring of the health and safety of workers; and
- for the safe use of plant, substances and structures.

Duties of an officer

A local government CEO is an officer. An **officer** must have an understanding of the business or operations that they are responsible for and understand the WHS hazards and risks associated with the business or operations.

They must ensure that adequate resourcing is provided to manage the WHS hazards and risks and that the resources are being used correctly.

New WHS laws and volunteers

The new WHS Act has expanded the definition of a “worker”. A worker now includes paid and unpaid work, **which includes volunteers**.

Who is a volunteer?

A **volunteer** is a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

Within the new WHS Act a person is a **worker** if the person carries out work in any capacity for a PCBU. This includes all **local government volunteers including the bushfire brigade**.

We all have a role to play

In order for volunteers to work within the community, a number of groups and organisations provide financial, logistical and infrastructure support. With these groups working together, both the community and volunteers are better equipped to face future challenges, whilst ensuring all parties meets their duty of care and legislative obligations.



Community

The local community and not-for-profit groups provide support by working collaboratively alongside volunteers before, during and after emergencies. This ensures that everyone takes responsibility for building resilience within the community.

Local government

Local government bodies work actively within the community to support bush fire brigades and other volunteer groups. During emergency incidents, local governments help to facilitate response and recovery efforts.

State government

A number of state government departments assist communities and help them prevent, prepare for, respond to and recover from emergencies. These departments include the Department of Fire and Emergency Services, Parks and Wildlife Service, WA Police and Department of Communities.

Training for volunteers

All volunteers require proper work health and safety training as would any other worker in order to perform their duties without harm.

The level of training must be commensurate with the level of assessed risk associated with the tasks they perform and the environment in which they perform it in. All volunteers need to receive a health and safety induction when they commence work.

As a PCBU the local government and brigade need to work together to ensure that volunteers are adequately prepared to perform their tasks and activities in a safe and healthy manner.

LGIS has developed a set of guidelines that can be provided to bushfire volunteers to support or start the safety conversations, outlining the key hazards.

Protective equipment and clothing

The local government as the PCBU are required to provide bushfire volunteers with personal protective equipment (PPE) and clothing (PPC) to address known hazards and reduce the risk of injury. This should be done in collaboration with the relevant brigade, ensuring that appropriate training in the maintenance and use is provided including:

- how it should be worn and appropriately fitted;
- the conditions it should be kept in and how to look after it;
- when and how often it should be replaced; and
- appropriate cleaning and hygiene practices.

PPE and PPC **MUST** be worn by bushfire volunteers.

More information

If you would like more information about Work, Health and Safety legislation please contact:

Emma Horsefield – LGIS Safety Program Manager
0407 957932 or your Regional Risk Coordinator

The information in this document is general in nature and is not intended to be relied upon as advice regarding any individual situation and should not be relied upon as such. This information is based on sources we believe to be reliable but we make no representation or warranty as to its accuracy. Statements concerning legal matters should be understood to be general observations and should not be relied upon as legal advice, which we are not authorized to provide. All such matters should be reviewed with relevant qualified legal advisors. JLT Public Sector is a division of JLT Risk Solutions Pty Ltd (ABN 69 009 098 864 AFS Licence No: 226827) (JLT) and a business of Marsh McLennan.

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Local Government Bushfire Volunteers Returning Home Safe and Well

A Practical Guide

Acknowledgement

The WA Local Government Association (WALGA) and LGIS acknowledge the Traditional Owners of the land and pay respects to Elders past, present and emerging.

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Introduction

Local Governments in Western Australia manage bushfire brigades made up of volunteers from the local community. The role of these volunteers is highly valuable and important to local communities, but by the nature of the work, can pose hazards to volunteers, that if not managed properly can lead to harm.

As a volunteer you will be exposed to many environments with varying degrees of risk. You may encounter such hazards as fire and smoke, falling objects, debris, asbestos, manual handling, fatigue, dehydration, emotional distress and road hazards

This list is not exhaustive, but highlights the importance that volunteers are prepared and protected when they attend fire grounds or volunteering activities.

This booklet is designed to provide guidance to those who volunteer for their Local Government Brigade. It is not a replacement for other important safety information you receive, rather a compliment to that information.

Fundamental to ensuring you are equipped to volunteer effectively and safely is to be trained.

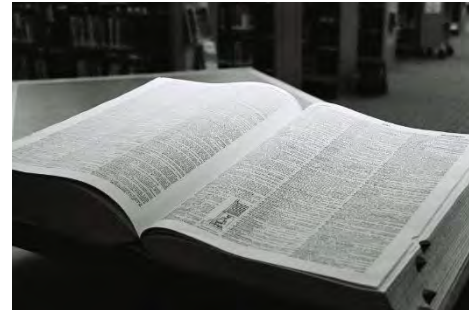
In addition, working collaboratively and positively with your Brigade, fellow volunteers and Local Government will prepare you to keep safe and perform your duties to the best of your abilities.

Knowing how to manage risk and how to act responsibly in your role are of great importance to you and your local community.

Work Health and Safety Act (2020)

Safety Legislation

Under the Work Health & Safety Act (2020) volunteers are considered in the same context as a worker.



Volunteer

A **volunteer** is a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

Within safety legislation a person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking, in this case the Local Government. This includes working as a **Volunteer**.

Duty of Care as a Volunteer

- Take reasonable care for their own health and safety; and
- Do not adversely affect the health and safety of other persons; and comply, so far as reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Cooperate with the local government and brigade in ensuring your safety.

This includes:

- Participating in consultation and communication
- Reporting hazards and incidents
- Using personal protective clothing (PPC), personal protective equipment (PPE) and Respiratory protective equipment (RPE) appropriately
- Following safety documentation and reasonable instruction
- Attend any identified and required training

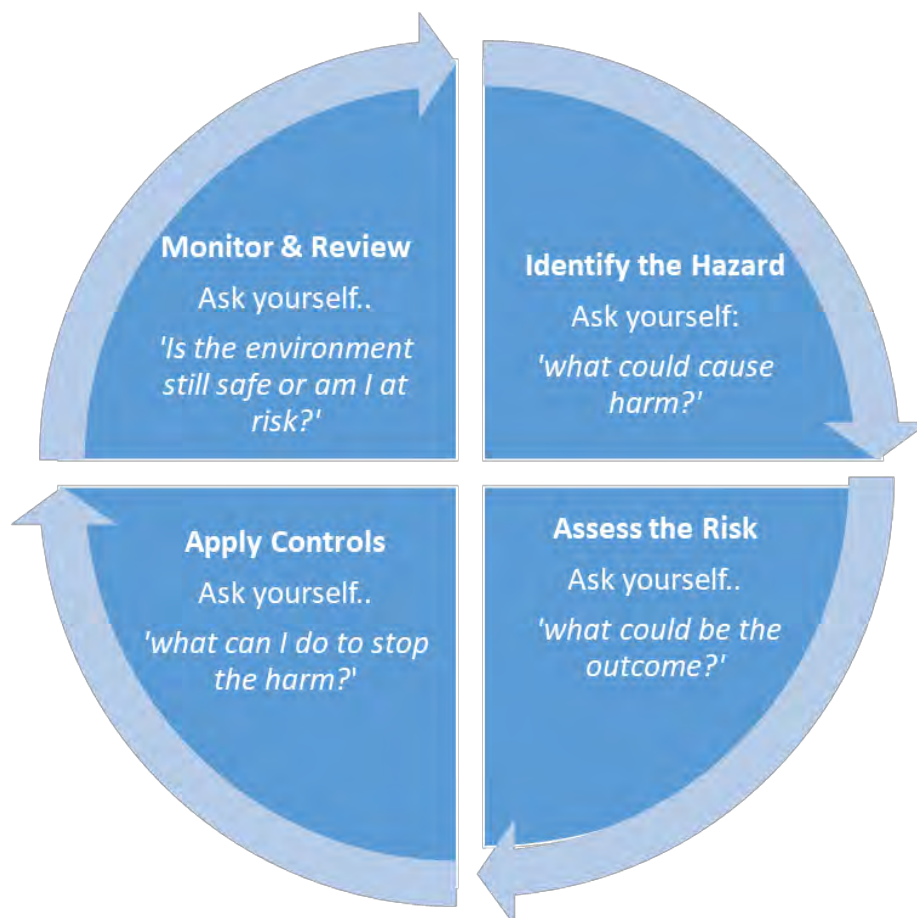
How can you volunteer safely?

Fundamental to volunteering safely is ensuring you approach every task with a risk management mindset. That is, whilst working with your brigade, ensuring you consider the risks associated with the activity, and have a clear plan that uses measures to control those risks.

The role of a bushfire volunteer is dynamic, and whilst risk management is always considered in the planning, when on the ground and faced with a pending situation, it may not always be possible to conduct a formal risk assessment. This is why you must always have a risk management mindset

The diagram below is an example of how you can take a risk management approach to volunteering:

Managing your risk mindset



Policies and Procedures

Local Governments and your brigades have developed policies and procedures in relation to how they as an organisation support and manage the safety of volunteers. These may include but not be limited to:

- Safety Policy
- Hazard identification, risk assessment and control procedures
- Hazard and incident reporting processes and procedures
- Fitness for work policy – including drug & alcohol.
- Task or activity process – Standard operating procedures
- Personal Protective Equipment and Personal Protective Clothing
- Respiratory Protective equipment
- Plant and equipment use and instructions
- Volunteer safety manual
- Issue resolution processes

It is important you are familiar with these documents as they relate to your role as a volunteer. Please talk with your Brigade or Local Government if you are unfamiliar with the relevant policies and procedures or how they relate to you.



Why training is key?

To ensure that you are adequately prepared to perform your tasks and activities in a safe and healthy manner it is important that you participate in all training, and are deemed competent in the activities that you will perform.

Topics may include but not be limited to;

Fatigue Management, hazard identification and asbestos awareness for example.

Training may be delivered in a class environment, such as at the brigade, or on the job; both are equally as important and set the foundation for how you will perform your role as a bushfire volunteer.

If you are having difficulty in understanding any aspect of the training provided, speak to your Brigade or Local Government, and they will review the training and work with you to ensure you have a good understanding.



Consultation and Communication

Effective consultation and maintaining open communication are key to having a positive safety environment.

Whilst recognising the diverse nature of volunteers and competing responsibilities, as a volunteer it is important you attend and participate in as many group meetings as possible. These meetings occur to ensure volunteers are given consistent messages, up to date safety and health information as it relates to tasks and activities to be performed, as well as build comradery amongst the brigade; which is a fundamental component of volunteering together safely.

If you are unable to attend a group meeting, inform your brigade as soon as possible so they can provide you with any information you may have missed.



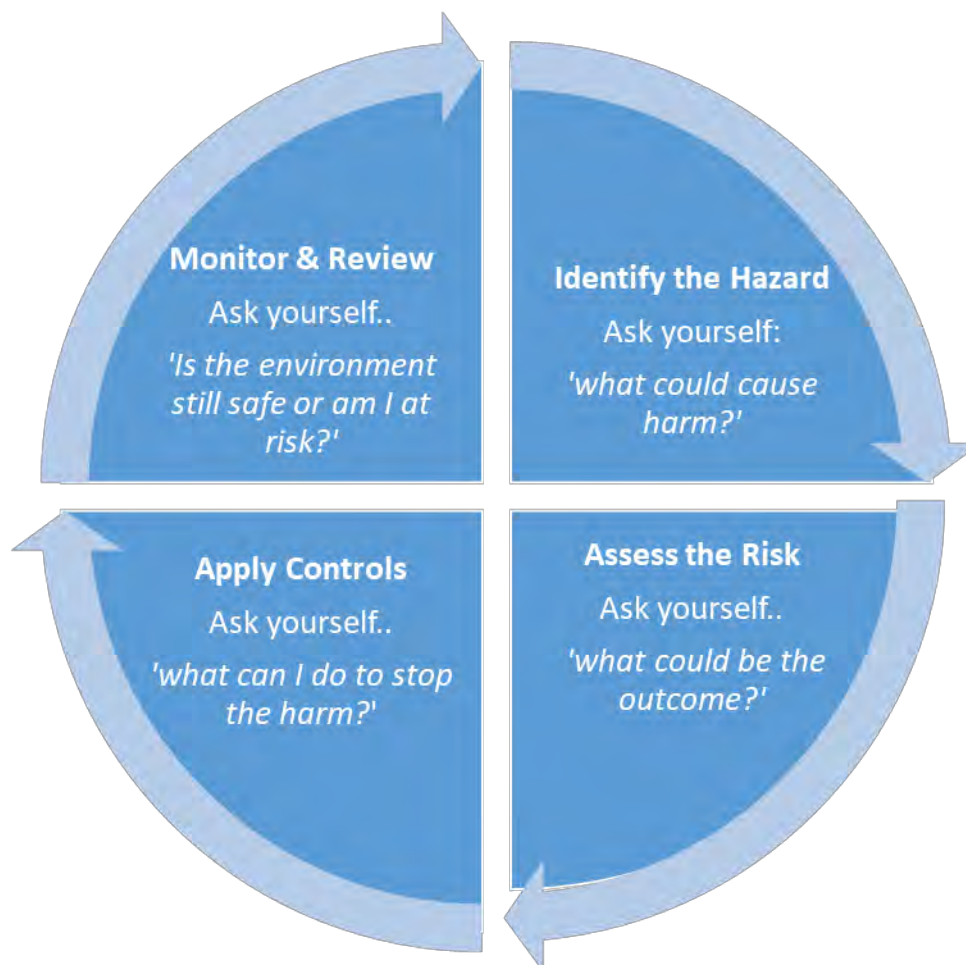
Managing the Risks

As mentioned earlier, managing risks is about having the mindset to identify, assess, and work out the controls in a dynamic environment where you continue to review those controls to make sure they are effective or whether we need to change anything.

It is fundamental that each task you approach is with a risk mindset, whilst working with your brigade.

It is understood that in the role of a bushfire volunteer, it may not always be possible to conduct a formal risk assessment. So, it is important that you continually assess the risks for all activities, from the time activated.

The diagram below is an example of how you can apply a risk management mindset whilst volunteering.



Common Hazards and Controls

When volunteering, you will be exposed to many hazards. On the following pages you will find information on those hazards, as well as common controls.

This information is by no means complete as every situation is different, which is why you must always approach volunteering with the risk management mindset.

It is important that we identify and report hazards so that action can be taken to address. Within your role as a volunteer, you should identify and report any hazards to your Brigade or Local Government

You can do this by:

- Formal hazard reporting processes
- Performing a “take 5” or similar (job size up)
- Participating in crew briefings
- Ensuring you have situational awareness
- Attend training and drills
- Incident reports (reactive)
- Red flag warnings

Fire and Smoke

The hazards of fire and smoke present numerous risks. These can include:

- Exposure to high heat
- Fume inhalation
- Carbon Monoxide exposure
- Dehydration
- Reduced visibility
- Damage to structures

You will be provided training by your brigade and instruction on what to do in situations where these hazards are present.

Additionally, the training you receive on the correct use of Personal Protective Equipment (PPE), Personal Protective Clothing (PPC) and Respiratory Protective Equipment will be of utmost importance to controlling these hazards.

Manual Handling

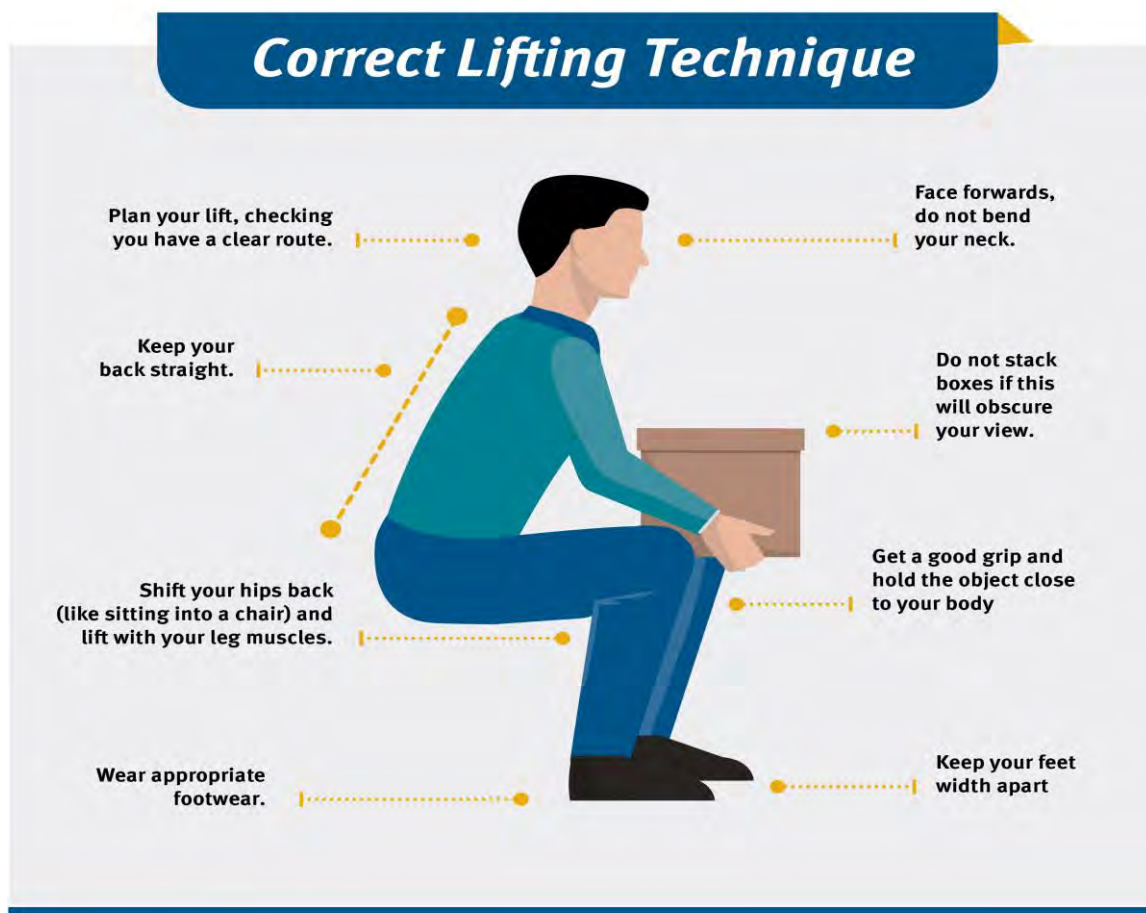
As a bushfire volunteer, you will be involved in numerous manual handling and lifting tasks.

This may include:

- Moving fallen trees and debris
- Using a fire hose
- Using and maintaining vehicles
- Using and maintaining equipment

It is important you attend training and always follow correct manual handling techniques.

The following demonstrates safe manual handling principles:



Falling Objects and Debris

Both falling objects such as tree branches, and on the ground debris (typically causing trip and fall injuries), pose hazards to volunteers. These hazards are present in a wide variety of situations.

While the personal protective clothing, and equipment you are provided will help reduce the risk associated with these hazards in some way, they cannot be relied on solely. This is particularly important when falling objects such as trees and branches can be a common occurrence on a fire ground.

Trees, branches, power lines and poles are all objects that can fall in the event of a fire or weather event.

Where possible keeping yourself and vehicles clear of the drop zone is the best form of control.

It is important to always take note of what is above you and your overall surroundings, and take direction from your brigade.



Vehicle safety

Preparation for an emergency response begins before an alarm is raised.

Having a sound knowledge and understanding of how the vehicles and equipment you will be using or operating, and being competent in their use is vitally important, with this in mind it is important that you complete any training.

Your brigade should provide you with an induction to all equipment including vehicles.



Plant and equipment

Bushfire volunteers use a variety of plant and equipment within their role.

It is important that volunteers familiarise themselves with these items, and how to operate them safely.

There are many ways in which this can be achieved, a few are listed below.

- Ensure that you are using the correct piece of equipment for the task.
- Familiarise yourself with the manual or safe operating procedures for the plant or equipment.
- Having the correct level of personal protective clothing and equipment is vital, this should be included in the manual or safe operating procedure.
- Carry out any prestart checks, make sure the equipment isn't damaged – if it is don't use it, and report it.

Post Activity

- Conduct post operational inspection or maintenance
- Conduct any brigade processes on returning the item.
- Ensure that any damaged equipment is reported, so this can be addressed.

Flammables (Petrol/Diesel)

Bushfire volunteers should be aware of the hazards that are involved when working with flammables, most commonly petrol and diesel.

The potential for explosion and fire is ever present during training and response processes.

Hot refuelling of plant and storage of fuel can be very dangerous in this working environment and should not be conducted without approval and supervision from a superior.

Some of the risks associated with these products include damaging skin, eyes and respiratory systems. It is vital that volunteers familiarise themselves with the safety data sheet, which explains how injuries should be treated as well as outlining the correct form of personal protective clothing or equipment needed.

It is good practice to have copies of safety data sheets in vehicles to access should the need arise.

Asbestos

Many environments that bushfire volunteers respond to may have asbestos containing materials. Volunteers should approach and treat the hazard in a manner that ensures the safety of all crew members.

It is imperative that volunteers use the correct personal protective clothing. This should include P2 respiratory protection, full overalls with sleeves down and safety glasses or goggles, this can be further enhanced with disposable overall or chemical protective clothing.

It is important that volunteers try to limit the release of any asbestos fibres during incident operations.

The following points provide general guidance.

- Hand tools should be used instead of powered tools as their use reduces the amount of potential fibre release
- Keep to a minimum the movement of ash and debris (e.g. turning over) and ensure it is carefully carried out to prevent/reduce the amount of fibres that may be released
- DO NOT intentionally break any asbestos into smaller pieces
- Leave intact and undisturbed individual pieces of asbestos cement sheeting if the fire/damage has disturbed and distributed it over a wide area
- If disturbed, ensure the asbestos is wet down, using a fine spray and moved as short a distance as possible (but still within the risk area) to a safe place
- Ensure good personal hygiene both during and post incident.



Your Health & Wellbeing as a Volunteer

Mental Fatigue

As a bushfire volunteer, mental fatigue could be an outcome of exposure to different types of demands that leaves you feeling exhausted which impacts overall function:

Type of Demand	What this looks like for a Bushfire Volunteer
<p>Cognitive demands</p> <p>Tasks that are mentally demanding due to long periods of high concentration and difficult decision making.</p>	<ul style="list-style-type: none"> ▪ Reactive nature of emergency situations ▪ Being switched-on 100% to adequately attend during emergency situations
<p>Emotional demands</p> <p>Work that is emotionally challenging, due to high emotional involvement, or having to regularly disguise emotion whilst volunteering.</p>	<ul style="list-style-type: none"> ▪ Loss of life ▪ Being a pillar of support within a community
<p>Physical demands</p> <p>Tasks or a physical environment that negatively impacts our health.</p>	<ul style="list-style-type: none"> ▪ Handling equipment ▪ Moving obstacles ▪ Maintenance of equipment ▪ Standing for long periods of time
<p>Time demands</p> <p>Long working hours, time pressure tasks.</p>	<ul style="list-style-type: none"> ▪ Deployment of time sensitive interventions to support people, animals and communities. ▪ Shift work / working for long periods with feeling like you are unable to take a break.

When getting sufficient sleep, good nutrition and exercising regularly still results in difficulty performing everyday activities, concentrating or being motivated at normal levels, you may be experiencing fatigue that needs further investigation

Some signs of fatigue may include: tiredness, headaches, dizziness, muscle weakness/aching, impaired decision making, moodiness, impaired coordination, appetite changes, changes in vision, and changes in memory.

It is important for you to report in a timely manner to your brigade captain if you are feeling unwell.

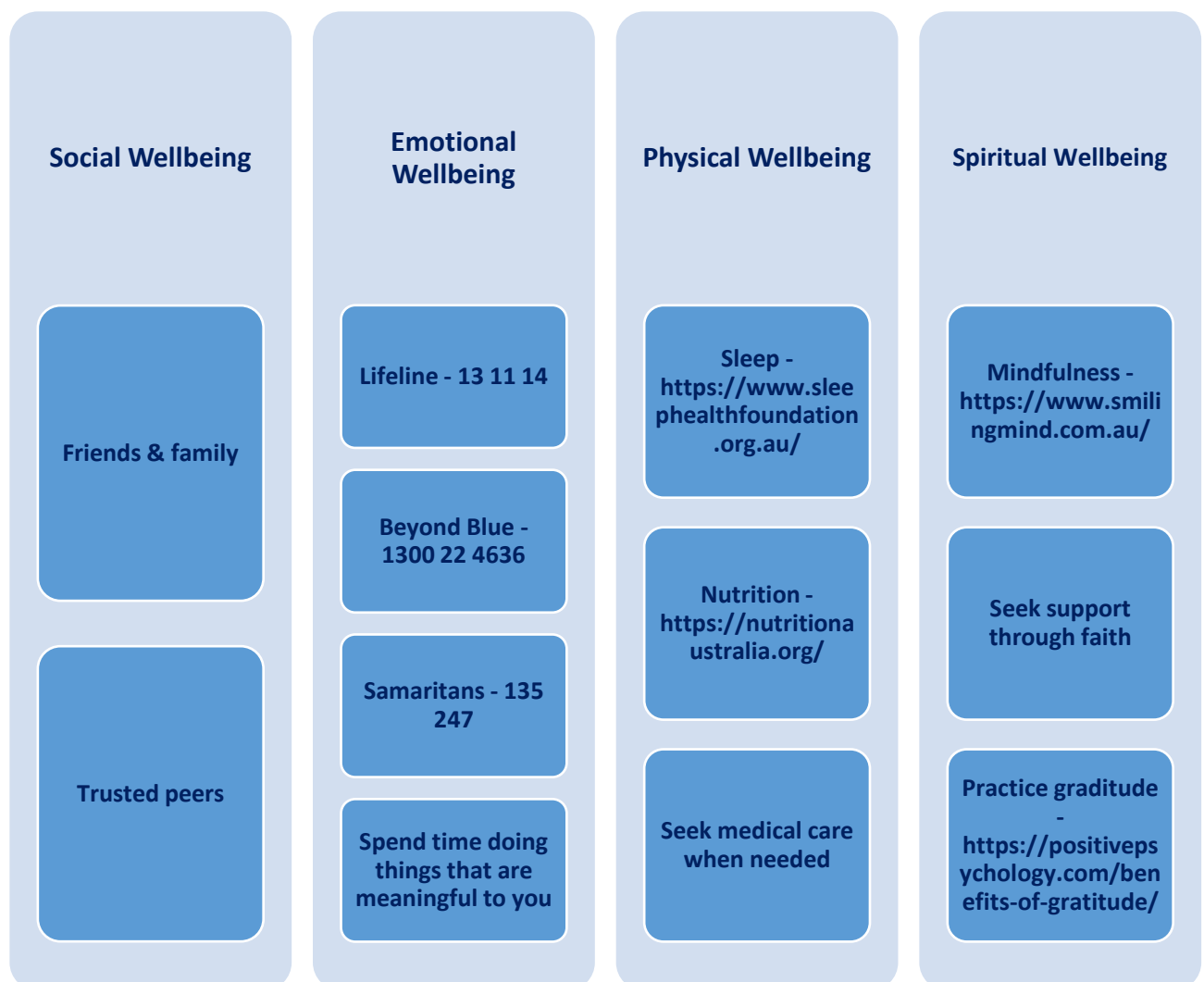
Emotional Distress and Having the Right Frame of Mind

As a bushfire volunteer your role is key in supporting communities when man-made or natural disaster strikes.

The nature of this type of activity can present significant emotional demands for bushfire volunteers. Emotional demands can be defined as work/situations that are emotionally challenging, due to high emotional involvement, or having to regularly disguise emotion in the moment.

Remember – as a bushfire volunteer these emotional demands can arise through working within your own community, coping with the loss of life (human and animal), defending your own properties and/or properties of other families, viewing the loss of livelihoods, and being confronted with life threatening situations.

When emotional demands are coupled with additional demands, this can lead to adverse outcomes on health and wellbeing, such as psychological strain, burnout, and issues with sleeping. So, it's really important that volunteers are proactive in managing their own mental health and wellbeing, to be in the best frame of mind when responding to events.



Using Personal Protective Equipment or Clothing

As a volunteer, you will be provided with personal protective equipment (PPE) and protective clothing (PPC) this is to be used to mitigate against the hazards you will be exposed to; it's important this is worn where required at all times.

The brigade or Local Government will provide instruction and training in how equipment and clothing should be:

- Worn and appropriately fit you
- Conditions for it to be kept in and looked after
- When it should be replaced and how often
- Cleaning and hygiene
- If Personal protective equipment, Personal protective clothing or Respiratory protective equipment is required for a task or activity, it **MUST** be worn
- Damaged PPE or PPC should not be used and replacements should be requested.



The Role of DFES



FOR A SAFER STATE

The Department of Fire and Emergency Services (DFES) works in collaboration with Western Australian communities and other government agencies to help prevent, prepare or, respond to and recover from a diverse range of hazards. These include fires, cyclones, floods, rescue missions on land and at sea, as well as assisting at road and traffic emergencies.

The majority of bushfire response in Western Australia is managed by Local Governments Brigade and their volunteer responders. However, DFES may get involved in bushfire emergencies at the request of the Local Government Brigade or if an incident becomes a major event.

When a Local Government Brigade formally hands over an incident to DFES, all responding volunteer bushfire brigades **MUST** act on the instructions given by DFES.

Instructions are provided by the Incident Controller and may include:

- declaration of incident levels
- tactics
- instruction to leave the fire ground (e.g., welfare breaks or transitioning between sectors)
- requests to change roles on the fire ground
- undertaking black-out/mop-up
- moving into a maintenance role

It is imperative that the Local Government, DFES and other supporting incident groups work collaboratively to manage the health and safety of all volunteers.

At DFES controlled incidents, where LG volunteers are undertaking emergency services work at the incident, DFES is obligated (where reasonably practicable) to:

- Provide safe systems of work
- Ensure appropriate supervision
- Verify volunteers have been trained to carry out allocated tasks
- Ensure volunteers have appropriate personal protective equipment and clothing for the activity
- Ensure volunteers understand any relevant safe operating procedures and have been given instructions to perform tasks safely
- Ensure there are appropriate facilities and welfare provisions for all volunteers.
- Ensure safety incidents and injuries reported are investigated to prevent recurrence, working towards continuous improvement.

DFES works with Local Governments to provide a holistic, safe system of work to protect all our people.

Thank You

Bushfire volunteers provide a vital and important role in assisting local government brigades to protect their communities, keeping volunteers safe and well to ensure they return home to their families is a priority for all Local Governments and other agencies involved in emergencies.

Thank you for your ongoing commitment. Stay Safe and well.

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10.2 Minutes of the Audit & Governance Committee Meeting



Minutes

Audit and Governance Committee
Wednesday, 21 March 2024

Date	Wednesday 21 March 2024
Time	12:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 16 March 2024



Notice of Meeting

Please be informed an Audit and Governance Committee Meeting will be held at 12.30 pm on Wednesday 21 March 2024 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

Tim Clynych
Acting Chief Executive Officer
Friday 15 March 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.

Terms of Reference

1. Name

Audit and Governance Committee

2. Members

Cr Julie Russell

Cr Fran Allan

Cr Wes Astbury

Cr John Mearns

Cr Tyron Miller

Cr Lindsay Corke

Cr Peter Thompson

3. Objectives

The following objectives are to be considered by the Committee:

- To exercise responsibility for the annual external audit and liaise with the local government's auditors so that Council can be satisfied with the performance of the local government in managing its financial affairs.
- To assist Council in discharging its legislative responsibilities of controlling the local government's affairs and overseeing the allocation of the local government's finances and resources.
- To provide an independent oversight of the financial systems of the Shire of Wickepin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickepin's financial reporting and audit responsibilities.
- To support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities.
- To facilitate improvements to internal/external financial reporting, management of risk, development/maintenance of internal controls and compliance with legislation.

4. Function of the Committee

To provide guidance and assistance to the Shire of Wickepin;

- As to the carrying out of its functions in relation to audits;
- As to the development of a process to be used to select and appoint a person to be the auditor;
- As to its functions under Part 6 of the Act that relate to financial management; and
- As to the carrying out of its functions relating to other audits and other matters related to financial management.

5. Role and Scope of the Committee

1. Audit –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council – - a list of those matters to be audited; and - the scope of the audit to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor, which is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - method/s to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates; - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; - significant variances from prior years.

6. Appointment of Committee Members

A chairperson is appointed at the first Committee Meeting at the beginning of each year by the committee members.

8. Meeting Frequency

The Committee shall meet 3 times per annum – February, June and December – actual dates to be determined by the Presiding Member in consultation with Committee Members and applicable Shire officers.

9. Delegated Powers.

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

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1 Declaration of Opening

The Presiding Member declared the meeting open at 12.40pm.

2 Attendance

2.1 Present

Councillors

J Russell	Shire President
J Mearns	Councillor
T Miller	Councillor
F Allan	Councillor - Chair
P Thompson	Councillor
L Corke	Councillor

Employees

K Bartley	Chief Executive Officer
T.Clynch	Support Person
E Clement	Deputy Chief Executive Officer

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

Nil

4 Apologies and Leave of Absence

4.1 Apologies

W Astbury	Deputy Shire President
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4.2 Previously Approved Leave of Absence

4.3 Requests for Leave of Absence

Nil

5 Petitions, Memorials and Deputations

5.1 Petitions

Nil

5.2 Memorials

Nil

5.3 Deputations

Nil

6 Declarations of Councillors and Officers Interest

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

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

The following declarations of interest have been disclosed –

Nil declarations of interest declared.

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Governance, Audit and Community Services Meeting held on 13 December 2023

Officer Recommendation

That Council –

Confirm the minutes of the Audit and Governance Committee Meeting held on Wednesday 13 December 2023, as attached, as a true and accurate record.

Committee Decision

Resolution AGC-210324-01
Moved Cr J Russell
Seconded Cr P Thompson

That the Audit and Governance Committee recommends Council,

Confirm the minutes of the Audit and Governance Committee Meeting held on Wednesday 13 December 2023, as attached, as a true and accurate record.

Carried 6/0
For Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson Cr T Miller
Against Nil

8 Status Report

Item	Subject	Progress	Status	Action
6.1	Annual Report	That the Audit and Governance Committee accept the Annual Financial Report and Audit Report Schedules Annual General Meeting of Electors 7 February 2024	✓	Completed

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

Key

○ = in progress ✓ = completed ✕ =superseded

9 Motions of Which Notice Has Been Given

Nil

10 Receipt of Committee Minutes or Reports and Consideration of Recommendations

Nil

11 Notices of Motions for the Following Meeting

Nil

12 Reports and Information

12.1 Annual Compliance Audit Return 2023

Submission To	Audit and Governance Committee Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.AUD.1200
Author	T.Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	28 February 2024
Attachments	Compliance Audit Return 2023

Summary

For each calendar year, Council is required to undertake a Compliance Audit Return to ascertain the Shire's level of adherence to legislatively required functions.

The responses to the 2023 Compliance Audit Return are firstly required to be presented to the Audit & Governance Committee for review before subsequently being submitted to Council.

Council is requested to adopt the 2023 Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.

Background

Pursuant to legislation, local governments are required to carry out a compliance audit for each calendar year and to submit the audit findings to the Department of Local Government, Sport and Cultural Industries.

The compliance audit covers a range of matters requiring actions to be completed by local governments in performing their functions to maintain legislative compliance and focuses on areas considered to be high risk.

Each year the Compliance Audit Return covers various categories and for the 2023 Return, the areas covered are:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Other

- Tenders for Providing Goods and Services

Comments

Shire officers have responded to the questions in the 2023 Compliance Audit Return.

Of the ninety-four (94) questions included in the 2023 Compliance Audit Return, the Shire is considered as not having met compliance on six (6) occasions.

The areas of non-compliance, and a brief summary of each, are below –

Delegation of Power/Duty – Question 13

Did all persons exercising a delegated power or duty under the *Local Government Act 1995*, keep on all occasions, a written record in accordance with *Local Government (Administration) Regulations 1996* regulation 19?

Officer Response – 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.

Elections – Question 1

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gift 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 regulation 30G(1) and regulation 30G(2) of the *Local Government (Elections) Regulations 1997*?

Officer Response - 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

Elections – Question 3

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*?

Officer Response - 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 https://www.wickepin.wa.gov.au/Profiles/wickepin/Assets/ClientData/Register_of_Electoral_Gifts.pdf

Integrated Planning and Reporting – Question 3

Does the corporate business plan comply with the requirements of Local government (Administration) Regulations 1996 19DA(2) & (3)?

Officer Response - 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.

Other – Question 4

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 attendance of council members and the CEO at events?

Officer Response - 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.

Tenders for Providing Goods and Services – Question 7

Did the information contained 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?

Officer Response - 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.

The 2023 Compliance Audit Return is being presented to the Audit & Governance Committee meeting to be held prior to the ordinary council meeting on 20 March 2024. The officer recommendation below is the same as provided in the report to the Audit & Governance Committee. In the event of the committee making an alternative recommendation this will be submitted to council in lieu of the officer recommendation below.

Statutory Environment

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council adopt the Compliance Audit Return for the 2023 calendar year as shown in the attachment prior to it being submitted to the Department of Local Government, Sport and Cultural Industries.

Committee Decision

Resolution AGC-210324-02
Moved Cr L Corke
Seconded Cr T Miller

That the Audit and Governance Committee recommends Council,

Adopt the Compliance Audit Return for the 2023 calendar year as shown in the attachment prior to it being submitted to the Department of Local Government, Sport and Cultural Industries.

Carried 6/0
For Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson Cr T Miller
Against Nil

13 Confidential Reports and Information

Nil

14 Urgent Business

Nil

15 Closure

The Cr Allan - Presiding Member declared the meeting closed at 12.53pm.



14.1 Monthly Schedule of Accounts Paid – March 2024

List of Accounts Due & Submitted to Council

31st March 2024

Chq/EFT	Date	Name	Muni
EFT14376	06/03/2024	ALPHA CONVEYANCING & SETTLEMENT SOLUTIONS	\$ 32,555.94
EFT14377	14/03/2024	AUSTRALIA POST	\$ 180.13
EFT14378	14/03/2024	AIR LIQUIDE WA PTY LTD	\$ 56.93
EFT14379	14/03/2024	AQUATIC SERVICES WA	\$ 950.73
EFT14380	14/03/2024	BEACON EQUIPMENT	\$ 2,756.00
EFT14381	14/03/2024	CONPLANT	\$ 6,912.68
EFT14382	14/03/2024	CEMETERIES & CREMATORIA ASSN OF WA- CCAWA	\$ 155.00
EFT14383	14/03/2024	CLARK EQUIPMENT	\$ 1,550.41
EFT14384	14/03/2024	DIAMOND LOCKSMITHS	\$ 584.25
EFT14385	14/03/2024	DAIMLER TRUCKS	\$ 1,042.84
EFT14386	14/03/2024	EWEN RURAL SUPPLIES	\$ 8,745.12
EFT14387	14/03/2024	EVERLON BRONZE	\$ 195.46
EFT14388	14/03/2024	ELDERS WICKEPIN	\$ 1,704.30
EFT14389	14/03/2024	GREAT SOUTHERN FUEL SUPPLIES	\$ 19,491.06
EFT14390	14/03/2024	BERYLE HOLM	\$ 291.73
EFT14391	14/03/2024	HITECH BRAKE AND CLUTCH	\$ 198.00
EFT14392	14/03/2024	KEVIN'S WATER CARTAGE	\$ 4,702.49
EFT14393	14/03/2024	GREAT SOUTHERN WASTE DISPOSAL	\$ 8,887.53
EFT14394	14/03/2024	NARROGIN HARDWARE MAKIT	\$ 1,498.50
EFT14395	14/03/2024	NARROGIN LIQUOR BARONS	\$ 128.98
EFT14396	14/03/2024	NARROGIN CARPETS & CURTAINS	\$ 330.00
EFT14397	14/03/2024	NARROGIN & DISTRICTS PLUMBING SERVICE	\$ 11,468.60
EFT14398	14/03/2024	OFFICEWORKS SUPERSTORES PTY LTD	\$ 73.55
EFT14399	14/03/2024	OFFICE OF REGIONAL ARCHITECTURE	\$ 594.00
EFT14400	14/03/2024	PERFECT COMPUTER SOLUTIONS - PCS	\$ 525.00
EFT14401	14/03/2024	REPCO	\$ 6.75
EFT14402	14/03/2024	RESTAN GROUP PTY LTD	\$ 5,055.60
EFT14403	14/03/2024	ST JOHN AMBULANCE WESTERN AUSTRALIA	\$ 108.00
EFT14404	14/03/2024	TANYA MARY SANDS	\$ 592.30
EFT14405	14/03/2024	SKILLS CERTIFIED AUSTRALIA	\$ 3,600.00
EFT14406	14/03/2024	WESTRAC EQUIPMENT	\$ 858.68
EFT14407	14/03/2024	WA HINO SALES & SERVICE	\$ 1,122.73
EFT14408	14/03/2024	SSJ TRANSPORT PTY LTD	\$ 13,552.00
EFT14409	14/03/2024	WICKEPIN DISTRICT SPORTS CLUB	\$ 292.01
EFT14410	14/03/2024	WURTH AUSTRALIA PTY LTD	\$ 1,645.66
EFT14411	14/03/2024	WAMCO INDUSTRIES PTY LTD	\$ 7,514.61
EFT14412	22/03/2024	AUSTRALIAN TAXATION OFFICE	\$ 23,412.00
EFT14413	27/03/2024	ALLAN'S BOBCAT & TRUCK HIRE	\$ 30,580.00
EFT14414	27/03/2024	AIR RESPONSE	\$ 572.26
EFT14415	27/03/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	\$ 69.90
EFT14416	27/03/2024	BKS ELECTRICAL	\$ 3,322.44
EFT14417	27/03/2024	BRETT ROWE MOBILE HD MECHANICAL SERVICES	\$ 595.34
EFT14418	27/03/2024	BUILDING SUPPLIES WA	\$ 6,538.17
EFT14419	27/03/2024	KELLIE BARTLEY	\$ 237.95
EFT14420	27/03/2024	CHEFMASTER	\$ 127.84
EFT14421	27/03/2024	TIMOTHY CLYNCH	\$ 215.12
EFT14422	27/03/2024	DI CANDILO STEEL CITY	\$ 5,681.50

Chq/EFT	Date	Name	Muni
EFT14423	27/03/2024	ELDERS WICKEPIN	\$ 1,520.00
EFT14424	27/03/2024	FULFORD EARTHMOVING & CIVIL	\$ 2,288.00
EFT14425	27/03/2024	FORPARK AUSTRALIA	\$ 154,000.00
EFT14426	27/03/2024	ELIZABETH HEFFERNAN	\$ 50.00
EFT14427	27/03/2024	HITECH BRAKE AND CLUTCH	\$ 441.11
EFT14428	27/03/2024	HITACHI CONSTRUCTION MACHINERY AUSTRALIA	\$ 1,374.46
EFT14429	27/03/2024	JASON SIGNMAKERS	\$ 2,470.47
EFT14430	27/03/2024	KLEENHEAT GAS	\$ 100.10
EFT14431	27/03/2024	KEVIN'S WATER CARTAGE	\$ 22,513.34
EFT14432	27/03/2024	METAL ARTWORK CREATIONS	\$ 101.20
EFT14433	27/03/2024	NARROGIN PACKAGING	\$ 387.20
EFT14434	27/03/2024	NARROGIN TOYOTA	\$ 78.43
EFT14435	27/03/2024	NARROGIN SUPERMARKET TREE TREE TRADING PTY LTD	\$ 56.84
EFT14436	27/03/2024	PARRYS	\$ 118.90
EFT14437	27/03/2024	JULIE ALEXIA RUSSELL	\$ 127.95
EFT14438	27/03/2024	REPCO	\$ 446.60
EFT14439	27/03/2024	SHERIDAN'S FOR BADGES	\$ 185.36
EFT14440	27/03/2024	R J SMITH ENGINEERING	\$ 50.00
EFT14441	27/03/2024	STRETTON FARMS PTY LTD ATF THE CG & KH JESPERSEN FAMILY TRUST	\$ 41,250.00
EFT14442	27/03/2024	TEAM GLOBAL EXPRESS PTY LTD	\$ 293.60
EFT14443	27/03/2024	WA HINO SALES & SERVICE	\$ 1,472.98
EFT14444	27/03/2024	WICKEPIN NEWSAGENCY	\$ 479.00
EFT14445	27/03/2024	JOSH WILKIE	\$ 18,425.00
EFT14446	27/03/2024	ZONE 50 ENGINEERING SURVEYS	\$ 7,728.60
		EFT TOTAL	\$ 467,239.23
15924	05/03/2024	SYNERGY	\$ 1,806.91
15925	05/03/2024	WATER CORPORATION	\$ 17,356.00
15926	14/03/2024	SYNERGY	\$ 1,976.33
		CHEQUE TOTAL	\$ 21,139.24
DD14828.1	01/03/2024	CRISP WIRELESS PTY LTD	\$ 238.00
DD14862.1	12/03/2024	WESTNET PTY LTD	\$ 123.92
DD14882.1	25/03/2024	CRISP WIRELESS PTY LTD	\$ 238.00
		TOTALS DIRECT DEBIT	\$ 599.92
DD14843.1	06/03/2024	AWARE SUPER	\$ 4,735.50
DD14843.2	06/03/2024	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	\$ 225.03
DD14843.3	06/03/2024	PRIME SUPER	\$ 374.40
DD14843.4	06/03/2024	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	\$ 534.55
DD14843.5	06/03/2024	NETWEALTH INVESTMENTS	\$ 275.54
DD14843.6	06/03/2024	SPIRIT SUPER	\$ 362.40
DD14843.7	06/03/2024	AMP SIGNATURE SUPER	\$ 236.63
DD14843.8	06/03/2024	AUSTRALIAN SUPER	\$ 253.53
DD14843.9	06/03/2024	REST INDUSTRY SUPER	\$ 246.38
DD14873.1	20/03/2024	AWARE SUPER	\$ 5,124.61
DD14873.2	20/03/2024	REST INDUSTRY SUPER	\$ 247.49
DD14873.3	20/03/2024	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	\$ 237.27
DD14873.4	20/03/2024	PRIME SUPER	\$ 527.21
DD14873.5	20/03/2024	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	\$ 551.97
DD14873.6	20/03/2024	NETWEALTH INVESTMENTS	\$ 275.54
DD14873.7	20/03/2024	ANZ SUPER	\$ 150.41
DD14873.8	20/03/2024	SPIRIT SUPER	\$ 363.00

Chq/EFT	Date	Name	Muni
DD14873.9	20/03/2024	AMP SIGNATURE SUPER	\$ 236.63
DD14873.10	20/03/2024	AUSTRALIAN SUPER	\$ 253.53
		TOTALS SUPERANNUATION	\$ 15,211.62
63080324	08/03/2024	TELSTRA	\$ 1,860.20
		TOTAL BPAY	\$ 1,860.20
98010324	01/03/2024	DEPT OF TRANSPORT	\$ 46.50
98050324	05/03/2024	DEPT OF TRANSPORT	\$ 106.60
98060324	06/03/2024	DEPT OF TRANSPORT	\$ 990.30
98070324	07/03/2024	DEPT OF TRANSPORT	\$ 184.60
98080324	08/03/2024	DEPT OF TRANSPORT	\$ 999.70
98110324	11/03/2024	DEPT OF TRANSPORT	\$ 191.20
98120324	12/03/2024	DEPT OF TRANSPORT	\$ 652.10
98140324	14/03/2024	DEPT OF TRANSPORT	\$ 1,228.55
98180324	18/03/2024	DEPT OF TRANSPORT	\$ 1,010.85
98200324	20/03/2024	DEPT OF TRANSPORT	\$ 351.65
98210324	21/03/2024	DEPT OF TRANSPORT	\$ 203.70
98220324	22/03/2024	DEPT OF TRANSPORT	\$ 1,294.35
98250324	25/03/2024	DEPT OF TRANSPORT	\$ 2,388.10
98260324	26/03/2024	DEPT OF TRANSPORT	\$ 327.30
98280324	28/03/2024	DEPT OF TRANSPORT	\$ 691.90
		TOTALS LICENSING	\$ 10,667.40
06/03/2024	06/03/2024	PAYROLL	\$ 64,162.08
20/03/2024	20/03/2024	PAYROLL	\$ 68,547.46
		TOTALS PAYROLL	\$ 132,709.54
		TOTAL PAYMENTS FOR MARCH 2024	\$ 649,427.15
		Credit Card Payment Summary	
		23 rd February 2024 - 24 th March 2024	
		CARD ENDING XXXX224175	
	DATE	COMPANY	AMOUNT
			\$ -
			<u>\$0.00</u>

Chq/EFT	Date	Name	Muni
Fuels Card March 2024			
	Job	Job Description	Total
	P1915	HINO 500 SERIES 1628 MEDIUM NINE TRUCK	\$ 652.67
	P1955A	FUSO CANTER 7.5T CREW CAB	\$ 4,448.99
	P2433	HINO FG 1628 TRUCK	\$ 1,007.31
	P2473	HINO 300 SERIES 921 AUTO TRADE ACE	\$ 589.24
	P248	HINO 700 SERIES - FS 2848	\$ 873.15
	P2489	BOBCAT T650 TRACK LOADER	\$ 349.29
	P2495	TORO REELMASTER 5510	\$ 69.07
	P2567	ISUZU DMAX - WHITE CREW CAB CHASSIS SX 3.0L AUTO	\$ 711.74
	P342	HINO 700 SERIES FS2848	\$ 1,417.38
	P3570	GENIE TZTO TRAILER MOUNTED CHERRY PICKER	\$ 361.39
	P468	HOLDEN COLORADO 4X4 SINGLE CAB - GARDENER'S UTE	\$ 204.56
	P475	CAT 444F2 BACKHOE LOADER	\$ 781.03
	P632	ISUZZ D-MAX 4X4 SINGLE CAB CHASSIS SX AUTO	\$ 374.02
	P664	JOHN DEERE Z997 RIDE ON MOWER - GREEN	\$ 36.21
	P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS	\$ 385.45
	P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS	\$ 33.30
	P706	HOLDEN COLORADO 4X4 MEHCANIC UTE	\$ 502.48
	P813	CAT 12H GRADER 2017	\$ 1,987.48
	P822	HITACHI ZW150-5B WHEEL LOADER	\$ 180.07
	PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE	\$ 793.85
	PFACEY	IZUZU D-MAX - SILVER 2.8L 2021	\$ 390.69
	PFACEY	IZUZU D-MAX - SILVER 2.8L 2021	\$ 17.71
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB AUTO XT 3.0L	\$ 1,120.32
			\$ 17,287.40



14.2 Statement of Financial Activity – March 2024



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 March 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickepin

Compilation Report

For the Period Ended 31 March 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 31 March 2024 of \$366,884.

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

Preparation

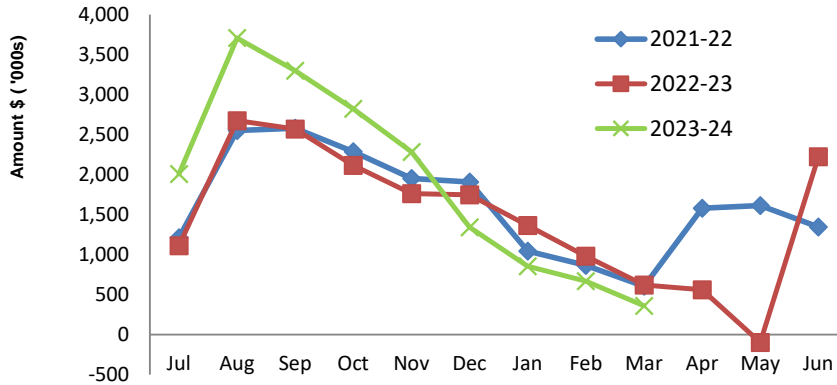
Prepared by: E.Clement DCEO

Date prepared: 5-Apr-24

Reviewed by: K Bartley - CEO

Shire of Wickepin
Monthly Summary Information
For the Period Ended 31 March 2024

Liquidity Over the Year (Refer Note 3)



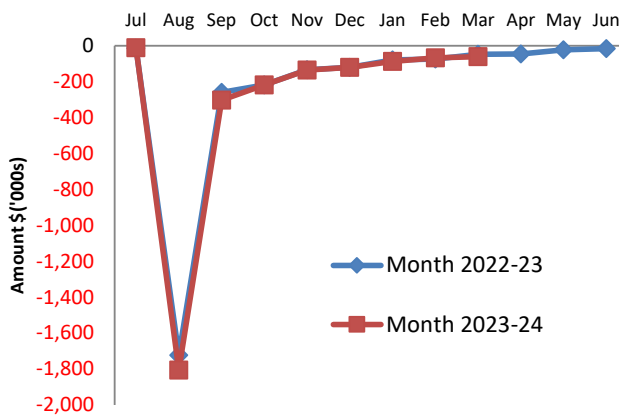
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 1,215,090
Restricted	\$ 3,102,239
	\$ 4,317,329

Receivables

Rates	\$ 60,172
Other	\$ 181,358
	\$ 241,530

Rates Receivable (Refer Note 6)



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

Comments

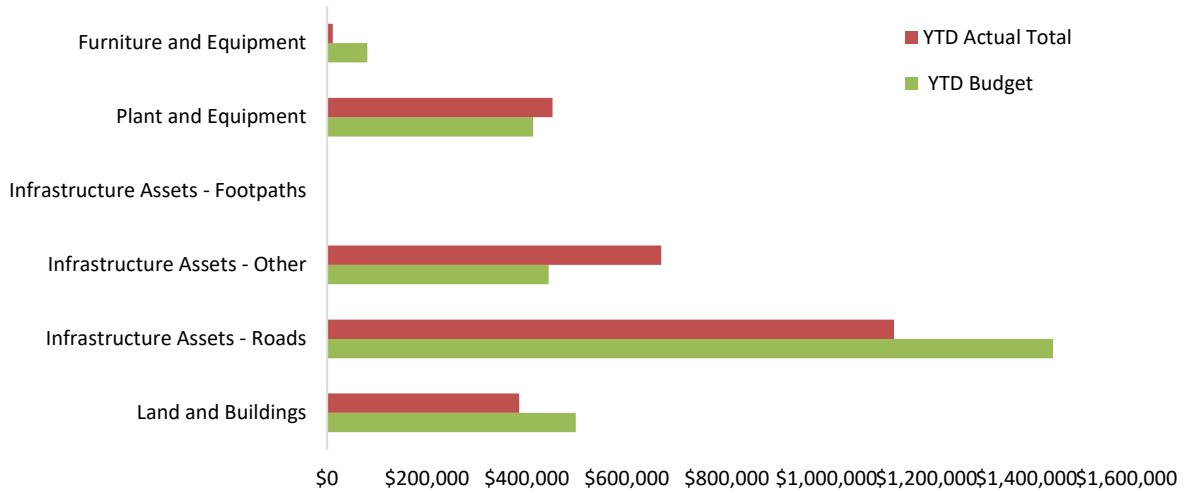
Unrestricted cash includes the following payments in advance

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

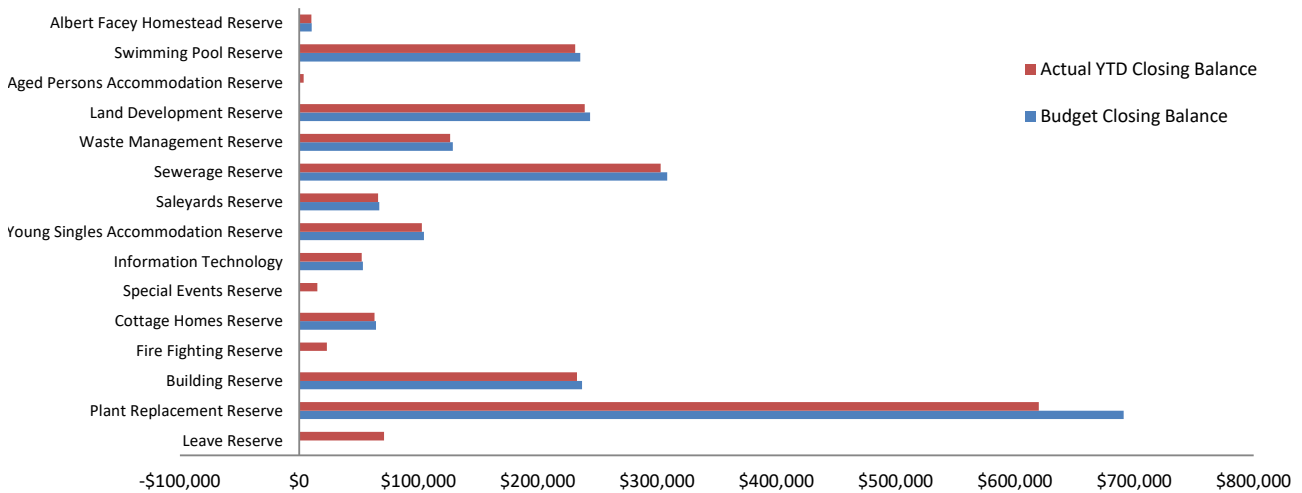
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 31 March 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.

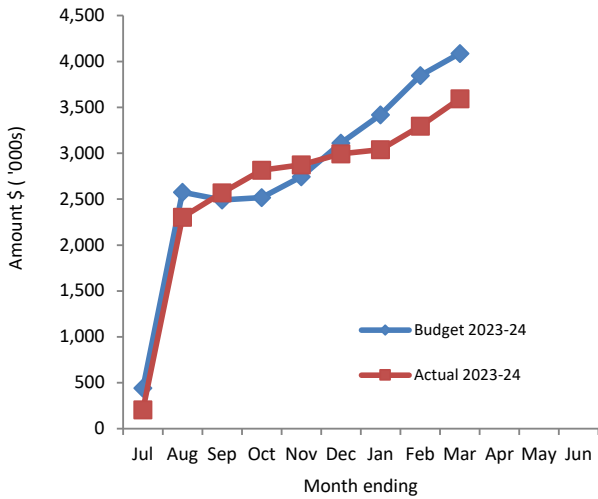
Shire of Wickepin

Monthly Summary Information

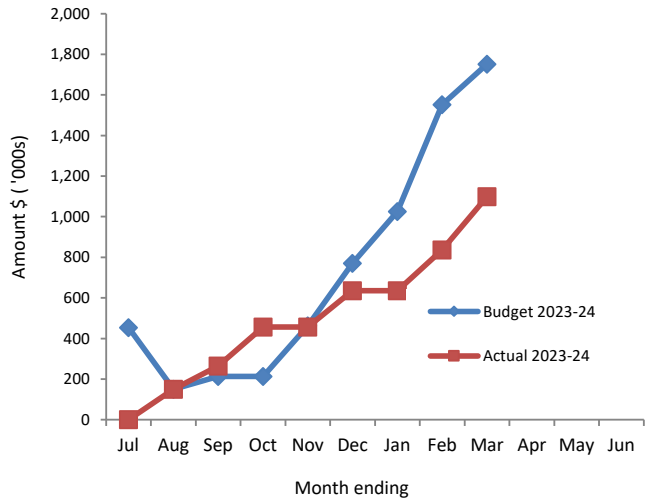
For the Period Ended 31 March 2024

Revenues

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

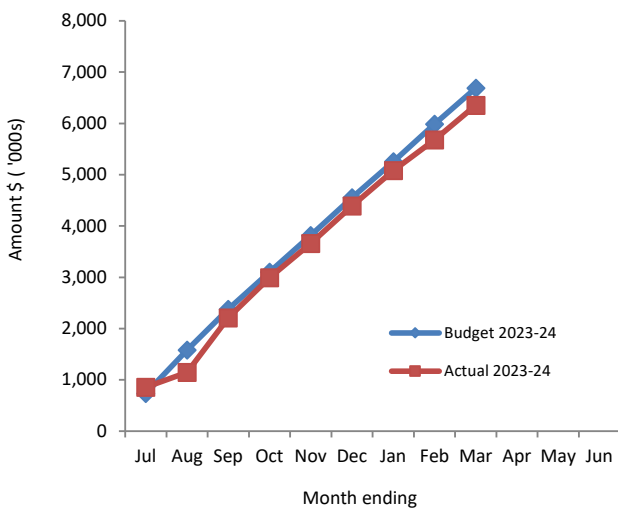


Budget Capital Revenue -v- Actual (Refer Note 2)

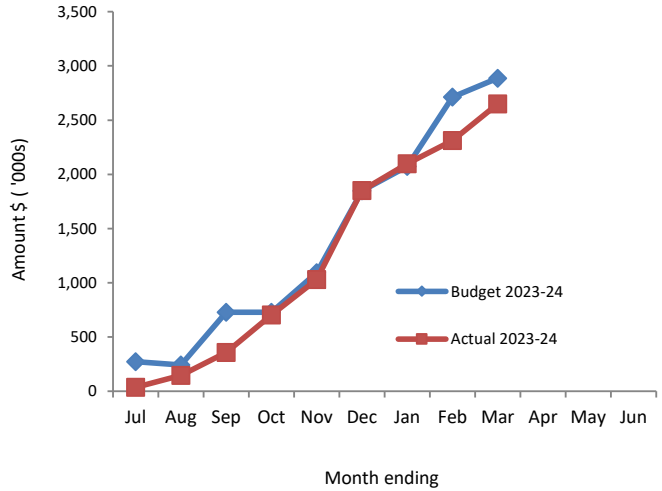


Expenditure

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 31 March 2024

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Governance	100	72	19,937	19,865	27589.75%	▲
General Purpose Funding - Rates	9	1,566,800	1,566,626	1,564,176	(2,450)	(0.16%)
General Purpose Funding - Other		361,100	294,485	363,191	68,706	23.33%
Law, Order and Public Safety		130,500	114,032	107,879	(6,153)	(5.40%)
Health		200	144	356	212	147.22%
Education and Welfare		300	225	100	(125)	(55.56%)
Housing		227,700	208,266	213,107	4,841	2.32%
Community Amenities		292,100	175,676	229,597	53,921	30.69%
Recreation and Culture		1,171,100	782,541	75,762	(706,779)	(90.32%)
Transport		1,452,700	865,797	906,921	41,124	4.75%
Economic Services		77,000	57,717	79,798	22,081	38.26%
Other Property and Services		30,000	22,491	40,242	17,751	78.93%
Total Operating Revenue		5,309,600	4,088,072	3,601,067	(487,005)	
Operating Expense						
Governance		(617,733)	(492,127)	(460,455)	31,672	6.44%
General Purpose Funding		(109,700)	(82,251)	(74,645)	7,606	9.25%
Law, Order and Public Safety		(290,300)	(231,399)	(202,177)	29,222	12.63%
Health		(32,300)	(24,276)	(13,904)	10,372	42.73%
Education and Welfare		(47,200)	(35,379)	(21,779)	13,600	38.44%
Housing		(178,900)	(135,248)	(112,140)	23,108	17.09%
Community Amenities		(679,100)	(511,453)	(392,887)	118,566	23.18%
Recreation and Culture		(1,412,200)	(1,062,791)	(963,697)	99,094	9.32%
Transport		(5,103,500)	(3,827,385)	(3,571,440)	255,945	6.69%
Economic Services		(343,700)	(257,634)	(202,650)	54,984	21.34%
Other Property and Services		(14,100)	(28,926)	(339,504)	(310,578)	(1073.70%)
Total Operating Expenditure		(8,828,733)	(6,688,869)	(6,355,278)	333,591	
Funding Balance Adjustments						
Add back Depreciation		4,785,500	3,589,074	3,598,562	9,488	0.26%
Adjust (Profit)/Loss on Asset Disposal	8	(28,200)	(29,756)	(75,629)	(45,873)	154.16%
Adjust Provisions and Accruals		(71,100)		0	0	
Adjust Rounding		0	0			
Net Cash from Operations		1,167,067	958,521	768,722.58	(189,798)	
Capital Revenues						
Proceeds from Disposal of Assets	8	253,000	168,667	230,927	62,261	36.91%
Total Capital Revenues		253,000	168,667	230,927	62,261	
Capital Expenses						
Land and Buildings	13	(692,500)	(497,634)	(384,535)	113,099	22.73%
Infrastructure - Roads	13	(1,555,100)	(1,452,950)	(1,134,895)	318,055	21.89%
Infrastructure -Other	13	(443,500)	(443,500)	(668,597)	(225,097)	(50.75%)
Plant and Equipment	13	(472,000)	(412,000)	(451,304)	(39,304)	(9.54%)
Furniture and Equipment	13	(110,000)	(80,500)	(10,984)	69,516	86.36%
Total Capital Expenditure		(3,273,100)	(2,886,584)	(2,650,317)	236,267	
Net Cash from Capital Activities		(3,020,100)	(2,717,917)	(2,419,389)	298,528	
Financing						
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)	
Net Cash from Financing Activities		(496,200)	(20,000)	(271,914)	(251,914)	
Net Operations, Capital and Financing		(2,349,233)	(1,779,396)	(1,922,580)	(143,184)	
Opening Funding Surplus(Deficit)	3	2,349,233	2,349,233	2,289,464	(59,769)	(2.54%)
Closing Funding Surplus(Deficit)	3	0	569,837	366,884	(203,073)	

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

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2024

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,552,400	1,552,226	1,549,656	(2,570)	(0.17%)	
Rates excluding General Rates	9	14,400	14,400	14,521			
Operating Grants, Subsidies and Contributions	11	221,600	206,200	267,060	60,860	29.51%	▲
Fees and Charges		469,700	403,339	730,843	327,504	81.20%	▲
Interest Earnings		105,500	40,113	44,759	4,646	11.58%	
Other Revenue		255,700	254,444	45,121	(209,323)	(82.27%)	▼
Profit on Disposal of Assets	8	34,400	34,400	80,964	46,564		
Total Operating Revenue		2,653,700	2,505,122	2,732,923	227,680		
Operating Expense							
Employee Costs		(1,594,800)	(1,198,851)	(1,136,861)	61,990	5.17%	
Materials and Contracts		(1,919,633)	(1,469,563)	(1,173,532)	296,031	20.14%	▲
Utility Charges		(231,600)	(173,538)	(171,450)	2,088	1.20%	
Depreciation on Non-Current Assets		(4,785,500)	(3,589,074)	(3,598,562)	(9,488)	(0.26%)	
Interest Expenses		(2,800)	(2,097)	(1,637)	460	21.92%	▲
Insurance Expenses		(255,700)	(233,608)	(243,994)	(10,386)	(4.45%)	
Other Expenditure		(32,500)	(17,494)	(23,906)	(6,412)	(36.66%)	
Loss on Disposal of Assets	8	(6,200)	(4,644)	(5,335)	(691)	(14.88%)	
Total Operating Expenditure		(8,828,733)	(6,688,869)	(6,355,278)	333,591		
Funding Balance Adjustments							
Add back Depreciation		4,785,500	3,589,074	3,598,562	9,488	0.26%	
Adjust (Profit)/Loss on Asset Disposal	8	(28,200)	(29,756)	(75,629)	(45,873)	154.16%	
Adjust Provisions and Accruals		(71,100)			0		
Adjust Rounding		0	0	0			
Net Cash from Operations		(1,488,833)	(624,429)	(99,421)	524,887		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,655,900	1,582,950	868,144	(714,806)	(45.16%)	▼
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		
Total Capital Revenues		2,908,900	1,751,617	1,099,071	(652,545)		
Capital Expenses							
Land and Buildings	13	(692,500)	(497,634)	(384,535)	113,099	22.73%	▲
Infrastructure - Roads	13	(1,555,100)	(1,452,950)	(1,134,895)	318,055	21.89%	▲
Infrastructure - Drainage	13	(443,500)	(443,500)	(668,597)	(225,097)	(50.75%)	▼
Plant and Equipment	13	(472,000)	(412,000)	(451,304)	(39,304)	(9.54%)	
Furniture and Equipment	13	(110,000)	(80,500)	(10,984)	69,516	86.36%	▲
Total Capital Expenditure		(3,273,100)	(2,886,584)	(2,650,317)	236,267		
Net Cash from Capital Activities		(364,200)	(1,134,967)	(1,551,245)	(416,278)		
Financing							
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)		▼
Net Cash from Financing Activities		(496,200)	(20,000)	(271,914)	(251,914)		
Net Operations, Capital and Financing		(2,349,233)	(1,779,396)	(1,922,580)	(143,304)		
Opening Funding Surplus(Deficit)	3	2,349,233	2,349,233	2,289,464	(59,769)	(2.54%)	
Closing Funding Surplus(Deficit)	3	0	569,837	366,884	(203,073)		

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

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

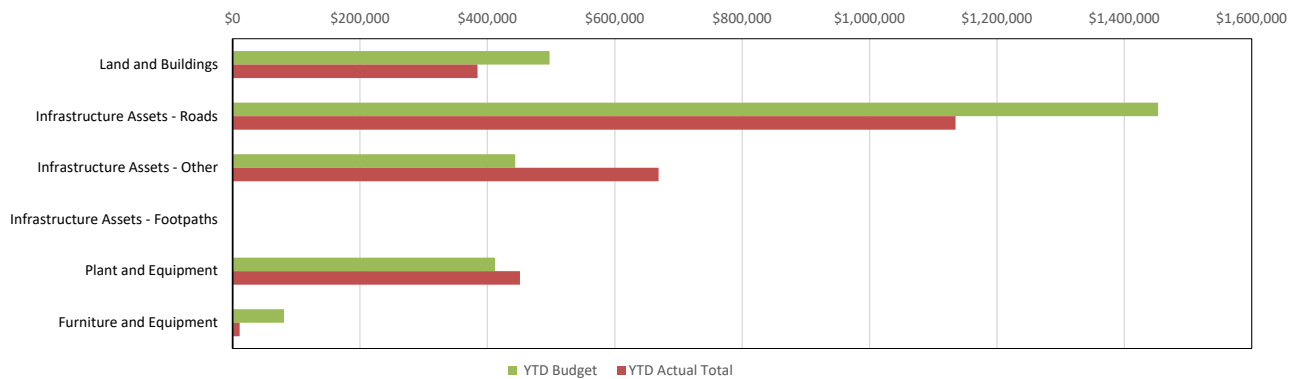
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2024

Capital Acquisitions	Note	YTD 31 03 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	\$ 384,535	\$ 0	\$ 384,535	\$ 497,634	\$ 692,500	\$ (113,099)
Infrastructure Assets - Roads	13		1,134,895	1,134,895	1,452,950	1,555,100	(318,055)
Infrastructure Assets - Other	13	668,597	0	668,597	443,500	443,500	225,097
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	10,984	0	10,984	80,500	110,000	(69,516)
Capital Expenditure Totals		1,515,421	1,134,895	2,650,317	2,886,584	3,273,100	(236,267)

Funded By:

Capital Grants and Contributions	868,144	2,655,900	2,655,900	1,787,756
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
Total Own Source Funding - Cash Backed Reserves	251,945	0		251,945
Own Source Funding - Operations		62,017	645,400	62,017
Capital Funding Total	1,351,016	2,886,584	3,273,100	(1,535,568)

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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 31 March 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 31 March 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 31 March 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 31 March 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 31 March 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 31 March 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 31 March 2024

Note 2: EXPLANATION OF MATERIAL VARIANCES

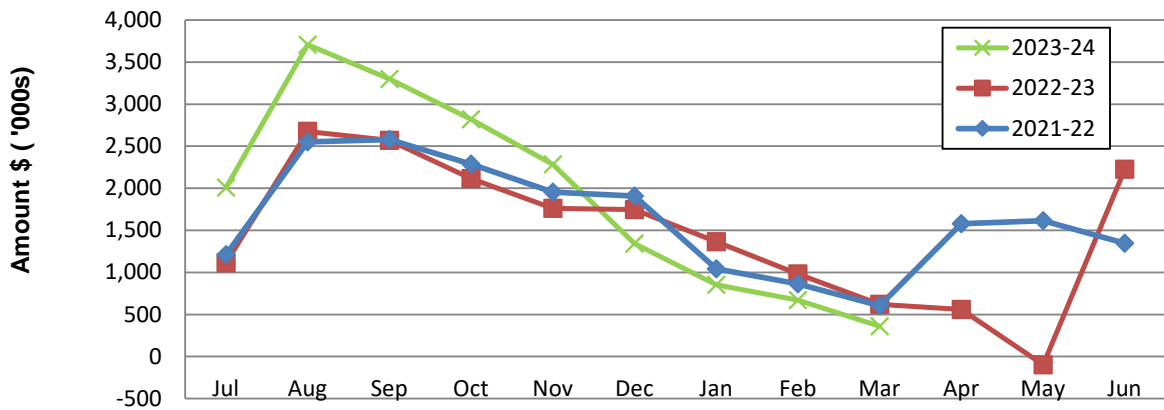
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	19,865	27590%	▲	Permanent	Paid Paental leave income
General Purpose Funding - Other	68,706	23.33%	▲	Permanent	Grants Commission funding increase
Law, Order and Public Safety	(6,153)	(5.40%)			
Health	212	147.22%			
Education and Welfare	(125)	(55.56%)			
Housing	4,841	2.32%			
Community Amenities	53,921	30.69%	▲	Permanent	Increase in Sewerage rates
Recreation and Culture	(706,779)	(90.32%)	▼	Timing	LRCI funding not yet received
Transport	41,124	4.75%			
Economic Services	22,081	38.26%	▲	Permanent	Increase in Standpipe income and Building Fees, Caravan Park Fees
Other Property and Services	17,751	78.93%	▲	Permanent	Increase in Private Works
Operating Expense					
Governance	31,672	6.44%			
General Purpose Funding	7,606	9.25%			
Law, Order and Public Safety	29,222	12.63%	▼	Timing	Bushfire Mitagation Officer not in place, Fire insurance under budget
Health	10,372	42.73%			
Education and Welfare	13,600	38.44%	▼	Timing	Donations Lower YTD,
Housing	23,108	17.09%	▼	Timing	Building Maintenance Lower YTD
Community Amenities	118,566	23.18%	▼	Timing	Plans not yet completed, Cemetery maintenance not yet expended
Recreation and Culture	99,094	9.32%			
Transport	255,945	6.69%			
Economic Services	54,984	21.34%	▼	Timing	Concept plan not yet expended.
Other Property and Services	(310,578)	(1073.70%)	▲	Permanent	Private works increase, Long service leave not budgeted
Capital Revenues					
Grants, Subsidies and Contributions	(714,806)	(45.16%)	▼	Timing	RZR, RRG funding not yet received
Proceeds from Disposal of Assets	62,261	36.91%	▲	Timing	Higher proceeds
Capital Expenses					
Land and Buildings	113,099	22.73%	▼	Timing	Projects yet to be ocmpleted
Infrastructure - Roads	318,055	21.89%	▼	Timing	Projects underway but not completed
Infrastructure - Other	(225,097)	(50.75%)	▲	Timing	Skate Park Fencing higher
Infrastructure - Footpaths	0				
Plant and Equipment	(39,304)	(9.54%)			
Furniture and Equipment	69,516	86.36%	▼	Timing	Upgrade to Chmabers technology and CCTV not yet completed
Financing					
Loan Principal	31	0.15%			

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2024

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Mar 2024	30 June 2023	YTD 31 Mar 2023
Note		\$	\$	\$
Current Assets				
4	Cash Unrestricted	1,215,090	2,839,188	3,054,752
4	Cash Restricted	3,102,239	3,172,316	2,824,404
6	Receivables - Rates	60,172	16,420	157,827
6	Receivables -Other	181,358	251,825	5,929
	Interest / ATO Receivable/Trust	41,861	44,240	25,304
		4,600,720	6,323,990	6,068,216
Less: Current Liabilities				
-	Payables	94,348	(169,230)	(210,020)
-	Contract Liabilities	837,862	(493,592)	(853,441)
-	Provisions	199,388	(199,388)	(227,654)
		1,131,598	(862,210)	(1,291,116)
7	Less: Cash Reserves	3,102,239	(3,172,316)	(2,824,404)
	Net Current Funding Position	366,883	2,289,464	1,952,696

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2024

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	0.00%	242,873			242,873	ANZ	At Call
Reserve Bank Account	0.00%		239		239	ANZ	At Call
Trust Bank Account	0.00%			93,302	93,302	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	4.30%	971,276			971,276	WA Treasury	At Call
Reserve	0.40%		3,102,000		3,102,000	WA Treasury	06-May-24
Trust	0.40%				0		
Total		1,214,850	3,102,239	93,302	4,410,391		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2024

Note 6: RECEIVABLES

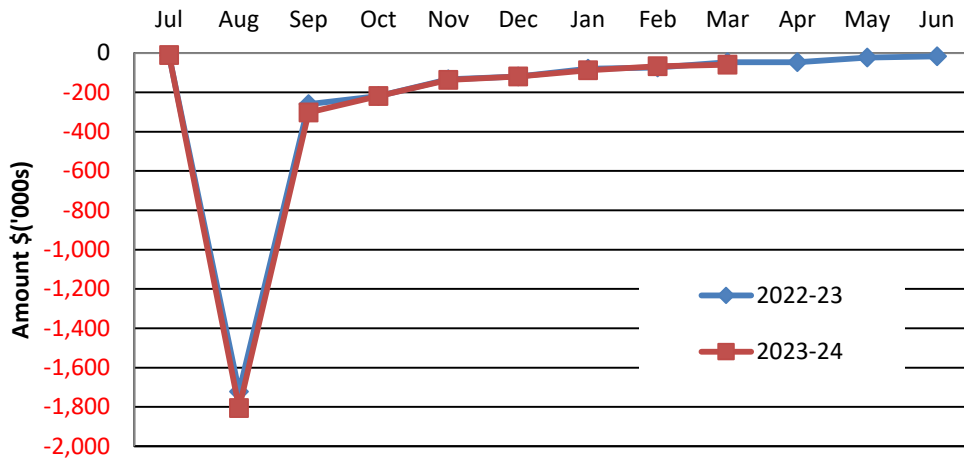
Receivables - Rates Receivable

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

Net Rates Collectable
 % Collected

	YTD 31 Mar 2024	30 June 2023
	\$	\$
Opening Arrears Previous Years	16,420	19,522
Levied this year	1,754,639	1,654,442
<u>Less Collections to date</u>	(1,710,887)	(1,657,544)
Equals Current Outstanding	60,172	16,420
Net Rates Collectable	60,172	16,420
% Collected	96.60%	99.02%

Note 6 - Rates Receivable



Comments/Notes - Receivables Rates

Receivables - General

Receivables - General

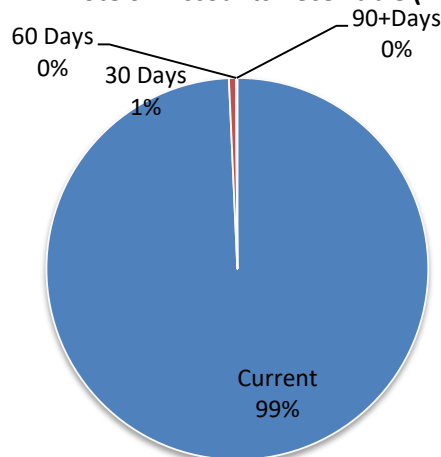
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	180,075	1,103	0	180

Total Receivables General Outstanding

181,358.24

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



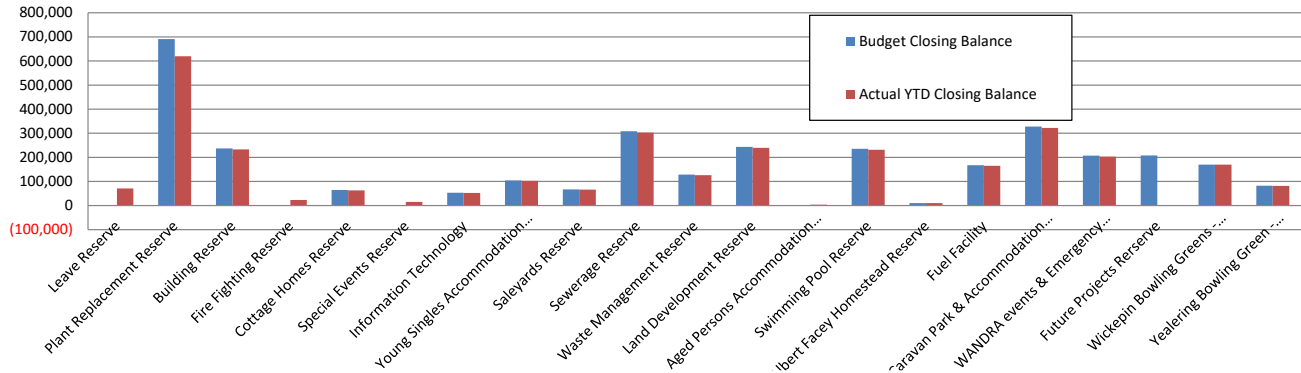
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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
	2,850,295	52,000	0	517,300	251,945	113,100	0		3,306,554	3,102,239

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



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2024

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget			
				YTD 31 03 2024			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				Plant and Equipment			
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
307,631	152,332	230,927	75,629		28,200	75,628.66	47,429

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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 \$
Differential General Rate											
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
Sub-Totals		422	244,652,238	1,609,739	2,069	0	1,611,808	1,611,973	778	0	1,612,751
Minimum Payment	Minimum \$										
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				
Sub-Totals		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)
Amount from General Rates							(47)				(100)
Specified Area Rates							1,564,176				1,566,801
Totals							1,564,176				1,566,801

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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 31 March 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
GENERAL PURPOSE FUNDING			\$	\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Y		0	0	0	36,579	(36,579)
Grants Commission - Roads	WALGGC	Y		0	0	0	24,220	(24,220)
GOVERNANCE		Y					0	0
LAW, ORDER, PUBLIC SAFETY								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	61,600	0	61,600	0	46,215	15,385
				0				0
HOUSING								
WSAHA Grant	DPIRD	Y	150,000			150,000	150,000	0
EDUCATION & WELFARE		N						0
		N			0	0		0
COMMUNITY AMENITIES								
LY Ablution (From Contract Liabilities)		Y	104,500			104,500	0	104,500
RECREATION AND CULTURE								
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						
ECONOMIC SERVICES								
LRCI Funding		Y					0	0
		N						0
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	263,900	0	0	263,900	261,895	2,005
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)
TOTALS			2,877,500	0	221,600	2,655,900	1,135,204	1,742,296

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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 31-Mar-24
	\$	\$	\$	\$
Housing Bonds	0	1,640	-1,640	0
Master Key Deposits	240	5,754	-4,494	1,500
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	8,800	-81,896	8,800
Licensing		164,385	-164,385	0
	330,045	190,899	-426,142	94,802

Level of Completion Indicators

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

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 March 2024

Note 13: CAPITAL ACQUISITIONS

31/03/2024						
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
Land & Buildings						
Governance						
Administration Office Upgrade	LAB2	10,000	10,000	0	10,000	
Administration Office - Upgrade Carport	XAB3	20,000	20,000	17,500		
Governance Total		30,000	10,000	17,500	10,000	
Education & Welfare						
Wickepn Playgroup - Renew Gazebo	XPG1	6,000	6,000	0	6,000	
Education & Welfare Total		6,000	6,000	0	6,000	
Housing						
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	
Housing Total		27,000	27,000	8,450	18,550	
Other Housing						
Aged Units - Johnston St - Wsaha	CLCH3	300,000	254,534	221,327	33,207	
Other Housing Total		300,000	254,534	221,327	33,207	
Community Amenities						
Wickepin Tip - New Building	XWT1	30,000	0	16,750		
Land Purchases				32,556		
Community Amenities Total		30,000	0	49,306	0	
Recreation and Culture						
Swimming Pool - Renew Pump Shed Roof	XSP7	17,000	13,600	0	13,600	
Lake Yealering Foreshore Ablutions	LYFA2	258,500	162,500	50,717	207,783	
Toolibin Tennis Club - Lrci 4 - Ablutions	XTA1	0	0	22,891	(22,891)	
Wickepin Community Centre - Change Rooms- LRCI Phase 4	XCC1	0	0	0	0	
Wickepin Swimming Pool- Disable Toilet- LRCI Phase 4	XSP6	0	0	0	0	
	XCC1	0	0	5,944	(5,944)	
Recreation And Culture Total		275,500	176,100	79,552	198,492	
Transport						
Public Works Dept (Old He Shed She Shed)	LPWC	10,000	10,000	8,401	1,599	
Transport Total		10,000	10,000	8,401	1,599	
Economic Services						
Harrismith Caravan Park - Renew Facilities	XCP3	14,000	14,000	0	14,000	
Transport Total		14,000	14,000	0	14,000	
Land and Buildings Total		692,500	497,634	384,535	251,848	
Furniture & Equipment						
Governance						
Council Chambers - Upgrade Technology	XAB4	20,000	17,500	0	17,500	
Administration Office - Upgrade Technology	XAB5	50,000	35,000	7,509	27,491	
Various Locations - New Cctv System	XCTV	40,000	28,000	3,475	24,525	
Governance Total		110,000	80,500	10,984	69,516	
Furniture & Office Equip. Total		110,000	80,500	10,984	69,516	
Plant , Equip. & Vehicles						
Governance						
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	
Governance Total		120,000	60,000	50,023	0	
Recreation And Culture						
Swimming Pool - Renew Pool Pumps	XSP5	30,000	30,000	27,443		
Recreation And Culture Total		30,000	30,000	27,443	0	
Transport						
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	
Transport Total		322,000	322,000	373,838	(51,838)	
Plant , Equip. & Vehicles Total		472,000	412,000	451,304	(51,838)	
Infrastructure Other						
Recreation and Culture						
Swimming Pool - Renew Pool Covers	XSP4	10,000	10,000	9,098		
Wickepin Skate Park	5088	412,500	412,500	434,808	(22,308)	
Wickepin Oval - Renew Cricket Pitch Covers	XWCP	16,000	16,000	16,053	(53)	
Capital Wickepin War Memorial	CWWM1	5,000	5,000	5,165	(165)	
Wickepin Community Centre - Playground- LRCI Phase 4	XCC2	0	0	140,000		
Harrismith Community Centre Playground- LRCI Phase 4	XHC1	0	0	0		
				27,800		
Recreation And Culture Total		443,500	443,500	632,924	(22,526)	
Economic Services						
Wickepin Fuel Facility - Lrci 4 - Resealing	XFF2	0	0	35,673	(35,673)	
Economic Services Total		0	0	35,673	(35,673)	
Infrastructure Other Total		443,500	443,500	668,597	0	
Roads						
Transport Regional Road Group						
Wickepin Pingelly Road	RG001	451,000	402,200	486,446	(35,446)	
Wickepin-Corrigin Rd	RG003	278,800	269,000	100,051	178,749	
Cuballing East Road	WSF24	561,300	517,750	278,470	282,830	
Regional Road Group Total		1,291,100	1,188,950	864,967	426,133	
Transport Roads to Recovery						
Yarling Brook Road	R2R018	264,000	264,000	269,928	(5,928)	
Roads to Recovery Total		264,000	264,000	269,928	(5,928)	
Council Resources Construction						
Harrismith Layby - LRCI Phase 4	XH15	0	0	0	0	
Council Resources Construction Total		0	0	0	0	
Roads Total		1,555,100	1,452,950	1,134,895	420,204.55	
Capital Expenditure Total		3,273,100	2,886,584	2,650,317	689,731	



14.5 Approval of 2024/2025 Fire Break Notice

Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2024/2025

Action is required by owners and / or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer. Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2024 and thereafter to 14 April 2025 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows –

Rural Land

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

- To subdivide each holding into lots of no greater than 400 hectares; and
- To surround the homestead, out buildings and fuel storages on any such land.
- From 15 October all harvesting, baling and stubble crunching (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1,200 litres of available water, located in or immediately adjacent to the paddock being harvested and / or baled. The minimum capacity of any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit lies with the landowner and / or occupier.

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty of \$5,000.

Clearing of Fence Lines

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

Fencing of Road Reserves

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

Burning on Roadsides

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

Burning Periods

Restricted Burning – 1 October 2024 to 13 November 2025

Prohibited Burning – 14 November 2024 to 7 February 2025

Restricted Burning – 8 February 2025 to 14 April 2025

Harvest and Fire Ban 2024/2025 Season

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

Lighting of fires is banned on Good Friday and Easter Sunday