



Agenda

Ordinary Council Meeting
Monday 20 October 2025

Date	Monday 20 October 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	15 October 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 Monday 20 October 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
15 October 2025

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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.

1.1 Swearing in of Councillors by I Moore JP.

Returning Members [] were sworn in by Mrs Irene Moore JP.

1.2 Election of Shire President

Chair vacated by current President – CEO to chair meeting.

The Local Government Act 1995 Schedule 2.3, Division 1, Section 4 indicates in part that the Council is to elect a Councillor to fill the office of President and that the election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.

Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.

If a Councillor is nominated by another Councillor, the nominee must confirm to the Chief Executive Officer, orally or in writing that he or she is willing to be nominated for the office.

In the event of two or more nominations being received ballot papers will be issued to councillors and an election held.

The Chief Executive Officer to declare the result of the election. The successful candidate is to complete the declaration for the position of Shire President on the prescribed form.

Once elected, the Shire President is to assume role of the Presiding Member.

1.3 Election of Deputy Shire President

The Local Government Act 1995 Schedule 2.3, Division 2, Section 8 indicates in part that the Council is to elect a Councillor (other than the President) to fill the office of Deputy President.

Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.

If a Councillor is nominated by another Councillor, the nominee must confirm, orally or in writing, that he or she is willing to be nominated for the office.

In the event of two or more nominations being received ballot papers will be issued to councillors and an election held.

The Shire President to declare the result of the election. The successful candidate is to complete the declaration for the position of Deputy President on the prescribed form.

2 Attendance

2.1 Present

Councillors

J Russell	Councillor
F Allan	Councillor
J Mearns	Councillor
[Name]	Councillor
[Name]	Councillor
[Name]	Councillor
[Name]	Councillor

Employees

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

5 Petitions, Memorials and Deputations

5.1 Petitions

5.2 Memorials

5.3 Deputations

6 Declarations of Councillors and Officers Interest

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

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

The following declarations of interest have been disclosed –

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held Wednesday 17 September 2025

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 17 September 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

9.1 Minutes of the Bush Fire Control Officers Meeting held on Tuesday 26 August 2025.

Officer Recommendation

That Council receives the minutes of the Bush Fire Control Officers Meeting held on Tuesday 26 August 2025, as included in Attachment 9.1.1.

10 Report by the President

Report to be tabled.

11 Report by the Chief Executive Officer

19th September Meeting with Brian Shipley – Yealering Bowling Club – building extensions.
22nd September Meeting – Kulin - Wheatbelt Business Network – Lunchtime Learning
22nd to 24th Sept WALGA Conference AGM – networking.
25th September Webinar Dept of energy Mines, Industry Regulation and Safety – Mapping future ready transmission network for the SWIS
25th September Meeting with Shire President
30th September Lakes Subgroup – Regional Road Group Meeting.

30 th September	Meeting with Cr Mearns
1 st October	Meeting with Staff Member
	Meeting with Returning Officer – Elections.
	Meeting with Golf Clubs for 2026 LGIS Tournament
2 nd October	Meeting with President
	Ten Mile Fire Brigade AGM
3 rd October	Attended CRC Communitia.
8 th October	LGIS Tier 1 Assessment – meeting with LGIS
	Attended CRC AGM
9 th October	Discussion with CRC for 2025 Seniors Lunch.
10 th October	Wheatbelt South Regional Road Group.
14 th October	Meeting with a Representative from YPA for Yealering ideas.
15 th October	Risk Management Advisory Group Teams Meeting – LGIS
	2025-26 High Risk Weather Season Briefing – NEMA.
17 th October	Townsendale Bushfire Brigade AGM.

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 – Wickepin Community Centre, 7 September 2025, WICKEPIN FOOTBALL CLUB	02/09/2025	CEO
A13	Hire of Community Halls / Community Centre	CEO	Waiver of Hire Fees – Wickepin Railway Building, Tour Group Lunch 16 September 2025, WICKEPIN HISTORY GROUP	2/09/2025	CEO
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions and donations to sporting and community groups	CEO	Ladies Tennis Day Sponsorship Approval – WICKEPIN TENNIS CLUB, 17 October 2025	19/09/2025	CEO

12 Notices of Motions for the Following Meeting

13 Reports and Information

13.1 Monthly Schedule of Accounts Paid – September 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 October 2025
Attachment	13.1.1 – Monthly Schedule of Accounts Paid – September 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 September 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 15669-15670,15673-15725	\$156,307.97
Cheques	16020-16023	\$17,958.38
Direct Deductions	September 2025	\$1,942.34
Superannuation	September 2025	\$16,821.96
Credit Card	September 2025	\$ 817.72
BPay Payments	September 2025	\$1,708.37
Payroll	September 2025	\$104,336
Licensing	September 2025	\$25,831.85
Municipal Fund Total		\$325,724.59
Trust Fund		
Electronic Funds Transfer	EFT 156670-15672	\$ 181.65
Cheques		\$
Trust Fund Total		\$181.65
Total		\$325,906.24

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 \$325,724.59 and Trust of \$181.65 for September 2025, as included in **Attachment 13.1.1**.*

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

13.3 Council Chambers Seating Arrangements

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	GO.CME.1323
Author	J Harvey – Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	8 October 2025
Attachments	Nil

Summary

Council is to proceed with the allocation of seating arrangements in accordance with clause 11.4.1 of the Standing Orders excepting –

- 1. That the first seat on the table to the left of the head table and last seat on the table to right of the head table be reserved for staff seating*
- 2. That last seat on the table to left of the head table be reserved for Cr Mearns in recognition of his mobility limitations.*

Background

Following the recent Local Government Council Elections, it is necessary for Council to determine and formalise the seating arrangements for the new two-year term. Once established, these seating positions will remain in place for the duration of the term.

It should be noted that the Standing Orders of the Shire are not confirmed as a Local Law and therefore not enforceable. This allows Council free determination of how seating can be done for the Council Meeting.

Comments

Council can determine the process of selecting chairs for Members. This could be through:

- Selection through the spheres
- Remain as current
- Any other selection process.

Statutory Environment

Regulation 10 – Local Government (Administration) Regulations

Shire of Wickepin Local Laws Relating to Standing Orders 1998 – Clause 11.4. Members to Occupy Own Seats

- 11.4.1 At the first ordinary meeting attended by a councillor after election, the Chief Executive Officer shall allot by random draw, a position at the council table to each councillor and the councillor shall, until such time as there is a call by a majority of councillors for a re-allotment of positions, occupy that position when present at meetings of the council.
- 11.4.2 No councillor shall be deemed to be present unless occupying that member's allotted place within the council chambers.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Absolute Majority for revoking of Council Resolution.

Notice of Motion

That Council proceed with the allocation of seating arrangements in accordance with clause 11.4.1 of the Standing Orders excepting –

- 1. That the first seat on the table to the left of the head table and last seat on the table to right of the head table be reserved for staff seating*
- 2. That last seat on the table to left of the head table be reserved for Cr Mearns in recognition of his mobility limitations.*

13.4 Council Committees and Reference Groups

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	CR.MEE.224
Author	Jordyn Harvey – Executive Support Officer
Authorised By	David Burton – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	8 October 2025
Attachments	Attachment 13.4.1 – Current and proposed Terms of Reference

Summary

For Council to determine the re-establishment of Council Committees following the October 2025 ordinary local government elections.

Background

A local government may establish Committees pursuant to Section 5.8 of the Local Government Act 1995 to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the Local Government Act and Council's Standing Orders.

Section 5.9 of the Local Government Act allows for a Committee to comprise –

- (a) Council members only
- (b) Council members and employees
- (c) Council members, employees and other persons
- (d) Council members and other persons
- (e) Employees and other persons; or
- (f) Other persons only

A Committee system with maximum efficiency is one that contains justified Committees and establishes *Terms of Reference* to guide them.

Committees under the Local Government Act may be delegated powers from Council, in which case, additional requirements are imposed on the committee and the members of the committee. The Terms of Reference for Committees and Working Groups have been developed on the basis that no delegation of powers are to be made to any committee. Delegations to Reference Groups are not permitted by the Act.

The Local Government Act does not specifically require that the establishment of committees and their terms of reference are reviewed. Once established, the committee continues until disbanded by resolution of Council, and the committee's terms of reference continue until amended by resolution of Council. However, as tenure for the members of a committee under Section 5.11 of the Local Government Act 1995 is for a maximum of two years, concluding at each ordinary local government election, it is considered the post-election period an opportune time to review the committees and working groups and their associated Terms of Reference for relevance and purpose.

Legislation generally provides that

- The Shire President may exercise a right to be a member of any committee,
- The committee itself is to elect its presiding person and deputy; and
- If an employee is to be a voting member of a Committee the CEO has the right to be that employee, ex-officio, or to nominate a specific employee to be a member.

Establishment of a committee, determination of membership and terms of reference is required to be by absolute majority.

Changes to a committee or reference group terms of reference or establishment may be made at any time by Council resolution.

Comments

The officer recommendation proposes the following:

- Audit and Governance Committee – re-establish but change name to Audit, Risk and Improvement Committee, review terms of reference.
- Local Emergency Management Committee – re-establish committee and review terms of reference.
- Bush Fire Control Officers Committee – re-establish committee and review terms of reference.
- Australia Day Reference Group – re-establish reference group and develop terms of reference.
- Townscape and Cultural Planning Reference Group – disband (not re-establish).
- Albert Facey Homestead Reference Group – re-establish reference group and review terms of reference.

Explanatory information on the above recommendations is set out below.

- *Audit and Governance Committee – re-establish but change name to Audit, Risk and Improvement Committee, review terms of reference.*

Once the committee has been established, a review of the Terms of Reference shall be undertaken to ensure alignment with current regulations and governance requirements.

- *Local Emergency Management Committee – re-establish committee and develop terms of reference.*

Section 38 of the Emergency Management Act 2005 requires a local government to establish one or more local emergency management committees for its district.

Section 39 of the Emergency Management Act 2005 states the functions of a local emergency management committee as –

- to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

No terms of reference for the Committee appear to exist so in effect the above currently forms the terms of reference.

Updated terms of reference have been prepared for Council's consideration (refer attachment).

- *Bush Fire Control Officers Committee – re-establish committee and develop terms of reference.*

Section 67 of the Bush Fires Act 1954 provides that a Council may appoint a Bush Fire Advisory Committee. Specifically sub-clause (1) of this section states:

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

No terms of reference for the Committee appear to exist so in effect the above currently forms the terms of reference.

Updated terms of reference have been prepared for Council's consideration (refer attachment).

- *Australia Day Reference Group – re-establish reference group and develop terms of reference.*
- *Townscape and Cultural Planning Reference Group – disband (not re-establish).*

It is recommended that the Townscape and Cultural Planning Reference Group be formally disbanded and not re-established. The group currently comprises mostly Councillors, as the majority of previous community members have requested to be removed from the group.

A small consultative group can be established for items if required, to assist staff in planning for changes and upgrades. This may be more effective than having a formalised group. Matters relating to townscape and cultural planning will be considered directly by Council. Once decisions have been made, they will be released for public comment to ensure community input continues to be part of the process.

Comment from a former member: While recommendations were made and recorded during group meetings, they were not always reflected in final Council decisions. There was a perception that the group's input, particularly around townscape matters, did not significantly influence outcomes.

- *Albert Facey Homestead Reference Group – re-establish reference group and develop terms of reference.*

Statutory Environment

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the *Local Government Act 1995*.
- Clause 5.10(2) of the *Local Government Act 1995* states:
 - (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a

member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

- Clause 5.10(4) of the *Local Government Act 1995* states:
(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- Clause 1.2 Shire of Wickpin Standing Orders
The proceedings or all council meetings, committee meetings and other meetings or the council shall be governed by these Standing Orders unless otherwise provided in the Act, regulations, or any other law.
- Sections 38 and 39 of the Emergency Management Act 2005 requires a local government to establish one or more local emergency management committees for its district and sets out the functions of such a committee.
- Section 67 Bush Fires Act allows for appointment of a Bush Fire Advisory Committee (Bush Fire Control Officers Committee)

Policy Implications

Nil

Financial Implications

Councillor delegates to committees are entitled to claim a meeting sitting fee and travel expenses. These costs have been allowed for in the annual budget.

Strategic Implications

Nil

Voting Requirement

Absolute Majority

Officer Recommendation

1. *That Council establish the following committees for a 2 year term, expiring 18 October 2027 and adopt the updated terms of reference for each committee as included in the attachments:*
 - *Audit, Risk and Improvement Committee*
 - *Local Emergency Management Committee (joint committee with the Shire of Cuballing)*
 - *Bush Fire Control Officers Committee*
2. *That Council appoint the following members to the Audit, Risk and Improvement Committee:*
 - *Independent Chair*
 - *Cr*
 - *Cr*
 - *Cr*
 - *Cr*

3. *That Council appoint the following members to the Local Emergency Management Committee:*
 - *Shire President*
 - *One councillor (nominations to be sought)*
 - *Shire of Wickepin Chief Bush Fire Control Officer or a representative from Shire of Wickepin bush fire brigades as nominated by the Chief Bush Fire Control Officer.*
4. *That Council note that the following agencies or services will be invited to participate as members of the Local Emergency Management Committee:*
 - *DFES*
 - *Department of Communities*
 - *Department of Health/local health services*
 - *Department of Education/local schools*
 - *Main Roads Western Australia*
 - *Police*
 - *St John's Ambulance*
5. *That Council appoint the following members to the Bush Fire Control Officers Committee:*
 - *Chief Bush Fire Control Officer*
 - *Deputy Chief Bush Fire Control Officer*
 - *All Fire Control Officers for the Shire of Wickepin*
6. *That Council note that the following agencies or services will be invited to participate as members of the Bush Fire Control Officers Committee:*
 - *DFES*
 - *Police*
 - *St John's Ambulance*
 - *Local School Principals*
7. *That Council disband and not re-establish the Townscape and Cultural Planning Reference Group, and note that matters relating to townscape and cultural planning will be considered directly by Council. Outcomes and decisions will be made available for public comment to ensure ongoing community engagement in the planning process.*
8. *That Council appoint the following members to the Albert Facey Homestead Reference Group:*
 - *Any interested councillors (as nominated at the Council Meeting)*
 - *John Mearns*
 - *Dave Astbury*
 - *Libby Heffernen*
 - *Charlotte Astbury*
 - *Luci Sartori*
 - *Shelley Starr*

9. *That Council appoint the following members to the Australia Day Reference Group:*

- *Cr*
- *Cr*
- *Cr*
- *Cr*

13.5 Council Delegates to External Committees/Groups

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	CR.MEE.224
Author	J Harvey - Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	8 October 2025
Attachments	Nil

Summary

Appoint elected member representatives to external Committees or groups affiliated with the Shire of Wickepin.

Background

During the term of the previous Council, various external Committees requested the appointment of a Councillor delegate. An external Committee is one not established by Council (under the Local Government Act 1995), but run independently by another organisation.

Committees that had a Council delegate during the 2023-25 period were:

WALGA Central Country Zone – Cr W Astbury, Cr J Russell
 Wheatbelt South Regional Road Group – Cr J Russell, Cr P Thompson (Deputy)
 Regional Joint Development Assessment Panel – Cr J Russell, Cr W Astbury, Cr P Thompson (Alternate Member), Cr J Mearns (Alternate Member)
 Grain Freight Network – Wheatbelt Railway Retention Alliance – Cr J Russell
 Central Agcare – Cr F Allan
 Facey Group – Cr T Miller
 Wickepin Community Resource Centre – Cr T Miller, Cr J Russell

Comments

Council is required to have delegates to the WALGA Zone, Regional Road Group and Regional Joint Development Assessment Panel. For the other committees/groups Council should, on a biennial basis at least, determine the appropriateness and value in having a delegate.

It is recommended that the Shire President call for nominations from councillors and determine delegates accordingly.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Councillors performing in a role as an official delegate of the Shire of Wickepin to a committee or external group is entitled to claim meeting sitting fees and travel expenses. These costs have been accommodated in the annual budget.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council appoint delegates to the following external committees or groups:

- *WALGA Central Country Zone*
- *Wheatbelt South Regional Road Group*
- *Regional Joint Development Assessment Panel*
- *Grain Freight Network – Wheatbelt Railway Retention Alliance*
- *Central Agcare*
- *Facey Group*
- *Wickepin Community Resource Centre*

13.6 Bush Fire Control Officers Meeting Recommendations

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	CR.MEE.224
Author	J Harvey – Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	13 October 2025
Attachments	Nil

Background

The Bush Fire Control Officers Committee meeting was held on Tuesday 26 August 2025.

Comments

The Bush Fire Control Officers Committee meeting was held on Tuesday 26 August 2025 and passed the following recommendations:

12.1 Burning Periods

Restricted Burning – 1 October 2025 to 13 November 2025

Prohibited Burning – 14 November 2025 to 7 February 2026

Restricted Burning – 8 February 2026 to 14 April 2026

Officers Recommendation

Moved T Leeson, Seconded C Sims that the restricted, prohibited and restricted periods are noted for the season.

CARRIED

Restricted Burning – 1 October to 31 October 2025

Prohibited Burning – 1 November to 7 February 2025

Restricted Burning – 8 February to 14 April 2025

Moved T Leeson, Seconded C Sims that the updated restricted, prohibited and restricted periods are to be actioned for change.

CARRIED

At the Bushfire Brigades FCO Meeting, it was noted that the crops are generally dry or close to dry by the end of November and harvest is starting earlier. As a result, the group requested the change for the start of the prohibitive period to be permanent rather than being assessed each year. This will reduce the pressure on FCO's to approve burning permits in what could be a dangerous period for fires.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That Council;

1. Endorses the updated burning periods as proposed by the Fire Control Officers, to be adopted on a permanent basis; and
2. Authorises the Chief Executive Officer (CEO) to undertake all necessary actions and liaise with the Department of Fire and Emergency Services (DFES) to facilitate the permanent amendment of the burning periods in accordance with regulatory requirements.

13.7 Administration Office & Works Depot Closure - Christmas Trading Hours 2025/2026

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	-
File Reference	PE.EC.1
Author	J Harvey – Executive Support Officer
Authorised By	D Burton – Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	13 October 2025
Attachments	Nil

Summary

The purpose of this report is for Council to consider the closure of the Administration Office and Works Depot trading hours for the 2025/2026 Christmas period.

An early decision will inform the community well in advance of the office closure and thus allow residents to make arrangements to meet their commitments.

Background

In previous years, traditionally Council has approved the closure of the Administration Office for the period between Christmas and New Year.

Comments

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally the number of enquiries and transactions during this period has been low.

The Depot crew also take leave during this period, however there will be staff available to attend any emergencies that may be required to be attended to.

Normally this time of the year is quiet and Council generally allows staff time off over this period and the CEO believes the same should happen this year. In the previous years when the office is closed through the Christmas break, the shire has advertised the hours both on the front counter and in the Watershed News to give people the opportunity of completing urgent business or licensing prior to the Christmas break. The normal closure in previous years has been found to be of very little inconvenience to the public as most government/office services close over this period.

The additional time before Christmas allows staff to travel in comfort to family venues reducing fatigue and travel concerns. This allows safer travel for staff and to fully enjoy the Christmas spirit without having to travel a great distance on the day.

Executive Staff will still be contactable during this period and some staff will be available for emergencies.

The Shire of Wickepin Tip hours will remain the same.

It is the officer's recommendation to support this request for the Christmas and New Year's closure period with emergency numbers to be available and distributed for the aspect of any significant emergencies or requirements that may be needed to be addressed over this period of time.

Statutory Environment

Local Government Industry Award 2020

25.5 Annual close-down

[25.5 renamed and substituted by PR583026 ppc 29Jul16]

An employer may require an employee to take annual leave as part of a close-down of its operations by giving at least four weeks' notice.

Policy Implications

There is no policy associated with this item.

Financial Implications

As staff will be using public holidays as provided by the award, rostered days off, annual leave or unpaid leave to cover this time, there will be no additional cost to Council.

Strategic Implications

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

Simple majority

Officer Recommendation

That Council;

1. Approves the trading hours for 2025/2026 Christmas period be as follows:

Monday 22 December	Open
Tuesday 23 December	Open
Wednesday 24 December	Closed - Employee Annual Leave
Thursday 25 December	Closed – Public Holiday (for Christmas Day)
Friday 26 December	Closed – Public Holiday (for Boxing Day)
Monday 29 December	Closed - Employee Annual Leave
Tuesday 30 December	Closed - Employee Annual Leave
Wednesday 31 December	Closed - Employee Annual Leave
Thursday 1 January	Closed – Public Holiday (for New Year's Day)
Friday 2 January	Closed - Employee Annual Leave
Monday 5 January	Reopening to normal hours

2. Authorises the Chief Executive Officer that the closure and emergency contacts being published on the Shire's website, Facebook page, notice boards and the Watershed in the months leading up to the Christmas period; and
3. Notes that the Chief Executive Officer to ensure that there will be staff available for call outs in the event of an emergency.

13.8 Dual Fire Control Officer – Shire of Narrogin & Shire of Wagin

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Narrogin / Shire of Wagin
File Reference	ES.APN.901
Author	J Harvey - Executive Support Officer
Authorised By	D Burton - Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	13 October 2025
Attachments	Attachment 13.8.1 - Shire of Narrogin – Dual Fire Control Officers Letter Attachment 13.8.2 - Shire of Wagin – Dual Fire Control Officers Letter

Summary

In accordance with legislation requirements, the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisations under the *Bush Fires Act 1954*, in fulfilling their duty.

Background

The BFCO meeting was held earlier this year and prior to the adjoining Shires advising of their Dual Fire Control Officers for the Shire of Wickepin. The CEO has since received notification of Dual Fire Control Officers for the Shire of Wickepin from the following Shires:

Shire of Narrogin Troy Smith

Shire of Wagin S Angwin

Comments

Council will need to appoint the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shires for the 2025/2026 Bush Fire Season:

Shire of Narrogin Troy Smith

Shire of Wagin S Angwin

A copy of the letter from the Shire of Narrogin and the Shire of Wagin is provided in **Attachments 13.8.1 & 13.8.2**.

Statutory Environment

Bush Fires Act 1954

38. Local government may appoint bush fire control officer

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

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

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

- (1) *Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.*
- (2) *Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.*

Policy Implications

There are no policies applicable to this item.

Financial Implications

There is no impost on the Shire's finances in relation to this matter.

Strategic Implications

GOAL - Community

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

Strategy: 9.8 Emergency service planning is coordinated and articulated

9.14 Develop community readiness to cope with natural disasters and emergencies

Voting Requirement

Simple Majority

Officer Recommendation

That Council appoints under Section 38 of the Bush Fires Act 1954, the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire of Narrogin and the Shire of Wagin as the authorized officers in the capacity of Dual Fire Control Officer for the 2025/2026 Bush Fire Season:

Shire of Narrogin Troy Smith

Shire of Wagin S Angwin

13.9 INTERSECTION SPEED CHANGE CONCERNS

Submission to	Ordinary Council Meeting
Location / Address	Wickepin Townsite
Name of Applicant	Shire of Wickepin
File Reference	GR.SL.1446
Author	D Burton - Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	13 October 2025
Attachments	Nil

Summary

This report is to request that Main Roads Western Australia (MRWA) consider alternative action for the speed limit sign changes at the intersection of the Kondinin-Williams Road and Old Cemetery Road.

Background

Previously, the entrance to Wickepin from the east on the Kondinin-Williams Road was speed limited from 110km per hour to a reduction zone of 80km per hour and then into the town area with 50km per hour.

This allowed reduced speeds when vehicles were entering or exiting from the Old Cemetery Road from the Kondinin-Williams Road.

Recently, MRWA has changed the speed designations in the area, with the speed changing from 110km per hour straight down to 50km per hour for the townsite, or accelerating vehicles to go from 50km per hour to 110km per hour.

Comments

The change in the speed limit zones is a result of the new process being followed by MRWA, and we are starting to see the changes in the speed zone from 110km per hour to 55km per hour in other areas, including the entrance from the north of town.

There are signs warning of the change in speed limits, which reduce the speed of vehicles entering the townsite, but vehicles that are exiting the town want to accelerate as early as possible when exiting the town, as there is no longer a mid-range speed zone. This has caused some concerns with near misses when someone is turning into the Yarling Brook Estate.



At the intersection of the Kondinin-Williams Road and Old Cemetery Road on the eastern side of the Wickepin Townsite, the change in speed limits is only a few meters past the intersection with the Old Cemetery Road. Larger vehicles wanting to gain speed as they exit the town are a concern with vehicles that are slowing down to turn into the estate area. As more land is developed in that area, this problem will only increase.

It may also be a concern as vehicles that have not slowed sufficiently from the 110km per hour zone would have vehicles almost come to a stop to enter the residential area. A buffer zone as previously used, would make this a safer intersection.

It is recommended that the CEO write to MRWA and raise the concerns of the intersection and vehicle issues. The concern would also include the request for reinstatement of a 'buffer zone' of 80km per hour to reduce the acceleration of vehicles exiting the town. MRWA may request that some evidence be gathered for consideration, and this can be done through surveying the users of the access road if required.

As the new system for speed entry into towns has been changed and the use of buffer zones are being phased out, the success of this request may be hampered and an alternative used.

Financial Implications

While Strategic Implications

GOAL – Infrastructure

Objective: 1. Roads are a key economic driver across the Shire

Strategy: 1.1 Improve road safety and connectivity

Voting Requirement

Simple Majority

Officer Recommendation

*That Council **AUTHORISES** the Chief Executive Officer to write to Main Roads Western Australia to raise the concern of the intersection of the Kondinin-Williams Road and Old Cemetery Road on the western edge of the Wickepin Townsite and request the consideration of a speed buffer zone.*

13.10 New Delegation – A19 Native Flora – Seed Collection

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	David Burton – Chief Executive Officer
File Reference	GO.AUT.1320
Author	David Burton – Chief Executive Officer Lara Marchei – Governance Officer
Interest Disclosures	Nil
Report Written Date	9 October 2025
Attachments	Attachment 13.10.1 – New Delegation – A19 Native Flora - Seed Collection

Summary

The purpose of this report is to recommend to Council to adopt a new Native Flora Seed Collection delegation, A19 Native Flora – Seed Collection, Council to the CEO, for the purpose to permit the collection of native seeds on lands under Council's control.

Background

The Shire of Wickepin from time to time receives requests for permission to be granted to collect native seeds from land vested in the Shire of Wickepin.

Council does not have a Native Flora/Seed Collection policy or delegation and all requests are presented to Council for consideration.

Comments

This delegation will allow for the Chief Executive Officer (CEO) the authority to grant permission to collect native flora seeds on lands under Council's control. This will reduce administrative duties in preparing an item for Council and allow for a prompt response to requests for seed collection.

The Officer's recommendation is to support Council to endorse the new Delegation – A19 – Native Flora – Seed Collection. The new delegation is contained in **Attachment 13.10.1**.

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

Nil

Voting Requirement

Absolute Majority

Recommendation

*That Council adopts, by absolute majority, the Delegation A19 – Native Flora – Seed Collection as contained in **Attachment 13.10.1**, effective immediately.*

13.11 Amendment to Fees & Charges 2025/2026 – Key Bond Fee

Submission to	Ordinary Council Meeting
Location / Address	Shire of Wickepin
Name of Applicant	David Burton – Chief Executive Officer
File Reference	FM.BU.1209
Author	David Burton - Chief Executive Officer
Interest Disclosures	Nil
Report Written Date	8 October 2025
Attachments	Nil

Summary

This report is for Council to consider an amendment to the Schedule of Fees and Charges for 2025/2026 to include a key bond fee.

Background

Currently Council does not have a key bond fee to be paid by users when hiring of a council facility.

Comments

In recent times it has become apparent that users of Council venues are not adhering to conditions of hire by not returning keys immediately following hire/use of the facility.

In reviewing administration operations and consulting with surrounding Shires it was decided that a key bond fee be implemented to be paid at the time of collection of key. The Key Bond will enable better tracking of keys as the initial person who paid the bond will be responsible until the key is returned. If the key is not returned, the bond will be forfeited.

The fee will be \$50 per key for all Council buildings and properties and will be refunded on return of key.

The Shire will be required to advertise this new fee and charge for a period of 21 days by legislation. It will be advertised in the Watershed, Facebook and the Shire's website.

Statutory Environment

Local Government Act 1995, Part 6 – Financial Management

6.16. Imposition of fees and charges

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

** Absolute majority required.*

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

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*

- (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) *supplying goods;*
- (f) *such other service as may be prescribed.*

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

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

** Absolute majority required.*

6.17. Setting level of fees and charges

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

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

Policy Implications

Nil

Financial Implications

The income for this will be classified as Revenue raised from fees and charges and will be held within the Annual Budget.

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

Absolute Majority

Officer Recommendation

That Council:

1. *Adopts the new fee for key bond at \$50 per key; and*
2. *Authorise the Chief Executive Officer to advertise the new fee and charge for the prescribed period.*

13.12 Wickepin Sheep Saleyards Agents' Agreements 2025 - 2030

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	David Burton – Chief Executive Officer
File Reference	LD.MM.6, RD.LIA.2406
Author/s	David Burton – Chief Executive Officer Lara Marchei – Governance Officer
Interest Disclosures	The authors have no financial, proximity or impartiality interests in this item.
Report Written Date	9 October 2025
Attachments	Attachment 13.12.1 – Wickepin Sheep Saleyards Agents' Agreement

Summary

Council is asked to renew the agreements with the users of the Wickepin Sheep Saleyards for the period 1 July 2025 – 30 June 2030.

Background

The Wickepin Sheep Saleyards are currently operated under an agreement basis, currently with Nutrien, Elders and AWN. Nutrien and Elders agreements expired 30 June 2023, and AWN expired 30 June 2025.

Comments

The agreement is for a five year period and covers the operations of the Wickepin Sheep Saleyards, situated on Wickepin-Pingelly Rd/Richter St, Wickepin.

The agreements were previously endorsed at the May 2025 Ordinary Meeting of Council but upon revision by Elders prior to signing, various amendments to the agreement were requested. The amended agreement has now been finalised and is contained in **attachment 13.12.1**. The changes are noted in **RED** for additional wording and the deletions are noted with **STRIKE OUT** in **BLUE**. Minor number and formatting changes were also made.

The agreement lays down the fees per head which enter or are present at the saleyards on sale day. Currently the fees are \$0.55 per head (GST inclusive) as listed in the 2025/26 fees and charges adopted by Council.

Statutory Environment

Local Government Act 1995.

Division 3 — Documents

9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

SHIRE OF WICKEPIN STANDING ORDERS 21.2 AND 21.3

21.2 Custody and Use of Common Seal

The Chief Executive Officer shall have charge of the common seal of the Council and shall be responsible for the safe custody and proper use of it.

21.3 Seal Not to be Improperly Used

Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the common seal of the Council.

Policy Implications

Nil

Financial Implications

Fees and charges for the Wickepin Sheep Saleyards as set in the 2025/26 budget is \$0.55 per head GST inclusive.

Strategic Implications

GOAL - Infrastructure

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

Strategy: 4.3 Encourage greater usage of Shire facilities.

Voting Requirement

Simple Majority

Officer Recommendation

1. *That the users of the Wickepin Sheep Saleyards be offered the amended Wickepin Sheep Saleyards Agreement as contained in attachment 13.12.1.*
2. *That the Shire President and CEO be authorised to sign and place the common seal of the Shire of Wickepin on the amended agreements once signed by the users.*

14 Confidential Reports and Information

15 Urgent Business

16 Closure

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