



Agenda

Ordinary Council Meeting
Wednesday 18 June 2025

Date	Wednesday 18 June 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Thursday 12 June 2025



Notice of Meeting

Please be informed that an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30 pm on Wednesday, 18 June 2025, at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

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

Peter Clarke
Acting Chief Executive Officer
11 June 2025

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.

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1 Declaration of Opening

The Presiding Member, Cr Russell declared the meeting open at (time).

Cr Russell 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	Shire President (Chair)
W Astbury	Deputy Shire President
F Allan	Councillor
J Mearns	Councillor
L Corke	Councillor
T Miller	Councillor

Employees

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

Apologies

P Thompson	Councillor (Leave of Absence)
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3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

3.2 Public Question Time

4 Apologies and Leave of Absence

4.1 Apologies

4.2 Previously Approved Leave of Absence

Cr Peter Thompson requested a leave of absence for the Ordinary Council Meeting on 18th June 2025.

4.3 Requests for Leave of Absence

[Requests for leave 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 21 May 2025

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 21 May 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

10 Report by the President

Report to be tabled.

11 Report by the Chief Executive Officer

Nil

Delegations exercised –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			A/CEO, DCEO
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO	Building Approval – Lot 77 Railway Parade, Toolibin	21/05/2025	ACEO
			Unauthorised Works Approval – Lot 77 Railway Parade Toolibin	21/05/2025	ACEO
A4	Roadside Advertising	CEO			
A5	Application for Planning Consent	CEO	Planning Approval – Lot 77 Railway Parade, Toolibin	13/05/2025	ACEO
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	Temporary Food Stall Approval – Wickepin Hotel 29 May 2025, Event	9/05/2025	ACEO, EHO
A12	Liquor Consumption on Shire Owned Property	CEO	Permission to Consume Alcohol – Wickepin Community Centre 21 February 2026, Ignite Wickepin Festival	26/05/2025	ACEO
A13	Hire of Community Halls / Community Centre	CEO			
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions and donations to sporting and community groups	CEO			

12 Notices of Motions for the Following Meeting

13 Reports and Information

13.1 Monthly Schedule of Accounts Paid – May 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	14 May 2025
Attachment	13.1.1 – Monthly Schedule of Accounts Paid – May 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 May 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 15388-15416,15419,15421-15437	\$694,700.95
Cheques	15596-16001	\$ 42,693.11
Direct Deductions	May 2025	\$ 1,476.45
Superannuation	May 2025	\$ 16,694.30
Credit Card	May 2025	\$ 120.00
BPay Payments	May 2025	\$ 1,719.28
Payroll	May 2025	\$101,487.00
Licensing	May 2025	\$ 30,094.15
Municipal Fund Total		\$888,985.24
Trust Fund		
Electronic Funds Transfer	EFT 15417,15417,15420	\$ 663.89
Cheques		\$
Trust Fund Total		\$ 663.89
Total		\$889,649.13

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 \$888,985.24 and Trust of \$663.89 for May 2025, as included in **Attachment 13.1.1**.*

13.2 Statement of Financial Activity – May 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	14 February 2025
Attachment	13.2.1 - Statement of Financial Activity – May 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 May 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 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 May 2025, as included in **Attachment 13.2.1**.*

13.3 Fees and Charges 2025/2026

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.BU.1208
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	4 June 2025
Attachments	Attachment 13.3.1 – Fees and Charges for 2025/2026

Summary

Each year Council is required to, and from time-to-time, consider the level of imposition of fees or charges for any goods or services it provides or may provide.

Shire Officers have assessed the goods and services currently provided, and those which may potentially be provided in the next financial year and have recommended the amount of relevant fees or charges to be imposed.

Council is requested, with regards to the Fees and Charges for 2025/2026, to impose the fees and charges for the provision of the goods and services as included in the attachments.

Background

The Annual Budget is to include a schedule of fees and charges for imposition during the relevant financial year.

The adoption of the Annual Budget is generally the mechanism by which Council accepts and imposes fees and charges, however many Councils set new fees and charges earlier so they may be advertised before the budget adoption, and the community advised in advance of any changes.

This Report allows for the early adoption of proposed fees and charges for the 2025/2026 financial year, effective 1 July 2025. The Fees and Charges are contained in **Attachment 13.3.1**.

Comments

Shire Officers have undertaken an analysis on the proposed fees and charges to be imposed.

Officers, in reviewing and proposing the applicable fees and charges, haven taken into consideration legislative requirements regarding setting the level of fees and charges.

The proposed schedule of fees and charges, which is included in the attachments, includes –

- Known changes to legislatively / externally set fees and charges at the time of publication, and
- A five percent (5%) increase across all Council-set fees and charges

Shire officers acknowledge the cost of providing goods and services in the district has probably increased greater than five percent (5%) although are conscious a greater increase may result in reduced usage of facilities leading to a downturn in revenue.

Should a need to change the fees and charges arise before the adoption of the annual budget these will be identified and presented to Council at the meeting to adopt the budget.

Statutory Environment

Local Government Act 1995 – Section 6.16 Imposition of fees and charges

Council, by an absolute majority decision, may impose and recover a fee or charge for any goods or services it provides or proposes to provide.

Fees and charges are to be imposed when adopting the annual budget, although may be imposed during the year, and may be amended from time-to-time.

Local Government Act 1995 – Section 6.17 Setting levels of fees and charges

In determining the amount of a fee or charge for a service or for goods, Council must consider –

- The cost to provide the service or goods,
- The importance of the service or goods to the community, and
- The price at which an alternative provider could provide the service or goods.

Local Government Act 1995 – Section 6.19 Local government to give notice of fees and charges

If a local government wishes to impose or alter any fees and charges not within the adoption of the annual budget, it must first give local public notice of the intention to do so and the date at which the fees or charges will be imposed.

Policy Implications

Nil

Financial Implications

Current Financial Year

Fees and charges constitute approximately fifteen percent (15%) of the operating funds required to undertake the activities of the Shire.

If adopted, due to the fees and charges being determined outside the annual budget adoption, local public notice is required, which has some minor associated advertising expenses.

Future Financial Years

It is likely there will be greater revenue generated through the proposed increases.

Strategic Implications

Nil

Voting Requirement

Absolute majority

Officer Recommendation

*That Council, with respect to the fees and charges for 2025/2026 and pursuant to Section 6.16 of the Local Government Act 1995, imposes the fees and charges as included in **Attachment 13.3.1**, effective 1 July 2025.*

13.4 2025-2026 Community Grants

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	GS.PRG.1541
Author	Peter Clarke – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	3 June 2025
Attachments	Attachment 13.4.1 – Community Grant Applications Attachment 13.4.2 – Previous Grant Applications

Summary

Council is being requested to allocate the 2025/2026 Community Grants.

Background

Each year the Shire of Wickepin makes a budget provision of a maximum of 2.5% of the previous year's levied rates to distribute to community groups and sporting organisations. It is estimated that this would equate to \$42,279.00 GST exclusive for the coming funding period. The objective of the funding is to establish or improve playing areas or buildings necessary for the conduct of sport or for community use, support for major sporting and community events, support for sporting or coaching clinics, to assist community groups in establishing a service, activity seen as a need for the betterment of and improvement to the enjoyment of life within the community, and increasing visitors to the region.

Details of the funding guidelines are provided in Policy Guidelines 3.1.5 – Sponsorship, Contributions and Donations to Sporting and Community Groups.

Policy Guidelines:

- Establishment or improvement of playing areas or buildings.
- Support for major sporting and community events.
- Support for general sporting clinics, including coaching clinics and;
- To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.
- Increasing visitors to the region.

Funding Guidelines:

- **100 %** **up to \$2,000.00**
- **75 %** **between \$2,000.00 - \$5,000.00**
- **50 %** **\$5,000.00 and above**

Comment

The Shire of Wickepin invited applications for the 2025/2026 Community Grants with applications closing on Friday 23 May 2025 at 4.00pm. Applications were received from the following groups.

Applicants	Grant Sought GST Incl.	Total Project Cost	Applicant Contribution	Policy Funding Guideline
Wickepin Playgroup	\$549.00	\$549	Volunteer labour \$50	100% \$599.00
Wickepin Tennis Club	\$872.00	\$797	Volunteer labour \$75	100% \$797
Wickepin P&C	\$1604.00	\$2079.00	Volunteer labour \$475	100% \$1604.00
Yealering Golf Club	\$2957.00	\$2957.90		75% \$2217.75
Wickepin CRC	\$2000.00	\$11,110	Black Dog Ride Grant (unconfirmed) \$4500 Ticket sale \$1500 CRC Volunteer labour \$1000 Facey Group Volunteer labour \$500 Shire of Wickepin in kind venue hire \$600	75% \$1500
Ignite Wicky	\$3000.00	\$4350	Volunteer labour \$1350	75% \$2250.00
Facey Group	\$6000.00	\$12,000	Facey Group – In kind contribution \$6000	50% \$3000.00
Total	\$17,032.00		\$12,042.75	

The total amount of funding sought (\$17,032.00) is well below the 2.5% of rates allocation that would normally be allocated in the 2025/2026 budget (estimated @ \$42,279.00), an under-subscribed amount of \$25,247.00

As the grant funding amount sought is below the estimated Budget amount, the staff recommendation will be that all applicants be awarded funding of the total amount sought.

Whilst this is contrary to the Policy Guidelines, where grants sought between \$2,000-\$5,000 and \$5,000 and above receive 75% and 50% respectively, a precedent was set in the 2024/2025 funding round, where Council awarded an unincorporated group a total amount of \$8,988.00 with no % reduction based on the Guidelines.

As indicated in the detailed attachments, all projects submitted by the Applicants will either add value to their organisations or to the Shire of Wickepin community at large.

Statutory Environment:

N/A.

Policy Implications:

Council Policy 3.1.5 - Sponsorship, contributions and donations to sporting and community groups

OBJECTIVE: Provide guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500.

Fund Objective

Funds from Council may be made available for the following:

- establishment or improvement of playing areas or buildings
- Support for major sporting and community events
- Support for general sporting clinics, including coaching clinics :and
- To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.
- Increasing visitors to the region

Council may fund the following:

- 100% up to \$2000
- 75% between \$2,000 and \$5,000
- 50% \$5,000 and above

Voluntary labour and equipment may be included in the applicant's contribution at a value of \$25/hour.

Council employees or equipment may be used in lieu of a cash contribution from Council.

Council will favour applications that would not otherwise be funded through other government grants e.g. CSRFF.

Application Procedure

Applications for funding must be received at the Shire of Wickepin Office by close of business of the due date each year to be considered in the Council budget. Applications are to be made in writing on the Shire of Wickepin Community Grants form (attached).

Applications should only be made when an applicant group is confident that all cash the applicant proposes to contribute will be readily available if a grant is approved.

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$25.00 per hour.

Funds are not to be used for trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

Council reserves the right for the CEO or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.

Guidelines

All applications must be completed on the Shire of Wickepin Community Grants form attached.
Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.
Applications will be acknowledged as received by Council.
Council reserves the right to request further information on demand.
Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
No project requiring funding shall commence without the written consent of Council.
Money granted must be spent on the project allocated.
All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.
Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.
All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. CDO can provide support regarding signage and approved use of the Shires Logo.
Ineligible Items: <ul style="list-style-type: none"> - Private or commercial ventures or activities - Retrospective Funding - Purchase of Land - Support for an individual pursuit - Events/activities/programs that already receive financial assistance from other source of funding - Events/activities/programs that are eligible under the CSRFF grants scheme
All successful applicants must provide Council with an acquittal of all grants on an acquittal form available from the Shire Administration Office.

Strategic Implications:

Aligns with Strategic Community Plan 2018 -2028.

infrastructure

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

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
4.1 Asset Management Plan is developed and adopted 4.2 Encourage greater usage of current Shire owned facilities	4.3 Asset Management Plan is reviewed 4.4 Support the improvement and maintenance of assets in a strategic manner	- Level of facility usage is maintained and increases - Level of community investment into facilities and equipment	Asset maintenance and preservation is in line with community needs and Shire financial resources

Recommendation:

That Council allocates in its 2025/2026 Budget the following Community Grants:-

1. **Wickepin Playgroup for funding of \$599.00 inclusive of GST to purchase Bissell cross wave cleaner.**
2. **Wickepin Tennis Club for funding of \$872.00 inclusive of GST to purchase equipment for kitchen.**
3. **Wickepin P&C for funding of \$1,604.00 inclusive of GST for the purchase of storage cupboards and tubs for the uniform storeroom.**
4. **Yealering Golf Club for funding of \$2,957.90 inclusive of GST for the purchase of window blinds for the club house.**
5. **Wickepin CRC for funding of \$2,000.00 inclusive of GST for the event Just a Farmer.**
6. **Ignite Wicky for funding of \$3,000.00 inclusive of GST for the art exhibition of Arthur Russell.**
7. **Facey Group for funding of \$6,000.00 inclusive of GST for the "Stock" Take Baseline Survey Project.**

13.5 Sale of 5 Smith Street Wickepin

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement, DCEO
File Reference	CP.MAI.565, CP.A7D.502
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	4 June 2025
Attachments	Nil

Summary

Council is being requested to consider the sale of 5 Smith Street Wickepin.

Background

5 Smith Street has previously been listed for sale in 2017. It was taken off the market in early 2018 as it was required for staff housing.

Comments

Council purchased 5 Smith Street for \$240,000 in 2009. The house recently has had some major improvements undertaken such as painting inside all rooms and ceilings, new dishwasher, new Range Hood and 3 new air conditioners installed.

A valuation was sought in February 2025.

Council currently has in the Building Reserve \$240,311.08 and council could transfer the proceeds of the sale for future new staff housing.

The purpose of the Building Reserve stated in the Annual Reports is - *to be used for the construction of new buildings, predominantly staff housing.*

Statutory Environment

6.11. Reserve accounts

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
 - (a) *changes* the purpose of a reserve account; or*
 - (b) *uses* the money in a reserve account for another purpose,*
it must give one month's local public notice of the proposed change of purpose or proposed use.

** Absolute majority required.*

- (3) *A local government is not required to give local public notice under subsection (2) —*
 - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
 - (b) *in such other circumstances as are prescribed.*
- (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*

- (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

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.*

- (1a) *In subsection (1) —*
additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) *Where expenditure has been incurred by a local government —*
- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
 - (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council*
Local Government Industry Award 2020

3.58. Disposing of property

- (1) *In this section —*
dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*
property *includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

- (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
 - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

Policy Implications

There is no policy associated with this item.

Financial Implications

Transfer of the funds to the Building reserve for future Staff Housing.

Strategic Implications

4. Maintain Shire owned facilities in a strategic manner and also to meet community needs	.4.1 Ensure currency of the Asset Management Plan; fund and deliver the asset preservation needs for the organisation's assets including roads, buildings, plant and equipment
	4.2 Support the improvement and maintenance of assets in a strategic manner
	4.3 Encourage greater usage of Shire

Voting Requirement

Absolute Majority

Officer Recommendation

That Council;

Place the residence at 5 Smith Street Wickepin on the market for sale by private treaty in accordance with section 3.58 of the Local Government Act 1995.

Delegates authority to the Chief Executive Officer to dispose of said premises in accordance with sections 3.58(3) and 3.58(4) of the Local Government Act 1995 for no less than \$200,000.00

13.6 District Fire Break Notice Approval 2025-2026

Submission to	Ordinary Council
Location / Address	-
Name of Applicant	-
File Reference	ES.MEE.904
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	4 June 2025
Attachments	-

Summary

Council is requested to approve the wording for the 2025-2026 Fire Break Notice which is distributed to all owners and occupiers in the district.

Background

The Bush Fire Control Officers meeting held on Tuesday 18 March 2025 proposed no amendments to the annual Fire Break Notice.

As per legislation, a local government may require an occupier of land to plough or clear a fire break to the satisfaction of the local government or a duly authorised officer.

The requirement includes all or any of the following things –

- To plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as determined,
- To maintain the fire breaks clear of inflammable matter, and
- To act as and when specified with respect to anything which is upon the land which is, or is likely to be, conducive to the outbreak of a bush fire or the spread or extension of a bush fire.

Comments

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

Statutory Environment

Bush Fires Act 1954 – Section 33. Local government may require occupier of land to plough or clear fire-break

A local government may, from time to time, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire, give notice to an owner or occupier of land within the district requiring them to undertake activities on the land to remove items which is, or is likely to be, conducive to the outbreak of a bush fire or the spread or extension of a bush fire.

Policy Implications

Nil

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, in relation to the District Fire Break Notice for 2025-2026 and pursuant to Section 33 of the Bush Fires Act 1954 approves the following text –

***Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2025/2026***

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer. Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2025 and thereafter to 14 April 2026 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion;

- To subdivide each holding into lots of no greater than 400 hectares; and*
- To surround the homestead, out buildings and fuel storages on any such land.*
- That from the 15th October all harvesting and baling (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1,200 litres of available water, located in or immediately adjacent to the paddock being harvested and/or baled. The minimum capacity off any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit is that of the landowner/occupier.*

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty of \$5,000.

Clearing of Fence Lines

When clearing for new fence lines adjoining road reserves, you must have written approval from the Shire of Wickepin prior to commencement of clearing works. Landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the Chief Executive Officer. Any timber removed from the road reserve is to be pushed onto the owner's property.

Fencing of Road Reserves

Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.

Burning on Roadsides

Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.

Burning Periods

Restricted Burning – 1 October 2025 to 13 November 2025

Prohibited Burning – 14 November 2025 to 7 February 2026

Restricted Burning – 8 February 2026 to 14 April 2026

Harvest and Fire Ban 2025/2026 Season

Harvesting is banned on Christmas Day, Boxing Day and New Year's Day.

Lighting of fires is banned on Good Friday and Easter Sunday.

14 Confidential Reports and Information

15 Urgent Business

16 Closure

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