



# Agenda

Ordinary Council Meeting  
Wednesday 17 April 2024

|                   |   |
|-------------------|---|
| Date              | Wednesday 17 April 2024   |
| Time              | 3:30pm  |
| Location          | Shire of Wickepin Council Chambers<br>77 Wogolin Road, Wickepin WA 6370 |
| Distribution Date | Friday 12 April 2024  |



## Notice of Meeting

Please be informed an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 17 April 2024 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

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

Kellie Bartley  
Chief Executive Officer

12 April 2024

**Disclaimer**

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

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

## Contents

|           |   |           |
|-----------|---|-----------|
| <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 Wednesday 20 March 2024.....                 | 7         |
| <b>8</b>  | <b>Status Report</b> .....  | <b>8</b>  |
| <b>9</b>  | <b>Motions of Which Notice Has Been Given</b> .....                                       | <b>15</b> |
| <b>10</b> | <b>Receipt of Committee Minutes or Reports and Consideration of Recommendations</b> ..... | <b>15</b> |
| 10.1      | Minutes of the Bush Fire Control Officer’s meeting held Tuesday 26 March 2024             | 15        |
| 10.2      | Minutes of the Audit & Governance Meeting held Wednesday 13 March 2024 .                  | 15        |
| <b>11</b> | <b>President’s Report</b> .....   | <b>16</b> |
| <b>12</b> | <b>Report by the Chief Executive Officer</b> .....  | <b>17</b> |
| <b>13</b> | <b>Notices of Motions for the Following Meeting</b> .....                                 | <b>19</b> |
| <b>14</b> | <b>Reports and Information</b> .....  | <b>20</b> |
| 14.1      | Monthly Schedule of Accounts Paid – March 2024 .....                                      | 20        |
| 14.2      | Statement of Financial Activity – March 2024.....   | 23        |
| 14.3      | Appointment of Bush Fire Related Officers 2024-2025.....                                  | 25        |
| 14.4      | Dual Fire Control Officer .....   | 28        |
| 14.5      | District Fire Break Notice Approval 2024/2025.....  | 30        |

**15 Confidential Reports and Information .....33**

**16 Urgent Business.....33**

**17 Closure.....33**

# 1 Declaration of Opening

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

## 2 Attendance

### 2.1 Present

#### Councillors

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

#### Employees

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

## 3 Public Question Time

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

### 3.2 Public Question Time

[Public Question Time]

## 4 Apologies and Leave of Absence

### 4.1 Apologies

### 4.2 Previously Approved Leave of Absence

### 4.3 Requests for Leave of Absence

[Request for leave of Absence]

## **5 Petitions, Memorials and Deputations**

### **5.1 Petitions**

Nil

### **5.2 Memorials**

Nil

### **5.3 Deputations**

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

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

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

The following declarations of interest have been disclosed –

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

### **7.1 Minutes of the Ordinary Council Meeting held Wednesday 20 March 2024**

#### **Officer Recommendation**

*That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 20 March 2024, 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 has contacted the Committee regarding progress of the project.            |
| 1161-150921-13 | Townscape and Cultural Planning Committee Recommendations | That the current Wogolin Road Information Board not be re-sited and that a new board be redesigned.  | ○      | Commenced, researching digital signage. Chief Executive Officer has contacted the Committee regarding progress of the project. |
| OCM-231213-04  | Public Transport Authority – Draft Lease Template         | That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.   | ○      | Re-submitted and awaiting response.  |
| OCM-210224-07  | Proposed Fencing Law                                      | <p>That Council:</p> <p>1. In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Fencing Local Law 2024, a summary of its purpose and effect being:</p> <p><u>Purpose</u><br/>The purpose of this local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district.</p> <p><u>Effect</u><br/>The effect of this local law is to establish the minimum requirements for fencing within the district.</p> <p>2. Notes that:</p> | ○      | Consultation period has commenced – closes 3 May 2024.   |



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

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

| Item          | Subject   | Council Decision  | Status | Action                         |
|---------------|---|---|--------|--------------------------------|
|               |   | <p>d) In accordance with section 3.12(3)(c) of the Local Government Act 1995, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be supplied to any person requesting it.</p> <p>3. Notes that all submissions received will be presented to Council for consideration.</p>                  |        |                                |
| OCM-210224-09 | Consideration of Motion from 2024 Annual General Meeting of Electors – Annual Australia Day Event | <p>1. That Council commit to having an annual Australia Day event, either Shire managed or via a local community group with funding of the event by Council.</p> <p>2. That consideration/planning for the 2025 Australia Day event be scheduled to commence in July 2024 via discussion at that month's Forum.</p> | ○      | To be discussed at July Forum. |
| OCM-200324-05 | Review of Budget 2023/2024  | That Council, pursuant to Regulation 33A of the Local Government (Financial Management) Regulations 1996, adopts the review of the 2023-2024 Annual Budget (as attached) and acknowledges the proposed revisions to revenue and expenditure estimates contained in the review.                                      | ✓      |                                |
| OCM-200324-06 | Attendance at Events and Functions' Policy  | That Council adopt the 'Attendance at Events and Functions' Policy as shown in the attachment.  | ✓      |                                |
| OCM-200324-07 | Code of Conduct Behaviour Complaints Management Policy  | That Council adopt the Code of Conduct Behaviour Complaints Management Policy and 'Complaint about Alleged Breach' Form   | ✓      |                                |

| Item          | Subject   | Council Decision   | Status | Action |
|---------------|---|--|--------|--------|
|               |   | as presented in the attachments.   |        |        |
| OCM-200324-08 | Compliance Audit Return 2023  | That Council adopt the Compliance Audit Return for the 2023 calendar year as shown in the attachment prior to it being submitted to the Department of Local Government, Sport and Cultural Industries.   | ✓      |        |
| OCM-200324-09 | Strategic Community Plan 2023-2033                                    | That Council:<br><br>1. Note the Community Engagement Outcomes Report 2023 as presented.<br><br>2. Adopt the Shire of Wickepin Strategic Community Plan 2023-2033 as presented, to replace the 2018-2028 Strategic Community Plan.   | ✓      |        |
| OCM-200324-10 | Agreement Provision of Day Care Services- Wickepin Playgroup Premises | 1. That Council endorse the Agreement (MOU) with Sally-Mae Downey and authorise the Chief Executive Officer to sign the Agreement.<br><br>2. That the Chief Executive Officer be authorised to enter into an Agreement (MOU) with REED for its one day per week child care service at the Wickepin Playgroup premises subject to the terms and conditions contained in the Agreement being for a maximum term of 2 years and is consistent with the terms and conditions of the agreement with Sally-Mae Downey. | ✓      |        |
| OCM-200324-11 | Renewal of Agreement (MOU)  | That Council endorse the new Agreement (MOU) with the  | ✓      |        |

| Item          | Subject  | Council Decision   | Status | Action      |
|---------------|--|--|--------|-------------|
|               | with Wickepin Playgroup  | Wickepin Playgroup and authorise the Chief Executive Officer to sign the Agreement.  |        |             |
| OCM-200324-12 | Club Nights Light Program Grant Application – Wickepin Tennis Club             | <p>1. That Council approve the submission of the Club Night Lights Program (CNLP) grant application by the Wickepin Tennis Club for upgrade of lighting at the tennis courts.</p> <p>2. The Council advises the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CNLP funding round for this Shire.</p> <p>3. That Council, in the event the application is successful, commits to funding its financial contribution (\$5,750 cash, \$4,016 in-kind) in the 2024/25 budget with the cash component being funded from the 2024/25 community grants allocation.</p> | ○      | Submitted   |
| OCM-200324-13 | Final Adoption Scheme Amendment No. 3 – Lot 7 (No. 56) Fisher Street, Wickepin | <p>That with respect to the proposed Scheme Amendment No. 3 at Lot 7 (No.56) Fisher Street, Wickepin, to rezone the land from “Recreation and Open Space” reserve to “Residential” zone with a density coding of R10, Council:</p> <p>1. Pursuant to Section 50(2) &amp; (3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, support the Standard</p>  | ○      | In Progress |

| Item | Subject | Council Decision  | Status | Action |
|------|---------|---|--------|--------|
|      |         | <p>Scheme Amendment No.3 without modifications to the Shire of Wickepin Local Planning Scheme No. 4 for final approval by:</p> <p>a. Amending the classification of Lot 7 on Deposited Plan 189958 (No. 56) Fisher Street, Wickepin from 'Recreation and Open Space' reserve to 'Residential' zone with a density coding of R10.</p> <p>b. Amending the Scheme Map accordingly.</p> <p>2. Authorise the Chief Executive Officer and President to endorse the amendment documentation for final approval and affix the Shire of Narrogin common seal.</p> <p>3. Advise those persons who lodged submissions of the outcome.</p> <p>4. Forward the endorsed scheme amendment documentation to the Western Australian Planning Commission for its determination.</p> <p>5. Write to the property owner advising of the potential spray drift from the agricultural property to the east.</p> |        |        |

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

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

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

#### **10.1 Minutes of the Bush Fire Control Officer's meeting held Tuesday 26 March 2024 Officer Recommendation**

*That Council receive the minutes of the Bush Fire Control Officer's meeting held Tuesday 26 March 2024, as included in the attachments.*

#### **10.2 Minutes of the Audit & Governance Meeting held Wednesday 13 March 2024 Officer Recommendation**

*That Council receive the minutes of the Audit & Governance Meeting held Wednesday 13 March 2024, as included in the attachments.*

# 11 President's Report



## 12 Report by the Chief Executive Officer

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

Acting CEO Tim Clynch and I completed handover process from the 18<sup>th</sup> – 21<sup>st</sup> March 2024. It was a pleasure to have the handover with Tim and to acknowledge the work and comrade he had with the staff. Within this first week, touring the townsites of Wickepin, Yealering and Harrismith along with the rubbish tip sites and road inspections along the way. Meet and greet with Depot staff and introduction to the Administration Staff.

### Albert Facey Reference Group

Minutes of these have been tabled with Council Forum. Meeting the working group with newly elected chair – Linley Rose, with new member Shelley Starr. Linley acknowledged Dave Astbury for his service and tenure as the Chair of the committee.

Details of the proposed event to be tabled and further discussed at the Council Forum to be held 17 April 2024. Financials were briefly discussed.

### Bush Fire Officers Committee

Meeting was held with the absent of a number of members and due to fires in the Peel Region, Mr Gavin Stevens from DFES was unable to attend. The Committee endorsed the Chief and Deputy Chief. These recommendations from Council as to be tabled today.

### LEMC – Meeting with CEO's & Shire Presidents

A meeting was held with the Shire's of Narrogin, Cuballing and Wickepin, with the 3 CEO's and Shire President from Wickepin and Cuballing in attendance. Shire of Cuballing has applied for an AWARE Grant, with the request for Shire of Narrogin to be involved with the LEMA. After discussions, it was recommended that the contractor to address the Shire of Wickepin Council to further seek clarification on their standings on the future of the LEMA. This will be discussed at the Council Forum on 17 April 2024.

### Subdivision

CEO made contact and is working with Porters to further receive costs associated with proposed subdivision and the indicative costs for the subdivision process. This will be required to be submitted to the contractor who is assisting the shire in the grant application to further progress with the submission. ACEO provided costs however it was requested for updated figures.

### Wickepin Police

CEO met with Mark & Darryl to formally introduce and understand the relationship for both the Shire and WAPOL.

### OAG Entrance Meeting

CEO, DCEO & Shire President met with the OAG and AMD via teams meeting for the entrance meeting of the incoming Audit for the year ending 30<sup>th</sup> June 2024.

### Market Creations

CEO & DCEO held a meeting with regards to the annual review of the Shire's website, design and any relevant upgrades that may be considered for the 2024/2025 budget process.

**Delegations exercised –**

| <b>No.</b> | <b>Delegation Name</b>  | <b>Delegation To</b> | <b>Delegation Exercised</b>  | <b>When Exercised</b>                   | <b>Persons Affected</b> |
|------------|---|----------------------|--|---|-------------------------|
| A1         | Cheque Signing and Account Authorisation                                  | CEO                  | Payment of Accounts<br>Refer to FM report item.<br>14.1 List of Accounts |   | CEO, DCEO.              |
| A2         | Septic Tank Application Approvals   | EHO                  |  |   |                         |
| A3         | Building Approvals  | BO                   |  |   |                         |
| A4         | Road Side Advertising   | CEO                  |  |   |                         |
| A5         | Application for Planning Consent  | CEO                  |  |   |                         |
| A6         | Appointment and Termination of Staff                                      | CEO                  |  |   |                         |
| A7         | Rates Recovery – Instalment Payments                                      | CEO                  |  |   |                         |
| A8         | Issue of Orders   | CEO                  |  |   |                         |
| A9         | Legal Advice  | CEO                  |  |   |                         |
| A10        | Permits to Use Explosives   | CEO                  |  |   |                         |
| A11        | Street Stalls   | CEO                  |  |   |                         |
| A12        | Liquor Consumption on Shire Owned Property                                | CEO                  | Wickepin Football<br>J Hughes<br>Facey Group                             | 2024 Season<br>25/03/2024<br>26/03/2024 |                         |
| A13        | Hire of Community Halls / Community Centre                                | CEO                  |  |   |                         |
| A14        | The Food Act 2008 and the Food Regulations 2009                           | CEO                  |  |   |                         |
| A15        | The Public Health Act 2016  | CEO                  |  |   |                         |
| A16        | Sponsorship, contributions and donations to sporting and community groups | CEO                  |  |   |                         |

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

Nil.

## 14 Reports and Information

### 14.1 Monthly Schedule of Accounts Paid – March 2024

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|                             |  |
|-----------------------------|--|
| <b>Submission to</b>        | Ordinary Council Meeting                       |
| <b>Location / Address</b>   | -  |
| <b>Name of Applicant</b>    | -  |
| <b>File Reference</b>       | FM.FR.1212                                     |
| <b>Author</b>               | E Clement – Deputy Chief Executive Officer     |
| <b>Interest Disclosures</b> | -  |
| <b>Report Written Date</b>  | 10 April 2024                                  |
| <b>Attachments</b>          | Monthly Schedule of Accounts Paid – March 2024 |

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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 March 2024

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

#### Background

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

#### Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and 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   | EFT 14376 - 14446 | \$ 467,239.23        |
| Cheques                     | 15924 - 15926     | \$ 21,139.24         |
| Direct Deductions           | March 2024        | \$ 599.92            |
| Superannuation              | March 2024        | \$ 15,211.62         |
| Credit Card                 | March 2024        | \$ 0.00              |
| BPay Payments               |                   | \$ 1,860.20          |
| Payroll                     | March 2024        | \$ 132,709.54        |
| Licensing                   | March 2024        | \$ 10,667.40         |
| <b>Municipal Fund Total</b> | March 2024        | <b>\$ 649,427.15</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>                | March 2024        | <b>\$ 649,427.15</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 \$649,427.15 for March 2024.*

## 14.2 Statement of Financial Activity – March 2024

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|                             |  |
|-----------------------------|--|
| <b>Submission to</b>        | Ordinary Council Meeting                     |
| <b>Location / Address</b>   | -  |
| <b>Name of Applicant</b>    | -  |
| <b>File Reference</b>       | FM.FR.1212                                   |
| <b>Author</b>               | E Clement – Deputy Chief Executive Officer   |
| <b>Interest Disclosures</b> | -  |
| <b>Report Written Date</b>  | 10 April 2024                                |
| <b>Attachments</b>          | Statement of Financial Activity – March 2024 |

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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 March 2024.

Council is requested to accept the Statement of Financial Activity.

### Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

### Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and 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 the period ending March 2024, as included in the attachments.*



### 14.3 Appointment of Bush Fire Related Officers 2024-2025

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|                             |  |
|-----------------------------|--|
| <b>Submission to</b>        | Ordinary Council                           |
| <b>Location / Address</b>   | -  |
| <b>Name of Applicant</b>    | -  |
| <b>File Reference</b>       | ES.MEE.904                                 |
| <b>Author</b>               | E Clement – Deputy Chief Executive Officer |
| <b>Interest Disclosures</b> | -  |
| <b>Report Written Date</b>  | 10 April 2024                              |
| <b>Attachments</b>          | -  |

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#### 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 2024/2025 Bush Fire Season.

#### Background

The Bush Fire Control Officers meeting held on Tuesday 26 March 2024 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.

## Comments

At the March 2024 Bush Fire Control Officers Meeting it was recommended to Council for –

- T Leeson to be appointed as the Chief Bush Fire Control Officer for 2024-2025,
- L Lansdell to be appointed as the Deputy Chief Bush Fire Control Officer for 2024-2025,
- Phil Russell, Daniel White, Gordon McDougall, Wes Astbury, Jim Hamilton, Trevor Leeson, Dave Stacey, Roger Butler, Luke Lansdell, Todd Mullan, Toby Russell, Cal Sims to be appointed as a Fire Control Officer / Bush Fire Radio Operator / Fire Weather Instrument Officer for 2024-2025, and
- W Astbury and D White to be appointed as a Clover Burning Permit Issuing Officer for 2024-2025.

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 2024-2025 –

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

## 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 2024/2025 –*

- 1 *Pursuant to Section 38 of the Bush Fires Act 1954, appoints –*
  - *T Leeson as the Chief Bush Fire Control Officer,*
  - *L Lansdell as the Deputy Chief Bush Fire Control Officer,*
  - *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, 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, L Lansdell and P Russell*
  - *Shire of Cuballing           T Leeson, R Butler and L Lansdell*
  - *Shire of Dumbleyung G McDougall and W Astbury*
  - *Shire of Wagin           L Lansdell and D White*
  - *Shire of Pingelly           R Butler and J Hamilton*
  - *Shire of Kulin           W Astbury, D Stacey and T Mullan*

## 14.4 Dual Fire Control Officer

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|                             |  |
|-----------------------------|--|
| <b>Submission to</b>        | Ordinary Council Meeting                   |
| <b>Location / Address</b>   | Whole Shire-                               |
| <b>Name of Applicant</b>    | -  |
| <b>File Reference</b>       | ES.APN.901                                 |
| <b>Author</b>               | E Clement – Deputy Chief Executive Officer |
| <b>Interest Disclosures</b> | -  |
| <b>Report Written Date</b>  |  |
| <b>Attachments</b>          | -  |

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### Summary

Council is being requested to appoint Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire for the 2024/2025 Bush Fire Season.

### Background

The BFCO meeting was held on Tuesday 26 March 2024 prior to the adjoining Shire advising of their Dual Fire Control Officers for the Shire of Wickepin. The CEO has since received notification of Dual Fire Control Officers for the Shire of Wickepin from the following Shire:

Shire of Corrigin                      Craig Jespersen & Joel Bell

### Comments

Council will need to appoint the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire for the 2024/2025 Bush Fire Season:

Shire of Corrigin                      Craig Jespersen & Joel Bell

### Statutory Environment

*Bush Fires Act 1954*

#### **38. Local government may appoint bush fire control officer**

- 1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- 2) (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

**40. Local governments may join in appointing and employing bush fire control officers**

- 1) *Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.*
- 2) *Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Simple Majority

**Officer Recommendation**

*That Council appoint the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire for the 2024/2025 Bush Fire Season:*

*Shire of Corrigin*

*Craig Jespersen & Joel Bell*

## 14.5 District Fire Break Notice Approval 2024/2025

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|                             |  |
|-----------------------------|--|
| <b>Submission to</b>        | Ordinary Council                           |
| <b>Location / Address</b>   | -  |
| <b>Name of Applicant</b>    | -  |
| <b>File Reference</b>       | ES.MEE.904                                 |
| <b>Author</b>               | E Clement – Deputy Chief Executive Officer |
| <b>Interest Disclosures</b> | -  |
| <b>Report Written Date</b>  | 11 April 2024                              |
| <b>Attachments</b>          | -  |

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### Summary

Council is requested to approve the wording for the 2024/2025 Fire Break Notice which is distributed to all owners and occupiers in the district.

### Background

The Bush Fire Control Officers meeting held on Tuesday 26 March 2024 proposed no 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

The Bush Fire Control Officers have made no changes to the fire break notice previously passed by Council.

### 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 2024/2025 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 2024/2025*

*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 2024 and thereafter to 14 April 2025 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 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 2024 to 13 November 2024

Prohibited Burning – 14 November 2024 to 7 February 2025

Restricted Burning – 8 February 2025 to 14 April 2025

### Harvest and Fire Ban 2024/2025 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.



## **15 Confidential Reports and Information**

Nil

## **16 Urgent Business**

Nil

## **17 Closure**

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