



Agenda

Ordinary Council Meeting
Wednesday 19 November 2025

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



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 19 November 2025 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

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

David Burton
Chief Executive Officer
14 November 2025

Disclaimer

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

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1 Declaration of Opening

The Presiding Member declared the meeting open at [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

Facey Group - Chair, Sam Horley to present the group's activities and how they align with the Shire's priorities.

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 Monday 20 October 2025

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Monday 20 October 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

21 st October	Narrogin TAFE and Chamber of Commerce event – Narrogin Projects
22 nd – 24 Oct	Auditors
23 rd October	Meeting with Cr Mearns and Shire President Yealering Progress Association Meeting
24 th October	Brian Shipley – Yealering Bowling Club.
27 th October	CRC – Seniors Christmas Lunch
29 th October	Cr Gaull, Induction
31 st October	Theatre180 – discussion of “A Fortunate Life” Production
4 th November	Interviews – CEDO and Finance Officer Albert Facey Homestead Reference Group
5 th – 6 th Nov	LG Pro Conference
7 th November	Interviews – Finance Officer Skye Moxham – Townsendale Fire Shed.
12 th November	Meeting – Yealering School Principal.

Delegations exercised –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			CEO, DCEO
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Roadside Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Alcohol Consumption & Sale Approval – Yealering Town Hall, 19 October 2025, YEALERING BOWLING CLUB Alcohol Consumption & Sale Approval – Yealering Town Hall, 19 October 2025, YEALERING BOWLING CLUB	1/10/2025 17/10/2025	CEO CEO
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 – October 2025

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	8 November 2025
Attachments	Attachment 13.1.1 – Monthly Schedule of Accounts Paid – October 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 October 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 15726-15758 15765-15782	\$326,589.43
Cheques	16024 - 16028	\$ 11,982.23
Direct Deductions	October 2025	\$238.00
Superannuation	October 2025	\$25,377.56
Credit Card	October 2025	\$ 3,119.36
BPay Payments	October 2025	\$0
Payroll	October 2025	\$153,283.00
Licensing	October 2025	\$ 14,974.10
Municipal Fund Total		\$535,383.68
Trust Fund		
Electronic Funds Transfer	EFT 15759-15764, 21102025	\$77,102.56
Cheques		\$
Trust Fund Total		\$77,102.56
Total		\$612,486.24

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 \$535,383.68 and Trust of \$77,102.56 for October 2025, as included in **Attachment 13.1.1**.*

13.2 Statement of Financial Activity – October 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	5 November 2025
Attachments	Attachment 13.2.1 - Statement of Financial Activity – October 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 October 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 October 2025, as included in **Attachment 13.2.1**.*

13.3 Proposed Council Meeting Dates 2026

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	David Burton – Chief Executive Officer
Author	J Harvey – Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
File Reference	CM.PLA.404
Interest Disclosures	Nil
Report Written Date	11 November 2024
Attachments	Nil

Summary

The purpose of this report is for Council to adopt the Ordinary Council Meeting dates, time and schedule for the 2026 calendar year. All nominated dates fall on the 3rd Wednesday of the month.

Background

The *Local Government Act 1995* requires a local government, at least once a year, to give local public notice of the dates, times and places at which ordinary and committee meetings are to be held for the next twelve months.

Currently all Council Meetings are held in the Council Chambers at the Shire of Wickepin Administration Building at 77 Wogolin Road, Wickepin. Council Meetings commence at 3.30pm and are open to the public.

Comments

Accordingly, Council is requested to adopt the following dates on which Ordinary Council Meetings are to be held in 2026:

- No Meeting held in January 2026
- Wednesday February 18, 2026
- Wednesday March 18, 2026
- Wednesday April 15, 2026
- Wednesday May 20, 2026
- Wednesday June 17, 2026
- Wednesday July 15, 2026
- Wednesday August 19, 2026
- Wednesday September 16, 2026
- Wednesday October 21, 2026
- Wednesday November 18, 2026
- Wednesday December 16, 2026

Statutory Environment

Section 5.25(1)(g) of the *Local Government Act 1995* provides for the giving of public notices of the date and agenda for Council Meetings.

Regulation 12 of the Local Government (Administration) Regulations 1996, states:

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
 - (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*
- (3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.*

Policy Implications

That there is no policy associated with this item.

Financial Implications

There is no financial costs to this item other than already budgeted funds through the annual budget process.

Strategic Implications**GOAL - Governance**

- Objective: 12 Our communities are informed via multiple channels of regular intervals
- Strategy: 12.1 Provide meaningful communication that delivers information regularly and succinctly.
- 12.2 Promote Council services and achievements

Voting Requirement

Simple majority

Officer Recommendation

That Council requests the Chief Executive Officer to give local public notice in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 for the Shire of Wickepin's 2026 Ordinary Council Meetings to be held at 3.30 pm in the Council Chambers, Shire of Wickepin Administration Office, 77 Wogolin Road, Wickepin;

- *No Meeting held in January 2026*
- *Wednesday February 18, 2026*
- *Wednesday March 18, 2026*
- *Wednesday April 15, 2026*
- *Wednesday May 20, 2026*
- *Wednesday June 17, 2026*
- *Wednesday July 15, 2026*
- *Wednesday August 19, 2026*
- *Wednesday September 16, 2026*
- *Wednesday October 21, 2026*
- *Wednesday November 18, 2026*
- *Wednesday December 16, 2026*

13.4 Draft Local Planning Policy No. 10.3.7 – Wind Farm and Renewable Energy Facility: Submitted for Final Adoption

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Wickepin
File Reference	Policy Manual
Author	Steve Thompson, Consultant Planner
Interest Disclosures	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>).
Report Written Date	2 October 2025
Attachments	Attachment 13.4.1 – Publicly advertised draft Policy Attachment 13.4.2 – Submissions Attachment 13.4.3 – Local Planning Policy 10.3.7 Wind Farm and Renewable Energy Facility Policy – suggested modifications post consultation Attachment 13.4.4 – Western Australian Planning Commission Position Statement: Renewable Energy Facilities Attachment 13.4.5 – Extract from Planning and Development (Local Planning Schemes) Regulations 2015

Summary

To inform Council of the public consultation outcomes and to seek Council's final adoption of *Local Planning Policy 10.3.7 Wind Farm and Renewable Energy Facility*.

Background

At the Ordinary Council Meeting on 16 April 2025, the Council passed the following motion at Resolution OCM – 160425 – 07:

'That Council:

- 1. Support the public release of draft Local Planning Policy 10.3.7 – Wind Farm and Renewable Energy Facility, outlined in Attachment 13.5.1, and require the draft policy to be publicly advertised in accordance with the requirements set out in the Planning and Development (Local Planning Schemes) Regulations 2015 with an increased advertising period of six weeks.*
- 2. Will reconsider draft Local Planning Policy 10.3.7 – Wind Farm and Renewable Energy Facility following the close of the public submission period and will determine whether or not to adopt the policy with or without modifications, or to not proceed with the policy.'*

In accordance with the Council resolution, the Shire administration consulted extensively for a 6 week period. In particular, through the Shire administration writing to and inviting comments from wide-ranging stakeholders and government agencies, placing public notices and details in a local paper, placing details on the Shire website, on the Shire's Facebook page and information being available at the Shire office. The publicly advertised draft Policy is outlined in **Attachment 13.4.1**.

The Shire received 11 submissions on the draft Policy which are outlined in **Attachment 13.4.2**. A range of views were expressed including the need for the Policy, the impacts and benefits of renewable energy facilities, key matters for the Council to consider and support for a flexible approach. Some submissions sought to 'soften' the Policy, while other submissions sought to 'harden' the Policy including through mandatory enforceable standards. A key consideration is mandating matters versus a more flexible performance-based approach.

Issues raised in the submissions include:

- Wind turbine setbacks from 'sensitive' premises and non-host landholdings;
- The need to protect traditional agricultural and related activities;

- A need to diversify the local economy and support employment opportunities;
- Seeking to guarantee local jobs and business participation;
- The need for additional renewable energy;
- Environmental impacts including noise, shadow flicker, health impacts and climate resilience;
- Wind farms should not have detrimental impacts on neighbouring or nearby landowners;
- Visual impacts;
- Consider the suitability and impacts on local roads;
- Consider the impacts of aviation and aerial spraying near wind turbines;
- Potential increased bushfire risks and potential impacts of wind turbines drying pastures;
- Community consultation and engagement;
- Community benefit fund including whether this is best addressed in a non-planning policy;
- Monitoring and enforcement; and
- Decommissioning and bonds.

Some matters raised in the submissions are non-planning matters. Additionally, some submissions raise resourcing issues for the Shire in terms of staff, cost and time or go beyond the legal tests of what can be reasonably imposed through development requirements or conditions.

A local planning policy is a guidance document which needs to take account of development at different scales and in different contexts.

Based the submissions, overall modest modifications are suggested to the advertised draft Policy. The modified Policy, set out in **Attachment 13.4.3**, shows suggested modifications in green highlight (new sections) or strikeout (deleted sections).

The Policy sets out the local government's position on wind farms and renewable energy facilities (including solar farms). The Policy seeks to complement the matters set out in the *Western Australian Planning Commission Position Statement: Renewable Energy Facilities* (see **Attachment 13.4.4**).

The objectives of the Policy are to:

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

The Policy sets out that no development approval is required for a domestic scale wind turbine servicing a single residence or a farming operation where infrastructure is contained on one lot and where it meets Scheme setback requirements for the zone. This is subject to the works not impacting a heritage-protected place. Development approval is required for all other wind farm and renewable energy facility development.

The Policy is overall supportive of wind farms and renewable energy facilities subject to the applicant suitably addressing relevant planning considerations. In particular, the Policy seeks to encourage appropriate development and where relevant, control wind farms and renewable energy facilities through establishing minimum requirements.

The Policy includes policy provisions relating to:

- Siting, Separation Distances and Noise Impacts;
- Other Environmental and Social Impacts;
- Visual and Landscape Impact;
- Traffic Impacts and Road Contributions;
- Community Benefit Fund; and
- Decommissioning.

With a goal of diversifying and growing the local economy, it is expected that the Shire will receive development applications for wind farms and renewable energy facilities in the coming years.

Comments

Following a review of the submissions, it is recommended that Council grant final adoption to the version of the Policy set out in **Attachment 13.4.3**. This incorporates modifications from the draft version that was publicly advertised. The modifications are a result of the submissions. It is highlighted that not every submission or every aspect of the submissions were accepted to result in recommended modifications to the advertised draft Policy. The reasons include some matters raised in the submissions are non-planning matters beyond the scope of the planning system or a Local Planning Policy, some went beyond the State planning framework including WAPC *Position Statement: Renewable Energy Facilities* and other matters raised significant Shire resourcing implications.

Wind farms and renewable energy facilities present an opportunity to contribute to a clean and sustainable source of power and support economic development. However, it is crucial to manage these developments to minimise impacts on the environment, landscape and local communities.

It is expected that most larger scale projects will be determined by the Regional Development Assessment Panel or by the WAPC's State Development Assessment Unit.

In relation to the Community Benefit Fund, it is highlighted there is no current statutory backing for a Community Benefit Fund or similar. The matter is being progressed by the State Government via a recent Draft *Guideline on Community Benefits for Renewable Energy Projects* by the Department of Energy, Mines, Industry Regulation and Safety. In the foreseeable future, this would be a negotiated arrangement with the proponent. It is suggested the Shire review Commonwealth and/or State schemes, programs and guidelines relating to renewable energy and consider implications for the Shire.

The Council has the following options:

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

Statutory Environment

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015, Shire of Wickepin Local Planning Scheme No. 4 and Shire of Wickepin Local Planning Strategy

Attachment 13.5.5 is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters relating to making and amending local planning policies. This includes that draft policies need to be advertised for at least 21 days. The Shire met and exceeded the requirements in the Regulations.

Policy Implications

These are addressed in this report and in the attachments. Finalisation of the Policy will set the framework to future wind farm and renewable energy facility development within the Shire. It will also increase certainty for everyone with an interest in the matter and should assist in more consistent decision making. The Policy will inform future development applications and planning decisions, ensuring that wind farm and renewable energy facility development projects are developed responsibly and sustainably.

Local planning policies are non-statutory documents which provide guidance to assist the local government in its decision making. Accordingly, the local government is not bound by the Policy but is required to have regard to the Policy in determining development applications.

Relevant informing policy documents include:

- Position Statement: Renewable Energy Facilities
- State Planning Policy 2.5 Rural Planning
- State Planning Policy 4.1 Industrial Interface

As the State Planning Framework changes, it is expected to result in a need to modify the Local Planning Policy to ensure it consistent and is fit-for-purpose.

Financial Implications

There was Shire costs associated with advertising the draft Policy.

Strategic Implications

The Policy, if adopted, will assist:

- The decision-making of the Council and the Shire administration;
- To inform applicants/landowners of Council requirements; and
- To raise community and stakeholder awareness.

GOAL – Economy

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. *Pursuant to Schedule 2, Part 2 and Clause 4(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant final adoption to Local Planning Policy No. 10.3.7 – Wind Farms and Renewable Energy Facility as set out in **Attachment 13.4.3**.*
2. *Note the Shire administration will arrange to publish a copy of the notice relating to the final adopted policy on the Shire website and in a local newspaper.*
3. *Thank submitters for making a submission.*
4. *Note, subject to the State Government progressing and finalising its Guidelines on Community Benefits for Renewable Energy Projects, the Shire administration will separately draft a governance policy on community benefits for Council consideration.*

13.5 Adoption - Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	David Burton – Chief Executive Officer
File Reference	LD.LL.14
Author	David Burton – Chief Executive Officer Lara Marchei – Governance Officer
Interest Disclosures	Nil
Report Written Date	6 November 2025
Attachments	Attachment 13.5.1 - Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025 with minor changes Attachment 13.5.2 - Shire of Wickepin Parking and Parking Facilities Local Law 2025 – FINAL

Summary

The purpose of this report is to enable Council to consider making the *Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025* following public advertising.

Background

At the 20 August 2025 Ordinary Council Meeting, Council resolved to advertise the *Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025* as part of the process required by legislation to make local laws. In the advertising of the local law, in accordance with legislation, Council resolved that:

Purpose

The purpose of this local law is to correct typographical errors as advised by the Joint Standing Committee on Delegated Legislation.

Effect

The effect of this local law will enable the Parking and Parking Facilities Local Law 2024 to be enforceable.

As required by the *Local Government Act 1995* (the Act), copies of the law were provided to the Minister for Local Government.

Comments

In accordance with section 3.12 of the Act, prior to making any local law, the Shire is required to give local public notice of the draft local law and consider any submissions made and make the local law as proposed or make a local law that is not significantly different from what was proposed.

Submissions on the proposed local law were invited until 4.00pm on 29 October 2025. At the close of the public consultation period, no public submissions were received however, feedback was received from the Department of Local Government, Industry Regulation and Safety (LGIRS).

LGIRS Feedback

LGIRS provided comments on minor edits.

Minor Edits

- The date of “20 August 2025” in the enacting provision is incorrect, as the local law is yet to be formally made. The Shire should replace this date with the date of the council meeting in which the final draft is made by council. Failing to change the date is unlikely to have any legal impact, however, it may create confusion since it creates the impression the local law was created prior to the consultation period ending in October.
- As an alternative to trying to describe how clause 3.5(2) is amended, it may be simpler to delete subclause (2) entirely and replace it with a version that is formatted exactly as the Shire wants.

The comments received from LGIRS were all reviewed, and the minor edits suggested have been actioned, as required. The changes are noted in **RED** for additional wording and the deletions are noted with **STRIKE OUT** in **BLUE** and are contained in **Attachment 13.5.1**.

The purpose and effect of the proposed Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025, are as follows:

Purpose

The purpose of this local law is to correct typographical errors as advised by the Joint Standing Committee on Delegated Legislation.

Effect

The effect of this local law will enable the Parking and Parking Facilities Local Law 2024 to be enforceable.

In the event that Council resolves to make the local law, the next steps are:

- Affixing the common seal;
- Publishing a copy in the Government Gazette and providing to the relevant Minister;
- Issuing a local public notice following gazettal;
- Providing copies of the local law to Parliament within 10 working days of the Gazette publication date with the information required *Local Laws Explanatory Memoranda Directions 2010*, including an explanatory memorandum.

Following the public submission period and consideration of the LGIRS, the Officer recommends that Council proceed with making the Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025 as contained in **Attachment 13.5.2**.

Statutory Environment

Section 3.12 of the *Local Government Act 1995* sets out the process to be followed when making, amending or repealing local laws.

Policy Implications

There is no policy related to this item.

Financial Implications

The costs associated with publication of the local law are accommodated within the related Shire's budget allocation.

Strategic Implications

GOAL - Governance

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

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

Voting Requirement

Absolute Majority

Officer Recommendation

That with respect to the proposed Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025, that Council:

- 1. Makes the local law as detailed in **Attachment 13.5.2**, pursuant to section 3.12 (4) of the Local Government Act 1995;*
- 2. Notes the submissions received during the public advertising period required by the Local Government Act 1995 and the responses taken to the proposed Local Law.*
- 3. Authorises the Shire President and Chief Executive Officer to affix the common seal to the Shire of Wickepin Parking and Parking Facilities Amendment Local Law 2025 as contained in **Attachment 13.5.2**.*
- 4. Instructs the Chief Executive Officer to:*
 - a) Publish the local law in the Government Gazette in accordance with section 3.12(5) of the Local Government Act 1995;*
 - b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette;*
 - c) Give local public notice pursuant to section 1.7 of the Local Government Act 1995 following publication in the Government Gazette, stating the title and purpose and effect of this local law, and that the local law is published on the Shire website and that copies may be inspected at, or obtained from the Shire's administration office; and*
 - d) Prepare and submit to the Joint Standing Committee on Delegated Legislation, a copy of this local law, an explanatory memorandum (jointly signed by the Shire President and Chief Executive Officer) along with the checklist and any other supporting information on the local law made.*

13.6 Budget Amendment – Yealering Tennis Club Power

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	-
File Reference	CP.MAI.554
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	Nil -
Report Written Date	11 November 2025
Attachments	Nil

Summary

Council is being requested to endorse the budget amendment to upgrade the power supply to the Yealering Tennis Club.

Background

Recent issues at the Yealering foreshore ablution block have prompted an inspection by Western Power to assess the condition and safety of the power supply. The inspection was initiated following reports of irregular electrical performance within the facility.

Comments

With the recent upgrades to the Yealering Foreshore Ablution Block, it has become apparent that the existing sub-meter at the Yealering Tennis Club is not adequate to supply power to both the tennis club and the new ablution facilities.

The addition of a hot water system and a pump for the sewerage system has placed increased demand on the existing power supply, resulting in insufficient capacity.

Following an assessment by a qualified electrician, it has been recommended that the sub-meter at the Yealering Tennis Club be upgraded to meet current standards and ensure a reliable and compliant power supply to both the tennis club and the foreshore ablution block.

This will also future proof the facility and surrounding areas to allow for potential upgrades.

Statutory Environment

This request aligns to *Section 6.8 of the Local Government Act 1995*, which states:

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

Transfer of \$25,000 from the building reserve to fund the upgrade.

Strategic Implications

GOAL - Community

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

Strategy: 9.1 Advocate for quality health and community service

Voting Requirement

Absolute Majority

Officer Recommendation

That Council:

- 1) Approves the expenditure for the purpose for the upgrading the sub meter at the Yealering Tennis club estimated to be \$25,000.*
- 2) Authorises the transfer from the Building Reserve to cover the amount.*

13.7 Acceptance of Tender RFT 02-2025/2026 Supply of Stabilization Works and RFT 03-2025/2026

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Grant Cross – Manager of Works and Services
File Reference	FM.TEN.1220
Author	Erika Clement – Deputy Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	11 November 2025
Attachments	Confidential Attachment 13.7.1 - RFT02-2025/2026 – Evaluation Criteria (under separate cover) Confidential Attachment 13.7.2 - RFT 03-2025/2026 Evaluation Criteria (under separate cover)

Summary

The purpose of this report is to advise Council of submissions received in relation to Tender RFT 02-2025/2026 – Supply of Stabilization Works and Tender RFT 03-2025/2026 Sealing Works and for Council to award the contract to the best value for money tenderer as proposed by the evaluation panel recommendation.

Background

The Request for Tender RFT 02-2025/2026- Supply of Stabilization Works and RFT 03-2025/2026 Supply of Sealing Works was advertised via E-Quotes on Wednesday 20th October 2025 and closed at 5pm on Friday, 7th November 2025 on the Western Australian Local Government Association's ("WALGA") Preferred Supplier E-Quotes System. E-Quotes suppliers were notified of the request for tender.

The RFT's sought the services of the suitably qualified and experienced contractor to undertake the supply of Stabilization Works and Sealing work. The RFT's is for the supply of stabilization for roadworks and Sealing Works including, although not limited to, the following 2025/2026 Capital Works program:

- Lomos South Road (stabilization 10,120 sq^m, sealing 8800 sqm),
- Wickepin Harrismith Road (stabilization 26,000 sq^m, sealing 20,800 sq^m);

The tender documentation specifically sought –

- Wet mix stabilization works
- Sealing works;

Additionally, tender submissions were required to include the following –

- Organisation profile;
- Agency details;
- Sub-contractor details;
- Quality assurance details;
- Selection criteria responses;
- Operational compliance details against set criteria;
- Demonstrated experience in similar works;
- Demonstrated commitment to customer service;
- Demonstrated assurance of occupational safety and health practices; and

- Price information

Submissions

The RFT's was advertised through the WALGA E-Quotes with three (3) submissions received for RFT 02-2025/2026 and two (2) submissions received for RFT 03-2025/2026 Sealing works. The submissions are summarised in **CONFIDENTIAL Attachment 13.7.1**.

Tender submissions were received from the following companies for RFT 02-2025/2026:

#	Company Name
1	WCP Civil Pty Ltd
2	Fulton Hogan Industries Pty Ltd
3	Western Stabilisers

The selection criteria, and associated weighting, for consideration in determining the successful complying tender submission are contained in **CONFIDENTIAL Attachment 13.7.1**. and

Tender submissions were received from the following companies for RFT 03-2025/2026

#	Company Name
1	Bitutek
2	Fulton Hogan Industries Pty Ltd

The selection criteria, and associated weighting, for consideration in determining the successful complying tender submission are contained in **CONFIDENTIAL Attachment 13.7.2**. and

Evaluation Panel

An evaluation panel was convened and consisted of the following personnel:

- Manager Works & Services;
- Chief Executive Officer; and
- Deputy Chief Executive Officer

All members of the evaluation panel have no relationship with any of the submissions received.

Evaluation Criteria

The following evaluation criteria and weightings were used by the tender evaluation panel to assess tender submissions:

RFT 02-2025/2026 - Stabilization Works

Evaluation Criteria	Weighting
Demonstrated experience to meet the requirements of the specification	30%
Price	70%

and

RFT 03-2025/2026 - Sealing Works

Evaluation Criteria	Weighting
Price	100%

Comments

All tender submissions were assessed against the evaluation criteria and the qualitative and quantitative results for this assessment and prices are documented. At the close of the submission period three (3) complying submissions were received for RFT 02-2025/2026 and two(2) submissions were received for RFT 03-2025/2026.

Following the assessment of all tender submissions, against the selection criteria, the tender submitted by Fulton Hogan Pty Ltd was assessed as being the best value for money that meets the Shire's requirements. For RFT 02-2025/2026 for Stabilisation Works; and

Following the assessment of all tender submissions, against the selection criteria, the tender submitted by Fulton Hogan Pty Ltd was assessed as being the best value for money that meets the Shire's requirements. For RFT 03-2025/2026 for Sealing Works.

The tender evaluation panel therefore recommends the tender submission made by Fulton Hogan Pty Ltd be accepted. For RFT 02-2025/2026 Stabilization Works; and

The tender evaluation panel therefore recommends the tender submission made by Fulton Hogan Pty Ltd be accepted. For RFT 03-2025/2026 for Sealing Works.

Statutory Environment

Local Government Act 1995 – Section 3.57

A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

Local Government (Functions and General) Regulations 1996 – Division 2 Part 4

Tenders shall be invited before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$250,000.

Local Government (Functions and General) Regulations 1996 – Regulation 18 Rejecting and accepting tenders

A local government may reject, accept or decline to accept any or all tenders received through a request for tender process.

Policy Implications

Council Policy 3.1.6 Purchasing

Purchases which may be in excess of \$250,000 ex GST must be tendered.

Financial Implications

If only works included as per the estimated tender specifications occur, Council will commit to \$399,776.00 ex GST for both RFT's which is included and within 2025/2026 budget allocations.

Strategic Implications

GOAL - Infrastructure

- Objective: 1 Roads are a key economic driver across the Shire
- Strategy: 1.1 Improve road safety and connectivity
- 1.2 Develop and implement long-term (minimum 5 year) works construction programs

1.4 Identification of road maintenance and improvements in the Asset Management Plan

Voting Requirement

Simple Majority

Officer Recommendation

That Council,

with respect to Tender RFT-02-2025/2026 Supply of Stabilization Works and RFT 03-2025/2026 Sealing Works;

- 1. Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 awards Tender RFT-02-2025-2026 to Fulton Hogan Pty Ltd for \$73,272.00 ex GST; and*

with respect to Tender RFT-03-2025-2026 Supply of Sealing Works
- 2. Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 awards Tender RFT-03-2025/2026 to Fulton Hogan Pty Ltd for \$326,504 ex GST and*
- 3. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Wickepin for Tender RFT-02-2025/2026 Supply of Stabilization Works and RFT-03-2025/2026 Supply of Sealing Works.*

13.8 ROERoc Membership

Submission to	Ordinary Council Meeting
Location / Address	Wickepin Shire
Name of Applicant	Shire of Wickepin
File Reference	GR.LRL.1417
Author	D Burton - Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	10 th November 2025
Attachments	Attachment 13.8.1 Letter, Attachment 13.8.2 ROERoc MOU Attachment 13.8.3 Operational Guidelines.

Summary

This report is to request that the Shire of Wickepin consider joining the Shires of Corrigin, Kondinin, Kulin and Narembeen in ROERoc (ROE Regional Organisation of Council).

Background

As members will be aware, the Shire of Wickepin made an application to the Members of ROERoc, for admission into the grouping due to common interests and the benefits of group working and applications.

After much deliberation, the Members of ROERoc have endorsed the Shire of Wickepin joining with ROERoc as a member and creating an alliance with the Shire for future planning and funding applications.

As part of the consideration of joining a ROC, the CEO also approached the CEO's of several other Shires in the area about the possibility of forming a new ROC. All CEO's considered the possibility; however, it needs to be noted that this was just from the CEO's, not the Councils.

Comments

The joining of ROERoc will have several benefits to the Shire of Wickepin. As an established ROC, it has a governance structure and forward planning that the Shire can fit into due to the similarities within our own Strategic Community Plan and the plans of the other Shires. The Shire would benefit from any future funding opportunities and also from larger projects where a single Shire cannot access funding due to limited works (recent disaster funding required grant for minimum grant for more than a single Shire would need, ROERoc submitted a joint application for all the Shires).

The attached MOU and Operational Guidelines give details of how the Membership would work. As the Shire of Wickepin has no interest in Bendering Waste Facility and is not part of the project, we would not be involved with this (a major focus for the other ROERoc Shires).

The Shire could forgo the ROERoc Membership and look at a joint venture with other Shires. This would mean that we would be starting at the same position as all other members. This does have the drawback of establishing the governance structure and strategic planning before items of funding can be addressed. This could take up to 12 months.

The budget allowance for Membership to ROERoc was:

Participation cost	\$30,000
Annual Fee	<u>\$11,000</u>
Total	\$41,000

The fees submitted from ROERoc are:

Participation Fee	\$ 8,869.00
Annual Fee – Pro Rata	<u>\$ 4,897.85</u>
Total	\$13,766.85

The remaining funds of \$27,233.15 will be looked at as part of the Budget Review, but will likely be needed for consultancy to bring the Shire of Wickepin up to where the ROERoc Shires are with their housing project.

The Joining Fee of \$8,869.00 was a consideration for last year's annual fee contribution for the Shires and was seen as a reasonable contribution to the established governance of ROERoc. This joining fee would be considered reasonable given that the governance has been established and in place.

ROERoc have sent this through to allow Wickepin to join for the December Meeting of ROERoc.

Financial Implications

The joining of ROERoc was allocated in the budget and the costing has come in less than anticipated. This will allow surplus funds to be used for other projects.

Strategic Implications

GOAL – Infrastructure

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

Strategy: 11.1 Participate in regional groupings where value to the Shire of Wickepin can be demonstrated

Voting Requirement

Simple Majority

Officer Recommendation

That Council :

- 1. Accepts the offer from RoeROC for Membership;*
- 2. Nominates the Shire President and Deputy Shire President for Delegates to ROERoc*
- 3. Endorses the ROERoc MOU; and*
- 4. Authorises the CEO to forward payment of the Joining Fee (\$8,869.00) and Annual Fee – Pro Rata (4,897.85) for ROERoc Membership.*

13.9 Camping Tiny Homes Application

Submission to	Ordinary Council Meeting
Location / Address	23 Connor Street, Yealering
Name of Applicant	Debra Goodwin
File Reference	LE.LL.1822
Author	D Burton - Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	11 th November 2025
Attachments	Attachment 13.9.1 Application Details Attachment 13.9.2 Camping information

Summary

This report is for Council to consider approving a 24 month camping permit for 23 Connor Street, Yealering for a tiny home in Yealering.

Background

The owner of 23 Connor Street, Yealering has requested a permit for 24 months for camping at the location with a tiny home. As the home is on wheels, it is generally treated as a caravan and cannot be assessed as a permanent home.

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. The conditions will still need to be approved by the EHO before final approval can be given.

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:

- House unit is to be approved by the Environment Health Officer and declared fit for habitation;
- Annual Rubbish Fees will still apply for the property.
- For a tiny home on wheels, the owner is to make an effort to disguise the fact that the home is on wheels while in situ; and
- Further application is to be made within 3 months of the current permit expiring.

As this is the first application of this kind for the Shire, precedent is being set for future applications.

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 23 Connor Street, Yealering, subject to the following:*

- House unit is to be approved by the Environment Health Officer and declared fit for habitation;*
- Annual Rubbish Fees will still apply for the property;*
- For a tiny home on wheels, the owner is to make an effort to disguise the fact that the home is on wheels while in situ; and*
- Further application is to be made within 3 months of the current permit expiring.*

13.10 Policy Review – Council Policies – 2.1.1 to 2.1.32

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	David Burton – Chief Executive Officer
File Reference	Policy Manual
Author/s	David Burton – Chief Executive Officer Erika Clement – Deputy Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	12 November 2025
Attachments	Attachment 13.10.1 Revised Council Policies 2.1.1. – 2.1.32

Summary

The purpose of this report is to recommend to the Council to amend the current Council Policies – Section 2 Governance 2.1.1 to 2.1.32 so that it reflects current practice.

Background

Shire Officers have commenced the review of the policies to be presented to the Council. Over the next twelve months. The review will identify to revoke, review or endorse work procedures due to their administrative functions.

The Council Policies – Section 2 Governance has been endorsed since 2022 in its entirety and had individual reviews of certain policies during this time.

Comments

Shire Officer's have reviewed and updated the changes to the Council Policy – 2.1.1 to 2.1.32 –as contained in **Attachment 13.10.1**.

Council policies have been reviewed policies contained in Section 2 – Governance – 2.1.1 to 2.1.32. The changes are noted in **RED** for additional wording and the deletions are noted with ~~STRIKE OUT~~ in **BLUE**.

Statutory Environment

Section 2.7 of the Local Government Act 1995, states:

2.7. Role of council

(1) The council —

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

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

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

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

(b) determine the local government's policies.

Furthermore, section 5.41 of the *Local Government Act 1995* notes that one of the CEO's functions is to ensure that advice and information is available to Council so that informed decisions can be made.

Policy Implications

The policy will provide guidance for Council members and Administration when dealing with matters of governance.

Financial Implications

There are no financial implications to this item.

Strategic Implications

GOAL - Governance

Objective: 10 Our organisation is well positioned and has capacity for the future.

Strategy: 10.1 Attract, train, develop and retain a skilled and effective workforce.

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

Strategy: 11.3 Ensure integrated planning documents remain current via regular reviews

Voting Requirement

Simple Majority

Officer Recommendation

That Council adopts the revised Council Policy – 2.1.1 to 2.1.32 Policies with the relevant changes noted and contained in Attachment 13.10.1.

13.11 Housing Funding – Regional Housing Support Fund

Submission to	Ordinary Council Meeting
Location / Address	Wickepin Townsite
Name of Applicant	Shire of Wickepin
File Reference	GS.PR.G.1554
Author	D Burton - Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	12 November 2025
Attachments	Attachment 13.11.1 Application Information

Summary

This report is for Council to consider lodging an application for funding under the recently released Regional Housing Support Fund.

Background

State Government has announced the Regional Housing Support Fund, which is an allocation of \$25 million for regional housing or land development projects. Projects are generally limited to \$5 million, but can be for larger amounts with additional information. Submissions are required to be lodged by 19th December 2025.

Comments

The Shire of Wickepin is currently reviewing staffing details for our Workforce Plan and a major consideration is that approximately 40% of our staff are over 60 and many live in their own homes. Just recently, staff recruitment was made for two positions on the Shire and no local responses were made, showing a lack of work-capable people in town. Of the two employees, being out of town, there was a possibility that both would require housing, in which the Shire only has one house left.

With the consideration of staff retiring and also staff requirements for the Shire, housing is becoming a major issue, and it is highly likely that the Shire will not be able to provide housing for staff in the near future. As such, it is recommended that housing be looked at as a priority for the funding.

We are aware that the Yarling Court units does allow for more units to be constructed. Costings would be done for brick veneer units similar to what is in place, however costs may be limited and transportable units used instead. For the units, staff are working on the basis of approximately \$500,000 per unit for the final construction.

For the grant funding, our Housing Reserve has limited funds of approximately \$240,000. It is recommended that the Shire does not drain the Reserve fully, so funding for the units could be on an 80/20 basis with 80% of cost from grant funding and 20% costing from the Reserves (noting that this would be in effect for next financial year).

- The Funding round does not specify a co-contribution for the funding approval, but has a notation in the assessment criteria of:
- Funding the project:
- Evidence of detailed project costings.
- Degree by which a clear plan is provided of other funding sources and the level of certainty attached to these sources.
- Evidence of co-contributions.

- Demonstration of responsible and sound financial management.

The 80/20 contribution may be considered low making it difficult to receive funding, but any further contributions may impact the type of building we can construct.

Consideration of land development is also allowed for funding. As the Shire is currently working with Development WA for a future land release, it was considered to pursue this option for land and look at this housing grant instead. It should be noted that the land release approval process is for land less than 2,000m², so the larger lifestyle blocks of Yarling Brook Estate would not be eligible.

Financial Implications

It is likely that this project will be funded through the 2026/27 Budget, the impacts can be included as part of the budget, provided that outcome of the grant is known.

If successful, this would significantly reduce the funding available in our Reserve Funds for this purpose.

GOAL – Governance

Objective: 10. Our organisation is well positioned and has capacity for the future

Strategy: 10.1 Attract, train, develop and retain a skilled and effective workforce

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

Strategy: 11.3 Ensure integrated planning documents remain current via regular reviews

Voting Requirement

Simple Majority

Officer Recommendation

That Council authorises the Chief Executive Officer to submit a funding application for the Regional Housing Support Fund for units at Yarling Court with a contribution of 20% of costs from the Shire of Wickepin.

13.12 Planning Application Lot 7438 Stock Route Road Harrismith

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Konzag Grains Pty Ltd
File Reference	A6501
Author	Kiralee Harris – Shire of Narrogin Planning Officer
Interest Disclosures	Nil
Report Written Date	13 November 2025
Attachments	Attachment 13.12.1 Development Application Package

Summary

A development application has been received from Harley Dykstra Pty Ltd on behalf of Konzag Grains Pty Ltd seeking approval for a proposed Workforce Accommodation and Office/Crib Room at Lot 7438 (309) Stock Route Road, Harrismith. The property is zoned General Agriculture under the Shire of Wickepin Local Planning Scheme No. 4. The proposal involves two permanent, newly constructed buildings located within the existing farm complex to accommodate up to four seasonal employees associated with cropping, harvesting, and grain cartage operations.

The proposed use is not listed within the Zoning Table of the Scheme and cannot reasonably be determined as falling within any other use category. In accordance with Clause 3.4.2 of the Scheme, the matter must therefore be determined by Council to consider whether the use is consistent with the objectives of the General Agriculture zone and capable of approval.

Background

The subject lot has an area of approximately 90.64 hectares and is used for broadacre agriculture. Existing development comprises a dwelling, machinery sheds, grain handling structures, and associated farm infrastructure.

Two rural outbuildings (chemical storage shed and machinery shed) were granted delegated approval by the Shire in July 2025. The current application was lodged following advice that the proposed workforce accommodation and office / crib room require development approval because the land use is not identified in the Scheme.

Approval for the onsite effluent disposal system was issued by the Shire's Environmental Health Officer in August 2024. No construction has occurred. The application is not retrospective. The land is situated approximately 2.5 kilometres south of the Harrismith townsite and more than 2.5 kilometres from the nearest residence. Surrounding properties are used for broadacre agriculture.

Comments

Assessment of the proposed use and development has been undertaken in accordance with Clause 3.4.2 of Local Planning Scheme No. 4, which requires Council to determine whether a use not listed in the Zoning Table is deemed to be suitable within the site location.

The proposal is consistent with the objectives of the General Agriculture zone as it supports existing agricultural operations and maintains the rural character and amenity of the locality. The development is located within the existing lot screened from public view, and setback more than 260 metres from Stock Route Road and 20 metres from all other boundaries in compliance with Clause 4.19(2) of the Scheme.

The site is not identified as being within a designated bushfire prone area. The provisions of State Planning Policy 3.7 – Planning in Bushfire Prone Areas therefore do not apply.

The proposal has been assessed with due regard to the matters listed in Clause 67 of the Deemed Provisions and is consistent with State Planning Policy 2.5 - Rural Planning, which supports ancillary development associated with agricultural production where compatible with the rural environment.

The development will utilise existing scheme water and power connections and an approved on-site effluent disposal system, subject to verification by the Environmental Health Officer. Stormwater will be retained within the site in accordance with Clause 4.19(4) of the Scheme.

Given the separation from sensitive receptors, the proposal is unlikely to result in adverse noise or amenity impacts. It is recommended that a Noise and Operational Management Plan be required to ensure staff activity and vehicle movements remain compatible with the locality.

The proposed buildings are of new, permanent construction and do not fall within the definition of a Transportable or Relocated Building under Section 6.2.5 of the Shire's Policy Manual. The development also aligns with Policy 6.1.2 – Key Personnel Housing, which supports accommodation directly associated with agricultural employment.

The proposal is considered to comply with the relevant planning framework and represents orderly and proper planning.

Statutory Environment

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2
- Shire of Wickepin Local Planning Scheme No. 4

Policy Implications

- Shire of Wickepin Policy Manual (December 2024)
Section 6.2.5 – Transportable and Relocated Buildings (not applicable)
- State Planning Policy 2.5 – Rural Planning
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas (not applicable)

Financial Implications

Application fees have been paid in accordance with the Shire's Schedule of Fees and Charges.

Strategic Implications

GOAL - Infrastructure

Objective:	1	Roads are a key economic driver across the Shire
Strategy:	1.1	Improve road safety and connectivity
	1.2	Develop and implement long-term (minimum 5 year) work construction programs
	1.4	Identification of road maintenance and improvements in the Asset Management Plan

Voting Requirement

Simple Majority

Officer Recommendation

That with respect to the Development Application for Workforce Accommodation and Office/Crib Room at Lot 7438 (309) Stock Route Road, Harrismith, Council:

- 1. Determine that the proposed use 'Workforce Accommodation and Office/Crib Room' is consistent with the objectives of the General Agriculture zone in accordance with Clause 3.4.2 of the Shire of Wickepin Local Planning Scheme No. 4; and*
- 2. Grant Development Approval subject to the following conditions and advice notes.*

Conditions of Approval:

- 1. The development shall be carried out in accordance with the approved plans prepared by Harley Dykstra Pty Ltd (Job No. 24815, Rev A, dated 26 August 2025) unless otherwise approved in writing by the Shire of Wickepin.*
- 2. The approved use is limited to workforce accommodation and an associated office/crib room directly related to agricultural operations on the land and shall not be used for general residential, rental or short-stay purposes.*
- 3. The effluent disposal system shall be installed and maintained to the satisfaction of the Local Government, in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.*

14 Confidential Reports and Information

15 Urgent Business

16 Closure

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