



Agenda

Ordinary Council Meeting
Wednesday 18 March 2026

Date	Wednesday 18 March 2026
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	12 March 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 March 2026 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

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

David Burton
Chief Executive Officer
12 March 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.

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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 Gaul	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 18 February 2026

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 18 February 2026, 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

9.1 Minutes of the RoeROC Ordinary meeting held on Thursday 5 March 2026

Officer Recommendation

That Council receives the minutes of the RoeROC Ordinary Meeting held on Tuesday 5 March 2026, as included in Attachment 9.1.1.

9.2 Minutes of the Bush Fire's Advisory Committee meeting held on Monday 9 March 2026

Officer Recommendation

That Council receives the minutes of the Bush Fire Advisory Committee's Meeting held on Monday 9 March 2026, as included in Attachment 9.1.2.

10 Report by the President

11 Report by the Chief Executive Officer

21 February 2026	Wickepin Festival – Shire information booth
25 February 2026	Meeting with WSNF – Fence Road seal Yealering Progress Association – General Meeting
4 March 2026	Corporate Business Plan Workshop with 150Squared.
5 March 2026	RoeROC General Meeting and dinner – Narembeen Meeting with Mark Burgess – repairs to Fence Road
9 March 2026	Bushfire Brigades AGM
11 March 2026	LGIS Insurance Renewal Meeting
13 March 2026	RRG Meeting

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			
A13	Hire of Community Halls / Community Centre	CEO	Fee Waiver Approval – Wickepin Town Hall, 26 – 28 June 2026 – Campfire Country Fee Waiver Approval – Wickepin Town Hall, 1 April 2026, Narrogin Arts Fee Waiver Approval – Wickepin Oval, 8 & 15 May 2026, Wickepin PS	18/02/2026 18/02/2026 06/03/2026	CEO CEO 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			
A17	Prohibited and Restricted Burning Times – Vary	CEO			
A18	Disposal of Property	CEO			
A19	Native Flora – Seed Collection	CEO			

12 Notices of Motions for the Following Meeting

13 Reports and Information

13.1 Monthly Schedule of Accounts Paid – February 2026

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement, Deputy Chief Executive Officer
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 – February 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 February 2026.

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 15987 -16050	\$169,821.27
Cheques	16042-16046	\$ 33,491.82
Direct Deductions	February 2026	\$3,148.52
Superannuation	February 2026	\$18,074.79
Credit Card	February 2026	\$3,540.04
BPay Payments	February 2026	\$0
Payroll	February 2026	\$113,617.00
Licensing	February 2026	\$27,291.80
Municipal Fund Total		\$368,895.24
Trust Fund		
Electronic Funds Transfer		\$0
Cheques		\$0
Trust Fund Total		\$0
Total		\$368,895.24

Statutory Environment

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

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

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

Policy Implications

Council Policy 3.1.7 – EFT Payment and Cheque Issue

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

Financial Implications

Current Financial Year

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

Future Financial Years

Nil

Strategic Implications

Goal - Governance

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

Voting Requirement

Simple majority

Officer Recommendation

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$368,895.24 for February 2026, as included in **Attachment 13.1.1**.*

13.2 Statement of Financial Activity – February 2026

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement, Deputy Chief Executive Officer
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 13.2.1 - Statement of Financial Activity – February 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 February 2026.

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 February 2026, as included in **Attachment 13.3.1**.*

13.3 Bushfire Advisory Committee Meeting Recommendations

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	David Burton, Chief Executive Officer
File Reference	ES.MEE.904
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	11 March 2026
Attachments	-

Summary

Council is being requested to adopt the recommendations from the BFAC meeting held on Monday 9 March 2026.

Background

The BFAC meeting was held on Monday 9 March 2026 and passed the following recommendations:

- *That Luke Landsdell be nominated as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 bush fire season:*

Luke Landsdell accepted the nomination.

There being no further nominations the Chief Executive Officer declared Luke Landsdell elected to the position of the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 fire season.

Appointments moved en-bloc

Moved: Dan Whyte Seconded: Toby Russell Carried

- *That Toby Russell be nominated as the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 bush fire season:*

Toby Russell accepted the nomination.

There being no further nominations Chairman declared Toby Russell elected to the position of the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 fire season.

Appointments Moved en-bloc

Moved: Dan Whyte Seconded: Toby Russell Carried

- *That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2026/2027 bush fire season:*

*Luke Lansdell
Toby Russell
Trevor Leeson
Todd Mullan
Cal Sims
Roger Butler
Phil Russell*

Dan White
 Daniel Bird
 Wes Astbury
 Jim Hamilton
 Dave Stacey
 Matt Pockran

Appointments Moved en-bloc

Moved: Dan Whyte Seconded: Toby Russell Carried

- That the following persons be appointed as Clover Permit Issuing Officers for the 2026/2027 fire season:

Wes Astbury
 Dan White

Appointments Moved en-bloc

Moved: Dan Whyte Seconded: Toby Russell Carried

- That the following persons be appointed as Dual Fire Control Officers for the 2026/2027 fire season:

David Stacey, Jim Hamilton, Matt Pockran	Shire of Corrigin
Luke Lansdell and Toby Russell	Shire of Narrogin
Trevor Leeson, Roger Butler and Luke Lansdell	Shire of Cuballing
Wes Astbury and Daniel Bird	Shire of Dumbleyung
Dan White and Daniel Bird	Shire of Wagin
Roger Butler and Jim Hamilton Matt Pockran	Shire of Pingelly
Wes Astbury, David Stacey and Todd Mullan	Shire of Kulin

Appointments Moved en-bloc

Moved: Dan Whyte Seconded: Toby Russell Carried

- That the Committee recommends to Council for the following wording for the 2026/2027 Fire Break Notice:

*Bush Fires Act 1954
 Shire of Wickepin
 Annual Firebreak Notice 2026/2027*

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 2026 and thereafter to 14 April 2027 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.
- From 15 October all harvesting, baling and stubble crunching (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 of any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit lies with the occupier.

Townsite Land and Residential Blocks

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 2026 to 31 October 2026

Prohibited Burning – 1 November 2026 to 7 February 2027

Restricted Burning – 8 February 2027 to 14 April 2027

Harvest and Fire Ban 2026/2027 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.

Moved: Trevor Leeson

Seconded: Wes Astbury

Carried

Comments**Statutory Environment**

Bush Fires Act 1954

33. Local government may require occupier of land to plough or clear fire-break

(1) *Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —*

- (a) *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 the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;*
- (b) *to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,*

and the notice may require the owner or occupier to do so —

- (c) *as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and*
- (d) *in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.*

38. Local government may appoint bush fire control officer

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

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

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

(1) *Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.*

(2) *Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple and Absolute Majority

Officer Recommendation 1:

Council by absolute majority appointments the following members of the Bush Fire Advisory Committee as per Section 5.10 (1) of the Local Government Act 1995:

1. *That Luke Lansdell be appointed as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 bush fire season.*
2. *That Toby Russell be appointed as the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 bush fire season.*
3. *That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2026/2027 bush fire season:*

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

Officer Recommendation 2:

Council by simple majority appoints the following persons and adopts the Bush Fire Notice as included:

1. *That the following persons be appointed as Clover Permit Issuing Officers for the 2026/2027 fire season:*

*Wes Astbury
Dan White*

2. *That the following persons be appointed as Dual Fire Control Officers for the 2026/2027 fire season:*

<i>David Stacey, Jim Hamilton, Matt Pockran</i>	<i>Shire of Corrigin</i>
<i>Luke Lansdell and Toby Russell</i>	<i>Shire of Narrogin</i>
<i>Trevor Leeson, Roger Butler and Luke Lansdell</i>	<i>Shire of Cuballing</i>
<i>Wes Astbury and Daniel Bird</i>	<i>Shire of Dumbleyung</i>
<i>Dan White and Daniel Bird</i>	<i>Shire of Wagin</i>
<i>Roger Butler and Jim Hamilton Matt Pockran</i>	<i>Shire of Pingelly</i>
<i>Wes Astbury, David Stacey and Todd Mullan</i>	<i>Shire of Kulin</i>

3. *That Council adopts the following wording for the 2026/2027 Fire Break Notice:*

*Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2026/2027*

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 2026 and thereafter to 14 April 2027 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.*
- From 15 October all harvesting, baling and stubble crunching (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 of any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit lies with the occupier.*

Townsite Land and Residential Blocks

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 2026 to 31 October 2026

Prohibited Burning – 1 November 2026 to 7 February 2027

Restricted Burning – 8 February 2027 to 14 April 2027

Harvest and Fire Ban 2026/2027 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.

13.4 Policy 2.1.6 – Elected Members, Committee Members and Candidates Code of Conduct

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	David Burton, Chief Executive Officer
File Reference	Policy Manual
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 March 2026
Attachments	Attachment 13.4.1 - Policy 2.1.6 Elected Members, Committee Members and Candidates Code of Conduct

Summary

For Council to adopt the revised Policy 2.1.6 – Elected Members, Committee Members and Candidates Code of Conduct

Background

Due to recent changes to the Local Government (Model Code of Conduct) Regulations 2021 to include provisions for the Local Government Inspector, changes are required to the Policy to ensure compliance with the changes.

Comments

Changes have been clearly marked for Members to discuss and approve. The changes will bring the current policy into alignment with the new legislation. These amendments must be adopted by the Shire by 30th March 2026.

Statutory Environment

Local Government (Model Code of Conduct) Regulations 2021

Policy Implications

This will amend the current Policy.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council adopt the revised Policy 2.1.6 – Elected Members, Committee Members and Candidates Code of Conduct.

13.5 Upgrade to Bush Fire Buildings

Submission to	Ordinary Council Meeting
Location / Address	Various Fire Sheds around the shire
Name of Applicant	Bush Fire Brigades
File Reference	CP.MAI.551
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	26 February 2026
Attachments	Nil

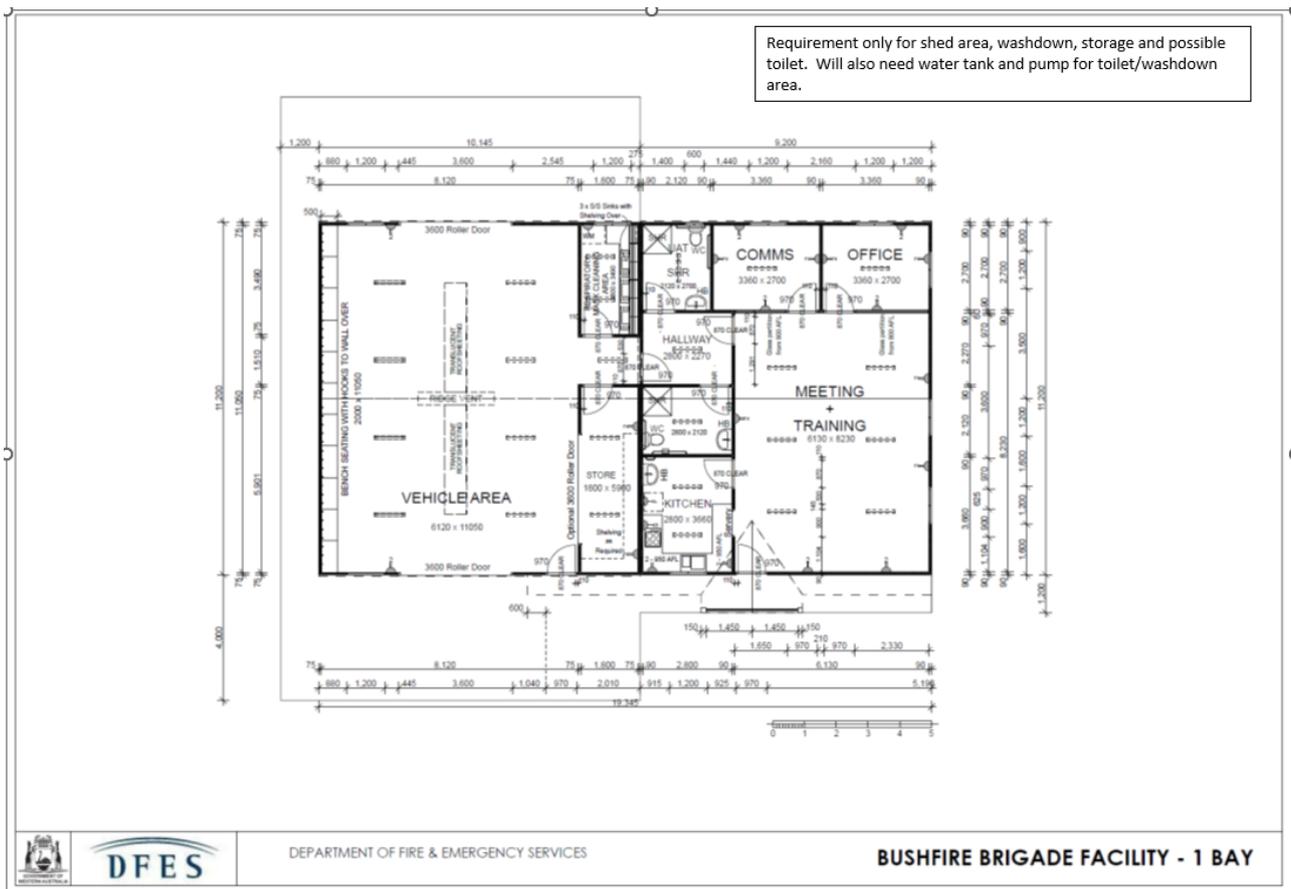
Summary

For Council to consider the priority of upgrading Bush Fire Brigade facilities around the Shire of Wickepin

Background

The current facilities for the various Bush Fire Brigades around the Shire are mostly old shed structures that have been able to house the bush fire units, but are now very outdated and not in keeping with DFES standards for maintaining the facilities for the various units and also providing a space for the volunteers of the brigade and facilities.

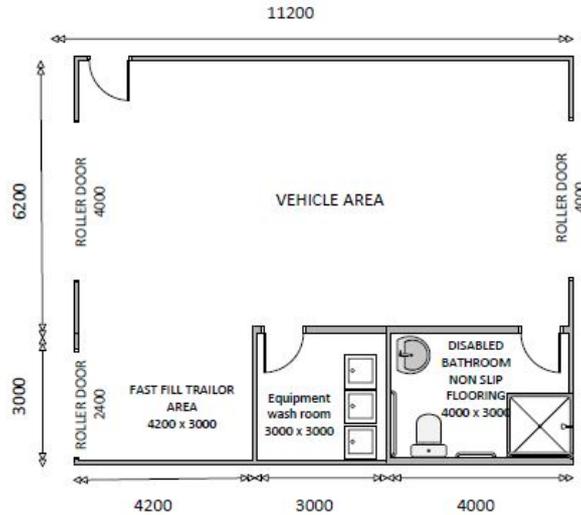
For a single fire unit and brigade building, the DFES standard from the LGS funding is for a facility of the following:



The estimated cost of this facility is \$700,00 to \$800,000. This is 100% funded through DFES, but there are limited funds in the pot.

Comments

The consideration of the facility is quite large, and with the expenditure for multiple sites, preference may be more towards a simpler structure that would cater for most of the needs of the brigades. an example used in other areas is as follows:



The cost estimate for this facility would be approximately \$130,000 including sewerage connection, fitout and concrete.

The Shire is currently looking at upgrading the facilities at:

- Yealering - Shed
- Wickepin - Shed
- Tincurren - Shed; and also
- Townsendale - Fire Unit and Shed

DFES have advised that the request for all the buildings can be done in a single application, but the priority of the buildings would need to be established so the buildings can be funded in separate years. For future years, the same application can be made, with updated information.

It is requested that the Bush Fire Brigades assist the Shire with a recommendation of the priority and style of the buildings that it would like to see on the various sites.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Buildings are 100% funded through DFES, unless the building is larger than the recommended footprint for the facility.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer/Fire Control Officer's Recommendation

That the Chief Executive Officer submit a funding request for upgrading the Bushfire Brigade facilities in the following priority:

- 1 Yealering - small shed facility and 50,000l tank.*
- 2 Townsendale - small shed – fast fill pump – water tank.*
- 3 Townsendale permanent fire unit*
- 4 Tincurrin - small shed facility*
- 5 Wickepin – small shed facility*

13.6 RoeROC Key Worker Housing

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Wickepin
File Reference	GR.LRL.1417
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	12 March 2026
Attachments	Nil

Summary

For Council to consider formalising the Shire of Wickepin Representative for the RoeROC Key Worker Housing Project Action Plan Lobbying Group.

Background

As part of the RoeROC Meeting on 5th March 2026, an action item was discussed for the RoeROC Key Worker Housing Project Action Plan Lobbying Group to include a representative from the Shire of Wickepin as a Proxy Delegate to ensure all member Councils are involved.

Cr Miller has expressed an interest in being the representative for the Shire of Wickepin.

Comments

The RoeROC Key Worker Housing Project Action Plan Lobbying Group will be discussing the housing issue with Federal and State Members and other interested parties to increase awareness of the issue being faced in the RoeROC area with regard to essential key worker housing and the issues with the current constraints and impact on regional towns.

With the Shire of Wickepin looking at a new land release and having issues with worker accommodation, we will be participating in the venture with the possible outcome of receiving funding for key worker housing for all the towns in the RoeROC region.

As Cr Miller is involved with real estate in the Shire of Wickepin, he would have knowledge of housing and problems that may not be clearly evident and could assist the group with its direction and the issues being faced. As such, Cr Miller would be an ideal choice for a representative for the Shire of Wickepin.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The Lobbying Group will not generate any costs for the Shire, however outcomes from the group may require a financial commitment from the Shire.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Cr T Miller be noted as the Shire of Wickepin representative to the RoeROC Key Worker Housing Project Action Plan Lobbying Group.

13.7 Policy 3.1.5 – Sponsorship, Contributions and Donations to Sporting and Community Groups

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	David Burton, Chief Executive Officer
File Reference	CM.POL.403
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 March 2026
Attachments	Attachment 13.7.1 – Policy 3.1.5 - Sponsorship, Contributions and Donations to Sporting and Community Groups

Summary

For Council to adopt the revised Policy 3.1.5 - Sponsorship, Contributions and Donations to Sporting and Community Groups.

Background

The Council Policy 3.1.5 – Sponsorship, Contributions and donations to Sporting and Community Groups has been endorsed since 2015 and has been reviewed over this period of time. The policy requires further clarification to allow for an equitable assessment of a funding request.

Comments

The policy has been further developed and now has a clear direction and parameters in relation to the objectives and guidelines for distributing funds upon application to Council. The changes will bring the policy in line with contemporary practices.

Statutory Environment

Nil

Policy Implications

This will amend the current Policy.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council adopt the revised Policy 3.1.5 - Sponsorship, Contributions and Donations to Sporting and Community Groups.

13.8 Addition to Fees and Charges 2025/26

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement – Deputy Chief Executive Officer
File Reference	FM.BU.1208
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	6 March 2026
Attachments	Nil

Summary

Council is asked to consider an additional fees and charges in the Schedule of Fees and Charges for 2025/2026.

Background

The Shire of Wickepin recently purchased a 4m x 6m marquee with the intention to be used at community events eg Ignite Wicky festival and also for local community groups and residents to be able to use when required.

Comments

The Shire purchased the marquee for the Ignite Wicky Festival for the Shire Stall. By introducing the fee it will enable any resident to utilise the marquee to cover the cost of the eventual replacement of the marquee in future.

Statutory Environment

Local Government Act 1995, Part 6 – Financial Management

6.16. Imposition of fees and charges

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

* Absolute majority required.

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

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

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

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

* Absolute majority required.

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) *the cost to the local government of providing the service or goods; and*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) *under section 5.96; or*
 - (b) *under section 6.16(2)(d); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

6.19. Local government to give notice of fees and charges

- If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*
- (a) *its intention to do so; and*
 - (b) *the date from which it is proposed the fees or charges will be imposed.*

Policy Implications

Nil

Financial Implications

Revenue raised from fees and charges

Strategic Implications

4. Maintain Shire owned facilities in a strategic manner and also to meet community needs
4.3 Encourage greater usage of Shire facilities

Voting Requirement

Absolute majority.

Officer Recommendation

That Council adopt the fee for Hire of the Shire of Wickepin Marquee

- *Community Group – Group to undertake installation and pack up per day \$150.00 with a bond of \$200.00*
- *Private Groups – Group to undertake installation and pack up per day \$200.00 with a bond of \$200*

13.9 Addition to Fees and Charges 2025/2026

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement
File Reference	FM.BU.1208.
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	6 March 2026
Attachments	Nil

Summary

Council is being asked to consider an additional fees and charges in the Schedule of Fees and Charges for 2025/2026.

Background

A Certificate of Building Compliance (or otherwise known as a CBC or BA18) is the formal certification from a registered building surveyor that an existing building or structure satisfies the applicable building standards. A CBC generally will include drawings, technical documents in addition to an inspection of the building by the building surveyor and other industry professionals providing certifications for services & equipment.

Comments

The Shire of Narrogin Building Surveyor charges a certification fee to issue a certificate of compliance. To be able to recoup the cost of this from the client a new fee will need to be introduced.

Statutory Environment

Local Government Act 1995, Part 6 – Financial Management

6.16. Imposition of fees and charges

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

* *Absolute majority required.*

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

(a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*

(b) *supplying a service or carrying out work at the request of a person;*

(c) *subject to section 5.94, providing information from local government records;*

(d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*

(e) *supplying goods;*

(f) *such other service as may be prescribed.*

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

(a) *imposed* during a financial year; and*

(b) *amended* from time to time during a financial year.*

* *Absolute majority required.*

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) *the cost to the local government of providing the service or goods; and*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) *under section 5.96; or*
 - (b) *under section 6.16(2)(d); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

6.19. Local government to give notice of fees and charges

- If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*
- (a) *its intention to do so; and*
 - (b) *the date from which it is proposed the fees or charges will be imposed.*

Policy Implications

Nil

Financial Implications

Revenue raised from fees and charges.

Strategic Implications

12. Our communities are informed via multiple channels at regular intervals
12.3 Continue to review our service standards by reviewing community feedback

Voting Requirement

Absolute majority.

Officer Recommendation

That Council adopt the fee for a

- *Certificate of Construction Compliance - (\$350) or 0.2%, whichever is greater. Hourly rate & travel are applied in addition to this.*
- *Certificate of Design Compliance (class 1 & 10) - (\$300) or 0.26%, whichever is greater. Hourly rate & travel are applied in addition to this.*
- *Certificate of Building Compliance (class 1 & 10) - (\$350) or 0.2%, whichever is greater. Hourly rate & travel are applied in addition to this.*

13.10 Budget Review 2025/2026

Submission To	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	FM.BU.1208
Author	E Clement, Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	March 2026
Attachments	Attachment 13.10.1 - 2025/2026 Budget Review and Budget Amendments

Summary

To consider the Shire of Wickepin's financial position as at 28 February 2026 and performance for the period 1 July 2025 to 28 February 2026 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

Background

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

The report for the period 1 July 2025 to 28 February 2026 (as attached in **Attachment 13.10.1**) has been prepared incorporating year-to-date budget variations and forecasts to 30 June 2026 and is presented for Council's consideration.

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

Comments

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

Decrease in Rates Discount	(\$10,000)
Adjustment of Financial Assistance grants	\$129,791
Increase in Fees & Charges	\$26,111
Increase in Materials Contracts	\$132,964
Decrease Interest Reserve Interest.	(\$10,000)
Decrease in Capital Building Costs	(45,000)
Reduction in Plant & Equipment	(\$69,030)
Increase in Road Funding WSN	\$227,850
Increase in road costs	\$285,000
Overall Change	\$0.00

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

Following completion of the budget review, and to properly consider the impact of estimated projections at 30 June 2026, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate.

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

Statutory Environment

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

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

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

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

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

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

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

**Absolute majority required.*

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

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

Policy Implications

Nil

Financial Implications

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

Strategic Implications

11. We are proactive about collaboration and forward planning our future success

11.2 Long Term Financial Plan is reviewed on a regular basis

Voting Requirement

Absolute majority

Officer Recommendation

That Council pursuant to Regulation 33A of the Local Government (Financial Management) Regulations 1996, adopts the review of the 2025/2026 Annual Budget (as attached) and acknowledges the proposed revisions to revenue and expenditure estimates contained in the review.

13.11 Central Country Zone – Rail Reserves Maintenance

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	GR.MEE.1414
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	12 th March 2026
Attachments	13.11.1 Copy of Agenda Item for Zone Meeting

Summary

For Council to consider an item to be presented to the Central Country Zone with regards to the issue of long grass in rail reserves.

Background

At the February Annual Electors Meeting, concern was raised about the long grass and fire hazards along the rail reserves.

At the Central Country Zone meeting, it was noted that the Zone had written to the Federal Minister of Communications flagging this issue and asking for something to be done about it.

Comments

In a similar idea to the telecommunications issue, the concern of long grass and vegetation along the rail corridors is something that is likely to be an issue for several wheatbelt shires. Rather than trying to push the issue individually, it is recommended that an item be prepared for the Centre Country Zone for a letter to be written to the Minister for Transport, raising the issue to see if something can be done for the region as a whole.

A copy of the item for the Central Country Zone has been included

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That an item be presented to Central Country Zone, requesting action to be taken with a letter written to the Minister for Transport raising the concern and the dangers it creates for the regional areas of Western Australia

14 Confidential Reports and Information

15 Urgent Business

16 Closure

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