



## Attachments

### Ordinary Council Meeting Wednesday 19 March 2025

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\*\* To be distributed \*\*



# Unconfirmed Minutes

Ordinary Council Meeting  
Wednesday 19 February 2025

Date	Wednesday 19 February 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Wednesday 26 February 2025



## 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 February 2025 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

### 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, Cr Russell declared the meeting open at 3.37pm and welcomed all in attendance.

Cr Russell announced that the Council Meeting will be audio recorded and that if you are asking a public question or making a statement or deputation to the meeting this will be audio recorded.

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed. By being present at this meeting, members of the public consent to the Shire recording and subsequently publishing their voice on the Shire's website.

## 2 Attendance

### 2.1 Present

#### Councillors

J Russell	Shire President (Chair)
F Allan	Councillor
J Mearns	Councillor
L Corke	Councillor
T Miller	Councillor

#### Employees

K Bartley	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
L Marchei	Governance Officer

#### Apologies

W Astbury	Deputy Shire President
P Thompson	Councillor

#### Public Gallery

Dave Astbury	Wilson Starr
Heather Tobin	Shelley Starr
Darryl Gaul	

## 3 Public Question Time

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

Nil

### 3.2 Public Question Time

Public question time commenced at 3.38pm. As per regulation 11 (e) of the *Local Government (Administration) Regulations 1996* the Shire only requires to summary each question raised and response to any questions tabled.

**David Astbury, Wickepin 6370****Question 1**

Now regarding the bus, early last year I spoke to one of the local councillors and I said what is going on with the bus, I said the sides are bashed in, I said get the thing to killer and get it straightened out. Anyway he got back to me and said that the bus will be traded in, anyway, I hadn't seen it since, I think it turned up in Oct/Nov sometime and when I went to the Australia Day at Yealering, I had a bit of a look at it, and Ian was driving it, he was right behind me ready to come home and started it up to cool the bus down, I said there is a gouged on the side there. He said he didn't do it, anyway we got in the car to come home. Next day it was parked out here in the parking lot, I came down from the sports club and I had a good look at it, when I saw it, I bloody near cried, I thought that if this is delivered in good order that's all bad up already. I don't know whether it was delivered or not, I reckon someone has been deliberately done, next couple of days later, I came up here again, to pick up for the Sports Club on Wednesday night, Killers got the greatest work on it, its parked down there now and its looks a million dollars to what it did, so what's the score with something like that, when its brought back, the keys are put in the mail box, they walk away from it, does someone report it damaged or what's the procedure there? How was the new Community Bus damaged?

*Response (Deputy Chief Executive Officer)*

*The Shire President asked the DCEO to respond. We currently do not have a new bus yet, its still in the process for a grant to get a new bus. So that is the original bus that we have had for a number of years. So we have not got a new bus yet. That's the original bus.*

Mr Astbury asks – or what was the one that Ian was driving?

*Response (Deputy Chief Executive Officer)*

*We haven't got a new bus yet.*

*Response (Shire President)*

*The new bus, we are trying to get grant funding to change the bus over, that's the bus when you were on Council, so its quite old, so its not a new bus.*

Mr Astbury response – that's good

**Question 2**

The widening of the seal of the Harrismith 101 Gate Road what's the state of play there, its about 1.6 kilometres long was done but it's been stalled for a year or two, they ran out of money or what?

*Response (Shire President)*

*That would be Stock Route Road, they are doing that now.*

*Response (Deputy Chief Executive Officer)*

*They are actually doing Stock Route Road now as we speak, they started on Monday.*

Mr Astbury responds – I have not been out there for a while.

**Question 3**

Now the Harrismith Tip, my brother reported this last Friday, he was on his way to Hopetown, he had been at the farm and he said that he had some stuff up the tip, and he said it was in a terrible state, that there was tyres and rubbish and stuff everywhere, shocking, shocking state. Will it be tidied up one day

*Response (Shire President)*

*We will take that one on notice and we will check it out and get Donks to go out there and have a look and tidied it up because as you know it gets locked and unlocked. So we will get one of the boys to go and check it out.*

Mr Astbury responds – I think a lot of that comes through Rabbit Proof Fence, those good Kulin ratepayers, they want to dump their tyres there.

*Response (Shire President)*

*We will check it out and get back to you on that one.*

#### Question 4

The local dam here, the Railway Dam at the top there, I drove out there to have a look, and pre-christmas, it's all mud, is that water all been pumped out, onto the football dam, or is there a leak in the pipeline somewhere, where its been lost?

*Response (Shire President)*

We will take this one on notice and find out what Caron has actually done but I do know that she had to use a lot of water on the football oval through summer as it's been so hot and dry, and it's come back really well. So I would think and know and you know yourself, the amount of water that needs to go on that oval, each time they put the timers on, one stretch of timers, takes a lot of water, so I would, I don't know.

Mrs Starr makes a comment to check with Ray Lewis because he said there was a pipe broken on one of his paddocks.

Shire President

We will check this out.

Dave – there is a lot of water up there, and it has gone. That would have filled this dam out here a couple of times.

#### Question 5

The local hall, Libby reported this to me the other day, the gutter is leaking and I think Peter Bransby has had a look and he has said it is rusted out, when it rains, it comes in near the foyer there, and tracks into the men's toilet and is leaking there quite bad.

*Response (Shire President)*

We will take this on notice, but I am fairly sure Libby has reported that to us as well and so there will be a work order there for that, I will get that fixed.

#### Question 6

The old cars around town, now right next door to me the other day, a fire and they had to push cars out of the road to get at it, I noticed a couple have been carted away, the other 4 or 5 there will never go so that is also around town, one across the road, Richter or Joyner street, the fire in the ghetto, nothing has been tidied up as yet, Wickepin Street, Also the one next door to the truck depot, they have overflown the backyard and across the road and the back lane is impassable at times, is there anyone that can be tidied up or put a notice out that they should be removed, if not removed within 6 months, then can they be carted away.

*Response (Shire President)*

*SP handed to CEO as she knows the legislation on this.*

*Response (Chief Executive Officer)*

*Currently Dave with some of those properties you have mentioned, we have been in discussions or advice has been out to the owners and in actual fact we recently had the rangers go to some of those particular properties you have mentioned and the police have been involved, with regards to the remnants of vehicles. There is a legal process to go through that and the shire is currently working on that with our rangers and police.*



**Heather Tobin, Wickepin 6370****Question 1**

What are the plans for the Wickepin Caravan Park, according to the Shire's Strategic Plan 2018-2023, there was going to be upgrades to the caravan park? Are there any plans for the Caravan Park?

Response (Shire President)

Yes and no, caravan parks are something we talk about a lot and is in our strategic plan. We have had a few plans over various times, done to revamp the caravan park however does cost a lot of money. We have only just been talking about it this morning again, and I think what we are going to do is do some simplified plans ourselves and make them a little bit more hospitable and becoming aesthetically. So, there is any money at this point and in time and a little in reserve money but not enough to create a huge impact so it's something we probably need to manage well and we do talk about it a lot.

**Question 2**

So the reserve money that is in the budget on the website, that does not have anything to do with it?

Response (Shire President)

*We do have caravan park reserve money about \$300,000 from the caravan park reserve, it wouldn't make an impact, as we do have 3 caravan parks within the shire and for what we were thinking of what we might like to do, \$300,000 certainly isn't anywhere near enough because we are looking at a \$3-5 million dollar upgrade. So we are winding back on our planning and we will have to work harder and see what we can come up with.*

**Wilson Starr, Wickepin 6370****Question 1**

My question has really been answered for with a question on the parking by law with the cars. (Shelley comments) that every time someone comes to visit us. They are blocking off the laneway where the road trains use the laneway, it's just a matter of time.

Response (Shire President)

*As mentioned, we are working on this already.*

Shire President advises the gallery that the Shire will have its Annual Electors Meeting on 19<sup>th</sup> March 2025 at 5.30pm.

Public Question Time closed at 3.53pm and all members of the gallery left the Council Chambers at this time.

## **4 Apologies and Leave of Absence**

### **4.1 Apologies**

Cr Thompson advised Cr Russell that he is an apology to today's proceedings.

### **4.2 Previously Approved Leave of Absence**

Cr Wes Astbury has requested a leave of absence for the Ordinary Council Meeting 19 February 2025.

### 4.3 Requests for Leave of Absence

Nil

## 5 Petitions, Memorials and Deputations

### 5.1 Petitions

Nil

### 5.2 Memorials

Nil

### 5.3 Deputations

Nil

## 6 Declarations of Councillors and Officers Interest

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

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

The following declarations of interest have been disclosed –

Item	Item Title	Councillor/Officer	Interest	Reason
16.1	Chief Executive Officer Annual Leave 2025 & Appointment of Acting Chief Executive Officer	CEO Kellie Bartley	Financial	Currently employed as Chief Executive Officer.

## 7 Confirmation of Minutes of Previous Meetings

### 7.1 Minutes of the Ordinary Council Meeting held Wednesday 11 December 2024

#### Officer Recommendation

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 11 December 2024, as included in Attachment 7.1.1, as a true and accurate record.*

#### Council Decision

**Resolution**      **OCM-190225-01**  
**Moved**            **Cr L Corke**  
**Second**           **Cr F Allan**

***That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 11 December 2024, as included in Attachment 7.1.1, as a true and accurate record.***

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

## **7.2 Minutes of the Special Council Meeting held Tuesday 31 December 2024**

### **Officer Recommendation**

*That Council confirms the minutes of the Special Council Meeting held on Tuesday 31 December 2024, as included in Attachment 7.2.1, as a true and accurate record.*

### **Council Decision**

**Resolution OCM-190225-02**  
**Moved Cr Allan**  
**Second Cr Mearns**

***That Council confirms the minutes of the Special Council Meeting held on Tuesday 31 December 2024, as included i Attachment 7.2.1, as a true and accurate record.***

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

## 8 Status Report

### Key

○ = in progress    ✓ = completed    ✕ =superseded

Item	Subject	Council Decision	Status	Action
OCM-231213-04	Public Transport Authority – Draft Lease Template	That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.	○	Re-submitted and awaiting response. 09.07.2024 – current CEO to follow up on current PTA and the playground and skatepark. 05.09.2024 – CEO emailed PTA to follow up previous correspondence, nil response to date. Nov 24 – follow up email in progress with PTA and item. Feb 2025 – Lease agreement in final stages. Burgess Rawson will be looking into the request to purchase once the lease agreement is finalised. Details to be added to CEO handover notes however item can now be completed.
OCM-170424-10	Local Emergency Management Committee Review – Combined Shires Wickepin, Cuballing and Narrogin	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. Recommendation 2	○	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
		<p>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>09.07.2024 – pending process with the LEMC processes and changes as required.            Sept 24 – CEO has sent relevant information and letter to SEMC for approval. Awaiting response.            Shire has been approved for AWARE Grant to proceed with new process.            Oct 24 – No change pending grant agreement to be issued.            Nov 24 – Consultant review in Jan 25 with meeting to be held early 2025.            Feb 25 – SEMC approved the process and CEO with contract services in draft mode with new LEMA plans. To be presented in Mar 25 to LEMC.</p>
OCM-150524-12	Adoption – Shire of Wickepin Parking and Parking Facilities Local Law 2024	<p>That with respect to the proposed Shire of Wickepin Parking and Parking Facilities Local Law 2024, that Council:</p> <ol style="list-style-type: none"> <li>1. Makes the local law as detailed in Attachment 14.7.3, pursuant to section 3.12 (4) of the Local Government Act 1995;</li> <li>2. Notes the submissions received during the public advertising period required by the Local Government Act 1995 and the responses taken to the proposed Local Law.</li> <li>3. Authorises the Shire President and Chief Executive Officer to affix the common seal to the Shire of Wickepin Parking and Parking Facilities</li> </ol>	○	In progress.

Item	Subject	Council Decision	Status	Action
		<p>Local Law 2024 as contained in Attachment 14.7.3.</p> <p>4. Instructs the Chief Executive Officer to:</p> <p>a) Publish the local law in the Government Gazette in accordance with section 3.12(5) of the Local Government Act 1995;</p> <p>b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette;</p> <p>c) Give local public notice pursuant to section 1.7 of the Local Government Act 1995 following publication in the Government Gazette, stating the title and purpose and effect of this local law, and that the local law is published on the Shire website and that copies may be inspected at, or obtained from the Shire's administration officers; and</p> <p>d) Prepare and submit to the Joint Standing Committee on Delegated Legislation, a copy of this local law, an explanatory memorandum (jointly signed by the Shire President and Chief Executive Officer) along with the checklist and any other supporting information on the local law made.</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> <p>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.</p>	○	<p>Sept 24 – Awaiting DLPH to then advertise as required.</p> <p>Oct 24 – request sent to DLPH for advertising approval, pending approval.</p> <p>Nov 24 – DLPH yet to respond still pending approval for advertising to</p>

Item	Subject	Council Decision	Status	Action
		<p>2. Forwards the Shire of Wickepin Draft Local Planning Strategy to the Western Australian Planning Commission for assessment and compliance with Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015.</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> <p>(a) a copy of the advertised Local Planning Strategy; and</p> <p>(b) a schedule of the submissions received; and</p> <p>(c) particulars of any modifications to the advertised local planning strategy proposed by the local government.</p>		<p>commence. Follow up has occurred, nil response to date.</p> <p>Feb 25 – TPS is progressing with DPLH and is awaiting next step to then advertise.</p>

Item	Subject	Council Decision	Status	Action
OCM-201124-09	RFT - 03-2024-2025 – Supply and Delivery of a 6 x 4 Two-Way Tip Truck	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 RFT03- 2024-2025 for the Supply and Delivery of a 6 x 4 Two-Way Tip Truck.	○	To be advertised for tender process. New MWS will be completing this over the Dec/Jan period for Feb 25 agenda. Feb 25 – not yet commenced with tender process.
OCM-201124-10	Acceptance of Tender - RFT 02-2024-2025 - Supply & Lay of Asphalt – Stock Route Road	That Council, with respect to Tender RFT-02-2024-2025 Supply and Lay of Asphalt; 1. Authorises the Chief Executive Officer seeking a request for variation from Regional Road Group Lakes Subgroup with a variation of \$102,073 from Wickepin-Pingelly Road to Stock Route Road from projected savings; 2. Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 awards Tender RFT-02-2024-2025 to WCP Civil Pty Ltd for \$348,348.00 ex GST; and 3. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Wickepin for Tender RFT-02-2024-2025 - Supply and Lay of Asphalt, in principle, pending variation approved by the Regional Road Group Lakes Subgroup	✓	Tender yet to proceed, email to Subgroup RRG has been submitted, final decision to be advised after COB 6.12.24. Feb 25 – contracts completed and signed off for the job to commence Feb 25.



Item	Subject	Council Decision	Status	Action
OCM-111224-07	Addition to Fees and Charges 2024 – Caravan Park Charge	That Council; 1. Adopts the new fee for Casual (non-resident) Shower use at \$5.00 per person daily 2. Adopts the new fee for use of the washing machine at \$5.00 per load; and 3. Authorise the Chief Executive Officer to publicly advertise the new fees and charges for the prescribed periods.	✓	Details completed, advertised and updated.
OCM-111224-08	Australia Day Awards 2024	That Council endorses the recipients (with names withheld) for the Australia Day Community Awards 2024 as reflected and listed below: Citizen of the Year - Name withheld until after event Senior Citizen of the Year - Name withheld until after event Community Group of the Year - Name withheld until after event Youth Citizen of the Year - No nomination received – Nil	✓	Awards presented and completed on Australia Day 2025
OCM-111224-09	Policy Review – Council Policy 2.1.4 Matters to be Discussed at Council  Council Policy 2.1.7 Use of Council Administration Facilities  Council Policy 2.1.21 Designation of Senior Employees	That Council; 1. Notes no changes to Council Policy 2.1.4 – Matters to be discussed at Council/Committee Meetings/Tabling of reports as contained in Attachment 14.5.1; 2. Adopts the revised Council Policy – 2.1.7 – Use of Council Administration Facilities with the relevant changes noted and contained in Attachment 14.5.3; and	✓	Details updated on Council Policy

Item	Subject	Council Decision	Status	Action
		3. Revokes Council Policy 2.1.21 – Designation of Senior Employees as contained in Attachment 14.5.4 effective 11 December 2024.		
OCM-111224-10	Policy Review – Council Policy – 2.1.2 – Retirement/Resignation of Elected Members	That Council adopts the revised Council Policy – 2.1.2 - Retirement/ Resignation of Elected Members with the relevant changes noted and as contained in amended Attachment 14.6.2.	✓	Details updated on Council Policy
OCM-111224-11	Policy Review – Council Policy – 2.1.19 – Payments to Employees in Addition to Contract or Award	That Council adopts the revised Council Policy – 2.1.9 - Payments to Employees in Addition to Contract or Award with the relevant changes noted and contained in amended Attachment 14.7.2.	✓	Details updated on Council Policy
OCM-111224-12	Shire of Wickepin – Adoption Local Heritage Survey	That, with respect to the proposed Shire of Wickepin Draft Local Heritage Survey, that Council endorses the final Local Heritage Survey and Heritage List contained in Attachments 14.8.1, 14.8.2 and 14.8.3.	○	Document finalised and details acquitted

Item	Subject	Council Decision	Status	Action
OCM-111224-13	Proposed Amalgamation – Lots 76 & 77 Railway Parade, Toolibin	<p>That Council supports the proposed amalgamation of Lots 76 &amp; 77 Railway Parade, Toolibin, subject to:</p> <ol style="list-style-type: none"> <li>1. The landowner installing suitable rural fencing around the property boundary;</li> <li>2. All buildings and effluent disposal systems (delete as applicable) having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme, Building Act 2011 and National Construction Code Services/Building Code of Australia (as amended);</li> <li>3. Prior to the commencement of subdivisional works, measures being undertaken to identify any vegetation on the site worthy of retention, including any potential habitat or foraging trees for threatened fauna species, and protection measures implemented to ensure such vegetation is not impacted by subdivisional works;</li> <li>4. A plan is to be provided to identify areas of the proposed lot(s) that have been assessed as BAL-40 or BAL-Flame Zone.</li> </ol>	✓	Details forwarded to Shire of Narrogin and advice notes for final completion and advice to DLPH.

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 Report by the President**

President's Welcome back to all Councillors and Staff after our Christmas and New Year break.

Prior to the festive break a thank you gathering of Council and all of the staff members and works crew was held on December 20<sup>th</sup> to celebrate the year's achievements and for Council to pass on community thanks to the Staff and Crew for all of their efforts through the year.

In particular, FCO Phil thanked the works crew on behalf of the Wickepin Bush Fire Brigade, as there were several major incidents throughout the year in which the crew were an integral to the outcomes that were achieved.

Starting in January 2024 with the Wickepin Waste Site fire where, for the first 3 days, the crew and Wickepin BFB attended to bring the fire under some sort of control, with Steve Atherton now holding the record of shooting 270,000 litres of water through the cannon across the fireground, and with Mick, Aaron, Rob, Salty and Donks all making sure the shire water truck was constantly full to re-fill the fire truck – countless trips to the stand-pipe.

Next was the back-shed fire in Johnston Street, where the crew assisted the Wickepin BFB to distinguish the blazing shed and hence saved the adjoining houses.

Not many weeks after that was Michael Gunn's house fire. At 3.30 in the morning, phone calls to Donks and Aaron saw the water tank placed onto the truck, and to be filled and was in attendance at the fireground within 40 minutes. Unfortunately, the house was unsavable, but the assistance of the crew in supplying water and manpower for the next 8 hours was invaluable and very professional. The crew's compassion was again on display when they moved Michael's caravan to the Wickepin Caravan Park and Michael was re-housed into his caravan that evening.

Yet another house caught fire – this time in Dumbleyung Road, whilst the owner, Kathy Altham, was at work. Again, the works crew supplied water for the Wickepin BFB fire truck and also assisted in diverting traffic away from the incident site.

The Shire works crew makes the Wickepin Bush Fire Brigade function. We are always very impressed with the professionalism and compassion of the guys on our works crew in these unforeseen circumstances, thank you.

December 31<sup>st</sup> saw a Special Meeting of Council called for the purpose of to adopt a Selection Panel and Consultant Agency to undergo the process of recruiting a new Chief Executive Officer, following the resignation of CEO Kell over the Christmas period. Consultants LOGO were engaged and advertising commenced in late January. The process will be followed through over the course of the next few months.

Welcome to the New Year, 2025. Australia Day was celebrated on the banks of Lake Yealering with a breakfast bar-b-que. A large crowd was present to congratulate worthy recipients of our annual

Community Citizen Awards. Congratulations go to Citizen of the Year – Graham Manton; Senior Citizen of the Year – Irene Moore; Community Group of the Year – Ignite Wicky and Facey Group Progressive Award – Daniel and Danelle Bird.

Unfortunately, the following day saw yet another back-shed fire in Wickepin's Central Avenue where a very dangerous situation arose with the ignition of a back shed full of very flammable materials including batteries, tyres and old cars. Coupled with searing hot temperatures and strong north-westerly winds, again we were extremely grateful to have the expertise and speed of the local Bush Fire Brigade, Shire works crew and SES crews from Narrogin and Pingelly to attend this emergency event. Fortunately, only the shed was lost – no houses or lives – although this situation could have had a very different outcome with 2-3 adjoining houses under imminent threat.

On the back of these events, it would be prudent for residents and landowners to become a bit more considerate of the volunteers who attend these disasters and the resources that are needed to keep everyone safe.

Once these items catch fire the immediate surroundings are filled with polluted air and contaminants that are extremely dangerous when inhaled, and flying embers can easily cause a spread of the fire. Coupled with 240volt power, which most houses and sheds have connected, and the volumes of water needed to suppress the flames, it is not rocket science to work out how dangerous and life threatening these situations can be.

Do a clean-up of your backyard of all unused vehicles, tyres, batteries and general junk. Not only to alleviate from the hazardous materials and weeds that are dangerous fire risks, but also for the extermination of vermin such as snakes and rats that live in these places.

Arrangements can be made for the disposal of unwanted items at the local refuse sites outside of normal opening hours by contacting the CEO at the Shire Office.

Think about it.

On February 4<sup>th</sup> I attended, by Teams, the Central Country Zone Executive Committee meeting, where guidance was set for the ensuing year of Zone business. Items included the financial status of the Zone, Speakers and Strategic Direction.

On February 10<sup>th</sup>, DCEO Erika, MOW Grant and myself attended, by Teams, the Wheatbelt South Regional Road Group Lakes Sub-group Committee meeting. The business covered 2024-25 RRG Project and Funding expenditure review, some of which needed a re-allocation of funds to different projects according to the budget outcomes at finalisation of the jobs, bridge inspections, and endorsement of 2025-26 road projects upcoming.

On Thursday 13<sup>th</sup> February I attended the Audit Exit Meeting held by Teams and hosted by AMD Chartered Accountants, who are contracted by the Office of the Auditor General to undertake the Shire of Wickepin's annual audit. This meeting was to close off the 2023-24 financial year, and it was again very pleasing to have a positive result and opinion of our business passed by our auditors, with no significant findings to report. A very big thank you goes to DCEO Erika and our Financial and Administration Staff, who are very competent and able to handle the complex financial dealings of the Shire. From this meeting, the Governance and Audit Committee is now able to receive the Auditor's Report, and Council can set the date for our Annual Elector's Meeting.

On 14<sup>th</sup> February CEO Kell and myself attended the Central Country Zone of WALGA meeting in West Arthur. Presentations were made from the Department of Planning, Lands and Heritage; Telstra; Main Roads WA and the Wheatbelt Development Commission and these were followed by items presented by member Councils and by State Council.

The next Central Country Zone meeting is to be hosted by Wickepin Shire and held at Wickepin Community Centre on April 11<sup>th</sup>, 2025.

As this is CEO Kell's final Local Government Council Meeting, on behalf of the Shire of Wickepin's Council, Bush Fire Brigades and Community I would like to take the opportunity of thanking Kell with sincerity for the past 12 months of dedication to her role for the Shire of Wickepin, and for the past 30 odd years at previous Local Government jurisdictions.

To work from a base job-role and to end up at the top of an extremely diverse and challenging area of expertise is certainly not something just anyone can do. It takes significant dedication and willpower to achieve great results, and we thank you Kell for including our Shire in a part of your journey.

We wish you a happy retirement from Local Government and all the very best for your future endeavours.

Cr Julie Russell  
Shire President

**Council Decision**

**Resolution OCM-190225-03**

**Moved Cr Corke**

**Second Cr Allan**

***That Council notes the President's report dated 19 February 2025.***

**Carried 5/0**

**For Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, 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 January/February 2025 is listed below:

### WSFN

Several meetings and site inspections with WSFN with regards to Rabbit Proof Fence Road. Updates and technical overviews have been completed. Further details to be provided after Steering Meeting to be held in late February. Further meetings held with contractor works for sealing and stabilisation programs.

### Australia Day Event

It was a great day for Wickepin and the two townsites of Yealering and Wickepin. With over 100 people in attendance at the Yealering Hall to celebrate the early morning of Aussie Breakfast cooked by our Elected Members. Thanks goes to Cr Fran Allan for her unbelievable organisation skills and her group of volunteers who helped with set up. A credit to Cr Allan on her passion for making an event a memorable one with a great turn out. Cr Russell presented the 3 awards – Mr Graeme Manton (Citizen of the Year), Mrs Irene Morre (Senior Citizen of the Year) and Ignite Wicky Town Team for Community Group of the Year. Facey Group presented Daniel and Danielle Bird for the Facey Group Award. The day didn't end there, with the celebrations that continued at the Wickepin Swimming Pool. Congratulations goes out to Pip the Pool Manager, Wickepin P & C for the BBQ and DJ Red who keep the music going most of the afternoon. A number of patrons and family members turned up to enjoy the afternoon with many pool games on offer. A job well done to all those involved.

### Western Power

The Shire has experienced several outages over the last few months. The CEO has had several meetings to advocate on the heat wave period to postpone the outages scheduled. Continue conversations have since been held with regards to the level of service delivery and the concerns it does pose for the community. Council will continue to advocate for service delivery from all utilities and will also seek funding for additional generator to utilise in these instances at the Community Centre.

### LEMC

The Shire has recently separated from the combined LEMC with Shire of Cuballing. The new plan is now being worked on and meetings have been held with consultant to finalise the draft for presentation. LEMC to be held by March 2025 along with engagement with the draft plan.

### Illegal Camping

Meetings held with WAPOL and Rangers in relation to matters of illegal camping on Shire Reserves. I would like to take the time to remind the community to advise the Shire of any structures that may be around the Shire. A positive outcome has moved on the illegal buildings.

### DFES

CEO and Superintendent discussed the forthcoming LGGS grant and the opportunities for the Shire. Noting 4 structure fires in 2024 and 2025. Reminding the community to make sure their homes and sheds are safe, storage of flammables, lithium batteries, fireplaces and the general surrounds around your homes. Noting the removable of car bodies and tyres is encouraged. Rangers will be reviewing properties and notices may be issued to those that will be encouraged to clean up. Bush Fire Volunteers attended a debrief and training session with DFES which has been an invaluable learning experience for all. Understanding the concerns as volunteers whilst attending to fires and giving them further information to make them safe during an event.

### Zone Meeting

CEO and Shire President attend the Zone Meeting in West Arthur.

In general, other meetings held on Elected Members Superannuation, DFES SEMC new Recovery framework and LGIS for insurance renewals.

I would also like to wish Kiesha the best on her new role as a mother shortly, and we would like to welcome Sam Dawes as the CEDO for the Shire, who will be soon to meet up with relevant groups and work towards community development for the shire.

As my last Council Meeting here at Wickepin, I would love to say a big Thank You to Cr Julie Russell and her elected members who have supported me in this last 12 months. I have appreciated the support that Cr Russell has given me personally and thankful for the time I have spent here in Wickepin. I am grateful for those who have supported the Shire and the Staff over the last 12 months. It's been a pleasure to serve for the Shire of Wickepin and I wish everyone the best.

Kellie Bartley  
Chief Executive Officer

### Delegations exercised –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	<b>Cheque Signing and Account Authorisation</b>	CEO	Payment of Accounts Refer to FM report item. 14.1 List of Accounts		CEO, DCEO
A2	<b>Septic Tank Application Approvals</b>	EHO	Permit to use apparatus – Lot 7491 Williams-Kondinin Road, Wickepin 6370	10.01.2025	CEO, EHO
A3	<b>Building Approvals</b>	BO	Building Approval Certificate – 6 Wogolin Road, Wickepin 6370  Building Permit – 8 Central Avenue Wickepin, 6370	6.12.2024  19.12.2024	CEO, BO  ACEO
A4	<b>Roadside Advertising</b>	CEO			
A5	<b>Application for Planning Consent</b>	CEO	Development Approval – 8 Central Avenue, Wickepin 6370  Development Approval (retrospective) – 6 Wogolin Road, Wickepin 6370	10.12.2024  11.12.2024	CEO  CEO
A6	<b>Appointment and Termination of Staff</b>	CEO			
A7	<b>Rates Recovery – Instalment Payments</b>	CEO			
A8	<b>Issue of Orders</b>	CEO			
A9	<b>Legal Advice</b>	CEO			
A10	<b>Permits to Use Explosives</b>	CEO			
A11	<b>Street Stalls</b>	CEO			
A12	<b>Liquor Consumption on Shire Owned Property</b>	CEO	Alcohol Consumption Permission – Wickepin Community Centre 20 <sup>th</sup> December 2024, Funeral  Alcohol Consumption Permission – Yealering Town Hall, 29 <sup>th</sup> – 30 <sup>th</sup> May & 1 <sup>st</sup> June 2025 Caravan Club Rally AGM	12.12.2024  12.12.2024	CEO  CEO
A13	<b>Hire of Community Halls / Community Centre</b>	CEO	Fee Waiver Approval – Wickepin Community BBQ,	13.01.2025	CEO



			Thank a Volunteer Event 8 February 2025		
<b>A14</b>	<b>The Food Act 2008 and the Food Regulations 2009</b>	<b>CEO</b>			
<b>A15</b>	<b>The Public Health Act 2016</b>	<b>CEO</b>			
<b>A16</b>	<b>Sponsorship, contributions and donations to sporting and community groups</b>	<b>CEO</b>	Waiver of bus hire fees: Bus trip to Kulin Aquatic Centre – Wickepin Primary School	3.12.2024	CEO

**Council Decision****Resolution OCM-190225-04****Moved Cr Mearns****Second Cr Allan***That Council notes the Chief Executive Officer's report dated 19 February 2025.***Carried 5/0****For Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr T Miller****Against Nil****13 Notices of Motions for the Following Meeting**

## 14 Reports and Information

### 14.1 Monthly Schedule of Accounts Paid – December 2024 & January 2025

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	9 December 2024
<b>Attachment</b>	<b>14.1.1</b> – Monthly Schedule of Accounts Paid – December 2024 & January 2025

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#### 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 December 2024 & January 2025

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

#### Background

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

#### Comments

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

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

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

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT15058 -15106, EFT15110 -15146	\$ 224,348.71
Cheques	15972-15976	\$ 30,435.94
Direct Deductions	December 24	\$24,731.84
Superannuation	December 24	\$17,889.29
Credit Card	December 24	\$373.64
BPay Payments	December 24	\$ 2,198.92
Payroll	December 24	\$ 140,909.77
Licensing	December 24	\$ 26,533.70
<b>Municipal Fund Total</b>		<b>\$ 467,603.46</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	EFT15107- EFT15109	\$181.65
Cheques		\$0.00
<b>Trust Fund Total</b>		<b>\$181.65</b>
<b>Total</b>		<b>\$467,603.46</b>

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT15147-15181, EFT15184-15209	\$423,768.85
Cheques	15977 – 15982	\$38,256.43
Direct Deductions	January 25	\$ 1,333.05
Superannuation	January 25	\$15,515.01
Credit Card	January 25	\$3,119.94
BPay Payments	January 25	\$1,916.66
Payroll	January 25	\$ 120,650.30
Licensing	January 25	\$20,394.25
<b>Municipal Fund Total</b>		<b>\$624,954.49</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	EFT15182 - EFT15183	\$184.95
Cheques		\$0.00
<b>Trust Fund Total</b>		<b>\$184.95</b>
<b>Total</b>		<b>\$625,139.49</b>

### **Statutory Environment**

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

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

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

**Policy Implications***Council Policy 3.1.7 – EFT Payment and Cheque Issue*

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

**Financial Implications**Current Financial Year

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

Future Financial Years

Nil

**Strategic Implications****Goal - Governance**

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.2	Long Term Financial Plan is reviewed on a regular basis
	11.3	Ensure integrated planning documents remain current via regular reviews

**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 \$467,421.81 and Trust \$181.65 for December 2024 & Municipal Fund of \$624,954.49 and Trust \$184.95 for January 2025, as included in **Attachment 14.1.1.***

**Council Decision**

<b>Resolution</b>	<b>OCM-190225-05</b>
<b>Moved</b>	<b>Cr Corke</b>
<b>Second</b>	<b>Cr Allan</b>

***That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$467,421.81 and Trust \$181.65 for December 2024 & Municipal Fund of \$624,954.49 and Trust \$184.95 for January 2025, as included in Attachment 14.1.1.***

<b>Carried</b>	<b>5/0</b>
<b>For</b>	<b>Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr T Miller</b>
<b>Against</b>	<b>Nil</b>

## 14.2 Statement of Financial Activity – December 2024 & January 2025

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	14 February 2025
<b>Attachment</b>	<b>14.2.1</b> - Statement of Financial Activity – December 2024 & January 2025

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### Summary

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

The purpose of this report is to present the Statement of Financial Activity for the period ended December 2024 & January 2025.

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****Goal - Governance**

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.2	Long Term Financial Plan is reviewed on a regular basis
	11.3	Ensure integrated planning documents remain current via regular reviews

**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 December 2024 & January 2025, as included in **Attachment 14.2.1**.*

**Council Decision**

**Resolution OCM-190225-06**

**Moved Cr Mearns**

**Second Cr 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 December 2024 & January 2025, as included in Attachment 14.2.1.***

**Carried 5/0**

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

**Against Nil**

### 14.3 Annual Report and Annual Financial Report 2023/2024

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1211
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	14 February 2025
<b>Attachments</b>	Annual Report 2023/2024 to be provided prior to meeting

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#### Summary

Following receipt of the Independent Audit Report from the Office of the Auditor General, the Annual Report including the Annual Financial Statements has been prepared in accordance with Section 5.53 of the Local Government Act.

The Annual Report is being presented to Council via Council's Audit and Governance Committee which is meeting prior to the Council Meeting. This agenda item has been prepared on the assumption the Audit and Governance Committee will be recommending to Council the acceptance of the Annual Report.

Council is requested to receive the Annual Report for the 2023/2024 financial year and set a date for the Annual General Meeting of Electors.

#### Background

The Local Government Act requires a local government to prepare each financial year an Annual Report that includes the Annual Financial Statements.

The Shire President (representing the Audit and Governance Committee), Chief Executive Officer and Deputy Chief Executive Officer met by teams meeting with the auditor and representative from the Office of the Auditor General on 13 February 2025.

The annual report is to contain –

- A report from the Mayor or President,
- A report from the Chief Executive Officer,
- An overview of the plan for the future of the district, including major initiatives which are proposed to commence or to continue in the next financial year,
- The financial report for the financial year,
- Such information as may be prescribed in relation to the payments made to employees,
- The auditor's report for the financial year,
- A report on *Disability Services Act 1993* matters,
- Details on complaints made associated with minor breaches, and
- Other matters which may be prescribed.

The annual report, which is presented to council, contains the required information, as legislated.

## Comments

The final Audit Report was received on 14 February 2025. Section 5.54 of the Local Government Act requires a local government to accept the Auditor's report by 31 December with the exception being if the report is not available in time for that date to be met, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Assuming Council accepts the Auditor's Report and Annual Report it needs to determine a date for the Annual General Meeting of Electors. The CEO is required to provide sufficient public notice of the availability of the Auditor's Report and Annual Report, and the date of the Annual General Meeting of Electors.

Section 5.27 of the Local Government Act requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report for the previous financial year. Assuming Council accepts the annual report at its December meeting the latest date for the Annual General Meeting of Electors would be Tuesday 1<sup>st</sup> April 2025.

Taking into account the above and it is recommended that the Annual General Meeting of Electors be held at 5:30pm on Wednesday, 19 March 2025. Holding the meeting at a later time of 5.30pm may encourage greater attendance by electors.

The Chief Executive Officer is to convene the annual general meeting of electors by providing at least fourteen (14) days' local public notice of the date, time, place and purpose of the meeting.

It is intended to advertise the meeting date via –

- Narrogin Observer
- Social media
- Noticeboards, and
- Shire Website.

The audit of the Shire's 2024/2025 Financial Statements has been conducted in accordance with Australian Auditing Standards and the Auditor has determined that:

"In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of my report, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2024 and its financial position at the end of that period
- in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."

The Basis for Qualified Opinion was:

*"My opinion in the prior year was qualified because infrastructure assets reported at the carrying value of \$92,213,435 as disclosed in Note 7(a) as at 30 June 2023, had not been revalued as required by the Regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, my opinion on the current year financial report is modified because of the possible effects of this matter on the comparability of the current period's figures and the corresponding figures."*



**Statutory Environment**

*Local Government Act 1995*

s.5.27(2) calling of Annual General Meeting of Electors

s.5.53 contents of Annual Report

s.5.54 acceptance of Annual Report

s.5.55 and s.5.55A for notice and publication of Annual Report

**Policy Implications**

Nil

**Financial Implications**

Expenses associated with advertising and hosting the annual meeting of electors, and producing the annual report, are considered minor and are included in the annual budget.

**Strategic Implications**

Nil

**Voting Requirement**

Absolute Majority

**Officer Recommendation**

*That Council:*

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2023/2024 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General Meeting of Electors to be held on Wednesday 19 March 2025 in the Council Chambers, commencing at 5:30pm.*

**Council Decision**

**Resolution**      **OCM-190225-07**

**Moved**            **Cr Miller**

**Second**          **Cr Mearns**

*That Council:*

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2023/2024 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General Meeting of Electors to be held on Wednesday 19 March 2025 in the Council Chambers, commencing at 5:30pm.*

**Carried**            **5/0**

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

**Against**          **Nil**

## 14.4 Conduct of 2025 Local Government Ordinary Election

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<b>Submission To</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	GO.ELE.1318
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	14 February 2025
<b>Attachments</b>	-

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### Summary

Council is requested to declare the Western Australian Electoral Commissioner (“the Commissioner”) to be responsible to conduct the 2025 Local Government Election, by postal method.

### Background

Council conducted the 2023 election as a full Postal Elections with the WA Electoral Commission appointed to undertake the election.

Previous elections held in the Shire of Wickepin have been conducted as an “in-person” election where electors are required to attend polling locations to vote.

The Minister has requested Council determines the conduct for the 2025 Local Government Election early in the calendar year to enable both the necessary training and software configuration for an “in-house” election or for the Commissioner to plan ahead to successfully conduct the election externally.

### Comments

Council has received a letter from the Western Australia Electoral Commission requesting Council consider appointing it under section 4.20(4) of the Local Government Act and also to declare the annual election as a Postal Election under section 4.61(2) of the Local Government Act.

Postal elections are convenient and independently run which is more appealing to electors as opposed to having to attend a polling booth in person on a set day.

Council should consider running the 2025 Ordinary Election as a full Postal Vote Election and appoint the WA Electoral Commissioner to undertake the 2025 Ordinary Election.

The WA Electoral Commission must conduct the Local Government Elections under a full cost recovery, and this is anticipated to be \$13,000 including GST. There is no increase from the 2023 election costs quote.

The estimated cost for the 2025 election has been based on the following assumptions –

- 500 electors
- Response rate of approximately 40%
- Four (4) vacancies
- Count to be conducted at the Shire of Wickepin Administration Centre
- Appointment of a Returning Officer relatively local to the area
- Regular Australia Post delivery service to apply for the lodgement of the election packages

## **Statutory Environment**

*Local Government Act 1995 – Section 4.20 CEO to be returning officer unless other arrangements made*

The Chief Executive Officer is the Returning Officer of a local government for each election unless, by an absolute majority decision and having first obtained the written agreement of the Commissioner, the Commissioner is declared to be responsible for the conduct of an election.

*Local Government Act 1995 – Section 4.61 Choice of methods of conducting election*

By an absolute majority decision, the local government may decide to conduct the election as a postal election.

## **Policy Implications**

Nil

## **Financial Implications**

### Current Financial Year

Nil

### Future Financial Years

The funds required to conduct the 2023 Local Government Election will be included in the 2025-2026 Annual Budget.

The estimate for the Commissioner to undertake the election is \$13,000, including GST.

Should Council not proceed to use the Commissioner to conduct the 2025 Local Government Election, the cost to run the election “in-house” is estimated to be marginally cheaper given the expenses to meet the additional requirements associated with the new voting method.

## **Strategic Implications**

Nil

## **Voting Requirement**

Absolute majority

## **Officer Recommendation**

*That Council,*

- 1. Pursuant to Section 4.20 of the Local Government Act 1995, declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2025 Local Government Election together with any other elections or polls which may be required, and*
- 2. Pursuant to Section 4.61 of the Local Government Act 1995, decides to conduct the 2025 Local Government Election as a postal election.*

**Council Decision**

**Resolution**    **OCM-190225-08**

**Moved**        **Cr Corke**

**Second**       **Cr Allan**

***That Council,***

- 1. Pursuant to Section 4.20 of the Local Government Act 1995, declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2025 Local Government Election together with any other elections or polls which may be required, and***
- 2. Pursuant to Section 4.61 of the Local Government Act 1995, decides to conduct the 2025 Local Government Election as a postal election.***

**Carried**        **5/0**

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

**Against**       **Nil**

## 14.5 Proposed Agroforestry – 1272 Malyalling Road, Malyalling

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	INPEX New Energy Business Australia Pty Ltd
<b>File Reference</b>	A6563
<b>Author</b>	Executive Manager Development & Regulatory Services
<b>Interest Disclosures</b>	Nil
<b>Report Written Date</b>	5 February 2025
<b>Attachments</b>	<b>Attachment 14.5.1</b> – Application Documents <b>Attachment 14.5.2</b> – Schedule of Submissions

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### Summary

The Shire of Wickepin is requested to consider a development application for the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs. This project aims to contribute to environmental sustainability and economic development through carbon offset and agroforestry practices. Approval of this application will align with the Shire's strategic objectives and provide long-term environmental and financial benefits to the region.

In accordance with the Shire's Policy 10.3.5 Agro-Forestry/Tree Plantations, the Shire requires the proposed development to be advertised for a minimum of 30 days, written notification to the adjoining/nearby properties and to seek comments from relevant government agencies and other stakeholders or affected properties.

The proposal was advertised, with the submission period closing on 31 January 2025, and is now being presented to Council for consideration.

### Background:

Council has received an application from INPEX New Energy Business Australia Pty Ltd for a proposed Agroforestry to undertake an environmental planting project to extend native vegetation on the Wyoming Down property at the Wyoming Downs Property at 1272 Malyalling Road.

The key objectives of this proposed planting project are to:

1. Establish a native vegetation carbon project across approximately 450 ha (approximately 7.6 per cent inclusive of fire breaks) of the 6,000 ha property.
2. Register the project under the Federal Government's Emissions Reduction Fund to allow the planting to deliver carbon abatement in the form of Australian Carbon Credit Units (ACCUs) over a minimum 25-year period.
3. Ensure the plantings are maintained for at least the permanence period of the registered project and achieve a minimum of 20% canopy cover and 2 m height at maturity.
4. Contribute towards achieving local and regional biodiversity objectives.
5. Protect and provide for the continuation of agricultural production on the remaining land through the provision of supplemental income from carbon farming.
6. Slow down/reduce the further salinisation of soils.
7. Allow for the reintroduction of livestock grazing to the planted areas, once the seedlings have reached sufficient maturity (approximately 3-4 years).

The proposal is to be developed across 18 parcels of land within Wyoming Downs, located along Malyalling Road, with Morgan Road to the west, Turner Road to the east, and Dalton Road to the north

The applicant has submitted a Bushfire Management Plan in support of the proposal to prevent and manage the risk of bushfire in the area.

## Comments

### Zoning

The subject lots are currently zoned 'General Agricultural' under the Shire of Wickepin Local Planning Scheme No. 4 (LPS 4).

4). The objectives of this zone are:

- *To protect areas of broadacre agricultural significance for sustainable production.*
- *To encourage processing and value adding industries to be located within the zone.*
- *To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.*
- *To protect and enhance rural landscapes.*
- *To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.*
- *To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.*

Clause 4.19 of the LPS 4, states the following provisions:

### **4.19 DEVELOPMENT IN THE GENERAL AGRICULTURE ZONE**

**4.19.1** *In assessing applications for development and/or subdivision within the General Agriculture zone, local government will consider the following:*

- a) *The availability of services required to support the proposed development or subdivision and the economic impact of the provision of, extension or upgrading of those services that may be required;*
- b) *The adequacy of the roads, existing or proposed in the area which may be needed to support the amount of road traffic expected to be generated by the development or subdivision; and*
- c) *The need to enforce such conditions as local government deems appropriate in order to minimise any adverse effect the development or subdivision may have on the general environment of the area.*

**4.19.2.** *Local government may grant approval of up to two dwellings on any lot, provided the lot exceeds 40ha in area, where the land is managed for agricultural production, tourism, or education purposes and where the occupants are engaged in those specified predominant land uses or activities.*

**4.19.3** *Local government shall refuse an application for development approval where in its opinion the proposed development will adversely affect the rural landscape or will adversely impact upon the agricultural use of the land.*

4.19.4 *An application for development approval for intensive agriculture in the General Agriculture zone shall be assessed by local government in accordance with local government's Local Planning Policy - Intensive Agriculture.*

### Land Use

The proposed development is classified as "Agroforestry," which is defined as:

*"Land used commercially for tree production and agriculture, where trees are planted in blocks of more than one hectare."*

Under the Shire of Wickepin Local Planning Scheme No. 4, the proposed land use is designated as a "P" (Permitted) use within the "General Agriculture" zone.

The proposed Agroforestry/Tree Farm Carbon Project aligns with the Shire's commitment to environmental sustainability and rural economic diversification. The project will enhance biodiversity, reduce soil erosion, and contribute to the global effort to combat climate change through carbon sequestration. Additionally, it will provide employment opportunities and encourage the adoption of sustainable farming practices within the community.

### Local Planning Policy

The Shire of Wickepin has adopted a Local Planning Policy on Agro-Forestry/Tree Plantations (Policy 10.3.5 – Agro-Forestry/Tree Plantations), with the following objectives:

- *Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications.*
- *Actively encourage the establishment of tree crops in appropriate locations across the Shire of Wickepin.*
- *Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging and high levels of chemical contamination where there are clear natural resource management benefits.*
- *Consider impacts on local road infrastructure and fire risk/management issues.*
- *Consider the visual impact of tree crops in close proximity to town sites, roads of local and regional significance, and areas of scenic beauty.*
- *Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible.*
- *Encourage operators to abide by the Industry Code of Practice, relevant legislation and this policy when seeking to enter into tree crops venture.*
- *Outline matters to be addressed through the planning system and other legislation.*

### Consistent, Efficient, and Equitable Assessment Process

The proposed agroforestry development adheres to the Shire's established assessment framework for tree crop applications. The application includes necessary supporting information, including land suitability analysis, environmental impact assessments, and management plans, ensuring a transparent and systematic evaluation process.

### Encouragement of Tree Crops in Appropriate Locations

The selected site for agroforestry aligns with the Shire's objective of encouraging tree crop establishment in suitable areas. The land's characteristics, including soil quality, climate conditions, and existing agricultural uses, support the viability of tree crops without negatively impacting adjacent land uses.

### Addressing Land Degradation Issues

The project contributes to land rehabilitation by targeting areas affected by salinity, waterlogging, and chemical contamination. The introduction of tree crops will aid in soil stabilisation, improve water retention, and enhance biodiversity, thereby providing clear natural resource management benefits.

### Consideration of Local Road Infrastructure and Fire Risk Management

A traffic impact assessment has been conducted to evaluate potential effects on local roads and potential increased transport activities.

Traffic volumes will remain minimal, except for a short period during planting activities, which will involve a small number of deliveries for seedlings and access by planting teams. The majority of vehicles involved will be light vehicles, ensuring that traffic flow and road safety in the area remain unaffected.

Additionally, a fire management plan has been developed, outlining firebreak maintenance, emergency response measures, and collaboration with local fire services to minimise fire risks.

### Visual Impact Considerations

The project site has been carefully selected to minimise visual impact on townsites, scenic areas, and major roads. Strategic tree planting and buffer zones are incorporated to maintain aesthetic values and minimize any potential adverse visual effects.

### Encouraging Partnerships and Collaboration

The project is being developed in collaboration with local landholders, government agencies, and industry stakeholders. This cooperative approach ensures knowledge-sharing, resource optimisation, and alignment with broader regional planning objectives.

### Compliance with Industry Standards and Legislation

The development adheres to the Industry Code of Practice and relevant legislation governing agroforestry. The proponent has committed to following best practices in tree crop management, environmental sustainability, and land use planning.

### Matters Addressed Through the Planning System and Other Legislation

The proposal has been assessed against relevant statutory requirements, including environmental, land use, and infrastructure planning regulations. Compliance with these frameworks ensures the project's alignment with broader policy objectives and long-term sustainability.

The proposed agroforestry development aligns with the objectives of the Shire of Wickepin's LPS 4 and Local Planning Policy. It promotes sustainable land use, addresses environmental concerns, considers infrastructure impacts, and encourages collaboration among stakeholders. With appropriate management strategies in place, the project is expected to deliver economic, environmental, and social benefits while complying with planning and regulatory requirements.



### Environmental Considerations:

The Wyoming Downs Carbon Project aims to establish a native vegetation carbon project across 450 hectares of land, contributing to carbon offset, biodiversity enhancement, and land rehabilitation. The project will:

- Restore previously cleared land with native vegetation, improving soil stability and reducing erosion.
- Enhance local biodiversity by providing habitat for native flora and fauna.
- Reduce further soil salinisation and water degradation through strategic reforestation.
- Maintain the continuation of existing agricultural activities by integrating sustainable land use practices.

The environmental planting method aligns with best practices for ecological restoration and complies with the *Environmental Protection Act 1986*. The project will have no adverse impact on native remnant vegetation, as all plantings will occur on previously cleared land.

### Bush Fire Prone Area

The project area is located within a designated Bushfire Prone Area. In accordance with State Planning Policy 3.7 – Planning in Bushfire Prone Areas, a Bushfire Management Plan (BMP) has been developed and included in the application (Appendix C). Key bushfire risk management measures include:

- Implementation of strategic firebreaks surrounding and within the plantation areas.
- Maintenance of vehicle access routes for emergency services.
- Fire suppression strategies, including controlled grazing to reduce fuel loads.
- Annual fire risk assessments and coordination with the local bushfire brigade.

These measures ensure the project adheres to local government fire safety requirements and mitigates potential fire hazards.

### Submissions

The following are the summary of the issues received during the public advertising period. The details of the submissions are attached in **Attachment 14.5.2** of this report:

- **Species Selection and Diversity:**  
Some species selected are not native to the site but are native to the Wheatbelt and do not pose a weed risk. Concerns were raised about low biodiversity value due to a limited selection of species.
- **Growth Rates and Grazing Intent:**  
Concerns were raised about whether some species will reach a suitable height for grazing within 3-4 years and if they may be lost due to early grazing.
- **Native Fauna Grazing:**  
No mention of potential grazing from native species such as kangaroos, which could impact seedling survival.
- **Fire Response and Water Supply:**

Stakeholders requested confirmation of secured water sources and firefighting responsibilities.

- **Firebreaks:**  
Compliance with firebreak guidelines was questioned, with requests for adherence to standard firebreak widths and clearances.
- **Firefighting Equipment and Training:**  
There were concerns about the availability of firefighting equipment on-site and whether personnel are adequately trained.
- **Rate Impact:**  
Queries were raised about potential loss of rates if the land is reclassified as non-arable.
- **Ongoing Land Management:**  
Concerns about long-term maintenance of the plantation and fire protection post-project.
- **Covenanted Areas:**  
Some proposed planting areas were flagged as encroaching on conservation covenants.
- **Use of Covenanted Land:**  
Agroforestry activities, such as land preparation and herbicide application, are inconsistent with conservation covenant requirements.
- **Native and Invasive Species Control:**  
Concerns about kangaroo grazing and weed/pest control post-establishment.
- **Post-Project Weed and Pest Management:**  
Stakeholders requested clarity on who will be responsible for ongoing pest and weed control after project completion.

The application has been assessed against relevant statutory and policy frameworks, with input from stakeholders, including state agencies and community members. The applicant has provided detailed plans and supporting documentation addressing environmental, operational, and financial considerations.

The Wyoming Downs Carbon Project represents a well-balanced initiative that aligns with environmental, statutory, and strategic planning objectives. The project is expected to contribute positively to biodiversity conservation, carbon offset, and sustainable land management while maintaining agricultural productivity.

Subject to the conditions outlined in the officers' recommendations, the project is considered suitable for approval as it provides environmental and economic benefits with minimal adverse impacts.

### **Statutory Environment:**

- *Planning and Development Act 2005*
- *Shire of Wickepin Local Planning Scheme No. 4*
- *State Planning policy 2.5 – Rural Planning*
- *State Planning Policy 3.7 (Planning in Bushfire-Prone Areas)*

**Policy Implications:**

Shire of Wickepin Local Policy – 10.3.5 Agro-Forestry/Tree Plantations

The development supports the Shire's Environmental Sustainability Policy by helping to store carbon and use land in a sustainable way. It also matches regional and state policies that focus on tackling climate change and improving agriculture's ability to cope with challenges.

**Financial Implications:**

An Application for Planning fee of \$1,710.28 has been paid to the Shire of Wickepin.

The project is anticipated to have minimal direct financial implications for the Shire. However, it may generate indirect economic benefits through job creation, increased land value, and enhanced regional sustainability.

**Strategic Implications:**

Shire of Wickepin Strategic Community Plan 2023-2033

GOAL – Economy

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

Objective 6. New businesses are attracted and existing businesses grow

The project aligns with the Shire's Strategic Community Plan by:

- Supporting environmentally sustainable development.
- Encouraging innovation in rural industries.
- Strengthening economic resilience within the region.

**Voting Requirements:**

Simple majority

**Officer Recommendations:**

That Council, in respect of the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs at 1272 Malyalling Road, grants planning approval, subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two (2) years of approval, or within any extension of that time which upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application as per **Attachment 14.5.1** and these shall not be altered or modified without the prior written approval of Council.
3. Any use, additions to and further intensification of any part of the development or land that is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. Compliance with all relevant provisions of the Shire of Wickepin Local Planning Scheme No. 4.
5. Implementation of the proposed environmental management and mitigation measures as outlined in the application.

6. Update the Bushfire Management Plan to include the following:
  - a) Proposed firebreaks meet or exceed the Shire of Wickepin Bush Fire requirements and to document any deviations and justifications;
  - b) Include specific emergency contacts, available firefighting equipment, and response protocols, including training requirements for fire response personnel.
7. Ensure compliance with conservation covenants by maintaining separation between agroforestry activities and protected areas.
8. Note the submissions and recommended modifications as outlined in the 'Table of Submissions' included as **Attachment 14.5.2**.
9. The Chief Executive Officer shall notify all persons and organisations who lodged a submission of the Council's decision.

Advice Notes:

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the *Planning and Development Act 2005*. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
2. Nothing in the approval of these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

**Council Decision**

**Resolution**    **OCM-190225-09**  
**Moved**        **Cr Miller**  
**Second**        **Cr Corke**

***That Council, in respect of the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs at 1272 Malyalling Road, grants planning approval, subject to the following conditions:***

- 1. The approval shall expire if the development permitted is not completed within two (2) years of approval, or within any extension of that time which upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.***
- 2. The development approved shall be in accordance with the plans and specifications submitted with the application as per Attachment 14.5.1 and these shall not be altered or modified without the prior written approval of Council.***
- 3. Any use, additions to and further intensification of any part of the development or land that is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.***
- 4. Compliance with all relevant provisions of the Shire of Wickepin Local Planning Scheme No. 4.***
- 5. Implementation of the proposed environmental management and mitigation measures as outlined in the application.***
- 6. Update the Bushfire Management Plan to include the following:***
  - a) Proposed firebreaks meet or exceed the Shire of Wickepin Bush Fire requirements and to document any deviations and justifications;***
  - b) Include specific emergency contacts, available firefighting equipment, and response protocols, including training requirements for fire response personnel.***
- 7. Ensure compliance with conservation covenants by maintaining separation between agroforestry activities and protected areas.***
- 8. Note the submissions and recommended modifications as outlined in the 'Table of Submissions' included as Attachment 14.5.2.***

- 9. The Chief Executive Officer shall notify all persons and organisations who lodged a submission of the Council's decision.**

**Advice Notes:**

- 1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.**
- 2. Nothing in the approval of these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**

<b>Carried</b>	<b>5/0</b>
<b>For</b>	<b>Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr T Miller</b>
<b>Against</b>	<b>Nil</b>

## 15 Confidential Reports and Information

## 16 Urgent Business

The Chief Executive Officer has a late item to present to Council for consideration with regards to Chief Executive Officer Annual Leave 2025 and Appointment of Acting Chief Executive Officer.

### Officer Recommendation

*That Council, with respect to new business of an urgent nature introduced by Council decision, Council, pursuant to clause 5.5 of the Shire of Wickepin Standing Orders Local Law 1998, accept the following Urgent business – 16.1 – Chief Executive Officer Annual Leave 2025 and Appointment of Acting Chief Executive Officer.*

### Council Decision

**Resolution** OCM-190225-10  
**Moved** Cr Allan  
**Second** Cr Miller

*That Council, with respect to new business of an urgent nature introduced by Council decision, Council, pursuant to clause 5.5 of the Shire of Wickepin Standing Orders Local Law 1998, accept the following Urgent business – 16.1 – Chief Executive Officer Annual Leave 2025 and Appointment of Acting Chief Executive Officer.*

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

*The Chief Executive Officer, Mrs Kellie Bartley, declared a Financial Interest in Urgent Business - Item 16.1 and left the meeting at 4.29pm prior to this item being discussed and did not return to the meeting.*

### 16.1 Chief Executive Officer Annual Leave 2025 & Appointment of Acting Chief Executive Officer

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	PF.S153
<b>Author</b>	Kellie Bartley – Chief Executive Officer
<b>Interest Disclosures</b>	The author has a financial interest in this item.
<b>Report Written Date</b>	5 February 2025
<b>Attachments</b>	<b>Confidential Attachment 16.1.1 – Resume Acting Chief Executive Officer</b>

---

### Summary

Council is being requested to allow the Chief Executive Officer to take annual leave from Wednesday 12<sup>th</sup> March 2025 to her last day Thursday 27<sup>th</sup> March 2025, and will not be returning due to her resignation.

## Background

The Chief Executive Officer wishes to apply to Council for Annual Leave during the period of Wednesday 12<sup>th</sup> March 2025 to Thursday 27<sup>th</sup> March 2025.

## Comments

The Chief Executive Officer (CEO) is entitled to Annual Leave and one Executive Day off per month under the current contract. As per clause 9.1 of the current CEO's contract, Council is to approval any annual or long service leave that is requested.

The CEO will be taking leave during this period which is also the finalisation of her employment with the Shire of Wickepin. The CEO will not return to work and therefore recommends to Council to seek an Acting Chief Executive Officer until the period of appointment of the new incoming Chief Executive Officer.

The availability of Tim Clynch was limited due to other commitments to another local government. WALGA provided a list and the person available at this period is Mr Peter Clarke. Mr Clarke's resume is contained in **Confidential Attachment 16.1.1**.

Council is required to have an appointment in place and although the Deputy Chief Executive Officer is able to support this, has declined at this time due to the current work commitments that she already has on.

The Officers Recommendation is to support the appointment of Mr Peter Clarke as the Acting Chief Executive Officer until the appointment and finalisation of the incoming Chief Executive Officer.

## Statutory Environment

*Local Government Act 1995 – Section 5.39 Contracts for CEO and senior employees*

## Policy Implications

Council Policy 2.1.18 Acting CEO applies to this item. That the CEO must appoint an Acting CEO for a period of leave to ensure there is a designated officer responsible for the operations of Council. The Deputy Chief Executive Officer is the position that has been identified to be appointed.

## Financial Implications

There are financial implications associated with this item as there are provisions within the current Annual Budget.

## 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

Absolute Majority

## Officer Recommendation

*That Council:*

1. Authorises the Chief Executive Officer to take Annual Leave from 12<sup>th</sup> March – 27<sup>th</sup> March 2025;

2. *Appoints Mr Peter Clarke to the position of Acting Chief Executive Officer of the Shire of Wickepin commencing 10<sup>th</sup> March 2025 and up until the commencement of the incoming Chief Executive Officer;*
3. *Confirms that the Council believes that Mr Peter Clarke is suitably qualified for the position; and*
4. *Authorises the Shire President to enter into employment negotiations with Mr Peter Clarke in accordance with the provisions of the contract of employment between the Shire of Wickepin and Mr Peter Clarke.*

**Council Decision**

**Resolution**    **OCM-190225-11**  
**Moved**        **Cr Allan**  
**Second**        **Cr Mearns**

***That Council:***

1. ***Authorises the Chief Executive Officer to take Annual Leave from 12<sup>th</sup> March – 27<sup>th</sup> March 2025;***
2. ***Appoints Mr Peter Clarke to the position of Acting Chief Executive Officer of the Shire of Wickepin commencing 10<sup>th</sup> March 2025 and up until the commencement of the incoming Chief Executive Officer;***
3. ***Confirms that the Council believes that Mr Peter Clarke is suitably qualified for the position; and***
4. ***Authorises the Shire President to enter into employment negotiations with Mr Peter Clarke in accordance with the provisions of the contract of employment between the Shire of Wickepin and Mr Peter Clarke.***

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



## **17 Closure**

With no further business, the Presiding Member Cr Russell declared the meeting closed at 4.37pm.



# Unconfirmed Minutes

Special Council Meeting  
Wednesday 5 March 2025

Date	Wednesday 5 March 2025
Time	3:00pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Tuesday 4 March 2025



## Notice of Meeting

Please be advised a Special Council Meeting will be held at 3:00pm on Wednesday 5 March 2025 at Council Chambers, 77 Wogolin Road, Wickepin WA 6370, to discuss the following –

- Appointment of Chief Executive Officer

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

Kellie Bartley  
Chief Executive Officer  
4 March 2025

**Disclaimer**

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

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

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# 1 Declaration of Opening

The Shire President declared the meeting open at 3.05pm.

I would like to make a disclaimer here today, that the Special Council Meeting will be audio recorded and that if you are asking a public question or making a statement or deputation to the meeting this will be audio recorded with the exception of any confidential items and periods of adjournment as determined by the Presiding Member.

Members of the public and elected members that you are reminded that no other visual or audio recording of this meeting by any other means is allowed. By being present at this meeting, members of the public consent to the Shire recording and subsequently publishing their voice on the Shire's website.

The Official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any relevant regulations.

I have had a request from Cr Wes Astbury today to attend the meeting by electronic means as per the *Local Government (Administration) Regulations 1996*, Regulation 14 (2)(a)(iii). Councillor Astbury has advised that he is in a private room and that he has suitable equipment for the meeting and also has disclosed the address from which he has declared under Regulation 14C(5) to be a secure room with no one present.

## Presiding Member Recommendation

That in respect to Councillor Wes Astbury participating in the meeting via electronic means, as per Regulation 14 (2)(a)(iii) of the *Local Government (Administration) Regulations 1996*, approve the attendance of Councillor Wes Astbury via electronic means at the disclosed address presented to the Presiding Member from a secure room and with suitable equipment.

## Council Decision

Resolution	SCM-050225-01
Moved	Cr L Corke
Second	Cr F Allan

***That in respect to Councillor Wes Astbury participating in the meeting via electronic means, as per Regulation 14 (2)(a)(iii) of the Local Government (Administration) Regulations 1996, approve the attendance of Councillor Wes Astbury via electronic means at the disclosed address presented to the Presiding Member from a secure room and with suitable equipment.***

Carried	5/0
For	Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson
Against	Nil

**Cr Wes Astbury joined the meeting at 3.08pm via electronic means.**

## **2 Attendance**

### **2.1 Present**

#### Councillors

J Russell	Councillor
W Astbury	Councillor – Joined meeting at 3.08pm
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

#### Employees

K Bartley	Chief Executive Officer
E Clement	Deputy Chief Executive Officer

#### Apologies

T Miller	Councillor
----------	------------

## **3 Public Question Time**

### **3.1 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**

Nil

## **5 Petitions, memorials and 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 – **Nil interests disclosed.**

## **7 Confirmation of minutes of previous Council Meetings**

Nil

## **8 Status Report**

Nil

## **9 Motions of which notice has been given**

Nil

## **10 Receipt of minutes or reports and consideration of recommendations**

Nil

## **11 Presidents Report**

Nil

## **12 Report by the Chief Executive Officer**

Nil

## **13 Notice of motions for the following meeting**

Nil



## 14 Reports and Information

In accordance with Section 5.23(2)(a) and (c) of the *Local Government Act 1995* the CEO has recommended this Item be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2)(a) and (c):

*A matter affecting an employee or employees;*

*A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

### Officer Recommendation

*That Council go behind closed doors to consider Confidential Item 14.1 'Appointment – Chief Executive Officer' in accordance with Section 5.23 (2)(a) and (c) of the Local Government Act 1995 at \_\_\_pm.*

### Council Decision

**Resolution**            **SCM-050225-02**  
**Moved**                **Cr F Allan**  
**Second**                **Cr L Corke**

*That Council go behind closed doors to consider Confidential Item 14.1 'Appointment – Chief Executive Officer' in accordance with Section 5.23 (2)(a) and (c) of the Local Government Act 1995 at 3.12pm.*

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

## 14.1 Confidential Item - Appointment – Chief Executive Officer

<b>Submission to</b>	Special Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	PE.REC.2011
<b>Author</b>	K Bartley – Chief Executive Officer
<b>Interest Disclosures</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i>
<b>Report Written Date</b>	28 February 2025
<b>Attachments</b>	<b>Confidential Attachment 14.1.1</b> – Chief Executive Officer Recruitment Report (LO-GO Appointments) <b>Confidential Attachment 14.1.2</b> – CEO Employment Contract (Draft)

### Summary:

This report is for Council to approve the contract employment and offer of employment to preferred candidate for the position of Chief Executive Officer for the Shire of Wickepin.

### Background:

The Chief Executive Officer, Kellie Bartley, resigned from her position at the Shire of Wickepin effective from 27 March 2025. The recruitment process for a new Chief Executive Officer commenced January 2025 with advertising occurring in 'The West Australian' newspaper on 25 January 2025.

The CEO Recruitment Panel Committee held a meeting on Monday 24 February 2025, to determine a recommendation to Council on the appointment of the Chief Executive Officer. Council is being requested to adopt the recommendations from the Recruitment Panel Committee.

### Council Decision

<b>Resolution</b>	<b>SCM-050225-03</b>
<b>Moved</b>	<b>Cr P Thompson</b>
<b>Second</b>	<b>Cr F Allan</b>

### *That Council, by Absolute Majority:*

- 1. *Receives the Chief Executive Officer Recruitment Panel's assessment summary and recommendation as contained in Confidential Attachment 14.1.1, as to which applicant or applicants are suitable to be employed as the Chief Executive Officer for the Shire of Wickepin;***
- 2. *Agrees that the preferred candidate is suitably qualified for the position in accordance with section 5.36 (2)(a) of the Local Government Act 1995, and notes that the person's character, work history, competencies, performance and any other claims made by the applicant have been verified;***
- 3. *Approves the Contract of Employment - Chief Executive Officer as detailed in Confidential Attachment 14.1.2, and the provisions contained therein being satisfied with the proposed provisions relating to the preferred candidate's employment in accordance with section 5.36 (2)(b) of the Local Government Act 1995;***
- 4. *Authorises the Shire President and Acting/Chief Executive Officer to execute the Contract of Employment - Chief Executive Officer and apply the common seal in***

**accordance with section 9.49A(1) of the Local Government Act 1995, subject to the preferred candidate's acceptance of the provisions contained within Confidential Attachment 14.1.2 – Contract of Employment based on a to be determined term of employment with a six-month initial probation period, noting that the total remuneration package is commensurate with the Salaries and Allowances Tribunal's Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024 (SAT Determination) for a Band 4 local government ;**

- 5. With respect to the appointment of the Chief Executive Officer, maintains confidentiality as to the identity of the individual, until the successful candidate has formally executed the contract, and the appointment has been announced by the Shire of Wickepin;**
- 6. Notes that if the preferred candidate is not satisfied with the Contract of Employment offered, that negotiations ensue, a revised Contract of Employment is presented to the Council; and**
- 7. Subject to the preferred candidate accepting the Confidential Attachment 14.1.2 – Contract of Employment and being fully executed, certifies that the Council has complied with the requirements of the Shire of Wickepin's adopted CEO Recruitment, Performance and Termination Standards and, within 14 days of this resolution, provides a copy of the resolution as confirmation to the Department of Local Government, Sport, and Cultural Industries [as per s.5.39B(7) of the Local Government Act 1995 and Regulation 18FB of the Local Government (Administration) Regulations 1996].**

<b>Carried</b>	<b>6/0</b>
<b>For</b>	<b>Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson, Cr W Astbury</b>
<b>Against</b>	<b>Nil</b>

#### **Officer Recommendation**

*That Council opens the meeting from behind closed doors to the public.*

#### **Council Decision**

<b>Resolution</b>	<b>SCM-050225-04</b>
<b>Moved</b>	<b>Cr F Allan</b>
<b>Second</b>	<b>Cr L Corke</b>

*That Council at opens the meeting from behind closed doors to the public at 3.16pm*

<b>Carried</b>	<b>6/0</b>
<b>For</b>	<b>Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson, Cr W Astbury</b>
<b>Against</b>	<b>Nil</b>

## **15 Urgent Business**

Nil

## **16 Closure**

The Presiding Member declared the meeting closed at 3.16pm.

<b>List of Accounts Due &amp; Submitted to</b>			
<b>February 2025</b>			
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Muni</b>
EFT15210	06/02/2025	STEPHEN WILLIAM ATHERTON	\$ 90.00
EFT15211	06/02/2025	MICHAEL NEIL DOWELL	\$ 45.10
EFT15212	13/02/2025	AUSTRALIA POST	\$ 20.86
EFT15213	13/02/2025	AIR LIQUIDE WA PTY LTD	\$ 60.86
EFT15214	13/02/2025	ALLAN'S BOBCAT & TRUCK HIRE	\$ 605.00
EFT15215	13/02/2025	AMD AUDIT AND ASSURANCE PTY LTD	\$ 2,310.00
EFT15216	13/02/2025	PETER GEORGE BRANSBY	\$ 30.62
EFT15217	13/02/2025	BURGESS RAWSON (WA) PTY LTD	\$ 1,704.14
EFT15218	13/02/2025	KELLIE BARTLEY	\$ 14.00
EFT15219	13/02/2025	COUNTRY PAINT SUPPLIES	\$ 184.76
EFT15220	13/02/2025	LANDGATE	\$ 64.50
EFT15221	13/02/2025	EDWARDS MOTORS PTY LTD	\$ 484.41
EFT15222	13/02/2025	EVERLON BRONZE	\$ 704.00
EFT15223	13/02/2025	EMBROIDER ME	\$ 50.60
EFT15224	13/02/2025	FULFORD EARTHMOVING & CIVIL	\$ 7,436.00
EFT15225	13/02/2025	GREAT SOUTHERN FUEL SUPPLIES	\$ 17,500.43
EFT15226	13/02/2025	BERYLE HOLM	\$ 493.65
EFT15227	13/02/2025	MOORE	\$ 2,475.00
EFT15228	13/02/2025	GREAT SOUTHERN WASTE DISPOSAL	\$ 9,087.68
EFT15229	13/02/2025	NARROGIN HARDWARE MAKIT	\$ 80.90
EFT15230	13/02/2025	NARROGIN AUTO ELECTRICS	\$ 290.30
EFT15231	13/02/2025	NARROGIN PACKAGING	\$ 303.80
EFT15232	13/02/2025	NARROGIN LIQUOR BARONS	\$ 187.97
EFT15233	13/02/2025	NARROGIN & DISTRICTS PLUMBING SERVICE	\$ 5,280.00
EFT15234	13/02/2025	OFFICEWORKS SUPERSTORES PTY LTD	\$ 249.55
EFT15235	13/02/2025	PERFECT COMPUTER SOLUTIONS - PCS	\$ 1,380.00
EFT15236	13/02/2025	TANYA MARY SANDS	\$ 206.05
EFT15237	13/02/2025	SHIRE OF NARROGIN	\$ 530.00
EFT15238	13/02/2025	TEAM GLOBAL EXPRESS PTY LTD	\$ 33.04
EFT15239	13/02/2025	TINCURRIN RURAL SERVICES	\$ 660.00
EFT15240	13/02/2025	D THOMAS	\$ 400.00
EFT15241	13/02/2025	WESTRAC EQUIPMENT	\$ 2,632.99
EFT15242	13/02/2025	WICKEPIN NEWSAGENCY	\$ 236.30
EFT15243	13/02/2025	WICKEPIN P&C ASSOCIATION	\$ 500.00
EFT15244	13/02/2025	WEST AUSTRALIAN NEWSPAPERS	\$ 195.80
EFT15245	13/02/2025	YEALERING SHOP	\$ 1,223.10
EFT15246	13/02/2025	ZONE 50 ENGINEERING SURVEYS	\$ 7,607.16
EFT15247	27/02/2025	LEANNE PETA BRANSBY	\$ 630.00
EFT15248	27/02/2025	COUNTRY PAINT SUPPLIES	\$ 351.70
EFT15249	27/02/2025	Dews Excavations	\$ 660.00
EFT15250	27/02/2025	EWEN RURAL SUPPLIES	\$ 2,374.84
EFT15251	27/02/2025	DEPARTMENT OF FIRE AND EMERGENCY (DFES)	\$ 17,273.10
EFT15252	27/02/2025	HANCOCKS HOME HARDWARE	\$ 335.95
EFT15253	27/02/2025	HERSEY'S SAFETY PTY LTD	\$ 2,144.29
EFT15254	27/02/2025	KENT STREET SENIOR HIGH SCHOOL	\$ 252.00
EFT15255	27/02/2025	LINCOLNS	\$ 252.00
EFT15256	27/02/2025	The Lock Man Security	\$ 1,260.70
EFT15257	27/02/2025	M.E PUMP WIZARDS	\$ 2,172.50
EFT15258	27/02/2025	GREAT SOUTHERN WASTE DISPOSAL	\$ 8,285.17

Chq/EFT	Date	Name	Muni
EFT15259	27/02/2025	NARROGIN PUMPS, SOLAR AND SPRAYING	\$ 7.59
EFT15260	27/02/2025	NARROGIN PACKAGING	\$ 301.91
EFT15261	27/02/2025	NARROGIN & DISTRICTS PLUMBING SERVICE	\$ 3,283.50
EFT15262	27/02/2025	OFFICER OF THE AUDITOR GENERAL	\$ 43,824.00
EFT15263	27/02/2025	PERFECT COMPUTER SOLUTIONS - PCS	\$ 212.50
EFT15264	27/02/2025	PARRYS	\$ 178.35
EFT15265	27/02/2025	REPCO	\$ 25.30
EFT15266	27/02/2025	CFR MOBILE MECHANICAL	\$ 1,450.90
		<b>TOTALS EFT</b>	<b>\$ 150,634.87</b>
15983	14/02/2025	WATER CORPORATION	\$ 14,521.30
15984	27/02/2025	SYNERGY	\$ 2,896.77
15985	27/02/2025	WATER CORPORATION	\$ 2,433.67
		<b>TOTALS CHEQUE</b>	<b>\$ 19,851.74</b>
DD15520.2	01/02/2025	CRISP WIRELESS PTY LTD	\$ 238.00
DD15592.1	01/02/2025	3E ADVANTAGE PTY LTD	\$ 1,344.83
		<b>TOTALS DIRECT DEBIT</b>	<b>\$ 1,582.83</b>
63270225	27/02/2025	TELSTRA	\$ 4,253.61
		<b>TOTALS BPAY</b>	<b>\$ 4,253.61</b>
DD15593.1	23/02/2025	ANZ BANK	\$ 3,494.42
		<b>TOTALS CREDIT CARD</b>	<b>\$ 3,494.42</b>
DD15532.1	05/02/2025	AWARE SUPER	\$ 5,390.53
DD15532.2	05/02/2025	ANZ SUPER	\$ 106.72
DD15532.3	05/02/2025	PRIME SUPER	\$ 740.49
DD15532.4	05/02/2025	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	\$ 541.18
DD15532.5	05/02/2025	NETWEALTH INVESTMENTS	\$ 298.87
DD15532.6	05/02/2025	AMP SIGNATURE SUPER	\$ 268.02
DD15532.7	05/02/2025	AUSTRALIAN SUPER	\$ 282.91
DD15532.8	05/02/2025	REST INDUSTRY SUPER	\$ 275.16
DD15532.9	05/02/2025	MLC SUPER FUND - PLUM SUPER	\$ 481.90
DD15560.1	19/02/2025	AWARE SUPER	\$ 5,133.67
DD15560.2	19/02/2025	ANZ SUPER	\$ 284.58
DD15560.3	19/02/2025	PRIME SUPER	\$ 699.96
DD15560.4	19/02/2025	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	\$ 574.25
DD15560.5	19/02/2025	NETWEALTH INVESTMENTS	\$ 304.10
DD15560.6	19/02/2025	AMP SIGNATURE SUPER	\$ 268.02
DD15560.7	19/02/2025	AUSTRALIAN SUPER	\$ 282.91
DD15560.8	19/02/2025	REST INDUSTRY SUPER	\$ 276.06
DD15560.9	19/02/2025	MLC SUPER FUND - PLUM SUPER	\$ 438.42
		<b>TOTALS SUPERANNUATION</b>	<b>\$ 16,647.75</b>
98030225	03/02/2025	DEPT OF TRANSPORT	\$ 4,293.40
98050225	05/02/2025	DEPT OF TRANSPORT	\$ 73.25
98060225	06/02/2025	DEPT OF TRANSPORT	\$ 2,441.00
98070225	07/02/2025	DEPT OF TRANSPORT	\$ 558.05
98100225	10/02/2025	DEPT OF TRANSPORT	\$ 499.30
98110225	11/02/2025	DEPT OF TRANSPORT	\$ 1,052.05
98120225	12/02/2025	DEPT OF TRANSPORT	\$ 2,051.80
98130225	13/02/2025	DEPT OF TRANSPORT	\$ 200.00
98140225	14/02/2025	DEPT OF TRANSPORT	\$ 2,643.95
98170225	17/02/2025	DEPT OF TRANSPORT	\$ 34.25
98180225	18/02/2025	DEPT OF TRANSPORT	\$ 3,158.80
98190225	19/02/2025	DEPT OF TRANSPORT	\$ 1,157.20
98200225	20/02/2025	DEPT OF TRANSPORT	\$ 542.05
98210225	25/02/2025	DEPT OF TRANSPORT	\$ 1,039.00

Chq/EFT	Date	Name	Muni
98240225	21/02/2025	DEPT OF TRANSPORT	\$ 2,020.05
98250225	25/02/2025	DEPT OF TRANSPORT	\$ 1,138.40
98260225	26/02/2025	DEPT OF TRANSPORT	\$ 31.10
98270225	27/02/2025	DEPT OF TRANSPORT	\$ 570.50
98280225	28/02/2025	DEPT OF TRANSPORT	\$ 128.95
		<b>TOTALS LICENSING</b>	<b>\$ 23,633.10</b>
5/02/2025	05/02/2025	PAYROLL	\$ 48,799.00
19/02/2025	19/02/2025	PAYROLL	\$ 47,888.00
		<b>TOTALS PAYROLL</b>	<b>\$ 96,687.00</b>
		<b>ACCOUNT TOTALS</b>	<b>\$ 316,785.32</b>
		<b>TOTAL PAYMENTS FOR FEBRUARY 2025</b>	<b>\$ 316,785.32</b>
<b>Credit Card Payment Summary</b>			
<b>23RD JANUARY- 23ND FEBRUARY 2025</b>			
<b>CARD ENDING XXXX224175</b>			
	<b>DATE</b>	<b>COMPANY</b>	<b>AMOUNT</b>
	23/01/2025	TUDOR HOUSE WA PTY	\$ 1,428.00
	23/01/2025	COLES NARROGIN	\$ 449.35
	30/01/2025	ACMA BELCONNEN	\$ 115.00
	7/02/2025	SHIRE OF WICKEPIN	\$ 134.00
	18/02/2025	BIGW	\$ 330.60
			<b>\$ 2,456.95</b>
<b>CARD ENDING XXXX885645</b>			
	<b>DATE</b>	<b>COMPANY</b>	<b>AMOUNT</b>
	20/01/2025	PRESTIGE PRODUCTS MANDURAH	\$ 250.52
	22/01/2025	HARVEY NORMAN ONLINE	\$ 743.00
	18/02/2025	COLES NARROGIN	\$ 43.95
			<b>\$ 1,037.47</b>
			<b>\$ 3,494.42</b>
<b>FUEL CARD FEBRUARY 2025</b>			
	<b>Job</b>	<b>Job Description</b>	<b>Amount</b>
	P475	CAT 444F2 BACKHOE LOADER	322.50
	P342	HINO 700 SERIES FS2848	360.74
	P1955A	FUSO CANTER 7.5T CREW CAB	8370.62
	P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS	122.50
	P2433	HINO FG 1628 TRUCK	469.73
	P2283	TOYOTA FORKLIFT 1.4 TON - LRC1	331.61
	P2473	HINO 300 SERIES 921 AUTO TRADE ACE	495.79
	P468	HOLDEN COLORADO 4X4 SINGLE CAB - GARDENER'S UTE	188.35
	P706	HOLDEN COLORADO 4X4 SINGLE CAB CHASSIS 2.8L TURBO	150.41
	P632	ISUZZ D-MAX 4X4 SINGLE CAB CHASSIS SX AUTO	146.66
	P182	ISUZU FTS139/260 FIRE TENDER - TINCURRIN	220.06
	P910A	FIRE TENDER WICKEPIN TOWNSITE	141.58
	PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE	752.08
	P2567	ISUZU DMAX - WHITE CREW CAB CHASSIS SX 3.0L AUTO	254.32
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB AUTO XT 3.0L	757.34
	P813	CAT 12H GRADER 2017	1341.14
		<b>TOTAL</b>	<b>\$ 14,425.43</b>



## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

For the Period Ended 28 February 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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# Shire of Wickepin

## Compilation Report

For the Period Ended 28 February 2025

### Report Purpose

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

### Overview

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

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 28 February 2025 of \$1,452,469.

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

### Preparation

Prepared by: E.Clement DCEO

Date prepared: 10-Mar-25

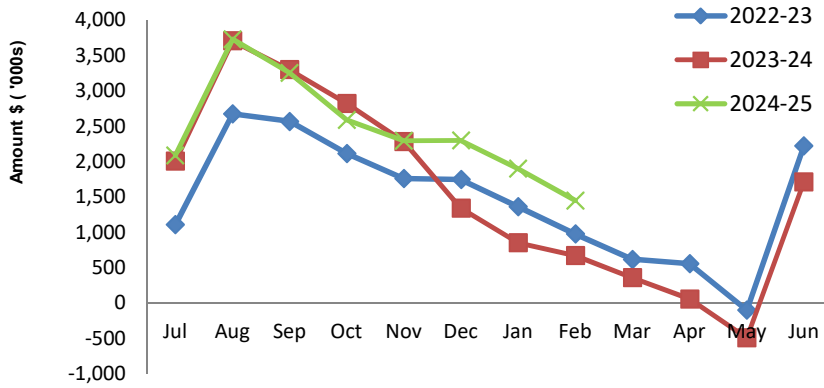
Reviewed by: K Bartley - CEO

# Shire of Wickepin

## Monthly Summary Information

For the Period Ended 28 February 2025

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



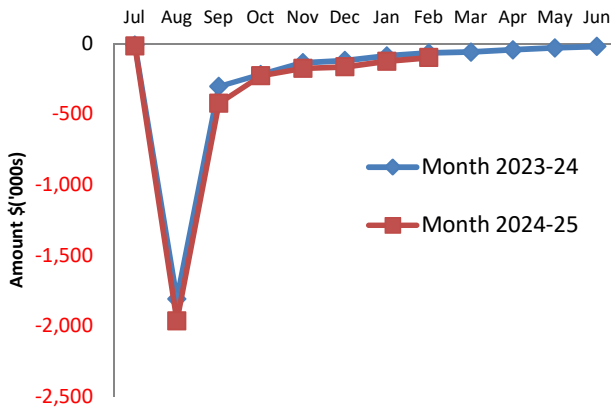
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 1,784,437
Restricted	\$ 3,239,614
	\$ 5,024,052

**Receivables**

Rates	\$ 99,767
Other	\$ 9,353
	\$ 109,120

**Rates Receivable (Refer Note 6)**



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

**Comments**

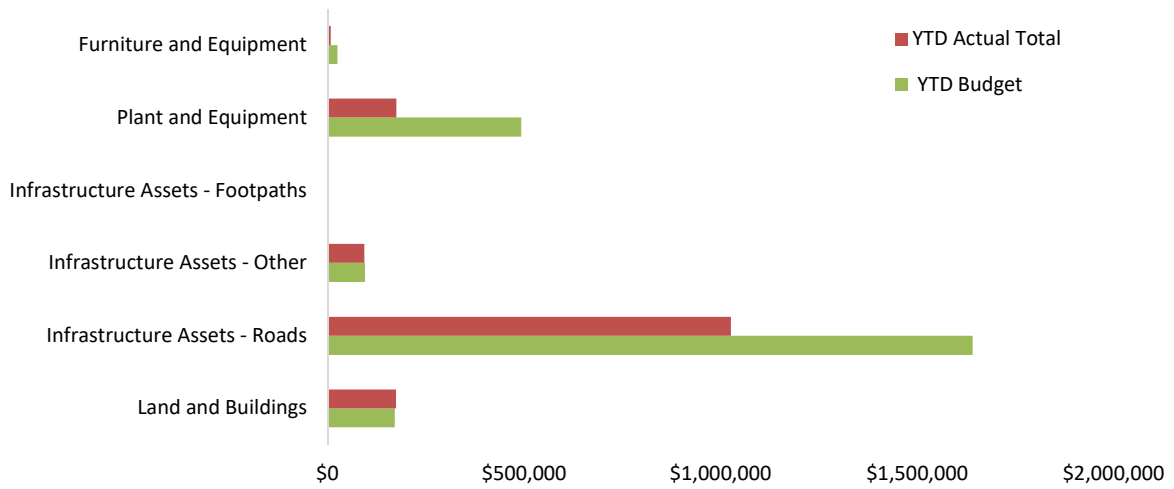
Unrestricted cash includes the following payments in advance

24/25 Grants Commission - General	\$1,156,701
24/25 Grants Commission - Roads	\$650,457
<b>Amounts paid in advance</b>	<b>\$1,807,158</b>

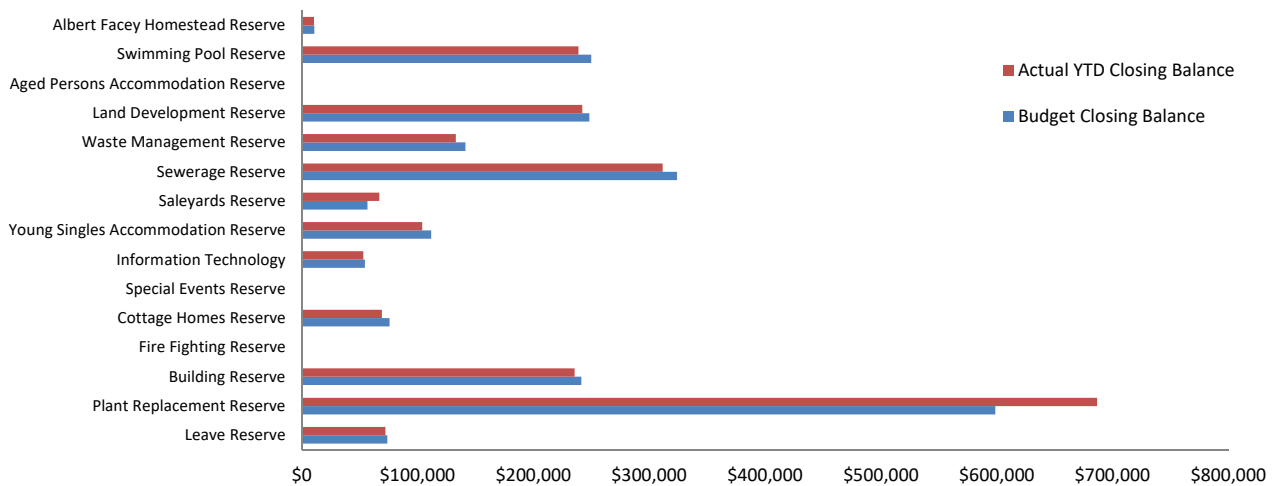
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Wickepin**  
**Monthly Summary Information**  
For the Period Ended 28 February 2025

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



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



**Comments**

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

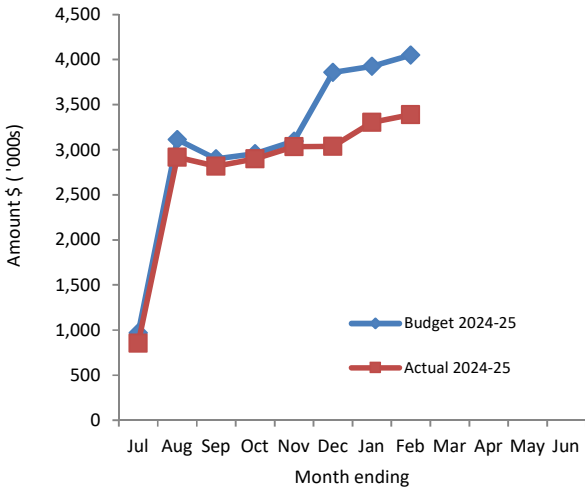
# Shire of Wickepin

## Monthly Summary Information

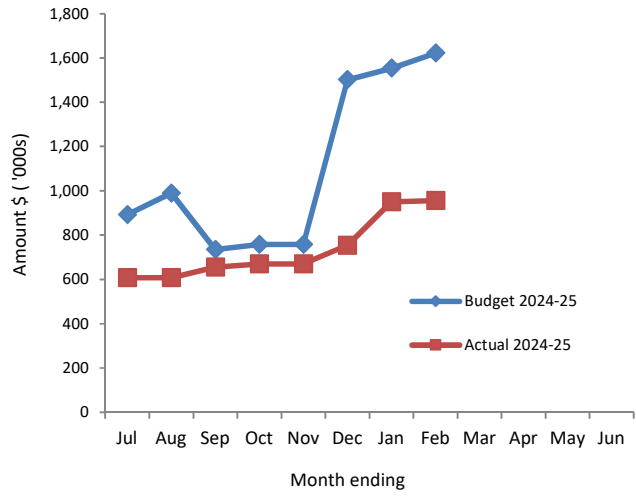
For the Period Ended 28 February 2025

### Revenues

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

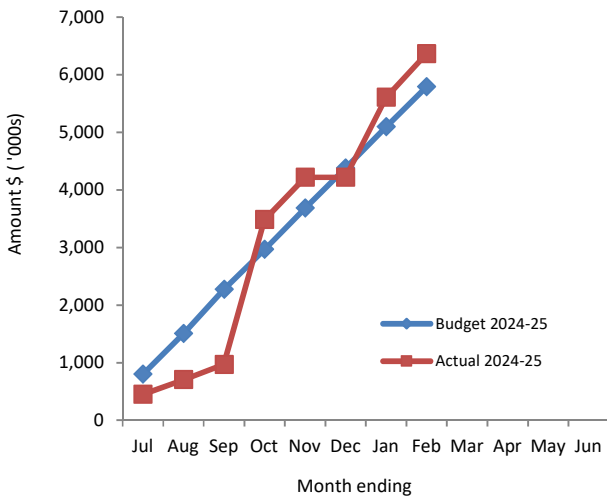


**Budget Capital Revenue -v- Actual (Refer Note 2)**

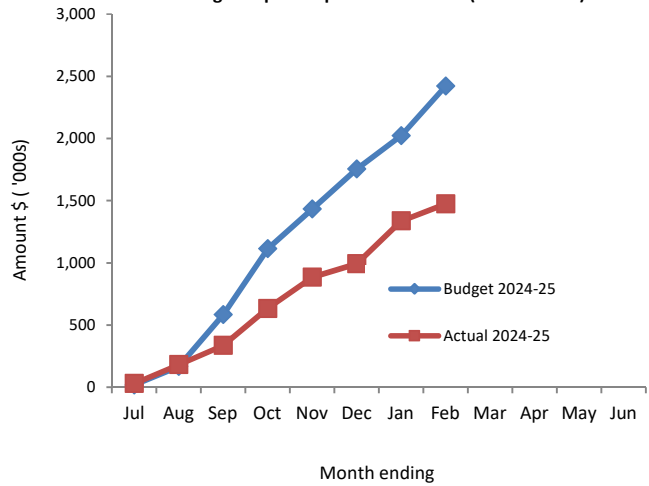


### Expenditure

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



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



### Comments

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2025**

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>						
	\$	\$	\$	\$	%	
Governance	2,005	1,328	9,634	8,306	625.46%	
General Purpose Funding - Rates	1,640,841	1,640,687	1,631,719	(8,968)	(0.55%)	
General Purpose Funding - Other	382,300	190,030	155,507	(34,523)	(18.17%)	▼
Law, Order and Public Safety	154,996	125,016	144,220	19,204	15.36%	▲
Health	220	144	944	800	555.56%	
Education and Welfare	300	192	259	67	34.95%	
Housing	110,850	73,880	66,010	(7,870)	(10.65%)	
Community Amenities	253,714	242,830	208,033	(34,797)	(14.33%)	▼
Recreation and Culture	622,944	195,501	130,977	(64,524)	(33.00%)	▼
Transport	2,366,950	1,497,041	946,028	(551,013)	(36.81%)	▼
Economic Services	100,525	64,328	62,888	(1,440)	(2.24%)	
Other Property and Services	30,000	19,992	32,306	12,314	61.59%	▲
Total Operating Revenue	5,665,645	4,050,969	3,388,526	(662,443)		
<b>Operating Expense</b>						
Governance	(694,484)	(499,223)	(397,992)	101,231	20.28%	▼
General Purpose Funding	(110,227)	(73,440)	(61,207)	12,233	16.66%	▼
Law, Order and Public Safety	(337,806)	(249,808)	(208,288)	41,520	16.62%	▼
Health	(31,675)	(21,210)	(14,698)	6,512	30.70%	
Education and Welfare	(33,792)	(22,488)	(17,413)	5,075	22.57%	▼
Housing	(214,849)	(143,979)	(166,427)	(22,448)	(15.59%)	▲
Community Amenities	(574,858)	(382,761)	(321,763)	60,999	15.94%	▼
Recreation and Culture	(1,207,243)	(819,971)	(983,142)	(163,171)	(19.90%)	▲
Transport	(4,564,858)	(3,042,992)	(3,782,018)	(739,026)	(24.29%)	▲
Economic Services	(362,710)	(241,624)	(192,362)	49,262	20.39%	▼
Other Property and Services	(417,974)	(291,098)	(220,227)	70,871	24.35%	▼
Total Operating Expenditure	(8,550,476)	(5,788,594)	(6,365,537)	(576,942)		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	4,780,500	3,186,952	4,066,940	879,988	27.61%	▲
Adjust (Profit)/Loss on Asset Disposal	(76,574)	(76,901)	(14,136)	62,765	(81.62%)	
Adjust Provisions and Accruals	0	0	0	0		
Adjust Rounding	0	0	0	0		
Net Cash from Operations	1,819,095	1,372,426	1,075,793	(296,632)		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	280,549	187,033	119,827	(67,205)	(35.93%)	▼
Total Capital Revenues	280,549	187,033	119,827	(67,205)		
<b>Capital Expenses</b>						
Land and Buildings	(317,017)	(170,172)	(173,101)	(2,929)	(1.72%)	
Infrastructure - Roads	(2,492,909)	(1,641,174)	(1,025,743)	615,431	37.50%	▼
Infrastructure - Footpaths	(45,000)	0	0	0		
Infrastructure -Other	(159,504)	(93,886)	(92,820)	1,066	1.14%	
Plant and Equipment	(783,477)	(491,697)	(174,323)	317,374	64.55%	▼
Furniture and Equipment	(36,000)	(24,000)	(7,250)	16,750	69.79%	▼
Total Capital Expenditure	(3,833,907)	(2,420,929)	(1,473,237)	947,692		
Net Cash from Capital Activities	(3,553,358)	(2,233,897)	(1,353,410)	880,487		
<b>Financing</b>						
Transfer from Reserves	117,000	0	0	0		
Repayment of Debentures	(40,407)	(20,156)	(20,156)	(0)	(0.00%)	
Transfer to Reserves	(126,918)	0	0	0		
Net Cash from Financing Activities	(50,325)	(20,156)	(20,156)	(0)		
<b>Net Operations, Capital and Financing</b>						
	(1,784,588)	(881,627)	(297,772)	583,854		
<b>Opening Funding Surplus(Deficit)</b>						
	1,784,588	1,784,588	1,750,242	(34,346)	(1.92%)	
<b>Closing Funding Surplus(Deficit)</b>						
	0	902,961	1,452,469	549,508		

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

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 28 February 2025**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,625,579	1,625,425.44	1,616,457	(8,968)	(0.55%)	
Rates excluding General Rates	9	15,262	15,262	15,262	0	0.00%	
Operating Grants, Subsidies and Contributions	11	530,478	419,234	416,210	(3,024)	(0.72%)	
Fees and Charges		541,918	425,310	435,628	10,318	2.43%	
Interest Earnings		128,500	30,038	31,278	1,240	4.13%	
Other Revenue		0	0	22,115	22,115		▲
Profit on Disposal of Assets	8	77,533	77,533	14,968	(62,565)		
<b>Total Operating Revenue</b>		<b>2,919,270</b>	<b>2,592,802</b>	<b>2,551,919</b>	<b>(40,883)</b>		
<b>Operating Expense</b>							
Employee Costs		(1,582,760)	(1,056,110)	1,074,560	(18,450)	(1.75%)	
Materials and Contracts		(1,638,451)	(1,123,994)	795,560	328,433	29.22%	▲
Utility Charges		(267,455)	(178,160)	147,127	31,033	17.42%	▲
Depreciation on Non-Current Assets		(4,780,500)	(3,186,952)	4,066,940	(879,988)	(27.61%)	▼
Interest Expenses		(2,706)	(1,397)	2,180	(783)	(56.04%)	▼
Insurance Expenses		(253,645)	(222,686)	259,002	(36,316)	(16.31%)	▼
Other Expenditure		(24,000)	(18,664)	19,335	(671)	(3.59%)	
Loss on Disposal of Assets	8	(959)	(632)	832	(200)	(31.67%)	
<b>Total Operating Expenditure</b>		<b>(8,550,476)</b>	<b>(5,788,594)</b>	<b>6,365,537</b>	<b>(576,942)</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,780,500	3,186,952	4,066,940	879,988	27.61%	▲
Adjust (Profit)/Loss on Asset Disposal	8	(76,574)	(76,901)	14,136	62,765	(81.62%)	
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0	0		
<b>Net Cash from Operations</b>		<b>(927,280)</b>	<b>(85,741)</b>	<b>239,186</b>	<b>324,928</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,746,375	1,458,167	836,607	(621,560)	(42.63%)	▼
Proceeds from Disposal of Assets	8	280,549	187,033	119,827	(67,205)	(35.93%)	▼
Proceeds from Sale of Assets		0	0	0	0		
<b>Total Capital Revenues</b>		<b>3,026,924</b>	<b>1,645,200</b>	<b>956,434</b>	<b>(688,765)</b>		
<b>Capital Expenses</b>							
Land and Buildings	13	(317,017)	(170,172)	(173,101)	(2,929)	(1.72%)	
Infrastructure - Roads	13	(2,492,909)	(1,641,174)	(1,025,743)	615,431	37.50%	▲
Infrastructure - Footpaths	13	(45,000)	0	0	0		
Infrastructure - Drainage	13	(159,504)	(93,886)	(92,820)	1,066	1.14%	
Plant and Equipment	13	(783,477)	(491,697)	(174,323)	317,374	64.55%	▲
Furniture and Equipment	13	(36,000)	(24,000)	(7,250)	16,750	69.79%	▲
<b>Total Capital Expenditure</b>		<b>(3,833,907)</b>	<b>(2,420,929)</b>	<b>(1,473,237)</b>	<b>947,692</b>		
<b>Net Cash from Capital Activities</b>		<b>(806,983)</b>	<b>(775,730)</b>	<b>516,803</b>	<b>258,927</b>		
<b>Financing</b>							
Transfer from Reserves	7	117,000	0	0	0		
Repayment of Debentures	10	(40,407)	(20,156)	20,156	(0)	(0.00%)	
Transfer to Reserves	7	(126,918)	0	0	0		
<b>Net Cash from Financing Activities</b>		<b>(50,325)</b>	<b>(20,156)</b>	<b>20,156</b>	<b>(0)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,784,588)</b>	<b>(881,627)</b>	<b>297,772</b>	<b>583,854</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,784,588</b>	<b>1,784,588</b>	<b>1,750,242</b>	<b>(34,346)</b>	<b>(1.92%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>902,961</b>	<b>1,452,469</b>	<b>549,508</b>		

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

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

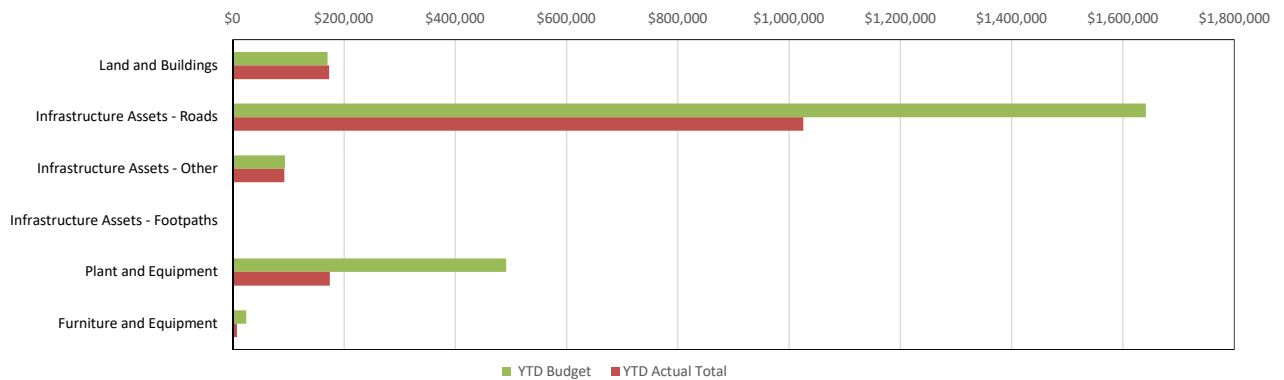
**SHIRE OF WICKEPIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 28 February 2025

Capital Acquisitions	Note	YTD 28 02 2025					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 173,101	\$ 0	\$ 173,101	\$ 170,172	\$ 317,017	\$ 2,929
Infrastructure Assets - Roads	13		1,025,743	1,025,743	1,641,174	2,492,909	(615,431)
Infrastructure Assets - Other	13	92,820	0	92,820	93,886	159,504	(1,066)
Infrastructure Assets - Footpaths	13	0	0	0	0	45,000	0
Plant and Equipment	13	174,323	0	174,323	491,697	783,477	(317,374)
Furniture and Equipment	13	7,250	0	7,250	24,000	36,000	(16,750)
<b>Capital Expenditure Totals</b>		<b>447,493</b>	<b>1,025,743</b>	<b>1,473,237</b>	<b>2,420,929</b>	<b>3,833,907</b>	<b>(947,692)</b>

**Funded By:**

Capital Grants and Contributions		2,746,375	2,746,375	2,746,375
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	119,827	187,033	(76,574)	67,205
Own Source Funding - Cash Backed Reserves		0	117,000	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations		(512,478)	1,047,106	512,478
<b>Capital Funding Total</b>	<b>119,827</b>	<b>2,420,929</b>	<b>3,833,907</b>	<b>(2,301,102)</b>

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

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

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

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



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

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

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

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

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

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

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

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

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

**(s) GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

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

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
For the Period Ended 28 February 2025

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

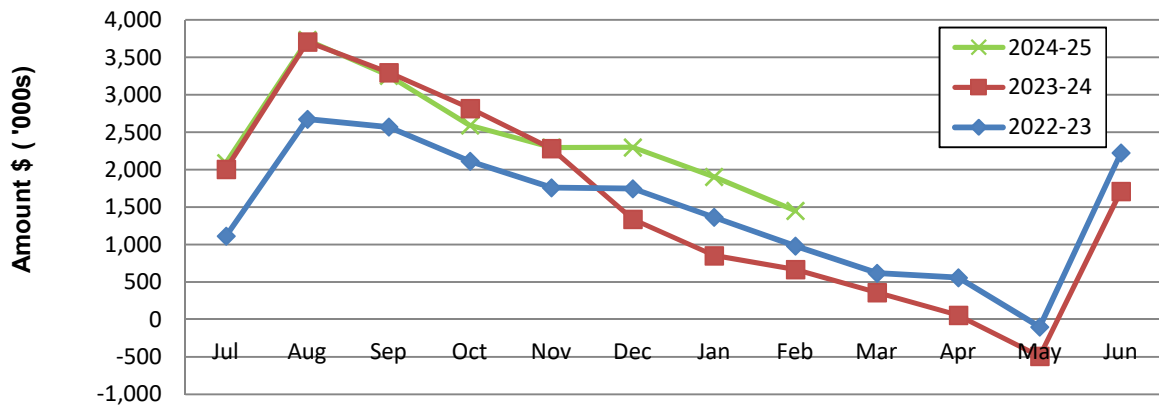
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	8,306	625%			
General Purpose Funding - Other	(34,523)	(18.17%)	▼	Permanent	Interest to be received, Reduction in General Purpose grant on budget estimates
Law, Order and Public Safety	19,204	15.36%	▲	Permanent	Aware Grant & DWER Grants fro Water Tank Pads
Health	800	555.56%			
Education and Welfare	67	34.95%			
Housing	(7,870)	(10.65%)			
Community Amenities	(34,797)	(14.33%)	▼	Permanent	Sale of Recycled materials, increase in bus hire fees, cemetery fees and Town Planning Fees
Recreation and Culture	(64,524)	(33.00%)	▼	Timing	LRCI Grant Funding to be received, Road funding still to be received, Profit on sale of assets still to be realised, Community Centre Hire charges down
Transport	(551,013)	(36.81%)	▼	Timing	
Economic Services	(1,440)	(2.24%)			
Other Property and Services	12,314	61.59%	▲	Permanent	Workers Comp Reimbursement - 23/24
<b>Operating Expense</b>					
Governance	101,231	20.28%	▼	Timing	Legal, Advertising, Office Equipment, Consultancy fees not yet spent
General Purpose Funding	12,233	16.66%	▼	Timing	No Costs for Rate Expenses, Title searches,
Law, Order and Public Safety	41,520	16.62%	▼	Timing	Bushfire Mitigation, Fire insurance costs down, Animal Control costs down
Health	6,512	30.70%			
Education and Welfare	5,075	22.57%	▼	Timing	Donations, CDO projects not yet spent
Housing	(22,448)	(15.59%)	▲	Timing	Building Maintenance - increase, Depreciation cost increase
Community Amenities	60,999	15.94%	▼	Timing	TPS & TP scheme still to be finalised
Recreation and Culture	(163,171)	(19.90%)	▲	Permanent	Higher insurance cost for 24.25 for buildings
Transport	(739,026)	(24.29%)	▲	Permanent	Signage required for roads, Depreciation cost increase due to revaluations
Economic Services	49,262	20.39%	▼	Timing	Harrismith CP Costs down, Water costs down
Other Property and Services	70,871	24.35%	▼	Timing	Staff training still to be completed, Fuel & Oil Cost down, Depot Consumables costs down
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(621,560)	(42.63%)	▼	Timing	Road funding LRCI Funding still to be received
Proceeds from Disposal of Assets	(67,205)	(35.93%)	▼	Timing	Assets not yet disposed of
<b>Capital Expenses</b>					
Land and Buildings	(2,929)	(1.72%)			
Infrastructure - Roads	615,431	37.50%	▼	Timing	Road Projects still in progress. RRG, WSFN LRCI Funded Laybys
Infrastructure - Other	1,066	1.14%			
Infrastructure - Footpaths	0				
Plant and Equipment	317,374	64.55%	▼	Timing	Truck and bus still to be purchased
Furniture and Equipment	16,750	69.79%	▼	Timing	CCTV Plan still to be done
<b>Financing</b>					
Loan Principal	(0)	(0.00%)			

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2025

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 28 Feb 2025	30 June 2023	YTD 28 Feb 2024
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,784,437	2,053,762	3,054,752
Cash Restricted	4	3,239,614	3,252,949	2,824,404
Receivables - Rates	6	99,767	20,237	157,827
Receivables -Other	6	9,353	24,809	5,929
Interest / ATO Receivable/Trust		25,312	17,586	25,304
		5,158,484	5,369,344	6,068,216
<b>Less: Current Liabilities</b>				
Payables	-	159,283	(58,836)	(210,020)
Contract Liabilities	-	92,638	(92,638)	(853,441)
Provisions	-	214,479	(214,679)	(227,654)
		466,401	(366,153)	(1,291,116)
Less: Cash Reserves	7	3,239,614	(3,252,949)	(2,824,404)
<b>Net Current Funding Position</b>		<b>1,452,469</b>	<b>1,750,242</b>	<b>1,952,696</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Account	0.00%	(202,010)			(202,010)	ANZ	At Call
Reserve Bank Account	0.00%		3,239,614		3,239,614	ANZ	At Call
Trust Bank Account	0.00%			79,472	79,472	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal	4.43%	500,000			500,000	WA Treasury	10-Feb-25
Municipal					0		
Municipal					0		
Municipal	4.80%	1,485,254			1,485,254	WA Treasury	At Call
Reserve	0.40%				0		
Trust	0.40%				0		
<b>Total</b>		<b>1,783,944</b>	<b>3,239,614</b>	<b>79,472</b>	<b>5,103,030</b>		

**Comments/Notes - Investments**



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**Note 6: RECEIVABLES**

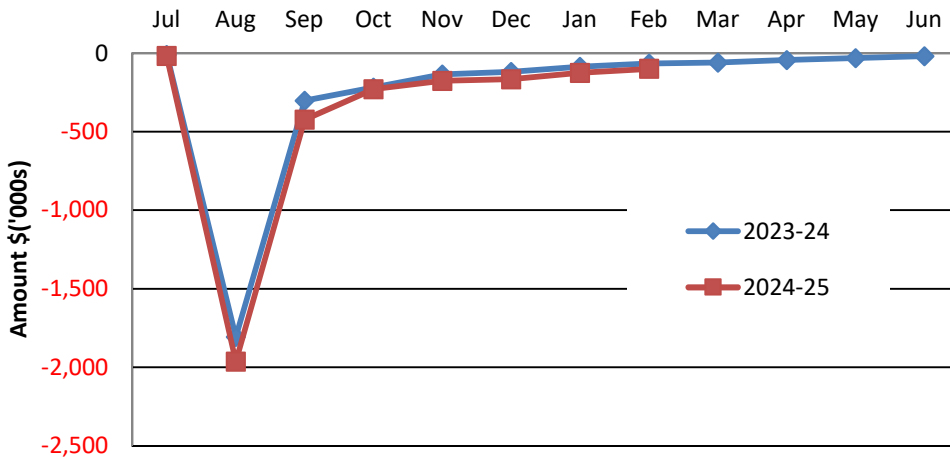
**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

	YTD 28 Feb 2025	30 June 2024
	\$	\$
Opening Arrears Previous Years	20,238	16,420
Levied this year	1,832,686	1,753,996
<u>Less Collections to date</u>	<b>(1,753,157)</b>	<b>(1,750,178)</b>
Equals Current Outstanding	<b>99,767</b>	<b>20,238</b>
<b>Net Rates Collectable</b>	<b>99,767</b>	<b>20,238</b>
% Collected	94.62%	98.86%

**Note 6 - Rates Receivable**



**Comments/Notes - Receivables Rates**

**Receivables - General**

Receivables - General

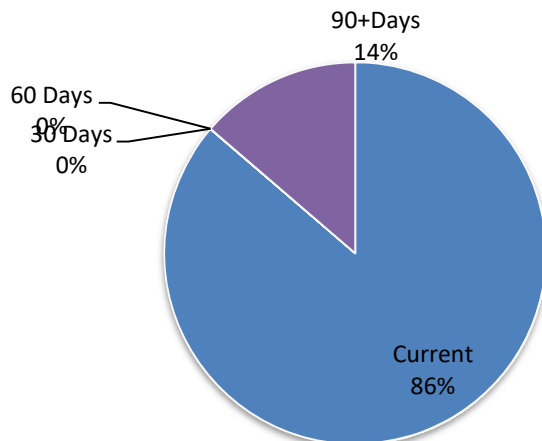
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	8,072	0	0	1,282

**Total Receivables General Outstanding**

**9,353.39**

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



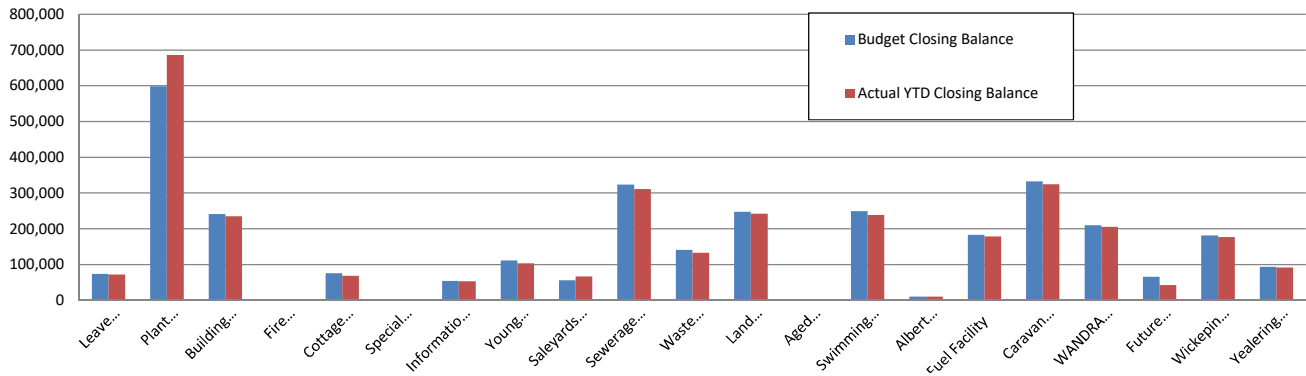
**Comments/Notes - Receivables General**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**Note 7: Cash Backed Reserve**

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

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



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget			
				YTD 28 02 2025			
Cost	Accum Depr	Proceeds	Profit (Loss)	Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$	
				<b>Plant and Equipment</b>			
			0	Truck	61,479	0	(61,479)
30,675	28,376	13,864	11,565	Mechanics Ute	10,260	11,565	1,305
			0	Bus	5,794	0	(5,794)
65,657	11,494	57,566	3,404	MWS Ute	(725)	3,404	4,129
50,488	1,259	48,397	(832)	Ceo Vehicle 4X4 Wagon (1) Renew	(117)	(832)	(715)
			0	Ceo Vehicle 4X4 Wagon (2) - Renew	(117)	0	117
			0			0	0
			0			0	0
<b>146,820</b>	<b>41,129</b>	<b>119,827</b>	<b>14,136</b>		<b>76,574</b>	<b>14,136.07</b>	<b>(62,438)</b>

**Comments - Capital Disposal/Replacements**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**Note 9: RATING INFORMATION**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>Differential General Rate</b>											
GRV	0.820700	152	1,558,092	129,021	(56)	0	128,965	129,021			129,021
UV	0.499300	268	312,228,490	1,555,809	657		1,556,466	1,554,735	500		1,555,235
Mining UV	0.499300	5	788,230	3,148			3,148	3,148			3,148
<b>Sub-Totals</b>		425	314,574,812	1,687,978	601	0	1,688,579	1,686,904	500	0	1,687,404
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	575	108		62,100			62,100	62,100			62,100
UV	575	35		18,975			18,975	18,975			18,975
Mining UV	575	2		1,150			1,150	1,150			1,150
<b>Sub-Totals</b>		145	0	82,225	0	0	82,225	82,225	0	0	82,225
Ex Gratia Rates							1,770,804				1,769,629
Discount							15,262				15,262
Rates Writeoffs							(153,227)				(144,000)
<b>Amount from General Rates</b>							(26)				(50)
Specified Area Rates							<b>1,632,813</b>				<b>1,640,841</b>
<b>Totals</b>							<b>1,632,813</b>				<b>1,640,841</b>

**Comments - Rating Information**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-23	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual	Budget	Actual	Budget	Actual	Budget	
			\$	\$	\$	\$	\$	\$	
Loan 103 -Staff House	269,509		20156	40,407	249,353	269,509	1060	2,426	2/12/2030
	269,509	0	20,156	40,407	249,353	269,509	1,060	2,426	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2024-25 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	150,400	0	150,400	0	73,972	76,428
Grants Commission - Roads	WALGGC	Y	84,600	0	84,600	0	46,977	37,623
<b>GOVERNANCE</b>								
Australia Day Grant	Aust Day Council	Y	0	10,000	10,000		8,000	2,000
<b>LAW, ORDER, PUBLIC SAFETY</b>								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	88,692	0	88,692	0	56,000	32,692
DWER - Water Tanks		N		7,705			10,105	(10,105)
DFES= AWARE grant	DFES	N		15,200	15,200	0	15,200	0
<b>COMMUNITY AMENITIES</b>								
Bus grant	Lotterywest	N	67,800			67,800	0	67,800
<b>RECREATION AND CULTURE</b>								
LRCI Phase 3	From LRCI Stage 3	Y	181,943			181,943	25,954	155,989
LRCI Phase 4	LRCI Stage 4	Y	229,513			229,513	83,212	146,301
LRCI Phase 4	LRCI Stage 4- CONTRACT	Y	145,127			145,127		145,127
	EV Charger	Y	25,052			25,052		25,052
Community Night Lights Program	CNLP Grant	Y	14,309			14,309		14,309
Community Night Lights Program	CNLP Grant- WDSC	Y	8,000		8,000		4,171	3,829
Library	SLWA	N	0		5,000		5,000	0
<b>ECONOMIC SERVICES</b>								
EiD Readers	DPIRD	Y	10,000		10,000		0	0
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	575,629	0	0	575,629	0	575,629
WSFN Grant	WSFN	Y	1,027,002	0	0	1,027,002	383,710	643,292
WSFN Grant	WSFN	N					33,561	(33,561)
RRG Grants - Capital Projects	Regional Road Group	Y	480,000	0		480,000	310,170	169,830
Direct Grant - Maintenance	Dept. of Transport		196,786		196,786		196,786	0
			10,000		10,000			
<b>TOTALS</b>			<b>3,294,853</b>	<b>32,905</b>	<b>578,678</b>	<b>2,746,375</b>	<b>1,252,817</b>	<b>2,052,236</b>



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2025**

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 24	Amount Received	Amount Paid	Closing Balance 28-Feb-25
	\$	\$	\$	\$
Housing Bonds	0	3,577	-3,577	0
Master Key Deposits	492	7,560	-6,678	1,374
Building and BCITF	185	1,015	-1,200	0
Cat/Dog Trap Hire	0	0	0	0
WDSC Replacement Greens	0	0	0	0
Wickepin Community Harvest Fund	76,903	0	0	76,903
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,449	840	-720	2,569
Yealering Bowling Club Greens	0	0	0	0
Licensing		183,859	-183,859	0
	<b>80,029</b>	<b>196,851</b>	<b>-196,034</b>	<b>80,846</b>

Level of Completion Indicators

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

SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2025

Note 13: CAPITAL ACQUISITIONS

							28/02/2025		
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment			
<b>Infrastructure Assets</b>									
<b>Land &amp; Buildings</b>									
<b>Education &amp; Welfare</b>									
●	Wickepn Playgroup - Renew Gazebo	XPG1	6,000	5,500	5,200	300	C/fwd		
	<b>Education &amp; Welfare Total</b>		<b>6,000</b>	<b>5,500</b>	<b>5,200</b>	<b>300</b>			
<b>Housing</b>									
●	14 Smith St - Upgrade Fencing	CSH12	9,000	9,000	4,973	4,027			
	<b>Housing Total</b>		<b>9,000</b>	<b>9,000</b>	<b>4,973</b>	<b>4,027</b>			
<b>Other Housing</b>									
	Independent Living Units	CLCH3	0	0	5,000	(5,000)			
	<b>Other Housing Total</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>			
<b>Recreation and Culture</b>									
●	Swimming Pool - Renew Pump Shed Roof	XSP7	9,000	9,000	10,373	(1,373)	C/fwd		
●	Lake Yealering Foreshore Ablutions	LYFA2	140,000	93,336	87,427	52,573	C/fwd		
●	Wickepin Community Centre - Change Rooms- LRCI Phase 4	XCC1	25,913	0	26,504	(591)	C/fwd		
●	Wickepin Swimming Pool- Disable Toilet- LRCI Phase 4	XSP6	30,000	30,000	13,457	16,543	C/fwd		
○	Solar Panels	XSP1	50,104	0	0	50,104			
○	Yealering Hall	CLPH2	20,000	13,336	0	20,000	C/fwd		
●	Harrismith Cicket Club	XHSO	0	0	5,907		Connection of power		
	<b>Recreation And Culture Total</b>		<b>275,017</b>	<b>145,672</b>	<b>143,668</b>	<b>137,257</b>			
<b>Transport</b>									
●	Public Works Dept ( Old He Shed She Shed)	LPWC	10,000	10,000	7,000	3,000			
	<b>Transport Total</b>		<b>10,000</b>	<b>10,000</b>	<b>7,000</b>	<b>3,000</b>			
<b>Economic Services</b>									
○	Harrismith Caravan Park - Renew Facilities	XCP3	0	0	7,260		Changed from Maintenance		
○	Caravan Park Caretakers Fencing	XCPC1	17,000	0	0	0			
	<b>Transport Total</b>		<b>17,000</b>	<b>0</b>	<b>7,260</b>	<b>0</b>			
	<b>Land and Buildings Total</b>		<b>317,017</b>	<b>170,172</b>	<b>173,101</b>	<b>139,283</b>			
<b>Footpaths</b>									
<b>Transport</b>									
○	Footpaths	LFP1	45,000	0	0	0			
	<b>Transport Total</b>		<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Footpaths Total</b>		<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Furniture &amp; Equipment</b>									
<b>Governance</b>									
○	Various Locations - New CCTV System	XCTV	36,000	24,000	7,250	16,750			
	<b>Governance Total</b>		<b>36,000</b>	<b>24,000</b>	<b>7,250</b>	<b>16,750</b>			
	<b>Furniture &amp; Office Equip. Total</b>		<b>36,000</b>	<b>24,000</b>	<b>7,250</b>	<b>16,750</b>			
<b>Plant , Equip. &amp; Vehicles</b>									
<b>Governance</b>									
●	Ceo Vehicle 4X4 Wagon (1) Renew	XCEO1	60,000	60,000	55,475	4,525			
○	Ceo Vehicle 4X4 Wagon (2) - Renew	XCEO2	60,000	0	0	0			
	<b>Governance Total</b>		<b>120,000</b>	<b>60,000</b>	<b>55,475</b>	<b>4,525</b>			
<b>Transport</b>									
○	Truck	XPM4	324,000	324,000	0	324,000			
●	Mechanics Ute	XPM5	37,697	37,697	37,697	(0)			
●	Bus	XPM6	221,000			221,000			
●	MWS Ute	XPWS	70,000	70,000	71,350	(1,350)			
	<b>Transport Total</b>		<b>652,697</b>	<b>431,697</b>	<b>109,047</b>	<b>543,650</b>			
<b>Economic Services</b>									
○	Saleyards (eID Panels)	XSY1	10,780		9,800	9,800	ordered		
	<b>Economic Services Total</b>		<b>10,780</b>	<b>431,697</b>	<b>9,800</b>	<b>553,450</b>			
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>783,477</b>	<b>491,697</b>	<b>174,323</b>	<b>548,174</b>			
<b>Infrastructure Other</b>									
<b>Recreation and Culture</b>									
○	Harrismith Community Centre Playground- LRCI Phase 4	XHC1	93,886	93,886	69,420	24,466			
○	Yealering Niche Wall	XYC1	25,000	0	0	25,000			
○	Tennis Lights	XCNLP	28,618	0	23,400	5,218			
	<b>Recreation and Culture Total ( CNLP)</b>		<b>147,504</b>	<b>93,886</b>	<b>92,820</b>	<b>54,684</b>			
<b>Economic Services</b>									
○	Saleyards Dust Suppression	CLSY1	12,000	0	0	12,000			
	<b>Economic Services Total</b>		<b>147,504</b>	<b>93,886</b>	<b>92,820</b>	<b>54,684</b>			
	<b>Infrastructure Other Total</b>		<b>159,504</b>	<b>93,886</b>	<b>92,820</b>	<b>0</b>			
<b>Roads</b>									
<b>Transport Regional Road Group</b>									
○	Wickepin Pingelly Road	RG003	469,840	469,840	393,514	76,326			
○	Stock Route Road	RRG163	245,645	245,645	0	245,645			
○	Rabbit Proof Fence Road - WSNF)	WSB150	1,027,795	855,689	534,564	493,231			
	<b>Regional Road Group Total</b>		<b>1,743,280</b>	<b>1,571,174</b>	<b>928,078</b>	<b>815,202</b>			
<b>Transport Roads to Recovery</b>									
○	Villiminning Road	R2R004	575,629	20,000	97,666	(77,666)			
	<b>Roads to Recovery Total</b>		<b>575,629</b>	<b>20,000</b>	<b>97,666</b>	<b>(77,666)</b>			
<b>Council Resources Construction</b>									
○	Harrismith Layby - LRCI Phase 4	XH15	50,000	50,000	0	50,000			
	Toolibin Layby (LRCI - Phase 4)	XH16	124,000	62,000	0	62,000			
	<b>Council Resources Construction Total</b>		<b>174,000</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>			
	<b>Roads Total</b>		<b>2,492,909</b>	<b>1,641,174</b>	<b>1,025,743</b>	<b>787,536.78</b>			
○	<b>Capital Expenditure Total</b>		<b>3,833,907</b>	<b>2,420,929</b>	<b>1,473,237</b>	<b>1,491,744</b>			

**SHIRE OF WICKEPIN**  
**BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2025**

*LOCAL GOVERNMENT ACT 1995*  
*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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SHIRE OF WICKEPIN  
STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 28 FEBRUARY 2025

		Budget v Actual			Estimated	Predicted	
		Adopted	Updated	Year to Date	Year at End	Variance	
Note		Budget	Budget	Actual	Amount	(b) - (a)	
		\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
	General rates	1,625,579	1,617,014	1,616,457	1,608,449	(8,565)	▼
	Rates excluding general rates	15,262	15,262	15,262	15,262	0	
	Grants, subsidies and contributions	530,478	464,743	416,210	399,008	(65,735)	▼
	Fees and charges	541,918	557,622	435,628	573,326	15,704	▲
	Interest revenue	128,500	108,500	36,249	88,500	(20,000)	▼
	Other revenue		22,115	22,115	44,230	22,115	▲
	Profit on asset disposals	77,533	77,533	14,968	77,533	0	
		2,919,270	2,862,789	2,556,889	2,806,308	(56,481)	
<b>Expenditure from operating activities</b>							
	Employee costs	(1,582,760)	(1,484,146)	(1,074,560)	(1,582,760)	(98,614)	▼
	Materials and contracts	(1,634,751)	(1,652,064)	(795,949)	(1,634,751)	17,313	▲
	Utility charges	(271,155)	(267,455)	(147,127)	(271,155)	(3,700)	▼
	Depreciation	(4,780,500)	(4,780,500)	(4,066,940)	(4,780,500)	0	
	Finance costs	(2,706)	(2,706)	(2,180)	(2,706)	0	
	Insurance	(253,645)	(258,154)	(259,002)	(253,645)	4,509	▲
	Other expenditure	(24,000)	(15,500)	(19,335)	(24,000)	(8,500)	▼
	Loss on asset disposals	(959)	(959)	(832)	(959)	0	
		(8,550,476)	(8,461,484)	(6,365,925)	(8,550,476)	88,992	
	Non-cash amounts excluded from operating activities	4,703,926	4,703,926	4,052,804	4,703,926	0	
	<b>Amount attributable to operating activities</b>	(927,280)	(894,769)	243,768	(1,040,242)	32,511	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
	Capital grants, subsidies and contributions	2,746,375	3,015,270	836,607	3,249,337	234,067	▲
	Proceeds from disposal of assets	280,549	280,549	119,827	280,549	0	
		3,026,924	3,295,819	956,434	3,529,886	234,067	
<b>Outflows from investing activities</b>							
	Purchase of land and buildings	(317,017)	(259,086)	(173,101)	(317,017)	(57,931)	▼
	Purchase of plant and equipment	(783,477)	(780,302)	(174,323)	(783,477)	(3,175)	▼
	Purchase of furniture and equipment	(36,000)	(36,000)	(7,250)	(36,000)	0	
	Purchase and construction of infrastructure-roads	(2,492,909)	(2,845,593)	(1,025,743)	(2,492,909)	352,684	▲
	Purchase and construction of infrastructure-other	(204,504)	(179,504)	(92,820)	(204,504)	(25,000)	▼
		(3,833,907)	(4,100,485)	(1,473,237)	(3,833,907)	(266,578)	
	<b>Amount attributable to investing activities</b>	(806,983)	(804,666)	(516,803)	(304,021)	(32,511)	
<b>FINANCING ACTIVITIES</b>							
<b>Cash inflows from financing activities</b>							
	Transfers from reserve accounts	117,000	117,000	0	117,000	0	
		117,000	117,000	0	117,000	0	
<b>Cash outflows from financing activities</b>							
	Repayment of borrowings	(40,407)	(40,407)	(20,156)	(40,407)	0	
	Transfers to reserve accounts	(126,918)	(126,918)	0	(126,918)	0	
		(167,325)	(167,325)	(20,156)	(167,325)	0	
	<b>Amount attributable to financing activities</b>	(50,325)	(50,325)	(20,156)	(50,325)	0	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
	Surplus or deficit at the start of the financial year	1,784,588	1,749,760	1,749,760	1,749,760	0	
	Amount attributable to operating activities	(927,280)	(894,769)	243,768	(862,258)	32,511	
	Amount attributable to investing activities	(806,983)	(804,666)	(516,803)	(837,177)	(32,511)	
	Amount attributable to financing activities	(50,325)	(50,325)	(20,156)	(50,325)	0	
	<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>0</b>	<b>1,456,569</b>	<b>0</b>	<b>0</b>	

## 1. BASIS OF PREPARATION

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

### **Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16 Leases* which would have required the Shire of Wickepin to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996, regulation 33A* prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for the statement of financial activity, the budget review has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### **Year to Date Actual balances**

Balances shown in this budget as Year to Date Actual are based on records at the time of preparation of the budget review and are subject to final adjustments.

### **Rounding off figures**

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

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire of Wickepin controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

### **Critical accounting estimates and judgements**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the budget review.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the current financial year:

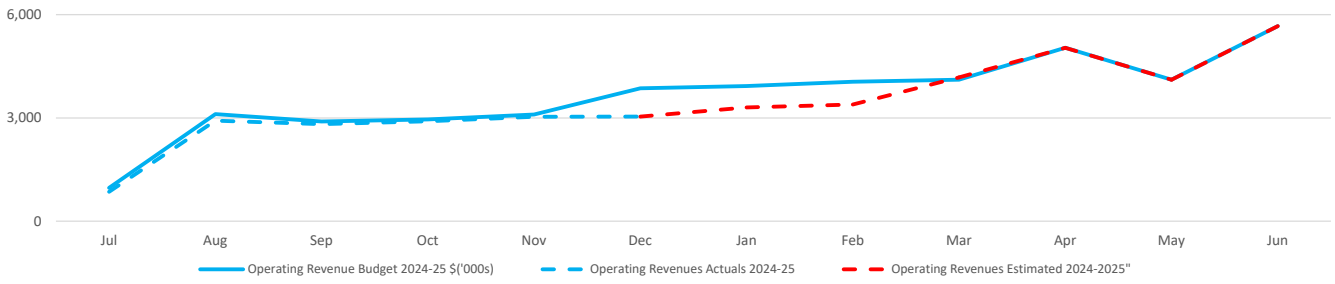
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

### **MATERIAL ACCOUNTING POLICIES**

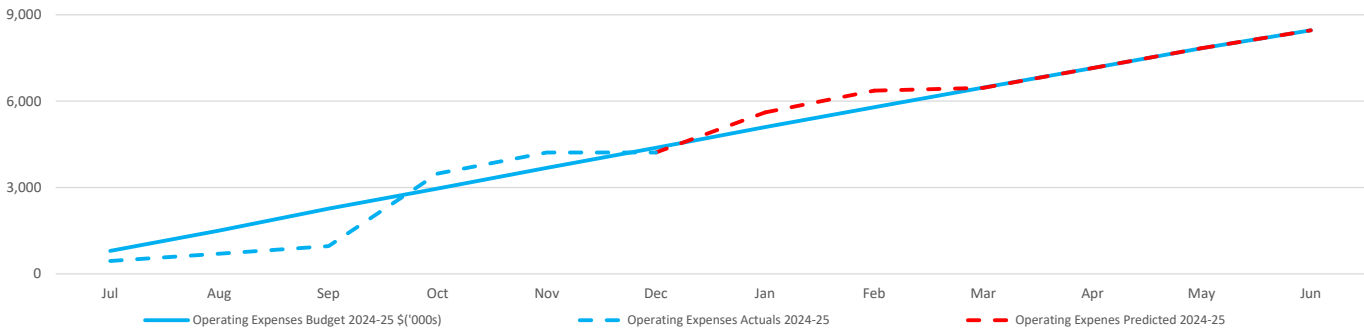
Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

2. SUMMARY GRAPHS - BUDGET REVIEW

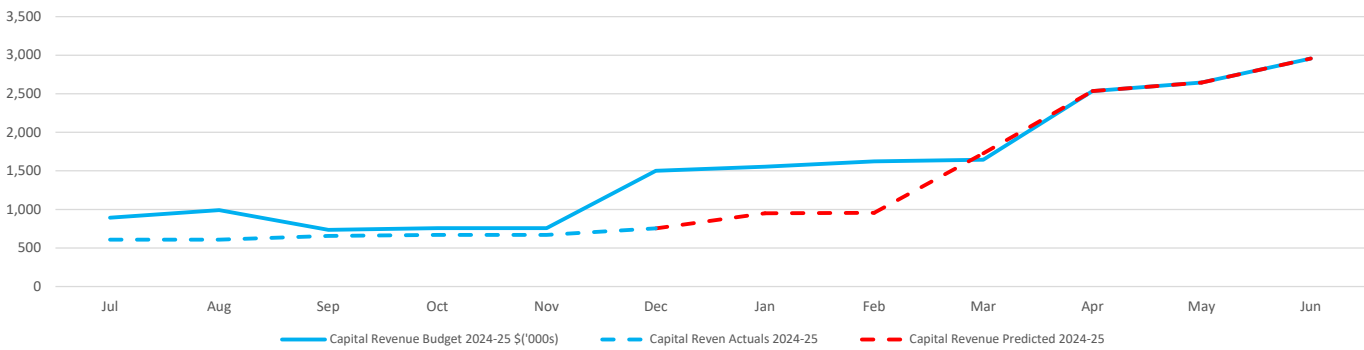
Operating Revenue



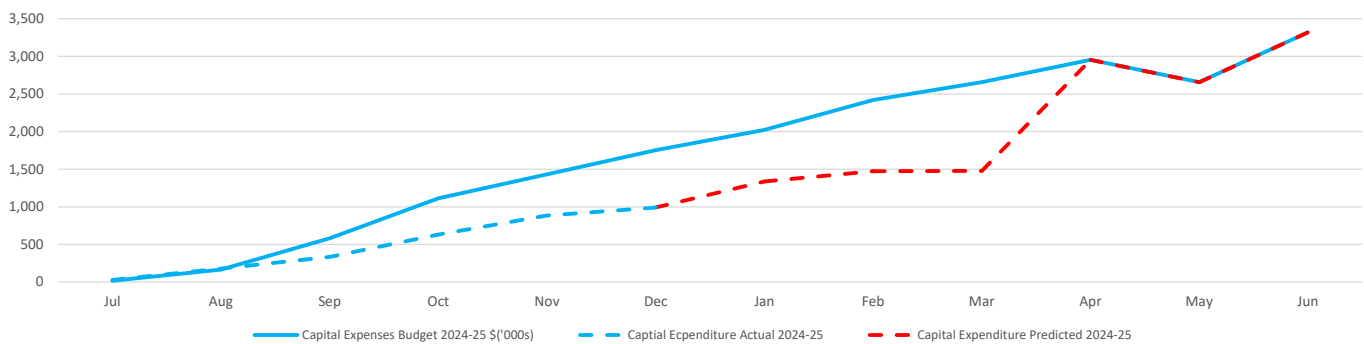
Operating Expenses



Capital Revenue



Capital Expenditure



This information is to be read in conjunction with the accompanying financial statements and notes.

3 NET CURRENT FUNDING POSITION  
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 28 February 2025	Estimated Year at End Amount 30 June 2025
	\$	\$	\$	\$	\$
<b>(a) Composition of estimated net current assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	5,372,913	3,307,989	3,307,989	5,028,634	3,307,989
Trade and other receivables	84,071	84,071	84,071	134,432	84,071
	5,456,984	3,392,060	3,392,060	5,163,066	3,392,060
<b>Less: current liabilities</b>					
Trade and other payables	(160,494)	(160,494)	(160,494)	(159,283)	(160,494)
Contract liabilities	(92,638)	0	0	0	0
Borrowings	(40,407)	(40,407)	(40,407)	(20,156)	(40,407)
Employee related provisions	(214,479)	(199,000)	(214,479)	(214,479)	(214,479)
	(508,018)	(399,901)	(415,380)	(393,918)	(415,380)
<b>Net current assets</b>	<b>4,948,966</b>	<b>2,992,159</b>	<b>2,976,680</b>	<b>4,769,148</b>	<b>2,976,680</b>
Less: Total adjustments to net current assets	(3,199,206)	(2,992,159)	(3,220,005)	(3,054,981)	(3,137,285)
<b>Closing funding surplus / (deficit)</b>	<b>1,749,760</b>	<b>0</b>	<b>(243,325)</b>	<b>1,714,167</b>	<b>(160,605)</b>

**(b) Current assets and liabilities excluded from budgeted deficiency**

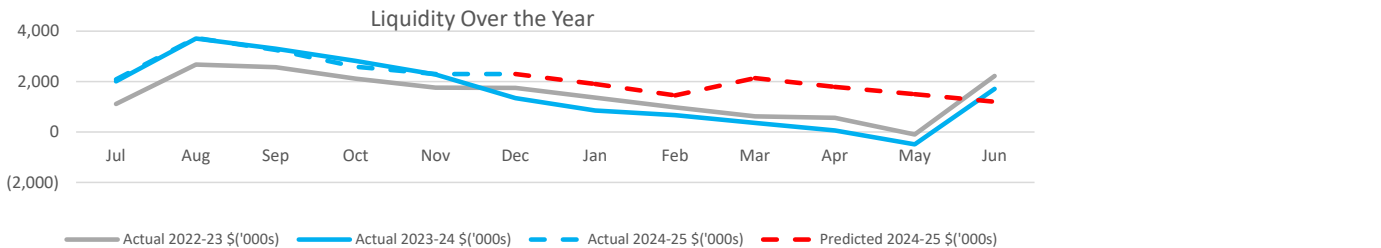
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 28 February 2025	Estimated Year at End Amount 30 June 2025
	\$	\$	\$	\$	\$
<b>Adjustments to net current assets</b>					
Less: Reserve accounts	(3,332,251)	(3,249,531)	(3,332,251)	(3,239,614)	(3,249,531)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	40,407	40,407	40,407	20,156	40,407
- Current portion of contract liability held in reserve	92,638	145,127	0	92,638	0
- Current portion of provisions held in reserve		71,838	71,839	71,839	71,839
<b>Total adjustments to net current assets</b>	<b>(3,199,206)</b>	<b>(2,992,159)</b>	<b>(3,220,005)</b>	<b>(3,054,981)</b>	<b>(3,137,285)</b>

**(c) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 28 February 2025	Estimated Year at End Amount 30 June 2025
	\$	\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	(80,997)	(77,533)	(77,533)	(14,968)	(77,533)
Add: Loss on disposal of assets	11,046	959	959	832	959
Add: Depreciation on assets	4,848,503	4,780,500	4,780,500	4,066,940	4,780,500
<b>Non-cash amounts excluded from operating activities</b>	<b>4,778,552</b>	<b>4,703,926</b>	<b>4,703,926</b>	<b>4,052,804</b>	<b>4,703,926</b>



**SHIRE OF WICKEPIN**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**4 PREDICTED VARIANCES**

		<b>Variance</b>
		<b>\$</b>
<b>Revenue from operating activities</b>		
<b>4.1 General rates</b>		(8,565.00) ▼
	Increase in Rates Discount given	(8,565.00)
<b>4.2 Grants, subsidies and contributions</b>		(65,735.00) ▼
	Reduction in Financial Assitance Grants- General	(51,771.00)
	Reduction in Financial Assitance Grants- Roads	(21,964.00)
	Australia Day Grant	8,000.00
<b>4.3 Fees and charges</b>		15,704.00 ▲
	Charges fines and Penalties	(500.00)
	Registrations	(1,000.00)
	Septic Tank Fees	680.00
	Charges - Domestic Refuse Collection	532.00
	Refuse Site Levy	1,160.00
	Charges Rates - Sewerage	(470.00)
	Charges / Reimbursements - Facey group Fuel Card - now have their own	684.00
	Reimbursements - GST	1,434.00
	ESL - Rate Levy	(504.00)
	Insuarncce Workersn Comp	10,458.00
	Insurance Rebates	3,230.00
<b>4.4 Interest revenue</b>		(20,000.00) ▼
	Reduction in Reserve Interest	(20,000.00)
<b>4.5 Other revenue</b>		22,115.00 ▲
	Sale Of Scrap	22,115.00
<b>Expenditure from operating activities</b>		
<b>4.6 Employee costs</b>		(98,614.00) ▼
	Reduction in expected wages costs - due to staff adjustments	(98,614.00)
<b>4.7 Materials and contracts</b>		17,313.00 ▲
	Conference Training Expenses	836.00
	Audit Fees	3,000.00
	Refreshments / Entertainment	(4,000.00)
	Subscriptions/Donations	(1,330.00)
	Presentations & Other	8,000.00
	Legal Fees	(5,000.00)
	Advertising	(5,000.00)
	Consultancy Fees	(6,610.00)
	Fair Value	(13,600.00)
	CEO Recruitment	9,000.00
	Staff Relocation Expenses	(2,500.00)
	Staff Training Expenses & Other	(3,500.00)
	CDO Conference	(2,000.00)
	LGMA Conference CEO and DCEO	(6,000.00)
	Computer Support	(1,680.00)
	Office Expenses	(1,000.00)
	Fringe Benefits Tax	(5,000.00)
	Staff Subsidies Uniform	(1,000.00)
	New Radios	(3,000.00)
	ESL Levy Remittance	1,659.00
	Other Expenditure	(1,500.00)
	Playgroup Maintenance	1,995.00
	Staff Housing Subsidy	(614.00)
	Rintel Street	2,000.00
	14 Smith St	(500.00)
	Facey	(1,500.00)
	Wickepin District Sports Club - Mtce (11) Defib	1,682.00
	Spider Spraying Yealering CWA Hall	100.00
	Cultural Planning	(2,500.00)
	Annual Maintenance	20,000.00
	Insurances & Licences (Sch 14)	2,749.00
	Staff Farewell - Outside	(500.00)
<b>4.8 Utility charges</b>		(3,700.00) ▼
	Adjustment of Utility charges	(3,700.00)
<b>4.9 Insurance</b>		4,509.00 ▲
	Insurance Members - Increase	2,549.00
	Insurance - Goverance - Increase	1,017.00



**SHIRE OF WICKEPIN**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**4 PREDICTED VARIANCES**

		<b>Variance</b>	
		\$	
	Insurance - LOPS - Reduction	(4,857.00)	
	Insurance - Buildings - Increase	800.00	
	Insurance - scheme membership credit	5,000.00	
<b>4.10</b>	<b>Other expenditure</b>		(8,500.00) ▼
	Change of code Conference expenses	8,500.00	
	<b>Inflows from investing activities</b>		
<b>4.11</b>	<b>Capital grants, subsidies and contributions</b>		234,067.00 ▲
	Increase in WSNF Grant	259,119.00	
	Solar Panels (Grant not approved)	(25,052.00)	
	<b>Outflows from investing activities</b>		
<b>4.12</b>	<b>Purchase of land and buildings</b>		(57,931.00) ▼
	14 Smith street Fence	(4,027.00)	
	Gazebo - Playgroup	(800.00)	
	Solar Panels - Grant not approved	(50,104.00)	
	Toolseum Shed	(3,000.00)	
<b>4.13</b>	<b>Purchase of plant and equipment</b>		(3,175.00) ▼
	CEO Vehicle - Profit	(4,525.00)	
	PWS Vehicle - Loss	1,350.00	
<b>4.14</b>	<b>Purchase and construction of infrastructure-roads</b>		352,684.00 ▲
	Rabbit Proof Fence road	352,684.00	
<b>4.15</b>	<b>Purchase and construction of infrastructure-other</b>		(25,000.00) ▼
	Footpath - Adjustment	(25,000.00)	

**Lara Marchei**

---

**From:** Callan Sims <csimsy08@gmail.com>  
**Sent:** Wednesday, 26 February 2025 2:32 PM  
**To:** Kiesha Thompson  
**Cc:** j\_flav@hotmail.com  
**Subject:** IAC2025435 - LD.MM.6 - English land estate

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To the CEO

Hi Kelly.

On behalf of what has been the previous shared agreement between the Wickepin District Sports Club, and the Wickepin Football Club.

We would like to further register our interest in resigning a lease with the shire for the English land estate for the purpose of winter cropping as a joint fund raising effort between the two organisations.

Funds generated from this over the years have contributed to upgrades of facilities as day to day running expenses of the clubs.

Myself and Jordan Flavel are currently appointed to organise all things associated with this lease and were trying to organise a pre season busy bee to help improve the operational efficiency and cleanliness of the property before the winter cropping season begins. This had been set for Thursday February 27th. But we have since postponed this until hopefully a new successful lease agreement can be made with the shire.

Both clubs have the funding available for all requirements for this coming season cropping program and have already been successful on having some additional services such as soil testing and some inputs donated as part of our endeavours to make this enterprise viable for all involved.

The clubs would like to re-entire into a further three year term. With the option of extension for a further 2 or 3 years exercisable in August 2027 prior to the completion of the initial three year term 2025 2026 2027 calendar years.

In order to keep the venture viable for the clubs and be able to re-invest the proceeds back into the community and infrastructure. We would like to negotiate the fees for 1 year of that lease to be either waived for the year or the value reduced in part each year of the lifetime of the agreement..this will offset the cost major either works to the property which need to be done to allow for the use of everyone's modern equipment. Currently we struggle to maximise property to the full potential due to the inability to safely access small areas with risk of damaging equipment. Most of the work for this will be donated in part by the solid community spirit that exists within our town and greater community. This work will also include maintained to fence likes overgrown trees and firebreaks to mitigate any fire risk to the town and will require some small controlled burns later in the season.

Myself and Jordan have committed to running this project for the clubs for the foreseeable future and believe there is some benefits in continuous management and have local agronomists helping us manage the crops throughout the year. Together we were successful last harvest in organising with Machintosh and sons to have a demonstration header harvest the paddock and a community project. With relationships like this and more we strongly believe we can continue the success of this for all clubs..

Anything further we would like to discuss directly on the matter and negotiate if that is suitable for the shire and those involved.

We understand expressions of interest are open for a couple of weeks. However to manage the property successfully we would need to understand our position as soon as possible.

Regards

Cal Sims  
0447 195 138

## Yarling Brook Estate – Lease Land





77 Wogolin Road, PO Box 19  
 WICKEPIN WA 6370  
 Phone: 08 9888 1005  
 Fax: 08 9888 1074  
[www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au)

PRESIDENT  
 WICKEPIN FOOTBALL CLUB  
 PO BOX 125  
 WICKEPIN WA 6370

Contact Kellie Bartley  
 File No LD.MM.6,  
 CP.A&D.507,  
 RC.LIA.2406  
 Doc ID OAC2024411

02/08/2024

Dear Sir,

#### RENTAL OF YARLING BROOK ESTATE LAND

The current lease between the Wickepin District Sports Club and the Wickepin Football Club expired on the 31 March 2024.

Council has resolved the following in relation to the Yarling Brooke Estate Land:

1. That Council rents the Yarling Brook Estate vacant land under a MOU agreement for the purposes of cropping and grazing to the Wickepin District Sports Club on a joint venture basis with the Wickepin Football Club for a term of one year from 1 April 2024 expiring 31 March 2025 at a rental of \$4,400 (GST inclusive) per annum, further that the following conditions/limitations be noted;
  - Council reserves the right to utilise the land for rural/residential development should the need/demand arise;
  - The WDSC and WFC shall maintain boundary fences in a secure manner;
  - The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;
  - The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin;
2. That the CEO be authorised to place the common seal of council on the Rental - MOU agreement once signed by the Wickepin District Sports Club and the Wickepin Football Club.

The new agreement has also been forwarded to the President of the Wickepin Sports Club, please arrange for the agreement to be signed and returned to the Shire of Wickepin Admin Office.

Yours Sincerely,

Kellie Bartley  
 Chief Executive Officer

# Shire of Wickepin

Shire of Wickepin

RENTAL AGREEMENT – MEMORANDUM OF UNDERSTANDING

Period 1 April 2024 to 31 March 2025

Between

The Shire of Wickepin, of 77 Wogolin Road, Wickepin,

And

Wickepin District Sports Club (WDSC), P.O Box 6, Wickepin W.A 6370 and the Wickepin Football Club (WFC), P.O Box 125, Wickepin W.A 6370

Whereby it is agreed as follows:

That the Shire of Wickepin and the WDSC & WFC agree to the following terms and conditions as stated herein for the period commencing 31<sup>st</sup> March 2024 to 31<sup>st</sup> March 2025.

1. Land

1.1 The Shire of Wickepin rent to the WDSC & WFC land situated in the Yarling Brook Estate (as per attached map).

2. Rental Amount

2.1 The Rental amount of \$4,400 (GST Inclusive) per annum shall be payable to the Shire of Wickepin on the following Date:

- 1<sup>st</sup> April 2024                      \$4,400 GST Inclusive

3. Insurance

3.1 The WDSC and WFC shall furnish to Council certificates of currency for public liability insurance on the 1 July of each year.

4. General Conditions

4.1 Council reserves the right to utilise the land for rural/residential development should the need/demand arises;

4.2 The WDSC and WFC shall maintain boundary fences in a secure manner;

4.3 The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;

4.4 The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin.

EXECUTED as an Agreement

THE COMMON SEAL of the  
SHIRE OF WICKEPIN  
Was hereunto affixed in the presence of:



  
.....  
Chief Executive Officer  
Shire of Wickepin

Kellie Bartley

  
.....  
Shire President  
Shire of Wickepin

Julie A Russell JP

SIGNED

  
.....  
President – Wickepin District Sports Club

GREG WHITE  
.....  
Name of President (print)  
Wickepin District Sports Club

  
.....  
President – Wickepin Football Club

GRAEME MANTON  
.....  
Name of President (print)  
Wickepin Football Club