



Attachments

Ordinary Council Meeting
Wednesday 19 November 2025

Date	Wednesday 19 November 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 14 November 2025



7.1.1 Confirmation of Minutes of Previous Ordinary Council Meeting



Minutes

Ordinary Council Meeting
Monday 20 October 2025

Date	Monday 20 October 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	23 October 2025



Notice of Meeting

Please be advised that an Ordinary Council Meeting of the Council of the Shire of Wickepin has been held at 3:30pm on Monday 20 October 2025 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in black ink, appearing to read "David Burton".

David Burton
Chief Executive Officer
20 October 2025

Disclaimer

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

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1 Declaration of Opening

The Presiding Member declared the meeting open at 3.32pm.

The Presiding Member announced that the meeting is being recorded in accordance with section 14I of the Local Government Administrations 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.

1.1 Swearing in of Councillors by I Moore JP.

Returning Members Cr Wes Astbury, Cr Lindsay Corke, Cr Ty Miller as well as new member Cr Darryl Gaull were sworn in by Mrs Irene Moore JP.

1.2 Election of Shire President

The current President vacated the Chair at 3.37pm. CEO David Burton resumed the chair.

The Local Government Act 1995 Schedule 2.3, Division 1, Section 4 indicates in part that the Council is to elect a Councillor to fill the office of President and that the election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.

Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.

If a Councillor is nominated by another Councillor, the nominee must confirm to the Chief Executive Officer, orally or in writing that he or she is willing to be nominated for the office.

In the event of two or more nominations being received ballot papers will be issued to councillors and an election held.

CR F Allan nominated Cr J Russell as President – Cr Russell accepted the nomination.
Cr D Gaull nominated Cr W Astbury as Shire President – Cr W Astbury declined.

With no other nominations, Cr J Russell elected as Shire President and CEO David Burton yielded the Chair back to Cr J Russell at 3.39pm.

Cr Russell was sworn into the position of Shire President.

1.3 Election of Deputy Shire President

The Local Government Act 1995 Schedule 2.3, Division 2, Section 8 indicates in part that the Council is to elect a Councillor (other than the President) to fill the office of Deputy President.

Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.

If a Councillor is nominated by another Councillor, the nominee must confirm, orally or in writing, that he or she is willing to be nominated for the office.

In the event of two or more nominations being received ballot papers will be issued to councillors and an election held.

Cr W Astbury nominated Cr L Corke as Deputy Shire President – Cr L Corke declined.

Cr F Allan Nominated Cr T Miller as Deputy Shire President – Cr T Miller accepted.

As there were no further nominations for Deputy President, Cr T Miller was elected as Deputy Shire President.

Cr T Miller was sworn into the role of Deputy Shire President.

Cr Russell thanked Mrs. Irene Moore JP for swearing in the Councillors as well as Shire President & Deputy Shire President. Mrs Moore vacated the chambers at 3.42pm.

2 Attendance

2.1 Present

Councillors

J Russell	President
T Miller	Deputy President
F Allan	Councillor
J Mearns	Councillor
W Astbury	Councillor
L Corke	Councillor
D Gaul	Councillor

Employees

D Burton	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
G Cross	Manager Works & Services
J Harvey	Executive Support Officer

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil.

3.2 Public Question Time

Nil.

4 Apologies and Leave of Absence

4.1 Apologies

Nil.

4.2 Previously Approved Leave of Absence

Nil.

4.3 Requests for Leave of Absence

Nil.

5 Petitions, Memorials and Deputations**5.1 Petitions**

Nil.

5.2 Memorials

Nil.

5.3 Deputations

Nil.

6 Declarations of Councillors and Officers Interest

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

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

The following declarations of interest have been disclosed – Ty Miller Financial Interest Item Saleyard – req to stay in room due to having amendments that believes will benefit Shire
Cr Russell – Saleyards Item Proximity Interest & speed zone change impartiality interest

Item	Item Title	Councillor/Officer	Interest	Reason
13.12	Wickepin Sheep Saleyards Agents' Agreements 2025 - 2030	Cr Ty Miller	Financial	Sale is held each year at the premises.
13.12	Wickepin Sheep Saleyards Agents' Agreements 2025 - 2030	Cr Julie Russell	Impartiality	Own paddock adjacent, in vicinity of location.
13.9	INTERSECTION SPEED CHANGE CONCERNS	Cr Julie Russell	Impartiality	Owner of paddock nearby, in vicinity of location. As item does not deal with

				development zoning or use of the property, the interest is not a proximity interest.
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7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held Wednesday 17 September 2025

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 17 September 2025, as included in Attachment 7.1.1, as a true and accurate record.

Council Decision

Resolution **OCM-201025-01**
Moved **Cr F Allan**
Second **Cr L Corke**

That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 17 September 2025, as included in Attachment 7.1.1, as a true and accurate record, with the amendment in Item 13.1 to correct a typographical error in the resolution changing the Municipal Funds amount from \$279,544.73 to \$278,544.73.

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

NOTE – Resolution amended to correct a typographical error in the September 2025 minutes.

8 Motions of Which Notice Has Been Given

9 Receipt of Committee Minutes or Reports and Consideration of Recommendations

9.1 Minutes of the Bush Fire Control Officers Meeting held on Tuesday 26 August 2025.

Officer Recommendation

That Council receives the minutes of the Bush Fire Control Officers Meeting held on Tuesday 26 August 2025, as included in Attachment 9.1.1.

Council Decision

Resolution **OCM-201025-02**
Moved **Cr W Astbury**
Second **Cr L Corke**

That Council receives the minutes of the Bush Fire Control Officers Meeting held on Tuesday 26 August 2025, as included in Attachment 9.1.1.

Carried 7/0

For Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr Astbury, Cr L Corke,
Cr D Gaull

Against Nil

10 Report by the President

Presidents Report October 2025

Following the Shire of Wickepin Fire Control Officers AGM held on August 26th, congratulations are extended to Chief Fire Control Officer Luke Lansdell, Deputy Chief Fire Control Officer Toby Russell, and all Fire Control Officers who have taken their posts for the upcoming fire season of 2025/26.

Thank you to Ceo David and Councillor Thompson who attended the WALGA Conference AGM in Perth from 22nd to 24th September.

On 30th September CEO David, MWS Grant and Myself attended the Lakes Subgroup Wheatbelt South Regional Road Group meeting in person at Dumbleyung to discuss the upcoming road programmes and funding requirements.

We then attended the full Wheatbelt South Regional Road Group meeting which was held at Wickepin on Friday 10th October. Projects for the upcoming 2025-26 year were revised, and any amendments were endorsed. Projects and funding for the 2026-27 year were endorsed.

Local Government Elections were held on October 18th. Shire of Wickepin had 4 vacancies and congratulations are extended to returning Councillors Wes Astbury, Lindsay Corke and Ty Miller and to new Councillor Darryl Gaull who were elected to fill the vacancies.

A big Thank You is extended to outgoing Councillor Peter Thompson for his time, dedication and commitment to the Shire of Wickepin over the past 4 years.

Meetings that I have attended in the past month are:

September 30th – Lakes subgroup Wheatbelt South Regional Road Group at Dumbleyung

October 9th – Central Country Zone Executive Committee Special Meeting

October 10th – Wheatbelt South Regional Road Group at Wickepin

11 Report by the Chief Executive Officer

19th September Meeting with Brian Shipley – Yealering Bowling Club – building extensions.

22nd September Meeting – Kulin - Wheatbelt Business Network – Lunchtime Learning

22nd to 24th Sept WALGA Conference AGM – networking.

25th September Webinar Dept of energy Mines, Industry Regulation and Safety – Mapping future ready transmission network for the SWIS

25th September Meeting with Shire President

30 th September	Lakes Subgroup – Regional Road Group Meeting.
30 th September	Meeting with Cr Mearns
1 st October	Meeting with Staff Member
	Meeting with Returning Officer – Elections.
	Meeting with Golf Clubs for 2026 LGIS Tournament
2 nd October	Meeting with President
	Ten Mile Fire Brigade AGM
3 rd October	Attended CRC Communita.
8 th October	LGIS Tier 1 Assessment – meeting with LGIS
	Attended CRC AGM
9 th October	Discussion with CRC for 2025 Seniors Lunch.
10 th October	Wheatbelt South Regional Road Group.
14 th October	Meeting with a Representative from YPA for Yealering ideas.
15 th October	Risk Management Advisory Group Teams Meeting – LGIS
	2025-26 High Risk Weather Season Briefing – NEMA.
17 th October	Townsendale Bushfire Brigade AGM.

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			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Alcohol Consumption & Sale Approval – Wickepin Community Centre, 7 September 2025, WICKEPIN FOOTBALL CLUB	02/09/2025	CEO
A13	Hire of Community Halls / Community Centre	CEO	Waiver of Hire Fees – Wickepin Railway Building, Tour Group Lunch 16 September 2025, WICKEPIN HISTORY GROUP	2/09/2025	CEO
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions and donations to sporting and community groups	CEO	Ladies Tennis Day Sponsorship Approval – WICKEPIN TENNIS CLUB, 17 October 2025	19/09/2025	CEO

12 Notices of Motions for the Following Meeting

13 Reports and Information

13.1 Monthly Schedule of Accounts Paid – September 2025

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	8 October 2025
Attachment	13.1.1 – Monthly Schedule of Accounts Paid – September 2025

Summary

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

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for September 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 13.1.1**.

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 –

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	EFT 15669-15670,15673-15725	\$156,307.97
Cheques	16020-16023	\$17,958.38
Direct Deductions	September 2025	\$1,942.34
Superannuation	September 2025	\$16,821.96
Credit Card	September 2025	\$ 817.72
BPay Payments	September 2025	\$1,708.37
Payroll	September 2025	\$104,336
Licensing	September 2025	\$25,831.85
Municipal Fund Total		\$325,724.59
Trust Fund		
Electronic Funds Transfer	EFT 156670-15672	\$ 181.65
Cheques		\$
Trust Fund Total		\$181.65
Total		\$325,906.24

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 \$325,724.59 and Trust of \$181.65 for September 2025, as included in Attachment 13.1.1.

Council Decision**Resolution** OCM-201025-03**Moved** Cr F Allan**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 \$325,724.59 and Trust of \$181.65 for September 2025, as included in Attachment 13.1.1.

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

13.2 Statement of Financial Activity – September 2025

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	8 October 2025
Attachment	13.2.1 - Statement of Financial Activity – September 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 September 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 13.2.1**.

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 ImplicationsCurrent 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 September 2025, as included in **Attachment 13.2.1**.*

Council Decision

Resolution	OCM-201025-04
Moved	Cr F Allan
Second	Cr J Mearns

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending September 2025, as included in **Attachment 13.2.1**.*

Carried 7/0

For Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul

Against Nil

13.3 Council Chambers Seating Arrangements

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	GO.CME.1323
Author	J Harvey – Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	8 October 2025
Attachments	Nil

Summary

Council is to proceed with the allocation of seating arrangements in accordance with clause 11.4.1 of the Standing Orders excepting –

- 1. That the first seat on the table to the left of the head table and last seat on the table to right of the head table be reserved for staff seating*
- 2. That last seat on the table to left of the head table be reserved for Cr Mearns in recognition of his mobility limitations.*

Background

Following the recent Local Government Council Elections, it is necessary for Council to determine and formalise the seating arrangements for the new two-year term. Once established, these seating positions will remain in place for the duration of the term.

It should be noted that the Standing Orders of the Shire are not confirmed as a Local Law and therefore not enforceable. This allows Council free determination of how seating can be done for the Council Meeting.

Comments

Council can determine the process of selecting chairs for Members. This could be through:

- Selection through the spheres
- Remain as current
- Any other selection process.

Statutory Environment

Regulation 10 – Local Government (Administration) Regulations

Shire of Wickepin Local Laws Relating to Standing Orders 1998 – Clause 11.4. Members to Occupy Own Seats

- 11.4.1 At the first ordinary meeting attended by a councillor after election, the Chief Executive Officer shall allot by random draw, a position at the council table to each councillor and the councillor shall, until such time as there is a call by a majority of councillors for a re-allotment of positions, occupy that position when present at meetings of the council.
- 11.4.2 No councillor shall be deemed to be present unless occupying that member's allotted place within the council chambers.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Absolute Majority for revoking of Council Resolution.

Recommendation

That Council proceed with the allocation of seating arrangements in accordance with clause 11.4.1 of the Standing Orders excepting –

- 1. That the first seat on the table to the left of the head table and last seat on the table to right of the head table be reserved for staff seating*
- 2. That last seat on the table to left of the head table be reserved for Cr Mearns in recognition of his mobility limitations.*

Council Decision**Resolution** OCM-201025-05**Moved** Cr T Miller**Second** Cr F Allan

That Council proceed with the allocation of seating arrangements in accordance with clause 11.4.1 of the Standing Orders excepting –

- 1. That the first seat on the table to the left of the head table and last seat on the table to right of the head table be reserved for staff seating*
- 2. That last seat on the table to left of the head table be reserved for Cr Mearns in recognition of his mobility limitations.*

Carried 7/0**For** Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaull**Against** Nil**Council Decision****Resolution** OCM-201025-06**Moved** Cr J Mearns**Second** Cr D Gaull

That council members remain in current seating.

Carried 7/0

For Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul

Against Nil

13.4 Council Committees and Reference Groups

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	CR.MEE.224
Author	Jordyn Harvey – Executive Support Officer
Authorised By	David Burton – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	8 October 2025
Attachments	Attachment 13.4.1 – Current and proposed Terms of Reference

Summary

For Council to determine the re-establishment of Council Committees following the October 2025 ordinary local government elections.

Background

A local government may establish Committees pursuant to Section 5.8 of the Local Government Act 1995 to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the Local Government Act and Council's Standing Orders.

Section 5.9 of the Local Government Act allows for a Committee to comprise –

- (a) Council members only
- (b) Council members and employees
- (c) Council members, employees and other persons
- (d) Council members and other persons
- (e) Employees and other persons; or
- (f) Other persons only

A Committee system with maximum efficiency is one that contains justified Committees and establishes *Terms of Reference* to guide them.

Committees under the Local Government Act may be delegated powers from Council, in which case, additional requirements are imposed on the committee and the members of the committee. The Terms of Reference for Committees and Working Groups have been developed on the basis that no delegation of powers are to be made to any committee. Delegations to Reference Groups are not permitted by the Act.

The Local Government Act does not specifically require that the establishment of committees and their terms of reference are reviewed. Once established, the committee continues until disbanded by resolution of Council, and the committee's terms of reference continue until amended by resolution of Council. However, as tenure for the members of a committee under Section 5.11 of the Local Government Act 1995 is for a maximum of two years, concluding at each ordinary local government election, it is considered the post-election period an opportune time to review the committees and working groups and their associated Terms of Reference for relevance and purpose.

Legislation generally provides that

- The Shire President may exercise a right to be a member of any committee,
- The committee itself is to elect its presiding person and deputy; and
- If an employee is to be a voting member of a Committee the CEO has the right to be that employee, ex-officio, or to nominate a specific employee to be a member.

Establishment of a committee, determination of membership and terms of reference is required to be by absolute majority.

Changes to a committee or reference group terms of reference or establishment may be made at any time by Council resolution.

Comments

The officer recommendation proposes the following:

- Audit and Governance Committee – re-establish but change name to Audit, Risk and Improvement Committee, review terms of reference.
- Local Emergency Management Committee – re-establish committee and review terms of reference.
- Bush Fire Control Officers Committee – re-establish committee and review terms of reference.
- Australia Day Reference Group – re-establish reference group and develop terms of reference.
- Townscape and Cultural Planning Reference Group – disband (not re-establish).
- Albert Facey Homestead Reference Group – re-establish reference group and review terms of reference.

Explanatory information on the above recommendations is set out below.

- *Audit and Governance Committee – re-establish but change name to Audit, Risk and Improvement Committee, review terms of reference.*

Once the committee has been established, a review of the Terms of Reference shall be undertaken to ensure alignment with current regulations and governance requirements.

- *Local Emergency Management Committee – re-establish committee and develop terms of reference.*

Section 38 of the Emergency Management Act 2005 requires a local government to establish one or more local emergency management committees for its district.

Section 39 of the Emergency Management Act 2005 states the functions of a local emergency management committee as –

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

No terms of reference for the Committee appear to exist so in effect the above currently forms the terms of reference.

Updated terms of reference have been prepared for Council's consideration (refer attachment).

- *Bush Fire Control Officers Committee – re-establish committee and develop terms of reference.*

Section 67 of the Bush Fires Act 1954 provides that a Council may appoint a Bush Fire Advisory Committee. Specifically sub-clause (1) of this section states:

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising 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, prosecutions for breaches of this Act, 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.

No terms of reference for the Committee appear to exist so in effect the above currently forms the terms of reference.

Updated terms of reference have been prepared for Council's consideration (refer attachment).

- *Australia Day Reference Group – re-establish reference group and develop terms of reference.*
- *Townscape and Cultural Planning Reference Group – disband (not re-establish).*

It is recommended that the Townscape and Cultural Planning Reference Group be formally disbanded and not re-established. The group currently comprises mostly Councillors, as the majority of previous community members have requested to be removed from the group.

A small consultative group can be established for items if required, to assist staff in planning for changes and upgrades. This may be more effective than having a formalised group. Matters relating to townscape and cultural planning will be considered directly by Council. Once decisions have been made, they will be released for public comment to ensure community input continues to be part of the process.

Comment from a former member: While recommendations were made and recorded during group meetings, they were not always reflected in final Council decisions. There was a perception that the group's input, particularly around townscape matters, did not significantly influence outcomes.

- *Albert Facey Homestead Reference Group – re-establish reference group and develop terms of reference.*

Statutory Environment

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the *Local Government Act 1995*.
- Clause 5.10(2) of the *Local Government Act 1995* states:
 - (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a

member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

- Clause 5.10(4) of the *Local Government Act 1995* states:
(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- Clause 1.2 Shire of Wickpin Standing Orders
The proceedings or all council meetings, committee meetings and other meetings or the council shall be governed by these Standing Orders unless otherwise provided in the Act, regulations, or any other law.
- Sections 38 and 39 of the Emergency Management Act 2005 requires a local government to establish one or more local emergency management committees for its district and sets out the functions of such a committee.
- Section 67 Bush Fires Act allows for appointment of a Bush Fire Advisory Committee (Bush Fire Control Officers Committee)

Policy Implications

Nil

Financial Implications

Councillor delegates to committees are entitled to claim a meeting sitting fee and travel expenses. These costs have been allowed for in the annual budget.

Strategic Implications

Nil

Voting Requirement

Absolute Majority

Officer Recommendation

1. *That Council establish the following committees for a 2 year term, expiring 18 October 2027 and adopt the updated terms of reference for each committee as included in the attachments:*
 - *Audit, Risk and Improvement Committee*
 - *Local Emergency Management Committee*
 - *Bush Fire Control Officers Committee*
2. That Council appoint the following members to the Audit, Risk and Improvement Committee:
 - *Independent Chair Shelly Starr & Deputy Independent Chair Tina Astbury*
 - *All Councillors*

Council Decision

Resolution OCM-201025-07

Moved **Cr J Mearns**
Second **Cr T Miller**

2. That Council appoint the following members to the Audit, Risk and Improvement Committee:

- *Independent Chair Shelly Starr & Deputy Independent Chair Tina Astbury*
- *All Councillors*

Carried 7/0

For **Cr J Russell, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr T Miller, Cr L Corke, Cr D Gaul**

Against **Nil**

3. That Council appoint the following members to the Local Emergency Management Committee:

- *Shire President*
- *One councillor – Cr Lindsay Corke*
- *Shire of Wickepin Chief Bush Fire Control Officer or a representative from Shire of Wickepin bush fire brigades as nominated by the Chief Bush Fire Control Officer.*

4. That Council note that the following agencies or services will be invited to participate as members of the Local Emergency Management Committee:

- *DFES*
- *Department of Communities*
- *Department of Health/local health services*
- *Department of Education/local schools*
- *Main Roads Western Australia*
- *Police*
- *St John's Ambulance*

5. That Council appoint the following members to the Bush Fire Control Officers Committee:

- *Chief Bush Fire Control Officer*
- *Deputy Chief Bush Fire Control Officer*
- *All Fire Control Officers for the Shire of Wickepin*

6. That Council note that the following agencies or services will be invited to participate as members of the Bush Fire Control Officers Committee:

- *DFES*
- *Police*
- *St John's Ambulance*
- *Local School Principals*

7. That Council disband and not re-establish the Townscape and Cultural Planning Reference Group, and note that matters relating to townscape and cultural planning will be considered directly by Council. Outcomes and decisions will be made available for public comment to ensure ongoing community engagement in the planning process.

8. *That Council appoint the following members to the Albert Facey Homestead Reference Group:*

- *Any interested councillors (as nominated at the Council Meeting)*
- *John Mearns*
- *Dave Astbury*
- *Libby Heffernen*
- *Charlotte Astbury*
- *Luci Sartori*
- *Shelley Starr*
- *Heather Tobin*

9. *That Council appoint the following members to the Australia Day Reference Group:*

- *Cr W Astbury*
- *Cr F Allan*
- *Cr J Mearns*
- *Cr D Gaull*
- *Cr J Russell*

Council Decision

Resolution **OCM-201025-08**

Moved **Cr F Allan**

Second **Cr J Mearns**

That all recommendations are accepted by Council.

Carried **7/0**

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaull**

Against **Nil**

13.5 Council Delegates to External Committees/Groups

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	CR.MEE.224
Author	J Harvey - Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	8 October 2025
Attachments	Nil

Summary

Appoint elected member representatives to external Committees or groups affiliated with the Shire of Wickepin.

Background

During the term of the previous Council, various external Committees requested the appointment of a Councillor delegate. An external Committee is one not established by Council (under the Local Government Act 1995), but run independently by another organisation.

Committees that had a Council delegate during the 2023-25 period were:

WALGA Central Country Zone – Cr W Astbury, Cr J Russell
 Wheatbelt South Regional Road Group – Cr J Russell, Cr P Thompson (Deputy)
 Regional Joint Development Assessment Panel – Cr J Russell, Cr W Astbury, Cr P Thompson (Alternate Member), Cr J Mearns (Alternate Member)
 Grain Freight Network – Wheatbelt Railway Retention Alliance – Cr J Russell
 Central Agcare – Cr F Allan
 Facey Group – Cr T Miller
 Wickepin Community Resource Centre – Cr T Miller, Cr J Russell

Comments

Council is required to have delegates to the WALGA Zone, Regional Road Group and Regional Joint Development Assessment Panel. For the other committees/groups Council should, on a biennial basis at least, determine the appropriateness and value in having a delegate.

It is recommended that the Shire President call for nominations from councillors and determine delegates accordingly.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Councillors performing in a role as an official delegate of the Shire of Wickepin to a committee or external group is entitled to claim meeting sitting fees and travel expenses. These costs have been accommodated in the annual budget.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council appoint delegates to the following external committees or groups:

- *WALGA Central Country Zone*
- *Wheatbelt South Regional Road Group*
- *Regional Joint Development Assessment Panel*
- *Grain Freight Network – Wheatbelt Railway Retention Alliance*
- *Central Agcare*
- *Facey Group*
- *Wickepin Community Resource Centre*

Council Decision

Resolution **OCM-201025-09**

Moved **Cr T Miller**

Second **Cr W Astbury**

That Council appoint delegates to the following external committees or groups:

- *WALGA Central Country Zone – Cr T Miller*
- *Wheatbelt South Regional Road Group – Cr J Russell, Cr W Astbury*
- *Regional Joint Development Assessment Panel – Cr W Astbury, Cr J Mearns & 2 Proxy (Cr J Russell, Cr D Gaul)*
- *Grain Freight Network – Wheatbelt Railway Retention Alliance – Cr J Russell*
- *Central Agcare – Cr F Allan*
- *Facey Group – Cr T Miller*
- *Wickepin Community Resource Centre – Cr T Miller, Cr J Russell*

Carried **7/0**

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul**

Against **Nil**

13.6 Bush Fire Control Officers Meeting Recommendations

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	CR.MEE.224
Author	J Harvey – Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	13 October 2025
Attachments	Nil

Background

The Bush Fire Control Officers Committee meeting was held on Tuesday 26 August 2025.

Comments

The Bush Fire Control Officers Committee meeting was held on Tuesday 26 August 2025 and passed the following recommendations:

12.1 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

Officers Recommendation

Moved T Leeson, Seconded C Sims that the restricted, prohibited and restricted periods are noted for the season.

CARRIED

Restricted Burning – 1 October to 31 October 2025

Prohibited Burning – 1 November to 7 February 2025

Restricted Burning – 8 February to 14 April 2025

Moved T Leeson, Seconded C Sims that the updated restricted, prohibited and restricted periods are to be actioned for change.

CARRIED

At the Bushfire Brigades FCO Meeting, it was noted that the crops are generally dry or close to dry by the end of November and harvest is starting earlier. As a result, the group requested the change for the start of the prohibitive period to be permanent rather than being assessed each year. This will reduce the pressure on FCO's to approve burning permits in what could be a dangerous period for fires.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council;

1. Endorses the updated burning periods as proposed by the Fire Control Officers, to be adopted on a permanent basis; and
2. Authorises the Chief Executive Officer (CEO) to undertake all necessary actions and liaise with the Department of Fire and Emergency Services (DFES) to facilitate the permanent amendment of the burning periods in accordance with regulatory requirements.

Council Decision**Resolution OCM-201025-10****Moved Cr W Astbury****Second Cr L Corke*****That Council;***

- 1. Endorses the updated burning periods as proposed by the Fire Control Officers, to be adopted on a permanent basis; and***
- 2. Authorises the Chief Executive Officer (CEO) to undertake all necessary actions and liaise with the Department of Fire and Emergency Services (DFES) to facilitate the permanent amendment of the burning periods in accordance with regulatory requirements.***

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

13.7 Administration Office & Works Depot Closure - Christmas Trading Hours 2025/2026

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	PE.EC.1
Author	J Harvey – Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	13 October 2025
Attachments	Nil

Summary

The purpose of this report is for Council to consider the closure of the Administration Office and Works Depot trading hours for the 2025/2026 Christmas period.

An early decision will inform the community well in advance of the office closure and thus allow residents to make arrangements to meet their commitments.

Background

In previous years, traditionally Council has approved the closure of the Administration Office for the period between Christmas and New Year.

Comments

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally the number of enquiries and transactions during this period has been low.

The Depot crew also take leave during this period, however there will be staff available to attend any emergencies that may be required to be attended to.

Normally this time of the year is quiet and Council generally allows staff time off over this period and the CEO believes the same should happen this year. In the previous years when the office is closed through the Christmas break, the shire has advertised the hours both on the front counter and in the Watershed News to give people the opportunity of completing urgent business or licensing prior to the Christmas break. The normal closure in previous years has been found to be of very little inconvenience to the public as most government/office services close over this period.

The additional time before Christmas allows staff to travel in comfort to family venues reducing fatigue and travel concerns. This allows safer travel for staff and to fully enjoy the Christmas spirit without having to travel a great distance on the day.

Executive Staff will still be contactable during this period and some staff will be available for emergencies.

The Shire of Wickepin Tip hours will remain the same.

It is the officer's recommendation to support this request for the Christmas and New Year's closure period with emergency numbers to be available and distributed for the aspect of any significant emergencies or requirements that may be needed to be addressed over this period of time.

Statutory Environment

Local Government Industry Award 2020

25.5 Annual close-down

[25.5 renamed and substituted by PR583026 ppc 29Jul16]

An employer may require an employee to take annual leave as part of a close-down of its operations by giving at least four weeks' notice.

Policy Implications

There is no policy associated with this item.

Financial Implications

As staff will be using public holidays as provided by the award, rostered days off, annual leave or unpaid leave to cover this time, there will be no additional cost to Council.

Strategic Implications

Strategic Implications

GOAL - Governance

Objective: 12 Our communities are informed via multiple channels of regular intervals

Strategy: 12.1 Provide meaningful communication that delivers information regularly and succinctly.

Voting Requirement

Simple majority

Officer Recommendation

That Council;

1. Approves the trading hours for 2025/2026 Christmas period be as follows:

Monday 22 December	Open
Tuesday 23 December	Open
Wednesday 24 December	Closed - Employee Annual Leave
Thursday 25 December	Closed – Public Holiday (for Christmas Day)
Friday 26 December	Closed – Public Holiday (for Boxing Day)
Monday 29 December	Closed - Employee Annual Leave
Tuesday 30 December	Closed - Employee Annual Leave
Wednesday 31 December	Closed - Employee Annual Leave
Thursday 1 January	Closed – Public Holiday (for New Year's Day)
Friday 2 January	Closed - Employee Annual Leave
Monday 5 January	Reopening to normal hours

2. Authorises the Chief Executive Officer that the closure and emergency contacts being published on the Shire's website, Facebook page, notice boards and the Watershed in the months leading up to the Christmas period; and
3. Notes that the Chief Executive Officer to ensure that there will be staff available for call outs in the event of an emergency.

Council Decision**Resolution** **OCM-201025-11****Moved** **Cr T Miller****Second** **Cr L Corke*****That Council;******1. Approves the trading hours for 2025/2026 Christmas period be as follows:***

<i>Monday 22 December</i>	<i>Open</i>
<i>Tuesday 23 December</i>	<i>Open</i>
<i>Wednesday 24 December</i>	<i>Closed - Employee Annual Leave</i>
<i>Thursday 25 December</i>	<i>Closed – Public Holiday (for Christmas Day)</i>
<i>Friday 26 December</i>	<i>Closed – Public Holiday (for Boxing Day)</i>
<i>Monday 29 December</i>	<i>Closed - Employee Annual Leave</i>
<i>Tuesday 30 December</i>	<i>Closed - Employee Annual Leave</i>
<i>Wednesday 31 December</i>	<i>Closed - Employee Annual Leave</i>
<i>Thursday 1 January</i>	<i>Closed – Public Holiday (for New Year's Day)</i>
<i>Friday 2 January</i>	<i>Closed - Employee Annual Leave</i>
<i>Monday 5 January</i>	<i>Reopening to normal hours</i>

2. Authorises the Chief Executive Officer that the closure and emergency contacts being published on the Shire's website, Facebook page, notice boards and the Watershed in the months leading up to the Christmas period; and***3. Notes that the Chief Executive Officer to ensure that there will be staff available for call outs in the event of an emergency.*****Carried** **7/0****For** **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul****Against** **Nil**

13.8 Dual Fire Control Officer – Shire of Narrogin & Shire of Wagin

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Narrogin / Shire of Wagin
File Reference	ES.APN.901
Author	J Harvey - Executive Support Officer
Authorised By	D Burton - Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	13 October 2025
Attachments	Attachment 13.8.1 - Shire of Narrogin – Dual Fire Control Officers Letter Attachment 13.8.2 - Shire of Wagin – Dual Fire Control Officers Letter

Summary

In accordance with legislation requirements, the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisations under the *Bush Fires Act 1954*, in fulfilling their duty.

Background

The BFCO meeting was held earlier this year and prior to the adjoining Shires advising of their Dual Fire Control Officers for the Shire of Wickepin. The CEO has since received notification of Dual Fire Control Officers for the Shire of Wickepin from the following Shires:

Shire of Narrogin Troy Smith

Shire of Wagin S Angwin

Comments

Council will need to appoint the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shires for the 2025/2026 Bush Fire Season:

Shire of Narrogin Troy Smith

Shire of Wagin S Angwin

A copy of the letter from the Shire of Narrogin and the Shire of Wagin is provided in **Attachments 13.8.1 & 13.8.2**.

Statutory Environment

Bush Fires Act 1954

38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

- (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

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

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

Policy Implications

There are no policies applicable to this item.

Financial Implications

There is no impost on the Shire's finances in relation to this matter.

Strategic Implications

GOAL - Community

Objective: 9 Our communities are engaged, have a healthy lifestyle and are safe.

Strategy: 9.8 Emergency service planning is coordinated and articulated

9.14 Develop community readiness to cope with natural disasters and emergencies

Voting Requirement

Simple Majority

Officer Recommendation

That Council appoints under Section 38 of the Bush Fires Act 1954, the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire of Narrogin and the Shire of Wagin as the authorized officers in the capacity of Dual Fire Control Officer for the 2025/2026 Bush Fire Season:

Shire of Narrogin Troy Smith

Shire of Wagin S Angwin

Council Decision

Resolution OCM-201025-12

Moved Cr T Miller

Second Cr W Astbury

That Council appoints under Section 38 of the Bush Fires Act 1954, the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire of Narrogin and the Shire of Wagin as the authorized officers in the capacity of Dual Fire Control Officer for the 2025/2026 Bush Fire Season:

Shire of Narrogin Troy Smith

Shire of Wagin S Angwin

Carried 7/0

For Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul
Against Nil

Cr Russell declared a impartiality interest to the following item and stayed in the chambers.

13.9 INTERSECTION SPEED CHANGE CONCERNS

Submission to	Ordinary Council Meeting
Location / Address	Wickepin Townsite
Name of Applicant	Shire of Wickepin
File Reference	GR.SL.1446
Author	D Burton - Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	13 October 2025
Attachments	Nil

Summary

This report is to request that Main Roads Western Australia (MRWA) consider alternative action for the speed limit sign changes at the intersection of the Kondinin-Williams Road and Old Cemetery Road.

Background

Previously, the entrance to Wickepin from the east on the Kondinin-Williams Road was speed limited from 110km per hour to a reduction zone of 80km per hour and then into the town area with 50km per hour.

This allowed reduced speeds when vehicles were entering or exiting from the Old Cemetery Road from the Kondinin-Williams Road.

Recently, MRWA has changed the speed designations in the area, with the speed changing from 110km per hour straight down to 50km per hour for the townsite, or accelerating vehicles to go from 50km per hour to 110km per hour.

Comments

The change in the speed limit zones is a result of the new process being followed by MRWA, and we are starting to see the changes in the speed zone from 110km per hour to 55km per hour in other areas, including the entrance from the north of town.

There are signs warning of the change in speed limits, which reduce the speed of vehicles entering the townsite, but vehicles that are exiting the town want to accelerate as early as possible when exiting the town, as there is no longer a mid-range speed zone. This has caused some concerns with near misses when someone is turning into the Yarling Brook Estate.



At the intersection of the Kondinin-Williams Road and Old Cemetery Road on the eastern side of the Wickepin Townsite, the change in speed limits is only a few meters past the intersection with the Old Cemetery Road. Larger vehicles wanting to gain speed as they exit the town are a concern with vehicles that are slowing down to turn into the estate area. As more land is developed in that area, this problem will only increase.

It may also be a concern as vehicles that have not slowed sufficiently from the 110km per hour zone would have vehicles almost come to a stop to enter the residential area. A buffer zone as previously used, would make this a safer intersection.

It is recommended that the CEO write to MRWA and raise the concerns of the intersection and vehicle issues. The concern would also include the request for reinstatement of a 'buffer zone' of 80km per hour to reduce the acceleration of vehicles exiting the town. MRWA may request that some evidence be gathered for consideration, and this can be done through surveying the users of the access road if required.

As the new system for speed entry into towns has been changed and the use of buffer zones are being phased out, the success of this request may be hampered and an alternative used.

Financial Implications

While Strategic Implications

GOAL – Infrastructure

Objective: 1. Roads are a key economic driver across the Shire

Strategy: 1.1 Improve road safety and connectivity

Voting Requirement

Simple Majority

Officer Recommendation

*That Council **AUTHORISES** the Chief Executive Officer to write to Main Roads Western Australia to raise the concern of the intersection of the Kondinin-Williams Road and Old Cemetery Road on the western edge of the Wickepin Townsite and request the consideration of a speed buffer zone.*

Council Decision

Resolution **OCM-201025-13**

Moved **Cr D Gaul**

Second **Cr J Mearns**

*That Council **AUTHORISES** the Chief Executive Officer to write to Main Roads Western Australia to raise the concern of the intersection of the Kondinin-Williams Road and Old Cemetery Road on the **eastern edge** of the Wickepin Townsite and request the consideration of a speed buffer zone.*

Carried **7/0**

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul**

Against **Nil.**

13.10 New Delegation – A19 Native Flora – Seed Collection

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	David Burton – Chief Executive Officer
File Reference	GO.AUT.1320
Author	David Burton – Chief Executive Officer Lara Marchei – Governance Officer
Interest Disclosures	Nil
Report Written Date	9 October 2025
Attachments	Attachment 13.10.1 – New Delegation – A19 Native Flora - Seed Collection

Summary

The purpose of this report is to recommend to Council to adopt a new Native Flora Seed Collection delegation, A19 Native Flora – Seed Collection, Council to the CEO, for the purpose to permit the collection of native seeds on lands under Council's control.

Background

The Shire of Wickepin from time to time receives requests for permission to be granted to collect native seeds from land vested in the Shire of Wickepin.

Council does not have a Native Flora/Seed Collection policy or delegation and all requests are presented to Council for consideration.

Comments

This delegation will allow for the Chief Executive Officer (CEO) the authority to grant permission to collect native flora seeds on lands under Council's control. This will reduce administrative duties in preparing an item for Council and allow for a prompt response to requests for seed collection.

The Officer's recommendation is to support Council to endorse the new Delegation – A19 – Native Flora – Seed Collection. The new delegation is contained in **Attachment 13.10.1**.

Statutory Environment

Section 2.7 of the *Local Government Act 1995*, states:

2.7. Role of council

(1) *The council —*

(a) *governs the local government's affairs; and*

(b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

(a) *oversee the allocation of the local government's finances and resources; and*

(b) *determine the local government's policies.*

Furthermore, Section 5.42 of the *Local Government Act 1995*, provides further guidance for delegation of powers, it states:

5.42. Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
- (a) *this Act other than those referred to in section 5.43; or*
- (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Absolute Majority

Recommendation

*That Council adopts, by absolute majority, the Delegation A19 – Native Flora – Seed Collection as contained in **Attachment 13.10.1**, effective immediately.*

Council Decision

Resolution **OCM-201025-14**

Moved **Cr J Mearns**

Second **Cr D Gaul**

*That Council adopts, by absolute majority, the Delegation A19 – Native Flora – Seed Collection as contained in **Attachment 13.10.1**, effective immediately.*

Carried **7/0**

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul**

Against **Nil**

NOTE - Addition of the following conditions for the delegation:

- *Seed collection is prohibited on days declared as Harvest Bans or Total Fire Bans.*
- *Prior to collection, the operator must certify that:*
 - *Vehicles and equipment have been cleaned to prevent contamination;*
 - *Appropriate biosecurity measures are in place to minimise cross-contamination; and*
 - *All necessary licences and permits for seed collection are held.*

13.11 Amendment to Fees & Charges 2025/2026 – Key Bond Fee

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	David Burton – Chief Executive Officer
File Reference	FM.BU.1209
Author	David Burton - Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	8 October 2025
Attachments	Nil

Summary

This report is for Council to consider an amendment to the Schedule of Fees and Charges for 2025/2026 to include a key bond fee.

Background

Currently Council does not have a key bond fee to be paid by users when hiring of a council facility.

Comments

In recent times it has become apparent that users of Council venues are not adhering to conditions of hire by not returning keys immediately following hire/use of the facility.

In reviewing administration operations and consulting with surrounding Shires it was decided that a key bond fee be implemented to be paid at the time of collection of key. The Key Bond will enable better tracking of keys as the initial person who paid the bond will be responsible until the key is returned. If the key is not returned, the bond will be forfeited.

The fee will be \$50 per key for all Council buildings and properties and will be refunded on return of key.

The Shire will be required to advertise this new fee and charge for a period of 21 days by legislation. It will be advertised in the Watershed, Facebook and the Shire's website.

Statutory Environment

Local Government Act 1995, Part 6 – Financial Management

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*

- (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) *supplying goods;*
- (f) *such other service as may be prescribed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) *imposed* during a financial year; and*
- (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

(1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) *the cost to the local government of providing the service or goods; and*
- (b) *the importance of the service or goods to the community; and*
- (c) *the price at which the service or goods could be provided by an alternative provider.*

(2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

(3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

- (a) *under section 5.96; or*
- (b) *under section 6.16(2)(d); or*
- (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

Policy Implications

Nil

Financial Implications

The income for this will be classified as Revenue raised from fees and charges and will be held within the Annual Budget.

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

Absolute Majority

Officer Recommendation

That Council:

1. *Adopts the new fee for key bond at \$50 per key; and*
2. *Authorise the Chief Executive Officer to advertise the new fee and charge for the prescribed period.*

Amended Council Decision

Resolution **OCM-201025-15**

Moved **Cr D Gaull**

Second **Cr**

That Council:

1. *Adopts the new fee for key bond at \$50 per key for the Wickepin Community Centre; and*
2. *\$20 for all other facilities; and*
3. *Authorise the Chief Executive Officer to advertise the new fees and charges for the prescribed period.*

Carried **0/0**

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaull**

Against

Amendment to Council Decision lapses due to lack of seconder.

Council Decision

Resolution **OCM-201025-16**

Moved **Cr W Astbury**

Second **Cr F Allan**

That Council:

1. *Adopts the new fee for key bond at \$50 per key; and*
2. *Authorise the Chief Executive Officer to advertise the new fees and charges for the prescribed period.*

Carried **6/1**

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaull**

Against **Cr D Gaull**

Cr Russell declared an impartiality interest to the following item and stayed in the chambers.

Cr Miller declared a Financial interest to the following item and left the chambers at 4.37pm.

Council Decision

Resolution OCM-201025-17

Moved Cr W Astbury

Second Cr J Mearns

Cr J Russell moved that Cr T Miller be requested to return to the Chamber to participate in the discussion and vote, as Cr Miller has items to contribute to the recommendation.

Carried 7/0

For Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul

Against Nil

Council considered that Cr Miller's interest would have minimal financial impact on the use of the facility, but Cr Miller's experience with the facility would be valuable for the item.

Cr Miller returned to the chambers at 4.40pm and advised of the resolution.

13.12 Wickepin Sheep Saleyards Agents' Agreements 2025 - 2030

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	David Burton – Chief Executive Officer
File Reference	LD.MM.6, RD.LIA.2406
Author/s	David Burton – Chief Executive Officer Lara Marchei – Governance Officer
Interest Disclosures	The authors have no financial, proximity or impartiality interests in this item.
Report Written Date	9 October 2025
Attachments	Attachment 13.12.1 – Wickepin Sheep Saleyards Agents' Agreement

Summary

Council is asked to renew the agreements with the users of the Wickepin Sheep Saleyards for the period 1 July 2025 – 30 June 2030.

Background

The Wickepin Sheep Saleyards are currently operated under an agreement basis, currently with Nutrien, Elders and AWN. Nutrien and Elders agreements expired 30 June 2023, and AWN expired 30 June 2025.

Comments

The agreement is for a five year period and covers the operations of the Wickepin Sheep Saleyards, situated on Wickepin-Pingelly Rd/Richter St, Wickepin.

The agreements were previously endorsed at the May 2025 Ordinary Meeting of Council but upon revision by Elders prior to signing, various amendments to the agreement were requested. The amended agreement has now been finalised and is contained in **attachment 13.12.1**. The changes are noted in **RED** for additional wording and the deletions are noted with **STRIKE OUT** in **BLUE**. Minor number and formatting changes were also made.

The agreement lays down the fees per head which enter or are present at the saleyards on sale day. Currently the fees are \$0.55 per head (GST inclusive) as listed in the 2025/26 fees and charges adopted by Council.

Statutory Environment

Local Government Act 1995.

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

Fees and charges for the Wickepin Sheep Saleyards as set in the 2025/26 budget is \$0.55 per head GST inclusive.

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 the users of the Wickepin Sheep Saleyards be offered the amended Wickepin Sheep Saleyards Agreement as contained in attachment 13.12.1.*
2. *That the Shire President and CEO be authorised to sign and place the common seal of the Shire of Wickepin on the amended agreements once signed by the users.*

Council Decision

Resolution OCM-201025-18

Moved Cr L Corke

Second Cr D Gaull

- 1. That the users of the Wickepin Sheep Saleyards be offered the amended Wickepin Sheep Saleyards Agreement as contained in attachment 13.12.1. With further dot points listed:**

Damage to property –

- **The Agent must report any damage to the Shire within 24 hours to allow sufficient time for repairs.**
 - **The Agent must ensure all rubbish is removed, and the area left in a neat and tidy condition.**
 - **The Agent must ensure gates are closed after use to ensure entrances to the town remain presentable.**
- 2. That the Shire President and CEO be authorised to sign and place the common seal of the Shire of Wickepin on the amended agreements once signed by the users.**

Carried 7/0

For Cr J Russell, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr T Miller, Cr L Corke, Cr D Gaul

Against Nil

14 Confidential Reports and Information

Nil

15 Urgent Business

Nil

16 Closure

With no further business, the Presiding Member declared the meeting closed at 4.44pm



13.1.1 List of Accounts October 2025

List of Accounts Due & Submitted to Council

October-25

Chq/EFT	Date	Name	Trust	Muni
EFT15759	23/10/2025	WES ASTBURY	\$ 100.00	
EFT15760	23/10/2025	LG CORKE	\$ 100.00	
EFT15761	23/10/2025	DARRYL GAULL	\$ 100.00	
EFT15762	23/10/2025	SS & P MARTIN	\$ 120.00	
EFT15763	23/10/2025	TYRON MILLER	\$ 100.00	
EFT15764	23/10/2025	PETER THOMPSON	\$ 100.00	
21102025	22/10/2025	WICKEPIN COMMUNITY FUND	\$ 76,902.56	
		TOTALS TRUST	\$ 77,102.56	
EFT15726	09/10/2025	AUSTRALIA POST		\$ 702.24
EFT15727	09/10/2025	AIR LIQUIDE WA PTY LTD		\$ 58.90
EFT15728	09/10/2025	ARGUS PEST CONTROL		\$ 6,893.12
EFT15729	09/10/2025	BMR MECHANICAL PTY LTD		\$ 3,275.01
EFT15730	09/10/2025	Civic Legal		\$ 5,506.60
EFT15731	09/10/2025	DUFFY ELECTRICS		\$ 5,665.00
EFT15732	09/10/2025	EDWARDS MOTORS PTY LTD		\$ 521.45
EFT15733	09/10/2025	EVERLON BRONZE		\$ 1,181.40
EFT15734	09/10/2025	ECO-EDGE ENVIRONMENTAL SERVICES		\$ 4,026.00
EFT15735	09/10/2025	GREAT SOUTHERN FUEL SUPPLIES		\$ 12,595.65
EFT15736	09/10/2025	HANCOCKS HOME HARDWARE		\$ 32.00
EFT15737	09/10/2025	ELIZABETH HEFFERNAN		\$ 20.00
EFT15738	09/10/2025	BERYLE HOLM		\$ 1,457.87
EFT15739	09/10/2025	HITACHI CONSTRUCTION MACHINERY AUSTRALIA		\$ 4,588.85
EFT15740	09/10/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA		\$ 1,640.00
EFT15741	09/10/2025	LGISWA		\$ 139,662.55
EFT15742	09/10/2025	NARROGIN HARDWARE MAKIT		\$ 384.60
EFT15743	09/10/2025	NARROGIN BEARING SERVICES		\$ 2,703.00
EFT15744	09/10/2025	NARROGIN CARPETS & CURTAINS		\$ 100.00
EFT15745	09/10/2025	NARROGIN GASWORX		\$ 60.00
EFT15746	09/10/2025	NARROGIN CONSULTANCY SERVICES		\$ 9,310.00
EFT15747	09/10/2025	PERFECT COMPUTER SOLUTIONS - PCS		\$ 382.50
EFT15748	09/10/2025	RPM HIRE AUSTRALIA PTY LTD		\$ 1,777.60
EFT15749	09/10/2025	R J SMITH ENGINEERING		\$ 731.50
EFT15750	09/10/2025	TANYA MARY SANDS		\$ 587.10
EFT15751	09/10/2025	SHIRE OF NARROGIN		\$ 156.00
EFT15752	09/10/2025	TEAM GLOBAL EXPRESS PTY LTD		\$ 42.61
EFT15753	09/10/2025	TINCURRIN RURAL SERVICES		\$ 1,842.50
EFT15754	09/10/2025	UNITING CHURCH WA		\$ 252.00
EFT15755	09/10/2025	WICKEPIN DISTRICT SPORTS CLUB		\$ 1,710.00
EFT15756	09/10/2025	WEST AUSTRALIAN NEWSPAPERS		\$ 500.00
EFT15757	15/10/2025	AQUATIC SERVICES WA		\$ 5,561.33
EFT15758	16/10/2025	AUSTRALIAN TAXATION OFFICE		\$ 21,811.00
EFT15765	23/10/2025	BURGESS RAWSON (WA) PTY LTD		\$ 4,644.97
EFT15766	23/10/2025	DUFFY ELECTRICS		\$ 1,957.29
EFT15767	23/10/2025	EDWARDS MOTORS PTY LTD		\$ 20,876.00
EFT15768	23/10/2025	EWEN RURAL SUPPLIES		\$ 7,102.77
EFT15769	23/10/2025	EDGE PLANNING AND PROPERTY		\$ 2,335.77
EFT15770	23/10/2025	FULFORD EARTHMOVING & CIVIL		\$ 4,004.00
EFT15771	23/10/2025	HANCOCKS HOME HARDWARE		\$ 16.00
EFT15772	23/10/2025	M.E PUMP WIZARDS		\$ 2,519.00
EFT15773	23/10/2025	MILLER RURAL SERVICES		\$ 200.00

Chq/EFT	Date	Name	Trust	Muni
EFT15774	23/10/2025	GREAT SOUTHERN WASTE DISPOSAL		\$ 7,759.45
EFT15775	23/10/2025	NARROGIN BEARING SERVICES		\$ 2,926.68
EFT15776	23/10/2025	NARROGIN QUARRY OPERATIONS		\$ 1,129.52
EFT15777	23/10/2025	ORIGO		\$ 23,471.80
EFT15778	23/10/2025	REPCO		\$ 347.50
EFT15779	23/10/2025	SHIRE OF NARROGIN		\$ 382.00
EFT15780	23/10/2025	TAMMA GRAINS AUSTRALIA PTY LTD		\$ 250.00
EFT15781	23/10/2025	WICKEPIN NEWSAGENCY		\$ 368.30
EFT15782	23/10/2025	YENER MAINTENANCE AND PLANT HIRE		\$ 10,560.00
		TOTALS EFT		\$ 326,589.43
16024	09/10/2025	SYNERGY		\$ 2,448.45
16025	09/10/2025	WATER CORPORATION		\$ 6,641.74
16026	23/10/2025	SYNERGY		\$ 2,766.76
16027	23/10/2025	WATER CORPORATION		\$ 2,313.73
16028	23/10/2025	DMIRS - BOND ADMINISTRATOR		\$ 260.00
		TOTALS CHEQUE		\$ 11,982.23
DD16119.1	01/10/2025	CRISP WIRELESS PTY LTD		\$ 238.00
		TOTALS DIRECT DEBIT		\$ 238.00
DD16202.1	23/10/2025	ANZ BANK		\$ 3,119.36
		TOTALS CREDIT CARD		\$ 3,119.36
DD16124.1	01/10/2025	AWARE SUPER		\$ 5,121.97
DD16124.2	01/10/2025	ANZ SUPER		\$ 234.73
DD16124.3	01/10/2025	PRIME SUPER		\$ 580.36
DD16124.4	01/10/2025	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 581.99
DD16124.5	01/10/2025	ESSENTIAL SUPER		\$ 195.15
DD16124.6	01/10/2025	AMP SIGNATURE SUPER		\$ 288.37
DD16124.7	01/10/2025	REST INDUSTRY SUPER		\$ 296.31
DD16124.8	01/10/2025	MLC SUPER FUND - PLUM SUPER		\$ 553.57
DD16124.9	01/10/2025	AUSTRALIAN SUPER		\$ 275.52
DD16158.1	15/10/2025	AWARE SUPER		\$ 5,538.08
DD16158.2	15/10/2025	ANZ SUPER		\$ 172.38
DD16158.3	15/10/2025	PRIME SUPER		\$ 617.42
DD16158.4	15/10/2025	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 677.33
DD16158.5	15/10/2025	ESSENTIAL SUPER		\$ 223.95
DD16158.6	15/10/2025	AMP SIGNATURE SUPER		\$ 288.37
DD16158.7	15/10/2025	REST INDUSTRY SUPER		\$ 345.31
DD16158.8	15/10/2025	MLC SUPER FUND - PLUM SUPER		\$ 553.57
DD16158.9	15/10/2025	AUSTRALIAN SUPER		\$ 323.52
DD16185.1	29/10/2025	AWARE SUPER		\$ 5,386.28
DD16185.2	29/10/2025	ANZ SUPER		\$ 231.06
DD16185.3	29/10/2025	PRIME SUPER		\$ 616.48
DD16185.4	29/10/2025	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 667.86
DD16185.5	29/10/2025	ESSENTIAL SUPER		\$ 195.15
DD16185.6	29/10/2025	AMP SIGNATURE SUPER		\$ 288.37
DD16185.7	29/10/2025	REST INDUSTRY SUPER		\$ 295.37
DD16185.8	29/10/2025	MLC SUPER FUND - PLUM SUPER		\$ 553.57
DD16185.9	29/10/2025	AUSTRALIAN SUPER		\$ 275.52
		TOTALS SUPERANNUATION		\$ 25,377.56
98011025	01/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 546.70
89021025	02/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 1,397.60
98031025	03/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 52.50
98061025	06/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 161.50
98071025	07/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 168.00
98081025	08/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 284.50
98091025	09/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 538.45

Chq/EFT	Date	Name	Trust	Muni
98101025	10/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 260.85
98141025	14/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 979.50
98151025	15/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 62.40
98161025	16/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 5,404.85
98171025	17/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 184.55
89211025	21/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 2,390.20
89241025	24/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 364.40
89271025	27/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 464.90
89291025	29/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 730.40
89301025	30/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 48.80
89311025	31/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 2,698.30
		TOTALS LICENSING		\$ 14,794.10
1/10/2025	01/10/2025	PAYROLL		\$49,434.00
15/10/2025	15/10/2025	PAYROLL		\$52,205.00
29/10/2025	29/10/2025	PAYROLL		\$51,644.00
		TOTALS PAYROLL		\$ 153,283.00
		ACCOUNT TOTALS	\$ 77,102.56	\$ 535,383.68
		TOTAL PAYMENTS OCTOBER 2025		\$ 612,486.24

Chq/EFT	Date	Name	Trust	Muni
		Credit Card Payment Summary		
		23/09/2025 TO 22/10/2025		
		CARD ENDING XXXX224175		
	DATE	COMPANY	AMOUNT	
	24/09/2025	QUAY PERTH	\$ 683.64	
	24/09/2025	QUAY PERTH	\$ 1,137.27	
	14/10/2025	SHIRE OF WICKEPIN	\$ 32.00	
	14/10/2025	SHIRE OF WICKEPIN	\$ 361.35	
	14/10/2025	SHIRE OF WICKEPIN	\$ 52.10	
	17/10/2025	SEEK	\$ 302.50	
			\$ 2,568.86	
		CARD ENDING XXXX244131		
	DATE	COMPANY	AMOUNT	
	5/10/2025	KMART	\$ 20.00	
	5/10/2025	KMART	\$ 49.00	
	13/10/2025	SEEK	\$ 291.50	
			\$ 360.50	
			\$ 95.00	
			\$ 95.00	
			<u>\$3,119.36</u>	
		FUEL CARD TOTALS SEPTEMBER 2025		
	Job	Job Description	Line Total	
	P248	SEPTEMBER 2025- FUEL ACCOUNT	\$ 1,645.91	
	P342	SEPTEMBER 2025- FUEL ACCOUNT	\$ 1,546.13	
	P1955A	SEPTEMBER 2025- FUEL ACCOUNT	\$ 3,519.20	
	P1915	SEPTEMBER 2025- FUEL ACCOUNT	\$ 146.40	
	P698	SEPTEMBER 2025- FUEL ACCOUNT	\$ 254.63	
	P2433	SEPTEMBER 2025- FUEL ACCOUNT	\$ 342.88	
	P2489	SEPTEMBER 2025- FUEL ACCOUNT	\$ 188.87	
	P664	SEPTEMBER 2025- FUEL ACCOUNT	\$ 68.93	
	P454	SEPTEMBER 2025- FUEL ACCOUNT	\$ 27.24	
	P2473	SEPTEMBER 2025- FUEL ACCOUNT	\$ 960.05	
	P468	SEPTEMBER 2025- FUEL ACCOUNT	\$ 94.86	
	P706	SEPTEMBER 2025- FUEL ACCOUNT	\$ 376.09	
	P632	SEPTEMBER 2025- FUEL ACCOUNT	\$ 141.78	
	PCEO	SEPTEMBER 2025- FUEL ACCOUNT	\$ 288.49	
	P237	SEPTEMBER 2025- FUEL ACCOUNT	\$ 272.83	
	P2567	SEPTEMBER 2025- FUEL ACCOUNT	\$ 701.10	
	PMWS	SEPTEMBER 2025- FUEL ACCOUNT	\$ 1,278.07	
	P813	SEPTEMBER 2025- FUEL ACCOUNT	\$ 742.19	
			<u>\$12,595.65</u>	



13.2.1 Monthly Financial Report October 2025



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickpin

Compilation Report

For the Period Ended 31 October 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 October 2025 of \$753,635.

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: 5-Nov-25

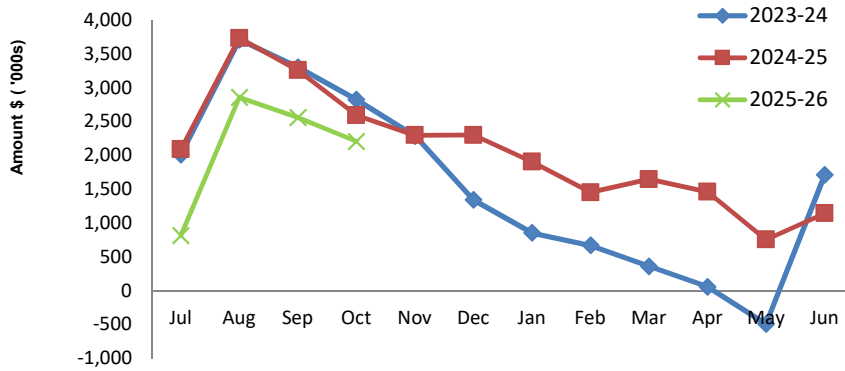
Reviewed by: David Burton CEO

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 October 2025

Liquidity Over the Year (Refer Note 3)



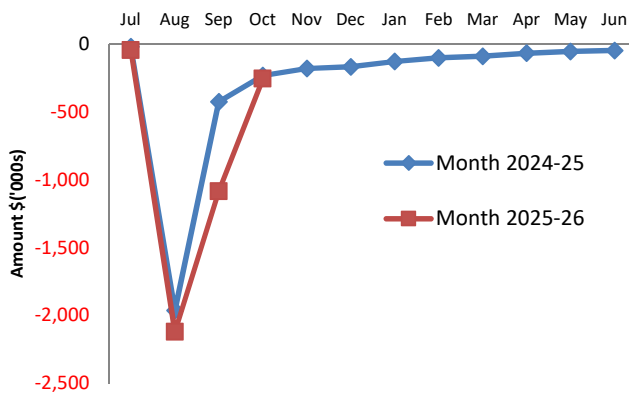
Cash and Cash Equivalents as at period end

Unrestricted	\$	2,093,265
Restricted	\$	3,681,298
	\$	<u>5,774,563</u>

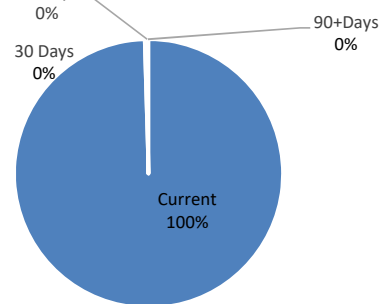
Receivables

Rates	\$	253,958
Other	\$	253,810
	\$	<u>507,768</u>

Rates Receivable (Refer Note 6)



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



Comments

Unrestricted cash includes the following payments in advance

25/26 Grants Commission - General	\$	622,862.00
25/26 Grants Commission - Roads	\$	386,093.00
Amounts paid in advance	\$	<u>1,008,955.00</u>

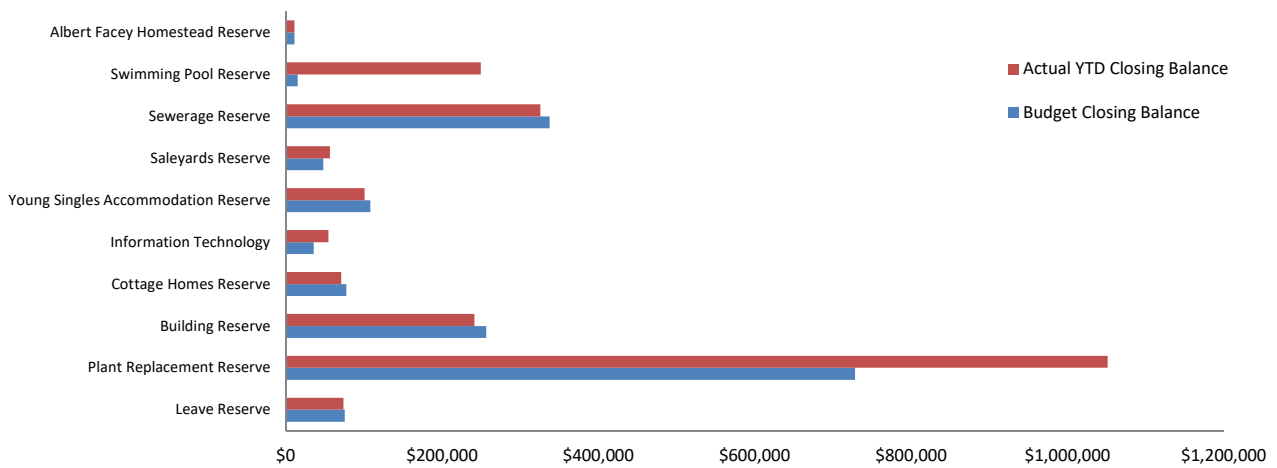
This information is to be read in conjunction with the accompanying Financial Statements and notes.

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

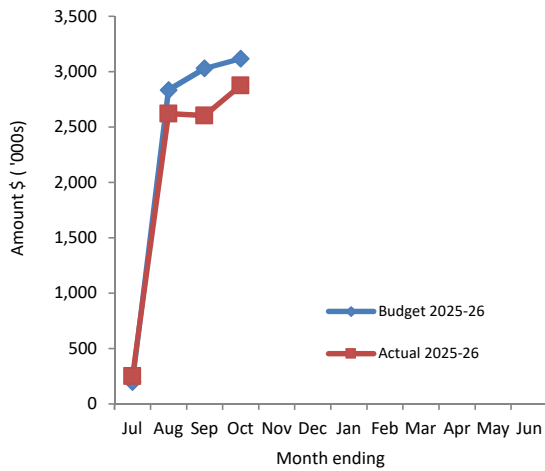
Shire of Wickepin

Monthly Summary Information

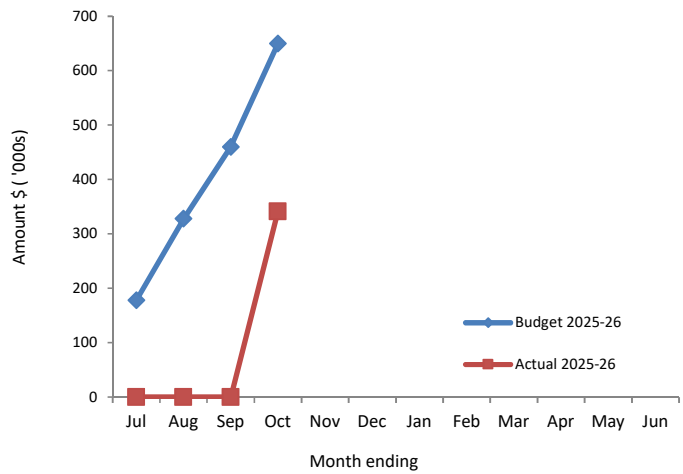
For the Period Ended 31 October 2025

Revenues

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

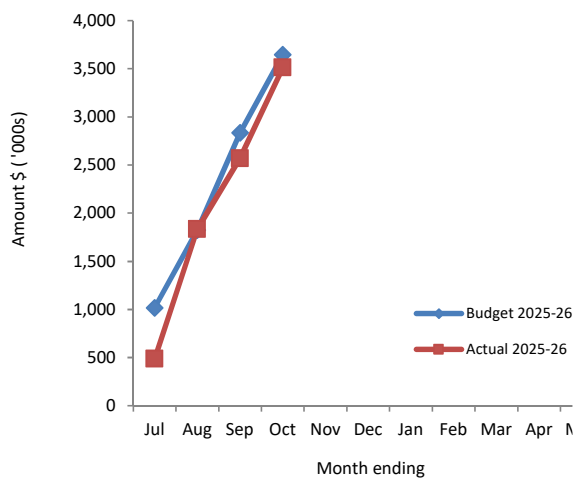


Budget Capital Revenue -v- Actual (Refer Note 2)

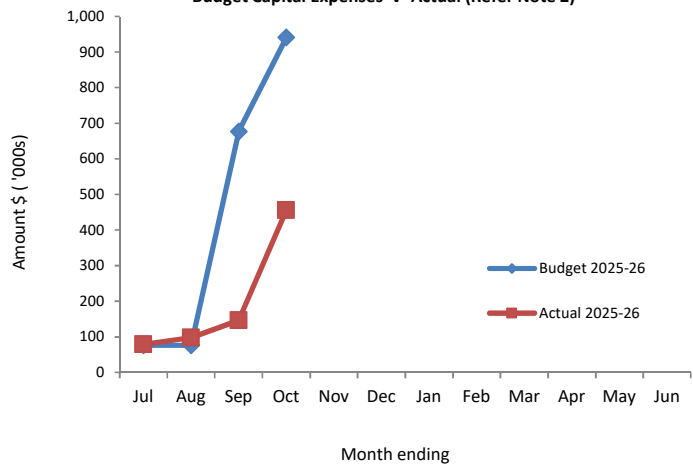


Expenditure

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 October 2025

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Governance		\$ 2,005	\$ 664	\$ 6,022	\$ 5,358	% 806.92%	
General Purpose Funding - Rates	9	1,763,698	1,763,396	1,776,636	13,240	0.75%	
General Purpose Funding - Other		986,168	225,291	251,402	26,111	11.59%	▲
Law, Order and Public Safety		145,000	102,556	105,277	2,721	2.65%	
Health		220	72	234	162	224.50%	
Education and Welfare		300	96	455	359	373.50%	
Housing		116,850	38,936	44,123	5,187	13.32%	
Community Amenities		288,221	174,801	196,514	21,713	12.42%	▲
Recreation and Culture		201,943	5,332	9,567	4,235	79.42%	
Transport		1,914,882	766,983	430,175	(336,808)	(43.91%)	▼
Economic Services		77,325	27,768	43,602	15,834	57.02%	▲
Other Property and Services		32,000	10,664	11,252	588	5.51%	
Total Operating Revenue		5,528,612	3,116,559	2,875,257	(241,302)		
Operating Expense							
Governance		(778,721)	(362,524)	(229,957)	132,567	36.57%	▼
General Purpose Funding		(115,118)	(38,628)	(35,781)	2,847	7.37%	
Law, Order and Public Safety		(365,208)	(148,002)	(109,101)	38,901	26.28%	▼
Health		(25,804)	(8,854)	(6,279)	2,575	29.09%	
Education and Welfare		(42,216)	(14,484)	(2,997)	11,487	79.31%	▼
Housing		(308,643)	(116,144)	(102,898)	13,246	11.40%	▼
Community Amenities		(692,590)	(233,474)	(232,773)	701	0.30%	
Recreation and Culture		(1,536,391)	(559,683)	(595,652)	(35,969)	(6.43%)	
Transport		(5,794,448)	(1,940,920)	(1,977,091)	(36,171)	(1.86%)	
Economic Services		(366,485)	(125,006)	(106,300)	18,706	14.96%	▼
Other Property and Services		(142,822)	(99,980)	(113,803)	(13,823)	(13.83%)	▲
Total Operating Expenditure		(10,168,446)	(3,647,699)	(3,512,632)	135,067		
Funding Balance Adjustments							
Add back Depreciation		6,125,360	2,041,764	2,060,633	18,869	0.92%	
Adjust (Profit)/Loss on Asset Disposal	8	(58,537)	(19,516)	(2,775)	16,741	(85.78%)	
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0	0		
Net Cash from Operations		1,426,989	1,491,108	1,420,483	(70,625)		
Capital Revenues							
Proceeds from Disposal of Assets	8	323,872	107,957	112,832	4,874	4.52%	
Total Capital Revenues		323,872	107,957	112,832	4,874		
Capital Expenses							
Land and Buildings	13	(100,500)	(16,500)	(7,696)	8,804	53.36%	▼
Infrastructure - Roads	13	(1,909,630)	(201,671)	(172,238)	29,433	14.59%	▼
Infrastructure - Footpaths	13	(45,000)	(7,500)	0	7,500	100.00%	▼
Infrastructure -Other	13	(294,000)	(235,000)	(65,750)	169,250	72.02%	▼
Plant and Equipment	13	(937,000)	(464,000)	(209,998)	254,002	54.74%	▼
Furniture and Equipment	13	(56,000)	(16,000)	0	16,000	100.00%	▼
Total Capital Expenditure		(3,342,130)	(940,671)	(455,682)	484,989		
Net Cash from Capital Activities		(3,018,258)	(832,714)	(342,850)	489,864		
Financing							
Transfer from Reserves	7	616,100	0	0	0		
Repayment of Debentures	10	(40,785)	0	0	0		
Transfer to Reserves	7	(185,000)	0	0	0		
Net Cash from Financing Activities		390,315	0	0	0		
Net Operations, Capital and Financing		(1,200,954)	658,394	1,077,633	419,239		
Opening Funding Surplus(Deficit)	3	1,200,954	1,200,954	1,127,309	(73,645)	(6.13%)	
Closing Funding Surplus(Deficit)	3	0	1,859,348	2,204,942	345,594		

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

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

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

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,747,673.00	\$ 1,747,371	\$ 1,760,625	\$ 13,254	% 0.76%	
Rates excluding General Rates	9	16,025.00	16,025	16,011	(14)	(0.09%)	
Operating Grants, Subsidies and Contributions	11	1,098,711.00	438,710	471,158	32,448	7.40%	
Fees and Charges		530,421.00	327,553	382,145	54,592	16.67%	▲
Interest Earnings		152,000.00	16,292	10,947	(5,345)	(32.80%)	
Other Revenue		0.00	0	0	0		
Profit on Disposal of Assets	8	86,913.00	28,968	5,838	(23,130)		
Total Operating Revenue		3,631,743.00	2,574,919	2,646,724	71,805		
Operating Expense							
Employee Costs		(1,624,033.00)	(542,624)	608,574	(65,950)	(12.15%)	▼
Materials and Contracts		(1,810,357.00)	(684,810)	512,951	171,859	25.10%	▲
Utility Charges		(294,193.00)	(96,768)	58,005	38,763	40.06%	▲
Depreciation on Non-Current Assets		(6,125,360.00)	(2,041,764)	2,060,633	(18,869)	(0.92%)	
Interest Expenses		(2,047.00)	0	170	170		
Insurance Expenses		(273,080.00)	(268,617)	262,996	5,621	2.09%	
Other Expenditure		(11,000.00)	(3,664)	6,581	(2,917)	(79.60%)	
Loss on Disposal of Assets	8	(28,376.00)	(9,452)	3,063	6,389	67.59%	
Total Operating Expenditure		(10,168,446.00)	(3,647,699)	3,512,632	135,067		
Funding Balance Adjustments							
Add back Depreciation		6,125,360.00	2,041,764	2,060,633	18,869	0.92%	
Adjust (Profit)/Loss on Asset Disposal	8	(58,537.00)	(19,516)	2,775	16,741	(85.78%)	
Adjust Provisions and Accruals		0.00	0	0	0		
Adjust Rounding		0.00	0	0	0		
Net Cash from Operations		(469,880.00)	949,468	1,191,950	242,482		
Capital Revenues							
Grants, Subsidies and Contributions	11	1,896,869.00	541,640	228,533	(313,107)	(57.81%)	▼
Proceeds from Disposal of Assets	8	323,872.00	107,957	112,832	4,874	4.52%	
Proceeds from Sale of Assets		0.00	0	0	0		
Total Capital Revenues		2,220,741.00	649,597	341,365	(308,233)		
Capital Expenses							
Land and Buildings	13	(100,500.00)	(16,500)	(7,696)	8,804	53.36%	▲
Infrastructure - Roads	13	(1,909,630.00)	(201,671)	(172,238)	29,433	14.59%	▲
Infrastructure - Footpaths	13	(45,000.00)	(7,500)	0	7,500	100.00%	▲
Infrastructure - Drainage	13	(294,000.00)	(235,000)	(65,750)	169,250	72.02%	▲
Plant and Equipment	13	(937,000.00)	(464,000)	(209,998)	254,002	54.74%	▲
Furniture and Equipment	13	(56,000.00)	(16,000)	0	16,000	100.00%	▲
Total Capital Expenditure		(3,342,130.00)	(940,671)	(455,682)	484,989		
Net Cash from Capital Activities		(1,121,389.00)	(291,074)	114,317	176,757		
Financing							
Transfer from Reserves	7	616,100.00	0	0	0		
Repayment of Debentures	10	(40,785.00)	0	0	0		
Transfer to Reserves	7	(185,000.00)	0	0	0		
Net Cash from Financing Activities		390,315.00	0	0	0		
Net Operations, Capital and Financing		(1,200,954.00)	658,394	1,077,633	419,239		
Opening Funding Surplus(Deficit)	3	1,200,954.00	1,200,954	1,127,309	(73,645)	(6.13%)	
Closing Funding Surplus(Deficit)	3	0	1,859,348	2,204,942	345,594		

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

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

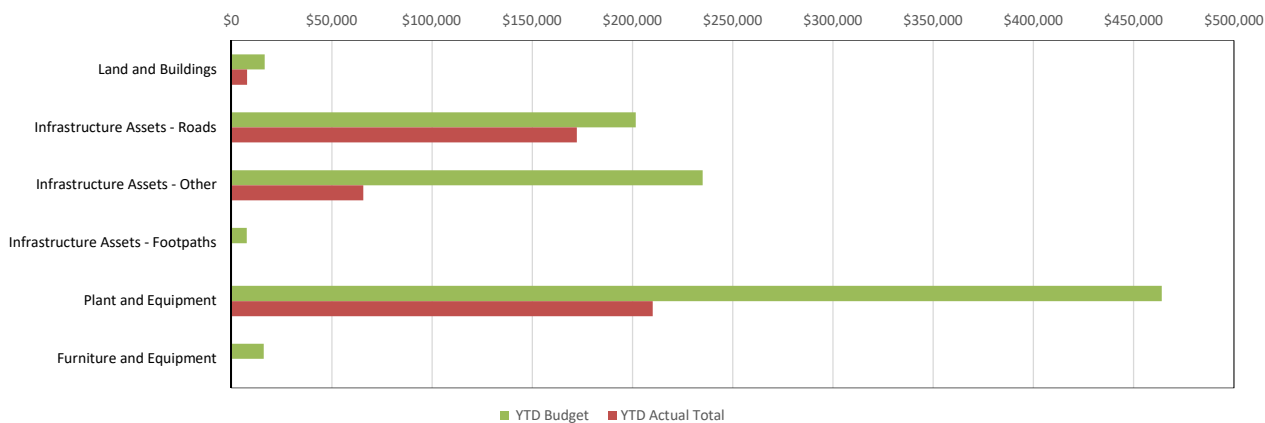
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 2025

		YTD 31 10 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	7,696	0	7,696	16,500	100,500	(8,804)
Infrastructure Assets - Roads	13		172,238	172,238	201,671	1,909,630	(29,433)
Infrastructure Assets - Other	13	65,750	0	65,750	235,000	294,000	(169,250)
Infrastructure Assets - Footpaths	13	0	0	0	7,500	45,000	(7,500)
Plant and Equipment	13	209,998	0	209,998	464,000	937,000	(254,002)
Furniture and Equipment	13	0	0	0	16,000	56,000	(16,000)
Capital Expenditure Totals		283,444	172,238	455,682	940,671	3,342,130	(484,989)

Funded By:

Capital Grants and Contributions	0	1,896,869	1,896,619	1,896,869
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	112,832	107,957	(58,537)	4,874
Own Source Funding - Cash Backed Reserves	0	0	20,000	0
Own Source Funding - Operations	0	(1,064,155)	1,484,048	1,064,155
Capital Funding Total	112,832	940,671	3,342,130	(827,839)

Capital Expenditure Program YTD



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

Note 2: EXPLANATION OF MATERIAL VARIANCES

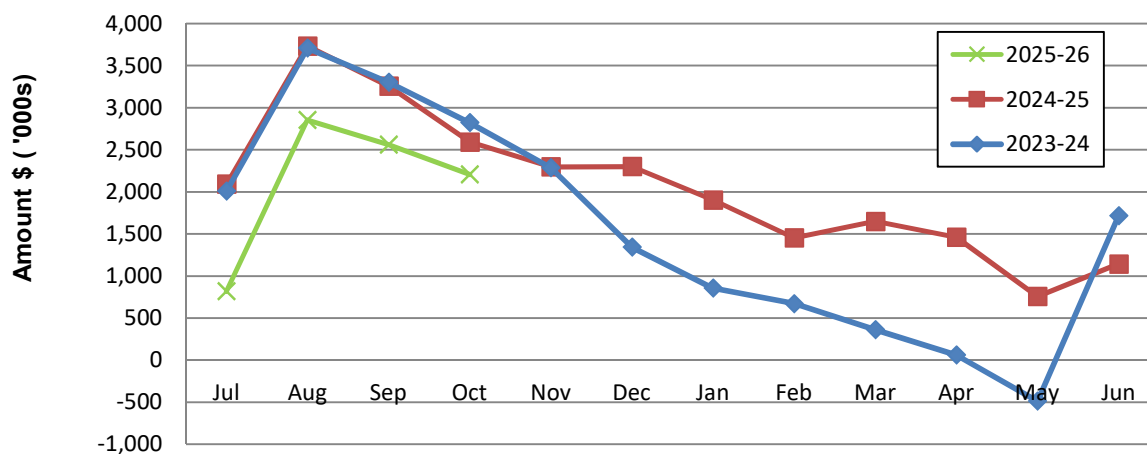
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	5,358	807%			
General Purpose Funding - Other	26,111	12%	▲	Permanent	Grant funding increase
Law, Order and Public Safety	2,721	3%			
Health	162	225%			
Education and Welfare	359	374%			
Housing	5,187	13%			
Community Amenities	21,713	12%	▲	Timing	Bus Hire Fees , Cemeteries fees and Planning fees increase,.
Recreation and Culture	4,235	79%			
Transport	(336,808)	(44%)	▼	Timing	Road funding not yet received
Economic Services	15,834	57%	▲	Timing	Caravan Park fees income up
Other Property and Services	588	6%			
Operating Expense					
Governance	132,567	36.57%	▼	Timing	Decrease in admin salaries, superannuation., subscriptions.
General Purpose Funding	2,847	7.37%			
Law, Order and Public Safety	38,901	26.28%	▼	Timing	Fire maintenance accounts not yet expended.
Health	2,575	29.09%			
Education and Welfare	11,487	79.31%	▼	Timing	CDO projects on hold. Playgroup maintenance not yet expended
Housing	13,246	11.40%	▼	Timing	Housing maintenance not yet expended
Community Amenities	701	0.30%			
Recreation and Culture	(35,969)	(6.43%)			
Transport	(36,171)	(1.86%)			
Economic Services	18,706	14.96%	▼	Timing	Area Promotion - not yet expended. Standpipe costs down
Other Property and Services	(13,823)	(13.83%)	▲	Timing	Parts & repairs costs up , Staff payouts of Leave on termination.
Capital Revenues					
Grants, Subsidies and Contributions	(313,107)	(57.81%)	▼	Timing	Capital Grants still to received (Roads & LRCI))
Proceeds from Disposal of Assets	4,874	4.52%			
Capital Expenses					
Land and Buildings	28,162	53.36%	▼	Timing	Building Projects still to be completed.
Infrastructure - Roads	12,744	14.59%	▼	Timing	Road Construction Projects not yet done
Infrastructure - Footpaths	22,500	100.00%	▼	Timing	Not yet expended
Infrastructure - Other	29,057	72.02%	▼	Timing	Pool project not invoiced
Plant and Equipment	321,302	54.74%	▼	Timing	Vehicles not yet purchased
Furniture and Equipment	25,750	100.00%	▼	Timing	Computer equipment not yet purchased , CCTV roject not yet expended.
Financing					
Loan Principal	0				

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

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Oct 2025	30 June 2025	YTD 30 Oct 2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,093,265	1,247,830	3,054,752
Cash Restricted	4	3,681,298	3,681,298	2,824,404
Receivables - Rates	6	253,958	44,991	157,827
Receivables -Other	6	253,810	287,679	5,929
Interest / ATO Receivable/Trust		46,759	42,308	25,304
		6,329,089	5,304,106	6,068,216
Less: Current Liabilities				
Payables	-	211,836	(264,315)	(210,020)
Contract Liabilities	-	-		(853,441)
Provisions	-	231,014	(231,184)	(227,654)
		442,849	(495,499)	(1,291,116)
Less: Cash Reserves	7	3,681,298	(3,681,298)	(2,824,404)
Net Current Funding Position		2,204,942	1,127,309	1,952,696

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	0.00%	659,151			659,151	ANZ	At Call
Reserve Bank Account	0.00%		3,681,298		3,681,298	ANZ	At Call
Trust Bank Account	0.00%			3,001	3,001	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal	4.27%				0	WA Treasury	11-Apr-25
Municipal					0		
Reserve	4.59%				0		03-Jun-25
Municipal	4.80%	1,432,292			1,432,292	WA Treasury	At Call
Reserve	4.53%				0		03-Jun-25
Trust	0.40%				0		
Total		2,092,143	3,681,298	3,001	5,776,441		

Comments/Notes - Investments

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

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
							0
							0
							0
							0
				0	0	0	

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

Note 6: RECEIVABLES

Receivables - Rates Receivable

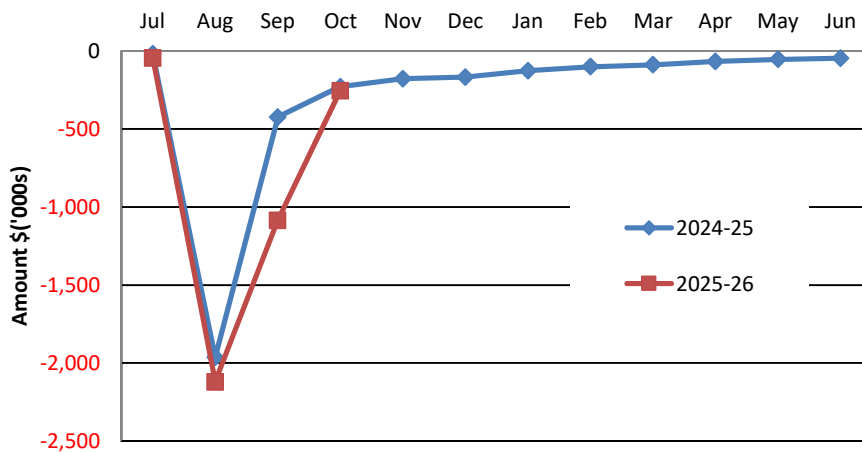
Opening Arrears Previous Years
 Levied this year
Less Collections to date
 Equals Current Outstanding

Net Rates Collectable

% Collected

	YTD 31 Oct 2025	30 June 2025
	\$	\$
Opening Arrears Previous Years	44,774	20,238
Levied this year	1,988,649	1,834,180
<u>Less</u> Collections to date	(1,779,465)	(1,809,644)
Equals Current Outstanding	253,958	44,774
Net Rates Collectable	253,958	44,774
% Collected	87.51%	97.59%

Note 6 - Rates Receivable



Comments/Notes - Receivables Rates

Receivables - General

Receivables - General

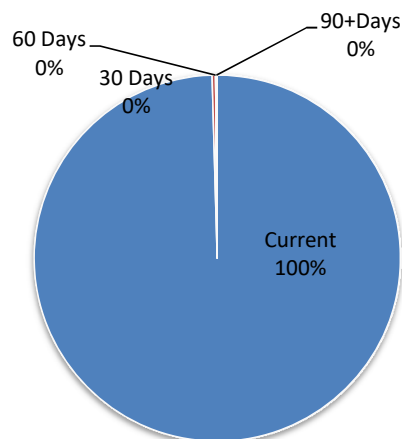
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	252,624	787	0	399

Total Receivables General Outstanding

253,809.63

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



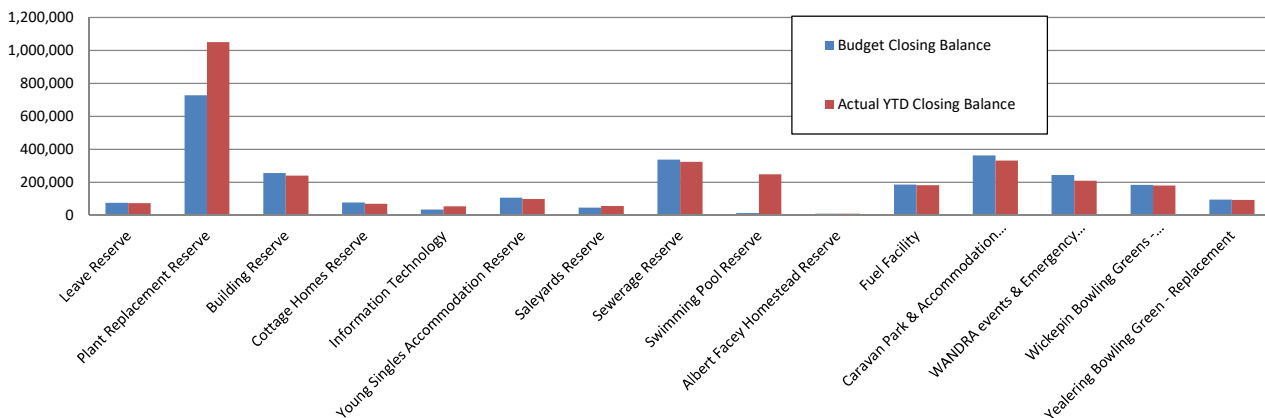
Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

2025-26											
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	
Land Development Reserve	\$ 247,491	\$ 5,328	\$	\$ 15,000	\$	\$	\$		\$ 267,819	247,491	\$ 1.83
Waste Management Reserve	140,810	3,034							143,844	140,810	\$ 1.00
Leave Reserve	73,475	1,582							75,057	73,475	\$ 0.54
Plant Replacement Reserve	1,051,239	22,800				346,000			728,039	1,051,239	\$ 5.18
Building Reserve	240,703	5,181		10,000					255,884	240,703	\$ 1.78
Cottage Homes Reserve	70,419	1,626		5,000					77,045	70,419	\$ 0.52
Information Technology	54,202	1,167				20,000			35,369	54,202	\$ 0.40
Young Singles Accommodation Reserve	100,176	2,396		5,000					107,572	100,176	\$ 0.78
Saleyards Reserve	56,239	1,469				10,000			47,708	56,239	\$ 0.50
Sewerage Reserve	325,267	6,963		5,000					337,230	325,267	\$ 2.35
Swimming Pool Reserve	249,178	5,366				240,000			14,544	249,178	\$ 1.80
Albert Facey Homestead Reserve	10,487	223							10,710	10,487	\$ 0.08
Fuel Facility	182,323	3,925							186,248	182,323	\$ 1.34
Caravan Park & Accommodation Reserve	331,615	7,138		25,000					363,753	331,615	\$ 2.45
WANDRA events & Emergency Repairs Reserve	209,698	4,514		30,000					244,212	209,698	\$ 1.55
Wickepin Bowling Greens - Replacement	180,917	3,894							184,811	180,917	\$ 1.33
Yealering Bowling Green - Replacement	93,669	2,016							95,685	93,669	\$ 0.69
Future Projects Rerserve	63,391	1,378		10,000					74,769	63,391	\$ 0.32
	3,681,298	80,000	0	105,000	0	616,000	0	0	3,250,298	3,681,298	

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



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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget		
				YTD 31 10 2025		
Cost	Accum Depr	Proceeds	Profit (Loss)	Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	\$	\$	\$
				Plant and Equipment		
				0 Truck WK342	78,408	0 (78,408)
				0 Bus	5,794	0 (5,794)
				0 Cherry Picker - P3570	1,965	0 (1,965)
				0 Gardeners Ute WK468	(4,124)	0 4,124
47,050	12,168	31,818	(3,063)	Crew Cab WK2567	(18,854)	(3,063) 15,791
41,358	18,968	26,364	3,974	PWS 2024 Isuzu D Max Dual Cab	746	3,974 3,228
56,073	3,288	54,650	1,865	PCEO - 2025 Isuzu STNSDN (Trade 1)	(2,699)	1,865 4,564
				0 PCEO - 2025 Isuzu STNSDN (Trade 2)	(2,699)	0 2,699
144,481	34,424	112,832	2,775		58,537	2,775.30 (55,762)

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 \$
RATE TYPE											
Differential General Rate											
GRV	0.869500	261	1,543,428	135,462			135,462				134,196
UV	0.004310	308	378,123,945	1,631,037	13		1,631,050		500		1,631,550
Mining UV	0.004310						0				
Sub-Totals		569	379,667,373	1,766,499	13	0	1,766,512	0	500	0	1,765,746
Minimum Payment	Minimum \$										
GRV	600	111	389,968	66,000			66,000				66,600
UV	600	42	3,955,708	25,200			25,200				25,200
Mining UV	600										
Sub-Totals		153	4,345,676	91,200	0	0	91,200	0	0	0	91,800
Ex Gratia Rates							1,857,712				1,857,546
Discount							16,011				16,025
Rates Writeoffs							(97,047)				(110,000)
							(40)				(50)
Amount from General Rates							1,776,635				1,763,521
Specified Area Rates											
Totals							1,776,635				1,763,521

Comments - Rating Information

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

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-24	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 103 -Staff House	229,102			40,785		229,102		2,047	2/12/2030
	229,102	0	0	40,785	0	229,102	0	2,047	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2025-26 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	530,348	0	530,348	0	152,396	377,953
Grants Commission - Roads	WALGGC	Y	298,320	0	298,320	0	87,219	211,101
GOVERNANCE								
Australia Day Grant	Aust Day Council	N	0	2,000			0	0
LAW, ORDER, PUBLIC SAFETY								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	77,000	0	77,000	0	38,500	38,500 0
COMMUNITY AMENITIES								
Bus grant	Lotterywest	N	90,000			90,000	0	90,000
RECREATION AND CULTURE								
LRCI Phase 4	From LRCI Stage 4	Y	181,943			181,943		181,943 0
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	1,053,342	0	0	1,053,342	228,533	824,809
RRG Grants - Capital Projects	Regional Road Group	Y	571,334	0		571,334		571,334
Direct Grant - Maintenance	Dept. of Transport	Y	193,043		193,043		193,043	0
					10,000			
TOTALS			2,995,330	2,000	1,108,711	1,896,619	699,691	2,295,639

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 25	Amount Received	Amount Paid	Closing Balance 31-Oct-25
	\$	\$	\$	\$
Housing Bonds	0	260	-260	0
Master Key Deposits	1,122	2,464	-2,844	742
Nomination Deposits	0	500	-500	0
Building and BCITF	282	133	-343	71
Wickepin Community Harvest Fund	76,903	0	-76,903	0
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,449	960	-480	2,929
Yealering Bowling Club Greens	0	0	0	0
Licensing		72,812	-72,812	0
	80,755	77,129	-154,142	3,743

Level of Completion Indicators

- 0% ○
20% ○
40% ○
60% ●
80% ●
100% ●

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

Note 13: CAPITAL ACQUISITIONS

31/10/2025						
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
Land & Buildings						
Recreation and Culture						
Replace Roof and Ceiling Wickepin Tennis Club		15,000	0	0	0	
Netball Court Seating		5,000	0	0	5,000	
Wickepin Town Hall		8,000	8,000	0	8,000	
Wickepin Swimming Pool- Disable Toilet- LRCI Phase 4	XSP6	8,500	8,500	0	8,500	
Yealering Hall	CLPH2	29,000	0	0	29,000	
Lake Yealering Foreshore Ablution Building	LYFA2	0	0	7,696		
Recreation And Culture Total		65,500	16,500	7,696	50,500	
Transport						
Toolseum Restumping		5,000	0	0	0	
Transport Total		5,000	0	0	0	
Land and Buildings Total		100,500	16,500	7,696	50,500	
Footpaths						
Transport						
Footpaths	LFP1	45,000	7,500	0	7,500	
Transport Total		45,000	7,500	0	7,500	
Footpaths Total		45,000	7,500	0	7,500	
Furniture & Equipment						
Governance						
Various Locations - New CCTV System	XCTV	36,000	16,000	0	16,000	
Computer Server	XAB5	20,000	0	0	0	
Governance Total		56,000	16,000	0	16,000	
Furniture & Office Equip. Total		56,000	16,000	0	16,000	
Plant , Equip. & Vehicles						
Governance						
Ceo Vehicle 25/26 Trade 1	XCEO3	60,000	60,000	59,786	214	
Ceo Vehicle 25/26 Trade 2	XCEO4	60,000	0	0	0	
Governance Total		120,000	60,000	59,786	214	
Recreation And Culture Total					0	
Law, Order and Public Safety						
Weather Stations	XWS1	33,000	33,000	23,628	(9,372)	
Fast Fill Trailers x3	XFFT			28,725		
Law, Order and Publis Safety Total		33,000	33,000	52,353	(9,372)	
Transport						
Truck WK342	XPM4	324,000	324,000	0	324,000	
Bus	XPM6	220,000	0	0	220,000	
Cherry Picker - P3570	XPM8	30,000	0	0	30,000	
Gardeners Ute WK468	XPM9	50,000	0	47,061	2,939	
Crew Cab WK2567	XPM10	55,000	0	50,796	4,204	
Traffic Lights	XPM11	25,000	0	0	25,000	
MWS Ute	XPW3	80,000	80,000	0	80,000	
Transport Total		784,000	404,000	97,858	667,399	
Plant , Equip. & Vehicles Total		937,000	464,000	209,998	667,613	
Infrastructure Other						
Recreation and Culture						
Harrismsith Community Centre Playground- LRCI Phase 4	XHC1	25,000	25,000	25,750	(750)	
Yealering Niche Wall	XYC1	25,000	0	0	25,000	
Wickepin Swimming Pool	XSP8	234,000	200,000	40,000	194,000	
Recreation and Culture Total		284,000	225,000	65,750	218,250	
Economic Services						
Saleyards Dust Suppression	CLSY1	10,000	10,000	0	10,000	
Economic Services Total		10,000	10,000	0	10,000	
Infrastructure Other Total		294,000	235,000	65,750	228,250	
Roads						
Transport Regional Road Group						
Wickepin Harrismith Rd	RG157	538,296	3,000	74,396	463,900	
Lomos South Road	RRG155	317,992	198,671	88,730	229,262	
Regional Road Group Total		856,288	201,671	163,126	693,162	
Transport Roads to Recovery						
Yilliminning Road	R2R004	475,629	0	3,660		
Stock Route Road	R2R163	198,729	0	0		
Gilliminning Road	R2R035	189,492	0	0		
Wishbone Road	R2R040	189,492	0	0		
Roads to Recovery Total		1,053,342	0	3,660	0	
Council Resources Construction						
Railway Road - Harrismith - Lrci 4- Layby	XH15	0	0	2,335	(2,335)	
Toolibin Rd, Toolibin - Lrci 4- Layby	XH16	0	0	3,116	(3,116)	
Council Resources Construction Total		0	0	5,452	(2,335)	
Roads Total		1,909,630	201,671	172,238	690,826.79	
Capital Expenditure Total		3,342,130	940,671	455,681.55	1,660,689	



13.4.1 Publicly Advertised draft Policy

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 X: 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
Document Reference		For internal use		



13.4.2 Submissions

DRAFT LOCAL PLANNING POLICY 10.3.7 WIND FARM AND RENEWABLE ENERGY FACILITY:

SUBMISSIONS

Date of Submission	Name	Comments
02/06/2025 3:11pm	Sharon Plowman	Submission calls for stronger wind farm regulations including a mandatory 2 km setback from homes and sensitive areas, real-time noise monitoring with automatic shutdowns, and shadow flicker elimination. It emphasises protecting visual amenity, property values, and road infrastructure, while ensuring full turbine decommissioning. The proposal includes health monitoring, legal enforcement rights for residents, cultural heritage protection, and local economic participation. It also recommends aviation buffers, climate resilience assessments, regular policy reviews, inclusive stakeholder engagement, transparent community benefit funds, and an independent appeals process to ensure fairness and sustainability.
02/06/2025 3:11pm	(Alex Newman) Linton Aviation	Submission highlights the risks wind farms pose to low-level aviation, essential for agriculture, firefighting, and emergency services. It raises concerns about turbine-induced turbulence and interference with aerial operations. The submission recommends mandatory aviation risk assessments aligned with best practices (e.g., AAAA Protocols, NASF Guideline D), stakeholder consultation, and appropriate setbacks. It also calls for a regional aviation strategy, including feasibility for an aerodrome or heliport and protection of aviation corridors in land use planning. These measures aim to ensure long-term safety and compatibility with critical aviation services.
04/06/2025 9:42am	(Tina Astbury) Facey Group	The Facey Group remains neutral on individual land use decisions but acknowledges wind farms may affect farming operations. They support the Draft Policy's focus on environmental, aviation, fire safety, and land use impacts. Concerns around aerial operations near turbines were noted. Facey Group may assist members by providing independent information and research on potential impacts and encourages policy flexibility for landholder decision-making within regulatory bounds.
06/06/2025 12:15pm	(Skye Moxham) Wickopin Town Bush Fire Brigade	Submission references the Australasian Fire and Emergency Services Authorities Council (AFAC) Wind Farms and Bushfire Operations Guide, highlighting important considerations for aerial firefighting, access and egress, water supply, radio interference, electrocution risks, and wake turbulence affecting fire behaviour. It recommends policy amendments to require Bushfire Management Plans for domestic-scale wind turbines as well as all wind farm and renewable energy facilities, regardless of their location in designated bushfire prone areas, acknowledging that fires often start in areas not officially designated as such. The submission suggests including a dedicated Bushfire Management

		section in the policy with minimum requirements such as reduced vegetation zones under turbines linked to turbine height, vehicle access and firebreak specifications, clear designation of fuel load maintenance responsibilities, separation distances between infrastructure, and adequate water supplies for firefighting. It also calls for procedures to shut down turbines during total fire or harvest bans, adherence to vehicle movement restrictions, and consultation with aviation authorities like CASA to address safety risks. Additional recommendations include clear responsibility for firefighting operations and post-fire monitoring, automatic turbine shutdown protocols during fires, contingency plans for turbine serviceability issues, regular training and engagement with local bushfire brigades, and adequate firefighting infrastructure. Finally, it suggests planning for other natural disasters, such as earthquakes, which may increase fire risk.
06/06/2025 2:00pm	Skye Moxham	Submission recommends strengthening the Draft Policy language by changing “expects” to “require” and making siting, setbacks, noise, and decommissioning enforceable requirements. Suggests increasing wind farm setback from non-host land to 10 rotor diameters or minimum 1500m, due to increasing turbine height. Recommends additional setbacks to mitigate shadow flicker, blade throw, and safety risks. Calls for mandatory assessments (aviation, shadow flicker, hazardous materials), building licences post-Development Approval, and robust community and stakeholder engagement plans aligned with Clean Energy Council guidelines. Advocates for engagement with a broad range of government and local stakeholders, minimum notification periods, noise abatement for affected dwellings, and consideration of neighbour agreements for costs and risks. Suggests holding a public community engagement session for broader input.
06/06/2025 2:30pm	(Brooke Hongell) Department of Planning, Lands and Heritage	Submission supports the draft LPP with several recommendations to improve clarity and alignment with planning legislation. It suggests the policy provide clearer guidance on appropriate zones for renewable energy facilities (e.g. General Agriculture, Industry), as supported by the WAPC Position Statement. It recommends removing references to commercial agreements as substitutes for planning requirements, as these cannot override statutory obligations. The 1,500m separation distance for wind turbines should be retained to protect development rights on non-host land, and the policy should reference the commercial risk of turbines placed closer than this threshold. Noise assessments should align with WA’s Environmental Protection (Noise) Regulations 1999 rather than SA guidelines. Aviation safety references should be updated to include NASF Guideline D, and outdated terms like “airstrips” should be replaced with “certified aerodromes” or “aircraft landing areas (ALAs)”. The amenity provisions should apply to all zones, including rural areas, and consider the impact of 24/7 operations. The visual impact section should require design to reflect local landscape values based on a Visual and Landscape Impact Assessment, instead of blending into the landscape, to avoid aviation safety issues.

		It advises that community benefit contributions be addressed outside of the planning policy framework. Finally, it recommends expanding consultation requirements to specify stages of engagement and expected timeframes, and suggests referencing the <i>Guide to Best Practice Planning Engagement in Western Australia (2023)</i> for consistency.
06/06/2025 3:49pm	(Andrew Ferres) Ferres Engineering	Provides general support for the draft LPP but raises key concerns and suggestions for improvement. They recommend increasing the minimum setback from existing dwellings to at least 2,000m for better protection but believe the 1,500m setback from non-host property boundaries is too restrictive and could impact project viability. They suggest adopting a calculation-based approach to setbacks (e.g., based on turbine height and rotor diameter) and allowing reductions where neighbour agreements are in place. They request clarification on the road contribution mechanism, suggesting it should involve post-construction damage assessments and be secured upfront via a bond or bank guarantee. Concerns are also raised about the Community Benefit Fund, seeking clarity on payment timing and whether the 1.5% contribution is a lump sum or spread over the life of the project. The submitter supports a decommissioning fund in principle but notes the practical challenges of securing long-term guarantees. Additional recommendations include adding provisions for worker accommodation and encouraging the use of local labour and businesses where feasible. Overall, they view the policy as a positive step toward protecting the Wickepin community.
06/06/2025 4:25pm	(Lindsay Bourke) Department of Water and Environmental Regulation	The submission addresses key issues in Sections 5.1 and 5.2 of the policy regarding noise, amenity, and environmental assessment processes. It recommends removing redundant references to written agreements with non-host properties and introducing a minimum separation distance for host properties to protect against cumulative impacts like visual amenity. To resolve contradictions in noise regulation, it suggests deleting conflicting points to align with the Environmental Protection Act 1986 and Noise Regulations 1997, which do not recognize private agreements for non-host noise levels. Clarification is needed to establish local governments, rather than State agencies, as the primary authority for Noise Impact Assessments, with support from relevant departments as needed. The submission also advises separating noise monitoring and complaints management for clarity, limiting references to South Australian noise guidelines to avoid conflicts with WA law, and removing broad references to the WAPC Position Statement to maintain internal consistency. In Section 5.2, it calls for standardizing terminology by replacing “Environmental Impact Assessment” with “Environmental Management Plan (including environmental survey)” and clarifying that State Government agencies serve an advisory role rather than decision-making authority. These changes aim to ensure legal consistency with WA’s regulatory framework, streamline assessment processes, and support transparent and consistent application of environmental standards.

06/06/2025 4:32pm	(Cara Borthwick) Towsendale BFB	The Towsendale Bushfire Brigade raises significant concerns about the fire and communication risks associated with wind farms. Key issues include the need for clear protocols on turbine operations during harvest and total fire bans, clarification on whether wind farms must comply with local fire regulations, and requirements for adequate firebreaks. They highlight potential risks to aerial firefighting due to turbine structures and request up-to-date DFES guidelines addressing this. The brigade also stresses the importance of ensuring wind turbines do not interfere with two-way radio or emergency communication systems. Concerns were raised about the policy's focus on only designated bushfire-prone areas, given much of the Shire faces bushfire risk in summer. Overall, the brigade seeks assurance that fire and communication risks are fully considered and addressed through the Development Application process to protect volunteers and the broader community.
06/06/2025 4:55pm	Cara Borthwick	The submission raises concerns about the lack of health protections in the draft policy, particularly regarding infrasound and low-frequency vibrations from large turbines (up to 6.2MW). The respondent questions the adequacy of relying solely on a Noise Impact Assessment and calls for impartial, transparent testing both before and after development to protect community health, especially for those sensitive to infrasound. They also criticise the use of vague language in Section 5.4, such as "may," suggesting it weakens the Shire's ability to enforce proponent responsibility for road damage and could leave ratepayers covering costs. Similarly, in Section 5.6 on decommissioning, the phrase "as far as practical" is seen as too ambiguous, potentially allowing minimal compliance. The respondent urges stronger, clearer language to ensure accountability and avoid loopholes.
03/07/2025	(Greg Doncon) Department of Primary Industries and Regional Development	DPIRD supports the draft LPP and provides recommendations to strengthen it. Key points include ensuring turbine footings and cables are buried at least 600mm deep to allow for future deep ripping, addressing long-term impacts on soil compaction. It recommends planning for perpetual renewable energy use on suitable sites and calls for protecting high-value agricultural land, wetlands, and environmental features. DPIRD also suggests adding separation distances for solar farms near sensitive areas, including future town expansion zones. Additional recommendations include requiring surface water management and biosecurity plans in development applications, as well as including aviation assessments due to potential aerial spraying and airstrip safety impacts.



13.4.3 Local Planning Policy 10.3.7

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:

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

4.0 APPLICATION OF THIS POLICY

This Policy applies throughout the district. Other than for a domestic scale wind turbine, this Policy particularly applies to the General Agriculture and Industry zones. Based on zone objectives, and addressing separation distances, it is expected that non-domestic wind turbines or renewable energy facilities are not suitable in other zones.

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:

- A) 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;
- B) 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;
- C) 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;
- D) That any wind farm/turbine is located a minimum of 1500 metres from any dwelling or sensitive land use, **measured from the extended horizontal blade tip**, unless an agreement is entered into with the impacted non-host landowner; ~~and~~
- E) That any wind farm/turbine is located a minimum of **1000 4500** metres, **measured from the extended horizontal blade tip**, from any non-host landholding to address landowner statutory rights relating to development (including locating a single house on a rural lot) **unless an agreement is entered into with the impacted non-host landowner; and**
- F) **That in addition to addressing the above, wind turbines are sited to mitigate safety risks in the event of a blade drop or throw from a non-host landholding boundaries, from the edge of public road reserves or from other public land. The recommended setback is to be a minimum of 1.5 times the height of the turbine, inclusive of the blade length to the tip of the blade.**

The local government expects wind farm proponents to:

- i) 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;
- ii) 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;
- iii) Comply with the *Environmental Protection (Noise Regulations) 1997* at all times. This includes the Noise Impact Assessment and on-going operations;
- iv) **Have regard to** ~~Address~~ the South Australian Environmental Protection Authority *Wind Farms Environmental Noise Guidelines* (2021 or any updated version); and
- v) 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 **Management Plan** ~~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 **Management Plan** ~~Impact Assessment~~ is required address *Position Statement:*

Renewable Energy Facilities, relevant legislation, site features and site context. The Environmental **Management Plan** ~~Impact Assessment~~ is also required to set out mitigation measures.

A Bushfire Management Plan is required for all wind farm and renewable energy facility development applications. The Bushfire Management Plan should be supported by setting out mitigation measures including fire response assets.

Proponents of wind turbine proposals should:

- i) Consider certified aerodromes, aircraft landing areas (ALAs), low-level aviation activities (including aerial spraying and spreading), bushfire response and emergency services;
- ii) Consult with the Civil Aviation Safety Authority (CASA), Air Services Australia and local operators to ensure that any potential aviation safety risks are identified; and
- iii) Refer to the *National Aviation Safeguarding Framework (NASF) Guideline D: Managing the Risk to Aviation Safety of Wind Turbine Installations (Wind Farms) / Wind Monitoring Towers* (or any updates) to determine any potential aviation safety risks, possible mitigation measures and notification and cooperation protocols.

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

- A) Shadowing, flickering, reflection, or blade glint impacts beyond the boundaries of any lot subject to the Development Application;
- B) Electromagnetic interference;
- C) Interference with existing lawful uses of adjoining and/or nearby land including rural activities and tourism development;
- D) Unreasonable interference with normal agricultural or farming activities of adjoining or nearby rural properties including aerial spraying;
- E) Impacting **certified aerodromes or ALAs** ~~unlicensed airstrips on farms or Shire operated airstrips. Where the risk is identified, an~~ An aviation assessment, by a suitable qualified aviation consultant, ~~may be~~ **is** required to demonstrate that turbines will not impact on aerial spraying activities and/or aerodrome or ALA airstrip operations; and
- F) Amenity impacts **in general and particularly** on land zoned for **as** Residential, Rural Residential or similar or land identified in the Local Planning Strategy for future townsite or rural living growth;
- G) Fire risks; and
- H) Biosecurity risks.

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 **carefully consider the local context and landscape values to** ~~blend with the natural landscape, minimising~~ **minimise** visual impact ~~disruption~~. The assessment is to be informed by a Visual and Landscape Impact Assessment in accordance with the WAPC's Visual Landscape Manual. 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 Wickepin. 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 **will** ~~may~~ require a proponent to:

- A) 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;
- B) 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;
- C) 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 **benefit value per annum based on finalised State Government and/or Commonwealth Government Guidance relating to Community Benefits for Renewable Energy Projects.** ~~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 Wickpin. 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:

- A) Disconnection from electrical grid;
- B) Turbines/PV and all ancillary equipment removed and materials recycled where possible;
- C) All above ground components removed and site rehabilitated to former condition;
- D) **Ideally removing** underground cabling and concrete turbine footings ~~typically remain in the ground (below ploughing depth) unless economical to remove and recycle;~~
- E) **Deep ripping to at least 600mm below the ground level;**
- F) Access roads, gates and fencing may be removed and land rehabilitated, unless required by the landholder; and
- G) 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 **power** ~~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) Aviation Impact Assessment;

- I) Construction Management Plan;
- J) Operational Management Plan;
- K) Decommissioning Plan;
- L) Community Benefit Fund; and
- M) 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. This includes proponents considering and addressing the *Guide to Best Practice Planning Engagement in Western Australia (2023)* or any updates. 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*.

Decommissioning - Wind turbines, site office and any other ancillary infrastructure is removed from the site. Roads and foundation pads are covered and revegetated, allowing land to be returned to its former use.

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 <i>(if applicable)</i>		Next Review Date
		N/A		
Version	Decision to Adopt/Amend		Brief Details of Modifications	
1.	<i>Meeting Date Meeting Type Item Number</i>			
WAPC Approval Required		No	Date approved by the WAPC	N/A
Document Reference		<i>For internal use</i>		



13.4.4 Western Australian Planning Commission Position Statement: Renewable Energy Facilities



Department of Planning,
Lands and Heritage



*We're working for
Western Australia.*

Position Statement:

Renewable energy facilities

March 2020

Disclaimer

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Communications Branch.

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*.

* 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.



13.4.5 Extract from Planning and Development (Local Planning Schemes) Regulations 2015

Planning and Development (Local Planning Schemes) Regulations 2015
Schedule 2 Deemed provisions for local planning schemes
Part 2 Local planning framework
cl. 3

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

- (v) the period for making submissions and the last day of that period;
 - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
 - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- (2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).
- (3) After the expiry of the period within which submissions may be made, the local government must —
 - (a) review the proposed policy in the light of any submissions made; and
 - (b) resolve to —
 - (i) proceed with the policy without modification; or
 - (ii) proceed with the policy with modification; or
 - (iii) not to proceed with the policy.
- (3A) The local government must not resolve under subclause (3) to proceed with the policy if —
 - (a) the proposed policy amends or replaces a deemed-to-comply provision of the R-Codes; and
 - (b) under the R-Codes, the Commission's approval is required for the policy; and
 - (c) the Commission has not approved the policy.
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in accordance with clause 87.
- (5) A policy has effect on publication of a notice under subclause (4).
- (6) The local government must ensure that an up-to-date copy of each local planning policy made under this Scheme that is in effect is published in accordance with clause 87.

- (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



13.5.1 Parking and Parking Facilities Amendment Local Law 2025

LOCAL GOVERNMENT ACT 1995

SHIRE OF WICKEPIN

PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2025

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Wickepin resolved on ~~20 August 2025~~ [insert date] to make the following local law.

1. Citation

This local law may be cited as the *Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025*.

2. Commencement

This local law comes into operation 14 days after the date of publication in the *Government Gazette*.

3. Principal Local Law

In this local law the *Shire of Wickepin Parking and Parking Facilities Local Law 2024* as published in the *Government Gazette* on 1 April 2025 is referred to as the Principal Local Law.

4. Clause 1.4 Interpretation Amended

In clause 1.4 “symbol”, delete “Australian Standard 1742.11-1999” and replace with “Australian Standard 1742.11-2016”

5. Clause 3.1(3) Amended

Clause 3.1(3) is amended as follows:

- a) Delete clause reference “(1)” and replace with “(a)”
- b) Delete clause reference “(2)” and replace with “(b)”
- c) Delete clause reference “(3)” and replace with “(c)”

6. Clause 3.5(2) Amended

~~In clause 3.5(2), delete “(i)” and align “unless a sign or markings on the carriageway indicate otherwise.” with the text of clauses 3.5(2)(a)-(k) and bolding added.~~

Delete subclause 2 and replace with:

- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is –
 - (a) between any other stationary vehicles and the centre of the carriageway;
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;

- (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
- (f) on any footpath or pedestrian crossing;
- (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
- (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
- (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
- (j) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or
- (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked,

unless a sign or markings on the carriageway indicate otherwise.

Dated..... 20____

The Common Seal of the Shire of Wickpin was affixed by authority of a resolution of the Council in the presence of:

Cr Julie Russell
Shire President

David Burton
Chief Executive Officer



13.5.2 Parking and Parking Facilities Amendment Local Law 2025 Final

LOCAL GOVERNMENT ACT 1995

SHIRE OF WICKEPIN

PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2025

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Wickepin resolved on [insert date] to make the following local law.

1. Citation

This local law may be cited as the *Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025*.

2. Commencement

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3. Principal Local Law

In this local law the *Shire of Wickepin Parking and Parking Facilities Local Law 2024* as published in the *Government Gazette* on 1 April 2025 is referred to as the Principal Local Law.

4. Clause 1.4 Interpretation Amended

In clause 1.4 “symbol”, delete “Australian Standard 1742.11-1999” and replace with “Australian Standard 1742.11-2016”

5. Clause 3.1(3) Amended

Clause 3.1(3) is amended as follows:

- a) Delete clause reference “(1)” and replace with “(a)”
- b) Delete clause reference “(2)” and replace with “(b)”
- c) Delete clause reference “(3)” and replace with “(c)”

6. Clause 3.5(2) Amended

Delete subclause 2 and replace with:

- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is –
 - (a) between any other stationary vehicles and the centre of the carriageway;
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) on any footpath or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous

line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;

- (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
- (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
- (j) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or
- (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked,

unless a sign or markings on the carriageway indicate otherwise.

Dated..... 20_____

The Common Seal of the Shire of Wickepin was affixed by authority of a resolution of the Council in the presence of:

Cr Julie Russell
Shire President

David Burton
Chief Executive Officer



CONFIDENTIAL

13.7.1 Stabilisation Evaluation RFT 02-2025/2026



CONFIDENTIAL

13.7.2 Sealing Evaluation RFT 03-2025/2026



13.8.1 Shire of Wickepin – Request for Membership Letter

President Julie Russell
Shire of Wickepin
PO Box 19
WICKEPIN WA 6370
Email: ceo@wickepin.wa.gov.au

Dear Julie,

Shire of Wickepin's Request for Membership to RoeROC

Further to our previous correspondence and the presentation provided by the Shire of Wickepin at the Roe Regional Organisation of Councils (RoeROC) meeting to join RoeROC, I am pleased to advise that at its Special Committee Meeting held on 10 November 2025, **RoeROC unanimously resolved to approve the Shire of Wickepin's admission as a full member, effective 1 December 2025.**

This decision follows the support provided at the September 2025 RoeROC meeting and the subsequent endorsement of the proposal by all RoeROC member Councils at their September / October 2025 Ordinary Meetings.

The inclusion of the Shire of Wickepin will expand RoeROC's collaboration to five member Councils, strengthening regional advocacy, service delivery, and project coordination across the region. RoeROC greatly values the constructive and professional approach demonstrated by your Council throughout this process and looks forward to the positive contribution Wickepin will bring to our collective efforts.

Membership is confirmed subject to the following conditions, as endorsed by the Committee:

1. Payment of a **one-off entry contribution of \$8,869**, recognising the foundational work of existing RoeROC members.
2. Participation in cost-sharing arrangements for Executive Officer services and regional projects, consistent with current RoeROC practices.
3. Payment of a pro-rata contribution towards **2025/2026 Executive Officer services**, calculated from the date of admission (1 December 2025), being **\$4,897.85**.
4. Formal acceptance of the **RoeROC Memorandum of Understanding (2025–2029)** and **Operational Guidelines 2025**.
5. Exclusion from the Bendering Waste Site and Bendering Landfill Site projects, with Executive Officer resources allocated accordingly.

Upon confirmation of your Council's acceptance of these conditions, RoeROC would be pleased to welcome the Shire of Wickepin's participation at its **next Committee meeting, scheduled for 3 December 2025**, as a full member of the organisation.

Copies of the RoeROC Memorandum of Understanding and Operational Guidelines reflecting these arrangements are provided for your endorsement (these have already been endorsed by all existing member Councils).

On behalf of all RoeROC members, I welcome the Shire of Wickepin and look forward to your participation in upcoming meetings and regional initiatives. Your Council's inclusion marks an important milestone in strengthening collaboration across the region.

Regards



Darren Mollenoyux
RoeROC Executive Officer

10th November 2025





13.8.2 ROERoc MOU

ROEROC

Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

and

SHIRE OF WICKEPIN

MEMORANDUM OF UNDERSTANDING

10 November 2025 to 30 June 2029



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AGREEMENT

This Memorandum of Understanding (MOU) dated **10 November 2025** between
the **SHIRE OF CORRIGIN** of Lynch Street, CORRIGIN, Western Australia, and the
SHIRE OF KONDININ of Gordon Street, KONDININ, Western Australia, and the
SHIRE OF KULIN of Johnston Street, KULIN, Western Australia, and
the **SHIRE OF NAREMBEEN** of 1 Longhurst Street, NAREMBEEN, Western Australia, and
the SHIRE OF WICKEPIN of 77 Wogolin Road, WICKEPIN, Western Australia

(the Member Councils)

OPERATIVE PART

1 NAME

The name of the regional organisation of councils is the Roe Regional Organisation of Councils (RoeROC).

2 OBJECTIVES

The objectives of RoeROC shall be:

- a) To provide regional leadership
- b) To advocate on regional issues as they are identified and supported by member Councils
- c) To form an alliance for the achievement of strategic goals in accordance with the group's Strategic Priorities;
- d) To retain and improve regional infrastructure, services, and population;
- e) To promote cooperation and resource sharing for financial and service efficiency;
- f) To foster economic development, marketing, environmental protection, and local government initiatives;
- g) Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

Our principles;

- a) Working proactively
- b) Regional commitment, whilst acknowledging the organisations voluntary status
- c) Communicating effectively
- d) Consideration of the interests and diversity of each Shire
- e) Forward thinking
- f) Transparent
- g) Committed

3 DEFINITIONS

In this MOU unless the context requires otherwise;

Act means the Local Government Act WA 1995 and associated regulations;

Project means the undertaking of any activity for a Regional Purpose described in clause 2(b);

Proposal means the proposal to undertake a Project;

Region means the districts of the Member Councils;

Regional Purposes means any regional purpose referred to in clause 2.

RoeROC means the Roe Regional Organisation of Councils;

Secretariat means the host Member Council providing secretarial support to the RoeROC.

4 THE ORGANISATION

4.1 Appointment of members

- a) The RoeROC Committee shall consist of the following;
 - Shire President of member Council
 - Deputy Delegate – one elected member from each member Council
 - Chief Executive Officer of the member Shire
 - Proxy Officer – one officer from each member Council
- b) A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 4.1(a).

Footnote: Deputy Chief Executive Officers or similar positions as well as Councillors from each of the Member Councils are encouraged to attend meetings as an observer.

4.2 Voting

- a) Each member Shire of RoeROC that has formally committed to, or is actively participating in, the project under consideration is entitled to one vote on matters requiring a decision, irrespective of the number of representatives in attendance. For the purposes of this clause, "actively participating" includes making a financial contribution, entering into a formal agreement, or otherwise committing resources to the project.
- b) All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

4.3 Tenure of members of RoeROC

A member of RoeROC shall hold office until either:

- a) The member ceases to be a member of the Council or CEO of the Member Council or
- b) The member is removed by the Member Council.

4.4 Election of Chairperson and Deputy Chairperson

- (1) The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat for a two year term on a rotational basis as decided by Member Councils following the bi-annual local government elections.
- (2) The Chair shall be rotated accordingly;

March 2023 - 2025	Shire of Corrigin
March 2025 – October 2027	Shire of Narembreen
November 2027 – 2029	Shire of Kulin
November 2029 – 2031	Shire of Kondinin
<u>November 2031 – 2033</u>	<u>Shire of Wickepin</u>

If the office of Chairperson or Deputy Chairperson becomes vacant or are absent from meetings then the members of RoeROC shall elect a new Chairperson or Deputy Chairperson, as the case requires.

4.5 Tenure of Chairperson and Deputy Chairperson

- (1) The Chairperson and Deputy Chairperson should hold those offices until the election of a new chairperson and deputy chairperson pursuant to clause 4.4.
- (2) The Chairperson and Deputy Chairperson in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 4.4.

4.6 Role of Chairperson

The Chairperson:

- a) Presides at meetings of RoeROC;
- b) Carries out civic and ceremonial duties on behalf of RoeROC;
- c) Speaks on behalf of RoeROC;
- d) Advocates for the RoeROC on issues and projects of significance;
- e) Meets with stakeholders on behalf of the RoeROC, together with the RoeROC EO;
- f) Performs such other functions as are given to the Chair by the members;
- g) Liaises with the EO on affairs and the performance of its functions

4.7 Role of Deputy Chairperson

- (1) The Deputy Chairperson performs the functions of the Chairperson, when authorised to do so, under this clause.
- (2) The Deputy Chairperson may perform the functions of Chairperson if;
 - a) The office of Chairperson is vacant; or
 - b) The Chairperson is not available or is unable or unwilling to perform the functions of Chairperson.

4.8 Role of Members of Roe Regional Organisation of Councils

A member of RoeROC:

- a) Ensures the organisation is on purpose
- b) Ensures the achievement of the strategic direction of the RoeROC and its management;
- c) Oversees the delivery of the annual implementation plan;
- d) Works cooperatively with other members;
- e) Supports the involvement of CEO's and senior staff in the RoeROC;
- f) Promotes the RoeROC;
- g) Represents the interests of the electors and residents of the region and their respective Council
- h) Facilitates communication between the community of the region and RoeROC;
- i) Participates in strategic decision-making processes at meetings of the RoeROC and its committees;
- j) Represents and undertakes actions on behalf of RoeROC as authorised by the RoeROC Council;
- k) Form sub committees; and
- l) Performs such other functions as are given to the member

4.9 Role of RoeROC Executive

To consist of the CEO of each member Shire, the role of the Executive Committee is to:

- 1) Assist in the achievement of the RoeROC purpose;
- 2) Assist in the strategic direction of the RoeROC and its management;
- 3) Identify opportunities and advocacy for the RoeROC Committee;
- 4) Participate in RoeROC's decision-making processes at Executive meetings of the RoeROC;
- 5) Represent and undertake actions as directed by the RoeROC Council;
- 6) Assist to ensure the advice and information is available to the RoeROC Committee so that informed decisions can be made;
- 7) Perform such other functions as are given by the RoeROC Committee.

4.10 Role of RoeROC Secretariate

The RoeROC host Council shall provide the Secretariate for Roe ROC

The role of the CEO Host Council Secretariate is to:

- 1) Perform as the Chair RoeROC Executive Meetings;
- 2) Ensure the advice and information is available to the RoeROC Committee so that informed decisions can be made;
- 3) Affect the RoeROC Committee decisions to be implemented;
- 4) Together with the RoeROC Chair, meets with stakeholders on behalf of the RoeROC;
- 5) Liaise with the RoeROC Chair and RoeROC Executive Officer on the affairs of the RoeROC;
- 6) Manage the RoeROC Executive Officer;
- 7) Ensure that records and documents of the RoeROC are properly kept (delegated to the Executive Officer);
- 8) Perform any other function specified or delegated by the RoeROC Committee.

4.11 Role of Executive Officer of RoeROC

An Executive Officer (EO) shall be appointed by RoeROC to:

- 1) Be hosted and managed by the designated Lead Shire.
- 2) Coordinate the governance framework;
- 3) Report to both the RoeROC Executive (CEOs) and the RoeROC Committee;
- 4) Custody of all books, documents, records and registers of RoeROC;
- 5) Assist in the implementation of Strategic Priorities;
- 6) Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation);
- 7) Foster partnerships;
- 8) Undertake regular communication within the RoeROC and with key stakeholders;
- 9) Provide executive support to Working Groups;
- 10) Undertake other functions as specified or directed by the RoeROC Council, Chair or CEO.

4.12 Governance Structure and Terminology

RoeROC adopts the following formal terminology;

- a) **RoeROC Committee** – Full delegates (Presidents and CEOs);
- b) **RoeROC Executive** – CEO - level meetings;
- c) **Working Groups** – e.g., Bendering Landfill Site Working Group, Shared Services Working Group, aligned with Lead Shires.

5 FINANCIAL CONTRIBUTIONS

5.1 RoeROC Executive Officer

Each Member Council shall make an annual financial contribution, in equal shares, toward the engagement of a RoeROC Executive Officer. These contributions shall be paid to the Lead Council responsible for administering the engagement of the Executive Officer, in accordance with an agreed invoicing schedule.

Where additional projects or initiatives are undertaken that require significant time or services beyond the Executive Officer's core responsibilities, Member Councils may be requested to contribute additional funding. Such contributions must be agreed to by all Member Councils prior to commencement of the additional work and shall also be invoiced and administered by the Lead Council.

Shire of Corrigin	1/5 th
Shire of Kulin	1/5 th
Shire of Kondinin	1/5 th
Shire of Narembeen	1/5 th
Shire of Wickepin	1/5 th

Deleted: 4th

Deleted: 4th

Deleted: 4th

Deleted: 4th

5.1a - Clause: Inclusion of the Shire of Wickepin and Allocation of Executive Officer Resources

- 1) It is acknowledged that the Shire of Wickepin will not participate in the Bendering Waste Site Project.
- 2) In recognition of this arrangement, the allocation of Executive Officer resources shall be adjusted accordingly to ensure an equitable distribution of time and costs among participating Members.
- 3) For the purpose of determining the Executive Officer Services Contribution, it is recognised that Executive Officer time associated with the Bendering Waste Site Project shall be set at a standard allocation of 38 hours per financial year. This allocation shall be excluded from the Shire of Wickepin's contribution and apportioned among participating Members accordingly.

5.2 Bendering Landfill Site

Each Member Council of the Bendering Landfill Site (the Project) shall make an annual financial contribution towards the operational, management, and legislative requirements of the Project. Contributions shall be made in equal shares and will be invoiced by the Lead Council responsible for the Bendering Landfill Site.

Shire of Corrigin	1/4 th
Shire of Kulin	1/4 th
Shire of Kondinin	1/4 th
Shire of Narembeen	1/4 th

5.3 Specific Projects

For projects or initiatives that are agreed to and undertaken by one or more participating Member Councils — including, but not limited to, contributions toward specific projects, initiatives, or the acquisition of capital assets — those participating Councils shall make financial contributions in equal shares, unless otherwise agreed. Each participating Council will be responsible for making the necessary budget provision within its own annual budget. Management and delivery of such projects will be coordinated by the designated Lead Council or as otherwise agreed by the participating Councils, with appropriate oversight and reporting provided.

6 PROJECTS OR SERVICES

6.1 Requirements

RoeROC shall only undertake a Project or Service in accordance with this clause and provided that:

- a) RoeROC is satisfied that any services and facilities that it will provide:
 - i) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
 - ii) Within the district of a Member Council, do not duplicate, to an extent that the Member Council consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
 - iii) Are managed efficiently and effectively;
- b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Note: In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59. Nothing prevents RoeROC or Member Councils providing a financial contribution to regional projects and services at any time.

6.2 Project Plan to be Prepared

Where RoeROC is considering a proposed Project or Service it shall prepare a Project Plan.

6.3 Contents of a Project Plan

A Project Plan should include:

- a) A clear definition of the proposed Project or Service;
- b) Details of the expected cost and benefits for the Member Councils;
- c) A project time-line with performance milestones clearly outlined;
- d) The proportion (and the basis of its calculation) in which the Project Member Councils will make contributions towards:
 - i) The acquisition of any asset of a capital nature required for the Project or Service;
 - ii) The operating expenditure, including administrative expenses, relating to the Project or Service.
- (e) The manner of payment of the contributions referred to in paragraph (d);
- (f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Member Councils in the event that the Project or Service is wound up;
- (g) The manner of payment of the entitlement or liability referred to in paragraph (i);
- h) The procedure for the giving of notice by a Project Member Council wishing to withdraw from the Project or Service including the period of notice;
- i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Member Council when withdrawal of that Project Member Council from the Project or Service takes effect;
- j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and
- k) The entitlement, if any, of a Member Council which is not a Project Member Council to join a Project or Service and the procedure to be followed including the period of notice given by that Member Council.

6.4 Member Councils to be Given Project Plan

Upon completion of the Project Plan RoeROC shall give a copy of the Project Plan to each of the Member Councils.

6.5 Election to Participate in Project

Each Member Council shall, within a reasonable period determined by RoeROC, elect whether to participate in the New Project or Service by giving notice of its election to RoeROC.

6.6 Project Member Councils

The Member Councils, which elect to participate in a Project or Service, are the Project Member Councils in respect of that Project or Service.

6.7 Review of Project Plan

- (1) As soon as practicable after the period referred to in clause 7.5, RoeROC shall:
 - a) Review the Project Plan and its viability having regard to the number of Member Councils who have elected to participate;
 - b) Decide whether to proceed with the Project or Service; and
 - c) Give notice to each of the Project Member Council of its decision.
- (2) Where the number of Member Councils which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Member Councils where no number is specified, then RoeROC will give the Member Councils an opportunity to withdraw their election before the RoeROC decides to proceed under clause 6.7(b).

6.8 Project Member Councils to be Bound

Where RoeROC decides to proceed with a Project or Service and gives notice of its decision to each of the Project Member Councils in accordance with clause 7.7, then each of the Project Member Councils shall be bound by the terms of the Project Plan as if those terms were set out in this Agreement.

6.9 Winding Up of Project or Service

The RoeROC Council may resolve to wind up a Project or Service. An absolute majority vote will be required by the RoeROC Council to resolve to wind up any project or service.

6.10 Division of Assets

- (1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Member Councils in the proportions referred to in the Project Plan.
- (2) Sub-clause (1) shall not apply where the Project Member Councils advise RoeROC that a realisation of the property and assets is not necessary.

6.11 Division of Liabilities

If a Project or Service is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project or Service then the liability or debt is to be met by the Project Member Councils in the proportions referred to in the Project Plan.

6.12 Indemnification by Project Member Councils of the RoeROC

If a Project or Service is wound up then the Project Member Councils shall indemnify RoeROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

7 TERM AND TERMINATION

7.1 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2029.

7.2 Winding up by Agreement

The Member Councils may, by agreement, wind up RoeROC.

7.3 Division of Assets

If RoeROC is to be wound up and there remains, after the satisfaction of all debts and liabilities, any property or assets of RoeROC, those remaining assets shall be realised and the proceeds—along with any surplus funds—shall be distributed among the Member Councils. Distribution shall be made in proportion to each Member Council's financial contributions to the specific projects or initiatives to which the assets or surplus relate. A Member Council shall only be entitled to a share of assets or funds arising from projects in which it participated and to which it contributed financially.

7.4 Division of Liabilities

If RoeROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of RoeROC then the liability or debt is to be met by each of the Member Councils in the same proportions as the contributions of a particular Member Councils to the assets of RoeROC bear to the total of such contributions by all Member Councils.

8 WITHDRAWAL OF A MEMBER COUNCIL

8.1 Withdrawal

A Member Council may, at any time between 1 July and 31 December in any year, give to RoeROC notice of its intention to withdraw from RoeROC.

8.2 When Withdrawal to Take Effect

The withdrawal of a Member Council shall take effect from the end of the financial year, in which notice of withdrawal under clause 8.1 is given.

8.3 Entitlement or Liability of Withdrawing Member Council

As soon as practicable following the withdrawal of a Member Council, RoeROC shall:

- a) Distribute to the Member Council an amount equal to the proceeds and any surplus funds which would have been payable if RoeROC was wound up; or
- b) Be entitled to recover from the Member Council an amount equal to the liability or debt which would be payable by the Member Council if the RoeROC was wound up, as the case may be.

8.4 Distribution in the Absence of Available Funds

If RoeROC is unable to meet a distribution referred to in clause 8.3(a) from available funds, then—unless otherwise agreed by all Member Councils—any shortfall shall be paid by the remaining Member Councils (excluding the withdrawing Council) in proportions equal to their respective equities in the specific project(s) to which the distribution relates.

8.5 Financial Arrangements and Project Commitments

RoeROC does not maintain a central bank account or hold funds on hand. All financial contributions toward the engagement of the RoeROC Executive Officer are made directly by the Member Councils on an annual basis and in equal shares. Similarly, all RoeROC projects are undertaken by agreement between participating Member Councils, with associated costs funded directly by those Councils. Member Councils that commit to a specific project are financially responsible for their agreed share of costs through to the completion of that project, regardless of any subsequent withdrawal from RoeROC.

9 ADMITTING NEW MEMBERS

The Roe Regional Organisation of Councils (RoeROC) recognises the value of expanding its membership where such inclusion enhances the organisation's strategic capacity, fosters regional cooperation, and supports the efficient delivery of shared objectives.

- 9.1** Section 3.65 of the *Local Government Act 1995* is to apply if a Regional Local Government is established.

9.2 Eligibility and Consideration Criteria

A local government may seek membership of RoeROC by submitting a formal written request to the Executive Officer. To facilitate informed consideration, the application must include a statement or presentation addressing the following criteria;

- a) Strategic Alignment – The alignment of the applicant's community priorities and strategic goals with RoeROC's Strategic Objectives and regional development vision.
- b) Community and Regional Fit – Demonstration of the applicant's regional characteristics, needs, and potential mutual benefits of membership.
- c) Value and Contribution – An outline of the specific resources, skills, or opportunities the applicant would contribute to RoeROC.
- d) Project Participation – Identification of existing or future RoeROC initiatives the applicant seeks to join or support.
- e) Financial and Governance Commitment – Confirmation of the applicant's ability to meet RoeROC's financial contributions and governance responsibilities as detailed in this MOU.
- f) Long-Term Engagement – A commitment to active participation, shared leadership, and long-term collaboration with RoeROC.

9.3 Application Process

- a) Upon receipt of a request, the RoeROC Executive may invite the applicant's Shire President or representative to present at a scheduled RoeROC meeting.
- b) The RoeROC Executive Officer will prepare an application review and assessment framework for consideration, ensuring consistency and transparency in decision-making.
- c) A decision to admit a new member requires a simple majority vote by existing members at a formal RoeROC meeting.

9.4 Membership Contributions

A new member, upon acceptance, must agree to:

- a) Pay an entry contribution as determined and agreed by the existing members;
- b) Provide a financial contribution equal to that of current members, unless varied by resolution of the RoeROC Committee;
- c) Contribute to the costs of shared projects and services on an equitable basis, as defined within applicable project plans or service agreements.

9.5 MOU Review and Flexibility

RoeROC acknowledges the need for clarity and responsiveness in its governance framework. Accordingly, this clause shall be subject to periodic review and may be amended by agreement of the member Councils to ensure alignment with best practice, strategic intent, and emerging regional needs.

9.6 Voting Requirements for Admitting New Members

The admission of a new member to RoeROC shall require a **unanimous resolution** of all existing member Councils, passed at a duly convened RoeROC Committee Meeting.

This provision ensures collective agreement and alignment among all members prior to any change in the composition of the organisation. The requirement for unanimous consent recognises the strategic, financial, and governance implications associated with membership expansion.

No new member shall be admitted unless all current member Councils have formally resolved to support the application in accordance with this clause.

10 DISPUTE RESOLUTION

10.1 Dispute

In the event of any dispute or difference arising between the Member Councils and RoeROC or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this MOU, then a Member Council or RoeROC or the Member Councils (as the case may be) may give to the other Member Councils and RoeROC (as the case may be) notice in writing (Dispute Notice) adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council or RoeROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

10.2 Arbitration

At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the *Commercial Arbitration Act 1985*.

10.3 Legal Representation

For the purposes of the *Commercial Arbitration Act 1985*, the Member Councils consent to each other and to ROEROC being legally represented at any such arbitration.

11 INTERPRETATION

11.1 Interpretation

In this MOU unless the context requires otherwise:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing any gender include the other genders;
- c) References to persons include corporations and bodies politic;
- d) References to a person include the legal personal representatives, successors and assigns of that person;

- e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- f) References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;
- g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- h) An obligation of two or more parties shall bind them jointly and severally;
- i) If a word or phrase is defined cognate words and phrases have corresponding definitions;
- j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- n) References to this MOU include its schedules.

11.2 Headings and Footnotes

Headings and footnotes shall be ignored in construing this MOU.

11.3 Time

- a) References to time are to local time in Perth, Western Australia;
- b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

12 AMENDMENT OF MEMORANDUM OF UNDERSTANDING

- (1) This MOU may be amended only with the unanimous agreement of all Member Councils, with any such amendments requiring formal resolution and endorsement by each respective Council.
- (2) This MOU can be amended to include another local government as a party to the amending agreement.

Schedule 1 – Execution

EXECUTED by the Parties

THE COMMON SEAL of SHIRE OF CORRIGIN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

Appendix 1 – Existing Agreements and Services

Roe Regional Organisation of Councils Memorandum of Understanding (MOU)

Agreement between Shires of Corrigin, Kondinin, Kulin and Narembeen. Current MOU commenced on 1 July 2024 and expires on 30 June 2029.

Roe Health Scheme Memorandum of Understanding

Agreement between Shires of Corrigin, Kondinin, Kulin, Lake Grace and Narembeen. Current MOU commenced on 1 July 2023 and expires on 30 June 2028 unless otherwise agreed or extended by the Member Councils in writing.

To be reviewed 6-12 months prior to the expiration of the term.

The MOU includes Operational Guidelines and is currently administered by the Shire of Corrigin including the employment of 1.2 Full time equivalent Environmental Health Officers.

Bendering Waste Facility Land Details Avon Location 23945 Kondinin-Narembeen Road, Bendering Deposited Plan 151345 CT 1044/171

Agreement to Use Land – Lot 23495 on DP 151345

Agreement with Kondinin Community Recreation Council for cropping lease expires March 2028 with an option to renew for 5 years.

Deed of Easement

Between Notting Nominees Pty Ltd and Shires of Corrigin, Kondinin, Kulin and Narembeen

Certificate of Registration Environmental Protection (Rural Landfill) Regulations 2002

Contract for the Supply of Waste Disposal Goods and Services – Avon Waste

Individual contracts between Avon Waste and shires of Corrigin, Kondinin, Kulin and Narembeen expires 30 June 2025 with extension of 3 x 1 year periods.

Avon Waste responsible for management of Bendering Tip Facility. Waste disposal contract supersedes Regional Waste Site Agreement

Bendering Landfill Report

Site selection and geotechnical assessment for proposed regional landfill June 2007

Bendering Landfill Management Plan 2025

Completed by Talis Consultants and adopted by RoeROC Committee in March 2025.

Replaces previous versions.

Bendering Landfill Facility Operations Management Plan and Procedures

Reviewed and updated, adopted by RoeROC Committee in March 2025.

Replaces previous versions

Bendering Landfill Site Working Group Terms of Reference

Adopted by RoeROC Committee in March 2025, to be reviewed in March 2026.

Shared Services Working Group Terms of Reference

Adopted by RoeROC Committee in September 2024

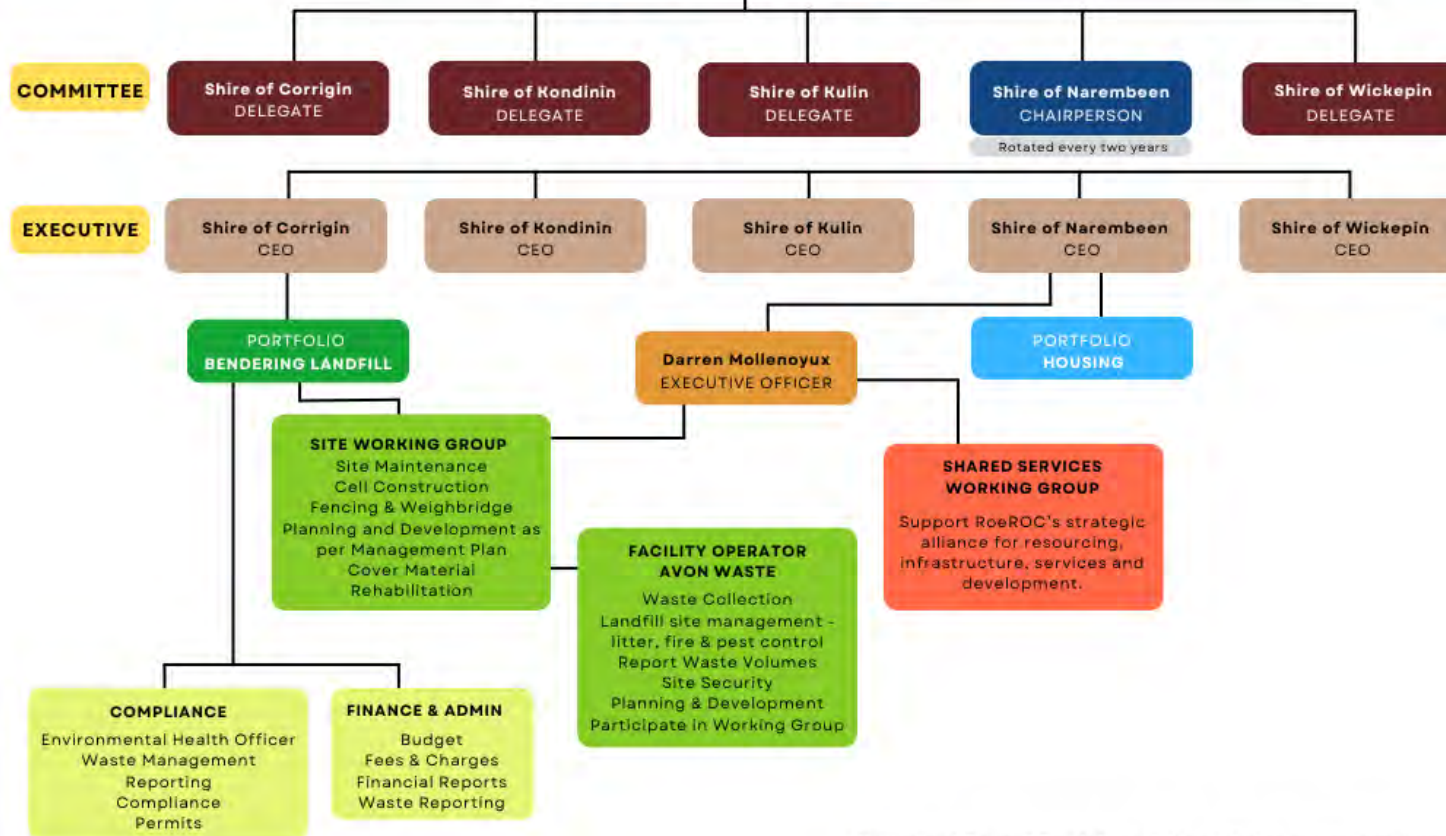
RoeROC Executive Officer Position Contract

Contract between RoeROC and 150Square for the provision of Executive Officer Services July 2024 – 30 June 2027.

Appendix 2 – Operational Procedures

To be inserted once adopted on the 10th November 2025

Formatted: Superscript



Note: Lead Council Portfolios will be added as projects commence



13.8.3 ROERoc Operational Guidelines

ROEROC

Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

OPERATIONAL GUIDELINES

Appendix 2 – RoeROC Memorandum of Understanding

1. Name

The name of the organisation is the **Roe Regional Organisation of Councils (RoeROC)**.

2. Role of the Committee

The role of the RoeROC Committee is to:

- Facilitate collaboration among Member Councils on matters of mutual interest;
- Provide a forum for regional leadership, shared decision-making, and advocacy;
- Oversee the development, coordination, and delivery of joint projects, services, and initiatives;
- Consider strategic regional issues affecting the Member Councils and propose coordinated responses; and
- Provide guidance and direction to working groups and the RoeROC Executive Officer.

3. Objectives of RoeROC

The objectives of RoeROC are to:

- Provide strong regional leadership and strategic direction;
- Advocate on regional priorities identified and supported by Member Councils;
- Form a collaborative alliance to improve infrastructure, community services, and economic resilience across the region;
- Promote cooperation and resource sharing for greater efficiency and cost-effectiveness;
- Pursue joint initiatives that enhance environmental management, tourism, health services, and local government capability; and
- Support sustainable population retention and regional development without diminishing the autonomy or relationships of individual Member Councils with their communities or external stakeholders.

4. No Delegated Powers

RoeROC is an advisory and collaborative body and does **not** hold any delegated authority under the *Local Government Act 1995* or any other legislation. All decisions and recommendations made by RoeROC must be referred to the respective Member Councils for formal resolution, endorsement, or implementation unless otherwise provided for in a specific agreement or project.

5. Host Shire Rotation

The Host Shire provides secretariat and administrative support to RoeROC and rotates on a biennial basis, aligned with the local government election cycle. The indicative rotation is as follows:

- March 2023 – 2025: Shire of Corrigin
- March 2025 – November 2027: Shire of Narembeen
- November 2027 – 2029: Shire of Kulin
- November 2029 – 2031: Shire of Kondinin
- **November 2031 – 2033: Shire of Wickepin**

The Executive Officer shall have primary responsibility for the coordination of meeting arrangements and the preparation of agendas, in consultation with the Chairperson. The Host Shire shall provide strategic oversight and administrative support to the Executive Officer in the execution of these duties, ensuring alignment with the objectives and protocols of RoeROC.

6. Schedule of Meetings

RoeROC Committee meetings will generally be held quarterly on the third Thursday of **March, June, September, and December** at 1:00 PM, unless otherwise agreed. Written notice shall be given at least 7 days prior to each meeting.

The Host Shire will provide lunch for delegates prior to meetings.

Typical agenda items:

- **Every meeting:**
 - Financial reports for Roe Environmental Health Scheme and Bendering Waste Facility
- **March:**
 - Review of business cases and potential joint projects
 - Fees and charges for Bendering Landfill
 - Invitation to Shire of Lake Grace (Roe Health Scheme)
- **June:**
 - Invitation to Avon Waste as contractor
- **September:**
 - Updates on active joint projects
- **December:**
 - Identification of new projects
 - Review of contracts and agreements due to expire

7. Conduct of Meetings

Membership:

The RoeROC Committee includes:

- The Shire President of each Member Council
- One elected member (Deputy Delegate)
- The Chief Executive Officer of each Member Council
- One senior officer (Deputy Officer)

Deputy CEOs and observers may attend at the discretion of their Council.

Presiding Member:

The Chairperson and Deputy Chairperson are elected every two years in line with the Host Shire rotation. If the Chairperson is unavailable, the Deputy or a nominated member will preside.

Voting:

- Each Member Council has **one vote**, regardless of the number of representatives present.
- All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

8. Arrangements for Projects and Non-Ongoing Agreements

Projects may only proceed where participating Member Councils have agreed. Each participating Council must make necessary budget provisions for their share. A formal Project Plan must be prepared outlining scope, timeline, financial commitments, and governance arrangements.

All RoeROC projects are managed by a Lead Council and supported by the Executive Officer, with reporting provided to participating Councils. Councils that commit to a project are financially responsible until its completion, regardless of later changes to membership.

9. Annual Events: Rotating RoeROC Dinner

Member Councils take turns hosting the annual RoeROC Dinner. The dinner fosters collaboration and recognises achievements.

Host Schedule:

- 2024 – Corrigin
- 2025 – Narembreen
- 2026 – Kondinin
- 2027 – Kulin
- **2028 - Wickepin**

The host Shire is responsible for organising the event in consultation with the Chair and Executive Officer.

10. Working Group Protocols and Structure

RoeROC may establish Working Groups to support its strategic or operational objectives. These groups report to the RoeROC Executive and Committee through the Executive Officer.

Current examples include:

- **Bendering Landfill Site Working Group:**
 - Includes Works Managers, RoeROC EHO, and Avon Waste
 - Oversees civil works, planning, and compliance
 - Meets biannually (March and September)
 - Coordinates access and approves annual plant/labour rates
- **Shared Services Working Group:**
 - Explores joint service delivery and administrative collaboration
 - Coordinates shared staffing, systems, or procurement

General protocols:

- Working Groups are formed by RoeROC resolution
- Members are nominated by participating Councils
- Clear terms of reference are to be established
- Regular reporting to the Executive Officer is required



13.9.1 Tiny Home Application

Application for Approval to Camp other than at a Caravan Park

PART A - Applicant Details

Applicant Name:	DEBRA GODWIN.		
Business/Organisation:			
Address:	23 CONNOR ST		
Town:	YEALERING	Postcode:	6372.
Email:	dj.godwin2@gmail.com	Mobile:	0402709835

PART B - Property Details

House/Street Number:	23.	Lot Number:	115
Street Name:	CONNOR.	Town:	YEALERING.
Zoning	☒ Residential ☐ Rural ☐ Industry ☐ Park Recreation		
Other (please specify)			

PART C - Previous Application(s) and Approvals

To your knowledge, has an application been lodged for this property before?	☐ Yes ☒ No
If yes, please indicate the date of the application approval:	
Number of Caravans:	Tents: People:

PART D - New Application Details

Requesting to stay from:	To:
MOBILE HOME	
Number of Caravans:	Tents: People:
1	0 1

Please indicate the distance between each caravan and the closest:

Road abounding property:	
Property boundary:	
Vehicle access areas on property:	YES
Other caravan/tent on property:	NO.
Building on property:	NO.

If you prefer, you can submit a site plan indicating the above distances instead.

Site Plan attached?	☐ Yes ☒ No
---------------------	--

PART E - Sanitary Facilities

Will sanitary facilities be provided for campers to use?	☒ Yes ☐ No
--	--

If yes, location of facilities: IN MOBILE HOME

Number available for use for people camping:

	Unisex	Male	Female
WC's/Toilets	/		
Showers	/		
Hand Wash Basin(s)	/		

Are these facilities shared with anyone else (i.e. workers)?

• Yes •
☒ No

Are these new facilities or existing facilities? *NEW*

• ☒ Yes •
No

PART F – Laundry Facilities

Will laundry facilities be provided for camper's use?

• ☒ Yes •
No

If yes, location of facilities: *IN MOBILE HOME*

Number of Washing Machines: *1* Drying Facilities:

Are these new facilities or existing facilities? *NEW*

• ☒ Yes •
No

PART G – Waste Disposal

How will waste be disposed of? *SEPTIC SYSTEM*

If the ~~camper~~ is self-contained with a toilet, how will this waste be disposed of?

MOBILE HOME SEPTIC SYSTEM

PART H – Further Details

Have the occupiers of adjacent properties been notified in writing?

• Yes •
☒ No

List any further details that you would like the Shire to take into consideration:

PART I – Declaration

Applicant Name: *DEBRA GODWIN*

I / We declare that all details in this form are true and correct.

Signature: *D. Godwin* Date: *11-11-25*

PART J – Property Owner Details and Approval

They can either sign this application form or send a signed letter of approval. A copy of the outcome of this application will be sent to the owner.

Owner Name: *DEBRA GODWIN*

Address: *23 CONNOR STREET* Postcode: *6372*

Email: *dj.godwin2@gmail.com* Mobile: *0402 709 835*

Signature: *D. Godwin* Date: *11-11-25*

PLEASE NOTE: The property owner's signature is required prior to submission of this application.

How to lodge your application

Lodging your application (Please allow for up to 14 days for applications to be processed).

In Person: Shire of Narrogin Administration Office, 89 Street, NARROGIN WA 6312

By Mail: Shire of Narrogin, PO Box 1145, NARROGIN WA 6312

By Email: enquiries@narrogin.wa.gov.au



13.9.2 Camping Outside of Caravan Park



Department of
Local Government, Sport
and Cultural Industries



Fact sheet: Temporary accommodation and camping outside of caravan parks

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Department of Local Government, Sport and Cultural Industries
PO BOX 8349 Perth Business Centre WA 6849

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Website: www.dlgsc.wa.gov.au

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August 2024

What is temporary accommodation?

Under the Caravan Parks and Camping Grounds Regulations 1997, a local government can consider applications to occupy a caravan or camp on private land.

Usually, a caravan or tiny home on wheels is the easiest form of temporary accommodation to place on the land under these approvals. Caravans or tiny homes on wheels are easily removable if need be.

The construction of a building or permanent structure on the land is generally subject to planning or building approval and cannot be approved under these regulations.

Reasons for use

Caravans and tiny homes on wheels are used by many people in WA for a variety of reasons including:

- temporary housing following a natural disaster
- staying in a caravan or tiny home on wheels while building or renovating a permanent home
- for seasonal worker housing
- to support someone ageing-in-place
- for holiday-makers
- other personal circumstances.

It is important that caravans and tiny homes on wheels are used in a safe and healthy manner. That's why [WA legislation](#) generally restricts the use of caravans to licensed caravan parks, where a certain level of services and utilities must be supplied.

If a person uses a caravan or tiny home on wheels outside a licensed park without approval or exemption, they risk committing an offence, regardless of whether the land is private or public.

What are the exemptions?

Approved short-term stay

- up to 5 nights approval required from the property owner
- up to 24 months approval required from the property owner and the local government
- re-applying after 24 months — approval required from the property owner and the local government.

If the applicant is seeking to camp on a state or federal reserve, approval may also be required from the authority who manages that land.

Roadside emergency

A person may use a caravan on a roadside if their vehicle has broken down or they are unable to drive safely.

For this exemption to apply:

- there must be a legitimate emergency
- the vehicle must not cause a road hazard
- the vehicle must be moved as soon as it is safe to do so (if it is immobile, it should be towed away).

Overnight rest stop

Many local governments and state highways provide clearly marked overnight rest stops for convenience and public safety.

No approval is required to use these rest stops for up to 24 consecutive hours only.

Approval conditions

If a local government grants an approval to camp, they may make it subject to health and safety conditions. For example, the local government may require the applicant to have sufficient power, water, sewage, and cooking facilities.

The duties, approvals and exemptions that may apply are outlined in the [Caravan Parks and Camping Grounds Regulation 1997](#).

The Minister for Local Government has the power to consider camping approvals in instances where a local government does not provide approval or revokes an approval. If the Minister provides an approval to camp, this cannot be revoked by the local government.



Department of Local Government,
Sport and Cultural Industries
PO BOX 8349
Perth Business Centre WA 6849
Phone: 6552 1530
Email: legislation@dlgsc.wa.gov.au
Website: www.dlgsc.wa.gov.au



13.10.1 Revised Council Policies 2.1.1. – 2.1.32



Policy Manual

Section 2 2.1.1 to 2.1.32

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DEFINITIONS AND INTERPRETATIONS

In this document, unless the contrary intention appears, the following expressions shall mean:

“**BHO**” means Building Health Officer;

“**CBFCO**” means Chief Bush Fire Control Officer;

“**CDO**” means Community Development Officer;

“**CEO**” means Chief Executive Officer;

“**COB**” means Close of Business which is 4.30pm at the Shire of Wickepin;

“**Council**” means the President and seven Councillors;

“**Council Fees and Charges**” means the statement of the Shire of Wickepin Fees and Charges as set annually;

“**DCEO**” means Deputy Chief Executive Officer;

“**DFES**” means Department of Fire and Emergency Services;

“**ESO**” means Executive Support Officer;

“**FCO**” means Fire Control Officer;

“**FO**” means Finance Officer;

“**Improperly discarded**” means sharps that are found in places other than domestic and other waste disposal bins in appropriate sharps containers;

“**LGMA**” means Local Government Managers Australia;

“**MWS**” means Manager Works Services;

“**Ratepayer**” means a person who pays rates for the Shire of Wickepin;

“**Road Formation**” means top of shoulder to shoulder;

“**Road Width**” means top of outside batter to batter;

“**SFO**” means Senior Finance Officer;

“**Sharps**” means objects or devices having sharp points or edges capable of cutting or piercing the skin, including hypodermic needles, scalpels and broken ampoules;

“**Shire of Wickepin**” refers to the corporate and legal entity that is the Local Government Authority and is comprised of both Council and employees;

“**The Act**” means the *Local Government Act 1995 (WA)*;

“**The Shire**” means Shire of Wickepin;

“**WALGA**” means Western Australia Local Government Association.

1 INTRODUCTION

The purpose of this document is to provide a record of all policy resolutions of the Shire of Wickepin and to promote effective, consistent administration by providing a policy framework for Councillors and employees. Policy resolutions are statements of Council's likely attitude in particular circumstances and form guidelines for employees, the community and Council itself when assessing similar matters for decision.

Sound policies reduce the need for frequent deliberations over routine matters and promote efficient and consistent administration. This is not to suggest that Council should be constrained in varying from or amending policy, but rather that by providing clear reason for any variation or amendment, Council's decision-making process becomes transparent.

Within this document the word "Council" refers collectively to the President Councillors of the Shire of Wickepin. The "Shire of Wickepin" refers to the corporate and legal entity that is the Local Government Authority and is comprised of both Council and employees.

For the community to receive the best value from the Shire of Wickepin, the Local Government Authority must achieve an exemplary level of business excellence.

These policies aim to assist the Shire of Wickepin to achieve the following objectives:

- achieve excellence in the management and operation of the local government;
- apply sound and sustainable business management principles; and
- maximise organisational effectiveness and reputation as an Local Government, employer and a community.

The Policy Manual is reviewed by Council every year to ensure its relevance and application within the community in which it serves.

This Policy Manual is to be used alongside 'Policies and Procedures for Employees' document.

2 GOVERNANCE

2.1 MEMBERS OF COUNCIL

2.1.1 Councillors Attendance at Conferences, Seminars, Training and Induction Courses

OBJECTIVE:

Council supports relevant training opportunities for Councillors and will meet reasonable costs associated with attending conferences, seminars, training and induction courses. To determine the nature and extent of Elected Member attendance at conferences and/or seminars and ensure the application of this policy provides for fairness, equity and opportunity for all Elected Members.

Priority is given to induction or training courses specifically organised for the benefit of new Councillors.

All Councillors, CEO and partners may attend Local Government Week.

All Councillors and CEO may attend conferences, seminars or courses held by organisations of which Council is a member or has an interest in (e.g. Central Country Zone of WALGA) may be attended by Council's appointed representatives to those organisations or other nominated delegates.

The Council or CEO may authorise payment of costs of attending any conference, seminar, training or induction course including travel, accommodation, meals, telephone expenses, childcare and other reasonable expenses. Councillors must provide all receipts to the CEO or DCEO.

Conference Costs, Travel and Related Expenses

1. For each Council delegate authorised to attend a conference or seminar in accordance with this policy, Council would cover direct expenses with such attendances, including the cost of registration, official conference functions, dinners, tours, travel arrangements, accommodation, and reasonable out-of-pocket expenses for the duration of the conference.
2. Reasonable out-of-pocket expenses would not include excessive in-room charges; or personal costs such as dry-cleaning or personal care appointments, **unless approved by President, Council or CEO**
3. Where the conference or seminar is held at a hotel, accommodation in the first instance will be sought from that particular hotel, or if not available, from an accommodation provider as near as practicable to the conference or seminar venue.
4. In the event that accommodation is not onsite, the Shire will reimburse Elected Members any taxi or public transport costs incurred for travel to or from the conference or seminar.
5. Where the mode of transport to attend a conference or seminar is a motor vehicle, the Shire will pay for parking costs incurred relating to attendance at the conference or seminar.

Elected Member Delegate and CEO – Accompanying Person

Where an Elected Member or the CEO is accompanied at a conference, all reasonable costs for or incurred by the accompanying person will be borne by the Shire of Wickepin.

Reasonable out-of-pocket expenses would not include excessive in-room charges; or personal costs such as dry-cleaning or personal care appointments.

Reports on attendance at any conference should be provided to Council upon return.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 S5.100A Local Government (Administration) Regulations 1996 S34AC						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
1.	17/06/2015	170615-12					
2.	15/03/2017	150317-11					
3.	21/06/2017	210617-14					
4.	19/02/2020	180320-02					
5.	17/02/2021	170321-03					
6.	19/11/2025						

2.1.2 Retirement of Councillors - Council Gift/Function

OBJECTIVES:

To provide clear guidelines for the appropriate recognition of the retirement or resignation of an Elected Member.

SCOPE:

This policy is only applicable to Elected Members who have served a full first term with the Shire of Wickepin.

POLICY STATEMENT:**1. Eligibility for Recognition**

When an Elected Member retires or resigns from service to Council of the Shire of Wickepin, the Elected Member may be entitled to a gratuity payment/gift/function as outlined within this policy.

For Elected Members who do not complete a full first term, it may be at the discretion of Council.

2. Prescribed Amount

The Gratuity referred to in this policy, provided that at least one full four-year term of office has been served, shall be:

- \$100 per year of service, up to a maximum of \$1,000, in the form of a gift card. The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the Local Government (Administration) Regulations 1996.
- Shire of Wickepin plaque.
- An official presentation and function as determined by the President in conjunction with the CEO

3. Financial Liability for Taxation

The Elected Member accepts full responsibility for any taxation payable on the Gratuity Payment and agrees to fully indemnify the Local Government in relation to any claims or liabilities for taxation in relation to the Gratuity Payment.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 S5.100A Local Government (Administration) Regulations 1996 S34AC						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
7.	17/06/2015	170615-12					
8.	15/03/2017	150317-11					
9.	19/02/2020	180320-02					
10.	17/02/2021	170321-03					
11.	16/03/2022	200422-12					
12.	11/12/2024	111224-10					
13.	19/11/2025						

2.1.3 Councillor Travelling Allowances

OBJECTIVE:

Establish guidelines for the payment of travel allowance to Councillors.

POLICY STATEMENT:

Council, in accordance with Division 8, Section 5.98 of the Act may pay reasonable expenses for travelling by any Councillors for Council purposes, if claimed.

Councillors are entitled to claim travelling at the rate specified in Council's Fees and Charges for attendance at:

- an ordinary or special Council meeting;
- a committee of Council meeting;
- a community organisation meeting of which the Councillor is an elected representative or delegate of Council;
- relevant advisory meetings;
- a training course or conference authorised by Council;
- a civic reception or award ceremony on behalf of Council
- any event by the Shire of Wickpin President, or in his/her absence the Deputy Shire of Wickpin President, requiring representation on behalf of Council; and
- any other event determined by the CEO.

A claim for travel allowance shall be made on a Councillor Claim Sheet located in the Council Chambers.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 S5.100A Local Government (Administration) Regulations 1996 S34AC						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
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2.	15/03/2017	150317-11					
3.	19/02/2020	180320-02					
4.	17/02/2021	170321-03					
5.	16/03/2022	200422-12					
6.	19/11/2025						

2.1.4 Matters To Be Discussed At Council/Committee Meetings/Tabling of Reports

OBJECTIVE:

Ensure that all matters requiring a decision by Council are placed on an agenda in a timely manner and in a format which will enable Councillors to make informed decisions.

POLICY STATEMENT:

The CEO or relevant Executive Officers must ensure that items requiring a resolution of Council be presented to Council/Committee meetings in such a manner that provides for proper consideration, including by circulation of a tabled report with the Agenda of the relevant meeting.

Other matters Councillors and Executive Officers wish to bring to the notice of Council may be done through the Shire of Wickpin President, or the CEO.

All reports to Council are to be tabled in written form except for emergency or late items or items for information only and must comply with Sections 5.25 and 9.59 of the Act.

Agenda items should be limited to major or important items and authority given to the CEO and Executive Officers to make decisions on repetitive and minor items.

Tabling of Councillor Reports as delegates to other organisations are to be in written form either presented to the CEO in time for forwarding with the agenda or tabled at the meeting.

Deadline for Council Agenda

Matters that require Council Resolution must be received by the CEO not less than 10 working days prior to the next ordinary Council meeting for inclusion in that meeting's agenda to ensure that employees are given adequate time to prepare and research agenda items for Council to be presented with all relevant information pertaining to that matter.

An application is considered to be lodged when all documents and information are received by the CEO.

The CEO may accept a late application to be included in any Council agenda if the CEO considers that:

- the matter is of such importance that Council may resolve to consider the matter; and
- adequate time is available to present a researched agenda item containing all relevant information pertaining to that matter.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
7.	17/06/2015	170615-12					
8.	15/03/2017	150317-11					
9.	19/02/2020	180320-02					
10.	17/02/2021	170321-03					
11.	16/03/2022	200422-12					
12.	11/12/2024	111224-09					
13.	19/11/2025						

2.1.5 Councillor's Resources

OBJECTIVE:

Specify resources to be provided to Councillors and provide guidelines on the appropriate use of Council issued equipment.

POLICY:

Upon appointment, each Councillor will be supplied with the following resources to assist them in the performance of the duties:

- a copy of the Councillors Guide;
- a copy of the current Act; and
- Digital Tablet Devices

The resources are to be used for undertaking their duties as a Councillor.

Purchase of decommissioned digital tablet devices

A Councillor who retires, resigns or is not re-elected may after serving at least one 4 year term of office may either assume ownership of the device or hand the device back to the Shire.

The Councillor may purchase the digital tablet device at depreciated written down value in the Shire of Wickepin Asset Register **or market value whichever is higher**

All links to Shire Documentation to be removed before purchase finalised.

ICT equipment provided by the Shire remains the property of the Shire and will be replaced in line with the Shire's ICT equipment lifecycle.

Relevant Management Practice

Nil

Notes, Forms and Templates*Shire of Wickepin Asset Register*

The Shire of Wickepin Asset Register is to be updated with details of each individual Councillor's details and the serial number allocated at the time of the appointment, update/replacement of digital tablet device.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 – Section 5.41 Functions of CEO						
Industry:							
Organisational:	Shire of Wickepin Council Policy 2.1.9 – Councillor ICT Policy.						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
1.	17/06/2015	170615-12					
2.	15/03/2017	150317-11					
3.	18/03/2020	180320-02					
4.	17/03/2021	170321-03					
5.	20/04/2022	200422-12					
6.	15/05/2024	150524-09					
7.	19/11/2025						

2.1.6 Code of Conduct for Council Members, Committee Members and Candidates

Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Wickepin Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should —

- (a) treat others with respect, courtesy and fairness; and
- (b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and

- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
 - (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
 - (c) must not use offensive or derogatory language when referring to another person; and
 - (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
10. must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

11. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

12. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
 - closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
 - confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
 - document** includes a part of a document;
 - non confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
 - interest** —
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

- (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement clause 12(6), the council member must comply with the requirement.

	
SHIRE OF WICKEPIN DISCLOSURE OF INTEREST <i>(Under section 5.65 of the Local Government Act 1995)</i>	
☐ FINANCIAL – 5.60A ☐ IMPARTIALITY - 5.60C ☐ PROXIMITY – 5.60B	
I advise of my financial interest in the following matter –	
Meeting of	Council / Committee
Type of Meeting	Ordinary / Special
Date of Meeting	
Item Heading / Title	
Agenda Number	
Nature of Interest (Additional information may be attached)	
Extent of Interest (Monetary figure must be included)	
Category of Approval (FINANCIAL INTEREST ONLY) ☐ Do not wish approval to remain at meeting ☐ Approval to participate in debate and vote ☐ Approval to participate in debate	
Signature	
Name	
Date	
<i>To be completed by the Executive Support Officer or the Chief Executive Officer</i>	
Date Received	Time Received
Noted in Minutes	Initials

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
1.	17/06/2015	170615-12					
2.	15/03/2017	150317-11					
3.	19/02/2020	180320-02					
4.	17/02/2021	170321-03					
5.	20/10/2021	201021-29					
6.	16/03/2022	200422-12					
7.	19/11/2025						

2.1.7 Use of Council Administration Facilities

OBJECTIVE:

Establish guidelines for the hire and use of Council facilities.

POLICY STATEMENT:

Use of Council Administration facilities for meetings organised by outside bodies, that otherwise benefit the District, may be permitted, subject to the approval from Chief Executive Officer.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Date		Resolution No				
8.	17/06/2015		170615-12				
9.	15/03/2017		150317-11				
10.	19/02/2020		180320-02				
11.	17/02/2021		170321-03				
12.	16/03/2022		200422-12				
13.	11/12/2024		111224-09				
14.	19/11/2025						

2.1.8 Social Media - Councillors

OBJECTIVE:

Ensure all the Shire of Wickepin councillors are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Wickepin.

SCOPE:

This policy applies to all councillors at the Shire of Wickepin who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Wickepin.

DEFINITIONS:

Social Media means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube, and Foursquare.

POLICY:

2.1.8.1 SOCIAL MEDIA USE FOR SHIRE OF WICKEPIN PURPOSES

If a Councillor uses social media s/he must provide information that is truthful, accurate and in the **best** interests of the Shire of Wickepin. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Councillors who are required to use social media must:

- Use spell check and proof read each post;
- Understand the context before entering any conversation;
- Know the facts and verify the sources;
- Be respectful of all individuals and communities with which the person interacts with online;
- Be polite and respectful of other opinions;
- Seek to conform to the cultural and behavioural norms of the social media platform being used;
- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her President and/or CEO; and
- Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person should always be aware that the Shire of Wickepin may be liable for any posts made. Accordingly s/he should always seek guidance from the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

2.1.8.2 RECORDS PERSONAL/PRIVATE USE OF THE SHIRE OF WICKEPIN'S CORPORATE SITES

An councillor cannot comment on behalf of the Shire of Wickepin unless expressly authorised by the President. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the President (or his/her authorised delegate) must be made.

A person of the Shire of Wickepin is able to share links that the Shire of Wickepin has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

2.1.8.3 CONSEQUENCES OF BREACHING THIS POLICY

The policy constitutes a lawful instruction to all of the organisation's people, and breaches **may be dealt with internally or** referred to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

2.1.8.4 VARIATION TO THIS POLICY

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's councillors will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) are responsible for reading this policy prior to accessing social media.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
1.	16/08/2017	160817-24					
2.	19/02/2020	180320-02					
3.	17/02/2021	170321-03					
4.	16/03/2022	200422-12					
5.	19/11/2025						

2.1.9 Councillor ICT Policy

OBJECTIVE:

- To provide clear guidance on the issuing of Council owned digital tablet devices;
- To identify the acceptable use of Council owned digital tablet devices;
- To ensure the rules relating to Council owned digital tablet devices are applied consistently across the business; and
- To set out the standards of behaviour expected of digital tablet device users, being the Councillors and Council staff, when making reference to Shire of Wickepin Council through various media platforms.

Background

The Shire of Wickepin recognises that a high proportion of the community either own or have access to digital tablet devices and that the use of these devices will promote communication between Council, Councillors, and its community. Additionally, digital tablet devices have been adopted as a tool to support Council in facilitating service delivery and productivity. The digital tablet device will facilitate the electronic distribution of Shire of Wickepin Council meeting agendas, business papers and minutes. This device will allow reading, reviewing and/or commenting on large volumes of documents and will allow Councillors and senior management to perform these tasks in a paperless format. The digital tablet devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media and web content. Such devices are not substitutes for more versatile laptop computers, and shall not be purchased as such.

POLICY:

The provision of digital tablet devices shall be restricted to Councillors of Shire of Wickepin Council, CEO, Deputy CEO and other senior managers as delegated by the Chief Executive Officer. The digital tablet devices are provided to facilitate work related use. The use of non-standard software and internet applications is prohibited, ie Teams, Skype, MySpace, Bebo, Friendster, Flickr, Yahoo Groups, Google Groups, Whirlpool, and other similar sites. Modification of standard Internet software to bypass security measures is prohibited. The maintenance of appropriate security measures is essential to ensure the confidentiality and integrity of the Council's information.

Application of Policy

This policy applies to Councillors and relevant Council senior management employees who are provided with access and usage of a Council owned digital tablet device.

Approval of a digital tablet device purchase and associated data plan will be on a case-by-case basis at the discretion of the CEO.

Provision Of Digital Tablet Devices to Councillors

The Shire of Wickepin is committed to providing efficient and effective means of supporting elected members in the decision-making processes of the Council. The Local Government Act 1995 specifies that one of the Chief Executive Officer's functions is to "ensure that advice and information is available to the council so that informed decisions can be made". To meet this requirement Council business papers are provided to Councillors in hard copy paper format as a primary source of advice and information.

The Shire also maintains a digital business paper system which delivers agendas, minutes and other business papers via digital table devices. Tablet devices may be provided to Councillors, for the purpose of accessing Council business papers through the Shire's specified business digital business paper system.

Councillors may receive business papers in three ways:

- a) Paper only.
- b) Both Paper and digital business paper system.
- c) Digital business paper system only.

Where a Councillor elects to receive only digital business papers, the Councillor must demonstrate to the satisfaction of the Chief Executive Officer a moderate level of competency in using both the allocated digital tablet device and the digital business paper system.

Administration of Information Systems

The CEO is responsible to ensure the continued understanding of the policy and its protocols by relevant Council staff and elected Councillors. All digital tablet device users are to have individual passwords (pin number) for security purposes. All users are to maintain confidentiality of their login pin number. The Council appointed Administrator is the Executive Support Officer. The Executive Support Officer and IT Support will have access rights to all user passwords. These designated Officers shall not disclose Council staff user passwords and will only use these details in their responsibility of administering corporate information systems.

Technical Support

The Executive Support Officer is responsible for the management of information services and facilities; i.e. iPads, laptops and computers.

Digital Tablet Devices Usage

Council fosters an environment where the privacy of communications will be respected as long as individuals abide by the council's stated policies. While Council's information systems do allow the logging and screening of activity in certain circumstances, the Council does not support pervasive and systematic surveillance. All users are to be conscious of the fact that improper use of Digital tablet devices may pose a threat to Council information systems security and adversely impact on the potential legal liability exposure of the Council.

Conditions of Usage

- The digital tablet device is accessible to all Councillors, during their term of office.
- The digital tablet device is accessible to the CEO and DCEO, MWS and CEDO during their employment at Council.
- Digital tablet devices use is limited to reasonable use that supports the Shire of Wickepin.
- The digital tablet devices are to be used as the official means of electronic distribution of Shire of Wickepin Council Ordinary Meeting agendas, business papers and minutes of meeting.
- The digital tablet devices may be used as the means of electronic distribution of Committees of Council agendas, business papers and minutes of meetings.
- The digital tablet device may be used for web browsing for work related activities.
- The use and access to 'streaming' Internet sites on the digital tablet devices is not allowed. These sites may include media sites, Skype, music, sport and movie sites.
- Councillors and Council staff may not use the digital tablet devices to conduct business or secondary employment for personal financial gain.
- A Councillor provided with a Shire owned digital tablet device is responsible for keeping the device in good working order.

- With the exception of accessing the Shire's [wireless](#) internet system, which is available at the Shire's Administration Centre, a Councillor is responsible for the cost of accessing [wireless](#) internet at his or her home or other locations.
- Councillors may securely access the Shire's Councillor portal and the Shire's Office365 platform noting that confidential Council documents should not be downloaded from these portals onto a non-Shire of Wickpin device (such as a personal or work mobile phone).

Conditions of Usage

Council will revoke the availability and use of a digital tablet device because of misuse or serious abuse of usage as listed below:

- Conducting business other than Council business, (i.e. secondary employment) without the approval of the CEO.
- Promotion of a personal or commercial benefit.
- Violation of a copyright.
- Intentionally sending viruses or other destructive content.
- Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material).
- Sending material that uses offensive language.
- Sending, disclosing and/or distributing personal or confidential information held by Council.
- Sending, disclosing and/or distributing slanderous and/or defamatory material.
- Sending emails as a form of harassment, bullying or threatening behaviour.
- Lending the digital tablet device to a third party is strictly prohibited.
- Make disparaging or any adverse comment about Council, any policy or decision of Council or any of Council's related employees, contractors and other Councillors.
- Any act that contravenes a law or is a criminal offence.
- Any act that may have a negative impact to Council.

Digital Tablet Devices Ownership

The digital tablet device and associated accessories that have been issued by Council will at all times remain in the ownership of Council. If a Council employee resigns, retires or their employment is terminated for any reason that employee is required as part of the exit interview to return the digital tablet devices and accessories to Council. If a Councillor resigns, retires or their election tenure finishes that Councillor is required to return the digital tablet devices and accessories, to the Shire of Wickpin. Council issued digital tablet devices are not the personal property of Council officials or Council staff and may be reassigned or recalled if directed by the CEO. Council reserves the right to require the return of the digital tablet devices at any time. If a digital tablet device is requested to be returned it must be handed in to the CEO within 24 hours of the request being made ([unless purchased per Policy 2.1.5](#)).

Enforcement

Users must comply with the requirements of this Policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Councillors referral to a Conduct Review Committee). Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to Council's digital tablet devices either permanently or on a temporary basis.

Criminal Activity

Illegal use of a digital tablet device and any related criminal activities will result in the matter being referred to the Police for investigation and / or CCC if necessary.

Responsibilities

Shire of Wickepin

Shire of Wickepin Council will be responsible for the payment of digital tablet device expenses associated with:

- The purchase of all digital tablet devices;
- Payment of monthly data plan and equipment charges, and review of the same;
- Training and support charges;
- The servicing and maintenance of the equipment;
- Repairs to the equipment.

CEO

- Ensuring that Councillors and Council staff are aware of and have an understanding of the Councillor ICT Policy and received a copy of the same;
- Ensuring that Councillors and Council staff comply with the “Conditions of Usage” requirements of the Councillor ICT Policy;
- Implementing disciplinary procedures, where there is proven misuse or improper use of Council’s digital tablet devices.

IT Support

- Implementation, administration and technical support to all users of the digital tablet devices;
- Reporting misuse of Council’s Councillor ICT Policy to the CEO.

Councillors and Authorised Users

- Have read and understood the Councillor ICT Policy;
- Adhere to the “Conditions of Usage” requirements as detailed herein the Council Councillor ICT Policy;
- Ensure their use of the iPad technology is consistent with ethical behaviour under the Council Councillor ICT Policy and Code of Conduct;
- Ensure if a digital tablet device is lost or stolen to immediately advise the CEO.

Virus Scanning

IT support shall ensure current virus scanning software is loaded onto the digital tablet device. The use of unauthorised software is strictly prohibited. Unauthorised software may be deleted from an individual’s digital tablet devices.

The tablet device is provided for the Councillors continuous term of office and will only be replaced:

- a) When a change in Shire business systems or technology warrants; or
- b) When the functionality of the device and applications impairs effective communication; or

c) Through accidental loss or breakage.

d) Age of device increases risk of failure.

A Councillor must ensure that any personal information or software applications on the digital table device is removed or backed up prior to replacement.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Wickepin's Councillors will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) are responsible for reading this policy prior to accessing social media.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
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Legislation:	Local Government Act 1995 – Section 5.41 Functions of CEO						
Industry:							
Organisational:	Council Policy 2.1.5 – Council Resources						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
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1.	16/08/17	160817-24					
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3.	17/03/21	170321-03					
4.	20/04/22	200422-12					
5.	15/05/24	150524-09					
6.	19/11/2025						

2.1.10 Citizenship Ceremonies

OBJECTIVE:

Council acknowledges the importance of becoming an Australian Citizen.

POLICY:

That Council provide a small ~~tree~~, native tree ~~to the area~~, to all those people within the Shire of Wickepin receiving a Citizenship Award to recognise the importance of this occasion to new Australians.

Dress Code for Citizenship ceremonies is to be Smart Attire.

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Industry:							
Organisational:	Council Policy 2.1.5 – Council Resources						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:		Resolution No:				
1.	17/06/2015		170615-12				
2.	15/03/2017		150317-11				
3.	19/02/2020		180320-02				
4.	17/02/2021		170321-03				
5.	16/03/2022		200422-12				
6.	19/11/2025						

2.1.11 Resource Sharing

OBJECTIVE:

Council recognises the importance of resource sharing.

POLICY:

Council will engage in resource sharing activities with neighbouring or nearby Councils that will;

- reduce Council expenditure without reducing the service the Shire of Wickpin provides ; and
- increase the level of service the Shire of Wickpin provides.
- **CEO to discuss shared arrangements before enacting if possible**

Council acknowledges that this may result in Council relinquishing some control over the provision of services to the community however this will be offset by benefits of reduced cost or increased services.

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Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
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Organisational:	Council Policy 2.1.5 – Council Resources						
Document Management:							
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1.	17/06/2015		170615-12				
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3.	19/02/2020		180320-02				
4.	17/02/2021		170321-03				
5.	16/03/2022		200422-12				
6.	19/11/2025						

2.1.12 Invitations to Social Functions

OBJECTIVE:

Provides guidelines as to invitations to Council sponsored civic events and functions.

POLICY:

From time to time the Shire of Wickepin will host civic functions, ceremonies and receptions as the need arises.

Invitees may include all current Councillors, the CEO, Freeman of the Shire of Wickepin, executive employees, Presidents of the main community associations, other employees, residents and ratepayers at the discretion of the Shire of Wickepin President and all relevant partners.

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Organisational:	Council Policy 2.1.5 – Council Resources						
Document Management:							
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1.	17/06/2015		170615-12				
2.	15/03/2017		150317-11				
3.	19/02/2020		180320-02				
4.	17/02/2021		170321-03				
5.	16/03/2022		200422-12				
6.	19/11/2025						

2.1.13 Honorary Freeman of the Shire of Wickepin

OBJECTIVE:

Institute the position of 'Freeman of the Shire', so that from time to time, the Shire of Wickepin may honour exceptional individuals, who through their personal endeavours and commitment have made an outstanding contribution to the Shire of Wickepin and community.

POLICY:**2.1.13.1 Award Criteria**

A person may be nominated for the honorary award 'Freeman of the Shire of Wickepin' under the following circumstances:

- their exceptional service is a matter of public record;
- they have lived in, worked and served the Shire of Wickepin for 10 years or more;
- they have identifiable and long-standing connections with the community in the Shire of Wickepin; and
- their endeavours have benefited the community.

2.1.13.2 Entitlements

An award of Freeman of the Shire of Wickepin entitles the recipient to:

- The title of 'Freeman of the Shire of Wickepin';
- Presentation of a framed certificate at a function as determined by Council; and
- Complimentary attendance at all Council sponsored civic events and functions.

2.1.13.3 Process of Nomination

A nomination may be submitted by any person at any time, provided that the nomination is in writing and addresses the criteria for the award.

Any nomination received will be validated and the findings presented at a meeting of Council behind closed doors, with recommendations to approve or disprove a nominee for the award. The decision will be based on a simple majority vote.

A nominee must be made aware of their nomination.

Acceptance of the award must be determined prior to being conferred.

Conferring the award upon an individual will take place at a meeting of Council or at a special event to be determined by Council.

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1.	17/06/2015	170615-12					
2.	15/03/2017	150317-11					
3.	19/02/2020	180320-02					
4.	17/02/2021	170321-03					
5.	16/03/2022	200422-12					
6.	19/11/2025						

2.1.14 Legal Representation and Costs Indemnification

OBJECTIVE:

Protect the interests of Councillors and employees (including past Councillors and former employees) involved in civil legal proceedings regarding their official functions including meeting reasonable expenses incurred in relation to those proceedings.

POLICY:

2.1.14.1 General Principles

The Shire of Wickepin may provide financial assistance to Councillors and employees in connection with the performance of their duties provided that the Councillor or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire of Wickepin or otherwise in bad faith.

The Shire of Wickepin may provide assistance for:

- proceedings brought by Councillors and employees to enable them to carry out their Local Government functions (e.g. where a Councillor or employee seeks a restraining order against a person using threatening behaviour);
- proceedings brought against Councillors or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a Councillor or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; or
- statutory or other inquiries where representation of Councillors or employees is justified.

The Shire of Wickepin will not support any defamation actions seeking the payment of damages for individual Councillors or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Councillors or employees are not precluded, from taking their own private action. The Shire of Wickepin may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

Legal services will be provided by the solicitors.- approved by Shire of Wickepin. ~~Where this is not appropriate, the service may be provided by other solicitors approved by the Shire of Wickepin.~~

2.1.14.2 Applications for Financial Assistance

A Councillor or employee requesting financial support for legal services must make application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

An application to Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the CEO.

A Councillor or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should ensure compliance with the financial interest provisions of the Act.

Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 the Act.

2.1.14.3 Repayment of Assistance

Any amount recovered by a Councillor or employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Shire of Wickepin.

Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interest of the Shire of Wickepin or otherwise in bad faith, or where information from the person is shown to have been false or misleading.

Where assistance is withdrawn, the person who obtained financial support is to repay any moneys already provided to the Shire of Wickepin. The Shire of Wickepin may take action to recover any such moneys in a court of competent jurisdiction.

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Organisational:	Council Policy 2.1.5 – Council Resources						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
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1.	17/06/2015		170615-12				
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3.	19/02/2020		180320-02				
4.	17/02/2021		170321-03				
5.	16/03/2022		200422-12				
6.	19/11/2025						

2.1.15 Flag Protocol

OBJECTIVE:

The objective of this policy is to ensure that the Shire of Wickepin protocols and practice of flying, displaying and lowering flags to half-mast is exercised in a consistent, respectful and appropriate manner at Shire owned/managed premises. Whilst bestowing an honour and express a collective sense of sorrow at of loss of a person associated with the Shire of Wickepin.

SCOPE:

This policy applies to flags flown at Shire buildings and reserves only. Order is relevant to the number of poles available at the site and does not constitute a requirement for additional poles.

POLICY:**Introduction**

The Australian National Flag is to be flown/displayed at Shire buildings during ordinary working hours on ordinary business days.

- In a two flagpole configuration, the Western Australian State Flag is to be flown.
- In a three flagpole configuration, the Western Australian State Flag and Aboriginal Flag is to be flown.
- In a four flagpole configuration, the Western Australian State Flag, Aboriginal Flag and Torres Strait Islander Flag is to be flown.

The flag configuration is to be used for Australian Citizenship Ceremonies in accordance with the Australian Citizenship Ceremonies Code.

Flying Flags

Flags will be flown in accordance with the Australian National Flag Protocols.

When flags may be flown at half-mast

The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:

- a) When advised by the Commonwealth and/or State Government.
- b) When a current or former Elected Member of the Shire passes away.
- c) When a Freeman of the Shire passes away.
- d) When a current Shire employee passes away.
- e) When a local resident who passes, a request by a family member or a local funeral services.

Approval to fly the flags at half-mast in circumstances b), c), d) or e) above is to be given by the Chief Executive Officer in consultation with the Shire President.

When the flags are flown at half-mast acknowledgment of the reason will be made via a post on the Shire's Facebook page.

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Document Responsibilities:							
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Organisational:							
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Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
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1.	17/06/2015	170615-12					
2.	15/03/2017	150317-11					
3.	19/02/2020	180320-02					
4.	17/02/2021	170321-03					
5.	16/03/2022	200422-12					
6.	17/07/2024	170724-08					
7.	19/11/2025						

2.1.16 Authorisation to Purchase Goods and Services

OBJECTIVE:

Establish guidelines for the purchasing of goods and services by employees.

POLICY:

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to \$100,000;
- Manager of Works and Services up to \$100,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Customer Service Officer – office expenditure up to \$1,000;
- Works Supervisor up to \$2,500; and
- Mechanic up to \$2,500.

Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- Job Code (request code from Finance Officer if not known).
- Date Required By if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
- Details of verbal or written quotations or tender.

Designated forms are completed as evidence of recording the quotations to ensure there is transparency in the process with reasons for selecting specific suppliers and justification for purchase decisions. Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

On receipt of a Purchase Order the Finance Officer will check:

- The correct job or general ledger code is allocated.
- There are sufficient funds in that budget code.
- The quotation record sheet is correctly filled out.

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Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
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Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
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1.	17/06/2015	170615-12					
2.	19/10/2016	191016-12					
3.	15/03/2017	150317-11					
4.	21/06/2017	210617-15					
5.	19/02/2020	180320-02					
6.	17/02/2021	170321-03					
7.	20/10/2021	201021-32					
8.	16/03/2022	200422-12					
9.	19/11/2025						

2.1.17 ~~DELETED~~ Tenders of Budgeted Items

OBJECTIVE:

~~To call tenders for all items on the current adopted budget for all items above \$250,000.~~

POLICY:

~~The CEO is authorised to call tenders for all items on the current adopted budget over \$250,000.~~

~~Upon receipt of tenders by the CEO, all tenders are to be submitted to Council for approval, including, where necessary comparative schedules setting out major aspects of each tender. Council shall give due consideration to local businesses within the Shire of Wickepin, irrespective of prices.~~

~~In addition to tender conditions set out in Part 4 of the Local Government (Functions and General) Regulations 1996 (WA), the following conditions apply:~~

- ~~–tenders are to arrive at the Shire of Wickepin admin office marked “Tender”; and~~
- ~~–tenders to close not less than 14 days prior to an ordinary meeting of Council.~~

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
150720-09	15/07/2020
170321-03	17/02/2021
200422-12	16/03/2022

2.1.18 Acting Chief Executive Officer

OBJECTIVE:

Set down guidelines for the employment of an Acting CEO.

POLICY:

Prior to taking annual or other leave; the CEO must appoint an Acting CEO for the period of leave to ensure there is a designated officer responsible for the operations of Council.

When employed in the position of Acting CEO, the employee will be:

- advised in writing by either the CEO, where the CEO delegates the position to the employee or by the Shire President where Council delegates the position to the employee;
- paid at the salary level of the CEO for the term of the appointment; and
- subject to all the other existing conditions of employment.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
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Document Management:							
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1.	17/06/2015		170615-12				
2.	15/03/2017		150317-11				
3.	19/02/2020		180320-02				
4.	17/02/2021		170321-03				
5.	16/03/2022		200422-12				
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2.1.19 Payments to Employees in Addition to Contract or Award

OBJECTIVES:

To provide clear guidelines for when an employee who is ceasing employment with the Shire of Wickepin, may be paid an amount in addition to their entitlements under an award, workplace agreement or contract of employment.

SCOPE:

This policy shall only be applicable to permanent employees of the Shire of Wickepin.

POLICY:

1. Eligibility for Gratuity Payments

When an employee's services are ceasing with the Shire of Wickepin for any of the reasons identified below, the employee may be entitled to a gratuity payment as outlined within this policy:

- Resignation (not as a result of any performance management or investigating being conducted by the Local Government)
- Retirement; or
- Redundancy

The Gratuity Payment identified within this policy does not apply to an employee who has been dismissed by the Local Government for any reason other than redundancy.

The Shire may pay a gratuity to an employee whose employment with the Shire of Wickepin is finishing due to retirement or resignation, if full time or permanent part time employment status applies.

2. Prescribed Amount for Gratuity Payments

The Gratuity amount referred to in this policy shall be **in the form of a gift card**:

- ~~\$50 per continuous year of service, up to a maximum of \$500, in the form of a gift card.~~
- 0 – 5 years \$250 (\$50.00 per year)
- 5 – 10 years \$800 (\$80.00 per year)
- 10 – 15 years \$2,000 (\$134.33 per year)
- 15 – 20 years \$3,000 (\$150.00 per year)
- 20 years plus \$4,000 (\$200.00 per year)

3. Determining Service

For the purpose of this policy, continuous service shall deem to include:

- Any period of absence from duty of annual leave, long service leave, paid bereavement leave, accrued paid personal leave and public holidays.
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parent leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of one year.

For the purpose of this policy, continuous service shall not include:

- Any period of unauthorised absence from duty unless the Local Government determines otherwise.
- Any period of unpaid leave unless the Local Government determines otherwise.

- Any period of absence from duty on Parental leave unless the Local Government determines otherwise.

4. Exceeding Prescribed Amounts

In some circumstances, Council may consider it appropriate to make a payment greater than that specified in this policy. In which case local public notice is required to be given in relation to the proposed gratuity in accordance with the Local Government Act s.5.50 (2), and is not to exceed the amounts as set in the Local Government Administration Regulations 1996, specifically regulation 19A.

5. Financial Liability for Taxation

The employee accepts full responsibility for any taxation payable on the Gratuity Payment and agrees to fully indemnify the Local Government in relation to any claims or liabilities for taxation in relation to the Gratuity Payment.

Document Control Box							
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Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
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Legislation:	Local Government Act 1995 - Sect 5.50 Local Government (Administration) Regulations 1996 - Reg 19a						
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Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
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1.	17/06/2015	170615-12					
2.	15/03/2017	150317-11					
3.	19/02/2020	180320-02					
4.	17/02/2021	170321-03					
5.	16/03/2022	200422-12					
6.	11/12/2024	111224-11					
7.	19/11/2025						

2.1.20 Private Use of Shire Equipment and Resources

OBJECTIVE:

Provide clear parameters in relation to the private use of Shire equipment.

POLICY:

Shire of Wickepin employees are permitted private use of Shire equipment i.e. Lawn Mowers etc to maintain gardens on Shire of Wickepin properties, as approved by the CEO, MWS or DCEO.

Equipment is not to be used for private use where payment is received.

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Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
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Compliance Requirements:							
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Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
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1.	2003	160403-37					
2.	17/06/2015	170615-12					
3.	15/03/2017	150317-11					
4.	19/02/2020	180320-02					
5.	17/02/2021	170321-03					
6.	16/03/2022	200422-12					
7.	19/11/2025						

2.1.21 DELETED – Designation of Senior Employees

OBJECTIVE

Clearly state senior employee positions in the Shire of Wickepin.

POLICY STATEMENT

The Council designates the following employees as senior employees for the purpose of Section 5.37 (1) of the Act.

- Manager of Works and Services.

DELETED

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Industry:							
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Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:		Resolution No:				
1.	17/06/2015		170615-12				
2.	15/03/2017		150317-11				
3.	19/02/2020		180320-02				
4.	17/02/2021		170321-03				
5.	16/03/2022		200422-12				
6.	111224-09		Revoked				

2.1.22 DELETED - Senior Employee Contracts

OBJECTIVE

Provide **clear parameters in relation to senior employee contracts.**

POLICY STATEMENT

Appointments to the position of Manager of Works and Services shall be by a contract of employment, the terms of which are to be negotiated with the successful applicant by the CEO and nominated representative/s of Council.

Where contract terms include the provision of a vehicle for private use, such use is restricted to the South West Land Division unless prior authority to exceed this area has been granted by Council. Provisions of utility costs are to be a maximum of \$5,000 per annum.

Contracts negotiated with employees are to be endorsed on Council's behalf by the signatures of the CEO and Shire President.

DELETED

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022
210922-10	Revoked

2.1.23 Use of Swimming Pool

OBJECTIVE:

Establish the use of pool facilities as an employee benefit.

POLICY:

Shire of Wickepin employees, their partners and school age children will be admitted to the Wickepin swimming pool at no cost during the term of their employment.

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Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
1.	17/06/2015	170615-12					
2.	15/03/2017	150317-11					
3.	19/02/2020	180320-02					
4.	17/02/2021	170321-03					
5.	16/03/2022	200422-12					
6.	19/11/2025						

2.1.24 Asset Management

OBJECTIVE:

Set guidelines for implementing consistent asset management processes through the Shire of Wickepin.

POLICY:

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the Local Government by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

2.1.24.1 PRINCIPLES

A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.

All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.

Asset management principles will be integrated within existing planning and operational processes.

Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.

An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.

Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be fully funded in the annual budget estimates.

Service levels agreed through the budget process and defined in adopted Asset Management Plans will be fully funded in the annual budget estimates.

Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.

Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.

Future service levels will be determined in consultation with the community.

Training in asset and financial management will be provided for councillors and relevant staff.

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1.	17/06/2015	170615-12					
2.	15/03/2017	150317-11					
3.	19/02/2020	180320-02					
4.	17/02/2021	170321-03					
5.	16/03/2022	200422-12					
6.	19/11/2025						

2.1.25 Dealing with Family Members- **Conflict of Interest**

OBJECTIVE:

To set out the Shire's position in relation to dealings with family members, specifically:

- Employment of individuals who are related to another employee or member of Council is covered by the Equal Opportunities Act 1984 and Section 5.40 of the Local Government Act 1995.
- Provision of services to individuals who are related to an employee or member of Council.
- Procurement of goods or services from individuals who are related to an employee or member of Council.

POLICY:

Conflict of Interest

Conflicts of interest can occur when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities. The perception of a conflict of interest can be enough to undermine confidence in the integrity of the employee and the Shire of Wickpin. When dealing with family members, there is a clear potential for an employee's impartiality to be questioned by other staff and the community.

While this policy details specific dealings with family members, it should be noted that the Shire of Wickpin Employees and Councillors Code of Conduct states:

Employees will not take advantage of their position to improperly influence other council members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Elected Members shall not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

For the purposes of this policy, a "family member" is as defined in Section 6 of the Family Court Act 1997 (WA) and includes: Wife, husband, father, mother, son, daughter, grandfather, grandmother, step-father, step-mother, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, step brother, step-sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin. This also includes any legally recognised variation to these relationships, such as de facto, adoptive, ex-nuptial relationships, same sex relationships and changes resulting from separation / divorce.

Employment of Family Members

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Wickpin, the employee or member of Council will not sit on any selection panel relating to the position and will not attempt to participate in or influence the selection process or decision in any way.

Although it is preferable for family members to hold positions in different areas within the Shire, there may be occasions where this is not possible and in these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing, writing or purchase orders, performance appraisals and staff management.

Except in **where unavoidable** ~~in exceptional circumstances~~, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed.

No employee will conduct a performance review of a family member, or take part in any salary, promotion, termination or disciplinary discussions or decisions in relation to the family member.

Provision of Services to Family Members

In a small rural local government, it is inevitable that situations will arise where the Shire of Wickepin provides services to a family member of an employee. Wherever a discretionary power is being exercised, for example when considering a building application or granting a permit, the Code of Conduct requires the employee to declare their interest, and to disqualify themselves from dealing with their family member or close friend.

An employee should also consider if their impartiality is affected when dealing a customer who they know is a family member or friend of another employee.

Procurement of Goods and Services from Family Members

A situation may arise where the Shire of Wickepin purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- Not submit or authorise a purchase order for the goods or services involved.
- This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied with.

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3.	19/02/2020		180320-02				
4.	17/02/2021		170321-03				
5.	16/03/2022		200422-12				
6.	19/11/2025						

2.1.26 CEO Recruitment, Performance and Termination

Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

DIVISION 1 — PRELIMINARY PROVISIONS

1. Citation

These are the Shire of Wickepin Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Wickepin;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

DIVISION 2 — STANDARDS FOR RECRUITMENT OF CEO'S

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

1. Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
2. This Division does not apply —
 - a. if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - b. in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

1. The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
2. The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - a. the duties and responsibilities of the position; and
 - b. the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

1. If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
2. If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job Description Form To Be Made Available By Local Government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- a. inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- b. if the person advises the local government that the person is unable to access that website address —
 - i. email a copy of the job description form to an email address provided by the person; or
 - ii. mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

1. In this clause — **independent person** means a person other than any of the following —
 - a. a council member;
 - b. an employee of the local government;
 - c. a human resources consultant engaged by the local government.
2. The local government must establish a selection panel to conduct the recruitment and
 - a. selection process for the employment of a person in the position of CEO.
3. The selection panel must comprise —
 - a. council members (the number of which must be determined by the local government); and
 - b. at least 1 independent person.

9. Recommendation by selection panel

1. Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
2. Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - a. a summary of the selection panel's assessment of each applicant; and
 - b. unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
3. If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - a. that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - b. the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
4. The selection panel must act under subclauses (1), (2) and (3) —
 - a. in an impartial and transparent manner; and
 - b. in accordance with the principles set out in section 5.40 of the Act.
5. The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - a. assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

- b. verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - c. whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
6. The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- 1 This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- 2 Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - a. clause 5 does not apply to the new recruitment and selection process; and
 - b. the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- a. the making of the offer of employment to the applicant; and
- b. the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- 1. This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- 2. Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- 1. In this clause — **Commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- 2. This clause applies if —
 - a. upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - i. the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - ii. a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and
 - b. the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- 3. Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- 4. This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

DIVISION 3 — STANDARDS FOR REVIEW OF PERFORMANCE OF CEO'S

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

1. The local government and the CEO must agree on —
 - a. the process by which the CEO's performance will be reviewed; and
 - b. any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
2. Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
3. The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

1. A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
2. The local government must —
 - a. collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - b. review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- a. the results of the review; and
- b. if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

DIVISION 4 — STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEO'S

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- 1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- 2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - a. informing the CEO of the CEO's rights,
 - b. entitlements and responsibilities in relation to the termination process; and
 - c. notifying the CEO of any allegations against the CEO; and
 - d. giving the CEO a reasonable opportunity to respond to the allegations; and
 - e. genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

- 1 This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- 2 The local government must not terminate the CEO's employment unless the local government has —
 - a. in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - b. informed the CEO of the performance issues; and
 - c. given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - d. determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- 3 The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

1. If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
2. The notice must set out the local government's reasons for terminating the employment of the CEO.

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1.	20/10/2021		201021-28				
2.	16/03/2022		200422-12				
3.	19/11/2025						
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2.1.27 Councillors Continuing Professional Development

OBJECTIVE:

To ensure that Elected Members have equitable access to a range of relevant training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members.

POLICY:

Mandatory Training

The Shire of Wickpin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a. Understanding Local Government;
- b. Conflicts of Interest;
- c. Serving on Council;
- d. Meeting Procedures and Debating; and
- e. Understanding Financial Report and Budgets.

Certain exemptions, specified in the Regulations apply.

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Personal development

Elected members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual council members may vary, each member is encouraged to seek the assistance of the Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

Guidelines

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

Funding for Professional Development

The council will allocate funds for professional development during the budget process.

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3.	19/11/2025						

2.1.28 Code of Conduct Behaviour Complaints Management

OBJECTIVES:

- To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and Shire of Wickepin' Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Wickepin's Code of Conduct for Council Members, Committee Members and Candidates.
- To give effect to the Shire of Wickepin's commitments to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

SCOPE:

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Wickepin's Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

DEFINITIONS:

3.1 Act

means the *Local Government Act 1995*.

3.2 Behaviour Complaints Officer

means the Shire's Chief Executive Officer (CEO) or any other person authorised in writing *[by Council resolution or by the CEO exercising delegated authority]* under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints.

3.3 Breach

means a breach of Division 3 of the Shire of Wickepin' Code of Conduct for Council Members, Committee Members and Candidates.

3.4 Candidate

means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

3.5 Candidate Complaint

means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 4.3.2 of this Policy.

3.6 Code of Conduct

Means the Shire of Wickepin' Code of Conduct for Council Members, Committee Members and Candidates.

3.7 Committee

means a committee of Council, established in accordance with s.5.8 of the Act.

3.8 Committee Member

means a Council Member, employee of the Shire of Wickepin or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

3.9 Complaint

means a complaint submitted under Clause 11 of the Code of Conduct.

3.10 Complainant

means a person who has submitted a Complaint in accordance with this Policy.

3.11 Complaint Assessor

means a person appointed by the Behaviour Complaints Officer in accordance with Part 4.2.2 and Part 4.3.8 of this Policy.

3.12 Complaint Documents

means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

3.13 Complaint Form

means the form approved under clause 11(2)(a) of the Code of Conduct *[by council resolution or by the CEO exercising delegated authority]*.

3.14 Council

means the Council of the Shire of Wickepin.

3.15 Council or Committee Meeting

means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

3.16 Council Member

means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

3.17 Finding

means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

3.18 Plan

means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

3.19 Response Documents

means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

POLICY:**4.1 Principles****4.1.1 Procedural fairness**

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

4.1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

4.1.3 Confidentiality

The Shire of Wickepin will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

4.1.4 Accessibility

The Shire of Wickepin will ensure that information on how to make a complaint, including this Policy, is available at the Shire of Wickepin's Administration Building and on the Shire of Wickepin's website. The Shire of Wickepin will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

4.2 Roles

4.2.1 Behaviour Complaints officer

- The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.
- The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.
- The Behaviour Complaints Officer will liaise with and provide administrative support to a Complainant Assessor appointed under this Policy.
- The Behaviour Complaints Officer will liaise with the Local Government to facilitate the call and convening of Council meeting if required.
- In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

4.2.2 Complaint Assessor

- The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 4.3.8 of this Policy.
- The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.
- The Complaint Assessor is able to request a written response from the Respondent, review all documents provided by the Behaviour Complaints Officer and conduct any necessary investigations.
- The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

4.2.3 Council

Council will determine matters relating to complaints, including:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [clause 12 of the Code of Conduct].
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
 - o To take no further action; or
 - o Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

4.3 Procedure

4.3.1 Making a Complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [clause 11(1) of the Code of Conduct].

- a. A Complaint must be made within one (1) month after the alleged Breach [clause 11(2)(c) of the Code of Conduct].
- b. A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.
- c. A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.
- d. A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.
- e. Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.
- f. Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made [clause 11(2)(c) of the Code of Conduct].

4.3.2 Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 4.3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with [clause 15(1) of the Code of Conduct].

4.3.3 Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

4.3.4 Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 4.3.6 of this Policy.

4.3.5 Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 4.3.6 of this Policy.

4.3.6 Alternative Dispute Resolution

The Shire of Wickpin recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 4.3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

4.3.7 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

4.3.8 Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire of Wickepin' Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

4.3.9 Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire of Wickepin' Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Wickepin' Meeting Procedures/Standing Orders Local Law.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

4.3.10 Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 4.3.4 and Part 4.3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

4.3.11 Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Council; and
- include reasons for each recommendation, with reference to Part 4.4.4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Council. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

4.3.12 Council Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Council will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decisions that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Council will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.4.2 of this Policy.

If the Council dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Council will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.4.3 of this Policy.

If the Council finds that the alleged breach did occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4.4 of this Policy.

If the Council decides to take no further action, the Behaviour Complaints Office must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct.

4.3.13 Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4.4 Decision Making

4.4.1 Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and Principles included in Part 4 of this Policy.

4.4.2 Dismissal

The Council must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that –

- a. the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- b. either –
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Wickepin's Meeting Procedures/Standing Orders Local Law.

4.4.3 Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [clause 12(3) of the Code of Conduct].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Council may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.4.5 Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Council considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives express in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 and Local Government (Model Code of Conduct) Regulations 2021						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:		Resolution No:				
1.	20/03/24		200324-07				
2.	19/11/2025						



Shire of Wickepin

**Complaint About Alleged Breach Form -
Code of Conduct for Council Members, Committee Members and Candidates**

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

NOTE: A complaint about an alleged breach must be made —

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:	
Name: _____	
<u>Given Name(s)</u>	<u>Family Name</u>

Contact details of person making the complaint:
Address: _____
Email: _____
Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

List the particular requirement under Division 3 of the Code that has been alleged to have been breached:

--

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

--

Date of alleged breach:

_____ / _____ / 20____

SIGNED:

Complainant's signature:

Date of signing: _____ / _____ / 20____

Received by Authorised Officer

Authorised Officer's Name:

Authorised Officer's Signature:

Date received: _____ / _____ / 20____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to the Chief Executive Officer, Shire of Wickepin, via mail (PO Box 19 Wickepin WA 6370), by hand (77 Wogolin Road, Wickepin WA 6370) or via email to ceo@wickepin.wa.gov.au

2.1.29 Attendance at Events and Functions

OBJECTIVES:

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The purpose of the policy is to provide transparency about the attendance at events by councillors, the Chief Executive Officer (CEO) and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Guidance is provided below:

1. If a councillor receives a ticket in their name, in their role as councillor, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
2. Whilst the law permits greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
3. If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct as per notifiable and prohibited gifts.
4. Note this policy doesn't apply to prizes won by 'games of chance' such as a lottery, raffle, business card draw or contest.
5. Nothing in this policy shall be construed as diminishing the role of the CEO in approving attendance at activities or events by other employees that in the opinion of the CEO are appropriate, relevant and beneficial to the Shire of Wickepin.

1. Legislation

Section 5.90A – Attendance at Events. In this section “event” includes the following:

- a. a concert;
- b. a conference;
- c. a function;
- d. a sporting event;
- e. an occasion of a kind prescribed by the Local Government (Administration) Regulations 1996..

A local government must prepare and adopt (via absolute majority) a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- a. the provision of tickets to events;
- b. payments in respect of attendance;
- c. approval of attendance by the local government and criteria for approval; and
- d. any prescribed matter.

2. Scope

This policy applies to Councillors, the CEO and all employees of the Shire of Wickepin (the Shire) in their capacity as a councillor or employee of the Shire.

Councillors, the CEO and employees occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.

Note this Policy isn't applicable to the attendance by councillors, CEO or employees at training, conferences or other professional development as such attendance is covered by separate Council policies.

3. Pre-Approved Events

Note: Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

Under this Policy Council approves attendance at the following events by councillors, the CEO and employees of the Shire:

- a. Advocacy, lobbying or Ministerial briefings;
- b. Meetings of clubs or organisations within the Shire of Wickepin;
- c. Any free event held within the Shire of Wickepin;
- d. Australian or West Australian Local Government events;
- e. Events hosted by Clubs or Not for Profit Organisations within the Shire of Wickepin to which the Shire President, councillor(s), CEO or employee(s) has been officially invited;
- f. Shire hosted ceremonies and functions;
- g. Shire hosted events with employees;
- h. Shire run tournaments or events;
- i. Shire sponsored functions or events;
- j. Community art exhibitions within the Shire of Wickepin or Wheatbelt Region;
- k. Cultural events/festivals within the Shire of Wickepin or Wheatbelt Region;
- l. Events run by a Local, State or Federal Government;
- m. Events run by schools and universities within the Shire of Wickepin;
- n. Major professional bodies associated with local government at a local, state and federal level;
- o. Opening or launch of an event or facility within the Shire of Wickepin or Wheatbelt Region;
- p. Recognition of Service events
- q. RSL events;
- r. An event run by an organisation of which the Shire of Wickepin is a member;
- s. Wickepin Business and Tourism Association events; and
- t. Where the Shire President, councillor(s), CEO or employee(s) attendance has been formally requested.

All councillors, the CEO and employees are entitled to attend a pre-approved event.

If there are more tickets than prospective attendees the Shire President and CEO will liaise to determine allocations.

4. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President; and
- Events for employees may be approved by the CEO.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where a councillor has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the applicable members governance account.

Where the CEO or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by the Council.

5. Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event:

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the councillor, CEO or employee pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

6. Procedures

Any disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to councillors and by the CEO in relation to employees.

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Councillor, CEO or particular employee of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite/ticket is transferable to another Shire representative.

Tickets that are provided to the Shire without denotation as to who they are for, will be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant councillor or employee.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Section 5.90A of the Local Government Act 1995						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:		Resolution No:				
1.	20/03/24		200324-06				
2	19/11/2025						

2.1.30 Disposal of Property (Other than Land)

PURPOSE:

The purpose of this policy is to provide guidance on the management of the disposition of property (other than land) valued less than \$20,000, ensuring full compliance with applicable legislative obligations and principles of transparency.

SCOPE:

This policy applies to all disposition of property (other than land) valued less than \$20,000.

This policy is to provide unambiguous and transparent direction for the disposal of assets and in doing so:

- Promote fair and effective competition to the greatest possible extent;
- Consider any potential benefit to the community; and
- Ensure best value for money is achieved.

DEFINITIONS:

Dispose means to sell, donate or dispose of in an environmentally responsible method.

Property means any local government property (valued less than \$20,000) not including money or land.

POLICY DETAILS:

The following principles are to be applied:

- Every reasonable effort will be made to dispose of assets at the best possible price and in an environmentally friendly manner.
- The cost and time associated with disposing of an asset/s should not exceed the estimated market value of the asset/s.
- Consideration should be given to donating the assets to charity or a not for profit organisation.

The disposal of property (other than land) valued less than \$20,000, based on a reasonable judgement valuation, shall be as follows:

Property Type	Method of Disposition
Fleet, plant or machinery valued less than \$20,000	The CEO shall have discretion to dispose of the property through either a: 1. Public auction process, or 2. Public tender process, or 3. Trade-in (in accordance with regulation 30(3)(b) of the <i>Local Government (Functions and General) Regulations 1996</i>.
Furniture, equipment or goods valued from \$5,000 and less than \$20,000	The CEO shall have discretion to dispose of the property through either a: 1. Public Auction process, or 2. Public tender process. In the event of there being no response to the auction or tender process, the property shall be

	offered to local community groups, sporting clubs or charities through a locally advertised expression of interest process which may comprise either an expression of interest or be on a “first in, first served” response basis. Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable. If no interest is received, the property will be disposed of through a waste collection service.
Furniture, equipment or goods valued from \$0 \$1,000 and less than \$5,000	Property will be offered to local community groups, sporting clubs, charities or schools through a locally advertised expression of interest process which may comprise either an expression of interest or be on a “first in, first served” response basis. Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable. If no interest is received from Community Groups the property will be disposed of advertised for purchase locally.through a waste collection service.
Furniture, equipment or goods valued less than \$1,000	Property will be offered to local community groups, sporting clubs, charities or schools through a locally advertised expression of interest process which may comprise either an expression of interest or be on a “first in, first served” response basis. Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable. If no interest is received, the property will be disposed of through a waste collection service.

The Asset Register shall reflect the disposal where applicable.

Dispositions not outlined in this policy are prescribed by legislation.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<i>Local Government Act 1995</i> <i>Regulation 30(3) of the Local Government (Functions and General) Regulations 1996</i>						
Industry:							
Organisational:	Delegation Register Shire of Wickepin Asset Register						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
1.	15/05/24	150524-07					
2.	19/11/2025						

2.1.31 Closed Circuit Television (CCTV)

PURPOSE

The purpose of this policy is to establish clear parameters governing the use of the Shire of Wickepin's Closed Circuit Television (CCTV) systems across the Shire to assist in:

- a) creating a safer environment for residents and visitors to the Shire of Wickepin;
- b) access to analytics software and access to recorded footage and data;
- c) protect Council's assets and other assets under the control and care of Council.

Whilst CCTV cameras bring benefits to the community, such as a reduction in crime, which can lead to enhanced community safety and property protection in particular areas, it is recognised that crime will never totally be prevented.

SCOPE

This policy applies to all locations where the Shire has CCTV in place. It is acknowledged that CCTV cameras installed in public place locations as part of Council infrastructure, will capture images of the general public and staff performing work tasks. The provision of CCTV within the Shire of Wickepin is not designed to intentionally provide workplace surveillance unless specifically stated.

Mobile or temporary cameras that are used in the same manner as fixed CCTV cameras to achieve said objective of CCTV provision, are incorporated into the scope of this Policy. This policy does not relate to mobile or temporary cameras (including dash cams or body-worn cameras) that are primarily used for activities associated with enforcement by authorised Council officers in their delegated tasks; or for personal safety measures relevant to those tasks.

DEFINITIONS

Nil

POLICY DETAILS

The Shire will continue to design and implement programs that enhance safety, security and wellbeing in the community. The use of CCTV and analytics software will increase the community's feelings of security, safety and wellbeing.

The Shire's CCTV system and collected data will only be accessed by Shire employees or its agents authorised for this purpose.

Original recordings or data will not be released unless required by law or if requested by WA Police or the Australian Federal Police. All requests for access may be in writing.

The Shire may use footage in the investigation of breaches of its local laws or other relevant legislation.

Metadata from analytics software may be used to provide information to assist in the efficient use and management of the Shire's facilities.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<i>Surveillance Devices Act 1998</i> <i>Security and Related Activities (Control) Act 1996</i> <i>Evidence Act 1906</i> <i>Freedom of Information Act 1992</i>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:	Resolution No:					
1.	17/07/2024	170724-09					
2.	19/11/2025						

2.1.32 Fraud & Corruption

OBJECTIVE:

To give effect to the Shire of Wickepin's commitments to the effective and transparent process to minimise Fraud and Corruption.

POLICY:

1. All Elected Members and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.
2. The Shire expects its elected members and employees to act in compliance with the Codes of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire.
3. All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.
4. The Chief Executive Officer is to ensure that a Fraud and Corruption Prevention Plan is developed, reviewed by the **Audit Risk and Improvement & Governance** Committee (ARIC), and adopted by Council at least once every two years.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Corruption, Crime and Misconduct Act 2003 Public Interest Disclosures Act 2003 Local Government (Model Code of Conduct) Regulations 2021 Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996						
Industry:							
Organisational:	Policy 2.1.6 – Code of Conduct for council members, committee members and candidates Policy 3.1.6 – Purchasing Policy Employees Code of Conduct Policy & Procedures for Employees 1.19 - Disciplinary action						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	2027	Records Ref:	
Version #	Meeting Date:		Resolution No:				
1.	21/08/2024		210824-16				
2.	19/11/2025						



13.11.1 Regional Housing Support Guidelines



Department of Planning,
Lands and Heritage



Regional Housing Support Fund Guidelines for Applicants

**SOLUTIONS FOCUSED FOR A
VIBRANT WESTERN AUSTRALIA**

Acknowledgment of Country

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps. DPLH gratefully acknowledges the support and assistance of consultants Urbaqua Land and Urban Water Solutions in the development of this document.

Readers should familiarise themselves with all other documents which are a part of the Regional Housing Support Fund Program.

APPLICATIONS CLOSE AT 5pm AWST Friday 19 December 2025

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Disclaimer

This document has been produced by the Department of Planning, Lands and Heritage. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

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email: rhsf@dplh.wa.gov.au

tel: 08 6551 8002
fax: 08 6551 9001
National Relay Service: 13 36 77

This document is available in alternative formats on application to Communication Services.

1. How to use the guidelines

These guidelines cover:

- amount of funding available
- who is eligible to apply
- what types of projects and costs are eligible
- eligible locations
- what you will need to apply
- how applications are assessed
- what to expect if you are successful

Before making an application to the Regional Housing Support Fund (RHSF) (the Fund) you should read these guidelines and the frequently asked questions (FAQs) available on the website in full to ensure you and your project meet the eligibility requirements.

Applications for the Regional Housing Support Fund must be lodged via SmartyGrants, the Department of Planning, Lands and Heritage's online grant application platform.

Detailed application instructions including a help guide are available at <https://dplh.smartygrants.com.au>.

For any questions about the guidelines or to discuss your project, email rhsf@dplh.wa.gov.au or call 6551 8002.

2. About the Regional Housing Support Fund

The Regional Housing Support Fund is a \$25 million commitment from the Western Australian Government to provide grants to support new housing and residential lot supply projects across regional Western Australia.

Delivering new housing in regional Western Australia can be challenging due to additional costs often associated in bringing land and housing to market. These costs include site preparation, provision of enabling infrastructure, construction and civil works – all of which impact the feasibility and affordability of projects. The extent of feasibility gaps vary across regions, depending on factors such as location, availability of local expertise, materials and labour.

The Fund is open to local governments, community housing providers and landowners/developers to support key worker, community housing and residential subdivision projects in regional Western Australia.

Grants from this Fund are to assist with addressing identified and quantified feasibility gaps, subject to eligibility requirements, and bring projects sooner to fruition. A competitive assessment process applies to applications.

The Fund is administered by the Department of Planning, Lands and Heritage (the Department).

3. Objectives

The Regional Housing Support Fund seeks to:

- 1) Provide funding assistance to help close existing feasibility gaps being experienced by key worker and community housing projects (including supported and specialist accommodation), and residential subdivision projects in regional Western Australia.
- 2) Assist with the provision of new housing, including repurposed dwellings, in regional towns to help build and maintain sustainable regional communities.
- 3) Support delivery of housing for key workers, community housing organisations and low to moderate income households in non-mining industries.

For the purpose of this Fund:

- Key workers include, but are not limited to, skilled and semi-skilled workers employed in the following industries:
 - Childcare
 - Education
 - Emergency Services
 - Government employees
 - Healthcare
 - Hospitality
 - Retail
 - Tourism
 - Trades and Manufacturing
 - Transport and Logistics
- Workers employed in the above industries do not include those in the mining/resources industries.
- Community housing can consist of a range of housing types provided for people on a very low, low or moderate income, or for people with additional needs. This may include crisis, transitional and long-term rental housing and congregate living facilities, like hostels or lodges.
- A community housing provider means a body corporate or organisation, including not-for-profit, that has one of its objectives being the provision of community housing.

4. Eligibility

For a project to be eligible for consideration of funding from the Regional Housing Support Fund, it will need to meet location, applicant, project and cost eligibility requirements, including timeframes for the delivery of projects.

Meeting eligibility requirements does not guarantee funding will be provided. A competitive assessment process applies to applications.

4.1 Applicant eligibility

The Fund is open to applications from developers/landowners, community housing providers and local governments. State Government agencies may also identify projects for consideration, which meet Government priorities, objectives and complement existing projects or initiatives.

4.2 Eligible locations

For a project to be eligible for consideration of funding, it must be located within, or in the vicinity of, an existing regional centre, townsite or community within regional Western Australia excluding the Perth and Peel metropolitan region. Genuine regional proposals in the outer Peel region (i.e. Boddington and Waroona) may be considered where justified.

4.3 Project eligibility

The project must propose the delivery of three or more dwellings and/or the delivery of three or more residential lots. For dwellings, this can be across multiple lots if the delivery is being undertaken as a single package. For subdivision, the proposed lots must be on a single contiguous site.

For a project to be eligible for consideration of funding, it must result in the timely delivery of either (or a combination):

- **New self-contained housing for affordable purchase or lease by key workers, located within a reasonable vicinity to employment locations and amenity and services**

This can include a range of housing types to meet the anticipated housing needs. At a minimum, each dwelling should provide a bedroom, living space, kitchen and bathroom facilities (i.e. not relying on shared facilities) and be capable of being used for permanent occupancy, not short-stay accommodation purposes. Projects involving repurposed dwellings will be considered.

The application must demonstrate that housing construction can commence within two years and can be completed within four years.

- **Community housing accommodation located within regional centres or townsites.**

A range of housing types can be considered, responding to the housing needs in the region. The application must demonstrate housing construction can commence within two years and can be completed within four years.

- **New serviced lots for residential dwellings.**

The application must demonstrate the subdivision can be delivered (lots titled) within two years. Lots must be located on land with a residential zoning and all required structure planning or other planning in place. If the site is not appropriately zoned at the time of application, applicants must demonstrate that zoning can be achieved within sufficient time to enable delivery of lots within the required timeframe.

Applications should demonstrate that the project is capable, if funded, of timely delivery (i.e. at the stage where contractors can be engaged and construction begins). This may include a valid subdivision or development approval (or evidence of an existing application) with sufficient time remaining to enable delivery of works. Consideration can be given to a longer time period, for reasons such as project complexity, resource/material availability, the need to wait for completion of related infrastructure works or design.

Applications which would be reliant on further detailed design work, resolution of tenure constraints and/or regulatory approvals (such as rezonings) are less likely to be competitive.

4.4 Eligible costs

The Regional Housing Support Fund may contribute funding for the following :

- Site preparation, including earthworks, drainage infrastructure and decontamination (if relevant).
- Contribution and connection costs relating to the supply of water, wastewater, electricity or telecommunications connections to lots or dwellings, including site preparation and earthworks required as part of the delivery of these connections.
 - On-site standalone systems may be considered where they represent the most appropriate option for the provision of essential services.
 - Gas connection costs may be considered where the development includes a commercial component. Gas connections for residential uses are excluded.
- Construction of roads and/or upgrades.
- Construction of dwellings for key workers or community housing.

Note: Projects which are under assessment or which have received funding through the Infrastructure Development Fund (IDF) or Housing Enabling Infrastructure Fund (HEIF) are eligible to apply for funding, however if a component of infrastructure has received committed funding from the IDF or HEIF, that particular infrastructure component will not be eligible for funding.

4.5 Ineligible projects or costs

- The creation of special residential or rural-residential lots, generally considered to be lots equal to or greater than 2000m².
- Costs associated with technical studies undertaken to support applications. However, applications may include requests for funding towards detailed engineering design and as-constructed surveys, which will be considered where justified.
- Mining/resource worker accommodation and on-site worker accommodation proposals, including tourism operations.
- Recovery of costs that are already funded through alternative sources or retrospective recovery of costs already incurred for infrastructure works already substantially commenced or completed.

- Projects seeking funding for ongoing operational or recurrent costs.
- Ongoing salaries/employment of new or existing staff.
- Purchase of land.
- Activities that would be undertaken in the normal course of business, such as routine replacement or upgrades of plant and equipment.
- Costs associated with safety upgrades for gas pipeline infrastructure.
- Projects being delivered directly by the Department of Housing and Works or DevelopmentWA.

Note: This does not include the proposed delivery of dwellings by a third party for lease by the Government Regional Officers Housing (GROH) or WA Country Health Service housing program (or similar), which may form part of an application to the Fund

5. Application requirements

Applications close at **5pm AWST Friday 19 December 2025**.

Applications must be submitted using SmartyGrants, the online grants management tool used by the Department. You will be required to include a business case and Budget Workplan with the SmartyGrants application. All applications, together with the supporting documentation, must be submitted by the closing date.

Should applicants experience technical difficulties submitting the application via SmartyGrants by the closing date, email rhsf@dph.wa.gov.au or call 6551 8002.

Applicants are advised to leave sufficient time to submit their application through SmartyGrants. Late applications will not be accepted, unless there are exceptional circumstances. Exceptional circumstances will be considered on merit, in accordance with probity principles to ensure fairness to all applicants.

A request for a late application must be emailed to rhsf@dph.wa.gov.au within three business days of the closing date and must include:

- Reasons and supporting evidence of the exceptional circumstances.
- The documents that would have been submitted through SmartyGrants including the business case.
- Application reference number provided through SmartyGrants.

Requests received outside of the three business days will not be considered.

A request for a late application will be considered by the Department and applicants will be advised of the decision. The decision is final and not subject to review or an appeal process. A request for a late application is not shared with the Evaluation Panel.

The business case must include sufficient information to demonstrate the suitability and feasibility of a proposal against the objectives, eligibility and assessment criteria outlined in these guidelines and include:

Project description

- Detailed project description including copies of plans prepared, project aims, overall cost, location and proposed timing of project activities.
- A schedule which demonstrates a pathway to delivery of the project.
- Demonstrate how dwellings will be maintained and managed for key workers or community housing for at least five to 10 years.

Costing and funding information

- Detailed project budget of the works required to deliver the project, including sources of funding and planned expenditure. Identify clearly which components funding is being sought and the amount. A Budget Workplan will be required (see Appendix 1).
 - A high degree of certainty of the costs is required. This could be supported by quotes from an infrastructure provider, report from a quantity surveyor or supporting evidence in the form of quotes.
 - Details regarding the financial viability of the project will be required, including demonstration that the project is not financially viable without public support.
- The degree of co-contribution to the project, including details of funding sources, considering the benefit the applicant will derive from the project, sharing of risk appropriately between private parties and Government.

Include details of funding arrangements for works required to deliver the lots or dwellings proposed, separate to any funding that may be requested/granted through this Fund.

Applicants are required to disclose whether any aspect of the proposal has received funding or whether it is intended that funding will be applied for (or has) from other grant or funding sources including local government, State Government or Australian Government funding. If a component of infrastructure for the project is eligible for funding from the Housing Enabling Infrastructure Fund or has received committed funding from the Infrastructure Development Fund, that particular infrastructure component will not be eligible for funding.

Approvals and technical studies

- Proof of 'shovel ready' status, a valid subdivision or development approval (or existing application) with sufficient time remaining to enable delivery of works following the funding assessment process.
- Where appropriate, technical studies and/or evidence of discussions with relevant agencies and authorities, which may include but not be limited to planning and servicing bodies. Collaboration with relevant infrastructure providers and authorities is encouraged.
- Whether the project requires any planning, environmental approval or any other related licenses, permits or approvals to allow the project to proceed, and whether they have been obtained or estimated timeframes for obtaining.

Demonstration of capability and need

- Degree of experience of the applicant in developing key worker housing, community housing sites and residential subdivision in regional locations.

- Where the applicant is a developer/landowner or community housing provider, they must demonstrate:
 - A sound financial track record, compliance with relevant regulations and capacity to deliver on the proposed project.
 - Measures are in place to minimise the potential risks associated with providing funding to the applicant and the risk of non-performance.

To assist, additional information, as suggested in Appendix 2, should be included in the business case and associated questions answered in the SmartyGrants application.

- Demonstration of an undersupply of housing and/or residential lots in the location and sufficient demand to absorb the lots or dwellings proposed to be supported by the investment within a five to 10-year period.
- Discussion on how the project represents value for money and will deliver benefit to the community.
- Demonstration that the project faces a feasibility gap and is not viable without public funding. This requires a combination of information sources as outlined in Appendix 3.

Visit the SmartyGrants application portal for a full list of required information, including documents to be uploaded.

Once completed, a PDF version of the application form can be downloaded by going to the 'Review and Submit' page in Form Navigation. This can be done at any time before submitting the application. Remember to save your progress as you go. You may re-enter the application using My Submissions at the top of the landing page once you have logged in.

You should pay close attention to attachments and evidence that support the application.

Email rhsf@dplh.wa.gov.au or call 6551 8002 or for assistance with submitting an application.

6. Assessing applicants

Once received, the Department will review the information submitted in the application to confirm it meets the eligibility criteria and all information requirements have been met. During the review process applicants may be asked to provide clarification to assist this process.

The Department may engage with other State Government agencies, service authorities or independent quantity surveyors or similar, for assistance in verifying applicant costs. Where this is required, information submitted with the application will be shared.

Only eligible and complete applications will move to the next stage, which is a competitive application assessment by an Evaluation Panel.

The Evaluation Panel will assess applications using the assessment criteria below. The outcome of the panel assessment will be provided to Government, through the Residential Lands and Housing Delivery (RLHD) Ministerial Oversight Committee (MOC) for its consideration.

The RDLH MOC will make the final determination regarding funding being granted for the project.

Meeting eligibility requirements does not guarantee funding will be provided. Unsuccessful applicants will be provided with a notice of the outcome and reasons for the decision.

Assessment Criteria

1. Capacity and Capability (30%)

Confidence in the delivery of the project through proven track record of success, sound methodology and project planning.

- Personnel, skills and experience, including:
 - Skills and experience of employees working on the project.
 - Skills and experience of consultants/contractors.
 - Experience in delivering housing and/or infrastructure projects.
- Resourcing the project including:
 - Availability of required building and construction contractors, materials and other goods and services required for the project.
- Funding the project:
 - Evidence of detailed project costings.
 - Degree by which a clear plan is provided of other funding sources and the level of certainty attached to these sources.
 - Evidence of co-contributions.
 - Demonstration of responsible and sound financial management.
- Project Planning:
 - Evidence of planning and/or approvals in place.
 - Project methodology and timeframes to achieve completion of the project or development within required timeframes.
 - Relevant service authority advice.
 - If the applicant has received previous grants (State or Commonwealth), demonstrated experience of complying with transparent reporting and meeting funding conditions attached to the grant/s.

2. Value for Money (25%)

- How the project provides value to the State and is appropriate for public funding.
- Consideration of levels of co-contribution and leveraging of other funding sources, including private investment.
- Total project budget and the proportion of project costs requested of the Fund.
- Degree of confidence that the funding will close the feasibility gap for the project.

3. Expected outcomes and alignment with Government Planning and Goals (20%)

- Level of consistency with the WA Government's strategic priorities and objectives including the relevant planning framework.
- The degree by which works will facilitate the timely delivery of housing or land located within a reasonable vicinity to employment locations amenities and services.
- How the project will delivery housing for key workers and/or community housing.

4. Location and Need (25%)

- A demonstrated undersupply of residential lots or dwellings in the project location and sufficient demand to absorb the lots or dwellings proposed to be supported by the investment within a five-to-10-year period.
- Whether the project is located in a priority location aligned with Government goals, including above the 26th parallel or in another area identified.
- The location of the proposed subdivision or development represents a logical and planned expansion of an existing townsite.

Government's Residential Lands and Housing Delivery Ministerial Oversight Committee reserves the right to offer a lower amount of funding. Note that proposals where funding requested exceeds \$5 million additional Government consideration beyond the Residential Lands and Housing Delivery Ministerial Oversight will be required.

7. Funding agreement

Successful applicants will be required to enter into a Funding Agreement. The Funding Agreement sets out the applicable terms and conditions and defines the roles and responsibilities.

There may be a provision in the funding agreement of a minimum period for retention to ensure the dwellings are available for existing key workers in the town or community housing providers.

It is generally expected that funded dwelling projects will be maintained for key workers or community housing purposes for a period of five to 10 years.

Reimbursement will occur against identified project delivery milestones as set out in the Funding Agreement. In general, applicants are able to seek reimbursement of infrastructure costs following their installation (and verification by appropriate service authorities) and remaining project costs at the time the subdivision or development project is delivered to market. Depending on the project, and as agreed with the recipient, the percentage and timing of reimbursements may differ. If this applies, this will be set out in the Funding Agreement. Where costs exceed the funding contribution the recipient is responsible for paying the balance.

Where power, water or sewer are proposed, it will be the preference of the Fund to provide approved funding direct to infrastructure providers (for example Water Corporation, Western Power or Horizon Power). This will be outlined in the Funding Agreement.

When the funded works are completed, the following documentation will be required:

- Itemised receipts demonstrating the proponent has incurred charges related to eligible costs. Note, where charges exceed the funding committed, the applicant will be responsible for meeting those costs.
- Sufficient information to demonstrate the applicant is the appropriate recipient of the funding.
- Evidence that a responsible authority has approved or certified works undertaken, and, where appropriate, has agreed to take ownership of the relevant infrastructure or works.

Or

- Certification of works by a suitably qualified independent person or superintendent under the works contract.
- When the subdivision or development is completed a Certificate of Title for lots created, proof of completion of construction, or Certificate of Occupancy for a dwelling (where required).

8. Project timing, reporting and acquittal

The project must be completed as set out in the Funding Agreement.

Successful applicants will be required to report on project progress and related measures. Reporting dates will be agreed at sign-off of the Funding Agreement. At the end of the project, successful applicants are required to submit a final report to demonstrate the project has been completed in line with the approved application, or as amended with agreement, and funding has been spent accountably.

9. Probity

The Department adheres to the Treasurer's Instructions and the Western Australian Grants Administration Guidelines. Accountability and transparency together with sound financial governance, risk management, and internal controls will be applied at all processes in the lifecycle of a grant. A probity advisor is consulted to assess and advise as appropriate including conflict of interest processes and procedures across the Fund grant process.

10. Our Charter

The Department's Customer Service Charter is available at [Strategic Engagement Framework](#). The charter sets out our commitment to service standards and our service standard to you.

11. Announcements of successful applications

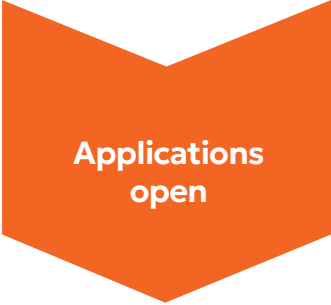
Information regarding successful applications will be published on the Department's website. Information published will include:

- Applicant's name
- Location of project/development
- Project summary
- Funding amount

No commercial-in-confidence information will be published.

Enquiries and support

For any questions about these guidelines or to discuss your project, email rhsf@dplh.wa.gov.au or call 6551 8002.



Applications open

Stage 1: Application

- Applicant has shovel ready project/development (lots and/or dwellings).
- Applicant submits application through SmartyGrants, including Business Plan and Budget Workplan.



Assessment & Approval

Stage 2: Review and Assessment

- Department assesses application against eligibility criteria.
- If eligible, application progresses to competitive evaluation undertaken by the Evaluation Panel, with outcomes provided to Government's Residential Lands and Housing Delivery Ministerial Oversight Committee for determination.
- Successful applicant issued with Funding Agreement outlining the maximum grant for their project/development, funding payments against key milestones and reporting requirements.



Applicant to enter into works

Stage 3: Preparation of project/development

- Applicant proceeds according to Funding Agreement including interim reporting requirements.



Dispersal

Stage 4: Request for dispersal

- Applicant to claim grant funding by providing the Department with evidence of milestones and relevant invoices.
- Department to assess whether the claim is consistent with the Funding Agreement.
- Department to provide confirmation of the claim and subsequent payment.



Completion

Stage 5: Completion

- Lot creation must be completed within two years and construction of dwellings completed within four years of funding approval.
- Applicant to notify the Department of project completion including submission of satisfactory final report.

Appendix 1 – Budget Workplan

The Budget Workplan contained within the SmartyGrants application must be completed, setting out the detailed project budget with costs that are reasonable and reflective of market rates. Applications will not be considered without the completed workplan on the correct template. Industry cost benchmarks may be used to assess whether costs are reasonable.

The Budget Workplan requires applicants to set out the required works and the associated costs for these works. Works should be appropriately separated by category/work item line to provide meaningful information that allows assessment of the shortfall that funding is being sought for.

Quotations, where available, should be attached to the Budget Workplan. If the project receives other Government funding, set out the purpose of this funding against relevant works/activities.

The Budget Workplan will display the total value of the project and the total grant amount requested and the co-contribution the applicant is offering.

Appendix 2 – Additional Information for applications from non-government organisations

Where the applicant is a developer/landowner or community housing provider, information should be provided to demonstrate they will continue to operate/remain in business into the foreseeable future. This may include:

- An overview of the applicant's organisation, including organisational structure, clients/markets/industry sector.
- Disclosure of financial statements (three years), any adverse financial event or finding to the organisation or its directors.
- Where the applicant is a landowner, this information should include the area of land owned, details of other landowners or parties to the application.
- External validation of the organisation as a going concern.
- Letters of support from relevant stakeholders and parties, such as landowners, local governments, the relevant Regional Development Commission and other organisations benefiting from or contributing to the project.

Note: The Department reserves the right to seek an externally provided financial, credit and business viability assessment of any organisation or project which applies for funding. This may require the applicant to cooperate with that provider.

Appendix 3 – Demonstration of Feasibility Gap

Demonstration that a project faces a feasibility gap and is not viable without public funding can be achieved in a number of ways and may require a combination of information sources as set out below:

- Gap analysis, including a clear breakdown of total project costs (a consideration for land purchase can be included in calculations), revenue sources, operating costs versus available sources of funding with or without grant funding. Show the specific dollar amount or percentage that remains unfunded without support from the Regional Housing Support Fund.
- Demonstrate that private investors, lenders or developers are unwilling to fully fund the project due to low or uncertain return, high risk or market conditions. This will require correspondence from lenders or investors stating conditions, letters of intent and limits and evidence of previous attempts to secure funding.
- Market analysis which demonstrates market conditions cannot justify the project. Reference similar projects that only proceeded because of public support.
- Demonstrate that the project faces a cost premium, which may be due to location or site-specific challenges.
- Third-party validation of the feasibility gap or which provides credibility to the figures referenced.



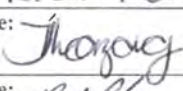
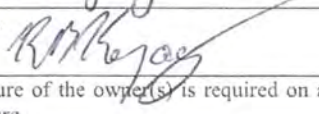
13.12.1 Development Application Lot 7483 Stock Route Road Harrismith

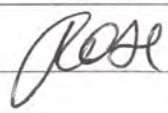
SCHEDULE SIX

FORM OF APPLICATION FOR PLANNING APPROVAL

Shire of Wickpin
Local Planning Scheme No. 4

Application for Planning Approval

Owner details:		
Name: KONZAG HOLDINGS P/L ATF LEWS FARM TRUST		
Address: PO BOX 117 MALLALA. SA. 5502		
Postcode:		
Phone:		FAX:
Home:	Work:	Email: wafarms@konzaggrams.com.au
Mobile: 0427272075		
Contact Person: TRICIA KONZAG		
Signature: 		Date: 20/8/25
Signature: 		Date: 20-8-25
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.		

Applicant details:		
Name: HARLEY DYKSTRA		
Address: 21 SPENCER STREET, BUNBURY		
Postcode: 6230		
Phone:		FAX:
Home:	Work: 08979926000	Email: ashlee@harleydykstra.com.au
Mobile:		
Contact Person for Correspondence: ASHLEE ROSE		
Signature: 		Date: 24/9/2025

Property details:		
Lot No. 7438	House/Street No: 309	Location No:
Diagram or Plan No: 233529	Certificate of Title Vol. No: 2210	Folio: 521
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: STOCK ROUTE ROAD		Suburb: HARRISMITH
Nearest Street Intersection: RABBIT PROOF FENCE ROAD		

Existing building/land use:
Description of proposed development and/or use: WORKER'S ACCOMODATION
Nature of any existing buildings and/or use: DWELLING & AGRICULTURAL SHEDS
Approximate cost of proposed development: \$97,000 (inc).
Estimated time of completion: 2 months

Office Use Only	
Acceptance Officer's initials:	Date Received:
Local Government Reference No:	



Harley Dykstra

SURVEYING | TOWN PLANNING | PROJECT MANAGEMENT

Development Application

USE NOT LISTED – WORKERS ACCOMMODATION

Lot 7438 (309) Stock Route Road, Harrismith



Prepared for
KONZAG GRAINS
September 2025



DOCUMENT CONTROL

Control Version	Date	Status	Distribution	Comment
A	24/09/25	Draft	HD	For QA
B	25/09/2025	Final	Shire of Wickepin	Lodgement

Prepared for: Konzag Grains
Prepared by: AR
Reviewed by: KS

Date: 24 September 2025
Job No: 24815
Ref: B

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Appendix B	Development Plan
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1 INTRODUCTION

Harley Dykstra has been engaged by Konzag Grains, to submit a Development Application for workforce accommodation and incidental structures to support their existing operations at Lot 7438 (309) Stock Route Road, Harrismith ('the subject land'). In considering this application, the Local Government is to consider the relevant matters included within clauses 27 and 67 of Schedule 2 – Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*. This Development Application and supporting plans and documentation provides the suitable justification and confidence to assess and determine the development as a 'Use Not Listed – Workforce Accommodation'.

An assessment of the proposal against the Shire of Wickepin Local Planning Scheme No.4 and other relevant planning legislation has been undertaken in order to prepare this report which includes a description of the proposed works, the subject land, surrounding context, planning framework and site-specific considerations.

This development application proposes the use of a portion of the subject site for the establishment of workers accommodation and supporting administration and kitchen facilities to support the agricultural operations of Konzag Grains.

The proposed development will offer much-needed accommodation to assist in securing and supporting employees for the company.

In support of the Application, the following documentation is submitted:

1. Completed Shire of Wickepin Development Application form;
2. Certificate of Title (**Appendix A**);
3. Development Plan (**Appendix B**); and
4. Indicative Building Specifications and Plans (**Appendix C**).

The proposed application is outlined in more detail below.

2 BACKGROUND

2.1 Location and Site Context

Lot 7438 (No. 309) Stock Route Road, Harrismith is located within the Shire of Wickepin and is situated approximately 40km southeast of the Wickepin townsite. The southern boundary of the property is bound Stock Route Road with the remaining property boundaries adjoining agricultural land privately owned and operated in a similar manner to the subject land.

The subject land has an area of 90.64 hectares and is primarily used for grain production (refer below **Figure 1** – Aerial Image) associated with Konzag Grains operations, who own numerous properties across Western and South Australia growing, providing and distributing grain, fertilizer, hay and general goods all over Australia.



Figure 1 Aerial Image

Majority of the properties within the Harrismith and broader localities are utilised for similar agricultural operations.

The property is also improved by a dwelling and associated agricultural infrastructure which are located within the southwest corner of the property, a crossover onto Stock Route Road is also located in this location and provides access to the dwelling and the broader farming property.

2.2 Property Details

The property details for Lot 7438 (309) Stock Route Road, Harrismith are as follows:

LOT NUMBER	DEPOSITED PLAN	VOLUME/FOLIO	LOT AREA (HA)	REGISTERED PROPRIETOR
7438	233529	2210/521	90.6496	KONZAG HOLDINGS PTY LTD

A Copy of the Certificate of Title has been attached at **Appendix A** of this report.

2.3 Preliminary Consultation

Preliminary consultation between the landowners and officers at the Shire of Wickepin was undertaken which identified that a Development Application would need to be lodged for the proposed land use prior to the Application for a Building Permit could be considered. The preparation of this report and supporting plans, has been undertaken to satisfy the requirements of the Shire of Wickepin.

3 PROPOSED DEVELOPMENT

3.1 Development Summary

This application proposes the development of a “Use Not Listed – Workforce Accommodation”, which will include a four-bedroom accommodation unit and incidental administration/kitchen facility.

The additional structures will be located within proximity of the existing dwelling and infrastructure on the site in the southwest corner of the lot to consolidate the structures and ensure the majority of the land is available for agricultural use, as identified on the Development Plans attached at **Appendix B**.



The workforce accommodation is required to support the workforce employed by the company, due to the lack of accommodation options available and to ensure accommodation within nearby towns are available for use for their intended short-term/tourist purposes, rather than permanent workforce accommodation.

3.1.1 Built form Structures

The proposed structures will be prefabricated units that are brought to site and installed on a compacted gravel hardstand area. The accommodation unit will consist of four (4) individual bedroom cells with adjoining bathrooms. Each internal cell will have separate access to the exterior.

The administration/kitchen facility will include storage, kitchen facilities and an additional bathroom/laundry facility. A copy of the floor plans are included at **Appendix C** of this report. A building permit will be submitted following a positive determination of the application prior to the operational use of the structures.

Both structures will consist of a creamy exterior finish with navy blue gutter trim and roofing and will include a split air-conditioning unit.

3.1.2 Servicing

The proposed development will be serviced through existing facilities on the site, including power and water which will be extended to service the two structures.

An effluent disposal system will be provided to service the proposed development. An application will be made with the Shire as part of the future building permit following a positive determination of this application. The effluent disposal system will be located in proximity to the proposed development, taking into consideration necessary setbacks to structures and vegetation on site.

3.1.3 Bushfire Prone Area

Portions of the subject property are identified as being bushfire prone (refer **Figure 2** below), however the proposed development has been purposefully located to avoid these areas as shown on the Development Plan attached at **Appendix B**. As a result, the proposed development is exempt from requiring further consideration regarding bushfire requirements.

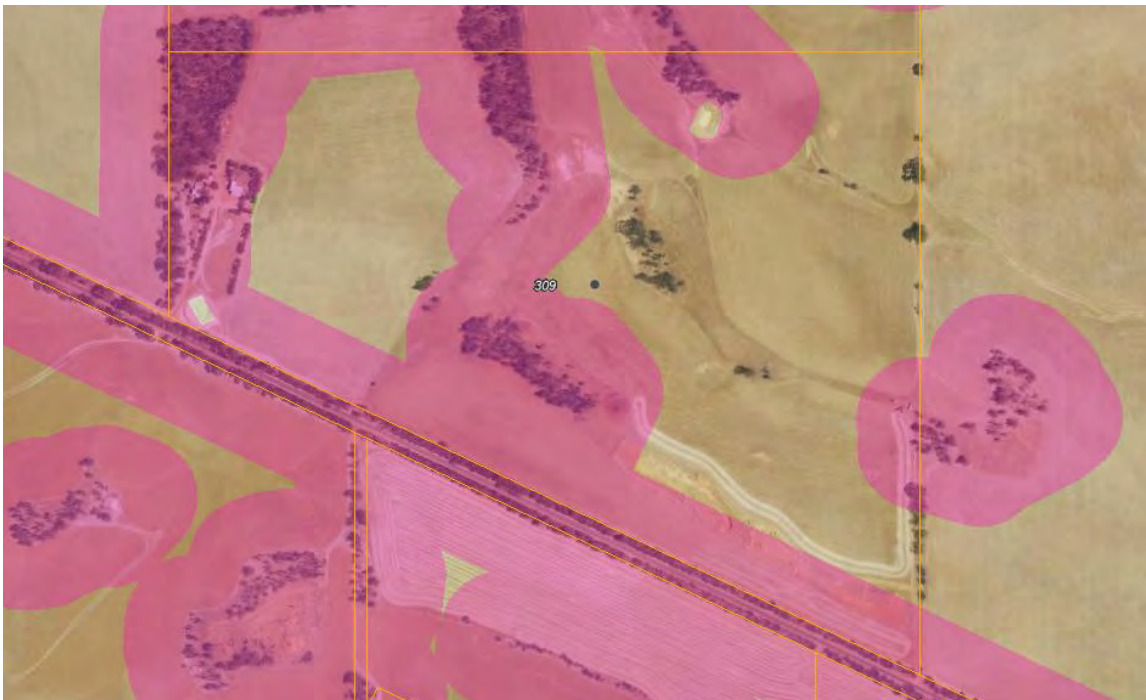


Figure 2 Bushfire Prone Mapping

4 PLANNING FRAMEWORK

4.1 Shire of Wickepin Local Planning Scheme No.4

The subject land is zoned 'General Agriculture' under the Shire of Wickepin Local Planning Scheme No.4 (LPS 4). At present 'Workforce Accommodation' is not a defined land use within Schedule 1 of LPS 4, however it is defined within the *Planning and Development (Local Planning Schemes) Regulations 2015* which provides the rules for local planning schemes and the primary tool for managing development at a local government level. 'Workforce Accommodation' is defined as;

Means premises, which may include modular or relocatable buildings, used –

- Primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and
- For any associated catering, sporting and recreation facilities for the occupants and authorised visitors.

Whilst workforce accommodation is not defined within LPS 4, the proposed land use is considered consistent with the objectives of the general agricultural zone in that it will provide necessary accommodation and supporting facilities for agricultural workers of the property, therefore supporting the ongoing agricultural operations. Furthermore, the proposed development is considered minor in scale and will not impact or detract from the existing farming activities or natural features of the land. Furthermore, the proposed development is located approximately 260m from Stock Route Road and therefore will not impact site lights or visual amenity experienced along this stretch of the road.

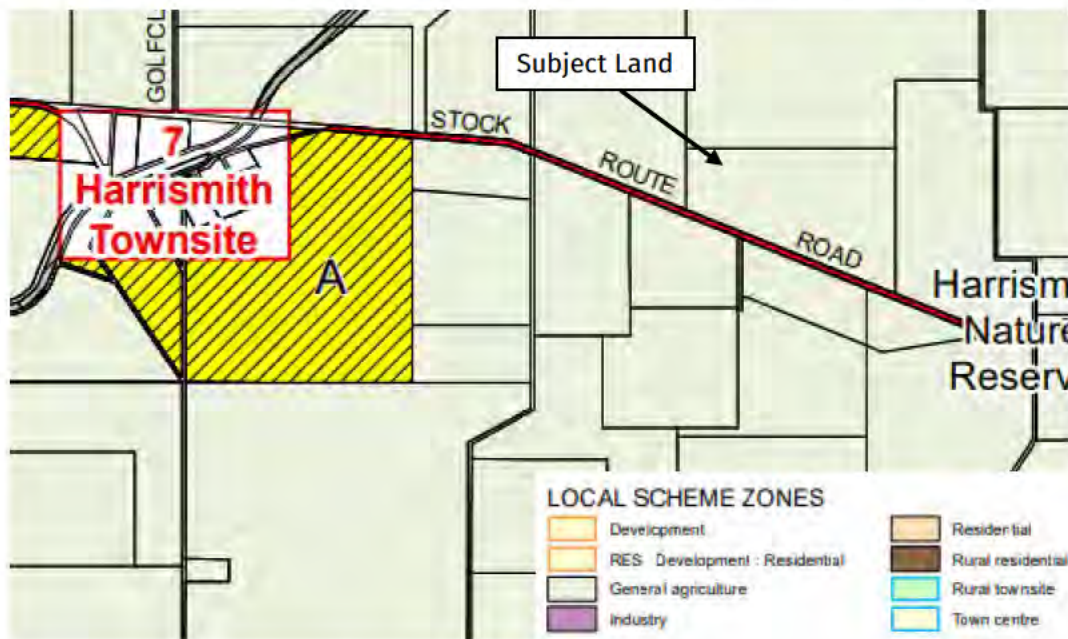


Figure 3 Shire of Wickepin LPS 4



5 CONCLUSION

Development Approval is respectfully sought for the proposed 'Use Not Listed - Workers Accommodation' as detailed within this application. Approval is sought and justified on the following grounds:

- The proposed development is considered consistent with the planning requirements and objectives of the relevant planning framework.
- The proposed development will be suitably connected to necessary services.
- The proposed development will have a negligible impact on the existing agricultural operations and surrounding land uses, which consistent of similar agricultural operations.

On the basis of the description and rationale provided in this report, it is respectfully requested that the Shire of Wickpin assess this application and issue an approval to the proposed 'Use Not Listed – Workforce Accommodation' for Lot 7438 (309) Stock Route Road, Harrismith.



Appendix A Certificate of Title

WESTERN



AUSTRALIA

TITLE NUMBER

Volume Folio

2210 521

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



THIS IS A MULTI-LOT TITLE

LAND DESCRIPTION:

LOTS 7442 & 10327 ON DEPOSITED PLAN 145029
LOT 7438 ON DEPOSITED PLAN 233529
LOT 7437 ON DEPOSITED PLAN 233531

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

KONZAG HOLDINGS PTY LTD OF 53 WASLEYS ROAD MALLALA SA 5502

(T Q008463) REGISTERED 30/5/2024

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. G620792 MEMORIAL. SOIL AND LAND CONSERVATION ACT 1945. AS TO PORTION ONLY AS TO LOT 7442 ON DP 145029 ONLY REGISTERED 28/10/1997.
2. G620793 MEMORIAL. SOIL AND LAND CONSERVATION ACT 1945. AS TO PORTION ONLY AS TO LOT 7437 ON DP 233531 ONLY REGISTERED 28/10/1997.
3. Q008464 MORTGAGE TO NATIONAL AUSTRALIA BANK LTD REGISTERED 30/5/2024.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1924-120 (7442/DP145029), 1924-120 (10327/DP145029), 1924-120 (7438/DP233529), 1924-120 (7437/DP233531)
PREVIOUS TITLE: 1924-120
PROPERTY STREET ADDRESS: 309 STOCK ROUTE RD, HARRISMITH (7438/DP233529).
LOCAL GOVERNMENT AUTHORITY: SHIRE OF WICKEPIN

ORIGINAL—NOT TO BE REMOVED FROM OFFICE OF TITLES



Transfer E813793
Volume 1082 Folio 17

WESTERN



AUSTRALIA

REGISTER BOOK
VOL. FOL.

CT 1924 120



CERTIFICATE OF TITLE

UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

I certify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

J. Mulcahy

REGISTRAR OF TITLES



Dated 21st February, 1992

ESTATE AND LAND REFERRED TO

Estate in fee simple in Williams Locations 6000, 7426, 7437, 7438, 7442, 8497, 10153 and 10327, delineated on the map in the Third Schedule hereto, limited however to the natural surface and therefrom to a depth of 60.96 metres.

FIRST SCHEDULE (continued overleaf)

~~Lewis Arthur Dowdell of Harrismith of one undivided half share and Limerick Nominees Pty Ltd of care of L.A. Dowdell, Harrismith and Killarney Nominees Pty Ltd. of care of W.F. Dowdell of Harrismith as joint tenants of one undivided half share, as tenants in common~~

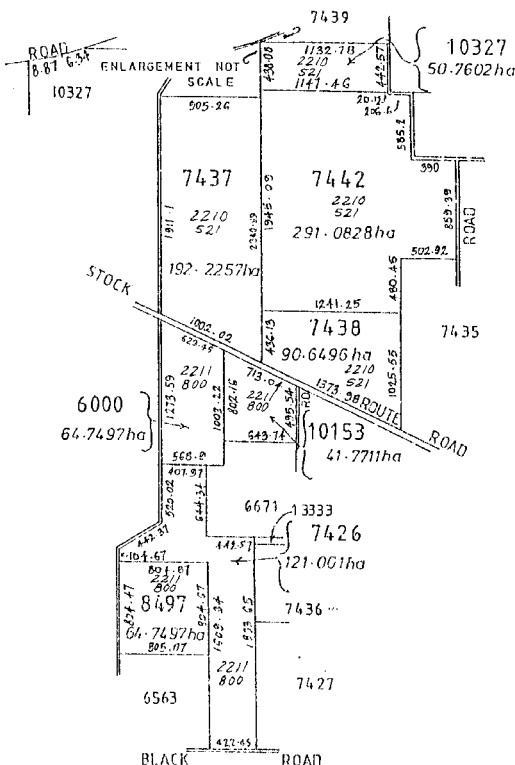
SECOND SCHEDULE (continued overleaf)

1. MORTGAGE E813785 to R&I Bank of Western Australia Ltd. Registered 21.2.92 at 9.17 hrs

Discharged F634325 4.8.94

THIRD SCHEDULE

CANCELLED



NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS.

E67590/3/89-20M-L/4664

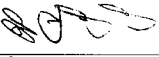
PERSONS ARE CAUTIONED AGAINST ALTERING OR ADDING TO THIS CERTIFICATE OR ANY NOTIFICATION HEREON

Superseded - Copy for Sketch Only

Page 2 (of 2 pages)

LT. 37

FIRST SCHEDULE (continued) NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

REGISTERED PROPRIETOR	INSTRUMENT		REGISTERED	TIME	SEAL	CERT. OFFICER
	NATURE	NUMBER				
The one undivided half share of Killarney Nominees Pty. Ltd., and Limerick Nominees Pty. Ltd., is transferred to Limerick Nominees Pty. Ltd., The registered proprietors are now Limerick Nominees Pty. Ltd., of care of L.A. Dowdell, Harrismith and Lewis Arthur Dowdell, of Harrismith, as tenants in common in equal shares. The correct address of the registered proprietors is now of care of Post Office, Dudinin. Locations 6000, 7426, 8497 and 10153 to Vol 2211 Fol 800. Cancelled: Balance to Vol 2210 Fol 521.	Transfer	E813794	21.2.92	8.18		
	By	H455389	26.5.00	11.35		
	Transfer	H710607	2.4.01	15.25		
	Application	H710608	2.4.01	15.25		

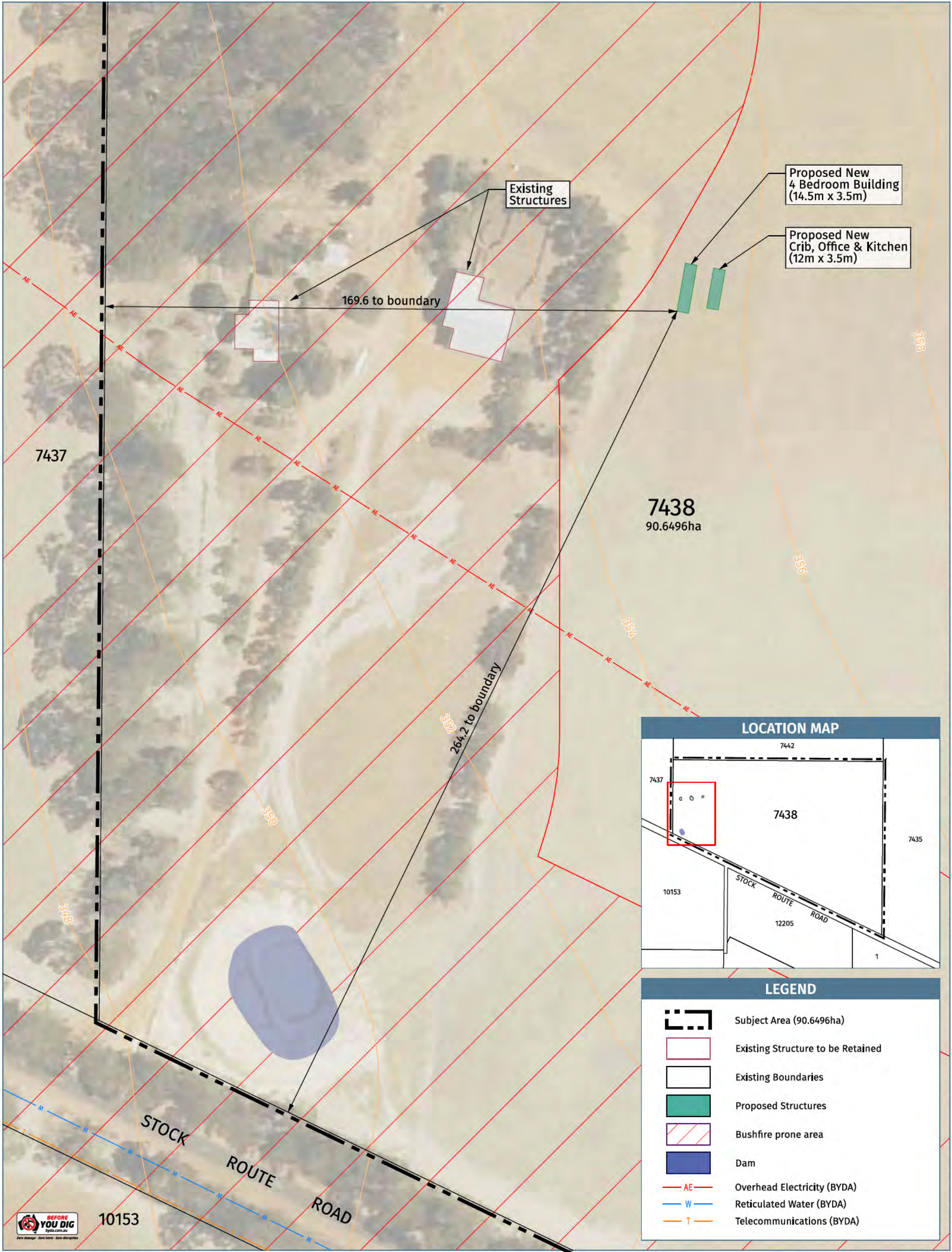
SECOND SCHEDULE (continued) NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

INSTRUMENT	NUMBER	PARTICULARS	REGISTERED	TIME	SEAL	CERT. OFFICER	CANCELLATION	NUMBER	REGISTERED OR LODGED	SEAL	CERT. OFFICER
Mortgage	F634326	to National Australia Bank Ltd	4.8.94	9.07			Discharged	G859802	27.7.98		
Memorial	G620792	As to portion only: Soil & Land Conservation Act 1945.	28.10.97	15.06							
Memorial	G620793	As to portion only: Soil & Land Conservation Act 1945.	28.10.97	15.06							
Mortgage	H455389	to Elders Ltd.	26.5.00	11.35							
							Discharged	H710603	2.4.01		

CERTIFICATE OF TITLE VOL. 1924 FOL. 120



Appendix B Development Plan



LEGEND	
	Subject Area (90.6496ha)
	Existing Structure to be Retained
	Existing Boundaries
	Proposed Structures
	Bushfire prone area
	Dam
	Overhead Electricity (BYDA)
	Reticulated Water (BYDA)
	Telecommunications (BYDA)

DEVELOPMENT APPLICATION Site Plan

Lot 7438 (No. 309) Stock Route Road,
HARRISMITH

Date | 26/08/25
Drawn | TJ
Checked | AR
Base Data | Landgate Aug 25
Projection | MGA2020 Z50

Plan No. | 24815-01
Rev. | A



Scale: 1:1000 @A3

0 10m 20m 30m

Harley Dykstra
SURVEYING | TOWN PLANNING | PROJECT MANAGEMENT

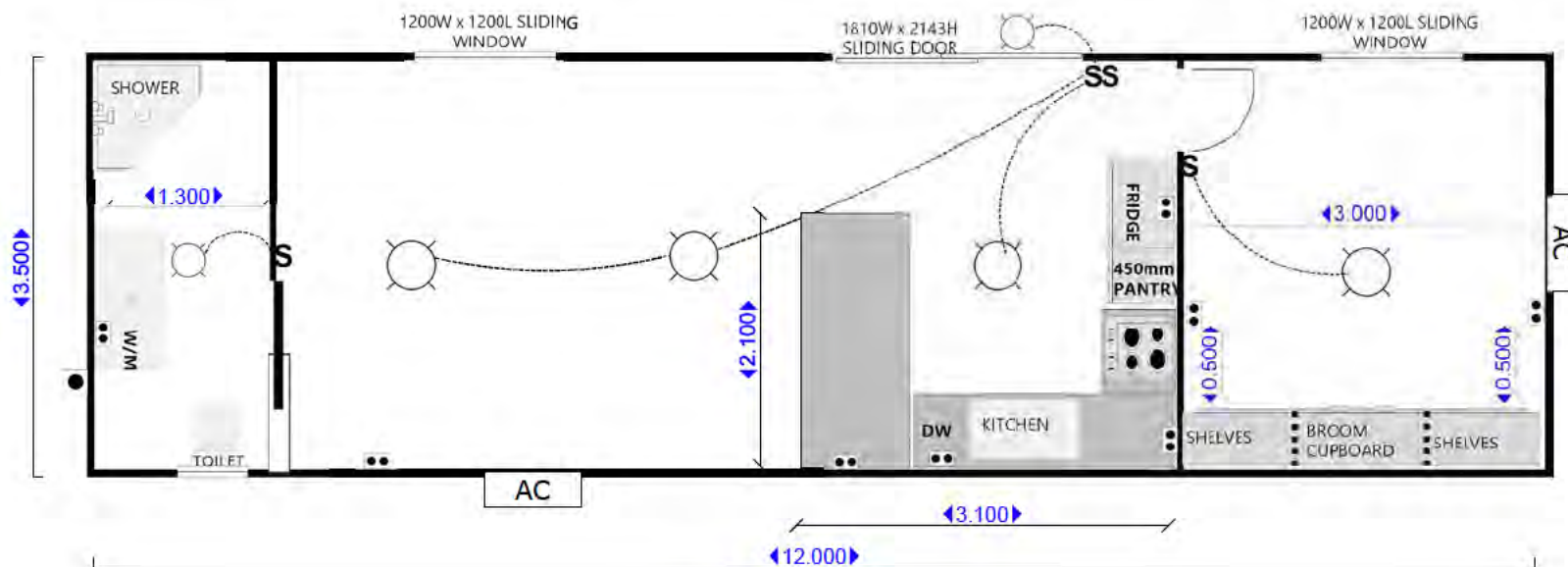
PERTH - PEEL 9495 1947 **SOUTH WEST** 9792 6000 **GREAT SOUTHERN** 9844 5100

info@harleydykstra.com.au www.harleydykstra.com.au

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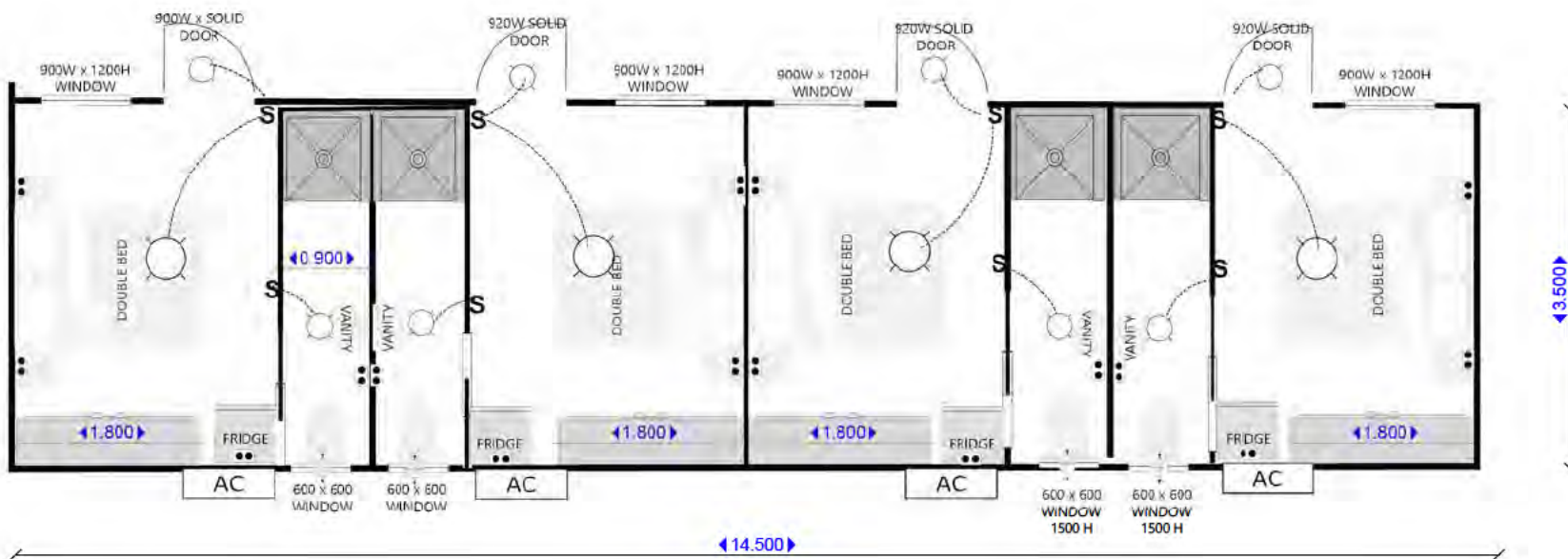


Appendix C Building Specifications



600 x 600
WINDOW

LEGEND	
S	LIGHT SWITCH
••	DOUBLE POWER POINT
•	POWER BOX
○	CEILING MOUNTED LIGHT
AC	AIR CONDITIONING



LEGEND	
S	LIGHT SWITCH
●●	DOUBLE POWER POINT
⌀	125MM EXHAUST
○	CEILING MOUNTED LIGHT
AC	AIR CONDITIONING





IMAGES OF THE STRUCTURES TO SHOW IT IS NOT IN USE-



Network:17 Oct 2025 at 06:43:02 AWST
Local:17 Oct 2025 at 06:43:02 AWST
S 32° 56' 9.041", E 117° 53' 41.003"
Harrismith WA 6361
Australia



Network: 17 Oct 2025 at 06:43:32 AWST
Local: 17 Oct 2025 at 06:43:32 AWST
S 32° 56' 9.041", E 117° 53' 41.003"
Harrismith WA 6361
Australia



Network: 17 Oct 2025 at 06:44:17 AWST
Local: 17 Oct 2025 at 06:44:17 AWST
S 32° 56' 9.749", E 117° 53' 41.131"
Harrismith WA 6361
Australia





