



## Attachments

Ordinary Council Meeting  
Wednesday 18 September 2024

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# Minutes

Ordinary Council Meeting  
Wednesday 21 August 2024

Date	Wednesday 21 August 2024
Time	3:30pm
Location	Shire of Wickpin Council Chambers 77 Wogolin Road, Wickpin WA 6370
Distribution Date	Friday 23 August 2024



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

K. Bartley

Kellie Bartley  
Chief Executive Officer

16 August 2024

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*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 Wickpin 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 Wickpin. The Shire of Wickpin warns anyone who has an application lodged with the Shire of Wickpin 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 Wickpin in respect of the application.*

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## 1 Declaration of Opening

The Presiding Member, Cr Astbury declared the meeting open at 3:30pm and welcomed all in attendance.

## 2 Attendance

### 2.1 Present

#### Councillors

W Astbury	Deputy Shire President (Chair)
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
T Miller	Councillor

#### Employees

K Bartley	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
G Hedditch	Manager Works & Services
L Marchei	Governance Officer
J Harvey	Executive Support Officer

#### Apologies/Leave

P Thompson	Councillor (Leave of absence granted)
J Russell	Shire President (Apology)

## 3 Public Question Time

### 3.1 Responses to Previous Public Questions Taken On Notice

Nil

### 3.2 Public Question Time

Nil

## 4 Apologies and Leave of Absence

### 4.1 Apologies

Cr Russell had previously advised the CEO she will be an apology for this meeting.

### 4.2 Previously Approved Leave of Absence

Cr Thompson was granted leave of absence.

### 4.3 Requests for Leave of Absence

Nil

## 5 Petitions, Memorials and Deputations

### 5.1 Petitions

Nil

### 5.2 Memorials

Nil

### 5.3 Deputations

Nil

## 6 Declarations of Councillors and Officers Interest

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

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

The following declarations of interest have been disclosed – **Nil disclosures**.

## 7 Confirmation of Minutes of Previous Meetings

### 7.1 Minutes of the Ordinary Council Meeting held Wednesday 17 July 2024

#### Officer Recommendation

*That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 17 July 2024, as included in Attachment 7.1.1, as a true and accurate record.*

#### Council Decision

**Resolution** OCM-210824-01

**Moved** Cr L Corke

**Second** Cr F Allan

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 17 July 2024, as included in Attachment 7.1.1, as a true and accurate record.*

**Carried** 5/0

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

**Against** Nil

## 8 Status Report

### Key

○ = in progress    ✓ = completed    ✕ = superseded

Item	Subject	Council Decision	Status	Action
OCM-231213-04	Public Transport Authority – Draft Lease Template	That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.	○	Re-submitted and awaiting response. 09.07.2024 – current CEO to follow up on current PTA and the playground and skatepark.
OCM-210224-09	Consideration of Motion from 2024 Annual General Meeting of Electors – Annual Australia Day Event	1. That Council commit to having an annual Australia Day event, either Shire managed or via a local community group with funding of the event by Council. 2. That consideration/planning for the 2025 Australia Day event be scheduled to commence in July 2024 via discussion at that month's Forum.	○	To be discussed at July Forum. 09.07.2024 – to be discussed at Forum for July 2024. 12.08.2024 – CEDO to reach out to community for response/interest or to arrange at SP for event.
OCM-200324-12	Club Nights Light Program Grant Application – Wickepin Tennis Club	1. That Council approve the submission of the Club Night Lights Program (CNLP) grant application by the Wickepin Tennis Club for upgrade of lighting at the tennis courts. 2. The Council advises the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CNLP funding round for this Shire. 3. That Council, in the event the application is successful, commits to funding its financial contribution (\$5,750 cash, \$4,016 in-kind) in the 2024/25 budget with the cash component	○	Submitted, pending outcome. 09.07.2024 – CEO spoke to Northam DLGSC – Minister of Sport & Rec yet to release any details or announcements. 12.08.2024 – Approved for grants program – details of grant to be arranged and organised between Shire and Tennis Club.



Item	Subject	Council Decision	Status	Action
		being funded from the 2024/25 community grants allocation.		
OCM-170424-10	Local Emergency Management Committee Review – Combined Shires Wickepin, Cuballing and Narrogin	<p>Recommendation 1 That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only.</p> <p>Recommendation 2 That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.</p>	○	<p>In progress, meeting to be held Monday 13 May 2024 for next step. CEO has been in contact with DFES, DEMC for requirements and advised by CEO's of Narrogin and Cuballing of outcomes.</p> <p>09.07.2024 – pending process with the LEMC processes and changes as required.</p>
OCM-150524-12	Adoption – Shire of Wickepin Parking and Parking Facilities Local Law 2024	<p>That with respect to the proposed Shire of Wickepin Parking and Parking Facilities Local Law 2024, that Council:</p> <ol style="list-style-type: none"> <li>1. Makes the local law as detailed in Attachment 14.7.3, pursuant to section 3.12 (4) of the Local Government Act 1995;</li> <li>2. Notes the submissions received during the public advertising period required by the Local Government Act 1995 and the responses taken to the proposed Local Law.</li> <li>3. Authorises the Shire President and Chief</li> </ol>	○	In progress.

Item	Subject	Council Decision	Status	Action
		<p>Executive Officer to affix the common seal to the Shire of Wickepin Parking and Parking Facilities Local Law 2024 as contained in Attachment 14.7.3.</p> <p>4. Instructs the Chief Executive Officer to:</p> <p>a) Publish the local law in the Government Gazette in accordance with section 3.12(5) of the Local Government Act 1995;</p> <p>b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette;</p> <p>c) Give local public notice pursuant to section 1.7 of the Local Government Act 1995 following publication in the Government Gazette, stating the title and purpose and effect of this local law, and that the local law is published on the Shire website and that copies may be inspected at, or obtained from the Shire's administration officers; and</p> <p>d) Prepare and submit to the Joint Standing Committee on Delegated Legislation, a copy of this local law, an explanatory memorandum (jointly signed by the Shire President and Chief Executive Officer) along with the checklist and any other supporting</p>		

Item	Subject	Council Decision	Status	Action
		information on the local law made.		
OCM-190624-10	Facey Group Incorporated Agreement	That Council; 1. Formally enters into a three year agreement with the Facey Group Incorporated as contained in amended Confidential Attachment 14.5.2 effective from 1 July 2024 to 30 June 2027; 1. Authorises the Chief Executive Officer to dispose of the vehicle to the Facey Group that is currently supplied to Facey Group Incorporated, by the end of this agreement date 30 June 2027 and for the Shire to incur the associated costs with the transfer.	○	July 2024 – MOU has been sent however letter of response to be addressed with Council.
OCM-170724-07	Stabilization and Bitumen Works 2024/2025	That Council, pursuant to section 3.57 of the Local Government Act 1995 and Regulation 11 of the <i>Local Government (Functions and General) Regulations 1996</i> , approves for the Chief Executive Officer to publicly invite tenders for the 2024/2025 Stabilization and Bitumen works as detailed below:	○	Advertising commenced and in progress
OCM-170724-08	Policy Review – Council Policy – 2.1.15 – Flag Protocol	That Council adopts the revised Council Policy – 2.1.15 – Flag Protocol Policy with the relevant changes noted and contained in <b>amended</b> Attachment 14.4.2.	✓	Completed and to be updated on Shire Policy manual.
OCM-170724-09	New Policy – 2.1.31 – Closed	<i>That Council adopts the Council Policy – 2.1.31 - Closed Circuit Television (CCTV)</i>	✓	Completed and to be updated in Shire's Policy Manual.

Item	Subject	Council Decision	Status	Action
	Circuit Television (CCTV) Policy	<i>Policy as contained in <b>Attachment 14.5.1</b> effective 17<sup>th</sup> July 2024.</i>		
OCM-170724-10	Amendment to Organisational Structure – July 2024	That Council endorses the revised Organisational Structure – July 2024, as presented in Attachment 14.6.2 to this report with minor changes to a position title and re-alignment of reporting lines.	✓	Completed no further action required.
OCM-170724-11	Determination of Chief Executive Officer Key Performance Indicators 2024	That Council, pursuant to Section 5.39 of the Local Government Act 1995, determine the following Key Performance Indicators applicable to the performance of the Chief Executive Officer as contained in Attachment 14.7.1, are as follows: a) Legal and statutory compliances are met, particularly related to asset infrastructure; b) Ensure effective financial management, including internal controls, throughout the organisation; c) Under delegation from Council, represent the objectives of Council with relevant stakeholders; d) Provide strategic direction and leadership within the organisation in delivering a high level of service to the community and Council, in accordance with corporate business objectives; and	✓	Will be continually progression over the period of the CEO's employment. No further action required with this item.

Item	Subject	Council Decision	Status	Action
		e) Ensure the development and maintenance of sound community and effective relationships between the Shire, Community Groups, regional Local Governments, as well as State and Federal Government Departments.		
OCM-170424-10	Local Emergency Management Committee – Separation	“That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only”	○	In progress.

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

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

## 11 President's Report

No report was tabled at the meeting due to Shire President an apology.

## 12 Report by the Chief Executive Officer

A summary of some of the actions undertaken by the Chief Executive Officer for July/August 2024 is below:

### Intergenerational Program

Attended the weekly Intergenerational Program with Wickepin Primary School. It has been extremely successful with local community residents and the school children actively participating in activities. Shout out to Mrs Linley Rose, Principal Ben Parkin and Olivia from the Shire who has created and activated this space over the weeks so far. It has been a pleasure, and the parents should be proud of their children from years 3 – 6 with their manners, participation efforts and their enthusiasm to see us each week. As for our residents, it has been amazing to see their faces and proactively being encouraged to come back each week and be welcomed with open arms by the children. It has been a great opportunity to enhance both youth and our community residents in a positive way. Well done to all!

### DFES

Catch up with DFES A/AO and training officer with CEO & DCEO for overview of portal. Further discussions on training courses, concepts and operating procedures for BFB and members. Overview of MAFS and end of year.

### Captain – Wickepin BFB

CEO and Captain reviewed hydrants and discussed plan moving forward for annual checks. Shire still waiting on order for equipment from suppliers for additional equipment to support hydrant use in townsite boundary.

### Meeting with Heritage Consultant

Meeting with Heritage Consultant on Heritage Survey and concept plans for the Shire to review. Further details of possible date for availability to review documents with community to occur through advertising period. CEO to get plans out to local heritage and relevant community members to encourage engagement.

### Toolseum Meeting

Discussions with CEO & MWS with Peter Bird on shed and final processes for the erection of the shed onsite. MWS to organise the details of contractor to complete project. Also attended lunch with the Toolseum members, it was great to see the works and effort that has been placed into the shed space. Many items of interest are there with a vast knowledge of history of the Wickepin District. I encourage one and all to take the time to visit. It was a wonderful afternoon to see the hard volunteer work, the locals are very proud to give their stories and knowledge. Well done team.

### Executive Zone Meeting

CEO was invited to attend the Executive Zone Meeting with regards to cost shifting and compliance being placed on local governments. The Zone has gathered information in relation to the costs to local governments within our zone region. Costs have increased for certain aspects of costs to local governments that State Government is imposing. Further discussion was also held at the Zone meeting at Wagin on Friday 16<sup>th</sup> August 2024.

### Wheatbelt Connect

A meeting was held with the CEO Sam Harma from Wheatbelt Connect. Wheatbelt Connect is a group that is to establish native reforestation and carbon farming opportunities to generate carbon credits. The

Shire of Wickepin has been identified as a location and should it proceed further, a presentation to Council will occur to consider this development.

#### PID Act – Webinar

CEO attended Webinar in relation to the Public Interest Disclosure Act, with understanding of the role that the Shire of Wickepin is required to undertake. Further internal processes will be required to be updated to comply with this legislation.

#### LG Integrated Planning and Governance Risk & Compliance Solutions – Skefto

CEO & DCEO attended webinar on LG Integrated Planning and reporting. Skefto is one option for a local government to consider when reporting on the IPR documents. Local CEO, Vin Fordham Lamont (West Arthur) presented with Localise Director Alison Dalziel. Information session only for the Shire to consider into the future.

#### Wickepin Football Club Meeting

CEO & MWS had a meeting with President Manton on the current concerns and issues with the club and its facilities. Further discussions occurred in relation to the Grandfinal to be held on 8<sup>th</sup> September and what will be required leading into the Grandfinal week for the league.

#### Central Country Zone Meeting

CEO attended the Central Country Zone Meeting at Shire of Wagin. Topics are to be discussed with Elected Members. Cost shifting to local governments raised along with topics of clearing permits, Audit Fees, WALGA Honours Recipients and Wheatbelt Forum – Event Reminder.

#### **Council Decision**

**Resolution**      **OCM-210824-02**

**Moved**            **Cr T Miller**

**Second**          **Cr F Allan**

***That Council notes the Chief Executive Officer's report dated 21 August 2024.***

**Carried**    **5/0**

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

**Against**   **Nil**

**Delegations exercised –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item. 14.1 List of Accounts		CEO, DCEO.
A2	Septic Tank Application Approvals	EHO	Sims Sewerage Treatment Installation Approval.	17/07/2024	EHO, CEO
A3	Building Approvals	BO			
A4	Roadside Advertising	CEO			
A5	Application for Planning Consent	CEO	CBH Development Application Approval	05/07/2024	CEO
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO			
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions and donations to sporting and community groups	CEO			

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

Nil

**14 Reports and Information**



## 14.1 Monthly Schedule of Accounts Paid – July 2024

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	10 July 2024
<b>Attachment</b>	<b>14.1.1</b> - Monthly Schedule of Accounts Paid – July 2024

### Summary

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

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for July 2024

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

### Background

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

### Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and is contained in **Attachment 14.1.1**.

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

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

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	14683-14709, 14712-14764	\$ 407,514.71
Cheques	15946-15949	\$ 14,269.22
Direct Deductions	July 2024	\$ 1,333.05
Superannuation	July 2024	\$ 15,185.09
Credit Card	July 2024	\$ 54.00
BPay Payments	July 2024	\$ 1,705.40
Payroll	July 2024	\$ 91,428.00
Licensing	July 2024	\$ 24,619.90
<b>Municipal Fund Total</b>		<b>\$ 556,109.37</b>

<b>Trust Fund</b>		
Electronic Funds Transfer	14710-14711	\$ 123.30
Cheques		
<b>Trust Fund Total</b>		<b>\$ 123.30</b>
<b>Total</b>	July 2024	<b>\$ 556,232.67</b>

## Statutory Environment

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

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

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

## Policy Implications

*Council Policy 3.1.7 – EFT Payment and Cheque Issue*

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

## Financial Implications

### Current Financial Year

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

### Future Financial Years

Nil

## Strategic Implications

Nil

## Voting Requirement

Simple majority

## Officer Recommendation

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of **\$556,109.37** and Trust of **\$123.30** for July 2024, as included in **Attachment 14.1.1**.*

**Council Decision**

**Resolution**     **OCM-210824-03**

**Moved**           **Cr L Corke**

**Second**          **Cr F Allan**

***That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of **\$556,109.37 and Trust of \$123.30** for July 2024, as included in Attachment 14.1.1.***

**Carried**    **5/0**

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

**Against**   **Nil**

## 14.2 Statement of Financial Activity – July 2024

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	2024
<b>Attachment</b>	<b>14.2.1</b> - Statement of Financial Activity – July 2024

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### Summary

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

The purpose of this report is to present the Statement of Financial Activity for the period ended July 2024.

Council is requested to accept the Statement of Financial Activity.

### Background

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

### Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and is contained in **Attachment 14.2.1**.

### Statutory Environment

#### *Local Government Act 1995 – Section 6.4 Financial report*

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

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

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

### Policy Implications

#### *Council Policy 3.1.14.2 – Monthly Financial Reporting*

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

## Financial Implications

### Current Financial Year

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

### Future Financial Years

Nil

## Strategic Implications

Nil

## Voting Requirement

Simple majority

## Officer Recommendation

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending July 2024, as included in **Attachment 14.2.1**.*

## Council Decision

**Resolution**     OCM-210824-04

**Moved**         Cr T Miller

**Second**         Cr J Mearns

***That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending July 2024, as included in Attachment 14.2.1.***

**Carried**     5/0

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

**Against**   Nil

### 14.3 2024-2025 Annual Budget Adoption

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.BU.1208
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	5 August 2024
<b>Attachments</b>	<b>14.3.1</b> - 2024/2025 Annual Budget (Under Separate Cover)

#### Summary

Council is required to adopt an annual budget for each financial year for the purposes of allocating resources towards the provision of works and services.

Council is requested to –

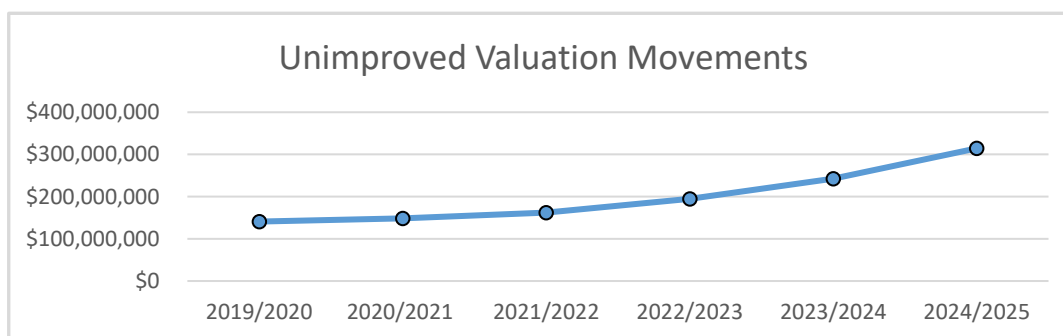
1. Adopt, by an absolute majority, the 2024/2025 Annual Budget which includes –
  - The Municipal Fund Budget for 2024/2025,
  - General rates, minimum payments, and instalment arrangements,
  - Fees and charges,
  - Council member payments, and
2. Adopt, by a simple majority, the 2024/2025 material variance reporting parameters.

#### Background

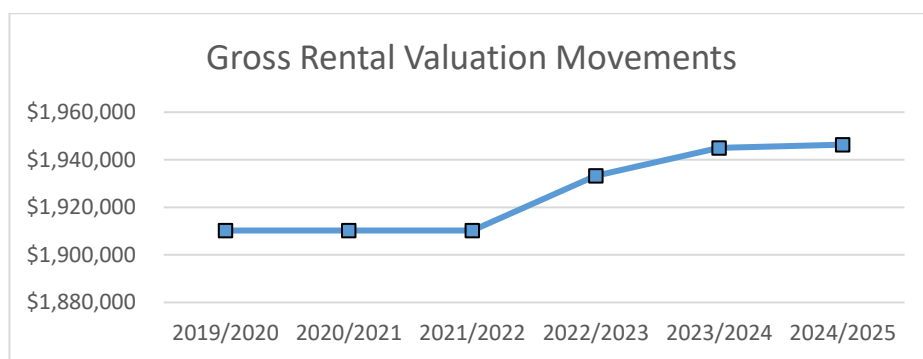
The 2024/2025 Annual Budget has been developed over several months, which has included –

- Workshops for council members aimed at delivering information, exploring concepts and clarifying options,
- Research with other local governments regarding the approach towards increased costs,
- Consideration of grant funding and the conditions for those funds and
- Consideration of Council's Integrated Planning Framework.

The following chart highlights the total of the Shire's Unimproved Property Valuations over the past years. The valuations averaged an increase of 29.54% across the Shire for the 2024/2025 financial year.



The following chart highlights the total of the Shire's Gross Rental Property Valuations over the past years. This year was a non-assessment year so any increase is as a result of extra development in townsites.



## Comments

### Annual Budget

The 2024/2025 Annual Budget has been prepared to include information required by legislation and Australian Accounting Standards.

The main features of the Annual Budget include –

- The budget has been prepared with an average 5% rate increase, which is comparative to increased costs currently being experienced for local governments.
- Minimum Payments for Rates has increased to \$575, compared to \$550 in 2023/2024
- The initial rates strike is \$1.76 million, which compares to \$1.69 million in 2023/2024.
- Individual salaries and wages have increased by 3.75% in accordance with instruction from the Fair Work Commissioner.
- Fees and charges increased by 5%, where applicable, to reflect the increased cost in providing goods and services.
- Entry fees to the Wickepin Swimming Pool increase to \$3.00 per adult and \$2.00 per child, Season tickets for a Family to \$150.00, Adult \$84.00 and Child \$60.00.
- Total capital expenses of \$3.83 million, representing \$3.43 million in new initiatives and \$0.39 million of projects funded and carried forward from the previous year.
- No new loans are proposed.
- An estimated surplus of \$1.74 million is anticipated to be brought forward from 30 June 2024. This is an unaudited figure which includes \$1.6 million of prepaid Financial Assistance Grants (which has been notionally identified as Council's total annual grant allocation). However this is unaudited and may change. Any changes to this surplus value will be presented to Council at a future budget review.

### Material Variance

Each year Council is required to adopt a percentage or value for the purposes of reporting material variances in the monthly Statement of Financial Activity.

This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenue and expenses which may be deviating from Council's budget.

The early identification of those potential issues can assist in better utilisation and allocation of Council funds and resources.

It is proposed to maintain the material variance adopted by Council in 2024/2025.

The level for reporting is proposed is for 10% or \$10,000, whichever is the greater.

It should be noted Shire Officers are monitoring variances at a more granular level on a weekly basis.

### Statement of Calculation of the Annual Budget

In compiling the Annual Budget, Shire Officers have, in accordance with legislation and Australian Accounting Standards –

- Identified and reviewed recurring operating revenue and expense,
- Prepared salary and wage schedules, including proposed new employees, employee increment changes, local government award increases, and the mandated increase from 11% to 11.5% for the superannuation guarantee,
- Prepared water, power, and other essential cost estimates and increase assumptions,
- Prepared capital expense forecasts based, where possible, on reasonably assumed estimates for construction and/or purchase, together with indicative timing (taking into account resourcing requirements),
- Confirmed grants reasonably expected to be received for both operating and capital initiatives,
- Forecast the opening position based on the information available at the time of collation,
- Identified committed carry forward funds from the previous financial year,
- Identified committed funds held as contract liabilities,
- Obtained revenue estimates for the disposal of non-current assets,
- Obtained estimates for insurance, including workers' compensation,
- Reviewed fees and charges, and
- Prepared and collated the information in the statutory budget in accordance with the recommendations of the Department of Local Government.

### **Statutory Environment**

#### *Local Government Act 1995*

##### *Section 2.7 (Role of council)*

Council is responsible for the performance of the local government's function and is responsible for the allocation of the local government's finances and resources.

#### *Local Government Act 1995*

##### *Section 5.2 (Administration of local governments)*

Council is to ensure there is an appropriate structure for administering the local government.

#### *Local Government Act 1995*

##### *Section 5.56 (Planning for the future)*

A local government is to plan for the future of the district and is to ensure plans are made.

#### *Local Government Act 1995*

##### *Section 6.2 (Local government to prepare annual budget)*

During the period 1 June in a financial year to 31 August in the next financial year, or such extended time the Minister allows, each local government is to prepare and adopt, by absolute majority, in the form and manner prescribed, a budget for its Municipal Fund for the financial year end 30 June next following the 31 August.

In formulating the budget, Council is to have regard to the contents of the Strategic Community Plan and prepare detailed estimates for the applicable year.



*Local Government (Financial Management) Regulations 1996*  
*Part 3 (Annual Budget)*

This area establishes the form and content of the budget document and requires a copy of the Annual Budget to be submitted to the department responsible for local government within thirty (30) days of adoption by Council.

*Local Government (Financial Management) Regulations 1996*  
*Regulation 34 (Financial activity statement required each month)*

Council is required to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in the monthly Statement of Financial Activity for the purposes of reporting material variances.

### **Policy Implications**

Nil

### **Financial Implications**

#### Current Financial Year

This report makes recommendation to Council on the adoption of the 2024/2025 Annual Budget, which includes –

- Operating revenue of \$5.52 million,
- Operating expense of \$8.55 million,
- Capital funding of \$2.61 million,
- Capital expense of \$3.83 million,
- No new loans,
- Transfers from reserve of \$0.11 million,
- Transfers to reserve of \$0.12 million and
- A surplus brought forward from the previous year of \$1.78 million.

#### Future Financial Years

Revenue and expense decisions and occurrences in the current financial year will have a flow over impact into following financial years.

### **Strategic Implications**

The Annual Budget has been prepared to deliver outcomes identified in the Strategic Community Plan.

### **Voting Requirement**

Absolute majority for budget adoption, simple majority for material variance adoption (may be considered separately or together)

**Officer Recommendation**

*That Council, with respect to the adoption of the 2024/2025 Annual Budget,*

**Recommendation 1****Municipal Fund Budget for 2024/2025**

Adopts

- a In accordance with the provisions of Section 6.2 of the Local Government Act 1995, and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the 2024/2025 Annual Budget, as included in the Attachments (under separate cover), which includes the following –*
- i Statement of Comprehensive Income showing total comprehensive income for the year of (\$3,029,907),*
  - ii Statement of Financial Activity*
  - iii Notes to, and forming part of, the budget,*
  - iv Capital initiatives for the year,*
  - v Fees and charges to be applied for the year, and*
  - vi Budgeted management schedules.*

**Absolute Majority Required****Council Decision**

**Resolution** OCM-210824-05

**Moved** Cr J Mearns

**Second** Cr F Allan

**Municipal Fund Budget for 2024/2025**

Adopts

- a In accordance with the provisions of Section 6.2 of the Local Government Act 1995, and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the 2024/2025 Annual Budget, as included in the Attachments (under separate cover), which includes the following –***
- i Statement of Comprehensive Income showing total comprehensive income for the year of (\$3,029,907),***
  - ii Statement of Financial Activity***
  - iii Notes to, and forming part of, the budget,***
  - iv Capital initiatives for the year,***
  - v Fees and charges to be applied for the year, and***
  - vi Budgeted management schedules.***

**Carried** 5/0 – by absolute majority

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

**Against** Nil

**Recommendation 2****General and Minimum Rates. Instalment Payment Arrangements:**

Adopts

- a *For the purpose of yielding the deficiency disclosed in the 2024/2025 Annual Budget, and in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, imposes the following general rates and minimum payments –*
- |     |                                                                |           |
|-----|----------------------------------------------------------------|-----------|
| i   | General Rate – Gross Rental Valuation (GRV) rate in the dollar | 0.082807  |
| ii  | General Rate – Unimproved Valuation (UV) rate in the dollar    | 0.004993  |
| iii | Minimum Payment – Gross Rental Valuation (GRV)                 | \$ 575.00 |
| iv  | Minimum Payment – Unimproved Valuation (UV)                    | \$ 575.00 |
- b *In accordance with Section 6.45 of the Local Government Act 1995, and Regulation 64 of the Local Government (Financial Management) Regulations 1996, determines the following due dates for rate payments in full and by instalments –*
- |    |                                |                   |
|----|--------------------------------|-------------------|
| i  | Option 1 Full payment due date | 30 September 2024 |
| ii | Option 2 Instalment 1 due date | 30 September 2024 |
|    | Instalment 2 due date          | 2 December 2024   |
|    | Instalment 3 due date          | 3 February 2025   |
|    | Instalment 4 due date          | 3 April 2025      |
- c *In accordance with Section 6.46 of the Local Government Act 1995, offers a discount of 10% to ratepayers who have paid their rates in full, including any arrears and other charges, on or before 4:00pm Monday 30 September 2024 or 35 days after the date of service appearing on the rate notice, whichever is the later.*
- d *In accordance with Section 6.45 of the Local Government Act 1995, and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through the instalment option.*
- e *In accordance with Section 6.51 of the Local Government Act 1995, and Regulation 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 7% for rates and service charges and costs of proceedings to recover such charges remaining unpaid after becoming due and payable.*

#### **Council Decision**

**Resolution**    **OCM-210824-06**  
**Moved**        **Cr L Corke**  
**Second**       **Cr J Mearns**

#### **General and Minimum Rates. Instalment Payment Arrangements:**

##### **Adopts**

- a *For the purpose of yielding the deficiency disclosed in the 2024/2025 Annual Budget, and in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, imposes the following general rates and minimum payments –*
- |     |                                                                |           |
|-----|----------------------------------------------------------------|-----------|
| i   | General Rate – Gross Rental Valuation (GRV) rate in the dollar | 0.082807  |
| ii  | General Rate – Unimproved Valuation (UV) rate in the dollar    | 0.004969  |
| iii | Minimum Payment – Gross Rental Valuation (GRV)                 | \$ 575.00 |
| iv  | Minimum Payment – Unimproved Valuation (UV)                    | \$ 575.00 |
- b *In accordance with Section 6.45 of the Local Government Act 1995, and Regulation 64 of the Local Government (Financial Management) Regulations 1996, determines the following due dates for rate payments in full and by instalments –*

- |           |                                         |                          |
|-----------|-----------------------------------------|--------------------------|
| <i>i</i>  | <b>Option 1 - Full payment due date</b> | <b>30 September 2024</b> |
| <i>ii</i> | <b>Option 2 - Instalment 1 due date</b> | <b>30 September 2024</b> |
|           | <b>Instalment 2 due date</b>            | <b>2 December 2024</b>   |
|           | <b>Instalment 3 due date</b>            | <b>3 February 2025</b>   |
|           | <b>Instalment 4 due date</b>            | <b>3 April 2025</b>      |
- c In accordance with Section 6.46 of the Local Government Act 1995, offers a discount of 10% to ratepayers who have paid their rates in full, including any arrears and other charges, on or before 4:00pm Monday 30 September 2024 or 35 days after the date of service appearing on the rate notice, whichever is the later.*
- d In accordance with Section 6.45 of the Local Government Act 1995, and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through the instalment option.*
- e In accordance with Section 6.51 of the Local Government Act 1995, and Regulation 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 7% for rates and service charges and costs of proceedings to recover such charges remaining unpaid after becoming due and payable.*

Carried 5/0 – absolute majority

For Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller

Against Nil

### **Absolute Majority Required**

#### **Recommendation 3**

#### **Schedule of Fees and Charges 2024/2025**

- a Adopts in accordance with Section 6.16 of the Local Government Act 1995, and other relevant legislation, adopts the fees and charges included in the 2024/2025 Annual Budget, as included in the Attachments- (Under separate Cover).*

### **Absolute Majority Required**

#### **Council Decision**

Resolution OCM-210824-07

Moved Cr T Miller

Second Cr J Mearns

#### **Schedule of Fees and Charges 2024/2025**

- a Adopts in accordance with Section 6.16 of the Local Government Act 1995, and other relevant legislation, adopts the fees and charges included in the 2024/2025 Annual Budget, as included in the Attachments- (Under separate Cover).*

Carried 5/0 – By absolute majority

For Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller

Against Nil

**Recommendation 4****Other Statutory Fees for 2024/2025**

Adopts

- a *Other Statutory Fees for 2024/2025 Imposes a swimming pool inspection levy of \$58.00 (GST exempt) for the 2024/2025 financial year for each property where there is located a private swimming pool, in accordance with regulation 53 of the Building Regulations 2012.*

**Simple Majority Required**

Resolution      OCM-210824-08

Moved            Cr T Miller

Second          Cr F Allan

**Other Statutory Fees for 2024/2025**

Adopts

- a *Other Statutory Fees for 2024/2025 Imposes a swimming pool inspection levy of \$58.00 (GST exempt) for the 2024/2025 financial year for each property where there is located a private swimming pool, in accordance with regulation 53 of the Building Regulations 2012.*

Carried    5/0

For        Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller

Against   Nil

**Recommendation 5:****Waste Charges for 2024/2025**

*Adopts in accordance with section 67 of the Waste Avoidance and Resources Recovery Act 2007, the following charges for the removal and deposit of domestic and commercial waste:*

*a. Residential*

*Domestic service (annual charge) \$266.00 (GST free) Service includes:*

- 1. 240 litre waste bin collected weekly;*
- 2. 240 litre yellow lidded recycling bin collected fortnightly*

*b. Commercial Premises:*

*Commercial service (annual charge) \$508.00 (GST free) Service includes:*

- 1. 3 x 240 litre waste bin collected weekly;*
- 2. 3 x 24 yellow lidded recycle bins collected fortnightly*

*c Refuse Site Levy*

*For access to the waste management sites*

*a Refuse site levy – GRV & UV \$58.00*

*b Refuse site levy – GRV vacant land - \$28.00*

*Notes all additional bin service is as per the first service cost and will include GST.*

**Simple Majority Required**

**Council Decision****Resolution OCM-210824-09****Moved Cr L Corke****Second Cr T Miller****Waste Charges for 2024/2025**

***Adopts in accordance with section 67 of the Waste Avoidance and Resources Recovery Act 2007, the following charges for the removal and deposit of domestic and commercial waste:***

***a. Residential***

***Domestic service (annual charge) \$266.00 (GST free) Service includes:***

- 1. 240 litre waste bin collected weekly;***
- 2. 240 litre yellow lidded recycling bin collected fortnightly***

***b. Commercial Premises:***

***Commercial service (annual charge) \$508.00 (GST free) Service includes:***

- 1. 3 x 240 litre waste bin collected weekly;***
- 2. 3 x 24 yellow lidded recycle bins collected fortnightly***

***c Refuse Site Levy***

***For access to the waste management sites***

***a Refuse site levy – GRV & UV \$58.00***

***b Refuse site levy – GRV vacant land - \$28.00***

***Notes all additional bin service is as per the first service cost and will include GST.***

**Carried 5/0**

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

**Against Nil**

**Recommendation 6****2024/2025 Elected Members Entitlements**

***Adopts, in accordance with Sections 5.98, 5.98A and 5.99A the following in relation to Elected Members Entitlements:***

- a In accordance with Section 5.99 of the Local Government Act 1995, and Regulation 30 of the Local Government (Administration) Regulations 1996, adopts the following sitting fees for payment of council member's individual meeting attendance fees –***
  - i Council meetings – Shire President \$200.00***
  - ii Council meetings – Council member other than the Shire President \$150.00***
  - iii Committee meetings – All council members \$65.00***
  - iv Prescribed meetings – All council members \$65.00***
- b In accordance with Section 5.98 of the Local Government Act 1995, and Regulation 33 of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of \$9,000.00 to be paid to the Shire President in addition to the individual meeting attendance fees.***
- c In accordance with Section 5.98A of the Local Government Act 1995, and Regulation 33A of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of \$1,500.00 to be paid to the Deputy Shire President in addition to the individual meeting attendance fees.***

- d *In accordance with Section 5.99 of the Local Government Act 1995, adopts an annual Information and Communications Technology (ICT) Allowance of \$526.00 for each council member.*
- e *In accordance with Section 5.99A of the Local Government Act 1995, and Regulation 32 of the Local Government (Financial Management) Regulations 1996, adopts a childcare / child minding reimbursement of the actual cost per hour or \$35.00 per hour, whichever is the lesser, for council members requiring childcare / child minding services whilst undertaking their role as a council member.*

### **Simple Majority Required**

#### **Council Decision**

**Resolution**     **OCM-210824-10**

**Moved**           **Cr J Mearns**

**Second**          **Cr F Allan**

#### **2024/2025 Elected Members Entitlements**

***Adopts, in accordance with Sections 5.98, 5.98A and 5.99A the following in relation to Elected Members Entitlements:***

- a ***In accordance with Section 5.99 of the Local Government Act 1995, and Regulation 30 of the Local Government (Administration) Regulations 1996, adopts the following sitting fees for payment of council member's individual meeting attendance fees –***
  - i ***Council meetings – Shire President*** ***\$200.00***
  - ii ***Council meetings – Council member other than the Shire President*** ***\$150.00***
  - iii ***Committee meetings – All council members*** ***\$65.00***
  - iv ***Prescribed meetings – All council members*** ***\$65.00***
- b ***In accordance with Section 5.98 of the Local Government Act 1995, and Regulation 33 of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of \$9,000.00 to be paid to the Shire President in addition to the individual meeting attendance fees.***
- c ***In accordance with Section 5.98A of the Local Government Act 1995, and Regulation 33A of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of \$1,500.00 to be paid to the Deputy Shire President in addition to the individual meeting attendance fees.***
- d ***In accordance with Section 5.99 of the Local Government Act 1995, adopts an annual Information and Communications Technology (ICT) Allowance of \$526.00 for each council member.***
- e ***In accordance with Section 5.99A of the Local Government Act 1995, and Regulation 32 of the Local Government (Financial Management) Regulations 1996, adopts a childcare / child minding reimbursement of the actual cost per hour or \$35.00 per hour, whichever is the lesser, for council members requiring childcare / child minding services whilst undertaking their role as a council member.***

**Carried**     **5/0**

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

**Against**   **Nil**

**Recommendation 7:****LEVELS OF MATERIALITY 2024/2025**

*Adopts in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, adopts the level to be used in reporting material variances in the Statement of Financial Activity as 10% or \$10,000.00, whichever is the greater.*

***Simple Majority Required*****Council Decision****Resolution**     **OCM-210824-11****Moved**         **Cr L Corke****Second**        **Cr T Miller****LEVELS OF MATERIALITY 2024/2025**

*Adopts in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, adopts the level to be used in reporting material variances in the Statement of Financial Activity as 10% or \$10,000.00, whichever is the greater.*

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



## 14.4 Dual Fire Control Officer – Shire of Pingelly

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Shire of Pingelly
<b>File Reference</b>	ES.APN.901
<b>Author</b>	K Bartley - Chief Executive Officer
<b>Interest Disclosures</b>	The author/s have no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	23 July 2024
<b>Attachments</b>	<b>14.4.1</b> - Shire of Pingelly – Dual Fire Control Officers

### Summary

In accordance with legislation requirements, the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance and lawfully legitimised their authorisations under the *Bush Fires Act 1954*, in fulfilling their duty.

### Background

The BFCO meeting was held on Wednesday 17 April 2024 prior to the adjoining Shire advising of their Dual Fire Control Officers for the Shire of Wickepin. The CEO has since received notification of Dual Fire Control Officers for the Shire of Wickepin from the following Shire:

Shire of Pingelly	Rodney Leonard Shaddick Brodie Cunningham Robert John Lee Brett Blechynden Sam MacNamara
-------------------	------------------------------------------------------------------------------------------------------

### Comments

Council will need to appoint the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire for the 2024/2025 Bush Fire Season:

Shire of Pingelly	Rodney Leonard Shaddick Brodie Cunningham Robert John Lee Brett Blechynden Sam MacNamara
-------------------	------------------------------------------------------------------------------------------------------

A copy of the letter from the Shire of Pingelly is provided in **Attachment 14.4.1**.

### Statutory Environment

#### ***Bush Fires Act 1954***

#### **38. Local government may appoint bush fire control officer**

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

- (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

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

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

**Policy Implications**

There are no policies applicable to this item.

**Financial Implications**

There is no impost on the Shire's finances in relation to this matter.

**Strategic Implications**

**GOAL - Community**

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

Strategy: 9.8 Emergency service planning is coordinated and articulated  
9.14 Develop community readiness to cope with natural disasters and emergencies

**Voting Requirement**

Simple Majority

**Officer Recommendation**

*That Council appoints under Section 38 of the Bush Fires Act 1954, the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire of Pingelly as the authorized officer in the capacity of Dual Fire Control Officer for the 2024/2025 Bush Fire Season:*

<i>Shire of Pingelly</i>	<i>Rodney Leonard Shaddick</i>
	<i>Brodie Cunningham</i>
	<i>Robert John Lee</i>
	<i>Brett Blechynden</i>
	<i>Sam MacNamara</i>

**Council Decision**

**Resolution**     **OCM-210824-12**

**Moved**           **Cr L Corke**

**Second**          **Cr F Allan**

***That Council appoints under Section 38 of the Bush Fires Act 1954, the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire of Pingelly as the authorized officer in the capacity of Dual Fire Control Officer for the 2024/2025 Bush Fire Season:***

***Shire of Pingelly***            ***Rodney Leonard Shaddick***  
                                     ***Brodie Cunningham***  
                                     ***Robert John Lee***  
                                     ***Brett Blechynden***  
                                     ***Sam MacNamara***

**Carried**    **5/0**

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

**Against**   **Nil**

## 14.5 Shire of Wickepin – Draft Local Planning Strategy

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Edge Planning & Property
<b>File Reference</b>	LD.DO.3
<b>Author</b>	Azhar Awang – Executive Manager Development & Regulatory Services Shire of Narrogin
<b>Interest Disclosures</b>	The author have no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	24 July 2024
<b>Attachments</b>	<b>14.5.1</b> - Shire of Wickepin Draft Local Planning Strategy

### Summary

Council is requested to consider adopting the Shire of Wickepin Draft Local Planning Strategy for the purpose of public advertising and seeking public comment.

### Background

In 2022, the Shire appointed Edge Planning & Property to prepare the Shire of Wickepin Draft Local Planning Strategy. The previous strategy was endorsed by the Western Australian Planning Commission on 27 March 2007.

According to Part 3, Regulation 11 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local government must prepare a local planning strategy that:

- sets out the long-term planning directions for the local government;
- applies any State or regional planning policy that is relevant to the strategy; and
- provides the rationale for any zoning or classification of land under the local planning scheme.

The Local Planning Strategy has been prepared as a basis for the review and preparation of the Shire of Wickepin current Local Planning Scheme No. 4.

The Local Planning Strategy outlines the 10 to 15-year vision for land use and development within the Shire, taking into consideration the Shire's adopted Community Plan and the community aspirations. The Local Planning Strategy is also the key instrument for translating the State and Regional plans and policies at the local level.

### Comments

The Shire of Wickepin Draft Local Planning Strategy has been prepared and comprised of the following:

**Part 1** – Strategy; and

**Part 2** – Background Information and Analysis.

**Part 1** is the Strategy and outlines the visions, objectives and key strategic responses to address issues and opportunities across the Shire. The Shire of Wickepin Draft Local Planning Strategy identified the following Council's key Planning objectives:

- (a) Manage the district's growth by developing a long-term land use planning strategy that contributes to the lifestyle enjoyed by residents;
- (b) Formulate a strategy that provides for a co-ordinated approach to land use planning throughout the Shire within a framework that has regard to the environmental, social and economic values;

- (c) Provide strategic guidance on the use and development of all land within the Shire which will address issues of competing land uses and economic, social and environmental objectives;
- (d) Encourage sustainable development and the expansion of the Wickepin and Yealering townsites, to improve service viability while conserving or enhancing a strong sense of community;
- (e) Promote and manage a sustainable settlement pattern to avoid unnecessary duplication of resources;
- (f) Ensure that future subdivision and development within and near the Wickepin and Yealering townsites provides a broad range of housing and lifestyle choices that enhance the character, environment and amenity of the townsites;
- (g) Provide a framework for decision making by the local government which will minimise land use conflicts;
- (h) Assist with growing the district's economic and employment base by encouraging greater diversification and promoting a resilient and increasingly robust economy;
- (i) Promote agriculture as a key economic and social driver within the district;
- (j) Encourage increased tourism activity;
- (k) Protect and enhance the environmental values and natural resources of the Shire and to promote ecologically sustainable land use and development;
- (l) Create sustainable communities which:
  - (i) Manage and conserve key natural resources including land and water assets;
  - (ii) Attract and retain people and businesses;
  - (iii) Ensure the community has access to quality facilities and services;
  - (iv) Retain the unique sense of place that values its culture and heritage; and
  - (v) Enhance the public health of the community.
- (m) Safeguard and enhance the character and amenity of the Shire's natural and built environment;
- (n) Set aside or designate land required for public and community purposes and provide for land uses that will facilitate the health and well-being of residents;
- (o) Ensure a sufficient supply of serviced land for housing, commercial and industry, agriculture and other rural pursuits, community facilities, open space and recreation and tourist infrastructure;
- (p) Promote the sustainable use, management and protection of rural land;
- (q) Provide for a diversity of lifestyle/living to attract and retain population such as provision of adequate rural residential land that can be developed and managed in a sustainable way;
- (r) Recognise and protect places of natural beauty and of historic and scientific interest which are considered important to the heritage of the Shire; and
- (s) Facilitate orderly and coordinated development.

The following themes have been applied to address the key objectives. These include:

- Community, urban growth and settlement;
- Economy and employment;
- Environment; and
- Infrastructure.

**Part 2** comprises of the Background Information and Analysis. The key planning issues are:

- Rural communities and businesses face ongoing financial, social, environmental and climatic challenges.
- The potential threat of climate change, impact on the viability of the traditional broadacre agriculture, including a drying climate, and more frequent storm occurrences.
- A potential decline in population due to farm amalgamations and improvement in efficiencies requiring less employers and families, which reduces demand for basic services and threatens their provisions.

- Trends for basic services to be rationalised and centralised in larger regional centres.
- Changing demographics including a loss of population aged between 14 - 24 and persons aged 70 years or over.
- Poor servicing from State Government.
- Extensive historical clearing of the Shire resulting in some areas experiencing environmental degradation and salinity.
- Supporting a more robust economy, including more diverse economic and employment options to retain current residents and attract future residents.
- Water availability for potable, non-potable and agricultural supplies.
- Protection of agricultural land and avoidance of land use conflicts.
- Loss of biodiversity values.
- Conserving remnant vegetation.
- The need to sustainably manage water resources.
- Ensuring development suitably addresses hazards including bushfire.
- Desire to diversify the economic base.
- Protecting agricultural land.
- Ensuring an adequate land supply for community needs.
- Being development ready and having flexibility to capitalise on opportunities that will provide for economic development and population attraction and retention.
- Need to provide for a diversity of lifestyle/living options to assist in retention and attraction of population.

The Draft Local Planning Strategy also includes Maps showing future land use, major transport routes and key planning constraints. The Shire of Wickepin Draft Local Planning Strategy is contained in **Attachment 14.5.1**.

There have been a number of presentations and discussions held with the elected members on the Draft Local Planning Strategy prior to finalising the document.

The next step of the process is for Council to adopt the Draft Shire of Wickepin Local Planning Strategy for the purpose of public advertising.

Following Council approval, and prior to commencing advertising, the Western Australian Planning Commission (WAPC) is required to certify that they are satisfied with the draft local planning strategy to proceed to advertising. The WAPC may request modifications to the draft local planning strategy prior to commencing advertising.

Although Regulation 13 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, specify a period of 21 days advertising, given that the Local Planning Strategy is a significant document, it is recommended that the Council extend the advertising period to 90 days. This will allow the public and stakeholders sufficient time to thoroughly review the Draft Local Planning Strategy document and provide comments.

Upon receiving the certification from WAPC to commence advertising, Regulation 13 requires the local government to advertise the Draft Local Planning Strategy in the following manner:

- Publish the notice in a newspaper circulating in the scheme area;
- Display a copy of the notice in the offices of the local government;
- Give a copy of the notice to each public authority that the local government considers is likely to be affected by the scheme and strategy;
- Publish a copy of the notice and the draft scheme and strategy on the website of the local government;
- Advertise the draft strategy as directed by the Commission and in any other way the local government considers appropriate;
- Hard copy of documents to be made available for inspection at the offices of the local government and WAPC; and

- The period for making submissions on a Local Planning Strategy must not be less than 21 days on the day on which the notice is published.

It is also recommended that the Shire makes provision for a community drop in session where information on the draft documents can be provided and questions can be answered. The Shire will request any interested persons to register their interest to identify if there will be demand for a session and establish an appropriate time for this to occur.

At the conclusion of the advertising period, the Council is required to consider the submissions and pass a resolution either supporting the Strategy with or without modifications, or not support the Strategy. After passing a resolution, a copy of the Strategy will be forwarded to the WAPC to review and provide recommendations to the Minister for Planning to endorse the strategy without modification, with modification or refuse to endorse the strategy.

## Statutory Environment

This item is related to the following legislation:

- *Planning and Development (Local Planning Schemes) Regulations 2015* – Part 3, regulations 11, 12, 13, 14, 15 and 16
- *Planning and Development Act 2005*
- *Environmental Protection Act 1986*

## Policy Implications

There are no policies applicable to this item.

## Financial Implications

A provision has been included in the 2024/2025 annual budget for various planning services needed this financial year. There will be cost incurred for advertising, possible drop-in session and possible modifications to the mapping, pending the outcome to the advertising period.

## Strategic Implications

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

### Goal - Economy

Objective: 6 New Businesses are attracted and existing business grow  
 Strategy 6.2 Plan in a Local Planning Strategy and Town Planning Scheme for a diverse range of land, housing and development opportunities for facilitation of growth in residential and industrial land use – to meet current and future needs

## Voting Requirement

Simple Majority

## Officer Recommendation

*That with respect to the proposed Shire of Wickepin Draft Local Planning Strategy, Council:*

1. *Pursuant to Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Wickepin Draft Local Planning Strategy, as detailed in Attachment 14.5.1, for the purposes of advertising.*

2. *Forwards the Shire of Wickpin Draft Local Planning Strategy to the Western Australian Planning Commission for assessment and compliance with Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015.*
3. *Upon receiving certification from the Western Australian Planning Commission, advertise the Shire of Wickpin Draft Local Planning Strategy in accordance with Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015, including an extended public comment period of 90 days.*
4. *After the expiry of the period within which submissions may be made, review the Shire of Wickpin Draft Local Planning Strategy, considering any submissions received.*
5. *After the completion of the review of Shire of Wickpin Draft Local Planning Strategy, submit to the Western Australian Planning Commission:*
  - (a) *a copy of the advertised Local Planning Strategy; and*
  - (b) *a schedule of the submissions received; and*
  - (c) *particulars of any modifications to the advertised local planning strategy proposed by the local government.*

**Council Decision****Resolution**     **OCM-210824-13****Moved**           **Cr F Allan****Second**          **Cr T Miller*****That with respect to the proposed Shire of Wickpin Draft Local Planning Strategy, Council:***

1. ***Pursuant to Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Wickpin Draft Local Planning Strategy, as detailed in Attachment 14.5.1, for the purposes of advertising.***
2. ***Forwards the Shire of Wickpin Draft Local Planning Strategy to the Western Australian Planning Commission for assessment and compliance with Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015.***
3. ***Upon receiving certification from the Western Australian Planning Commission, advertise the Shire of Wickpin Draft Local Planning Strategy in accordance with Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015, including an extended public comment period of 90 days.***
4. ***After the expiry of the period within which submissions may be made, review the Shire of Wickpin Draft Local Planning Strategy, considering any submissions received.***
5. ***After the completion of the review of Shire of Wickpin Draft Local Planning Strategy, submit to the Western Australian Planning Commission:***
  - (a) ***a copy of the advertised Local Planning Strategy; and***
  - (b) ***a schedule of the submissions received; and***
  - (c) ***particulars of any modifications to the advertised local planning strategy proposed by the local government.***

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



## 14.6 Shire of Wickepin – Draft Local Heritage Survey

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	GR.SL.5
<b>Author</b>	L Gray – Heritage Intelligence (WA)
<b>Interest Disclosures</b>	The author have no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	13 August 2024
<b>Attachments</b>	<b>14.6.1</b> - Shire of Wickepin Draft Local Heritage Survey 2024 <b>14.6.2</b> - Appendix 1 – Table of Heritage Places <b>14.6.3</b> - Appendix 2 – Heritage List <b>14.6.4</b> - Municipal Inventory of Heritage Places

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### Summary

The purpose of this report is to request Council to endorse the advertising and publishing of the Draft Local Heritage Survey and Heritage List.

### Background

Laura Gray of Heritage Intelligence (WA) has been contracted to undertake a review of the 1996 Shire of Wickepin's Municipal Inventory of Heritage Places. Given the expiration of time since then and changes to legislation, a review was considered with the support of funding to achieve the outcomes.

In July 2019, the Heritage Act 2018 replaced the Heritage of Western Australia Act 1990. Changes in the new Act enhanced heritage protection and streamlined processes to bring it more into line with the other States.

Heritage Intelligence (WA) presented an overview of the review process to Council and discussed the implications associated with the Heritage List in late 2023.

### Comments

The review is undertaken in consideration of the Department of Planning, Lands and Heritage's guidelines; Criteria for the assessment of local heritage places and areas as recommended in State Planning Policy 3.5 Historic Heritage Conservation.

Assessments determine levels of significance for each place in consideration of the overall context of the Shire's towns and district. The levels of significance are consistent with the required categories (*Heritage Act 2018*).

The draft report comprises recommendations for the Local Heritage Survey and the places within that survey that form the Heritage List for conservation guidance through the provisions of the Shire's planning scheme and a local planning policy.

The draft report is a summary of the recommendations for the Local Heritage Survey and the places within that survey that form the Heritage List for conservation guidance through the provisions of the Shire's planning scheme.

These reports are contained in **Attachments 14.6.1, 14.6.2 and 14.6.3.**

176 places are recommended in the Local Heritage Survey, many of which were mentioned in the 1996 Municipal Inventory of Heritage Places (**Attachment 14.6.4**). Some places still require information to identify and/or inform of their history.

Shire Council's endorsement of the draft report for community consultation is an important part of the review process as it engages with the community to further understand, provide information, make connections and amend the draft document. The consultant can be available for any public meetings with regard to any concerns or queries that property owners may have, particularly with regard to the proposed Heritage List, in the company of a Shire Officer.

The Local Heritage Survey is a summary the community's heritage and having a role to be included, empowers them as the custodians of this heritage.

### **Statutory Environment**

This item is related to the following legislation:

- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Heritage Act 2018 – Part 8 Local Heritage Surveys*
- *State Planning Policy 3.5 – Historic Heritage Conservation*
- *Guidelines for Local Heritage Surveys 2022*

### **Policy Implications**

There are no policies applicable to this item however consideration for a Local Planning Policy may be considered as part of the review process.

### **Financial Implications**

A provision has been included in the 2024/2025 annual budget for various planning services needed this financial year. There will be cost incurred for advertising, possible drop-in session.

### **Strategic Implications**

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

#### **Goal - Economy**

Objective: 6 New Businesses are attracted and existing business grow  
 Strategy 6.2 Plan in a Local Planning Strategy and Town Planning Scheme for a diverse range of land, housing and development opportunities for facilitation of growth in residential and industrial land use – to meet current and future needs

### **Voting Requirement**

Simple Majority

### **Officer Recommendation**

*That with respect to the proposed Shire of Wickpin Draft Local Heritage Survey, Council:*

1. *endorse the Draft Local Heritage Survey and Heritage List for public advertising in August/September 2024 in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 to align with public advertising as contained in **Attachment 14.6.1, 14.6.2 and 14.6.3**.*

2. *requests the Chief Executive Officer to publish the notice of the Draft Local Heritage Survey and Heritage List in accordance with the Planning and Development (Local Planning Scheme) Regulation 2015, Schedule 2, Regulation 87.*
3. *After the expiry of the period within which submissions may be made, review the Shire of Wickepin Draft Local Heritage Survey, considering any submissions received.*

**Council Decision****Resolution**     **OCM-210824-14****Moved**           **Cr L Corke****Second**          **Cr T Miller*****That with respect to the proposed Shire of Wickepin Draft Local Heritage Survey, Council:***

1. ***endorse the Draft Local Heritage Survey and Heritage List for public advertising in August/September 2024 in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 to align with public advertising as contained in Attachment 14.6.1, 14.6.2 and 14.6.3.***
2. ***requests the Chief Executive Officer to publish the notice of the Draft Local Heritage Survey and Heritage List in accordance with the Planning and Development (Local Planning Scheme) Regulation 2015, Schedule 2, Regulation 87.***
3. ***after the expiry of the period within which submissions may be made, review the Shire of Wickepin Draft Local Heritage Survey, considering any submissions received.***

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

## 14.7 Interim Audit Management Letter

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	FM.AUD.1200
<b>Author</b>	E. Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author have no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	12 August 2024
<b>Attachments</b>	<b>14.7.1</b> - Interim Management Letter 2024

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### Summary

The 2023/2024 Draft Interim Audit Management Letter with Management's response for discussion and to be received by the Audit and Governance Committee and endorsed by Council.

### Background

Accounting firm AMD Chartered Accountants, on behalf of Council's Auditors – the Office of The Auditor General, finalised the interim audit of the 2023/2024 financial year in June 2024.

### Comments

As part of the audit process the auditors have issued an Interim Audit Management Letter on their findings from the interim audit, the auditor's also requested management to respond on each finding. The findings are detailed below.

The responses are contained in **Attachment 14.7.1** for the Committee's information, these responses have already been sent back to AMD Chartered Accountants. The Interim Audit Management Letter and management responses are attached for the Committee and Council to receive.

Shire officers have responded to the questions in the 2024 Interim Audit Results.

- 11.8 Fuel Card Policy
- 12.8 Month end Checklists
- 13.8 Daily Banking

This item will be presented prior to the Ordinary Meeting of Council to the Audit and Governance Committee.

### Statutory Environment

*Local Government Act 1995 Section 7.12(A)*

*Local Government (Audit) Regulations 1996 Regulation 16*

*Local Government (Financial Management) Regulations 1996*

### Policy Implications

There are no policy implications related to this item.

### Financial Implications

The only financial implication to this item is the Auditor's fee, which forms part of the annual budget and is budgeted for each financial year.

## Strategic Implications

### Theme - Governance

Objective: 10 Our organisation is well positioned and had capacity for the future

Strategy 10.1 Attract, train, develop and retain a skilled and effective workforce

### Voting Requirement

Simple Majority

### Audit and Governance Committee Recommendation

*That Council receives the 2023/2024 Interim Audit Management Letter and Management responses to the findings as contained in **Attachment 14.7.1**.*

### Council Decision

Resolution OCM-210824-15

Moved Cr F Allan

Second Cr T Miller

*That Council receives the 2023/2024 Interim Audit Management Letter and Management responses to the findings as contained in Attachment 14.7.1.*

Carried 5/0

For Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr T Miller

Against Nil

## 14.8 Fraud & Corruption Plan & Policy

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	CM.POL.403, CM.PCD.2
<b>Author</b>	E. Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author have no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	12 August 2024
<b>Attachments</b>	<b>14.8.1</b> - Fraud & Corruption Plan <b>14.8.2</b> - New Fraud & Corruption Prevention Policy

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### Summary

This item seeks Council to consider the adoption of a Fraud and Corruption Prevention Policy and Plan.

### Background

In 2019, the WA Office of Auditor General (OAG) released Report 5:2019-20 Fraud Prevention in Local Government. The OAG Report was based on feedback drawn from a questionnaire sent to all local governments. The Report was investigating policies, plans, processes and procedures, and was not investigating specific incidents. The Shire of Wickepin does not have a formal Fraud Prevention Policy and Plan.

### Comments

The Office of Auditor General recommended that a Fraud and Corruption Prevention Control Plan be developed and adopted, and then reviewed at least every two years. A Fraud and Corruption Prevention Policy and Plan is not specifically required by legislation, however the purpose of both the Policy and Plan closely aligns with the Chief Executive Officer's (CEO) responsibilities in accordance with:

- *Local Government (Financial Management) Regulations 1996, Regulation 5* – CEO's duties as to financial management
- *Local Government (Audit) Regulations 1996, Regulation 17* – CEO to review certain systems and procedures

The Plan provides a structure for the implementation of activities designed to implement fraud and corruption prevention and control activities, covering the four crucial areas outlined in the OAG Report and Australian Standards.

- Planning
- Prevention
- Detection and
- Response.

The Plan is not intended to limit the extensive range of actions that may be taken. Other actions or initiatives may be identified at times and then implemented as deemed appropriate by Council or CEO. This is in accordance with a wide range of legislation that may have application in specific circumstances that includes, but is not limited to:

- *Corruption, Crime and Misconduct Act 2003*
- *Criminal Code*
- *Local Government Act 1995 and Regulations*

- *Public Sector Management Act 1994*

The Shire of Wickepin Fraud & Corruption Plan and Fraud & Corruption Prevention Policy can be found in **Attachments 14.8.1 & 14.8.2** respectively. This plan and policy along with staff understanding is to assist the Shire in prevention or reducing the Shire's risk, seeking controls in place to assist in the reduced likelihood for fraud and corruption to occur.

### Consultation

The Policy and Plan has been discussed with the Chief Executive Officer and the Deputy Chief Executive Officer.

### Statutory Environment

This item has the following areas that are aligned with the current legislation that assists on these matters. These are listed below:

*Local Government Act 1995*

*Corruption, Crime and Misconduct Act 2003*

*Public Interest Disclosures Act 2003*

*Local Government (Model Code of Conduct) Regulations 2021*

*Shire of Wickepin's Codes of Conduct*

Furthermore, Regulation 5 – CEO's duties as to financial management - *Local Government (Financial Management) Regulations 1996*, states,

- 1) *Efficient systems and procedures are to be established by the CEO of a local government –*
  - (a) *for the proper collection of all money owing to the local government; and*
  - (b) *for the safe custody and security of all money collected or held by the local government; and*
  - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
  - (d) *to ensure proper accounting for municipal or trust –*
    - (i) *revenue received or receivable; and*
    - (ii) *expenses paid or payable; and*
    - (iii) *assets and liabilities; and*
  - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
  - (f) *for the maintenance of payroll, stock control and costing records; and*
  - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to –*
  - (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
  - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
  - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

Regulation 17 (1) – CEO to review certain systems and procedures - *Local Government (Audit) Regulations 1996*

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

- (a) *risk management; and*
  - (b) *internal control; and*
  - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

### **Policy Implications**

The following Council Policies are associated with this item.

Policy 2.1.6 – Code of Conduct for council members, committee members and candidates

Policy 3.1.6 – Purchasing

Policy Employees Code of Conduct

Policy & Procedures for Employees 1.19 - Disciplinary action

### **Financial Implications**

There is no financial implication to this item.

### **Strategic Implications**

#### **Theme - Governance**

Objective: 10 Our organisation is well positioned and had capacity for the future

Strategy 10.1 Attract, train, develop and retain a skilled and effective workforce

### **Voting Requirement**

Simple Majority

### **Audit and Governance Committee Recommendation**

*That Council with respect to fraud and corruption prevention;*

1. *That Council adopts the Fraud and Corruption Prevention Policy as contained in **Attachment 14.8.2**; and*
2. *That Council notes the Fraud and Corruption Prevention Plan as contained in **Attachment 14.8.1**.*

### **Council Decision**

**Resolution** OCM-210824-16

**Moved** Cr J Mearns

**Second** Cr T Miller

*That Council with respect to fraud and corruption prevention;*

1. *That Council adopts the Fraud and Corruption Prevention Policy as contained in **Attachment 14.8.2**; and*
2. *That Council notes the Fraud and Corruption Prevention Plan as contained in **Attachment 14.8.1***

**Carried** 5/0

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

**Against** Nil



## 14.9 Information & Communication Technology (ICT) Strategic Plan 2024-2029

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	CM.POL.403, CM.PCD.2
<b>Author</b>	E. Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author have no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	12 August 2024
<b>Attachments</b>	<b>14.9.1</b> - Information & Communication Technology (ICT) Strategic Plan 2024-2029

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### Summary

The purpose of this report is to present to Council the Shire of Wickepin's proposed Information and Community Technology (ICT) Strategic Plan 2024-2029.

### Background

It has been recognised as essential planning tool to have an ICT Strategic Plan and Framework in place to guide the Shire's ICT decision making in this ever evolving environment and was a key outcome of the internal ICT audit that was carried out.

### Comments

The Shire's ICT outlines key projects and actions for each five year cycle of the ICT Strategy. Recognising the long-term of the current software and the needs for the future of outputs that will be required. The intent of the strategy is to guide the Shire's future investment in Information and Communications Technology to provide a stable, robust and secure ICT platform that will adequately support the operational requirements of the Shire into the future.

Ultimately, acquisition and implementation of a new EPR system will be a very significant project for the Shire, in terms of financial and operational capacity, which will need be to incorporated into the LTFP and a project management plan that Council and officers will need to support.

The Shire will need to further investigate the best way forward in relation to the system that financially meets the needs for the Shire, that the technical expertise can be provided for staff, the process and data perspectives taking into consideration the planning and project delivery over a period of time.

It is expected that the ICT Strategic Plan 2024-2029 will guide the Shires decision making over the coming five years. It will be reviewed as required to ensure it remains relevant with best practice. It has a number of recommendations that will be tracked with the progress reported to the Audit and Risk Management Committee.

The ICT Strategy 2024-2029 is contained in **Attachment 14.9.1**.

### Consultation

The plan has been discussed and reviewed with Executive Management Team, External ICT providers and with regards to recent changes in reporting on the current status of the Shire's ICT through annual reporting requirements.

## Statutory Environment

The *Local Government Act 1995*, section 5.41, specifies the functions of the CEO.

### 5.41. Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

## Policy Implications

There is no current ICT policy associated with this item.

## Financial Implications

Council will need to discuss and make an decision once officers have the details for an appropriate plan and long term financial investment for the ICT strategic direction that the shire will need to considered. Associated costs and plan will be presented to Council for consideration.

## Strategic Implications

### Theme - Governance

Objective: 10 Our organisation is well positioned and had capacity for the future  
 Strategy 10.1 Attract, train, develop and retain a skilled and effective workforce

## Voting Requirement

Simple Majority

## Audit and Governance Committee Recommendation

That Council:

1. Endorses the ICT Strategy 2024-2029 as contained in **Attachment 14.9.1**, and
2. Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the ICT Strategic Plan 2024-2029.

**Council Decision**

**Resolution**     **OCM-210824-17**

**Moved**           **Cr J Mearns**

**Second**          **Cr F Allan**

***That Council:***

- 1.        Endorses the ICT Strategy 2024-2029 as contained in Attachment 14.9.1, and***
- 2.        Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the ICT Strategic Plan 2024-2029.***

**Carried**    **5/0**

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

**Against**   **Nil**

## **16 Confidential Reports and Information**

Nil

## **17 Urgent Business**

Nil

## **18 Closure**

With no further business, the Presiding Member, Cr Astbury declared the meeting closed at 4:12pm.



## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

**For the Period Ended 31 August 2024**

**LOCAL GOVERNMENT ACT 1995**

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

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## **Report Purpose**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

## **Overview**

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

## **Statement of Financial Activity by reporting program**

Is presented on page 6 and shows a surplus as at 31 August 2024 of \$3,731,641.

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

## **Preparation**

Prepared by: E.Clement DCEO

Date prepared: 5-Sep-24

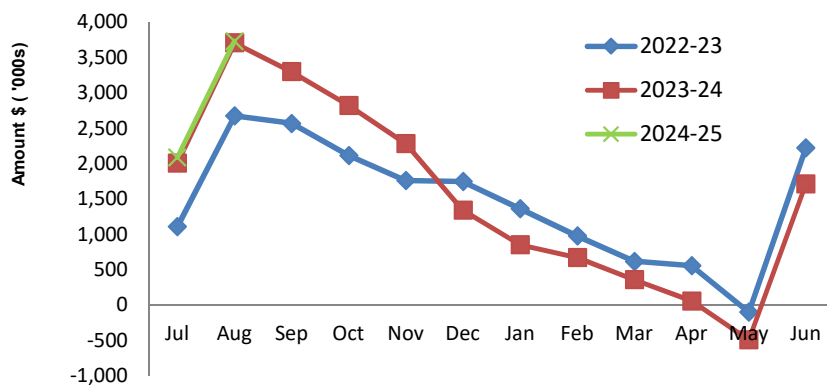
Reviewed by: K Bartley - CEO

# Shire of Wickepin

## Monthly Summary Information

For the Period Ended 31 August 2024

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



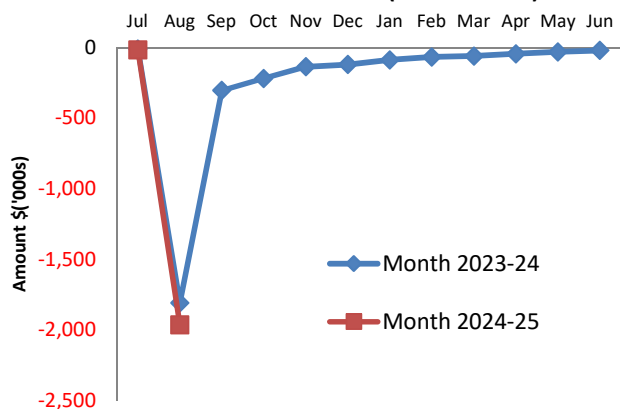
### Cash and Cash Equivalents as at period end

Unrestricted	\$	2,116,326
Restricted	\$	3,239,614
	\$	5,355,940

### Receivables

Rates	\$	1,963,154
Other	\$	15,223
	\$	1,978,377

**Rates Receivable (Refer Note 6)**



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

### Comments

Unrestricted cash includes the following payments in advance

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

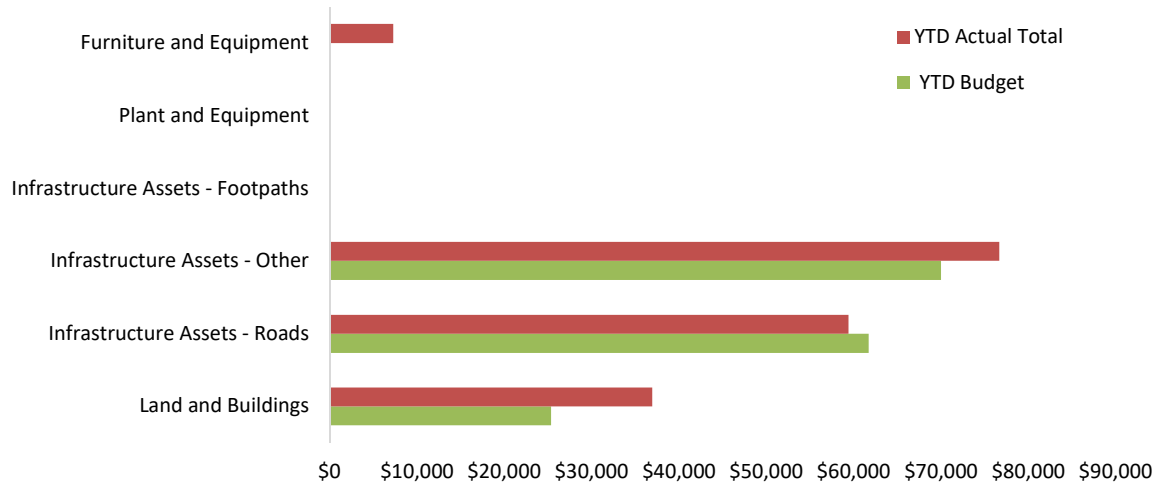
This information is to be read in conjunction with the accompanying Financial Statements and notes.

# Shire of Wickepin

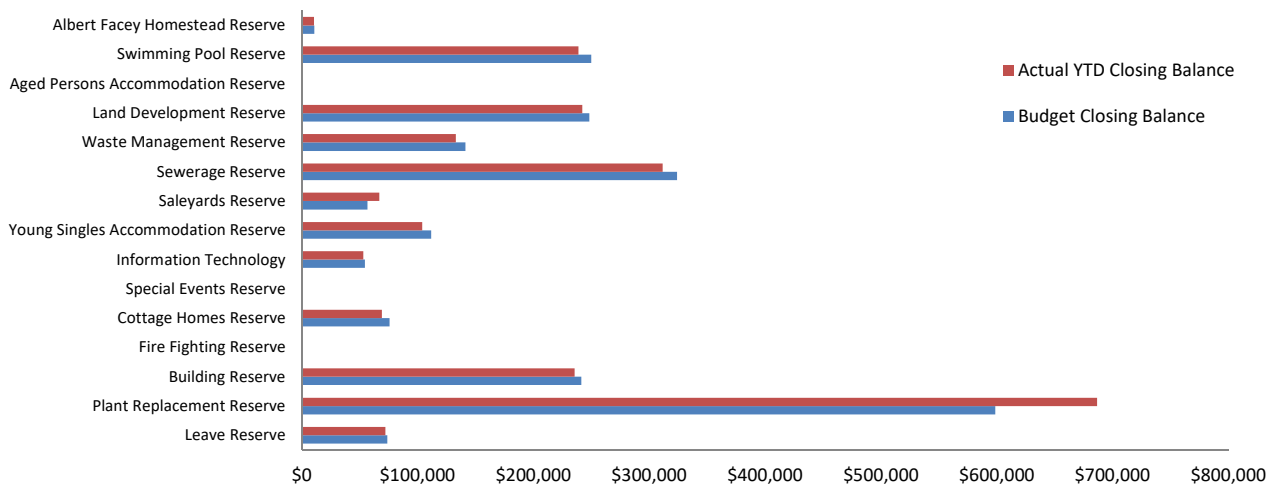
## Monthly Summary Information

For the Period Ended 31 August 2024

### Capital Expenditure Program YTD (Refer Note 13)



### Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



### Comments

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



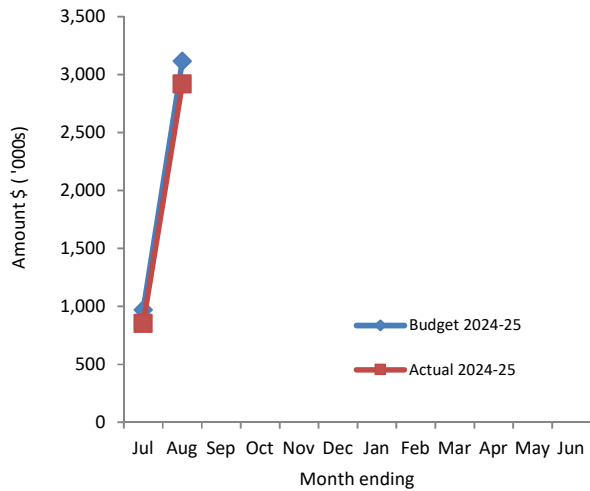
# Shire of Wickepin

## Monthly Summary Information

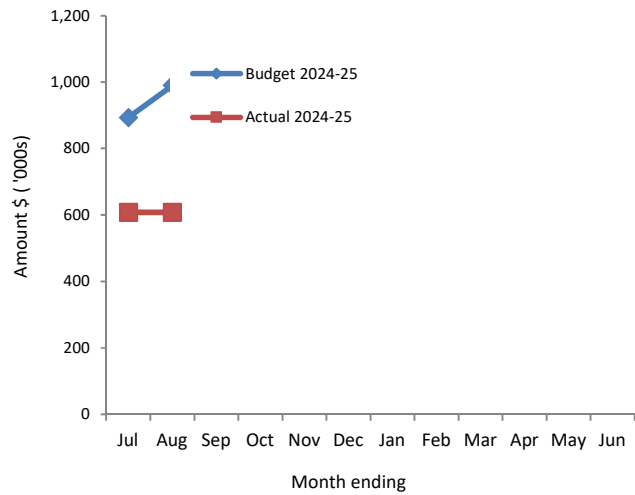
For the Period Ended 31 August 2024

### Revenues

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

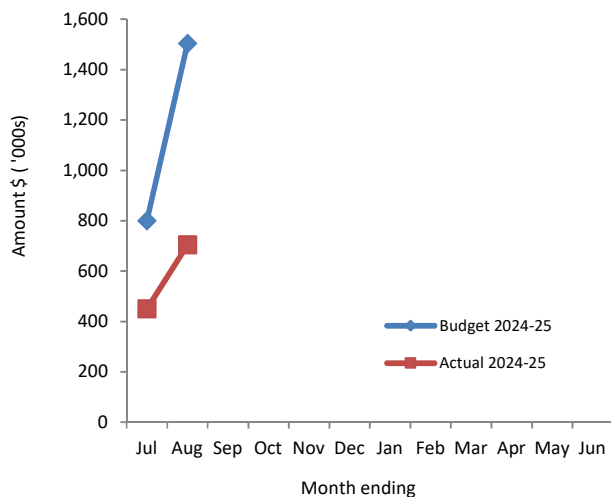


**Budget Capital Revenue -v- Actual (Refer Note 2)**

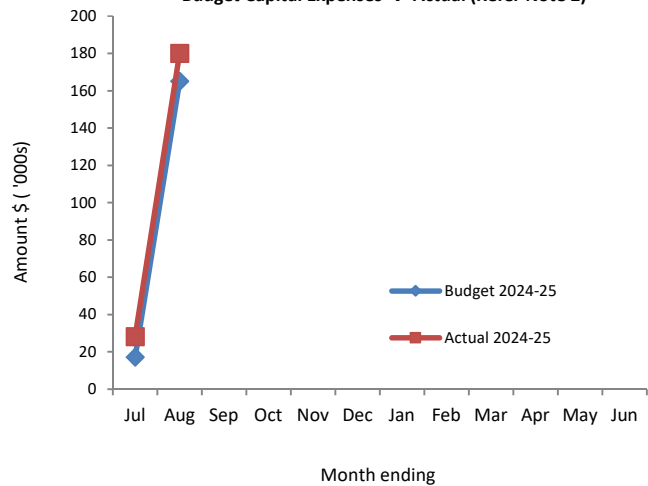


### Expenditure

**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



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



### Comments

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2024**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Governance		\$ 2,005	\$ 332	\$ 0	\$ (332)	% (100.00%)	
General Purpose Funding - Rates	9	1,640,841	1,771,745	1,767,748	(3,998)	(0.23%)	
General Purpose Funding - Other		382,300	42,780	43,425	645	1.51%	
Law, Order and Public Safety		154,996	74,311	74,611	301	0.40%	
Health		220	36	236	200	555.56%	
Education and Welfare		300	48	0	(48)	(100.00%)	
Housing		110,850	18,470	14,708	(3,762)	(20.37%)	
Community Amenities		253,714	158,728	182,596	23,868	15.04%	▲
Recreation and Culture		622,944	2498	1,813	(685)	(27.43%)	
Transport		2,366,950	806,481	806,986	505	0.06%	
Economic Services		100,525	16,082	11,055	(5,027)	(31.26%)	
Other Property and Services		30,000	4,998	14,645	9,647	193.01%	
Total Operating Revenue		5,665,645	2,896,509	2,917,823	21,314		
<b>Operating Expense</b>							
Governance		(694,484)	(153,341)	(125,248)	28,092	18.32%	▼
General Purpose Funding		(110,227)	(18,360)	(18,242)	118	0.64%	
Law, Order and Public Safety		(337,806)	(76,176)	(64,541)	11,635	15.27%	▼
Health		(31,675)	(5,610)	(2,278)	3,332	59.39%	
Education and Welfare		(33,792)	(5,622)	(3,780)	1,842	32.77%	▼
Housing		(214,849)	(34,602)	(29,428)	5,174	14.95%	▼
Community Amenities		(574,858)	(95,686)	(78,708)	16,978	17.74%	▼
Recreation and Culture		(1,207,243)	(197,410)	(114,109)	83,301	42.20%	▼
Transport		(4,564,858)	(760,748)	(153,662)	607,086	79.80%	▼
Economic Services		(362,710)	(60,406)	(37,890)	22,516	37.27%	▼
Other Property and Services		(417,974)	(95,438)	(75,824)	19,614	20.55%	▼
Total Operating Expenditure		(8,550,476)	(1,503,399)	(703,710)	799,689		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,780,500	796,738	0	(796,738)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(76,574)	158	0	(158)	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0			
Net Cash from Operations		1,819,095	2,190,006	2,214,113	24,108		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	280,549	46,758	0	(46,758)	(100.00%)	▼
Total Capital Revenues		280,549	46,758	0	(46,758)		
<b>Capital Expenses</b>							
Land and Buildings	13	(317,017)	(25,334)	(44,176)	(18,842)	(74.38%)	▲
Infrastructure - Roads	13	(2,492,909)	(61,700)	(59,387)	2,313	3.75%	
Infrastructure - Footpaths	13	(45,000)	0	0	0		
Infrastructure -Other	13	(159,504)	(70,000)	(69,420)	580	0.83%	
Plant and Equipment	13	(783,477)	0	0	0		
Furniture and Equipment	13	(36,000)	0	(7,250)	(7,250)		
Total Capital Expenditure		(3,833,907)	(157,034)	(180,233)	(23,199)		
Net Cash from Capital Activities		(3,553,358)	(110,276)	(180,233)	(69,958)		
<b>Financing</b>							
Transfer from Reserves	7	117,000	0	0	0		
Repayment of Debentures	10	(40,407)	0	0	0		
Transfer to Reserves	7	(126,918)	0	0	0		
Net Cash from Financing Activities		(50,325)	0	0	0		
Net Operations, Capital and Financing		(1,784,588)	2,079,730	2,033,880	(45,850)		
Opening Funding Surplus(Deficit)	3	1,784,588	1,784,588	1,697,761	(86,827)	(4.87%)	
Closing Funding Surplus(Deficit)	3	0	3,864,318	3,731,641	(132,677)		

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,625,579	1,769,203.44	1,767,748	(1,456)	(0.08%)	
Rates excluding General Rates	9	15,262	2,542	0			
Operating Grants, Subsidies and Contributions	11	530,478	252,398	253,942	1,544	0.61%	
Fees and Charges		541,918	261,554	263,670	2,116	0.81%	
Interest Earnings		128,500	2,782	2,319	(463)	(16.64%)	
Other Revenue		0	0	22,115	22,115		▲
Profit on Disposal of Assets	8	77,533	0	0	0		
<b>Total Operating Revenue</b>		2,919,270	2,288,480	2,309,794	23,856		
<b>Operating Expense</b>							
Employee Costs		(1,582,760)	(262,938)	266,818	(3,880)	(1.48%)	
Materials and Contracts		(1,638,451)	(294,669)	268,714	25,955	8.81%	
Utility Charges		(267,455)	(44,540)	26,353	18,187	40.83%	▲
Depreciation on Non-Current Assets		(4,780,500)	(796,738)	0	796,738	100.00%	▲
Interest Expenses		(2,706)	(46)	800	(754)	(1639.35%)	
Insurance Expenses		(253,645)	(101,644)	134,907	(33,263)	(32.72%)	▼
Other Expenditure		(24,000)	(2,666)	6,118	(3,452)	(129.49%)	
Loss on Disposal of Assets	8	(959)	(158)	0	158	100.00%	
<b>Total Operating Expenditure</b>		(8,550,476)	(1,503,399)	703,710	799,689		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,780,500	796,738	0	(796,738)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(76,574)	158	0	(158)	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0	0		
<b>Net Cash from Operations</b>		(927,280)	1,581,977	1,606,084	26,650		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,746,375	608,029	608,029	0	0.00%	
Proceeds from Disposal of Assets	8	280,549	46,758	0	(46,758)	(100.00%)	▼
Proceeds from Sale of Assets		0	0	0	0		
<b>Total Capital Revenues</b>		3,026,924	654,787	608,029	(46,758)		
<b>Capital Expenses</b>							
Land and Buildings	13	(317,017)	(25,334)	(44,176)	(18,842)	(74.38%)	▼
Infrastructure - Roads	13	(2,492,909)	(61,700)	(59,387)	2,313	3.75%	
Infrastructure - Drainage	13	(159,504)	(70,000)	(69,420)	580	0.83%	
Plant and Equipment	13	(783,477)	0	0	0		
Furniture and Equipment	13	(36,000)	0	(7,250)	(7,250)		
<b>Total Capital Expenditure</b>		(3,833,907)	(157,034)	(180,233)	(23,199)		
<b>Net Cash from Capital Activities</b>		(806,983)	497,753	427,796	(69,958)		
<b>Financing</b>							
Transfer from Reserves	7	117,000	0	0	0		
Repayment of Debentures	10	(40,407)	0	0	0		
Transfer to Reserves	7	(126,918)	0	0	0		
<b>Net Cash from Financing Activities</b>		(50,325)	0	0	0		
<b>Net Operations, Capital and Financing</b>		(1,784,588)	2,079,730	2,033,880	(43,308)		
<b>Opening Funding Surplus(Deficit)</b>	3	1,784,588	1,784,588	1,697,761	(86,827)	(4.87%)	
<b>Closing Funding Surplus(Deficit)</b>	3	0	3,864,318	3,731,641	(130,135)		

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

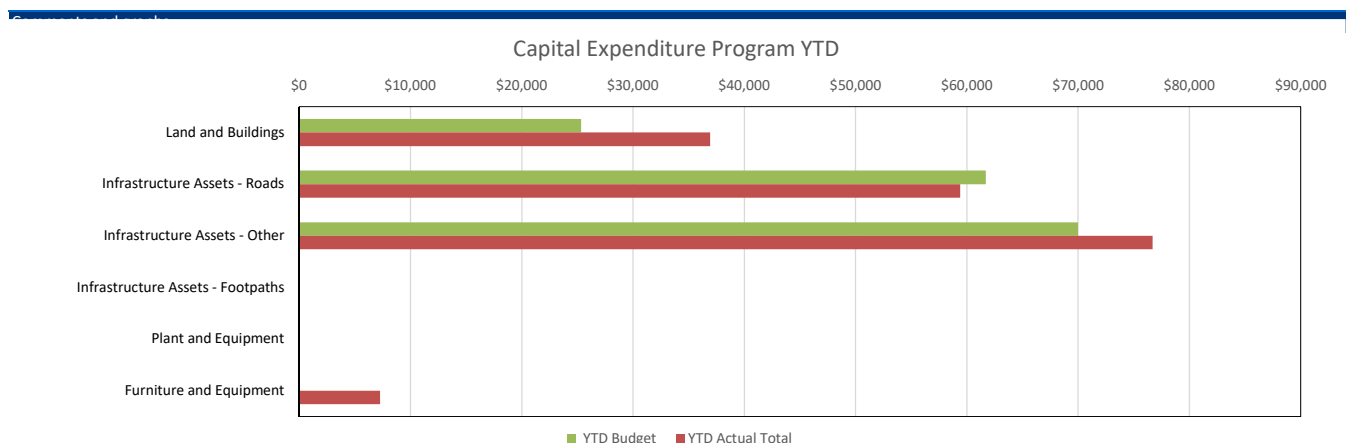
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

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

		YTD 31 08 2024					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	36,916	0	36,916	25,334	317,017	11,582
Infrastructure Assets - Roads	13		59,387	59,387	61,700	2,492,909	(2,313)
Infrastructure Assets - Other	13	76,680	0	76,680	70,000	159,504	6,680
Infrastructure Assets - Footpaths	13	0	0	0	0	45,000	0
Plant and Equipment	13	0	0	0	0	783,477	0
Furniture and Equipment	13	7,250	0	7,250	0	36,000	7,250
Capital Expenditure Totals		120,846	59,387	180,233	157,034	3,833,907	23,199

**Funded By:**

Capital Grants and Contributions		2,746,375	2,746,375	2,746,375
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	46,758	(76,574)	46,758
Own Source Funding - Cash Backed Reserves		0	117,000	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations		(2,636,099)	1,047,106	2,636,099
Capital Funding Total	0	157,034	3,833,907	(157,034)



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

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

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

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

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

***General***

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

***Land Held for Resale***

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

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

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

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Roads	20 to 50 years
Footpaths	20 years
Sewerage Piping	100 years
Water Supply Piping and Drainage Systems	75 years
Infrastructure - Parks & Ovals	30 to 50 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

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

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

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.



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

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

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

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

**(q) Nature or Type Classifications (Continued)**

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

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

The Strategic Community Plan defines the key objectives of the Shire as:

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .*

*Council operations as disclosed in this statement encompass the following service orientated activities/programs:*

**(s) GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

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

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

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
For the Period Ended 31 August 2024

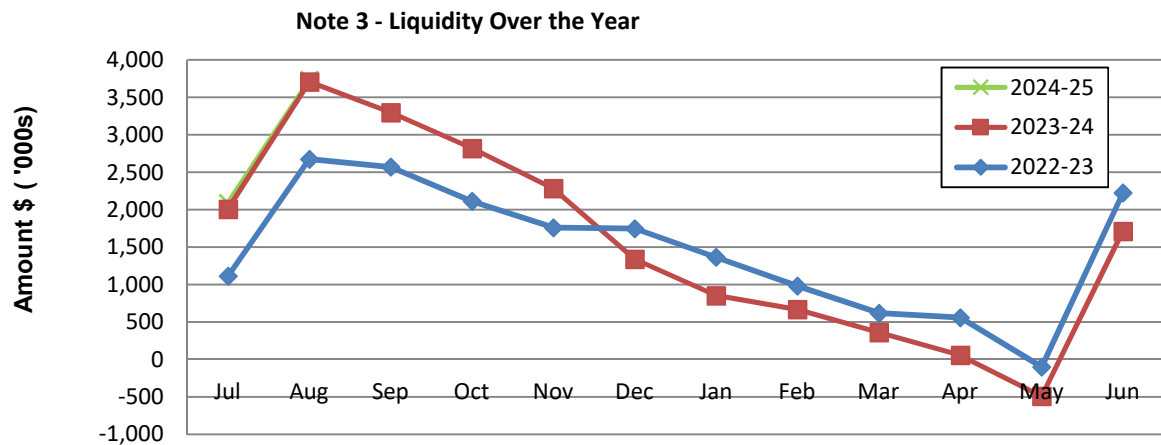
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	(332)	(100%)			
General Purpose Funding - Other	645	1.51%			
Law, Order and Public Safety	301	0.40%			
Health	200	555.56%			
Education and Welfare	(48)	(100.00%)			
Housing	(3,762)	(20.37%)			
Community Amenities	23,868	15.04%	▲	Permanent	Sale of Recycled materials
Recreation and Culture	(685)	(27.43%)			
Transport	505	0.06%			
Economic Services	(5,027)	(31.26%)			
Other Property and Services	9,647	193.01%			
<b>Operating Expense</b>					
Governance	28,092	18.32%	▼		Depreciation not run
General Purpose Funding	118	0.64%			
Law, Order and Public Safety	11,635	15.27%	▼		Depreciation not run
Health	3,332	59.39%			
Education and Welfare	1,842	32.77%	▼		Depreciation not run
Housing	5,174	14.95%	▼		Depreciation not run
Community Amenities	16,978	17.74%	▼		Depreciation not run
Recreation and Culture	83,301	42.20%	▼		Depreciation not run
Transport	607,086	79.80%	▼		Depreciation not run
Economic Services	22,516	37.27%	▼		Depreciation not run
Other Property and Services	19,614	20.55%	▼		Depreciation not run
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	0	0.00%			
Proceeds from Disposal of Assets	(46,758)	(100.00%)	▼		Depreciation not run
<b>Capital Expenses</b>					
Land and Buildings	(18,842)	(74.38%)	▲		Depreciation not run, Projects not yet started
Infrastructure - Roads	2,313	3.75%			
Infrastructure - Other	580	0.83%			
Infrastructure - Footpaths	0				
Plant and Equipment	0				
Furniture and Equipment	(7,250)				
<b>Financing</b>					
Loan Principal	0				

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

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Aug 2024	30 June 2023	YTD 31 Aug 2023
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	2,116,326	2,053,762	3,054,752
Cash Restricted	4	3,239,614	3,252,949	2,824,404
Receivables - Rates	6	1,963,154	20,237	157,827
Receivables -Other	6	15,223	24,809	5,929
Interest / ATO Receivable/Trust		22,899	17,594	25,304
		7,357,216	5,369,352	6,068,216
<b>Less: Current Liabilities</b>				
Payables	-	26,355	(58,836)	(210,020)
Contract Liabilities	-	145,127	(145,127)	(853,441)
Provisions	-	214,479	(214,679)	(227,654)
		385,960	(418,642)	(1,291,116)
Less: Cash Reserves	7	3,239,614	(3,252,949)	(2,824,404)
<b>Net Current Funding Position</b>		<b>3,731,642</b>	<b>1,697,761</b>	<b>1,952,696</b>



**Comments - Net Current Funding Position**

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

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Account	0.00%	1,036,039			1,036,039	ANZ	At Call
Reserve Bank Account	0.00%		3,239,614		3,239,614	ANZ	At Call
Trust Bank Account	0.00%			79,592	79,592	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) <b>Term Deposits</b>							
Municipal					0		
Municipal					0		
Municipal	4.80%	1,079,095			1,079,095	WA Treasury	At Call
Reserve	0.40%				0		
Trust	0.40%				0		
<b>Total</b>		<b>2,115,834</b>	<b>3,239,614</b>	<b>79,592</b>	<b>5,435,040</b>		

**Comments/Notes - Investments**



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

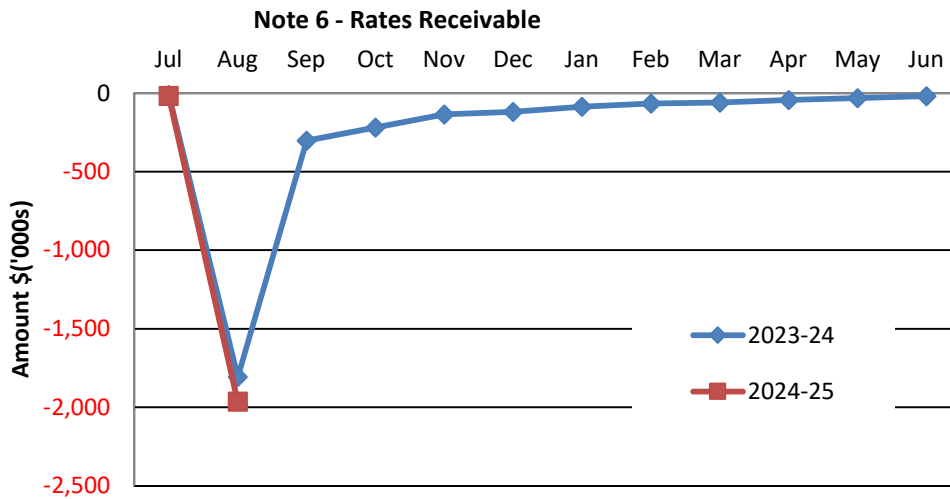
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

YTD 31 Aug 2024	30 June 2024
\$ 20,238	\$ 16,420
1,979,899	1,753,996
(36,983)	(1,750,178)
<b>1,963,154</b>	<b>20,238</b>
<b>1,963,154</b>	<b>20,238</b>
1.85%	98.86%



**Comments/Notes - Receivables Rates**

**Receivables - General**

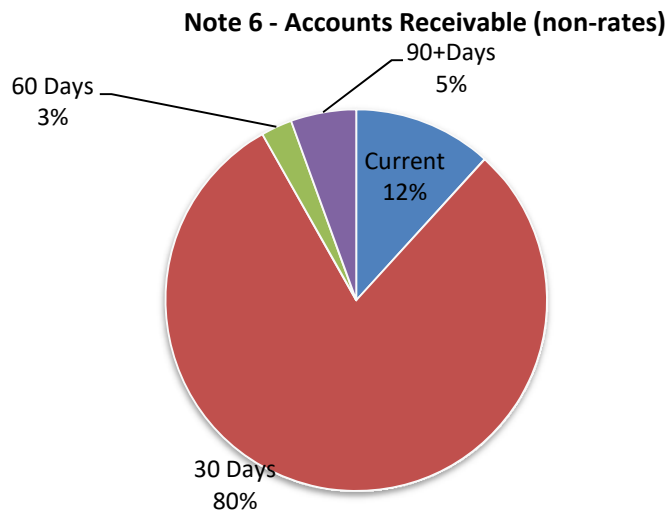
Receivables - General

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
1,790	12,186	403	844

**Total Receivables General Outstanding**

**15,223.05**

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables General**

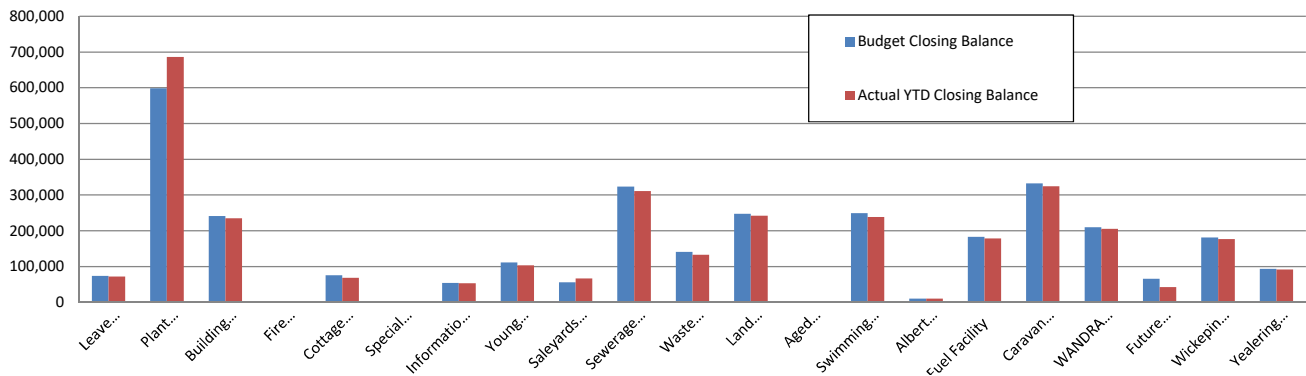


**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2024**

**Note 7: Cash Backed Reserve**

2024-25										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	71,838	1,778							73,616	71,838
Plant Replacement Reserve	686,601	16,997				105,000			598,598	686,601
Building Reserve	235,343	5,968							241,311	235,343
Fire Fighting Reserve	0									0
Cottage Homes Reserve	68,851	1,704		5,000					75,555	68,851
Special Events Reserve	0									0
Information Technology	52,995	1,312							54,307	52,995
Young Singles Accommodation Reserve	103,812	2,570		5,000					111,382	103,812
Saleyards Reserve	66,719	1,651				12,000			56,370	66,719
Sewerage Reserve	311,278	7,705		5,000					323,983	311,278
Waste Management Reserve	132,786	3,287		5,000					141,073	132,786
Land Development Reserve	241,979	5,982							247,961	241,979
Aged Persons Accommodation Reserve	0								0	0
Swimming Pool Reserve	238,740	5,910		5,000					249,650	238,740
Albert Facey Homestead Reserve	10,254	254							10,508	10,254
Fuel Facility	178,263	4,369							182,632	178,263
Caravan Park & Accommodation Reserve	324,230	8,058							332,288	324,230
WANDRA events & Emergency Repairs Reserve	205,029	5,086							210,115	205,029
Future Projects Reserve	42,424	3,076		20,000					65,500	42,424
Wickepin Bowling Greens - Replacement	176,888	4,182							181,070	176,888
Yealering Bowling Green - Replacement	91,583	2,029							93,612	91,583
	<b>3,239,614</b>	<b>81,918</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>117,000</b>	<b>0</b>		<b>3,249,532</b>	<b>3,239,614</b>

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



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

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget		
				YTD 31 08 2024		
Cost	Accum Depr	Proceeds	Profit (Loss)	Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	\$	\$	\$
			<b>Plant and Equipment</b>			
			0 Truck	61,479	0	(61,479)
			0 Mechanics Ute	10,260	0	(10,260)
			0 Bus	5,794	0	(5,794)
			0 MWS Ute	(725)	0	725
			0 Ceo Vehicle 4X4 Wagon (1) Renew	(117)	0	117
			0 Ceo Vehicle 4X4 Wagon (2) - Renew	(117)	0	117
			0		0	0
			0		0	0
0	0	0	0	76,574	0.00	(76,574)

**Comments - Capital Disposal/Replacements**

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

**Note 9: RATING INFORMATION**

	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
GRV	0.820700	152	1,558,092	129,021		0	129,021	129,021			129,021
UV	0.499300	268	312,228,490	1,555,809			1,555,809	1,554,735	500		1,555,235
Mining UV	0.499300	5	788,230	3,148			3,148	3,148			3,148
<b>Sub-Totals</b>		425	314,574,812	1,687,978	0	0	1,687,978	1,686,904	500	0	1,687,404
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	575	108		62,100			62,100	62,100			62,100
UV	575	35		18,975			18,975	18,975			18,975
Mining UV	575	2		1,150			1,150	1,150			1,150
<b>Sub-Totals</b>		145	0	82,225	0	0	82,225	82,225	0	0	82,225
Ex Gratia Rates							1,770,203				1,769,629
Discount							0				15,262
Rates Writeoffs							(2,455)				(144,000)
							0				(50)
<b>Amount from General Rates</b>							<b>1,767,748</b>				<b>1,640,841</b>
Specified Area Rates											
<b>Totals</b>							<b>1,767,748</b>				<b>1,640,841</b>

**Comments - Rating Information**

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

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-23	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 103 -Staff House	269,509			40,407		269,509		2,426	2/12/2030
	269,509	0	0	40,407	0	269,509	0	2,426	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2024-25 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	150,400	0	150,400	0	24,657	125,743
Grants Commission - Roads	WALGGC	Y	84,600	0	84,600	0	15,659	68,941
<b>LAW, ORDER, PUBLIC SAFETY</b>								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	88,692	0	88,692	0	16,840	71,852
<b>COMMUNITY AMENITIES</b>								
Bus grant	Lotterywest	N	67,800			67,800	0	67,800
<b>RECREATION AND CULTURE</b>								
From								
LRCI Stage 3		Y	181,943			181,943		181,943
LRCI Stage 4		Y	229,513			229,513		229,513
LRCI Stage 4- CONTRACT		Y	145,127			145,127		145,127
EV Charger		Y	25,052			25,052		25,052
CNLP Grant		Y	14,309			14,309		14,309
			8,000		8,000			0
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	575,629	0	0	575,629	0	575,629
WSFN Grant	WSFN	Y	1,027,002	0	0	1,027,002	383,710	643,292
WSFN Grant	WSFN	N					33,516	(33,516)
RRG Grants - Capital Projects	Regional Road Group	Y	480,000	0		480,000	190,803	289,197
Direct Grant - Maintenance	Dept. of Transport		196,786		196,786		196,786	0
			10,000		10,000			
<b>TOTALS</b>			<b>3,284,853</b>	<b>0</b>	<b>538,478</b>	<b>2,746,375</b>	<b>861,971</b>	<b>2,404,882</b>

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

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 24	Amount Received	Amount Paid	Closing Balance 31-Aug-24
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Master Key Deposits	492	1,260	-1,512	240
Building and BCITF	185	0	-185	0
Cat/Dog Trap Hire	0	0	0	0
WDSC Replacement Greens	0	0	0	0
Wickepin Community Harvest Fund	76,903	0	0	76,903
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,449	240	-120	2,569
Yealering Bowling Club Greens	0	0	0	0
Licensing		37,499	-35,737	1,762
	<b>80,029</b>	<b>38,999</b>	<b>-37,554</b>	<b>81,474</b>

Level of Completion Indicators

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

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

Note 13: CAPITAL ACQUISITIONS

31/08/2024						
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
<b>Infrastructure Assets</b>						
○	<b>Land &amp; Buildings</b>					
	<b>Education &amp; Welfare</b>					
	Wickepin Playgroup - Renew Gazebo	XPG1	6,000	0	0.00	0 C/Fwd
	<b>Education &amp; Welfare Total</b>		<b>6,000</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
○	<b>Housing</b>					
	14 Smith St - Upgrade Fencing	CSH12	9,000	0	0.00	0
	<b>Housing Total</b>		<b>9,000</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
○	<b>Recreation and Culture</b>					
	Swimming Pool - Renew Pump Shed Roof	XSP7	9,000	2,000	1,772.50	228 C/fwd
	Lake Yealering Foreshore Ablutions	LYFA2	140,000	23,334	4,394.98	135,605 C/fwd
	Wickepin Community Centre - Change Rooms- LRCI Phase 4	XCC1	25,913	0	26,504.00	(591) C/fwd
	Wickepin Swimming Pool- Disable Toilet- LRCI Phase 4	XSP6	30,000	0	4,244.78	25,755 C/fwd
	Solar Panels	XSP1	50,104	0	0.00	50,104
	Yealering Hall	CLPH2	20,000	0		20,000 C/fwd
	<b>Recreation And Culture Total</b>		<b>275,017</b>	<b>25,334</b>	<b>36,916.26</b>	<b>231,101</b>
○	<b>Transport</b>					
	Public Works Dept ( Old He Shed She Shed)	LPWC	10,000	0	0.00	0
	<b>Transport Total</b>		<b>10,000</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
●	<b>Economic Services</b>					
	Harrismith Caravan Park - Renew Facilities	XCP3	0	0	7,260.00	
○	Caravan Park Caretakers Fencing	XCPC1	17,000	0	0.00	0
	<b>Transport Total</b>		<b>17,000</b>	<b>0</b>	<b>7,260.00</b>	<b>0</b>
	<b>Land and Buildings Total</b>		<b>317,017</b>	<b>25,334</b>	<b>44,176.26</b>	<b>231,101</b>
<b>Footpaths</b>						
○	<b>Transport</b>					
	Footpaths	LFP1	45,000	0	0.00	0
	<b>Transport Total</b>		<b>45,000</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
	<b>Footpaths Total</b>		<b>45,000</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
<b>Furniture &amp; Equipment</b>						
○	<b>Governance</b>					
	Various Locations - New CCTV System	XCTV	36,000	0	7,250.00	(7,250) Changed from Maintenance
	<b>Governance Total</b>		<b>36,000</b>	<b>0</b>	<b>7,250.00</b>	<b>(7,250)</b>
	<b>Furniture &amp; Office Equip. Total</b>		<b>36,000</b>	<b>0</b>	<b>7,250.00</b>	<b>(7,250)</b>
<b>Plant , Equip. &amp; Vehicles</b>						
○	<b>Governance</b>					
	Ceo Vehicle 4X4 Wagon (1) Renew	XCE01	60,000	0	0.00	
○	Ceo Vehicle 4X4 Wagon (2) - Renew	XCE02	60,000	0	0.00	0
	<b>Governance Total</b>		<b>120,000</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
○	<b>Transport</b>					
	Truck	XPM4	324,000	0	0.00	324,000
	Mechanics Ute	XPM5	37,697	0	0.00	37,697
	Bus	XPM6	221,000	0	0.00	221,000
	MWS Ute	XPWS	70,000			
	<b>Transport Total</b>		<b>652,697</b>	<b>0</b>	<b>0.00</b>	<b>582,697</b>
○	<b>Economic Services</b>					
	Saleyards (eID Panels)	XSXY1	10,780			0
	<b>Economic Services Total</b>		<b>10,780</b>	<b>0</b>	<b>0.00</b>	<b>582,697</b>
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>783,477</b>	<b>0</b>	<b>0.00</b>	<b>582,697</b>
<b>Infrastructure Other</b>						
●	<b>Recreation and Culture</b>					
	Harrismith Community Centre Playground- LRCI Phase 4	XHC1	93,886	70,000	69,420.00	
	Yealering Niche Wall	XYC1	25,000	0	0.00	25,000
	Tennis Lights	XCNLP	28,618	0	0.00	28,618
	<b>Recreation and Culture Total ( CNLP)</b>		<b>147,504</b>	<b>70,000</b>	<b>69,420.00</b>	<b>53,618</b>
○	<b>Economic Services</b>					
	Saleyards Dust Suppression	CLSY1	12,000	0	0.00	
	<b>Economic Services Total</b>		<b>147,504</b>	<b>70,000</b>	<b>69,420.00</b>	<b>53,618</b>
	<b>Infrastructure Other Total</b>		<b>159,504</b>	<b>70,000</b>	<b>69,420.00</b>	<b>0</b>
<b>Roads</b>						
○	<b>Transport Regional Road Group</b>					
	Wickepin Pingelly Road	RG003	469,840	14,700	14,096.75	455,743
	Stock Route Road	RRG163	245,645	0	0.00	245,645
	Rabbit Proof Fence Road - WSNF)	WSB150	1,027,795	47,000	45,290.44	982,505
	<b>Regional Road Group Total</b>		<b>1,743,280</b>	<b>61,700</b>	<b>59,387.19</b>	<b>1,683,893</b>
○	<b>Transport Roads to Recovery</b>					
	Yilliminning Road	R2R004	575,629	0	0.00	0
	<b>Roads to Recovery Total</b>		<b>575,629</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
○	<b>Council Resources Construction</b>					
	Harrismith Layby - LRCI Phase 4	XH15	50,000	0	0.00	0
	Toolibin Layby (LRCI - Phase 4)	XH16	124,000	0	0.00	0
	<b>Council Resources Construction Total</b>		<b>174,000</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
	<b>Roads Total</b>		<b>2,492,909</b>	<b>61,700</b>	<b>59,387.19</b>	<b>1,683,892.81</b>
○	<b>Capital Expenditure Total</b>		<b>3,833,907</b>	<b>157,034</b>	<b>180,233.45</b>	<b>2,490,441</b>

<b>List of Accounts Due &amp; Submitted to Council</b>				
<b><u>31-August-24</u></b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Trust</b>	<b>Muni</b>
EFT14807	20/08/2024	BUILDING AND ENERGY DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	\$ 56.65	
EFT14808	20/08/2024	SHIRE OF WICKEPIN	\$ 5.00	
EFT14810	29/08/2024	KIESHA MAREE THOMPSON	\$ 120.00	
		<b>TOTALS TRUST</b>	<b>\$ 181.65</b>	
EFT14765	15/08/2024	AUSTRALIA POST		\$ 31.62
EFT14766	15/08/2024	AIR LIQUIDE WA PTY LTD		\$ 60.86
EFT14767	15/08/2024	GOODYEAR AUTOCARE NARROGIN		\$ 927.00
EFT14768	15/08/2024	BELVEDERE NURSERY		\$ 467.50
EFT14769	15/08/2024	BKS ELECTRICAL		\$ 715.00
EFT14770	15/08/2024	BMR MECHANICAL PTY LTD		\$ 44.98
EFT14771	15/08/2024	CEMETERIES & CREMATORIA ASSN OF WA- CCAWA		\$ 130.00
EFT14772	15/08/2024	DC & LB CURTIS		\$ 1,760.00
EFT14773	15/08/2024	LANDGATE		\$ 235.90
EFT14774	15/08/2024	DIAMOND LOCKSMITHS		\$ 451.25
EFT14775	15/08/2024	DUFFY ELECTRICS		\$ 4,676.10
EFT14776	15/08/2024	EWEN RURAL SUPPLIES		\$ 9,408.49
EFT14777	15/08/2024	EVERLON BRONZE		\$ 150.70
EFT14778	15/08/2024	ELDERS WICKEPIN		\$ 189.99
EFT14779	15/08/2024	EMBROIDER ME		\$ 1,265.00
EFT14780	15/08/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD		\$ 9,347.25
EFT14781	15/08/2024	GREAT SOUTHERN FUEL SUPPLIES		\$ 16,505.73
EFT14782	15/08/2024	ELIZABETH HEFFERNAN		\$ 40.00
EFT14783	15/08/2024	HERSEY'S SAFETY PTY LTD		\$ 631.95
EFT14784	15/08/2024	JASON SIGNMAKERS		\$ 7,336.30
EFT14785	15/08/2024	MAUREEN ELIZABETH JONES		\$ 57.41
EFT14786	15/08/2024	LGISWA		\$ 1,368.51
EFT14787	15/08/2024	MCINTOSH & SON NARROGIN		\$ 439.73
EFT14788	15/08/2024	GREAT SOUTHERN WASTE DISPOSAL		\$ 8,945.17
EFT14789	15/08/2024	NARROGIN HARDWARE MAKIT		\$ 346.10
EFT14790	15/08/2024	NARROGIN BEARING SERVICES		\$ 139.95
EFT14791	15/08/2024	NARROGIN CARPETS & CURTAINS		\$ 10,065.00
EFT14792	15/08/2024	OFFICEWORKS SUPERSTORES PTY LTD		\$ 562.37
EFT14793	15/08/2024	ONE MUSIC		\$ 378.55
EFT14794	15/08/2024	PERFECT COMPUTER SOLUTIONS - PCS		\$ 892.50
EFT14795	15/08/2024	PARRYS		\$ 8,891.25
EFT14796	15/08/2024	CFR MOBILE MECHANICAL		\$ 214.50
EFT14797	15/08/2024	RYAN'S CARPENTRY AND CONSTRUCTION		\$ 1,408.00
EFT14798	15/08/2024	R J SMITH ENGINEERING		\$ 160.30
EFT14799	15/08/2024	NARROGIN CAMPUS SOUTH REGIONAL TAFE		\$ 2,100.00
EFT14800	15/08/2024	TEAM GLOBAL EXPRESS PTY LTD		\$ 56.45
EFT14801	15/08/2024	THE YEALERING PANTRY		\$ 120.00
EFT14802	15/08/2024	WATERSHED NEWS		\$ 6,500.00
EFT14803	19/08/2024	BERYLE HOLM		\$ 449.40
EFT14804	19/08/2024	TANYA MARY SANDS		\$ 176.70
EFT14805	20/08/2024	CLAIRE DAWES		\$ 630.00
EFT14806	20/08/2024	MR TIM FLEAY		\$ 630.00
EFT14809	29/08/2024	AUSTRALIAN TAXATION OFFICE		\$ 50,873.00
EFT14811	29/08/2024	TUTT BRYANT EQUIPMENT		\$ 224.77
EFT14812	29/08/2024	BEST OFFICE SYSTEMS		\$ 66.00
EFT14813	29/08/2024	BEACON EQUIPMENT		\$ 347.40
EFT14814	29/08/2024	COUNTRY PAINT SUPPLIES		\$ 594.35
EFT14815	29/08/2024	DUFFY ELECTRICS		\$ 14,033.36
EFT14816	29/08/2024	PHILLIPA SHAREE ELLIS		\$ 320.49
EFT14817	29/08/2024	FORPARK AUSTRALIA		\$ 76,362.00
EFT14818	29/08/2024	DEPARTMENT OF FIRE AND EMERGENCY (DFES)		\$ 17,242.20
EFT14819	29/08/2024	FRONTLINE FIRE & RESCUE		\$ 7,130.43
EFT14820	29/08/2024	ELIZABETH HEFFERNAN		\$ 20.00
EFT14821	29/08/2024	JASON SIGNMAKERS		\$ 147.61
EFT14822	29/08/2024	GREAT SOUTHERN WASTE DISPOSAL		\$ 220.00
EFT14823	29/08/2024	NARROGIN GLASS		\$ 605.00
EFT14824	29/08/2024	NARROGIN BEARING SERVICES		\$ 36.95
EFT14825	29/08/2024	NARROGIN PUMPS, SOLAR AND SPRAYING		\$ 260.50
EFT14826	29/08/2024	NARROGIN BETTA HOME LIVING		\$ 279.00



Chq/EFT	Date	Name	Trust	Muni
EFT14827	29/08/2024	NARROGIN & DISTRICTS PLUMBING SERVICE		\$ 28,868.40
EFT14828	29/08/2024	NARROGIN VALLEY STOCKFEED		\$ 1,035.00
EFT14829	29/08/2024	PERFECT COMPUTER SOLUTIONS - PCS		\$ 382.50
EFT14830	29/08/2024	REPCO		\$ 603.91
EFT14831	29/08/2024	SHIRE OF NARROGIN		\$ 2,734.50
EFT14832	29/08/2024	TEAM GLOBAL EXPRESS PTY LTD		\$ 318.06
EFT14833	29/08/2024	SSJ TRANSPORT PTY LTD		\$ 5,863.00
EFT14834	29/08/2024	WICKEPIN NEWSAGENCY		\$ 391.60
EFT14835	29/08/2024	ZONE 50 ENGINEERING SURVEYS		\$ 17,209.81
		<b>TOTALS EFT</b>		<b>\$ 325,077.35</b>
15950	15/08/2024	SYNERGY		\$ 2,007.51
15951	15/08/2024	WATER CORPORATION		\$ 4,731.51
15952	29/08/2024	SHIRE OF WICKEPIN		\$ 180.75
15953	30/08/2024	SYNERGY		\$ 2,402.06
15954	30/08/2024	WATER CORPORATION		\$ 2,558.63
		<b>TOTALS CHEQUE</b>		<b>\$ 11,880.46</b>
DD15131.1	01/08/2024	CRISP WIRELESS PTY LTD		\$ 238.00
DD15217.1	30/08/2024	3E ADVANTAGE PTY LTD		\$ 1,095.05
		<b>TOTALS DIRECT DEBIT</b>		<b>\$ 1,333.05</b>
DD15213.1	22/08/2024	ANZ BANK		\$ 228.79
		<b>TOTALS CREDIT CARD</b>		<b>\$ 228.79</b>
DD15147.1	07/08/2024	AWARE SUPER		\$ 5,489.82
DD15147.2	07/08/2024	REST INDUSTRY SUPER		\$ 265.52
DD15147.3	07/08/2024	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 245.48
DD15147.4	07/08/2024	PRIME SUPER		\$ 822.15
DD15147.5	07/08/2024	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 386.47
DD15147.6	07/08/2024	NETWEALTH INVESTMENTS		\$ 298.87
DD15147.7	07/08/2024	ANZ SUPER		\$ 69.08
DD15147.8	07/08/2024	SPIRIT SUPER		\$ 374.58
DD15147.9	07/08/2024	AMP SIGNATURE SUPER		\$ 268.02
DD15176.1	21/08/2024	AWARE SUPER		\$ 5,484.02
DD15176.2	21/08/2024	REST INDUSTRY SUPER		\$ 267.32
DD15176.3	21/08/2024	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 241.79
DD15176.4	21/08/2024	PRIME SUPER		\$ 825.45
DD15176.5	21/08/2024	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 539.00
DD15176.6	21/08/2024	NETWEALTH INVESTMENTS		\$ 298.87
DD15176.7	21/08/2024	ANZ SUPER		\$ 78.95
DD15176.8	21/08/2024	SPIRIT SUPER		\$ 374.58
DD15176.9	21/08/2024	AMP SIGNATURE SUPER		\$ 268.02
DD15147.10	07/08/2024	AUSTRALIAN SUPER		\$ 274.17
DD15176.10	21/08/2024	AUSTRALIAN SUPER		\$ 274.17
		<b>TOTALS SUPERANNUATION</b>		<b>\$ 17,146.33</b>
98020824	02/08/2024	DEPT OF TRANSPORT		\$ 573.35
98050824	05/08/2024	DEPT OF TRANSPORT		\$ 1,485.65
98060824	06/08/2024	DEPT OF TRANSPORT		\$ 2,303.80
98090824	09/08/2024	DEPT OF TRANSPORT		\$ 462.85
98120824	12/08/2024	DEPT OF TRANSPORT		\$ 116.75
98130824	13/08/2024	DEPT OF TRANSPORT		\$ 437.60
98150824	15/08/2024	DEPT OF TRANSPORT		\$ 758.10
98160824	16/08/2024	DEPT OF TRANSPORT		\$ 359.45
98190824	19/08/2024	DEPT OF TRANSPORT		\$ 1,906.50
98200824	20/08/2024	DEPT OF TRANSPORT		\$ 265.25
98210824	21/08/2024	DEPT OF TRANSPORT		\$ 71.00
98220824	22/08/2024	DEPT OF TRANSPORT		\$ 132.25
98230824	23/08/2024	DEPT OF TRANSPORT		\$ 1,323.95
98260824	26/08/2024	DEPT OF TRANSPORT		\$ 66.35
98270824	27/08/2024	DEPT OF TRANSPORT		\$ 758.30
98280824	28/08/2024	DEPT OF TRANSPORT		\$ 95.50
98290824	29/08/2024	DEPT OF TRANSPORT		\$ 1,762.05
		<b>TOTALS LICENSING</b>		<b>\$ 12,878.70</b>

Chq/EFT	Date	Name	Trust	Muni
7/08/2024	07/08/2024	PAYROLL		\$ 49,134.00
21/08/2024	21/08/2024	PAYROLL		\$ 50,234.00
		TOTALS PAYROLL		\$ 99,368.00
		ACCOUNT TOTALS	\$ 181.65	\$ 467,912.68
		TOTAL PAYMENTS FOR JUNE 2024		\$ 468,094.33
		Credit Card Payment Summary		
		23rd July 2024 - 22nd August 2024		
		CARD ENDING XXXX224175		
	DATE	COMPANY	AMOUNT	
	21/07/2024	Canva	\$ 164.99	
	20/08/2024	WA Police	\$ 63.80	
			\$ 228.79	
		CARD ENDING XXXX885645		
	DATE	COMPANY		
			\$ 228.79	
		Fuel Card August 24		
	Job	Job Description	Total	
	P475	CAT 444F2 BACKHOE LOADER	\$ 412.81	
	P248	HINO 700 SERIES - FS 2848	\$ 5,216.39	
	P342	HINO 700 SERIES FS2848	\$ 5,820.10	
	P1955A	FUSO CANTER 7.5T CREW CAB	\$ 4,937.08	
	P1915	HINO 500 SERIES 1628 MEDIUM NINE TRUCK	\$ 323.21	
	P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS	\$ 785.25	
	P2433	HINO FG 1628 TRUCK	\$ 746.78	
	P3570	GENIE TZTO TRAILER MOUNTED CHERRY PICKER	\$ 385.78	
	P2473	HINO 300 SERIES 921 AUTO TRADE ACE	\$ 643.05	
	P468	HOLDEN COLORADO 4X4 SINGLE CAB - GARDENER'S UTE	\$ 197.20	
	P706	HOLDEN COLORADO 4X4 SINGLE CAB CHASSIS 2.8L TURBO DIESEL UTE	\$ 602.59	
	P632	ISUZZ D-MAX 4X4 SINGLE CAB CHASSIS SX AUTO	\$ 378.96	
	PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE	\$ 467.85	
	P2567	ISUZU DMAX - WHITE CREW CAB CHASSIS SX 3.0L AUTO	\$ 649.27	
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB AUTO XT 3.0L	\$ 836.67	
	P813	CAT 12H GRADER 2017	\$ 759.91	
	P2495	TORO REELMASTER 5510	\$ 50.02	
	P822	HITACHI ZW150-5B WHEEL LOADER	\$ 182.26	
	P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS	\$ 20.23	
		Total	\$ 23,415.41	

### 7.3.5 Permission to Consume Alcohol on Council Reserves and Streets

**OBJECTIVE:** Ensure all organisations, clubs, groups apply in writing to the CEO for permission to consume alcohol on all reserves and streets under Council control.

Applications must be in writing addressed to the CEO at least seven (7) days prior to the proposed event and comply with all statutory and other requirements – Office of Liquor and Gaming, Local Police permission, Health, Noise etc.

Applications must detail relevant information as to date, place, time, responsible organisation/person, control measures, public liability etc.

Comply with Council's Local Law relating to Parks, Gardens and Reserves.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

## 7.3.5 - Consumption of Alcohol In or On Shire Owned Properties and Reserves

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### OBJECTIVES

The objectives of this policy is to:

- provide guidance with respect to considering applications to consume alcohol in/on Council owned properties and reserves;
- encourage the responsible consumption of alcohol in/on Shire owned facilities and reserves;
- outline the conditions for the provision of a permit to consume alcohol in/on a shire owned facility or reserve; and
- outline the requirements to gain approval to sell alcohol in/on a shire owned facility or reserve.

### SCOPE

Applies to all properties, facilities, reserves owned, vested or under the care, control or management of the Shire of Wickpin.

### POLICY STATEMENT

This policy aims to achieve the following outcomes for the consumption and sale of alcohol at Shire owned and managed property:

- safe consumption of alcohol;
- responsible service of alcohol; and
- minimise harm and alcohol related damage and violence.

It is illegal:

- for any person to consume alcohol on unlicensed premises (eg a council facility) without the consent of the owner or authority in control of those premises; and
- to sell alcohol from a council premises without first obtaining a licence from the Department of Local Government, Sport & Cultural Industries – Racing, Gaming & Liquor (DLGSC). It is the responsibility of the person hiring the Shire facility to ascertain if they require a liquor license. A Shire permit to consume alcohol does not replace the requirement to obtain a liquor license where that requirement exists.

The Shire recognises the social and economic cost of alcohol related harm within the community and encourages responsible and safe consumption of alcohol. The Shire also recognises that alcohol consumption is legally acceptable for assenting adults when consumed responsibly and may play a role in hosting celebrations, activities and events.

As these are activities Shire facilities and reserves are commonly hired for, the Shire will consider requests to consume alcohol in/on Shire owned facilities and reserves for such purposes.

However, such approval does not negate an individual's or organisation's legal responsibility in the provision and consumption of alcohol.

### Definitions

**Permit to Consume Alcohol** – A permit issued by the Shire of Wickpin to supply and/or consume alcohol in/on a Shire owned facility or reserve.

**Liquor Licence** – A licence issued by the Department of Local Government, Sport and Cultural Industries – racing, gaming and liquor (DLGSC) to sell alcohol.

### **Permit to Consume Alcohol on Shire Properties**

In order to supply and/or consume alcohol in/on a Shire owned facility or reserve, an application to consume alcohol must be made at the time of booking facility or reserve.

A permit to consume alcohol on a Shire owned facility or reserve may be issued by the Shire subject to the following conditions:

- a) An application must be made to the Shire by submission of an “Application to Consume Alcohol on Council Property” as least 14 days prior to the event date. If alcohol is being sold, the Shire must be provided with a copy of the liquor license as approved by the Department of Racing, Gaming and Liquor, prior to the license period commencing.
- b) The permit holder listed on the “Application to Consume Alcohol on Council Property” is responsible for the safety and wellbeing of all people involved in the event and managing the activity to ensure other users and residents are not impacted.
- c) Local Police are to be informed and advised of any changes or variation to the hours.
- d) The CEO must be satisfied that any application or request to consume alcohol will not cause undue disruption or harm to members of the community, or does not demonstrate potentially significant risk that would result in damage to a shire owned facility or reserve.
- e) Applications for a permit to consume alcohol will only be considered for facilities and reserves within the following time restrictions:

Sunday – Thursday from 11am to 10pm.

Friday and Saturday from 10am to 12pm.

- f) A wedding ceremony on a shire reserve (not to exceed 2 hours) would be permitted.
- g) Compliance with all Shire of Wickepin terms and conditions of venue hire.
- h) A community or corporate event held in/on shire owned facility or reserve, where a Liquor Licence has been successfully obtained from the DLGSC.

### **Sale of Alcohol on Council Properties**

Any proposal to sell alcohol in/on a shire owned facility or reserve, will require the applicant to apply to the DLGSC for a liquor licence, and also to the Shire of Wickepin for a permit to consume alcohol.

The following conditions apply to sale of alcohol on shire premises:

- a) The Shire may provide comment to the DLGSC regarding an application submitted for an Occasional Liquor Licence.

The Department may be advised of the time restrictions on permission to consume alcohol on council premises as per times outlined in Permit to Consume Alcohol section (b) above.

- b) A Liquor Licence from the DLGSC must be in place and a copy supplied to the Shire a minimum of 14 days prior to the event date. A permit to consume alcohol will only be issued after receipt of the liquor licence.
- c) The CEO must be satisfied that any application or request to sell alcohol will not cause undue disruption or harm to members of the community.

It is an offence for juveniles and drunk persons to consume, be in possession of, or be supplied alcohol at functions or events, as regulated by the *Liquor Control Act 1988*.

Should the Shire become aware of breeches to the *Liquor Control Act 1988*, these will be reported to the DLGSC. The Shire may refuse to support any further applications (by that applicant) for a Liquor License, or refuse to provide permission to consume alcohol for future hires of Shire owned facilities and reserves.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Liquor Control Act 1988 Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2022 Food Safety Standards Food Act 2008 Food Regulations 2009 Public Health Act 2016 Health (Public Buildings) Regulations 1992						
Industry:	<a href="#">Department Local Government Sport &amp; Cultural Industries - racing-gaming-and-liquor</a>						
Organisational:	<a href="#">Shire of Wickepin Hire of Public Buildings Policy</a>						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	20226	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	17/06/2015		170615-12				
2.	15/03/2017		150317-11				
3.	19/02/2020		180320-02				
4.	17/02/2021		170321-03				
5.	16/03/2022		200422-12				
6.	18/09/2024						



## Permit to Consume Alcohol on Shire Property

Organisation

Address

### Nominated individual responsible for the permit to consume alcohol

Name

Telephone

Address

Date of Function

Start time

Finish time

Type of Function

Venue eg. Civic Centre

Expected number of attendees

### Alcohol

#### Method of distribution

Supply

Sale

BYO

#### What types of drinks will be available

Non Alcoholic

Low – Mid Strength

Full Strength

Wine

Beer

Spirits

### Security and Safety

What security measures will be undertaken to protect both Council property and members of the public?

Availability of Security Person

Yes

Restriction of alcohol to underage persons

Yes

Minimum of 1 security person per 100 guests

Yes

Adequate lighting around bar and site

Yes

Adequate security around bar and site

Yes

### Food

What types of food do you intend to make available?

When will food be available?

**I hereby make application for alcohol to be consumed at the abovementioned function:**

**Signature of Applicant**

**Date**

**Signature of Approving Officer**

**Date**

### 8.1.6 CLEARING FENCE LINES

**OBJECTIVE: Provide clear parameters in relation to clearing fence lines.**

Any person wishing to clear land adjacent to crown land (e.g. road reserves) for the purpose of fence line maintenance or renewal must seek written permission from the Shire of Wickpin prior to commencement of clearing works.

Council (or Council's delegated Officer) will inspect the proposed clearing and issue guidelines for the clearing activity. These guidelines will include a copy of the relevant regulations including Native Vegetation Regulations (2004).

Penalties for non-compliance with the regulations will be enforced by the Department of Environmental Protection.

ITEM	DESCRIPTION OF CLEARING	PERSON/COMPANY TO LIAISE WITH.
11	<b>Clearing along a fence line — Crown land</b>	
	Clearing of Crown land along a fence line to provide access to construct or maintain a fence — (a) between alienated land and Crown land — if the clearing is no more than 1.5 m from the fence line; or	The owner of the land on which the clearing is to take place. (Shire of Wickpin)
	(b) between Crown land and Crown land — if the clearing is no more than 5 m from the fence line on one side and no more than 1.5 m from the fence line on the other side.	

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022



## 1.1 8.1.6 – Clearing Fence Lines – Road Reserves

### Purpose

The purpose of this policy is to provide clear parameters in relation to clearing fence lines.

### Scope

This policy applies to any person/s wishing to clear land adjacent to crown land (eg road reserves) for the purpose of fence line maintenance or renewal must seek written permission from the Shire of Wickepin prior to commencement of clearing works.

Council (or Council's delegated Officer) will inspect the proposed clearing and issue guidelines for the clearing activity. These guidelines will include a copy of the relevant regulations including *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

Penalties for non-compliance with the regulations will be enforced by the Department of Environment Protection.

### Policy Details

- Clearing of a road reserve by any means, including fence lines, for construction or maintenance purposes, must be carried out in accordance with the *Environmental Protection Act 1986*, and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.
- It is the responsibility of the landowner to ascertain if the Department of Environmental Regulation permit is required for any work proposed on a road reserve; in particular, for the protection of any identified rare or endangered species of flora or fauna.
- Any debris or spoil created by clearing of a fence line or the erection of a fence is to be removed from the road reserve and disposed of by the landowner on their property within 90 days.
- The landowner is not permitted to alter any existing infrastructure or drainage when undertaking the clearing.
- If needing advice, landowners are encouraged to consult with the Shire prior to any clearing of a road reserve and complete the required form.

Item no.	Wording of exemption	Comment / explanation
		This exemption does not apply in an environmentally sensitive area.
<p><i>Regulation 5, Item 11</i></p> <p>Clearing along a fence line – Crown land</p> <p>Clearing must be done by or with the prior authority of:</p> <p>The owner of the land on which the clearing is to take place.</p>	<p>Clearing of Crown land along a fence line to provide access to construct or maintain a fence –</p> <p>(a) between alienated land and Crown land - if the clearing is no more than 1.5 metres from the fence line; or</p> <p>(b) between Crown land and Crown land - if the clearing is no more than 5 metres from the fence line on one side and no more than 1.5 metres from the fence line on the other side.</p>	<p>This exemption allows the government agency which has the care, control or management of the land, or a lessee under a lease lawfully granted by the Crown (such as a pastoral lease), to clear to provide access for fence maintenance or construction:</p> <p>(a) between alienated land and Crown land, a strip of native vegetation up to 1.5 metres wide on the Crown land along the fence line (this Item does not deal with clearing for a fence line on alienated land – see Item 10); or</p> <p>(b) between Crown land and Crown land a strip of native vegetation up to 5 metres on one side and 1.5 metres on the other side.</p> <p>"Fence" means a structure that is permanently fixed to the ground for controlling movement of persons and/or animals.</p> <p>This exemption does not apply in an environmentally sensitive area.</p>

Figure 1: Extract from DWER – A guide to the exemptions and regulations for clearing native vegetation.

## Definitions

Environmental Protection Act 1986 –

### 3. Terms used

- (1) In this Act, unless the contrary intention appears —....  
**clearing** has the meaning given by section 51A;  
**native vegetation** means indigenous aquatic or terrestrial vegetation, and includes dead vegetation unless that dead vegetation is of a class declared by regulation to be excluded from this definition but does not include vegetation in a plantation;

## Schedule 5 — Principles for clearing native vegetation

### 1. Principles

- Native vegetation should not be cleared if —*
- (a) *it comprises a high level of biodiversity; or*
  - (b) *it comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna; or*
  - (c) *it includes, or is necessary for the continued existence of, threatened flora; or*
  - (d) *it comprises the whole or a part of, or is necessary for the maintenance of, a threatened ecological community; or*
  - (e) *it is significant as a remnant of native vegetation in an area that has been extensively cleared; or*
  - (f) *it is growing in, or in association with, an environment associated with a watercourse or wetland; or*
  - (g) *the clearing of the vegetation is likely to cause appreciable land degradation; or*
  - (h) *the clearing of the vegetation is likely to have an impact on the environmental values of any adjacent or nearby conservation area; or*
  - (i) *the clearing of the vegetation is likely to cause deterioration in the quality of surface or underground water; or*
  - (j) *the clearing of the vegetation is likely to cause, or exacerbate, the incidence or intensity of flooding.*

### 3A. Terms used relating to pollution and environmental harm

- (2) In this Act —  
**environmental harm** means direct or indirect —
- (a) *harm to the environment involving removal or destruction of, or damage to —*
    - (i) *native vegetation; or*
    - (ii) *the habitat of native vegetation or indigenous aquatic or terrestrial animals;*
  - or*
  - (b) *alteration of the environment to its detriment or degradation or potential detriment or degradation; or*
  - (c) *alteration of the environment to the detriment or potential detriment of an environmental value; or*
  - (d) *alteration of the environment of a prescribed kind;*

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Document Responsibilities:							
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Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995						
	Environmental Protection Act 1986						
	<ul style="list-style-type: none"><li>• s.3(1) – definition of “native vegetation” includes dead vegetation</li><li>• s.51A – definitions of “clearing” and “clearing principles”</li><li>• Sch.5 – Principles for clearing native vegetation –</li></ul>						
	Native vegetation not to be cleared if –						
	<ul style="list-style-type: none"><li>○ cl.1(b) – whole or part of a significant habitat</li><li>○ cl.1(e) – a significant remnant in an extensively cleared area</li><li>○ cl.1(f) – associated with a watercourse</li></ul>						
	Environmental Protection (Clearing of Native Vegetation) Regulations 2004						
	<ul style="list-style-type: none"><li>• r.5 – Prescribed clearing s.51C –</li><li>○ item 3 – clearing (by burning) for fire hazard reduction</li><li>○ item 11 – clearing along a fence line – Crown land (1.5m)</li><li>○ item 15 – clearing to maintain cleared areas around infrastructure etc</li><li>○ item 21 – clearing for temporary bypass road</li><li>○ item 21A – clearing for crossover</li><li>○ item 22 – clearing for maintenance in existing transport corridors</li><li>○ item 23 – clearing resulting from infrastructure maintenance activities</li></ul>						
	Sch2 – Clearing for maintenance in existing transport corridors						
	<ul style="list-style-type: none"><li>○ cl.2 – extent of clearing for an area or purpose in relation to a road</li><li>○ cl.3 – how the clearing is to be carried out</li></ul>						
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6.							



## Shire of Wickepin Fence Line Clearing

### Can I Clear Native Vegetation Along My Fence Line?

If you are the owner of the property, you may clear a strip along a fence line **within your property** to the width necessary to provide **access** to construct or maintain a fence, provided that the clearing, combined with other limited exempt clearing (under the Regulations) on the property, does not exceed five hectares in the financial year in which the clearing takes place.

A separate exemption exists for clearing between private property and Crown land (e.g. a road reserve), provided that the clearing on the Crown land is no more than 1.5 metres from the fence and is required to enable **access** to construct or maintain a fence. This exemption applies to the owner of the land on which the clearing is to take place or with the prior authority of the owner, therefore in the case of a road reserve, **written approval from your local Shire must be obtained prior to undertaking the clearing.** For written approval from the Shire, download a copy of the Shire's application for fence line clearing from the Shire of Wickepin website via <https://www.wickepin.wa.gov.au/>

These exemptions do not apply in environmentally sensitive areas.

The onus is on the landowner and any other person carrying out the clearing on their behalf, to ensure compliance with the *Environmental Protection Act 1986* (EP Act), regardless of any advice given by the Shire.

It is important to read the exemption as a whole which is made up of the following requirements or elements:

1. It authorises the clearing of native vegetation on Crown land along a fence line; and
2. The clearing can only be for the purpose of providing **access** to construct or maintain a fence between private property and Crown land; and
3. (as a limitation to these first two parts of the exemption) –the clearing can be no more than 1.5 metres from the fence line.

If the intended clearing does not satisfy all of these requirements, then the exemption does not apply, and a clearing permit is required.

The following images provide examples of this exemption:



1. The cleared tree pictured above is within Crown land and is along a fence line; ☒
2. The cleared tree was preventing the property owner from being able to access and construct the new fence; ☒
3. The cleared tree is less than 1.5 metres away from the fence line. ☒

**This clearing is authorised by the exemption.**



1. The tree is within Crown land and is along a fence line; ☒
2. The tree does not prevent the owner from being able to access and construct the new fence; ☐
3. The tree is less than 1.5 metres away from the fence line. ☒

**The clearing of the tree would not be authorised by the exemption.**





1. The tree is within Crown land; ☒
2. The tree did not prevent the; owner from being able to access and construct the fence; ☐
3. The tree is more than 1.5 metres from the fence. ☐

**The clearing of the tree was not authorised, Clearing Permit required.**

1. The tree is within Crown land; ☒
2. The tree prevented the owner from being able to access and construct the fence; ☒
3. The tree less than 1.5 metres from the fence. ☒

**The clearing of the tree was authorised.**

1. The tree is within Crown land; ☒
2. The cleared tree did not preventing the property owner from being able to access and construct the new fence; ☐
3. The tree is less than 1.5 metres from the fence. ☒

**The clearing of the tree was not authorised, Clearing Permit required.**

## FENCE LINE CLEARING

Although a tree may have limbs that overhang a fence and there is a possibility that a tree limb could fall and damage the fence at a later point in time, the tree cannot be cleared under this exemption unless all three requirements are met. If the limbs do not impede access to the area to construct or maintain the fence (the second requirement) the exemption would not apply and a **clearing permit** issued by the Department of Water and Environmental Regulation (DWER) would be required. The limb itself could be removed (pruned) as it would not constitute 'clearing' as defined under the EP Act if the removal of this limb does not cause substantial damage to the tree and the trunk of the tree is not severed.

**This exemption does not authorise the wholesale clearing of all native vegetation on the Crown land within 1.5 metres of the fence line, it only authorises the clearing of as much vegetation as is necessary "to provide access to construct or maintain a fence".**

**Any clearing undertaken must be done in such a way to limit damage to neighbouring vegetation.**

Should you need further assistance regarding fence line clearing on Crown land i.e. road reserve within 1.5 metres of the fence line, then please contact the Shire of Wickpin on 9888 1005 or via email to [admin@wickepin.wa.gov.au](mailto:admin@wickepin.wa.gov.au).

### Unauthorised Clearing Of Native Vegetation

The clearing of native vegetation in Western Australia without authorisation is an offence under the *Environmental Protection Act 1986*. **Unlawful clearing by individuals can result in fines of up to \$250,000.** Guide lines on clearing exemptions and applications for clearing permits are available on the DWER website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)



## Clearing limited to five hectares a year (limited clearing exemptions) *Environmental Protection Act 1986*

### When do I require a permit?

The Environmental Protection Act 1986 (EP Act) requires that any person clearing native vegetation must hold a permit, unless the clearing is for an exempt purpose. These laws apply to private and public lands throughout Western Australia.

### How can I check if my activity is exempt?

This fact sheet discusses exemptions from the requirement for clearing permits that apply for clearing for day-to-day activities.

Fact Sheets 5, 6, and 7 discuss exemptions for the purposes of mining and petroleum activities, fire, firewood, wildflowers, seed and timber, and maintaining previously cleared land for pasture, cultivation, forestry, and clearing for pastoral requirements.

For details on all of the exemptions, a publication 'A guide to the exemptions and Regulations for Clearing of Native Vegetation' is available at: [www.der.wa.gov.au/nvp](http://www.der.wa.gov.au/nvp) or contact the Department of Environment Regulation (DER) on 6467 5020.

### Some exemptions are limited to a total of five hectares per year

The types of clearing referred to below, together with other limited clearing allowed under regulations, may not exceed five hectares in a financial year. If more than five hectares needs to be cleared, a permit must be obtained.

#### **To be clear, this is five hectares in total, not five hectares per exemption category.**

This exemption does not apply within environmentally sensitive areas (ESAs) described in the Environmental Protection (Environmentally Sensitive Areas) Notice 2005 (refer Fact Sheet 1). DER has an online 'Native Vegetation Map Viewer' at [www.der.wa.gov.au/nvp](http://www.der.wa.gov.au/nvp) to assist landholders in determining the location of ESAs

### Do I need to apply for a clearing permit if I intend to clear less than five hectares?

The activities listed below may be exempt from requiring a clearing permit if the total clearing is limited to five hectares per financial year. The limited clearing exemptions include:

- Clearing to construct a building
- Clearing for firewood
- Clearing to provide fencing and farm materials
- Clearing for woodwork
- Clearing along a fence line on alienated land
- Clearing for vehicular tracks
- Clearing for walking tracks
- Clearing isolated trees.

### Can I clear five hectares for each activity?

If you need to clear for more than one of the above listed activities, the total amount of clearing for all the activities combined is not to exceed five hectares per financial year.

If you need to clear more than five hectares, a clearing permit must be obtained.

### Does the five hectares limit apply per person or per lot?

The limited clearing exemptions apply to a property, which can be made up of a number of land parcels.

### Who can undertake the clearing?

Clearing under these exemptions can only be undertaken by, or with the prior authority of, the landowner. Exemptions relating to clearing for firewood, woodwork or to provide fencing and farm materials can also be undertaken by the occupier of the property, or with the occupier's prior authority.

## Environmentally sensitive areas

The exemptions described in this fact sheet do not apply in environmentally sensitive areas.

Environmentally sensitive areas can be viewed from the Department of Environment Regulation's (DER) 'Native Vegetation Map Viewer' at [www.der.wa.gov.au/nvp](http://www.der.wa.gov.au/nvp) in the 'data' section.

## What other requirements are there for the limited clearing exemptions?

Each limited clearing exemption has its own requirements. These are outlined below.

### Clearing to construct a building

This limited clearing exemption allows the landowner to clear a site for the lawful construction of a building or other structure. All relevant building approvals must be obtained prior to commencing the clearing. The clearing is to be limited to the extent necessary for the construction.

This exemption does not extend to riparian vegetation. Riparian vegetation includes vegetation growing on the edges of a stream, river or wetland.

### Clearing for firewood

This limited clearing exemption allows the landowner or occupier to obtain firewood from their property for their own domestic heating or cooking. This exemption does not allow you to kill live vegetation or prevent the regrowth of vegetation. You can not clear under this exemption if firewood can be obtained from vegetation already cleared for another purpose.

### Clearing to provide fencing and farm materials

This limited clearing exemption allows the landowner or occupier of the property, on which the vegetation is located, to obtain materials for constructing and maintaining fences, buildings and other structures.

This exemption does not allow you to kill live vegetation or prevent the regrowth of vegetation. You can not clear under this exemption if material can be obtained from vegetation already cleared for another purpose.

### Clearing for woodwork

This limited clearing exemption allows the landowner or occupier of the property to clear to provide timber for their own non-commercial woodwork. Woodwork includes furniture making, wood turning or carving. This exemption does not allow you to kill live vegetation or prevent the regrowth of vegetation. You can not clear under this exemption if timber can be obtained from vegetation already cleared for another purpose.

### Clearing along a fence line – alienated land

This limited clearing exemption allows the landowner to clear land for a fence line on, or within, the property to the width necessary to provide access to construct or maintain a fence.

### Clearing for vehicular tracks

This limited clearing exemption allows the landowner to clear land to construct a vehicular track on their property. Clearing is only exempt if:

- the clearing is no wider than necessary
- the vegetation is not in a road reserve
- there is at least 100m between that track and any other cleared land that can be used for the intended purpose of the track
- the vegetation is not riparian vegetation (unless there is no reasonable alternative route and the track is necessary for the commercial activities carried out on the property).

### Clearing for walking tracks

This limited clearing exemption allows the landowner to clear land to construct a walking track on their property. Clearing is only exempt if:

- the clearing is no wider than necessary
- the track is to be used by pedestrians or there is a reasonable expectation that it will be used by pedestrians.

### Clearing isolated trees

This limited clearing exemption allows the landowner to clear an isolated tree on their property. A tree is considered to be an isolated tree when it is in a cleared area that is more than 50m from any other native vegetation. For the purpose of this exemption, this is taken to include all trees that are more than 50m away from any other native vegetation.

## Legislation

This document is provided for guidance only. It should not be relied upon to address every aspect of the relevant legislation. Please refer to the EP Act and Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (Clearing Regulations), available from the State Law Publisher. Free electronic copies are available from [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

Legislation concerning exemptions from the requirement for clearing permits can be found in:

- ◆ Schedule 6 of the EP Act for clearing under other laws
- ◆ Regulation 5 of the Clearing Regulations for general day-to-day activities that have a low environmental impact.

## Compliance assistance documents

Additional publications relating to clearing laws, clearing permits, and application forms are available online from [www.der.wa.gov.au/nvp](http://www.der.wa.gov.au/nvp) or can be requested by phoning 6467 5020.

## Compliance advice

For advice on compliance with clearing laws and clearing permits, or any other related matter, please contact DER on 6467 5020.

For applications related to mineral and petroleum activities contact the Department of Mines and Petroleum's Native Vegetation Assessment Branch on 9222 3333.



**From:** Nicole Thompson <[eso@kulin.wa.gov.au](mailto:eso@kulin.wa.gov.au)>

**Date:** 12 September 2024 at 9:05:06 AM AWST

**To:** Kellie Bartley <[ceo@wickepin.wa.gov.au](mailto:ceo@wickepin.wa.gov.au)>, Jordyn Harvey <[eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au)>

**Subject:** Dual Fire Control Officers - Shire of Kulin

Good morning

At the Shire of Kulin's August Council Meeting **Clinton Mullan** and **David Lewis** were appointed as Dual Fire Control Officers for the Shire of Wickiepin for the 2024/25 fire season.

Kind Regards

**Nicole Thompson**

Manager Executive Support Services

Shire of Kulin

08 9880 1204

[www.kulin.wa.gov.au](http://www.kulin.wa.gov.au)



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## Chief Executive Officer's – Key Performance Indicators – September 2024

**Legal and statutory compliances are met, particularly related to asset infrastructure.**

- The Annual Compliance Return demonstrates a very high level of compliance across all areas of the assessment.

*Expected Outcome – Annual Compliance Return (February 2025) is completed with a 95%, or higher, compliance.*

*Not yet commenced.*

- Local Laws are reviewed in accordance with legislation by 30 June 2025.

*Expected Outcome – Council has reviewed all Local Laws by 30 June 2025, and proposed any modifications (does not include the making of any new Local Laws or passing of proposed modifications through parliament).*

*Not yet commenced.*

- All public Registers are current and accessible on the Shire website.

*Expected Outcome – Registers identified in the Compliance Audit Return contain all required information and are current.*

*Review of website and internal documents has commenced with updates of the current CAR report presented to Council at the March 2024 OCM meeting.*

- Council Policies are reviewed and updated to effectively guide Council decision making.

*Expected Outcome – A process of reviewing Council Policies is implemented with regular items presented to Council Meetings for approval.*

*Commencement of review of Council Policies, with 8 policies presented from April – August 2024.*

- Building and construction activities of the Shire are performed under the relevant Australian Standards / Codes.

*Expected Outcome – A register of compliance is created and maintained demonstrating all capital works have been performed to Australian Standards / Codes.*

*With adoption of Annual Budget set at the OCM in August 2024, Senior Officers have commenced capital works program at present. Register has been created and discussed at Executive Team.*

**Ensure effective financial management, including internal controls, throughout the organisation.**

- Implement and undertake an Internal Audit program which focuses on Shire activities outside of financial management.

*Expected Outcome – A minimum of two (2) Internal Audits undertaken each financial year (commencing 1 July 2024) which are presented to Council's Audit Committee.*

*Commencement of internal audits have been actioned through OAG interim audit, further financial review of processes and procedures have commenced with CEO overseeing and verifying with relevant staff on their roles and functions. Yet to be reported to Audit Committee.*

- Ensure the Corporate Business Plan is relevant and useful in assessing revenue capacity, allocating resources and determining the financial priorities in the annual budget process.

*Expected Outcome – Annual review of Corporate Business Plan which has clear and defined links to the Strategic Community Plan and the Annual Budget.*

*Corporate Business Plan reporting to be actioned through the Annual Report, noting an update Corporate Business Plan is required.*

- Budgeted capital works are delivered to an acceptable standard and, where practicable, on time and within budget.

*Expected Outcome – A monthly capital works costing and progress update is provided to Council with minimal budget and timing variations.*

*Annual Budget completed in August 2024, tenders and procurement has commenced with current works program. Further reporting to be provided to Council for advice only.*

- Undertake the legislated Financial Management Review and Risk Management Review by 31 December 2024.

*Expected Outcome – The Financial Management Review and Risk Management Review are presented to Council's Audit Committee before 30 November 2024, and adopted by Council before 31 December 2024.*

*Not yet commenced.*

**Under delegation from Council, represent the objectives of Council with relevant stakeholders.**

- Implement a District Growth Strategy.

*Expected Outcome – Prepare, and have adopted by Council, a District Growth Strategy by 30 June 2025.*

*CEO has commenced discussions with Elected Members through workshop, and has commenced procurement process for consultant to assist on Growth Strategy.*

- Implement a Local Planning Strategy.

*Expected Outcome – Prepare, and have adopted by Council, a Local Planning Strategy by 30 June 2025.*

*Local Planning Strategy has progressed presented to Council for endorsement at the August 2024 OCM and is in advertising phase, noting this process for the strategy may take up to 18 months.*

- Regularly meet with parliamentary representatives.

*Expected Outcome - A register of meetings with parliamentary representatives is created and provided to Councillors at least quarterly (following the period commencing 1 July 2024).*

*CEO and Shire President has attended meetings with Minister's for band 4 local governments along with CEO attending meetings with representatives.*

- Regularly meet with local business owners and industry groups.

*Expected Outcome - A register of meetings with local business owners and industry groups is created and provided to Councillors at least quarterly (following the period commencing 1 July 2024).*

*CEO has meet with local landholders/stakeholders and this is reported each month via the monthly CEO report to Council.*

**Provide strategic direction and leadership within the organisation in delivering a high level of service to the community and Council, in accordance with corporate business objectives.**

- Be approachable and available to discuss relevant issues with Council Members on a “one on one” basis.

*Expected Outcome - A register of meetings / discussions with Council Members is created and provided to Councillors at least quarterly (following the period commencing 1 March 2024).*

*CEO has been available for meetings with elected members via the phone, email or in person. CEO will set up register noting down the discussions and times of these meetings.*

- Implement a Customer Service Charter applicable to the community and Council Members and provide Council Members with a strategic briefing on the survey outcomes and proposed strategic response.

*Expected Outcome – A Customer Service Charter is implemented and adopted by Council, along with a reporting system, by 31 December 2024, with reporting to Councillors at least quarterly.*

*Not yet commenced.*

- Demonstrate evidence of staff training and development programs and activities undertaken.

*Expected Outcome – A register of staff training and development is created and provided to Councillors at least once per year (following the period commencing 1 March 2024).*

*Staff has attended training courses and noted in the current register. To be presented at the annual performance review.*

- Implement a regular Staff Satisfaction Survey and provide Council Members with a strategic briefing on the survey outcomes and proposed strategic response.

*Expected Outcome – A Staff Satisfaction Survey is implemented, along with a reporting system, by 30 June 2024, with reporting to Councillors.*

*Not yet commenced.*

**Ensure the development and maintenance of sound communication and effective relationships between the Shire, Community Groups, regional Local Governments, as well as State and Federal Government Departments.**

- Be approachable and available to discuss relevant issues with community members and regularly meet with Community Groups.

*Expected Outcome - A register of matters discussed and meetings with Community Groups is created and provided to Councillors annually (following the period commencing 1 March 2024).*

*CEO has attended external meetings with community, residents, stakeholders. Meetings are listed on the CEO's monthly report to Council.*

- Regularly meet with neighbouring Local Governments and State and Federal Government Departments.

*Expected Outcome - A register of meetings with Local Governments and State and Federal Government Departments is created and provided to Councillors annually (following the period commencing 1 March 2024).*

*CEO has attended all Zone Meetings, Regional Road Group (Sub), ROAC, and other state agencies to date. These are noted on the CEO's report to Council on a monthly basis.*

# CHIEF EXECUTIVE KEY PERFORMANCE INDICATORS

**Legal and statutory compliances are met, particularly related to asset infrastructure.**

- The Annual Compliance Return demonstrates a very high level of compliance across all areas of the assessment.
- Local Laws are reviewed in accordance with legislation by 30 June 2025.
- All public Registers are current and accessible on the Shire [website](#).
- Council Policies are reviewed and updated to effectively guide Council decision making.
- Building and construction activities of the Shire are performed under the relevant Australian Standards / Codes.

**Ensure effective financial management, including internal controls, throughout the organisation.**

- Implement and undertake an Internal Audit program which focuses on Shire activities outside of financial management.
- Ensure the Corporate Business Plan is relevant and useful in assessing revenue capacity, allocating resources and determining the financial priorities in the annual budget process.
- Budgeted capital works are delivered to an acceptable standard and, where practicable, on time and within budget.
- Undertake the legislated Financial Management Review and Risk Management Review by 31 December 2024.

**Under delegation from Council, represent the objectives of Council with relevant stakeholders.**

- Implement a District Growth Strategy by 30 June 2025.
- Implement a Local Planning Strategy by 30 June 2025.
- Regularly meet with parliamentary representatives.
- Regularly meet with local business owners and industry groups.

**Provide strategic direction and leadership within the organisation in delivering a high level of service to the community and Council, in accordance with corporate business objectives.**

- Be approachable and available to discuss relevant issues with Council Members on a “one on one” basis.
- Implement a Customer Service Charter applicable to the community and Council Members and provide Council Members with a strategic briefing on the survey outcomes and proposed strategic response.

- Demonstrate evidence of staff training and development programs and activities undertaken.
- Implement a regular Staff Satisfaction Survey and provide Council Members with a strategic briefing on the survey outcomes and proposed strategic response.

**Ensure the development and maintenance of sound communication and effective relationships between the Shire, Community Groups, regional Local Governments, as well as State and Federal Government Departments.**

- Be approachable and available to discuss relevant issues with community members and regularly meet with Community Groups.
- Regularly meet with neighbouring Local Governments and State and Federal Government Departments.