Agenda

Ordinary Council Meeting
Wednesday 18 November 2026

Date	Wednesday 18 November 2026
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	13 November 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 November 2026 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

David Burton
Chief Executive Officer
13 November 2026

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
F Allan	Councillor
W Astbury	Councillor
L Corke	Councillor
J Mearns	Councillor
D Gaull	Councillor

Employees

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

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 absence]

5 Petitions, Memorials and Deputations

5.1 Petitions

5.2 Memorials

5.3 Deputations

6 Declarations of Councillors and Officers Interest

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

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

The following declarations of interest have been disclosed –

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held Wednesday 21 October 2026

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 21 October 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 RoeROC Executive Meeting held Monday 26 October 2026

Officer Recommendation

That Council receives the minutes of the RoeROC Executive meeting held on Monday 26 October 2026, as included in Attachment 9.1.1.

10 Report by the President

11 Report by the Chief Executive Officer

20th October 2026	Cr Corke, Incident at Yealering – CCTV
	Brett Doncan – Wickepin Hotel – Beer garden
21st October 2026	Council Meeting
22nd October 2026	Meeting with Narrogin Staff and Community
	Resident - Toolibin Tennis Club
	Resident – Yealering Store
	Resident - Yealering Café
	Resident – Farm subdivision
26th October 2026	RoeROC Exec & DCEO Meeting
27th & 28th October	Leave – AGO Meeting
29th October 2026	CR Miller and Tennis Club – Roof works.
	Cr Miller – Seating for Netball
30th October 2026	Tina – Facey Group, various matters
3rd & 4th November	LG Pro Conference
9th November 2026	Mr R Lewis – MOU
12 November 2026	Shire President – CCZ Items
13th November	RDO

Delegations exercised

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	**Cheque Signing and Account Authorisation**	**CEO**			CEO, DCEO MWS
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**			CEO
A12	**Liquor Consumption on Shire Owned Property**	**CEO**	Permission to Consume Alcohol – Albert Facey Homestead – Wickepin CRC, 11 December 2026, Carols by Candlelight.	11/11/2026	CEO
A13	**Hire of Community Halls / Community Centre**	**CEO**	Approval Fee Waiver- Yealering Town Hall – Yealering Primary School, 15 December 2026, End of Year Concert. Approval Fee Waiver- Wickepin Town Hall – Wickepin Primary School, 30 November - 10 December 2026, Presentation Night Rehearsals and Performance. Approval Fee Waiver- Wickepin Community Centre – Wickepin CRC, 9 November - 7 December 2026, Bucket Beats. Approval Fee Waiver- Wickepin Community Centre – Wickepin Playgroup, 20 December 2026 – Community Christmas Tree.	19/10/2026 20/10/2026 22/10/2026 30/10/2026	CEO
A14	**The Food Act 2008 and the Food Regulations 2009**	**CEO**			
A15	**The Public Health Act 2016**	**CEO**			CEO
A16	**Sponsorship, contributions and donations to sporting and community groups**	**CEO**			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 – October 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	11 November 2026
Attachments	**Attachment 13.1.1** – Monthly Schedule of Accounts Paid – October 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 October 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 16507 – 16534, 16536 - 16560	$349,599.04
Cheques	16080-16082	$11,601.74
Direct Deductions	October 2026	$1,455.26
Superannuation	October 2026	$17,598.58
Credit Card	October 2026	$495,25
BPay Payments	October 2026	$1,767.87
Payroll	October 2026	$147,359.00
Licensing	October 2026	$12,662.45
Municipal Fund Total		**$494,604.89**
Trust Fund		
Electronic Funds Transfer	EFT15506, EFT16535	$883.70
Cheques		$0
Trust Fund Total		**$883.70**
Total		**$495,064.89**

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 $494,604.89 and Trust $883.70 for October 2026, as included in ***Attachment 13.1.1****.*

13.2 Statement of Financial Activity – October 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	11 November 2026
Attachments	**Attachment 13.2.1** - Statement of Financial Activity – October 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 October 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 13.2.1**.

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 2026, as included in ***Attachment 13.2.1****.*

13.3 Adoption of New Policy – Use of Artificial Intelligence (AI)

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	Policy Manual
Author	Emma Hall – Executive Support Officer
Interest Disclosures	-
Report Written Date	3 November 2026
Attachments	**Attachment 13.3.1** - DRAFT- Use of Artificial Intelligence (AI) Policy

Summary

Council is requested to adopt the new Policy 2.1.33 – Use of Artificial Intelligence (AI), which provides guidance on the responsible, safe and effective use of AI tools by council members, employees, contractors and volunteers using AI technology at the Shire of Wickepin.

Background

The use of Artificial Intelligence (AI) tools, including generative AI, is becoming increasingly common in the workplace and offers opportunities to improve efficiency, productivity and the quality of services provided to the community. At the same time, the use of AI carries risks around accuracy, bias, privacy, security and accountability that need to be appropriately managed. A draft Council Policy – Use of Artificial Intelligence (AI) has been prepared to provide clear guidance to staff and Councillors on the appropriate use of AI tools for Shire business.

Comments

The draft Policy supports and encourages the use of Generative AI tools, being AI that produces content such as text, images or analysis in response to a prompt for review by a person before use, where such use is consistent with the Policy.

All decisions are to be made by a staff member or Councillor under a 'human-in-control' model, with staff and Councillors remaining accountable for their decisions and any AI-assisted content they produce or release.

Key requirements of the draft Policy include: independent checking of AI-generated content for accuracy, bias and fitness for purpose; use only of AI tools approved by the Chief Executive Officer for Shire business; a prohibition on entering confidential, sensitive, personal or commercially sensitive information into unapproved AI tools; human authorship or review of all customer and community-facing communication; and management of AI-related records in accordance with the State Records Act 2000 and the Shire of Wickepin Record Keeping Plan.

The draft Policy is also to be read in conjunction with the Employee Code of Conduct, Council Policy 2.1.6 Code of Conduct for Council Members, Committee Members and Candidates; and Council Policy 2.1.8 Social Media – Councillors.

Statutory Environment

Local Government Act 1995 Section 2.7(2)(b)
Privacy and Responsible Information Sharing Act 2024 (WA).
State Records Act 2000.

Policy Implications

New Policy 2.1.33 – Use of Artificial Intelligence (AI)

Financial Implications

Nil

Strategic Implications

GOAL - Governance

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

Original Officer Recommendation

That the Shire of Wickepin adopts Policy 2.1.33 – Use of Artificial Intelligence (AI)

13.4 Adoption of New Policy – Whistleblower (Public Interest Disclosure) Policy

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	Policy Manual
Author	Emma Hall – Executive Support Officer
Interest Disclosures	-
Report Written Date	11 November 2026
Attachments	**Attachment 13.4.1** - DRAFT Whistleblower (Public Interest Disclosure) Policy

Summary

Council is requested to adopt the new Policy 2.1.34 – Whistleblower (Public Interest Disclosure), to support compliance with relevant legislation and governance frameworks.

Background

A review of the Shire's governance policy framework has identified the need to formalise Council policies relating to fraud, corruption, misconduct and public interest disclosure to ensure alignment with relevant legislative requirements and contemporary governance standards.

As a result of this review, the Policy 2.1.34 – Whistleblower (Public Interest Disclosure) has been prepared to provide a clear and consistent framework for the prevention, reporting and management of suspected wrongdoing, and to support accountability, transparency and good governance across the organisation.

Comments

The key policy provisions, which strengthen clarity, accountability and alignment with legislative and governance requirements, are summarised below:

- Whistleblower (Public Interest Disclosure) Policy - Establishes a formal process for reporting suspected wrongdoing and managing disclosures in a confidential and protected manner. The policy supports accessible reporting pathways, outlines assessment and management processes, and reinforces protections against victimisation in accordance with relevant legislation.

This policy strengthens the Shire's governance framework by supporting transparency, accountability and the consistent management of suspected wrongdoing.

Statutory Environment

Local Government Act 1995 Section 2.7 and Section 5.103
Corruption, Crime and Misconduct Act 2003 Sections 24 and 25
Public Interest Disclosure Act 2003

Policy Implications

New Policy 2.1.34 – Whistleblower (Public Interest Disclosure) Policy

Financial Implications

Nil

Strategic Implications

GOAL - Governance

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

Original Officer Recommendation

That the Shire of Wickepin adopts Policy 2.1.34 – Whistleblower (Public Interest Disclosure) Policy

13.5 Local Laws Review

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	David Burton – Chief Executive Officer
File Reference	LE.LL.1814
Author	David Burton – Chief Executive Officer Leanne Parola - Consultant
Interest Disclosures	-
Report Written Date	12 November 2026
Attachments	**Nil**

Summary

Council is requested to review a number of local laws following a public consultation process.

Background

At the Ordinary Meeting of Council held 16 September 2026, Council resolved that it:

1. *Gives local public notice stating that the Shire proposes to review the following local laws under s3.16 of the Local Government Act 1995:*
    - *Health Local Law 2008*
    - *Bush Fire Brigades Local Law 2000*
    - *Dogs Local Law 2000*
    - *Local Government Property Local Law 2000*
    - *Pest Plants Local Law 2000*
    - *Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law 2000*
    - *Standing Orders 1998*
2. *Notes that a copy of the local laws may be inspected or obtained at the Shire office or from its website;*
3. *Advises that submissions about the local laws may be made to the Shire before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*

Notes that the results of the above advertising are to be presented to Council for consideration of any submissions received

Comments

No public submissions were received on the review of the local laws. Staff have reviewed the local laws and recommend they be repealed and/or replaced. If supported by Council, the process of creating a local law will take several months so it is recommended that Council confirm the review of all of the local laws and to keep the local laws unchanged to allow time for the new local law process to take place.

<u>Health Local Law 2008</u>

The Health Local Law 2008 was made under the Health Act 1911 and the Local Government Act 1995 in 2008.

Advice from the Department of Health has indicated that the proposed repeal of the local law provisions of the Health (Miscellaneous Provisions) Act 1911 are not likely to be completed by the end of 2026.

Staff recommend that a local law be drafted to repeal the Health Local Law 2008 to remove any uncertainty in what can still be enforced by the Shire.

Bush Fire Brigades Local Law 2000

The Shire's existing Shire of Wickepin Bush Fire Brigades Local Law 2000 was adopted in November 2000 and, while its overall structure and many of its operational provisions remain broadly consistent with the WALGA model, it contains a number of provisions and references that reflect the legislative and administrative arrangements applying at that time.

These include references to the former Fire and Emergency Services Authority (FESA), provision for Council to vary the brigade Rules outside the local law amendment process, and locally inserted provisions allowing additional brigade officer positions and Council-approved membership forms.

The WALGA template updates these arrangements, including replacing references to FESA with the Department of Fire and Emergency Services (DFES), incorporating the Rules directly as the First Schedule without the existing power to vary them administratively, and providing updated provisions dealing with brigade establishment, governance, membership, officer responsibilities, disciplinary and objection processes, reporting and equipment management.

Staff recommend repealing the existing local law and adopting a new local law substantially based on the WALGA template to modernise the Shire's regulatory framework, remove outdated terminology and locally specific provisions that are no longer considered necessary, and provide a contemporary and more standardised framework for the governance and operation of the Shire's bush fire brigades.

Dogs Local Law 2000

The Shire of Wickepin Dogs Local Law was made by adopting the Shire of Moora Dogs Local Law, subject to specified local modifications. A review has identified that the Wickepin local law cites the source local law as having been published in the Government Gazette on 30 November 1999; however, the Shire of Moora Dogs Local Law was in fact gazetted on 29 November 1999.

As the validity of an adopted local law depends upon compliance with the statutory requirements applying to its making and publication, this discrepancy creates uncertainty as to whether the instrument adopted by Council was correctly identified and therefore raises a potential issue regarding the validity and enforceability of the existing local law.

In addition, the underlying Moora local law is now more than 25 years old and contains outdated legislative and administrative references, including references to the Dog Regulations 1976, the Town Planning and Development Act 1928 and the Health (Food Hygiene) Regulations 1993.

Given both the uncertainty surrounding the original adoption and the age of the underlying provisions, staff recommend that the existing local law be repealed and replaced with a new Dogs Local Law based on the current WALGA model, appropriately modified to reflect the Shire of Wickepin's requirements.

Local Government Property Local Law 2000

The Local Government Property Local Law adopted by the Shire of Wickepin in December 2000 was made by adopting the Shire of Moora Property Local Law, with a number of modifications specific to Wickepin.

The Wickepin instrument identifies the Moora local law as having been published in the Government Gazette on 30 November 1999; however, the source local law was actually gazetted on 29 November 1999, creating the same potential uncertainty regarding the validity and enforceability of the adoption as identified with the Shire's Dogs Local Law.

The existing local law is also based on a regulatory framework now more than 25 years old. Comparison with the current Local-Government-Property-Local-Law template shows that, while the fundamental framework for regulating the use of local government property, permits, determinations, behaviour and enforcement remains similar, the contemporary template contains a substantially broader and updated range of provisions.

These include updated definitions and legislative references; application to assistance animals; provisions relating to boats, beaches, jetties and bridges, aerodromes and golf courses; expanded permit-controlled activities; updated swimming pool requirements; revised objection and appeal provisions; and significantly expanded prescribed offences and modified penalties.

Given the uncertainty associated with the original adoption, the age of the existing provisions and the availability of a substantially updated contemporary model, staff recommended that the existing local law be repealed and replaced with a new Local Government Property Local Law based on the current template and tailored to the facilities and activities relevant to the Shire of Wickepin (eg removing sections relating to beaches).

Pest Plants Local Law 2000

The Shire's Pest Plant Local Laws 2000 nominate Afghan thistle, buffalo burr and caltrop as pest plants and were made under the former Agriculture and Related Resources Protection Act 1976.

The State's pest management framework has subsequently been replaced by the Biosecurity and Agriculture Management Act 2007, under which organisms and their applicable control requirements are now identified through the Western Australian Organism List. A review of the existing local law has also identified outdated taxonomic references, including the treatment of Solanum hystrix and Solanum hoplopetalum as Afghan thistle.

Staff recommend that a local law be drafted to repeal the Pest Plants Local Law 2000.

Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law 2000

The Shire's existing Cemeteries Local Law was made under the *Cemeteries Act 1986*, which remains the appropriate enabling legislation for regulating the management and operation of cemeteries.

The State's Model Local Law (Cemeteries) 1998 was prepared under section 56 of that Act and remains the most recent formally published model identified through this review. No subsequent State model local law has been identified. While the 1998 Model therefore provides an appropriate basis for the preparation of a replacement local law, its provisions should be reviewed against the current *Cemeteries Act 1986*, contemporary legislative requirements and the Shire's current cemetery operations before adoption.

Staff recommend that the existing local law be repealed and replaced with a contemporary Cemeteries Local Law based substantially on the State Model, subject to appropriate updating and modification to reflect the Shire of Wickepin's requirements.

Standing Orders 1998

The Shire’s Standing Orders Local Law was gazetted on 4 September 1998 and provides the procedural framework for the conduct of Council and committee meetings, including meeting business, public participation, debate, motions and amendments, procedural motions, voting and maintenance of order.

While the local law is now longstanding and contains provisions that would ordinarily warrant review and modernisation, the State Government is currently developing standardised meeting procedure regulations under the *Local Government Act 1995*.

The proposed reforms are intended to establish consistent procedures for council and committee meetings across Western Australia and potentially replace the need for individual local governments to regulate meeting procedures through standing orders local laws.

Given that the content and commencement date of the new regulatory framework have not yet been finalised, it is considered premature to commit Shire resources to substantially reviewing or replacing the existing Standing Orders Local Law at this time.

It is therefore recommended that the existing local law be retained pending finalisation and commencement of the State Government's standardised meeting procedures, at which time its ongoing necessity and any consequential repeal or amendment requirements can be considered

Statutory Environment

Local Government Act 1995
Section 3.16 Periodic review of local laws

(1) Within a period of 15 years after the day on which a local law commenced or a determination in respect of the local law was last made under subsection (4), as the case requires, a local government must carry out a review of the local law to determine whether it considers that the local law should be repealed, be amended or remain unchanged.
(2) The local government is to give local public notice stating that —
(a) the local government proposes to review the local law; and
(b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
(c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
(3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
(4) After the report has been submitted to its council, the local government must determine whether it considers that the local law should be repealed, be amended or remain unchanged.*
** Absolute majority required*

Policy Implications

There is no policy related to this item.

Financial Implications

There are costs associated with the review, amendment and/or making of existing or new local laws and their eventual Gazettal. The costs for the review process and potential additional local law making processes are included in the 2026/27 Annual Budget.

Strategic Implications

GOAL - Governance
Objective: 12 Our communities are informed via multiple channels at regular intervals
Strategy: 12.1 Provide meaningful communications that deliver information regularly and succinctly.

Voting Requirement

Simple Majority

Original Officer Recommendation

That Council:

1) *Notes that no submissions were received during the consultation period for review of the following local laws:*
   - *Health Local Law 2008*
   - *Bush Fire Brigades Local Law 2000*
   - *Dogs Local Law 2000*
   - *Local Government Property Local Law 2000*
   - *Pest Plants Local Law 2000*
   - *Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law 2000*
   - *Standing Orders 1998*

2) *Determine that having been reviewed, the following local laws remain unchanged:*
   - *Health Local Law 2008*
   - *Bush Fire Brigades Local Law 2000*
   - *Dogs Local Law 2000*
   - *Local Government Property Local Law 2000*
   - *Pest Plants Local Law 2000*
   - *Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law 2000*
   - *Standing Orders 1998*

3) *Direct staff to prepare a draft Local Laws to repeal and/or replace the following local laws:*
   - *Health Local Law 2008 (repeal)*
   - *Bush Fire Brigades Local Law 2000 (repeal and replace)*
   - *Dogs Local Law 2000 (repeal and replace)*
   - *Local Government Property Local Law 2000 (repeal and replace)*
   - *Pest Plants Local Law 2000 (repeal)*
   - *Harrismith, Toolibin, Wickepin, Yealering Cemeteries Local Law 2000 (repeal and replace)*

13.6 Delegation A13 - Hire of Community Halls/Community Centres Review

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	Shire of Wickepin
File Reference	GO.AUT.1320
Author	Emma Hall – Executive Support Officer
Interest Disclosures	Nil
Report Written Date	12 November 2026
Attachments	**Attachment 13.6.1 - Delegation Register A13 Revision**

Summary

The purpose of this report is to recommend to Council to adopt the reviewed delegation, A13 Hire of Community Halls/Community Centres and Additional Accommodation.

Background

The Shire of Wickepin from time to time receives requests for permission to be granted to camp at Shire of Wickepin Community Centres and Halls when they have been hired for functions and events.

This review will formalise the delegation authority of the Chief Executive Officer to approve/deny the applications for additional accommodation at these facilities.

Comments

This delegation will allow for the Chief Executive Officer (CEO) the authority to grant permission to applicants requesting additional accommodation at the Shire's Community Centres and Halls when they have been hired for functions and events.

The Officer's recommendation is to support Council to endorse the review of Delegation – A13 – Hire of Community Halls/Community Centres and Additional Accommodation. The revised delegation is contained in **Attachment 13.6.1.**

Statutory Environment

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

2.7. Role of council

(1) The council —

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

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

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

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

(b) determine the local government's policies.

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

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

(a) this Act other than those referred to in section 5.43; or

(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

** Absolute majority required.*

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

GOAL - Governance

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

Absolute Majority

Original Officer Recommendation

That Council adopts, by absolute majority, the revised Delegation A13 – Hire of Community Halls/Community Centres and Additional Accommodation as contained in ***Attachment 13.6.1****, effective immediately.*

13.7 Waiver of Fees Request – Yealering Town Hall Centenary Celebrations

Submission to	Ordinary Council Meeting
Location / Address	Yealering Town Hall
Name of Applicant	Yealering Progress Association
File Reference	A6317
Author	Kylie Bozanich – Customer Support Officer
Authorised by	David Burton **-** Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 November 2026
Attachments	**Attachment 13.7.1 –** Application to Waiver Fees – Yealering Progress Society

Summary

For Council to consider a request from Yealering Progress Association (Y.P.A) for the waiver of hall hire fees for centenary events.

Background

The Shire of Wickepin has received an email requesting the waiver of fees for hall hire for centenary events. Wavering of fees is usually done by the CEO under delegated authority; however, as an entry fee may be charged, the delegated authority is not applicable.

Comments

The Y.P.A are a community group and any funds they raise go back into the community.
For example, they have helped put in play equipment at one of the parks in Yealering. Recently, they helped renovate the Yealering town hall. Without the funds from the Y.P.A, it would be extremely hard to help the community financially. The community benefits by approving the waiver of fees and charges for the Y.P.A.

Statutory Environment

Nil

Policy Implications

Nil.

Financial Implications

Waiving of Hire Fees, valued at $170.00

Strategic Implications

Goal - Governance

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

Voting Requirement

Simple Majority

Officer Recommendation

That the Chief Executive Officer to be authorised to waive the hire fees and charges for the YPA centenary events.

14 Urgent Business

15 Closure

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