



## Attachments

Ordinary Council Meeting  
Wednesday 16 April 2025

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## Unconfirmed Minutes

Ordinary Council Meeting  
Wednesday 19 March 2025

Date Wednesday 19 March 2025  
Time 3:30pm  
Location Shire of Wickepin Council Chambers  
77 Wogolin Road, Wickepin WA 6370  
Distribution Date Monday 24 March 2025



## Notice of Meeting

Please be informed an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 19 March 2025 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in black ink, appearing to read "Peter Clarke".

Peter Clarke  
Acting Chief Executive Officer

### Disclaimer

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

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# 1 Declaration of Opening

The Presiding Member, Cr Russell declared the meeting open at 3.31pm

Cr Russell announced that the meeting is being recorded in accordance with section 14I of the Local Government Regulations 1996. The recordings will be made publicly available and serve as a public record of proceedings.

While section 9.57A of the Local Government Act 1995 provides the Local Government with limited protection from defamation liability for content published on its official website as part of a broadcast or recording of council proceedings, this does not extend to elected members or employees and I encourage all participants to ensure their contributions are respectful, professional, and consistent with the standards expected of Council meetings. Please remember that all comments will form part of the public record.

## 2 Attendance

### 2.1 Present

#### Councillors

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

Shire President (Chair)  
Deputy Shire President  
Councillor  
Councillor  
Councillor  
Councillor  
Councillor

#### Employees

P Clarke  
E Clement  
G Cross  
J Harvey

Acting Chief Executive Officer  
Deputy Chief Executive Officer  
Manager Works & Services  
Executive Support Officer

#### Apologies

## 3 Public Question Time

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

#### David Astbury, Wickepin 6370

##### Question 3

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

*Response (Shire President)*

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

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

*Response (Shire President)*

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

*Response In Writing to Mr Astbury – After Council Meeting Date*

*The Manager of Works & Services has confirmed that an inspection of the site was conducted following the notice, and it was found to be relatively clean at the time. The waste contractor collects the bins on Mondays; therefore, it is anticipated that some accumulation of rubbish may occur between collection periods. The Shire also relies on local residents to assist in maintaining cleanliness and to notify the Shire when the area becomes messy or when bins are full outside of our regular operating hours.*

Question 4

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

*Response (Shire President)*

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

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

Shire President

We will check this out.

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

*Response In Writing to Mr Astbury – After Council Meeting Date*

The Manager of Works and Services has confirmed that a leak was identified in the gravity fed pipe between the Railway Reserve Dam and the Footy Dam. The Shire engaged a plumber to address the issue, and the leak has since been repaired. Following this, the works crew completed the necessary backfilling of the hole.

Question 5

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

*Response (Shire President)*

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

Response In Writing to Mr Astbury – After Council Meeting Date

The Manager of Works and Services has confirmed that the gutters have been inspected, and it has been determined that a roof plumber is needed for repairs. A quote for the work is expected, and it may be included as a budget item for the 2025-2026 financial year.

### 3.2 Public Question Time

Cr Julie Russell announces to members of the public in attendance that questions must be posed, not general comments, and that depending on the question/s raised, there may be a requirement for it to be taken on notice with a formal written response being provided addressing in more detail with the question/s raised.

Public question time commenced at 3.31pm. As per regulation 11 (e) of the *Local Government (Administration) Regulations 1996* the Shire only requires to summary each question raised and response to any questions tabled.

Jennifer McLaughlin

Question 1

Now this is in regard to the situation, and I am addressing you, Julie. In regard to the situation that's developed at the Swimming Pool. Why has there been no offer of an employee assistance program to the Pool Manager by the Shire who is an employee for 7 years.

Question 2

Why has there been no contact by the Shire President to the Pool Manageress who is a long-term manager, long term employee and a respected long-term resident of the community. No assistance was offered by the Shire for the children swimming carnival last Monday the 10<sup>th</sup> of March. Now at the conclusion I'd like to say the person who breached her VRO turned up on the day of the carnival. I'm very disappointed with the Shire's handling of this matter and the Wickepin public and users of the pool need to stand up and voice their concerns as the closure of the pool not only affects you but your children especially and that's the conclusion. Thank you

Response (Shire President)

Thank you, Jen, thank you very much for that. As your questions relate to a staff matter, we will take your questions on notice and we will provide you with a written response very soon. As you well know, Councillors do not get involved in staff matters, that is the concern of the CEO to deal with. You will get your response.

Ms McLaughlin responds – thank you.

Wendy Butler

Question 1

I'm just wondering if there's access to legal advice for staff members?

Response (Shire President)

As I mentioned, being a staff matter we will take your question on notice.

Mrs Butler responds – it is a general question it's not specific to any matter. Is there any legal support available to staff members like employee assistance programs offered to all staff members?



Response (Shire President)

Can I ask the Acting CEO to respond to that?

Acting CEO – Thanks madam chair, as far as I understand, yes there is. There is an employee assistance program. I haven't delved into that fully as yet but just aware there is a program available that is offered to the employee, the employee must then take it up.

Question 2

As far as the EAP goes, the employee assistance program that is separate from legal support, is there legal support available for employees in Local Government?

Response (Acting CEO)

Off the top of my head, I cannot answer that question specifically for the Shire of Wickepin, so I will follow that through.

Mrs Butler responds – thank you.

Pauline PlowmanQuestion 1

Don't you have duty of care to take care of your staff?

Response (Shire President)

As I said, council do not get involved in staff matters it is the CEO's responsibility.

Question 2

So when is the pool going to open again?

Response (Acting CEO)

It is my understanding, since I arrived, that the pool has now closed for the season.

Question 3

Do the members that paid in advance get a refund?

Response (Acting CEO)

It is my understanding that yes they will, or next year when the pool opens, they will receive some form of discount. That is all I have learnt in the first few days that I have been here.

Shire President responds – That has been discussed by Council, so something will happen there.

Question 4

Why weren't we notified, being a member you had all our addresses and phone numbers that the pool had been shut, closed. That we had to find out through word of mouth. Or turn up at the pool and read a notice.

Response (Shire President)

It was placed on the Shire Facebook and the Shire website.

Mrs Plowman responds - I am not on Facebook.

Shire President responds - I do apologise for that, if you aren't on Facebook I apologise. In all things like that, I am not a staff member, and I don't get involved in staff operations.

### Question 5

The recreation playground for the children, at night when you go over, you can't get to the meter box to turn the lights on as it's padlocked. It used to be unlocked so now we don't have the pool we can't go in the evenings with the children because we can't see.

### Response (Manager Works & Services)

I had the electrician out there yesterday and they come on when the time goes to night time and turn off when the time comes to what it says the finish time is on the gate. Unfortunately, what happened was with all the power outages going on it has jumbled the timing clock up a bit and they were coming on at like 2 in the afternoon. So, it has been rectified now for you. They should come on, but if they don't, please let me know asap and I will get it sorted.

Shire President responds - Drop a line to the girls at the front desk and they will get Grant Cross (MWS) to have a look.

### Heather Tobin

An Electric charging point in town, EV charge, are there any plans or discussion or anything like that. I was in Brookton the other week and it was just perfect someone I met there came out from Perth needed to charge up and it wasn't there till June this year, about 50% of the cost.

### Response (Shire President)

We have discussed EV chargers at length many times since they came out we did actually apply for funding last year and we weren't successful. We missed out there. We haven't applied for funding again, but we actually only just discussed it about an hour ago. It is something that is constantly coming up in our conversations so when the opportunity arises we will look at getting an EV charger if we can. Pending funding because they are expensive.

Ms Tobin responds – thank you.

The Shire President asks the attendees of the public question time if they have any further questions. Thank you all for coming along, it has been nice to have you with us today, we will carry on with our meeting now. You are very welcome to stay if you like. But we will press on with our meeting so feel free to either stay or leave. Thank you.

Public Question Time closed at 3.46pm and all members of the gallery left the Council Chambers at this time.

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

### **4.1 Apologies**

Nil

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

Nil

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

Cr Ty Miller and Cr John Mearns requested a leave of absence for the Ordinary Council Meeting 16 April 2025 for personal reasons.

**Council Decision**  
**Resolution OCM-190325-01**  
**Moved** Cr F Allan  
**Second** Cr W Astbury

***That Cr Miller and Cr Mearns be granted a leave of absence for the Ordinary Council Meeting 16 April 2025 for personal reasons.***

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

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

### **5.1 Petitions**

Nil.

### **5.2 Memorials**

Nil.

### **5.3 Deputations**

Nil.

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

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

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 –

<b>Item</b>	<b>Item Title</b>	<b>Councillor/Officer</b>	<b>Interest</b>	<b>Reason</b>
14.7	Lease of Yarling Brook Estate Land For Cropping Purposes	Cr Julie Russell	Proximity	Owner of the land adjoining in partnership with husband P.L.Russell.

14.7	Lease of Yarling Brook Estate Land For Cropping Purposes	Cr Ty Miller	Impartiality	Member of the Wickepin Football Club.
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## 7 Confirmation of Minutes of Previous Meetings

### 7.1 Minutes of the Ordinary Council Meeting held Wednesday 19 February 2025

#### Officer Recommendation

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 19 February 2025, as included in Attachment 7.1.1, as a true and accurate record.*

#### Council Decision

**Resolution** OCM-190325-02  
**Moved** Cr L Corke  
**Second** Cr F Allan

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 19 February 2025, as included in Attachment 7.1.1, as a true and accurate record, subject to the typographical error that occurred on page 34 relating to the subheading, Future Financial Years, being corrected from the year 2023 to 2025.*

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

### 7.2 Minutes of the Special Council Meeting held Wednesday 5 March 2025

#### Officer Recommendation

*That Council confirms the minutes of the Special Council Meeting held on Wednesday 5 March 2025, as included in Attachment 7.2.1, as a true and accurate record.*

#### Council Decision

**Resolution** OCM-190325-03  
**Moved** Cr F Allan  
**Second** Cr W Astbury

*That Council confirms the minutes of the Special Council Meeting held on Wednesday 5 March 2025, as included in Attachment 7.2.1, as a true and accurate record.*

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

## 8 Status Report

### Key

○ = in progress    ✓ = completed    ✕ =superseded

Item	Subject	Council Decision	Status	Action
OCM-231213-04	Public Transport Authority – Draft Lease Template	That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.	○	Re-submitted and awaiting response. 09.07.2024 – current CEO to follow up on current PTA and the playground and skatepark. 05.09.2024 – CEO emailed PTA to follow up previous correspondence, nil response to date. Nov 24 – follow up email in progress with PTA and item. Feb 2025 – Lease agreement in final stages. Burgess Rawson will be looking into the request to purchase once the lease agreement is finalised. Details to be added to CEO handover notes however item can now be completed.
OCM-170424-10	Local Emergency Management Committee Review – Combined Shires Wickepin, Cuballing and Narrogin	Recommendation 1 That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only. Recommendation 2	○	In progress, meeting to be held Monday 13 May 2024 for next step. CEO has been in contact with DFES, DEMC for requirements and advised by CEO's of Narrogin and Cuballing of outcomes.

Item	Subject	Council Decision	Status	Action
		That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.		<p>09.07.2024 – pending process with the LEMC processes and changes as required.</p> <p>Sept 24 – CEO has sent relevant information and letter to SEMC for approval. Awaiting response.</p> <p>Shire has been approved for AWARE Grant to proceed with new process.</p> <p>Oct 24 – No change pending grant agreement to be issued.</p> <p>Nov 24 – Consultant review in Jan 25 with meeting to be held early 2025.</p> <p>Feb 25 – SEMC approved the process and CEO with contract services in draft mode with new LEMA plans. To be presented in Mar 25 to LEMC.</p>
OCM-150524-12	Adoption – Shire of Wickepin Parking and Parking Facilities Local Law 2024	<p>That with respect to the proposed Shire of Wickepin Parking and Parking Facilities Local Law 2024, that Council:</p> <ol style="list-style-type: none"> <li>1. Makes the local law as detailed in Attachment 14.7.3, pursuant to section 3.12 (4) of the Local Government Act 1995;</li> <li>2. Notes the submissions received during the public advertising period required by the Local Government Act 1995 and the responses taken to the proposed Local Law.</li> <li>3. Authorises the Shire President and Chief Executive Officer to affix the common seal to the Shire of Wickepin Parking and Parking Facilities</li> </ol>	○	In progress.

Item	Subject	Council Decision	Status	Action
		<p>Local Law 2024 as contained in Attachment 14.7.3.</p> <p>4. Instructs the Chief Executive Officer to:</p> <p>a) Publish the local law in the Government Gazette in accordance with section 3.12(5) of the Local Government Act 1995;</p> <p>b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette;</p> <p>c) Give local public notice pursuant to section 1.7 of the Local Government Act 1995 following publication in the Government Gazette, stating the title and purpose and effect of this local law, and that the local law is published on the Shire website and that copies may be inspected at, or obtained from the Shire's administration officers; and</p> <p>d) Prepare and submit to the Joint Standing Committee on Delegated Legislation, a copy of this local law, an explanatory memorandum (jointly signed by the Shire President and Chief Executive Officer) along with the checklist and any other supporting information on the local law made.</p>		
OCM-210824-13	Shire of Wickepin – Draft Local Planning Strategy	<p>That with respect to the proposed Shire of Wickepin Draft Local Planning Strategy, Council:</p> <p>1. Pursuant to Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Wickepin Draft Local Planning Strategy, as detailed in Attachment 14.5.1, for the purposes of advertising.</p>	○	<p>Sept 24 – Awaiting DLPH to then advertise as required.</p> <p>Oct 24 – request sent to DLPH for advertising approval, pending approval.</p> <p>Nov 24 – DLPH yet to respond still pending approval for advertising to</p>

Item	Subject	Council Decision	Status	Action
		<p>2. Forwards the Shire of Wickepin Draft Local Planning Strategy to the Western Australian Planning Commission for assessment and compliance with Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>3. Upon receiving certification from the Western Australian Planning Commission, advertise the Shire of Wickepin Draft Local Planning Strategy in accordance with Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015, including an extended public comment period of 90 days.</p> <p>4. After the expiry of the period within which submissions may be made, review the Shire of Wickepin Draft Local Planning Strategy, considering any submissions received.</p> <p>5. After the completion of the review of Shire of Wickepin Draft Local Planning Strategy, submit to the Western Australian Planning Commission:</p> <p>(a) a copy of the advertised Local Planning Strategy; and</p> <p>(b) a schedule of the submissions received; and</p> <p>(c) particulars of any modifications to the advertised local planning strategy proposed by the local government.</p>		<p>commence. Follow up has occurred, nil response to date.</p> <p>Feb 25 – TPS is progressing with DPLH and is awaiting next step to then advertise.</p>



Item	Subject	Council Decision	Status	Action
OCM-201124-09	RFT - 03-2024-2025 – Supply and Delivery of a 6 x 4 Two-Way Tip Truck	That Council, pursuant to section 3.57 of the Local Government Act 1995 and Regulation 11 of the Local Government (Functions and General) Regulations 1996, approves for the Chief Executive Officer to publicly invite tenders for RFT03- 2024-2025 for the Supply and Delivery of a 6 x 4 Two-Way Tip Truck.	○	To be advertised for tender process. New MWS will be completing this over the Dec/Jan period for Feb 25 agenda. Feb 25 – not yet commenced with tender process.
OCM-190225-07	Annual Report and Annual Financial Report 2023/2024	That Council: 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2023/2024 financial year and gives local public notice of its availability. 2. Schedules the Annual General Meeting of Electors to be held on Wednesday 19 March 2025 in the Council Chambers, commencing at 5:30pm.	✓	Process Completed and Annual Electors Meeting to be held 19 March 2025. Annual Report submitted to Department of LG.
OCM-190225-08	Conduct of 2025 Local Government Ordinary Election	That Council, 1. Pursuant to Section 4.20 of the Local Government Act 1995, declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2025 Local Government Election together with any other elections or polls which may be required, and 2. Pursuant to Section 4.61 of the Local Government Act 1995, decides to conduct the 2025 Local Government Election as a postal election.	✓	CEO advised WAEC of advice from Council and in due course, details to follow with election timetable process for the 2025 LG Elections.

Item	Subject	Council Decision	Status	Action
OCM-190225-09	Proposed Agroforestry – 1272 Malyalling Road, Malyalling	<p>That Council, in respect of the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs at 1272 Malyalling Road, grants planning approval, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The approval shall expire if the development permitted is not completed within two (2) years of approval, or within any extension of that time which upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.</li> <li>2. The development approved shall be in accordance with the plans and specifications submitted with the application as per Attachment 14.5.1 and these shall not be altered or modified without the prior written approval of Council.</li> <li>3. Any use, additions to and further intensification of any part of the development or land that is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.</li> <li>4. Compliance with all relevant provisions of the Shire of Wickepin Local Planning Scheme No. 4.</li> <li>5. Implementation of the proposed environmental management and mitigation measures as outlined in the application.</li> <li>6. Update the Bushfire Management Plan to include the following: <ol style="list-style-type: none"> <li>a) Proposed firebreaks meet or exceed the Shire of Wickepin Bush Fire requirements and to document any deviations and justifications;</li> </ol> </li> </ol>	✓	Details forwarded to Planning to complete relevant documentation and advise applicants.

Item	Subject	Council Decision	Status	Action
		<p>b) Include specific emergency contacts, available firefighting equipment, and response protocols, including training requirements for fire response personnel.</p> <p>7. Ensure compliance with conservation covenants by maintaining separation between agroforestry activities and protected areas.</p> <p>8. Note the submissions and recommended modifications as outlined in the 'Table of Submissions' included as Attachment 14.5.2.</p> <p>9. The Chief Executive Officer shall notify all persons and organisations who lodged a submission of the Council's decision.</p> <p>Advice Notes:</p> <p>1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.</p> <p>2. Nothing in the approval of these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.</p>		

Item	Subject	Council Decision	Status	Action
OCM-190225-11	Chief Executive Officer Annual Leave 2025 & Appointment of Acting Chief Executive Officer	That Council: 1. Authorises the Chief Executive Officer to take Annual Leave from 12th March – 27th March 2025; 2. Appoints Mr Peter Clarke to the position of Acting Chief Executive Officer of the Shire of Wickepin commencing 10th March 2025 and up until the commencement of the incoming Chief Executive Officer; 3. Confirms that the Council believes that Mr Peter Clarke is suitably qualified for the position; and 4. Authorises the Shire President to enter into employment negotiations with Mr Peter Clarke in accordance with the provisions of the contract of employment between the Shire of Wickepin and Mr Peter Clarke.	✓	Action completed.

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

## 9 Motions of Which Notice Has Been Given

Nil.

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

Nil.

## 11 Report by the President

The Shire President, Cr Julie Russell, verbally advised that she attended the meetings on the 24<sup>th</sup> of February 2025 and the Special Council Meeting on the 5<sup>th</sup> of February 2025 for the CEO recruitment panel. Cr Russell also attended the Wickopin Swimming Pool on the 10<sup>th</sup> of March 2025 and presented the ribbon awards with Cr Ty Miller.

## 12 Report by the Chief Executive Officer

The Acting CEO, Mr Peter Clarke, verbally advised that he attended the Regional Road Group meeting on the 14<sup>th</sup> of March together with Cr Thompson and the Manager of Works & Services. He also attended the Bush Fire Control Officers meeting on the 18<sup>th</sup> of March 2025 with the Manager of Works & Services with the minutes of the meeting to be presented at the April 2025 Council Meeting for adoption.

### Delegations exercised –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			CEO, DCEO
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Roadside Advertising	CEO			
A5	Application for Planning Consent	CEO	Development Approval – Agroforestry Proposal – 1272 Malyalling Road, Malyalling	26/02/2025	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			

<b>A12</b>	<b>Liquor Consumption on Shire Owned Property</b>	<b>CEO</b>	Alcohol Consumption Permission – Wickepin Community Centre 12 <sup>th</sup> February 2025, Nutrient Sportsman and Client Night	05/02/2025	CEO
			Alcohol Consumption Permission – Wickepin Community Centre 8 <sup>th</sup> February 2025, Wickepin Cricket Club	06/02/2025	CEO
			Alcohol Consumption Permission – Wickepin Community Centre February – September 2025, Wickepin Football Club Trainings	21/02/2025	CEO
			Alcohol Consumption Permission – Wickepin Town Hall 22 <sup>nd</sup> March 2025, Private Function	21/02/2025	CEO
<b>A13</b>	<b>Hire of Community Halls / Community Centre</b>	<b>CEO</b>	Fee Waiver Approval – Wickepin Community Centre 28 <sup>th</sup> April 2025, First Aid Course	21/02/2025	CEO
<b>A14</b>	<b>The Food Act 2008 and the Food Regulations 2009</b>	<b>CEO</b>			
<b>A15</b>	<b>The Public Health Act 2016</b>	<b>CEO</b>			
<b>A16</b>	<b>Sponsorship, contributions and donations to sporting and community groups</b>	<b>CEO</b>			

### 13 Notices of Motions for the Following Meeting

## 14 Reports and Information

### 14.1 Monthly Schedule of Accounts Paid – February 2025

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

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#### Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for February 2025.

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

#### Background

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

#### Comments

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

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

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

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT 15210,-15266	\$ 150,634.87
Cheques	15983-15985	\$19,851.74
Direct Deductions	February 2025	\$1,582.83
Superannuation	February 2025	\$16,647.75
Credit Card	February 2025	\$3,494.42
BPay Payments	February 2025	\$4,253.61
Payroll	February 2025	\$96,687.00
Licensing	February 2025	\$23,633.10
<b>Municipal Fund Total</b>		<b>\$316,785.32</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>\$316,785.32</b>

### Statutory Environment

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

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

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

### Policy Implications

*Council Policy 3.1.7 – EFT Payment and Cheque Issue*

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

### Financial Implications

#### Current Financial Year

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

#### Future Financial Years

Nil

### Strategic Implications

#### **Goal - Governance**

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



**Voting Requirement**

Simple majority

**Officer Recommendation**

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$316,785.32 for February 2025, as included in Attachment 14.1.1.*

**Council Decision****Resolution** OCM-190325-04**Moved** Cr T Miller**Second** Cr L Corke

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$316,785.32 for February 2025, as included in Attachment 14.1.1.*

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

## 14.2 Statement of Financial Activity – February 2025

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

### 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 February 2025.

Council is requested to accept the Statement of Financial Activity.

### Background

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

### Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and is contained in **Attachment 14.2.1**.

### Statutory Environment

*Local Government Act 1995 – Section 6.4 Financial report*

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

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

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

### Policy Implications

*Council Policy 3.1.14.2 – Monthly Financial Reporting*

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

**Financial Implications**Current Financial Year

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

Future Financial Years

Nil

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

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

**Voting Requirement**

Simple Majority

**Officer Recommendation**

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending February 2025, as included in **Attachment 14.2.1**.*

**Council Decision**

**Resolution** OCM-190325-05

**Moved** Cr F Allan

**Second** Cr W Astbury

***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 February 2025, as included in Attachment 14.2.1.***

**Carried** 7/0

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

**Against** Nil

### 14.3 Budget Review 2024/2025

<b>Submission To</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.BU.1208
<b>Author</b>	E.Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	14 March 2025
<b>Attachments</b>	<b>Attachment 14.3.1 – 2024/2025 Budget Review and Budget Amendments</b>

#### Summary

To consider the Shire of Wickpin's financial position as at 28 February 2025 and performance for the period 1 July 2024 to 28 February 2025 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

#### Background

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The report for the period 1 July 2024 to 28 February 2025 (as attached) has been prepared incorporating year-to-date budget variations and forecasts to 30 June 2024 and is presented for Council's consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document, where possible

#### Comments

The budget review report includes a summary of predicted variances by nature and type / program activities contained within the rate setting statement, including whether variances are considered to be permanent (where a difference is likely between the current budget and the expected outcome to 30 June) or due to timing (e.g. where a project is likely to be delayed), as below –

Increase in Rates Discount	(\$8,565.00)
Adjustment of Financial Assistance grants	(\$73,735)
Increase in Fees & Charges	\$15,704.00
Increase in Materials Contracts	\$17,313.00
Decrease Interest Reserve Interest.	(\$20,000.00)
Decrease in Footpaths	(\$25,000)
Reduction in Plant & Equipment	(\$3,175.00)
Increase in Road Funding WSN	\$293,947.00
Increase in road costs	\$352,684.00
<b>Overall Change</b>	<b>\$0.00</b>

In considering the above variances and projections within the attached budget review, there has been no change to the closing position, reflected in the Statement of Budget Review by Nature or Type.

Following completion of the budget review, and to properly consider the impact of estimated projections at 30 June 2024, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate.

Required budget amendments have been included in Note 4 of the attached budget review document for information, and also presented as a separate recommendation to the budget review for council consideration.

## **Statutory Environment**

*Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:*

*(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*

*(2A)(a) Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.*

*(b) Consideration and review is to be given to the local government's financial position as at the review date.*

*(c) Review of the outcomes for the end of the financial year that are forecast in the budget is to be undertaken.*

*(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

*(3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

*(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

*Section 6.8(1) (b) of the Local Government Act 1995 provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).*

## **Policy Implications**

Nil

## **Financial Implications**

Authorisation of expenditure through budget amendments recommended. Other specific financial implications are as outlined in the body of this report.

## **Strategic Implications**

Nil

## **Voting Requirement**

Absolute majority

## **Officer Recommendation**

*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.*

**Council Decision****Resolution**    **OCM-190325-06****Moved**         **Cr P Thompson****Second**        **Cr J Mearns**

***That Council pursuant to Regulation 33A of the Local Government (Financial Management) Regulations 1996, adopts the review of the 2024-2025 Annual Budget (as attached) and acknowledges the proposed revisions to revenue and expenditure estimates contained in the review.***

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

## 14.4 Annual Compliance Audit Return 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.AUD.1200
<b>Author</b>	Erika Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	13 March 2025
<b>Attachments</b>	<b>Attachment 14.4.1</b> – Compliance Audit Return 2024

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### Summary

For each calendar year, Council is required to undertake a Compliance Audit Return to ascertain the Shire's level of adherence to legislatively required functions.

The responses to the 2024 Compliance Audit Return are firstly required to be presented to the Audit & Governance Committee for review before subsequently being submitted to Council.

Council is requested to adopt the 2024 Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.

### Background

Pursuant to legislation, local governments are required to carry out a compliance audit for each calendar year and to submit the audit findings to the Department of Local Government, Sport and Cultural Industries.

The compliance audit covers a range of matters requiring actions to be completed by local governments in performing their functions to maintain legislative compliance and focuses on areas considered to be high risk.

Each year the Compliance Audit Return covers various categories and for the 2024 Return, the areas covered are:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Other
- Tenders for Providing Goods and Services

### Comments

Shire officers have responded to the questions in the 2024 Compliance Audit Return.

The 2024 Compliance Audit Return is being presented to the Audit & Governance Committee meeting to be held prior to the ordinary council meeting on 19 March 2025.. The officer recommendation below is the same as provided in the report to the Audit & Governance Committee. In the event of the committee

making an alternative recommendation this will be submitted to council in lieu of the officer recommendation below.

## **Statutory Environment**

### *Local Government (Audit) Regulations 1996*

#### **14. Compliance audits by local governments**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

#### **15. Certified copy of compliance audit return and other documents to be given to Departmental CEO**

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit,is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

Nil

## **Voting Requirement**

Simple Majority

## **Officer Recommendation**

*That Council adopt the Compliance Audit Return for the 2024 calendar year as shown in the attachment prior to it being submitted to the Department of Local Government, Sport and Cultural Industries.*



**Council Decision**

**Resolution**    **OCM-190325-07**

**Moved**        **Cr T Miller**

**Second**       **Cr F Allan**

***That Council adopt the Compliance Audit Return for the 2024 calendar year as shown in the attachment prior to it being submitted to the Department of Local Government, Sport and Cultural Industries.***

**Carried**    **7/0**

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

**Against**   **Nil**

## 14.5 New Provisions for Local Governments to Pay Superannuation to Council Members

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	GO.COU.1312
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	12 March 2025
<b>Attachments</b>	Nil

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### Summary

Council is required to make a decision on the payment of Superannuation to elected members under the *Local Government Amendment Act 2024*.

### Background

#### Superannuation for Council Members – Fact Sheet – Department of Local Government, Sport and Cultural Industries.

New provisions streamline the provision of superannuation to council members.

Following passage of *the Local Government Amendment Act 2024*, new sections 5.99B to 5.99E of *the Local Government Act 1995* (the Act) will allow local governments to resolve by absolute majority to make superannuation contributions for council members from 1 February 2025

Prior to this, if a local government wanted to offer superannuation to council members, it would need to become an “Eligible Local Governing Body” (ELGB) under Division 446 of the Taxation Administration Act 1953 (Cth), which requires a unanimous council resolution.

#### How do these changes support local governments?

Making superannuation contribution payments for council members acknowledges the significant dedication and investment of time a council member commits to their role and helps bring council members in line with the wider workforce.

The resolution process is streamlined by only requiring an absolute majority decision rather than a unanimous one. Similarly, the system set out in the Act means superannuation can be paid without needing to also address the other taxation requirements of becoming an ELGB.

This reform aims to attract and retain council members and encourage greater diversity across local governments.

#### Is it mandatory?

- From 1 February 2025 all local governments will have the option to resolve by absolute majority to make superannuation contributions for council members.
- From 19 October 2025, it will become mandatory for class 1 and 2 local governments to make superannuation contributions.
- For class 3 and 4 local governments, the payment will remain optional for each council to decide if they want to make superannuation contributions to council members.

Where a local government is required to, or resolves to, make superannuation contributions, individual council members may choose to 'opt out' of receiving superannuation.

### **How will it work?**

Superannuation contribution payments for council members will be made in addition to any other fees and allowances. These will sit outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal. Council members may receive various types of fees and allowances, in accordance with the Act and the relevant determination of the Salaries and Allowance Tribunal.

The requirement to make superannuation contribution payments in respect of these fees and allowances is to be determined in accordance with Commonwealth Superannuation Guarantee (Administration) Act 1992 (SG Act) and the further guidance provided in Superannuation Guarantee Ruling SGR 2009/2.

While council members are not considered employees under the SG Act, they are to be treated in the same manner as employees of the local government for the purposes of calculating superannuation contribution payments.

The payment is to be the same required under the SG Act. By 1 July 2025, the superannuation guarantee rate will be 12 per cent.

The superannuation contribution payment is to be paid at the same time as the remuneration of the council member is paid. In order to allow a superannuation contribution payment to be made, a council member must nominate a superannuation account from a scheme or fund to which the SG Act applies. Local governments must not make a superannuation contribution payment for a council member if they fail to nominate an eligible superannuation account before the end of the month to which the payment relates.

Local governments must not make superannuation contribution payments for council members during any period in which they are suspended under the Act. Council members are also not entitled to a superannuation contribution payment during any period in which they are not entitled to receive their fees and allowances.

Individual council members may opt out of receiving superannuation contribution payments by providing a notice in writing to the CEO.

### **Advance payments**

If a council member is paid their fees and allowances in advance, in the event of their resignation or suspension, they will need to repay any overpaid superannuation contributions. As this typically cannot be taken from the superannuation fund, the council member will need to repay this from their own finances.

The method of calculating the amount to be repaid is specified in regulations 32B and 34AE(2) of the Local Government (Administration) Regulations 1996.

### **Costs**

The cost of paying superannuation for council members will need to be met by each local government out of its existing budget. This cost will vary depending on what fees and allowances the Salaries and

Allowances Tribunal and the Council have determined to pay to the mayor / president and councillors and how many council members there are.

## Non-compliance

In the event of non-compliance with the payment of superannuation the matter may be referred to the DLGSC as regulator of the local government sector. A council member could also seek to enforce the payment of their entitlements in court.

## Comments

The Shire of Wickpin need to consider whether or not they wish to pay superannuation to its elected members in accordance with the new regulations that have come about through the Local Government Act Amendments.

The ability for Councillors to vote on paying superannuation has been provided an exemption for tis by the Department and is not seen as a conflict of interest for this item.

## Statutory Environment

### 63. Sections 5.99B to 5.99E inserted

After section 5.99A insert:

#### **5.99B. Superannuation for council members: main provisions**

- (1) In this section and sections 5.99C to 5.99E —  
*remuneration* has the same meaning that it has in the *Superannuation Guarantee (Administration) Act 1992* (Commonwealth) section 11(1)(e);  
*superannuation contribution payment*, in relation to a council member, means —
  - (a) a payment of a prescribed type that is towards, or otherwise relates to, superannuation or retirement benefits for the council member; or
  - (b) in the absence of regulations made for the purposes of paragraph (a) — a payment that is a contribution to an account that —
    - (i) is nominated by the council member to the local government; and
    - (ii) is for superannuation or retirement benefits from a scheme or fund to which the *Superannuation Guarantee (Administration) Act 1992* (Commonwealth) applies.
- (2) A local government may decide\* to pay superannuation contribution payments for its council members under this section.  
*\* Absolute majority required.*
- (3) A local government may revoke\* a decision made by it under subsection (2).  
*\* Absolute majority required.*
- (4) Regulations may require a local government, for which no decision under subsection (2) is in effect, to pay superannuation contribution payments for its council members under this section.
- (5) Regulations may make provision for determining —
  - (a) when a superannuation contribution payment for a council member is payable; and

- (b) the amount of a superannuation contribution payment for a council member.
- (6) Subsections (7) and (8) apply in the absence of regulations made for the purposes of subsection (5).
- (7) A superannuation contribution payment for a council member is payable with, and at the same time as, any remuneration of the council member paid by the local government.
- (8) The amount of the superannuation contribution payment is the amount that the local government would have been required to contribute under the *Superannuation Guarantee (Administration) Act 1992* (Commonwealth) as superannuation if —
  - (a) the council member were an employee of the local government for the purposes of that Act; and
  - (b) the remuneration were salary or wages of the council member for the purposes of that Act.
- (9) This section is subject to sections 5.99C and 5.99D.

#### **5.99C. Superannuation for council members: opt outs**

- (1) This section applies to a local government —
  - (a) for which a decision under section 5.99B(2) is in effect; or
  - (b) to which a requirement under regulations made for the purposes of section 5.99B(4) applies.
- (2) A council member may, by written notice to the CEO (an *opt-out notice*), opt out of superannuation contribution payments.
- (3) An opt-out notice remains in effect unless, and until, the council member, by written notice to the CEO, revokes the opt-out notice.
- (4) If an opt-out notice is in effect, the local government cannot pay a superannuation contribution payment for the council member under section 5.99B.

Note for this subsection:

If an opt-out notice is revoked, the local government cannot pay a superannuation contribution payment for the council member that the local government could not previously pay because of this subsection.

#### **5.99D. Superannuation for council members: other exceptions**

- (1) This section applies to a local government —
  - (a) for which a decision under section 5.99B(2) is in effect; or
  - (b) to which a requirement under regulations made for the purposes of section 5.99B(4) applies.
- (2) A local government cannot pay a superannuation contribution payment for a council member under section 5.99B at any time when the *Taxation Administration Act 1953* (Commonwealth) Schedule 1 section 12-45(1)(e) applies in relation to the local government.
- (3) Subsection (4) applies in the absence of regulations made for the purposes of paragraph (a) of the definition of *superannuation contribution payment* in section 5.99B(1).

- (4) A local government cannot pay a superannuation contribution payment for a council member under section 5.99B if the council member has not, before the time at which the superannuation contribution payment must be paid, nominated an account to the local government as referred to in paragraph (b) of the definition of *superannuation contribution payment* in section 5.99B(1).
- (5) Regulations may prescribe circumstances in which a local government —
  - (a) cannot pay a superannuation contribution payment for a council member under section 5.99B; or
  - (b) can pay only a portion of the amount of each superannuation contribution payment for a council member under section 5.99B.
- (6) Regulations may make provision for determining the portion referred to in subsection (5)(b).

Note for this section:

A superannuation contribution payment, or a portion of a superannuation contribution payment, that a local government cannot pay for a council member under subsection (2) or (4), or under a provision of regulations made for the purposes of subsection (5), cannot be paid by the local government after the subsection or provision of regulations has ceased to apply. For example, if a local government cannot pay a superannuation contribution payment for a council member under subsection (2), the local government cannot pay the superannuation contribution payment after the *Taxation Administration Act 1953* (Commonwealth) Schedule 1 section 12-45(1)(e) ceases to apply in relation to the local government.

#### **5.99E. Superannuation for council members: supplementary provisions**

- (1) For the purposes of subsection (2), this subsection applies to a case in which —
  - (a) section 5.102AB, 8.29(5)(b) or 8.30B(4)(b) applies in relation to an annual allowance or annual fee paid in advance to a person (the *relevant person*); and
  - (b) the local government paid a superannuation contribution payment for the relevant person under section 5.99B wholly or partly by reference to, or otherwise in connection with, the annual allowance or annual fee.
- (2) Regulations may, in respect of a case to which subsection (1) applies, make provision —
  - (a) requiring the relevant person to pay the local government an amount (the *returnable amount*) that is equal to a percentage of the amount of the superannuation contribution payment; and
  - (b) for determining that percentage (which may be 100%); and
  - (c) for the local government to recover the returnable amount if it is not paid.
- (3) In making a determination under the *Salaries and Allowances Act 1975* section 7B, the Salaries and Allowances Tribunal must not take into account either of the following —
  - (a) the payment of superannuation contribution payments by a local government under section 5.99B;
  - (b) a local government's power to decide to pay, or its duty to pay, superannuation contribution payments under section 5.99B.
- (4) Nothing in section 5.99B, 5.99C or 5.99D or this section, or that is done under section 5.99B, 5.99C or 5.99D or this section, makes a council member an employee of the local government.

- (5) A superannuation contribution payment paid by a local government under section 5.99B is not salary for the purposes of any written law.

### Policy Implications

Nil

### Financial Implications

These reforms do not have the same tax implications for councillors as resolving to PAYG withholding under Commonwealth tax law. There are Fringe Benefits Tax (FBT) implications by resolving to become an ELGB.

The information in this guide is general in nature. It is recommended that Councils and council members seek independent financial advice to consider their particular circumstances and the resultant impacts (if any) of making receiving superannuation contribution payments

### Strategic Implications

Nil.

### Voting Requirement

Absolute majority Required

### Officer Recommendation

*That Council, in accordance with section 54,62 and 63 of the local Government Amendment Act 2024:*

1. elect to pay superannuation to all elected members  
or
2. elect to not pay superannuation to all elected members.

### Council Decision

**Resolution** OCM-190325-08

**Moved** Cr L Corke

**Second** Cr F Allan

***That Council, in accordance with section 54,62 and 63 of the local Government Amendment Act 2024 elect to not pay superannuation to all elected members.***

**Carried** 7/0

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

**Against** Nil

## 14.6 Appointment of Independent Chair, Audit and Risk Committee

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	GO.COU.1312
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	12 March 2025
<b>Attachments</b>	Nil

### Summary

The Shire of Wickepin need to consider an appointment of an Independent Chair and Deputy Chair for the Audit, Risk and Improvement Committee.

### Background

The Local Government Act 1995 requires all local governments to have an audit committee. The name of the Wickepin's Audit and Risk Management Committee reflects its terms of reference.

The Local Government amendment Act 2024 introduced a requirement for an Independent Chair of the Audit, Risk and improvement committee.

### Comments

The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. Local government operations may also benefit through appointing an independent chair with risk and financial management expertise that may otherwise be unavailable.

### Statutory Environment

[Part 7 Division 1A replaced](#)

Delete Part 7 Division 1A and insert:

#### **Division 1A — Audit, risk and improvement committee**

##### **7.1A. Establishment of audit, risk and improvement committee**

- (1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.
- (2) The following provisions apply in respect of the membership of the audit, risk and improvement committee —
  - (a) an employee of the local government is not to be a member;
  - (b) no member is to be nominated by, or is to be appointed to represent, any employee of the local government;
  - (c) section 5.10(1)(b) does not apply.
- (3) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.



- (4) Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

**7.1B. Deputy of presiding member or of deputy presiding member**

- (1) The local government must appoint a person under section 5.11A to be a deputy of the presiding member of the audit, risk and improvement committee.
- (2) In addition to the requirement of section 5.11A(2)(c), the deputy of the presiding member cannot be a council member of any other local government.
- (3) If section 5.14 applies to a meeting of the audit, risk and improvement committee, the committee members present at the meeting must choose the deputy of the presiding member, if present, to preside at the meeting.
- (4) If the local government appoints a person under section 5.11A to be a deputy of the deputy presiding member of the audit, risk and improvement committee, in addition to the requirement of section 5.11A(2)(c), the appointed deputy cannot be a council member of any other local government.

**7.1C. Delegation to audit, risk and improvement committee**

- (1) The only powers and duties that the local government may delegate to the audit, risk and improvement committee under section 5.16 are as follows —
  - (a) any of its powers and duties under this Part;
  - (b) any prescribed power or duty.
- (2) The provision that may be made by regulations for the purposes of subsection (1)(b) is not limited by the other subject matter of this Part.
- (3) The local government's power to delegate to the audit, risk and improvement committee is not limited by section 5.17.

**7.1CA. Decisions of audit, risk and improvement committee**

Despite section 5.20, a decision of the audit, risk and improvement committee is to be made by a simple majority.

**7.1CB. Two or more local governments may have shared audit, risk and improvement committee**

- (1) Two or more local governments may agree to establish a single committee to be the audit, risk and improvement committee of each of their councils (a *shared committee*).
- (2) The following provisions apply to the establishment of a shared committee —
  - (a) each member, including the presiding member or any deputy presiding member, must be appointed by the local governments in accordance with their agreement;
  - (b) each local government must approve\* each member's appointment;
  - (c) each local government must approve\* the appointment of the presiding member and of any deputy presiding member;
  - (d) there must be at least 3 members;
  - (e) no employee of any of the local governments is to be a member;

- (f) no member is to be nominated by, or is to be appointed to represent, any employee of any of the local governments;
- (g) neither the presiding member nor any deputy presiding member can be a council member of any of the local governments or of any other local government.

*\* Absolute majority required.*

- (3) In sections 5.98(1) and 5.99, references to a committee meeting include a meeting of a shared committee.
- (4) Section 5.100 applies to a member of a shared committee, except a member who is a council member of any of the local governments.
- (5) For the purposes of subsection (4), the local governments' agreement must —
  - (a) provide for the payment of fees, and for the reimbursement of expenses, under section 5.100 to be split between the local governments in accordance with the agreement; and
  - (b) provide for any discretion of a local government under section 5.100 to be exercised by the local governments in accordance with the agreement.
- (6) Regulations may make provision in relation to shared committees, including local governments' agreements to establish them.
- (7) Without limiting subsection (6), regulations made for the purposes of that subsection may do the following —
  - (a) provide for this Division, Part 5 Division 2 Subdivision 2 or any other provision of this Act that applies in relation to committees of a council to apply in relation to shared committees with or without modifications;
  - (b) make provision in relation to the matters that must be included in an agreement under subsection (5).

### **Policy Implications**

Nil

### **Financial Implications**

In accordance with section 5.100 of the Act, independent committee members are able to be paid fees for attending committee meetings or other meetings associated with their roles on committees.

### **Strategic Implications**

Nil.

### **Voting Requirement**

Absolute majority Required

### **Officer Recommendation**

*That Council, in accordance with section 87 of the local Government Amendment Act 2024:*

Seeks expression of interest in writing from persons interested in becoming the Independent chair and Deputy chair for the Shire of Wickepin's Audit, Risk and Improvement Committee.

**Council Decision**

**Resolution**     **OCM-190325-09**

**Moved**           **Cr P Thompson**

**Second**          **Cr W Astbury**

***That Council, in accordance with section 87 of the local Government Amendment Act 2024:***

**Seeks expression of interest in writing from persons interested in becoming the Independent chair and Deputy chair for the Shire of Wickepin's Audit, Risk and Improvement Committee.**

**Carried**    **7/0**

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

**Against**   **Nil**

**Cr Julie Russell declared a Proximity Interest in the following item 14.7 and left the chambers at 4.02pm and Cr Astbury took the Chair.**

**Cr Ty Miller declared an Impartiality Interest and remained in the Chambers for item 14.7.**

## 14.7 Lease of Yarling Brook Estate Land For Cropping Purposes

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Peter Clarke – Acting Chief Executive Officer Lara Marchei – Governance Officer
<b>File Reference</b>	LD.MM.6, RD.LIA.2406
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The authors have no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	14 March 2025
<b>Attachments</b>	<b>Attachment 14.7.1</b> – Expression of Interest from Wickepin District Sports Club & Wickepin Football Club. <b>Attachment 14.7.2</b> – Map of Yarling Brook Estate Land <b>Attachment 14.7.3</b> – Lease Agreement Period 1 April 2024 – 31 March 2025

### Summary

Council is asked to consider granting approval to the Wickepin District Sports Club (WDSC) and the Wickepin Football Club (WFC) as a joint venture, the rights for cropping portion of Yarling Brook Estate land.

### Background

In February 2025 the Shire of Wickepin advertised, calling for Expressions of Interest (EOI) to the rights to crop portion of the Yarling Brook Estate land (76ha) Lot 9001 on Plan 068408.

The advertising period closed on 12 March 2025. The Wickepin District Sports Club and the Wickepin Football Club as a joint venture basis was the only EOI received. The advert offered the rights for sowing and harvesting for a period of 3 years with a potential of further 2 year option thereafter.

### Comments

The current lease agreement is between the Shire of Wickepin and the WDSC and WFC as joint venture and for the same purpose and expires 31 March 2025.

The lease of the Yarling Brook Estate land has worked well in the past with the WDSC and WFC. The CEO believes this should continue for a period of three years from 1 April 2025 with a reduced fee for the first year to offset costs for planned improvements to the land i.e. fences, clearing rocks, soil improvements. Funds generated from the cropping programs are able to assist both clubs with operational costs and facility improvements.

### Statutory Environment

*The Local Government Act 1995, Section 3.58 Disposing of property and Local Government (Functions and General) Regulations 1996, Part 6 Section 30, relates.*

Dispositions of property (rights for cropping for example) to not for profit community or sporting groups (whether incorporated or not) are excluded from the requirements of the Act to advertise or the need to seek a valuation.

Dispositions of property (license for cropping) to other prospective individuals or businesses is also exempt under the section if:

A disposition of land is an exempt disposition if —

(a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —

(i) its market value is less than \$5 000; and

(ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

or

- it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land.

### **Division 3 — Documents**

#### **9.49A. Execution of documents**

- (1) A document is duly executed by a local government if —
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
  - (a) the mayor or president; and
  - (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

### **SHIRE OF WICKEPIN STANDING ORDERS 21.2 AND 21.3**

#### **21.2 Custody and Use of Common Seal**

The Chief Executive Officer shall have charge of the common seal of the Council and shall be responsible for the safe custody and proper use of it.

#### **21.3 Seal Not to be Improperly Used**

Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the common seal of the Council.

#### **Policy Implications**

Nil

#### **Financial Implications**

Reduction in first year lease payment.

## Strategic Implications

### GOAL - Infrastructure

Objective: 4 Maintain Shire owned facilities in a strategic manner and also to meet community needs.

Strategy: 4.3 Encourage greater usage of Shire facilities.

### Voting Requirement

Simple Majority

### Officer Recommendation

1. *That Council leases the Yarling Brook Estate vacant land under an MOU Agreement for the purpose of cropping and grazing to the Wickepin District Sports Club (WDSC) and the Wickepin Football Club (WFC) on a joint venture basis for a term of three (3) years commencing 1 April 2025 with the following rental to be applied: -*

*Year 1 \$2,200 (GST Inclusive)*

*Year 2 \$4,400 (GST Inclusive)*

*Year 3 \$4,400 (GST Inclusive)*

*NOTE: Year 1 reduction in rental fee is to accommodate works the Joint Venture will be undertaking to improve the land/infrastructure for the cropping operations.)*

*Further, the following conditions/limitations be noted: -*

- *Council reserves the right to utilise the land for rural/residential development should the need/demand arises.*
- *The WDSC and WFC shall maintain boundary fences in a secure manner;*
- *The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;*
- *The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin.*

*That the CEO be authorised to place the common seal of Council on the Lease - MOU agreement once signed by the Wickepin District Sports Club and the Wickepin Football Club.*

### Council Decision

**Resolution** OCM-190325-10

**Moved** Cr P Thompson

**Second** Cr J Mearns

1. ***That Council leases the Yarling Brook Estate vacant land under an MOU Agreement for the purpose of cropping and grazing to the Wickepin District Sports Club (WDSC) and the Wickepin Football Club (WFC) on a joint venture basis for a term of three (3) years commencing 1 April 2025 with the following rental to be applied: -***

***Year 1 \$2,200 (GST Inclusive)***

***Year 2 \$4,400 (GST Inclusive)***

***Year 3 \$4,400 (GST Inclusive)***

***NOTE: Year 1 reduction in rental fee is to accommodate works the Joint Venture will be undertaking to improve the land/infrastructure for the cropping operations.)***

***Further, the following conditions/limitations be noted: -***

- ***Council reserves the right to utilise the land for rural/residential development should the need/demand arises.***
- ***The WDSC and WFC shall maintain boundary fences in a secure manner;***
- ***The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;***
- ***The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin.***

- 2. That the CEO be authorised to place the common seal of Council on the Lease - MOU agreement once signed by the Wickepin District Sports Club and the Wickepin Football Club.***

**Carried 6/0**

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

**Against Nil**

**Cr Julie Russell returned to the meeting at 4.04pm and resumed the Chair from Cr Wes Astbury.**

## **15 Confidential Reports and Information**

Nil

## **16 Urgent Business**

Nil

## **17 Closure**

With no further business, the Presiding Member Cr Russell declared the meeting closed at 4.05pm.

These Minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Wednesday 16 April 2025.

Presiding Member, Cr J Russell

\_\_\_\_\_

Date

\_\_\_\_\_





## Unconfirmed Minutes

Bush Fire Control Officers Committee Meeting  
Tuesday 18 March 2025

Date	Tuesday 18 March 2025
Time	6.30pm
Location	Shire of Wickepin 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Thursday 20 March 2025

## **Terms of Reference**

### **1. Name**

Bush Fire Control Officers Committee

### **2. Members**

#### Voting Members

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

#### Non-Voting Members

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

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

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

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

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

### **5. Meeting Frequency**

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

### **6. Delegated Powers**

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

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# 1 Declaration of Opening

The Presiding Member, Mr Trevor Leeson, declared the meeting open at 6.30pm.

## 2 Attendance

### 2.1 Present

#### Members

T Leeson	Chief Bush Fire Control Officer
L Lansdell	Deputy Chief Bush Fire Control Officer
R Butler	Fire Control Officer
D White	Fire Control Officer
D Stacey	Fire Control Officer
T Mullan	Fire Control Officer
T Russell	Fire Control Officer
M Pockran	
D Bird	

P Milne	Wickepin Police
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#### Employees

P Clarke	Acting Chief Executive Officer
G Cross	Manager Works and Services

## 3 Apologies and Leave of Absence

### 3.1 Apologies

C Sims	Fire Control Officer (Apology)
W Astbury	Fire Control Officer (Apology)
D Townsend	AO East Narrogin - DFES (Apology)
A Spencer	Wickepin Police (Apology)
J Hamilton	
P Russell	
G McDougall	

## 4 Presentations

### 4.1 Presentations

## 5 Declarations of Members and Officers Interest

Nil

## 6 Confirmation of Minutes of Previous Meetings

### 6.1 Minutes of the Bush Fire Control Officers Meeting held on 25 September 2024

#### Recommendation

*Moved D White Seconded R Butler that the minutes of the Bush Fire Control Officers Meeting held on 25 September 2024 be confirmed as a true and correct record.*

**CARRIED**

### 6.2 Business Arising From Minutes

Nil

### 6.3 Business Arising From Minutes

## 7 Status Report

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

Subject/Action	Officer	Progress	Status	Comment
Additional Fire Radios	CEO	That the Committee recommends to Council to purchase an additional two (2) base station fire radios and four (4) transferable vehicle radios to provide additional radio coverage for Bush Fire Control Officers, some of which are in light radio coverage areas.	✓	Funds allocated in the 2023-2024 Annual Budget. No further radios can be issued unless the Shire is to pay as the number of radios have been issued for the Shire of Wickepin.
<b>Comments</b>				
2024 Radio transfers completed. Any changes required for new bush fire season Update of Radio Listing is required. Please advise Shire of your details to <a href="mailto:admin@wickepin.wa.gov.au">admin@wickepin.wa.gov.au</a> with details. For servicing of radios, contact RadioComms 94788222 to organise.				
Great Southern Fuels	CEO	Can there be fuel supplies during an emergency	✓	CEO & WMS has met with GSF on this matter and advice for the best

				situation possible in the case of an emergency. GSF and the Shire will work together to achieve this outcome during an emergency with a point to be able to link in the generator.
<b>Comments</b>				
GSF are able to provide at any time a generator in case of any emergency. Shire will require to activate through GSF if ever required.				
Blackspot Areas	CEO	To investigate the blackspot areas	○	CEO has discussed with WALGA on this matter, pending further information. To also be addressed at LEMC.
<b>Comments</b>				
To be followed up in 2025 for further assistance since 3G has closed off. Further information will be required to seek for any additional funding.				
Training	CEO	Training to be arranged, FCOS and volunteer members to also log into their portal to access the online training.	✓	CEO has arranged training and has also sent out to secretaries to send advice out.
<b>Comments</b>				
<p>Training has occurred at both Wickepin and Harrismith/Tincurrin. Encourage to continue for AO to visit brigades within the district to continue to further increase members knowledge, training and maintenance of trucks.</p> <p>2025 training dates were sent out to FCO's and BFB Secretaries and captains.</p> <p>It was noted that Face to Face training is preferable due to difficulties in completing on-line training modules</p>				
Standpipe – Yealering & Keys		Standpipe at Yealering 86 to be fixed. Does all FCO's have keys?	✓	Standpipe fixed at Yealering 86. Standpipe keys are listed for Fire truck use at present. Shire controls the standpipes via internet with DCEO.

**Comments**

Full check in 2025 of standpipe keys required. Recent incident needs to help identify best practice during fires and also reporting if cut etc during the fire season.

It was considered that training on the operation of Standpipes should be provided. It appears that all FCO's do not have keys.

Manager Works suggested that a Procedure Manual (laminated sheet) be provided at each Standpipe to assist in operation.

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

○ = in progress    ✓ = completed    ✕ = superseded

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

Nil

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

Nil

## **10     Reports and Information**

### **10.1    David Townsend - Department of Fire and Emergency Services**

No report provided.

### **10.2    Chief Bush Fire Control Officers Report**

Thank you to all the Fire Control Officers (FCO) for your continued support in assisting with harvest and vehicle movement bans (HVMB), call ups and the management of the fires this season. Thanks to former FCO Tim Heffernan for his valuable input on call ups and HVMB. Again, another challenging fire season with our usual few harvest related fires, several lightning strikes and another two structure fires. The structure fires now total at four in under 12 months. A great effort all-round by our FCO's, volunteers and Shire staff to keep all fires to a minimum.

Thank you to the Shire of Wickepin for your continued support in supplying staff and equipment at fires and also to the admin staff for their behind the scenes work.

Thank you to DFES for your work within our shire brigades and your support with fires.

Overall, I feel that our FCO's, volunteers and farmers are adapting really well to the latest changes implemented by DFES in the last few years. Some of these changes include the new Australian Fire Danger Rating System (AFDRS) introduced 01/09/2022, AFDRS calculator and burning permits are only valid on days of forecast moderate conditions during burning permit season. These changes have been a challenge to our FCO's in particular, as being at the forefront and having to answer to farmers and community members.

## Noted Fires

- 20/09/24 - Rabbit Proof Fence Road/Muller Road Harrismith. Scrub/Road verge fire. Minimal area burnt. Incident 687512.
- 26/09/24 - 48 Dumbleyung Road, Wickepin. Structure fire, house burnt. Wickepin Fire Truck, VFRES Narrogin and Pingelly attended. Incident 689184
- 01/10/24 - Bayley's at Harrismith. Burning hayshed fires escaped. 14Ha of standing oat crop burnt.
- 22/10/24 - King/Coxon Road Yealering. Crown land burnt logs under material dumped, possibly illegally. Yealering fire truck was unable to attend. Shire staff and equipment were used to sort this matter.
- 15/11/24 - Angwin's at Greg Williams old farm, Toolibin. Header comb struck a rock.
- 7/12/24 - Green Acres, Harrismith North Road.
- 10/12/24 - Medlen's at Derek Taylor's Farm, Healy Road Dudinin. Header hit a rock approximately 100ha majority standing crop burnt.
- 12/12/24 - WK.910 Fire truck attended Troy Smith's Brookes Road. Several Wickepin farmer units attended as well. Header front caught on fire. Possible cause bearing? 25-30ha burnt. Narrogin Shire.
- 29/12/24 - Malcom Russell's farm Russell Road. Leased by Simon Parson's. Ballard Hay Baling contractor started the fire. Pick up of baler started the fire. 25-30ha stubble, several straw bales and windrows burnt. Controversy with the amount of water on hand. Approximately only 400L on a ute that had to be jump started?? FCO's proposed that a letter to be sent to those involved being Simon Parson's and Roger Ballard. After I had a discussion with our CEO Kellie Bartley the letter was sent to the land owner (Malcom Russell) as it is his responsibility to ensure that the lease holder adheres to local government requirements.
- 01/01/25 - Multiple Lightning Strikes.
- 1) Gary Lang's Farm leased by Wittwer's 25ha burnt; 2) Mutton's 2ha burnt; 3) Marty's? Yealering; 4) Corke's, Yealering; 5) Russell Dawes, Yealering, several fires; 6) Mark Graham's, Elson Rd, windrows kept flaring up (Great work Luke for getting Mark to take responsibility and personally watch his own fire); 7) Pauley's Farm, Sprigg Rd, Leased by Landsdell's. 20ha? stubble/bush burnt.
- 02/01/25 - Lightning strike flared up the following day at Stacey's 20ha? Bush burnt. Corrigin shire. Craig Jespersen FCO for Corrigin. Yealering Fire truck attended.
- 07/01/25 - Lightning strikes Harrismith 1) Wes Astbury's. 2) Des's?
- 24/01/25 - Vilma Pauley, Central Ave Wickepin. Structure fire, shed and multiple vehicles burnt. Wickepin Fire Truck, VFRES Narrogin and Pingelly attended. Incident 707463
- 24/01/25 and 26/01/25 - Tincurrin Fire Truck attended the Wagin Fire. Thanks to the volunteers who manned the truck.
- 02/02/25 - Adrian Webster's Kylie Farm. Header hit a rock while harvesting. Lots of unpicked rocks were noted in the paddock.
- 03/03/25 - Grayden Lang's leased by Wittwer's. Speedtiller started the fire and got into some bush. 3ha burnt. Incident 063943



We had a number of volunteers attending neighbouring shire fires as well. Overall, the fires were very well attended and contained as a result. A big thank you to all our volunteers and their equipment for this fire season. Thank you for your support for the past three years. I look forward to supporting the new Chief and Deputy going forward.

Trevor Leeson  
Retiring CBFCO

## **Recommendation**

*Moved T Russell Seconded D White that the CBFCO's Report be received.*

**CARRIED**

*Roger Butler expressed thanks to Trevor Leeson for the tireless work that he has undertaken during his tenure as CBFCO for the Shire of Wickepin.*

*This appreciation was received by acclamation from all Members present.*

## **11 Appointments 2025/2026 Fire Season**

### **11.1 Chief Bush Fire Control Officer**

The A/CEO acted as Returning Officer for the appointment of CBFCO and DCBFCO.

*Mr Luke Lansdell was nominated as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2025/2026 bush fire season:*

*Mr Lansdell advised that he was prepared to accept the nomination.*

*There being no further nominations the Acting Chief Executive Officer declared Mr Luke Lansdell elected to the position of the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2025/2026 fire season.*

### **11.2 Deputy Chief Bush Fire Control Officer**

#### **Officer Recommendation**

*Mr Toby Russell was nominated as the Deputy Bush Fire Control Officer of the Shire of Wickepin for the 2025/2026 bush fire season:*

*Mr Russell advised that he was prepared to accept the nomination.*

*There being no further nominations Acting Chief Executive Officer declared Mr Toby Russell elected to the position of the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2025/2026 fire season.*

Following the above election process, Mr Trevor Leeson continued to Chair the meeting at the request of the newly appointed CBFCO.

### **11.3 Fire Control Officers/Bush Fire Radio Operators/Fire Weather Officers**

#### **Recommendation**

*Moved D Stacey Seconded D White that it be recommended to Council that the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2025/2026 bush fire season:*

#### **Officers 2025/2026**

*Phil Russell  
Daniel White  
Gordon McDougall  
Wes Astbury  
Jim Hamilton  
Trevor Leeson  
Dave Stacey  
Roger Butler  
Luke Lansdell  
Todd Mullan  
Toby Russell  
Cal Sims  
Matt Pockran  
Daniel Bird*

**CARRIED**

### **11.4 Clover Burning Permits**

#### **Recommendation**

*Moved T Russell Seconded L Lansdell that it be recommended to Council that the following persons be appointed as Clover Permit Issuing Officers for the 2025/2026 fire season:*

*Mr W Astbury and Mr D White*

**CARRIED**

## 11.5 Dual Fire Control Officers from Wickepin

### Recommendation

*Moved R Butler Seconded L Lansdell that it be recommended to Council that the following persons be appointed as Dual Fire Control Officers for the 2025/2026 fire season:*

#### **Officers 2025/2026 -**

*David Stacey, Jim Hamilton, Matt Pockran*

*Trevor Leeson, Luke Lansdell and Phillip Russell*

*Trevor Leeson, Roger Butler and Luke Lansdell*

*Gordon McDougall and Wes Astbury, Daniel Bird*

*Dan White, Daniel Bird*

*Roger Butler and Jim Hamilton*

*Wes Astbury, David Stacey, and Todd Mullan*

*Shire of Corrigin*

*Shire of Narrogin*

*Shire of Cuballing*

*Shire of Dumbleyung*

*Shire of Wagin*

*Shire of Pingelly*

*Shire of Kulin*

**CARRIED**

## 11.6 Dual Fire Control Officers from adjoining Shires

Nil

## 11.7 Shire of Wickepin Fire Break Notice 2025/2026

*Bush Fires Act 1954*

*Shire of Wickepin*

*Annual Firebreak Notice 2025/2026*

*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 2025 and thereafter to 14 April 2026 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, their firebreaks need not follow the perimeter of any paddock but 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.*
- *That from the 15th October all harvesting and baling (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 off any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit is that of the landowner/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 their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the Chief Executive Officer. 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 their 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 their property, it is necessary to obtain council approval prior to any burning taking place.*

**Burning Periods**

*Restricted Burning – 1 October 2025 to 13 November 2025*

*Prohibited Burning – 14 November 2025 to 7 February 2026*

*Restricted Burning – 8 February 2026 to 14 April 2026*

**Harvest and Fire Ban 2025/2026 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.*

**Recommendation**

*Moved D White Seconded T Mullan that it be recommended to Council that the wording for the 2025/2026 Fire Break Notice be approved for distribution to the community at the appropriate time.*

**CARRIED**

## 12 General Business

### 12.1 Shire Notes

- ROAC Meeting - 17<sup>th</sup> April 2025
- Telstra SMS Messaging  
Telstra SMS Harvest Ban Messages – Regular Logins  
BFCO that have access to the Telstra harvest ban SMS are to log in at least once a year to keep profile active.
- LGGS - Standpipe trailers and 12,000 Water vehicle to be requested
- Bushfire Policies
- Operating Personal Vehicles on fire ground (information only) See **Attachment 12.1**
- Bushfire Advice - LGIS - See **Attachment 12.2**

### 12.2 FCO Issues

- **R Butler**  
Pushed up Timber on Gilimanning Road not cleared from road reserve appropriately - should be placed in an orderly and burnt.  
Lacking water supply in north west of Shire - Potentially a mobile facility of 36,000lts should be sourced.
- **T Russell**  
A number of training days to be conducted for fire truck operation - 1<sup>st</sup> April being the first course with 2 more to follow.
- **D White**  
Hand held two way radios required. Also noted that 5 permits to be issued on 19 March for burning of timber piles with appropriate conditions to be imposed.
- **D Bird**  
Advised of the other Shires implementing Weather Stations through Orego e.g., Dumbleyung. Suggested would be ideal for Shire of Wickepin with 10 required and for this to be considered in Shires 2025/2026 Budget.
- **P Milne (WAPOL)**  
Discussed potential litigation issues for Members and their appropriate safety when attending fires. Stressed that Members should not be putting themselves at risk.  
Also raised issue concerning townsite properties that required clearing of material as they were unsightly but also a fire hazard. The A/CEO advised that the Shire through it's Rangers monitored the status of unsightly properties and when necessary, landholders were written to directing them to clean-up the property in question.
- **D Stacey**  
Raised the issue of available Shire equipment to assist in fighting Shires e.g., water truck/s, graders and loader etc. Manager Works advised that this equipment is available if the Shire employee operating the equipment has the necessary fire training.

### 12.3 Mr Trevour Leeson - FCO Proposal for Shire to engage CESM or Fire Liaison Officer

Mr Leeson advised, that as outgoing CBFCO, he felt the need to submit the attached proposal to Council for consideration. As outlined in the proposal, Mr Leeson is extremely concerned with the compliance issues imposed upon CBFCO's, DCBFCO's FCO's, Shire staff and Volunteers and that there needs to be a designated CESM or Fire Liaison Officer appointed at the Shire of Wickepin to alleviate the unnecessary burdens being placed upon the above Officers.

#### Recommendation

*Moved D White Seconded T Mullan that the Shire of Wickepin BFAC Members fully support the Proposal submitted by Mr Leeson and recommends to Council that immediate action be taken to investigate opportunities to engage a CESM/Fire Liaison Officer to assist all Bush Fire Volunteers and Shire Staff with the onerous compliance obligations and to maximise grant funding for the Bush Fire Brigades and the Shire of Wickepin.*

**CARRIED**

## 13 Closure

The next Bush Fire Control Officers Committee meeting will be held in September 2025.

There being no further business the Chairperson declared the meeting closed at 7.58pm



## Unconfirmed Minutes

Bush Fire Control Officers Committee Meeting  
Tuesday 18 March 2025

Date  
Time  
Location

Tuesday 18 March 2025  
6.30pm  
Shire of Wickepin  
77 Wogolin Road, Wickepin WA 6370  
Thursday 20 March 2025

Distribution Date

## **Terms of Reference**

### **1. Name**

Bush Fire Control Officers Committee

### **2. Members**

#### Voting Members

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

#### Non-Voting Members

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

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

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

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

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

### **5. Meeting Frequency**

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

### **6. Delegated Powers**

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



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# 1 Declaration of Opening

The Presiding Member, Mr Trevor Leeson, declared the meeting open at 6.30pm.

## 2 Attendance

### 2.1 Present

#### Members

T Leeson	Chief Bush Fire Control Officer
L Lansdell	Deputy Chief Bush Fire Control Officer
R Butler	Fire Control Officer
D White	Fire Control Officer
D Stacey	Fire Control Officer
T Mullan	Fire Control Officer
T Russell	Fire Control Officer
M Pockran	
D Bird	

P Milne	Wickepin Police
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#### Employees

P Clarke	Acting Chief Executive Officer
G Cross	Manager Works and Services

## 3 Apologies and Leave of Absence

### 3.1 Apologies

C Sims	Fire Control Officer (Apology)
W Astbury	Fire Control Officer (Apology)
D Townsend	AO East Narrogin - DFES (Apology)
A Spencer	Wickepin Police (Apology)
J Hamilton	
P Russell	
G McDougall	

## 4 Presentations

### 4.1 Presentations

## 5 Declarations of Members and Officers Interest

Nil

## 6 Confirmation of Minutes of Previous Meetings

### 6.1 Minutes of the Bush Fire Control Officers Meeting held on 25 September 2024

#### Recommendation

*Moved D White Seconded R Butler that the minutes of the Bush Fire Control Officers Meeting held on 25 September 2024 be confirmed as a true and correct record.*

**CARRIED**

### 6.2 Business Arising From Minutes

Nil

### 6.3 Business Arising From Minutes

## 7 Status Report

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

Subject/Action	Officer	Progress	Status	Comment
Additional Fire Radios	CEO	That the Committee recommends to Council to purchase an additional two (2) base station fire radios and four (4) transferable vehicle radios to provide additional radio coverage for Bush Fire Control Officers, some of which are in light radio coverage areas.	✓	Funds allocated in the 2023-2024 Annual Budget. No further radios can be issued unless the Shire is to pay as the number of radios have been issued for the Shire of Wickepin.
<b>Comments</b>				
2024 Radio transfers completed. Any changes required for new bush fire season Update of Radio Listing is required. Please advise Shire of your details to <a href="mailto:admin@wickepin.wa.gov.au">admin@wickepin.wa.gov.au</a> with details. For servicing of radios, contact RadioComms 94788222 to organise.				
Great Southern Fuels	CEO	Can there be fuel supplies during an emergency	✓	CEO & WMS has met with GSF on this matter and advice for the best

				situation possible in the case of an emergency. GSF and the Shire will work together to achieve this outcome during an emergency with a point to be able to link in the generator.
<b>Comments</b>				
GSF are able to provide at any time a generator in case of any emergency. Shire will require to activate through GSF if ever required.				
Blackspot Areas	CEO	To investigate the blackspot areas	○	CEO has discussed with WALGA on this matter, pending further information. To also be addressed at LEMC.
<b>Comments</b>				
To be followed up in 2025 for further assistance since 3G has closed off. Further information will be required to seek for any additional funding.				
Training	CEO	Training to be arranged, FCOS and volunteer members to also log into their portal to access the online training.	✓	CEO has arranged training and has also sent out to secretaries to send advice out.
<b>Comments</b>				
<p>Training has occurred at both Wickepin and Harrismith/Tincurrin. Encourage to continue for AO to visit brigades within the district to continue to further increase members knowledge, training and maintenance of trucks.</p> <p>2025 training dates were sent out to FCO's and BFB Secretaries and captains.</p> <p>It was noted that Face to Face training is prefereable due to difficulties in completing on-line training modules</p>				
Standpipe – Yealering & Keys		Standpipe at Yealering 86 to be fixed. Does all FCO's have keys?	✓	Standpipe fixed at Yealering 86. Standpipe keys are listed for Fire truck use at present. Shire controls the standpipes via internet with DCEO.

**Comments**

Full check in 2025 of standpipe keys required. Recent incident needs to help identify best practice during fires and also reporting if cut etc during the fire season.

It was considered that training on the operation of Standpipes should be provided. It appears that all FCO's do not have keys.

Manager Works suggested that a Procedure Manual (laminated sheet) be provided at each Standpipe to assist in operation.

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

○ = in progress    ✓ = completed    ✕ =superseded

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

Nil

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

Nil

## **10     Reports and Information**

### **10.1    David Townsend - Department of Fire and Emergency Services**

No report provided.

### **10.2    Chief Bush Fire Control Officers Report**

Thank you to all the Fire Control Officers (FCO) for your continued support in assisting with harvest and vehicle movement bans (HVMB), call ups and the management of the fires this season. Thanks to former FCO Tim Heffernan for his valuable input on call ups and HVMB. Again, another challenging fire season with our usual few harvest related fires, several lightning strikes and another two structure fires. The structure fires now total at four in under 12 months. A great effort all-round by our FCO's, volunteers and Shire staff to keep all fires to a minimum.

Thank you to the Shire of Wickepin for your continued support in supplying staff and equipment at fires and also to the admin staff for their behind the scenes work.

Thank you to DFES for your work within our shire brigades and your support with fires.

Overall, I feel that our FCO's, volunteers and farmers are adapting really well to the latest changes implemented by DFES in the last few years. Some of these changes include the new Australian Fire Danger Rating System (AFDRS) introduced 01/09/2022, AFDRS calculator and burning permits are only valid on days of forecast moderate conditions during burning permit season. These changes have been a challenge to our FCO's in particular, as being at the forefront and having to answer to farmers and community members.

## Noted Fires

- 20/09/24 - Rabbit Proof Fence Road/Muller Road Harrismith. Scrub/Road verge fire. Minimal area burnt. Incident 687512.
- 26/09/24 - 48 Dumbleyung Road, Wickepin. Structure fire, house burnt. Wickepin Fire Truck, VFRES Narrogin and Pingelly attended. Incident 689184
- 01/10/24 - Bayley's at Harrismith. Burning hayshed fires escaped. 14Ha of standing oat crop burnt.
- 22/10/24 - King/Coxon Road Yealering. Crown land burnt logs under material dumped, possibly illegally. Yealering fire truck was unable to attend. Shire staff and equipment were used to sort this matter.
- 15/11/24 - Angwin's at Greg Williams old farm, Toolibin. Header comb struck a rock.
- 7/12/24 - Green Acres, Harrismith North Road.
- 10/12/24 - Medlen's at Derek Taylor's Farm, Healy Road Dudinin. Header hit a rock approximately 100ha majority standing crop burnt.
- 12/12/24 - WK.910 Fire truck attended Troy Smith's Brookes Road. Several Wickepin farmer units attended as well. Header front caught on fire. Possible cause bearing? 25-30ha burnt. Narrogin Shire.
- 29/12/24 - Malcom Russell's farm Russell Road. Leased by Simon Parson's. Ballard Hay Baling contractor started the fire. Pick up of baler started the fire. 25-30ha stubble, several straw bales and windrows burnt. Controversy with the amount of water on hand. Approximately only 400L on a ute that had to be jump started?? FCO's proposed that a letter to be sent to those involved being Simon Parson's and Roger Ballard. After I had a discussion with our CEO Kellie Bartley the letter was sent to the land owner (Malcom Russell) as it is his responsibility to ensure that the lease holder adheres to local government requirements.
- 01/01/25 - Multiple Lightning Strikes.
- 1) Gary Lang's Farm leased by Wittwer's 25ha burnt; 2) Mutton's 2ha burnt; 3) Marty's? Yealering; 4) Corke's, Yealering; 5) Russell Dawes, Yealering, several fires; 6) Mark Graham's, Elson Rd, windrows kept flaring up (Great work Luke for getting Mark to take responsibility and personally watch his own fire); 7) Pauley's Farm, Sprigg Rd, Leased by Landsdell's. 20ha? stubble/bush burnt.
- 02/01/25 - Lightning strike flared up the following day at Stacey's 20ha? Bush burnt. Corrigin shire. Craig Jespersen FCO for Corrigin. Yealering Fire truck attended.
- 07/01/25 - Lightning strikes Harrismith 1) Wes Astbury's. 2) Des's?
- 24/01/25 - Vilma Pauley, Central Ave Wickepin. Structure fire, shed and multiple vehicles burnt. Wickepin Fire Truck, VFRES Narrogin and Pingelly attended. Incident 707463
- 24/01/25 and 26/01/25 - Tincurrin Fire Truck attended the Wagin Fire. Thanks to the volunteers who manned the truck.
- 02/02/25 - Adrian Webster's Kylie Farm. Header hit a rock while harvesting. Lots of unpicked rocks were noted in the paddock.
- 03/03/25 - Grayden Lang's leased by Wittwer's. Speedtiller started the fire and got into some bush. 3ha burnt. Incident 063943

We had a number of volunteers attending neighbouring shire fires as well. Overall, the fires were very well attended and contained as a result. A big thank you to all our volunteers and their equipment for this fire season. Thank you for your support for the past three years. I look forward to supporting the new Chief and Deputy going forward.

Trevor Leeson  
Retiring CBFCO

## **Recommendation**

*Moved T Russell Seconded D White that the CBFCO's Report be received.*

**CARRIED**

*Roger Butler expressed thanks to Trevor Leeson for the tireless work that he has undertaken during his tenure as CBFCO for the Shire of Wickepin.*

*This appreciation was received by acclamation from all Members present.*

## **11 Appointments 2025/2026 Fire Season**

### **11.1 Chief Bush Fire Control Officer**

The A/CEO acted as Returning Officer for the appointment of CBFCO and DCBFCO.

*Mr Luke Lansdell was nominated as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2025/2026 bush fire season:*

*Mr Lansdell advised that he was prepared to accept the nomination.*

*There being no further nominations the Acting Chief Executive Officer declared Mr Luke Lansdell elected to the position of the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2025/2026 fire season.*

### **11.2 Deputy Chief Bush Fire Control Officer**

#### **Officer Recommendation**

*Mr Toby Russell was nominated as the Deputy Bush Fire Control Officer of the Shire of Wickepin for the 2025/2026 bush fire season:*

*Mr Russell advised that he was prepared to accept the nomination.*

*There being no further nominations Acting Chief Executive Officer declared Mr Toby Russell elected to the position of the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2025/2026 fire season.*

Following the above election process, Mr Trevor Leeson continued to Chair the meeting at the request of the newly appointed CBFCO.

### **11.3 Fire Control Officers/Bush Fire Radio Operators/Fire Weather Officers**

#### **Recommendation**

*Moved D Stacey Seconded D White that it be recommended to Council that the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickpin for the 2025/2026 bush fire season:*

#### **Officers 2025/2026**

*Phil Russell  
Daniel White  
Gordon McDougall  
Wes Astbury  
Jim Hamilton  
Trevor Leeson  
Dave Stacey  
Roger Butler  
Luke Lansdell  
Todd Mullan  
Toby Russell  
Cal Sims  
Matt Pockran  
Daniel Bird*

**CARRIED**

### **11.4 Clover Burning Permits**

#### **Recommendation**

*Moved T Russell Seconded L Lansdell that it be recommended to Council that the following persons be appointed as Clover Permit Issuing Officers for the 2025/2026 fire season:*

*Mr W Astbury and Mr D White*

**CARRIED**



## 11.5 Dual Fire Control Officers from Wickepin

### Recommendation

*Moved R Butler Seconded L Lansdell that it be recommended to Council that the following persons be appointed as Dual Fire Control Officers for the 2025/2026 fire season:*

#### **Officers 2025/2026 -**

*David Stacey, Jim Hamilton, Matt Pockran*

*Trevor Leeson, Luke Lansdell and Phillip Russell*

*Trevor Leeson, Roger Butler and Luke Lansdell*

*Gordon McDougall and Wes Astbury, Daniel Bird*

*Dan White, Daniel Bird*

*Roger Butler and Jim Hamilton*

*Wes Astbury, David Stacey, and Todd Mullan*

*Shire of Corrigin*

*Shire of Narrogin*

*Shire of Cuballing*

*Shire of Dumbleyung*

*Shire of Wagin*

*Shire of Pingelly*

*Shire of Kulin*

**CARRIED**

## 11.6 Dual Fire Control Officers from adjoining Shires

Nil

## 11.7 Shire of Wickepin Fire Break Notice 2025/2026

*Bush Fires Act 1954*

*Shire of Wickepin*

*Annual Firebreak Notice 2025/2026*

*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 2025 and thereafter to 14 April 2026 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, their firebreaks need not follow the perimeter of any paddock but 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.*
- That from the 15th October all harvesting and baling (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 off any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit is that of the landowner/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 their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the Chief Executive Officer. 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 their 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 their property, it is necessary to obtain council approval prior to any burning taking place.*

**Burning Periods**

*Restricted Burning – 1 October 2025 to 13 November 2025*

*Prohibited Burning – 14 November 2025 to 7 February 2026*

*Restricted Burning – 8 February 2026 to 14 April 2026*

**Harvest and Fire Ban 2025/2026 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.*

**Recommendation**

*Moved D White Seconded T Mullan that it be recommended to Council that the wording for the 2025/2026 Fire Break Notice be approved for distribution to the community at the appropriate time.*

**CARRIED**

## 12 General Business

### 12.1 Shire Notes

- ROAC Meeting - 17<sup>th</sup> April 2025
- Telstra SMS Messaging  
Telstra SMS Harvest Ban Messages – Regular Logins  
BFCO that have access to the Telstra harvest ban SMS are to log in at least once a year to keep profile active.
- LGGS - Standpipe trailers and 12,000 Water vehicle to be requested
- Bushfire Policies
- Operating Personal Vehicles on fire ground (information only) See **Attachment 12.1**
- Bushfire Advice - LGIS - See **Attachment 12.2**

### 12.2 FCO Issues

- **R Butler**  
Pushed up Timber on **Julimar Road** not cleared from road reserve appropriately - should be placed in an orderly and burnt.  
Lacking water supply in north west of Shire - Potentially a mobile facility of 36,000lts should be sourced.
- **T Russell**  
A number of training days to be conducted for fire truck operation - 1<sup>st</sup> April being the first course with 2 more to follow.
- **D White**  
Hand held two way radios required. Also noted that 5 permits to be issued on 19 March for burning of timber piles with appropriate conditions to be imposed.
- **D Bird**  
Advised of the other Shires implementing Weather Stations through Orego e.g., Dumbleyung. Suggested would be ideal for Shire of Wickepin with 10 required and for this to be considered in Shires 2025/2026 Budget.
- **P Milne (WAPOL)**  
Discussed potential litigation issues for Members and their appropriate safety when attending fires. Stressed that Members should not be putting themselves at risk.  
Also raised issue concerning townsite properties that required clearing of material as they were unsightly but also a fire hazard. The A/CEO advised that the Shire through it's Rangers monitored the status of unsightly properties and when necessary, landholders were written to directing them to clean-up the property in question.
- **D Stacey**  
Raised the issue of available Shire equipment to assist in fighting Shires e.g., water truck/s, graders and loader etc. Manager Works advised that this equipment is available if the Shire employee operating the equipment has the necessary fire training.

### 12.3 Mr Trevour Leeson - FCO Proposal for Shire to engage CESM or Fire Liaison Officer

Mr Leeson advised, that as outgoing CBFCO, he felt the need to submit the attached proposal to Council for consideration. As outlined in the proposal, Mr Leeson is extremely concerned with the compliance issues imposed upon CBFCO's, DCBFCO's FCO's, Shire staff and Volunteers and that there needs to be a designated CESM or Fire Liaison Officer appointed at the Shire of Wickepin to alleviate the unnecessary burdens being placed upon the above Officers.

#### Recommendation

*Moved D White Seconded T Mullan that the Shire of Wickepin BFAC Members fully support the Proposal submitted by Mr Leeson and recommends to Council that immediate action be taken to investigate opportunities to engage a CESM/Fire Liaison Officer to assist all Bush Fire Volunteers and Shire Staff with the onerous compliance obligations and to maximise grant funding for the Bush Fire Brigades and the Shire of Wickepin.*

**CARRIED**

## 13 Closure

The next Bush Fire Control Officers Committee meeting will be held in September 2025.

There being no further business the Chairperson declared the meeting closed at 7.58pm

## **FCO Proposal**

Due to today's legislative world that we live in, We, as Fire Control Officers (FCO's) and all Brigade Secretaries/Captains are becoming very fatigued with the expectations of keeping on top of the requirements for DFES and Wickepin Shire records. Some of these requirements include: ensuring that the fire incident has been registered with 000 (Comcen); updating Comcen with the latest information (cause, type of fire, DFES assistance, area, etc); closing incidents with Comcen; recording volunteer attendance at fires; incident reports; permit burning notification to Comcen; updating current registered volunteers; registering new volunteers; management of training; and fulfilling PPE requirements. The brigade secretaries do a fantastic job on updating volunteers details but they are constantly getting feedback of volunteers not being registered, or not being removed from the listing when they have updated their lists with the shire. I personally know of a situation when a volunteer had to fill out a registration form 3 times before they became registered. The process between the brigade secretaries and the shire seems to be working well, however, there is clearly a breakdown in communication once the staff at the shire pass the information onto DFES.

These are just some of the issues that we are dealing with. In our current situation, if something unfortunate were to happen to one of our volunteers at a bushfire, who thought they were registered or competent but not accounted for by DFES records, this would result in the volunteer not being covered by insurance and all this can then fall back onto our shire CEO personally. The same would apply if it is a structure fire with no one currently trained for structure fires in our shire, there would be no insurance, and the CEO would be held personally liable for the volunteer. Quite alarming really.

The majority of our volunteers are keen to adhere to training requirements and have even tried the online training option but have been unsuccessful due to DFES's complicated set up of this facility. Volunteers have wasted so much personal time trying to access the online course that they just give up in frustration. FCO's and brigades have requested for more face-to-face training for volunteers to be held in various locations within the shire, but this hasn't seemed to have eventuated.

To add to this, our recent structure fires that we have had to encounter, has totalled four within 12 months. I only just recently learned, as we do not have a Volunteer Fire and Rescue Emergency Services (VFRES)/Red Truck, that we are considered a non-gazetted zone. Which means that we, the Volunteer Bushfire Brigade, are responsible for structure fires for the towns of Wickepin, Yealering, Tincurrin, Harrismith and all rural structure fires. To make matters worse there are currently zero volunteers trained for structure fires and volunteers or FCO's have not been informed that this is a requirement. As a trained structure volunteer we will be covered by insurance and able to fight the structure fire as best we can from a distance to protect surrounding livelihoods until VFRES arrive. Our experience with VFRES has been positive and they



have been fantastic to work with in all incidents but once they leave the incident, the responsibility is handed back to us and our local bushfire brigade volunteers to manage the incident accordingly.

I also feel that our Shire bushfire brigades are missing out on a lot of funding that is available for firefighting equipment, PPE and fire truck sheds to name a few. After talking to volunteers from other shires around the district, I am blown away on what equipment is available and what they have received from funding over time.

In previous Bush Fire Advisory Committee (BFAC) meetings, FCO's have requested that the shire look into a Community Emergency Services Manager (CESM) to assist and prevent these issues that we are currently facing. Nothing has happened for some time now and we have had no feedback whatsoever from the Shire. I acknowledge the frequent turnover of CEO's has not helped this situation. I understand that CESM's come at a cost and that no funding is available at this point in time. If a CESM is not a viable option for the shire, I feel that we need to be proactive and come up with another solution ourselves.

We do appreciate the current work and input from our CEO, councillor's, Shire office staff, outside staff and equipment. It is very much appreciated and on behalf of all the volunteers, we thank you.

Please find in the following document a proposed solution outlining a role that could be supplied by the Shire of Wickpin. The document includes a basic outline of our expected requirements. This role would provide a vital link between the FCO's/Captains/Secretaries of the local Brigades, CBFCO, DBFCO, the Shire and DFES.

Please keep in mind that we are all volunteers that manage businesses and or have other interests within our shire. We need assistance with our current situation, one to ensure the safety and insurance cover of our volunteers and two to ensure the longevity and reduce burnout of FCO's, Secretaries, Captains and volunteers for the future.

Trevor Leeson

CBFCO

# Liaison Officer

## Shire Based Role

- To ensure the fire incident has been registered with 000 (Comcen).
- To assist FCO's in the communication of fires either by bushfire radio, phone calls, text and WhatsApp messages.
- Assist with fire location/pin drops to the appropriate brigades via WhatsApp or other means.
- To assist in making calls to DFES or the Duty Coordinator for DFES/ bomber assistance if required.
- To assist in contacting other emergency services if requested e.g. WAPOL and ambulance.
- To assist in coordinating road closures.
- Assist in updating Comcen with the latest information of the incident.
- Record volunteer attendance. Make sure volunteers that attend are registered, competent and if not notify the FCO in control.
- Record machinery attendance, shire, contractor and farmer equipment.
- Liaise with FCO's on water requirements - opening standpipes, fast fill pumps, shire water tankers and farmer/contractor water tankers.
- Liaise with FCO's on shire/contractor or farmer equipment (loaders, graders, speedtiller) requirements. Even to have them on standby.
- Liaise with FCO's on any food and drinking water requirements for volunteers.
- Compile records for each incident report to enable FCO's to finalise and sign off the report.
- Coordinate with DFES training requirements for all brigades. Also assist members with online training as well.
- Coordinate with DFES volunteer registrations for new and existing members for all brigades by liaising with brigade secretaries.
- Coordinate with the CBFCO and DBFCO on any new requirements or changes from DFES that our brigades or volunteers need to adhere to going forward.
- Coordinate PPE requirements for each brigade.
- Coordinate Funding applications for fire related equipment.
- Coordinate fuel cards to the brigades if they are still available.
- Attend all local brigade meetings in the Shire of Wickpin.
- Attend all BFAC meetings.

## List of Accounts Due & Submitted to Council

### March 2025

Chq/EFT	Date	Name	Muni
EFT15267	04/03/2025	DUFFY ELECTRICS	\$ 46,590.50
EFT15268	04/03/2025	FULFORD EARTHMOVING & CIVIL	\$ 84,150.00
EFT15269	04/03/2025	TYRON MILLER	\$ 252.00
EFT15270	13/03/2025	AUSTRALIA POST	\$ 242.70
EFT15271	13/03/2025	AIR LIQUIDE WA PTY LTD	\$ 54.98
EFT15272	13/03/2025	TUTT BRYANT EQUIPMENT	\$ 347.51
EFT15273	13/03/2025	BUNNINGS	\$ 373.97
EFT15274	13/03/2025	BKS ELECTRICAL	\$ 1,148.40
EFT15275	13/03/2025	COUNTRY PAINT SUPPLIES	\$ 8.75
EFT15276	13/03/2025	CONPLANT	\$ 14,718.56
EFT15277	13/03/2025	LANDGATE	\$ 129.00
EFT15278	13/03/2025	David Koppers	\$ 200.00
EFT15279	13/03/2025	EDWARDS MOTORS PTY LTD	\$ 4,000.00
EFT15280	13/03/2025	EWEN RURAL SUPPLIES	\$ 11,951.51
EFT15281	13/03/2025	FRONTLINE FIRE & RESCUE	\$ 6,088.50
EFT15282	13/03/2025	GREAT SOUTHERN FUEL SUPPLIES	\$ 15,867.97
EFT15283	13/03/2025	BERYLE HOLM	\$ 705.75
EFT15284	13/03/2025	INN RANGE REPAIRS	\$ 427.00
EFT15285	13/03/2025	LO-GO APPOINTMENTS	\$ 9,024.11
EFT15286	13/03/2025	M.E PUMP WIZARDS	\$ 9,141.00
EFT15287	13/03/2025	GREAT SOUTHERN WASTE DISPOSAL	\$ 7,682.63
EFT15288	13/03/2025	NARROGIN NURSERY	\$ 36.00
EFT15289	13/03/2025	NARROGIN HARDWARE MAKIT	\$ 119.50
EFT15290	13/03/2025	NARROGIN PACKAGING	\$ 971.50
EFT15291	13/03/2025	NARROGIN CARPETS & CURTAINS	\$ 2,150.00
EFT15292	13/03/2025	NARROGIN & DISTRICTS PLUMBING SERVICE	\$ 390.50
EFT15293	13/03/2025	OFFICEWORKS SUPERSTORES PTY LTD	\$ 66.90
EFT15294	13/03/2025	PERFECT COMPUTER SOLUTIONS - PCS	\$ 127.50
EFT15295	13/03/2025	PETER CLARKE	\$ 63.80
EFT15296	13/03/2025	CFR MOBILE MECHANICAL	\$ 2,409.12
EFT15297	13/03/2025	RPM HIRE AUSTRALIA PTY LTD	\$ 3,840.38
EFT15298	13/03/2025	TANYA MARY SANDS	\$ 206.05
EFT15299	13/03/2025	STIHL SHOP MIDLAND	\$ 849.15
EFT15300	13/03/2025	SAMANTHA DAWES	\$ 64.00
EFT15301	13/03/2025	SHIRE OF NARROGIN	\$ 2,842.50
EFT15302	13/03/2025	TEAM GLOBAL EXPRESS PTY LTD	\$ 52.75
EFT15303	13/03/2025	THE YEALERING PANTRY	\$ 59.95
EFT15304	13/03/2025	WICKEPIN DISTRICT SPORTS CLUB	\$ 348.00
EFT15305	13/03/2025	WINC AUSTRALIA PTY LIMITED	\$ 214.88
EFT15306	13/03/2025	ZONE 50 ENGINEERING SURVEYS	\$ 4,664.00
EFT15307	25/03/2025	SHIRE OF WICKEPIN	\$ 4,056.00
EFT15308	27/03/2025	GG & MK ATWELL	\$ 275.00
EFT15309	27/03/2025	GOODYEAR AUTOCARE NARROGIN	\$ 1,821.00
EFT15310	27/03/2025	ALYSSA BURNANE	\$ 278.03
EFT15311	27/03/2025	CONPLANT	\$ 6,548.85
EFT15312	27/03/2025	DUFFY ELECTRICS	\$ 2,815.01
EFT15313	27/03/2025	FULFORD EARTHMOVING & CIVIL	\$ 20,383.00
EFT15314	27/03/2025	G & M DETERGENTS	\$ 3,184.00
EFT15315	27/03/2025	GEM GENERATION ELECTRICAL MAINTENANCE	\$ 80.00



EFT15316	27/03/2025	WM & CL GARDNER	\$ 11,011.00
EFT15317	27/03/2025	ROCKHILL FARM PTY LTD	\$ 41,250.00
EFT15318	27/03/2025	NARROGIN LIQUOR BARONS	\$ 196.97
EFT15319	27/03/2025	NARROGIN EARTHMOVING & CONCRETE	\$ 38,830.00
EFT15320	27/03/2025	PERFECT COMPUTER SOLUTIONS - PCS	\$ 1,105.00
EFT15321	27/03/2025	R J SMITH ENGINEERING	\$ 450.00
EFT15322	27/03/2025	SKATE SCULPTURE PTY LTD	\$ 250.00
EFT15323	27/03/2025	SHIRE OF NARROGIN	\$ 1,390.00
EFT15324	27/03/2025	JANINE KAY TUCKETT	\$ 90.43
EFT15325	27/03/2025	WESTRAC EQUIPMENT	\$ 11,166.23
EFT15326	27/03/2025	SSJ TRANSPORT PTY LTD	\$ 8,910.00
EFT15327	27/03/2025	WALGA	\$ 95.00
EFT15328	27/03/2025	WESTERN GREY	\$ 528.00
		<b>TOTALS EFT</b>	<b>\$ 387,294.84</b>
15986	06/03/2025	SHIRE OF WICKEPIN	\$ 256.90
15987	13/03/2025	SYNERGY	\$ 3,183.92
15988	13/03/2025	WATER CORPORATION	\$ 24,638.86
15990	27/03/2025	SYNERGY	\$ 15,681.50
15991	27/03/2025	WATER CORPORATION	\$ 12,890.90
		<b>TOTALS CHEQUE</b>	<b>\$ 56,652.08</b>
DD15591.1	01/03/2025	CRISP WIRELESS PTY LTD	\$ 238.00
DD15673.1	01/03/2025	3E ADVANTAGE PTY LTD	1095.05
		<b>TOTALS DIRECT DEBIT</b>	<b>\$ 1,333.05</b>
DD15669.1	23/03/2025	ANZ BANK	\$ 615.95
		<b>TOTALS CREDIT CARD</b>	<b>\$ 615.95</b>
DD15595.1	05/03/2025	AWARE SUPER	\$ 5,335.46
DD15595.2	05/03/2025	MLC SUPER FUND - PLUM SUPER	\$ 508.39
DD15595.3	05/03/2025	ANZ SUPER	\$ 224.11
DD15595.4	05/03/2025	PRIME SUPER	\$ 428.84
DD15595.5	05/03/2025	FIRSTCHOICE SUPERANNUATION	\$ 499.20
DD15595.6	05/03/2025	NETWEALTH INVESTMENTS	\$ 298.87
DD15595.7	05/03/2025	ESSENTIAL SUPER	\$ 30.24
DD15595.8	05/03/2025	AMP SIGNATURE SUPER	\$ 268.02
DD15595.9	05/03/2025	AUSTRALIAN SUPER	\$ 282.91
DD15623.1	19/03/2025	AWARE SUPER	\$ 6,093.33
DD15623.2	19/03/2025	MLC SUPER FUND - PLUM SUPER	\$ 508.39
DD15623.3	19/03/2025	ANZ SUPER	\$ 188.54
DD15623.4	19/03/2025	PRIME SUPER	\$ 572.76
DD15623.5	19/03/2025	FIRSTCHOICE SUPERANNUATION	\$ 568.91
DD15623.6	19/03/2025	NETWEALTH INVESTMENTS	\$ 298.87
DD15623.7	19/03/2025	ESSENTIAL SUPER	\$ 120.96
DD15623.8	19/03/2025	AMP SIGNATURE SUPER	\$ 268.02
DD15623.9	19/03/2025	AUSTRALIAN SUPER	\$ 353.11
DD15595.10	05/03/2025	REST INDUSTRY SUPER	\$ 275.16
DD15623.10	19/03/2025	REST INDUSTRY SUPER	\$ 276.06
		<b>TOTALS SUPERANNUATION</b>	<b>\$ 17,400.15</b>
63270325	27/03/2025	TELSTRA	\$ 1,904.80
		<b>TOTALS BPAY</b>	<b>\$ 1,904.80</b>
98040325	04/03/2025	DEPT OF TRANSPORT	\$ 723.45
98050325	05/03/2025	DEPT OF TRANSPORT	\$ 2,276.60
98060325	06/03/2025	DEPT OF TRANSPORT	\$ 1,707.50
98100325	10/03/2025	DEPT OF TRANSPORT	\$ 792.25
98110325	11/03/2025	DEPT OF TRANSPORT	\$ 1,983.70

98120325	12/03/2025	DEPT OF TRANSPORT	\$ 31.10
98130325	13/03/2025	DEPT OF TRANSPORT	\$ 213.60
98140325	14/03/2025	DEPT OF TRANSPORT	\$ 580.80
98170325	17/03/2025	DEPT OF TRANSPORT	\$ 770.50
98180325	18/03/2025	DEPT OF TRANSPORT	\$ 1,331.00
98190325	19/03/2025	DEPT OF TRANSPORT	\$ 698.35
98200325	20/03/2025	DEPT OF TRANSPORT	\$ 764.30
98210325	25/03/2025	DEPT OF TRANSPORT	\$ 1,557.15
98250325	25/03/2025	DEPT OF TRANSPORT	\$ 1,048.70
98260325	26/03/2025	DEPT OF TRANSPORT	\$ 233.95
98270325	27/03/2025	DEPT OF TRANSPORT	\$ 233.40
98280325	28/03/2025	DEPT OF TRANSPORT	\$ 570.25
98310325	31/03/2025	DEPT OF TRANSPORT	\$ 147.70
		<b>TOTALS LICENSING</b>	<b>\$ 15,664.30</b>
5/03/2025	5/03/2025	PAYROLL	\$ 46,594.00
19/03/2025	19/03/2025	PAYROLL	\$ 55,032.00
		<b>TOTALS PAYROLL</b>	<b>\$ 101,626.00</b>
		<b>ACCOUNT TOTALS</b>	<b>\$ 582,491.17</b>
		<b>TOTAL PAYMENTS FOR MARCH 2025</b>	<b>\$ 582,491.17</b>
		<b>Credit Card Payment Summary</b>	
		<b>24TH FEBRUARY - 23RD MARCH 2025</b>	
		<b>CARD ENDING XXXX224175</b>	
	<b>DATE</b>	<b>COMPANY</b>	<b>AMOUNT</b>
	5/03/2025	WICKEPIN POST OFFICE	100.00
	11/03/2025	SHIRE OF WICKEPIN	31.10
	13/03/2025	SHIRE OF WICKEPIN	180.90
			<b>\$ 312.00</b>
		<b>CARD ENDING XXXX885645</b>	
	<b>DATE</b>	<b>COMPANY</b>	<b>AMOUNT</b>
	6/03/2025	NARROGIN BETTA HOME LIVING	\$278.95
	8/03/2025	KMART HALLS HEAD	\$25.00
			<b>\$ 303.95</b>
			<b>\$ 615.95</b>
		<b>FUEL CARD FEBRUARY 2025</b>	
	<b>Job</b>	<b>Job Description</b>	<b>Amount</b>
	P475	CAT 444F2 BACKHOE LOADER	354.75
	P342	HINO 700 SERIES FS2848	396.81
	P1955A	FUSO CANTER 7.5T CREW CAB	9207.68
	P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS	134.75
	P2433	HINO FG 1628 TRUCK	516.70
	P2283	TOYOTA FORKLIFT 1.4 TON - LRC1	364.77
	P2473	HINO 300 SERIES 921 AUTO TRADE ACE	545.37

	P468	HOLDEN COLORADO 4X4 SINGLE CAB - GARDENER'S UTE	207.19
	P706	HOLDEN COLORADO 4X4 SINGLE CAB CHASSIS 2.8L TURBO DIESEL UTE - MEHCANIC UTE	165.45
	P632	ISUZZ D-MAX 4X4 SINGLE CAB CHASSIS SX AUTO	161.33
	P182	ISUZU FTS139/260 FIRE TENDER - TINCURRIN	242.07
	P910A	FIRE TENDER WICKEPIN TOWNSITE	155.74
	PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE	827.29
	P2567	ISUZU DMAX - WHITE CREW CAB CHASSIS SX 3.0L AUTO	279.75
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB AUTO XT 3.0L	833.07
	P813	CAT 12H GRADER 2017	1475.25
		<b>TOTAL</b>	<b>\$ 15,867.97</b>



## SHIRE OF WICKEPIN

### MONTHLY FINANCIAL REPORT

**For the Period Ended 31 March 2025**

**LOCAL GOVERNMENT ACT 1995**

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

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## Shire of Wickepin

### Compilation Report

For the Period Ended 31 March 2025

### Report Purpose

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

### Overview

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

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2025 of \$1,466,832.

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

### Preparation

Prepared by: E.Clement DCEO

Date prepared: 4-Apr-25

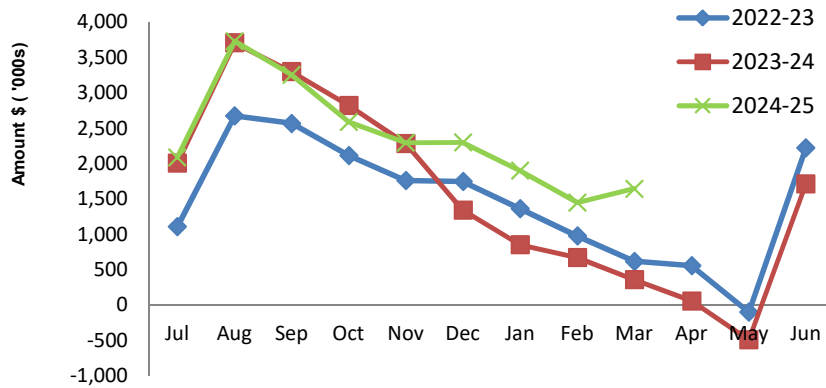
Reviewed by: Peter Clarke ACEO

# Shire of Wickepin

## Monthly Summary Information

For the Period Ended 31 March 2025

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



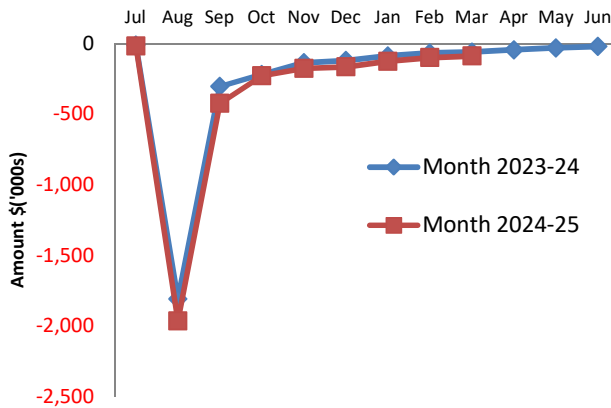
### Cash and Cash Equivalents as at period end

Unrestricted	\$	2,121,989
Restricted	\$	3,239,614
	\$	5,361,603

### Receivables

Rates	\$	88,714
Other	\$	8,461
	\$	97,175

**Rates Receivable (Refer Note 6)**



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

### Comments

Unrestricted cash includes the following payments in advance

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

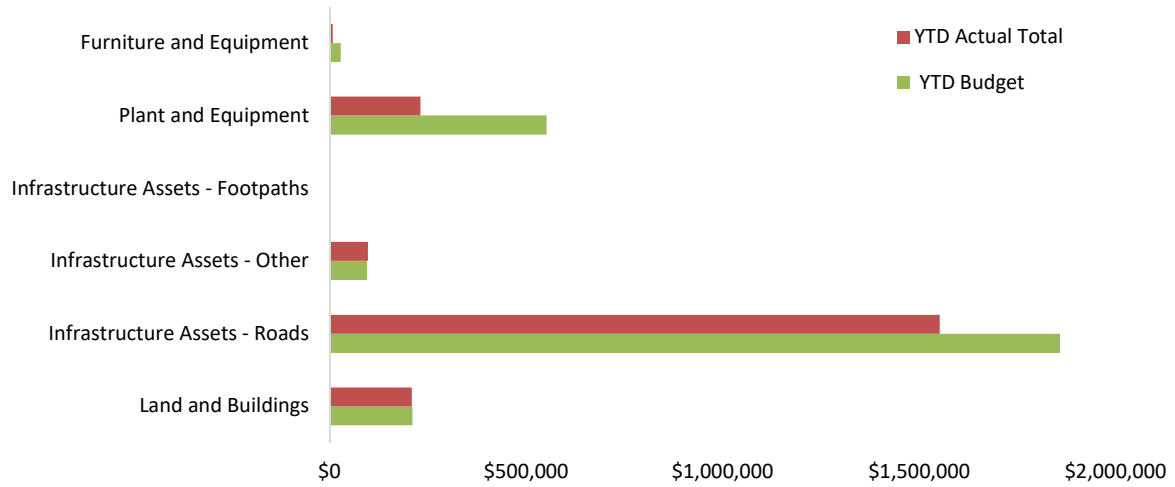
This information is to be read in conjunction with the accompanying Financial Statements and notes.

# Shire of Wickepin

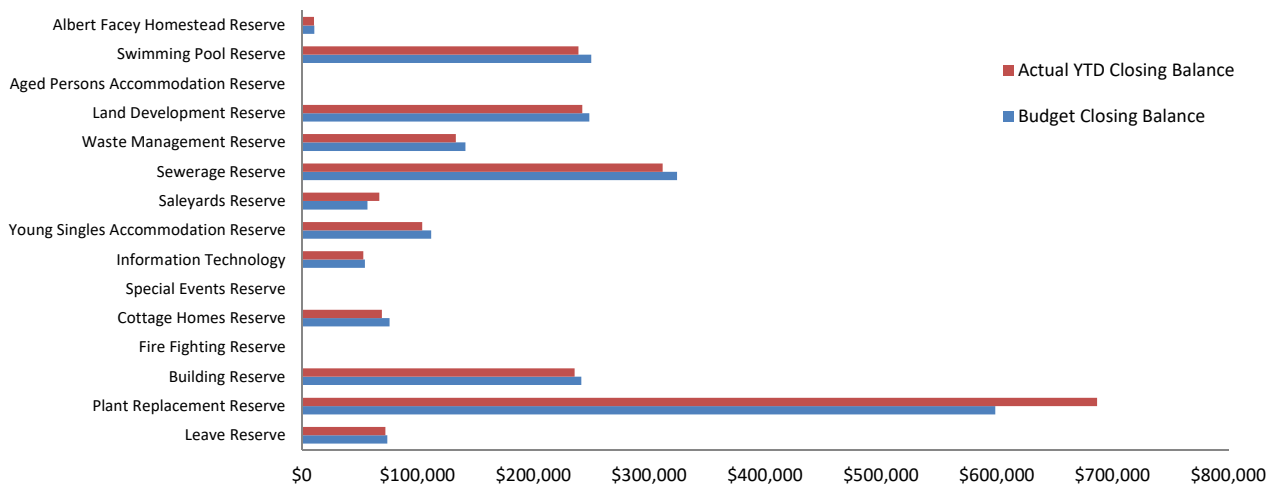
## Monthly Summary Information

For the Period Ended 31 March 2025

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



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



### Comments

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

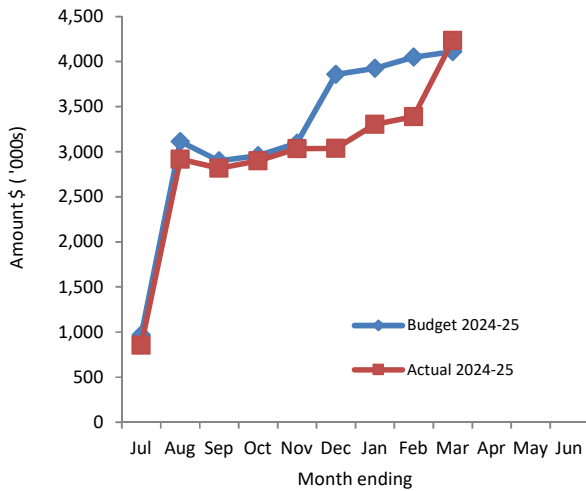
# Shire of Wickepin

## Monthly Summary Information

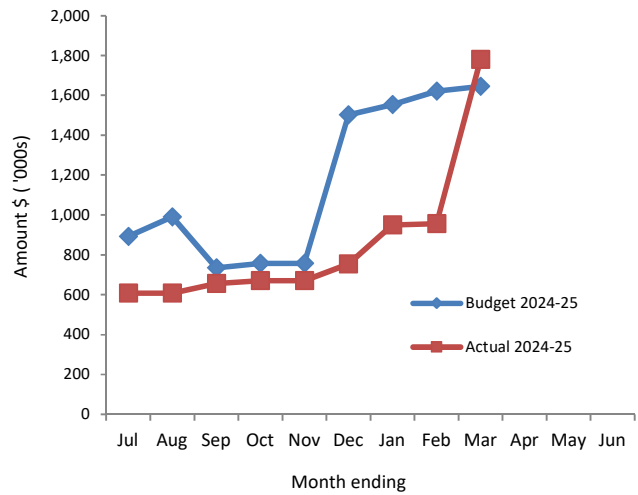
For the Period Ended 31 March 2025

### Revenues

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

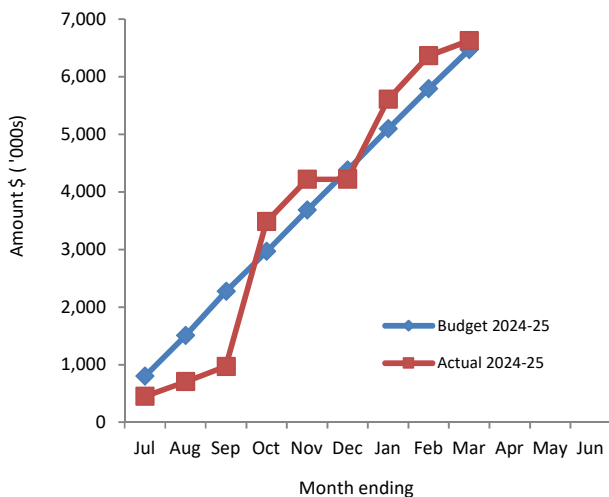


Budget Capital Revenue -v- Actual (Refer Note 2)

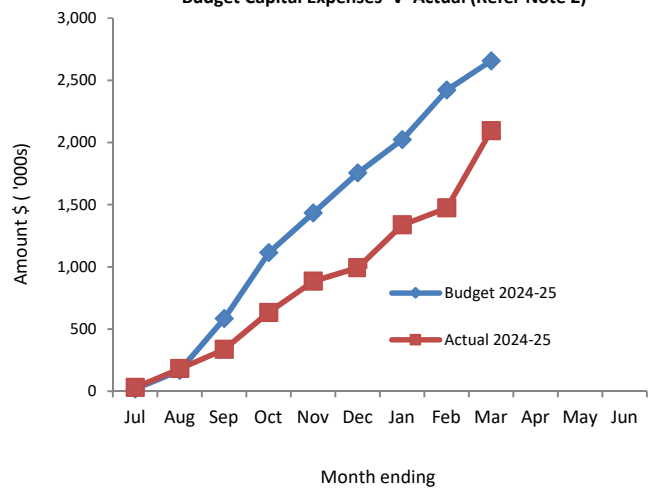


### Expenditure

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



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



### Comments

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



**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2025**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Governance		\$ 2,005	\$ 1,494	\$ 9,634	\$ 8,140	% 544.85%	
General Purpose Funding - Rates	9	1,640,841	1,640,724	1,631,716	(9,009)	(0.55%)	
General Purpose Funding - Other		382,300	214,642	181,428	(33,214)	(15.47%)	▼
Law, Order and Public Safety		154,996	132,505	144,471	11,966	9.03%	
Health		220	162	944	782	482.72%	
Education and Welfare		300	216	564	348	160.95%	
Housing		110,850	83,115	73,164	(9,951)	(11.97%)	
Community Amenities		253,714	177,747	211,014	33,268	18.72%	▲
Recreation and Culture		622,944	197,550	143,535	(54,015)	(27.34%)	▼
Transport		2,366,950	1,497,874	1,718,692	220,818	14.74%	▲
Economic Services		100,525	72,369	82,334	9,965	13.77%	
Other Property and Services		30,000	22,491	34,908	12,417	55.21%	▲
Total Operating Revenue		5,665,645	4,040,889	4,232,403	191,513		
<b>Operating Expense</b>							
Governance		(694,484)	(546,377)	(429,751)	116,626	21.35%	▼
General Purpose Funding		(110,227)	(82,620)	(68,807)	13,813	16.72%	▼
Law, Order and Public Safety		(337,806)	(268,525)	(223,833)	44,692	16.64%	▼
Health		(31,675)	(23,810)	(15,608)	8,202	34.45%	
Education and Welfare		(33,792)	(25,299)	(21,417)	3,882	15.35%	▼
Housing		(214,849)	(161,280)	(187,151)	(25,871)	(16.04%)	▲
Community Amenities		(574,858)	(430,607)	(374,708)	55,898	12.98%	▼
Recreation and Culture		(1,207,243)	(916,622)	(1,118,212)	(201,590)	(21.99%)	▲
Transport		(4,564,858)	(3,423,366)	(4,266,510)	(843,144)	(24.63%)	▲
Economic Services		(362,710)	(271,827)	(214,007)	57,820	21.27%	▼
Other Property and Services		(417,974)	(320,529)	(225,740)	94,789	29.57%	▼
Total Operating Expenditure		(8,550,476)	(6,470,861)	(7,145,744)	(674,883)		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,780,500	3,585,321	4,585,709	1,000,388	27.90%	▲
Adjust (Profit)/Loss on Asset Disposal	8	(76,574)	(76,822)	(12,921)	63,901	(83.18%)	
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0	0		
Net Cash from Operations		1,819,095	1,078,527	1,659,447	580,920		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	280,549	210,412	172,264	(38,148)	(18.13%)	▼
Total Capital Revenues		280,549	210,412	172,264	(38,148)		
<b>Capital Expenses</b>							
Land and Buildings	13	(317,017)	(209,919)	(208,425)	1,494	0.71%	
Infrastructure - Roads	13	(2,492,909)	(1,859,130)	(1,552,387)	306,743	16.50%	▼
Infrastructure - Footpaths	13	(45,000)	0	0	0		
Infrastructure -Other	13	(159,504)	(93,886)	(96,507)	(2,621)	(2.79%)	
Plant and Equipment	13	(783,477)	(551,697)	(230,395)	321,302	58.24%	▼
Furniture and Equipment	13	(36,000)	(27,000)	(7,250)	19,750	73.15%	▼
Total Capital Expenditure		(3,833,907)	(2,741,632)	(2,094,965)	646,667		
Net Cash from Capital Activities		(3,553,358)	(2,531,220)	(1,922,701)	608,519		
<b>Financing</b>							
Transfer from Reserves	7	117,000	0	0	0		
Repayment of Debentures	10	(40,407)	(20,156)	(20,156)	(0)	(0.00%)	
Transfer to Reserves	7	(126,918)	0	0	0		
Net Cash from Financing Activities		(50,325)	(20,156)	(20,156)	(0)		
Net Operations, Capital and Financing		(1,784,588)	(1,472,849)	(283,410)	1,189,439		
Opening Funding Surplus(Deficit)	3	1,784,588	1,784,588	1,750,242	(34,346)	(1.92%)	
Closing Funding Surplus(Deficit)	3	0	311,739	1,466,832	1,155,093		

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

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

**SHIRE OF WICKEPIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 March 2025**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,625,579	1,625,462.44	1,616,453	(9,009)	(0.55%)	
Rates excluding General Rates	9	15,262	15,262	15,262	0	0.00%	
Operating Grants, Subsidies and Contributions	11	530,478	447,040	433,988	(13,052)	(2.92%)	
Fees and Charges		541,918	450,574	482,169	31,595	7.01%	
Interest Earnings		128,500	34,651	40,119	5,468	15.78%	
Other Revenue		0	0	22,115	22,115		
Profit on Disposal of Assets	8	77,533	77,533	14,968	(62,565)		▲
<b>Total Operating Revenue</b>		2,919,270	2,650,522	2,625,076	(25,447)		
<b>Operating Expense</b>							
Employee Costs		(1,582,760)	(1,187,579)	1,195,739	(8,160)	(0.69%)	
Materials and Contracts		(1,638,451)	(1,245,043)	898,945	346,098	27.80%	▲
Utility Charges		(267,455)	(200,430)	182,425	18,005	8.98%	
Depreciation on Non-Current Assets		(4,780,500)	(3,585,321)	4,585,709	(1,000,388)	(27.90%)	▼
Interest Expenses		(2,706)	(1,420)	2,180	(760)	(53.52%)	
Insurance Expenses		(253,645)	(230,360)	259,002	(28,642)	(12.43%)	▼
Other Expenditure		(24,000)	(19,997)	19,696	301	1.51%	
Loss on Disposal of Assets	8	(959)	(711)	2,047	(1,336)	(187.96%)	
<b>Total Operating Expenditure</b>		(8,550,476)	(6,470,861)	7,145,744	(674,883)		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,780,500	3,585,321	4,585,709	1,000,388	27.90%	▲
Adjust (Profit)/Loss on Asset Disposal	8	(76,574)	(76,822)	12,921	63,901	(83.18%)	
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0	0		
<b>Net Cash from Operations</b>		(927,280)	(311,840)	52,120	363,960		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,746,375	1,390,367	1,607,327	216,960	15.60%	▲
Proceeds from Disposal of Assets	8	280,549	210,412	172,264	(38,148)	(18.13%)	▼
Proceeds from Sale of Assets		0	0	0	0		
<b>Total Capital Revenues</b>		3,026,924	1,600,779	1,779,591	178,812		
<b>Capital Expenses</b>							
Land and Buildings	13	(317,017)	(209,919)	(208,425)	1,494	0.71%	
Infrastructure - Roads	13	(2,492,909)	(1,859,130)	(1,552,387)	306,743	16.50%	▲
Infrastructure - Footpaths	13	(45,000)	0	0	0		
Infrastructure - Drainage	13	(159,504)	(93,886)	(96,507)	(2,621)	(2.79%)	
Plant and Equipment	13	(783,477)	(551,697)	(230,395)	321,302	58.24%	▲
Furniture and Equipment	13	(36,000)	(27,000)	(7,250)	19,750	73.15%	▲
<b>Total Capital Expenditure</b>		(3,833,907)	(2,741,632)	(2,094,965)	646,667		
<b>Net Cash from Capital Activities</b>		(806,983)	(1,140,853)	315,374	825,479		
<b>Financing</b>							
Transfer from Reserves	7	117,000	0	0	0		
Repayment of Debentures	10	(40,407)	(20,156)	20,156	(0)	(0.00%)	
Transfer to Reserves	7	(126,918)	0	0	0		
<b>Net Cash from Financing Activities</b>		(50,325)	(20,156)	20,156	(0)		
<b>Net Operations, Capital and Financing</b>		(1,784,588)	(1,472,849)	283,410	1,189,439		
<b>Opening Funding Surplus(Deficit)</b>	3	1,784,588	1,784,588	1,750,242	(34,346)	(1.92%)	
<b>Closing Funding Surplus(Deficit)</b>	3	0	311,739	1,466,832	1,155,093		

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

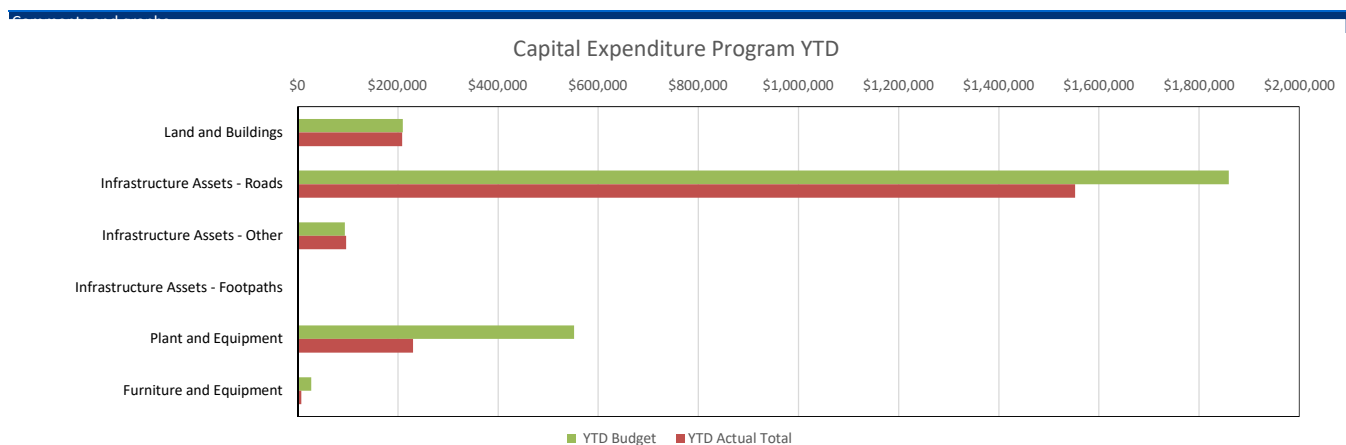
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF WICKEPIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 31 March 2025**

		YTD 31 03 2025					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	208,425	0	208,425	209,919	317,017	(1,494)
Infrastructure Assets - Roads	13		1,552,387	1,552,387	1,859,130	2,492,909	(306,743)
Infrastructure Assets - Other	13	96,507	0	96,507	93,886	159,504	2,621
Infrastructure Assets - Footpaths	13	0	0	0	0	45,000	0
Plant and Equipment	13	230,395	0	230,395	551,697	783,477	(321,302)
Furniture and Equipment	13	7,250	0	7,250	27,000	36,000	(19,750)
<b>Capital Expenditure Totals</b>		<b>542,578</b>	<b>1,552,387</b>	<b>2,094,965</b>	<b>2,741,632</b>	<b>3,833,907</b>	<b>(646,667)</b>

**Funded By:**

Capital Grants and Contributions		2,746,375	2,746,375	2,746,375
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	172,264	210,412	(76,574)	38,148
Own Source Funding - Cash Backed Reserves		0	117,000	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations		(215,155)	1,047,106	215,155
<b>Capital Funding Total</b>	<b>172,264</b>	<b>2,741,632</b>	<b>3,833,907</b>	<b>(2,569,369)</b>



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

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

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

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

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

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

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

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

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

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

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

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

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



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

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

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

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

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

**(s) GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

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

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF WICKEPIN**  
**NOTES TO FINANCIAL ACTIVITY STATEMENT**  
For the Period Ended 31 March 2025

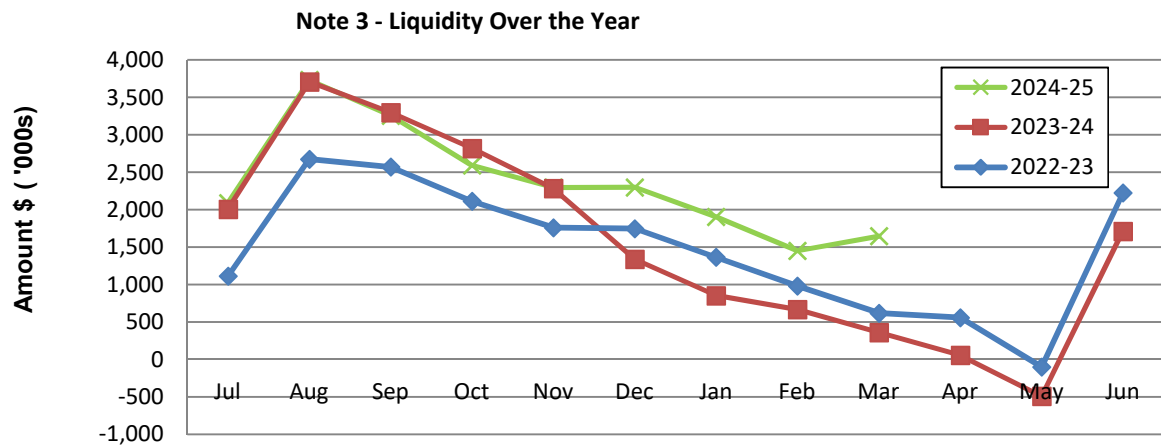
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	8,140	545%			
General Purpose Funding - Other	(33,214)	(15.47%)	▼	Permanent	Interest to be received, Reduction in General Purpose grant on buddget estimates
Law, Order and Public Safety	11,966	9.03%			
Health	782	482.72%			
Education and Welfare	348	160.95%			
Housing	(9,951)	(11.97%)			
Community Amenities	33,268	18.72%	▲	Permanent	Sale of Recycled materials, increase in bus hire fees, cemetery fees and Town Planning Fees
Recreation and Culture	(54,015)	(27.34%)	▼	Timing	LRCI Grant Funding to be received,
Transport	220,818	14.74%	▲	Timing	Road Funding received for WSN
Economic Services	9,965	13.77%			
Other Property and Services	12,417	55.21%	▲	Permanent	Workers Comp Reimbursement - 23/24
<b>Operating Expense</b>					
Governance	116,626	21.35%	▼	Timing	Legal, Advertsing, Office Equipment, Consultancy fees not yet spent
General Purpose Funding	13,813	16.72%	▼	Timing	No Costs for Rate Expenses, Title searches,
Law, Order and Public Safety	44,692	16.64%	▼	Timing	Bushfire Mitagation, Fire insurance costs down, Animal Control costs down
Health	8,202	34.45%			
Education and Welfare	3,882	15.35%	▼	Timing	Donations, CDO projects not yet spen
Housing	(25,871)	(16.04%)	▲	Timing	Building Maintenance - increase, Depreciation cost increase
Community Amenities	55,898	12.98%	▼	Timing	TPS & TP scheme still to be finalised
Recreation and Culture	(201,590)	(21.99%)	▲	Permanent	Higher insurance cost for 24.25 for buildings
Transport	(843,144)	(24.63%)	▲	Permanent	Signage required for roads, Depreciation cost increase due to revaluations
Economic Services	57,820	21.27%	▼	Timing	Harrismith CP Costs down, Water costs down
Other Property and Services	94,789	29.57%	▼	Timing	Staff training still to be completed, Fuel & Oil Cost down, Depot Consumables costs down
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	216,960	15.60%	▲	Timing	LRCI Funding still to be received
Proceeds from Disposal of Assets	(38,148)	(18.13%)	▼	Timing	Assets not yet disposed of
<b>Capital Expenses</b>					
Land and Buildings	1,494	0.71%			
Infrastructure - Roads	306,743	16.50%	▼	Timing	Road Projects still in progress. RRG, WSN LRCI Funded Laybys
Infrastructure - Other	(2,621)	(2.79%)			
Infrastructure - Footpaths	0				
Plant and Equipment	321,302	58.24%	▼	Timing	Truck and bus still to be purchased
Furniture and Equipment	19,750	73.15%	▼	Timing	CCTV Plan still to be done
<b>Financing</b>					
Loan Principal	(0)	(0.00%)			

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2025

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Mar 2025	30 June 2023	YTD 30 Mar 2024
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	2,121,989	2,053,762	3,054,752
Cash Restricted	4	3,239,614	3,252,949	2,824,404
Receivables - Rates	6	88,714	20,237	157,827
Receivables -Other	6	8,461	24,809	5,929
Interest / ATO Receivable/Trust		72,082	17,586	25,304
		5,530,860	5,369,344	6,068,216
<b>Less: Current Liabilities</b>				
Payables	-	517,296	(58,836)	(210,020)
Contract Liabilities	-	92,638	(92,638)	(853,441)
Provisions	-	214,479	(214,679)	(227,654)
		824,413	(366,153)	(1,291,116)
Less: Cash Reserves	7	3,239,614	(3,252,949)	(2,824,404)
<b>Net Current Funding Position</b>		<b>1,466,832</b>	<b>1,750,242</b>	<b>1,952,696</b>



**Comments - Net Current Funding Position**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Account	0.00%	705,690			705,690	ANZ	At Call
Reserve Bank Account	0.00%		614		614	ANZ	At Call
Trust Bank Account	0.00%			81,583	81,583	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) <b>Term Deposits</b>							
Municipal	4.27%	500,000			500,000	WA Treasury	11-Apr-25
Municipal					0		
Reserve	4.59%		3,000,000		3,000,000		03-Jun-25
Municipal	4.80%	915,104			915,104	WA Treasury	At Call
Reserve	4.53%		239,000		239,000		03-Jun-25
Trust	0.40%				0		
<b>Total</b>		2,121,495	3,239,614	81,583	5,442,692		

Comments/Notes - Investments



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

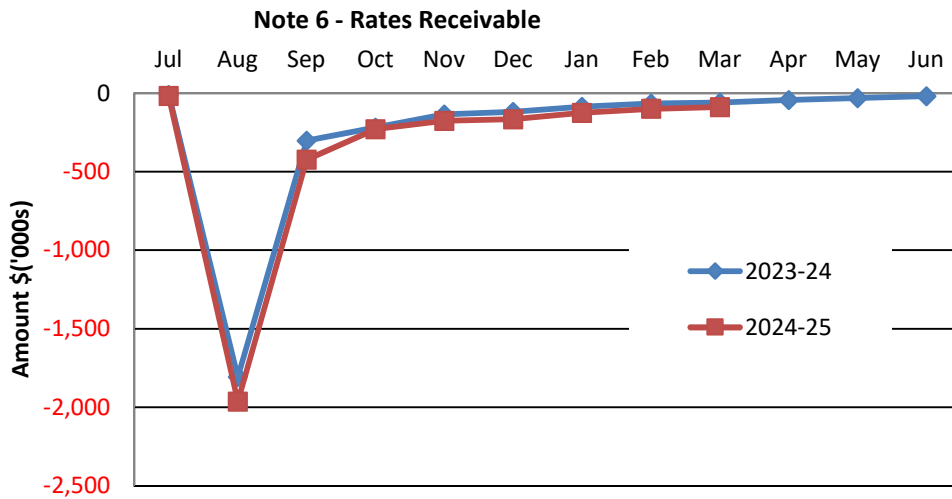
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

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

**Net Rates Collectable**  
 % Collected

YTD 31 Mar 2025	30 June 2024
\$ 20,238	\$ 16,420
1,832,705	1,753,996
(1,764,229)	(1,750,178)
<b>88,714</b>	<b>20,238</b>
<b>88,714</b>	<b>20,238</b>
95.21%	98.86%



**Comments/Notes - Receivables Rates**

**Receivables - General**

Receivables - General

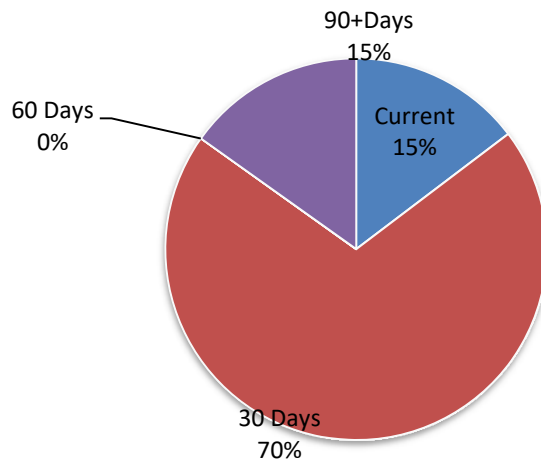
Current	30 Days	60 Days	90+Days
\$ 1,242	\$ 5,937	\$ 0	\$ 1,282

**Total Receivables General Outstanding**

**8,460.88**

Amounts shown above include GST (where applicable)

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



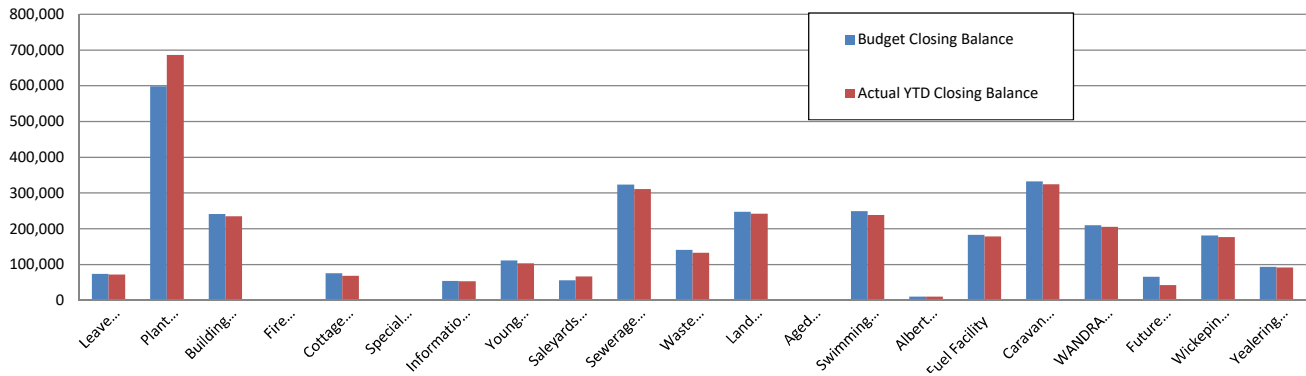
**Comments/Notes - Receivables General**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

**Note 7: Cash Backed Reserve**

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

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





## Note 8 CAPITAL DISPOSALS

### Comments - Capital Disposal/Replacements

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

**Note 9: RATING INFORMATION**

	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
GRV	0.820700	152	1,558,092	129,021	(56)	0	128,965	129,021			129,021
UV	0.499300	268	312,228,490	1,555,809	(437)		1,555,372	1,554,735	500		1,555,235
Mining UV	0.499300	5	788,230	3,148			3,148	3,148			3,148
<b>Sub-Totals</b>		425	314,574,812	1,687,978	(493)	0	1,687,485	1,686,904	500	0	1,687,404
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	575	108		62,100			62,100	62,100			62,100
UV	575	35		18,975			18,975	18,975			18,975
Mining UV	575	2		1,150			1,150	1,150			1,150
<b>Sub-Totals</b>		145	0	82,225	0	0	82,225	82,225	0	0	82,225
Ex Gratia Rates							1,769,710				1,769,629
Discount							15,262				15,262
Rates Writeoffs							(153,227)				(144,000)
							(30)				(50)
<b>Amount from General Rates</b>							<b>1,631,715</b>				<b>1,640,841</b>
Specified Area Rates											
<b>Totals</b>							<b>1,631,715</b>				<b>1,640,841</b>

**Comments - Rating Information**

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

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

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2025

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2024-25 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	150,400	0	150,400	0	73,972	76,428
Grants Commission - Roads	WALGGC	Y	84,600	0	84,600	0	46,977	37,623
<b>GOVERNANCE</b>								
Australia Day Grant	Aust Day Council	Y	0	10,000	10,000		8,000	2,000
<b>LAW, ORDER, PUBLIC SAFETY</b>								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	88,692	0	88,692	0	56,000	32,692
DWER - Water Tanks		N		7,705			10,105	(10,105)
DFES= AWARE grant	DFES	N		15,200	15,200	0	15,200	0
<b>COMMUNITY AMENITIES</b>								
Bus grant	Lotterywest	N	67,800			67,800	0	67,800
<b>RECREATION AND CULTURE</b>								
From								
LRCI Phase 3	LRCI Stage 3	Y	181,943			181,943	25,954	155,989
LRCI Phase 4	LRCI Stage 4	Y	229,513			229,513	83,212	146,301
LRCI Phase 4	LRCI Stage 4- CONTRACT	Y	145,127			145,127		145,127
	EV Charger	Y	25,052			25,052		25,052
Community Night Lights Program	CNLP Grant	Y	14,309			14,309		14,309
Community Night Lights Program	CNLP Grant- WDSC	Y	8,000		8,000		7,858	142
Library	SLWA	N	0		5,000		10,000	(5,000)
<b>ECONOMIC SERVICES</b>								
EiD Readers	DPIRD	Y	10,000		10,000		9,091	(9,091)
<b>TRANSPORT</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	575,629	0	0	575,629	97,666	477,963
WSFN Grant	WSFN	Y	1,027,002	0	0	1,027,002	1,056,764	(29,762)
WSFN Grant	WSFN	N					33,561	(33,561)
RRG Grants - Capital Projects	Regional Road Group	Y	480,000	0		480,000	310,170	169,830
Direct Grant - Maintenance	Dept. of Transport		196,786		196,786		196,786	0
			10,000		10,000			
<b>TOTALS</b>			<b>3,294,853</b>	<b>32,905</b>	<b>578,678</b>	<b>2,746,375</b>	<b>2,041,315</b>	<b>1,263,738</b>

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2025**

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 24	Amount Received	Amount Paid	Closing Balance 31-Mar-25
	\$	\$	\$	\$
Housing Bonds	0	3,577	-3,577	0
Master Key Deposits	492	7,560	-6,930	1,122
Building and BCITF	185	3,126	-1,200	2,111
Cat/Dog Trap Hire	0	0	0	0
WDSC Replacement Greens	0	0	0	0
Wickepin Community Harvest Fund	76,903	0	0	76,903
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,449	840	-720	2,569
Yealering Bowling Club Greens	0	0	0	0
Licensing		199,523	-199,523	0
	<b>80,029</b>	<b>214,626</b>	<b>-211,950</b>	<b>82,705</b>

Level of Completion Indicators

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

SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2025

Note 13: CAPITAL ACQUISITIONS

31/03/2025						
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
<b>Land &amp; Buildings</b>						
<b>Education &amp; Welfare</b>						
Wickepin Playgroup - Renew Gazebo	XPG1	6,000	6,000	5,200	800	C/fwd
<b>Education &amp; Welfare Total</b>		<b>6,000</b>	<b>6,000</b>	<b>5,200</b>	<b>800</b>	
<b>Housing</b>						
14 Smith St - Upgrade Fencing	CSH12	9,000	9,000	4,973	4,027	
<b>Housing Total</b>		<b>9,000</b>	<b>9,000</b>	<b>4,973</b>	<b>4,027</b>	
<b>Other Housing</b>						
Independent Living Units	CLCH3	0	0	5,000	(5,000)	
<b>Other Housing Total</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>	
<b>Recreation and Culture</b>						
Swimming Pool - Renew Pump Shed Roof	XSP7	9,000	9,000	8,600	400	C/fwd
Lake Yealering Foreshore Ablutions	LYFA2	140,000	105,003	122,751	17,249	C/fwd
Wickepin Community Centre - Change Rooms- LRCI Phase 4	XCC1	25,913	25,913	26,504	(591)	C/fwd
Wickepin Swimming Pool- Disable Toilet- LRCI Phase 4	XSP6	30,000	30,000	15,229	14,771	C/fwd
Solar Panels	XSP1	50,104	0	0	50,104	
Yealering Hall	CLPH2	20,000	15,003	0	20,000	C/fwd
Harrismith Cricket Club	XHSO	0	0	5,907		Connection of power
<b>Recreation And Culture Total</b>		<b>275,017</b>	<b>184,919</b>	<b>178,992</b>	<b>101,932</b>	
<b>Transport</b>						
Public Works Dept ( Old He Shed She Shed)	LPWC	10,000	10,000	7,000	3,000	
<b>Transport Total</b>		<b>10,000</b>	<b>10,000</b>	<b>7,000</b>	<b>3,000</b>	
<b>Economic Services</b>						
Harrismith Caravan Park - Renew Facilities	XCP3	0	0	7,260		Changed from Maintenance
Caravan Park Caretakers Fencing	XCPC1	17,000	0	0	0	
<b>Transport Total</b>		<b>17,000</b>	<b>0</b>	<b>7,260</b>	<b>0</b>	
<b>Land and Buildings Total</b>		<b>317,017</b>	<b>209,919</b>	<b>208,425</b>	<b>103,959</b>	
<b>Footpaths</b>						
<b>Transport</b>						
Footpaths	LFP1	45,000	0	0	0	
<b>Transport Total</b>		<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Footpaths Total</b>		<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Furniture &amp; Equipment</b>						
<b>Governance</b>						
Various Locations - New CCTV System	XCTV	36,000	27,000	7,250	19,750	
<b>Governance Total</b>		<b>36,000</b>	<b>27,000</b>	<b>7,250</b>	<b>19,750</b>	
<b>Furniture &amp; Office Equip. Total</b>		<b>36,000</b>	<b>27,000</b>	<b>7,250</b>	<b>19,750</b>	
<b>Plant , Equip. &amp; Vehicles</b>						
<b>Governance</b>						
Ceo Vehicle 4X4 Wagon (1) Renew	XCEO1	60,000	60,000	55,475	4,525	
Ceo Vehicle 4X4 Wagon (2) - Renew	XCEO2	60,000	60,000	56,073	3,927	
<b>Governance Total</b>		<b>120,000</b>	<b>120,000</b>	<b>111,548</b>	<b>8,452</b>	
<b>Transport</b>						
Truck	XPM4	324,000	324,000	0	324,000	
Mechanics Ute	XPM5	37,697	37,697	37,697	(0)	
Bus	XPM6	221,000			221,000	
MWS Ute	XPWS	70,000	70,000	71,350	(1,350)	
<b>Transport Total</b>		<b>652,697</b>	<b>431,697</b>	<b>109,047</b>	<b>543,650</b>	
<b>Economic Services</b>						
Saleyards (eID Panels)	XSY1	10,780		9,800	9,800	ordered
<b>Economic Services Total</b>		<b>10,780</b>	<b>431,697</b>	<b>9,800</b>	<b>553,450</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>783,477</b>	<b>551,697</b>	<b>230,395</b>	<b>552,102</b>	
<b>Infrastructure Other</b>						
<b>Recreation and Culture</b>						
Harrismith Community Centre Playground- LRCI Phase 4	XHC1	93,886	93,886	69,420	24,466	
Yealering Niche Wall	XYC1	25,000	0	0	25,000	
Tennis Lights	XCNLP	28,618	0	27,087	1,531	
<b>Recreation and Culture Total ( CNLP)</b>		<b>147,504</b>	<b>93,886</b>	<b>96,507</b>	<b>50,997</b>	
<b>Economic Services</b>						
Saleyards Dust Suppression	CLSY1	12,000	0	0	12,000	
<b>Economic Services Total</b>		<b>147,504</b>	<b>93,886</b>	<b>96,507</b>	<b>50,997</b>	
<b>Infrastructure Other Total</b>		<b>159,504</b>	<b>93,886</b>	<b>96,507</b>	<b>0</b>	
<b>Roads</b>						
<b>Transport Regional Road Group</b>						
Wickepin Pingelly Road	RG003	469,840	469,840	393,514	76,326	
Stock Route Road	RRG163	245,645	245,645	348,348	(102,703)	
Rabbit Proof Fence Road - WSNF)	WSB150	1,027,795	953,364	708,620	319,175	
<b>Regional Road Group Total</b>		<b>1,743,280</b>	<b>1,668,849</b>	<b>1,450,481</b>	<b>292,799</b>	
<b>Transport Roads to Recovery</b>						
Villiminning Road	R2R004	575,629	140,281	101,906	38,375	
<b>Roads to Recovery Total</b>		<b>575,629</b>	<b>140,281</b>	<b>101,906</b>	<b>38,375</b>	
<b>Council Resources Construction</b>						
Harrismith Layby - LRCI Phase 4	XH15	50,000	50,000	0	50,000	
Toolibin Layby (LRCI - Phase 4)	XH16	124,000	124,000	0	124,000	
<b>Council Resources Construction Total</b>		<b>174,000</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>Roads Total</b>		<b>2,492,909</b>	<b>1,859,130</b>	<b>1,552,387</b>	<b>381,174.29</b>	
<b>Capital Expenditure Total</b>		<b>3,833,907</b>	<b>2,741,632</b>	<b>2,094,965</b>	<b>1,056,985</b>	



## Shire of Wickepin LEMC Terms of Reference

<b>Adopted:</b>	<b>16 April 2025</b>
<b>Last Reviewed:</b>	
<b>Review Date:</b>	<b>Every 5 years or as required</b>
<b>Associated Legislation:</b>	<b><i>Emergency Management Act 2005</i></b>
<b>Associated Documents:</b>	<b>State Emergency Management Policy and Procedure</b>

### 1.0 Name

Shire of Wickepin Local Emergency Management Committee (LEMC)

### 2.0 Aim

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

### 3.0 Objectives

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

### 4.0 Duties and Responsibilities

Advise and assist the Shire of Wickepin in ensuring that local emergency management arrangements are established for its district.

- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

## **5.0 Membership**

Membership notes:

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

## **6.0 Meeting Management**

### **6.1. Chairperson**

- The Chairperson shall be the Shire of Wickepin Shire President, with the Deputy Shire President or nominated Councillor appointed as the Chairperson's proxy in the absence of the Chair.
- The Local Emergency Coordinator should be appointed as Deputy Chair.

### **6.2. Executive Officer**

- The LEMC Executive Officer is the Chief Executive Officer position within the local government.

### **6.3. Quorum**

- A quorum for the committee will be at least 25% of its voting membership.



#### **6.4. Minutes/Agendas**

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
- A draft agenda will be emailed to members two (2) weeks prior to the meeting. Members have (1) one week to include agenda items and/or comments. The final agenda will be issued to members as soon as possible once items and/or comments have been included.
- Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks after the meeting.

#### **6.5. Schedule**

- Meetings will be held bi-annually (March and September) and are to be scheduled by the Chairperson. The schedule of meeting dates will be advised to Committee Members by the Executive Officer.
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

#### **6.6. Authority**

- The LEMC does not have the authority or power to commit the Council or Shire of Wickepin or any association, organisation, group or individual to expenditure without the Shire's endorsement.
- The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

## 7.0 Schedule 01 – Membership

### 7.1. Community/Agency LEMC Members (Voting):

Member 1	WAPOL Representative
Member 2	Shire of Wickepin BFAC Nominee
Member 3	Department of Communities representative
Member 4	Wickepin Primary School representative
Member 5	Yealering Primary School representative
Member 6	Home & Community Care (HACC) representative
Member 7	Wickepin St. John Ambulance Sub-centre representative
Member 8	Department Fire & Emergency Services (DFES) representative
Member 9	Wickepin Kaolin Mine representative
Member 10	Shire of Wickepin Chief Executive Officer – ex-officio
Member 11	Department of Primary Industries and Regional Development (DPIRD) representative
Member 12	Western Power representative
Member 13	Main Roads WA (MRWA) representative
Member 14	Department of Biodiversity, Conservation and Attractions (DBCA) representative
Member 15	Water Corporation representative

### 7.2. Local Government LEMC Member (Voting):

Member 1	Shire President
Member 2	Deputy Shire President or nominated Councillor

### 7.3 Invited Guests (Non-voting):

Member 1	Shire of Wickepin Manager Works and Services
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## SHIRE OF WICKEPIN

### Local Planning Policy No. 10.3.7: Wind Farm and Renewable Energy Facility

#### 1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Shire of Wickepin Local Planning Scheme No. 4*. This Policy may be cited as *Local Planning Policy 10.3.7: Wind Farm and Renewable Energy Facility*.

#### 2.0 INTRODUCTION

This Policy sets out the local government's position on wind farms and renewable energy facilities (including solar farms).

The Policy requirements are in addition to matters set out in the Western Australian Planning Commission *Position Statement: Renewable Energy Facilities* (or any updates).

Some sections of the Policy particularly relate to wind farms.

#### 3.0 OBJECTIVES

The objectives of this Policy are to:

- Specify information required to support a Development Application and set out key matters to be addressed;
- Protect the health, safety, and amenity of the community;
- Minimise or avoid environmental impacts; and
- Protect agricultural activities and protect approved development.

#### 4.0 APPLICATION OF THIS POLICY

This Policy applies throughout the district.

No development approval is required for a domestic scale wind turbine servicing a single residence or a farming operation where infrastructure is contained on one lot and where it meets Scheme setback requirements for the zone. This is subject to the works not impacting a heritage-protected place.

Development approval is required for all other wind farm and renewable energy facility development.

#### 5.0 POLICY PROVISIONS

##### 5.1 Siting, Separation Distances and Noise Impacts

The local government expects:

- Wind farms and renewable energy facilities to be carefully sited, designed and appropriately operated to minimise impacts on neighbouring properties, the community and other stakeholders;
- Proponents to take account of statutory requirements and commercial risk, including noting that adjoining and nearby non-host landowners are able to construct a single house on each lot that they own;
- That suitable separation distances are provided on the host (proponent) properties. Unless there is a suitable written agreement, the separation distances for noise impacts should not extend onto non-host properties;
- That any wind farm/turbine is located a minimum of 1500 metres from any dwelling or sensitive land use, unless an agreement is entered into with the impacted non-host landowner; and
- That any wind farm/turbine is located a minimum of 1500 metres from any non-host landholding to address landowner statutory rights relating to development (including locating a single house on a rural lot).

The local government expects wind farm proponents to:

- Prepare a suitable Noise Impact Assessment, to the satisfaction of the local government and relevant State Government agencies, to inform the Development Application. The Noise Impact Assessment, amongst matters, to determine potential cumulative impacts on nearby residents and sensitive land uses, construction noise and set out mitigation measures to demonstrate compliance with legislation and best practice;
- Commit, at the Development Application stage (and subject to gaining necessary approvals), to later providing a Noise Impact Mitigation Plan for post-operational noise monitoring, to demonstrate that any constructed wind farm complies with the *Environmental Protection (Noise) Regulations 1997*, and to manage complaints regarding noise impact during the operational phase of the development;
- Comply with the *Environmental Protection (Noise Regulations) 1997* at all times. This includes the Noise Impact Assessment and on-going operations;
- Address the South Australian Environmental Protection Authority *Wind Farms Environmental Noise Guidelines* (2021 or any updated version); and
- Address the Western Australian Planning Commission (WAPC) *Position Statement: Renewable Energy Facilities*.

## 5.2 Other Environmental and Social Impacts

The local government expects proponents of wind farms and renewable energy facilities to suitably address environmental and social considerations including for environmental assets, neighbours, the community and other stakeholders. Consistent with the WAPC *Position Statement: Renewable Energy Facilities*, the local government requires a Development Application to address, avoid and minimise impacts on the environment.

An Environmental Impact Assessment (including environmental survey), to the satisfaction of the local government and relevant State Government agencies, is required to inform the Development Application. The Environmental Impact Assessment is required address *Position Statement: Renewable Energy Facilities*, relevant legislation, site features and site context. The Environmental Impact Assessment is also required to set out mitigation measures.

Amongst matters, wind farms and renewable energy facility proposals should not create negative impacts through:

- Shadowing, flickering, reflection, or blade glint impacts beyond the boundaries of any lot subject to the Development Application;
- Electromagnetic interference;
- Interference with existing lawful uses of adjoining and/or nearby land including rural activities and tourism development;
- Unreasonable interference with normal agricultural or farming activities of adjoining or nearby rural properties including aerial spraying;
- Impacting unlicensed airstrips on farms or Shire operated airstrips. An aviation assessment, by a suitable qualified aviation consultant, may be required to demonstrate that turbines will not impact on aerial spraying activities and/or airstrip operations; and
- Amenity impacts on land zoned for Residential, Rural Residential or similar or land identified in the Local Planning Strategy for future townsite or rural living growth.

The local government will take into consideration any separate environmental processes being undertaken at time of lodgement by proponents, whether it be at a State and/or Commonwealth level.

### **5.3 Visual and Landscape Impact**

Wind farms and turbines are required to be designed to blend with the natural landscape, minimising visual disruption. A Visual and Landscape Impact Assessment, to the satisfaction of the local government and relevant State Government agencies, is required to inform the Development Application. The Visual and Landscape Impact Assessment is required address *Position Statement: Renewable Energy Facilities*. The assessment to include high quality/resolution photographs including views of the existing landscape and photomontages with scaled turbines superimposed.

### **5.4 Traffic Impacts and Road Contributions**

Wind farm and renewable energy facilities can have significant impacts on the condition and serviceability of the local road network, especially during the construction phase. Accordingly, the local government will assess wind farm and renewable energy facility developments for any road contributions, repairs or upgrades to sealed and/or unsealed roads managed by the Shire of Wickpin. This is as a result of construction and/or ongoing activities associated with the development beyond those considered normal day to day access and egress.

The local government may place conditions on any development approval to ensure any costs associated with roads damage, widening, upgrading or other impacts are met by the proponent.

The local government may require a proponent to:

- Prepare a pre-development 'Road and Shire Infrastructure Condition' report that identifies and records the condition of any local roads and Shire infrastructure that will be affected by any route for heavy vehicles and delivery trucks, needed for the construction phase;
- Meet the costs associated with any damage caused to the roads or Shire infrastructure attributable to the construction phase of the development. Any damage shall be rectified by the proponent to the standard identified in the pre-development 'Road and Shire Infrastructure Condition' report;
- Meet all costs of any road upgrading required for construction transport routes and/or the development.

Road contributions will be calculated, for sealed roads, based on the Western Australia Local Government Association's *Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads*. This provides a fair and transparent method for determining the additional maintenance and reconstruction costs attributable to the increased heavy vehicle traffic generated by the wind farm or renewable energy facility development.

Road contributions will be generally negotiated and agreed upon between the local government and the proponent prior to the consideration of the Development Application. Subject to obtaining necessary approvals, the road contributions will be paid by the proponent to the Shire of Wickepin in accordance with the terms and conditions of the agreement.

The local government will use the road contributions to fund necessary road works to maintain and improve the safety and functionality of the local road network.

### **5.5 Community Benefit Fund**

The local government expects proponents to collaborate with the local government to establish a community benefit fund. Unless suitable alternative arrangements are made, to the satisfaction of the local government, the local government will seek to negotiate a baseline contribution of at least **1.5%** of the project value or which is tied to the provision of subsidised local energy for Shire of Wickepin ratepayers.

The local government will also review Commonwealth and/or State schemes and programs relating to renewable energy and consider implications for the Shire of Wickepin. For instance, this could see a Community Renewable Investment Scheme requiring any new large-scale wind farm or renewable energy facility offering a percentage of the project equity to local communities within **30** kilometres of the project.

### **5.6 Decommissioning**

The local government expects that land will be returned to 'pre-development' condition, as far as practical, once any wind farm or renewable energy facility reaches the end of its life. If a proponent seeks to retain some infrastructure on the land, such as roads or turbine foundations, then that needs to be made clear at the Development Application stage.

A Decommissioning Plan must be submitted and approved as part of the Development Application demonstrating principles of recycling, repurposing and rehabilitation. The local government expects the Decommissioning Plan, amongst matters, to suitably address:

- Disconnection from electrical grid;
- Turbines/PV and all ancillary equipment removed and materials recycled where possible;
- All above ground components removed and site rehabilitated to former condition;
- Underground cabling and concrete turbine footings typically remain in the ground (below ploughing depth) unless economical to remove and recycle;
- Access roads, gates and fencing may be removed and land rehabilitated, unless required by the landholder; and
- Funding guarantee – via bond, sinking fund, bank guarantee or similar.

The local government may require proponents to set aside moneys and budgeting for decommissioning costs throughout the life of the development.

The local government expects that substantial decommissioning and remediation works will commence within twelve (12) months of wind turbines or renewable energy facility no longer generating permanently. A breach of this requirement may result in control of the decommissioning fund or security given to the landowner or to an administrator as agreed between the parties to complete the decommissioning.

## **6.0 APPLICATION REQUIREMENTS**

In addition to standard Development Application requirements set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*, a Development Application for wind farm or renewable energy facilities must be accompanied by the following information unless otherwise advised by the local government:

- a) Detailed specifications of the wind farm or renewable energy system to be installed, including site plans detailing setbacks, access, and elevation plans for any building structures;
- b) Noise Impact Assessment;
- c) Environmental Management Plan (informed by an Environmental Survey);
- d) Visual and Landscape Impact Assessment;
- e) Heritage Impact Assessment for any known or registered places or buildings containing Aboriginal or historic cultural heritage significance;
- f) Traffic Management Plan and a Pre-development Road and Shire Infrastructure Condition Report. As required, a Traffic Impact Assessment for traffic activities associated with development during construction, operation and decommissioning may also be required;
- g) Bushfire Management Plan for any land designated by the Fire and Emergency Services Commissioner as being bushfire prone;
- h) Construction Management Plan;
- i) Operational Management Plan;
- j) Decommissioning Plan;
- k) Community Benefit Fund; and
- l) All pre-lodgement consultation outcomes.

## **7.0 PRE-CONSULTATION AND CONSULTATION**

The local government requires that proponents actively engage in early community and stakeholder consultation, prior to lodgement of a Development Application. Early, meaningful community consultation, demonstrating an ongoing commitment to providing clear information and ensuring opportunities for genuine input, is important to delivering good planning outcomes. Pre-lodgement consultation should identify and consider options for eliminating, reducing or otherwise managing impacts, not merely informing communities and stakeholders on the proposed development and layout.

## **8.0 ASSESSING DEVELOPMENT APPLICATIONS**

The Scheme does not currently include 'wind farm' or 'renewable energy facility' in the Zoning Table (Table 1) or in Schedule One - Dictionary of Defined Words and Expressions. Accordingly, 'wind farm' and 'renewable energy facility' are best classified as 'uses not listed' and are required to be assessed and advertised as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The local government will assess Development Applications against clause 67(2), Schedule 2, Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Policy does not bind the local government in respect of any application for development approval but the local government is to have due regard to the objectives and provisions before making its determination.

## 9.0 DEFINITIONS

Unless otherwise noted, terms used in this Policy have common meanings and include those defined in the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Shire of Wickpin Local Planning Scheme No. 4*.

**Renewable Energy Facility** - means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

**Scheme** – *Shire of Wickpin Local Planning Scheme No. 4* or any update.

**Sensitive Land Use** – for the purpose of this Policy, the term ‘sensitive land use’ is as per the definition in the WAPC *Position Statement: Renewable Energy Facilities* as ‘comprise land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time. These include dwellings, short-stay accommodation, schools, hospitals and child care centres and generally exclude commercial or industrial premises.’

**Wind farm** - means premises used to generate electricity by wind force and any associated turbine, building or other structure but does not include anemometers or turbines used primarily to supply electricity for a domestic property or for private rural use.

Local Planning Policy – Document Control				
Responsible Business Unit and/or Officer		Previous Policy Title (if applicable)		Next Review Date
		N/A		
Version	Decision to Adopt/Amend		Brief Details of Modifications	
1.	Meeting Date   Meeting Type   Item Number			
WAPC Approval Required		No	Date approved by the WAPC	N/A
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Department of Planning,  
Lands and Heritage



*We're working for  
Western Australia.*

# Position Statement:

## Renewable energy facilities

March 2020

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## 1. Policy intent

This document outlines the Western Australian Planning Commission (WAPC) requirements to support the consistent consideration and provision of renewable energy facilities within Western Australia. It supersedes *Planning Bulletin 67 Guidelines for Wind Farm Development (2004)*.

The policy identifies assessment measures to facilitate appropriate development of renewable energy facilities. It seeks to ensure these facilities are in areas that minimise potential impact upon the environment, natural landscape and urban areas while maximising energy production returns and operational efficiency.

When reviewed and where relevant, the WAPC will support amendments to incorporate the statutory content from this Position Statement into the *Planning and Development (Local Planning Schemes) Regulations 2015* as model or deemed provisions.

## 2. Renewable energy facilities in Western Australia

The *Western Australian Planning Commission's State Planning Strategy 2050* promotes renewable energy initiatives.

The local planning framework, principally administered by local government, can effectively manage the development assessment of renewable energy facilities.

Renewable energy facilities in Western Australia are principally wind turbine and solar array systems. Other systems include geothermal, biogas, ocean power and hydro-electric power for on-grid and off-grid locations.

Renewable energy can enhance local economies and easily connect into the network grid. The contribution that renewable energy facilities make to the reduction in carbon emissions is an important consideration for the growth of the industry, as well as the socio-economic benefits to the State.

## 3. Application of this policy

This position statement applies to the preparation and assessment of planning instruments including region and local planning schemes, planning strategies, and structure plans; as well as in the assessment of subdivision and development applications in Western Australia.

## 4. Policy objectives

The objectives of this position statement are to:

- guide the establishment of renewable energy facilities to support the *State Energy Transformation Strategy (March 2019)*
- outline key planning and environmental considerations for the location, siting and design of renewable energy facilities
- promote the consistent consideration and assessment of renewable energy facilities
- facilitate appropriate development of renewable energy facilities while minimising any potential impact upon the environment, natural landscape, and urban areas
- encourage informed public engagement early in the renewable energy facility planning process.

## 5. Policy measures

### 5.1 State Planning Framework

Regional and sub-regional strategies, as provided for by *State Planning Policy 1 State Planning Framework*, may provide objectives related to renewable energy, general principles for location in the regions and general guidance for renewable energy facilities in the local planning framework.

### 5.2 Local planning framework

Local governments should address renewable energy facilities in their local planning framework.

#### 5.2.1 Local planning strategy

The local planning strategy should indicate landscape protection areas that should exclude renewable energy facilities. Where a local government does not have an approved strategy, the subject site may require detailed evaluation as to the landscape qualities as part of the overall planning assessment. On and off the grid renewable energy facility considerations may be included in a local planning strategy. For example, areas of high environmental and landscape value may be unsuitable for large scale wind or solar farm development. Visual landscape

analysis, including view shed mapping, may be undertaken to enable important views and landscape character to be identified and protected.

Competing land uses on rural land should be taken into consideration when determining appropriate locations for renewable energy facilities. The provisions of *State Planning Policy 2.5 Rural Planning* need to be considered when assessing appropriate locations for these facilities. Large facilities should be located close to the network grid and preferably on cleared rural land with low agricultural value.

Where practicable, the agricultural use of land should continue after installation of a renewable energy facility. The future growth of regional towns and urban growth areas should not be compromised by renewable energy facilities impacting upon locations that will accommodate future sensitive land uses such as residential dwellings, particularly on the urban-rural fringe.

#### 5.2.2 Local planning scheme

Where applicable, local planning schemes should contain the land use definition of renewable energy facility as per section 6 below, in lieu of the existing definition for a wind farm.

It is recommended that a renewable energy facility be designated in the zoning table of a local planning scheme as an 'A' use (not permitted without discretion and giving notice) of land within the appropriate zones. 'A' land uses require public advertising before the proposal can be determined.

Special Control Areas may be applied within local planning schemes to create special provisions, for example to protect air flight paths, regionally or locally significant key views, or valued landscapes from incompatible land use or development. A renewable energy facility may be specified as an 'X' use (not permitted) in these areas.

Local planning schemes should include provisions to provide direction on matters such as the location, permissibility, terms of operation and development standards of a renewable energy facility. Measures may address potential impacts such as setbacks and vegetation screening from sensitive land uses.

Where the local government has not adopted a local planning strategy, or the local planning scheme does not include provisions to guide decision making on renewable energy facilities, consideration of the above issues may be incorporated into a local planning policy.

### 5.2.3 Local planning policy

A local planning policy can be used to provide specific development standards applicable to renewable energy facilities, and any other matters required to guide the local government in its decision making on a renewable energy facility.

## 5.3 Renewable energy facility proposals

### 5.3.1 Community consultation

Early consultation with the community and stakeholders by the proponents is encouraged to ensure that the proposal is compatible with existing land uses on and near the site.

The local government should be consulted with respect to the community consultation program.

Relevant stakeholders may include:

- Air Services Australia
- Australian Wind Alliance
- Civil Aviation Safety Authority
- Clean Energy Council
- Department of Biodiversity, Conservation and Attractions
- Department of Agriculture, Water and Environment (Australian Government)
- Department of Industry, Science, Energy and Resources (Australian Government)

- Department of Defence (Australian Government)
- Department of Fire and Emergency Services
- Department of Jobs, Tourism, Science and Innovation
- Department of Mines, Industry Regulation and Safety
- Department of Planning, Lands and Heritage
- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Electricity network provider
- Energy Policy WA
- Environmental Protection Authority
- Local government
- Main Roads Western Australia
- National Farmers Federation
- Western Australian Planning Commission

### 5.3.2 Environmental impact

An environmental survey of the site should be conducted prior to the commencement of the renewable energy facility design. The type, location and significance of flora and fauna, particularly rare endangered or threatened communities that may be impacted, should be described and mapped so that remnant native vegetation and sensitive areas can be avoided.

Facilities should be located near the grid to minimise clearing of vegetation for grid connection power lines. Solar arrays over a large area may have a significant effect on the clearing of native vegetation. Already cleared farming land may offer a practical solution to minimise any environmental impact.

To understand the impact of wind turbines on birds and bats, the following matters should be considered:

- stopover sites, local bird species roosting and nesting sites
- location of bat colonies
- areas of high raptor activity
- the cumulative impact of wind turbines on migration routes.

The positioning of wind turbines outside of migratory routes may reduce the risk of avian strikes. An avian study should be undertaken when this risk is identified.

Proposals that may have a detrimental impact upon the environment should be referred to the Department of Water and Environmental Regulation (DWER) and the Environmental Protection Authority (EPA). The proposal could be referred by the decision-making authority, the proponent, or any individual.

The EPA *Environmental Factor Guideline - Flora and vegetation* (December 2016) and *EPA Environmental Factor Guideline - Social Surroundings* (December 2016) should be used to inform the environmental assessment.

The EPA will determine whether the proposal should be subject to an environmental impact assessment (see *EPA Guidance Statement No.33 Environmental Guidance for Planning and Development* (May 2008) for further information).

Referral to the Commonwealth Minister for the Environment through the Department of Agriculture, Water and Environment, under the *Environment Protection and Biodiversity Conservation Act 1999*, may also be required for matters of national environmental significance.

### 5.3.3 Visual and landscape impact

The location and siting of a renewable energy facility may require a visual and landscape impact assessment that addresses:

- landscape significance and sensitivity to change, site earthworks, topography, extent of cut and fill, the extent and type of vegetation, clearing and rehabilitation areas, land use patterns, built form character, public amenity and community values

- likely impact on views including the visibility of the facility using view shed analysis and simulations of views from significant viewing locations including residential areas, major scenic drives and lookouts
- layout of the facility including the number, height, scale, spacing, colour, surface reflectivity and design of components, including any ancillary buildings, signage, access roads, and incidental facilities
- measures proposed to minimise unwanted, unacceptable or adverse visual impacts.

*Visual Landscape Planning in WA: a manual for evaluation, assessment, siting and design, (November 2007)* and the Australian Wind Energy Association and the Australian Council of National Trusts Publication *Wind Farms and Landscape Values (2005)* provide detailed guidance on visual landscape impact assessments.

#### **5.3.4 Noise impact (wind turbine proposals)**

The minimum recommended distance between noise-sensitive land uses and a wind turbine is 1,500 metres\*.

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\* Evidence suggests that there are unlikely to be any significant effects on physical or mental health for noise-sensitive land uses at distances greater than 1,500m from wind turbines Source: National Health and Medical Research Council (February 2015 ref # EH57)

The minimum distance may be reduced with the approval of the local government, based upon advice from DWER.

Proposals for new wind turbines within 1,500 metres of an existing or new noise-sensitive premises (excluding caretaker dwellings) will require an acoustic study to enable the local government to determine the acceptability of a lesser separation distance. The acoustic study should be completed by a qualified acoustic consultant and include the provision of suitable noise attenuation measures, where required. Noise emissions from renewable energy facilities, including wind turbines, are required to meet the standards prescribed under the *Environmental Protection (Noise) Regulations 1997*. The *South Australian Environmental Protection Authority – Wind Farms Environmental Noise Guidelines (2009)* should also be referenced for assessment purposes. These guidelines acknowledge the potential for operation in the presence of higher wind-induced background noise levels.

#### **5.3.5 Public and aviation safety**

Appropriate measures should be provided, in consultation with the local government, to manage public access near a renewable energy facility (particularly wind turbines)

and any public building, road or pathway including visitor facilities such as car parks, platforms, information facilities and toilets.

Wind turbines proposed in areas subject to cyclones need to be designed and constructed to enable safe stowage if high winds are forecast.

Proponents of wind turbine proposals should refer to the *National Airports Safeguarding Framework (NASF) Guideline D: Managing the Risk to Aviation Safety of Wind Turbine Installation (Wind Farms) / Wind Monitoring Towers* to determine any potential aviation safety risks and possible mitigation measures. Any potential aviation safety risks identified require consultation with Civil Aviation Safety Authority (CASA), Air Services Australia and/or the Commonwealth Department of Defence.

Wind turbines and solar arrays in bushfire prone areas should be designed and maintained so they are not a bushfire risk to surrounding bushland, and where possible should not be in bushfire prone areas with an 'extreme' bushfire hazard level or bushfire attack level (BAL) - 40 or BAL- Flame Zone. A minimum 10 metres clearance to combustible vegetation in the form of an Asset Protection Zone (APZ) is recommended. The APZ should be managed in a low threat state, in accordance with the *Guidelines for Planning in Bushfire Prone Areas (DPLH/DFES: 2017)*.

#### **5.3.6 Heritage**

Some locations may hold Aboriginal heritage, natural or historic heritage significance which may impact site suitability. An assessment should address:

- local archaeological and ethnographical records
- any impact upon the natural environment that have aesthetic, historical, scientific or social significance or other special value for the present and future community
- any impact upon the historic heritage characteristics of adjoining/nearby places with an impact assessment of the proposal undertaken where relevant.

Consultation with the Department of Planning, Lands and Heritage may be required if heritage issues are identified. Appropriate consultation should be undertaken with respect to Aboriginal heritage matters.

#### **5.3.7 Construction impact**

It is important to accommodate the full scope of works to occur on the site in the development of a renewable energy facility. Consideration needs to be given to potential staging that may occur including one type of renewable energy being

subsequently complemented by a second type of renewable energy to supplement continuity of feed into the grid, for example, wind turbines supplemented by solar arrays on the same site.

Key matters that should be addressed during the construction phase are:

- a site construction management plan that identifies standards and procedures for the construction of the development including the management of environmental emissions such as dust and noise
- site disturbance should be minimised during construction through careful siting and measures to address erosion, drainage run-off, flooding, water quality, retention of remnant vegetation, stabilisation of top soil, and weed and disease hygiene
- vehicle and machinery access and movement.

A decommissioning program should be separately developed in relation to removal of the facility and any rehabilitation requirements.

## 6. Definitions

**Caretaker dwelling** has the same meaning as under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Renewable energy facility** means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

**Sensitive land uses** comprise land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time. These include dwellings, short-stay accommodation, schools, hospitals and child care centres and generally exclude commercial or industrial premises.

the local planning strategy sets out the long-term planning directions for the Scheme area.

### **Division 2 — Local planning policies**

#### **3. Local planning policies**

- (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.
- (2) A local planning policy —
  - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and
  - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.
- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- (4) The local government may amend or repeal a local planning policy.
- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### **4. Procedure for making local planning policy**

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —
  - (a) publish in accordance with clause 87 the proposed policy and a notice giving details of —
    - (i) the subject and nature of the proposed policy; and
    - (ii) the objectives of the proposed policy; and
    - (iii) how the proposed policy is made available to the public in accordance with clause 87; and
    - (iv) the manner and form in which submissions may be made; and

- As at 03 Nov 2024  
[PCO 00-s0-00]



- (7) Subclause (6) is an ongoing publication requirement for the purposes of clause 87(5)(a).

*[Clause 4 amended: SL 2020/252 r. 46.]*

**5. Procedure for amending local planning policy**

- (1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.
- (2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

**6. Revocation of local planning policy**

A local planning policy may be revoked —

- (a) by a subsequent local planning policy that —
- (i) is prepared in accordance with this Part; and
  - (ii) expressly revokes the local planning policy;
- or
- (b) by a notice of revocation —
- (i) prepared by the local government; and
  - (ii) published by the local government in accordance with clause 87.

*[Clause 6 amended: SL 2020/252 r. 47.]*

**Part 3 — Heritage protection**

**7. Terms used**

In this Part —

*heritage area* means an area designated as a heritage area under clause 9;

*heritage list* means a heritage list established under clause 8(1);

*place* has the meaning given in the *Heritage Act 2018* section 7(1).

*[Clause 86 amended: SL 2020/252 r. 78.]*

**Part 12 — Miscellaneous**

*[Heading inserted: SL 2020/252 r. 79.]*

**87. Requirements for making documents available to public**

- (1) This clause applies if under a provision of this Scheme the local government is required to publish in accordance with this clause a notice, plan, application or other document (the *document*).
- (2) The local government must make the document available in accordance with the applicable requirements of subclauses (3) to (5).

Note for this subclause:

Under clause 88, the Commission may approve varied requirements that apply if it is not practicable for the local government to publish documents in accordance with subclauses (3) to (5).

- (3) For all documents, the local government must —
  - (a) publish on the website of the local government —
    - (i) the document; or
    - (ii) a hyperlink to a webpage on which the document is published;
  - and
  - (b) if it is reasonably practicable to do so — make a copy of the document available for public inspection at a place in the district of the local government during normal business hours.
- (4) If the document is a notice and the local government considers that it is appropriate in the circumstances for the notice to be published in a newspaper, the local government must also ensure that the notice is published in a newspaper circulating in the relevant locality in the local government district.

- (5) The local government must ensure that the document remains published under subclause (3)(a) and (if applicable) available for public inspection under subclause (3)(b) —
- (a) if the document is published in compliance with a requirement that is expressed to be an ongoing publication requirement — at all times that the document is in effect; or
  - (b) if the document is published in compliance with a requirement to advertise for submissions under this Scheme — during the whole of the period within which submissions may be made; or
  - (c) if paragraphs (a) and (b) do not apply — during a period that the local government considers is reasonable.

*[Clause 87 inserted: SL 2020/252 r. 79.]*

**88. Commission may approve varied requirements for publication of documents and advertising of complex applications**

- (1) In this clause —
- complex application notice and signage requirements* means the requirements of clause 64(3)(b) and (c) in relation to advertising complex applications;
- document* has the meaning given in clause 87(1);
- publication requirements* means the requirements of clause 87(3) to (5) in relation to making documents available to the public.
- (2) If the Commission considers that it is not practicable for the local government to comply with any of the publication requirements in relation to documents that it is or may become required to publish, the Commission may give the local government a written notice approving varied requirements that apply in relation to the local government making documents available to the public.
- (3) If a notice under subclause (2) is in effect, the local government is taken to comply with the applicable publication requirements in relation to a document if the local government complies with those requirements as varied by the notice.
- (4) If the Commission considers that it is not practicable for the local government to comply with any of the complex application notice and