



Agenda

Ordinary Council Meeting
Wednesday 18 February 2026

Date	Wednesday 18 February 2026
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	11 February 2026



Notice of Meeting

Please be advised that an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 18 February 2026 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

David Burton
Chief Executive Officer
11 February 2026

Disclaimer

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

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

Contents

1 Declaration of Opening	5
2 Attendance.....	5
2.1 Present.....	5
3 Public Question Time.....	5
3.1 Responses to Previous Public Questions Taken on Notice	5
3.2 Public Question Time.....	5
4 Apologies and Leave of Absence	5
4.1 Apologies	5
4.2 Previously Approved Leave of Absence.....	5
4.3 Requests for Leave of Absence	5
5 Petitions, Memorials and Deputations.....	5
5.1 Petitions	6
5.2 Memorials	6
5.3 Deputations.....	6
6 Declarations of Councillors and Officers Interest	6
7 Confirmation of Minutes of Previous Meetings.....	6
7.1 Minutes of the Ordinary Council Meeting held Wednesday 17 December 2025.....	6
8 Motions of Which Notice Has Been Given.....	6
9 Receipt of Committee Minutes or Reports and Consideration of Recommendations	6
10 Report by the President.....	6
11 Report by the Chief Executive Officer	6
12 Notices of Motions for the Following Meeting	7
13 Reports and Information.....	7
13.1 Monthly Schedule of Accounts Paid – December 2025	8
13.2 Monthly Schedule of Accounts Paid – January 2026	11
13.3 Statement of Financial Activity – December 2025.....	14
13.4 Statement of Financial Activity – January 2026	16
13.5 2026 Annual General Meeting of Electors – Receival of Minutes	18
13.6 Licence to Occupy – Public Transport Authority	19
13.7 Purchase of Wickepin Community Shed Building	21
13.8 Camping – Curlew Way Wickepin	23
13.9 Synergy Road Use Agreement.....	25

13.10 Shire of Wickepin Local Planning Strategy.....	27
14 Confidential Reports and Information	34
15 Urgent Business.....	34
16 Closure.....	34

1 Declaration of Opening

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

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.

2 Attendance

2.1 Present

Councillors

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

Employees

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

3 Public Question Time

3.1 Responses to Previous Public Questions Taken on Notice

3.2 Public Question Time

[Public Question Time]

4 Apologies and Leave of Absence

4.1 Apologies

4.2 Previously Approved Leave of Absence

4.3 Requests for Leave of Absence

[Requests for leaves of absences]

5 Petitions, Memorials and Deputations

5.1 Petitions**5.2 Memorials****5.3 Deputations****6 Declarations of Councillors and Officers Interest**

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

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

The following declarations of interest have been disclosed –

7 Confirmation of Minutes of Previous Meetings**7.1 Minutes of the Ordinary Council Meeting held Wednesday 17 December 2025****Officer Recommendation**

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

8 Motions of Which Notice Has Been Given**9 Receipt of Committee Minutes or Reports and Consideration of Recommendations**

Nil

10 Report by the President**11 Report by the Chief Executive Officer**

12 December 2025	Meeting With EMPS Narrogin – Services to Shire of Wickepin
16 December 2025	Lakes Group RRG Teams Meeting
24 December 2025	Christmas closedown to 5 th January 2026
9 th January 2026	Brian Shipley – Yealering Bowling Club patio Shire President – Shire Matters
20 January 2026	Community Centre walkthrough with Ignite Wicky
26 January 2026	Australia Day Breakfast.
27 January 2026	Shire President and Dep. Shire President Council Matters.
28 January 2028	Discussion with 150Squared for Corporate business Plan.
2 February 2026	Outside crew – Staff information session.
3 February 2026	Shire President – February Meeting discussion.

4 February 2026	Annual Electors Meeting
5 February 2026	RoeROC Executive Meeting.
13 February 2026	Central Country Zone Meeting - Corrigin
16 February 2026	Joint ROC Meeting in Perth with Various Department Heads.

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 Approval – Yealering Town Hall – 14/16 August 2026 Pockran Alcohol Consumption Approval – 5 March 26- Facey Group Alcohol Consumption Approval – 5,6 August 2026 – Facey Group Alcohol Consumption Approval – 28 February 26- T Sands	09/01/2026 12/12/2025 04/02/2026	CEO CEO CEO
A13	Hire of Community Halls / Community Centre	CEO	Wickepin Community Centre, 05 March 26 Facey Group Fee Waiver Approval – Wickepin Community Centre, 23 March 26 Facey Group Fee Waiver Approval – Wickepin Community Centre, 5/6 August 26 Facey Group	12/12/2025	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			

12 Notices of Motions for the Following Meeting

13 Reports and Information

13.1 Monthly Schedule of Accounts Paid – December 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	15 January 2026
Attachments	Attachment 13.1.1 – Monthly Schedule of Accounts Paid – December 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 November 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 15854-15892,15895-15931	\$635,278.30
Cheques	16032-16034,16036	\$ 4,682.67
Direct Deductions	December 2025	\$24,341.23
Superannuation	December 2025	\$16,856.95
Credit Card	December 2025	\$917.11
BPay Payments	December 2025	\$ 1,717.61
Payroll	December 2025	\$103,220
Licensing	December 2025	\$10,404.85
Municipal Fund Total		\$797,418.72
Trust Fund		
Electronic Funds Transfer	EFT 15893-15894	\$71.34
Cheques		\$
Trust Fund Total		\$71.34
Total		\$797,490.06

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 \$797,418.72 and Trust of \$71.34 for December 2025, as included in **Attachment 13.1.1**.*

13.2 Monthly Schedule of Accounts Paid – January 2026

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	9 February 2026
Attachments	Attachment 13.2.1 – Monthly Schedule of Accounts Paid – January 2026

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 November 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 13.2.1**.

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 15933-15934,15936-15986	\$219,840.71
Cheques	16038-16041	\$ 37,537.99
Direct Deductions	January 2026	\$796.74
Superannuation	January 2026	\$10,987.00
Credit Card	January 2026	\$903.00
BPay Payments	January 2026	\$ 4,201.79
Payroll	January 2026	\$96,136.00
Licensing	January 2026	\$0.00
Municipal Fund Total		\$370,403.30
Trust Fund		
Electronic Funds Transfer	EFT 15932	\$240.00
Cheques		\$
Trust Fund Total		\$240.00
Total		\$370,643.30

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 \$370,403.30 and Trust of \$240.00 for January 2026, as included in **Attachment 13.2.1**.*

13.3 Statement of Financial Activity – December 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	15 January 2026
Attachments	Attachment 13.3.1 - Statement of Financial Activity – December 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 November 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 13.3.1**.

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

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

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

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

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

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

Financial Implications**Current Financial Year**

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

Future Financial Years

Nil

Strategic Implications**Goal - Governance**

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

Voting Requirement

Simple Majority

Officer Recommendation

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending December 2025, as included in Attachment 13.3.1.

13.4 Statement of Financial Activity – January 2026

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	9 February 2026
Attachments	Attachment 13.4.1 - Statement of Financial Activity – January 2026

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 November 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 13.4.1**.

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

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

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

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

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

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

Financial Implications**Current Financial Year**

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

Future Financial Years

Nil

Strategic Implications**Goal - Governance**

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

Voting Requirement

Simple Majority

Officer Recommendation

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending December 2025, as included in Attachment 13.4.1.

13.5 2026 Annual General Meeting of Electors – Receipt of Minutes

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	GO.CME.1306
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	9 February 2026
Attachments	Attachment 13.5.1 - Minutes AGM of Electors Held 4 February 2026

Summary

For Council to formally 'receive' the Minutes of the Annual General Meeting of Electors held on 4th February 2026

Background

At the Annual General Meeting (AGM) of Electors held on 4 February 2026, 7 electors, 5 councillors and 3 staff were present.

At the meeting motions were carried to confirm the minutes from the previous year's (2025) AGM and to receive the Annual Report (including therein the Annual Financial Statements and Auditor's Report) for the year ending 30 June 2025. No further action on those motions is required.

Several questions were raised during the General Business section of the meeting. Most questions were answered at the time or taken on notice to be responded to at a later date.

Comments

As the Minutes from the AGM of Electors will not be confirmed until the next AGM of Electors, it is prudent for Council to formally receive the Minutes so that they become a 'record of Council'.

Statutory Environment

Sections 5.27, 5.29 and 5.33 of the *Local Government Act 1995* require an Annual Electors Meeting to be held each year and for decisions made at such meetings to be considered by the Council.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council receive the Minutes of the Annual General Meeting of Electors held on 4 February 2026.

13.6 Licence to Occupy – Public Transport Authority

Submission to	Ordinary Council Meeting
Location / Address	Railway Reserve, Wickepin
Name of Applicant	Public transport Authority
File Reference	LD.LA.0001
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	9 February 2026
Attachments	Attachment 13.6.1 - Draft Lease Template

Summary

The Public Transport Authority has offered the Shire a licence to occupy for railway reserve land in Wickepin. This licence replaces a previous licence that expired in October 2025.

Background

Between 2010 and 2025 a licence to occupy existed between the Shire of Wickepin and the Public Transport Authority (PTA) for a portion of railway reserve fronting Wogolin Road – encompassing Albert Facey Homestead, playground, public toilets, skate park and car parking.

The licence expired in October 2025 and requires renewal.

PTA has offered to enter into a new Licence to Occupy for a further 10 year period, with the land covered by the licence being extended to include a portion of the railway reserve on the northern side of the rail line running from the Wickepin-Pingelly Road to behind the golf club.

The terms and conditions of the licence are:

Lessee:	Shire of Wickepin
Address of premises:	Portion of land located adjacent to line 59 between the 42.5km and 44km rail markers and along Wogolin Road and Fisher Street, Wickepin, Western Australia.
Lease Number:	L2663
Location/Region:	Wickepin/Corridor
Use:	Community Purpose (Parking & Drainage)
Rent:	\$1.00 payable on demand
Reviews:	24 monthly to market upon change of use, subject to PTA prior approval.
Term:	10 years
Options:	Not available
Start date:	1 st November 2025
Area: Approx.	40,936sqm
Lease Plan attached:	Yes
Type of Agreement:	Licence to Occupy

Insurance – Tenant required to pay insurance premiums on an annual basis – Update clause 8.2 Tenant's Obligations (3) pay each premium on an annual basis and before..." a later date.

Comments

The Shire had previously looked at the possibility of purchasing this property, as the lease agreement is going to be ongoing for the Shire's purposes. Staff sought to engage with PTA about the possibility of purchasing the land again and were advised:

I think a licence to occupy is the best form of tenure the Shire can hope for in this case.

While it may technically be crown land, it's under PTA's jurisdiction on the grounds that it was originally resumed for purposes of the railway. DPLH/the Minister for Lands wouldn't entertain selling any of it or transferring management as a reserve without PTA's consent.

The land the subject of the licence is partially 'corridor land' under the Rail Freight System Act 2000. That also means that Arc Infrastructure has a stake in discussions. Where corridor land is sold to third parties, Arc has a right to seek compensation.

Given the land is adjoining active rail and it's possible the state may be buying back the freight network, this land could be valuable in terms of PTA's future operations. That's to say, it's a lot more difficult for the Authority to resume freehold land later than it is to simply keep it under our control as per the status quo. That being the case, I don't think PTA Executive would have much appetite to agree to relinquish the land.

I can pursue it further internally if you wish, but I don't believe the possible purchase of this land by the Shire of Wickepin is a likely outcome.

Statutory Environment

Nil.

Policy Implications

Nil

Financial Implications

A possible cost of \$500 ex-GST lease preparation fee is payable by the Shire if it determines to accept the renewal of the licence for the land.

As the use of the land is consistent with "community purposes" the annual licence fee has been set at \$1.00 payable if and when demanded.

Strategic Implications

Strategic Community Plan Goal 2 – Improve the amenities and aesthetics along the main street of townsites (although not specific to the licence to occupy without effective tenure of the land the development and maintenance of community facilities on this land could not occur).

Voting Requirement

Simple Majority

Officer Recommendation

That Council:

1. *Accept the offer from the Public Transport Authority (including the terms and conditions contained therein) to enter into a new Licence to Occupy for Lease Agreement L2663 encompassing railway reserve land in Wickepin.*
2. *Authorise signing of Lease Agreement L2663.*

13.7 Purchase of Wickepin Community Shed Building

Submission to	Ordinary Council Meeting
Location / Address	Community Shed – Richter Street, Wickepin
Name of Applicant	Wickepin Community Shed
File Reference	A5193
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 February 2026
Attachments	Attachment 13.7.1 - Letter from Community Shed and Letter from Ms Carolyn McDougall

Summary

For Council to consider the purchase of the 'donga' unit used at the Wickepin Community Shed for community use.

Background

A letter has been received from the Wickepin Community Shed requesting that the Shire purchase the 'donga' unit currently located at the Community Shed and used by the facility. The group has received a letter from Carolyn McDougall stating that she had purchased the item and moved it to the location at her own expense of \$4,500. Ms McDougall has noted that the ownership of the building is to be passed on to her daughters pending her demise.

Comments

As the item is located on the Shire land, rather than having an item owned by another person and having to keep track of the ownership, it would be easier for the Shire to purchase the building from Ms McDougall for the amount of \$4,500 to remove any future liability for the building. At the time of writing this report, Ms McDougall has not been contacted to see if she is willing to sell the building to the Shire.

As an alternative, the owner of the building could be requested to remove the structure, and the current units used at the Harrismith Caravan Park could be relocated to the site to perform the same function. While this would remove any issues with regards to ownership, it is likely to give the owner of the building a facility that has little to no use and the cost of relocating the donga unit from Harrismith would not be a significant savings from the cost of the purchase.

It is recommended that the CEO approach the owner to transfer ownership of the donga unit to the Shire to reduce any complications at a later date for the amount of \$4,500.

Statutory Environment

Local Government Act 1995 Section 6.8

6.8. Expenditure from municipal fund not included in annual budget

- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - b) is authorised in advance by resolution*; or
 - c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications

Nil

Financial Implications

Cost of the unit will be \$4,500, which can come from building maintenance funds.

Strategic Implications

Nil

Voting Requirement

Absolute Majority

Officer Recommendation

That the Chief Executive Officer be authorised to negotiate the purchase of the donga unit located at the Wickepin Community Shed for the amount of \$4,500, with funds being allocated from building maintenance.

13.8 Camping – Curlew Way Wickepin

Submission to	Ordinary Council Meeting
Location / Address	4 Curlew Way, Wickepin
Name of Applicant	C Sumadirata
File Reference	A6839
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	12 February 2026
Attachments	Attachment 13.8.1 – Camping Application from C Sumariarta

Summary

This report is for Council to consider approving a 24 month camping permit for 4 Curlew Way, Wickepin for a mobile home.

Background

The owner of 4 Curlew Way, Wickepin has requested a permit for 24 months for camping at the location with a RV. The location will be used for camping when the owner is not travelling to other areas.

Recent changes to the Caravan Parks and Camping Grounds Regulations do allow for this to be approved by Council for a period of 24 months. After which, the person can apply again.

Comments

With regards to the assessment of the application, the main concern is that the home will have access to power, water and sewerage services to ensure that basic health provisions are covered. The applicant has indicated that the building will be connected to services and will have a solar power generation system for electricity.

Previous applications have been accepted by the EHO with the following conditions:

1. The Tiny House on Wheel must be maintained in such condition that it is not a hazard to safety or health.
2. The Tiny House on Wheel must have wheels attached to it, to enable it to be moved within 24 hours if required.
3. The land must be maintained in such condition that it is suitable for camping, particularly in relation to –
 - (i) Safety and health; and
 - (ii) Access to services (electricity; potable water; ablution facilities and sewerage disposal).
4. Wastewater must be disposed of by –
 - Grey water (shower/hand basin/sink/washing machine) to discharge directly to a gully or any other system approved by the Shire.
 - Black water (toilet) to discharge directly into an approved on-site effluent treatment system if the property is not connected to sewer.
5. The Shire may revoke an approval by written notice to the holder of the approval, if the Shire is satisfied that a condition of the approval has been breached.

The owner has indicated that they will place a fence structure on the property and the RV will be located behind it when in situ.

The Regulations have been changed to allow people to 'camp' at their property while waiting for a building to be completed, rather than renting a separate property. While this owner is not looking at a permanent building, the regulations do allow camping on the property.

The Shire does have the right to disapprove the application, but must give a reason for not allowing the camping. The owner can then apply directly to the Minister for approval, which would overrule the Shire.

For the approval it is recommended that the following items be included as part of the approval:

- Unit is to be approved by the Environment Health Officer and declared fit for habitation;
- Annual Rubbish Fees will still apply for the property, and
- Further application is to be made within 3 months of the current permit expiring.

Financial Implications

There is currently no financial consideration for this approval, as there is no fee established for this application. Staff will be assessing the process and look at an appropriate fee to be established as other applications are likely to be received.

Strategic Implications

GOAL – Governance

Objective: 6. New businesses are attracted and existing businesses grow

Strategy: 6.2 Plan in a Local Planning Strategy and Town Planning Scheme for a diverse range of land, housing and development opportunities for facilitation of growth in residential and industrial land use – to meet current and future needs

Voting Requirement

Simple Majority

Officer Recommendation

That Council APPROVES the camping at 4 Curlew Way, Wickepin, subject to the following:

- *Unit is to be approved by the Environment Health Officer and declared fit for habitation;*
- *Annual Rubbish Fees will still apply for the property;*
- *Further application is to be made within 3 months of the current permit expiring.*

13.9 Synergy Road Use Agreement

Submission to	Ordinary Council Meeting
Location / Address	Fence Road, south of Kondinin-Williams Road to boundary
Name of Applicant	Synergy
File Reference	RD.0150
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 February 2026
Attachments	Attachment 13.9.1 Letter from Synergy - CONFIDENTIAL Attachment 13.9.2 Road condition Report - CONFIDENTIAL

Summary

For Council to given consideration to a formal request by Synergy to gain access to Fence Road for the transport of OSOM construction materials for the King Rocks Wind Farm Project.

Background

The State Government, through Synergy, has made a funded commitment to establish the King Rocks Wind Farm Project as part of the shift to transform the electricity system and explore renewable energy solutions. The King Rocks Wind Farm is located within the eastern Wheatbelt region of WA in the Shire of Kondinin, 350km east of Perth. This wind farm sits approximately 35km north-east of Hyden on land primarily used for agricultural farming purposes, including crop and grain production. The King Rocks Wind Farm will have up to 17 wind turbines with a capacity that could generate up to 105MW of electricity. The project will also involve the construction of associated infrastructure such as roads, transmission lines and substation facilities. Towers up to 125 metres tall with turbine blades of up to 80 metres long will bring the total height of each wind turbine up to around 206 metres. With Development Approval received from the Shire of Kondinin for the wind farm, construction is expected to begin in 2025. The King Rocks Wind Farm is expected to be complete by 2027 (source Synergy website).

Comments

Synergy undertook a desktop assessment of proposed road routes to deliver the project to the site (refer to Synergy Project Memorandum for further advice). This route assessment process also considered a preferred port for discharging materials for storage and loading onto OSOM vehicles. The Port of Bunbury was selected as it aligned with the preferred road route option. The Shire of Wickepin was not involved in the road assessment task and was only notified by Synergy after the preferred route was selected. Whilst the majority of the transport task operates on the State road network from Bunbury, this changes once it goes through part of the Shire of Wickepin. A number of Local Government roads are earmarked for access use once OSOM vehicles arrive, but the use of Fence Road from the Shire's southern boundary to the Kondinin-Williams Road is required.

The Shire of Wickepin expressed concern that Fence Road was not designed or built to accommodate this road haulage task, and the impact on the surface could be significant. Shire officers were also concerned about risking the significant recent capital investment allocated to this particular road through the Wheatbelt Secondary Freight Network (WSFN) program. These concerns have been somewhat reduced, resulting from independent technical advice provided by Rural Infrastructure Services (Allister Butcher), who has been instrumental in providing Shire of Wickepin project management oversight for the WSFN upgrade works completed on Fence Road. Similarly, Synergy has agreed to be responsible for any damage that occurs on the road resulting from their OSOM vehicle use, fair wear and tear excepted. This is reflected in the Letter Agreement.

An agreement has also been reached with Synergy for Rural Infrastructure Services to be appointed (by Synergy) to undertake a pre and post-road use dilapidation survey of the thoroughfare. This agreement also extends to the scope of the dilapidation survey approach. A final report will be made available by Synergy (through Rural Infrastructure Services) following the conclusion of the transport operations.

Synergy has also agreed to make a financial contribution to the Shire of Dumbleyung in recognition of the consumed useful life of the road asset utilised by Synergy for this transport task. This contribution aligns with a GHD report following a review of this matter (refer to the attached GHD report). The contribution level has been set at \$191.33 per OSOM vehicle for the duration of the transport task, which equates to just over \$35K in total. Synergy will confirm and validate the final number of truck movements at the conclusion of road transport operations for Shire invoicing purposes.

Synergy will need to develop a comprehensive transport plan for the entire road transport operation. It is envisaged that road transport operations will be mostly conducted at night in an effort to avoid congestion with other commuters. Synergy will also need to consider other potential impacting (conflicting) road access factors, including seasonal agricultural uses, school bus routes and other road user requirements.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Synergy is offering to recompense the Shire of Wickepin at a rate of \$191.33 per vehicle movement, which aligns with the recommendations reflected in the GHD King Rocks Wind Farm Incremental Cost Impact of Additional Freight Tasks report. Based on an estimated 187 OSOM movements, this would result in just over \$35K Synergy financial contribution to the Shire.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council:

1. *Grant approval for Synergy to access Fence Road for the oversize overmass (OSOM) movement of construction materials associated with the King Rocks Wind Farm Project.*

2. *Approval is given for the Chief Executive Officer to execute the Letter Agreement with Synergy to formalise the agreed terms and conditions in relation to the use of Fence Road.*

13.10 Shire of Wickepin Local Planning Strategy

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Wickepin
File Reference	LD.DO.3
Author	David Burton, Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	10 February 2026
Attachments	Attachment 1310.1 – Submissions Attachment 13.10.2 – Schedule of Submissions Attachment 13.10.3 – Publicly Advertised Draft Strategy

Summary

Council to consider submissions, to seek Council support for the Local Planning Strategy and seek final endorsement by the Western Australian Planning Commission.

Background

The purpose of this report is to consider submissions on the draft Local Planning Strategy (Strategy).

The existing Strategy was endorsed by the Western Australian Planning Commission (WAPC) on 27 March 2007. In 2022, the Shire and its planning consultant, Edge Planning & Property, commenced preparation to review the Strategy with a goal of finalising a new Strategy.

The Strategy sets out a 10 to 15-year vision for land use and development within the Shire, taking into consideration the Shire's adopted Community Plan and the community aspirations. The Strategy is also the key instrument for translating the State and Regional plans and policies at the local level.

The Strategy has been prepared and comprises the following:

- Part 1 – Strategy; and
- Part 2 – Background Information and Analysis.

Part 1 is the Strategy and outlines the vision, objectives and key strategic responses to address issues and opportunities across the Shire. The Strategy identified the following key planning objectives:

- (a) Manage the district's growth by developing a long-term land use planning strategy that contributes to the lifestyle enjoyed by residents;
- (b) Formulate a strategy that provides for a co-ordinated approach to land use planning throughout the Shire within a framework that has regard to the environmental, social and economic values;
- (c) Provide strategic guidance on the use and development of all land within the Shire which will address issues of competing land uses and economic, social and environmental objectives;
- (d) Encourage sustainable development and the expansion of the Wickepin and Yealering townsites, to improve service viability while conserving or enhancing a strong sense of community;
- (e) Promote and manage a sustainable settlement pattern to avoid unnecessary duplication of resources;
- (f) Ensure that future subdivision and development within and near the Wickepin and Yealering townsites provides a broad range of housing and lifestyle choices that enhance the character, environment and amenity of the townsites;
- (g) Assist with growing the district's economic and employment base by encouraging greater diversification and promoting a resilient and increasingly robust economy;
- (h) Promote agriculture as a key economic and social driver within the district;
- (i) Encourage increased tourism activity;

- (j) Protect and enhance the environmental values and natural resources of the Shire and to promote ecologically sustainable land use and development;
- (m) Safeguard and enhance the character and amenity of the Shire's natural and built environment;
- (n) Set aside or designate land required for public and community purposes and provide for land uses that will facilitate the health and well-being of residents;
- (o) Ensure a sufficient supply of serviced land for housing, commercial and industry, agriculture and other rural pursuits, community facilities, open space and recreation and tourist infrastructure; and
- (r) Recognise and protect places of natural beauty and of historic and scientific interest which are considered important to the heritage of the Shire.

The following themes have been applied to address the key objectives. These are:

- Community, urban growth and settlement;
- Economy and employment;
- Environment; and
- Infrastructure.

Part 2 comprises Background Information and Analysis. The key planning issues include:

- Rural communities and businesses face ongoing financial, social, environmental and climatic challenges;
- The potential threat of climate change, impact on the viability of the traditional broadacre agriculture, including a drying climate, and more frequent storm occurrences;
- A potential decline in population due to farm amalgamations and improvement in efficiencies requiring less employers and families, which reduces demand for basic services and threatens their provisions;
- Trends for basic services to be rationalised and centralised in larger regional centres;
- Changing demographics including a loss of population aged between 14 - 24;
- Extensive historical clearing of the Shire resulting in some areas experiencing environmental degradation and salinity;
- Supporting a more robust economy, including more diverse economic and employment options to retain current residents and attract future residents;
- Protecting agricultural land and avoidance of land use conflicts;
- Ensuring an adequate land supply for community needs;
- Being development ready and having flexibility to capitalise on opportunities that will provide for economic development and population attraction and retention;
- Need to provide for a diversity of lifestyle/living options to assist in retention and attraction of population;
- The need to sustainably manage water resources and water availability for potable, non-potable and agricultural supplies;
- Loss of biodiversity values and conserving remnant vegetation;
- Ensuring development suitably addresses hazards including bushfire; and
- Desire to diversify the economic base.

The draft Strategy includes maps showing future land uses, major transport routes and key planning constraints.

The WAPC emphasises a need for local planning strategies to provide an overarching framework to future development, land use and governance.

The draft Strategy, amongst matters, promotes:

- Growth in the Wickepin and Yealering townsites with a range of living opportunities and appropriate services;
- Additional residential and rural residential development;

- Rural smallholding development near the Wickepin townsite;
- Infill residential development where connected to reticulated sewerage;
- Support for workforce accommodation; and
- Additional industrial development.

Once the Strategy is endorsed by the WAPC, the Strategy will assist to promote and direct private sector investment, promote sustainable development and provide a framework for legislative controls affecting development.

Council Resolution

At the Ordinary Council Meeting on 21 August 2024, the Council passed the following motion at Resolution OCM 210824-13:

'That with respect to the proposed Shire of Wickepin Draft Local Planning Strategy, Council:

1. *Pursuant to Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Wickepin Draft Local Planning Strategy, as detailed in Attachment 14.5.1, for the purposes of advertising.*
2. *Forwards the Shire of Wickepin Draft Local Planning Strategy to the Western Australian Planning Commission for assessment and compliance with Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015.*
3. *Upon receiving certification from the Western Australian Planning Commission, advertise the Shire of Wickepin Draft Local Planning Strategy in accordance with Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015, including an extended public comment period of 90 days.*
4. *After the expiry of the period within which submissions may be made, review the Shire of Wickepin Draft Local Planning Strategy, considering any submissions received.*
5. *After the completion of the review of Shire of Wickepin Draft Local Planning Strategy, submit to the Western Australian Planning Commission:
(a) a copy of the advertised Local Planning Strategy; and
(b) a schedule of the submissions received; and
(c) particulars of any modifications to the advertised local planning strategy proposed by the local government.'*

Assessment by the Department of Planning, Lands and Heritage and WAPC certification

Following the Council's decision, the Shire administration requested the WAPC certify the draft Strategy and authorise it for public advertising. Following liaising with the Department of Planning, Lands and Heritage (DPLH), the WAPC required modifications to be made to the draft Strategy. The WAPC's Statutory Planning Committee, certified the draft Strategy (gave its support for community and stakeholder advertising) with the WAPC's decision provided to the Shire on 22 July 2025. Most of key measures supported by Council on 21 August 2024 were retained in the draft Strategy certified by the WAPC.

Public advertising of draft Strategy

In accordance with the Council resolution, the Shire administration consulted extensively for 90 days. In particular:

- A notice was placed in the local Watershed newsletter on multiple occasions as well as the Narrogin Observer;
- Details were placed on the Shire website and Facebook page;
- A copy of the draft Strategy and notice were provided at the Shire's front counter and the Wickepin Library;
- The draft Strategy was available for inspection at the DPLH's Perth office;
- A community drop-in session occurred on 15 September 2025; and
- A letter was sent to the following stakeholders:
 - Department of Biodiversity, Conservation and Attractions;
 - Department of Creative Industries, Tourism and Sport;
 - Department of Education;
 - Department of Energy and Economic Diversification;
 - Department of Fire and Emergency Services;
 - Department of Health;
 - Department of Local Government, Industry Regulation and Safety;
 - Main Roads Western Australia;
 - Department of Mines, Petroleum and Exploration;
 - Department of Planning, Lands and Heritage;
 - Department of Primary Industries and Regional Development;
 - Department of Water and Environmental Regulation;
 - Water Corporation;
 - Western Power;
 - Wheatbelt Development Commission;
 - Telstra;
 - Arc Infrastructure;
 - Adjoining Shires;
 - Peak body for Gnaala Karla Booja;
 - Local Member of Parliament – Lower House (State);
 - Bush Fire Chief and local captains;
 - Key community groups;
 - Facey Group;
 - Local/regional branch of the WA Farmers Federation; and

Submissions

The Shire received 8 submissions on the draft Strategy which are set out in **Attachment 13.10.1** and summarised in the Schedule of Submissions in **Attachment 13.10.2**. In summary:

- One submission was received from a community member. This submission raised no objection but recommended the Shire review residential densities to promote new housing and subdivision including promoting access from laneways;
- Most submissions were from State Government departments and servicing agencies. No objections were raised with most matters relating to future planning stages including at the development application and subdivision application stages; and
- The Department of Fire and Emergency Services (DFES) seeks a bushfire management plan to support the Strategy. Background is outlined in the Schedule of Submissions.

Given the extent of consultation, it can only be assumed that there is overall community acceptance of the draft Strategy.

The publicly advertised draft Strategy is outlined in **Attachment 13.10.3**.

Comments

Overview

Following a review of the submissions, it is recommended that Council support the Strategy set out in **Attachment 13.10.3** without modification.

It is considered that the draft Strategy provides a sound land use planning framework for the district. In summary, based on the recent consultation on the draft Strategy, there is either support or acceptance by the community and stakeholders to proposals such as:

- New residential, rural residential and rural smallholding subdivision/development to be contained in and around the Wickepin townsite and modest new residential development in the Yealering townsite;
- Promoting economic development, diversifying the local economy and assisting to facilitate employment;
- Supporting the identification of a new industrial area in the Wickepin townsite;
- Measures to support environmental enhancement; and
- Protecting agricultural land and a general presumption against subdivision (the creation of additional lots) on rural land.

The Council has the following options:

- Proceed with the Strategy without modification; or
- Proceed with the Strategy with modification; or
- Defer and seek additional information; or
- Not to proceed with the Strategy.

Based on the submissions, it is recommended that no modifications are required to the publicly advertised Strategy. Given on-going State planning framework changes, it is expected the WAPC will require modest modifications to the Strategy to reflect changes in the last year and anticipated upcoming state planning framework changes.

Should Council agree with the officer recommendation, the DPLH and then the WAPC will consider the submissions and the Council's final supported version of the Strategy and, in time, the WAPC will endorse the Strategy. Following the WAPC endorsement of the new Strategy, the old Local Planning Strategy endorsed on 27 March 2007 will be revoked.

Statutory Environment

Planning and Development Act 2005, Shire of Wickepin Local Planning Scheme No. 4 and Shire of Wickepin Local Planning Strategy

The Planning and Development (Local Planning Schemes) Regulations 2015 11(2) set out that:

'A local planning strategy must –

- (a) set out the long-term planning directions for the local government; and
- (b) apply any State and regional planning policy that is relevant to the strategy; and
- (c) provide the rationale for any zoning or classification of land under the local planning scheme.'

The Strategy will guide the review and amendments of the Local Planning Scheme, the formulation of relevant local planning policies and guide the assessment of development applications and subdivision applications.

Policy Implications

Policy implications are outlined in the draft Strategy. Finalisation of the Strategy will increase certainty for everyone with an interest in the matters raised and should assist in more consistent decision making. In time, there will be a need to review or prepare new local planning policies.

Financial Implications

The Shire has met the cost of preparing and advertising the draft Strategy. A provision has been included in the 2025/2026 annual budget for planning services.

There will be future costs in implementing the proposals and recommendations set out in the Strategy. The Council should, in-time, adequately increase budget accounts to ensure that necessary additional and/or expanded infrastructure and services are appropriately funded and maintained.

Strategic Implications

The Strategy (and the associated Local Planning Scheme) will establish Council's land use planning framework for the district. Accordingly, it is highlighted that the finalised Strategy will have significant implications on development and subdivision in the district along with influencing infrastructure coordination, economic development and managing natural resources. There are wide ranging economic, social and environmental implications which are summarised in this report and outlined in the Strategy. This includes the likelihood of planning for an increase in population and the associated demands of new and expanded infrastructure and services.

The Strategy, once endorsed will assist:

- In coordinating the provision of infrastructure and services;
- In more orderly, planned and sustainable development;
- In the decision-making of the local government and other authorities/agencies;
- The Council in its planning, the Shire with its service delivery and will provide increased certainty for other stakeholders;
- To provide a framework for more detailed planning at the structure plan, subdivision and development stages;
- To inform landowners and developers/subdividers of Council requirements; and
- To raise community/stakeholder awareness.

The draft Strategy has referred to and is considered consistent with the *Shire of Wickepin Strategic Community Plan* including its approach to community services, the economy, the built environment and the natural environment.

The draft Strategy aligns with several strategic goals and objectives of the Shire of Wickepin. These goals may include:

Objective: 6 New businesses are attracted and existing businesses grow

Strategy: 6.2 Plan in a Local Planning Strategy and Town Planning Scheme for a diverse range of land, housing and development opportunities for facilitation of growth in residential and industrial land use – to meet current and future needs.

Voting Requirement

Simple Majority

Officer Recommendation

That Council:

1. Notes the submissions set out in **Attachment 13.10.1**

2. Endorses the local government comments and the local government recommendations in the Schedule of Submissions in **Attachment 13.10.2**
3. Supports the *Shire of Wickepin Local Planning Strategy* outlined in **Attachment 13.10.3** pursuant to 14(2)(b) of the *Planning and Development (Local Planning Scheme) Regulations 2015*.
4. Refers the Local Planning Strategy to the Western Australian Planning Commission for final endorsement in accordance with Regulation 14(3) of the *Planning and Development (Local Planning Scheme) Regulations 2015*.
5. Delegates authority to the Shire's Chief Executive Officer to progress matters with the Department of Planning, Lands and Heritage and to make modifications to the Local Planning Strategy if directed to by the Western Australian Planning Commission.
6. Supports the revocation of the *Shire of Wickepin Local Planning Strategy* (endorsed on 27 March 2007) following the new Local Planning Strategy being endorsed by the Western Australian Planning Commission.
7. Notes the Shire administration will arrange to publish a copy of the notice relating to the endorsed *Shire of Wickepin Local Planning Strategy* on the Shire website and in a local newspaper.
8. Notes the Shire administration, following Western Australian Planning Commission endorsement, will advise submitters of the above and thank them for their input into the process.

14 Confidential Reports and Information

15 Urgent Business

16 Closure

With no further business, the Presiding Member declared the meeting closed at (time).