



Agenda

Ordinary Council Meeting
Wednesday 16 October 2024

| | |
|-------------------|---|
| Date | Wednesday 16 October 2024 |
| Time | 3:30pm |
| Location | Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370 |
| Distribution Date | Monday 14 October 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 16 October 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

14 October 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.

Contents

| | | |
|-----------|---|-----------|
| 1 | Declaration of Opening | 5 |
| 2 | Attendance | 5 |
| 2.1 | Present | 5 |
| 3 | Public Question Time | 5 |
| 3.1 | Responses to Previous Public Questions Taken On Notice | 5 |
| 3.2 | Public Question Time | 6 |
| 4 | Apologies and Leave of Absence | 6 |
| 4.1 | Apologies | 6 |
| 4.2 | Previously Approved Leave of Absence | 6 |
| 4.3 | Requests for Leave of Absence | 6 |
| 5 | Petitions, Memorials and Deputations | 6 |
| 5.1 | Petitions | 6 |
| 5.2 | Memorials | 6 |
| 5.3 | Deputations..... | 6 |
| 6 | Declarations of Councillors and Officers Interest | 6 |
| 7 | Confirmation of Minutes of Previous Meetings | 6 |
| 7.1 | Minutes of the Ordinary Council Meeting held Wednesday 18 September 2024 | 6 |
| 8 | Status Report | 7 |
| 9 | Motions of Which Notice Has Been Given | 15 |
| 10 | Receipt of Committee Minutes or Reports and Consideration of Recommendations | 15 |
| 11 | President’s Report | 15 |
| 12 | Report by the Chief Executive Officer | 15 |
| 13 | Notices of Motions for the Following Meeting | 16 |
| 14 | Reports and Information | 16 |
| 14.1 | Monthly Schedule of Accounts Paid – September 2024 | 17 |
| 14.2 | Statement of Financial Activity – September 2024 | 19 |
| 14.3 | 100 th Anniversary Albert Facey Homestead – Budget Request | 21 |
| 14.4 | Administration Office & Works Depot Closure - Christmas Trading Hours 2024/2025..... | 24 |
| 15 | Confidential Reports and Information | 26 |

16 Urgent Business.....26

17 Closure.....26

1 Declaration of Opening

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

2 Attendance

2.1 Present

Councillors

| | |
|------------|-------------------------|
| J Russell | Shire President (Chair) |
| W Astbury | Deputy Shire President |
| F Allan | Councillor |
| J Mearns | Councillor |
| L Corke | Councillor |
| P Thompson | Councillor |
| T Miller | Councillor |

Employees

| | |
|-----------|--------------------------------|
| K Bartley | Chief Executive Officer |
| E Clement | Deputy Chief Executive Officer |
| L Marchei | Governance Officer |
| J Harvey | Executive Support Officer |

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Ordinary Council Meeting – Wednesday 18 September 2024

Questions asked by Ms Caroline Coate at the Ordinary Council Meeting, Wednesday 18th September 2024. Correspondence was sent to Ms Coate (OCR20247572) and the CEO spoke to Ms Coate direct on the CBH question.

Question 1

As regarding Michael Gunn's property in hope that his insurance pay-out will urgently be used to clear this property of asbestos, long grass and enormous vehicle, rubbish and debris. We are experiencing an unusual flow of thieving types invading the street and Gunn's property. They are also disturbing the sprayed asbestos dust.

Response (Shire President)

The Shire is not responsible for an individual's personal insurance concerns, the Shire is able to address any concerns for fire issues during the firebreak season, however any matters for "break in's" are a matter for the police.

Question 2

Also concerns over frequency attack from CBH (used against rodents) with harmful and significant physical effects and radiation?

Response (Shire President)

The Shire will make contact with CBH to ask this question however you are able to attend a general public meeting at CBH on Tuesday.

The Shire has since made contact with Ms Coate and CBH on this matter and her concerns have been raised with Perth CBH and the local manager at the Wickepin site.

3.2 Public Question Time

[Public Question Time]

4 Apologies and Leave of Absence

4.1 Apologies

Mr G Hedditch is on annual leave.

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 18 September 2024

Officer Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 18 September 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. 05.09.2024 – CEO emailed PTA to follow up previous correspondence, nil response to date. |
| 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. 11.09.2024 – reach out to community has occurred, nil responses to date. Oct 24 – Australia Day to be held at Yealering for Breakfast, with the Wickepin Swimming Pool to be open in the afternoon. No further action required and is to be closed off. |
| 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. | ✓ | Submitted, pending outcome. 09.07.2024 – CEO spoke to Northam DLGSC – Minister of Sport & Rec yet to |

| Item | Subject | Council Decision | Status | Action |
|---------------|--|---|--------|---|
| | | <p>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.</p> <p>3. That Council, in the event the application is successful, commits to funding its financial contribution (\$5,750 cash, \$4,016 in-kind) in the 2024/25 budget with the cash component being funded from the 2024/25 community grants allocation.</p> | | <p>release any details or announcements.</p> <p>12.08.2024 – Approved for grants program – details of grant to be arranged and organised between Shire and Tennis Club.</p> <p>Sept 2024 – in progress.</p> <p>Oct 24 – agreement signed and lights be upgraded by January 2025. No further action required on this as in grant project management timeframe.</p> |
| 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> <p>Sept 24 – CEO has sent relevant information and letter to SEMC for approval. Awaiting response.</p> <p>Shire has been approved for AWARE Grant to proceed with new process.</p> <p>Oct 24 – No change pending grant agreement to be issued.</p> |
| OCM-150524-12 | Adoption – Shire of Wickepin Parking | That with respect to the proposed Shire of | ○ | In progress. |

| Item | Subject | Council Decision | Status | Action |
|------|---------------------------------------|---|--------|--------|
| | and Parking Facilities Local Law 2024 | <p>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 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. 4. Instructs the Chief Executive Officer to: <ol 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 | | |

| Item | Subject | Council Decision | Status | Action |
|---------------|---|---|--------|---|
| | | <p>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 information on the local law made.</p> | | |
| OCM-170424-10 | Local Emergency Management Committee – Separation | <p>“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>In progress.</p> <p>Sept 24 – Correspondence sent to SEMC for consideration. Pending approval.</p> <p>Oct 24 – in progress approval still pending.</p> |
| OCM-210824-13 | Shire of Wickepin – Draft Local Planning Strategy | <p>That with respect to the proposed Shire of Wickepin Draft Local Planning Strategy, Council:</p> <ol style="list-style-type: none"> 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 | ○ | <p>Sept 24 – Awaiting DLPH to then advertise as required.</p> <p>Oct 24 – request sent to DLPH for advertising approval, pending approval.</p> |

| Item | Subject | Council Decision | Status | Action |
|------|---------|---|--------|--------|
| | | <p>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.</p> <p>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.</p> <p>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.</p> <p>5. After the completion of the review of Shire of Wickepin Draft Local Planning Strategy, submit to the Western Australian Planning Commission:</p> <ul style="list-style-type: none"> (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. | | |

| Item | Subject | Council Decision | Status | Action |
|---------------|--|---|--------|--|
| OCM-210824-14 | Shire of Wickepin – Draft Local Heritage Survey | <p>That with respect to the proposed Shire of Wickepin Draft Local Heritage Survey, Council:</p> <ol style="list-style-type: none"> 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. | ✓ | <p>Sept 24 – Out for advertising at present, Shire officers also sent out to relevant historical stakeholders in the shire to seek further feedback through the submission period. Advertising period closes 24th Sept 2024. Oct 24 – closed off and now the final agenda to be presented to Council for consideration.</p> |
| OCM-180924-06 | Advertising of Tender – RFT-02-2024-2025 – Supply and Lay of Asphalt | <p>That Council, pursuant to section 3.57 of the Local Government Act 1995 and Regulation 11 of the Local Government (Functions and General) Regulations 1996, approves for the Chief Executive Officer to publicly invite tenders for RFT02- 2024-2025 for the 2024/2025 laying and supply of the asphalt program for the</p> | ○ | <p>Oct 24 – out for tender, current in progress with tender requirements.</p> |

| Item | Subject | Council Decision | Status | Action |
|---------------|---|---|--------|--|
| | | works for Stock Route Road widening program. | | |
| OCM-180924-07 | Acceptance of Tender - RFT-01-2024-2025 Supply of Stabilization Works and Laying of Bituminous Products (Including Aggregate) | That Council, with respect to Tender RFT-01-2024-2025 Supply of Stabilization Works and Laying of Bituminous Products, including aggregate; 1. Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 awards Tender RFT-01-2024-2025 to WCP Civil Pty Ltd for \$897,655.34 ex GST; and 2. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Wickepin for Tender RFT-01-2024-2025 - Supply of Stabilization Works and Laying of Bituminous Products, including aggregate. | ✓ | Oct 24 – contract and advice completed. Actions completed and in progress for program. |
| OCM-180924-08 | Facey Group Incorporated Agreement – Seeking Variation to MOU | That Council authorises the Chief Executive Officer and Shire President to formally enter into a three year agreement with the Facey Group Incorporated as contained in CONFIDENTIAL Attachment 14.5.1 effective from 1 July 2024 to 30 June 2027 with clause 2.2 to remain in the MOU. | ✓ | Oct 24 – advice and letter sent to FG, awaiting return of document for final signing. |
| OCM-180924-09 | Policy Review – Council Policy – 7.3.5 – Consumption of Alcohol In or On Shire Owned Facilities & Reserves | That Council adopts the revised Council Policy – 7.3.5 – Consumption of Alcohol In or On Shire Owned Facilities & Reserves with the relevant changes noted and contained in Attachment 14.6.2. | ✓ | Oct 24 – completed, letter sent out to clubs, associations etc. |

| Item | Subject | Council Decision | Status | Action |
|---------------|---|--|--------|--|
| OCM-180924-10 | Policy Review – Council Policy – 8.1.6 – Clearing Fence Lines – Road Reserves | That Council adopts the revised Council Policy – 8.1.6 – Clearing Fence Lines – Road Reserves with the relevant changes noted and contained in Attachment 14.7.2. | ✓ | Oct 24 – details updated on website and within policy. |
| OCM-180924-11 | Dual Fire Control Officer – Shire of Kulin | 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 Kulin as the authorized officer in the capacity of Dual Fire Control Officer for the 2024/2025 Bush Fire Season: Shire of Kulin <ul style="list-style-type: none"> • Clinton Mullan • David Lewis | ✓ | Oct 24 – correspondence sent to SoK and advice to FCO's. |
| OCM-180924-12 | Chief Executive Officer – 6 Month Probation Period | That Council; <ol style="list-style-type: none"> 1. Pursuant to Clause 2.3 of the Chief Executive Officer's Employment contract, agree that the performance of the Chief Executive Officer during the initial probationary period is assessed as sufficiently satisfactory for the probationary period to be completed; 2. Accepts the variation to the contract of the addition of twelve (12) Executive Days Off per annum to apply to the Chief Executive Officer's current contract; and 3. Accepts the current status of the Chief Executive Officer Key Performance Indicators as contained in Attachment 14.9.1. | ✓ | Oct 24 – action completed. |

| Item | Subject | Council Decision | Status | Action |
|---------------|--|---|--------|--|
| OCM-180924-14 | Late Item – Great Southern Fuels Agreement | That Council authorises the Shire President and Chief Executive Officer to sign the agreement between the Shire of Wickepin and Great Southern Fuels for a period of ten years for the management of the 24 Hour Wickepin Fuel Facility as contained in Confidential Attachment 16.1.1. | ✓ | Oct 24 – correspondence and advice sent off for signing. |

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 at the meeting.

12 Report by the Chief Executive Officer

To be tabled at the meeting.

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 | Permit to use Apparatus – 16 Railway Ave Harrismith Permit to use Apparatus – 1315 Wickepin-Corrigin Road, Yealering | 04/09/2024 26/09/2024 | CEO, EHO CEO, EHO |
| A3 | Building Approvals | BO | | | |
| A4 | Roadside Advertising | CEO | | | |
| A5 | Application for Planning Consent | 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 | Temporary Food Stall Approval – Mysta Barista | 04/09/2024 | CEO |
| A12 | Liquor Consumption on Shire Owned Property | CEO | | | |
| A13 | Hire of Community Halls / Community Centre | CEO | Yealering Hall Fee Waiver – Garden Day | 17/09/2024 | 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 – September 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 | 9 September 2024 |
| Attachment | 14.1.1 - Monthly Schedule of Accounts Paid – September 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 September 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 | EFT 14836 –EFT 14899, EFT 14901 | \$227,494.36 |
| Cheques | 15955-15957 | \$ 14,375.58 |
| Direct Deductions | September 24 | \$ 1,569.75 |
| Superannuation | September 24 | \$ 17,532.59 |
| Credit Card | September 24 | \$ 1,401.04 |
| BPay Payments | September 24 | \$ 6,774.94 |
| Payroll | September 24 | \$101,556.00 |
| Licensing | September 24 | \$ 21,720.10 |
| Municipal Fund Total | | \$392,424.36 |

| | | |
|---------------------------|-----------|---------------------|
| Trust Fund | | |
| Electronic Funds Transfer | EFT 14900 | \$120.00 |
| Cheques | | 0 |
| Trust Fund Total | | \$120.00 |
| | | |
| Total | | \$392,544.36 |

Statutory Environment

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

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

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

Policy Implications

Council Policy 3.1.7 – EFT Payment and Cheque Issue

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

Financial Implications

Current Financial Year

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

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$392,424.36 and Trust \$120.00 for September 2024, as included in **Attachment 14.1.1**.*

14.2 Statement of Financial Activity – September 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 – September 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 September 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 September 2024, as included in **Attachment 14.2.1**.*

14.3 100th Anniversary Albert Facey Homestead – Budget Request

| | |
|-----------------------------|---|
| Submission to | Ordinary Council Meeting |
| Location / Address | Whole Shire |
| Name of Applicant | Albert Facey Homestead Reference Group |
| File Reference | CR.MEE.208 |
| Author | O Melville-Main – Community Economic Development Officer K Bartley – Chief Executive Officer |
| Interest Disclosures | The author has no financial, proximity or impartiality interests in this item. |
| Report Written Date | 10 October 2024 |
| Attachments | Nil |

Summary

The purpose of this report is to seek Council to endorse the financial contribution towards the 100th year celebration of the Albert Facey Homestead to be held in November 2024.

Background

The Albert Facey Homestead, originally built in 1924 by Albert Facey on his farm at Norman's Lake, has been relocated to the main street of Wickepin Townsite. This move was designed to promote tourism and provide visitors with an opportunity to explore the historical significance of the homestead and the lifestyle of the era. The homestead serves as a tribute to Albert Facey and his contributions to the Wickepin district.

A dedicated working group of volunteers, known as the Albert Facey Homestead group, plays an essential role in maintaining the site and facilitating educational experiences for various visitors, including tourism groups, school classes, and the general public. Through their efforts, they aim to enhance understanding of early life in the region and share the remarkable story of Albert Facey, whose life and experiences reflect the resilience and spirit of the Australian pioneering era.

Comments

The Albert Facey Homestead Reference Group (AFH) is planning to host a long lunch to commemorate the 100th year celebration of the homestead's grounds. The AFH is seeking \$1,000 to cover catering costs for the event. All event organisations will be managed by volunteers. The proposed date for this celebration is the weekend of 23/24 November, 2024

The long lunch event presents an excellent opportunity to draw attention to the Albert Facey Homestead and celebrate its 100-year history. This milestone event, with an open invitation to locals and visitors, not only honours the homestead's significance but also promotes one of the Shire of Wickepin's key assets.

By endorsing the homestead, this celebration could contribute to broader tourism initiatives, encouraging more interest and visitation to the town, further aligning with the Shire's efforts to improve tourism infrastructure and services and promote local attractions and heritage.

The AFH would also like to seek funding from the Reserve account for maintenance of up to \$1,000 for any maintenance that may be required to achieve the celebration. This would include to have a commemorative plaque to be erected to celebrate the event.

The volunteers of the AFH have worked over many years to maintain the internal and external aesthetics of the site and hold touring visits where the funds are placed into the reserve fund. The opportunity to acknowledge the 100th year celebration is fitting for AFH and the community.

Shire Officer's recommend to Council to consider at budget review for funds of up to \$1,000 for the cost of the event and the transfer of up to \$1,000 from the Albert Facey Homestead Reserve for any maintenance that may be required for this event.

Statutory Environment

This request aligns to Section 6.8 of the *Local Government Act 1995*, which states:

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*;* or
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

Policy Implications

There is no policy associated with this item.

Strategic check

Financial Implications

Discussions have been held with the DCEO and the CEDO on this matter, with the opportunity to source funds for the \$1,000 for the event from a budget variation at budget review period. The opportunity to utilise the current general ledger 116920 – CDO projects (CDOP).

The request for the \$1,000 for maintenance from Reserve – is seeking for Council to endorse the transfer of funds up to \$1,000 from Albert Facey Homestead Reserve – general ledger 172130 – Albert Facey Homestead Reserve to Albert Facey Expenditure – general ledger 167820 (Job Number - LAF1).

This combination of funding will enable the successful hosting of the centenary event, promoting community engagement and celebrating a significant local heritage asset.

Voting Requirement

Absolute Majority

Officer Recommendation

That Council:

1. Supports and authorises the Chief Executive Officer for the approval to expend funds for the purpose of the Albert Facey Homestead 100th year Celebration, up to \$1,000 from general ledger 116920 (CDOP) – Community Development Funds to be held in November 2024;
2. Approves the Chief Executive Officer the expenditure for the purpose of the Albert Facey Homestead maintenance of up to \$1,000 from the Albert Facey Homestead Reserve Fund – General Ledger 172130 for the purpose of the 100 year celebration for Albert Facey Homestead; and
3. Authorises the Chief Executive Officer to transfer of funds from the Albert Facey Homestead Reserve – General Ledger 172130 to Albert Facey Expenditure – general ledger 167820 (Job Number - LAF1) for the purpose of maintenance for up to \$1,000.

14.4 Administration Office & Works Depot Closure - Christmas Trading Hours 2024/2025

| | |
|-----------------------------|--|
| Submission to | Ordinary Council Meeting |
| Location / Address | Whole Shire |
| Name of Applicant | E Clement |
| File Reference | PE.EC.1 |
| Author | E Clement – Deputy Chief Executive Officer |
| Interest Disclosures | The author has no financial, proximity or impartiality interests in this item. |
| Report Written Date | 4 October 2024 |
| Attachments | Nil |

Summary

The purpose of this report is for Council to consider the closure of the Administration Office and Works Depot trading hours for the 2024/2025 Christmas period.

An early decision will inform the community well in advance of the office closure and thus allow residents to make arrangements to meet their commitments.

Background

In previous years, traditionally Council has approved the closure of the Administration Office for the period between Christmas and New Year.

Comments

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally the number of enquiries and transactions during this period has been low.

The Depot crew also take leave during this period, however there will be staff available to attend any emergencies that may be required to be attended to.

Normally this time of the year is quiet and Council generally allows staff time off over this period and the CEO believes the same should happen this year. In the previous years when the office is closed through the Christmas break, the shire has advertised the hours both on the front counter and in the Watershed News to give people the opportunity of completing urgent business or licensing prior to the Christmas break. The normal closure in previous years has been found to be of very little inconvenience to the public.

The Shire of Wickepin Tip hours will remain the same.

It is the officer's recommendation to support this request for the Christmas and New Year's closure period with emergency numbers to be available and distributed for the aspect of any significant emergencies or requirements that may be needed to be addressed over this period of time.

Statutory Environment

Local Government Industry Award 2020

25.5 Annual close-down

[25.5 renamed and substituted by PR583026 ppc 29Jul16]

An employer may require an employee to take annual leave as part of a close-down of its operations by giving at least four weeks' notice.

Policy Implications

There is no policy associated with this item.

Financial Implications

As staff will be using public holidays as provided by the award, rostered days off, annual leave or unpaid leave to cover this time, there will be no additional cost to Council.

Strategic Implications

Strategic Implications

GOAL - Governance

Objective: 12 Our communities are informed via multiple channels of regular intervals

Strategy: 12.1 Provide meaningful communication that delivers information regularly and succinctly.

Voting Requirement

Simple majority

Officer Recommendation

That Council;

1. Approves the trading hours for 2024/2025 Christmas period be as follows:

| | |
|-----------------------|--|
| Monday 23 December | Open |
| Tuesday 24 December | Open - Closing at 12 noon |
| Wednesday 25 December | Closed – Public Holiday (for Christmas Day) |
| Thursday 26 December | Closed – Public Holiday (for Boxing Day) |
| Friday 27 December | Closed - Employee Annual Leave |
| Monday 30 December | Closed - Employee Annual Leave |
| Tuesday 31 December | Closed - Employee Annual Leave |
| Wednesday 1 January | Closed – Public Holiday (for New Year's Day) |
| Thursday 2 January | Closed - Employee Annual Leave |
| Friday 3 January | Closed - Employee Annual Leave |
| Monday 6 January | Reopening to normal hours |

2. Authorises the Chief Executive Officer that the closure and emergency contacts being published on the Shire's website, Facebook page, notice boards and the Watershed in the months leading up to the Christmas period; and
3. Notes that the Chief Executive Officer to ensure that there will be staff available for call outs in the event of an emergency.

15 Confidential Reports and Information

16 Urgent Business

17 Closure