



Attachments

Ordinary Council Meeting
Wednesday 13 December 2023

Date	Wednesday 13 December 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 8 December 2023



7.1 Confirmation of Minutes of Previous Meeting



Minutes

Ordinary Council Meeting
Wednesday 15 November 2023

Date	Wednesday 15 November 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Thursday 9 November 2023



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 15 November 2023 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

Tim Clynch
Acting Chief Executive Officer
Thursday 9 November 2023

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 Acting Chief Executive Officer declared the meeting open at 3.35pm.

1.1 Election of Shire President

The Local Government Act 1995 Schedule 2.3, Division 1, Section 4 indicates in part that the Council is to elect a Councillor to fill the office of President and that the election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.

Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.

If a Councillor is nominated by another Councillor, the nominee must confirm to the Chief Executive Officer, orally or in writing that he or she is willing to be nominated for the office.

In the event of two or more nominations being received ballot papers will be issued to councillors and an election held.

The Chief Executive Officer to declare the result of the election. The successful candidate is to complete the declaration for the position of Shire President on the prescribed form.

Once elected, the Shire President is to assume role of the Presiding Member.

The ACEO called for nominations for Shire President.

A written nomination was received from Cr Allan who nominated Cr Russell. Cr Russell accepted. No other nominations were received. The ACEO declared Cr Russell elected as Shire President unopposed for the ensuing two years.

Cr Russell made the declaration of office for the position of Shire President.

Cr Russell assumed the role of the Presiding Member.

1.2 Election of Deputy Shire President

The Local Government Act 1995 Schedule 2.3, Division 2, Section 8 indicates in part that the Council is to elect a Councillor (other than the President) to fill the office of Deputy President.

Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.

If a Councillor is nominated by another Councillor, the nominee must confirm, orally or in writing, that he or she is willing to be nominated for the office.

In the event of two or more nominations being received ballot papers will be issued to councillors and an election held.

The Shire President to declare the result of the election. The successful candidate is to complete the declaration for the position of Deputy President on the prescribed form.

The Presiding Member called for nominations for Deputy Shire President.

A written nomination was received from Cr Allan who nominated Cr Astbury. Cr Astbury accepted. No other nominations were received. The Presiding Member declared Cr Astbury elected as Deputy Shire President unopposed for the ensuing two years.

Cr Astbury made the declaration of office for the position of Deputy Shire President.

2 Attendance

2.1 Present

Councillors

J Russell	Councillor
W Astbury	Councillor
T Miller	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

Employees

T Clynch	Acting Chief Executive Officer
E Clement	Deputy Chief Executive Officer
L Marchei	Executive Support Officer
G Hedditch	Manager Works & Services

D Astbury	Member of Public
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3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

Dave Astbury thanked the shire for their support and assistance for the commemorative function of the Astbury service to the Council of the Shire of Wickepin.

Dave queried the construction of the shed at Toolseum to house cart and suggested an alternative location. The MWS provided an update.

Dave Astbury left the meeting at 3.47pm.

4 Apologies and Leave of Absence

4.1 Apologies

F Allan	Councillor
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4.2 Previously Approved Leave of Absence

Nil

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

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held on Wednesday 18 October 2023

Officer Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 18 October 2023, as included in the attachments, as a true and accurate record.

Council Decision

Resolution **OCM-231115-01**
Moved **Cr L Corke**
Second **Cr P Thompson**

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 18 October 2023, as included in the attachments, as a true and accurate record.

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

8 Status Report

Key

○ = in progress ✓ = completed ✕ =superseded

Item	Subject	Council Decision	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Commenced, not yet complete. Chief Executive Officer has contacted the Committee regarding progress of the project.
1161-150921-13	Townscape and Cultural Planning Committee Recommendations	That the current Wogolin Road Information Board not be re-sited and that a new board be redesigned.	○	Commenced, researching digital signage. Chief Executive Officer has contacted the Committee regarding progress of the project.
OCM-230517-07	Naming of the Wickepin Independent Living Units	For any received submissions to be provided to Council for consideration.	✓	That Council name the Wickepin Independent Living Units as follows Complex - Woodland Court. Individual Units - Numbered 1,2,3,4
OCM-230913-05	Local Roads and Community Infrastructure Program – Phase Four (4) Grant – Proposed Work Schedules	That Council, with respect to Phase Four (4) of the Local Roads and Community Infrastructure Program, a) approves the following projects for submission to Part A of the Program – •Improvements / renovation to the Wickepin Community Centre (estimation \$60,000 ex GST) •Renovation and improvements to the Wickepin Community Centre Playground (estimation \$140,000 ex GST) •Accessibility improvements to the Wickepin Swimming	✓	Grants have been approved.

Item	Subject	Council Decision	Status	Action
		<p>Pool Toilet Facilities (estimation \$30,000 ex GST)</p> <ul style="list-style-type: none"> •Provision of playground facilities at the Harrismith Golf Club (estimation \$95,000 ex GST) •Provision of toilet and shower facilities at the Toolibin Tennis Club (estimation \$40,000 ex GST) <p>b) approves the following projects for submission to Part B of the Program –</p> <ul style="list-style-type: none"> •Traffic pull-off bay installation in Harrismith (estimation \$50,000 ex GST) •Improvements to, and realignment of, the pathway along Wogolin Road, Wickepin east of Rintel Street (estimation \$45,000 ex GST) •Asphalt sealing of car-park area in Wickepin (near fuel bowsers) (estimation \$35,000 ex GST) 		
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’	○	Scheme Amendment has been forwarded to Department of Water and Environment Regulation for assessment.

Item	Subject	Council Decision	Status	Action
		<p>to the Shire of Wickepin Local Planning Scheme No. 4;</p> <p>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;</p> <p>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</p> <p>4. Adopt the proposed scheme amendment for the purpose of advertising in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2) for a period of 42 days, subject to the determination of the Environmental Protection Authority's assessment outcome.</p>		
OCM – 231018-08	Tender RFT 04 – 2023/24 Supply and Lay Bitumen Products	That Council, with respect to Tender RFT-04-2023-2024 Supply and Lay Bitumen Products - Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18, accepts the tender submission from WCP Civil Pty Ltd for \$832,532 ex GST.	✓	
OCM – 231018-09	Delegations Register 2023	That council adopts Shire of Wickepin	✓	

Item	Subject	Council Decision	Status	Action
		Delegations Register as reviewed at its ordinary meeting on 18 October 2023.		
OCM – 231018-14	Appointment – Acting Chief Executive Officer	1. That Council appoint Mr Tim Clynch for a three month period on the conditions listed under recommendation 15.1 Confidential Item – Appointment Acting Chief Executive Officer commencing 23 October 2023. 2. That Council authorise the Acting Chief Executive Officer to purchase the required furniture.	✓	
OCM- 231018-16	Seed Collection to June 2024 – M Perrie	That council grant permission to M Perrie of Lot 17, Tincurrin Road, Tincurrin WA 6361 to collect native plants from reserves (gravel pits, road verges, and townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2024. With the following conditions: • All conditions imposed on License number CP60000657 from the Department of Parks and Wildlife are to be followed at all times. • Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds. • All care to be taken to avoid the disturbance of fauna habitat. • All care to be taken to avoid any disturbance that may lead to soil degradation.	✓	

Item	Subject	Council Decision	Status	Action
		<ul style="list-style-type: none">• No damage to be done to golf fairways or rough.• No picking during imposed harvest and vehicle movement bans.• No picking during total fire bans.		

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 Seating Arrangements – Standing Orders

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	GO.CME.1323
Author	T Clynych – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	30 October 2023
Attachments	-

Summary

Cr J Russell has submitted the following Notice of Motion –

That Council revoke Resolution OCM-231018-01 and proceed with the allocation of seating arrangements in accordance with clause 11.4.1 of the Standing Orders excepting –

1. *That the first seat on the table to the left of the head table and last seat on the table to right of the head table be reserved for staff seating*
2. *That last seat on the table to left of the head table be reserved for Cr Mearns in recognition of his mobility limitations.*

Background

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

- a. Insufficient reasons existed, or were put forward, for Council to disregard the intent of our Local Standing Order clause 11.4.1 and not conduct a random allocation of seating arrangements. Council acts as a Team, and having the bi-annual random seating allocations demonstrates such and ensures that there is no external perception of division or favouritism within the team.
- b. The first place on the table to the left of the head table has for some time being allocated to the Deputy Chief Executive Officer. Other staff attending meetings have been sitting in the end seat of that table. Moving that seat to the opposite table would mean that each table would contain 3 Councillors and 1 staff member.
- c. Given the tight seating against walls of the Council Chamber, it is difficult for Cr Mearns to crab sideways into his seat following joint replacements (2 hips and 1 knee) without enduring much pain and discomfort. This can be alleviated by the permanent allocation of an end seat to him, such as he has had in the past.

Comments

Under Regulation 10 of the Local Government (Administration) Regulations a notice of motion to revoke a decision is to be signed by at least 1/3 of the number of office (whether vacant or not) of members of the Council, inclusive of the mover. The required number of signatories has been provided with this notice of motion.

Statutory Environment

Regulation 10 – Local Government (Administration) Regulations

10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
 - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Shire of Wickepin Local Laws Relating to Standing Orders 1998 – Clause 11.4. Members to Occupy Own Seats

- 11.4.1 At the first ordinary meeting attended by a councillor after election, the Chief Executive Officer shall allot by random draw, a position at the council table to each councillor and the councillor shall, until such time as there is a call by a majority of councillors for a re-allotment of positions, occupy that position when present at meetings of the council.
- 11.4.2 No councillor shall be deemed to be present unless occupying that member's allotted place within the council chambers.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Absolute Majority for revoking of Council Resolution.

Notice of Motion

That Council revoke Resolution OCM-231018-01 and proceed with the allocation of seating arrangements in accordance with clause 11.4.1 of the Standing Orders excepting –

- 1. That the first seat on the table to the left of the head table and last seat on the table to right of the head table be reserved for staff seating*
- 2. That last seat on the table to left of the head table be reserved for Cr Mearns in recognition of his mobility limitations.*

Council Decision

Resolution OCM-231115-02

Moved Cr J Russell

Second Cr P Thompson

That Council revoke Resolution OCM-231018-01 and proceed with the allocation of seating arrangements in accordance with clause 11.4.1 of the Standing Orders excepting –

- 1. That the first seat on the table to the left of the head table and last seat on the table to right of the head table be reserved for staff seating**
- 2. That last seat on the table to left of the head table be reserved for Cr Mearns in recognition of his mobility limitations.**

Carried 6/0 Absolute Majority

For Cr J Russell, Cr W Astbury, Cr T Miller, Cr L Corke, Cr J Mearns, Cr P Thompson

Against Nil

As per council Standing Order 11.4.1 a random draw was undertaken for the allotment of seating arrangements.

Seating arrangements as follows:

Chair 1: Cr W Astbury

Chair 2: Cr L Corke

Chair 3: Cr J Mearns

Chair 4: Cr F Allan

Chair 5: Cr P Thompson

Chair 6: Cr T Miller

President: Cr J Russell

10 Receipt of Committee Minutes or Reports and Consideration of Recommendations

10.1 Minutes of the Bushfire Control Officers Committee Meeting held on Tuesday 5 September 2023.

Officer Recommendation

That Council receive the minutes of the Bushfire Control Officers Committee Meeting held on Tuesday 5 September 2023, as included in the attachments.

Council Decision

Resolution OCM-231115-03
Moved Cr W Astbury
Second Cr L Corke

That Council receive the minutes of the Bushfire Control Officers Committee Meeting held on Tuesday 5 September 2023, as included in the attachments.

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

10.2 Minutes of the Local Emergency Management Committee Meeting held on Monday 30 October 2023.

Officer Recommendation

That Council receive the minutes of the Bushfire Control Officers Committee Meeting held on Monday 30 October 2023, as included in the attachments.

Council Decision

Resolution OCM-231115-04
Moved Cr W Astbury
Second Cr T Miller

That Council receive the minutes of the Bushfire Control Officers Committee Meeting held on Monday 30 October 2023, as included in the attachments.

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

11 President's Report

On Monday 30th October the Shire of Cuballing and Shire of Wickepin's LEMC committee met at Wickepin for the half yearly committee meeting. The Wickepin Shire LEMC Contact List; the Emergency Evacuation Plan and the Local Contact and Resource Register have all been revised and were presented to LEMC Committee for adoption, pending some minor changes. They will now be presented to Council for adoption. Discussion was held regarding the upcoming bushfire season.

Wednesday 8th November I joined the Central Country Zone Executive Meeting by Teams, where the Zone's financial report was received and planning was made for next year's meeting dates, speakers, and agenda items.

I met with ACEO Tim for relevant updates on strategic issues that will form future Council Forum discussions.

Friday 10th November saw a large gathering of community members and visitors enjoy the celebration of "60 years of continuous Astbury Family Service to the Shire of Wickepin" as Elected Members.

Starting with Jack Astbury in 1963, he was followed by his 3 sons Bill, Ted and Dave, his daughter's husband Sid Martin, Sid's son Steven, cousin Nathan and currently Bill's son Wes.

A profile of each of the members was compiled by staff member and local historian Stefie Green, detailing the years served and the individual contributions each member made whilst serving on Council.

A tremendous contribution to our community from the Astbury family, who clearly value the local government in which they live.

12 Report by the Chief Executive Officer

A summary of some of the activities undertaken by the Acting Chief Executive Officer since his commencement in the position on 23 October 2023 –

Introductions

Met a number of key people, ranging from shopkeepers to emergency services volunteers, local police and personnel from some surrounding local governments.

Issues Updates

Met with the Shire President and relevant staff to obtain updates on a number of strategic issues including but not limited to waste site management, emergency services issues, review of the Strategic Community Plan and facility management. Arising from these discussions are likely to be discussion items to future Forums.

Landcare Field Inspection, Dumbleyung

Together with the Community & Economic Development Officer attended a landcare session in Dumbleyung to inspect and discuss a local desalination project that treats high salinity groundwater for community reuse. The event was coordinated by DPIRD and the Shire of Dumbleyung and was arranged to respond to community concerns relating to disposal of the residue saline product. The

intent in attending was to determine if a similar proposal could be contemplated within the Shire of Wickepin however the view was that it is premature to gauge the success of the Dumbleyung project and instead it can be monitored from a distance.

CBH Residential Development Proposal

Met with Tim Roberts (Lead – Planning and Approvals), CBH Group – to discuss various options for development of worker accommodation in Wickepin. Feedback on this meeting can be provided to councillors at the Council meeting.

Roads Works During Total Fire Bans

Participated in an online information session addressing the proposed changes to road work conditions when working during a total fire ban.

13 Notices of Motions for the Following Meeting

Nil

14 Reports and Information

14.1 Monthly Schedule of Accounts Paid – October 2023

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	9 November 2023
Attachments	Monthly Schedule of Accounts Paid – October 2023

Summary

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

The purpose of this report is to present the –

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

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

Background

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

Comments

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

The schedule of accounts, covering vouchers as listed below, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

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

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	13942 -13992, 13997 - 14033	\$596,342.61
Cheques	15905,15907,15908	\$8,313.11
Direct Deductions	October 2023	\$1,503.15
Superannuation	October 2023	\$15,716.66
Credit Card	October 2023	\$687.90
BPay Payments	October 2023	\$1,720.84
Payroll	October 2023	\$102,939.00
Licensing	October 2023	\$15,655.55
Municipal Fund Total		\$742,878.82
Trust Fund		
Electronic Funds Transfer	13993 – 13996, 14034	\$540.00
Cheques		\$0.00
Trust Fund Total		\$540.00
Total	October 2023	\$743,418.82

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 \$742,878.82 and from the Trust Fund of \$540.00, as included in the attachments, for October 2023.

Council Decision**Resolution** OCM-231115-05**Moved** Cr W Astbury**Second** Cr T Miller

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$742,878.82 and from the Trust Fund of \$540.00, as included in the attachments, for October 2023.

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

MWS left mtg at 3.59pm and returned at 4.01pm.

14.2 Statement of Financial Activity – October 2023

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	9 November 2023
Attachments	Statement of Financial Activity – October 2023

Summary

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

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

Council is requested to accept the Statement of Financial Activity.

Background

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

Comments

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

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

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

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

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

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

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

Financial ImplicationsCurrent Financial Year

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

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

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

Council Decision

Resolution **OCM-231115-06**
Moved **Cr T Miller**
Second **Cr P Thompson**

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

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

14.3 Shire of Wickepin Bushfire Risk Management Plan

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	ES.NOT.907
Author	T Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	8 November 2023
Attachments	Shire of Wickepin Bushfire Risk Management Plan

Summary

Seek Council endorsement of the Shire of Wickepin Bushfire Risk Management Plan.

Background

The Bushfire Risk Management Plan is a strategic document that facilitates a coordinated approach towards the identification, assessment and treatment of assets exposed to bushfire risk. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan and Treatment Schedule to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

The aim of the Plan is to effectively manage bushfire risk to protect people, assets and other things of local value in the Shire of Wickepin. The objectives of the Plan are to:

- guide and coordinate a tenure blind, multi-agency BRM program over a five-year period;
- document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- facilitate the effective use of the financial and physical resources available for BRM activities;
- integrate BRM into the business processes of local government, landowners and other agencies;
- ensure there is integration between landowners, BRM programs and activities; and
- document processes used to monitor and review the implementation of treatment plans to ensure they are adaptable, and that risk is managed at an acceptable level.

The Plan was submitted to the Office of Bushfire Risk Management (OBRM) on 24 October 2023 and obtained the necessary approval from OBRM on 31 October 2023. A condition of the OBRM approval is that Council formally approve the Plan.

Comments

There was a total of 231 assets identified for the BRMP assessments covering four (4) Asset Categories (Human Settlement (85.7%), Economic (10.8%), Environmental (0.4%) and Cultural (3.1%)).

The assets were assessed using a standard risk assessment methodology that evaluated the likelihood rating (ie fuel age and separation distance) and the consequence (ie vulnerability, hazard, potential; impact). From this assessment, a Risk Evaluation was formulated identifying the risk category and the treatment priority for each of the assets.

Of note, 97.9% of assets were assessed within the High, Very High and Extreme risk ratings.

Assets listed as High, Very High and Extreme will require treatment and this will be developed in consultation with land owners and other stakeholders, with a treatment schedule to be completed within six months of the BRMP being endorsed by Council.

Upon endorsement by Council, the Shire of Wickepin is eligible to apply for mitigation activity funding through the Mitigation Activity Fund to identify and implement treatment strategies for assets identified as Extreme, Very High and High risk within the plan.

The next round of the Mitigation Activity fund is expected to open in April 2024 for funding in 2024/25.

Statutory Environment

Under the State Hazard Plan - Fire (OEM 2019) an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Wickepin in accordance with the requirements of the 'Guidelines for Preparing a Bushfire Risk Management Plan'.

Policy Implications

Nil for endorsement of the Shire of Wickepin Bushfire Risk Management Plan.

Financial Implications

Nil for endorsement of the Shire of Wickepin Bushfire Risk Management Plan.

Council has included funds of \$16,000 in its 2023/24 budget for a contribution to employment of a Bushfire Risk Management Coordinator in partnership with other nearby local governments. Preliminary discussions with potential local government partners has recently commenced.

Strategic Implications

Strategic Community Plan

Goal 9: Our communities are engaged, have a healthy lifestyle and are safe.

Medium Term Strategy: Emergency services planning is coordinated and articulated.

Voting Requirement

Simple majority

Officer Recommendation

That Council endorse the Shire of Wickepin Bushfire Risk Management Plan as included in the attachments.

Council Decision

Resolution **OCM-231115-07**

Moved **Cr P Thompson**

Second **Cr T Miller**

That Council endorse the Shire of Wickepin Bushfire Risk Management Plan as included in the attachments.

Carried **6/0**

For **Cr J Russell, Cr W Astbury, Cr T Miller, Cr L Corke, Cr J Mearns, Cr P
Thompson**

Against **Nil**

14.4 Council Meeting Dates 2024

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	
File Reference	CM.PLA.404
Author	T Clynch, Acting Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	26 October 2023
Attachments	-

Summary

Council is being requested to adopt the proposed 2024 council meeting dates.

Background

The Local Government Act 1995 states “at least once a year a Local Government is to give public notice of the dates on which time and place at which ordinary and committee meetings are to be held”.

Comments

Following is the proposed meeting dates for 2024, commencing at 3.30pm. The December 2024 Council meeting is proposed to be held the 2nd week of December, 11 December, as the 3rd week, 18 December, is close to the Christmas office closure. Moving the meeting forward one week will allow sufficient time for the council minutes to be produced and actioned.

- Wednesday February 21, 2024
- Wednesday March 20, 2024
- Wednesday April 17, 2024
- Wednesday May 15, 2024
- Wednesday June 19, 2024
- Wednesday July 17, 2024
- Wednesday August 21, 2024
- Wednesday September 18, 2024
- Wednesday October 16, 2024
- Wednesday November 20, 2024
- Wednesday December 11, 2024

Statutory Environment

Local Government (Administration) Regulations 1996

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Local Government Act 1995

Division 2 — Council meetings, committees and their meetings and electors' meetings

Subdivision 1 — Council meetings

5.3. Ordinary and special council meetings

- 1) A council is to hold ordinary meetings and may hold special meetings.
- 2) Ordinary meetings are to be held not more than 3 months apart.
- 3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held —

- (a) if called for by either —
 - (i) the mayor or president; or
 - (ii) at least $\frac{1}{3}$ of the councillors,
 in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council adopt the following Ordinary Meeting Council dates for 2024 -

- *Wednesday February 21, 2024*
- *Wednesday March 20, 2024*
- *Wednesday April 17, 2024*
- *Wednesday May 15, 2024*
- *Wednesday June 19, 2024*
- *Wednesday July 17, 2024*
- *Wednesday August 21, 2024*
- *Wednesday September 18, 2024*
- *Wednesday October 16, 2024*
- *Wednesday November 20, 2024*

- *Wednesday December 11, 2024*

Council Decision

Resolution OCM-231115-08
Moved Cr L Corke
Second Cr W Astbury

That Council adopt the following Ordinary Meeting Council dates for 2024 -

- **Wednesday February 21, 2024**
- **Wednesday March 20, 2024**
- **Wednesday April 17, 2024**
- **Wednesday May 15, 2024**
- **Wednesday June 19, 2024**
- **Wednesday July 17, 2024**
- **Wednesday August 21, 2024**
- **Wednesday September 18, 2024**
- **Wednesday October 16, 2024**
- **Wednesday November 20, 2024**
- **Wednesday December 11, 2024**

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

14.5 Purchase of Land – Lot 41 Moss Parade, Wickepin

Submission to	Ordinary Council Meeting
Location / Address	Lot 41 Moss Parade, Wickepin
Name of Applicant	S & A Williams
File Reference	A5185
Author	T Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	3 November 2023
Attachments	-

Summary

A conditional offer for the Shire to purchase Lot 41 (No.13) Moss Parade, Wickepin has been accepted by the owners of that land. One of the conditions of the offer is that Council is to endorse the offer for the land transfer process to occur. Therefore this proposal is presented to Council for formal consideration.

Background

This matter was discussed informally by councillors at a Council Forum on 18 October 2023. Whilst there was interest expressed by councillors in purchasing the land it was by no means unanimous. The consensus arrived at was that an offer be made to the owners of Lot 41 Moss Parade, subject to formal council approval being required in the event that the offer was accepted.

Comments

The owners had indicated a purchase price of \$30,000 GST inclusive. Taking into account the discussions at the Council Forum an offer was made to purchase the land (Lot 41 Moss Parade, Wickepin) for the sum of \$28,000 GST inclusive, subject to the following conditions:

1. Both parties are responsible for their own land transfer/settlement costs.
2. In the event of the owners accepting this offer the matter will be formally presented to Council for determination. If Council endorses the offer the land transfer process can commence. If Council resolves not to proceed with the purchase no further action would occur.

This offer was accepted by the owners on 2 November 2023.

Statutory Environment

Shire of Wickepin Town Planning Scheme No. 4

Lot 41 Moss Parade, Wickepin is zoned Residential under the town planning scheme.

Local Government Act 1995

A business plan assessing the proposed land exchange is not required as the land is not being purchased as either a major land transaction or as preparatory to a major land transaction under Section 3.59 of the Local Government Act. The transaction will occur by offer and acceptance.

Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget.

Policy Implications

Nil

Financial Implications

The purchase of this land is not provided for in Council's 2023/24 budget therefore it is classed as ex-budget expenditure. The costs can be funded from the Buildings Reserve that has a budgeted closing balance in 2023/24 of \$237,000.

The purpose of the Buildings Reserve is "to be used to assist with any significant expense associated with Council buildings, predominantly staff housing". The purchase of the land is the precursor to developing a house therefore using funds in the Buildings Reserve is considered acceptable.

An allowance of \$2,000 has been made for the Shire (as purchaser) settlement and land transfer costs. This increases the estimated purchase costs to \$30,000. Only the actual amount would be drawn from reserve hence the wording of the officer recommendation "up to an amount of \$30,000".

Strategic Implications

Nil

Voting Requirement

Absolute Majority

Officer Recommendation

That Council resolves to purchase Lot 41 Moss Parade, Wickepin for the sum of \$28,000 GST inclusive and transfers a sum up to \$30,000 from the Buildings Reserve to fund the ex-budget expenditure of the land purchase and its share of the acquisition and land transfer costs.

Council Decision

Resolution **OCM-231115-09**
Moved **Cr P Thompson**
Second **Cr J Russell**

That Council resolves to purchase Lot 41 Moss Parade, Wickepin for the sum of \$28,000 GST inclusive and transfers a sum up to \$30,000 from the Buildings Reserve to fund the ex-budget expenditure of the land purchase and its share of the acquisition and land transfer costs.

Carried **4/2 Absolute Majority**
For **Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson**
Against **Cr L Corke, Cr T Miller**

14.6 Council Committees and Reference Groups

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	CR.MEE.224
Author	T Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	30 October 2023
Attachments	Current and Proposed New Terms of Reference for Committees and Working Groups

Summary

For Council to determine the re-establishment of Council Committees following the October 2023 ordinary local government elections.

The replacement of two former committees with informal reference groups is also contained within the recommendations of this item

Background

A local government may establish Committees pursuant to Section 5.8 of the Local Government Act 1995 to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the Local Government Act and Council's Standing Orders.

Section 5.9 of the Local Government Act allows for a Committee to comprise –

- (a) Council members only
- (b) Council members and employees
- (c) Council members, employees and other persons
- (d) Council members and other persons
- (e) Employees and other persons; or
- (f) Other persons only

A Committee system with maximum efficiency is one that contains justified Committees and establishes *Terms of Reference* to guide them.

Committees under the Local Government Act may be delegated powers from Council, in which case, additional requirements are imposed on the committee and the members of the committee. The Terms of Reference for Committees and Working Groups have been developed on the basis that no delegation of powers are to be made to any committee. Delegations to Reference Groups are not permitted by the Act.

The Local Government Act does not specifically require that the establishment of committees and their terms of reference are reviewed. Once established, the committee continues until disbanded by resolution of Council, and the committee's terms of reference continue until amended by resolution of Council. However, as tenure for the members of a committee under Section 5.11 of the Local Government Act 1995 is for a maximum of two years, concluding at each ordinary local

government election, it is considered the post-election period an opportune time to review the committees and working groups and their associated Terms of Reference for relevance and purpose.

Legislation generally provides that

- The Shire President may exercise a right to be a member of any committee,
- The committee itself is to elect its presiding person and deputy; and
- If an employee is to be a voting member of a Committee the CEO has the right to be that employee, ex-officio, or to nominate a specific employee to be a member.

Establishment of a committee, determination of membership and terms of reference is required to be by absolute majority.

Changes to a committee or reference group terms of reference or establishment may be made at any time by Council resolution.

Comments

The potential re-establishment of committees was discussed at the October Councillor Forum. The consensus of discussion from that Forum has been used to inform the recommendations of this report, specifically the re-establishment of some committees, change of other committees to Reference Groups and the disbandment of two committees entirely.

The officer recommendation proposes the following:

- Governance, Audit and Community Services Committee – re-establish but change name to Audit and Governance Committee, review terms of reference.
- Local Emergency Management Committee (currently a joint committee with the Shire of Cuballing) – re-establish committee and develop terms of reference.
- Bush Fire Control Officers Committee –re-establish committee and develop terms of reference
- Australia Day Committee – disband (not re-establish).
- Townscape and Cultural Planning Committee – disband (not re-establish) and instead create as a Reference Group with renewed terms of reference.
- Albert Facey Homestead Committee - disband (not re-establish) and instead create as a Reference Group with specific terms of reference.
- Lifestyle Retirement Committee – disband (not re-establish).

Explanatory information on the above recommendations is set out below.

- *Governance, Audit and Community Services Committee – change name to Audit and Governance Committee, review terms of reference.*

Nowhere in the current terms of reference are objectives or functions in the area of community services listed, therefore the above name change is recommended.

A review of the objectives, functions, role and scope of the committee has been conducted and is reflected in the proposed new terms of reference (refer attachment).

- Local Emergency Management Committee (currently a joint committee with the Shire of Cuballing) – re-establish committee and develop terms of reference

Section 38 of the Emergency Management Act 2005 requires a local government to establish one or more local emergency management committees for its district.

Section 39 of the Emergency Management Act 2005 states the functions of a local emergency management committee as –

- to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

No terms of reference for the Committee appear to exist so in effect the above currently forms the terms of reference.

Updated terms of reference have been prepared for Council's consideration (refer attachment).

There has been discussions at LEMC meetings and Council on a suggestion from the Shire of Cuballing that the LEMC be amalgamated with the Shire of Narrogin LEMC. Further discussions between the three local governments are scheduled to occur over the next few months – in the meantime it is recommended that Council formally re-establish the current joint committee with the Shire of Cuballing.

- Bush Fire Control Officers Committee – re-establish committee and develop terms of reference

Section 67 of the Bush Fires Act 1954 provides that a Council may appoint a Bush Fire Advisory Committee. Specifically sub-clause (1) of this section states:

- A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising 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, prosecutions for breaches of this Act, 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.*

No terms of reference for the Committee appear to exist so in effect the above currently forms the terms of reference.

Updated terms of reference have been prepared for Council's consideration (refer attachment).

- Australia Day Committee – not renew (disband) Committee

Council has recently determined that it won't host annual Australia Day events (including honour awards) and that instead this will occur on a biennial basis. This negates the need for a committee and every second year Council, if it feels the need, can establish an informal group to guide planning for the event.

- Townscape and Cultural Planning Committee – disband (not re-establish) and instead create as a Reference Group with renewed terms of reference

Council has recently discussed changing some of its committees to reference groups in order to allow them to operate in a less formal environment. For example under a reference group the Council's Standing Orders need not be applied and discussion at meetings can occur in a more "round-table" format than in debate form.

One former committee identified as being more suitable to be reformed as a reference group is the Townscape and Cultural Planning Committee.

A revised terms of reference has been prepared for the reference group, bringing in more specific townscape functions and introducing cultural planning objectives and functions.

- Albert Facey Homestead Committee - disband (not re-establish) and instead create as a Reference Group with specific terms of reference

Similar to the Townscape and Cultural Planning Committee, the Albert Facey Homestead Committee would operate better as a reference group.

No terms of reference appear to exist for the Committee. Therefore some terms of reference have been compiled for the proposed reference group. These have been developed having regard to the content of minutes of the committee over the past few years.

- Lifestyle Retirement Committee – disband (not re-establish).

With the imminent completion of the Wickepin Independent Living Units (Woodland Court) the immediate role or function for this committee has ended.

Under the terms of reference that applied to the committee its three main functions were:

- To represent to the Council the views of the community regarding Aged Persons Housing.
- To represent the Council's position in regards Aged Housing to regulatory bodies and interest groups/committees.
- To assist the Wickepin Council in developing an Aged Housing Strategy.

With no new aged persons housing currently being contemplated by Council, nor development of an Aged Housing Strategy there isn't any remaining role for the committee. Importantly the Committee has never been contemplated to have an advisory role in managing aged or community housing.

If the Council was, in future, to progress towards developing more aged or community housing then reactivation of the committee could be considered.

Statutory Environment

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the *Local Government Act 1995*.
- Clause 5.10(2) of the *Local Government Act 1995* states:
(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- Clause 5.10(4) of the *Local Government Act 1995* states:
(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- Clause 1.2 Shire of Wickepin Standing Orders
The proceedings or all council meetings, committee meetings and other meetings or the council shall be governed by these Standing Orders unless otherwise provided in the Act, regulations, or any other law.
- Sections 38 and 39 of the Emergency Management Act 2005 requires a local government to establish one or more local emergency management committees for its district and sets out the functions of such a committee.
- Section 67 Bush Fires Act allows for appointment of a Bush Fire Advisory Committee (Bush Fire Control Officers Committee)

Policy Implications

Nil

Financial Implications

Councillor delegates to committees are entitled to claim a meeting sitting fee and travel expenses. These costs have been allowed for in the annual budget.

Strategic Implications

Nil

Voting Requirement

Absolute Majority

Officer Recommendation

1. *That Council establish the following committees for a 2 year term, expiring 18 October 2025 and adopt the updated terms of reference for each committee as included in the attachments:*
 - *Audit and Governance Committee*
 - *Local Emergency Management Committee (joint committee with the Shire of Cuballing)*
 - *Bush Fire Control Officers Committee*

2. *That Council appoint the following members to the Audit and Governance Committee:*

- *Cr Julie Russell*
- *Cr Wes Astbury*
- *Cr Fran Allan*
- *Cr John Mearns*
- *Cr Lindsay Corke*
- *Cr Peter Thompson*
- *Cr Ty Miller*

3. *That Council appoint the following members to the Local Emergency Management Committee:*

- *Shire President*
- *One councillor (nominations to be sought)*
- *Shire of Wickepin Chief Bush Fire Control Officer or a representative from Shire of Wickepin bush fire brigades as nominated by the Chief Bush Fire Control Officer.*

4. *That Council note that the following agencies or services will be invited to participate as members of the Local Emergency Management Committee:*

- *DFES*
- *Department of Communities*
- *Department of Health/local health services*
- *Department of Education/local schools*
- *Main Roads Western Australia*
- *Police*
- *St Johns Ambulance*

5. *That Council appoint the following members to the Bush Fire Control Officers Committee:*

- *Chief Bush Fire Control Officer*
- *Deputy Chief Bush Fire Control Officer*
- *All Fire Control Officers for the Shire of Wickepin*

6. *That Council note that the following agencies or services will be invited to participate as members of the Bush Fire Control Officers Committee:*

- *DFES*
- *Police*

7. *That Council replace the former Townscape and Cultural Planning Committee with the Townscape and Cultural Planning Reference Group with updated terms of reference as included in the attachments.*

8. *That Council appoint the following members to the Townscape and Cultural Planning Reference Group:*

- *Any interested councillors (as nominated at the Council Meeting)*

- *Libby Heffernan*
- *Kym Smith*
- *Annika Miller*
- *Lee-Ann Mullan*
- *Tracey Hodgson*
- *Kevin Coxon*
- *Veronica Stacey*

9. *That Council replace the former Albert Facey Homestead Committee with the Albert Facey Homestead Reference Group with updated terms of reference as included in the attachments.*

10. *That Council appoint the following members to the Albert Facey Homestead Reference Group:*

- *Any interested councillors (as nominated at the Council Meeting)*
- *Dave Astbury*
- *Libby Heffernan*
- *Charlotte Astbury*
- *Linley Rose*
- *Luci Sartori*
- *Shelley Starr*

11. *That Council not re-establish the Lifestyle Retirement Committee as with the imminent completion of the Wickepin independent living units (Woodland Court) the immediate role or function for this committee has ended. Furthermore Council formerly thanks the members of the committee for their contributions during their terms of membership.*

12. *That Council not re-establish the Australia Day Committee noting that future Australia Day celebrations will be held on a biennial basis with the next celebrations scheduled to occur in 2025.*

Council Decision

Resolution **OCM-231115-10**

Moved **Cr W Astbury**

Second **Cr P Thompson**

That Council establish the following committees for a 2 year term, expiring 18 October 2025 and adopt the updated terms of reference for each committee as included in the attachments:

- **Audit and Governance Committee**
- **Local Emergency Management Committee (joint committee with the Shire of Cuballing)**
- **Bush Fire Control Officers Committee**

Carried **6/0 Absolute Majority**

For **Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr L Corke, Cr T Miller**

Against Nil

Council Decision

Resolution OCM-231115-11

Moved Cr L Corke

Second Cr T Miller

That Council appoint the following members to the Audit and Governance Committee:

- **Cr Julie Russell**
- **Cr Wes Astbury**
- **Cr Fran Allan**
- **Cr John Mearns**
- **Cr Lindsay Corke**
- **Cr Peter Thompson**
- **Cr Ty Miller**

Carried 6/0 Absolute Majority

For Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr L Corke, Cr T Miller

Against Nil

Council Decision

Resolution OCM-231115-12

Moved Cr T Miller

Second Cr J Mearns

That Council appoint the following members to the Local Emergency Management Committee:

- **Shire President**
- **Cr L Corke**
- **Shire of Wickepin Chief Bush Fire Control Officer or a representative from Shire of Wickepin bush fire brigades as nominated by the Chief Bush Fire Control Officer.**

Carried 6/0 Absolute Majority

For Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr L Corke, Cr T Miller

Against Nil

Council Decision

Resolution OCM-231115-13
Moved Cr W Astbury
Second Cr J Mearns

That Council note that the following agencies or services will be invited to participate as members of the Local Emergency Management Committee:

- **DFES**
- **Department of Communities**
- **Department of Health/local health services**
- **Department of Education/local schools**
- **Main Roads Western Australia**
- **Police**
- **St John Ambulance**

Carried 6/0 Absolute Majority
For Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr L Corke, Cr T Miller
Against Nil

Council Decision

Resolution OCM-231115-14
Moved Cr W Astbury
Second Cr P Thompson

That Council appoint the following members to the Bush Fire Control Officers Committee:

- **Chief Bush Fire Control Officer**
- **Deputy Chief Bush Fire Control Officer**
- **All Fire Control Officers for the Shire of Wickepin**

Carried 6/0 Absolute Majority
For Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr L Corke, Cr T Miller
Against Nil

Council Decision

Resolution OCM-231115-15
Moved Cr W Astbury
Second Cr L Corke

That Council note that the following agencies or services will be invited to participate as members of the Bush Fire Control Officers Committee:

- **DFES**

- **Police**
- **St John Ambulance**

Carried **6/0 Absolute Majority**
For **Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr L Corke, Cr T Miller**
Against **Nil**

The resolution differed to the Officer's recommendation as Council wish to formalise the long-standing invitation to St John Ambulance to participate in this committee.

Council Decision

Resolution **OCM-231115-16**
Moved **Cr J Mearns**
Second **Cr T Miller**

That Council replace the former Townscape and Cultural Planning Committee with the Townscape and Cultural Planning Reference Group with updated terms of reference as included in the attachments.

Carried **5/1**
For **Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr T Miller**
Against **Cr L Corke**

Council Decision

Resolution **OCM-231115-17**
Moved **Cr T Miller**
Second **Cr P Thompson**

That Council appoint the following members to the Townscape and Cultural Planning Reference Group:

- **Cr J Mearns**
- **Cr F Allan**
- **Libby Heffernan**
- **Kym Smith**
- **Annika Miller**
- **Lee-Ann Mullan**
- **Tracey Hodgson**
- **Kevin Coxon**
- **Veronica Stacey**

Carried **5/1**
For **Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr T Miller**
Against **Cr L Corke,**

Council Decision

Resolution OCM-231115-18
Moved Cr P Thompson
Second Cr T Miller

That Council replace the former Albert Facey Homestead Committee with the Albert Facey Homestead Reference Group with updated terms of reference as included in the attachments.

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

Council Decision

Resolution OCM-231115-19
Moved Cr W Astbury
Second Cr T Miller

That Council appoint the following members to the Albert Facey Homestead Reference Group:

- Cr J Mearns
- Dave Astbury
- Libby Heffernen
- Charlotte Astbury
- Linley Rose
- Luci Sartori
- Shelley Starr

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

Council Decision

Resolution OCM-231115-20
Moved Cr J Mearns
Second Cr P Thompson

That Council not re-establish the Lifestyle Retirement Committee as with the imminent completion of the Wickepin independent living units (Woodland Court) the immediate role or function for this committee has ended. Furthermore Council formerly thanks the members of the committee for their contributions during their terms of membership.

Carried 6/0

For Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr T Miller, Cr L Corke
Against Nil

Council Decision

Resolution OCM-231115-21
Moved Cr W Astbury
Second Cr P Thompson

That Council replace the former Australia Day Committee with the Australia Day Reference Group with all councillors as members.

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

The resolution differed to the Officer's recommendation as Council felt the need to retain the Australia Day group.

Council Decision

Resolution OCM-231115-22
Moved Cr T Miller
Second Cr P Thompson

That council re establish the Saleyards Reference Group with the following terms of reference:

To deal with all matters pertaining to the management and maintenance of the Wickepin Saleyards.

And that council appoint the following members to the Saleyards Reference Group:

- Tom Williamson
- Philip Russell
- Ty Miller – Nutrien
- Jeff Brown – Elders
- Paul Keppel – Elders
- Andrew Kittow – Dyson Jones

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

Council Decision

Resolution **OCM-231115-23**

Moved **Cr P Thompson**

Second **Cr W Astbury**

That council advertise in the Watershed seeking members for the Townscape and Cultural Planning Reference Group and the Albert Facey Homestead Reference Group.

Carried **5/1**

For **Cr J Russell, Cr W Astbury, Cr J Mearns, Cr P Thompson, Cr T Miller**

Against **Cr L Corke**

The resolution differed to the Officer's recommendation as Council resolved to advertise for potential additional members of the Townscape and Cultural Planning Reference Group and the Albert Facey Homestead Reference Group in case there is interest from community members in participating in these reference groups.

14.7 Council Delegates to External Committees/Groups

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	
File Reference	
Author	T Clynch – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	1 November 2023
Attachments	-

Summary

Appoint elected member representatives to external Committees or groups affiliated with the Shire of Wickepin.

Background

During the term of the previous Council, various external Committees requested the appointment of a Councillor delegate. An external Committee is one not established by Council (under the Local Government Act 1995), but run independently by another organisation.

Committees that had a Council delegate during the 2021-23 period were:

WALGA Central Country Zone (Cr Russell and Cr Astbury)
 Wheatbelt South Regional Road Group (Cr Russell; Deputies Cr Mearns & Cr Thompson)
 Regional Joint Development Assessment Panel (Cr Russell & Cr Astbury; Alternate Members Cr Thompson & Cr Mearns)
 Grain Freight Network – Wheatbelt Railway Retention Alliance (Cr Russell)
 Central Agcare (Cr Allan)
 Facey Group (Cr Miller)
 Wickepin Community Resource Centre (Cr Russell & Cr Miller)

Comments

Council is required to have delegates to the WALGA Zone, Regional Road Group and Regional Joint Development Assessment Panel. For the other committees/groups Council should, on a biennial basis at least, determine the appropriateness and value in having a delegate.

It is recommended that the Shire President call for nominations from councillors and determine delegates accordingly.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Councillors performing in a role as an official delegate of the Shire of Wickepin to a committee or external group is entitled to claim meeting sitting fees and travel expenses. These costs have been accommodated in the annual budget.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council appoint delegates to the following external committees or groups:

- *WALGA Central Country Zone*
- *Wheatbelt South Regional Road Group*
- *Regional Joint Development Assessment Panel*
- *Grain Freight Network – Wheatbelt Railway Retention Alliance*
- *Central Agcare*
- *Facey Group*
- *Wickepin Community Resource Centre*

Council Decision**Resolution** OCM-231115-24**Moved** Cr L Corke**Second** Cr T Miller

That Council appoint delegates to the following external committees or groups:

- **WALGA Central Country Zone – Cr W Astbury, Cr J Russell**
- **Wheatbelt South Regional Road Group – Cr J Russell, Cr P Thompson (Deputy)**
- **Regional Joint Development Assessment Panel – Cr J Russell, Cr W Astbury, Cr P Thompson (Alternate Member), Cr J Mearns (Alternate Member)**
- **Grain Freight Network – Wheatbelt Railway Retention Alliance – Cr J Russell**
- **Central Agcare – Cr F Allan**
- **Facey Group – Cr T Miller**
- **Wickepin Community Resource Centre – Cr T Miller, Cr J Russell**

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

14.8 Review of Councillors Continuing Professional Development Policy

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	CM.POL.403
Author	T Clynch - Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	26 October 2023
Attachments	Current Council Policy 2.1.27 – Councillors Continuing Professional Development

Summary

To comply with legislative requirements a review of Council Policy 2.1.27 'Councillors Continuing Professional Development' is required.

Background

Section 5.128(5) of the Local Government Act 1995 requires a local government to review its policy for continuing professional development of council members after each ordinary election.

Comments

No changes to the policy are identified.

Statutory Environment

Section 5.128 Local Government Act 1995

5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.
* Absolute majority required.
- (2) A local government may amend* the policy.
* Absolute majority required.
- (3) 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.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.
- (5) A local government —
 - (a) must review the policy after each ordinary election; and
 - (b) may review the policy at any other time.

Policy Implications

The bi-annual review of this policy is a statutory requirement.

The attendance of councillors at conferences, seminars other training and induction courses is addressed in separate policy (Policy No. 2.1.1). That policy isn't being reviewed at this time.

Financial Implications

Nil for review of policy.

Strategic Implications

Shire of Wickepin Strategic Community Plan – Goal 10 – Our organisation is well positioned and has capacity for the future

Short Term Strategy – identify councillor training needs

Voting Requirement

Simple Majority if policy is reviewed with no changes; Absolute Majority if changes to policy made

Officer Recommendation

That Council note the review of Policy 2.1.27 ‘Councillors Continuing Professional Development’ and determine that no changes to the policy are required.

Council Decision

Resolution OCM-231115-25

Moved Cr T Miller

Second Cr P Thompson

That Council note the review of Policy 2.1.27 ‘Councillors Continuing Professional Development’ and determine that no changes to the policy are required.

Carried 6/0

For Cr J Russell, Cr W Astbury, Cr T Miller, Cr L Corke, Cr J Mearns, Cr P Thompson

Against Nil

15 Confidential Reports and Information

Nil

The MWS left the meeting at 4.49pm and returned at 4.50pm.

The MWS left the meeting at 4.51pm.

16 Urgent Business

Nil

17 Closure

The Presiding Member declared the meeting closed at 5.10pm.



14.1 Monthly Schedule of Accounts Paid – November 2023

<u>List of Accounts Due & Submitted to Council</u>				
<u>30th November 2023</u>				
Chq/EFT	Date	Name	Trust	Muni
EFT14125	23/11/2023	Aaron Bransby	\$ 120.00	
			TOTALS TRUST	\$ 120.00
EFT14035	03/11/2023	RESTAN GROUP PTY LTD		\$ 1,685.20
EFT14036	06/11/2023	R & R DUNWELL		\$ 362.56
EFT14037	06/11/2023	STRETTON FARMS PTY LTD		\$ 821.93
EFT14038	09/11/2023	AUSTRALIA POST		\$ 154.70
EFT14039	09/11/2023	AIR LIQUIDE WA PTY LTD		\$ 60.86
EFT14040	09/11/2023	GOODYEAR AUTOCARE NARROGIN		\$ 3,068.00
EFT14041	09/11/2023	BUNNINGS		\$ 699.92
EFT14042	09/11/2023	BEACON EQUIPMENT		\$ 126.60
EFT14043	09/11/2023	CORNER'S AUTO ELECTRICS		\$ 550.00
EFT14044	09/11/2023	COUNTRY PAINT SUPPLIES		\$ 208.94
EFT14045	09/11/2023	CLARK EQUIPMENT		\$ 176.85
EFT14046	09/11/2023	LANDGATE		\$ 91.60
EFT14047	09/11/2023	DAVE'S TREE SERVICE		\$ 14,795.00
EFT14048	09/11/2023	DUFFY ELECTRICS		\$ 3,248.94
EFT14049	09/11/2023	DIRECT COMMUNICATIONS		\$ 1,980.55
EFT14050	09/11/2023	EWEN RURAL SUPPLIES		\$ 3,840.35
EFT14051	09/11/2023	GREAT SOUTHERN FUEL SUPPLIES		\$ 18,915.17
EFT14052	09/11/2023	HANCOCKS HOME HARDWARE		\$ 27.40
EFT14053	09/11/2023	HERSEY'S SAFETY PTY LTD		\$ 2,204.29
EFT14054	09/11/2023	BERYLE HOLM		\$ 913.72
EFT14055	09/11/2023	HITECH BRAKE AND CLUTCH		\$ 707.72
EFT14056	09/11/2023	JIM'S PEST CONTROL		\$ 6,352.50
EFT14057	09/11/2023	JORDYN HARVEY		\$ 104.80
EFT14058	09/11/2023	JJ PAVING + LANDSCAPE CONSTRUCTION		\$ 8,448.00
EFT14059	09/11/2023	MARKETFORCE PRODUCTIONS		\$ 1,351.11
EFT14060	09/11/2023	MCDOWALL AFFLECK PTY LTD		\$ 7,700.00
EFT14061	09/11/2023	GREAT SOUTHERN WASTE DISPOSAL		\$ 8,285.17
EFT14062	09/11/2023	NARROGIN HARDWARE MAKIT		\$ 36.40
EFT14063	09/11/2023	NARROGIN BEARING SERVICES		\$ 249.00
EFT14064	09/11/2023	NARROGIN AUTO ELECTRICS		\$ 305.00
EFT14065	09/11/2023	NARROGIN PACKAGING		\$ 2,893.77
EFT14066	09/11/2023	STAR TRACK EXPRESS		\$ 56.62
EFT14067	09/11/2023	NARROGIN TOYOTA		\$ 3,596.47
EFT14068	09/11/2023	NARROGIN & DISTRICTS PLUMBING SERVICE		\$ 401.50
EFT14069	09/11/2023	NARROGIN VALLEY STOCKFEED		\$ 2,880.00
EFT14070	09/11/2023	NARROGIN SUPERMARKET TREE TREE TRADING PTY LTD		\$ 41.57
EFT14071	09/11/2023	OFFICE OF REGIONAL ARCHITECTURE		\$ 594.00
EFT14072	09/11/2023	PERFECT COMPUTER SOLUTIONS - PCS		\$ 1,095.00
EFT14073	09/11/2023	QUALITY PRESS		\$ 62.70
EFT14074	09/11/2023	REPCO		\$ 18.70
EFT14075	09/11/2023	RIGHT METAL FENCING		\$ 31,112.40
EFT14076	09/11/2023	STEWART & HEATON		\$ 3,730.17
EFT14077	09/11/2023	TANYA MARY SANDS		\$ 634.64
EFT14078	09/11/2023	SKATE SCULPTURE PTY LTD		\$ 72,778.20
EFT14079	09/11/2023	TEAM GLOBAL EXPRESS PTY LTD		\$ 231.94
EFT14080	09/11/2023	THE YEALERING PANTRY		\$ 277.80
EFT14081	09/11/2023	TRUE TRACK TRUCK ALIGNING		\$ 220.00
EFT14082	09/11/2023	WA HINO SALES & SERVICE		\$ 743.13
EFT14083	09/11/2023	SSJ TRANSPORT PTY LTD		\$ 4,356.00
EFT14084	09/11/2023	WILSONS SIGN SOLUTIONS		\$ 82.50
EFT14085	09/11/2023	WICKEPIN DISTRICT SPORTS CLUB		\$ 550.00
EFT14086	09/11/2023	WICKEPIN NEWSAGENCY		\$ 589.00
EFT14087	09/11/2023	WALTON HOLDINGS		\$ 630.00
EFT14088	09/11/2023	YEALERING HOTEL		\$ 931.00
EFT14089	23/11/2023	AIR RESPONSE		\$ 1,588.03
EFT14090	23/11/2023	GOODYEAR AUTOCARE NARROGIN		\$ 1,994.00
EFT14091	23/11/2023	DC & LB CURTIS		\$ 22,000.00
EFT14092	23/11/2023	DUFFY ELECTRICS		\$ 12,374.32
EFT14093	23/11/2023	EVERLON BRONZE		\$ 3,376.73

EFT14094	23/11/2023	PHILLIPA SHAREE ELLIS		\$ 75.00
EFT14095	23/11/2023	ELDERS WICKEPIN		\$ 311.00
EFT14096	23/11/2023	FULFORD EARTHMOVING & CIVIL		\$ 3,696.00
EFT14097	23/11/2023	DEPARTMENT OF FIRE AND EMERGENCY (DFES)		\$ 16,493.40
EFT14098	23/11/2023	FM SURVEYS		\$ 1,320.00
EFT14099	23/11/2023	GARRARDS PTY LTD		\$ 140.62
EFT14100	23/11/2023	HANCOCKS HOME HARDWARE		\$ 367.85
EFT14101	23/11/2023	HARRISMITH OASIS HOTEL		\$ 1,375.00
EFT14102	23/11/2023	HERSEY'S SAFETY PTY LTD		\$ 211.20
EFT14103	23/11/2023	JORDYN HARVEY		\$ 60.00
EFT14104	23/11/2023	KLEENHEAT GAS		\$ 100.10
EFT14105	23/11/2023	MIDLAND MOWERS		\$ 26,779.25
EFT14106	23/11/2023	NORTH STAR TRANSPORT		\$ 288.17
EFT14107	23/11/2023	NARROGIN PACKAGING		\$ 2,679.20
EFT14108	23/11/2023	NARROGIN & DISTRICTS PLUMBING SERVICE		\$ 682.00
EFT14109	23/11/2023	NARROGIN VALLEY STOCKFEED		\$ 8,800.00
EFT14110	23/11/2023	PERFECT COMPUTER SOLUTIONS - PCS		\$ 8,260.00
EFT14111	23/11/2023	PERTH GEOTECHNICS		\$ 6,600.00
EFT14112	23/11/2023	QUEST INNALOO		\$ 1,131.00
EFT14113	23/11/2023	REPCO		\$ 73.70
EFT14114	23/11/2023	STEWART & HEATON		\$ 209.15
EFT14115	23/11/2023	R J SMITH ENGINEERING		\$ 124.90
EFT14116	23/11/2023	SIGMA CHEMICALS		\$ 1,531.75
EFT14117	23/11/2023	SHIRE OF NARROGIN		\$ 354.00
EFT14118	23/11/2023	TEAM GLOBAL EXPRESS PTY LTD		\$ 154.36
EFT14119	23/11/2023	WESTRAC EQUIPMENT		\$ 109.13
EFT14120	23/11/2023	WICKEPIN PRIMARY SCHOOL		\$ 50.00
EFT14121	23/11/2023	SSJ TRANSPORT PTY LTD		\$ 10,890.00
EFT14122	23/11/2023	WICKEPIN HOTEL AND HARVEST CAFE		\$ 607.00
EFT14123	23/11/2023	YEALERING AGPARTS		\$ 440.00
EFT14124	23/11/2023	ZONE 50 ENGINEERING SURVEYS		\$ 6,599.12
			TOTALS EFT	\$ 357,825.37
15909	08/11/2023	DOCEP - BOND ADMINISTRATOR		\$ 500.00
15910	09/11/2023	WATER CORPORATION		\$ 1,480.76
15911	09/11/2023	SYNERGY		\$ 942.73
15912	23/11/2023	SYNERGY		\$ 14,571.87
15913	23/11/2023	WATER CORPORATION		\$ 10,331.21
			TOTALS CHEQUE	\$ 27,826.57
DD14561.1	01/11/2023	3E ADVANTAGE PTY LTD		\$ 1,274.97
DD14594.1	17/11/2023	WESTNET PTY LTD		\$ 144.90
DD14636.1	25/11/2023	CRISP WIRELESS PTY LTD		\$ 238.00
			TOTALS DIRECT DEBIT	\$ 1,657.87
DD14640.1	19/11/2023	ANZ BANK		\$ 761.94
			TOTALS CREDIT CARD	\$ 761.94
63231123	23/11/2023	WIDE SPAN SHEDS		\$ 5,508.00
			TOTALS BPAY	\$ 5,508.00
DD14555.1	01/11/2023	AWARE SUPER		\$ 4,007.52
DD14555.2	01/11/2023	CONSTRUCTION + BUILDING UNIONS SUPERANNUATION FUND (CBUS)		\$ 258.88
DD14555.3	01/11/2023	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 322.22
DD14555.4	01/11/2023	MLC SUPER FUND		\$ 86.83
DD14555.5	01/11/2023	PRIME SUPER		\$ 528.42
DD14555.6	01/11/2023	FIRSTCHOICE WHOLESALE PERSONAL SUPERANNUATION		\$ 551.97
DD14555.7	01/11/2023	NETWEALTH INVESTMENTS		\$ 275.54
DD14555.8	01/11/2023	ANZ SUPER		\$ 100.28
DD14555.9	01/11/2023	AUSTRALIAN SUPER		\$ 257.51
DD14587.1	15/11/2023	AWARE SUPER		\$ 4,344.10
DD14587.2	15/11/2023	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 354.17
DD14587.3	15/11/2023	MLC SUPER FUND		\$ 173.94
DD14587.4	15/11/2023	PRIME SUPER		\$ 528.42
DD14587.5	15/11/2023	FIRSTCHOICE WHOLESALE PERSONAL SUPERANNUATION		\$ 543.69
DD14587.6	15/11/2023	NETWEALTH INVESTMENTS		\$ 275.54
DD14587.7	15/11/2023	ANZ SUPER		\$ 176.67
DD14587.8	15/11/2023	ESSENTIAL SUPER		\$ 261.89
DD14587.9	15/11/2023	SPIRIT SUPER		\$ 363.42

DD14621.1	29/11/2023	AWARE SUPER		\$ 4,421.26
DD14621.2	29/11/2023	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 371.79
DD14621.3	29/11/2023	PRIME SUPER		\$ 530.59
DD14621.4	29/11/2023	FIRSTCHOICE WHOLESALE PERSONAL SUPERANNUATION		\$ 564.40
DD14621.5	29/11/2023	NETWEALTH INVESTMENTS		\$ 275.54
DD14621.6	29/11/2023	ANZ SUPER		\$ 28.65
DD14621.7	29/11/2023	ESSENTIAL SUPER		\$ 261.89
DD14621.8	29/11/2023	SPIRIT SUPER		\$ 363.42
DD14621.9	29/11/2023	AMP SIGNATURE SUPER		\$ 236.63
DD14555.10	01/11/2023	ESSENTIAL SUPER		\$ 261.89
DD14555.11	01/11/2023	SPIRIT SUPER		\$ 363.42
DD14555.12	01/11/2023	AMP SIGNATURE SUPER		\$ 236.63
DD14587.10	15/11/2023	AMP SIGNATURE SUPER		\$ 236.63
DD14587.11	15/11/2023	CONSTRUCTION + BUILDING UNIONS SUPERANNUATION FUND (CBUS)		\$ 259.14
DD14621.10	29/11/2023	CONSTRUCTION + BUILDING UNIONS SUPERANNUATION FUND (CBUS)		\$ 260.00
		TOTALS SUPERANNUATION		\$ 22,082.89
98021123	02/11/2023	DEPT OF TRANSPORT		\$ 566.45
98061123	06/11/2023	DEPT OF TRANSPORT		\$ 699.92
98071123	07/11/2023	DEPT OF TRANSPORT		\$ 121.50
98081123	08/11/2023	DEPT OF TRANSPORT		\$ 198.55
98091123	09/11/2023	DEPT OF TRANSPORT		\$ 435.05
98101123	10/11/2023	DEPT OF TRANSPORT		\$ 112.95
98131123	13/11/2023	DEPT OF TRANSPORT		\$ 108.05
98151123	15/11/2023	DEPT OF TRANSPORT		\$ 2,503.20
98201123	20/11/2023	DEPT OF TRANSPORT		\$ 1,497.10
98211123	21/11/2023	DEPT OF TRANSPORT		\$ 163.50
98231123	23/11/2023	DEPT OF TRANSPORT		\$ 1,141.50
98241123	24/11/2023	DEPT OF TRANSPORT		\$ 6.90
98271123	27/11/2023	DEPT OF TRANSPORT		\$ 2,778.00
98281123	28/11/2023	DEPT OF TRANSPORT		\$ 662.25
98291123	29/11/2023	DEPT OF TRANSPORT		\$ 233.00
98301123	30/11/2023	DEPT OF TRANSPORT		\$ 61.65
		TOTALS LICENSING		\$ 11,289.57
1/11/2023	01/11/2023	PAYROLL		\$ 45,645.00
15/11/2023	15/11/2023	PAYROLL		\$ 45,965.00
29/11/2023	29/11/2023	PAYROLL		\$ 46,285.00
		TOTALS PAYROLL		\$ 137,895.00
		ACCOUNT TOTALS	\$ 120.00	\$ 564,847.21
		TOTAL PAYMENTS FOR OCTOBER 2023		\$ 564,967.21
		Credit Card Payment Summary		
		23RD OCTOBER 2023 - 22ND NOVEMBER 2023		
		CARD ENDING XXXX224175		
	DATE	COMPANY		
	29/10/2023	COLES NARROGIN	\$ 200.00	
	9/11/2023	SP KLEVA RANGE SYDNEY	\$ 137.59	
	15/11/2023	SP BATTERY MATE	\$ 44.85	
	15/11/2023	SEEK AU MELBOURNE	\$ 379.50	
		TOTAL FOR THIS CARD	\$ 761.94	
		TOTAL FOR SHIRE OF WICKEPIN	\$ 761.94	



14.2 Statement of Financial Activity – November 2023



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickepin

Compilation Report

For the Period Ended 30 November 2023

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 30 November 2023 of \$2,283,979.

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: 8-Dec-23

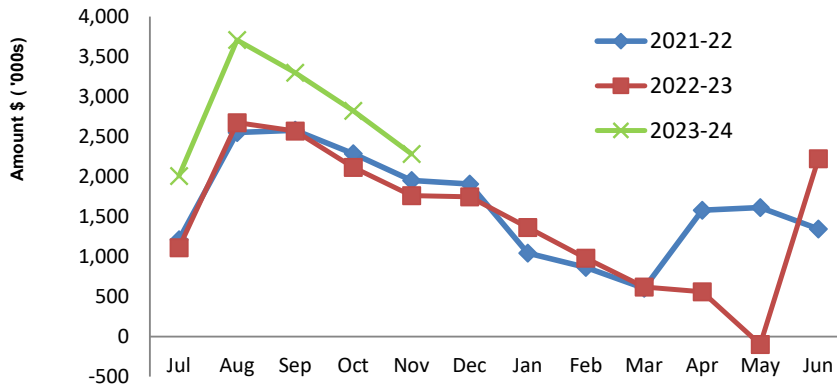
Reviewed by: T.Clynch ACEO

Shire of Wickepin

Monthly Summary Information

For the Period Ended 30 November 2023

Liquidity Over the Year (Refer Note 3)



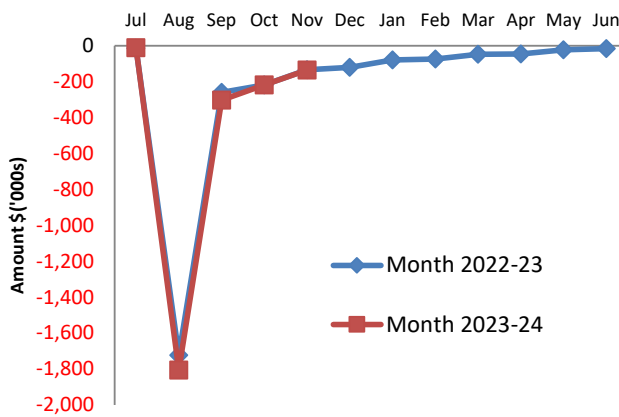
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 3,238,212
Restricted	\$ 3,102,239
	\$ 6,340,452

Receivables

Rates	\$ 136,139
Other	\$ 28,532
	\$ 164,671

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

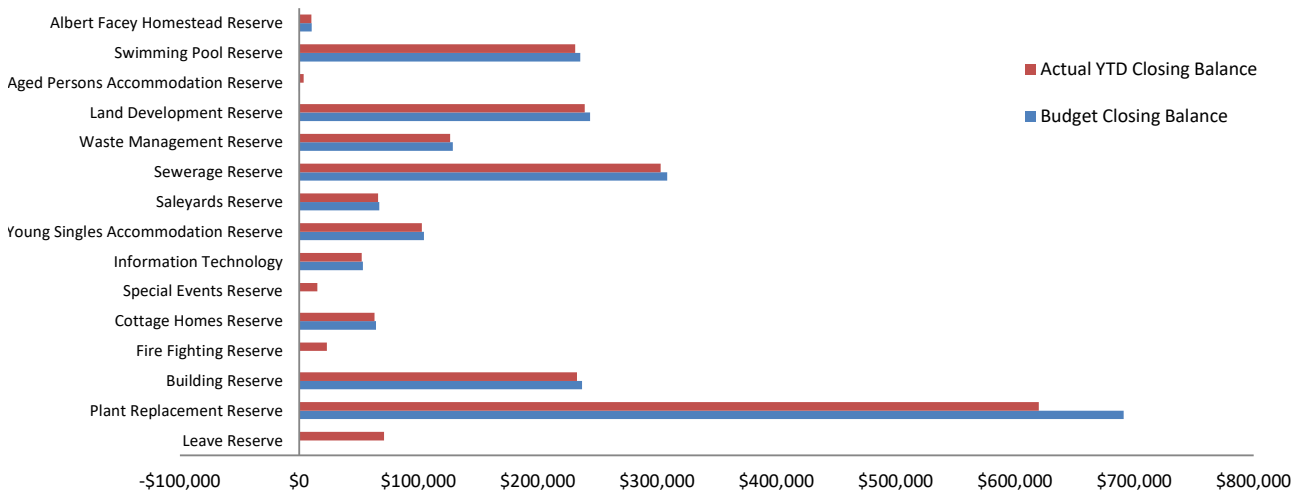
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
For the Period Ended 30 November 2023

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.

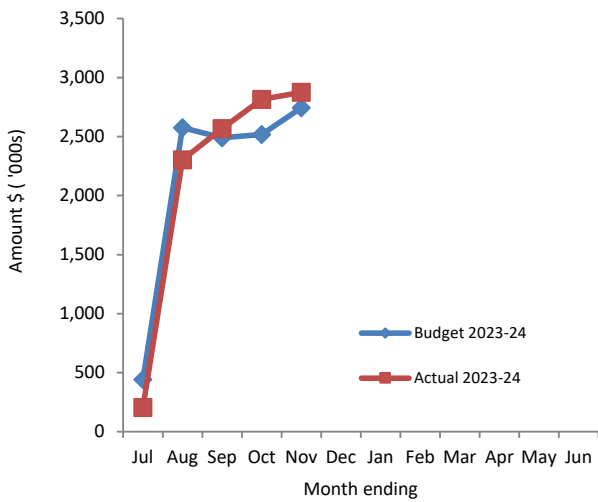
Shire of Wickepin

Monthly Summary Information

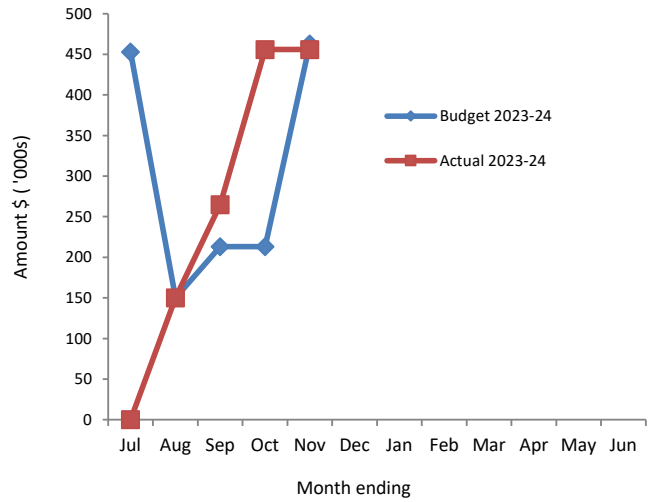
For the Period Ended 30 November 2023

Revenues

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

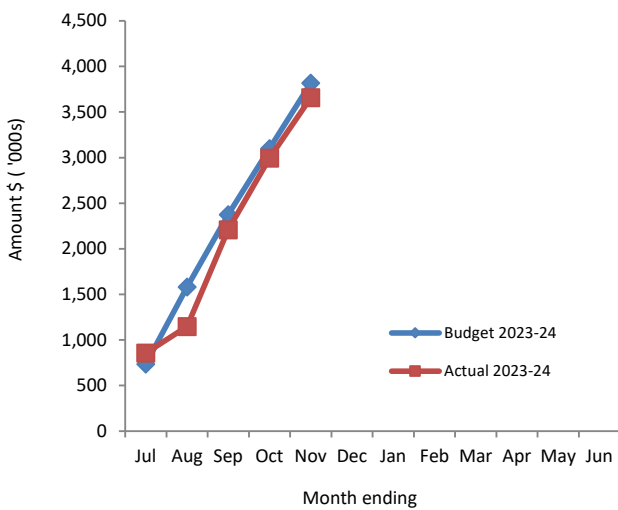


Budget Capital Revenue -v- Actual (Refer Note 2)

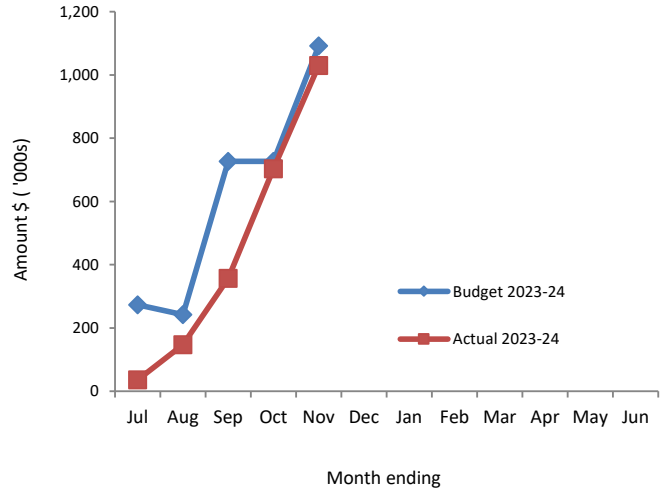


Expenditure

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 30 November 2023

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Governance	100	40	1,406	1,366	3414.68%	
General Purpose Funding - Rates	1,566,800	1,566,402	1,564,556	(1,846)	(0.12%)	
General Purpose Funding - Other	361,100	275,025	309,363	34,338	12.49%	▲
Law, Order and Public Safety	130,500	81,840	90,849	9,009	11.01%	
Health	200	80	356	276	345.00%	
Education and Welfare	300	125	100	(25)	(20.00%)	
Housing	227,700	182,370	187,431	5,061	2.78%	
Community Amenities	292,100	159,820	215,658	55,838	34.94%	▲
Recreation and Culture	1,171,100	70,000	69,188	(812)	(1.16%)	
Transport	1,452,700	364,165	356,871	(7,294)	(2.00%)	
Economic Services	77,000	32,065	50,754	18,689	58.28%	▲
Other Property and Services	30,000	12,495	28,856	16,361	130.94%	▲
Total Operating Revenue	5,309,600	2,744,427	2,875,389	130,962		
Operating Expense						
Governance	(617,733)	(314,653)	(260,370)	54,283	17.25%	▼
General Purpose Funding	(109,700)	(45,695)	(43,432)	2,263	4.95%	
Law, Order and Public Safety	(290,300)	(152,955)	(137,173)	15,782	10.32%	▼
Health	(32,300)	(13,620)	(8,978)	4,642	34.08%	
Education and Welfare	(47,200)	(19,655)	(13,177)	6,478	32.96%	▼
Housing	(178,900)	(77,360)	(75,281)	2,079	2.69%	
Community Amenities	(679,100)	(283,585)	(232,455)	51,130	18.03%	▼
Recreation and Culture	(1,412,200)	(597,595)	(616,247)	(18,652)	(3.12%)	
Transport	(5,103,500)	(2,126,325)	(1,970,754)	155,571	7.32%	
Economic Services	(343,700)	(143,130)	(118,597)	24,533	17.14%	▼
Other Property and Services	(14,100)	(43,210)	(180,583)	(137,373)	(317.92%)	▲
Total Operating Expenditure	(8,828,733)	(3,817,783)	(3,657,047)	160,736		
Funding Balance Adjustments						
Add back Depreciation	4,785,500	1,993,930	2,005,141	11,211	0.56%	
Adjust (Profit)/Loss on Asset Disposal	(28,200)	2,580	220	(2,360)	(91.47%)	
Adjust Provisions and Accruals	(71,100)		0	0		
Adjust Rounding	0	0				
Net Cash from Operations	1,167,067	923,154	1,223,703	300,549		
Capital Revenues						
Proceeds from Disposal of Assets	253,000	50,600	52,598	1,998	3.95%	
Total Capital Revenues	253,000	50,600	52,598	1,998		
Capital Expenses						
Land and Buildings	(692,500)	(165,444)	(130,996)	34,448	20.82%	▼
Infrastructure - Roads	(1,555,100)	(636,043)	(362,296)	273,747	43.04%	▼
Infrastructure - Footpaths	0	0	0	0		
Infrastructure -Other	(443,500)	(437,500)	(425,287)	12,213	2.79%	
Plant and Equipment	(472,000)	(111,000)	(103,299)	7,701	6.94%	
Furniture and Equipment	(110,000)	(7,500)	(7,964)	(464)	(6.18%)	
Total Capital Expenditure	(3,273,100)	(1,357,487)	(1,029,842)	327,645		
Net Cash from Capital Activities	(3,020,100)	(1,306,887)	(977,244)	329,643		
Financing						
Transfer from Reserves	113,100	0	0	0		
Repayment of Debentures	(40,000)	0	0	0		
Transfer to Reserves	(569,300)	0	(251,945)	(251,945)		▲
Net Cash from Financing Activities	(496,200)	0	(251,945)	(251,945)		
Net Operations, Capital and Financing						
	(2,349,233)	(383,733)	(5,485)	378,248		
Opening Funding Surplus(Deficit)						
	2,349,233	2,349,233	2,289,464	(59,769)	(2.54%)	
Closing Funding Surplus(Deficit)						
	0	1,965,500	2,283,979	318,479		

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 30 November 2023

	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	1,552,002	1,550,035.62	(1,966)	(0.13%)	
Rates excluding General Rates	9	14,400	14,400	14,521			
Operating Grants, Subsidies and Contributions	11	221,600	175,400	231,389	55,989	31.92%	▲
Fees and Charges		469,700	315,055	615,815	300,760	95.46%	▲
Interest Earnings		105,500	22,285	14,867	(7,418)	(33.29%)	
Other Revenue		255,700	252,780	45,121	(207,659)	(82.15%)	▼
Profit on Disposal of Assets	8	34,400	0	0	0		
Total Operating Revenue		2,653,700	2,331,922	2,471,748	139,706		
Operating Expense							
Employee Costs		(1,594,800)	(669,335)	(678,811)	(9,476)	(1.42%)	
Materials and Contracts		(1,919,633)	(847,923)	(628,496)	219,427	25.88%	▲
Utility Charges		(231,600)	(96,410)	(84,141)	12,269	12.73%	▲
Depreciation on Non-Current Assets		(4,785,500)	(1,993,930)	(2,005,141)	(11,211)	(0.56%)	
Interest Expenses		(2,800)	(1,165)	(190)	975	83.69%	▲
Insurance Expenses		(255,700)	(204,360)	(243,994)	(39,634)	(19.39%)	▼
Other Expenditure		(32,500)	(2,080)	(16,055)	(13,975)	(671.86%)	▼
Loss on Disposal of Assets	8	(6,200)	(2,580)	(220)	2,360	91.47%	
Total Operating Expenditure		(8,828,733)	(3,817,783)	(3,657,047)	160,736		
Funding Balance Adjustments							
Add back Depreciation		4,785,500	1,993,930	2,005,141	11,211	0.56%	
Adjust (Profit)/Loss on Asset Disposal	8	(28,200)	2,580	220	(2,360)	(91.47%)	
Adjust Provisions and Accruals		(71,100)			0		
Adjust Rounding		0	0	0			
Net Cash from Operations		(1,488,833)	510,649	820,062	309,292		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,655,900	412,505	403,641	(8,864)	(2.15%)	
Proceeds from Disposal of Assets	8	253,000	50,600	52,598	1,998	3.95%	
Proceeds from Sale of Assets		0	0	0	0		
Total Capital Revenues		2,908,900	463,105	456,239	(6,866)		
Capital Expenses							
Land and Buildings	13	(692,500)	(165,444)	(130,996)	34,448	20.82%	▲
Infrastructure - Roads	13	(1,555,100)	(636,043)	(362,296)	273,747	43.04%	▲
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure - Drainage	13	(443,500)	(437,500)	(425,287)	12,213	2.79%	
Plant and Equipment	13	(472,000)	(111,000)	(103,299)	7,701	6.94%	
Furniture and Equipment	13	(110,000)	(7,500)	(7,964)	(464)	(6.18%)	
Total Capital Expenditure		(3,273,100)	(1,357,487)	(1,029,842)	327,645		
Net Cash from Capital Activities		(364,200)	(894,382)	(573,603)	320,779		
Financing							
Transfer from Reserves	7	113,100	0	0	0		
Repayment of Debentures	10	(40,000)	0	0	0		
Transfer to Reserves	7	(569,300)	0	(251,945)	(251,945)		▼
Net Cash from Financing Activities		(496,200)	0	(251,945)	(251,945)		
Net Operations, Capital and Financing		(2,349,233)	(383,733)	(5,485)	378,127		
Opening Funding Surplus(Deficit)	3	2,349,233	2,349,233	2,289,464	(59,769)	(2.54%)	
Closing Funding Surplus(Deficit)	3	0	1,965,500	2,283,979	318,358		

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.

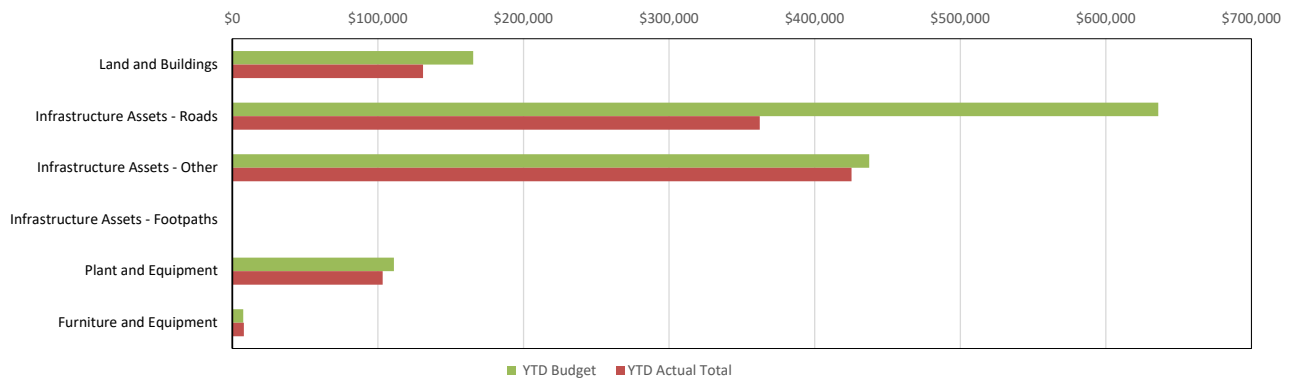
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2023

Capital Acquisitions	Note	YTD 30 11 2023					
		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	\$ 130,996	\$ 0	\$ 130,996	\$ 165,444	\$ 692,500	\$ (34,448)
Infrastructure Assets - Roads	13		362,296	362,296	636,043	1,555,100	(273,747)
Infrastructure Assets - Other	13	425,287	0	425,287	437,500	443,500	(12,213)
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	103,299	0	103,299	111,000	472,000	(7,701)
Furniture and Equipment	13	7,964	0	7,964	7,500	110,000	464
Capital Expenditure Totals		667,546	362,296	1,029,842	1,357,487	3,273,100	(327,645)

Funded By:

Capital Grants and Contributions	403,641	2,655,900	2,655,900	2,252,259
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	52,598	50,600	(28,200)	1,998
Own Source Funding - Cash Backed Reserves		0		0
Total Own Source Funding - Cash Backed Reserves	251,945	0	0	251,945
Own Source Funding - Operations		(1,349,013)	645,400	1,349,013
Capital Funding Total	708,184	1,357,487	3,273,100	(649,303)

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2023

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 30 November 2023

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 30 November 2023

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 30 November 2023

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 30 November 2023

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 30 November 2023

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 30 November 2023

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 30 November 2023

Note 2: EXPLANATION OF MATERIAL VARIANCES

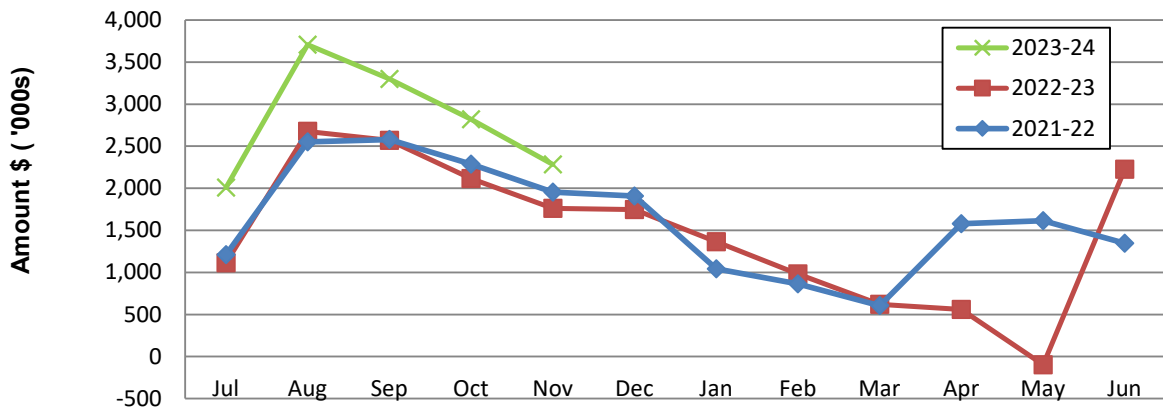
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	1,366	3415%			
General Purpose Funding - Other	34,338	12.49%	▲	Permanent	Grants Commission funding increase
Law, Order and Public Safety	9,009	11.01%			
Health	276	345.00%			
Education and Welfare	(25)	(20.00%)			
Housing	5,061	2.78%			
Community Amenities	55,838	34.94%	▲	Permanent	Increase in Sewerage rates
Recreation and Culture	(812)	(1.16%)			
Transport	(7,294)	(2.00%)			
Economic Services	18,689	58.28%	▲	Timing	Increase in Standpipe income and Building Fees, Caravan Park Fees
Other Property and Services	16,361	130.94%	▲	Permanent	Increase in Private Works
Operating Expense					
Governance	54,283	17.25%	▼	Timing	Consultancy, Staff Training & Meeting Fees Lower, Election costs not yet received
General Purpose Funding	2,263	4.95%			
Law, Order and Public Safety	15,782	10.32%	▼	Timing	Fire Prevention costs not yet expended. Bushfire Mitigation Officer not yet engaged
Health	4,642	34.08%			
Education and Welfare	6,478	32.96%	▼	Timing	Donations Lower YTD, Building Maintenance Lower YTD
Housing	2,079	2.69%			
Community Amenities	51,130	18.03%	▼	Timing	Plans not yet completed
Recreation and Culture	(18,652)	(3.12%)			
Transport	155,571	7.32%			
Economic Services	24,533	17.14%	▼	Timing	Concept plan not yet expended.
Other Property and Services	(137,373)	(317.92%)	▲	Permanent	Private works increase, Long service leave not budgeted
Capital Revenues					
Grants, Subsidies and Contributions	(8,864)	(2.15%)			
Proceeds from Disposal of Assets	1,998	3.95%			
Capital Expenses					
Land and Buildings	34,448	20.82%	▼	Timing	Projects not yet started- commencement in new year
Infrastructure - Roads	273,747	43.04%	▼	Timing	Projects underway but not completed
Infrastructure - Other	12,213	2.79%			
Infrastructure - Footpaths	0				
Plant and Equipment	7,701	6.94%			
Furniture and Equipment	(464)	(6.18%)			
Financing					
Loan Principal	0				

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2023

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Nov 2023	30 June 2023	YTD 29 Nov 2022
Note		\$	\$	\$
Current Assets				
4	Cash Unrestricted	3,238,212	2,839,188	3,054,752
4	Cash Restricted	3,102,239	3,172,316	2,824,404
6	Receivables - Rates	136,139	16,420	157,827
6	Receivables -Other	28,532	251,825	5,929
	Interest / ATO Receivable/Trust	35,617	44,240	25,304
		6,540,740	6,323,990	6,068,216
Less: Current Liabilities				
-	Payables	117,272	(169,230)	(210,020)
-	Contract Liabilities	837,862	(493,592)	(853,441)
-	Provisions	199,388	(199,388)	(227,654)
		1,154,521	(862,210)	(1,291,116)
7	Less: Cash Reserves	3,102,239	(3,172,316)	(2,824,404)
	Net Current Funding Position	2,283,979	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 30 November 2023

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	0.00%	1,894,200			1,894,200	ANZ	At Call
Reserve Bank Account	0.00%		3,102,239		3,102,239	ANZ	At Call
Trust Bank Account	0.00%			83,775	83,775	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	3.05%	1,343,073			1,343,073	WA Treasury	At Call
Reserve	0.40%				0		
Trust	0.40%				0		
Total		3,237,973	3,102,239	83,775	6,423,988		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2023

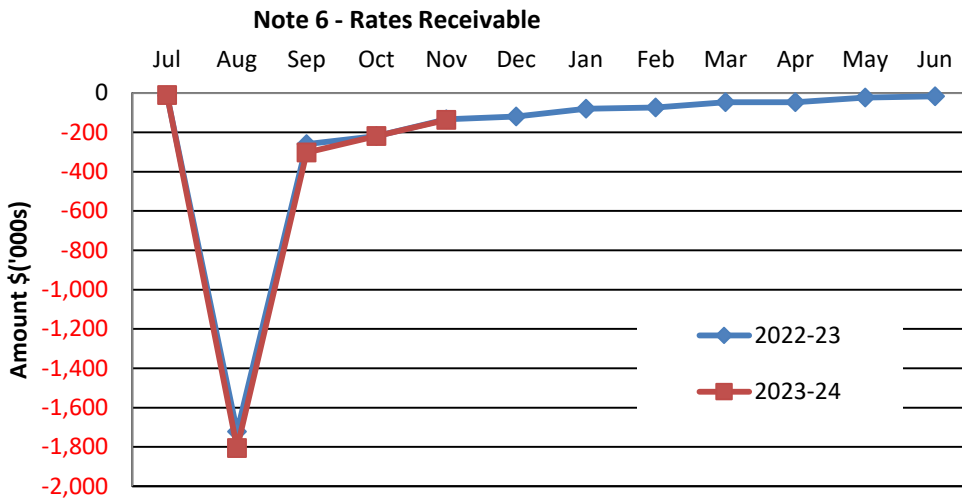
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
 % Collected

	YTD 30 Nov 2023	30 June 2023
	\$	\$
Opening Arrears Previous Years	16,420	19,522
Levied this year	1,753,396	1,654,442
<u>Less Collections to date</u>	(1,633,677)	(1,657,544)
Equals Current Outstanding	136,139	16,420
Net Rates Collectable	136,139	16,420
% Collected	92.31%	99.02%



Comments/Notes - Receivables Rates

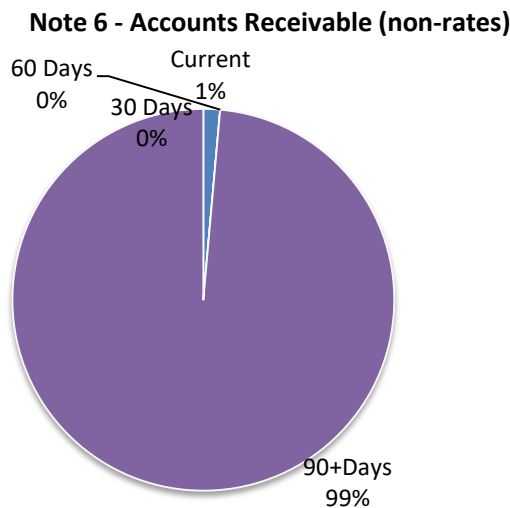
Receivables - General

Receivables - General

Total Receivables General Outstanding

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	402	0	0	28,130
Total Receivables General Outstanding				28,532

Amounts shown above include GST (where applicable)



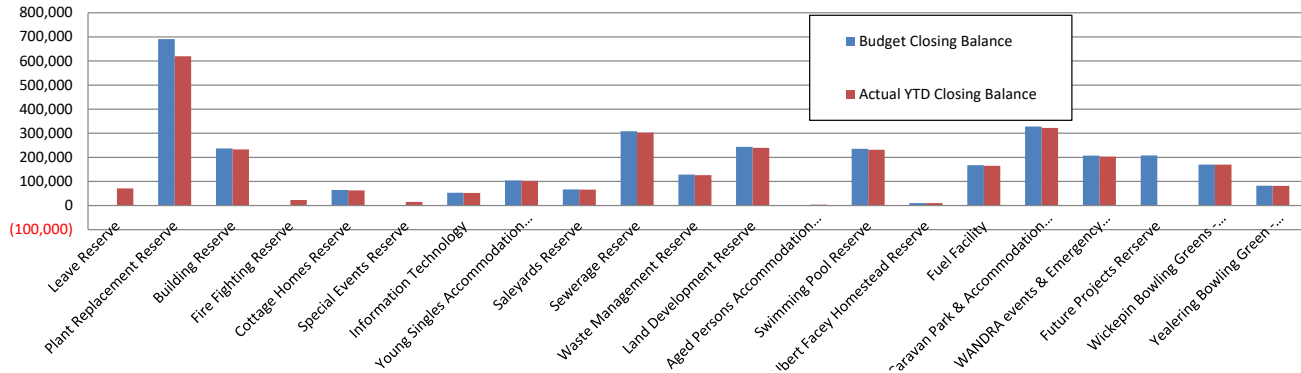
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2023

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 30 November 2023

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget			
				YTD 30 11 2023			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				Plant and Equipment			
			0	CEO	(1,850)	0	1,850
			0	CEO	(1,850)	0	1,850
60,359	7,541	52,598	(220)	PWS	(2,600)	(220)	2,380
			0	Loader	31,500	0	(31,500)
			0	Mower	3,000	0	(3,000)
			0			0	0
			0			0	0
			0			0	0
60,359	7,541	52,598	(220)		28,200	(220.18)	(28,420)

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2023

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	(61)	0	118,970	118,416			118,416
UV	0.006166	272	242,206,610	1,486,518			1,486,518	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	(61)	0	1,609,678	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							1,690,528				1,692,501
Discount							14,521				14,400
Rates Writeoffs							(142,955)				(140,000)
Amount from General Rates							(20)				(100)
Specified Area Rates							1,562,073				1,566,801
Totals							1,562,073				1,566,801

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2023

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			40,031	309,540	309,540		2,801	2/12/2030
	309,540	0	0	40,031	309,540	309,540	0	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 30 November 2023

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2023-24 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y		0	0	0	24,386	(24,386)
Grants Commission - Roads	WALGGC	Y		0	0	0	16,147	(16,147)
GOVERNANCE		Y					0	0
LAW, ORDER, PUBLIC SAFETY								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	61,600	0	61,600	0	30,810	30,790
				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	0	263,900
RRG Grants - Capital Projects	Regional Road Group	Y	984,400	0	0	984,400	191,136	793,264
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	635,030	2,242,471

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2023

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 30-Nov-23
	\$	\$	\$	\$
Housing Bonds	0	1,640	-1,640	0
Master Key Deposits	240	3,864	-3,864	240
Nomination Deposits	0	300	-300	0
Building and BCITF	1,128	1,530	-1,865	793
Cat/Dog Trap Hire	0	0	0	0
WDSC Replacement Greens	167,548	6,250	-170,048	3,750
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	600	-600	2,329
Yealering Bowling Club Greens	81,896	0	-81,896	0
Licensing		78,417	-78,417	0
	330,045	92,602	-338,631	84,015

Level of Completion Indicators

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

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2023

Note 13: CAPITAL ACQUISITIONS

30/11/2023						
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
Land & Buildings						
Government						
○ Administration Office Upgrade	LAB2	10,000	10,000	0	10,000	
○ Administration Office - Upgrade Carport	XAB3	20,000	0	0		
		30,000	10,000	0	10,000	
Education & Welfare						
○ Wickepn Playgroup - Renew Gazebo	XPG1	6,000	0	0	0	
		6,000	0	0	0	
Housing						
○ Capital Expenses To 7 Rintel Street	CSH1	5,000	2,500	8,450	(5,950)	
○ 7 Rintel Street - Renew Flooring	XSH1	7,000	3,500	0	3,500	
○ 14 Smith St - Upgrade Fencing	XSH12	15,000	0	0	0	
		27,000	6,000	8,450	(2,450)	
Other Housing						
○ Aged Units - Johnston St - Wsaha	CLCH3	300,000	136,944	95,195	41,749	
		300,000	136,944	95,195	41,749	
Community Amenities						
○ Wickepn Tip - New Building	XWT1	30,000	0	0	0	
		30,000	0	0	0	
Recreation and Culture						
○ Swimming Pool - Renew Pump Shed Roof	XSP7	17,000	0	0	0	
○ Lake Yealering Foreshore Ablutions	LYFA2	258,500	2,500	19,633	238,867	
		275,500	2,500	19,633	238,867	
Transport						
○ Public Works Dept (Old He Shed She Shed)	LPWC	10,000	10,000	7,718	2,282	
		10,000	10,000	7,718	2,282	
Economic Services						
○ Harrismith Caravan Park - Renew Facilities	XCP3	14,000	0	0	0	
		14,000	0	0	0	
		692,500	165,444	130,996	280,448	
Furniture & Equipment						
Government						
○ Council Chambers - Upgrade Technology	XAB4	20,000	0	0	0	
○ Administration Office - Upgrade Technology	XAB5	50,000	7,000	7,509	(509)	
○ Various Locations - New Cctv System	XCTV	40,000	500	455	45	
		110,000	7,500	7,964	(464)	
		110,000	7,500	7,964	(464)	
Plant , Equip. & Vehicles						
Government						
○ Ceo Vehicle 4X4 Wagon (1) Renew	XCEO1	60,000	0	0	0	
○ Ceo Vehicle 4X4 Wagon (2) - Renew	XCEO2	60,000	0	0	0	
		120,000	0	0	0	
Recreation And Culture						
○ Swimming Pool - Renew Pool Pumps	XSP5	30,000	15,000	13,297	0	
		30,000	15,000	13,297	0	
Transport						
○ Loader - Renew	XPM1	226,000	0	0	226,000	
○ Mower - Renew	XPM2	26,000	26,000	24,345	1,655	
○ Pws Vehicle 4X4 Wagon Dual Cab - Renew	XPWS	70,000	70,000	65,657	4,343	
		322,000	96,000	90,002	231,998	
		472,000	111,000	103,299	231,998	
Infrastructure Other						
Recreation and Culture						
○ Swimming Pool - Renew Pool Covers	XSP4	10,000	10,000	9,098	0	
○ Wickepn Skate Park	5088	412,500	406,500	400,136	12,365	
○ Wickepn Oval - Renew Cricket Pitch Covers	XWCP	16,000	16,000	16,053	(53)	
○ Capital Wickepn War Memorial	CWWM1	5,000	5,000	0	5,000	
		443,500	437,500	425,287	17,311	
		443,500	437,500	425,287	0	
Roads						
Transport Regional Road Group						
○ Wickepn Pingelly Road	RG001	451,000	202,388	145,896	305,104	
○ Wickepn-Corrigin Rd	RG003	278,800	90,750	100	278,700	
○ Cuballing East Road	WSF24	561,300	189,590	116,618	444,682	
		1,291,100	482,728	262,615	1,028,485	
Transport Roads to Recovery						
○ Yarling Brook Road	R2R018	264,000	153,315	99,682	53,633	
		264,000	153,315	99,682	53,633	
		1,555,100	636,043	362,296	1,082,118.71	
		3,273,100	1,357,487	1,029,842	1,594,101	



14.3 Licence to Occupy



tottlepartners

**LICENCE TO OCCUPY
L[insert no] - [insert location]**

**PUBLIC TRANSPORT AUTHORITY
OF WESTERN AUSTRALIA**
(Licensor)

[Insert name of licensee]
(Licensee)

61 8 9217 6700

Level 40, 108 St Georges Terrace

Perth WA 6000

www.tottle.com

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DRAFT

SCHEDULE

Item 1 **Licensor**

PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA (ABN 61 850 109 576) of PO Box 8125, Perth Business Centre, Perth, Western Australia, 6849 (**PTA**)

Item 2 **Licensee**

[Name of Licensee] of [address] (**Licensee**)

Item 3 **Grant of Licence to Occupy**

PTA grants a licence to the Licensee and the Licensee takes a licence of the Licensed Area on the terms set out in this Licence.

Item 4 **Licensed Area**

The Licensed Area the subject of this Licence is located in the rail reserve at [location] and known as [street **address**, if known] as identified on plan number [number].

The Licensed Area is shown [hachured/stippled/coloured (insert colour) – delete what is not applicable] on the plan attached to this Licence.

The Licensed Area includes any PTA's Property situated in the Licensed Area.

The PTA's Property includes the following specific items:

[state NIL or specify items of PTA's Property comprised in this Licence]

Item 5 **Term**

The term is [] [days/months/years] commencing on [] and ending on []

Item 6 **Licence fee**

The licence fee payable by the Licensee for this Licence is \$1.00 each year payable if and when demanded.

Item 7 **Outgoings**

The Licensee must pay to the relevant supplier or Authority or as otherwise directed by the PTA before they become overdue:

- all charges for services (including but not limited to electricity, gas water and sewerage and telephone and communication services) used by the Licensee in connection with the Licensed Area;
- any rates and taxes and similar charges and assessments levied in respect of the Licensed Area or the Licensee's use or occupation of the Licensed Area; and
- management and administration fees reasonably charged by the PTA in respect of this Licence,

as invoiced to the Licensee by the PTA. In the case of any amounts which are levied on other land as well as the Licensed Area, the Licensee must pay reasonable proportion of such charges, rates, and taxes relevant to the Licensed Area as reasonably determined by the PTA.

Item 8 **Permitted Use**

The Licensed Area may only be used for **[description]** subject to the Licensee obtaining all relevant written approvals from all Authorities for the use of the Licensed Area for this purpose.

Item 9 **Insurance Requirements**

The Licensee must take out the following insurances:

- (1) public risk insurance for an amount not less than \$20,000,000.
- (2) insurance for all buildings, structures and improvements comprised in the Licensed Area and all the PTA's Property to their full insurable value on a replacement or reinstatement basis against those risks which the PTA may reasonably require.
- (3) insurance for all Licensee's Property to its full insurable value on a replacement or reinstatement basis against those risks which the PTA may reasonably require.
- (4) employer's indemnity insurance against any liability under common law or statute to pay damages to an employee.

Without limiting clause 5 of the General Licence Terms the Licensee must no later than:

- (1) the Commencement Date; and
- (2) each anniversary of the renewal date as specified in the relevant insurance policy,

provide the PTA with a certificate of currency issued by the insurer and noting the interests of the PTA to confirm that each required policy of insurance has been taken out and is current as required by this Licence.

Item 10 **Licensee's Obligations**

The Licensee covenants with the PTA to comply with the Licensee's Obligations.

Item 11 **PTA's General Licence Terms**

The PTA General Licence Terms in the form attached to this Licence are incorporated in this Licence.

Item 12 **Defined Terms**

Words defined in the PTA General Licence Terms have the same meaning when used in this Licence and are shown with an initial capital letter.

Item 13 **Additional Terms**

The additional terms attached to this Licence are incorporated in this Licence.

Dated

2023

EXECUTED as a deed.

Signed for and on behalf of the)
PUBLIC TRANSPORT AUTHORITY)
OF WESTERN AUSTRALIA by)

)
)
)
)
an officer of the Authority duly)
authorised by the Authority pursuant to)
section 51(5) of the *Public Transport*)
Authority Act 2003 for that purpose in)
the presence of:)

.....
Signature of Duly Authorised Officer

.....
Name (Please Print)

.....
Witness (signature)

.....
Position held

.....
Name (Please Print)

.....
Address

.....
Occupation

EXECUTED by)
[INSERT])
in accordance with section 127 of the)
Corporations Act 2001)
)

.....
Director/Company Secretary

.....
Director

.....
Name of Director/Company Secretary
(BLOCK LETTERS)

.....
Name of Director (BLOCK LETTERS)

SIGNED by the said)
[INSERT])
in the presence of:)

(Signature of witness)

(Name of witness in full)

(Address of witness)

(Occupation of witness)

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ADDITIONAL TERMS

1. Lights

The Licensee is to ensure that there is not at any time any light (white or coloured) on the Licensed Area in a position where it can affect any person on a train or other railway vehicle.

2. Plants and Trees

The Licensee is not to plant or allow any other person to plant a tree or shrub within the Licensed Area which is closer than 5 metres to any level crossing or which is within any area shown hatched black on the plan attached to the Licence as an area where trees or shrubs cannot be planted. The Licensee must maintain (including trimming and lopping) all plants and trees within the Licensed Area.

3. Licensee's Property and the PTA's Property

The Licensee is to ensure that at all times all items of Licensee's Property and the PTA's Property in the Licensed Area are:

- (1) kept in a good state of repair and well maintained;
- (2) properly painted or treated; and
- (3) otherwise kept in a presentable and tidy condition.

4. Stock

The Licensee is to ensure that at all times no stock or other animals stray on to the Licensed Area or through the Licensed Area on to other property owned by the PTA.

5. No building, stacking or obstruction of views

The Licensee is to ensure that at all times:

- (1) no building or other structure is constructed or allowed to remain; and
- (2) no property is stacked or otherwise stored; and
- (3) no other item of property is installed, positioned or located,

on any part of the Licensed Area if the result is to obstruct the view of any person driving a train or other railway vehicle.

6. Drainage System

If required by the PTA or any other person or Authority responsible for the condition of the railway, as soon as reasonably possible after the Commencement Date the Licensee is to construct a drainage system on the Licensed Area to prevent water damage to the railway line running through or near the Licensed Area. The Licensee is to construct the drainage system in accordance with the design and specifications stipulated by the PTA. The cost of the drainage system, including the cost of complying with the PTA's reasonable directions, is to be paid by the Licensee. The Licensee is to properly maintain the drainage system after it is constructed and if it is damaged the Licensee is to repair the damage as soon as reasonably possible.

7. Firebreaks

The Licensee is to provide firebreaks to comply with the requirements of any Authority and all laws, including by-laws and regulations.

8. Telephone Pole

The Licensee is to do everything reasonably possible to prevent damage occurring to any telephone pole and associated equipment including aerial lines belonging to the PTA and located on or near the Licensed Area.

9. Telecommunications Cable

The Licensee is not to interfere with or disturb any telecommunications cable on the Licensed Area and is to prevent any other person interfering with or disturbing any such telecommunications cable.

10. Fences

If required by the PTA, the Licensee is to erect and maintain fences on the Licensed Area to the satisfaction of the PTA.

11. Environmental Obligations

11.1 Definitions

In this clause:

- (1) **Authorisation** includes a consent, declaration, authorisation, registration, agreement, certificate, permission, licence, approval, authority or exemption from, by or with a Government Agency, including any renewal or amendment;

- (2) **Contamination** means the presence of a substance in, on or under water or land at a concentration above the concentration at which the substance is normally present in the same locality, being a concentration that presents, or has the potential to present, a risk of harm to human health, the Environment or any Environmental Aspect;
- (3) **Environment** has the same meaning as that term is defined in the *Environmental Protection Act 1986 (Western Australia)* (as amended);
- (4) **Environmental Aspect** means in respect of any area:
- (a) each interaction of any activity on the area or of the area itself within the Environment;
 - (b) each of the following aspects of that area;
 - (c) heritage items on the land within the area or heritage values or significance of the area or anything on it;
 - (i) the flora and fauna in the area including threatened species, populations or ecological communities or their habitats in the area;
 - (ii) critical habitat in the area;
 - (iii) the propensity of the area to be affected by natural disasters such as bushfires, flooding or geotechnical characteristics of the area or any structures on it; and
 - (d) the zoning or permissible uses of the area.
- (5) **Environmental Expert** means a reputable person who is suitably qualified and experienced in identifying and remediating Contamination, Pollution and Environmental Harm;
- (6) **Environmental Harm** means any serious or material harm, damage or detriment to the Environment or an Environmental Aspect which is not Pollution or Contamination;
- (7) **Environmental Law** means any law relating to any aspect of the Environment or health or having as its objective the protection or enhancement of the Environment or any Environmental Aspect;
- (8) **Environmental Notice** means any notice, direction, order, demand or other requirement to take any action or refrain from taking any action from any Government Agency, whether written, oral or otherwise and in connection with any Environmental Law;

- (9) **Government Agency** means:
- (a) a government or government department or other government body;
 - (b) governmental, semi-governmental, or judicial person, entity or authority; or
 - (c) a person (whether autonomous or not) who is charged with the administration of any law.
- (10) **Pollution** means any unauthorised alteration of the Environment or an Environmental Aspect to its detriment or degradation which involves the release of any substance, the discharge of waste, an emission of noise, odour or electromagnetic radiation or the transmission of electromagnetic radiation;
- (11) **Relevant Land** means the Licensed Area and the Surrounding Land;
- (12) **Remediation Date** means the earlier of:
- (a) the date on which the Licensee assigns this Licence;
 - (b) the date on which the Term of this Licence expires; or
 - (c) 60 days after this Licence is terminated.
- (13) **Remedial Work** means any work to restore land affected by Contamination, Pollution or Environmental Harm, including to:
- (a) remove, destroy or reduce;
 - (b) dispose of or disperse;
 - (c) contain or encapsulate;
 - (d) treat;
 - (e) manage (including restrict or prohibit access to or use of the affected land); or
 - (f) abate or control,
- any Contamination, Pollution or Environmental Harm and to remove or minimise any risk or potential risk it presents to human health, the Environment or any Environmental Aspect;
- (14) **Surrounding Land** means any land adjacent to or in the vicinity of the Licensed Area.

11.2 Licensee's obligations

The Licensee must:

- (1) obtain any Authorisation required for the Permitted Use, before that use is undertaken and must keep all such Authorisations in full force and effect throughout the Term;
- (2) use the Licensed Area in a manner which complies with each Environmental Law and each Authorisation held by the Licensee in accordance with paragraph (1) and any other Authorisation provided to the Licensee by the PTA;
- (3) not do or omit to do any act which might directly or indirectly result in the revocation, suspension or modification of:
 - (a) an Authorisation relating to:
 - (i) the Licensed Area; or
 - (ii) any conduct or activity relating to the Permitted Use, or
 - (b) any Authorisation from time to time relating to the Relevant Land when a copy of such Authorisation is provided by the PTA to the Licensee;
- (4) not cause or allow Pollution, Contamination, or Environmental Harm to occur in, on or under the Relevant Land and if any of those do occur the Licensee must minimise and remediate any resultant damage and harm to the reasonable satisfaction of the PTA;
- (5) notify the PTA immediately on becoming aware of:
 - (a) the existence of any Contamination affecting the Relevant Land;
 - (b) any Pollution affecting the Relevant Land;
 - (c) the making of a complaint to any person, including but not limited to, the Licensee or the commencement of proceedings against the Licensee relating to an alleged failure by the Licensee to comply with an obligation under an Environmental Law or Authorisation; or
 - (d) an Environmental Notice being served on the Licensee or any other person which relates to or arises from the Licensee's use of the Licensed Area;

- (6) at the Licensee's cost, comply with every Environmental Notice issued in respect of, arising from or relating to, the Licensee's use of the Licensed Area, whether the notice is served on the PTA or the Licensee;
- (7) provide to the PTA on demand, copies of all Authorisations relating to the Licensee's use of the Licensed Area.

11.3 **No representation or warranty in respect of Contamination, Pollution or Environmental Harm**

The PTA makes no warranties or representations concerning the existence or non-existence of Contamination, Pollution or Environmental Harm on the Relevant Land. The Licensee relies on its own investigations concerning the existence or non-existence of Contamination, Pollution or Environmental Harm on the Relevant Land.

11.4 **Licensee to Remediate at end of Term**

- (1) If the Licensee does not comply with clause 11.2, the Licensee must, at its cost, perform any necessary Remedial Work in relation to the Relevant Land by the Remediation Date.
- (2) The PTA may direct the Licensee to, at the Licensee's expense, engage an Environmental Expert to certify that the Licensee has completed the Remedial Work in accordance with paragraph (1).
- (3) If the PTA terminates this Licence, or the Licensee fails to comply with this clause 11.4, the PTA may engage an Environmental Expert to do those things outlined in this clause 11.4 at the Licensee's expense and the Licensee indemnifies the PTA against all costs incurred by the PTA under this paragraph (3).
- (4) The Licensee's obligations in this clause 11.4 survive termination of this Licence.
- (5) To the extent that the Licensee's obligation under this Licence is to perform Remedial Work that the PTA or another person would otherwise be responsible for under any Environmental Law, the Licensee must do everything necessary to transfer that responsibility from the PTA or that other person to the Licensee in accordance with any Environmental Law.

11.5 **Environmental Release**

The Licensee releases the PTA from all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Relevant Land at any time.

12. Termination before end of Term

12.1 Notice of Termination

Notwithstanding any other provision of this Licence if a party wants to terminate this Licence before the end of the Term for any reason, that party may terminate this Licence by giving the other party written notice. The termination is to take effect on the date specified in the notice. That date must be at least 6 months after the notice is given unless the other party agrees to a shorter period. If no date is specified in the notice, the termination is to take effect 6 months after the notice is given.

12.2 On termination

On the termination date, this Licence will terminate and the Licensee, and any sub-Licensee or occupier of the Licensed Area, is to give up vacant possession of the Licensed Area to the PTA.

12.3 Liability for payment and obligations

The Licensee remains liable for the payment of all money due under this Licence and to comply with its other obligations under this Licence until the termination date, and in the case of obligations which are expressed to survive the termination of this Licence, until they have been met.

13. Increase in Licence fee on Change in Use

If at any time the Licensee requests the PTA to allow the Licensee to change the Permitted Use, the PTA may, as a condition of agreeing to that request, require that the Licence fee be increased from a date (after the Licensee's request) stipulated by the PTA and that this Licence be otherwise varied in the manner required by the PTA. The Licensee is responsible for and must pay the PTA's reasonable costs incurred as a result of any change of the Permitted Use and anything required under this clause.

14. Access

14.1 Access Location

If any part of the land owned by the PTA and adjoining the Licensed Area is shown on the plan attached to the Licence as available for the purpose of access to and from the Licensed Area, the Licensee may use that part, subject to this clause 14. The Licensee may not use that land for any other purpose. The Licensee is to ensure that no vehicles are parked on that land and that it is not obstructed in any way by the Licensee's Employees, Agents and Visitors.

14.2 **Compliance with directions**

The Licensee is to promptly comply with directions given by the PTA concerning the use of the land referred to in this clause for access purposes.

14.3 **Application of indemnity**

Every indemnity given by the Licensee in the Licence and the provisions of the Licence imposing obligations on the Licensee to maintain insurance apply to the land used by the Licensee for access purposes as if that land forms part of the Licensed Area.

14.4 **Non-Liability**

The PTA is not liable to the Licensee in any way if the Licensee is not able to use the land referred to in this clause for access purposes, except if the Licensee is prevented from using the land without lawful reason by the PTA or by an employee or agent or other person under the control of the PTA.

15. **Access to Services**

The Licensee is to allow any Authority (including its employees, contractors, agents, consultants or other authorised representatives) access to any Services on the Licensed Area for any purpose lawfully required by the Authority.

16. **Redecoration**

The Licensee is to redecorate the interior of any building on the Licensed Area to the reasonable satisfaction of the PTA at least once in every period of [period] years from the Commencement Date. Redecoration of the building includes replacing floor coverings, wall coverings (including wall tiles) curtains, blinds, lights and other furnishings which are worn or damaged, repainting all surfaces previously repainted with at least 2 coats of high quality paint in colours approved by the PTA and otherwise treating all surfaces in the manner previously treated.

17. **Goods and Services Tax**

17.1 **Definitions**

Unless otherwise stated, in this clause:

GST means a tax levied on the value of a good or service or property supplied, including but not limited to the value represented by the Licence fee and Outgoings or other money payable to the PTA for goods or services or property.

Supply means a good or service or property supplied under this Licence, including but not limited to the Licensed Area, and other goods or services or property the cost of which comprises part of the Outgoings.

17.2 Licensee must pay GST

The Licensee must pay to the PTA the amount of any GST the PTA pays or is liable to pay on a Supply.

17.3 Licensee must pay GST at same time

The Licensee must pay to the PTA the amount of the GST that the Licensee is liable to pay at the same time and in the same manner as the Licensee is obliged to pay for that Supply, including in relation to Licence fee, Operating Expenses and Rates and Taxes, at the time the Licensee is obliged to pay those amounts.

17.4 Prices do not include GST

The price for each Supply, including Licence fee, fixed or determined under this Licence does not include GST on that Supply and the Licensee must pay the amount of GST in addition to the price for that Supply fixed or determined under this Licence.

17.5 Apportionment of GST

Where a Supply is not separately supplied to the Licensee, the liability of the Licensee for any amount for GST in relation to that Supply is determined on the same basis as the Licensee's Contribution to Operating Expenses is determined.

17.6 Statement of GST paid is conclusive

A written statement given to the Licensee by the PTA of the amount of GST that the Supplier pays or is liable to pay is conclusive as between the parties except in the case of an obvious error.

18. Electrical Work

18.1 Landlord's consent

The Licensee must not carry out any electrical work in or upon the Licensed Area without the prior written consent of the PTA, such consent not to be unreasonably withheld.

18.2 Licensed Electrical contractor

The Licensee must ensure that any electrical work carried out in or on the Licensed Area:

- (1) is performed by an electrical contractor who is duly qualified and licensed as required by all relevant acts, regulations and by-laws; and

- (2) complies with all requirements of any statute (State or Federal) regulation or by-law relating to the work and is carried out in accordance with best industry practice.

19. Holding over

If the Licensee continues to occupy the Licensed Area after the end of the Term with the consent of the PTA:

- (1) the Licensee is a monthly Licensee of the Licensed Area: and
- (2) the monthly licence may be terminated by either party giving to the other at least 1 month's notice which may expire on any day; and
- (3) all the provisions of this Licence apply to the monthly tenancy except any option to extend the Term.

20. Graffiti

The Licensee must remove all graffiti appearing on the Licensed Area after the Licensee becomes aware of it, or is made aware of it by the PTA, within the following periods:

- (1) in the case of offensive or obscene graffiti – 1 hour;
- (2) in the case of other graffiti – 24 hours.

PTA GENERAL LICENCE TERMS

These terms may be incorporated in any licence granted by the PTA.

Words which are defined at the end of these the PTA General Licence Terms have an initial capital letter.

1. Term

1.1 Term Specified in the Schedule

The Licence is granted for the Term specified in Item 5 of the Schedule, subject to clause 1.2.

1.2 Immediate Termination by the PTA

Without limitation, the PTA may terminate the Licence by notice to the Licensee at any time that:

- (1) the PTA determines in the PTA's discretion that the Licensed Area is required for the provision of services or other use or uses for the benefit of the general public; or
- (2) the Licensee does not comply with the Licensee's Obligations in the Licence.

1.3 No compensation

No compensation is payable by the PTA to the Licensee if the PTA terminates the Licence under clause 1.2.

2. Licence fee and Outgoings

The Licensee is to pay the Licence fee and the Outgoings to the PTA as specified in the Schedule.

3. Assignment and sub-letting

3.1 No interest to be created without consent

The Licensee must not assign, transfer, sub-licence or otherwise part with or give any person any right or interest in the Licence or the Licensed Area or allow any person to use or occupy the Licensed Area without the PTA's consent in writing, and then only subject to any conditions on which consent is given.

3.2 **Requirements**

If the PTA consents to a proposed assignment or sub-licence, then the Licensee is to, before the proposed date of change in possession deliver to the PTA a deed executed by the proposed assignee or sub-licensee in a form prepared by or approved by the PTA, by which the proposed assignee or sub-licensee agrees to be bound by the Licence from the date that the assignment or sub-licence takes effect.

If the Licensee is a corporation the shares in which are not quoted on the Australian Stock Exchange, any change in ownership or control of the shares is deemed to be an assignment of the Licence and clause 3.1 applies accordingly.

3.3 **Exclusion of statutory provisions**

The provisions of sections 80 and 82 of the Property Law Act 1969 do not apply to the Licence.

3.4 **Costs and expenses**

The Licensee is to pay to the PTA on demand all fees and expenses incurred by the PTA in connection with a proposed assignment or sub-licence.

4. **Use of Licensed Area**

4.1 **Permitted Use**

The Licensee must use the Licensed Area only for the Permitted Use and the Licensee must not use the Licensed Area for any other purpose unless the PTA consents.

4.2 **Licensee's own enquiries**

The Licensee acknowledges that it has relied on its own enquiries as to how the Licensed Area may be used and not on any representation from the PTA.

4.3 **Approval for Use**

The Licensee must obtain all approvals required from all Authorities for the Permitted Use and if requested must give a copy of any such approval to the PTA.

4.4 **No Warranty by the PTA**

The PTA does not warrant that the Licensed Area is suitable for any purpose for which the Licensee intends to use it. To the extent permitted by law, any warranty in relation to the Licensed Area which is implied by law is excluded and does not apply to the Licence.

5. Insurances

In respect of insurances required by the Licence, the Licensee must:

- (1) give the PTA a certificate of currency whenever requested by the PTA;
- (2) pay each premium before the due date; and
- (3) give notice to the PTA immediately if an event occurs which may give rise to a claim under any of the insurances or which could adversely affect any of them or if any insurance is cancelled.

Without limitation, if the Licensee does not comply with the obligation to take out and maintain any insurance required by the Licence, the PTA may take out and maintain that insurance and the Licensee must pay all costs incurred by the PTA in doing so on demand.

6. Indemnity

6.1 By the Licensee

The Licensee indemnifies the PTA against any cost, expense, loss or other liability resulting from:

- (1) any loss or damage to the Licensed Area or other property; or
- (2) the death of or injury to or illness of any person,

caused by:

- (3) any act, negligence or default of the Licensee or the Licensee's Employees, Agents and Visitors; or
- (4) any danger created by the Licensee or the Licensee's Employees, Agents and Visitors.

6.2 PTA not liable

The PTA is not liable for any cost, expense, loss or other liability resulting from any accident, loss of life, injury, damage, malfunction or other event in or affecting the Licensed Area unless caused by the negligence of the PTA or any employee or agent of the PTA.

7. Compliance with laws and requirements

The Licensee must comply with all requirements of any Authority and all laws in connection with the Licensed Area, the Licensee's Property and the Licensee's Activities.

8. Maintenance, repair and alteration

8.1 Maintenance and repair

The Licensee must at all times:

- (1) keep and maintain the Licensed Area in a clean and tidy condition and promptly remove any rubbish or waste;
- (2) maintain all authorised signs in or attached to the Licensed Area in good condition;
- (3) maintain any drains and pipes on the Licensed Area in a clean and free flowing condition; and
- (4) keep the Licensee's Property in good repair and condition.

8.2 No interference with Services

The Licensee must not modify or interfere with the Services serving the Licensed Area or any equipment connected to those Services.

8.3 Alterations to the Licensed Area

The Licensee must not make any alteration or addition to the Licensed Area unless the PTA consents.

8.4 Damage to the Licensed Area

The Licensee must not cause or allow damage to the Licensed Area.

8.5 Building work

In carrying out its obligations to maintain the Licensed Area in good condition and to redecorate and if making any alterations or additions to the Licensed Area the Licensee must:

- (1) before carrying out any building work, obtain the PTA's approval to the plans and specifications for the work;
- (2) (if the PTA consents) comply with any conditions of consent and also comply with the requirements of any Authority and all laws and standards which apply to the work at the time the work is carried out; and
- (3) carry out the work in a safe and proper manner.

9. Licensee's general obligations

9.1 Positive obligations

The Licensee must:

- (1) carry out all Licensee's Activities in the Licensed Area in a safe and proper manner;
- (2) install and maintain in safe working order residual current free devices to all fixed electricity supply sockets in the Licensed Area which may be used for portable or hand held electrical equipment in accordance with the Occupational Safety and Health Regulations 1996;
- (3) immediately comply with the PTA's directions for the purpose of protecting property or persons in the Licensed Area;

9.2 Negative obligations

In connection with the Licensed Area, the Licensee must not:

- (1) do anything which is offensive or a nuisance;
- (2) interfere with or obstruct access to the Services;
- (3) use facilities in or near the Licensed Area, including the toilets and drains, for any improper purpose;
- (4) put up any signs, notices or advertisements without the PTA's consent.

10. PTA's Entry Rights

The PTA may at any reasonable time and without the need for prior notice enter the Licensed Area with or without workmen, plant, equipment and materials to:

- (1) inspect the state of repair of the Licensed Area;
- (2) verify that the Licensee is complying with the Licensee's Obligations;
- (3) maintain, repair or alter the Licensed Area or the Services;
- (4) carry out structural alterations or other works to the Licensed Area required by the PTA or an Authority; and
- (5) remove harmful substances.

11. Termination for Default

If at any time:

- (1) any money payable by the Licensee remains unpaid for 14 days after becoming due; or
- (2) the Licensee is in breach of any other Licensee's Obligation for more than 14 days after notice has been given to the Licensee of the breach;
- (3) a judgment, order or an encumbrance is enforced, or becomes enforceable against the Licensee's interest in the Licence or the Licensee's Property; or
- (4) an Insolvency Event occurs in respect of the Licensee,
- (5) the Licensee abandons the Licensed Area or otherwise repudiates the Licence,

the PTA may terminate the Licence by re-entering the Licensed Area without notice or by notice to the Licensee.

12. Licensee's Obligations on termination

12.1 Licensee to vacate

Immediately on the termination of the Licence for any reason, the Licensee must vacate the Licensed Area, remove the Licensee's Property and make good to the satisfaction of the PTA any damage caused by that removal.

12.2 Non-removal

The obligation to remove the Licensee's Property in clause 12.1 does not apply to any buildings, improvements or other fixtures which the PTA requires, by notice to the Licensee, not to be removed.

12.3 Removal of Licensee's Property

If the Licensee does not comply with clause 12.1, the PTA may remove the Licensee's Property from the Licensed Area and dispose of it in any manner.

12.4 Liquidated damages

For each day after termination of the Licence that the Licensee does not comply with any obligation in the Licence to:

- (1) vacate the Licensed Area;
- (2) remove the Licensee's Property from the Licensed Area; or
- (3) make good to the satisfaction of PTA any damage caused by the removal of the Licensee's Property from the Licensed Area,

the Licensee must pay to PTA as liquidated damages an amount equal to 1/365th of all money payable by the Licensee under the Licence during the year ending on the date the Licence terminates. This clause does not affect any other right or remedy of PTA.

13. Costs, expenses, duties and fees

The Licensee must pay or reimburse the PTA on demand for all the PTA's costs and expenses, including legal costs and expenses and consultants and agents fees, in relation to the preparation of the Licence.

14. Interpretation

14.1 Definitions

In these PTA General Licence Terms and in the Licence:

- (1) **Authority** means any governmental or other public body, local authority or other authority of any kind.
- (2) **Commencement Date** means the commencement date of the Term stated in the Licence.
- (3) **Insolvency Event** means the happening of any of the following events in relation to the Licensee:
 - (a) an application is made to a court for it to be wound up or for the appointment of a provisional liquidator;
 - (b) it becomes an externally-administered body corporate (within the meaning of the Corporations Act 2001);
 - (c) the appointment of a controller, as defined by the Corporations Act 2001, in respect of any of its assets;
 - (d) it is wound up or dissolved;
 - (e) it proposes to enter into or enters into any form of arrangement (formal or informal) with its creditors or any of them;
 - (f) it is, or is deemed to be or is presumed by law to be insolvent or unable to pay its debts; or
 - (g) it becomes an insolvent under administration as defined in section 9 of the *Corporations Act 2001*.
- (4) **Licence** means any licence which incorporates these PTA General Licence Terms.

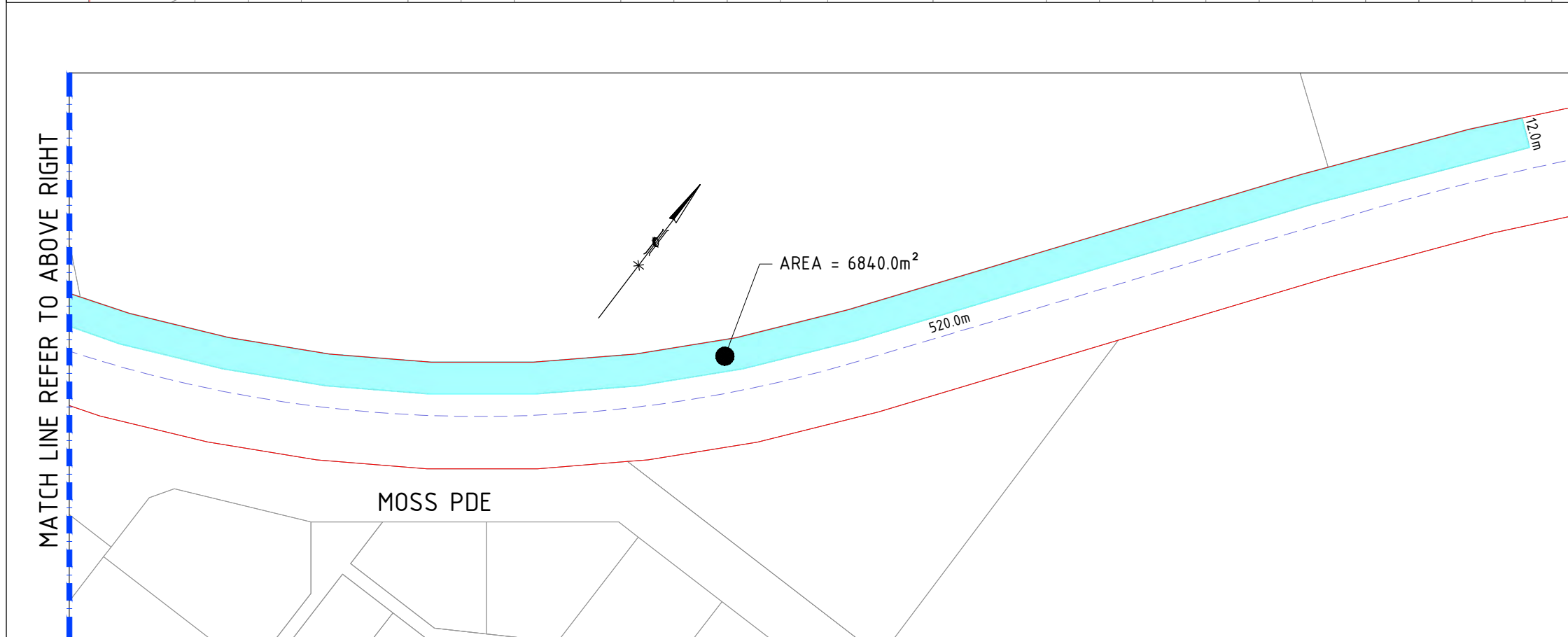
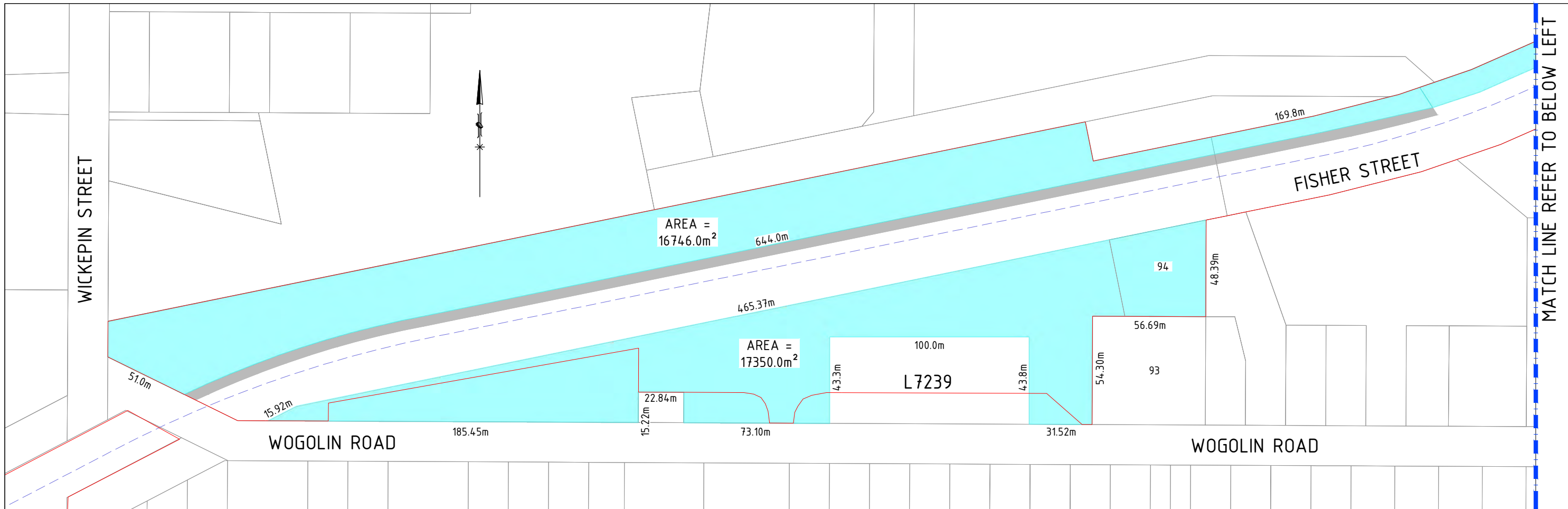
- (5) **Licensed Area** has the meaning given in Item 4 of the Schedule.
- (6) **Outgoings** means the outgoings referred to in Item 7 of the Schedule.
- (7) **Permitted Use** means the use of the Licensed Area stated in the Licence.
- (8) **PTA's Property** means all the plant and equipment, fixtures, fittings, furniture including curtains, blinds and lights in or fixed to the Licensed Area that are not the Licensee's Property, including any items specified in the Schedule.
- (9) **Licence fee** means the annual licence fee stated in the Licence.
- (10) **Services** means services running through or servicing the Licensed Area including air conditioning equipment, power, water, sewerage, drainage, gas, telecommunications and fire sprinkler system.
- (11) **Licensee** means the person stated in the Licence as the Licensee including successors and any assignee or sub-Licensee.
- (12) **Licensee's Activities** any activities of the Licensee in connection with the Licensed Area.
- (13) **Licensee's Employees, Agents and Visitors** means each of the Licensee's employees, agents, contractors, service suppliers, sub-lessees, licensees, other visitors, and any other person who at any time is on the Licensed Area with the consent of the Licensee.
- (14) **Licensee's Obligations** means the obligations of the Licensee in the Licence.
- (15) **Licensee's Property** means any buildings, improvements, other fixtures, and any plant or equipment, fittings, furniture and furnishings or other property which the Licensee constructs on or installs in or fixes to the Licensed Area or brings on to the Licensed Area.
- (16) **Schedule** means the Schedule in the Licence.
- (17) **Term** means the term specified in the Licence.

14.2 Interpretation Rules

In these PTA General Licence Terms and the Licence, unless otherwise stated:

- (1) a reference to a statute, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the date of the Licence;

- (2) the singular includes the plural and vice versa;
- (3) the word person includes a firm, a body corporate, an unincorporated association or an Authority;
- (4) an obligation, representation or warranty on the part of two or more persons binds them jointly and severally;
- (5) where a period of time is expressed to be calculated from or after a specified day, that day is included in the period, and
- (6) a reference to a month is to a calendar month;
- (7) where the word 'including' or 'include' is used, it is to be taken to be followed, where the context permits, by the words: 'but not limited to'; and
- (8) a reference to the PTA includes any person authorised by the PTA to represent the PTA in connection with the Licence.



LEGEND

- TOTAL PTA LEASE L2663 = 40936m²
- RAILWAY ACCESS TRACK
- PTA RAIL RESERVE BOUNDARY

REV	DATE	AMENDMENT	DSN	DRN	CHK	APP
D	06.07.22	LEASE AREA AMENDED				RB
A	28.06.10	LICENCE TO OCCUPY TO SHIRE OF WICKEPIN AT WICKEPIN FOR TOURIST INFORMATION BAY - BLUE				

ORIG SIZE: A3
 AT ORIGINAL PLOT SIZE

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REFERENCES	SCALE	DESIGNED
	1 : 2000 @A3	DRAWN RB
	DATUM	CHECKED
	HORIZONTAL: MGA50	APPROVED
	VERTICAL: AHD71	DATE

INFRASTRUCTURE MANAGEMENT	
LEASE MANAGEMENT - SHIRE OF WICKEPIN	
LICENCE TO OCCUPY PTA LAND AND PORTION OF CORRIDOR LAND TO SHIRE WICKEPIN	
PTA Drawing No:	L2663 Rev: D



14.4 Annual Report and Annual Financial Report 2023