



# Minutes

Ordinary Council Meeting  
Wednesday 17 May 2023

Date	Wednesday 17 May 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Thursday 18 May 2023



## Notice of Meeting

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

Nathan Cain  
Chief Executive Officer  
Thursday 18 May 2023

**Disclaimer**

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

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# 1 Declaration of Opening

The Presiding Member declared the meeting open at 3.30pm.

## 2 Attendance

### 2.1 Present

#### Councillors

J Russell	Shire President
W Astbury	Deputy Shire President
T Miller	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

#### Members of the Public

There were two (2) 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

Nil

## 4 Apologies and Leave of Absence

### 4.1 Apologies

F Allan	Councillor
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### 4.2 Previously Approved Leave of Absence

Nil

### 4.3 Requests for Leave of Absence

#### Council Decision

**Resolution** OCM-230517-01  
**Moved** Cr C Corke  
**Second** Cr P Thompson

That Council grant leave of absence to Cr W Astbury for 21 June 2023.

**Carried** 6/0

## 5 Petitions, Memorials and Deputations

### 5.1 Petitions

Nil

### 5.2 Memorials

Nil

### 5.3 Deputations

#### Facey Group Inc. - Proposed Shed and Land Purchase

Members of Facey Group Inc. made a deputation regarding Item 14.7 – Proposed Outbuilding (Storage Shed) and answered questions from council members.

## 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 –

14.6 Sale of Land	
Name	Cr T Miller
Nature of Interest	Proximity
Interest Description	Owns property adjacent to the block

<b>14.7 Proposed Outbuilding (Storage Shed)</b>	
Name	Cr T Miller
Nature of Interest	Impartiality
Interest Description	Member for Sponsorship purposes

<b>14.7 Proposed Outbuilding (Storage Shed)</b>	
Name	Cr L Corke
Nature of Interest	Impartiality
Interest Description	Member

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

### **7.1 Minutes of the Ordinary Council Meeting held on 19 April 2023**

#### **Officer Recommendation**

*That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 19 April 2023, as attached, as a true and accurate record.*

#### **Council Decision**

**Resolution** OCM-230517-02

**Moved** Cr W Astbury

**Second** Cr P Thompson

**That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 19 April 2023, as included in the attachments, as a true and accurate record.**

**Carried** 6/0



## 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.
SCM-230330-01	Receipt of Counter-Offer to Purchase Land	That Council, with respect to the sale of 4 Plover Street, Wickepin, and pursuant to Section 3.58 of the <i>Local Government Act 1995</i> – 1. Provisionally accept the counter-offer of \$37,000 from B Francis and K Flynn (both from Narrogin) subject to the legislatively required advertising and public comment period, and 2. Request the Chief Executive Officer to advertise the proposed disposition of property in accordance with legislative requirements.	✓	The Real Estate Agent has been advised of Council's decision, and a Land Valuer has been engaged to value the property prior to advertising. The public notice advertising period has been completed and an item presented to May 2023 Ordinary Council Meeting.
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 <i>Local Government Act 1995</i> – 1. Endorses the Memorandum of	○	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. Awaiting final document for signing.

Item	Subject	Council Decision	Status	Action
		<p>Understanding, as included in the attachments,</p> <p>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</p> <p>3. Authorises the Shire President and Chief Executive Officer to sign the finalised document.</p>		
OCM-230419-07	Determination of Chief Executive Officer Key Performance Indicators	That Council, pursuant to Section 5.39 of the Local Government Act 1995, determine the Key Performance Indicators within each previously adopted Key Performance Criteria applicable to the performance of the Chief Executive Officer.	✓	The Chief Executive Officer Key Performance Indicators have been listed on the Shire Web Page.
OCM-230419-08	Proposed Telecommunications Infrastructure	That Council, with respect to the Application for Planning Approval – Telecommunications infrastructure at Lot 14431 Helm Road, East Wickepin, approves the application subject to the listed conditions.	✓	Approved confirmation sent to CRISP Wireless (4 May 2023).
OCM-230419-09	Keeping of Beehive Application	<p>That Council, pursuant to Shire of Wickepin Health Local Laws 2008 – Division 7 – Bee keeping,</p> <p>1. Approves the application for the keeping of one (1) bee hive by J Mearns at 48 Johnston Street, Wickepin, subject to the hive not being located</p>	✓	Approved confirmation sent to applicant (27 April 2023).

Item	Subject	Council Decision	Status	Action
		<p>closer than ten (10) meters to the property boundary, and</p> <p>2. Approval to keep one (1) bee hive is subject to all regulatory approvals being, and remaining, in place during the installation and retention of the bee hive.</p>		

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

## 9 Motions of Which Notice Has Been Given

Nil

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

### 10.1 Minutes of the Albert Facey Homestead Committee Meeting held on Wednesday 3 May 2023.

#### Officer Recommendation

*That Council receive the minutes of the Albert Facey Homestead Committee Meeting held on Wednesday 3 May 2023, as included in the attachments.*

#### Council Decision

**Resolution** OCM-230517-03

**Moved** Cr J Mearns

**Seconded** Cr L Corke

**That Council receive the minutes of the Albert Facey Homestead Committee Meeting held on Wednesday 3 May 2023, as included in the attachments.**

**Carried** 6/0

### 10.2 Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 3 May 2023.

#### Officer Recommendation

*That Council receive the minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 3 May 2023, as included in the attachments.*

**Council Decision**

**Resolution** OCM-230517-04

**Moved** Cr J Mearns

**Seconded** Cr T Miller

**That Council receive the minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 3 May 2023, as included in the attachments.**

**Carried** 6/0

## 11 President's Report

The annual Shire of Wickepin Commemorative ANZAC Day Service was held on Tuesday 25<sup>th</sup> April to Remember the Sacrifices of the Original ANZAC's, to Pay Respect, and Give Thanks, to our Service Men, Women and Animals who have served, and continue to serve Our Nation; And to Remember Those Who are No Longer With Us.

Tributes were paid to the mateship of the Australian and New Zealand Defence Forces of the Army; the Navy and the Air Force who have served with distinction, side-by-side for over a century, in conflict and in peace around the world in battles within WW1; WW2; Korea; Vietnam and all other wars.

In particular, January of this year (2023) commemorated 50 years since Australia officially issued a proclamation to mark the end of Australia's involvement in the Vietnam War. A war that not many people understood - including the introduction of a selective conscription scheme - and it was the cause of significant social and political dissent.

As Time has moved on Vietnam Veterans are now given our deepest respect and grateful thanks for their involvement in serving our Country and wearing our uniform, in all of the conflicts of the Vietnam War.

Attention was turned to the new additions to our Memorial Gardens, in the form of 2 x Wickepin District Honour Roll Boards, with lighted silhouettes.

The board on the West side has etched into the stainless steel, the names of all servicemen and women from our District who served in World War 1.

Similarly, the board on the East side has etched into the stainless steel, the names of all servicemen and women from our District who served in WW2; Korea; Vietnam; and Other Service Volunteers from 1939 to 1995.

It has been long desired for our war time honour boards to be upgraded, so this project was undertaken by the Shire's Research Team, and the names have all been meticulously researched, spell-checked and collated by Stefie Green who worked alongside the Community Development Officer at the time, Karen Langford.

The project was enthusiastically supported and funded jointly by the Department of Veteran's Affairs and the Honourable Darren West, MLC to whom we are extremely grateful as the cost was quite significant.

Installation into the Memorial Gardens was carried out by our own Shire Works Crew.

Grateful Thanks are extended to all parties involved in this project, which took some time to achieve, and has resulted in the memories of the servicemen and women from our whole district over the many years becoming a part of our memorial gardens and so are more readily available for public viewing.

Thank You to all concerned with the organisation, contribution and running of the commemorative service.

Special Thanks go to Irene Moore who read "ANZAC Reflection" followed by The Prayer of Remembrance; David Koppers who sounded the "Last Post"; Freeman of the Shire Murray Lang who read "The Ode" and Colin Plumb who was in charge of the Flag protocol.

Wreaths were laid by the local school children, Shire, Police and Community Members. The Shire Gardeners had the lawns and gardens surrounding the War Memorial looking fantastic, and the wonderful attendance and lovely morning tea, supplied by the community, was enjoyed by all...Thank You.

On Thursday 4<sup>th</sup> May CEO Nathan and I attended a meeting with Steve Manders from Jacobs engineering Group who have been engaged by the State Government to investigate the viability of the potential recommissioning of some of the rail lines in the Narrogin-Wickepin-Kulin area.

## 12 Report by the Chief Executive Officer

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

### Audit Exit Meeting

The Shire President, Deputy Chief Executive Officer and myself met with representatives from the Office of the Auditor General and the Shire's Auditors to discuss the outcomes of the 2021 – 2022 Annual Audit. It was pleasing to hear the Audit was passed without qualification. Appreciation to the Deputy Chief Executive Officer for her work in this regard.

### Department of Local Government, Sport and Cultural Industries – Child Safe Reforms

Attended an urgent information session regarding current and future child safe reforms stemming from the Royal Commission into people who have experienced institutional child sexual abuse, and which will require swift implementation by local government. Under proposed legislation, Council will be required to introduce policies to protect children using Council facilities. Council will also be compelled to notify allegations of, or convictions for, child abuse by their employees, volunteers and contractors to the Ombudsman of Western Australia, and then to investigate these allegations before reporting back to the Ombudsman. The penalties for failing to report and appropriately investigate are considerable.

### ANZAC Day – Shire of Wickepin

Attended the Shire of ANZAC Day service hosted by the Shire, which was attended by approximately eighty (80) community members.

### Main Roads Western Australia – Regional Management and Operations Directorate

Met with Mr J Garrett from Main Roads Western Australia to finalise the design for the extension of the 50 km/hr speed zone around the Wickepin townsite.

### Local Government Professionals – Governance Network

Attended an information session hosted by the Governance Network of the Local Government Professions on the Public Sector Commission's new "Integrity Strategy for WA Public Authorities" which will require an increase in the level of reporting by Chief Executive Officers of local governments on misconduct by elected members and employees.

### Wheatbelt Local Government and Health Partners – Public Health Planning in the Wheatbelt

Attended an information session regarding the legislative requirement for local governments to develop and implement a Public Health Plan to protect, maintain, promote, and improve the health of individuals in the community with the broad aim being to prevent and reduce the incidence of illness and disability.

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

Attended an information session regarding the proposed changes to legislation for the operation of local governments, which primarily covered the calculations involved with the new preferential voting system.

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

Nil



## 14 Reports and Information

### 14.1 Monthly Schedule of Accounts Paid – April 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 – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	10 May 2023
<b>Attachments</b>	Monthly Schedule of Accounts Paid – April 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 April 2023, and
- Trust Fund Payments for April 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	13432 - 13496	\$583,108.92
Cheques	15879 - 15881	\$5,621.53
Direct Deductions	April 2023	\$1,338.95
Superannuation	April 2023	\$13,418.76
Credit Card	April 2023	\$2,535.15
BPay Payments	April 2023	\$1,680.68
Payroll	April 2023	\$90,899.00
Licensing	April 2023	\$25,407.15
<b>Municipal Fund Total</b>		<b>\$724,010.14</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>April 2023</b>	<b>\$724,010.14</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 \$724,010.14 and from the Trust Fund of \$nil, as attached, for April 2023.*

**Council Decision**

**Resolution**    **OCM-230517-05**

**Moved**        **Cr P Thompson**

**Second**       **Cr W Astbury**

**That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$724,010.14 and from the Trust Fund of \$nil, as included in the attachments, for April 2023.**

**Carried**       **6/0**

## 14.2 Statement of Financial Activity – April 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 – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	10 May 2023
<b>Attachments</b>	Statement of Financial Activity – April 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 April 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, as included in the attachments.

### 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.*

**Council Decision**

**Resolution**    **OCM-230517-06**  
**Moved**        **Cr L Corke**  
**Second**       **Cr J Mearns**

**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.**

**Carried**        **6/0**

### 14.3 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>	CR.MEE.203
<b>Author</b>	N Cain – Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	9 May 2023
<b>Attachments</b>	-

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#### Summary

The Lifestyle Retirement Committee met on Wednesday 3 May 2023 and resolved to recommend to Council to name the Wickepin Independent Living Units as “Banksia Court” and the individual units to be named after native flora found in the District.

Council is requested to ratify the Lifestyle Retirement Committee resolution to name the Wickepin Independent Living Units as “Banksia Court” and the individual units to be named after native flora found in the District

#### Background

The Lifestyle Retirement Committee (“the Committee”) meets four (4) times per year to discuss issues relating to lifestyle retirement in the Shire of Wickepin and makes recommendations to Council.

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 Council’s position in regards to Aged Persons’ Housing to regulatory bodies and interest groups / committees.
6. To assist the Wickepin Shire Council in developing an Aged Persons’ Housing Strategy.

With the Wickepin Independent Living Units nearing completion the Committee requested the Chief Executive Officer prepare a report for the consideration of naming the facility and the individual units.

#### Comments

Committee considered various methods of naming the complex and the individual units which included -

- Using names of prominent / founding individuals and / or families
- Flowers of the District
- Trees of the District
- Flowering Shrubs of the District

Additionally, discussion took place regarding –

- Opening up the naming to the public via a public submission period
- Naming the complex after the Shire emblem (the Banksia)

- Naming the units after fauna
- Naming the units after a particular founding member of the community (Phyllis Rose)

Shire officers recommended opening up the naming of the complex and units to a public submission period for consideration at a later date.

Committee resolved to recommend to Council to name the Wickepin Independent Living Units as “Banksia Court” and the individual units to be named after native flora found in the District in recognition of the Shire emblem and the theme of floral species found in the district to follow on with the theme of the Complex name.

Shire officers do not hold a particular view on the appropriateness, or otherwise, of the naming of the facility or the units.

The full report is included in the Lifestyle Retirement Committee Minutes from Wednesday 3 May 2023.

### **Statutory Environment**

*Australian / New Zealand Standard AS / NZS 4819:2011 Rural and urban addressing*

All Western Australian rural and urban address allocations are recorded by Landgate in accordance with AS / NZS 4819:2011 which was prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM).

### **Policy Implications**

Nil

### **Financial Implications**

#### Current Financial Year

Nil

#### Future Financial Years

Nil

### **Strategic Implications**

Nil

### **Voting Requirement**

Simple majority

### **Committee Recommendation**

*That Council, regarding the naming of the Wickepin Independent Living Units, name the Complex / Units as “Banksia Court” and the individual units be named after native flora found in the District.*

**Council Decision**

**Resolution**    **OCM-230517-07**

**Moved**        **Cr J Russell**

**Second**       **Cr P Thompson**

**That Council –**

- 1.     Call for public submissions regarding suggested names for the Wickepin Independent Living Units Complex / Units, and**
- 2.     For any received submissions to be provided to Council for consideration.**

**Tied**            **3/3**

The Presiding Member cast a second and deciding vote.

**Carried**        **4/3**

**Reason for Variation**

**Council considered there is an opportunity for a level of community ownership in the naming and felt it prudent to go to the public to see what other names may be considered.**



#### 14.4 Acknowledgement of Assistance for, and Promotion of, the Albert Facey Homestead

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	CR.MEE.208
<b>Author</b>	N Cain – Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	9 May 2023
<b>Attachments</b>	-

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#### Summary

The Albert Facey Homestead Committee met on Wednesday 3 May 2023 and resolved to recommend to Council for formal acknowledgement of people assisting in the operation of the Albert Facey Homestead and to further the promotion of the facility.

Council is requested to ratify the Lifestyle Retirement Committee resolution to formally thank the Shire Gardening Team and Ms J Chalmers for the continued efforts and assistance regarding the presentation, promotion and operation of the Albert Facey Homestead and to further the promotion of the facility via electronic means.

#### Background

The Albert Facey Homestead Committee (“the Committee”) meets throughout the year, as required, to discuss issues relating to the ongoing operation of the Albert Facey Homestead for presentation as a tourism and heritage attraction.

#### Comments

Committee considered various motions from members of which notice had been given, including –

- Relocation of a cart associated with the facility
- Formal thank you to the Shire Gardening Team
- Promotion of the Albert Facey Homestead on the Shire website and through social media
- Formal thank you to Ms J Chalmers

Committee resolved to recommend to Council to –

- Formally thank the Shire Gardening Team for the presentation of the Albert Facey Homestead garden
- Formally thank Ms J Chalmers for her continued volunteering efforts and assistance regarding the promotion and operation of the Albert Facey Homestead and to present her with a \$100 Gift Card as recognition of her efforts
- Promote the Albert Facey Homestead on the Shire website and other social media platforms

Shire officers have considered the recommendations and conclude they can be delivered as part of normal Shire operations.

The full report is included in the Albert Facey Homestead Committee Minutes from Wednesday 3 May 2023.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**Current Financial Year

A \$100 Gift Card is within budget allowances.

Future Financial Years

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Simple majority

**Committee Recommendation**

*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.*

**Council Decision****Resolution** OCM-230517-08**Moved** Cr W Astbury**Second** Cr T Miller

**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.**

**Carried** 6/0

## 14.5 Appointment of Committee Member

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	CR.MEE.208
<b>Author</b>	N Cain – Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	9 May 2023
<b>Attachments</b>	-

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### Summary

The Albert Facey Homestead Committee met on Wednesday 3 May 2023 and resolved to recommend to Council to appoint Ms Shelley Starr onto the Albert Facey Homestead Committee.

Council is requested to ratify the Lifestyle Retirement Committee resolution to appoint Ms Shelley Starr onto the Albert Facey Homestead Committee.

### Background

The Albert Facey Homestead Committee (“the Committee”) meets throughout the year, as required, to discuss issues relating to the ongoing operation of the Albert Facey Homestead for presentation as a tourism and heritage attraction.

### Comments

Committee considered, as an urgent business matter, to recommend to Council to appoint Ms Shelley Starr as a member of the Albert Facey Homestead Committee.

A relatively new member to the Wickepin community, Ms Starr has a background in tourism and is keen to work with the Committee in the promotion and operation of the Albert Facey Homestead.

Shire officers have considered the recommendation and conclude there is merit in having Ms Starr appointed to the Committee.

The full report is included in the Albert Facey Homestead Committee Minutes from Wednesday 3 May 2023.

### Statutory Environment

*Local Government Act 1995 – Section 5.8 Establishment of committees*

A local government may establish, by an absolute majority, committees to assist the council and to exercise the powers and discharge the duties of the local government (if they can be delegated).

*Local Government Act 1995 – Section 5.10 Committee members, appointment of*

A committee is to have as its members persons appointed, by an absolute majority, by the local government to be members of the committee.

**Policy Implications**

Nil

**Financial Implications**Current Financial Year

Nil

Future Financial Years

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Absolute majority

**Committee Recommendation**

*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.*

**Council Decision****Resolution** OCM-230517-09**Moved** Cr J Mearns**Second** Cr T Miller

**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.**

**Carried** 6/0

**4.23pm Cr T Miller declared an interest in Item 14.6-Sale of Land of the Agenda and left the meeting.**

**Council Decision****Resolution** OCM-230517-10**Moved** Cr L Corke**Seconded** Cr J Mearns

**That Council, pursuant to Section 5.68 of the *Local Government Act 1995*, and regarding item 14.6 – Sale of Land, allow Cr T Miller to be present during any discussion or decision making procedure relating to the matter as the matter is considered insignificant and unlikely to influence the disclosing member's conducted.**

**Carried** 5/0

**4.25pm Cr T Miller returned to the meeting.**

## 14.6 Sale of Land

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	4 Plover Street, Wickepin WA 6370
<b>Name of Applicant</b>	-
<b>File Reference</b>	CP.A&D.502
<b>Author</b>	N Cain – Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	11 May 2023
<b>Attachments</b>	-

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### Summary

Further to the Council resolution from the Special Council Meeting held on 30 March 2023 regarding the acceptance of an offer to purchase 4 Plover Street, Wickepin, the legislatively required public submission period has been completed.

Council is requested to resolve to dispose of the property to B Francis and K Flynn (both from Narrogin).

### Background

Council previously resolved to list two parcels of land for sale in the Yarling Brook Estate with Elders Real Estate – Narrogin at a listing price of \$45,000 each.

The listing price of \$45,000 has been noted as having been the listed price for some many years.

In March 2022 Council resolved to accept an offer of \$35,000 for 2 Plover Street, Wickepin.

Shire officers recently received a joint cash offer of \$34,000 from B Francis and K Flynn (both from Narrogin) for 4 Plover Street, Wickepin (early-March 2023) and resolved to make a counter-offer of \$40,000.

Soon after the receipt of Council's counter-offer, the Shire's selling agent advised a new counter-offer of \$37,000 had been made by the prospective purchasers.

Council considered the counter-offer of \$37,000 at a Special Council Meeting held on 30 March 2023 and resolved to provisionally accept the counter-offer subject to the legislatively required public notice period.

### Comments

A necessary component of the required public notice period is the need to list the valuation of the property, with the valuation not being more than six (6) months old at the time of disposition.

The purpose of the valuation is to ensure Council is receiving suitable consideration when disposing of public property.

The previous valuation of the property was older than the allowable period and so a new valuation of the property was obtained prior to commencing the public notice period.

Acumentis Property Valuers were engaged to provide a market valuation, which they did on 14 April 2023, valuing the property at \$35,000 (which is below the offered purchase price).

Following receipt of the valuation, public notification of the proposed disposition occurred via –

- Shire website
- Shire social media
- Advertisement in The West Australian
- Shire local public notice board

At the expiration of the public notice period (10 May 2023) no public submissions had been received which means Council can formally resolve to dispose of 4 Plover Street, Wickepin, to B Francis and K Flynn (both of Narrogin) for \$37,000.

## **Statutory Environment**

*Local Government Act 1995 – Section 3.58. Disposing of property*

A local government can dispose of property by public auction or by public tender to the highest bidder. Where public auction or public tender is not used, a local government can still dispose of property if it provides an advertising period outlining the full details of the disposition.

## **Policy Implications**

Nil

## **Financial Implications**

### Current Financial Year

Council has not budgeted for the sale of the land in the 2022-2023 Annual Budget.

Notwithstanding this, the Budget states income received from the sale of the English House Land is held in a Reserve Account for future development of the English Land (which is the Yarling Brook Estate).

### Future Financial Years

Nil

## **Strategic Implications**

Nil

## **Voting Requirement**

Simple majority

## **Council Recommendation**

*That Council, with respect to the sale of 4 Plover Street, Wickepin, and pursuant to Section 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.*

**Council Decision**

**Resolution** OCM-230517-11

**Moved** Cr J Mearns

**Second** Cr P Thompson

**That Council, with respect to the sale of 4 Plover Street, Wickepin, and pursuant to Section 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.**

**Carried** 6/0

**4.27pm Cr T Miller and Cr L Corke declared an Impartiality interest regarding Item 14.7- Proposed Outbuilding (Storage Shed) of the Agenda and remained in the meeting.**

**Council Decision**

**Resolution** OCM-230517-12

**Moved** Cr P Thompson

**Seconded** Cr W Astbury

**That Council, at 4.29pm, suspend the Shire of Wickepin Local Laws relating to Standing Orders.**

**Carried** 6/0

## 14.7 Proposed Outbuilding (Storage Shed)

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Lot 8 (Number 42) Wogolin Road, Wickepin
<b>Name of Applicant</b>	Facey Group
<b>File Reference</b>	A5146
<b>Author</b>	K Harris – Planning Assistant, Shire of Narrogin
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	10 May 2023
<b>Attachments</b>	Development application and supporting documents

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### Summary

Council is requested to consider an Application for Planning Consent for the development of an outbuilding (Storage Shed) at Lot 8 (Number 42) Wogolin Road, Wickepin.

### Background

On 11 April 2023, the Shire of Wickepin received an Application for Planning Consent for the development of an outbuilding for storage purposes at Lot 8 (Number 42) Wogolin Road, Wickepin.

The applicant is seeking approval for this site as the applicant (Facey Group) have a lease over an existing office located on 40 Wogolin adjacent to the proposed site.

The proposed outbuilding is located on a vacant lot and is intended for the storage of small farm machinery equipment and a section to be used to weigh and dry agriculture samples from trial sites.

The applicant has made an offer to purchase Lot 8 (Number 42) Wogolin Road and is awaiting Council approval to determine if the following proposal can be permitted.

The plans submitted by the applicant are very broad and do not provide all of the information typically required in support of a planning application and to reflect the intended use.

Notwithstanding this fact, there is still scope for Council to consider and make a determination on the application as to whether the proposed outbuilding for the purposes of a storage should be supported in the Town site area.

The subject site has a total site area of 1,619m<sup>2</sup>.

The proposed outbuilding has the following measurements –

- Height of 4.5 metres,
- Length of 22 metres,
- Span width of 6 metres, and
- Total building area of 132m<sup>2</sup>.



## Comments

### Zoning and Land Use Permissibility

Lot 8 (Number 42) Wogolin Street, Wickepin is zoned "Town Centre" under the Shire of Wickepin Local Planning Scheme Number 4 (LPS 4). The objectives of the Town Centre Zone are –

- To provide for a consolidated, accessible, safe and vibrant town centre with a mix of compatible uses.
- To protect, maintain and enhance where possible the visual and heritage elements of the town.
- To maintain the attractive features of a rural town lifestyle.

Having regard for the various land use definitions contained in the Town Planning Scheme Number 4, the proposed land use for the subject site as a Storage Shed is most appropriately classified as 'Industry Rural' which is defined as follows –

*"Industry – Rural" means –*

- (a) An industry handling, treating, processing or packing rural products; or*
- (b) A workshop servicing plant or equipment used for rural purposes,*

The proposed land use is listed as a "D:" use, meaning the use is not permitted unless the local government has exercised its discretion by granting development approval.

LPS 4 states, under clause 4.11.3 – Outbuildings, -

- a) Development approval will not be granted for any outbuildings on any Rural Townsite or Rural Residential zoned lot which does not contain a residence.*
- b) The design and construction of outbuildings will be in accordance with the provisions of local government's Local Planning Policy - Outbuildings,*

Council's Local Planning Policy 10.3.1 Town Centre Design and Townscape Guidelines provides the following objective -

*Provide guidance to developers in the Town Centre Zone of the Scheme to ensure a high standard of presentation, function, safety and traffic circulation commensurate with a vibrant town centre while reinforcing the attractive features of the existing townscape, and to guide Council in determining the appropriateness and adequacy of development proposals in the town centre.*

The Townscape and Design guidelines policy makes the following provisions –

*In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to –*

- The colour and texture of external building materials.*
- Building size, height, bulk and roof pitch.*
- Setback and location of the building on its lot.*
- Architectural style and design details of the building.*
- Function of the building.*
- Relationship of the building to surrounding development.*

- *Landscaping.*
- *Layout of car parking.*
- *Other features considered by Council to be relevant.*

It is acknowledged the proposed outbuilding is to be located to the rear of the property and therefore will not have a significant impact to the streetscape and provide opportunity for the front portion of the property to be further developed in the future.

Further discussion with the applicant indicated there is no proposal for a new office / building to be constructed at the front of the property.

Furthermore according to the applicant, as a not-for-profit organisation, it is highly unlikely they would be in a financial position to construct a new office.

The Applicant has also indicated they were successful in obtaining grant funding to construct the shed on the provision the shed be located on land owned by the Facey Group, hence the offer to purchase the adjoining property at 42 Wogolin Road, Wickepin.

Although the proposal is not the best use for the land in the Town Centre, the proposed outbuilding, due to its location to the rear of the property and the surrounding existing development, may not adversely impact the existing streetscape.

If approved, conditions can be imposed to have the proposed development screened from the main street, by landscaping.

Given the above assessment it is recommended Council supports the proposed development, subject to conditions.

## **Statutory Environment**

### *Shire of Wickepin – Town Planning Scheme Number 4*

The Town Planning Scheme controls the types of uses and development allowed in the different areas of the District and sets out the requirements for planning approval, enforcement of the Scheme provisions and non-conforming uses.

### *Planning and Development Act 2005*

The Act provides for a system of land use planning and development in the State and for related purposes.

## **Policy Implications**

### *Council Policy 10.3.1 – Town Centre Design and Townscape Guidelines*

Council is to have due regard to the provisions of Section 5.9.1 of *Town Planning Scheme Number 4* in determining an application for planning approval in towns.

*Council Policy 10.3.1.1 – Relevant Scheme Provisions*

Council may approve variations to development within the Town Centre and Rural Townsite Zones for non-residential development.

*Council Policy 10.3.3 – Outbuildings*

Council is to have regard to the proposed location and the type of outbuilding proposed to ensure the retention of a high level of amenity for the area

**Financial Implications**Current Financial Year

An application fee of \$147 is applicable.

Future Financial Years

Nil

**Strategic Implications**

Nil

**Voting Requirement**

Simple majority

**Council Decision**

**Resolution**    **OCM-230517-13**  
**Moved**        **Cr L Corke**  
**Seconded**    **Cr W Astbury**

**That Council, at 5.05pm, reinstate the Shire of Wickepin Local Laws relating to Standing Orders.**

**Carried**        **6/0**

**Officer Recommendation**

*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 subject to the following conditions –*

- 1. The applicant to submit a detailed plan of the proposal showing the location of the proposed outbuilding, including setbacks from the property boundaries (front, rear and sides), prior to the issue of the Planning Approval.*
- 2. A Planning Consent Fee of \$147 is required to be paid to the Shire of Wickepin, prior to the issue of the Planning Approval.*
- 3. The approval shall expire if the development permitted is not completed within two (2) years of approval, or within any extension of time which, upon written application (made before or within twenty-one (21) days after the expiry of the approval) to the Shire is granted by it in writing.*
- 4. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.*
- 5. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval, shall be subject to a further development application and consent for use.*
- 6. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.*
- 7. The proposed outbuilding shall not be used for habitation purposes.*
- 8. Development proposals shall recognise the preservation of areas or buildings of architectural or historic interest and the development of land abutting the same.*
- 9. Construction of the outbuilding shall be kept clear from all service connections.*
- 10. The building materials and colours are to be of non-reflective and muted tones i.e., not Zinalume. If Zinalume is to be used, the building will need to be painted in muted tones within sixty (60) days of completion, to the satisfaction of the Chief Executive Officer.*
- 11. Excluding firebreak areas, trees are to be planted within sixty (60) days of completion of the outbuilding within the north setback area of the outbuilding, and maintained to the satisfaction of the Chief Executive Officer.*

**Council Decision****Resolution** OCM-230517-14**Moved** Cr P Thompson**Second** Cr T Miller

**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 subject to the following conditions –**

- 1. The applicant to submit a detailed plan of the proposal showing the location of the proposed outbuilding, including setbacks from the property boundaries (front, rear and sides), prior to the issue of the Planning Approval.**
- 2. A Planning Consent Fee of \$147 is required to be paid to the Shire of Wickepin, prior to the issue of the Planning Approval.**
- 3. The approval shall expire if the development permitted is not completed within two (2) years of approval, or within any extension of time which, upon written application (made before or within twenty-one (21) days after the expiry of the approval) to the Shire is granted by it in writing.**
- 4. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.**
- 5. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval, shall be subject to a further development application and consent for use.**
- 6. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.**
- 7. The proposed outbuilding shall not be used for habitation purposes.**
- 8. Development proposals shall recognise the preservation of areas or buildings of architectural or historic interest and the development of land abutting the same.**
- 9. Construction of the outbuilding shall be kept clear from all service connections.**
- 10. The building materials and colours are to be of non-reflective and muted tones i.e., not Zinalume. If Zinalume is to be used, the building will need to be painted in muted tones within sixty (60) days of completion, to the satisfaction of the Chief Executive Officer.**
- 11. Excluding firebreak areas, trees are to be planted within sixty (60) days of completion of the outbuilding within the north setback area of the outbuilding, and maintained to the satisfaction of the Chief Executive Officer.**

**Carried** 4/2

## **15 Confidential Reports and Information**

Nil

## **16 Urgent Business**

Nil

## **17 Closure**

The Presiding Member declared the meeting closed at 5.09pm.

These Minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Wednesday 21 June 2023.

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

Date \_\_\_\_\_