



Agenda

Ordinary Council Meeting
Wednesday 17 September 2025

Date	Wednesday 17 September 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 12 September 2025



Notice of Meeting

Please be advised that an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 17 September 2025 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

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

David Burton
Chief Executive Officer
12 September 2025

Disclaimer

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

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1 Declaration of Opening

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

Cr Russell announced that the meeting is being recorded in accordance with section 14I of the Local Government Administrations Regulations 1996. The recordings will be made publicly available and serve as a public record of proceedings.

While section 9.57A of the Local Government Act 1995 provides the Local Government with limited protection from defamation liability for content published on its official website as part of a broadcast or recording of council proceedings, this does not extend to elected members or employees and I encourage all participants to ensure their contributions are respectful, professional, and consistent with the standards expected of Council meetings. Please remember that all comments will form part of the public record.

2 Attendance

2.1 Present

Councillors

J Russell	Shire President (Chair)
F Allan	Councillor
J Mearns	Councillor
L Corke	Councillor
P Thompson	Councillor
T Miller	Councillor

Employees

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

Apologies

W Astbury	Deputy Shire President (Leave of Absence)
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3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

3.2 Public Question Time

[Public Question Time]

4 Apologies and Leave of Absence

4.1 Apologies

4.2 Previously Approved Leave of Absence

Cr Wes Astbury requested a leave of absence for the Ordinary Council Meeting on 17th September 2025.

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 20 August 2025

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 20 August 2025, as included in Attachment 7.1.1, as a true and accurate record.

7.2 Minutes of the Special Council Meeting held Wednesday 27 August 2025

Officer Recommendation

That Council confirms the minutes of the Special Council Meeting held on Wednesday 27 August 2025, as included in Attachment 7.2.1, 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

CEO Meetings and Activities

21 st August	Meeting with CEO – Narrogin – various services to Shire
22 nd August	Central Country Zone WALGA – Brookton
25 th August	Meeting with Cr Corke – Yealering Toilets
26 th August	DFES – Volunteer Support Officer BFCO Meeting
27 th August	Property Inspection with EHO – Gunn Property Special Council Meeting
28 th August	Meeting with Vizon – Solar Lighting Meeting with Toolseum for introduction to facility Meeting with Wickepin Hotel – Question about accommodation
29 th August	Meeting with Staff Member
2 nd September	Webinar – Local Housing, workforce and livability webinar Meeting with Staff Member – Staff Housing
3 rd September	Wickepin Primary School – Footy Colours Sausage Sizzle Webinar – Public Sector Commission – Misconduct Prevention
4 th September	Meeting with 150 Square – Corporate Business Plan Meeting – Toolibin Tennis Club – Funding for lights Meeting with President
5 th September	CEO – Kulin – Options for Harrismith Tip to suit both Shires. Wickepin CRC – Communita.
9 th September	Meeting with Facey Group for Weather Stations
11 th September	LEMC Meeting Discussion with CEO – Dumbleyung for Synergy King rocks Wind Farms – transport on Fence road
12 th September	Meeting with President – Carbon Farming

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	Permit to Use Apparatus – Lot 9 Railway Ave, Harrismith, TURNBULL	04/08/2025 28/08/2025	CEO, EHO CEO

			Approval to Construct Apparatus – 309 Stock-Route Rd Harrismith KONZAG		
A3	Building Approvals	BO	Building Permit – 309 Stock-Route Road, Harrismith, KONZAG	12/08/2025	CEO
			Building Permit – 4 Plover St, Wickepin, FRANCIS	22/08/2025	CEO, EHO
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 Approval – Wickepin Community Centre, Wake 16 August 2025, NICHOLAS	07/08/2025	CEO
			Alcohol Consumption Approval – Wickepin Community Centre, Xmas Party 17 December 2025 FACEYGROUP	15/08/2025	CEO
			Alcohol Consumption Approval – Wickepin Community Centre, AGM 14 October 2025 FACEYGROUP	15/08/2025	CEO
			Alcohol Consumption Approval – Wickepin Community Centre, Paint & Sip 8 November 2025 CRC	19/08/2025	CEO
			Alcohol Consumption Approval – Wickepin Community Centre, Workshop 23 September 2025 FACEYGROUP	19/08/2025	CEO
			Alcohol Consumption Approval – Wickepin Community Centre, Strategic Planning Day 3 September 2025 FACEYGROUP	19/08/2025	CEO
A13	Hire of Community Halls / Community Centre	CEO	Fee Waiver Approval – Wickepin Community Centre, AGM 14 October 2025 FACEYGROUP	19/08/2025	CEO
			Fee Waiver Approval – Wickepin Community Centre, Xmas Party 17 December 2025 FACEYGROUP	19/08/2025	CEO
				19/08/2025	CEO

			Fee Waiver Approval – Wickepin Community Centre, Strategic Planning Day 3 September 2025 FACEYGROUP		
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO	Certificate of Approval – Wickepin Hotel & Harvest Café, DONCON	15/08/2025	CEO
A16	Sponsorship, contributions and donations to sporting and community groups	CEO			

12 Notices of Motions for the Following Meeting

13 Reports and Information

13.1 Monthly Schedule of Accounts Paid – August 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	4 September 2025
Attachment	13.1.1 – Monthly Schedule of Accounts Paid – August 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 August 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 15618-15640,15642-15668	\$ 118,780.73
Cheques	16015-16019	\$6,579.20
Direct Deductions	August 2025	\$1,333.05
Superannuation	August 2025	\$17,645.00
Credit Card	August 2025	\$ 527.32
BPay Payments	August 2025	\$1,709.63
Payroll	August 2025	\$115,769.00
Licensing	August 2025	\$17,200.80
Municipal Fund Total		\$278,544.73
Trust Fund		
Electronic Funds Transfer	EFT 15641	\$120.00
Cheques		\$
Trust Fund Total		\$120.00
Total		\$279,664.73

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 \$279,544.73 and Trust of \$120.00 for August 2025, as included in **Attachment 13.1.1**.*

13.2 Statement of Financial Activity – August 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	4 September 2025
Attachment	13.2.1 - Statement of Financial Activity – Amended July(after budget adoption) & August 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 Amended July (after budget adoption)& August 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 Amended July (after budget adoption) & August 2025, as included in **Attachment 13.2.1**.*

13.3 Amendment to Fees and Charges 2025/2026 – Albert Facey House & Lodging House Fee

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement
File Reference	CP.MAI.528.
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 September 2025
Attachments	Nil

Summary

This report is for Council to consider an amendment to the Schedule of Fees and Charges for 2025/2026 entry fees for Albert Facey House and adopt a new fee for lodging houses.

Background

- 1) The Albert Facey Committee has requested an increase on entry fees to better fund the requirements of the Albert Facey House.
- 2) The Shire of Wickepin has had enquiries for Lodging Houses, currently the Shire does not have a fee for an application for a lodging house or a fee for renewal of a Lodging house

Comments

- 1) Albert Facey House entry fees have remained the same since the Homestead opened 25 years ago.

The Albert Facey Reference Group have requested a slight increase to the entry fees.

At the July 2025 Reference group meeting it was resolved to request an increase in the entry fees.

“6.3 Entry Fee Increase Request

Entry fee has remained at \$2.50 since the homestead opened 25 years ago.

Corrigin/Brookton - \$5 and \$2.50

Moved L Heffernan

Seconded C Astbury

That entry fees be increased to \$3 per person, and group bookings for over 10 people \$2 per person.

Carried 6/0.”

- 2) In recent times there has been enquiries for the establishment of a lodging house. Under the health Act there is requirement for Lodging houses to be registered.
The Shire of Wickepin’s Local Health Law require Lodging houses to be registered.
Currently the Shire does not have a fee for the registration or renewal of a lodging house.

The Shire will be required to advertise the amendment to and 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

There is no policy associated with this item.

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 amendment fee for Albert Facey House Entry fee, \$3.00 per entry and \$2.00 per person for group bookings over 10; and*
2. *adopts the new fee for Application for registration of a lodging house - \$200.00 and renewal of a registration of a lodging house - \$100.*
3. *Authorise the Chief Executive Officer to advise the new fee and charge for the prescribed period.*

13.4 Appointment of Chief & Deputy Chief Bush Fire Control Officers 2025/26

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	ES.APN.901
Author	Jordyn Harvey – Executive Support Officer
Author Approved by	David Burton – Chief Executive Officer
Interest Disclosures	-
Report Written Date	11 September 2025
Attachments	-

Summary

Council is requested to appoint Bush Fire Related Officers for the Shire of Wickepin for the 2025-2026 Bush Fire Season.

Background

The Bush Fire Control Officers meeting held on Tuesday 3 March 2025 proposed recommended appointments of Bush Fire Related Officers.

As per legislation, a local government is to appoint such persons as it thinks necessary for the purpose of Bush Fire Control Officers, and other related roles.

The duties and responsibilities of a Bush Fire Control Officer include, although are not limited to –

- Authorise permits for hazard reduction burns within the District,
- Identify and conduct risk assessments of fire hazards within the District,
- May assume control of fire suppression activities or operational incidents where the local government is the controlling agency,
- Maintain a personal incident diary to include a record of events and decisions during an incident,
- Conduct brigade briefings and post incident analysis of any incident involving firefighting or management issues,
- Provide advice and guidance and assist in brigade management to implement improvements to fire management in the area,
- Carry out normal brigade activities, and
- Ensure conduct of brigade members is in accordance with the Code of Conduct.

Other positions previously appointment include –

- Fire Weather Officer

Comments

At the March 2025 Bush Fire Control Officers Meeting it was recommended to Council for –

- L Lansdell to be appointed as the Chief Bush Fire Control Officer for 2025-2026,
- T Russell to be appointed as the Deputy Chief Bush Fire Control Officer for 2025-2026,
- W Astbury and D White to be appointed as a Clover Burning Permit Issuing Officer for 2025-2026.

Statutory Environment

Bush Fires Act 1954 – Section 38. Local government may appoint bush fire control officer

A local government may, from time to time, appoint people of the district to perform the role of Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer, and other Fire Control Officers as required.

Policy Implications

Nil

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, in relation to the appointment of Bush Fire Related Officers for 2025-2026 –

Pursuant to Section 38 of the Bush Fires Act 1954, appoints –

- L Lansdell to be appointed as the Chief Bush Fire Control Officer for 2025-2026,
- T Russell to be appointed as the Deputy Chief Bush Fire Control Officer for 2025-2026,
- W Astbury and D White to be appointed as a Clover Burning Permit Issuing Officer for 2025-2026.

13.5 CEO KEY PERFORMANCE INDICATORS

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Wickepin
File Reference	
Author	D Burton - Chief Executive Officer
Interest Disclosures	The author has an impartiality interests in this item as it relates to the Authors KPI's.
Report Written Date	9 th September 2025
Attachments	Attachment 13.5.1 - CEO KPI's

Summary

This report is to establish the Key Performance Indicators (KPI's) for the CEO.

Background

The CEO commenced in June 2025, and part of the contract was to establish the KPIs for the CEO within 3 months.

The draft KPI's were based on the previous KPI's used for the Shire of Wickepin CEO, with some updates where required. This was discussed with Council at the August Forum session.

Comments

The CEO KPI's enable the Council Members to assess the effectiveness of the CEO as part of the Annual Performance Review process. By listing strategic areas for the CEO to cover and tasks that are required, the performance can be measured against achieving the goals of the KPI's.

Financial Implications

While there are no cost impacts of adopting the CEO KPI's, some of the actions required to perform the KPI's do have a cost attached to them. These items have budget allocations listed for the 2025/26 financial year.

Strategic Implications

GOAL – Governance

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

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

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

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

Voting Requirement

Simple Majority

Officer Recommendation

*That Council **ADOPTS** the Chief Executive Officer's Key Performance Indicators for 2025/26.*

14 Confidential Reports and Information

15 Urgent Business

16 Closure

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