



## Attachments

Ordinary Council Meeting  
Wednesday 15 November 2023

Date	Wednesday 15 November 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Thursday 9 November 2023



## 7.1 Confirmation of Minutes of Previous Meeting



# Minutes

Ordinary Council Meeting  
Wednesday 18 October 2023

Date	Wednesday 18 October 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 20 October 2023



## Notice of Meeting

The Acting Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Council Meeting.

A handwritten signature in black ink, appearing to read "Erika Clement".

Erika Clement  
Acting Chief Executive Officer  
Friday 20 October 2023

**Disclaimer**

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

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

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## 1 Declaration of Opening

The Presiding Member declared the meeting open at 3.34pm.

### 1.1 Swearing in of Councillors by I Moore JP.

Returning Cr J Russell, Cr F Allan and Cr J Mearns were sworn in by Mrs Irene Moore JP.

3.40pm D and C Tuke left the meeting.

### 1.2 Seating Arrangements

#### Council Decision

**Resolution** OCM-231018-01

**Moved** Cr J Mearns

**Second** Cr L Corke

**Council suspend Standing Order 11.4.1 – Members to occupy own seats until October 2025.**

**Carried** 7/0

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

**Against** Nil

## 2 Attendance

### 2.1 Present

#### Councillors

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

#### Employees

E Clement	Acting Chief Executive Officer
M Martin	Executive Support Officer

#### Justice of the Peace

I Moore

#### Observer

T Clynch

#### Members of the Public

There were three (3) members of the public in attendance at the commencement of the meeting.



### **3 Public Question Time**

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

Nil

#### **3.2 Public Question Time**

##### M Lang

Placement of E White plaque – The E White plaque is on display at the Shire of Wickepin Administration building.

Australia Day Breakfast – The Australia Day breakfast will be trialled as a bi-annual event. The next Australia Day Celebration will be held in Harrismith in 2025.

##### C Tuke and D Tuke

Wickepin Independent Living Units – The units aim to be completed by March / April 2024. All applications received will be reviewed by Council once the units are completed.

**3.50pm C and D Tuke left the meeting.**

### **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**

### **5.1 Petitions**

Nil

### **5.2 Memorials**

Nil

### **5.3 Deputations**

Nil

## **6 Declarations of Councillors and Officers Interest**

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

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

The following declarations of interest have been disclosed –

Nil

## **7 Confirmation of Minutes of Previous Meetings**

### **7.1 Minutes of the Ordinary Council Meeting held on Wednesday 13 September 2023**

#### **Officer Recommendation**

*That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 13 September 2023, as included in the attachments, as a true and accurate record.*

#### **Council Decision**

**Resolution** OCM-231018-02

**Moved** Cr F Allan

**Second** Cr J Mearns

**That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 13 September 2023, as included in the attachments, as a true and accurate record.**

**Carried** 7/0

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

**Against** Nil

### **7.2 Minutes of the Special Council Meeting held on Thursday 21 September 2023**

#### **Officer Recommendation**

*That Council confirm the minutes of the Ordinary Council Meeting held on Thursday 21 September 2023, as included in the attachments, as a true and accurate record.*

#### **Council Decision**

**Resolution** OCM-231018-03

**Moved** Cr F Allan

**Second** Cr J Mearns

**That Council confirm the minutes of the Ordinary Council Meeting held on Thursday 21 September 2023, as included in the attachments, as a true and accurate record.**

**Carried** 7/0

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

**Against** Nil

### **7.3 Minutes of the Special Council Meeting held on Thursday 5 October 2023**

#### **Officer Recommendation**

*That Council confirm the minutes of the Special Council Meeting held on Thursday 5 October 2023, as included in the attachments, as a true and accurate record.*

#### **Council Decision**

**Resolution** OCM-231018-04

**Moved** Cr F Allan

**Second** Cr T Miller

**That Council confirm the minutes of the Special Council Meeting held on Thursday 5 October 2023, as included in the attachments, as a true and accurate record.**

**Carried** 7/0

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

**Against** Nil



Item	Subject	Council Decision	Status	Action
		<p>(estimation \$140,000 ex GST)</p> <ul style="list-style-type: none"> <li>•Accessibility improvements to the Wickepin Swimming Pool Toilet Facilities (estimation \$30,000 ex GST)</li> <li>•Provision of playground facilities at the Harrismith Golf Club (estimation \$95,000 ex GST)</li> <li>•Provision of toilet and shower facilities at the Toolibin Tennis Club (estimation \$40,000 ex GST)</li> </ul> <p>b) approves the following projects for submission to Part B of the Program –</p> <ul style="list-style-type: none"> <li>•Traffic pull-off bay installation in Harrismith (estimation \$50,000 ex GST)</li> <li>•Improvements to, and realignment of, the pathway along Wogolin Road, Wickepin east of Rintel Street (estimation \$45,000 ex GST)</li> <li>•Asphalt sealing of car-park area in Wickepin (near fuel bowzers) (estimation \$35,000 ex GST)</li> <li>•Pathways at Yealering, yet to be scoped (estimation \$80,000 ex GST)</li> </ul>		
OCM-230913-06	Tender RFT-01-2023-2024 Lake Yealering Ablution Block Redevelopment	That Council, with respect to Tender RFT-01-2023-2024 Lake Yealering Ablution Block Redevelopment, a) Pursuant to Local Government (Functions	✓	Works to commence soon.

Item	Subject	Council Decision	Status	Action
		<p>and (General) Regulations 1996 – Regulation 18 does not accept any tender, and</p> <p>b) Authorises the Chief Executive Officer to appraise and seek to complete the works in an alternate manner, within the allocated funds, and as per the grant funding requirements.</p>		
OCM-230913-07	Tender RFT-02-2023-2024 Supply and Lay Bitumen Products	<p>That Council, with respect to Tender RFT-02-2023-2024 Supply and Lay Bitumen Products,</p> <p>a) Pursuant to Local Government (Functions and (General) Regulations 1996 – Regulation 18 does not accept any tender, and</p> <p>b) Requests the Chief Executive Officer to re-invite tenders to Supply and Lay Bitumen Products so as to ensure no competitive advantage is provided to any tenderer as a result of RFT-02-2023-2024.</p>	○	Refer to Agenda item 14.4.
OCM-230913-08	Tender RFT-03-2023-2024 Supply and Delivery of Front-End Loader	<p>That Council, with respect to Tender RFT-03-2023-2024 Supply and Delivery of Front-End Loader,</p> <p>a) Pursuant to Local Government (Functions and (General) Regulations 1996 – Regulation 18 accepts the tender submission from Hitachi Construction Machinery (Australia) Pty Ltd for the</p>	✓	Tender Awarded to Hitachi Construction Machinery.

Item	Subject	Council Decision	Status	Action
		<p>supply of a ZW150-5 Front End Loader for \$284,000 ex GST and trade-in of the current 2014 Komatsu 250 Loader for \$130,000 ex GST (with the net changeover of \$154,000 ex GST), and</p> <p>b) Authorises the Chief Executive Officer to engross documentation to purchase and dispose of the above machinery.</p>		
SCM-230921-04	Confidential Staff Matter	<p>1. That Council endorse the recommended actions in 1, and 2 - (Option 1A) of the Confidential Report on the employee matter.</p> <p>2. That Council commence the recruitment process to engage a Chief Executive Officer.</p>	✓	Completed.
SCM-231005-01	Appointment – Chief Executive Officer Recruitment Consultant	<p>That Council appoint LO-GO Appointments to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin at an estimated price of \$14,529 plus GST.</p> <p>2. Establishes a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Committee'), with the following elected members appointed:</p> <p>Cr J Russell Cr W Astbury Cr F Allan Cr J Mearns</p>	✓	Completed.



Item	Subject	Council Decision	Status	Action
		Cr T Miller Cr P Thompson Cr L Corke 3.Appoints Ms. G Hinkley to be the independent member of the recruitment committee in accordance with the Standard 1.3.		

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc).

## **9 Motions of Which Notice Has Been Given**

Nil

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

Nil

## 11 President's Report

Congratulations to re-elected Councillor Fran Allan and Councillor John Mearns, who – along with myself – have re-nominated for a further 4 year term as Councillors for the Shire of Wickepin, and who have been sworn in by Irene Moore JP at today's Council meeting.

A fantastic fun day was held on Saturday 7<sup>th</sup> October at Lake Yealering for the Bi-Annual Lake Yealering Regatta. Winter rains and the perfect day's conditions were great for the visitors, competitors, market stall holders and all others that were involved.

Congratulations to the Lake Yealering Progress Association and all others that were involved for organising such a large event by utilising and showcasing the wonderful asset that the community of Yealering and the Shire of Wickepin have inherited as current custodians for both current and future generations.

Benefits from the State Government's Living Lakes Programme which aimed to the catching and retention of more volumes of fresh water from rain run-off, and to eventually address the salinity levels of the lake in order to assist the lake to revert to a more sustainable "living environment" for both flora and fauna, is evident, and it is a wonderful place for recreational activities that is able to be utilised and enjoyed by all.

Local Bush Fire Brigades are holding their annual AGM meetings and preparing their crews and units for the upcoming Fire Season.

With the commencement of the Restricted Burning Period I would remind everyone to remain vigilant in the up-coming bush fire season, especially after winter rains have given good growth to vegetation and we have heavy fuel loads in places.

I wish all of our volunteer Bushfire Officers and Firefighters, and our volunteer Ambulance crews a safe season.



*Photo JA Russell, "Wildflowers Shire of Wickepin"*

## 12 Report by the Acting Chief Executive Officer

A summary of some of the activities undertaken by the Acting Chief executive Officer –

### Independent Living Units

4th September 2023 Shire of Wickepin took over the Independent Living Units. Met onsite with Councillors Russell, Astbury, Corke and Mearns. Walk through and discussed various site issues.

### Tree Retention Program

Attended information webinar on the Issues Paper Local Government Approaches to Tree Retention.

### Employee Farewell

BBQ for the farewell of long-time employee Mr Colin Plumb. We wish Colin well in his move and retirement.

### Bushfire Mitigation Plan

Plan has been finalised and is ready to be submitted to DFES.

### Grant applications

LRCI applications have been submitted. With notice that there is a four (4) week assessment and approval timeframe.

### Local Government Election

Liaised with Returning Officer Gail McNab on conducting the Election for 2023. Congratulations to the three (3) Returning Councillors, Cr Russell, Cr Mearns and Cr Allan.

### Lake Yealering Regatta

Meet with Alan Manton and Graham Manton in regards to what the Shire could do in assisting towards the Regatta.

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

Nil

## 14 Reports and Information

### 14.1 Monthly Schedule of Accounts Paid – September 2023

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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 – Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	7 October 2023
<b>Attachments</b>	Monthly Schedule of Accounts Paid – September 2023

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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 September 2023, and
- Trust Fund Payments for September 2023.

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 this is attached.

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	13864 - 13906, 13913 - 13941	\$272,712.84
Cheques	15092 – 15904	\$14,980.68
Direct Deductions	September 2023	\$2,038.28
Superannuation	September 2023	\$14,257.54
Credit Card	September 2023	\$2,055.35
BPay Payments	September 2023	\$1,712.52
Payroll	September 2023	\$92,090.00
Licensing	September 2023	\$10,845.60
<b>Municipal Fund Total</b>		<b>\$410,692.81</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	-	\$0.00
Cheques	13910-13912	\$726.84
<b>Trust Fund Total</b>		<b>\$726.84</b>
<b>Total</b>	<b>September 2023</b>	<b>\$411,419.65</b>

### **Statutory Environment**

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

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

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

### **Policy Implications**

*Council Policy 3.1.7 – EFT Payment and Cheque Issue*

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

### **Financial Implications**

#### Current Financial Year

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

#### Future Financial Years

Nil

### **Strategic Implications**

Nil

**Voting Requirement**

Simple majority

**Officer Recommendation**

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$410,692.81 and from the Trust Fund of \$726.84, as included in the attachments, for September 2023.*

**Council Decision****Resolution** OCM-231018-05**Moved** Cr W Astbury**Second** Cr P Thompson

**That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$410,692.81 and from the Trust Fund of \$726.84, as included in the attachments, for September 2023.**

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

## 14.2 Statement of Financial Activity – September 2023

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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 – Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	8 October 2023
<b>Attachments</b>	Statement of Financial Activity – September 2023

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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 August 2023.

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 this is attached.

### Statutory Environment

*Local Government Act 1995 – Section 6.4 Financial report*

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

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

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

### Policy Implications

*Council Policy 3.1.14.2 – Monthly Financial Reporting*

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



**Financial Implications**Current Financial Year

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

Future Financial Years

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Simple majority

**Officer Recommendation**

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for September 2023, as included in the attachments.*

**Council Decision**

**Resolution** OCM-231018-06  
**Moved** Cr F Allan  
**Second** Cr P Thompson

**That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for September 2023, as included in the attachments.**

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

### 14.3 Proposed Scheme Amendment – Lot 7 (No.56) Fisher Street, Wickepin

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	3 – 56 Fisher Street, Wickepin WA 6370
<b>Name of Applicant</b>	-
<b>File Reference</b>	A6029
<b>Author</b>	A Awang – Executive Manager Development and Regulatory Services
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	12 October 2023
<b>Attachments</b>	Scheme Amendment Report

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#### Summary

Council is requested to consider the initiation and adoption of the proposed Scheme Amendment No. 3 to the Shire of Wickepin Local Planning Scheme No.4, for the purpose of rezoning Lot 7 (No.56) Fisher Street, Wickepin from "Recreation and Open Space" reserve to "Residential" zone with a density coding of R10.

#### Background

Council has received an application from Edge Planning & Property, for the rezoning of Lot 7 (No.56) Fisher Street, Wickepin from "Recreation and Open Space" reserve to "Residential" zone with a density coding of R10.

The purpose is to formalise the existing land use and ensure that it aligns with the correct zoning under the Local Planning Scheme.

Lot 7 (No.56) Fisher Street currently features an existing dwelling and several outbuildings. The dwelling, a brick cottage with a corrugated iron roof, holds historical significance and is categorized as a category 2 listed building in the Shire's Municipal Heritage Inventory. While it served as the Station Master's house, it is not currently listed on the State Heritage Register.

#### Comments

##### Scheme Amendment Category

Under the Planning and Development (Local Planning Schemes) Regulations 2015, Council needs to justify the type of amendment being proposed to the Town Planning Scheme. There are three (3) categories of Scheme Amendment as defined under section 34 of the Regulations, which are as follows:

- Basic Amendment - is of a minor nature that amends schemes to correct errors, create consistency with State planning policies and region schemes and to delete provisions that have been superseded by the deemed provisions.
- Standard Amendment - changes a scheme's zonings and create consistency with local planning strategies. They have little impact on land in the scheme area not effected by the amendment and have no significant environmental, social, economic or governance impacts on land in the scheme area.
- Complex Amendment - is similar to a standard amendment but has significant impacts, is of a scale that will have a large impact on the locality and is not consistent with a Local Planning Strategy.

As the proposed amendment is to change the zoning of the land in order to formalise the existing land use on site to reflect the current zoning of the Local Planning Scheme, it is recommended that Council consider the proposed Scheme Amendment as a 'Standard Amendment' as defined under section 34 of the Planning and Development (Local Planning Schemes) Regulations 2015.

It is also recommended that Council consider the proposed Scheme Amendment advertising procedures as a "Standard Amendment" in accordance with regulation 47 of the Planning and Development (Local Planning Schemes) Regulations 2015.

#### Current Zoning

Lot 7 (No.56) Fisher Street, Wickepin is identified in the Shire of Wickepin Local Planning Scheme No. 4 as a Local Scheme reserves for the purposes of "Recreation and Open Space". The site is surrounded by "Recreations and Open Space" Reserve which provides a buffer to the Industrial zoned land to the north west of the subject property.

The existing house, which is a brick cottage and corrugated iron roof is listed in the Shire's Municipal Heritage Inventory as category 2 listed building, which was previously used as the Station Master's house. The site is not currently listed on the State Heritage Register list.

#### Proposed Re-Zoning

As mentioned previously in the report the proposal is to rezone the subject land from a reserve purposes "Recreation and Open Space" to "Residential" with a density of R10. The objective of the Residential Zone under the Local Planning Scheme No. 4 is to *provide for a range of housing choice with a high level of amenity in residential areas and which reflects a rural lifestyle.*

The subject land has a total lot area of 1212m<sup>2</sup> and therefore with a proposed R-Cording of R10 (average 1000m<sup>2</sup> per dwelling) will not allow future subdivision to occur.

As the current zoning of the subject property is considered an anomaly in the current Local Planning Scheme No. 4, the proposed rezoning to "Residential " will help to formalise the existing situation on the property. It is also considered that the rezoning would not adversely impact the surrounding amenity of the area and is consistent with the orderly and proper planning.

Given that the property was historically used and continued to be used as residential purposes, it is recommended that Council support the proposed scheme amendment for public advertising.

#### Consultation

Upon a Local Government resolving to prepare an amendment to a local planning scheme, section 81 of the Planning and Development Act 2005, requires the scheme amendment to be referred to the Environmental Protection Authority (EPA) for consideration as to whether an environmental assessment is necessary under the Environmental Protection Act.

Following advice from the EPA that a standard Scheme Amendment does not require formal environmental assessment, Regulation 47 of the Planning and Development (Local Planning Schemes) Regulations 2015, requires the Local Government to arrange advertising for a period of at least 42 days, by the following means:

- Notice in a newspaper circulating in the scheme area;
- Notice in the offices of the Local Government;
- Notice to each public authority that the Local Government considers is likely to be affected by the amendment;

- Notice on the Local Government's website; and
- As otherwise directed by the WAPC and in any other way considered appropriate by the Local Government.

### **Statutory Environment**

- *Planning and Development (Local Planning Schemes) Regulations 2015 – Division 3 – Process for standard amendments to local planning scheme.*
- *Planning and Development Act 2005 – Section 75 – Amending Scheme.*
- *Planning and Development Act 2005 – Section 81– Proposed scheme or amendment to be referred to EPA.*
- *Shire of Wickepin Local Planning Scheme No. 4.*

### **Policy Implications**

Nil

### **Financial Implications**

The costs associated with the advertisement and notices are borne by the applicant as per the Planning and Development (Local Planning Schemes) Regulations 2015 – Section 48.

The cost for a Standard Scheme Amendment is \$3,235 in accordance with the Shire's schedule of fees and charges and include advertising. This fee will be paid in full by the applicant.

### **Strategic Implications**

#### Strategic Goals and Objectives:

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

#### Economy:

Goal 6: New Businesses are attracted and existing business grow  
6.9 – Town Planning Scheme is reviewed.

### **Voting Requirement**

Simple majority

### **Officer Recommendation**

*That with respect to the proposed Scheme Amendment No. 3 at Lot 7 (No.56) Fisher Street, Wickepin, to rezone the land from "Recreation and Open Space" reserve to "Residential" zone with a density coding of R10, Council:*

1. *Pursuant to Section 75 of the Planning and Development Act 2005, supports the Scheme Amendment as a 'Standard Amendment' to the Shire of Wickepin Local Planning Scheme No. 4;*
2. *Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 3 to the Shire of Wickepin Local Planning Scheme No. 4;*

3. *Pursuant to Section 81 of the Planning and Development Act 2005, give written notice to the Environmental Protection Authority for the determination of their assessment; and*
4. *Adopt the proposed scheme amendment for the purpose of advertising in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2) for a period of 42 days, subject to the determination of the Environmental Protection Authority's assessment outcome.*

### **Council Decision**

**Resolution** OCM-231018-07  
**Moved** Cr P Thompson  
**Second** Cr L Corke

**That with respect to the proposed Scheme Amendment No. 3 at Lot 7 (No.56) Fisher Street, Wickepin, to rezone the land from "Recreation and Open Space" reserve to "Residential" zone with a density coding of R10, Council:**

1. **Pursuant to Section 75 of the Planning and Development Act 2005, supports the Scheme Amendment as a 'Standard Amendment' to the Shire of Wickepin Local Planning Scheme No. 4;**
2. **Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 3 to the Shire of Wickepin Local Planning Scheme No. 4;**
3. **Pursuant to Section 81 of the Planning and Development Act 2005, give written notice to the Environmental Protection Authority for the determination of their assessment; and**
4. **Adopt the proposed scheme amendment for the purpose of advertising in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2) for a period of 42 days, subject to the determination of the Environmental Protection Authority's assessment outcome.**

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

## 14.4 Tender RFT-04-2023-2024 Supply and Lay Bitumen Products

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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.TEN.1220
<b>Author</b>	G Hedditch – Manager Works and Services
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	10 September 2023
<b>Attachments</b>	-

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### Summary

Shire officers recently requested tenders for the supply and laying of bitumen products.

Council is requested to accept the tender submission from WCP Civil Pty Ltd.

### Background

In September 2023 Shire officers requested tenders for the supply and lay of bitumen products for roadworks including, although not limited to,

- Cuballing East Road (approximately 22,100 square metres),
- Wickepin-Corrigin Road (approximately 22,100 square metres),
- Yarling Brook Road (approximately 14,400 square metres), and
- Wickepin-Pingelly Road (approximately 5,760 square metres).

On the Western Australian Local Government Association's ("WALGA") Preferred Supplier e-Quotes System.

The tender documentation specifically sought –

- Bitumen application designs,
- Supply and application of hot sprayed cutback bitumen,
- Supply, pre-coat and spreading of aggregate,
- Pre and post seal application sweeping,
- Rolling,
- Traffic control during spray seal works, and
- Installation of temporary raised pavement markers to Main Roads WA standards.

Additionally, tender submissions were required to include the following –

- Organisation profile,
- Agency details,
- Sub-contractor details,
- Quality assurance details,
- Selection criteria responses,
- Operational compliance details against set criteria,
- Demonstrated experience in similar works,
- Demonstrated commitment to customer service,

- Demonstrated assurance of occupational safety and health practices, and
- Price information.

Tender submissions failing to complete all information requirements contained within the tender documentation schedules will be rejected.

The selection criteria, and associated weighting, for consideration in determining the successful complying tender submission are listed below –

- Demonstrated experience to meet the requirements of the specification (10% weighting)
- Demonstrated ability and practices to ensure public and employee safety (10% weighting)
- Price (80% weighting)

Six (6) suppliers were notified of the request for tender.

**Comments**

Tender submissions closed at 4:00pm Monday 9 October 2023.

At the close of the submission period two (2) complying submissions were received with zero (0) non-complying submissions (a total of two (2) submissions).

Tender submissions were received from, in the order they were considered, –

- WCP Civil.
- WA Stabilising

The assessment of the submissions was formally undertaken by the Manager Works and Services.

Description of Qualitative Criteria								Weighting			
								40%	20%	40%	Non conforming -100%
Company/ Name	Location of works	Total Square meters	Tyoe of Seal and stone size	Tendered rate \$/m2	Total Rate price	budgeted Price	Under Budget	(a) Demonstrated experience by tenderer to meet the requirements as set out in specification.	(a) Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.	Price	total
WCP Civil	Capitil Roadwork Program	63200	Stabilisation & Bitumen	\$11.88	\$832,532.46	\$970,074.00	\$137,541.54				
	(Includes Mobilisation & Traffic Control)				\$0.00		\$0.00				
	<b>total</b>				\$832,532.46	\$970,074.00	\$137,541.54	40	20	40	100
WA Stabilising	Capitil Roadwork Program	63200	Stabilisation & Bitumen	\$14.92	\$1,210,536.56	\$970,074.00	-\$240,462.56				
	(Includes Mobilisation)				\$0.00		\$0.00				
	<b>total</b>				\$1,210,536.56	\$970,074.00	-\$240,462.56	40	20	15	75

Following assessment the below ranking order was determined –

1. WCP Civil Pty Ltd
2. WA Stabilising

Council is requested to accept the tender submission from WCP Civil Pty Ltd.

### **Statutory Environment**

#### *Local Government Act 1995 – Section 3.57*

A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

#### *Local Government (Functions and General) Regulations 1996 – Division 2 Part 4*

Tenders shall be invited before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$250,000.

#### *Local Government (Functions and General) Regulations 1996 – Regulation 18 Rejecting and accepting tenders*

A local government may reject, accept or decline to accept any or all tenders received through a request for tender process.

### **Policy Implications**

#### *Council Policy 3.1.6 Purchasing*

Purchases which may be in excess of \$250,000 ex GST must be tendered.

### **Financial Implications**

If only works included as per the estimated tender specifications occur, Council will commit to \$832,532 ex GST, which is included and within 2023-2024 budget allocations.

#### Future Financial Years

Maintenance costs associated with proposed works will occur. The substance of the proposed works is likely to have a minor impact on future maintenance costs.

### **Strategic Implications**

#### *Shire of Wickepin Strategic Community Plan – Goal 4 Maintain Shire owned facilities in a strategic manner and also to meet community needs*

Medium Term Strategy 4.4 supports the improvement and maintenance of assets in a strategic manner.

### **Voting Requirement**

Simple majority

### **Officer Recommendation**

*That Council, with respect to Tender RFT-04-2023-2024 Supply and Lay Bitumen Products,*

- a *Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 accepts the tender submission from WCP Civil Pty Ltd for \$832,532 ex GST.*



**Council Decision**

**Resolution** OCM-231018-08

**Moved** Cr P Thompson

**Second** Cr L Corke

**That Council, with respect to Tender RFT-04-2023-2024 Supply and Lay Bitumen Products,**

**a Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 accepts the tender submission from WCP Civil Pty Ltd for \$832,532 ex GST.**

**Carried** 7/0

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

**Against** Nil

**4.18pm G Hedditch left the meeting.**

**4.19pm G Hedditch returned to the meeting.**

## 14.5 Delegations Register 2023

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Erika Clement Acting Chief Executive Officer
<b>File Reference</b>	GO.AUT.1320
<b>Author</b>	Erika Clement Acting Chief Executive Officer
<b>Interest Disclosures</b>	Nil
<b>Report Written Date</b>	10 October 2023
<b>Attachments</b>	Delegations Register Local Government Operational Guideline – Delegations, Authorisations and Acting Through

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### Summary

In accordance with section 5.46 of the Local Government Act 1995, Council must review its delegations at least once each financial year.

The last significant review was conducted on 17 August 2023.

An additional Delegation is proposed to authorize the President and the Chief Bushfire control Officer (jointly) to vary Prohibited and Restricted Burning Times.

### Background

Delegations are most commonly used in organisations where:

1. A particular person has authority to exercise a discretion to enforce a right or discharge a duty on behalf of the organisation.
2. That person or officer has either:
  - A multitude of authorities to exercise a discretion to enforce rights or discharge powers; or
  - Many circumstances in which they have authority to exercise a discretion to enforce rights or discharge duties.
3. The business of the organisation could not be efficiently carried on if that person were to personally exercise their discretion to enforce all the rights or discharge all the duties.
4. Through practical administration, that person needs to appoint other persons to exercise their discretion to exercise powers or discharge duties on behalf of the organisation.

Whilst there is a requirement for local government delegations to be authorised by statute (as is explained in section 6 of the local government delegation guidelines (the guidelines), there is no limitation (unless expressly stated to the contrary by statute) on appointing a person to act on behalf of the local government or the CEO, if that appointment does not include the power of delegation (see section 15 of the guidelines for details).

There is a legal distinction between:

1. The delegation to a person to exercise a right or discharge a duty on behalf of an organisation; and
2. Appointing a person to act on behalf of an organisation or another employee of that organisation.

In most circumstances, where a person:

1. Is appointed only to carry out the express instructions of an employee or the governing body of an organisation; and

2. Is provided with only limited discretion in carrying out those instructions, that appointment does not constitute a delegation and does not need to be formally delegated.

When determining whether an appointment is a delegation or simply an appointment to act on behalf of another person, it is critical to consider whether the person is appointed to exercise a broad discretion to exercise a power or discharge a duty.

The provisions of the Local Government Act 1995 which provide for delegations by a local government, or its CEO are as follows:

1. Section 5.16(1), states: 'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'
2. Section 5.42(1), states: 'A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.'
3. Section 5.44(1), states: 'A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'

The Act has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'Council' is used, then it is the Council itself which must carry out that function. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.

Section 2 of the Local Government (Miscellaneous Provisions) Act 1960 effectively incorporates the provisions of that Act into the Local Government Act 1995, and therefore the delegation provisions of the Local Government Act 1995 apply to the Local Government (Miscellaneous Provisions) Act 1960.

As per the Local Government Act 1995, the CEO is required to report to Council what delegated authority has been exercised under the different Acts.

## Comments

An addition to the delegation register is proposed, this is to enable the President and the Chief Brushfire Control Officer to vary the restricted and prohibited burning times where seasonal conditions warrant.

## Statutory Environment

Compliance with the provisions of the  
*Local Government Act 1995 – Section 5.46,*

To comply with the Local Government Act 1995 Council needs to adopt the reviewed delegation register as attached under separate cover.

- 5.46. Register of, and records relevant to, delegations to CEO and employees
  1. The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
  2. At least once every financial year, delegations made under this Division are to be reviewed by the delegator

### *Bush Fires Act 1954 section 17 (10)*

A local government may by resolution delegate to its mayor, or President, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).

**Policy Implications**

Delegation register

**Financial Implications**

Nil

**Strategic Implications**

To provide efficient, effective and accountable governance.

**Voting Requirement**

Absolute Majority

**Officer Recommendation**

*That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 18 October 2023.*

**Council Decision**

**Resolution** OCM-231018-09  
**Moved** Cr W Astbury  
**Second** Cr T Miller

**That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 18 October 2023.**

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

## 14.6 Naming of the Wickepin Independent Living Units

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	A5123
<b>Author</b>	E Clement–Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	12 October 2023
<b>Attachments</b>	Naming Submissions

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### Summary

Council is being requested to name the Wickepin Independent living Units as follows –

#### Complex

Woodland Court

#### Individual Units

Numbered 1,2,3,4

### Background

The following advertisements was placed on the Shire webpage, Facebook page and Watershed requesting submissions for the naming of the Wickepin Independent Living Units.

#### **NAMING OF THE WICKEPIN INDEPENDENT LIVING UNITS**

After many years of waiting, the Wickepin Independent Living Units are nearing completion!

As is often tradition, buildings of importance in the area can be named after local important people, places, fauna, flora, or other things of local significance.

Council is calling on you to submit your suggestions for the name of the complex and / or the name of the four (4) individual living units.

To be eligible for consideration, your submission should include –

#### For the complex

The proposed name and a brief, yet detailed, explanation of the relevance and local significance of the proposed name.

#### For the units

The proposed names and a brief, yet detailed, explanation outlining the linkage of the unit names to the area.

Submissions will be accepted up to **4:00pm Friday 30 June 2023** and should be clearly marked **Submission for Wickepin Independent Living Units** and can be submitted –

- By email to [admin@wickepin.wa.gov.au](mailto:admin@wickepin.wa.gov.au)
- By post to Shire of Wickepin, PO Box 19, Wickepin WA 6370
- By hand at the Shire of Wickepin Administration Office, 77 Wogolin Road, Wickepin WA 6370

It is encouraged to affix your name to your submission, however anonymous submissions will also be considered.

### Comments

Submissions were accepted up until 4.00pm Friday 30 June 2023.

Seven (7) submission were received.

Council cast a vote at the August Council Forum Session on Wednesday 16 August 2023, to elect a preferred complex name and individual unit names of the Independent Living Units and the following was favoured. A combination of a number of submissions.

Complex

Woodland Court

Individual Unit

Numbered 1,2,3,4

Extracts from submissions received, as included in the attachments.

*"We propose the name of the Wickepin Independent Living Units Complex to be – Woodland Court"*

*"I wish to submit that the units 1, 2, 3 and 4 be used to identify the individual units."*

Example of address layout –

J Citizen  
Unit 1, Woodland Court  
23 Johnston Street  
Wickepin WA 6370

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil.

**Strategic Implications**

Nil

**Voting Requirement**

Simple majority

**Officer Recommendation**

*That Council name the Wickepin Independent Living Units as follows –*

Complex

Woodland Court

Individual Units

Numbered 1,2,3,4

**Council Decision**

**Resolution** OCM-231018-10

**Moved** Cr F Allan

**Second** Cr P Thompson

**That Council name the Wickepin Independent Living Units as follows –**

**Complex**

**Woodland Court**

**Individual Units**

**Numbered 1,2,3,4**

**Carried** 7/0

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

**Against** Nil

**4.22pm T Lynch, G Hedditch, M Martin and M Lang left the meeting.**

## 15 Confidential Reports and Information

### 15.1 Appointment - 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>	PE.REC.2010
<b>Author</b>	E Clement–Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	10 October 2023
<b>Attachments</b>	-

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#### Confidentiality

This Report is considered confidential in accordance with Section 5.23(2)(a) of the *Local Government Act 1995* because it deals with –

- a matter affecting an employee or employees

#### Officer Recommendation

*That Council, at 4.23pm, pursuant to Clause 15.10 of the Shire of Wickepin Standing Orders Local Law 1998 move behind closed doors to discuss a confidential employee matter pursuant to Section 5.23 (2)(a) of the Local Government Act 1995.*

#### Council Decision

**Resolution** OCM-231018-11  
**Moved** Cr F Allan  
**Second** Cr J Mearns

**That Council, at 4.23pm, pursuant to Clause 15.10 of the Shire of Wickepin Standing Orders Local Law 1998 move behind closed doors to discuss a confidential employee matter pursuant to Section 5.23 (2)(a) of the Local Government Act 1995.**

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



**Officer Recommendation**

1. *That Council appoint Mr Tim Clynch for a three month period on the conditions listed under recommendation 15.1 Confidential Item – Appointment Acting Chief Executive Officer.*
2. *That Council authorise the Acting Chief Executive Officer to purchase the required furniture.*

**Council Decision****Resolution** OCM-231018-12**Moved** Cr T Miller**Second** Cr F Allan

1. **That Council appoint Mr Tim Clynch for a three month period on the conditions listed under recommendation 15.1 Confidential Item – Appointment Acting Chief Executive Officer.**
2. **That Council authorise the Acting Chief Executive Officer to purchase the required furniture.**

**Carried** 7/0**For** Cr J Russell, Cr W Astbury, Cr T Miller, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson**Against** Nil**Officer Recommendation***That the meeting move out from behind closed doors at 4.25pm***Council Decision****Resolution** OCM-231018-13**Moved** Cr L Corke**Seconded** Cr w Astbury**That the meeting move out from behind closed doors at 4.25pm****Carried** 7/0**For** Cr J Russell, Cr W Astbury, Cr T Miller, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson**Against** Nil**4.27pm T Lynch, G Hedditch and M Martin returned to the meeting.**

**Officer Recommendation**

1. *That Council appoint Mr Tim Clynch for a three month period on the conditions listed under recommendation 15.1 Confidential Item – Appointment Acting Chief Executive Officer.*
2. *That Council authorise the Acting Chief Executive Officer to purchase the required furniture.*

**Council Decision****Resolution** OCM-231018-14**Moved** Cr F Allan**Second** Cr J Mearns

1. **That Council appoint Mr Tim Clynch for a three-month period on the conditions listed under recommendation 15.1 Confidential Item – Appointment Acting Chief Executive Officer commencing 23 October 2023.**
2. **That Council authorise the Acting Chief Executive Officer to purchase the required furniture.**

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

## 16 Urgent Business

### 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 Seed Collection to June 2024 – M Perrie*

### Council Decision

**Resolution** OCM-231018-15  
**Moved** Cr P Thompson  
**Second** Cr L Corke

**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 Seed Collection to June 2024 – M Perrie**

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

## 16.1 Seed Collection to June 2024 – M Perrie

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<b>Submission To</b>	Ordinary Council Meeting
<b>Location / Address</b>	Shire of Wickepin
<b>Name of Applicant</b>	E Clement – Acting Chief Executive Officer
<b>File Reference</b>	EM.PER.1105
<b>Author</b>	E Clement – Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	17 October 2023
<b>Attachments</b>	-

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### Summary

Council is being requested to grant permission to M Perrie of Lot 17, Tincurrin Road, Tincurrin WA 6361 to collect native plants from reserves (gravel pits, road verges and townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2024 –

With the following conditions:

- Permission is only granted to M Perrie.
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during total fire ban.

### Background

M Perrie of Lot 17, Tincurrin Road, Tincurrin WA 6361 requests permission to collect native plants from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to June 2024. This is an approval that the Shire of Wickepin has granted in the past.

### Comments

M Perrie has advised that she currently holds a commercial purpose license, number CP60000657 from the Department of Parks and Wildlife, outlining Terms and Conditions which must be adhered to.

The author of this report can see no issues in granting M Perrie a license to collect native plants from reserves (gravel pits, road verges, townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2024, in line with permission granted in previous years.

Following is an extract from the Department of Parks and Wildlife Flora Licensing Information Sheet.

All flora that is native to Western Australia is protected throughout the State under the Wildlife Conservation Act 1950. Protected flora is defined as any plant (including any wildflower, palm, shrub tree, fern, creeper or vine) and includes any part of a plant, including seeds and spores.

On Crown Land, protected flora may only be taken by individuals who hold a license issued by the Department of Parks and Wildlife (DPaW) under the Wildlife Conservation Act 1950. Persons who

wish to take flora for identification, research, education, hobby, or other non-commercial purposes must hold a Scientific or Other Prescribed Purposes (SOPP) License.

Non-commercial collection of flora from private property requires the permission of the property owner, but no license from DPaW.

If the flora is being taken for commercial purposes a Commercial Purposes (CP) License is required. A CP License must be held by each individual taking flora. Before a CP license can be issued, the applicant must demonstrate that they have an area on which they are authorised to harvest flora. This includes the written permission of the government agency or authorised agent that is managing the land. If the land that the applicant wishes to collect on is CALM land/water or managed by the department, the Wildlife Licensing section will seek permission from the relevant DPaW district on the applicant's behalf

The commercial collection of flora from conservation estate (Nature Reserves, National Parks or Conservation Parks, etc.) is generally not permitted.

CP licensees are required to submit returns of the flora taken under their license, and license renewal is dependent on the satisfactory completion and submission of such returns.

The commercial collection of flora species listed as Priority on the department's "Threatened and Priority Flora List" is also not generally permitted. If applicants wish to take Priority flora they must complete an "Application to Take Priority Flora Species under a Commercial Purposes License" and submit this to the department's Wildlife Licensing Section. Applications will only be approved where the activity will assist in the preservation or protection of the Priority flora species of interest. If successful the applicant will be issued with a CP License which is amended to allow for the taking of specified Priority flora species in the amounts approved by DPaW, and only for use as approved by DPaW.

Protected flora may only be taken from private property by the owner or occupier of the land or by a person who has the owner or occupier's permission. Protected flora taken from private property, whether it be harvested from natural or cultivated stands, may only be sold under a Commercial Producer's (PN) License. A PN license only covers the properties that are listed on the license, therefore if you wish to sell flora taken from other properties not listed on your license you must apply for an additional license. PN licensees are required to submit returns of the flora sold under their license, and license renewal is dependent on the satisfactory completion and submission of such returns. The applicant must state on their application form whether the flora to be sold is taken from Natural (P) or Artificial/Cultivated (A) stands, as well as listing the species and parts to be taken. The renewal of a license is the responsibility of the licensee and will not automatically be granted. Each request for renewal is treated as a new application, so that in the event circumstances change, the appropriate license conditions can be issued. Current letters of authority must be included with each application and the land to which the application relates and proposed species to be harvested must be listed. License renewal is dependent on the satisfactory completion and submission of returns.

## **Statutory Environment**

*Wildlife Conservation Act (1950)*

## **Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Simple majority

**Officer Recommendation**

*That council grant permission to M Perrie of Lot 17, Tincurrin Road, Tincurrin WA 6361 to collect native plants from reserves (gravel pits, road verges, and townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2024.*

*With the following conditions:*

- *All conditions imposed on License number CP60000657 from the Department of Parks and Wildlife are to be followed at all times.*
- *Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.*
- *All care to be taken to avoid the disturbance of fauna habitat.*
- *All care to be taken to avoid any disturbance that may lead to soil degradation.*
- *No damage to be done to golf fairways or rough.*
- *No picking during imposed harvest and vehicle movement bans.*
- *No picking during total fire bans.*

**Council Decision**

**Resolution** OCM-231018-16  
**Moved** Cr P Thompson  
**Second** Cr L Corke

**That council grant permission to M Perrie of Lot 17, Tincurrin Road, Tincurrin WA 6361 to collect native plants from reserves (gravel pits, road verges, and townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2024.**

**With the following conditions:**

- **All conditions imposed on License number CP60000657 from the Department of Parks and Wildlife are to be followed at all times.**
- **Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.**
- **All care to be taken to avoid the disturbance of fauna habitat.**
- **All care to be taken to avoid any disturbance that may lead to soil degradation.**
- **No damage to be done to golf fairways or rough.**
- **No picking during imposed harvest and vehicle movement bans.**
- **No picking during total fire bans.**

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

**17 Closure**

The Presiding Member declared the meeting closed at 4.30pm.

These Minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Wednesday 15 November 2023.

Presiding Member, Cr J Russell \_\_\_\_\_

Date \_\_\_\_\_



## **10.1 Minutes of the Bushfire Control Officers Committee Meeting**





# Minutes

## Bush Fire Control Officers Committee Meeting Tuesday 5 September 2023

Date	Tuesday 5 September 2023
Time	7.00pm
Location	Shire of Wickepin 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Wednesday 1 November 2023



## Notice of Meeting

The Chief Executive Officer recommends the endorsement of these minutes at the next Bush Fire Control Officers Committee Meeting.

Nathan Cain  
Chief Executive Officer  
Wednesday 1 November 2023

## 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 staff. 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 that 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 or officer 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 that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.*

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# 1 Declaration of Opening

The Presiding Member declared the meeting open at 7.02pm.

## 2 Attendance

### 2.1 Present

#### Members

T Leeson	Chief Bush Fire Control Officer
L Lansdell	Deputy Chief Bush Fire Control Officer
T Heffernan	Fire Control Officer
W Astbury	Fire Control Officer
T Mullan	Fire Control Officer
T Russell	Fire Control Officer
C Sims	Fire Control Officer

#### Employees

N Cain	Chief Executive Officer
--------	-------------------------

## 3 Public Question Time

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

Nil

### 3.2 Public Question Time

Nil

## 4 Apologies and Leave of Absence

### 4.1 Apologies

P Russell	Fire Control Officer
D White	Fire Control Officer
G McDougall	Fire Control Officer
R Butler	Fire Control Officer
J Hamilton	Fire control Officer
D Stacey	Fire Control Officer
G Stevens	Department of Fire and Emergency Services

### 4.2 Previously Approved Leave of Absence

Nil

### 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 Members 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

## **7 Confirmation of Minutes of Previous Meetings**

### **7.1 Minutes of the Bush Fire Control Officers Meeting held on 21 March 2023.**

#### **Officer Recommendation**

*That the minutes of the Bush Fire Control Officers Meeting held on 21 March 2023 be confirmed as a true and correct record.*

#### **Committee Decision**

**Resolution** BFCO-230905-01

**Moved** T Heffernan

**Seconded** C Sims

**That the minutes of the Fire Control Officer's meeting held 21 March 2023 be confirmed as a true and accurate record.**

**Carried** 7/0

## 8 Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

Subject/Action	Officer	Progress	Status	Comment
Additional Fire Radios	CEO	That the Committee recommends to Council to purchase an additional two (2) base station fire radios and four (4) transferable vehicle radios to provide additional radio coverage for Bush Fire Control Officers, some of which are in light radio coverage areas.	✓	Funds allocated in the 2023-2024 Annual Budget.

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress    ✓ = completed    ✕ =superseded

## 9 Motions of Which Notice Has Been Given

Nil

## 10 Notices of Motions for the Following Meeting

Nil



## 11 Reports and Information

### 11.1 Gavin Stevens - Department of Fire and Emergency Services

*Attached under separate cover.*

Discussion topics raised from the report -

What can we do better / what can we do differently?

- Alternate power / emergency for fuel

Radios

- Radio Register is currently up to date

Training

- Training to be undertaken before the 15 October
- Bushfire safety awareness Course / Firefighting Skills Course - 2-3 hours to complete
- Advanced Bush Firefighter Course / Captain Course / Fire Control Officer Course - 5hrs up to 4 days.
- Training Booklet - To be available online versus in-person

### 11.2 Other matters raised by members

- Report all fires to Chief Bush Fire Control Officer, regardless of the size
- 50,000L tank - is there funding available to purchase mobile water tanks? Chief Executive Officer to investigate further and report back at the next meeting.
- 86 Gate water Standpipe - Issues accessing standpipe. Chief Executive Officer to investigate further and report back at the next meeting.
- Future FCO's - to be discussed at the next meeting.
- Stickers for volunteer utes - available from the Shire Officer
- Thermal Imaging Cameras - is there funding available to purchase thermal imaging cameras for the Fire Trucks? Chief Executive Officer to investigate further and report back at the next meeting.
- FCO ID cards - issued by Shire of Wickepin

### 11.3 Chief Bush Fire Control Officers Report

Hi everyone, welcome to our preseason Bush Fire Control Officers meeting.

Thanks to all the FCO's for their continued support in fire control duties and the management of permits during the permit period this season. It was challenging having to implement the new fire danger rating system and educating some permit holders to understand when you could burn or not. The new system caused a big delay in the lighting of fires for crop management purposes, which resulted in a lot of hectares being burnt in a small time frame. We were fortunate to receive some good early season rainfall which helped reduced the fire risk during this period.

#### Noted Fires

- 25/01/2023  
Angwin's Toolibin farm. Tractor and Boom spray fire - total loss. 20 ha burnt.
- 01/04/2023  
Pole top fire Gillimanning. Simpson's farm pasture paddock small area burnt. 000 Called. Power lines were on the ground on the Wickepin North Road. Western Power attended 2 hours after the 000 call.
- 14/04/2023  
Angwin's Yealering/Wickepin Road. SP Sprayer fire. 000 called. Road was closed and thanks to the Shire for their traffic management control during this time. There was an issue moving the Sprayer off the road with a dead engine and hydraulic brakes locking on. Had to wait for a machinery dealer to unlock the brakes.
- 01/05/2023  
Angwin's. Truck fire. Wickepin-Harrismith and Toolibin North crossroads. 000 called.

Just to note that it is great to see 000 being called to register our fires. Keep up the good work. As I write this report the radio maintenance people are checking our Bushfire radios. If you have not had your radio checked, please let me or the shire know.

WA Kaolin annual inspection is due. Please let me know if you are interested in attending.

**Officer Recommendation**

*That the Bush Fire Control Officers Committee receives the Chief Bush Fire Control Officer report.*

**Committee Decision**

**Resolution** BFCO-230905-02

**Moved** T Russell

**Seconded** T Mullan

**That the Bush Fire Control Officers Committee receives the Chief Bush Fire Control Officer report.**

**Carried** 7/0

## **12 Confidential Reports and Information**

Nil

## **13 Urgent Business**

Nil

## **14 Closure**

The next Bush Fire Control Officers Committee meeting will be held in March 2024.

There being no further business the Chairperson declared the meeting closed at 9.02pm.



## **10.2 Minutes of the Local Emergency Management Committee Meeting**



## Minutes

Shire of Cuballing and Shire of Wickepin  
Local Emergency Management Committee Meeting  
Monday 30 October 2023

Date	Monday 30 October 2023
Time	3:00pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Wednesday 1 November 2023



## Notice of Meeting

The Acting Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Council Meeting.

Tim Clynch  
Acting Chief Executive Officer  
Wednesday 1 November 2023

## **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 staff. 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 that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.*

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# 1 Declaration of Opening

The Presiding Member declared the meeting open at 3.00pm.

## 2 Attendance

### 2.1 Present

T Clynch	Shire of Wickepin
J Russell	Shire of Wickepin
J Spadaccini	Department of Communities
S Scott	Shire of Cuballing
E Dowling	Shire of Cuballing
S Pellant	WA Country Health Services
G Young	DFES Acting Area Officer, Narrogin East
T Leeson	Chief Bushfire Control Officer

### 2.2 Apologies

D Gaull	Senior Constable – Wickepin Police
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## 3 Declarations of Members and Officers Interest

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The following declarations of interest have been disclosed –

Nil

## **4 Confirmation of Minutes of Previous Meetings**

### **4.1 Minutes of the Local Emergency Management Committee Meeting held on Tuesday 1 November 2022.**

**Refer Attachment 1**

#### **Officer Recommendation**

*That the Minutes of the Local Emergency Management Committee Meeting held on Tuesday 1 November 2022, as included in the attachments, as confirmed as a true and accurate record.*

#### **Committee Decision**

**Resolution LEMC-231030-01**

**Moved SScott**

**Second J Russell**

**That the Minutes of the Local Emergency Management Committee Meeting held on Tuesday 1 November 2022, as included in the attachments, as confirmed as a true and accurate record.**

**Carried 8/0**

## **5 LEMC Contact Details.**

Refer Attachment 2

## **6 Local Emergency Management Arrangements, Strategies and Plans**

## 6.1 Review of Local Emergency Management Arrangements

---

<b>Submission to</b>	Local Emergency Management Committee
<b>Location / Address</b>	Shire of Wickepin, 77 Wogolin Road, Wickepin
<b>Name of Applicant</b>	-
<b>File Reference</b>	ES.MEE.905
<b>Author</b>	T Clynch - Acting Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	24 October 2023
<b>Attachments</b>	1. LEMC Contact List 2. Local Contacts and Resource Register 3. Emergency Evacuation Plan 4. Local Emergency Management Arrangement 2023

---

### Summary

The LEMC Committee is being requested to accept the revised documents listed below:

1. LEMC Contact Details 2023 – Refer Attachment 2
2. Shire of Wickepin Local Contact and Resource Register – Refer Attachment 3
3. Emergency Evacuation Plan – Refer Attachment 4
4. Local Emergency Management Arrangements 2023 – Refer Attachment 5

### Background

The Acting Chief Executive Officer has updated all documents as of 30 October 2023.

### Comments

The Chief Executive Officer is satisfied with all the updated documents and contacted all members listed within the Local Contacts and Resource Register requesting any changes.

### Voting Requirement

Simple majority

### Officer Recommendation

*That the Local Emergency Management Committee accept all revised documents and endorse the following –*

1. *Emergency Evacuation Plan*
2. *Local Contact and Resource Register*
3. *Local Emergency Management Arrangements 2023*

**Committee Decision**

**Resolution**    **LEMC-231030-02**

**Moved**        **T Leeson**

**Second**       **J Spadaccini**

**That the Local Emergency Management Committee accept all revised documents and endorse the following –**

- 1. Emergency Evacuation Plan**
- 2. Local Contact and Resource Register**
- 3. Local Emergency Management Arrangements 2023**

**Carried**        **8/0**

**Note: Amendments to be made to the Local Emergency Management Committee Meeting Contact List.**

## **7 Post – Incident Reports**

Nil

## **8 Post – Exercise Reports**

Nil

## **9 Funding Nominations and Application Process**

### **9.1 Aware Grant – Shire of Cuballing**

Shire of Cuballing have submitted an Aware Grant for review of local emergency management arrangements including to standardise and make consistent with Shire of Wickepin and potentially Shire of Narrogin.

## **10 Status Report**

Nil

## **11 Reports and Information**

### **11.1 Shire of Wickepin**

Nil

### **11.2 Shire of Cuballing**

Mr S Scott advised of a resolution passed by the Shire of Cuballing at the October 2022 Ordinary meeting that the Shires of Wickepin and Narrogin be approached to see if there is an appetite to consider a Local Emergency Management Committee involving all three Shires.

Shire of Wickepin Councillors discussed the matter at the October 2023 Ordinary meeting of Council and requested further information.

Proposal –

- *The current LEMC Committee amalgamate with the Shire of Narrogin.*
- *Narrogin has a full-time officer in EM space and Narrogin would administer. Cuballing and Wickepin would need to make a small contribution to the administration cost – perhaps \$5,000 each. We would spend more than that now and certainly from my point of view, don't do it as well as I would like. \$ meetings a year would make us compliant with SEMC expectations.*
- *Narrogin would also do the reporting (annual report is due now). With greater agency involvement there is more prospect of doing exercises.*
- *Propose a 3 years MOU to get started;*
- *When joint LEMC is in place we could have another crack at CESM funding.*

**Note: Shire Presidents, Chief Executive Officers and three (3) Local Governments to meet to discuss further and report back to each Council.**

### 11.3 DFES Report

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<b>Submission to</b>	Local Emergency Management Committee
<b>Location / Address</b>	Shire of Wickepin, 77 Wogolin Road, Wickepin
<b>Name of Applicant</b>	G Young – A/Area Officer Narrogin East
<b>File Reference</b>	ES.MEE.905
<b>Author</b>	G Young – A/Area Officer Narrogin East
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	23 October 2023
<b>Attachments</b>	-

---

Many thanks to all of your continued efforts in preparedness and prevention across the Winter/Spring period; I acknowledge this takes a lot of time away from loved ones and work commitments and is genuinely appreciated. Unseasonal hot weather is pushing us towards another long, hot summer. As such, I'd like to emphasise that we continue to be available to support Local Governments, FCOs and brigades.

#### Key Messages

**Harvest Water Bomber Support:** These two teams of two water bombers and an Air Attack Supervisor are due to be available in Geraldton and Cunderdin next month. As with last year, they will follow the harvest from north to south, and while the program is very flexible, we may see them based in Narrogin later in November.

#### Key messages:

Ask for water bombers early. The criteria are:

- Public Safety at Risk
- Fire Crews in Imminent Danger
- Assets at Imminent Risk
- Known high fuel loads and the likelihood of excessive rates of spread

To utilise these resources effectively, call for them early to minimise turnaround time and ensure a Ground Controller is allocated with Talk-Around selected on the radios to communicate with the aircraft (Your local CESM/AO/DO can assist).

**High-Season Fleet:** This year, during the 2023/24 high-threat period, the Upper Great Southern has a plan to support high-risk areas with additional appliances when they become available. These appliances are currently being utilised in the North of the state, which continues to see significant fire activity through much of the Kimberly and Pilbara regions. As such, their return and availability for the state's South will be determined by weather conditions and risk moving forward.

**Reporting:** With harvest fast approaching, we are encouraging FCOs and brigades to ensure that all fires are being reported to 000 (ComCen). This assists in collating information to better understand the incidents and fuel age throughout the region and ensures that the documentation supports landholders who lose property/machinery due to fire.

**Lithium-ion batteries:** Last year, firefighters responded to 64 structure fires caused by lithium-ion batteries, up from 34 in 2020. Firefighters have already been called to 32 incidents in 2023, with the State now in its busiest year for residential fires. Information on lithium-ion battery fires and prevention tips can be found at <https://www.dfes.wa.gov.au/hazard-information/fire-in-the-home/lithium-ion-batteries>.



**Smoke Alarms:** An alarming 75 per cent of deaths caused by home fires last year occurred in properties not fitted with working smoke alarms. Change your smoke alarm battery every year if it has a replaceable battery; test it every month by pressing the 'test' button and clean it twice a year with a vacuum cleaner to remove cobwebs and dust.

All smoke alarms, regardless of the type or model, must be replaced every ten years. For more information on maintaining your smoke alarms, visit [www.dfes.wa.gov.au/smokealarms](http://www.dfes.wa.gov.au/smokealarms)

## **Recent Events**

**Canada Deployments:** Over 50 Department of Fire and Emergency Services staff and DBCA personnel have lent their skills in complex incident management functions such as public information, sector command, fire behaviour analysis and heavy equipment coordination to international wildfire efforts.

**CEO Fire Weather Training:** Thursday, the 14<sup>th</sup> of September, saw the Upper Great Southern region host Local Government CEOs from across the region to discuss all things fire leading up to the 20-23/24 bushfire season. Some of the critical discussions and opportunities involved:

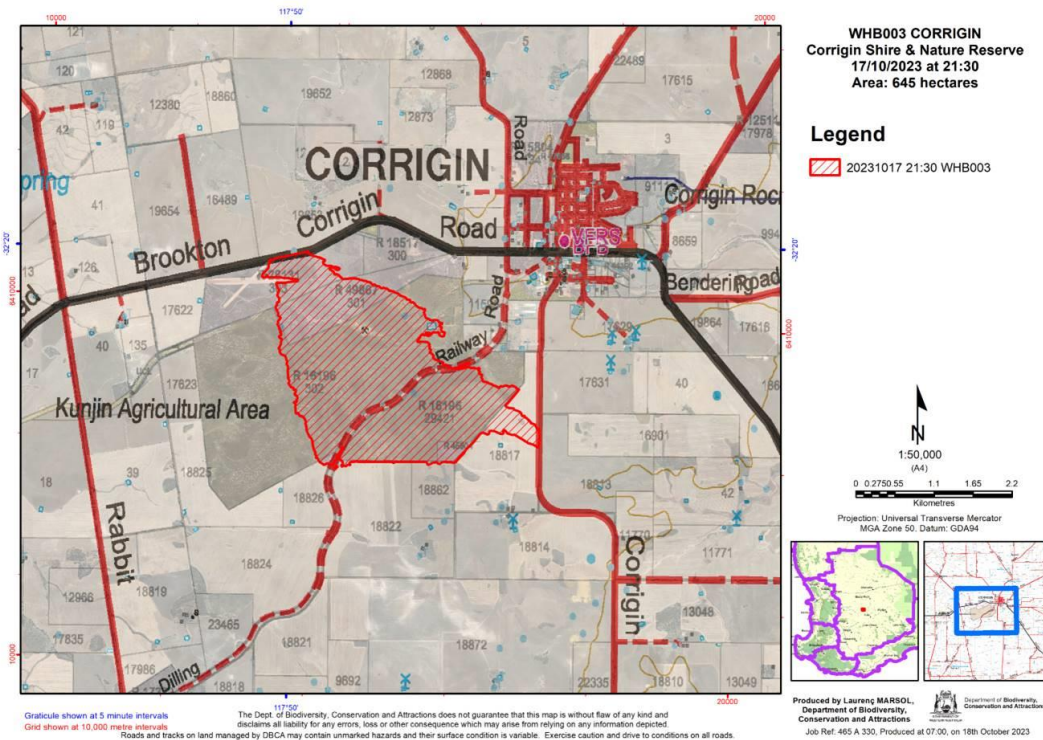
- Bespoke Bushfire Weather information session (based on DFES 1052 Fire Weather 1) with specialist Bureau of Meteorology and Bushfire Centre of Excellence presenters.
- Facilitating networking opportunities between participating members, DFES staff and key stakeholders.
- Combined Fire Weather 1 and Fire Control Officer session focusing on Harvest Vehicle movement Bans, fire permits, training, and the opportunities to utilise weather prediction systems to support Local Government emergency management decision-making.
- Q&A panel with key regional staff in preparation for High Threat Period.

## **Bushfire Season**

For the Upper Great Southern Region, we have had our first level two incident with last week's Corrigin Fire.

This 645-ha fire resulted in an Emergency Warning for the surrounding area, including the Corrigin Townsite, with water bombers and crews coming from neighbouring shires and three Rural Interface Strike teams from Perth. Note: the water bombers were only available due to a DBCA short-term contract that concluded last night.

The Shire of Corrigin managed the fire with support from various agencies, including DFES, DBCA and WA Police. A 3 p.m. weather observation at the nearby weather station showed a max temp of 39, RH down to only 4.3% and winds up to 37km/hr.



This incident reinforced the importance of several actions, including:

- The Incident Controller stepping back from the firefighting work, setting up in the Shire Office to take a big picture view and getting priority actions underway (State Strategic Control Priorities)
- Closing roads
- Distributing and updating community warnings
- Providing a situation report early
- Asking for resources early (water bombers, machinery, DFES personnel and extra crews)

### Regional Exercise

As you may know, we conducted a very successful interagency pre-season regional exercise in Darkan two weeks ago involving:

- Shire of West Arthur personnel and BFB members
- Shire of Woodanilling BFB members
- Cindy Pearce - CESH Woodanilling, Katanning & Broomehill-Tambellup
- DFES
- Main Roads
- WA Police
- DPIRD

The exercise ran for about 5 hours as an Incident Management Team (IMT) needed to respond to a bushfire that started around Bokal and travelled towards Beaufort River, impacting the highway and a range of assets in the area.

It was intended to be the 'fire that you really don't want to have' as it was fast-moving and would have significantly impacted the local community.

## Key Focus on State Strategic Control Priorities:

### State Strategic Control Priorities

The State Strategic Control Priorities for all hazards are:

- PROTECTION AND PRESERVATION OF LIFE: This is the fundamental overarching priority for the State, and includes:
  - Safety of emergency service personnel
  - Safety of community members including at-risk community members located within the incident area
- Community warnings and information
- Protection of critical infrastructure and community assets
- Protection of residential property
- Protection of assets supporting individual livelihood and community financial sustainability
- Protection of environmental and heritage values.


The above priorities are not hierarchical; however, protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

## Extract - State Emergency Management Policy

### Points of Interest

#### Preparing for the upcoming Bushfire Season:

The Summer 2023/24 Seasonal outlook is still pending; however, we are conscious of the extreme season in the northern hemisphere and the climatic indicators observed this year. Training is happening consistently, and pre-season briefings are in their final stages, with the Corrigin fire demonstrating that the bushfire season is now upon us. A summary of the seasonal outlooks released to date is below. We are already seeing significant bushfire behaviour across the state. As such, we encourage all brigades to finalise their preparations and reach out to the local DFES staff for any further assistance or queries.



**Long-range forecast overview**

Issued: 31 August 2023

- For September to November, below median rainfall is likely to very likely (60% to greater than 80% chance) for most of Australia.
- For September to November, above median maximum temperatures are very likely (greater than 80% chance) for almost all of Australia.
- For September to November, warmer than median minimum temperatures are likely (60 to 80% chance) to very likely for most of western and southern Australia.
- The long-range forecast is influenced by several factors, including likely El Niño development and positive Indian Ocean Dipole development, and record warm oceans globally.

#### Seasonal Bushfire Outlook for Spring 2023 in Western Australia

##### Summary

- Winter rainfall has been below average for southern WA and above average for northern WA. This is reflected in the relative root zone soil moisture for these regions.
- An above average wet season in the Kimberley has delayed curing in the savanna grassland and subsequently the late dry season.

For southern WA in late spring, drier and warmer conditions may contribute to higher surface fuel availability and make bushfires more difficult to suppress.

For further information see: [dfes.wa.gov.au](https://dfes.wa.gov.au)

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## Key DFES Circulars

**66/2023 – Updates to PPC and Uniform** – New lightweight material is available for LG Bushfire Brigades to order.

**64/2023 – All Hazards Deployment Register** – Online Operational Interstate/International Deployment planning tool for all availability and interest from all volunteer fire services

**170/2023 – Emergency Services Volunteer Fuel Card Scheme FY 2023-24** - Volunteers affiliated with the following emergency service BGUs are eligible for the Volunteer Fuel Card, which can be used to purchase fuel for their vehicles.

- Bush Fire Service
- Volunteer Fire and Rescue Service
- Volunteer Fire and Emergency Services

All circulars can be found by logging in to the DFES Volunteer Portal.

## Staffing

District Officer Narrogin Simon Vogel has transferred to a new position in Perth with effect on 20 October 2023. District Officer Emergency Management Paul Blechynden has been appointed to District Officer Narrogin from the 20<sup>th</sup> of October, 2023, leaving the District Officer Emergency Management position vacant.

Gavin Stevens is now on some leave (new baby) from mid-October to early December. I will cover Gavin's Area Officer role and will continue to be accessible on the mobile and email below.

## Adverse Fire Weather Event 3-6 February 2022 community report

### Six key lessons across all fires/ events

DFES regards the AAR process as fundamental to developing an efficient and effective response to incidents alongside the State's overall preparedness. This report details the observations, insights, and lessons gained from this process. This provides an opportunity for DFES and its partner agencies to continue to learn from these events.

DFES Reviews are publicly available here: <https://publications.dfes.wa.gov.au/>

As an agency, we are about continual improvement; the lessons highlighted are explained in detail in the full report.

The six lessons are outlined below:

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<b>Lesson 1:</b> Pre-emptive preparation	Preliminary preparations made by the SOC, MOC, and ROCs based on the predicted weather, relating to resource stand-by and deployment, were deemed successful and should be considered for future events.
<b>Lesson 2:</b> Early communications to pre-formed teams	Personnel involved in the pre-formed teams (PFT) were able to deploy with little notice, even those not on-call. While this was successful, there should be a more coordinated roll out of the information to ensure sufficient information is provided to those attending.
<b>Lesson 3:</b> Role clarity of communication lines	Improved communication is imperative during incidents, for not only battling bushfires but for planning and resource deployment.
<b>Lesson 4:</b> Contingency plans for identified locations	Facilities at or close to the fireground need to ensure they are in safe identified locations, with contingency plans in place.
<b>Lesson 5:</b> Planned and coordinated community communication	There is an opportunity for improvement when it comes to community messaging to ensure consistent, timely, coordinated, and current messaging is always used.
<b>Lesson 6:</b> Wider engagement at event locations	Learning opportunities are present during and after all incidents and should be actioned and embraced more widely.

---

I wish you all the best with harvest, and I look forward to supporting the Wickepin team throughout my time in the Upper Great Southern Region.

### **Officer Recommendation**

*That the Local Emergency Management Committee accept the report from G Young – A/Area Officer Narrogin East.*

### **11.4 Other Agency Reports**

Department of Communities – Local Emergency Welfare Plan to be emailed.

Department of Communities – A desktop exercise was conducted on the subject of activating a community evacuation centre.

### **11.5 Other matters raised by members**

Nil

## **12 Closure**

The next Local Emergency Management Committee meeting will be held in April 2024.

There being no further business the Chairperson declared the meeting closed at 4.55pm.



## **14.1 Monthly Schedule of Accounts Paid – October 2023**



**List of Accounts Due & Submitted to Council****31st October 2023**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Trust</b>	<b>Muni</b>
EFT13993	12/10/2023	AUDREY BIRD	\$ 120.00	
EFT13994	16/10/2023	FRANCES ALLAN	\$ 100.00	
EFT13995	16/10/2023	JOHN RAYMOND MEARNS	\$ 100.00	
EFT13996	16/10/2023	JULIE ALEXIA RUSSELL	\$ 100.00	
EFT14034	26/10/2023	ELIZABETH HEFFERNAN	\$ 120.00	
		<b>TOTALS TRUST</b>	<b>\$ 540.00</b>	
EFT13942	05/10/2023	HERBERT SMITH FREEHILLS		\$ 2,108.04
EFT13943	05/10/2023	LAKE YEALERING PROGRESS ASSOCIATION		\$ 4,775.00
EFT13945	12/10/2023	AUSTRALIA POST		\$ 33.32
EFT13946	12/10/2023	AIR LIQUIDE WA PTY LTD		\$ 58.90
EFT13947	12/10/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD		\$ 235.89
EFT13948	12/10/2023	GOODYEAR AUTOCARE NARROGIN		\$ 45.00
EFT13949	12/10/2023	BURGESS RAWSON (WA) PTY LTD		\$ 274.37
EFT13950	12/10/2023	BRETT ROWE MOBILE HD MECHANICAL SERVICES		\$ 1,331.09
EFT13951	12/10/2023	BEACON EQUIPMENT		\$ 583.40
EFT13952	12/10/2023	CHEFMASTER		\$ 255.69
EFT13953	12/10/2023	LANDGATE		\$ 91.60
EFT13954	12/10/2023	DUKE OF YORK HOTEL		\$ 573.90
EFT13955	12/10/2023	DAVE'S TREE SERVICE		\$ 53,900.00
EFT13956	12/10/2023	DERBAHL PTY LTD		\$ 1,604.00
EFT13957	12/10/2023	DYNAMIC POOLS AUSTRALIA PTY LTD		\$ 14,626.26
EFT13958	12/10/2023	EWEN RURAL SUPPLIES		\$ 5,731.54
EFT13959	12/10/2023	ELITE POOL COVERS		\$ 10,007.80
EFT13960	12/10/2023	PHILLIPA SHAREE ELLIS		\$ 69.99
EFT13961	12/10/2023	ELDERS WICKEPIN		\$ 148.50
EFT13962	12/10/2023	EMBROIDER ME		\$ 10.45
EFT13963	12/10/2023	FULFORD EARTHMOVING & CIVIL		\$ 88,372.90
EFT13964	12/10/2023	FARMERS CENTRE		\$ 86.17
EFT13965	12/10/2023	DEPARTMENT OF FIRE AND EMERGENCY (DFES)		\$ 3,136.00
EFT13966	12/10/2023	FENCEMAKERS PTY LTD		\$ 770.00
EFT13967	12/10/2023	GREAT SOUTHERN FUEL SUPPLIES		\$ 15,578.92
EFT13968	12/10/2023	HANCOCKS HOME HARDWARE		\$ 137.29
EFT13969	12/10/2023	HARRISMITH OASIS HOTEL		\$ 1,375.00
EFT13970	12/10/2023	HERSEY'S SAFETY PTY LTD		\$ 385.00
EFT13971	12/10/2023	BERYLE HOLM		\$ 608.70
EFT13972	12/10/2023	IGNITE WICKY - WICKEPIN FESTIVAL		\$ 250.00
EFT13973	12/10/2023	JASON SIGNMAKERS		\$ 864.03
EFT13974	12/10/2023	M.E PUMP WIZARDS		\$ 2,519.00
EFT13975	12/10/2023	MCINTOSH & SON NARROGIN		\$ 181.38
EFT13976	12/10/2023	GREAT SOUTHERN WASTE DISPOSAL		\$ 8,890.64
EFT13977	12/10/2023	NARROGIN GLASS		\$ 570.00
EFT13978	12/10/2023	NARROGIN HARDWARE MAKIT		\$ 293.40
EFT13979	12/10/2023	NARROGIN PACKAGING		\$ 450.00
EFT13980	12/10/2023	NARROGIN TOYOTA		\$ 1,461.24
EFT13981	12/10/2023	NARROGIN VALLEY STOCKFEED		\$ 456.00
EFT13982	12/10/2023	OFFICE OF REGIONAL ARCHITECTURE		\$ 297.00



Chq/EFT	Date	Name	Trust	Muni
EFT13983	12/10/2023	PERFECT COMPUTER SOLUTIONS - PCS		\$ 170.00
EFT13984	12/10/2023	PARRYS		\$ 277.95
EFT13985	12/10/2023	REPCO		\$ 152.09
EFT13986	12/10/2023	R J SMITH ENGINEERING		\$ 230.00
EFT13987	12/10/2023	STEELO'S GUNS & OUTDOORS		\$ 549.00
EFT13988	12/10/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA		\$ 1,313.36
EFT13989	12/10/2023	TANYA MARY SANDS		\$ 223.55
EFT13990	12/10/2023	TEAM GLOBAL EXPRESS PTY LTD		\$ 319.39
EFT13991	12/10/2023	WICKEPIN ARTS AND CRAFTS ASSOCIATION		\$ 992.90
EFT13992	12/10/2023	ZONE 50 ENGINEERING SURVEYS		\$ 8,184.88
EFT13997	25/10/2023	AUSTRALIAN TAXATION OFFICE		\$ 10,948.00
EFT13998	26/10/2023	ASTRO SYNTHETIC SURFACES		\$ 17,479.00
EFT13999	26/10/2023	GOODYEAR AUTOCARE NARROGIN		\$ 1,352.00
EFT14000	26/10/2023	BURGESS RAWSON (WA) PTY LTD		\$ 4,076.07
EFT14001	26/10/2023	BELVEDERE NURSERY		\$ 16.50
EFT14002	26/10/2023	CARTWRIGHT HYDRAULIC CONSULTANTS		\$ 8,800.00
EFT14003	26/10/2023	DAWSONS FUNERAL HOME		\$ 63.00
EFT14004	26/10/2023	DUFFY ELECTRICS		\$ 120.76
EFT14005	26/10/2023	ELDERS WICKEPIN		\$ 370.00
EFT14006	26/10/2023	ELDERS REAL ESTATE		\$ 704.00
EFT14007	26/10/2023	HITECH BRAKE AND CLUTCH		\$ 37.40
EFT14008	26/10/2023	CHRISTINE HILL		\$ 630.00
EFT14009	26/10/2023	JASON SIGNMAKERS		\$ 156.60
EFT14010	26/10/2023	LGISWA		\$ 130,993.46
EFT14011	26/10/2023	METROCOUNT		\$ 1,490.50
EFT14012	26/10/2023	MANDURAH SAFETY & TRAINING SERVICES PTY LTD		\$ 12,915.02
EFT14013	26/10/2023	NARROGIN GLASS		\$ 245.95
EFT14014	26/10/2023	NARROGIN PUMPS, SOLAR AND SPRAYING		\$ 385.00
EFT14015	26/10/2023	NARROGIN BETTA HOME LIVING		\$ 1,873.00
EFT14016	26/10/2023	STAR TRACK EXPRESS		\$ 43.05
EFT14017	26/10/2023	NARROGIN & DISTRICTS PLUMBING SERVICE		\$ 4,411.00
EFT14018	26/10/2023	NARROGIN VALLEY STOCKFEED		\$ 19,200.00
EFT14019	26/10/2023	KEITH O'BRIEN		\$ 600.00
EFT14020	26/10/2023	ROYAL LIFE SAVING SOCIETY WA INC.		\$ 376.75
EFT14021	26/10/2023	REPCO		\$ 268.40
EFT14022	26/10/2023	STEWART & HEATON		\$ 2,043.87
EFT14023	26/10/2023	R J SMITH ENGINEERING		\$ 44.00
EFT14024	26/10/2023	SEEK LIMITED		\$ 726.00
EFT14025	26/10/2023	SKATE SCULPTURE PTY LTD		\$ 109,791.73
EFT14026	26/10/2023	SHIRE OF NARROGIN		\$ 234.00
EFT14027	26/10/2023	THE YEALERING PANTRY		\$ 60.00
EFT14028	26/10/2023	WESTRAC EQUIPMENT		\$ 464.76
EFT14029	26/10/2023	WICKEPIN NEWSAGENCY		\$ 808.80
EFT14030	26/10/2023	WICKEPIN COMMUNITY RESOURCE CENTRE		\$ 25,818.10
EFT14031	26/10/2023	WEST AUSTRALIAN NEWSPAPERS		\$ 240.00
EFT14032	26/10/2023	YEALERING PRIMARY SCHOOL		\$ 50.00
EFT14033	26/10/2023	ZONE 50 ENGINEERING SURVEYS		\$ 2,945.36
		<b>TOTALS EFT</b>		<b>\$ 596,342.61</b>

Chq/EFT	Date	Name	Trust	Muni
15905	12/10/2023	WATER CORPORATION		\$ 3,532.47
15907	26/10/2023	WATER CORPORATION		\$ 1,685.58
15908	30/10/2023	SYNERGY		\$ 3,095.06
		<b>TOTALS CHEQUE</b>		<b>\$ 8,313.11</b>
DD14495.1	01/10/2023	3E ADVANTAGE PTY LTD		\$ 1,120.25
DD14528.1	17/10/2023	WESTNET PTY LTD		\$ 144.90
DD14545.1	25/10/2023	CRISP WIRELESS PTY LTD		\$ 238.00
		<b>TOTALS DIRECT DEBIT</b>		<b>\$ 1,503.15</b>
DD14564.1	19/10/2023	ANZ BANK		\$ 687.90
		<b>TOTALS CREDIT CARD</b>		<b>\$ 687.90</b>
63261023	26/10/2023	TELSTRA		\$ 1,720.84
		<b>TOTALS BPAY</b>		<b>\$ 1,720.84</b>
DD14475.1	04/10/2023	AWARE SUPER		\$ 4,673.68
DD14475.2	04/10/2023	AMP SIGNATURE SUPER		\$ 236.63
DD14475.3	04/10/2023	CONSTRUCTION + BUILDING UNIONS SUPERANNUATION FUND		\$ 259.14
DD14475.4	04/10/2023	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 371.79
DD14475.5	04/10/2023	MLC SUPER FUND		\$ 409.35
DD14475.6	04/10/2023	PRIME SUPER		\$ 526.70
DD14475.7	04/10/2023	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 447.57
DD14475.8	04/10/2023	NETWEALTH INVESTMENTS		\$ 275.54
DD14475.9	04/10/2023	ANZ SUPER		\$ 74.02
DD14515.1	18/10/2023	AWARE SUPER		\$ 3,614.13
DD14515.2	18/10/2023	AMP SIGNATURE SUPER		\$ 236.63
DD14515.3	18/10/2023	CONSTRUCTION + BUILDING UNIONS SUPERANNUATION FUND		\$ 304.00
DD14515.4	18/10/2023	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 423.97
DD14515.5	18/10/2023	MLC SUPER FUND		\$ 476.64
DD14515.6	18/10/2023	PRIME SUPER		\$ 531.85
DD14515.7	18/10/2023	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 578.55
DD14515.8	18/10/2023	NETWEALTH INVESTMENTS		\$ 319.54
DD14515.9	18/10/2023	ANZ SUPER		\$ 114.60
DD14475.10	04/10/2023	AUSTRALIAN SUPER		\$ 252.34
DD14475.11	04/10/2023	ESSENTIAL SUPER		\$ 261.89
DD14475.12	04/10/2023	SPIRIT SUPER		\$ 362.45
DD14515.10	18/10/2023	AUSTRALIAN SUPER		\$ 296.34
DD14515.11	18/10/2023	ESSENTIAL SUPER		\$ 305.89
DD14515.12	18/10/2023	SPIRIT SUPER		\$ 363.42
		<b>TOTALS SUPERANNUATION</b>		<b>\$ 15,716.66</b>
98021023	02/10/2023	DEPT OF TRANSPORT		\$ 230.25
98051023	03/10/2023	DEPT OF TRANSPORT		\$ 748.50
98051023	05/10/2023	DEPT OF TRANSPORT		\$ 912.10
98061023	06/10/2023	DEPT OF TRANSPORT		\$ 1,563.60
98091023	09/10/2023	DEPT OF TRANSPORT		\$ 769.55
98101023	10/10/2023	DEPT OF TRANSPORT		\$ 81.75
98111023	11/10/2023	DEPT OF TRANSPORT		\$ 47.45
98121023	12/10/2023	DEPT OF TRANSPORT		\$ 905.25
98131023	13/10/2023	DEPT OF TRANSPORT		\$ 705.15
98161023	16/10/2023	DEPT OF TRANSPORT		\$ 2,217.75
98171023	17/10/2023	DEPT OF TRANSPORT		\$ 253.40
98181023	18/10/2023	DEPT OF TRANSPORT		\$ 75.40

Chq/EFT	Date	Name	Trust	Muni
98191023	19/10/2023	DEPT OF TRANSPORT		\$ 204.15
98201023	20/10/2023	DEPT OF TRANSPORT		\$ 1,002.45
98241023	24/10/2023	DEPT OF TRANSPORT		\$ 443.25
98261023	26/10/2023	DEPT OF TRANSPORT		\$ 299.70
98301023	30/10/2023	DEPT OF TRANSPORT		\$ 4,610.55
98311023	31/10/2023	DEPT OF TRANSPORT		\$ 585.30
		<b>TOTALS LICENSING</b>		<b>\$ 15,655.55</b>
4/10/2023	04/10/2023	PAYROLL		\$ 56,161.00
18/10/2023	18/10/2023	PAYROLL		\$ 46,778.00
		<b>TOTALS PAYROLL</b>		<b>\$ 102,939.00</b>
		<b>ACCOUNT TOTALS</b>	<b>\$ 540.00</b>	<b>\$ 742,878.82</b>
		<b>TOTAL PAYMENTS FOR OCTOBER 2023</b>		<b>\$ 743,418.82</b>
<b>Credit Card Payment Summary</b>				
<b>25th SEPTEMBER -22nd OCTOBER 2023</b>				
<b>CARD ENDING XXXX224175</b>				
	<b>DATE</b>	<b>COMPANY</b>		
	5/10/2023	SHIRE OF WICKEPIN	\$	63.60
	5/10/2023	SHIRE OF WICKEPIN	\$	277.40
	6/10/2023	SHIRE OF WICKEPIN	\$	18.20
	6/10/2023	SHIRE OF WICKEPIN	\$	138.70
		<b>TOTAL FOR THIS CARD</b>	<b>\$</b>	<b>497.90</b>
<b>CARD ENDING XXXX415831</b>				
	<b>DATE</b>	<b>COMPANY</b>		
		<b>TOTAL FOR THIS CARD</b>		0
		<b>ANNUAL CARD FEES</b>	<b>\$</b>	<b>190.00</b>
		<b>TOTAL FOR SHIRE OF WICKEPIN</b>	<b>\$</b>	<b>687.90</b>



## 14.2 Statement of Financial Activity – October 2023



## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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# Shire of Wickepin

## Compilation Report

For the Period Ended 31 October 2023

### Report Purpose

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

### Overview

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

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 October 2023 of \$2,820,543.

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

### Preparation

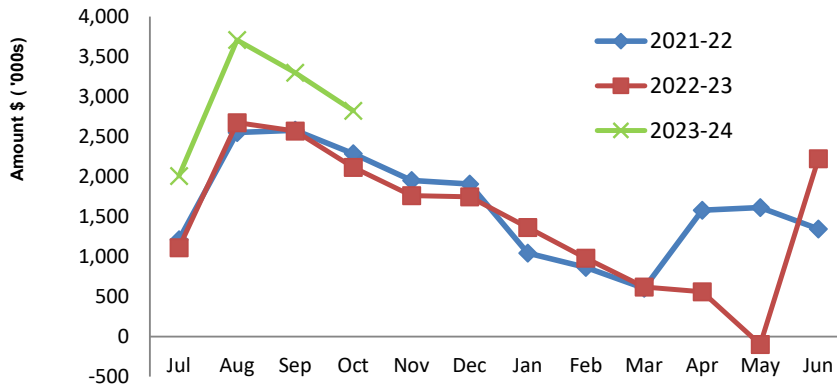
Prepared by: E.Clement DCEO

Date prepared: 8-Nov-23

Reviewed by: T.Clynch ACEO

**Shire of Wickepin**  
**Monthly Summary Information**  
For the Period Ended 31 October 2023

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



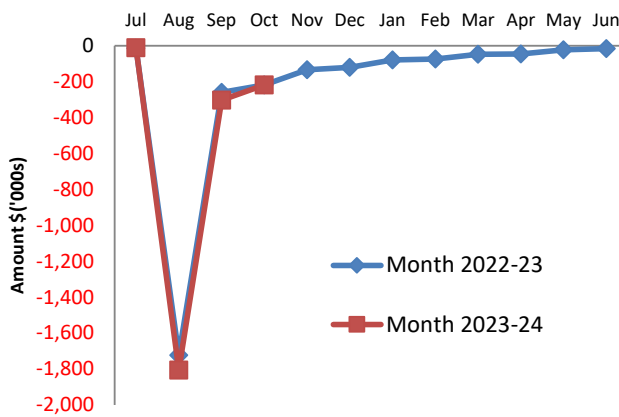
**Cash and Cash Equivalents  
as at period end**

Unrestricted	\$ 3,043,875
Restricted	\$ 3,102,239
	\$ 6,146,114

**Receivables**

Rates	\$ 218,936
Other	\$ 294,490
	\$ 513,426

**Rates Receivable (Refer Note 6)**



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

**Comments**

Unrestricted cash includes the following payments in advance

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

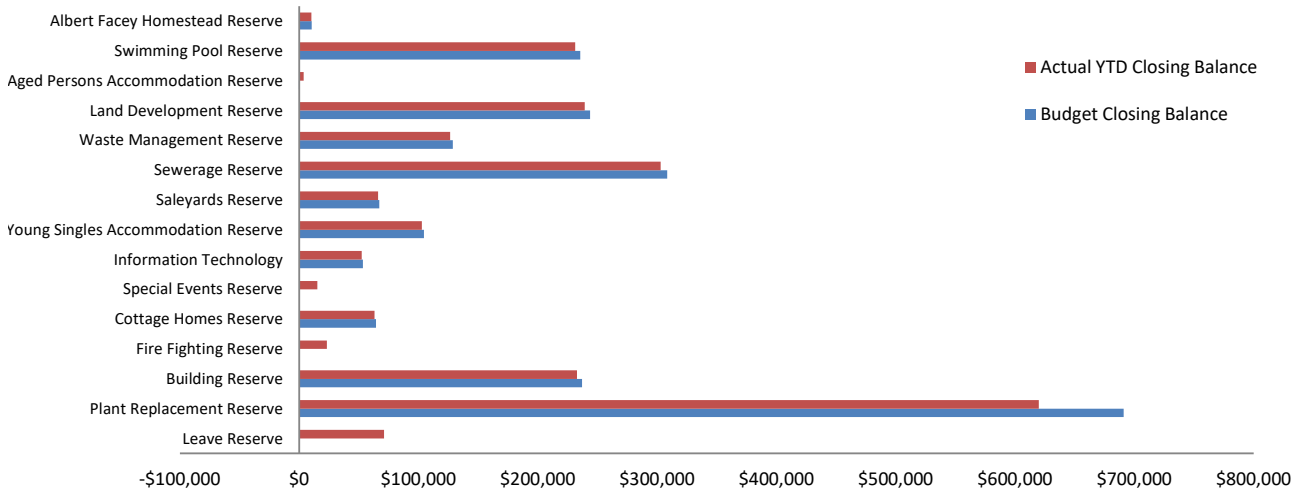
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Wickepin**  
**Monthly Summary Information**  
 For the Period Ended 31 October 2023

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



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



**Comments**

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



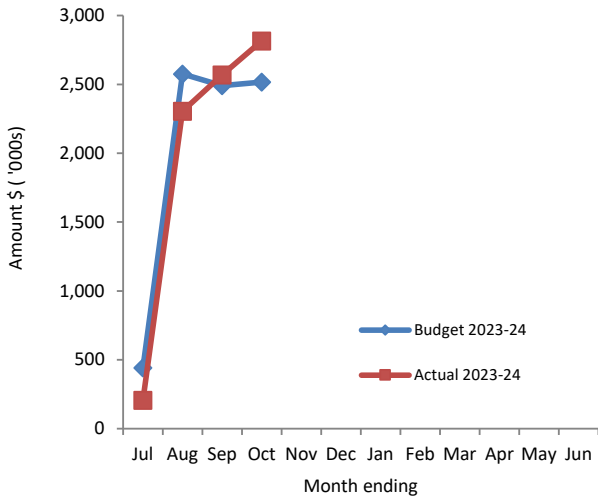
# Shire of Wickepin

## Monthly Summary Information

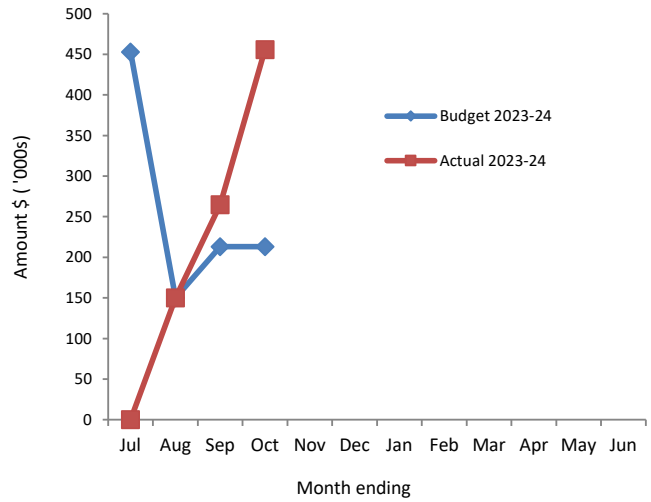
For the Period Ended 31 October 2023

### Revenues

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

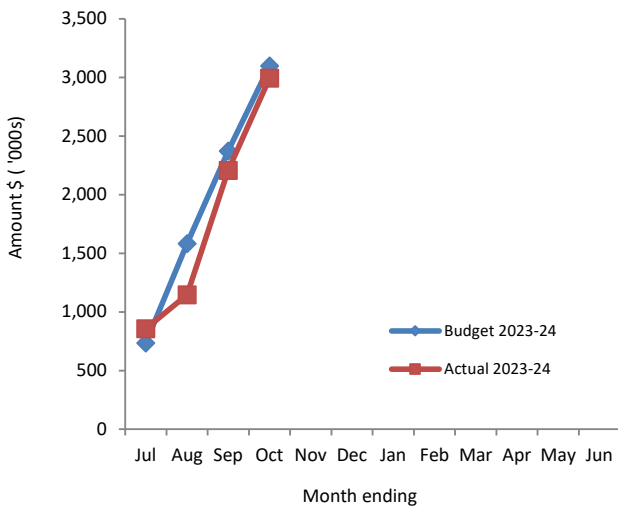


**Budget Capital Revenue -v- Actual (Refer Note 2)**

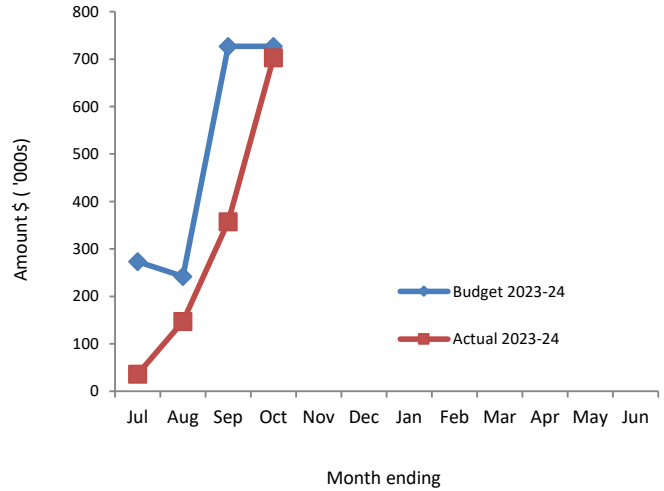


### Expenditure

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



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



### Comments

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 October 2023**

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	100	32	529	497	1552.72%	
General Purpose Funding - Rates	1,566,800	1,566,346	1,562,086	(4,260)	(0.27%)	
General Purpose Funding - Other	361,100	270,160	285,405	15,245	5.64%	
Law, Order and Public Safety	130,500	81,492	90,739	9,247	11.35%	
Health	200	64	356	292	456.25%	
Education and Welfare	300	100	100	0	0.00%	
Housing	227,700	175,896	178,174	2,278	1.30%	
Community Amenities	292,100	155,856	210,929	55,073	35.34%	▲
Recreation and Culture	1,171,100	68501	67,368	(1,133)	(1.65%)	
Transport	1,452,700	363,332	355,609	(7,723)	(2.13%)	
Economic Services	77,000	25,652	41,035	15,383	59.97%	▲
Other Property and Services	30,000	9,996	23,253	13,257	132.62%	▲
<b>Total Operating Revenue</b>	<b>5,309,600</b>	<b>2,717,427</b>	<b>2,815,583</b>	<b>98,156</b>		
<b>Operating Expense</b>						
Governance	(617,733)	(271,497)	(223,131)	48,366	17.81%	▼
General Purpose Funding	(109,700)	(36,556)	(33,333)	3,223	8.82%	
Law, Order and Public Safety	(290,300)	(133,344)	(105,106)	28,238	21.18%	▼
Health	(32,300)	(10,956)	(7,881)	3,075	28.07%	
Education and Welfare	(47,200)	(15,724)	(12,370)	3,354	21.33%	▼
Housing	(178,900)	(62,888)	(61,432)	1,456	2.32%	
Community Amenities	(679,100)	(227,868)	(195,532)	32,336	14.19%	▼
Recreation and Culture	(1,412,200)	(478,076)	(465,915)	12,161	2.54%	
Transport	(5,103,500)	(1,701,060)	(1,600,422)	100,638	5.92%	
Economic Services	(343,700)	(114,504)	(94,239)	20,265	17.70%	▼
Other Property and Services	(14,100)	(47,388)	(194,551)	(147,163)	(310.55%)	▲
<b>Total Operating Expenditure</b>	<b>(8,828,733)</b>	<b>(3,099,861)</b>	<b>(2,993,912)</b>	<b>105,949</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	4,785,500	1,595,144	1,611,950	16,806	1.05%	
Adjust (Profit)/Loss on Asset Disposal	(28,200)	2,064	220	(1,844)	(89.33%)	
Adjust Provisions and Accruals	(71,100)		0	0		
Adjust Rounding	0	0	0			
<b>Net Cash from Operations</b>	<b>1,167,067</b>	<b>1,214,774</b>	<b>1,433,841</b>	<b>219,067</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	253,000	50,600	52,598	1,998	3.95%	
<b>Total Capital Revenues</b>	<b>253,000</b>	<b>50,600</b>	<b>52,598</b>	<b>1,998</b>		
<b>Capital Expenses</b>						
Land and Buildings	(692,500)	(203,221)	(49,498)	153,723	75.64%	▼
Infrastructure - Roads	(1,555,100)	(510,828)	(226,951)	283,877	55.57%	▼
Infrastructure - Footpaths	0	0	0	0		
Infrastructure -Other	(443,500)	(285,000)	(348,013)	(63,013)	(22.11%)	▲
Plant and Equipment	(472,000)	(70,000)	(78,954)	(8,954)	(12.79%)	
Furniture and Equipment	(110,000)	(23,000)	0	23,000	100.00%	▼
<b>Total Capital Expenditure</b>	<b>(3,273,100)</b>	<b>(1,092,049)</b>	<b>(703,416)</b>	<b>388,633</b>		
<b>Net Cash from Capital Activities</b>	<b>(3,020,100)</b>	<b>(1,041,449)</b>	<b>(650,818)</b>	<b>390,631</b>		
<b>Financing</b>						
Transfer from Reserves	113,100	0	0	0		
Repayment of Debentures	(40,000)	0	0	0		
Transfer to Reserves	(569,300)	0	(251,945)	(251,945)		▲
<b>Net Cash from Financing Activities</b>	<b>(496,200)</b>	<b>0</b>	<b>(251,945)</b>	<b>(251,945)</b>		
<b>Net Operations, Capital and Financing</b>	<b>(2,349,233)</b>	<b>173,325</b>	<b>531,078</b>	<b>357,754</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>2,349,233</b>	<b>2,349,233</b>	<b>2,289,464</b>	<b>(59,769)</b>	<b>(2.54%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>2,522,558</b>	<b>2,820,543</b>	<b>297,985</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 FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 October 2023**

	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	1,552,400	1,551,946	1,547,565.59	(4,380)	(0.28%)	
Rates excluding General Rates	9	14,400	14,400	14,521			
Operating Grants, Subsidies and Contributions	11	221,600	175,400	211,122	35,722	20.37%	▲
Fees and Charges		469,700	292,984	582,267	289,283	98.74%	▲
Interest Earnings		105,500	17,828	11,345	(6,483)	(36.36%)	
Other Revenue		255,700	252,364	45,121	(207,243)	(82.12%)	▼
Profit on Disposal of Assets	8	34,400	0	0	0		
<b>Total Operating Revenue</b>		<b>2,653,700</b>	<b>2,304,922</b>	<b>2,411,942</b>	<b>106,899</b>		
<b>Operating Expense</b>							
Employee Costs		(1,594,800)	(538,563)	(548,936)	(10,373)	(1.93%)	
Materials and Contracts		(1,919,633)	(687,318)	(514,854)	172,464	25.09%	▲
Utility Charges		(231,600)	(77,128)	(58,013)	19,115	24.78%	▲
Depreciation on Non-Current Assets		(4,785,500)	(1,595,144)	(1,611,950)	(16,806)	(1.05%)	
Interest Expenses		(2,800)	(932)	(190)	742	79.61%	▲
Insurance Expenses		(255,700)	(197,048)	(243,994)	(46,946)	(23.82%)	▼
Other Expenditure		(32,500)	(1,664)	(15,755)	(14,091)	(846.83%)	▼
Loss on Disposal of Assets	8	(6,200)	(2,064)	(220)	1,844	89.33%	
<b>Total Operating Expenditure</b>		<b>(8,828,733)</b>	<b>(3,099,861)</b>	<b>(2,993,912)</b>	<b>105,949</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,785,500	1,595,144	1,611,950	16,806	1.05%	
Adjust (Profit)/Loss on Asset Disposal	8	(28,200)	2,064	220	(1,844)	(89.33%)	
Adjust Provisions and Accruals		(71,100)			0		
Adjust Rounding		0	0	0			
<b>Net Cash from Operations</b>		<b>(1,488,833)</b>	<b>802,269</b>	<b>1,030,200</b>	<b>227,810</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,655,900	412,505	403,641	(8,864)	(2.15%)	
Proceeds from Disposal of Assets	8	253,000	50,600	52,598	1,998	3.95%	
Proceeds from Sale of Assets		0	0	0	0		
<b>Total Capital Revenues</b>		<b>2,908,900</b>	<b>463,105</b>	<b>456,239</b>	<b>(6,866)</b>		
<b>Capital Expenses</b>							
Land and Buildings	13	(692,500)	(203,221)	(49,498)	153,723	75.64%	▲
Infrastructure - Roads	13	(1,555,100)	(510,828)	(226,951)	283,877	55.57%	▲
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure - Drainage	13	(443,500)	(285,000)	(348,013)	(63,013)	(22.11%)	▼
Plant and Equipment	13	(472,000)	(70,000)	(78,954)	(8,954)	(12.79%)	
Furniture and Equipment	13	(110,000)	(23,000)	0	23,000	100.00%	▲
<b>Total Capital Expenditure</b>		<b>(3,273,100)</b>	<b>(1,092,049)</b>	<b>(703,416)</b>	<b>388,633</b>		
<b>Net Cash from Capital Activities</b>		<b>(364,200)</b>	<b>(628,944)</b>	<b>(247,177)</b>	<b>381,767</b>		
<b>Financing</b>							
Transfer from Reserves	7	113,100	0	0	0		
Repayment of Debentures	10	(40,000)	0	0	0		
Transfer to Reserves	7	(569,300)	0	(251,945)	(251,945)		▼
<b>Net Cash from Financing Activities</b>		<b>(496,200)</b>	<b>0</b>	<b>(251,945)</b>	<b>(251,945)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(2,349,233)</b>	<b>173,325</b>	<b>531,079</b>	<b>357,633</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>2,349,233</b>	<b>2,349,233</b>	<b>2,289,464</b>	<b>(59,769)</b>	<b>(2.54%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>2,522,558</b>	<b>2,820,543</b>	<b>297,864</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.

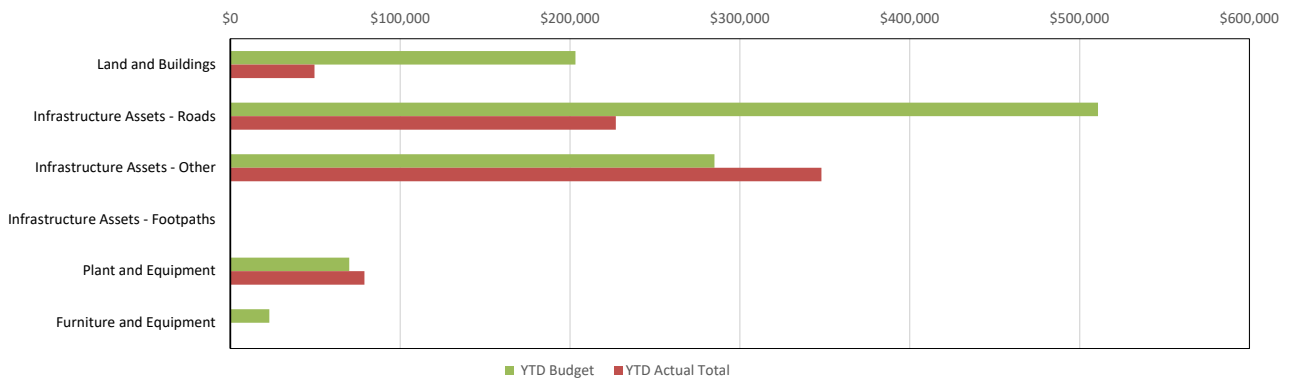
**SHIRE OF WICKEPIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 October 2023

Capital Acquisitions	Note	YTD 31 10 2023					
		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	\$ 49,498	\$ 0	\$ 49,498	\$ 203,221	\$ 692,500	\$ (153,723)
Infrastructure Assets - Roads	13		226,951	226,951	510,828	1,555,100	(283,877)
Infrastructure Assets - Other	13	348,013	0	348,013	285,000	443,500	63,013
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	78,954	0	78,954	70,000	472,000	8,954
Furniture and Equipment	13	0	0	0	23,000	110,000	(23,000)
<b>Capital Expenditure Totals</b>		<b>476,465</b>	<b>226,951</b>	<b>703,416</b>	<b>1,092,049</b>	<b>3,273,100</b>	<b>(388,633)</b>

**Funded By:**

Capital Grants and Contributions	403,641	2,655,900	2,655,900	2,252,259
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	52,598	50,600	(28,200)	1,998
Own Source Funding - Cash Backed Reserves		0		0
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>251,945</b>	<b>0</b>	<b>0</b>	<b>251,945</b>
<b>Own Source Funding - Operations</b>		<b>(1,614,451)</b>	<b>645,400</b>	<b>1,614,451</b>
<b>Capital Funding Total</b>	<b>708,184</b>	<b>1,092,049</b>	<b>3,273,100</b>	<b>(383,865)</b>

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

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

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

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

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

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

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

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

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



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

*(1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*

*(2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*

*(3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*

*(4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .*

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

**(s) GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

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

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
For the Period Ended 31 October 2023

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

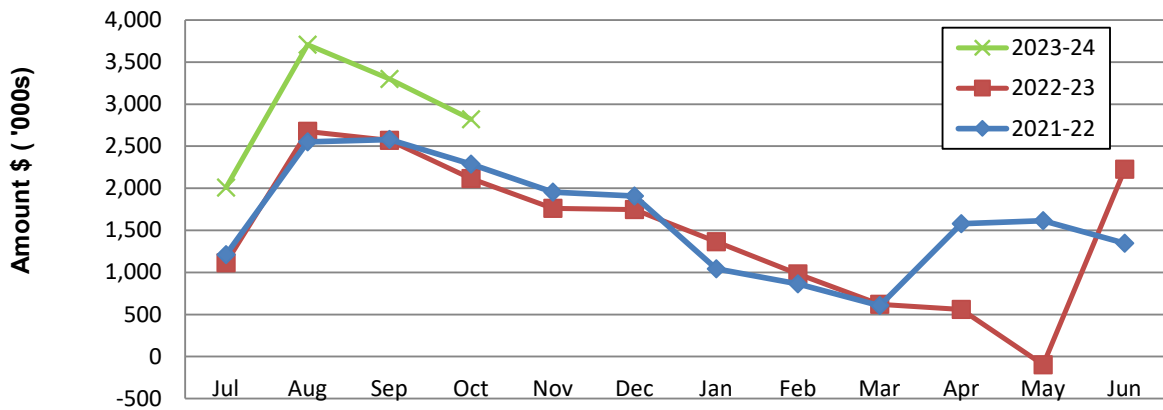
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	497	1553%			
General Purpose Funding - Other	15,245	5.64%			
Law, Order and Public Safety	9,247	11.35%			
Health	292	456.25%			
Education and Welfare	0	0.00%			
Housing	2,278	1.30%			
Community Amenities	55,073	35.34%	▲	Permanent	Increase in Sewerage rates
Recreation and Culture	(1,133)	(1.65%)			
Transport	(7,723)	(2.13%)			
Economic Services	15,383	59.97%	▲	Timing	Increase in Standpipe income and Building Fees
Other Property and Services	13,257	132.62%	▲	Permanent	Increase in Private Works
<b>Operating Expense</b>					
Governance	48,366	17.81%	▼	Timing	Consultancy, Staff Training & Meeting Fees Lower
General Purpose Funding	3,223	8.82%			
Law, Order and Public Safety	28,238	21.18%	▼	Timing	Fire Prevention costs not yet expended. Bushfire Mitigation Officer not yet engaged
Health	3,075	28.07%			
Education and Welfare	3,354	21.33%	▼	Timing	Donations Lower YTD, Building Maintenance Lower
Housing	1,456	2.32%			
Community Amenities	32,336	14.19%	▼	Timing	Plans not yet completed
Recreation and Culture	12,161	2.54%			
Transport	100,638	5.92%			
Economic Services	20,265	17.70%	▼	Timing	Concept plan not yet expended
Other Property and Services	(147,163)	(310.55%)	▲	Timing	Private works increase, Long service leave not budgeted
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(8,864)	(2.15%)			
Proceeds from Disposal of Assets	1,998	3.95%			
<b>Capital Expenses</b>					
Land and Buildings	153,723	75.64%	▼	Timing	Projects not yet started
Infrastructure - Roads	283,877	55.57%	▼	Timing	Projects underway but not completed
Infrastructure - Other	(63,013)	(22.11%)	▲	Timing	Skate Park YTD Higher
Infrastructure - Footpaths	0				
Plant and Equipment	(8,954)	(12.79%)			
Furniture and Equipment	23,000	100.00%	▼	Timing	Projects not yet started
<b>Financing</b>					
Loan Principal	0				

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 October 2023

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Oct 2023	30 June 2023	YTD 30 Oct 2022
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	3,043,875	2,839,188	3,054,752
Cash Restricted	4	3,102,239	3,172,316	2,824,404
Receivables - Rates	6	218,936	16,420	157,827
Receivables -Other	6	294,490	251,825	5,929
Interest / ATO Receivable/Trust		54,888	44,240	25,304
		6,714,428	6,323,990	6,068,216
<b>Less: Current Liabilities</b>				
Payables	-	98,666	(169,230)	(210,020)
Contract Liabilities	-	493,592	(493,592)	(853,441)
Provisions	-	199,388	(199,388)	(227,654)
		791,646	(862,210)	(1,291,116)
Less: Cash Reserves	7	3,102,239	(3,172,316)	(2,824,404)
<b>Net Current Funding Position</b>		<b>2,820,543</b>	<b>2,289,464</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 31 October 2023**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Account	0.00%	2,206,091			2,206,091	ANZ	At Call
Reserve Bank Account	0.00%		3,102,239		3,102,239	ANZ	At Call
Trust Bank Account	0.00%			80,482	80,482	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal					0		
Municipal	3.05%	836,845			836,845	WA Treasury	At Call
Reserve	0.40%				0		
Trust	0.40%				0		
<b>Total</b>		<b>3,043,636</b>	<b>3,102,239</b>	<b>80,482</b>	<b>6,226,357</b>		

**Comments/Notes - Investments**



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

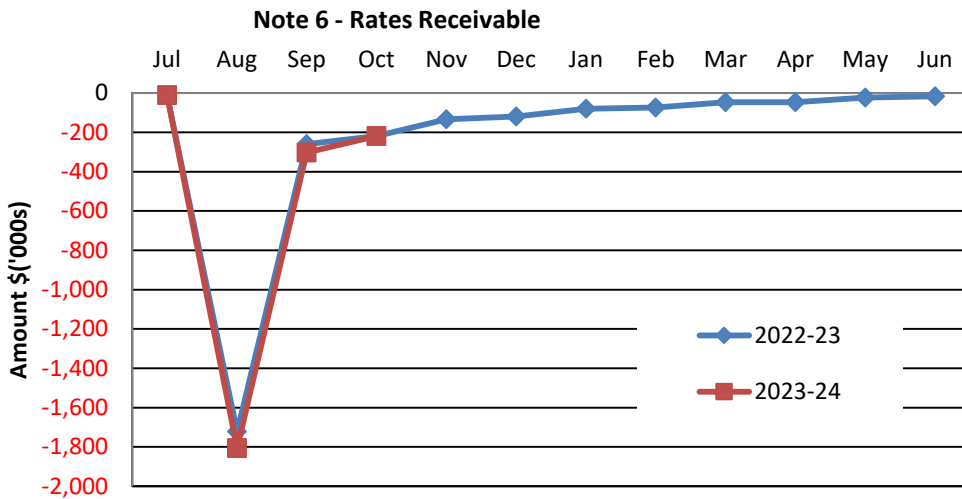
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

	YTD 31 Oct 2023	30 June 2023
	\$	\$
Opening Arrears Previous Years	16,420	19,522
Levied this year	1,750,631	1,654,442
<u>Less Collections to date</u>	<b>(1,548,115)</b>	<b>(1,657,544)</b>
Equals Current Outstanding	<b>218,936</b>	<b>16,420</b>
<b>Net Rates Collectable</b>	<b>218,936</b>	<b>16,420</b>
% Collected	87.61%	99.02%



**Comments/Notes - Receivables Rates**

**Receivables - General**

Receivables - General

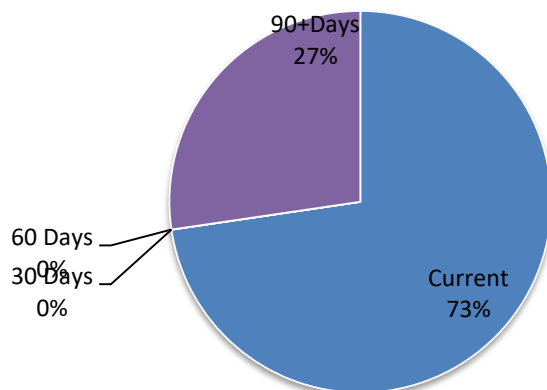
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	213,983	45	0	80,462

**Total Receivables General Outstanding**

**294,490**

Amounts shown above include GST (where applicable)

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



**Comments/Notes - Receivables General**

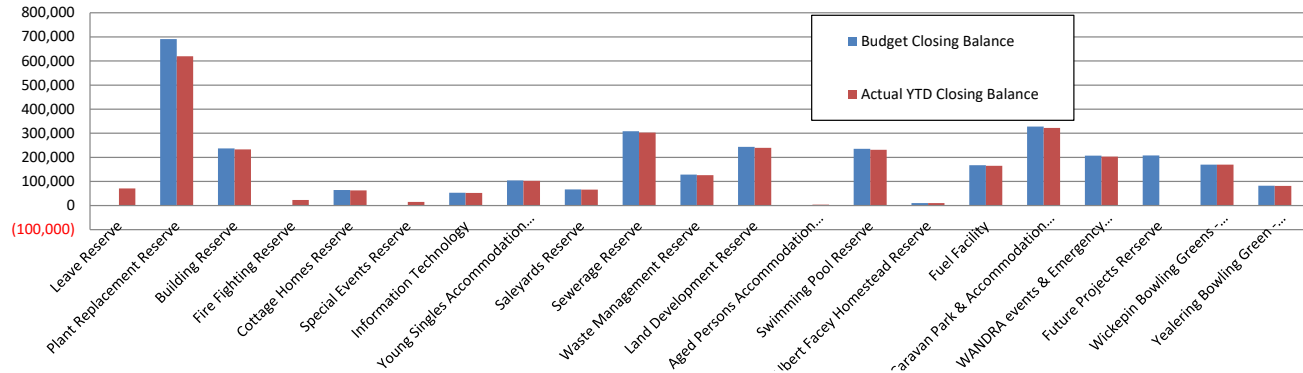


**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 7: Cash Backed Reserve**

2023-24	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	71,069					71,100			0	71,069
Plant Replacement Reserve	619,898	11,100		60,000					690,998	619,898
Building Reserve	232,817	4,200							237,017	232,817
Fire Fighting Reserve	23,063					23,100			(0)	23,063
Cottage Homes Reserve	63,166	1,100							64,266	63,166
Special Events Reserve	15,176					15,200			0	15,176
Information Technology	52,428	900							53,328	52,428
Young Singles Accommodation Reserve	102,700	1,800							104,500	102,700
Saleyards Reserve	66,005	1,200							67,205	66,005
Sewerage Reserve	302,999	5,400							308,399	302,999
Waste Management Reserve	126,418	2,300							128,718	126,418
Land Development Reserve	239,389	4,300							243,689	239,389
Aged Persons Accommodation Reserve	3,733					3,700			(0)	3,733
Swimming Pool Reserve	231,238	4,200							235,438	231,238
Albert Facey Homestead Reserve	10,144	200							10,344	10,144
Fuel Facility	164,759	3,000							167,759	164,759
Caravan Park & Accommodation Reserve	322,021	5,800							327,821	322,021
WANDRA events & Emergency Repairs Reserve	203,274	3,700							206,974	203,274
Future Projects Reserve		1,300		206,600					207,900	0
Wickepin Bowling Greens - Replacement	0	1,000		168,800	170,048				169,800	170,048
Yealering Bowling Green - Replacement	0	500		81,900	81,896				82,400	81,896
	<b>2,850,295</b>	<b>52,000</b>	<b>0</b>	<b>517,300</b>	<b>251,945</b>	<b>113,100</b>	<b>0</b>		<b>3,306,554</b>	<b>3,102,239</b>

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



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget			
				YTD 31 10 2023			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			
			0	CEO	(1,850)	0	1,850
			0	CEO	(1,850)	0	1,850
60,359	7,541	52,598	(220)	PWS	(2,600)	(220)	2,380
			0	Loader	31,500	0	(31,500)
			0	Mower	3,000	0	(3,000)
			0			0	0
			0			0	0
			0			0	0
<b>60,359</b>	<b>7,541</b>	<b>52,598</b>	<b>(220)</b>		<b>28,200</b>	<b>(220.18)</b>	<b>(28,420)</b>

**Comments - Capital Disposal/Replacements**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 9: RATING INFORMATION**

	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
GRV	0.078864	145	1,501,516	119,031	(61)	0	118,970	118,416			118,416
UV	0.006166	272	242,206,610	1,486,518			1,486,518	1,485,517	778		1,486,295
Mining UV	0.006166	5	944,112	4,190			4,190	8,040			8,040
<b>Sub-Totals</b>		422	244,652,238	1,609,739	(61)	0	1,609,678	1,611,973	778	0	1,612,751
<b>Minimum Payment</b>											
<b>Minimum \$</b>											
GRV	0.078864	115	360,400	63,250			63,250	63,800			63,800
UV	0.006166	25	1,332,127	13,750			13,750	15,950	778		15,950
Mining UV	0.006166	7		3,850			3,850				
<b>Sub-Totals</b>		147	1,692,527	80,850	0	0	80,850	79,750	778	0	79,750
Ex Gratia Rates							1,690,528				1,692,501
Discount							14,521				14,400
Rates Writeoffs							(142,955)				(140,000)
<b>Amount from General Rates</b>							(8)				(100)
Specified Area Rates							<b>1,562,086</b>				<b>1,566,801</b>
<b>Totals</b>							<b>1,562,086</b>				<b>1,566,801</b>

Comments - Rating Information

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**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	309,540			40,031	309,540	309,540		2,801	2/12/2030
	309,540	0	0	40,031	309,540	309,540	0	2,801	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 October 2023

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2023-24 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y		0	0	0	12,193	(12,193)
Grants Commission - Roads	WALGGC	Y		0	0	0	8,073	(8,073)
<b>GOVERNANCE</b>		Y					0	0
<b>LAW, ORDER, PUBLIC SAFETY</b>								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	61,600	0	61,600	0	30,810	30,790
				0				0
<b>HOUSING</b>								
WSAHA Grant	DPIRD	Y	150,000			150,000	150,000	0
<b>EDUCATION &amp; WELFARE</b>								
		N						0
		N			0	0		0
<b>COMMUNITY AMENITIES</b>								
LY Ablution ( From Contract Liabilities)		Y	104,500			104,500	0	104,500
<b>RECREATION AND CULTURE</b>								
Wogolin Playground ( From Contract Liabilities)	From							
	LRCI Phase 1	Y	738,100			738,100	62,505	675,595
	LRCI Phase 2	Y	415,000			415,000		415,000
	LRCI Phase 3	Y						
<b>ECONOMIC SERVICES</b>								
LRCI Funding		Y					0	0
		N						0
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	263,900	0	0	263,900	0	263,900
RRG Grants - Capital Projects	Regional Road Group	Y	984,400	0	0	984,400	191,136	793,264
Direct Grant - Maintenance	Dept. of Transport	Y	160,000	0	160,000	0	160,046	(46)
<b>TOTALS</b>			<b>2,877,500</b>	<b>0</b>	<b>221,600</b>	<b>2,655,900</b>	<b>614,763</b>	<b>2,262,737</b>

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**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 23	Amount Received	Amount Paid	Closing Balance 31-Oct-23
	\$	\$	\$	\$
Housing Bonds	0	1,640	-1,140	500
Master Key Deposits	240	3,864	-3,864	240
Nomination Deposits	0	300	-300	0
Building and BCITF	1,128	737	-1,865	0
Cat/Dog Trap Hire	0	0	0	0
WDSC Replacement Greens	167,548	3,750	-170,048	1,250
Kidsport	0	0	0	0
Wickepin Community Harvest Fund	76,903	0	0	76,903
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	480	-480	2,329
Yealering Bowling Club Greens	81,896	0	-81,896	0
Licensing		67,128	-67,128	0
	<b>330,045</b>	<b>77,898</b>	<b>-326,721</b>	<b>81,222</b>

Level of Completion Indicators

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2023**

**Note 13: CAPITAL ACQUISITIONS**

31/10/2023						
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
<b>Land &amp; Buildings</b>						
<b>Government</b>						
○ Administration Office Upgrade	LAB2	10,000	10,000	0	10,000	
○ Administration Office - Upgrade Carport	XAB3	20,000	0	0		
		<b>30,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	
<b>Education &amp; Welfare</b>						
○ Wickepin Playgroup - Renew Gazebo	XPG1	6,000	6,000	0	6,000	
		<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	
<b>Housing</b>						
○ Capital Expenses To 7 Rintel Street	CSH1	5,000	0	0	0	
○ 7 Rintel Street - Renew Flooring	XSH1	7,000	0	0	0	
○ 14 Smith St - Upgrade Fencing	XSH12	15,000	0	0	0	
		<b>27,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Housing</b>						
○ Aged Units - Johnston St - Wsaha	CLCH3	300,000	101,057	33,818	67,239	
		<b>300,000</b>	<b>101,057</b>	<b>33,818</b>	<b>67,239</b>	
<b>Community Amenities</b>						
○ Wickepin Tip - New Building	XWT1	30,000	0	0	0	
		<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation and Culture</b>						
○ Swimming Pool - Renew Pump Shed Roof	XSP7	17,000	0	0	0	
○ Lake Yealering Foreshore Ablutions	LYFA2	258,500	86,164	15,680	242,820	
		<b>275,500</b>	<b>86,164</b>	<b>15,680</b>	<b>242,820</b>	
<b>Transport</b>						
○ Public Works Dept ( Old He Shed She Shed)	LPWC	10,000	0	0	0	
		<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Economic Services</b>						
○ Harrismith Caravan Park - Renew Facilities	XCP3	14,000	0	0	0	
		<b>14,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		<b>692,500</b>	<b>203,221</b>	<b>49,498</b>	<b>310,059</b>	
<b>Furniture &amp; Equipment</b>						
<b>Government</b>						
○ Council Chambers - Upgrade Technology	XAB4	20,000	5,000	0	5,000	
○ Administration Office - Upgrade Technology	XAB5	50,000	10,000	0	10,000	
○ Various Locations - New Cctv System	XCTV	40,000	8,000	0	8,000	
		<b>110,000</b>	<b>23,000</b>	<b>0</b>	<b>23,000</b>	
		<b>110,000</b>	<b>23,000</b>	<b>0</b>	<b>23,000</b>	
<b>Plant , Equip. &amp; Vehicles</b>						
<b>Government</b>						
○ Ceo Vehicle 4X4 Wagon (1) Renew	XCEO1	60,000	0	0	0	
○ Ceo Vehicle 4X4 Wagon (2) - Renew	XCEO2	60,000	0	0	0	
		<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Community Amenities</b>						
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Law, Order And Public Safety</b>						
○ Fire Tender					0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation And Culture</b>						
○ Swimming Pool - Renew Pool Pumps	XSP5	30,000	0	13,297		
		<b>30,000</b>	<b>0</b>	<b>13,297</b>	<b>0</b>	
<b>Transport</b>						
○ Loader - Renew	XPM1	226,000	0	0	226,000	
○ Mower - Renew	XPM2	26,000	0	0	26,000	
○ Pws Vehicle 4X4 Wagon Dual Cab - Renew	XPWS	70,000	70,000	65,657	4,343	
		<b>322,000</b>	<b>70,000</b>	<b>65,657</b>	<b>256,343</b>	
		<b>472,000</b>	<b>70,000</b>	<b>78,954</b>	<b>256,343</b>	
<b>Infrastructure Other</b>						
<b>Recreation and Culture</b>						
○ Swimming Pool - Renew Pool Covers	XSP4	10,000	10,000	9,098		
○ Wickepin Skate Park	5088	412,500	275,000	323,025	89,475	
○ Wickepin Oval - Renew Cricket Pitch Covers	XWCP	16,000	0	15,890	110	
○ Capital Wickepin War Memorial	CWWM1	5,000	0	0	5,000	
		<b>443,500</b>	<b>285,000</b>	<b>348,013</b>	<b>94,585</b>	
		<b>443,500</b>	<b>285,000</b>	<b>348,013</b>	<b>0</b>	
<b>Roads</b>						
<b>Transport Regional Road Group</b>						
○ Wickepin Pingelly Road	RG001	451,000	132,586	51,831	399,169	
○ Wickepin-Corrigin Rd	RG003	278,800	70,699	100	278,700	
○ Cuballing East Road	WSF24	561,300	175,540	97,445	463,855	
		<b>1,291,100</b>	<b>378,825</b>	<b>149,377</b>	<b>1,141,723</b>	
<b>Transport Roads to Recovery</b>						
○ Yarling Brook Road	R2R018	264,000	132,003	77,575	54,428	
		<b>264,000</b>	<b>132,003</b>	<b>77,575</b>	<b>54,428</b>	
		<b>1,555,100</b>	<b>510,828</b>	<b>226,951</b>	<b>1,196,151.90</b>	
		<b>3,273,100</b>	<b>1,092,049</b>	<b>703,416</b>	<b>1,785,554</b>	



## **14.3 Shire of Wickepin Bushfire Risk Management Plan**





Shire of Wickepin

# BUSHFIRE RISK MANAGEMENT PLAN

2023-2028

*Office of Bushfire Risk Management Bushfire Risk Management (BRM  
Plan) reviewed XX Month 20XX*

*Local Government Council BRM Plan endorsement XX Month 20XX*

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## Document Control

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## Document Endorsements

The Shire of Wickepin Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as consistent with the standard for bushfire risk management planning in Western Australia, the Guidelines for Preparing a Bushfire Risk Management Plan. The Shire of Wickepin is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The approval of the BRM Plan by Shire of Wickepin Council satisfies their endorsement obligations under State Hazard Plan Fire.

Local Government	Representative	Signature	Date
Shire of Wickepin	CEO (or Acting CEO)		

Version	Date	Author	Section

## Publication Information

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# 1. Introduction

## 1.1. Background

Under the State Hazard Plan Fire an integrated Bushfire Risk Management (BRM) Plan is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Wickepin in accordance with the requirements of the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) from the Office of Bushfire Risk Management (OBRM) within the Department of Fire and Emergency Services (DFES). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZ ISO 31000:2009 Risk management –Principles and Guidelines and those described in the National Emergency Risk Assessment Guidelines. This approach is consistent with State Emergency Management (SEM) Policy and SEM Prevention and Mitigation Procedure 1.

This BRM Plan is a strategic document that facilitates a coordinated approach towards the identification, assessment and treatment of assets exposed to bushfire risk. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan and Treatment Schedule to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

## 1.2. Aim and Objectives

The aim of a BRM Plan is to effectively manage bushfire risk to protect people, assets and other things of local value in Shire of Wickepin. The objectives of this BRM Plan are to:

- guide and coordinate a tenure blind, multi-agency BRM program over a five-year period;
- document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- facilitate the effective use of the financial and physical resources available for BRM activities;
- integrate BRM into the business processes of local government, landowners and other agencies;
- ensure there is integration between landowners, BRM programs and activities; and
- document processes used to monitor and review the implementation of treatment plans to ensure they are adaptable, and that risk is managed at an acceptable level.

### **1.3. Legislation, Policy and Standards**

The following legislation, policy and standards were applicable in the development and implementation of the BRM Plan.

#### **1.3.1 Legislation and Policy**

- Aboriginal Heritage Act 1972
- Biodiversity Conservation Act 2016
- Building Act 2011
- Bush Fires Act 1954
- Conservation and Land Management Act 1984
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999 (Cth)
- Fire Brigades Act 1942
- Fire and Emergency Service Act 1998
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Bush Fires Regulations 1954
- Emergency Management Regulations 2006
- Planning and Development (Local Planning Scheme) Regulations 2015
- SEM Plan (State Emergency Management Committee (SEMC) 2019)
- SEM Policy (SEMC 2019)
- SEM Prevention and Mitigation Procedure 1 (SEMC 2019)
- State Hazard Plan Fire (SEMC 2019)
- State Planning Policy 3.4: Natural Hazards and Disasters (Western Australian Planning Commission (WAPC) 2006)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC 2015, as amended)

### **1.3.2 Other Related Documents**

- A Capability Roadmap: Enhancing Emergency Management in Australia 2016 (Australasian Fire and Emergency Services Authorities Council 2016)
- A Guide to Constructing and Maintaining Firebreaks (DFES 2018)
- AS 3959:2009 Construction of Buildings in Bushfire-Prone Areas (Standards Australia 2009)
- AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines (Standards Australia 2009)
- Australian Disaster Resilience Handbook 10: National Emergency Risk Assessment Guidelines (Australian Institute for Disaster Resilience 2015)
- Guidelines for Preparing a Bushfire Risk Management Plan 2020 (DFES 2020)
- Bushfire Risk Management Planning Handbook (DFES 2018)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission (FPC) 2006)
- Guidelines for Planning in Bushfire Prone Areas (WAPC 2017)
- Guidelines for Plantation Fire Protection (DFES 2011)
- National Disaster Risk Reduction Framework (Department of Home Affairs 2018)
- National Strategy for Disaster Resilience (Attorney-General's Department 2011)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Department of Health 2007)
- Western Australian Emergency Risk Management Guide (SEMC 2015)

### **1.3.3 Shire of Wickepin References**

- Shire of Wickepin Strategic Community Plan 2018 – 2028
- Shire of Wickepin Corporate Business Plan 2020 – 2025
- Shire of Wickepin 2020/2021 Annual Report
- Shire of Wickepin 2022/2023 Bushfire Season Notice
- Shire of Wickepin Policy Manual
- Shire of Wickepin Local Planning Strategy 27 March 2007
- Native Vegetation Handbook for the Shire of Wickepin 1994

## 2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, *AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines*. This process is outlined in Figure 1.

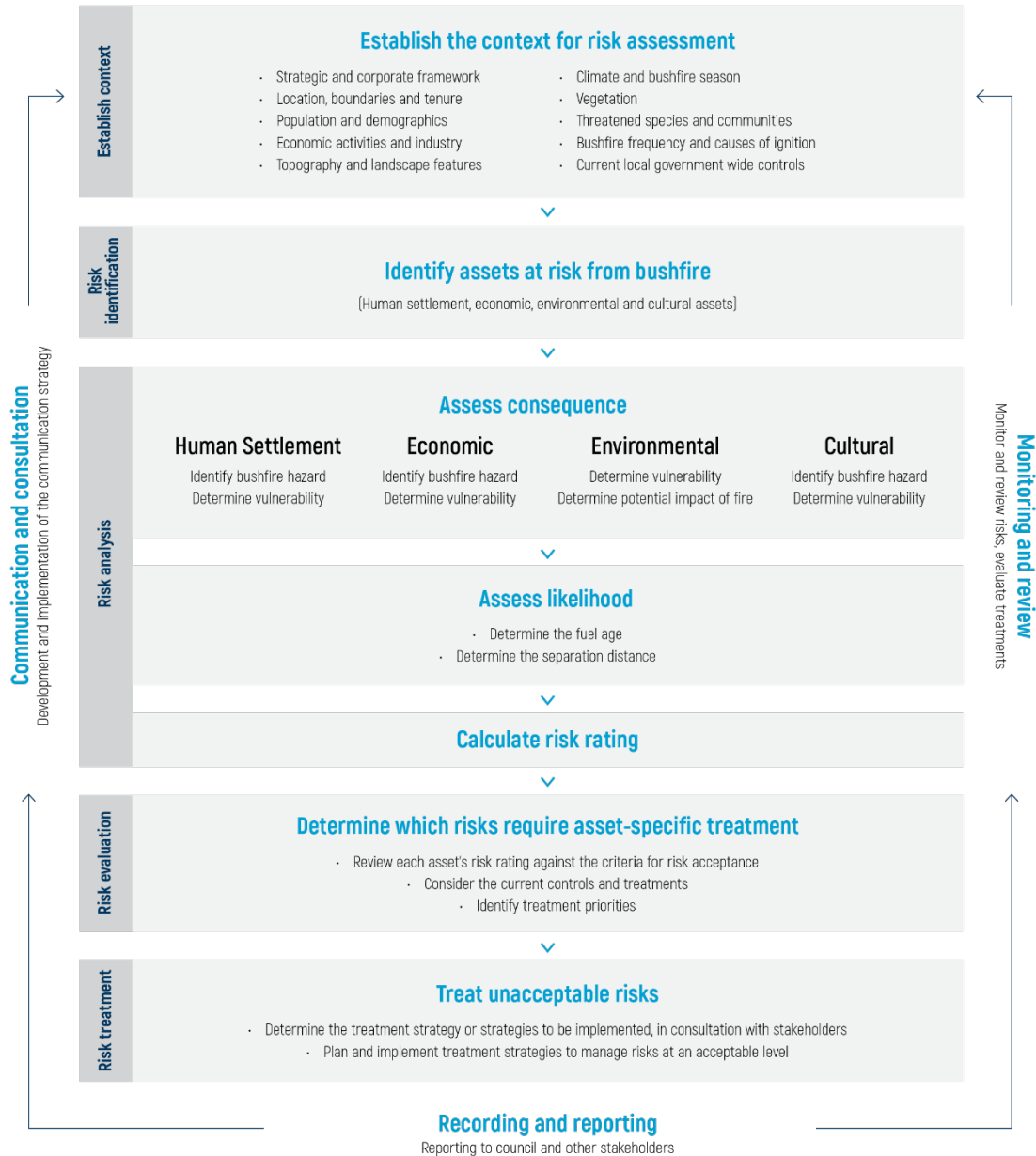


Figure 1: An overview of the risk management process<sup>1</sup>

<sup>1</sup> Adapted from: AS 3959:2009, with permission from SAI Global under licence number 1510-c081.



## 2.1. Roles and Responsibilities

The roles and responsibilities of the key stakeholders involved in the development of the BRM Plan are outlined in Table 1.

Table 1: Roles and Responsibilities

Stakeholder Name*	Roles and Responsibilities
<b>Local Government</b>	<ul style="list-style-type: none"><li>• Custodian of the Bushfire Risk Management Plan (BRM Plan)</li><li>• Coordinate the development and ongoing review of the integrated BRM Plan.</li><li>• Negotiate a commitment from landowners to treat risks identified in the BRM Plan.</li><li>• Undertake treatments on lands owned or managed by them.</li><li>• Submit draft BRM Plan to DFES's Office of Bushfire Risk Management (OBRM) for review and endorsement.</li><li>• Submission of the OBRM endorsed BRM Plan to council for their approval and adoption.</li></ul>
<b>Department of Fire and Emergency Services</b>	<ul style="list-style-type: none"><li>• Participate in and contribute to the development and implementation of BRM Plans.</li><li>• Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk.</li><li>• Facilitate local government engagement with state and federal government agencies in the local planning process.</li><li>• Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries.</li><li>• In accordance with Memorandums of Understanding and other agreements, implement treatment strategies for other landowners.</li><li>• Review BRM Plans for consistency with the Guidelines prior to final approval by council.</li><li>• Administer and coordinate the Mitigation Activity Fund Grants Program.</li></ul>
<b>Department of Biodiversity, Conservation and Attractions</b>	<ul style="list-style-type: none"><li>• Participate in and contribute to the development and implementation of BRM Plans.</li><li>• Provide advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection.</li><li>• Undertake treatments on department managed land, and Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries and land in which they have an agreement for.</li></ul>
<b>Forest Products Commission</b>	<ul style="list-style-type: none"><li>• Participate in and contribute to the development and implementation of BRM Plans.</li><li>• Provide information about their assets and current risk treatment programs.</li><li>• Undertake treatments on lands owned or managed by them.</li></ul>
<b>Department of Planning, Lands and Heritage</b>	<ul style="list-style-type: none"><li>• Provide advice for the identification of their assets and infrastructure, specifically Aboriginal and European heritage.</li></ul>

Stakeholder Name*	Roles and Responsibilities
<b>Other State and Federal Government Agencies and Public Utilities</b>	<ul style="list-style-type: none"> <li>• Provide information about their assets and current risk treatment programs.</li> <li>• Participate in and contribute to the development and implementation of BRM Plans.</li> <li>• Undertake treatments on lands they manage.</li> </ul>
<b>Corporations and Private Landowners</b>	<ul style="list-style-type: none"> <li>• Provide information about their assets and current risk treatment programs.</li> </ul>

## 2.2. Communication and Consultation

Communication and consultation throughout the risk management process is fundamental to the development, implementation and review of the BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders at each stage of the BRM planning process, a *Communication Strategy* was prepared (Appendix A).

## 3. Establishing the Context

### 3.1. Description of the Local Government and Community Context

#### 3.1.1 Strategic and Corporate Framework

The Shire of Wickepin Community Strategic Plan 2018 – 2028 outlines the Shire’s commitment to themes of infrastructure, economy, community, and governance. These are reflected in the shire’s values and mission. The Shire’s key strategic goals and their relevance to this plan are outlined in Table 2.

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

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***Our Values: PROFESSIONALISM, RESPECT, INTEGRITY, DEDICATION and EXCELLENCE***

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**Council Priorities:** Adding value and impact of Council owned infrastructure and services by:

- Attracting new populations and retaining our current population
- Growing our local economy and providing opportunities that benefit local businesses across the Shire
- Protecting, enhancing and receiving value from our natural environment
- Ensure positive financial positions in Council’s Budget

Table 2: Key Strategic Goals

	Goal	BRM Plan links
Infrastructure	1: Roads are a key economic driver across the Shire.	Roads are key in relation to bushfire mitigation as roads are used for ensuring safe travel during bushfire events. They also provide key breaks and fall-back lines for fire management.
	2: Improve the amenities and aesthetics along the main street of townsites.	Updating and improving aesthetics and maintenance of sites and facilities helps reduce fire hazardous weeds and grasses, creating a safer space in townsites which reduces overall fire risk.
	3: The Shire of Wickepin Caravan Park amenities are of a high standard.	
	4: Maintain Shire owned facilities in a strategic manner and to meet community needs.	
Economy	5: We are an agricultural hub, that innovates and leverages opportunities.	Increased tourism and new businesses in town along with an agricultural community that works well together, brings more potential for increased population and volunteers for bushfire brigades. Tourism does bring with it some additional challenges regarding itinerant visitors that also form part of this BRM process.
	6: New businesses are attracted, and existing businesses grow.	
	7: Residents and visitors can access reliable telecommunication services.	
	8: Tourism opportunities create value to our communities.	
Community	9: Our communities are engaged, have a healthy lifestyle and are safe.	Happy communities increase potential population which enables more volunteers. Communities who engage more are also more likely to be receptive to education around bushfire and mitigation. Children and youth are likely to also be retained.
Governance	10: Our organisation is well positioned and has capacity for the future.	Improving capacity within the Shire and being proactive and collaborative will help to set the community up well regarding communication around bushfire mitigation and management as well as improve availability of resources.
	11: We are proactive about collaboration and forward planning our future success.	
	12: Our communities are informed via multiple channels at regular intervals.	

*Bushfire risk mitigation in the shire*

While there has been no formal bushfire risk mitigation planning undertaken within the shire until this process, there has always been a focus on bush fire risk and ensuring adequate levels of expertise in relation to bush fire response. Additionally, while many actions undertaken during normal shire works programming wasn't necessarily undertaken in the mindset of bushfire mitigation, there has always been some understanding that many of those actions assist with fire management and fire response, for example mowing and roadside spraying and road works to improve road networks.

All of the townsite areas in the shire are well equipped with alternate access points with all towns, except Yealering, having access to the north, south, east and west. The Shire undertakes regular maintenance works such as spraying and mechanical control of grassy weeds around townsites and along road verges. The Shire is also working on earlier weed spraying to prevent the need to go back to locations post die off to remove dead vegetation and has good relationships with organisations around towns such as with The CBH Group (CBH) in maintaining their lands close to town.

The shire's Local Emergency Management Committee (LEMC) and Bushfire Advisory Committee (BFAC) are identified as key stakeholders in the development, implementation, and review of the BRM Plan. Their input and advice are critical to the bushfire risk management process and will provide an important forum for consultation, joint-agency partnerships and the resolution of local issues affecting bushfire risk management.

The BRM Plan will assist in improving the community's awareness of bushfire risk and treatment activities planned in their area. Identification of treatment priorities will inform the shire's forward planning and budgeting for treatment activities within the BRM Plan area.

### *Challenges and Risks the Shire faces*

The following challenges have been identified for the shire, from matters raised through corporate governance processes such as Council, Local Emergency Management Committee, Bushfire Advisory Committee, and local knowledge all of which have the potential to impact the objectives of this BRM Plan, consequently special consideration should be given to these matters during the life of this plan. These include:

- Resources being split across multiple town sites
- Shire is a major employer
- Changes to agricultural practices.
- Declining and aging population and loss of young people.
- Attraction and retention of residents impacting succession planning within the emergency services volunteer brigades.
- Volunteer burnout
- Vulnerable groups, such as the elderly, itinerant workers and recreational visitors.
- Loss of rail transport for grain – Lack of business diversity
- Loss of essential services
- Telecommunications network and phone coverage limitations.

Table 3: Functions/positions within Shire of Wickepin critical to this BRM Plan

Function	Roles
<b>Shire Leadership Team</b>	<ul style="list-style-type: none"> <li>• Oversight of the implementation, monitoring and review of the BRMP</li> <li>• Sourcing and approving funding and expenditure</li> <li>• Monitoring the implementation of agreed treatments</li> <li>• Liaison with key stakeholders</li> <li>• Participation on LEMC</li> <li>• Management of the release of BRM Plan and BRMS data</li> </ul>
<b>Person/s Tasked with Emergency Management within the shire Administration Team</b>	<ul style="list-style-type: none"> <li>• In consultation, planning annual schedule of works</li> <li>• Build knowledge and understanding of fire management practices within the community</li> <li>• Participation on Bushfire Advisory Committee (BFAC)</li> <li>• Support bushfire meetings and committees</li> </ul>
<b>Chief Bushfire Control Officer (CBFCO)</b>	<ul style="list-style-type: none"> <li>• Oversee burning programs and support from local brigades.</li> <li>• Contributing to treatment planning.</li> <li>• Negotiating with stakeholders.</li> <li>• Fire breaks inspection and enforcement.</li> </ul>
<b>Works Department</b>	<ul style="list-style-type: none"> <li>• Contributing to treatment planning.</li> <li>• Undertake planned works.</li> </ul>
<b>Town Planning</b>	<ul style="list-style-type: none"> <li>• Ensure adherence to building codes and planning scheme.</li> <li>• Bushfire prone mapping.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Accessing and managing grants and funding.</li> </ul>

### 3.1.2 Location, Boundaries and Tenure

The principal centre of the shire is the town of Wickepin with other towns including Yealering, Harrismith and Tincurrin. The town of Wickepin is about 211km southeast of Perth, 307km north of Albany (Figure 2 and Figure 3). The Shire covers an area of approximately 2042km<sup>2</sup> and is predominantly made up of agricultural lands producing sheep, wheat, barley, canola and other grains and legumes. The Shire is bordered by the shires of Narrogin, Cuballing, Pingelly, Corrigin, Kulin, Dumbleyung and Wagin. The major road networks within the Shire are the Williams - Kondinin Road, Wickepin - Corrigin Road, Wickepin – Harrismith Road and the Wickepin – Pingelly Road. All of these roads are bitumen and fairly well maintained and provide very good access around the Shire. Other minor roads are predominantly gravel.

The Shire is made up of a range of land tenures and land uses, however, is predominantly broadacre farming. As shown in Table 4, 93.1% of land tenure within the Shire is privately owned, with much of this land being agricultural land. While not as prevalent as surrounding more eastern areas of the state, some properties have been bought up by larger corporations or single owners, resulting in large areas with singular ownership. This does result in fewer landowners now owning larger parcels of land however there are still a lot of regular sized farms. Some of the challenges related to this include:

- If one landowner does not comply with the Shire’s local laws this can increase the risk to other landowners as larger areas of land is not compliant. This has a flow on impact to adjoining properties.
  - Given the large areas of farm land in the Shire, even with the provisions of Section 33 Bush Fires Act 1954 in relation to sub sections 2-5, it can be difficult for the shire to keep up with and ensure all areas are compliant and undertake the necessary works prior to fire season when owners are not compliant.
- Fire impacting one farm can have substantial economic and social implications for the broader Shire and community.
- Firebreaks and other mitigation are often seen to impact on available area for farming activities and result in additional costs. However, consultation may be simplified with fewer stakeholders to be engaged.

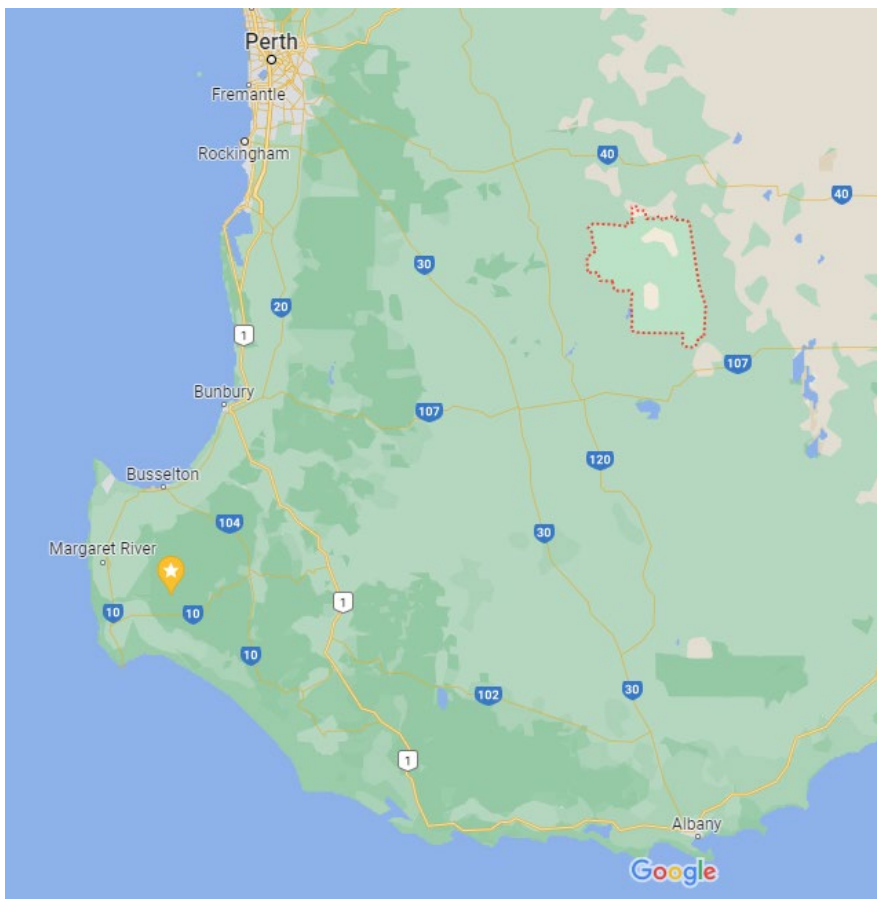


Figure 2: The location of the Shire of Wickepin (Map Data Google, 2022).

Another issue in the Shire is of “absentee farmers” where farmers may own properties in a range of locations and shires, meaning they don’t necessarily live in the shire the parcel of land falls in. This can cause a lack of understanding of the local conditions, an assumption from community that these owners do not have an interest in the community or that they may have a carefree attitude to property management and mitigation measures, and reduced potential for volunteerism in the event of a fire.

The next major land manager in the Shire is the Shire of Wickepin with 3.3% of the total Shire area (Table 4). The Department of Biodiversity, Conservation and Attractions (DBCA) is the next major land manager with 2.7% of land (Table 4). Other organisations and government authorities, including Arc Infrastructure make up only 0.5% of the total land area.

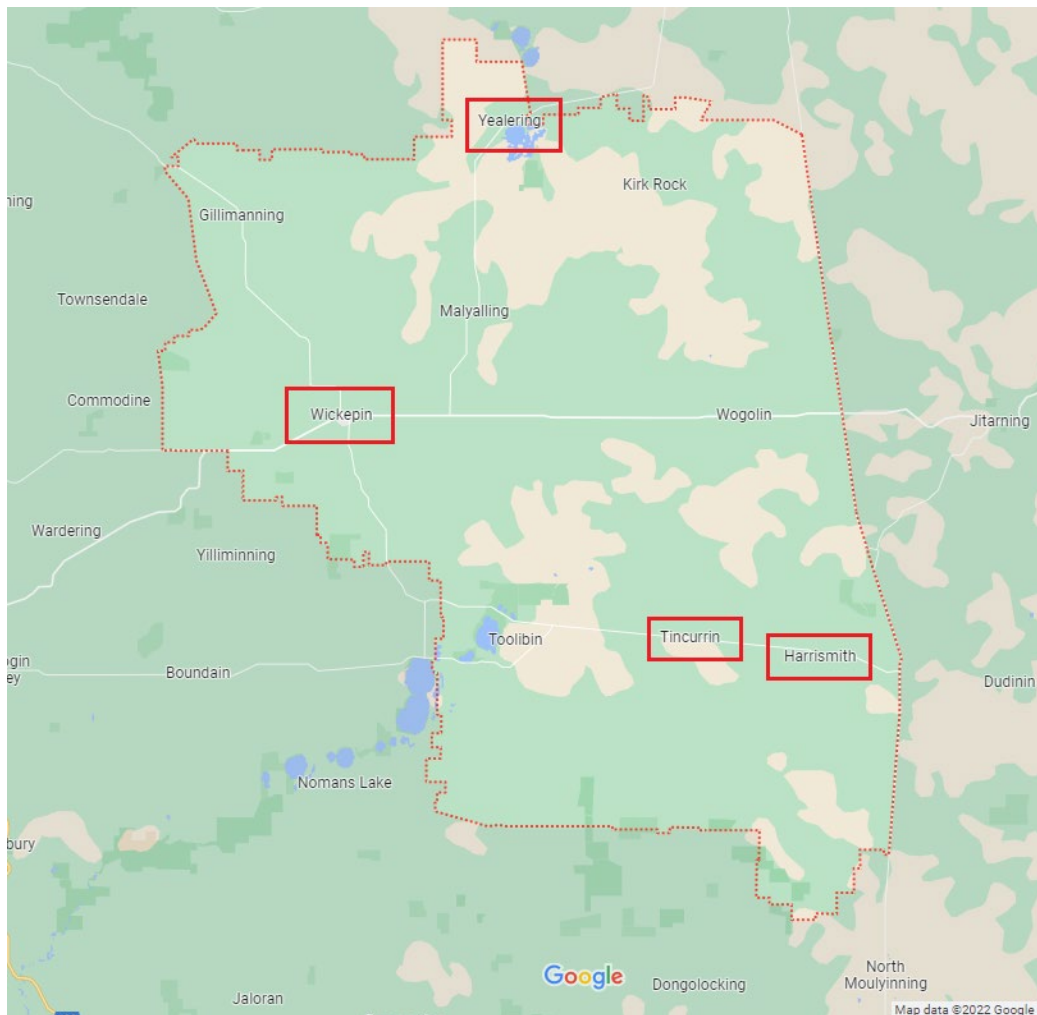


Figure 3: Townsites of the Shire of Wickepin (Map Data Google, 2022).

UCL and UMR lands constitutes only 0.4% of the total land tenure within the Shire (Table 4). UCL/UMR located within the townsites are managed for fire mitigation by DFES, with UCL/UMR located outside of the townsites managed by DBCA. These management arrangements result from a memorandum of understanding (MOU) with the Department of Planning, Lands and Heritage. Effective management of UCL/UMR within the Shire of Wickepin is necessary as it typically forms the rural-urban interface (RUI) of townsites. The vegetation on UCL/UMR can be a driver of bushfire risk in the Shire which has led to a strong relationship between the Shire, DFES and DBCA who work together to manage the bushfire risk posed by UCL/UMR.



Table 4: Overview of Land Tenure and Management within the Shire of Wickepin

Land Manager/Agency	Total Area – Km <sup>2</sup>	Percent of Local Government Area
Local Government	94.6	3.3%
Private	2684.4	93.1%
Department of Biodiversity, Conservation and Attractions	76.7	2.7%
Other Govt/Utilities/Arc Infrastructure*	15.8	0.5%
UCL/UMR	11.6	0.4%

\*Water Corp/Department of Water Reserves makes up to 0.4% of the 0.5%

### 3.1.3 Population and Demographics

According to the Australian Bureau of Statistics 2021 Census the total population of the Shire is 690 (Table 5) (52.7% male and 47.3% female), down from 718 in the 2016 census. The principal centre of the Shire is the townsite of Wickepin where approximately 38.5% of the residents live.

The 2021 statistics (Table 5) show 58.4% of the population are aged between 15 – 64-years-old, which is the key age group for recruitment and retention of emergency services volunteers. Over 40% of the population is in the youth and elderly aged groups. Improving resilience of the Shire’s children for bushfire events is a key mechanism for future proofing the Shire as children can influence behaviour changes within families. Increasing awareness within school environments via DFES’ and other current school-aged education programs could result in increased awareness throughout the community and increased volunteering numbers.

Table 5: Population data for the Shire of Wickepin from the 2021 Census data

People All people	Wickepin	%	Western Australia	%	Australia	%
Male	366	52.7	1,322,855	49.7	12,545,154	49.3
Female	329	47.3	1,337,171	50.3	12,877,635	50.7
Median age	47	N/A	38	N/A	38	N/A
0-4 years	42	6.0	161,753	6.1	1,463,817	5.8
5-9 years	48	6.9	172,654	6.5	1,586,138	6.2
10-14 years	47	6.7	171,377	6.4	1,588,051	6.2
15-19 years	23	3.3	153,263	5.8	1,457,812	5.7
20-24 years	31	4.4	158,817	6.0	1,579,539	6.2
25-29 years	32	4.6	176,045	6.6	1,771,676	7.0
30-34 years	39	5.6	196,312	7.4	1,853,085	7.3
35-39 years	42	6.0	200,904	7.6	1,838,822	7.2
35-39 years	42	6.0	200,904	7.6	1,838,822	7.2
40-44 years	32	4.6	178,589	6.7	1,648,843	6.5
45-49 years	40	5.7	174,632	6.6	1,635,963	6.4
50-54 years	42	6.0	173,622	6.5	1,610,944	6.3
55-59 years	71	10.2	162,778	6.1	1,541,911	6.1
60-64 years	56	8.0	150,667	5.7	1,468,097	5.8
65-69 years	43	6.2	132,186	5.0	1,298,460	5.1
70-74 years	34	4.9	115,196	4.3	1,160,768	4.6
75-79 years	37	5.3	78,012	2.9	821,920	3.2
80-84 years	21	3.0	53,115	2.0	554,598	2.2
85 years and over	18	2.6	50,106	1.9	542,342	2.1

While population numbers overall are low, the number of registered bushfire volunteers is currently 350 which is nearly 50% of the population; this is commendable. However, many of these volunteers have other competing priorities associated with smaller rural communities and farming requirements. Additionally,



with many of the residence living in the Wickepin location, this further spatially spreads those undertaking firefighting activities. This is a key consideration for the Shire when planning for bushfire response. Although, unlike many of the surrounding shires, there appears to be a good mix of age groups within the current bushfire brigade groups ensuring a good range of experience and successional planning.

Additionally, nationally we have seen a general decline in rates of volunteering from 36.2% of people over the age of 18 volunteering in 2010, down to 28.8% in 2019. Additionally, volunteer hours declined 20% from 2014 to 2019, nationally (Volunteering Australia, 2021). In the Shire itself, census data from 2021 showed a total of 177 people (approximately 25% of the population) said that they volunteered with an organisation or group in the year leading up to the census (Table 6), with 244 in 2016 (34% of the population at the time) which correlates with the general declining trend seen nationally. This number does not reflect the Shire records of registered bushfire volunteers. The reasons for people not reflecting their volunteerism in the census is not known.

**Table 6: 2021 and 2016 Census General Community Profile data for Volunteering in the Shire of Wickepin**

AUSTRALIAN BUREAU OF STATISTICS 2021 Census of Population and Housing  
Wickepin (LGA59100) 2040.9 sq Kms

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[Find out more:](#)

[Voluntary work for an organisation or group](#)

[Age](#)

[Sex](#)

G23 VOLUNTARY WORK FOR AN ORGANISATION OR GROUP BY AGE BY SEX  
Count of persons aged 15 years and over

	<i>Volunteer</i>	<i>Not a volunteer</i>	<i>Voluntary work not stated</i>	<i>Total</i>
<b>PERSONS</b>				
15-19 years	0	16	4	23
20-24 years	6	13	10	31
25-34 years	25	39	8	75
35-44 years	27	34	11	67
45-54 years	37	37	15	86
55-64 years	42	56	29	123
65-74 years	25	41	12	81
75-84 years	16	31	6	57
85 years and over	0	8	3	18
<b>Total</b>	<b>177</b>	<b>292</b>	<b>87</b>	<b>552</b>

AUSTRALIAN BUREAU OF STATISTICS 2016 Census of Population and Housing  
Wickepin (S) (LGA59100) 2040.9 sq Kms

[List of tables](#)

[Find out more:](#)

[Voluntary Work for an Organisation or Group](#)

[Age](#)

[Sex](#)

G19 VOLUNTARY WORK FOR AN ORGANISATION OR GROUP BY AGE BY SEX  
Count of persons aged 15 years and over

	<i>Volunteer</i>	<i>Not a volunteer</i>	<i>Voluntary work not stated</i>	<i>Total</i>
<b>PERSONS</b>				
15-19 years	6	16	3	26
20-24 years	3	16	0	23
25-34 years	40	41	3	86
35-44 years	34	30	12	79
45-54 years	52	56	8	116
55-64 years	48	54	11	115
65-74 years	36	40	12	84
75-84 years	26	19	3	45
85 years and over	0	9	4	15
<b>Total</b>	<b>244</b>	<b>283</b>	<b>53</b>	<b>576</b>

This table is based on place of usual residence.

Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals.

In past fire events there has been a strong turnout of spontaneous volunteers, with many residents stepping forward to support their community. While this is always welcome, spontaneous volunteers are a challenge to manage as they do not have any training in relation to fire management. There may be an opportunity to engage with this sector of the community to potentially:

- Increase the registration of volunteers or farmer response units prior to an event including the use of the Vehicle Identifier sticker issued annually (listed in Appendix B),
- Engage the community through the delivery of training, social pre-season catch ups or education programs (recommended action in Appendix B),
- Identify volunteer organisations that spontaneous volunteers could be referred to during an emergency to better use their skills and prevent any issues around lack of training and knowledge in specific firefighting activities.
- Investigate partnerships with other volunteer organisations such as Volunteering WA regarding spontaneous volunteers.

The Shire has two primary schools, in Wickepin and Yealering. Older students either go to surrounding towns such as Narrogin or board in Perth. With students potentially travelling long distances to get to school there is the risk that students and families may be impacted in a bushfire situation if roads are impacted, or people are away from home when the fire occurs. Awareness of current situations by community and public notification is important to reduce these impacts. Community education through current DFES documentation and programs such as Bushfire ready groups and the new Australian Fire Danger Rating System may help communities to help themselves and be more educated about the impacts of fire and how they can become more resilient and prepared.

Another issue in remote areas like this is phone coverage and access to the internet which can be a huge issue with getting information to residents in a timely manner and allowing residents to be aware of fire events that may be occurring. Figure 4 shows the coverage for Telstra (5G, 4G and 3G) over the Shire. There is considerable uncovered area. Additionally, the Census data for 2016 (Table 7) shows that approximately 75.2% of people access their internet from home, however many of the residents would likely be undertaking work outside of the home most days in agricultural areas where service is limited. The Shire is committed to improving communications coverage which is important for firefighting activities, notifying residents of a fire and other community information.

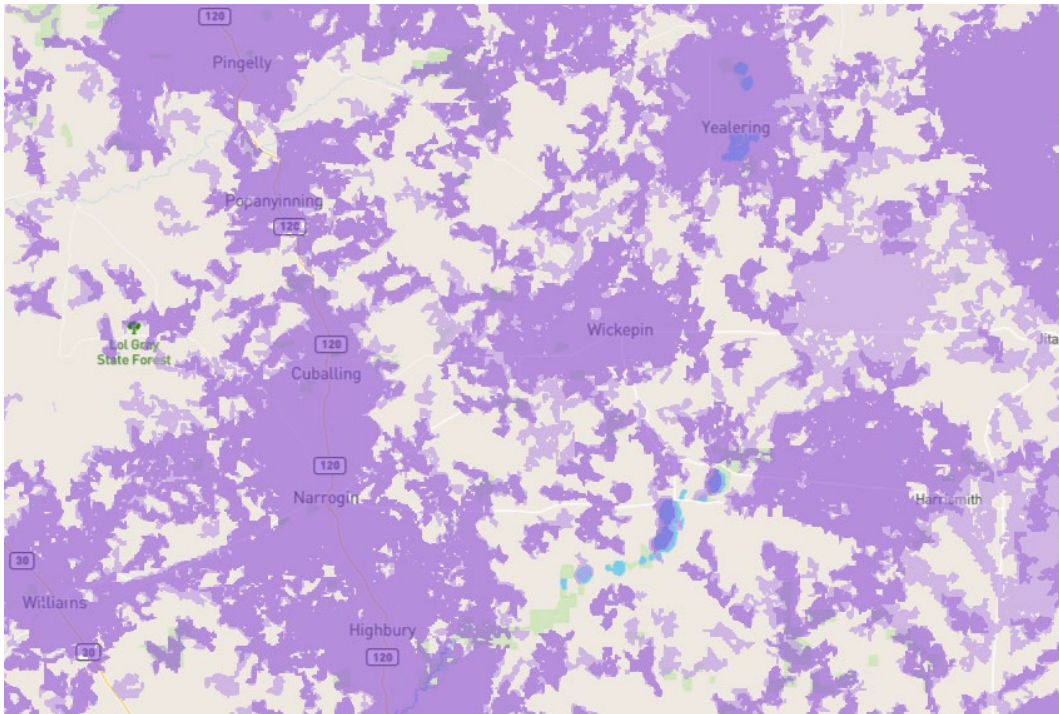


Figure 4: Telstra phone coverage (5G, 4G and 3G) (www.whistleout.com.au, 2022).

Table 7: 2016 Census Data for Access of Internet at Home

<u>Dwelling internet connection</u>	Wickepin (S)	%	Western Australia	%	Australia	%
Internet not accessed from dwelling	60	22.2	108,489	12.5	1,172,415	14.1
Internet accessed from dwelling	203	75.2	737,659	85.1	6,892,165	83.2
Not stated	7	2.6	20,625	2.4	221,494	2.7

In Wickepin (S), 75.2% of households had at least one person access the internet from the dwelling. This could have been through a desktop/laptop computer, mobile or smart phone, tablet, music or video player, gaming console, smart TV or any other device.

Being a farming community and with fires being common on farms, much of the population has some understanding of fire and its impacts and many are already registered as volunteers and regularly attend small fires on farms and undertake prescribed burns on their properties. However, like many locations where big fire events are rare, there is some complacency around fire and mitigation measures to manage those big fire events. This was evident in the recent large East Narrogin fire which impacted the shire and had the town of Wickepin evacuated. Anecdotally, many people were simply not aware of the fire risk that day, had no idea the fire was even occurring, or that their town may be impacted, until they were advised to evacuate. This fire has likely raised awareness of fire and mitigation action and this should continue to be remembered to work towards reducing the impact of a similar event occurring in the future. Post the East Narrogin fire, the Shire conducted a community catch up to check in with the community etc and this type of event each year could be a good avenue to continue that conversation around fire and what the community can do to prepare.

Bushfire Risk Management Plan

### 3.1.4 Economic Activities and Industry

The Shire of Wickepin is predominantly a farming community that produces grains and livestock with approximately 38% of people employed in the agricultural industry (Table 8). The agricultural industry is known to be impacted by fire events through both physical loss of crops and livestock but also post fire impacts such as soil erosion, loss of fences or impacts on equipment, which is a significant consideration for the Shire's fire management planning. Water bomber aircraft have been forward based in the eastern area of the southwest during 2021/2022 and 2022/2023 fire seasons during high harvest periods to assist with fire management in the event of a fire, to help protect crops. This resource is highly useful in attacking fires before they affect large areas of crop land and can be dispatched to any area throughout the wheatbelt, based on priority and other fire events occurring at that time.

Another major challenge for the Shire is access around and crossing the rail network and above ground water pipelines during fire events. The railway line is currently not operational; however, infrastructure is still present from Narrogin through Wickepin to Yealering and Yilliminning through Harrismith and Tincurrin to Dudinin, which can impede access for firefighting vehicles. While the line is currently not in use, ARC Infrastructure is still responsible for management, and future use of the track is possible with increased interest from the agriculture industry and mining, therefore engagement with ARC Infrastructure is required to reduce potential fire damage and fuel loads. The water pipe is predominantly underground in the Shire however there are sections of pipe above ground around Wickepin townsite which require navigating in the event of a fire.

Tourism in Wickepin centres primarily around a range of free activities such as wildflower drives, the kid's playground in Wickepin and various lakes and walk trails throughout the shire, along with several great accommodation and food outlets, and the swimming pool. The Shire is also a big advocate of astrotourism with its clear, unpolluted skies allowing for some amazing star gazing opportunities throughout the shire. While tourist numbers would be quite low compared to other areas of the state, tourists and transient populations can be vulnerable to bushfire risk. The Shire's tourism period is likely to occur during the cooler months with summer in the Shire being very hot and dry, however with Albany and the Southcoast being a popular summer tourist location, there may be some transient traffic during the summer. It's also not far from Perth or far off the Albany Highway, so can often attract tourists undertaking short trips throughout the southwest.

The Shire has itinerant workers who are employed in the agricultural industry during the peak seeding, harvesting and shearing seasons which typically fall between July and April (much of the year there is some component of agricultural work being undertaken). Some of the challenges associated with recreational visitors and itinerant workers include:

- They are often not connected to local networks or do not monitor local social media,
- They may not understand the risk associated with bushfires which may result in actions such as lighting campfires in restricted periods or not managing campfires appropriately,
- Not being familiar with road networks or have independent transport,
- May not have strong understanding of English and struggle to access warning information.

This provides unique challenges for community education who often have limited information about local conditions and general bushfire awareness. Some farmers in the Shire do however ensure that all workers are well informed about bushfires and often require/encourage those staff members to become involved

in the brigades, which is a great way to ensure that they trained, and aware of what to do in the event of a fire and increases volunteers. This should continue to be encouraged and training made available to these itinerant workers.

**Table 8: 2021 census data for Industry of Employment**

AUSTRALIAN BUREAU OF STATISTICS 2021 Census of Population and Housing  
Wickepin (LGA59100) 2040.9 sq Kms

[List of tables](#)

**Find out more:**

[Industry of employment](#)

W09 INDUSTRY OF EMPLOYMENT BY PERSON

[Sex](#)

Count of employed persons aged 15 years and over

Industry	Persons	Industry	Persons
Agriculture, Forestry and Fishing	152	Construction	7
Mining	3	Wholesale Trade	12
Manufacturing	0	Retail Trade	12
Accommodation and Food Services	5	Rental, Hiring and Real Estate Services	0
Transport, Postal and Warehousing	11	Professional, Scientific and Technical Services	4
Information Media and Telecommunications	0	Administrative and Support Services	5
Financial and Insurance Services	0	Public Administration and Safety	21
Health Care and Social Assistance	0	Education and Training	24
Arts and Recreation Services	0		
Other Services	8	Inadequately described	0
Electricity, Gas, Water and Waste Services	0	Industry of Employment not stated	3

### 3.2. Description of the Environment and Bushfire Context

#### 3.2.1 Topography and Landscape Features

The agricultural areas of Western Australia are very diverse, with a wide range of soils, and landscape features. In the Shire of Wickepin, the area is moderately flat with some areas of undulating valleys and drainage lines with the odd rocky outcrops.

The maximum elevation is approximately 450m (1476 ft) with a minimum of approximately 265m (869 ft) (Figure 5). The main landscape feature within the Shire is the Toolibin and Walbyring lake systems in the southwest of the Shire. The lakes can cause fire management issues due to being impassable by vehicle and may reduce response time. These lakes include important wetlands and in the case of Toolibin lake, is a RAMSAR site, and often can consist of unstable substrates, these factors can make it hard to establish durable firebreaks and other treatments. These systems are however relatively fire resistant, resulting in potential areas of fall back for fires or areas where the fire may slow down and allow management actions on the other side of the lakes to fight the fire therefore do not overly increase fire risk. Other topographic features in the Shire are rocky outcrops which can impede fire mitigation and management. While these features can cause issues with firefighting due to limiting access for firefighters, they do often stop or slow fires as the vegetation on these outcrops can be quite sparse therefore creating a low fuel area, this is important to understand when planning fire mitigation and fire access tracks. It also highlights the need to ensure good strategic fire breaks are created ahead of time, which can be used to contain fires in this more



difficult terrain. The Shire will work with other land managers to highlight the importance of this, through the annual fire break notices on private land. Environmental impacts such as loss of remnant vegetation, erosion and threatened species impacts can also be best managed by strategic fire access tracks which are planned and approved prior to an emergency event. This should include fire access tracks that provide safe, effective, and quicker access and therefore improve the ability to control a fire whilst small.

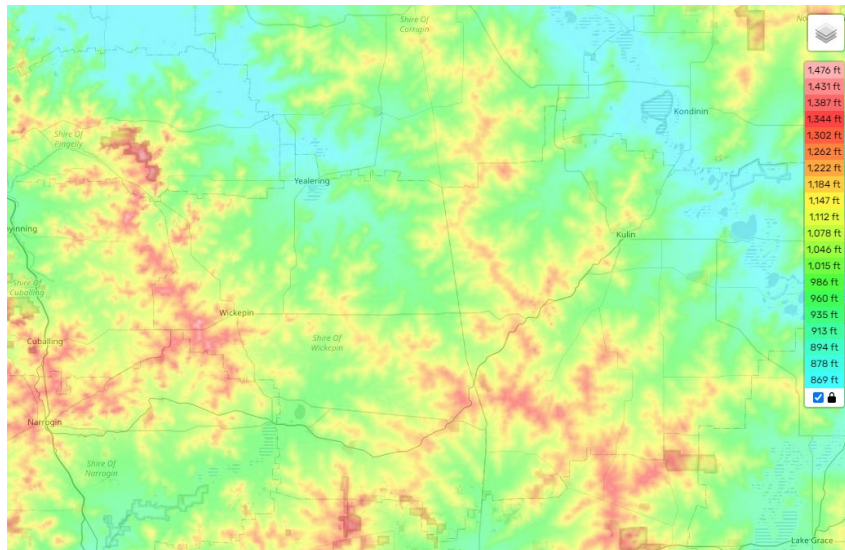


Figure 5: Representation Map of the Topography in the Shire of Wickepin. (Topographic-Map.com, 2022)

### 3.2.2 Climate and Bushfire Season

The Shire was previously covered by the Upper Great Southern Fire Weather District, however this has now changed to Arthur. Current data for the Shire from 2015 to 2022 shows that only a small percentage (1.3%) of the days in a year (4.7 average days per year) were covered by Severe, Extreme or Catastrophic Fire Danger days (Table 9) with 5.59% (20.4 average days) being Very High. 62.69% of the year (on average 228.8 days) the ratings were Low. The ratings have since changed as at 1 September 2022 with ratings being; No Rating, Moderate, High, Extreme and Catastrophic (Figure 6)

Table 9: Average number of Fire Danger Ratings per year from 2015 to 2022 for the Upper Great Southern Fire Weather District (now known as the Arthur District).

	Low	High	Very High	Severe	Extreme	Catastrophic
<b>Average Number of Days</b>	228.8	111	20.4	4.3	0.3	0.1
<b>Percentage</b>	62.69%	30.42%	5.59%	1.19%	0.08%	0.03%

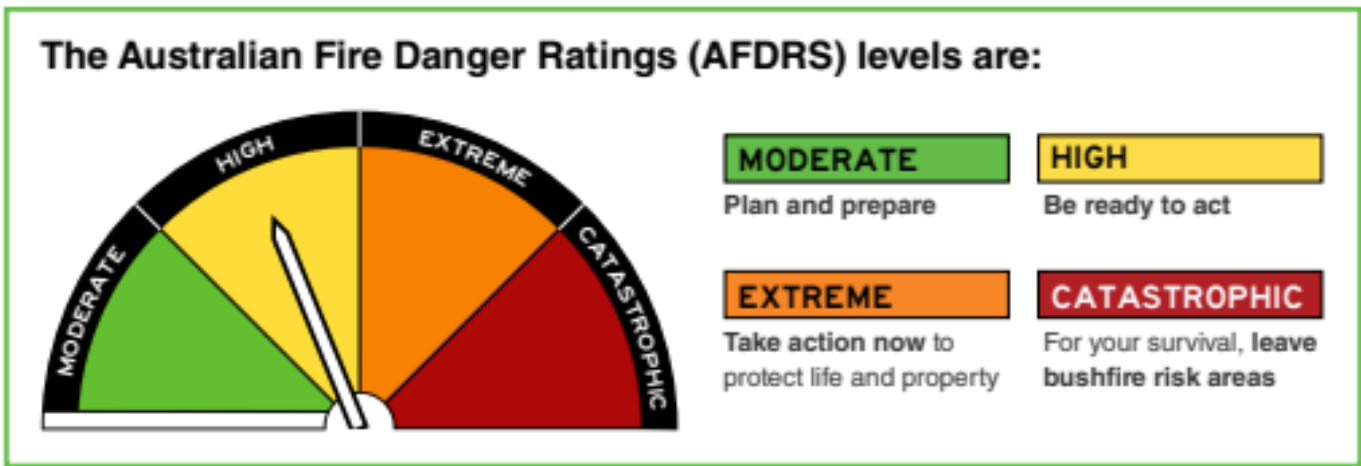
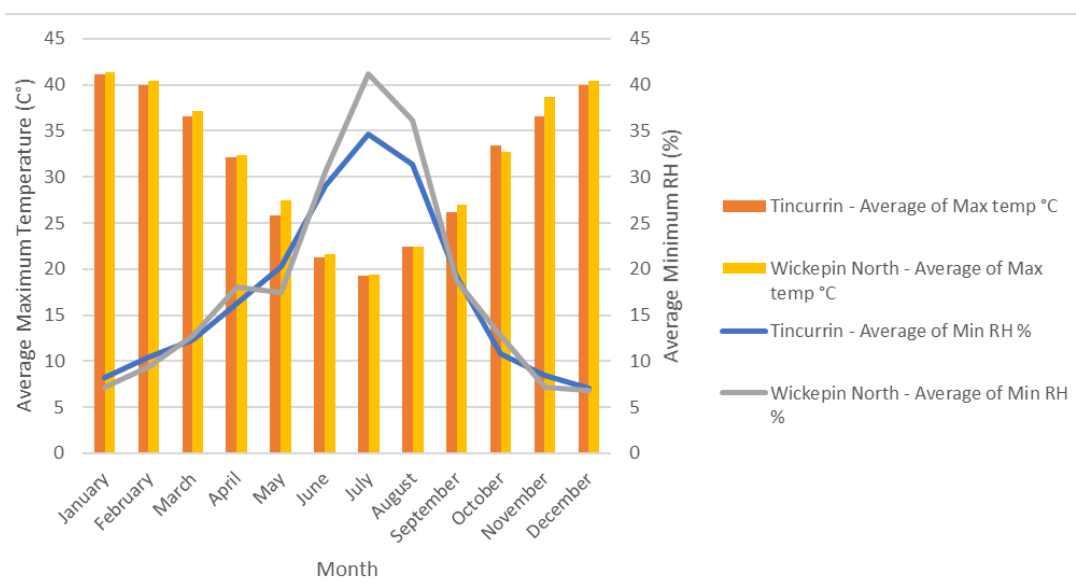


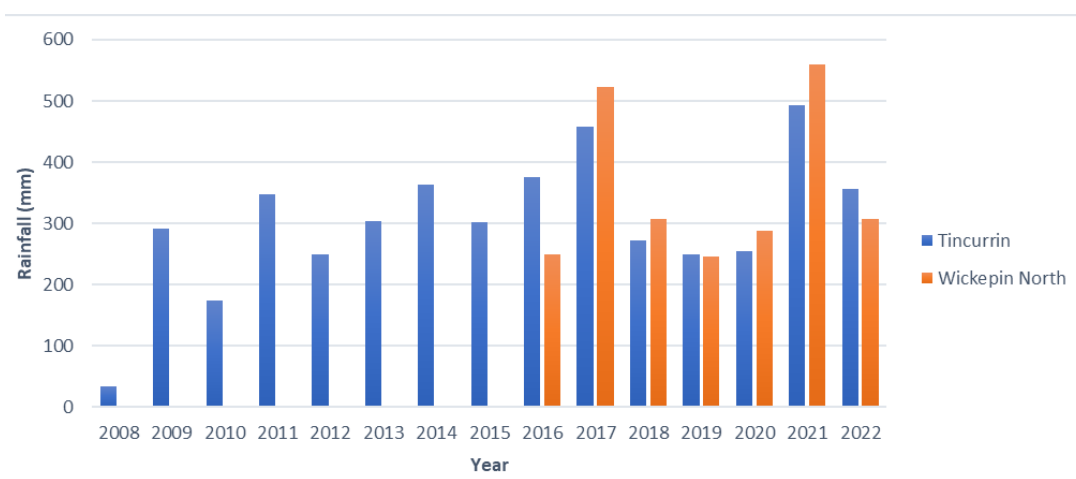
Figure 6: Australian Fire Danger Ratings and messaging. In effect as of 1 September 2022 (AFAC, 2022). (AFAC, 2022)

There are no local Bureau of Meteorology (BOM) weather sites in the Shire, with the closest BOM site to Wickepin being over 30kms away in Narrogin and over 60kms in Corrigin and Brookton. DPIRD sites are available and provide sufficient data for this process. Local DPIRD sites are Wickepin North, Wickepin East and Tincurrin. For analysis for the BRMP, the Wickepin North and Tincurrin sites have been selected for a spread of data throughout the Shire. Monthly data is from April 2016 for Wickepin North and November 2008 for Tincurrin, with daily data only being available from late January 2020 for both sites, therefore determining long term trends is not possible from these sites.

The Shire is described as having a Mediterranean climate with cool, wet winters and hot dry summers. The Shire experiences its hottest temperatures in the late spring and summer months of November through to March, however, it is not uncommon for these temperatures to fall in October and April (Figure 7). Average max temperatures from November through to March are well over 35°C, with temperatures over 30°C in October and April. The winter months can be quite cold and frosty with minimum temperatures below 1°C being recorded in at both sites from June through to October. Annual average rainfall for Tincurrin was 318.3mm (2009 – 2021 data) and Wickepin North is 384.6mm (2017 – 2021 data) (Figure 8). The wettest months are May through August however, rainfall typically occurs all year round, with averages of at least 10mm being seen even over December and January (Figure 9). Summer rain events are often associated with lightning which can be an ignition source for bushfires.



**Figure 7: Average max monthly temperature and average minimum monthly relative humidity for Tincurrin and Wickepin North DPIRD sites. Tincurrin monthly data from November 2008 to October 2022. Wickepin North monthly data from April 2016 to October 2022 (DPIRD,2022).**



**Figure 8: Total yearly rainfall for Tincurrin and Wickepin North DPIRD sites. The overall yearly average rainfall for Tincurrin is 318.3mm (2009 – 2021) and Wickepin North is 384.6mm (2017 – 2021). (DPIRD,2022). \*\*Note: Tincurrin monthly data from November 2008 to October 2022. Wickepin North monthly data from April 2016 to October 2022 \*\***

Weather is the primary influencer on fire activity<sup>1</sup> and therefore, needs to be considered when planning mitigation and response activities, as weather itself cannot be mitigated against. Bushfire threat is typically associated with very hot (above average temperatures), dry (less than 20% humidity) and windy (above 12 – 15 Km per hour) conditions. These conditions are often recorded in the Shire through the summer months (Figure 7 and Figure 10).

<sup>1</sup> Source: The Burning Issue: Climate Change and the Australian Bushfire Threat Bushfire Risk Management Plan





Figure 9: Average monthly rainfall for Tincurrin and Wickepin North DPIRD sites. Tincurrin monthly data from November 2008 to October 2022. Wickepin North monthly data from April 2016 to October 2022 (DPIRD,2022).

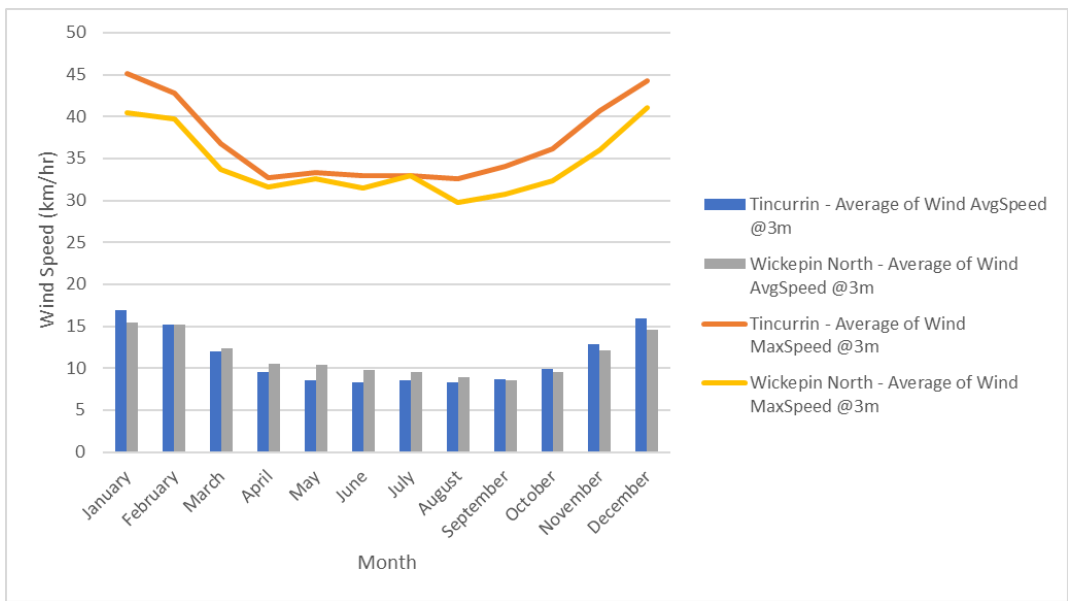


Figure 10: Average maximum monthly wind speed and average monthly windspeed for Tincurrin and Wickepin North DPIRD sites. Tincurrin and Wickepin daily data from 25 January 2020 to October 2022. (DPIRD,2022).

Another issue in the shire as a result of low rainfall is often drought years when dams have limited supplies and the competing priority for their use for stock or fire management. Not all properties are on scheme water as such heavily rely on tanks and dams for their water requirements. Some investigation on having permanent water supplies throughout the Shire would be advantageous to ensure supply of water for fire fighting during years when water in dams is limited. Possible solutions could include permanent water tanks strategically placed where scheme water is unavailable. Additionally, water tanks could reduce impacts in areas where scheme water is available. Another area of investigation would be for non-permanent water supplies such as transportable water in sea containers or other such vessels that can be moved around the Shire depending on the risk profile and available water in any given season/period.

### 3.2.3 Vegetation

Native vegetation in the Shire has a history of being highly cleared for agricultural use, resulting in remaining vegetation being highly fragmented. Remaining vegetation exists primarily in conservation estates or other state managed areas such as Department of Water land and offsets and UCL. Other native vegetation is primarily along roadsides and small pockets of vegetation on private properties. Native vegetation is beneficial to the agricultural sector for providing habitat for flora and fauna, and retaining the productivity of land for agricultural purposes e.g. deep rooted trees and vegetation keep groundwater lower, reducing salinity and provides barriers for wind erosion.

Remnant vegetation in the Shire is only about 12.1% of the original native vegetation (Figure 11) making the predominant vegetation type grasslands/crops. Grassland fires typically are predominantly impacted by wind and grass curing, with other parameters such as temperature and relative humidity also playing a large part. Grass fires are well known to be fast moving (usually with rates of spread measured in kilometres per hour compared to forest fires which usually do not reach more than a few hundred metres per hour). However, once winds drops or relative humidity increases (often in the evening) these fires can slow dramatically. Grass fires are often very hot however have a short residence time, meaning fire fighters can get into the fire ground much faster once the head fire flame front has passed. Short residence time also usually means fuels are burnt out quickly and reduces mop-up requirements and personnel to be onsite at the fire for long periods of time postfire. Grass fires do not tend to spot long distances and tend to travel over gaps in fuels as a result of long flame lengths which bridge these gaps. Crops within the shire include canola, oats, barley, wheat, lupins and pasture grasses therefore may have a range of fuel loads whether they have been harvested or not. Additionally, even the stubble aspects of each crop may result in slightly different fire behaviour with canola stubble typically being more woody and less dense, making fire travelling through canola stubble slightly slower initially, however once the fire is established, it does burn hotter than other crops. Oats for example are more densely packed and easier to ignite therefore may ignite more readily and travel faster.

Mitigation measures ideal for reducing the spread of grassland/crop fires include mowing/slashing to reduce height of the fuels which will reduce potential flame length and fire intensity and installing wide mineral earth breaks (minimum 4m) which provide a break in fuels. Many of the Shire's private rural houses are well within 30m of vegetation and crops, to reduce risk in these locations, grass/crops should be maintained below 50mm within at least 100m of assets. Breaks ideally would be wider than the potential flame length to prevent flames from touching fuels on the other side when lent over due to high winds, however flame length is determined by wind speed and direction and intensity of the fire and available fuels, therefore predicting flame length is not practical.

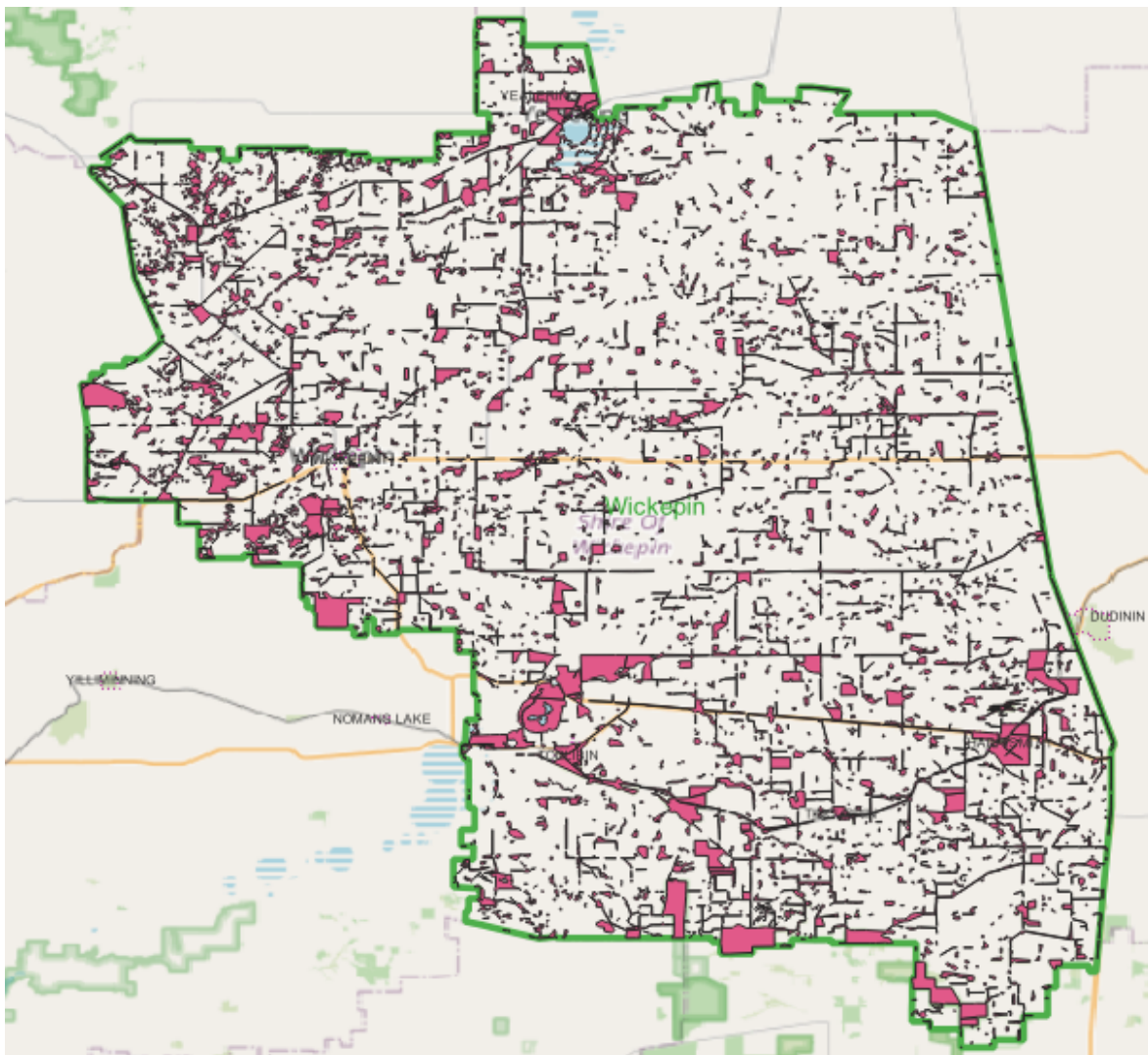


Figure 11: Remnant vegetation in the Shire of Wickepin (shown in red).

Outside of reserve systems and private property, native vegetation is mostly found along road reserves. These road reserve areas can form important corridors between remnant vegetation. However, while some road verge vegetation is in good health, much of it is degraded with only remnant trees and understory of weeds and grasses, rather than intact and healthy understory which is required as habitat for wildlife and use for travel between sites. Mitigation measures on good quality road reserves and remaining vegetation should be carefully considered as these remnant areas can be damaged by some mitigation actions including prescribed burning, because of too frequent fire, in the wrong season for relevant species and often being more severe than required for certain species. Other common damage is from roadside spraying of weeds and road grading and verge works. While not a Shire of Wickepin document, the Shire of Kent's Roadside Vegetation and Conservation Values (2006) document could be reviewed and considered when undertaking roadside vegetation mitigation. Burning and spray works are not to be discounted in these high quality areas however careful consideration of timing and frequency of such activities is required. Alternatively, WALGA and DBCA provide a range of materials in assisting with reviewing and managing roadside vegetation and road maintenance requirements. Mitigation options for Bushfire Risk Management Plan

disturbed areas include regular mowing/slashing and weed spraying to reduce grassy weed invasion. Often road reserves are difficult to mow/slash due to the slope and irregular nature of the terrain however many excavator head options are now available for mulching works that can reach longer distances from the road edge, which may work well for these areas where typical shire tractor or mowing units are not able to work in. Ongoing spraying to prevent weeds from growing should be conducted to manage the verges. Spraying ideally should target young plants or stop germination of grassy weeds, rather than spray once they are mature, as they will simply die and stay intact for burning in the event of a fire in the future.

The Shire is made up of the Avon Botanical District which is further divided into four Vegetation Systems; being the Corrigin, Narrogin, Pingelly and Dumbleyung systems (Figure 12). These vegetation types are usually closely related to soil types. The Corrigin System, in the northeast, is made up of four main types: Kwongan (scrub vegetation) on sandplains, patches of mallee, woodlands on slopes and flats and then in the valley floors typically teatree and samphire. The Narrogin system in the southwest typically has a higher rainfall with plateau areas covered by brown mallet and powderbark, except in local patches of heath. Woodlands of York gum and wandoo cover the areas below the breakaways with the wandoo typically on the upper slopes and the York gum on the lower slopes. Some samphire and teatree exist around Toolibin Lake and the other salt lakes. The Pingelly system in the northwest is made up of conspicuous granite outcrops and vegetation consisting of a mosaic of jam (*Acacia acuminata*) and rock sheoak (*Allocasuarina huegeliana*), York gum and wandoo woodland. The Dumbleyung System in the south is much the same as the Narrogin system in this portion of the system (Grein, 1994). The Shire also falls within the Avon River Catchment (in the north) and the Blackwood River Catchment (south). Often the open woodland areas can go long unburnt as these areas often take some time to develop high fuel loads. Mechanical works in these areas is unlikely to be successful in reducing risk as there is little to no above surface fuels to mulch. Burning is likely to be the best option to reduce risk once fuels get high. Mitigation measures that allow access around assets and safe places for fire fighters to access fires and get around asset areas is likely to be the next best option from burning fuels in these woodland areas. Areas with jam and sheoak often are quite thick and mechanical modification to open these areas up along roadsides and close to assets works well to reduce the intensity of fires that may occur and reduce the density of the fuels which reduces the spread of the fire when winds are low.

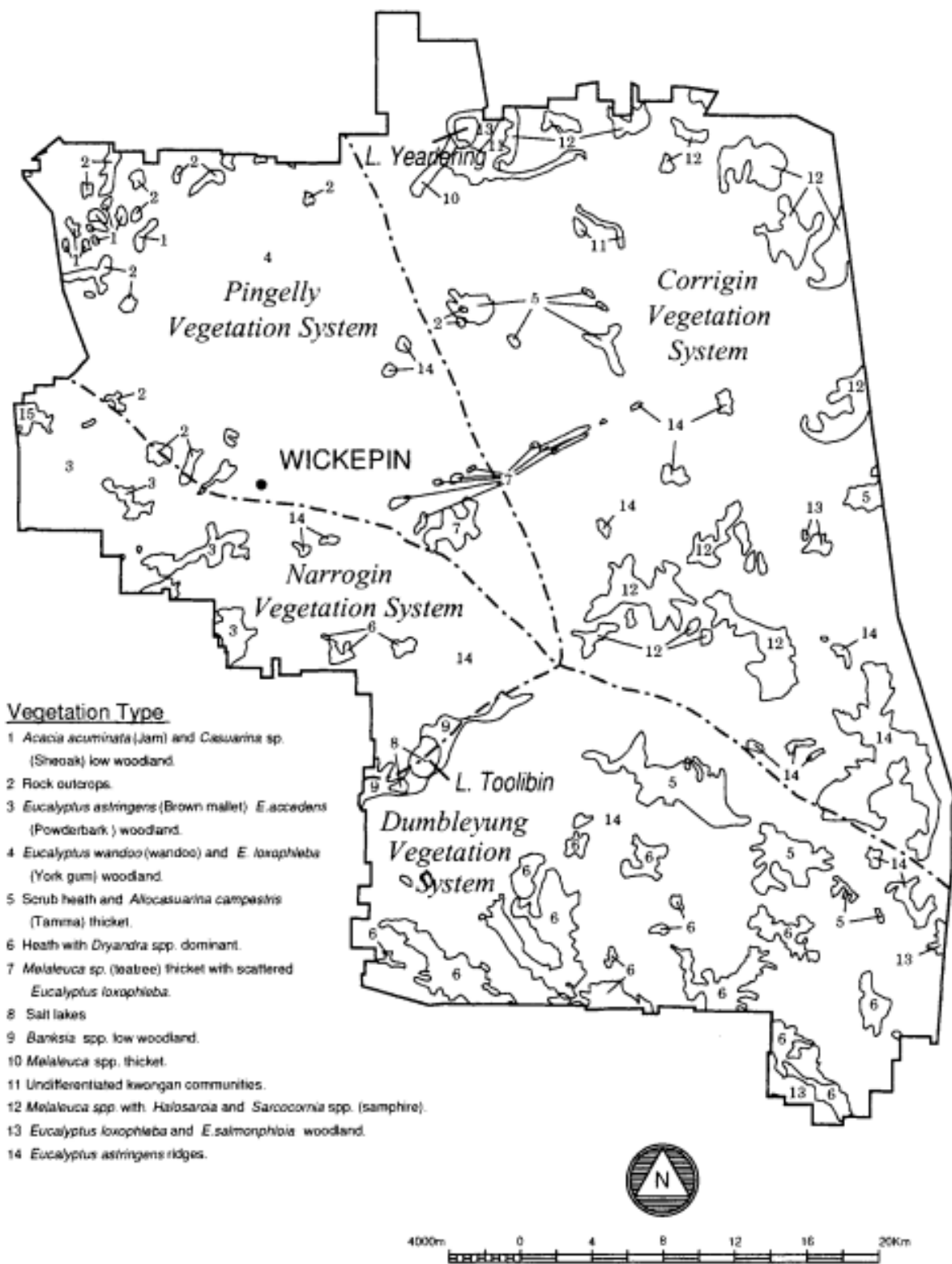


Figure 12: Vegetation systems (italics, dashed line) and major vegetation types (continuous line) in the Shire of Wickepin (Grein, 1994)

Mallee/shrublands typically require wind as a driver for fire spread, more so than other vegetation types which have ground level fuels. Mallee is often referred to as a go/no-go fuel due to its nature of abrupt changes in fire behaviour and high variability (Figure 13) (Cruz et al., 2013). These vegetation types typically do not have much in the way of ground fuels, with fuels more elevated. Three main fuel layers, near-surface, elevated and overstorey are found within Mallee vegetation types with some areas of ground fuels being present, mainly in older patches. While wind has a big impact, fuel moisture is also important with even the highest winds not always resulting in sustained fire if the moisture is too high. Often mallee fires in high winds will result in preheating of vegetation ahead of the fire, but on the flanks of fires this preheating doesn't occur and results in the loss of fire activity on the flanks but not the head fire, which can result in long tongues and irregular shaped fires. This is worth understanding for firefighting activities however can be troublesome when undertaking prescribed burning activities as the go/no-go characteristics can cause issues in mild weather. Scrub rolling and other such fuel modification activities are often undertaken to lower fuels to ground level and reduce the mid story height. This activity then puts the fuels into a denser structure which is easier to burn with lower wind speeds than is typically required for this type of fuel when standing. Additionally, fuel moisture is reduced as the plants die, further assisting in burning activities. Scrub rolling alone can still be beneficial if prescribed burning isn't undertaken, as it creates a wider break from the elevated fuels. This can then provide fire personnel a safer area to work with less intensity. It can also allow for easier back burning activities as the fuels are continuous. Typically this type of fuel, when standing, needs to be burnt with the wind and is very difficult to back burn. Ground fuels also typically have a reduced flame length compared to elevated fuels which is important during back burning activities or fire access tracks.

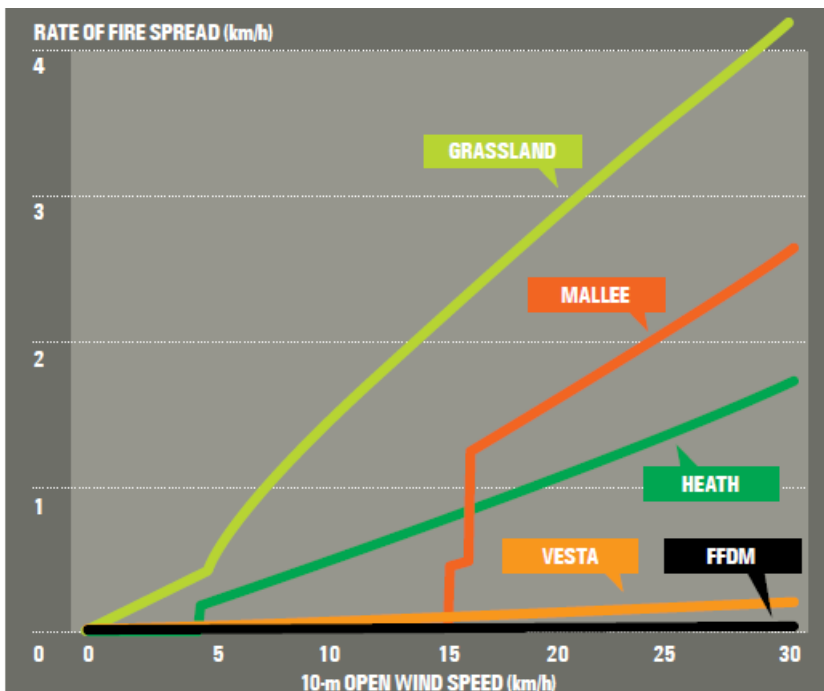


Figure 13: Comparison of potential rate of spread as function of wind speed for mallee-heath fuel complexes with outputs from natural grassland (Cheney et al. 1998) and forest fire spread models (McArthur 1967, Gould et al. 2007). Graph shows the specificity of fire behaviour in mallee-heath when compared with other fuel types, namely dry sclerophyll eucalypt forest. Simulation for 20-year-old mallee and heath fuels with suspended dead fuel moisture fixed at 11%



### 3.2.4 Threatened Species and Communities

The Shire has 37 recorded conservation listed flora species (Table 10), of which 19 species are found on land not within DBCA managed areas (outside of conservation estate). Only one of which is listed as threatened (*Hibbertia priceana*) however this species is only recorded once in 1961 and was apparently located near the Wickepin Primary School, as such it could be assumed this species no longer exists in the area given the area is populated, as such would likely have been seen since. The Shire has two Threatened Ecological Communities (TECs) and Priority Ecological Communities (PECs) (Table 12). The Toolibin TEC is specifically located around the lake systems of Toolibin, Dulbining and Walbyring Lakes. The Eucalypt woodlands of the Western Australian Wheatbelt are classed threatened in the commonwealth system however within the state they are classed as Priority 3. This community covers a large area of the wheatbelt area and is not specific to this Shire.

Table 10: Number of conservation listed flora species in the Shire of Wickepin (DBCA, 2022). See Appendix C for details on status.

Conservation Status	No of Flora Species	Conservation Status	No of Flora Species
Priority 1	2	T	1
Priority 2	8	T - CR	1
Priority 3	12	T - EN	2
Priority 4	10	T - VU	1
<b>Grand Total</b>			<b>37</b>

Table 11: Threatened and Priority Ecological Communities within the Shire of Wickepin

Ecological Community	State Conservation Status	Commonwealth Conservation Status	Area (km <sup>2</sup> )
Eucalypt woodlands of the Western Australian Wheatbelt	Priority 3	Critically Endangered	102.72
Toolibin - Perched wetlands of the Wheatbelt region with extensive stands of living Swamp Sheoak ( <i>Casuarina obesa</i> ) and Paperbark ( <i>Melaleuca strobophylla</i> ) across the lake floor.	Critically Endangered	Endangered	3.84

Native flora and fauna species together with ecological communities are significant values that require consideration in respect to bushfire risk. It is important that mitigation activities do not have a detrimental impact to threatened species and ecological communities. Within the Shire some examples of this are: -

**Malleefowl** – Pairs of Malleefowl occupy a permanent territory and require tall unburnt Mallee, low woodland or Acacia scrub situated on sandy soil with a complete canopy and abundant litter for nest mound formation. Fox predation is a major threat to Malleefowl where there is insufficient vegetation cover and protection. This is exacerbated by inappropriate fire regimes, particularly large-scale homogenous fires which can cause local extinctions. It may take 15 years before habitat is suitable to breed after extensive fires due to a shortage of litter material for nesting or greater exposure to predators. Small burns and a mosaic of management is best for this species as it helps to avoid the wide scale habitat loss in a single fire event.

**Carnaby’s Cockatoo** - Carnaby’s Cockatoo occur in uncleared and remnant areas of woodland, shrubland and Kwongan heath dominated by proteaceous species. They breed in the semiarid and subhumid interior eucalypt woodlands, principally dominated by Salmon Gum (*Eucalyptus salmonophloia*) or Wandoo (*Eucalyptus wandoo*). The Avon Wheatbelt bioregion is an important breeding area for the species. After breeding, flocks tend to migrate coastward in search of food, with the Swan Coastal Plain recognised as an important foraging area.

All treatments need to consider the requirements of all the flora and fauna on site. Response strategies should be environmentally sensitive within the constraints of the incident and landowners/managers need to maintain an awareness of their obligation to obtain appropriate clearances and approvals prior to commencing vegetation-based treatments. It would be advised to seek contribution from appropriate stakeholders such as DPAW when planning treatments.

### 3.2.5 Bushfire Frequency and Causes of Ignition

DFES records show that there were 36 fires from the period of July 2007 to June 2022. On average this is 2.4 fires a year (Figure 14). Of these, the most common reported ignition cause was from vehicles (including farming equipment/activities) which made up 22.2% of all fires (Figure 15). The next highest number of reported fires was from weather/lightning (16.7%). Fires with an undetermined or unreported cause make up 27.8% of all fires (2.8% being undetermined and 25% being unreported). 55.6% of fires were those that potentially could have been prevented by way of education, as they were caused from burn off activities or reignition from previous fires (escapes), suspicious/deliberate fires, equipment - mechanical or electrical fault, hot works, human error and vehicles (incl. farming equipment/activities). The Shire uses Total Fire Bans and Harvest and Vehicle Movement Bans on severe weather days to limit the possibility of farming vehicle/equipment fires occurring and this should be continued. The Shire also has requirements that firefighting equipment is to be in the paddock during harvesting operation and a fire extinguisher on all harvesting machinery which should enable personnel to quickly attack any fire that does start because of harvesting.

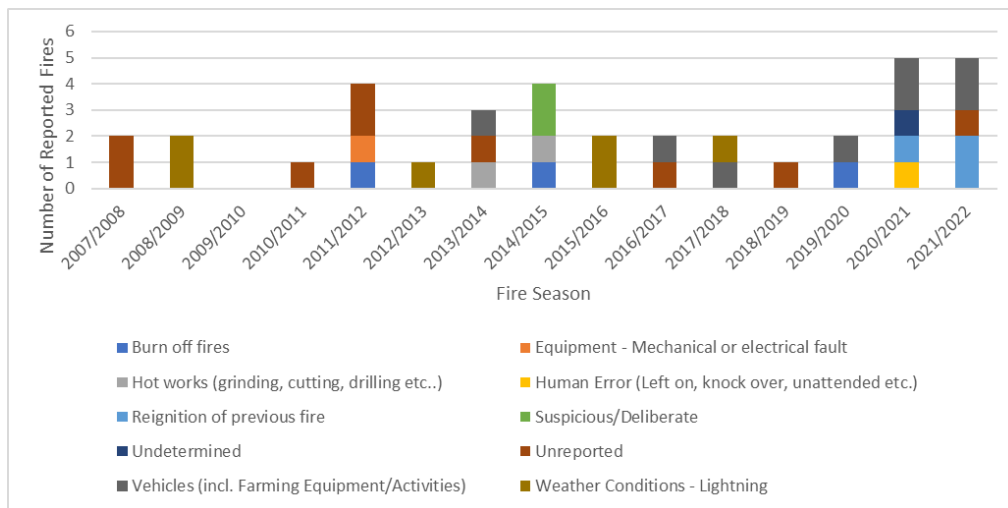


Figure 14: Number of fires each fire season since 2007/2008

Bushfire Risk Management Plan



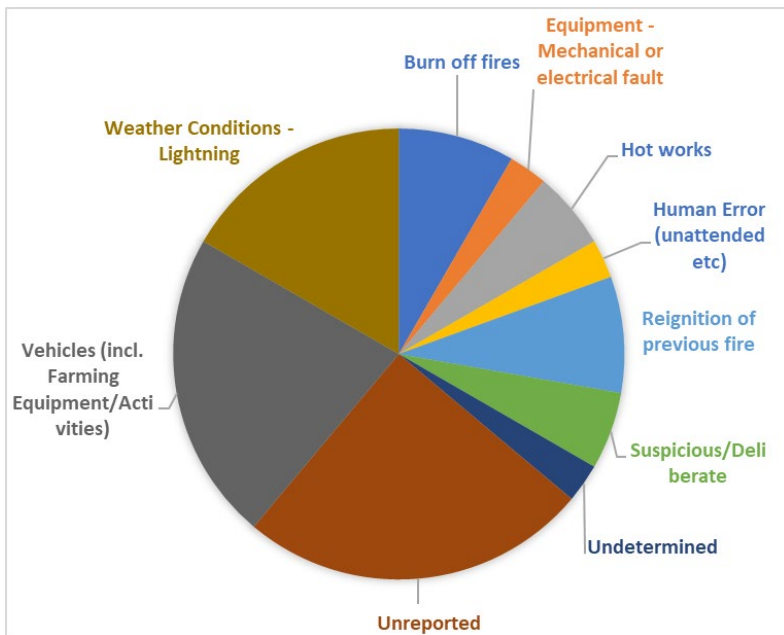


Figure 15: Ignition causes of fires in the Shire of Wickepin for the period from July 2007 to June 2022.

55.6% of fires occurred during the fire season (14 November through to 7 February) when the prohibited period is typically in place for the Shire. 33.35% of fires (12 in total) occurred during the typical restricted burning period (between 1 October to 13 November and 8 February to 14 April), however over 50% of all unreported or undetermined fires also occurred during the Restricted Burning period with only two fires in this period being caused by burn off fires. The exact dates for the prohibited and restricted burning periods may have differed slightly each year based on weather in individual years, however the Prohibited burning periods are more often brought in earlier, than lessened, as are Restricted burning periods brought in soon or extended longer into the unrestricted periods.

Another aspect to note is that none of the fires that were caused by reignition had a corresponding fire report for the original fire, additionally the Bush Fire Control Officer's Meeting March 2022 has three fires listed under the CBFCA report that haven't been reported to DFES. Dates being 24<sup>th</sup> November 2021, 31<sup>st</sup> December 2021 and 6<sup>th</sup> January 2022, all of which were recorded as being farm vehicles/harvesting operations. This points to the high probability that not all fires are reported or recorded within the shire. The importance of reporting fires should be reiterated through the Bushfire Advisory Committee and the community, to ensure that fire reports are completed with the cause of ignition (and size) documented. This data has significance in emergency services resource planning and funding at the State level and better understanding the causes allows for better understanding of possible mitigation measures that may reduce these fires from occurring. On this, it should also be noted that the largest fire the shire has seen in many years is not recorded on the shire specific fire reports due to the way fires are recorded in the system. Fires are recorded in shire reporting for the location the fire started with the East Narrogin Fire in February 2022 starting in the Shire of Cuballing, travelling into the Shire of Narrogin and then into the Shire of Wickepin. Hence doesn't form part of the reporting data for the Shire of Wickepin.

Eight of the 36 fires in the reported years were 20 ha or above (Figure 16). Two of those fires were 200ha on the 29<sup>th</sup> November 2020 (a vehicle related fire) and on the 9<sup>th</sup> December 2020 (reignition from previous

fire). The largest recorded (not including the recent Narrogin East fire) was 400ha on the 29<sup>th</sup> November 2020 which was the same date and cause as a 200ha fire which would likely have caused some strain on resources on that day.

Weather events introducing lightning into the landscape as seen in February 2022 (Figure 17) often occur through the summer period, which can cause multiple fires over a very short span of time, putting pressure on local resources as they prioritise and coordinate fire response. While typically weather events may bring rainfall with it, rain can be highly variable in the location it falls and amount of rain in any given location. This is particularly of note when undertaking burn offs outside of restricted burning periods but before significant rainfall has occurred that season. This can often result in complacency with fire management, particularly if a rainfall event is predicted and burning activities are undertaken in the lead up. Many people still undertake burning activities in the lead up to a rain event under the impression that favourable conditions are coming. Unfortunately, many of these rain events can cause strong winds putting pressure on burn off security, and rainfall may not occur at the levels predicted for any given area. This can lead to escapes which can cause major impacts to community before relief of rain occurs, if it does occur. A prime example of this was on the South Coast in late May 2018 where multiple burn off fires escaped before weather relief occurred or the fires could be contained. Many of these fires had been started days before the storm activity and before weather advise was received that severe weather was on the way, but some were ignited closer to the weather event.

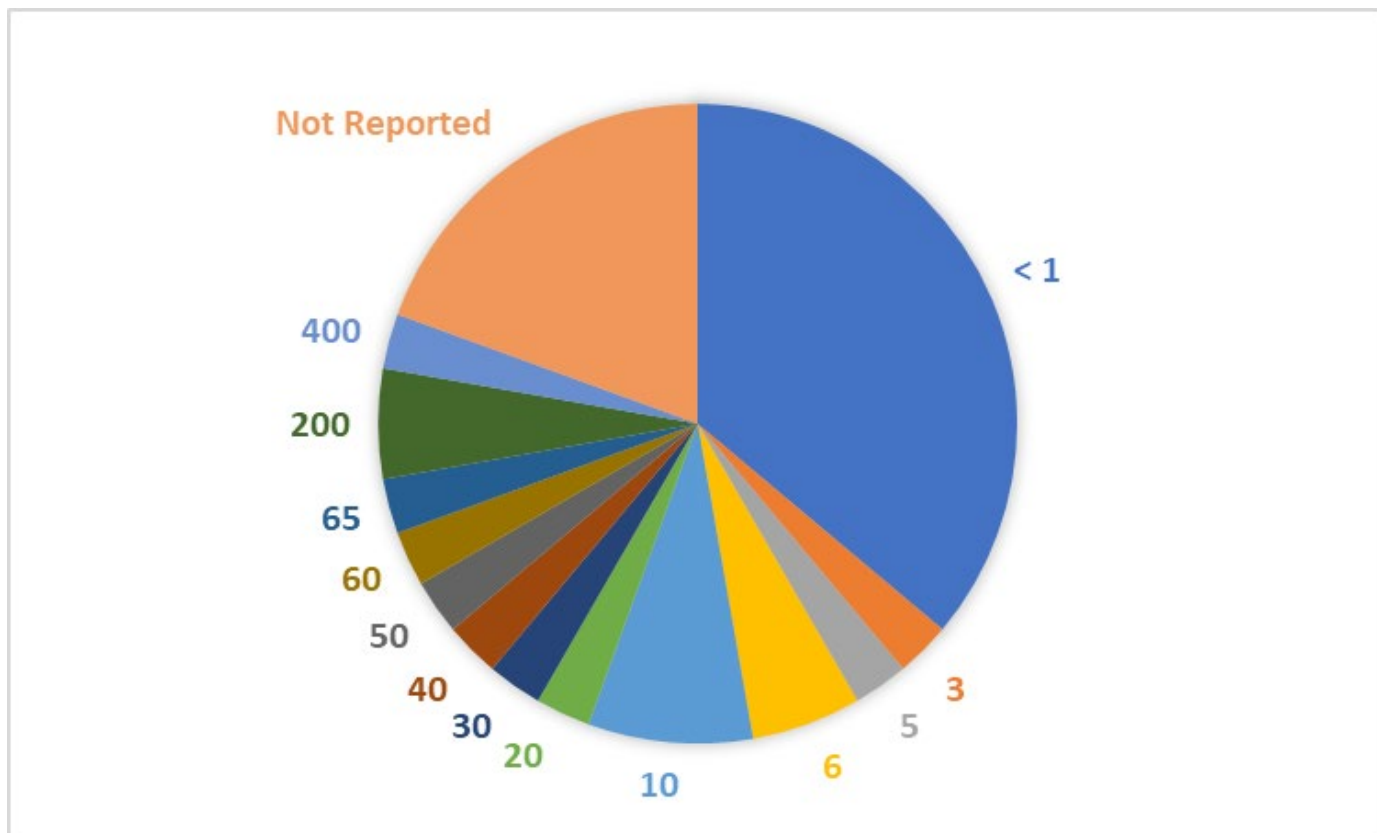


Figure 16: Size (hectares) of fires within the Shire of Wickepin

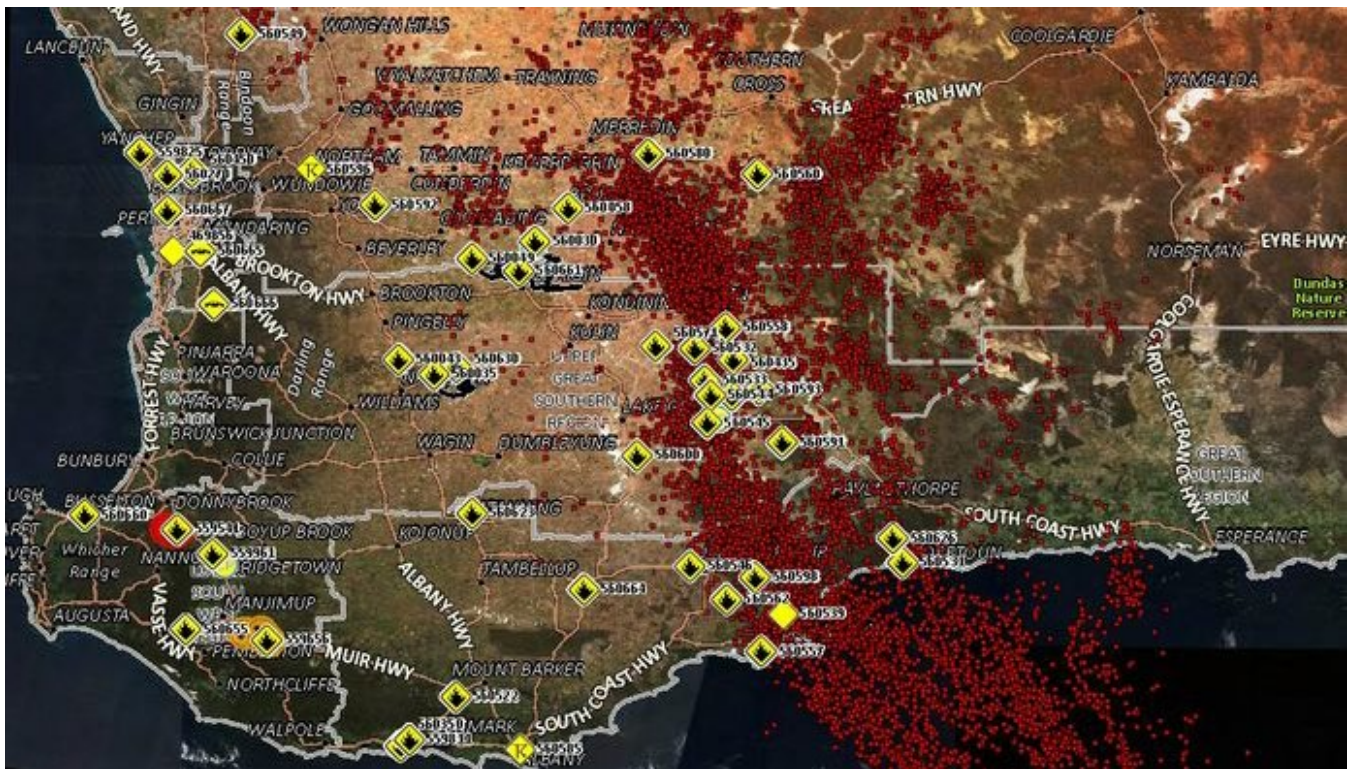


Figure 17: Lightning strikes and fire reports in the southwest area of the state (DFES Facebook page, 12/02/2022).

Additionally, the Katanning fire of 2020 and the Corrigin and East Narrogin fires of 2022 (which also included the Wickepin and Cuballing shires) were either ignited in the lead up to a cold front or occurred as a result of the weather (lighting/ strong winds). All of which tore through open farmland, impacting numerous farmers, damaging properties and equipment and resulted in thousands of stock loses in the time before rain relief or the trough movement occurred, bringing with it more favourable weather conditions. Thankfully this was the case for Wickepin townsite which had high potential for being impacted, had the weather not changed. It is therefore important to remember that there only needs to be one fire in adverse conditions for such an event to occur and everyone in the community needs to be aware of their surroundings and have a fire ready plan in preparation for that potential.

While burn off fires aren't a large portion of reported fires, public education on burning, whether with a permit during restricted periods or outside of restricted burning periods could be increased. With better education around soil moisture conditions and weather in the lead up to burning, as well as better understanding of weather and its impacts on fire which can cause reignition of a burn off that may look safe. It's important that community education around these types of events is undertaken and any burning permits that occur ahead of a cold front (even in the days leading up to such an event) are thoroughly reviewed and considered to ensure that additional resourcing isn't required to attend burn off fires or fires occurring from reignition of previous fires. It may also be beneficial to review how the Shire communicates with its permit holders and ensure that FCO's have ways of contacting permit holders to cancel permits if required. Additionally, while weather cannot be prevented, reducing fuels and other mitigation measures can help to reduce the severity of fires around assets and better enable firefighting activities should fires occur.



Technology and accessibility of such technology has improved a great deal in recent years, with local fire personnel making use of this technology to monitor lightning strikes and deploy personnel to conduct checks within areas of concern. BOM Weather Warnings are also widely circulated to fire personnel. Hotspot data from Landgate’s My Fire Watch is also used for remote fire detection and monitoring. The new Australian Fire Danger Rating System and material will also greatly assist community and fire practitioners to be more prepared for fires and understand their requirements (Figure 6). Continuing to educate the community on these technologies and being fire ready is important to ensure the safety of community and identifying fires quickly for fast response. Improved network connectivity throughout the Shire is important to help the community access these technologies and is something the Shire is committed to lobbying for improvement.

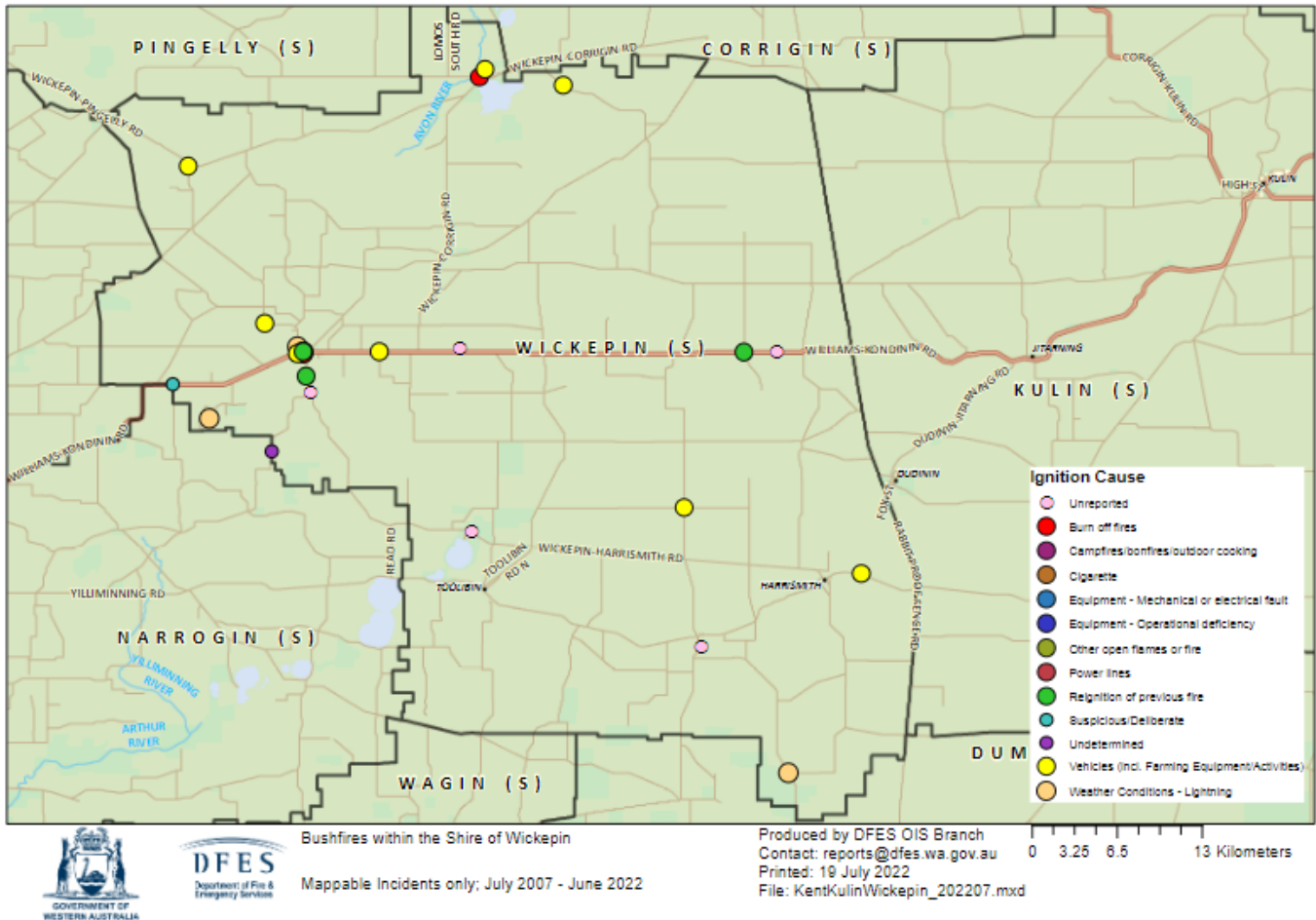


Figure 18: Locations of fires reported during the period of July 2007 to June 2022.

### 3.2.6 Current Bushfire Risk Management Activities

This section outlines all of the activities undertaken within the Shire in relation to bushfire risk management. These activities range from State policy and legislative requirements to Shire specific works programming activities.

## Bushfire Prone Areas

The intent of the WA Government's Bushfire Prone Planning Policy is to implement effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. This policy does not apply retrospectively, however the BRM Plan can help address the risk for existing development and establishing an effective treatment plan to manage the broader landscape and any unacceptable community risks. The Shire of Wickepin Bushfire Prone Area is shown in Figure 19.

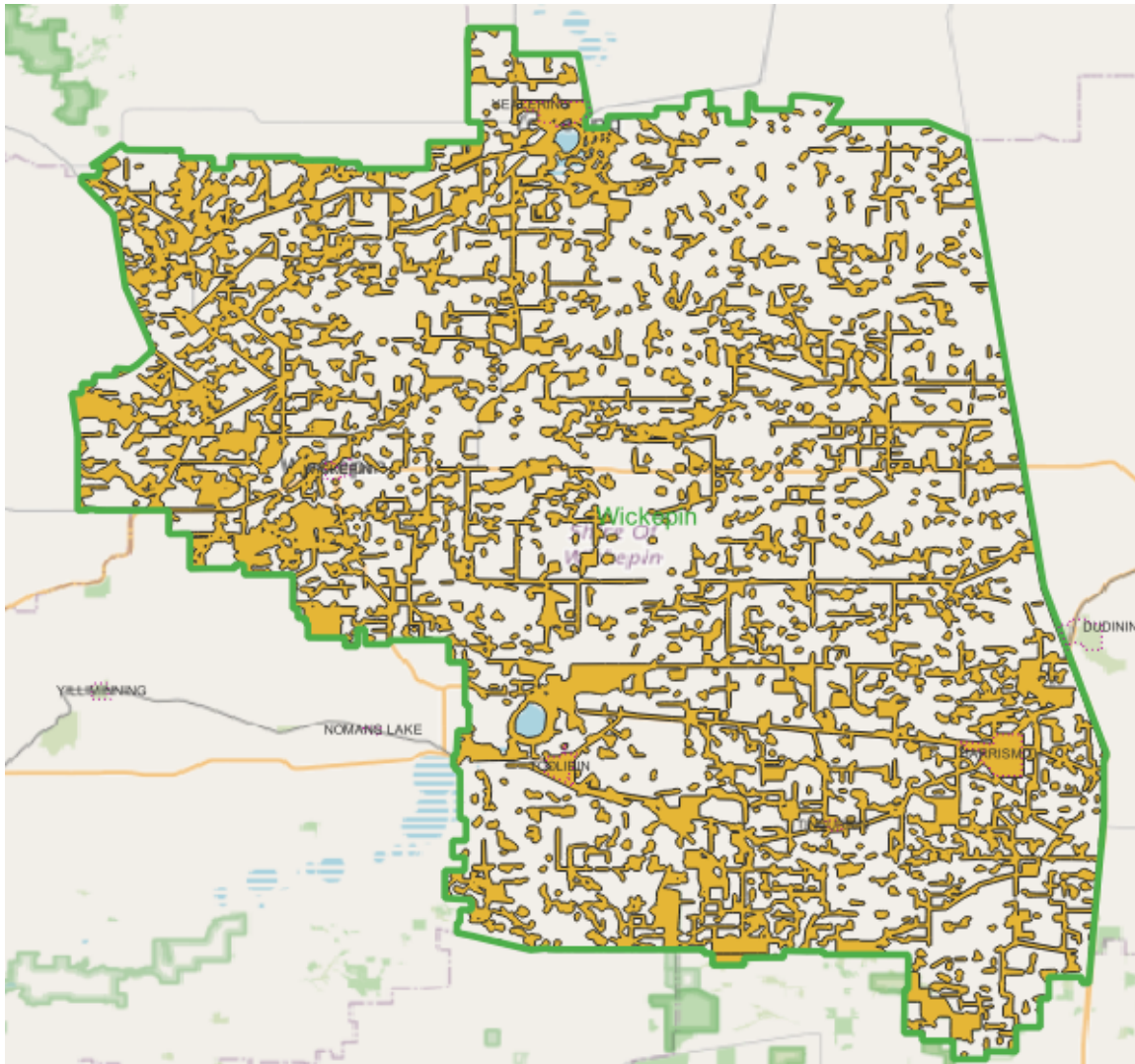


Figure 19: Map of the Bushfire Prone Areas (green) within the Shire of Wickepin (OBRM, 2021).

## Volunteer Fire Brigades and other response agencies

The Shire has five volunteer brigades, namely the: Wickepin Central, East Wickepin, Townsendale, Yealering 86-Gate and Tincurrin/Harrismith. The Shire has 350 registered emergency services volunteers as of November 2022. The Shire manages three fire trucks which are located at Wickepin Town Site,

Tincurrin and Yealering. Initial fire suppression is supported by local farmer response units. Private appliances range from 500L slip on water units to ex-fire service heavy tankers and various sized water carts. The Shire also managed the Vehicle Identification Stickers for private vehicles with 22 vehicles currently registered as of November 2022 with new additions to this list coming in regularly.

While training has always been a priority for volunteers in the Shire, the recent February 2022 fire resulted in a number of new volunteers coming on board and a refocus on training. The Fire Control Officer, Rural Fire Awareness Training and the Ground Controller courses were run this year with approximately 70 people undertaking the Rural Fire Awareness Course.

The DBCA Wheatbelt Region also operates in the Shire with two 4000L trucks out of Narrogin and one truck out of Merredin with up to eight 400L/600L light unit vehicles with several fire trained staff to respond to fires. Additionally, DBCA has a range of other resources throughout the state available for deployment for larger scale fires where additional resources are required, including air suppression. Additionally, forward basing of water bombers during high-risk periods during harvesting has occurred in 2021 and is being undertaken in 2022 with the potential for this to occur in the coming years. This means that aerial support may be more available to the wheatbelt area for fire suppression during harvest periods, however availability on any given day is dependent on other requirements throughout the state and while it should be capitalised on if available, they may not always be available when requested.

WA Kaolin mine also operates in the Shire and has 500 000 litres of water onsite in dams and tanks, along with a 11 000-litre truck with sprayers and a 800 litre fast response tanker. Additionally, the mine has multiple staff registered as volunteers with brigades across the community.

### *Burning Restrictions*

The Bush Fires Act 1954, sections 17 and 18, provides for the 'declaration and gazettal' of Prohibited and Restricted Burning Times as well as the ability to adjust burning times to suit changing weather conditions.

The Shire of Wickepin Restricted and Prohibited Burning times for the 2021/2022 season were as follows, with the Shire also typically imposing bans during the festive season. These dates typically stay the same each year with additional days/weeks added either side based on the season.

- Prohibited Burning Period - 14 November to 7 February.
- Restricted Burning Period (permit required) – 1 October to 13 November and 8 February to 14 April.
- Festive season automatic harvest bans – 25 and 26 December and 1 January

The Shire, by way of the Shire's Chief Bush Fire Control Officer, in consultation with the Bushfire Brigade Fire Control Officers, can issue Harvest and Vehicle Movement Bans under Bush Fires Regulations 1954 Section 38A, and/or Section 24C to restrict the use of vehicles and machinery that have an increased risk of igniting a fire on days when weather conditions are considered unfavourable. Bans are generally issued because of the risk posed by agricultural practices during severe fire weather events.

A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the Shire, should weather conditions change or are not as predicted. The Shire maintains a Harvest Ban Hotline which enables residents to be informed, with notifications also being issued via SMS, when Harvest and Vehicle Movement Bans have been applied and removed.

### *Bush Fires Act 1954 section 33 Fire Management Notices*

The Shire undertakes the following activities to ensure that landowners comply with the requirements under Section 33:

- Issuing Fire Control Notice's to landowners annually, including publication on the Shire's website and identifying additional recommended actions for landowners, over and above the notice requirements.
- Publishing fire control information and reminders in the local newsletter, which includes the Fire Control Order, Fire Control Officers, Burning Permits & Radio Operators and Restricted & Prohibited Burning times.
- Ranger Services inspect townsite properties prior to 31 October each year, usually in September and any landowners that have not started hazard reduction activities are issued with a reminder notice.
- Properties that aren't compliant as at the 1 November each year are issued with a notice and infringement, with time to be deemed compliant.

If landowners still do not comply, then work will be carried out by the Shire and costs incurred recouped from the landowner (Section 33). This can still be somewhat challenging for the Shire when resources are not adequate to get all works done prior to the fire season or contractors can not be brought on, leaving these areas non-compliant.

### *Other Current Local Government Wide Controls*

Local Government Wide Controls are activities that reduce the overall bushfire risk within the Shire. These types of activities are not linked to specific assets and are applied across all or part of the local government as part of normal business or due to legislative requirements. Some notable controls currently in place in the Shire of Wickepin are:

- The Shire has an active Bushfire Advisory Committee (BFAC) with membership including those in leadership positions from each of the Brigades. BFAC members hold considerable bushfire firefighting skills and experience. This forum has been integral to the development of the BRM Plan and the BFAC membership will continue to be key stakeholders in the implementation and review of the plan.
  - Shire of Wickepin's annual works program which includes weed and grass spraying and follow up mechanical mowing/whipper snipping where required around townsites and road verges.
- In the context of the four stages of emergency management – Prevention, Preparation, Response and Recovery, the Shire of Wickepin has a strong and very proactive approach to bushfires. This is supported by a strong community attitude and willingness to help a neighbour due to the strong understanding in the farming community of the negative impacts of fire on people's livelihood.

## 4. Asset Identification and Risk Assessment

### 4.1. Planning Areas

The Shire of Wickepin has a single planning area based on the Electoral Ward boundaries.

### 4.2. Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines using BRMS. Identified assets are categorised into the following categories and subcategories provided in Table 13.

Table 12: Asset Categories and Subcategories

Asset Category	Asset Subcategories
<b>Human Settlement</b>	<p><b>Residential areas</b> - Residential areas, including dwellings in rural areas and the rural-urban interface.</p> <p><b>Places of temporary occupation</b> - Commercial and industrial areas, mining sites or camps and other locations where people may work or gather.</p> <p><b>Special risk and critical facilities</b> - Locations and facilities where occupants may be especially vulnerable to bushfire for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• Occupants may have limited knowledge about the impact of bushfires;</li> <li>• Occupants may have a reduced capacity to evaluate risk and respond adequately to bushfire event;</li> <li>• Occupants may be more vulnerable to stress and anxiety arising from a bushfire event or the effects of smoke;</li> <li>• There may be significant communication barriers with occupants;</li> <li>• Relocation and/or management of occupants may present unique challenges or difficulties, such as transportation, or providing alternative accommodation, healthcare or food supplies; or</li> <li>• Facilities that are critical to the community during a bushfire emergency.</li> </ul>
<b>Economic</b>	<p><b>Agricultural</b> - Areas under production, such as pasture, livestock, crops, viticulture, horticulture and associated infrastructure.</p> <p><b>Commercial and industrial</b> - Major industry, waste treatment plants, mines (economic interest), mills, processing and manufacturing facilities and cottage industry.</p> <p><b>Critical infrastructure</b> - Power lines and substations, water pumping stations, tanks/bores and pipelines, gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and wastewater treatments plants.</p> <p><b>Tourist and recreational</b> - Tourist attractions, day-use areas and recreational sites that generate significant tourism and/or employment within the local area. These assets are different to tourist accommodation described as a Human Settlement Asset (see above).</p> <p><b>Commercial forests and plantations</b> - Plantations and production native forests.</p> <p><b>Drinking water catchments</b> - Land and infrastructure associated with drinking water catchments.</p>



<p><b>Environmental</b></p>	<p><b>Protected</b> - Flora, fauna and ecological communities that are listed as a:</p> <ul style="list-style-type: none"> <li>• Critically Endangered, Endangered or Vulnerable species under the Environmental Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act 1999) (including associated critical habitat);</li> <li>• Critically Endangered, Endangered or Vulnerable species under the Biodiversity Conservation Act 2016;</li> <li>• Critically Endangered, Endangered or Vulnerable ecological community under the EPBC Act 1999 (Cth);</li> <li>• Critically Endangered, Endangered or Vulnerable Threatened Ecological Community (TEC) endorsed by the Minister for Environment (WA);</li> <li>• Fauna protected under international conventions; and</li> <li>• Ramsar wetlands of international importance.</li> </ul> <p><b>Priority</b> - Flora, fauna and ecological communities that are a:</p> <ul style="list-style-type: none"> <li>• Priority species listed on Priority Flora or Priority Fauna Lists held by DBCA (Priority 1-5).</li> <li>• Priority Ecological Community (PEC) (Priority 1-5); and</li> <li>• Wetlands of national or state importance.</li> </ul> <p><b>Locally important</b> - Species, populations, ecological communities or habitats that the local community or independent scientific experts consider important for the area and for which there is some scientific evidence that protection would be beneficial.</p> <p><b>Wetlands of local importance.</b></p> <p><b>Sites being used for scientific research.</b></p>
<p><b>Cultural</b></p>	<p><b>Aboriginal heritage</b> - Places of indigenous significance identified by the DPLH or the local community.</p> <p><b>European heritage</b> - non-Indigenous heritage assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List.</p> <p><b>Local heritage</b> - Assets identified in a Municipal Heritage Inventory or by the local community as being significant to local heritage.</p> <p><b>Other</b> - Other assets of cultural value to the local community, for example community halls, churches, clubs and recreation facilities.</p>

### 4.3. Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines. The Asset Risk Register will be maintained in BRMS, this information is not included in the plan because the information contained is subject to change over time as treatments are undertaken and risks re-assessed. Current asset, risk assessment and treatment information will be maintained in BRMS, with relevant reports provided to key stakeholders on an ongoing basis.

Information captured through the Bushfire Risk Management System (BRMS) includes data considered ‘personal’ in nature including the names and addresses of landholders. There is therefore the potential for the data collected through the BRMS to be used for purposes other than bushfire risk mitigation (i.e., Insurance companies using this information to set insurance premiums).

The Chief Executive Officer is to be consulted prior to any Bushfire Risk Management Planning data being released to the public domain.

To actively encourage and support the implementation, monitoring, and review of agreed actions the Shire, as a matter of course or upon request, will provide reports to key stakeholders that detail the assets and treatments that the stakeholders (landowners) have responsibility for.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in Table 14.

**Table 13: Asset Category Proportions**

Asset category	Proportion of identified assets
<b>Human Settlement</b>	85.7%
<b>Economic</b>	10.8%
<b>Environmental</b>	0.4%
<b>Cultural</b>	3.1%

### 4.3.1 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is different for each asset category: Human Settlement; Economic; Environmental; and Cultural.

The methodology used to determine the consequence rating for each asset category is based on the following:

#### **Consequence Rating – Human Settlement, Economic and Cultural Assets.**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

#### **Consequence Rating – Environmental Assets.**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

### 4.3.2 Likelihood Assessment

Likelihood is described as the potential of a bushfire igniting, spreading and impacting an asset. The approach used to determine the likelihood rating is the same for each asset category: Human Settlement; Economic; Environmental; and Cultural.

### 4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal and may even be of benefit to the asset and surrounding habitat.

### 4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in Table 15. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 14: Local Government Asset Risk Summary

Asset Category	Risk Rating				
	Low	Medium	High	Very High	Extreme
Human Settlement	1.3%	0.4%	8.2%	11.2%	64.5%
Environmental	0%	0%	0%	0.4%	0%
Economic	0%	0.4%	2.6%	7%	0.9%
Cultural	0%	0%	0.9%	0.9%	1.3%

Table 16 shows that most at-risk assets fall on private property. This is not unexpected due to the percentage of land tenure being private and that private property is where human settlement occurs, however this does result in the core of bushfire mitigation being the responsibility of private property owners. This will likely result in some challenges for the Shire to manage. A recommendation has been made in the Local Government Controls (Appendix B) regarding educating the community on this high percentage.

Table 15: Total number of assets and related risk rating by asset owner.

Asset Owner	Extreme (1A, 1B, 1C)	Very High (2A, 2B, 2C)	High (3A, 3B, 3C, 3D)	Medium (4A, 4B, 4C)	Low (5A, 5B, 5C)
Dept of Biodiversity, Conservation and Attractions	0	2	0	0	0
Dept of Education	0	1	1	0	0
Dept of Health	0	0	0	0	1
Local Government	4	9	6	0	0
Private	148	28	19	2	2
Utilities	2	5	1	0	0
<b>Grand Total</b>	<b>154</b>	<b>45</b>	<b>27</b>	<b>2</b>	<b>3</b>

## 5. Risk Evaluation

### 5.1. Evaluating Bushfire Risk

The risk rating for each asset has been assessed against the consequence and likelihood descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Consequence and likelihood ratings assigned to each asset are appropriate; and
- Local issues have been considered.

### 5.2. Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the landowner, in collaboration with local government and fire agencies. However, generally, the following courses of action have been adopted for each risk rating (Table 17).

Table 16: Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
<b>Extreme</b> (Priorities 1A, 1B, 1C)	<p>Requires asset specific treatment strategies to be applied.</p> <p>It is unlikely that Local Government Wide Controls would be adequate to manage the risk.</p> <p>Treatment action of Shire-specific assets are required within one (1) year of the plan being endorsed.</p> <p>The Shire shall undertake stakeholder consultation with non-Shire asset owners within one (1) year and encourage treatment actions to be undertaken within two (2) – three (3) years of the plan being endorsed.</p>	<p>Treatments will be approached by:</p> <ul style="list-style-type: none"> <li>• Prioritising treatments that will have maximum benefit to multiple assets and critical infrastructure.</li> <li>• Prioritising treatments that will benefit vulnerable communities.</li> <li>• Identifying partnerships with other agencies for strategic mitigation.</li> <li>• Communicating with asset owners in this class will be prioritised and focus on increasing understanding of the risk facing these assets (see Communications plan).</li> <li>• Including assets within townsites on the Fire Break inspection List.</li> </ul> <p>These assets and treatments are to be reviewed every year (after at least two (2) years has passed of this plan) prior to the start of that year's bushfire season for any significant changes.</p>

<p><b>Very High</b> (Priorities 2A, 2B, 2C)</p>	<p>Requires asset specific treatment strategies to be applied.</p> <p>Treatment action of Shire-specific assets are required within two (2) years of the plan being endorsed.</p> <p>The Shire shall undertake stakeholder consultation with non-Shire asset owners within two (2) years and encourage treatment actions to be undertaken within three (3) – four (4) years of the plan being endorsed.</p> <p>It is unlikely that Local Government Wide Controls would be adequate to manage the risk.</p>	<p>Treatments will be approached by:</p> <ul style="list-style-type: none"> <li>• Prioritising treatments that will have maximum benefit to multiple assets and critical infrastructure.</li> <li>• Prioritising treatments that will benefit vulnerable communities.</li> <li>• Identifying partnerships with other agencies for strategic mitigation.</li> <li>• Communicating with asset owners in this class will be priorities and focus on increasing understanding of the risk facing these assets (see Communications plan).</li> <li>• Including assets within townsites on the Fire Break inspection List.</li> </ul> <p>These assets and treatments are to be reviewed every two (2) years (after at least the first three (3) years has passed of this plan) prior to the start of that year’s bushfire season for any significant changes.</p>
<p><b>High</b> (Priorities 3A, 3B, 3C, 3D)</p>	<p>Asset specific treatment strategies will likely be required to adequately manage the risk.</p> <p>Treatment action of Shire-specific assets are required within three (3) years of the plan being endorsed.</p> <p>The Shire shall undertake stakeholder consultation with non-Shire asset owners within three (3) years and encourage treatment actions to be undertaken within four (4) – five (5) years of the plan being endorsed.</p> <p>It is unlikely that Local Government Wide Controls would be adequate to manage the risk.</p>	<p>Routine controls are not enough to adequately manage the risk.</p> <p>Treatments will be approached by:</p> <ul style="list-style-type: none"> <li>• Targeting assets that fall adjacent to Extreme or Very High-risk assets.</li> <li>• Prioritising treatments that will have maximum benefit to multiple assets and critical infrastructure.</li> <li>• Identifying partnerships with other agencies for strategic mitigation.</li> <li>• Communicating with asset owners in this class will be priorities and focus on increasing understanding of the risk facing these assets (see Communications plan).</li> </ul> <p>These assets and treatments are to be reviewed every two (2) years (after at least the first four (4) years has passed of this plan) prior to the start of that year’s bushfire season for any significant changes.</p>

<b>Medium</b> (Priorities 4A, 4B, 4C)	Asset specific treatments are not required, but risk should be monitored regularly.  Local government wide controls should be sufficient to manage the risk. If there is a change in the landscape / environment these assets may need to be reassessed more frequently.	Addressed through Local Government Wide Controls.  Specific actions are not required.  These assets are to be reviewed after at least the first four (4) years has passed of this plan, prior to the start of that year's bushfire season for any significant changes.
<b>Low</b> (Priorities 5A, 5B, 5C)	Asset specific treatments are not required, but risk should be monitored.	Local government wide controls should be sufficient to manage the risk. If there is a change in the landscape / environment these assets may need to be reassessed more frequently.  Specific actions are not required.  These assets are to be reviewed after at least the first four (4) years has passed of this plan, prior to the start of that year's bushfire season for any significant changes.

### 5.3. Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS and recorded in the *Treatment Schedule*, based on the asset's risk rating. Table 18 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset.

Table 17: Treatment Priorities

		Consequence			
		Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
	Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
	Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
	Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

## 6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment. There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

### 6.1. Local Government Wide Controls

Local government wide controls are activities that are non-asset specific, rather they reduce the overall bushfire risk within the local government.

A local government wide controls, multi-agency work plan has been developed (Appendix B). The plan details work to be undertaken as a part of normal business, improvements to current controls and new controls to implemented to better manage bushfire risk across the local government area.

### 6.2. Asset Specific Treatment Strategies

Asset specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are five asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and planned burning methods;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning** - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and
- **Community Engagement** - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.

### 6.3. Development of the Treatment Schedule

The treatment schedule is a list of bushfire risk treatments recorded within BRMS. The **Shire of Wickepin** will be focusing on developing a program of works that covers activities to be undertaken within the first year after the approval of the BRM Plan. The treatment schedule will evolve and develop throughout the life of the BRM Plan.

Future treatment schedules will be developed in broad consultation with landowners and other stakeholders including DFES and DBCA.

Landowners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a landowner. However, the onus is still on the landowner to ensure treatments detailed in this BRM Plan's *Treatment Schedule* are completed.

## **7. Monitoring and Review**

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

### **7.1. Review**

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council approval. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the local government; or
- Following a major fire event.

### **7.2. Monitoring**

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis as described in Table 17: Criteria for Acceptance of Risk and Course of Action. New assets will be added to the Asset Risk Register when they are identified.

### **7.3. Reporting**

The Shire of Wickepin will be requested to contribute information relating to their fuel management activities to assist in the annual OBRM Fuel Management Activity Report. The reporting requirements will be managed by a member of the Shire Administration Team designated by the Chief Executive Officer.



## 8. Glossary

<b>Asset</b>	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
<b>Asset Category</b>	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
<b>Asset Owner</b>	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
<b>Asset Register</b>	A component within the Bushfire Risk Management System (BRMS) used to record the details of assets identified in the Bushfire Risk Management Plan (BRM Plan).
<b>Asset Risk Register</b>	A report produced within the BRMS that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the BRM Plan.
<b>Bushfire</b>	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
<b>Bushfire Hazard</b>	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.
<b>Bushfire Risk Management Plan</b>	A development related document that sets out short-, medium- and long-term bushfire risk management strategies for the life of a development.
<b>Bushfire Risk</b>	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
<b>Bushfire Risk Management</b>	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
<b>Bushfire Risk</b>	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
<b>Consequence</b>	The outcome or impact of a bushfire event.

<b>Draft Bushfire Risk Management Plan</b>	The finalised draft BRM Plan is submitted to the Office of Bushfire Risk Management (OBRM) for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for approval.
<b>Geographic Information System (GIS)</b>	A data base technology, linking any aspect of land-related information to its precise geographic location.
<b>Landowner</b>	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
<b>Likelihood</b>	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
<b>Locality</b>	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
<b>Map</b>	The mapping component of the BRMS. Assets, treatments and other associated information is spatially identified, displayed and recorded within the Map.
<b>Planning Area</b>	A geographic area determined by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
<b>Priority</b>	See Treatment Priority.
<b>Risk Acceptance</b>	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
<b>Risk Analysis</b>	The application of consequence and likelihood to an event to determine the level of risk.
<b>Risk Assessment</b>	The systematic process of identifying, analysing and evaluating risk.
<b>Risk Evaluation</b>	The process of comparing the outcomes of risk analysis to the risk criteria to determine whether a risk is acceptable or tolerable.
<b>Risk Identification</b>	The process of recognising, identifying and describing risks.
<b>Risk Register</b>	A component within the BRMS used to record, review and monitor risk assessments and treatments associated with assets recorded in the BRM Plan.

<b>Risk treatment</b>	A process to select and implement appropriate measures undertaken to modify risk.
<b>Rural</b>	Any area where in residences and other developments are scattered and intermingled with forest, range, or farmland and native vegetation or cultivated crops.
<b>Rural Urban Interface</b>	The line or area where structures and other human development adjoin or overlap with undeveloped bushland.
<b>Slope</b>	The angle of the ground's surface measured from the horizontal.
<b>Tenure Blind</b>	An approach where multiple land parcels are considered as a whole, regardless of individual ownership or management arrangements.
<b>Treatment</b>	An activity undertaken to modify risk, for example a planned burn.
<b>Treatment Objective</b>	The specific aim to be achieved or action to be undertaken, to complete the treatment. Treatment objectives should be specific and measurable.
<b>Treatment Manager</b>	The organisation, or individual, responsible for all aspects of a treatment listed in the <i>Treatment Schedule</i> of the BRM Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
<b>Treatment Planning Stage</b>	The status or stage of a treatment as it progresses from proposal to implementation.
<b>Treatment Priority</b>	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
<b>Treatment Schedule</b>	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
<b>Treatment Strategy</b>	The broad approach that will be used to modify risk, for example fuel management.
<b>Treatment Type</b>	The specific treatment activity that will be implemented to modify risk, for example a planned burn.
<b>Vulnerability</b>	The susceptibility of an asset to the impacts of bushfire.

## 9. Common Abbreviations

<b>AFAC</b>	Australasian Fire and Emergency Services Authorities Council
<b>BFAC</b>	Bush Fire Advisory Committee
<b>BRM</b>	Bushfire Risk Management
<b>BRM Branch</b>	Bushfire Risk Management Branch (DFES)
<b>BRM Plan</b>	Bushfire Risk Management Plan
<b>BRMS</b>	Bushfire Risk Management System
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DFES</b>	Department of Fire and Emergency Services
<b>DPLH</b>	Department of Planning, Lands and Heritage
<b>EPBC Act</b>	Environmental Protection and Biodiversity Conservation Act
<b>FPC</b>	Forest Products Commission
<b>GIS</b>	Geographical Information System
<b>LEMC</b>	Local Emergency Management Committee
<b>OBRM</b>	Office of Bushfire Risk Management (DFES)
<b>PEC</b>	Priority Ecological Community
<b>SEMC</b>	State Emergency Management Committee
<b>TEC</b>	Threatened Ecological Community
<b>UCL</b>	Unallocated Crown Land
<b>UMR</b>	Unmanaged Reserve
<b>WA</b>	Western Australia
<b>WAPC</b>	Western Australian Planning Commission

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## 11. Appendices

- Appendix A**            Communication Strategy
- Appendix B**            Local Government Wide Controls
- Appendix C**            Treatment Plan for the First Year of the Plan
- Appendix D**            Flora and Fauna Conservation Status Reference



Shire of Wickepin

Bushfire Risk Management Planning

# COMMUNICATION STRATEGY

# Document Control

<b>Document Name</b>	Bushfire Risk Management Plan Communications Strategy
<b>Document Owner</b>	Shire of Wickepin, CEO
<b>Document Location</b>	Add as required
<b>Current Version</b>	1.1
<b>Issue Date</b>	DD/MM/YYYY
<b>Next Review Date</b>	DD/MM/YYYY

# Related Documents

Title	Version	Date
Shire of Wickepin Bushfire Risk Management Plan		

# Amendment List

Version	Date	Author	Section

## 12. Introduction

A Bushfire Risk Management (BRM) Plan is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Wickepin. This Communication Strategy accompanies the BRM Plan for the Shire of Wickepin.

It documents the:

- communication objectives;
- roles and responsibilities for communication;
- key stakeholders;
- stakeholders engaged in the development of the BRM Plan and Treatment Schedule; and Communication Plan for the implementation and review of the BRM Plan including: target audiences and key messages at each project stage; communication risks and strategies for their management; and communication monitoring and evaluation procedures.

## 13. Communications Overview

### 13.1. Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of Wickepin are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the BRM planning process.
2. Stakeholders who are essential to the BRM planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government.
5. The community and other stakeholders engage with the BRM planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.



### **13.2. Communication Roles and Responsibilities**

Shire of Wickepin is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- CEO, Shire of Wickepin, is responsible for endorsement of the BRM Plan Communications Strategy.
- Director, Communications and Media Team Shire of Wickepin, responsible for external communication with the local government area.
- Bushfire Risk Management Planning Coordinator, Shire of Wickepin, responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.

## o Key Stakeholders for Communication

The following table identifies key stakeholders in BRM planning process, its implementation and review. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or Interest	Level of Impact of outcomes	Level of engagement
<b>Shire of Wickepin</b>	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager	High	Inform, consult, involve, collaborate and empower
<b>Department of Fire and Emergency Services</b>	Significant role in plan and treatment development, implementation and review. Support role in treatment Implementation.	High	Inform, consult, involve and collaborate
<b>Department of Biodiversity, Conservation and Attractions</b>	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager	High	Inform, consult, involve, collaborate and empower
<b>Main Roads WA</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a landowner/manager. Critical infrastructure interest.	Low	Inform, consult, involve and collaborate
<b>Office of Bushfire Risk Management</b>	Significant role in plan development, implementation and review.	Medium	Inform, consult and collaborate
<b>Telecommunication providers</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a landowner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
<b>Department of Planning, Lands and Heritage, LandCorp &amp; Landgate</b>	Role in plan and treatment development, implementation and review.	Medium	Inform, consult, involve and collaborate
<b>Water Corporation &amp; the Department of Water</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a landowner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
<b>Western Power</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a landowner/manager. Critical infrastructure interest	Medium	Inform, consult, involve and collaborate

<b>Arc Infrastructure</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a landowner/manager. Critical infrastructure interest	Low	Inform, consult, involve and collaborate
<b>Private Land Owners</b>	Role in plan and treatment development, implementation and review. May have responsibilities for treatments as land owners/managers	High	Inform, consult, involve, collaborate and empower
<b>Bushfire Brigades and other Emergency Services Volunteers</b>	Significant role in plan and treatment development, implementation and review. Assist in risk identification and treatment works.	High	Inform, consult, involve and collaborate
<b>Shire of Wickepin Bushfire Advisory Committee</b>	Role in plan development, implementation and review. Actively assist in risk identification and treatment works. Empower to actively engage with community and identify/treat risks.	High	Inform, consult, involve and collaborate
<b>Local Emergency Management Committee</b>	Role in plan development, implementation and review.	Medium	Inform, consult, involve and collaborate
<b>Traditional Owners, Ballardong ILUA, South West Aboriginal Land and Sea Council &amp; Department of Aboriginal Affairs</b>	Role in plan and treatment development, implementation and review. May have responsibilities for treatments as land owners/managers.	Medium	Inform, consult and involve
<b>Shire of Wickepin Communities</b>	Role in plan implementation and review	Medium	Inform, consult and involve

## Communications Log – Development of the BRM Plan and Treatment Schedule

This Communications Log captures the communications with key internal and external stakeholders that occurred during the development of the BRM Plan and associated Treatment Schedule. Record any significant conversations, community engagement events, emails, meetings, presentations, workshops and other communication initiatives.

Timing of communication	Stakeholders	Purpose	Summary	Communication Method	Lesson Identified	Follow up
<b>Development of the BRM Plan</b>						
July 2022	Shire of Wickepin Acting/CEO	Initial contact and introduction	Initial contact and introduction	Face-to-face	No	No
July/August 2022	DBCA	1-3, 5	Seeking data and information about flora, fauna and TECs/PECs. Replies for Flora and Fauna received.	Email	No	No
July/August 2022	CBH	1-3, 5	Seeking data and information around bushfire risk to CBH infrastructure. CBH Replied 3/08/2022	Email	No	No
July 2022	Water Corp	1-3, 5	Seeking data and information around bushfire risk to watercorp infrastructure. Generic response back which was state based information rather than shire/site specific.	Email	No	No
July/August 2022	DPLH	1-3, 5	Seeking data and information around bushfire risk to aboriginal cultural heritage.	Email	No	No
June-August 2022	DFES	1-3, 5	Seeking data and information from GIS, plan development etc	Email	No	No
October-November 2022	Shire of Wickepin (CBFCO/DCBFCO, CEO and Works Manager)	1-4	Seeking information about the shire, bushfire history, and other such information for the development of the plan. Along with treatment possibilities and discussions.	Email & Face-to-face	No	No
<b>Development of the Treatment Schedule</b>						
November 2022	Shire of Wickepin (CBFCO/DCBFCO, CEO and Works Manager)	1-4	Treatment possibilities and discussions.	Face-to-face	No	No

## Communications Plan – Implementation and Review of the BRM Plan

This Communications Plan outlines the key communication initiatives that will be undertaken during the implementation and review of the BRM Plan.

Timing of communication	Stakeholders	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Life of the Plan	Shire of Wickepin CEO, Senior Leadership Team and Council	All (1 – 5)	Email, Face to face meeting, Telephone	Inform and consult, Confirm accountability and responsibilities, Progress update Issue identification Action plans	CEO or Delegate (BRPC/BRM C)	Time constraints, Availability, Lack of understanding, Budget (for LG mitigation)	Planning and time management. Clear purpose. Targeted communication. Regular updates	Feedback, Q & A, Level of support received
Bi-annually and as required	OBRM	1 – 2	Email, Telephone, Reports	Continuous improvement, Governance and compliance	CEO or Delegate (BRPC/BRM C)	Time, Conflicting priorities	Plan communication	Feedback
Bi-annually and as required	BFAC, LEMC, ROAC, CBFCO, Captains & CESM	All (1 – 5)	Email, Face to face meeting, Telephone	Report on progress to plan, Report on issues and constraints.	CEO or Delegate (CESM/BRP C/BRMC)	Volunteer availability, Time, Lack of understanding	Collate data, Report on performance to plan, Compliance, Keep informed	Feedback, Level of engagement, Issues identified and actions
Life of the Plan	Shire of Wickepin Works Manager and CESM	1 – 3 & 5	Email, Face to face meeting, Telephone	Reduction of fuel loads on shire managed lands, Upgrade strategic firebreaks, Planned works identified	CEO or Delegate (CESM/BRP C/BRMC)	Time limitations, Communication from stakeholders LG on completion works	Clarify intentions of plan, Planning of communications, Regular updates	Treatments applied Feedback received on treatments, Risk ratings reduced
As required	DFES Regional Office	1 – 3	Email, Face to face Telephone	UCL/UMR Management, Status and progress reporting. Treatment gaps and issues to be addressed. Continuous improvement. Information sharing. Identification of other planned works.	CEO or Delegate (CESM/BRP C/BRMC)	Time limitations, Conflicting priorities	Schedule communication opportunities	Identify planned works, Improvement opportunities identified and implemented, Issues addressed

				Identification of funding opportunities				
Bi-annually and as required	DBCA	1 – 3 & 5	Email, Face to face meetings, Telephone	Confirmation of environmental assets, Development of treatment options	CEO or Delegate (CESM/BRP C/BRMC)	Resource constraints may limit ability to participate, Willingness to release 'confidential' data	Clarify intention of Plan. Provide undertaking regarding release of confidential data, Restrict release of information and document in plan	Level of engagement, Environmental assets in BRMS
Annually and as required	Stakeholders (Landowners and/or Land Managers)	1 – 3 & 5	Email, Face to face meetings, Telephone, Community engagement meetings	Inform and consult, Confirm accountability and responsibility. Plan Status and progress. Treatment status. Gaps and issues to be addressed	CEO or Delegate (CESM/BRP C/BRMC)	Availability. Time, Loss of commitment. Access to treatment, Resources. Funding	Plans to share information. Negotiations Conducted. Communicate funding opportunities when available	Feedback, Commitment to implement controls, Treatments completed
Annually and as required	Stakeholders (Other)	1 – 3 & 5	Face to face meetings, Telephone, Email, Community engagement	Inform and consult, Confirm accountability and responsibility, Plan Status and progress, Treatment status, Gaps and issues to be addressed	CEO or Delegate (CESM/BRP C/BRMC)	Availability. Time, Loss of commitment, Access to treatment resources, Funding	Plans to share information, Negotiations conducted, Communicate funding opportunities when available	Commitment to implement controls, Treatments completed, Feedback
Bi-annually as required prior/post to fire season	Community	5	Newsletter, Website, Social media	Continuous improvement	CEO or Delegate (CESM/BRP C/BRMC)	Time, Conflicting priorities	Communications plan	Feedback, Q & A

## Review of the BRM Plan

Bi-annually and as required	Shire of Wickepin CEO, Senior Leadership Team and Council	4 & 5	Face to face meetings, Telephone, Email	Governance and compliance, Review, monitoring and reporting to Council Status update, Continuous improvement	CEO or Delegate (BRPC/BRMC)	Inadequate reporting and recording of information	BRPC/BRMC & BRMO to record data and information appropriately	Feedback, Planned works completed, Reporting & Statistics, Risk ratings reduced
Life of the Plan – 5 Yearly (LG, DFES & OBRM)	OBRM & Shire of Wickepin	4 & 5	Face to face meetings,	Report on actions and status of BRMP, Continuous improvement	CEO or Delegate	Time, LG capacity, Conflicting priorities	Discuss with Shire Leadership Team, Communications plan	Feedback on work, Risk rating reductions,

			Telephone, Email, Written reporting		(BRPC/BRM C)			Improvements identified and implemented
Bi-annually and as required	Shire of Wickepin Works Manager and CESM	4 & 5	Face to face meetings, Telephone, Email	Report on actions and status of BRMP, Continuous improvement	CEO or Delegate (BRPC/BRM C)	Time, LG capacity, Conflicting priorities	Communications plan	Feedback on work, Risk rating reductions, Improvements identified and implemented
Bi-annually and as required	Dept of Fire and Emergency Services (DFES) – Regional Office	4 & 5	Face to face meetings, Telephone, Email	Report on actions and status of BRMP, UCL/UMR funding Continuous improvement	CEO or Delegate (BRPC/BRM C)	LG capacity Conflicting priorities Time	Communications plan	Feedback Risk rating reduction Improvements identified
Bi-annually and as required	BFAC, LEMC, ROAC, CBFCO, Captains & CESM	4 & 5	Email Face to face meeting Telephone	Report on progress to plan, issues and constraints Continuous improvement	CEO or Delegate (CESM/BRP C/BRMC)	Volunteer availability LG capacity Conflicting priorities Time	Communications plan Keep informed	Feedback Risk rating reductions Improvements identified
2 Yearly or as required	Stakeholders (Landowners and/or Land Managers	4 & 5	Face to face meetings, Telephone, Email, Community engagement, Presentations, Surveys	Status update Treatment success or need for improvement Continuous improvement	CEO or Delegate (CESM/BRP C/BRMC)	LG capacity Conflicting priorities Time Access to resources	Communications plan Keep informed	Regular feedback Risk rating reductions Improvements identified
2 Yearly or as required	Stakeholders (Other)	4 & 5	Face to face meetings, Telephone, Email, Presentations, Surveys	Status update Treatment success or need for improvement Continuous improvement	CEO or Delegate (CESM/BRP C/BRMC)	LG capacity Conflicting priorities Time Access to resources	Communications plan Keep informed	Regular feedback Risk rating reductions Improvements identified
Bi-annually as required prior/post to fire season	Community	5	Newsletter, Website, Social media, Surveys	Continuous improvement	CEO or Delegate (CESM/BRP C/BRMC)	Time Conflicting priorities	Communications plan	Feedback Q & A

## APPENDIX B - Bushfire Risk Management Planning – Local Government Wide Controls

This template is provided to record the programs and activities (controls) currently undertaken by local government and other stakeholders across the local government area in relation to managing bushfire risk. Refer to section 6.1 of the *Bushfire Risk Management Plan Template* and section 2.5.2 of the *Guidelines for Preparing a Bushfire Risk Management Plan*.

Control		Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments	
1	Current	Bushfire Risk Mitigation Planning Risk Analysis	Maintain and refine the BRMP	Shire of Wickepin	Landowners, DFES and, DBCA	Treatment identification and planning for all high, very high and extreme risk assets within the Shire. Local fire brigades, community and other relevant parties should be advised of the plan and the overall risk profile of the shire. Brigade or Chiefs should be educated on the specific asset risk register so that they are better educated in regards to what assets are most under threat or less so, etc.
2	Current	Shire Bush Fire Notice (Bush Fires Act 1954)	Review annual notice, publish annual notice. Inspections in accordance with annual notice.	Shire of Wickepin	CBFCO, FCO, Captains and the public	Published Annually. Inspection of local properties includes a follow-up inspection to check compliance with infringements following if non-compliance reported. Compliance to date has been good with the follow-up inspection important in this result.
3	Current	Shire Prohibited and Restricted burn times and issuing of permits. (Bush Fires Act 1954)	Restricted and Prohibited Burn Times set the requirements that 'a permit to set fire to the bush' must be obtained	Shire of Wickepin	CBFCO, FCO	Published Annually
4	Current	Harvest and Vehicle Movement Bans	Bans imposed when the CBFCO, FCO's and CESM are of the opinion that the use of engines, vehicles, plant or machinery is likely to cause/contribute to the spread of a bushfire	Shire of Wickepin	CBFCO, FCO	A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.
5	Recommended	Adequate ability for the revoking of permits when required and issuing timely notices to community when Harvest and Vehicle Movement Bans are	Review communications strategy around revoking of permits when required to ensure that permit holders are properly advised of the revoke and Harvest and Vehicle Movement Bans are implemented in the field as quickly as possible	Shire of Wickepin	CBFCO, FCO	Timely action in the field is required when weather parameters change or resourcing is impacted due to fires and the need for revoking of permits is required as soon as possible. Contact should ideally always be possible with permit holders to ensure that revoking of permits can occur

Appendix B: Shire of Wickepin Bushfire Risk Management Plan – Local Government Wide Controls 2023-2028



## APPENDIX B - Bushfire Risk Management Planning – Local Government Wide Controls

		implemented with minimal time for notification.				immediately as required. Good communication plan is required between shire/FCO's and permit holders.
6	Current	Local Emergency Management Arrangements and Bushfire Advisory Group	Local Emergency Management Plan	Shire of Wickepin	WAPoL, DFES, DBCA, Dept of Education, Dept of Child Protection, St John Ambulance, CBFO, DEMC and OEM	Annual review of emergency plans and arrangements
7	Current	Local Planning Strategy	Requirement for new developments to complete a Fire Management Plan endorsed through the DFES (if in a Bushfire Prone area)	Shire of Wickepin	DFES	Where a Fire Management Plan has been endorsed by DFES and the Shire, the affected land owners will be responsible for the ongoing implementation of the "land owners' responsibilities" as specified in that Fire Management Plan
8	Current	Total Fire Bans	Restriction of activities that may cause or contribute to the spread of a bushfire	DFES	Shire of Wickepin	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when widespread fires are stretching firefighting resources. A TFB is declared by DFES following consultation with the LG
9	Current	State Planning Policy No 3.7	Planning in Bushfire Prone Areas	Department of Planning, Lands and Heritage	WA Planning Commission and Shire of Wickepin	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored
10	Current	The Principal's guide to Bushfire -Department of Education	All schools should include their plan for dealing with bushfire as a part of their governance documentation	Department of Education	DFES	DoE / DFES MOU for assessment of schools in bushfire prone areas and provision of bushfire treatment planning and advice
11	Current	FCO and Shire Pre and Post fire season meeting	Review and revise Bushfire Notice, discuss training requirements and other such related activities	Shire of Wickepin, CBFCO, FCO	DFES	Good chance for review and check in for the Shire and FCO's in preparation for the upcoming fire season and regroup post fire with discussions on the next season plans being discussed also post season.
12	Current	Shire Works Program	Slashing, mowing, and other such mechanical and chemical fuel management.	Shire of Wickepin		Includes other such activities such as ensuring water trucks and other machinery are refuels and filled after every shift during the fire season to enable quick response if required.
13	Current	Advertise and keep current the community the Response Vehicle Identifier Stickers for Private Vehicles program	Advertise (through newsletter/rates) and issue identifier stickers to private personnel who may use their vehicles in a fire incident	Shire of Wickepin	DFES, CBFCO, FCO, Captains and CESM	To ensure appropriate access through an Emergency Services Only VCP, private firefighting equipment must have a Response Vehicle Identification sticker. This program also helps to educate private personnel about fire response and

### Appendix B: Shire of Wickepin Bushfire Risk Management Plan – Local Government Wide Controls 2023-2028

## APPENDIX B - Bushfire Risk Management Planning – Local Government Wide Controls

						what equipment and PPE are required/recommended when they turn out.
14	Current	Harvest Ban Hotline service with a text messaging service	Text messaging service to instantly (within service areas) notify community members about harvest ban installations or removals and any other fire related information	Shire of Wickepin	DFES, CBFCO, FCO, Captains	Shire to review costings and best option going forward.
15	Recommended	Public Education – Letters, Bushfire Preparedness, bushfire prone areas, BAL information	Send out information to landholders with rates notices or facebook, and other media options, about the shire’s bushfire risk. Could be targeted based on risk assessment or generic.	Shire of Wickepin	DFES, CBFCO, FCO, Captains	Needs to advise community that many of the properties in the shire have been assessed as Extreme due to vegetation (even grassland/crops) being under 100m from their properties. Also if their properties are not built to current standards they could be at risk. Information on how they may improve their risk ratings.
16	Recommended	Community Pre-Season Catch-up	Undertake a pre-season meeting/BBQ/Social event to bring all community members together.	Shire of Wickepin	WAPoL, DFES, DBCA, Dept of Education, Dept of Child Protection, St John Ambulance and FCO’s and brigade members	Good chance to connect with the general community about the upcoming fire season, raise awareness for volunteer brigades and raise other concerns including what community members can do to help in the event of fires. The Shire had a similar format in 2022 post the February fires however it would be a good initiative going forward to continue to ensure the community is prepared and build resilience in the community.

### APPENDIX C

Treatment ID	Asset ID	Treatment Strategy	Treatment Type	Treatment Objective	Treatment Manager	Proposed Funding	Estimated Cost
22659	WICWKP 0086	Fuel Management	Mechanical Works	Undertake park land clearing/vegetation management to reduce higher level fuels (reduce thickness of the bush surrounding the houses to help reduce fire severity).	DFES Narrogin	UCL/UMR	\$10000
22658	WICWKP 0087	Fuel Management	Mechanical Works	Undertake mowing, slashing and other grassy fuel management prior to each fire season.	Local Govt	MAF	\$2000
22657	WICWKP 0121	Fuel Management	Mechanical Works	Mow, slash and leaf blow surface fuels in blocks around houses and around the caravan park infrastructure to remove surface fuel build up in close vicinity of the infrastructure.	Local Govt	MAF	\$1500
22560	WICWKP 0121	Fuel Management	Planned Burning	Undertake prescribed burn to reduce surface and mid level fuels.	DFES Narrogin	UCL/UMR	\$3000
22559	WICWKP 0121	Preparedness	Fire Access Road / Track(s)	Improve/Create Fire break access tracks along road reserve and join up with current track within UCL. Track should be maintained to allow for truck access to assist with fire suppression and protection (4m x 4m). Asset protection should be aimed for by having fire breaks up along the town edge as best as possible.	Local Govt	MAF	\$9000
22558	WICWKP 0120	Fuel Management	Planned Burning	Undertake prescribed burn to reduce surface and mid level fuels.	DFES Narrogin	UCL/UMR	\$1000
22525	WICWKP 0118	Preparedness	Firebreak(s)	Increase the size of the fire break/access track to enable truck movement around the facility. At least 4m wide and 4m high.	Local Govt	MAF	\$4500
22660	WICWKP 0089	Preparedness	Firebreak(s)	Reinstall fire break behind houses and along CBH land tenure	CBH	Operational Budget	
5333	WICWKP 0001	Fuel Management	Mechanical Works	Lower the overall bush fire risk to the school	Department of Education	Operational Budget	

\*Cost based on MAF Guidelines baseline costs.



## 14.6 Council Committees and Reference Groups

## **Current and Proposed New Terms of Reference for Committees and Working Groups**

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### ***Current - Governance, Audit and Community Services Committee***

#### **1. Name**

Governance, Audit and Community Services Committee

#### **2. Members**

All councillors

#### **3. Objectives**

The following objectives are to be considered by the Governance, Audit and Community Services Committee;

- This Committee deals with issues relating to Governance, Audit and Community Services in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.
- The Governance, Audit and Community Services Committee has no delegated authority, therefore the Committee cannot on-delegate the powers and duties delegated to it;
- The Committee is to provide an independent oversight of the financial systems of the Shire of Wickepin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickepin's financial reporting and audit responsibilities.
- Support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities in relation to directing and controlling the affairs of the Shire of Wickepin.

#### **4. Function of the Committee**

To provide guidance and assistance to the Shire of Wickepin;

1. as to the carrying out of its functions in relation to audits;
2. as to the development of a process to be used to select and appoint a person to be the auditor;
3. matters to be audited;
4. the scope of the audit;
5. its functions under Part 6 of the Act that relate to financial management; and
6. the carrying out of its functions relating to other audits and others matters related to financial management.

#### **5. Scope/Jurisdiction**

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

A decision of the Committee is to be made by simple majority.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

The Shire of Wickepin shall provide secretarial and administrative support to the Governance, Audit and Community Services Committee.

Council's Governance, Audit and Community Services Committee brief includes the following roles and responsibilities;

1. Dog Act 1976
2. Cemeteries Act 1986
3. Litter Act 1979
4. Parts of the Local Government Act 1995 which control;
  - a) Trespass of cattle and pounds;
  - b) Aged persons welfare, centres and housing;
  - c) Management, advisory and community committees;
  - d) The protection and security of Council properties and facilities;
  - e) Aquatic centres;
  - f) Parking facilities;
  - g) Social welfare.
5. The Health Act 1911, as amended which includes;
  - a) Disposal of refuse, sewerage and liquid waste;
  - b) Offensive trades;
  - c) Distribution and sale of foods and drugs to the public;
  - d) Insects and pests;
  - e) Itinerant vendors of food;
  - f) Immunization;
  - g) Health education;
  - h) Child health centres;
  - i) Infectious diseases;
  - j) Drainage pertinent to health;
  - k) Stables;
  - l) Noxious industries;
  - m) Stalls and stall holders;
  - n) Hawking;
  - o) Child minding.
6. Environmental Protection Act (1986)
7. The Liquor Act 1970
8. Amendments, regulations, locals laws and enforcement of the above Acts
9. Prosecution for offences under the control of this Committee
10. Usage, sharing and hiring of Council controlled reserves and buildings
11. Ranger Services
12. Library Services
13. Civic Functions
14. Lease of land and buildings
15. Services for the aged and youth
16. Town Planning
17. Regulate use of land
18. Town Planning Scheme;
  - a) Preparation;
  - b) Amendments;
  - c) Submissions to Council.
19. Use of Land - Classification
20. Subdivisions

21. Amalgamations
22. Residential density codes
23. Applications to commerce development
24. Change of use
25. Re-zonings
26. Buildings;
  - a) Plot ratios;
  - b) Setback;
  - c) General character;
  - d) Dimensions.
27. Location of;
  - a) Parks and reserves;
  - b) Recreation grounds;
  - c) Public open space;
  - d) Community facilities;
  - e) Cultural facilities;
  - f) Parking areas and functions;
  - g) Civic developments;
  - h) Urban design.
28. Buildings - Statutory Control
29. Building Code of Australia
30. Private Swimming Pool Local Laws
31. Buildings - part (xv) of the Local Government Act
32. Signs and hoardings
33. Fencing
34. Buildings - Operations
35. Lightings
36. Maintenance of Council buildings
37. Cleaning of Council buildings
38. Construction of Council buildings
39. Local Laws for building
40. Any items referred by other Committees or Council
41. The calling and consideration of tenders for Council buildings
42. Review quarterly reports
43. Budget process and overview
44. The process of calling tenders and selecting the auditor
45. Recommending the auditor to Council
46. Managing the audit process from the Council perspective
47. Meeting with the auditor at least once each year to discuss the process and/or outcomes of the audit
48. Monitoring the administration's actions on, and responses to, any significant matters raised by the auditor in the report referred to in S7.9 of the Local Government Act 1995 and the Management Report
49. Submitting a copy of the audit contract to the Department each time a new one is entered into or the contract is amended
50. Submitting an annual report on the audit function to the Council and the Department
51. Considering the completed Statutory Compliance Return and monitoring the administration's corrective action on matters of non-compliance

52. Preparation and amendment of Principle Activities Plan
53. The calling of tenders and consideration of tenders for administrative matters
54. Elections
55. Elector meeting.

## **6. Appointment of Committee Members**

The following guidelines are to be established when appointing members of the Governance, Audit and Community Services Committee;

- The Governance, Audit and Community Services Committee is to consist of three or more persons to exercise powers and discharge the duties conferred on it;
- Council calls for written nominations for members of the Governance, Audit and Community Services Committee at the end of each year. Committee members are appointed by Council at the December Ordinary Council meeting by an absolute majority decision;
- At least three of the members, and the majority of the members, are to be elected members;
- If the Shire of Wickepin wishes to appoint one or more persons other than elected members to the Committee, it should ensure that they have the requisite knowledge and skills to provide benefit to the Committee.
- The CEO is not to be a member of the Committee and may not nominate a person to be a member or have a person to represent him/her as a member of the Committee;
- An employee is not to be a member of the Committee;

## **7. Appointment of Committee Chair**

A chairperson is appointed at the first Governance, Audit and Community Services Committee Meeting at the beginning of each year by the committee members.

## **8. Meeting Frequency**

The Governance, Audit and Community Services Committee meet on the meeting dates for 2023 are as follows:

3 times per annum – February, June and December

**9. Related Policies/Local Laws:** Nil.



## ***Proposed - Audit and Governance Committee***

### **1. Name**

Audit and Governance Committee

### **2. Members**

All councillors

### **3. Objectives**

The following objectives are to be considered by the Committee:

- To exercise responsibility for the annual external audit and liaise with the local government's auditors so that Council can be satisfied with the performance of the local government in managing its financial affairs.
- To assist Council in discharging its legislative responsibilities of controlling the local government's affairs and overseeing the allocation of the local government's finances and resources.
- To provide an independent oversight of the financial systems of the Shire of Wickepin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickepin's financial reporting and audit responsibilities.
- To support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities.
- To facilitate improvements to internal/external financial reporting, management of risk, development/maintenance of internal controls and compliance with legislation.

### **4. Function of the Committee**

To provide guidance and assistance to the Shire of Wickepin;

- As to the carrying out of its functions in relation to audits;
- As to the development of a process to be used to select and appoint a person to be the auditor;
- As to its functions under Part 6 of the Act that relate to financial management; and
- As to the carrying out of its functions relating to other audits and other matters related to financial management.

### **5. Role and Scope of the Committee**

#### 1. Audit –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council – a list of those matters to be audited; and - the scope of the audit to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor, which is to include –
  - the objectives of the audit;

- the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - method/s to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Review the local government's draft annual financial report, focusing on:
- accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates; - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements; - significant variances from prior years.

## **6. Appointment of Committee Chair**

A chairperson is appointed at the first Committee Meeting at the beginning of each year by the committee members.

## **7. Meeting Frequency**

The Committee shall meet 3 times per annum – February, June and December – actual dates to be determined by the Presiding Member in consultation with Committee Members and applicable Shire officers.

## **8. Delegated Powers**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

## ***Current – Local Emergency Management Committee***

Nil

## ***Proposed – Local Emergency Management Committee***

### **1. Name**

Shire of Cuballing and Shire of Wickepin Local Emergency Management Committee

### **2. Members**

- Shire President from each local government
- One other councillor from each local government
- CEO, or nominated officer from each local government (non-voting member)
- Representatives from both or either local government::
  - Bush Fire Brigades
  - St Johns Ambulance
  - Schools
  - Health Services
  - Police
- Representatives from Government Agencies:
  - DFES
  - Department of Communities
  - Department of Education
  - Main Roads Western Australia
  - Police

### **3. Functions of the Committee**

The following objectives are to be considered by the Committee:

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

### **4. Role and Scope of the Committee**

- a) To identify emergency risks or hazards in the community and arrange to establish, maintain and test the Local Emergency Management Arrangements established to mitigate the risks or hazards.
- b) To encourage and maintain communication and joint exercises between all stakeholders.
- c) To prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards preventing or minimising the effects of emergency events.
- d) To increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.

- e) To undertake the Community Emergency Risk Management process.
- f) To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.

**5. Meeting Frequency**

Minimum twice per annum.

**6. Delegated Powers**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

## ***Current – Bush Fire Control Officers Committee***

Nil

## ***Proposed – Bush Fire Control Officers Committee***

### **1. Name**

Bush Fire Control Officers Committee

### **2. Members**

#### Voting Members

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- All Fire Control Officers

#### Non-Voting Members

- Representative(s) from DFES
- Representative(s) from Wickepin Police
- Shire of Wickepin CEO and nominated staff

### **3. Function of the Committee**

To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

### **4. Role and Scope of the Committee**

To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

### **5. Meeting Frequency**

Twice per annum with scope to call additional meeting if need arises (i.e. post-emergency events) – actual dates to be determined by the Presiding Member in consultation with Committee Members and applicable Shire officers.

### **6. Delegated Powers**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

## **Current – Townscape and Cultural Planning Committee**

### **1. Name**

Townscape and Cultural Planning Committee

### **2. Members**

9 x community members (can include councillors)

### **3. Objectives**

This Committee deals with issues relating to Townscape and Cultural Planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Townscape and Cultural Planning Committee has no delegated authority.

### **4. Functions of the Committee**

- a) Receive reports from the Chief Executive Officer and appropriately delegated officers.
- b) Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
- c) Formulate recommendations to the Ordinary Council Meeting.
- d) To represent to the Council the views of the community regarding *Townscape and Cultural Planning*.
- e) To represent the Council's position in regards to *Townscape and Cultural Planning* to regulatory bodies and interest groups/committees.
- f) To assist the Wickepin Council in developing a *Townscape and Cultural Planning strategy*.

### **4. Scope/Jurisdiction**

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

### **5. Meeting Frequency**

The Committee meets four times a year, on the first Wednesday of March, June, September and November.

## ***Proposed – Townscape and Cultural Planning Reference Group***

### **1. Name**

Townscape and Cultural Planning Reference Group

### **2. Members**

9 x community members (can include councillors)

### **3. Objectives**

- a) To recommend to Council proposals to improve the physical infrastructure of the townsites within the Shire of Wickepin with a specific focus on:
  - aesthetic presentation of the area,
  - access and facilities for specific cohorts of the community
- b) To recommend to Council proposals concerning public art.
- c) To recommend to Council initiatives or proposals to enhance community connectivity, community health and well-being

### **4. Role and Scope of the Reference Group**

- a) To provide assistance and advice on the development of townscape plans or proposals.
- b) To provide assistance and advice on the development of landscape plans for townscape precincts or public places.
- c) To provide assistance in determining and delivering a range of initiatives or proposals to enhance community connectivity, community health and well-being
- d) To provide assistance in coordinating community participation in townscape or cultural planning projects.

### **5. Meeting Frequency**

To meet four times a year, on the first Wednesday of March, June, September and November – actual dates to be determined by the Presiding Member in consultation with Reference Group Members and applicable Shire officers.

### **6. Delegated Powers**

The Reference Group has no delegated powers and is an advisory group to Council only. Recommendations of Reference Group meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Reference Group meetings are available.

## ***Current – Albert Facey Homestead Committee***

Nil

## ***Proposed – Albert Facey Homestead Reference Group***

### **1. Name**

Albert Facey Homestead Reference Group

### **2. Members**

5 x community members (can include councillors)

### **3. Objective**

To recommend to Council any initiatives, improvements, events, promotions etc. for the Albert Facey Homestead and surrounding precinct.

### **4. Role and Scope of the Reference Group**

As per the objective above.

### **5. Meeting Frequency**

Minimum twice per annum with scope to call additional meetings if required – actual dates to be determined by the Presiding Member in consultation with Reference Group Members and applicable Shire officers.

### **6. Delegated Powers**

The Reference Group has no delegated powers and is an advisory group to Council only. Recommendations of Reference Group meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Reference Group meetings are available.



## ***Current – Lifestyle Retirement Committee***

### **1. Name**

Lifestyle Retirement Committee

### **2. Members**

Various councillors and community members

### **3. Objectives**

This Committee deals with issues relating to lifestyle retirement in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Lifestyle Retirement Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Formulate recommendations to the Ordinary Council Meeting.
4. To represent to the Council the views of the community regarding Aged Persons Housing.
5. To represent the Councils position in regards Aged Housing to regulatory bodies and interest groups/committees.
6. To assist the Wickepin Council in developing an Aged Housing Strategy.

### **4. Scope/Jurisdiction**

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

### **5. Meeting Frequency**

The Committee meets every month on the second Wednesday at 3:00pm.



## **14.8 Review of Councillors Continuing Professional Development Policy**

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## 2.1.27 COUNCILLORS CONTINUING PROFESSIONAL DEVELOPMENT.

**OBJECTIVE:** To ensure that Elected Members have equitable access to a range of relevant training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members.

### **Mandatory Training**

The Shire of Wickepin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Certain exemptions, specified in the Regulations apply.

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

### **Personal development**

Elected members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual council members may vary, each member is encouraged to seek the assistance of the Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

#### Guidelines

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

### **Funding for Professional Development**

The council will allocate funds for professional development during the budget process

<b>RESOLUTION:</b>	<b>DATE OF REVIEW:</b>
150622-20	15/06/2022