



Agenda

Ordinary Council Meeting
Wednesday 21 August 2024

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



Notice of Meeting

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

A handwritten signature in black ink, appearing to read "K Bartley".

Kellie Bartley
Chief Executive Officer

16 August 2024

Disclaimer

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

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

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1 Declaration of Opening

The Presiding Member declared the meeting open at [time].

2 Attendance

2.1 Present

Councillors

| | |
|-----------|------------------------|
| J Russell | Shire President |
| W Astbury | Deputy Shire President |
| 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) |
|------------|---------------------------------------|

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

3.2 Public Question Time

[Public Question Time]

4 Apologies and Leave of Absence

4.1 Apologies

4.2 Previously Approved Leave of Absence

4.3 Requests for Leave of Absence

[Request for leave of Absence]

5 Petitions, Memorials and Deputations

5.1 Petitions

5.2 Memorials

5.3 Deputations

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 –

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.

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> | ○ | 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. 09.07.2024 – pending process with the LEMC processes and changes as required. |
| 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"> 1. Makes the local law as detailed in Attachment 14.7.3, pursuant to section 3.12 (4) of the Local Government Act 1995; 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. 3. Authorises the Shire President and Chief | ○ | 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> <ul style="list-style-type: none"> a) Publish the local law in the Government Gazette in accordance with section 3.12(5) of the Local Government Act 1995; b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette; 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 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 | | |

| 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 amended 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 Attachment 14.5.1 effective 17th 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

To be tabled on the day.

12 Report by the Chief Executive Officer

To be tabled on the day.

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**14 Reports and Information**

14.1 Monthly Schedule of Accounts Paid – July 2024

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

| Municipal Fund | Vouchers | Amounts |
|-----------------------------|-----------------------------|----------------------|
| 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 |
| Municipal Fund Total | | \$ 556,109.37 |

| | | | |
|---------------------------|-------------|-----------|-------------------|
| | | | |
| Trust Fund | | | |
| Electronic Funds Transfer | 14710-14711 | \$ | 123.30 |
| Cheques | | | |
| Trust Fund Total | | \$ | 123.30 |
| | | | |
| Total | July 2024 | \$ | 556,232.67 |

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 \$ for July 2024, as included in **Attachment 14.1.1**.*

14.2 Statement of Financial Activity – July 2024

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

Summary

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

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

14.3 2024-2025 Annual Budget Adoption

| | |
|-----------------------------|--|
| Submission to | Ordinary Council Meeting |
| Location / Address | - |
| Name of Applicant | - |
| File Reference | FM.BU.1208 |
| Author | E Clement – Deputy Chief Executive Officer |
| Interest Disclosures | - |
| Report Written Date | 5 August 2024 |
| Attachments | 14.3.1 - 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

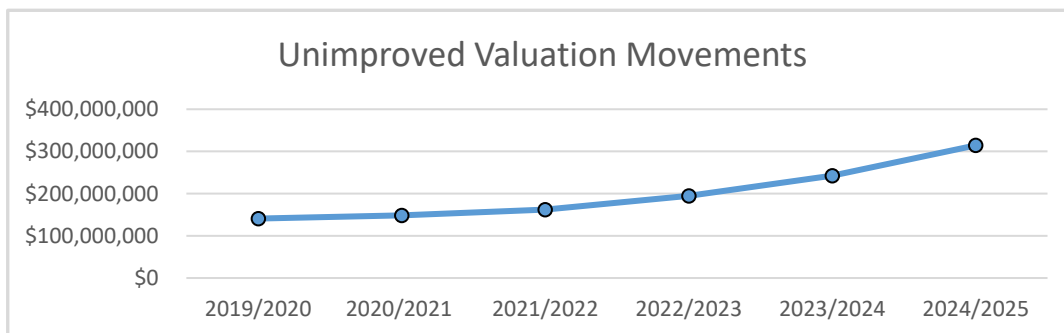
2. Adopt, by a simple majority, the 2024/2025 material variance reporting parameters.

Background

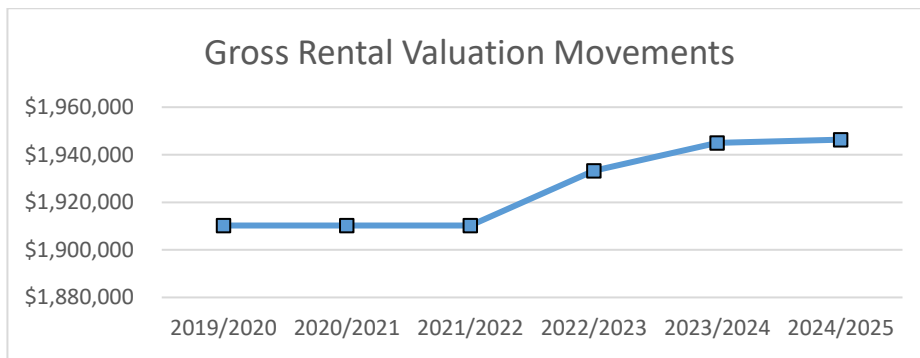
The 2024/2025 Annual Budget has been developed over several months, which has included –

- 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

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* 0.004969
 - 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 *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.*

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

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

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

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

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

14.4 Dual Fire Control Officer – Shire of Pingelly

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

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

14.5 Shire of Wickepin – Draft Local Planning Strategy

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

14.6 Shire of Wickepin – Draft Local Heritage Survey

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

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 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 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.*

14.7 Interim Audit Management Letter

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

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.

1. Fuel Card Policy
2. Month end Checklists
3. 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**.*

14.8 Fraud & Corruption Plan & Policy

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

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**.*

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

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

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 LTFFP 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.

15 Confidential Reports and Information

16 Urgent Business

17 Closure