



Minutes

Ordinary Council Meeting
Wednesday 19 June 2024

Date	Wednesday 15 May 2024
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 21 June 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 19 June 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 June 2024

Disclaimer

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

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1 Declaration of Opening

The Presiding Member declared the meeting open at 3.34pm.

Shire President Russell welcomed Shire of Pingelly elected member, Cr Brian Hotham to the meeting today.

2 Attendance

2.1 Present

Councillors

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

Employees

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

Observer

Cr Brian Hotham	Shire of Pingelly
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3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

Nil

4 Apologies and Leave of Absence

4.1 Apologies

Nil

4.2 Previously Approved Leave of Absence

Nil

4.3 Requests for Leave of Absence

Cr Tyron Miller has requested a leave of absence (as per **Attachment 4.3.1**) for the Ordinary Council Meeting 17th July 2024, due to work commitments.

Council Decision

Resolution OCM-190624-01

Moved Cr P Thompson

Second Cr F Allan

That Council approves Cr Tryon Miller be granted leave of absence for the Ordinary Council Meeting 17th July 2024 due to work commitments.

Carried 6/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson

Against Nil

5 Petitions, Memorials and Deputations

5.1 Petitions

Nil

5.2 Memorials

Nil

5.3 Deputations

Nil

6 Declarations of Councillors and Officers Interest

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

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

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

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held Wednesday 15 May 2024

Officer Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 15 May 2024, as included in Attachment 7.1.1, as a true and accurate record noting the correction of Item 14.4 – New Policy – Disposal of Property (Other than Land) & New Delegation – A18 – Disposal of Property with page 29 & 30 for correction of attachment numbers 14.3.1 to 14.4.1, 14.3.2 to 14.4.2, 14.3.1 to 14.4.1 & 14.3.2 to 14.4.2.

Council Decision

Resolution OCM-190624-02

Moved Cr L Corke

Second Cr J Mearns

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 15 May 2024, as included in Attachment 7.1.1, as a true and accurate record noting the correction of Item 14.4 – New Policy – Disposal of Property (Other than Land) & New Delegation – A18 – Disposal of Property with page 29 & 30 for correction of attachment numbers 14.3.1 to 14.4.1, 14.3.2 to 14.4.2, 14.3.1 to 14.4.1 & 14.3.2 to 14.4.2.

Carried 7/0

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

Against Nil

8 Status Report

Key

○ = in progress ✓ = completed ✕ =superseded

Item	Subject	Council Decision	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Commenced, not yet complete. Chief Executive Officer has contacted the Committee regarding progress of the project.
1161-150921-13	Townscape and Cultural Planning Committee Recommendations	That the current Wogolin Road Information Board not be re-sited and that a new board be redesigned.	○	Commenced, researching digital signage. Chief Executive Officer has contacted the Committee regarding progress of the project.
OCM-231213-04	Public Transport Authority – Draft Lease Template	That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.	○	Re-submitted and awaiting response.
OCM-210224-07	Proposed Fencing Law	<p>That Council:</p> <p>1. In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Fencing Local Law 2024, a summary of its purpose and effect being:</p> <p><u>Purpose</u> The purpose of this local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district.</p> <p><u>Effect</u> The effect of this local law is to establish the minimum requirements for fencing within the district.</p> <p>2. Notes that:</p>	○	Consultation period has commenced – closes 3 May 2024. Agenda item presented today for decision.

Item	Subject	Council Decision	Status	Action
		<p>a) Copies of the proposed Fencing Local Law 2024 may be inspected at the Shire's offices and will be made available on the Shire's website;</p> <p>b) Submissions regarding the proposed Fencing Local Law 2024 may be made to the Shire within a period of not more than 6 weeks after the public notice is given;</p> <p>c) In accordance with section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Fencing Local Law 2024 will be provided to the Minister for Local Government; and</p> <p>d) In accordance with section 3.12(3) (c) of the Local Government Act 1995, a copy of the proposed Fencing Local Law 2024 will be supplied to any person requesting it.</p> <p>3. Notes that all submissions received will be presented to Council for consideration.</p>		
OCM-210224-08	Proposed Parking and Parking Facilities Local Law	<p>That Council:</p> <p>1. In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Parking and Parking Facilities Local Law 2024, a summary of its purpose and effect being:</p> <p><u>Purpose</u></p>	○	<p>Consultation period has commenced – closes 3 May 2024. Agenda Item presented for consideration.</p>

Item	Subject	Council Decision	Status	Action
		<p>The purpose of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.</p> <p><u>Effect</u></p> <p>The effect of this local law is to control parking throughout the district to ensure the safe, fair and equitable use of parking facilities under the care and control of the local government.</p> <p>2. Notes that:</p> <p>a) Copies of the proposed Parking and Parking Facilities Local Law 2024 may be inspected at the Shire's offices and will be made available on the Shire's website;</p> <p>b) Submissions regarding the proposed Parking and Parking Facilities Local Law 2024 may be made to the Shire within a period of not more than 6 weeks after the public notice is given;</p> <p>c) In accordance with section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be provided to the Minister for Local Government; and</p>		

Item	Subject	Council Decision	Status	Action
		<p>d) In accordance with section 3.12(3)(c) of the Local Government Act 1995, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be supplied to any person requesting it.</p> <p>3. Notes that all submissions received will be presented to Council for consideration.</p>		
OCM-210224-09	Consideration of Motion from 2024 Annual General Meeting of Electors – Annual Australia Day Event	<p>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.</p> <p>2. That consideration/planning for the 2025 Australia Day event be scheduled to commence in July 2024 via discussion at that month's Forum.</p>	○	To be discussed at July Forum.
OCM-200324-12	Club Nights Light Program Grant Application – Wickepin Tennis Club	<p>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.</p> <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</p>	○	Submitted, pending outcome.

Item	Subject	Council Decision	Status	Action
		the cash component being funded from the 2024/25 community grants allocation.		
OCM-200324-13	Final Adoption Scheme Amendment No. 3 – Lot 7 (No. 56) Fisher Street, Wickepin	<p>That with respect to the proposed Scheme Amendment No. 3 at Lot 7 (No.56) Fisher Street, Wickepin, to rezone the land from "Recreation and Open Space" reserve to "Residential" zone with a density coding of R10, Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 50(2) & (3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, support the Standard Scheme Amendment No.3 without modifications to the Shire of Wickepin Local Planning Scheme No. 4 for final approval by: <ol style="list-style-type: none"> a. Amending the classification of Lot 7 on Deposited Plan189958 (No. 56) Fisher Street, Wickepin from 'Recreation and Open Space' reserve to 'Residential' zone with a density coding of R10. b. Amending the Scheme Map accordingly. 2. Authorise the Chief Executive Officer and President to endorse the amendment documentation for final approval and affix the Shire of Wickepin common seal. 3. Advise those persons who lodged submissions of the outcome. 4. Forward the endorsed scheme amendment 	○	In Progress

Item	Subject	Council Decision	Status	Action
		documentation to the Western Australian Planning Commission for its determination. 5. Write to the property owner advising of the potential spray drift from the agricultural property to the east.		
OCM-170424-06	Appointment of Bush Fire Related Officers 2024/2025	That Council, in relation to the appointment of Bush Fire Related Officers for 2024/2025 – 1. Pursuant to Section 38 of the Bush Fires Act 1954, appoints – • T Leeson as the Chief Bush Fire Control Officer, • L Lansdell as the Deputy Chief Bush Fire Control Officer, • P Russell, D White, G McDougall, W Astbury, J Hamilton, T Leeson, D Stacey, R Butler, L Lansdell, T Mullan, T Russell, and C Sims as a Fire Control Officer / Bush Fire Radio Operator / Fire Weather Instrument Officer, and • W Astbury and D White as a Clover Burning Permit Issuing Officer, 2. Pursuant to Section 40 of the Bush Fires Act 1954, requests the following Shires appoint the following persons as Dual Fire Control Officers – • Shire of Corrigin D Stacey and J Hamilton	✓	In progress pending DFES final process. Completed.

Item	Subject	Council Decision	Status	Action
		<ul style="list-style-type: none"> • Shire of Narrogin T Leeson, L Lansdell and P Russell • Shire of Cuballing T Leeson, R Butler and L Lansdell • Shire of Dumbleyung G McDougall and W Astbury • Shire of Wagin L Lansdell and D White • Shire of Pingelly R Butler and J Hamilton • Shire of Kulin W Astbury, D Stacey and T Mullan 		
OCM-170424-08	District Fire Break Notice Approval 2024/2025	<p>That Council, pursuant to clause 14.1(i) of the Shire of Wickepin Local Laws relating to Standing Orders 1998, request that the District Fire Break Notice for 2024/2025 and pursuant to Section 33 of the Bush Fires Act 1954, lie on the table with the reason to seek clarification over the fencing clearing requirements.</p> <p>REASON: To seek further clarification on fencing requirements.</p>	✓	Item laid on table and is being re-presented to Council May 2024. Completed and re-presented at OCM May 2024
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</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.

Item	Subject	Council Decision	Status	Action
		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.		
OCM-150524-06	10 Year Plant Replacement Program	That Council adopts the draft 10 Year Plant Replacement Program as contained in Attachment 14.3.1 for the 2024/2025 financial year.	✓	Completed and ready for progress for the 2024/2025 Draft Annual Budget.
OCM-150524-07	14.4 New Policy – Disposal of Property (Other than Land) & New Delegation – A18 – Disposal of Property	That Council adopts the Council Policy – Disposal of Property (Other than Land) as contained in Attachment 14.4.1 effective 15th May 2024.	✓	Completed.
OCM-150524-08	14.4 New Policy – Disposal of Property (Other than Land) & New Delegation – A18 – Disposal of Property	That Council adopts, by absolute majority, that the Delegation A18 – Disposal of Property as contained in Attachment 14.4.2 effective 15th May 2024.	✓	Completed.
OCM-150524-09	Policy Review – Council Policy - 2.1.5 – Councillors Resources and Council Policy – 2.1.9 – IPAD Policy	That Council adopts the revised Council Policies – Council Policy – 2.1.5 Councillor Resources and Council Policy – 2.1.9 Councillor ICT Policy with the relevant changes noted and contained in Attachments 14.5.2 and 14.5.4.	✓	Completed.
OCM-150524-10	District Firebreak Notice Approval 24/25	Adoption of District Firebreak Notice 24/25	✓	Completed. Ready for rates mail out.
OCM150524-11	District Firebreak Notice Approval 24/25	That Council authorises the Chief Executive Officer to undertake a	○	In progress.

Item	Subject	Council Decision	Status	Action
		review of the Bush Fire Notice in line with WALGA's guidance note whilst collaborating with DFES, Area Officer and the Shire of Wickepin Bush Fire Control Officers for the pre-season meeting to be held in October 2024.		
OCM-150524-12	Adoption – Shire of Wickepin Parking and Parking Facilities Local Law 2024	That with respect to the proposed Shire of Wickepin Parking and Parking Facilities Local Law 2024, that Council: <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; 	○	In progress.

Item	Subject	Council Decision	Status	Action
		<p>b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette;</p> <p>c) Give local public notice pursuant to section 1.7 of the Local Government Act 1995 following publication in the Government Gazette, stating the title and purpose and effect of this local law, and that the local law is published on the Shire website and that copies may be inspected at, or obtained from the Shire's administration officers; and</p> <p>d) Prepare and submit to the Joint Standing Committee on Delegated Legislation, a copy of this local law, an explanatory memorandum (jointly signed by the Shire President and Chief Executive Officer) along with the checklist and any other supporting information on the local law made.</p>		
OCM-150524-13	Shire of Wickepin Fencing Local Law 2024	That with respect to the proposed Shire of Wickepin Fencing Local Law 2024, that Council DOES NOT MAKE the Shire of Wickepin Fencing Local Law 2024.	✓	Completed. No further action.
OCM-150524-14	Financial Support – Facey Festival 2025	The Council: 1. considers the financial amount of up to \$5,000 to be presented in the draft Annual	✓	Item presented to AFH Reference Group. Now awaiting grant approval for Theatre 180 to proceed further.

Item	Subject	Council Decision	Status	Action
		Financial Budget 2024/2025 for the Facey Festival 2025; and 2. authorises the Chief Executive Officer to seek additional grant funding on behalf of the Albert Facey Homestead Reference Group for the Facey Festival 2025.	✓	Details added into 2024/2025 Draft Annual Budget.
OCM-150524-15	Grant Application – Solar Panels – Wickepin Community Centre	That Council: 1. withdraw from the current Community Energy Upgrades Fund Round 1; and 2. authorise the Chief Executive Officer to undertake an all facilities audit in the shire to assess eligibility and cost benefit analysis for grant applications over the next 3 years and report back to Council forum.	✓ ○	Submitted pending outcome. Staff to present assessment of cost benefit for shire facilities.
OCM-150524-16	Proposed Workforce Accommodation – Lot 55 Williams Kondinin Road, Wickepin	That with respect to the proposed Workforce Accommodation at Lot 55 Williams Kondinin Road, Wickepin, Council: 1. In accordance with clause 3.4.2 b) of the Shire of Wickepin Local Planning Scheme No 4, determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures with clause 64(4) in Schedule 2 Deemed provisions of the Planning and Development (Local Planning Schemes)	✓	At advertising period. Closing date 14.06.2024.

Item	Subject	Council Decision	Status	Action
		<p>Regulations 2015, in particular part (b); by giving notice of the proposed development to owners and occupiers of properties in the vicinity of the development who, are likely to be affected by the granting of development approval.</p> <p>2. The notification is for a period of 21 days from the date of notification.</p> <p>3. Any objections received will be presented at the next available Council meeting after assessment of the submissions received.</p>		

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

Nil

10 Receipt of Committee Minutes or Reports and Consideration of Recommendations

Nil

11 President's Report

On June 5th I attended the WALGA Central Country Zone Executive Committee meeting by Teams, which is the briefing session prior to the actual full Central Country Zone meeting. At the executive meeting, the Zone's strategic priorities were discussed, speakers for the meetings were suggested and the Zone's budget was received.

On June 14th CEO Kell and myself attended the full Central Country Zone of WALGA meeting at Quairading, where, in attendance, was the Minister for Local Government Hon. Hannah Beazley.

Hannah was presented with a selection of pertinent questions relevant to the Zone's members, which she took on board and assured the audience that she understood the issues and would speak further to relevant Ministers to see if any outcomes could be reached. Topics included, her main goals for local government over her term of tenure; audit costs and assistance for land development in relation to headwork costs.

Other speakers to address the members of the Zone included:

- Department of Local Government
- Wheatbelt Development Commission
- Regional Development Australia Wheatbelt
- Main Roads WA

The topic of "Live export of sheep by sea" has been at the forefront of the news since the announcement by Federal Agricultural Minister Murray Watt a few weeks ago. Rallies of objection have been held by farmers and supporters both in Perth city and at the parliamentary sitting at Muresk on Friday 14th June. There was a small opportunity window to lodge official objections to this debate which was taken up by many local governments, on behalf of their constituents and communities, so only time will tell if there will be any repeal or reversal of this announcement.

I would like to acknowledge the Shire's gardeners as they have been working very hard on the gardens around the towns, in particular the Administration Centre has received a much needed pruning, and is looking so much better for their efforts. Well done Team.

Council Decision

Resolution OCM-190624-03

Moved Cr W Astbury

Second Cr J Mearns

That Council notes the President's report dated 19 June 2024.

Carried 7/0

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

Against Nil

12 Report by the Chief Executive Officer

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

Customer Service Officer Interviews

Interviews conducted for this position. The Shire will have a new staff member commence on 1 July 2024. The Shire would like to welcome Kiesha Thompson to this position and we will be looking forward to her joining the team.

Albert Facey Homestead Reference Group Meeting

Meeting held with Albert Facey Homestead Reference Group, finalising costings and details to prepare for the grant funding proposal. Group still waiting for Theatre 180 for grant approval to progress further.

Interim Audit – AMD

Auditors were present for 2 days in the office for the Interim Audit. Findings yet to be received by Shire Officers to review with Council.

WALGA Central Country Zone

Attended with the Shire President the WALGA Central Country Zone at Shire of Quairading. Hon. Hannah Beazley was in attendance and addressed the group with regards to Local Government and changes through the reform that will be happening over the next 6 months. Through this meeting, an additional meeting was decided for band 4 Councils to be able to get together to discuss the challenges that we experience. Meeting date to be decided and location.

Further matters discussed was CLGF, education opportunities for Regional WA, Live Sheep export ban, e-waste to landfill ban in WA, Telstra, 2023 Western Power Bushfire Volunteers and funding packages to support farmers.

Disability Access & Inclusion

Attended a webinar for the new reporting framework for DAIP Progress Reporting. Department of Communities has aligned the reporting with the State reporting and new template is now to be used. Further work will need to be done to then align to the State's 15 strategies. This is due by 31 July 2024.

Wickepin Swimming Pool

Budget discussions with Pool Manager and LGIS meeting over the pool and concerns with some items. This will be addressed during the Council Forum in June for further direction with regards to the pool and some minor works that may be required.

Johnston Street Units

Shire Officers are progressing with the list of interested persons as the power is soon to be finalised on the units with Western Power. To be worked through with the guidelines and requirements for the units as per the grant funding agreement.

Budget Workshop

Budget workshop with senior and relevant officers over the last few weeks. Draft Budget to be discussed and presented today at Council Forum.

CRC Meeting

Attended the Meeting at the CRC, meeting committee members. Details were asked of the Shire and the current status of the building and the long term plans for a new building. It was advised that I am not aware of these requests and would seek further information before advising on the request.

CRC staff provided an overview of activities that are to be undertaken over the coming months.

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			
A3	Building Approvals	BO	Shire of Wickepin – 212 Richter St Shire of Wickepin – 49 Campbell St	18/04/24 09/05/24	CEO
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			
A12	Liquor Consumption on Shire Owned Property	CEO	Hughes Diesel Mechanical	21/05/24	CEO
A13	Hire of Community Halls / Community Centre	CEO	Wickepin Carpet Bowls	11/06/24	CEO
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions	CEO			

	<p>and donations to sporting and community groups</p>				
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Council Decision

Resolution **OCM-190624-04**

Moved **Cr J Mearns**

Second **Cr F Allan**

That council notes the Chief Executive Officer’s report dated 19 June 2024.

Carried **7/0**

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

Against **Nil**

13 Notices of Motions for the Following Meeting

Nil.

14 Reports and Information

14.1 Monthly Schedule of Accounts Paid – May 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 June 2024
Attachments	14.1.1 - Monthly Schedule of Accounts Paid – May 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 May 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	EFT14521 - 14585	\$ 306,263.02
Cheques	15931 - 15936	\$ 39,507.60
Direct Deductions	May 2024	\$ 1095.05
Superannuation	May 2024	\$ 23,425.43
Credit Card	May 2024	\$ 174.87
BPay Payments	May 2024	\$ 0
Payroll	May 2024	\$ 147,017.00
Licensing	May 2024	\$ 16,577.20
Municipal Fund Total	May 2024	\$ 534,060.17
Trust Fund		
Electronic Funds Transfer		\$ 0
Cheques		\$ 0
Trust Fund Total		\$ 0
Total		\$ 534,060.17

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 \$534,060.17 for May 2024, as included in Attachment 14.1.1.

Council Decision**Resolution** OCM-190624-05**Moved** Cr P Thompson**Second** Cr J Mearns

That Council, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996* acknowledges payments from the Municipal Fund of \$534,060.17 for May 2024, as included in Attachment 14.1.1.

Carried 7/0**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller**Against** Nil

14.2 Statement of Financial Activity – May 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	8 May 2024
Attachments	14.2.1 - Statement of Financial Activity – May 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 May 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 May 2024, as included in **Attachment 14.2.1**.*

Council Decision

Resolution OCM-190624-06

Moved Cr P Thompson

Second Cr F Allan

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

Carried 7/0

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

Against Nil

14.3 Voting Delegates – WALGA Annual General Meeting 2024

Submission to	Ordinary Council Meeting
Location / Address	Nil
Name of Applicant	WALGA
File Reference	GR.SL.1452
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	10 June 2024
Attachments	Nil

Summary

This report is for Council to determine voting delegates for the Annual General Meeting (AGM) for the Western Australian Local Government Association (WALGA) to be held in October 2024.

Background

WALGA is required to hold an AGM annually and will be held during the Annual WALGA Conference to be held between Tuesday 8 October and Thursday 10 October 2024.

Comments

Council will be required to provide WALGA with voting delegates and proxy delegates for registration. Local Governments may nominate the Mayor/President and Deputy Mayor/President to be voting delegates and two other elected members as proxys in the case of the circumstances arising where a delegate cannot attend.

It is Council's decision to choose to nominate the delegates for the 2024 AGM to be held at the Perth Convention and Exhibition Centre.

Statutory Environment

There are no statutory requirements to this report.

Policy Implications

There are no policy implications to this report.

Financial Implications

There are no financial implications associated with this item. Attendance at the WALGA AGM is free of charge for all elected members and staff members of local governments.

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. Nominates Councillor _____ and Councillor _____ as voting delegates for the 2024 WALGA Annual General Meeting; and*
- 2. Nominates Councillor _____ and Councillor _____ as proxy voting delegates in the event that one or both delegates above are unable to attend.*

Council Decision

Resolution OCM-190624-07

Moved Cr T Miller

Second Cr F Allan

That Council;

- 1. Nominates Councillor P Thompson and Councillor W Astbury as voting delegates for the 2024 WALGA Annual General Meeting; and**
- 2. Nominates Councillor J Mearns and Councillor L Corke as proxy voting delegates in the event that one or both delegates above are unable to attend.**

Carried 7/0

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

Against Nil

14.4 Dual Fire Control Officers

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire-
Name of Applicant	Shire of Narrogin
File Reference	ES.APN.901
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	29 May 2024
Attachments	Appointment advice – Shire of Narrogin

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 Tuesday 26 March 2024 prior to the adjoining Shires 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 Shires:

Shire of Narrogin Troy Smith

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 Narrogin Troy Smith

A copy of the letter from the Shire of Narrogin 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 as the authorized officer in the capacity of Dual Fire Control Officer for the 2024/2025 Bush Fire Season:

Shire of Narrogin

Troy Smith

Council Decision

Resolution OCM-190624-08

Moved Cr W Astbury

Second Cr L Corke

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 as the authorized officer in the capacity of Dual Fire Control Officer for the 2024/2025 Bush Fire Season:

Shire of Narrogin

Troy Smith

Carried 7/0

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

Against Nil

Council Decision

Resolution OCM-190624-09
Moved Cr P Thompson
Second Cr W Astbury

That Council goes behind closed doors as per the Shire of Wickepin Standing Orders Local Law as clause 15.10.1 at 3.49pm to discuss the confidential attachments for item 14.5.

Carried 7/0
For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller
Against Nil

Visitor Cr B Hotham left the room at 3.50pm.

14.5 Facey Group Incorporated Agreement

Submission to	Ordinary Council Meeting
Location / Address	40 Wogolin Road, Wickepin
Name of Applicant	Facey Group Incorporated
File Reference	LD.MM.7/CS.AGR.300
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	10 May 2024
Attachments	14.5.1 Confidential - 2023 AGM Minutes (Under Separate Cover) 14.5.2 Confidential - Draft Agreement - 2024 – 2027 (Under Separate Cover)

Confidential attachments are under a separate cover as per Section 5.23 (2)(e)(iii) of the Local Government Act 1995.

Summary

This report is for Council to consider the renewal of the three year agreement from 1 July 2024 with the Facey Group Incorporated based on the previous three year agreement.

Background

The Facey Group is a farmer run group that aims to improve on-farm practice to keep farms healthy and profitable into the future.

The group conducts trials, demonstrations and extension works in the local region in addition to tailoring training that enables farmers to adopt practices which they see as beneficial and with the potential to increase their production, resulting in increasing profits.

Based in Wickepin, the Facey Group is an innovative, highly motivated, organised and well-resourced grower group with a strong focus on the local region, in addition to being involved with recognised and progressive grower groups in Australia.

The Facey Group works with its members, sponsors, partners, industry and government who are all integral facets of the success of the Facey Group.

Comments

The Facey Group is an acceptable tenant as it meets an ongoing community need, especially assisting local farmer with educational needs and opportunities in the farming industry with innovation ways.

A meeting was held on the 7 May 2024 with Facey Group Chief Executive Officer and Deputy Chief Executive Officer with the Shire's Chief Executive Officer. The meeting was informal and a meet and greet session with points of discussion on the current agreement due for renewal.

The Facey Group is extremely grateful for the Shire to be able to assist in the current arrangements in place and are wanting to secure a renewal of another 3 years for the building site and financial support. The Facey Group welcomes the support of the Shire and the continued assistance with general building maintenance and support provided. The Facey Group has provided their Financials as contained with **Confidential Attachment 14.5.1**.

The financial support has provided opportunity for the Facey Group to continue to support the grant opportunities with the support of staff with expertise to continue the trial programs that help support the farming communities. Along with this, the Facey Group supports mental well-being by providing support in engagement in Cultivating Resilience events and Women in Agriculture farming, "Seeds of Change".

The proposed terms for the new agreement have been discussed. The draft agreement has minor changes with the provision of the vehicle, by adding in, any traffic infringements to be the responsibility of the person/s who the Facey Group employs or allows to drive the vehicle.

Discussions were had with regards to the vehicle replacement, with the suggestion that at the end of this renewed contract, that the Shire cease the vehicle provision at the commencement of any future agreements. This will give the opportunity for the Facey Group to have the time to consider this and that further discussions to be had prior to the next agreement. The current vehicle has approximately 36,000 kms as the ODO reading.

The draft Agreement is contained in **Confidential Attachment 14.5.2**.

Statutory Environment

The report is aligned with the *Local Government Act 1995* (the Act). Under Section 3.58 of the *Local Government Act 1995*, a disposition of land includes leasing of local government property. If a local government does not dispose of property via a public auction or the public tender method, the proposal must be advertised for public comment – unless the proposal is an "exempt" disposition.

A disposition of property is exempt from section 3.58 under Regulation 30, Part 6 Miscellaneous Provisions of the *Local Government (Functions and General) Regulations 1996*, if the land is to be used for charitable, benevolent, religious, cultural, educational, recreational, sporting or other like purposes. As the Facey Group is seeking use of local government property for educational, the intended use of the land is exempt from section 3.58 of the Act. The Facey Group is an incorporated association.

Policy Implications

There are no policy implications to this report.

Financial Implications

The current allocations are within the draft 2024/2025 Annual Budget for this item with associated costs of the building maintenance, cleaning, electricity and water. Plant vehicle costs are invoiced to the Facey Group. Current expenses are listed below:

Expenses	Unit Costs
Synergy	\$ 2,802.46
Insurance	\$ 3,099.60
Cleaning	\$ 2,305.06
Water	\$ 147.83
Fire equipment service	\$ 100.00
Maintenance - Lights & Aircond.	\$ 2,948.32
Spider Spray	\$ 158.64
Total	\$11,561.91

Strategic Implications

GOAL - Economy

Objective: 5 We are an agricultural hub, that innovates and leverages opportunities.

Strategy: 5.1 Where appropriate support the Facey Group to continue its close links with local growers and key stakeholders.

5.3 Collaborate with the Facey Group on strategic projects.

Voting Requirement

Simple Majority

Council Decision

Resolution OCM-190624-10

Moved Cr W Astbury

Second Cr P Thompson

That Council resumes the meeting from behind closed doors as per the Shire of Wickepin Standing Orders Local Law as clause 15.11 at 4.22pm having discussed the confidential attachments for item 14.5.

Carried 7/0

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

Against Nil

Officer Recommendation

That Council;

- Formally enters into a three year agreement with the Facey Group Incorporated as contained in **Confidential Attachment 14.5.2** effective from 1 July 2024 to 30 June 2027;*
- Provides support of \$10,000 per annum as outlined in the Draft 2024/2025 Annual Budget and subsequent years; and*

- 3. Authorises the Chief Executive Officer to have discussions with the Facey Group Incorporated on the future of the Vehicle, that is currently supplied to Facey Group Incorporated, by the end of this agreement date 30 June 2027.*

Amended Council Decision

Resolution OCM-190624-11

Moved Cr W Astbury

Second Cr P Thompson

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;**
- 2. 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.**

Carried 6/1

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson

Against Cr T Miller

Cr Hotham re entered the meeting at 4.27pm

14.6 Policy Review – Revocation of Council Policy – 3.1.10 – Petty Cash

Submission to	Ordinary Council Meeting
Location / Address	Whole District
Name of Applicant	Kellie Bartley – Chief Executive Officer
File Reference	Policy Manual
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	11 May 2024
Attachments	14.6.1 Current Council Policy 3.1.10 – Petty Cash

Summary

This report is presented to Council to revoke Council Policy – 3.1.10 – Petty Cash as the policy is to be revoked and made into an operational procedure.

Background

There is no formal requirement for Council to review the Policy Manual, however, it is one of the principal roles of Council under Section 2.7 of the *Local Government Act 1995* which is to determine the Policies of the Local Government and as such they should be regularly reviewed by Council.

The Shire of Wickepin Council Policy – 3.1.10 – Petty Cash was created in 2017 and has been reviewed 4 times over this period. The objective of the policy is to provide clear parameters in relation to use of petty cash.

The Council Policy – 3.1.10 – Petty Cash can be reviewed in **Attachment 14.6.1**.

Comments

Guided by the principles of good governance, Council Policies are required to support the delivery of the Shire's strategic goals, assisting in fulfilling statutory requirements and provide guidance to staff when exercising delegations.

A work procedure focus on operational and functional activity and decision making relative to the administration responsibilities and statutory duties of the CEO in managing the day to day operations of the Local Government in pursuant to section 5.41 (d) of the *Local Government Act 1995*.

On recent review of internal financial procedures and processes, it was identified through the interim audit that Council Policy – 3.1.10 – Petty Cash is of an operational nature and will be transferred to a work procedure.

The officer's recommendation is to support the review of changing Council Policy – 3.1.10 – Petty Cash to a work procedure.

Statutory Environment

Section 2.7 of the *Local Government Act 1995*, states:

2.7. Role of council

(1) *The council —*

- (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

Furthermore, section 5.41 of the *Local Government Act 1995* notes that one of the CEO's functions is to ensure that advice and information is available to Council so that informed decisions can be made.

Policy Implications

The policy has been detailed in this item that is being presented.

Financial Implications

There are no financial implications associated with this item.

Strategic Implications

GOAL - Governance

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

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

Voting Requirement

Absolute Majority

Officer Recommendation

*That Council revokes Council Policy – 3.1.10 – Petty Cash as contained in **Attachment 14.6.1** as it is identified as Work Procedures effective 19 June 2024.*

Council Decision

Resolution OCM-190624-12

Moved Cr P Thompson

Second Cr F Allan

That Council revokes Council Policy – 3.1.10 – Petty Cash as contained in Attachment 14.6.1 as it is identified as Work Procedures effective 19 June 2024.

Carried 7/0

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

Against Nil

14.7 Policy Review – Council Policy 3.1.3 Corporate Credit Card

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Kellie Bartley – Chief Executive Officer
File Reference	Policy Manual
Author/s	Kellie Bartley – Chief Executive Officer Erika Clement – Deputy Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	13 June 2024
Attachments	14.7.1 Current Council Policy – 3.1.3 – Corporate Credit Card 14.7.2 Revised Council Policy – 3.1.3 – Transaction Card Policy

Summary

The purpose of this report is to recommend to the Council to amend the current Council Policy – 3.1.3 – Corporate Credit Card so that it reflects current practice.

Background

Shire Officers have commenced the review of the policies to be presented to the Council over the next 12 months. The review will identify to revoke, review or endorse work procedures due to their administrative functions.

The Council Policy – 3.1.3 – Corporate Credit Card has been endorsed since 2015 and has been reviewed over this period of time. The policy provides for a clear direction and parameters in relation to the corporate credit cards that the Shire of Wickepin currently uses.

The current Council Policy – 3.1.3 – Corporate Credit Card is contained in **Attachment 14.7.1**.

Comments

Local Governments can deliver service delivery utilising corporate credit cards or transaction cards to help improve administrative practices and be more effective with cash management. However, these types of transactions can pose a risk to any organisation if not properly controlled or monitored.

Having the policy and work procedures helps to reduce the risk to the organisation and also gives practices for shire staff to be guided by these practices.

The advantages of the credit card/transaction cards can be:

- Eliminate or reduce time spent on paper based ordering and payments;
- Reduce administration costs;
- Reduce the number of payments made per month;
- Provide a useful resource in remote or emergency situations;
- Reduce the need to carry cash on the premises; and
- Provide an effective audit trail of expenditure.

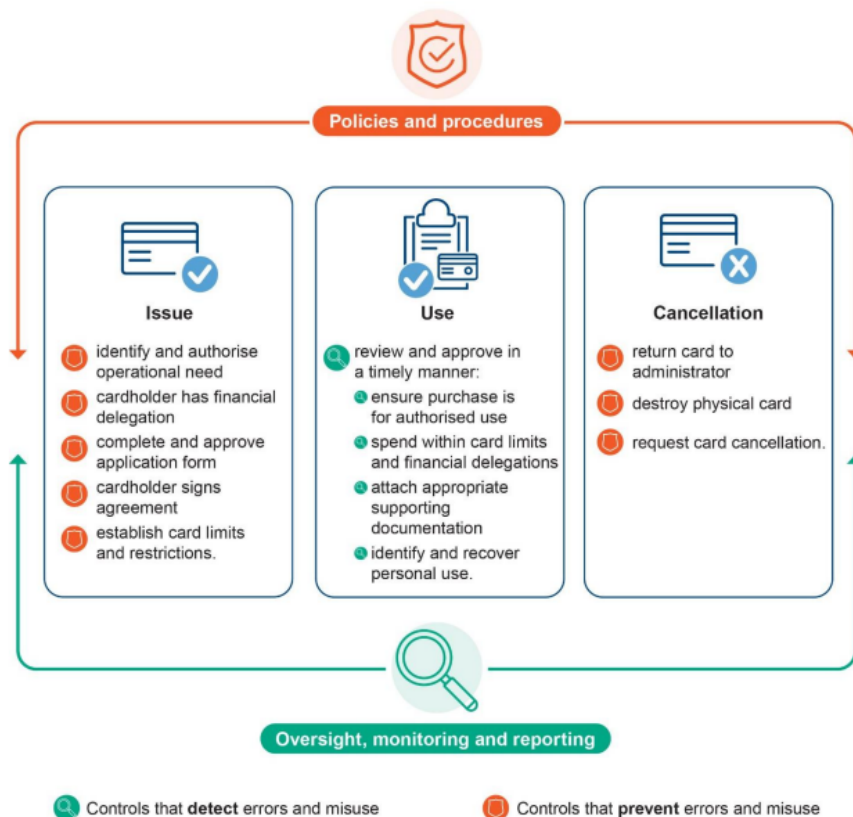
The Shire only has two credit cards with a number of fuel cards that are used for the fuel facility. The fuel cards are based per vehicle and not a person or position as such, therefore the Shire will be reviewing

the work procedures for the administration process and the user process. This was identified through the current OAG guidelines and also the Department of Local Government reporting requirements.

The procedures will have controlling use of the cards by having some of the following implemented through the review process:

- A signed agreement by any cardholder and/or relevant officers utilising the credit/fuel cards which will set out the cardholder/user responsibilities and legal obligations when using the cards;
- A register of all current cardholder/fuel card with details of card number, expiry date, credit limits and details of goods and services the cardholder has authority to purchase;
- All new and existing cardholders will be provided with a copy of the policies relating to the use of credit/fuel cards;
- What the process is when an employee ceases working for the Shire of Wickepin, any extended leave or they are removed from a position which does not require the credit/fuel card;
- What the cardholder should do if they lose or misplace their credit/fuel card;
- No card is transferrable to any other users;
- How reward schemes, such as Fly Buys will be treated;
- Arrangements of how the destruction of all surrendered credit/fuel cards are dealt with; and
- What action is to be taken in the event that a cardholder fails to comply with the policies.

The better practice guidance issued by the Office of the Auditor General (OAG) has provided that the key controls for the issue, use and cancellation of cards be reviewed on a regular basis. Shire Officers have finalised the operational procedures and have implemented with staff on these changes. The overview of the key components is listed in the figure below:



Source: OAG

Figure 1: Overview of the key components in purchasing card management and controls

Shire Officer's have reviewed and updated the changes to the Council Policy – 3.1.3 – Transaction Card Policy as contained in **Attachment 14.7.2**.

Statutory Environment

Section 2.7 of the *Local Government Act 1995*, states:

2.7. Role of council

(1) *The council —*

(a) *governs the local government's affairs; and*

(b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

(a) *oversee the allocation of the local government's finances and resources; and*

(b) *determine the local government's policies.*

Furthermore, section 5.41 of the *Local Government Act 1995* notes that one of the CEO's functions is to ensure that advice and information is available to Council so that informed decisions can be made.

Section 6.5 (a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

6.5. Accounts and records

The CEO has a duty —

(a) *to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government; and*

(b) *to keep the accounts and records up to date and ready for inspection at any time by persons authorised to do so under this Act or another written law.*

Under the *Local Government (Financial Management) Regulations 1996*, regulation 11 (1) (a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

11. Payments, procedures for making etc.

(1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —*

(a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained*

Policy Implications

The policy will provide for the objective of specific resources and guidelines on the appropriate use of Council credit/fuel cards.

Financial Implications

There are no financial implications to this item however all purchases are outlined in the annual budget.

Strategic Implications

GOAL - Governance

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

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

Voting Requirement

Simple Majority

Officer Recommendation

*That Council adopts the revised Council Policy – 3.1.3 – Transaction Card Policy with the relevant changes noted and contained in **Attachment 14.7.2**.*

Council Decision

Resolution OCM-190624-13

Moved Cr F Allan

Second Cr J Mearns

That Council adopts the revised Council Policy – 3.1.3 – Transaction Card Policy with the relevant changes noted and contained in Attachment 14.7.2.

Carried 7/0

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

Against Nil

14.8 Review Delegation A5 Application for Planning Consent

Submission to	Ordinary Council Meeting
Location / Address	Whole District
Name of Applicant	Kellie Bartley – Chief Executive Officer
File Reference	Delegation Register
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	11 May 2024
Attachments	14.8.1 Current Delegation – A5 Application for Planning Consent 14.8.2 Review Delegation – A5 Application for Planning Consent 14.8.3 Letter Department of Planning, Lands & Heritage

Summary

This report is presented to Council to endorse the review of Delegation A5 Application for Planning Consent due to changes to the *Planning and Development Act 2005*.

Background

The Shire has had Delegation A5 Application for Planning Consent as a delegation for a number of years to allow for Shire Officers to make the necessary authorisations associated with planning consent for development applications that fully comply with all requirements.

The Delegation – A5 Application for Planning Consent can be reviewed in **Attachment 14.8.1**.

Comments

The Shire has received notice from the Director General, from the Department of Planning, Lands and Heritage in relation to the recent changes that the Minister of Planning has announced. These changes include the local government role and responsibilities in decision making on development applications for single houses.

The changes require the Shire of Wickepin to amend the delegation to accommodate the changes that are stated in the advice. This is contained in **Attachment 14.8.3**.

As the Delegation is clear with the intention of “*consent for development applications that fully comply with all requirements*”, therefore the changes do not reflect the changes that will now be enforced from 1 July 2024.

The review of the delegation addresses provisions The changes are noted in **RED** for additional wording and the deletions are noted with **STRIKE-OUT** in **BLUE**. Therefore the review of the Delegation A5 Application for Planning Consent has been amended and is contained in **Attachment 14.8.2**.

Statutory Environment

Section 2.7 of the *Local Government Act 1995*, states:

2.7. Role of council

(1) *The council —*

(a) *governs the local government’s affairs; and*

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies.

Furthermore, section 5.41 of the *Local Government Act 1995* notes that one of the CEO's functions is to ensure that advice and information is available to Council so that informed decisions can be made.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

(a) this Act other than those referred to in section 5.43; or

(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

** Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Policy Implications

There are no policy related to this item.

Financial Implications

There are no financial implications associated with this item.

Strategic Implications

GOAL - Governance

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

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

Voting Requirement

Absolute Majority

Officer Recommendation

*That Council adopts, by absolute majority, that the Delegation A5 Application for Planning Consent as contained in **Attachment 14.8.2** effective 1 July 2024.*

Council Decision

Resolution OCM-190624-14

Moved Cr W Astbury

Second Cr F Allan

That Council adopts, by absolute majority, that the Delegation A5 Application for Planning Consent as contained in Attachment 14.8.2 effective 1 July 2024.

Carried 7/0

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

Against Nil

14.9 Fees and Charges 2024/2025

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	12 June 2024
Attachments	14.9.1 Fees and Charges for 2024/2025

Summary

Each year Council is required to, and from time-to-time, consider the level of imposition of fees or charges for any goods or services it provides or may provide.

Shire Officers have assessed the goods and services currently provided, and those which may potentially be provided in the next financial year and have recommended the amount of relevant fees or charges to be imposed.

Council is requested, with regards to the Fees and Charges for 2024/2025, to impose the fees and charges for the provision of the goods and services as included in the attachments.

Background

The Annual Budget is to include a schedule of fees and charges for imposition during the relevant financial year.

The adoption of the Annual Budget is generally the mechanism by which Council accepts and imposes fees and charges, however many Councils set new fees and charges earlier so they may be advertised before the budget adoption, and the community advised in advance of any changes.

This Report allows for the early adoption of proposed fees and charges for the 2024/2025 financial year, effective 1 July 2024. The Fees and Charges are contained in **Attachment 14.9.1**.

Comments

Shire Officers have undertaken an analysis on the proposed fees and charges to be imposed.

Officers, in reviewing and proposing the applicable fees and charges, haven taken into consideration legislative requirements regarding setting the level of fees and charges.

The proposed schedule of fees and charges, which is included in the attachments, includes –

- Known changes to legislatively / externally set fees and charges at the time of publication, and
- A five percent (5%) increase across all Council-set fees and charges

Shire officers acknowledge the cost of providing goods and services in the district has probably increased greater than five percent (5%) although are conscious a greater increase may result in reduced usage of facilities leading to a downturn in revenue.

Should a need to change the fees and charges arise before the adoption of the annual budget these will be identified and presented to Council at the meeting to adopt the budget.

Statutory Environment

Local Government Act 1995 – Section 6.16 Imposition of fees and charges

Council, by an absolute majority decision, may impose and recover a fee or charge for any goods or services it provides or proposes to provide.

Fees and charges are to be imposed when adopting the annual budget, although may be imposed during the year, and may be amended from time-to-time.

Local Government Act 1995 – Section 6.17 Setting levels of fees and charges

In determining the amount of a fee or charge for a service or for goods, Council must consider –

- The cost to provide the service or goods,
- The importance of the service or goods to the community, and
- The price at which an alternative provider could provide the service or goods.

Local Government Act 1995 – Section 6.19 Local government to give notice of fees and charges

If a local government wishes to impose or alter any fees and charges not within the adoption of the annual budget, it must first give local public notice of the intention to do so and the date at which the fees or charges will be imposed.

Policy Implications

Nil

Financial Implications

Current Financial Year

Fees and charges constitute approximately fifteen percent (15%) of the operating funds required to undertake the activities of the Shire.

If adopted, due to the fees and charges being determined outside the annual budget adoption, local public notice is required, which has some minor associated advertising expenses.

Future Financial Years

It is likely there will be greater revenue generated through the proposed increases.

Strategic Implications

Nil

Voting Requirement

Absolute majority

Officer Recommendation

*That Council, with respect to the fees and charges for 2024-2025 and pursuant to Section 6.16 of the Local Government Act 1995, imposes the fees and charges as included in **Attachment 14.9.1**, effective 1 July 2024.*

Council Decision

Resolution **OCM-190624-15**

Moved **Cr J Mearns**

Second **Cr L Corke**

That Council, with respect to the fees and charges for 2024-2025 and pursuant to Section 6.16 of the *Local Government Act 1995*, imposes the fees and charges as included in Attachment 14.9.1, effective 1 July 2024.

Carried 7/0

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

Against Nil

15 Confidential Reports and Information

Nil

16 Urgent Business

Nil

17 Closure

The Presiding Member thanked everyone for attending today and declared the meeting closed at 4.35pm.