



# Agenda

Ordinary Council Meeting  
Wednesday 21 June 2023

Date	Wednesday 21 June 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 16 June 2023



## Notice of Meeting

Please be informed an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 21 June 2023 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in blue ink that reads "Nathan Cain".

Nathan Cain  
Chief Executive Officer  
Friday 16 June 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.*

## Contents

<b>1</b>	<b>Declaration of Opening</b> .....	<b>6</b>
<b>2</b>	<b>Attendance</b> .....	<b>6</b>
	2.1 Present .....	6
<b>3</b>	<b>Public Question Time</b> .....	<b>6</b>
	3.1 Responses to Previous Public Questions Taken On Notice .....	6
	3.2 Public Question Time .....	6
<b>4</b>	<b>Apologies and Leave of Absence</b> .....	<b>6</b>
	4.1 Apologies .....	6
	4.2 Previously Approved Leave of Absence .....	6
	4.3 Requests for Leave of Absence .....	6
<b>5</b>	<b>Petitions, Memorials and Deputations</b> .....	<b>7</b>
	5.1 Petitions .....	7
	5.2 Memorials .....	7
	5.3 Deputations .....	7
<b>6</b>	<b>Declarations of Councillors and Officers Interest</b> .....	<b>7</b>
<b>7</b>	<b>Confirmation of Minutes of Previous Meetings</b> .....	<b>7</b>
	7.1 Minutes of the Ordinary Council Meeting held on 17 May 2023 .....	7
	7.2 Minutes of the Special Council Meeting held on 15 June 2023 .....	7
<b>8</b>	<b>Status Report</b> .....	<b>8</b>
<b>9</b>	<b>Motions of Which Notice Has Been Given</b> .....	<b>10</b>
<b>10</b>	<b>Receipt of Committee Minutes or Reports and Consideration of Recommendations</b> .....	<b>10</b>
	10.1 Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 7 June 2023. ....	10
<b>11</b>	<b>President’s Report</b> .....	<b>11</b>
<b>12</b>	<b>Report by the Chief Executive Officer</b> .....	<b>12</b>
<b>13</b>	<b>Notices of Motions for the Following Meeting</b> .....	<b>14</b>
<b>14</b>	<b>Reports and Information</b> .....	<b>15</b>
	14.1 Monthly Schedule of Accounts Paid – May 2023 .....	15
	14.2 Statement of Financial Activity – May 2023 .....	18
	14.3 Fees and Charges 2023-2024 .....	20
	14.4 District Fire Break Notice Approval 2023-2024 .....	22
	14.5 Appointment of Bush Fire Related Officers 2023-2024 .....	25

<b>15</b>	<b>Confidential Reports and Information .....</b>	<b>28</b>
<b>16</b>	<b>Urgent Business .....</b>	<b>28</b>
<b>17</b>	<b>Closure .....</b>	<b>28</b>

## **1 Declaration of Opening**

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

## **2 Attendance**

### **2.1 Present**

#### Councillors

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

#### Employees

N Cain	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
M Martin	Executive Support Officer

## **3 Public Question Time**

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

Nil

### **3.2 Public Question Time**

[Public Question Time]

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

### **4.1 Apologies**

Nil

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

Cr Astbury was granted leave of absence for the 21 June 2023 Ordinary Council Meeting.

### **4.3 Requests for Leave of Absence**

[Request for leave of Absence]

## 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 –


## 7 Confirmation of Minutes of Previous Meetings

### 7.1 Minutes of the Ordinary Council Meeting held on 17 May 2023

#### Officer Recommendation

*That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 17 May 2023, as included in the attachments, as a true and accurate record.*

### 7.2 Minutes of the Special Council Meeting held on 15 June 2023

#### Officer Recommendation

*That Council confirm the minutes of the Special Council Meeting held on Thursday 15 June 2023, as included in the attachments, as a true and accurate record.*

## 8 Status Report

### Key

○ = in progress    ✓ = completed    ✕ =superseded

Item	Subject	Council Decision	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Commenced, not yet complete. Chief Executive Officer to contact Committee regarding progress of the project.
1161-150921-13	Townscape and Cultural Planning Committee Recommendations	That the current Wogolin Road Information Board not be re-sited and that a new board be redesigned.	○	Commenced, researching digital signage. Chief Executive Officer to contact Committee regarding progress of the project.
OCM-230419-06	Cooperation in a Disaster Memorandum of Understanding	That Council, with regard to the Central Country Zone's Cooperation in a Disaster Memorandum of Understanding and pursuant to Section 2.7 of the Local Government Act 1995 – 1. Endorses the Memorandum of Understanding, as included in the attachments, 2. Requests the Chief Executive Officer to advise the Executive Officer of the Central Country Zone of the Western Australian Local Government Association of Council's decision, and 3. Authorises the Shire President and Chief Executive Officer to sign the finalised document.	✓	The Chief Executive Officer has advised the Executive Officer of the Central Country Zone of the Western Australian Local Government Association of Council's decision. Final documentation has been signed and submitted.
OCM-230517-07	Naming of the Wickepin	That Council – 1. Call for public submissions regarding	○	Advertised on Shire website, Facebook and Watershed.



Item	Subject	Council Decision	Status	Action
	Independent Living Units	suggested names for the Wickepin Independent Living Units Complex / Units, and 2. For any received submissions to be provided to Council for consideration.		
OCM-230517-08	Acknowledgement of Assistance for, and Promotion of, the Albert Facey Homestead	That Council, regarding the recommendations from the Albert Facey Homestead Committee, requests the Chief Executive Officer, on behalf of Council, to - 1. Formally thank the Shire Gardening Team for the presentation of the Albert Facey Homestead garden, 2. Formally thank Ms J Calmers for her continued volunteering efforts and assistance regarding the promotion and operation of the Albert Facey Homestead, and 3. Promote the Albert Facey Homestead on the Shire website and other social media platforms.	✓	Acknowledgment given to the Shire Gardeners. Thank you letter and voucher sent to Ms J Chalmers 19/05/2023. Shire website has been updated.
OCM-230517-09	Appointment of Committee Member	That Council, pursuant to Section 5.10 of the Local Government Act 1995, with respect to the appointment of committee members, appoints Ms Shelley Starr to the Albert Facey Homestead Committee.	✓	Appointment letter sent 19/05/2023
OCM-230517-11	Sale of Land	That Council, with respect to the sale of 4 Plover Street, Wickepin, and pursuant to Section	○	Documentation has been completed and awaiting settlement.

Item	Subject	Council Decision	Status	Action
		3.58 of the Local Government Act 1995 – 1. Accepts the offer of \$37,000 from B Francis and K Flynn (both from Narrogin), and 2. Authorises the Chief Executive Officer to effect the disposition.		
OCM-230517-13	Proposed Outbuilding (Storage Shed)	That Council, with respect to the Application for Planning Consent for an Outbuilding (Industry Rural – Storage Shed) at Lot 8 (Number 42) Wogolin Road, Wickepin, approves the application.	✓	Approval sent to applicant 08/06/2023.

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

### 10.1 Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 7 June 2023.

#### Officer Recommendation

*That Council receive the minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 7 June 2023, as included in the attachments.*

## **11 President's Report**

To be tabled.

## 12 Report by the Chief Executive Officer

A summary of some of the actions undertaken by the Chief Executive Officer for May 2023 is below

–

### Department of Local Government, Sport, and Cultural Industries

Met with the Executive Director of Local Government, Mr Tim Fraser, to have an introductory meeting as a new Chief Executive Officer. Discussion was had regarding Council's compliance processes and the steps being taken to address non-compliance matters. Conversation also occurred regarding Tranche 2 of the changes to the Local Government Act 1995.

### Moore Australia

Met with the Director responsible for local government matters, Mr Russell Barnes, to discuss potential future opportunities to assist the Shire in compliance matters, internal audits, staff training, and key documentation delivery.

### Local Government Professionals

Met with the Chief Executive Officer of Local Government Professionals WA, Ms Candy Choo, to discuss staff training opportunities, State representation matters for the Wheatbelt Region, and to view the new office premises (which provide workspace and meeting rooms for member local governments).

### Jacobs Engineering Group

The Shire President and I met with the Manager Supply Chain and Logistics from Jacobs Engineering Group, Mr Steve Manders, to discuss the possible recommissioning of the Narrogin – Kulin and / or the Narrogin – Wickepin Tier Three (3) Rail Line. The State Government has engaged Jacobs to investigate and oversee the potential progressive recommissioning of some of the rail in the Narrogin – Wickepin – Kulin area.

### MAGIQ Software

Met with the Chief Executive Officer of MAGIQ Software, Mr Tony Tiftis, to discuss a Wheatbelt Regional software initiative for the supply of an enterprise software solution (which is being led by the Shire of West Arthur).

### KBuilt Construction

Met on-site of the Wickepin Independent Living Units with the Director KBuilt Constructions, Ms Katie Woodhams, to discuss the progress of the construction project. Councillors Miller, Corke and Mearns were also in attendance. Ms Woodhams provided further assurances to complete the project, and acknowledged she had not progressed the project in an acceptable timeframe.

### Astrotourism and Road Safety Electronic Signage

Met with Cr Mearns regarding the recent Astrotourism event held at the Wickepin town oval, and also the method by which the Shire might acquire electronic speed smile signs.

### Draft Local Planning Scheme

Met with Mr Azhar Awang (Shire of Narrogin) and Mr Steve Thompson (Edge Planning and Property) regarding the progress of the Shire's Draft Local Planning Scheme.

### Wheatbelt South Aged Housing Alliance Project

Discussion held with Ms Tammi Kearney from Department of Primary Industries and Regional Development regarding the progress of the Wickepin Independent Living Units and impending deadlines.

### Employee Farewell

Held a morning tea to say farewell to the Shire's Customer Service Officer, Ms Katelyn Beard.

### Household Decarbonisation

Met with Mr Robert Stevens, a concerned citizen, regarding the continued reliance on, and impact from, households using gas and other fossil fuels. He would like the Shire to formulate a policy requiring households to implement solar and wind power capturing devices (e.g. batteries).

### Bushfire Mitigation Plan

Met with Mr Blake Halford and Mr Ty Cook, Department of Fire and Emergency Services, regarding the need to finalise the Shire's Bushfire Mitigation Plan.

### Wickepin Primary School

Met with Mr Ben Parkin, new Principal at the Wickepin Primary School, by way of an introductory meeting. Discussion revolved around continuing the previous Principal's works requests.

### Grant Applications

Met with Ms T Whitney to discuss grant applications possibilities for the Growing Regions grants program. Ideas associated with potential land holding subdivisions were discussed.

### Wheatbelt Health

Attended webinar to discuss the role of the Department of Health's Environmental Response Unit. Discussion focussed on the preparedness and response to future public health emergencies.

### Local Government Elections 2023

Attended training to learn the new counting process for local government elections and how to apply optional preferential voting.

### Road Conditions

Met with Mr D Rooney from the Narrogin Observer to discuss the Regional Tier 3 Rail Line study and the condition of the roads between Wickepin and Narrogin and Wickepin and Kulin.

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

Nil

## 14 Reports and Information

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

---

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	15 June 2023
<b>Attachments</b>	Monthly Schedule of Accounts Paid – May 2023

---

#### 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 April 2023, and
- Trust Fund Payments for May 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	13437 – 13537, 13545 – 13580	\$234,880.24
Cheques	15882 - 15886	\$22,139.21
Direct Deductions	May 2023	\$1,368.95
Superannuation	May 2023	\$19,444.44
Credit Card	May 2023	\$577.05
BPay Payments	May 2023	\$1,685.30
Payroll	May 2023	\$125,963.37
Licensing	May 2023	\$27,468.75
<b>Municipal Fund Total</b>		<b>\$433,527.31</b>
<b>Trust Fund</b>		
Electronic Funds Transfer		\$0.00
Cheques		\$0.00
<b>Trust Fund Total</b>		<b>\$0.00</b>
<b>Total</b>	<b>May 2023</b>	<b>\$433,527.31</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 \$433,527.31 and from the Trust Fund of \$nil, as included in the attachments, for May 2023.*

## 14.2 Statement of Financial Activity – May 2023

---

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	15 June 2023
<b>Attachments</b>	Statement of Financial Activity – May 2023

---

### Summary

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

The purpose of this report is to present the Statement of Financial Activity for the period ended May 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 April 2023, as included in the attachments.*

### 14.3 Fees and Charges 2023-2024

---

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.BU.1208
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	12 June 2023
<b>Attachments</b>	Schedule of Fees and Charges for 2023-2024

---

#### Summary

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

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

Council is requested, with regards to the Fees and Charges for 2023-2024, to impose the fees and charges for the provision of the goods and services as included in the attachments.

#### Background

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

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

This Report allows for the early adoption of proposed fees and charges for the 2023-2024 financial year, effective 1 July 2023.

#### Comments

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

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

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

- Known changes to legislatively / externally set fees and charges at the time of publication, and
- A five percent (5%) increase across all Council-set fees and charges (except for swimming pool entry fees which remain the same as for 2022-2023).

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

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

### **Statutory Environment**

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

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

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

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

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

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

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

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

### **Policy Implications**

Nil

### **Financial Implications**

#### Current Financial Year

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

The maximum estimated return to be generated from the increase is an additional \$24,000.

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

#### Future Financial Years

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

### **Strategic Implications**

Nil

### **Voting Requirement**

Absolute majority

### **Officer Recommendation**

*That Council, with respect to the fees and charges for 2023-2024 and pursuant to Section 6.16 of the Local Government Act 1995, imposes the fees and charges as included in the attachments, effective 1 July 2023.*

## 14.4 District Fire Break Notice Approval 2023-2024

---

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	ES.MEE.904
<b>Author</b>	N Cain – Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	12 June 2023
<b>Attachments</b>	-

---

### Summary

Council is requested to approve the wording for the 2023-2024 Fire Break Notice which is distributed to all owners and occupiers in the district.

### Background

The Bush Fire Control Officers meeting held on Tuesday 21 March 2023 proposed minor amendments to the annual Fire Break Notice.

As per legislation, a local government may require an occupier of land to plough or clear a fire break to the satisfaction of the local government or a duly authorised officer.

The requirement includes all or any of the following things –

- To plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as determined,
- To maintain the fire breaks clear of inflammable matter, and
- To act as and when specified with respect to anything which is upon the land which is, or is likely to be, conducive to the outbreak of a bush fire or the spread or extension of a bush fire.

### Comments

At the March 2023 Bush Fire Control Officers Meeting it was recommended to Council to provide minor modifications to the existing notice, outlined below –

- 1 Inclusion of the term “stubble crunching” to the Rural Land section of the notice as being an activity also requiring firefighting equipment to be present.
- 2 Increase of the penalty in the Townsite Land section from not more than \$400 to \$5,000, which is in line with legislated changes.

The full text of the notice is included in the Officer Recommendation.

### Statutory Environment

*Bush Fires Act 1954 – Section 33. Local government may require occupier of land to plough or clear fire-break*

A local government may, from time to time, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire, give notice to an owner or occupier of land within the district requiring them to undertake activities on the land to remove items which is, or is likely to be, conducive to the outbreak of a bush fire or the spread or extension of a bush fire.

**Policy Implications**

Nil

**Financial Implications**Current Financial Year

Nil

Future Financial Years

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Simple majority

**Officer Recommendation**

*That Council, in relation to the District Fire Break Notice for 2023-2024 and pursuant to Section 33 of the Bush Fires Act 1954 approves the following text –*

*Bush Fires Act 1954  
Shire of Wickepin  
Annual Firebreak Notice 2023-2024*

*Action is required by owners and / or occupiers of all land in the Shire of Wickepin. Please read this notice carefully.*

*Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer.*

*Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2023 and thereafter to 14 April 2024 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows –*

**Rural Land**

*Inside the boundary of all land held by each owner or occupier, firebreaks need not follow the perimeter of any paddock and will be acceptable following land contours in an endeavour to overcome water erosion –*

*To subdivide each holding into lots of no greater than 400 hectares; and*

*To surround the homestead, out buildings and fuel storages on any such land.*

*From 15 October 2023 all harvesting, baling and stubble crunching (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1,200 litres of available water, located in or immediately adjacent to the paddock being harvested and / or baled. The minimum capacity of any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit lies with the landowner and / or occupier.*

### Townsite Land

*All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty of \$5,000.*

### Clearing of Fence Lines

*When clearing for new fence lines adjoining road reserves, you must have written approval from the Shire of Wickepin prior to commencement of clearing works. Landholders are asked to consider locating the fence three (3) metres inside the boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place the fence on the boundary, they may clear no more than one (1) metre beyond the boundary. This may be varied in special circumstances at the discretion of the Chief Executive Officer of the Shire of Wickepin. Any timber removed from the road reserve is to be pushed onto the owner's property.*

### Fencing of Road Reserves

*Council encourages farmers to fence off road reserves running through properties to protect trees on these reserves and to allow new growth of vegetation.*

### Burning on Roadsides

*Should property owners wish to carry out burning of the road reserve adjacent to the property, it is necessary to obtain Shire approval prior to any burning taking place.*

### Burning Periods

*Restricted Burning – 1 October 2023 to 13 November 2024*

*Prohibited Burning – 14 November 2023 to 7 February 2024*

*Restricted Burning – 8 February 2024 to 14 April 2024*

### Harvest and Fire Ban 2023-2024 Season

*Harvesting is banned on Christmas Day, Boxing Day and New Year's Day.*

*Lighting of fires is banned on Good Friday and Easter Sunday.*



## 14.5 Appointment of Bush Fire Related Officers 2023-2024

---

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	ES.APN.901
<b>Author</b>	N Cain – Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	12 June 2023
<b>Attachments</b>	-

---

### Summary

Council is requested to appoint Bush Fire Related Officers for the Shire of Wickepin and propose Dual Bush Fire Control Officers for adjoining local governments for the 2023-2024 Bush Fire Season.

### Background

The Bush Fire Control Officers meeting held on Tuesday 21 March 2023 proposed recommended appointments of Bush Fire Related Officers.

As per legislation, a local government is to appoint such persons as it thinks necessary for the purpose of Bush Fire Control Officers, and other related roles.

The duties and responsibilities of a Bush Fire Control Officer include, although are not limited to –

- Authorise permits for hazard reduction burns within the District,
- Identify and conduct risk assessments of fire hazards within the District,
- May assume control of fire suppression activities or operational incidents where the local government is the controlling agency,
- Maintain a personal incident diary to include a record of events and decisions during an incident,
- Conduct brigade briefings and post incident analysis of any incident involving firefighting or management issues,
- Provide advice and guidance and assist in brigade management to implement improvements to fire management in the area,
- Carry out normal brigade activities, and
- Ensure conduct of brigade members is in accordance with the Code of Conduct.

Other positions previously appointment include –

- Fire Weather Officer

It is also common practice for local governments in the region to share Bush Fire Related Officers.

Shire officers have received notification of requested Dual Bush Fire Control Officers with the Shire of Wickepin from the following local governments –

- Shire of Dumbleyung
- Shire of Pingelly
- Shire of Corrigin
- Shire of Wagin
- Shire of Narrogin

Council has previously also had Dual Bush Fire Control Officers with the Shires of Cuballing and Kulin, although no correspondence has yet been received from these local governments.

## Comments

At the March 2023 Bush Fire Control Officers Meeting it was recommended to Council for –

- T Leeson to be appointed as the Chief Bush Fire Control Officer for 2023-2024,
- L Lansdell to be appointed as the Deputy Chief Bush Fire Control Officer for 2023-2024,
- T Heffernan, P Russell, D White, G McDougall, W Astbury, J Hamilton, N Astbury, T Leeson, D Stacey, R Butler, L Lansdell, T Mullan, T Russell, and C Sims to be appointed as a Fire Control Officer / Bush Fire Radio Operator / Fire Weather Instrument Officer for 2023-2024, and
- W Astbury and D White to be appointed as a Clover Burning Permit Issuing Officer for 2023-2024.

Additionally it was recommended the following local governments be requested to consider the appointment of Dual Bush Fire Control Officers, for the following persons, for 2023-2024 –

- Shire of Corrigin D Stacey and J Hamilton
- Shire of Narrogin T Leeson, N Astbury and P Russell
- Shire of Cuballing T Leeson, R Butler and L Lansdell
- Shire of Dumbleyung G McDougall and W Astbury
- Shire of Wagin N Astbury and D White
- Shire of Pingelly R Butler and J Hamilton
- Shire of Kulin W Astbury, D Stacey, T Heffernan and T Mullan

Shire officers have received notification of requested Dual Bush Fire Control Officers with the Shire of Wickepin from the following local governments –

- Shire of Corrigin C Jespersen and G Doyle
- Shire of Dumbleyung T Gray and S Smith
- Shire of Wagin S Angwin
- Shire of Pingelly R L Shaddick, B Cunningham, R J Lee, B Blechynden and S MacNamara
- Shire of Narrogin Troy Smith

It is anticipated the Shires of Cuballing, Kulin, and Narrogin will contact the Shire in the near future to request the appointment of Dual Bush Fire Control Officers between them and the Shire of Wickepin.

## Statutory Environment

*Bush Fires Act 1954 – Section 38. Local government may appoint bush fire control officer*

A local government may, from time to time, appoint people of the district to perform the role of Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer, and other Fire Control Officers as required.

*Bush Fires Act 1954 – Section 40. Local government may join in appointing and employing bush fire control officers*

Two or more local governments may appoint Bush Fire Control Officers who can perform duties in each and every one of the districts of the local governments which have joined in appointing them.

**Policy Implications**

Nil

**Financial Implications**Current Financial Year

Nil

Future Financial Years

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Simple majority

**Officer Recommendation**

*That Council, in relation to the appointment of Bush Fire Related Officers for 2023-2024 –*

- 1 *Pursuant to Section 38 of the Bush Fires Act 1954, appoints –*
  - *T Leeson as the Chief Bush Fire Control Officer,*
  - *L Lansdell as the Deputy Chief Bush Fire Control Officer,*
  - *T Heffernan, P Russell, D White, G McDougall, W Astbury, J Hamilton, N Astbury, T Leeson, D Stacey, R Butler, L Lansdell, T Mullan, T Russell, and C Sims as a Fire Control Officer / Bush Fire Radio Operator / Fire Weather Instrument Officer, and*
  - *W Astbury and D White as a Clover Burning Permit Issuing Officer,*
  
- 2 *Pursuant to Section 40 of the Bush Fires Act 1954, accepts the request from the following Shires for the appointment of the following persons as Dual Fire Control Officers –*
  - *Shire of Corrigin* *C Jespersen and G Doyle*
  - *Shire of Dumbleyung* *T Gray and S Smith*
  - *Shire of Wagin* *S Angwin*
  - *Shire of Pingelly* *R L Shaddick, B Cunningham, R J Lee, B Blechynden and S MacNamara*
  - *Shire of Narrogin* *Troy Smith*

*and*
  
- 3 *Pursuant to Section 40 of the Bush Fires Act 1954, requests the following Shires appoint the following persons as Dual Fire Control Officers –*
  - *Shire of Corrigin* *D Stacey and J Hamilton*
  - *Shire of Narrogin* *T Leeson, N Astbury and P Russell*
  - *Shire of Cuballing* *T Leeson, R Butler and L Lansdell*
  - *Shire of Dumbleyung* *G McDougall and W Astbury*
  - *Shire of Wagin* *N Astbury and D White*
  - *Shire of Pingelly* *R Butler and J Hamilton*
  - *Shire of Kulin* *W Astbury, D Stacey, T Heffernan and T Mullan*

## **15 Confidential Reports and Information**

Nil

## **16 Urgent Business**

Nil

## **17 Closure**

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