



Attachments

Ordinary Council Meeting Wednesday 19 August 2026

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Date	Wednesday 19 August 2026
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 14 August 2026



7.1.1

Minutes of Previous Ordinary Council Meeting 15 July 2026



Minutes

Ordinary Council Meeting
Wednesday 15 July 2026

UNCONFIRMED

Date	Wednesday 15 July 2026
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	22 July 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 15 July 2026 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

David Burton
Chief Executive Officer
10 July 2026

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council / committee meetings or during formal / informal conversations with Shire of Wickepin employees or representatives. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council / committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

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1 Declaration of Opening

The Presiding Member declared the meeting open at 3.33pm.

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
L Corke	Councillor
D Gaul	Councillor

Employees

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

Apologies

W Astbury	Councillor
J Mearns	Councillor

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 Astbury requested a leave of absence for the July 2026 Ordinary Council Meeting

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 Tuesday 16 June 2026

Officer Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held on Tuesday 16 June 2026, as included in Attachment 7.1.1, as a true and accurate record.

Council Decision

Resolution	OCM-150726-01
Moved	Cr Corke
Second	Cr Allan

That Council confirms the minutes of the Ordinary Council Meeting held on Tuesday 16 June 2026, as included in Attachment 7.1.1, as a true and accurate record.

Carried 5/0

For	Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaull
Against	Nil

7.2 Minutes of the Special Council Meeting held Thursday 25 June 2026

Officer Recommendation

That Council confirms the minutes of the Special Council Meeting held on Thursday 25 June 2026, as included in Attachment 9.2.1, as a true and accurate record.

Council Decision

Resolution **OCM-150726-02**
Moved **Cr Allan**
Second **Cr Gaul**

That Council confirms the minutes of the Special Council Meeting held on Thursday 25 June 2026, as included in Attachment 9.2.1, as a true and accurate record.

Carried 5/0

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaul**
Against **Nil**

8 Motions of Which Notice Has Been Given

9 Receipt of Committee Minutes or Reports and Consideration of Recommendations

9.1 Minutes of the Central Country Zone Meeting held Friday 12 June 2026

Officer Recommendation

That Council receives the Minutes of the Central Country Zone Meeting held on Friday 12 June 2026, as included in Attachment 9.1.1 and 9.1.2

Council Decision

Resolution **OCM-150726-03**
Moved **Cr Gaul**
Second **Cr Allan**

That Council receives the Minutes of the Central Country Zone Meeting held on Friday 12 June 2026, as included in Attachment 9.1.1 and 9.1.2

Carried 5/0

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaul**
Against **Nil**

10 Report by the President

No report

11 Report by the Chief Executive Officer

16 June 2026	Astro Tourism Meeting Council Meeting
17 June 2026	Building and maintaining Integrity Webinar
18 June 2026	Code of Conduct Training – staff member.
23 June 2026	Meeting with Water Corporation – Services Caravan Park Site Meeting for EOI – Manager
24 June 2026	Yealering Progress Association
30 June 2026	Bird Flu Webinar

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 Approval – Yealering Town Hall 24-25 July 2026 – R. Groom Alcohol Consumption Approval – Yealering Town Hall 9 October 2026 - Yealering Progress Association Alcohol Consumption Approval – Wickepin Community Centre 22 June 2026 – Facey Group Alcohol Consumption Approval Amendment – Yealering Town Hall 14-16 August 2026 – B. Pockran	27/05/2026 5/06/2026 8/06/2026 17/06/2026	CEO
A13	Hire of Community Halls / Community Centre	CEO	Fee Waiver Approval – Wickepin Community Centre 3 July 2026 – Wickepin Playgroup Fee Waiver Approval – Wickepin Community Centre 22 June 2026 – Facey Group Fee Waiver Approval – Wickepin Community Centre 12 September – Wickepin Football Club	3/06/2026 4/06/2026 10/07/2026	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			
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

UNCONFIRMED

13.1 Monthly Schedule of Accounts Paid – June 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	10 July 2026
Attachments	Attachment 13.1.1 – Monthly Schedule of Accounts Paid – June 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 June 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 16281–16288, 16244-16271, 16637-16635	\$448,219.23
Cheques	16058-16062	\$28,509.97
Direct Deductions	June 2026	\$22,871.54
Superannuation	June 2026	\$18,928.32
Credit Card		-
BPay Payments	June 2026	\$1,770.34
Payroll	June 2026	\$104,094.00
Licensing	June 2026	\$43,119.00
Municipal Fund Total		\$667,012.40
Trust Fund		
Electronic Funds Transfer		\$0
Cheques		\$0
Trust Fund Total		\$0.00
Total		\$667,012.40

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 \$667,012.40 for June 2026, as included in Attachment 13.1.1.

Council Decision

Resolution	OCM-150726-04
Moved	Cr Miller
Second	Cr Allan

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$667,012.40 for June 2026, as included in Attachment 13.1.1.

Carried 5/0

For	Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaull
Against	Nil

List of Accounts Due & Submitted to Council			
June-26			
Chq/EFT	Date	Name	Muni
EFT16215	05/06/2026	AUSTRALIA POST	\$ 104.16
EFT16216	05/06/2026	AIR LIQUIDE WA PTY LTD	\$ 60.86
EFT16217	05/06/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	\$ 2,643.20
EFT16218	05/06/2026	AQUATIC SERVICES WA	\$ 5,343.25
EFT16219	05/06/2026	GOODYEAR AUTOCARE NARROGIN	\$ 3,280.00
EFT16220	05/06/2026	COUNTRY PAINT SUPPLIES	\$ 114.78
EFT16221	05/06/2026	Dews Excavations	\$ 550.00
EFT16222	05/06/2026	FULFORD EARTHMOVING & CIVIL	\$ 8,584.80
EFT16223	05/06/2026	GREAT SOUTHERN FUEL SUPPLIES - May 2026	\$ 19,242.64
EFT16224	05/06/2026	HANCOCKS HOME HARDWARE	\$ 143.00
EFT16225	05/06/2026	BERYLE HOLM	\$ 413.85
EFT16226	05/06/2026	ID RENT	\$ 3,135.00
EFT16227	05/06/2026	INTEGRATED DISTRIBUTION PTY LTD	\$ 3,617.90
EFT16228	05/06/2026	LGISWA	\$ 278.69
EFT16229	05/06/2026	NARROGIN HARDWARE MAKIT	\$ 48.40
EFT16230	05/06/2026	STAR TRACK EXPRESS	\$ 73.09
EFT16231	05/06/2026	NARROGIN LIQUOR BARONS	\$ 62.99
EFT16232	05/06/2026	NARROGIN CARPETS & CURTAINS	\$ 16,555.00
EFT16233	05/06/2026	OFFICEWORKS SUPERSTORES PTY LTD	\$ 255.71
EFT16234	05/06/2026	PERFECT COMPUTER SOLUTIONS - PCS	\$ 637.50
EFT16235	05/06/2026	PROMPT SAFETY SOLUTIONS	\$ 1,210.00
EFT16236	05/06/2026	REPCO	\$ 414.00
EFT16237	05/06/2026	ROLLER PARTS AUSTRALIA PTY LTD	\$ 9,869.20
EFT16238	05/06/2026	PETER ROBERT STRIBLING	\$ 544.09
EFT16239	05/06/2026	SOUTH WEST FIRE	\$ 24,513.02
EFT16240	05/06/2026	150 Square Pty Ltd	\$ 130.00
EFT16241	05/06/2026	SHIRE OF NARROGIN	\$ 266.50
EFT16242	05/06/2026	MADDINGTON VALVOLINE GLOBAL OPERATIONS AUSTRALIA	\$ 85.54
EFT16243	05/06/2026	PRECISE CARPENTRY SERVICE	\$ 14,642.00
EFT16244	19/06/2026	BURGESS RAWSON (WA) PTY LTD	\$ 897.88
EFT16245	19/06/2026	BKS ELECTRICAL	\$ 136.50
EFT16246	19/06/2026	LANDGATE	\$ 290.88
EFT16247	19/06/2026	Dews Excavations	\$ 561.00
EFT16248	19/06/2026	EWEN RURAL SUPPLIES	\$ 6,560.58
EFT16249	19/06/2026	EFIRE & SAFETY	\$ 4,917.00
EFT16250	19/06/2026	ERIKA CLEMENT	\$ 26.00
EFT16251	19/06/2026	FULFORD EARTHMOVING & CIVIL	\$ 6,832.80
EFT16252	19/06/2026	JOHN PARRY MEDICAL CENTRE	\$ 205.00
EFT16253	19/06/2026	HARRISMITH GOLF CLUB	\$ 200.00
EFT16254	19/06/2026	HERSEY'S SAFETY PTY LTD	\$ 584.10
EFT16255	19/06/2026	HC CONSTRUCTION SERVICES	\$ 37,405.30
EFT16256	19/06/2026	ID RENT	\$ 7,353.50
EFT16257	19/06/2026	LGIS INSURANCE BROKING SERVICE	\$ 4,125.00
EFT16258	19/06/2026	MARKET CREATIONS	\$ 1,346.40
EFT16259	19/06/2026	MCPEST PEST CONTROL	\$ 4,070.00
EFT16260	19/06/2026	NARROGIN CHAMBER OF COMMERCE	\$ 250.00
EFT16261	19/06/2026	GREAT SOUTHERN WASTE DISPOSAL	\$ 9,087.68
EFT16262	19/06/2026	NARROGIN BEARING SERVICES	\$ 581.66
EFT16263	19/06/2026	NICHOLLS BUS SERVICE	\$ 286.40
EFT16264	19/06/2026	NARROGIN CONSULTANCY SERVICES	\$ 5,225.00
EFT16265	19/06/2026	REPCO	\$ 228.83
EFT16266	19/06/2026	STRETTON FARMS PTY LTD ATF THE CG & KH JESPERSEN FAMILY TRUST	\$ 5,720.00
EFT16267	19/06/2026	SHIRE OF NARROGIN	\$ 1,530.00
EFT16268	19/06/2026	TEAM GLOBAL EXPRESS PTY LTD	\$ 67.17
EFT16269	19/06/2026	WICKEPIN MOTORS	\$ 684.75
EFT16270	19/06/2026	WREN OIL	\$ 635.12
EFT16271	19/06/2026	YENER MAINTENANCE AND PLANT HIRE	\$ 11,880.00

EFT16272	22/06/2026	FRANCES ALLAN	\$	1,700.79
EFT16273	22/06/2026	WES ASTBURY	\$	1,517.80
EFT16274	22/06/2026	LG CORKE	\$	1,012.80
EFT16275	22/06/2026	DARRYL GAULL	\$	862.80
EFT16276	22/06/2026	DEPARTMENT OF FIRE AND EMERGENCY (DFES)	\$	6,112.80
EFT16277	22/06/2026	JOHN RAYMOND MEARNES	\$	842.80
EFT16278	22/06/2026	TYRON MILLER	\$	2,355.60
EFT16279	22/06/2026	JULIE ALEXIA RUSSELL	\$	7,582.80
EFT16280	22/06/2026	AUSTRALIAN TAXATION OFFICE	\$	7,445.00
EFT16281	30/06/2026	BENNIER TRADING TRUST	\$	28,050.00
EFT16282	30/06/2026	LANDGATE	\$	132.50
EFT16283	30/06/2026	FULFORD EARTHMOVING & CIVIL	\$	35,541.00
EFT16284	30/06/2026	MADEJ CONCRETING	\$	20,229.00
EFT16285	30/06/2026	RONALD TREVOR PARNELL	\$	20,800.00
EFT16286	30/06/2026	PERFECT COMPUTER SOLUTIONS - PCS	\$	50,490.00
EFT16287	30/06/2026	SHIRE OF NARROGIN	\$	2,591.50
EFT16288	30/06/2026	WICKPIN COMMUNITY RESOURCE CENTRE	\$	1,754.26
EFT16289	30/06/2026	SOUTH WEST FIRE	\$	30,690.06
TOTALS EFT			\$	448,219.23
16058	05/06/2026	SYNERGY	\$	156.83
16059	05/06/2026	WATER CORPORATION	\$	3,280.09
16060	19/06/2026	SYNERGY	\$	5,561.76
16061	19/06/2026	WATER CORPORATION	\$	9,662.94
16062	30/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	9,848.35
TOTALS CHEQUE			\$	28,509.97
DD16647.1	02/06/2026	WA TREASURY	\$	21,416.28
DD16648.1	04/06/2026	CRISP WIRELESS PTY LTD	\$	238.00
DD16712.1	24/06/2026	3E ADVANTAGE PTY LTD	\$	1,217.26
TOTALS DIRECT DEBIT			\$	22,871.54
			\$	-
TOTALS CREDIT CARD			\$	-
63050626	05/06/2026	TELSTRA	\$	1,770.34
TOTALS BPAY			\$	1,770.34
DD16664.1	10/06/2026	AWARE SUPER	\$	5,748.44
DD16664.2	10/06/2026	ANZ SUPER	\$	121.92
DD16664.3	10/06/2026	CARESUPER	\$	471.27
DD16664.4	10/06/2026	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	\$	309.01
DD16664.5	10/06/2026	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	\$	584.99
DD16664.6	10/06/2026	PRIME SUPER	\$	305.43
DD16664.7	10/06/2026	MLC SUPER FUND - PLUM SUPER	\$	562.69
DD16664.8	10/06/2026	AUSTRALIAN SUPER	\$	279.25
DD16664.9	10/06/2026	REST INDUSTRY SUPER	\$	669.56
DD16685.1	24/06/2026	AWARE SUPER	\$	6,057.41
DD16685.2	24/06/2026	ANZ SUPER	\$	125.99
DD16685.3	24/06/2026	CARESUPER	\$	472.63
DD16685.4	24/06/2026	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	\$	310.99
DD16685.5	24/06/2026	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	\$	590.81
DD16685.6	24/06/2026	PRIME SUPER	\$	306.43
DD16685.7	24/06/2026	MLC SUPER FUND - PLUM SUPER	\$	562.69
DD16685.8	24/06/2026	AUSTRALIAN SUPER	\$	279.25
DD16685.9	24/06/2026	REST INDUSTRY SUPER	\$	669.56
TOTALS SUPERANNUATION			\$	18,428.32
98020626	02/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	503.70
98030626	03/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	19.40
98040626	04/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	7,591.60
98080626	08/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	1,651.15
98090626	09/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	105.35
98100626	10/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	62.40
98120626	12/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	251.50
98170626	17/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	1,079.60
98180626	18/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	7,382.80
98220626	22/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	2,273.65

98240626	24/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	1,042.80
98250626	25/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	3,123.55
98260626	26/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	8,183.15
98300626	30/06/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$	9,848.35
		TOTALS LICENSING	\$	43,119.00
PAYROLL	11/06/2026	PAYROLL	\$	52,285.00
PAYROLL	25/06/2026	PAYROLL	\$	51,809.00
		TOTALS PAYROLL	\$	104,094.00
		ACCOUNT TOTALS	\$	667,012.40
		TOTAL PAYMENTS JUNE 2026	\$	667,012.40
		Credit Card Payment Summary		
		NOT AVAILABLE AT AGENDA PRODUCTION		
		CARD ENDING XXXX224175		
	DATE	COMPANY		
		Total For This Card	\$	-
		CARD ENDING XXXX244131		
	DATE	COMPANY		
		Total For This Card	\$	-
		TOTAL FOR SHIRE OF WICKEPIN	\$	-
		FUEL CARD		
		Jun-26		
	Job	Job Description		
	P475	CAT 444F2 BACKHOE LOADER	\$	206.22
	P248	HINO 700 SERIES - FS 2848	\$	2,469.92
	P342	HINO 700 SERIES FS2848	\$	1,487.22
	P1955A	FUSO CANTER 7.5T CREW CAB	\$	4,299.79
	P1915	HINO 500 SERIES 1628 MEDIUM NINE TRUCK	\$	747.92
	P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS	\$	197.28
	P2433	HINO FG 1628 TRUCK	\$	216.01
	P2489	BOBCAT T650 TRACK LOADER	\$	193.41
	P454	2012 TORO GROUNDMASTER MOWER	\$	41.10
	P2473	HINO 300 SERIES 921 AUTO TRADE ACE	\$	1,647.08
	P468	HOLDEN COLORADO 4X4 SINGLE CAB - GARDENER'S UTE	\$	195.01
	P706	HOLDEN COLORADO 4X4 SINGLE CAB CHASSIS 2.8L TURBO DIESEL UTE - MEHCANIC UTE	\$	564.02
	P632	ISUZZ D-MAX 4X4 SINGLE CAB CHASSIS SX AUTO	\$	1,633.96
	P910A	FIRE TENDER WICKEPIN TOWNSITE	\$	232.75
	PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE -CEO	\$	317.38
	P2567	ISUZU DMAX - WHITE CREW CAB CHASSIS SX 3.0L AUTO	\$	823.19
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB AUTO XT 3.0L	\$	1,407.94
	P813	CAT 12H GRADER 2017	\$	915.80
	P2495	TORO REELMASTER 5510	\$	47.51
	P813	CAT 12H GRADER 2017	\$	2.75
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB AUTO XT 3.0L	\$	2.75
		TOTAL	\$	17,649.01

13.2 Statement of Financial Activity – June 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	9 July 2026
Attachments	Attachment 13.2.1 - Statement of Financial Activity – June 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 June 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 ImplicationsCurrent 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 June 2026, as included in **Attachment 13.2.1**.*

Council Decision

Resolution **OCM-150726-05**

Moved **Cr Miller**

Second **Cr Corke**

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 June 2026, as included in Attachment 13.2.1.

Carried 5/0

For **Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaull**

Against **Nil**



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 June 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickepin
Compilation Report
For the Period Ended 30 June 2026

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 June 2026 of \$753,635.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

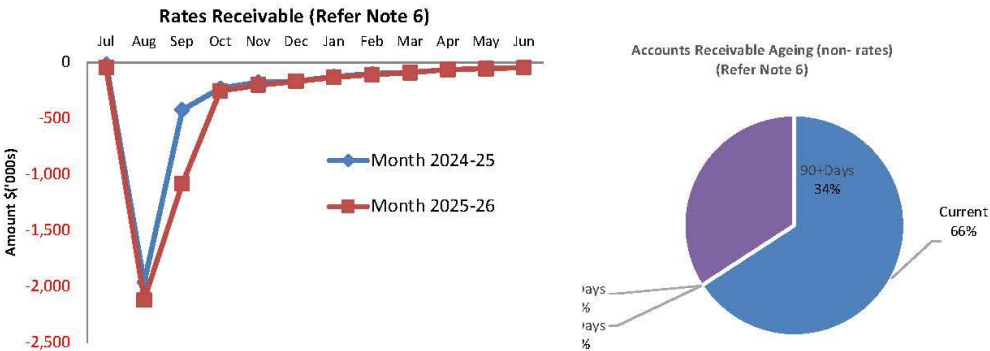
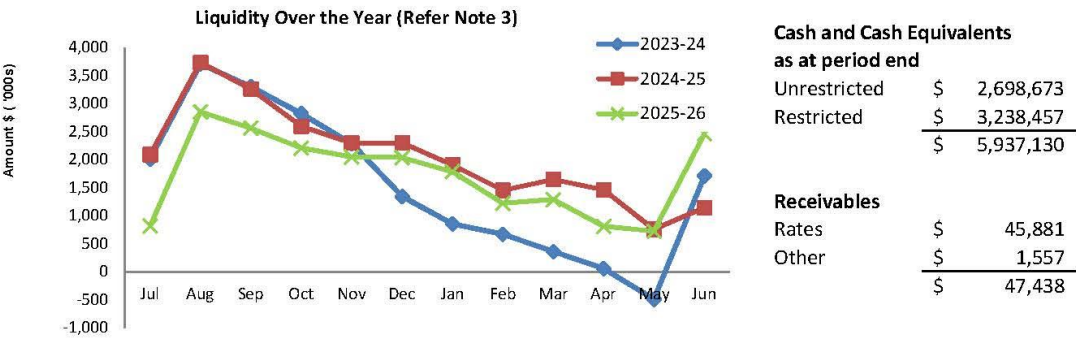
Preparation

Prepared by: E.Clement DCEO

Date prepared: 9-Jul-26

Reviewed by: David Burton CEO

Shire of Wickepin
Monthly Summary Information
For the Period Ended 30 June 2026



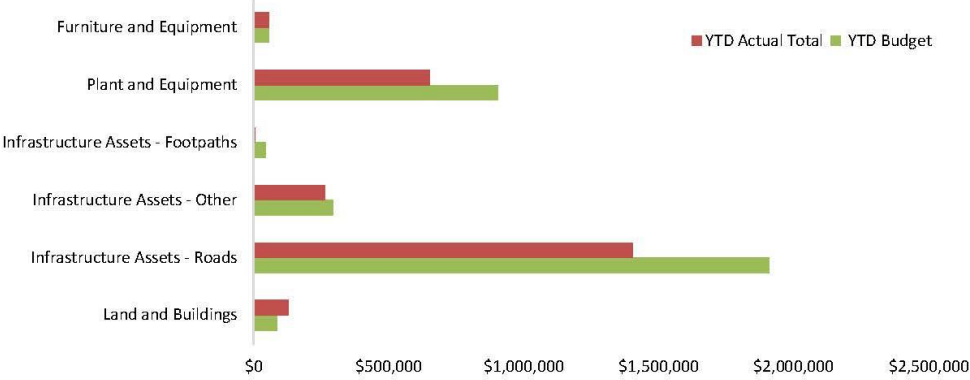
Comments

Unrestricted cash includes the following payments in advance	
25/26 Grants Commission - General	\$ 622,862.00
25/26 Grants Commission - Roads	\$ 386,093.00
Amounts paid in advance	\$ 1,008,955.00

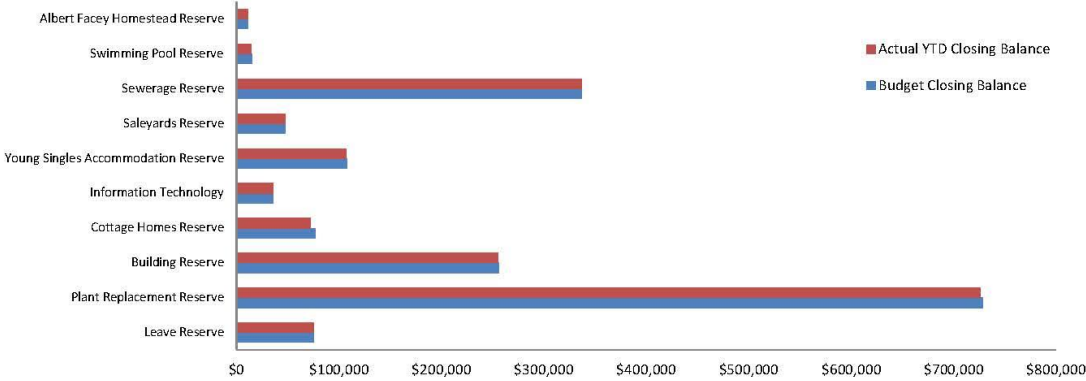
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
For the Period Ended 30 June 2026

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

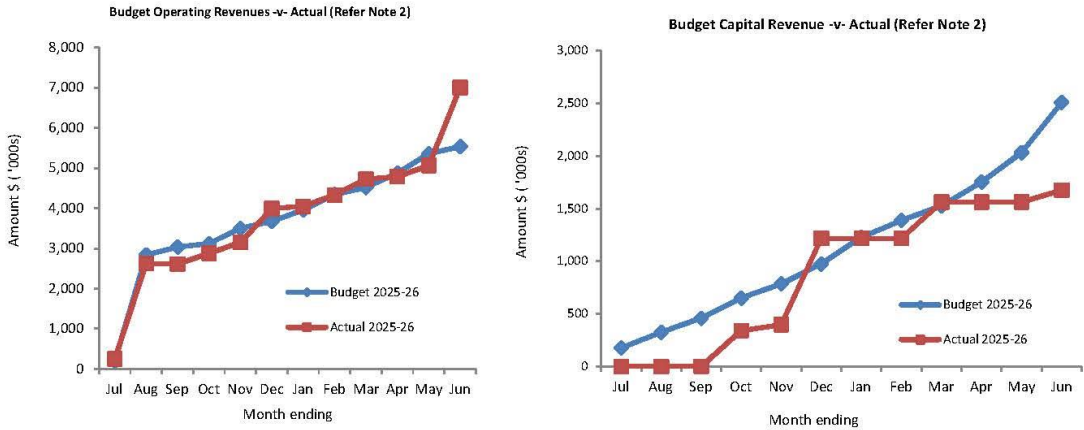
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Shire of Wickepin

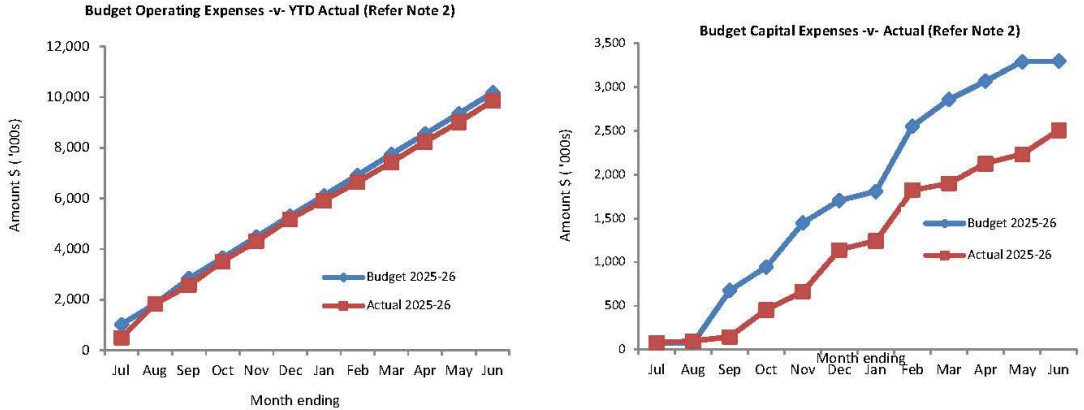
Monthly Summary Information

For the Period Ended 30 June 2026

Revenues



Expenditure



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2026

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Operating Revenues						
Governance	2,005	2,005	32,663	30,658	1529.09%	▲
General Purpose Funding - Rates	1,763,698	1,763,698	1,776,962	13,264	0.75%	
General Purpose Funding - Other	986,168	986,168	2,790,213	1,804,045	182.93%	▲
Law, Order and Public Safety	145,000	145,000	173,550	28,550	19.69%	▲
Health	220	220	575	355	161.16%	
Education and Welfare	300	300	918	618	206.07%	
Housing	116,850	116,850	123,560	6,710	5.74%	
Community Amenities	288,221	288,221	229,450	(58,771)	(20.39%)	▼
Recreation and Culture	201,943	201,943	321,181	119,238	59.05%	▲
Transport	1,914,882	1,914,882	1,389,122	(525,760)	(27.46%)	▼
Economic Services	77,325	77,325	110,060	32,735	42.33%	▲
Other Property and Services	32,000	32,000	46,419	14,419	45.06%	▲
Total Operating Revenue	5,528,612	5,528,612	6,994,674	1,466,062		
Operating Expense						
Governance	(778,721)	(778,721)	(592,970)	185,752	23.85%	▼
General Purpose Funding	(115,118)	(115,118)	(96,956)	18,162	15.78%	▼
Law, Order and Public Safety	(365,208)	(365,208)	(283,986)	81,222	22.24%	▼
Health	(25,804)	(25,804)	(20,012)	5,792	22.45%	
Education and Welfare	(42,216)	(42,216)	(15,253)	26,964	63.87%	▼
Housing	(308,643)	(308,643)	(235,890)	72,753	23.57%	▼
Community Amenities	(692,590)	(692,590)	(570,645)	121,945	17.61%	▼
Recreation and Culture	(1,536,391)	(1,536,391)	(1,634,276)	(97,885)	(6.37%)	
Transport	(5,794,448)	(5,794,448)	(5,821,469)	(27,021)	(0.47%)	
Economic Services	(366,485)	(366,485)	(298,335)	68,150	18.60%	▼
Other Property and Services	(142,822)	(142,822)	(284,703)	(141,881)	(99.34%)	▲
Total Operating Expenditure	(10,168,446)	(10,168,447)	(9,854,494)	313,953		
Funding Balance Adjustments						
Add back Depreciation	6,125,360	6,125,360	6,120,070	(5,290)	(0.09%)	
Adjust (Profit)/Loss on Asset Disposal	(58,537)	(58,537)	(83,170)	(24,633)	42.08%	
Adjust Provisions and Accruals	0	0	0	0		
Adjust Rounding	0	0	0	0		
Net Cash from Operations	1,426,989	1,426,988	3,177,079	1,750,091		
Capital Revenues						
Proceeds from Disposal of Assets	323,872	323,872	262,832	(61,040)	(18.85%)	▼
Total Capital Revenues	323,872	323,872	262,832	(61,040)		
Capital Expenses						
Land and Buildings	(100,500)	(85,500)	(127,515)	(42,015)	(49.14%)	▲
Infrastructure - Roads	(1,909,630)	(1,909,630)	(1,402,148)	507,482	26.57%	▼
Infrastructure - Footpaths	(45,000)	(45,000)	(5,600)	39,400	87.56%	▼
Infrastructure -Other	(294,000)	(294,000)	(279,646)	14,354	4.88%	
Plant and Equipment	(937,000)	(904,000)	(635,871)	268,130	29.66%	▼
Furniture and Equipment	(56,000)	(56,000)	(56,329)	(329)	(0.59%)	
Total Capital Expenditure	(3,342,130)	(3,294,130)	(2,507,109)	787,021		
Net Cash from Capital Activities	(3,018,258)	(2,970,258)	(2,244,277)	725,981		
Financing						
Transfer from Reserves	616,100	0	616,100	616,100		
Repayment of Debentures	(40,785)	(40,870)	(40,785)	85	0.21%	
Transfer to Reserves	(185,000)	0	(173,260)	(173,260)		▲
Net Cash from Financing Activities	390,315	(40,870)	402,055	442,925		
Net Operations, Capital and Financing	(1,200,954)	(1,584,140)	1,334,857	2,918,997		
Opening Funding Surplus(Deficit)	1,200,954	1,200,954	1,127,309	(73,645)	(6.13%)	
Closing Funding Surplus(Deficit)	0	(383,186)	2,462,167	2,845,352		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 June 2026

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,747,673.00	\$ 1,747,673	\$ 1,760,951	\$ 13,278	0.76%	
Rates excluding General Rates	9	16,025.00	16,025	16,011	(14)	(0.09%)	
Operating Grants, Subsidies and Contributions	11	1,098,711.00	1,098,711	2,943,742	1,845,031	167.93%	▲
Fees and Charges		530,421.00	530,421	646,583	116,162	21.90%	▲
Interest Earnings		152,000.00	152,000	115,487	(36,513)	(24.02%)	▼
Other Revenue		0.00	0	10,213	10,213		▲
Profit on Disposal of Assets	8	86,913.00	86,913	90,547	3,634		
Total Operating Revenue		3,631,743.00	3,631,743	5,583,534	1,951,791		
Operating Expense							
Employee Costs		(1,624,033.00)	(1,624,034)	(1,743,600)	(119,567)	(7.36%)	
Materials and Contracts		(1,810,357.00)	(1,810,357)	(1,398,509)	411,848	22.75%	▲
Utility Charges		(294,193.00)	(294,193)	(225,464)	68,729	23.36%	▲
Depreciation on Non-Current Assets		(6,125,360.00)	(6,125,360)	(6,120,070)	5,290	0.09%	
Interest Expenses		(2,047.00)	(2,047)	(1,888)	159	7.78%	
Insurance Expenses		(273,080.00)	(273,080)	(265,783)	7,297	2.67%	
Other Expenditure		(11,000.00)	(11,000)	(91,803)	(80,803)	(734.57%)	▼
Loss on Disposal of Assets	8	(28,376.00)	(28,376)	(7,377)	20,999	74.00%	
Total Operating Expenditure		(10,168,446.00)	(10,168,447)	(9,854,494)	313,953		
Funding Balance Adjustments							
Add back Depreciation		6,125,360.00	6,125,360	6,120,070	(5,290)	(0.09%)	
Adjust (Profit)/Loss on Asset Disposal	8	(58,537.00)	(58,537)	(83,170)	(24,633)	42.08%	
Adjust Provisions and Accruals		0.00	0	0	0		
Adjust Rounding		0.00	0	0	0		
Net Cash from Operations		(469,880.00)	(469,881)	1,765,939	2,235,820		
Capital Revenues							
Grants, Subsidies and Contributions	11	1,896,869.00	1,896,869	1,411,140	(485,729)	(25.61%)	▼
Proceeds from Disposal of Assets	8	323,872.00	323,872	262,832	(61,040)	(18.85%)	▼
Proceeds from Sale of Assets		0.00	0	0	0		
Total Capital Revenues		2,220,741.00	2,220,741	1,673,972	(546,769)		
Capital Expenses							
Land and Buildings	13	(100,500.00)	(85,500)	(127,515)	(42,015)	(49.14%)	▼
Infrastructure - Roads	13	(1,909,630.00)	(1,909,630)	(1,402,148)	507,482	26.57%	▲
Infrastructure - Footpaths	13	(45,000.00)	(45,000)	(5,600)	39,400	87.56%	▲
Infrastructure - Drainage	13	(294,000.00)	(294,000)	(279,646)	14,354	4.88%	▲
Plant and Equipment	13	(937,000.00)	(904,000)	(635,871)	268,130	29.66%	▲
Furniture and Equipment	13	(56,000.00)	(56,000)	(56,329)	(329)	(0.59%)	
Total Capital Expenditure		(3,342,130.00)	(3,294,130)	(2,507,109)	787,021		
Net Cash from Capital Activities		(1,121,389.00)	(1,073,389)	(833,137)	240,252		
Financing							
Transfer from Reserves	7	616,100.00	0	616,100	616,100		
Repayment of Debentures	10	(40,785.00)	(40,870)	(40,785)	85	0.21%	
Transfer to Reserves	7	(185,000.00)	0	173,260	(173,260)		▼
Net Cash from Financing Activities		390,315.00	(40,870)	402,055	442,925		
Net Operations, Capital and Financing		(1,200,954.00)	(1,584,140)	1,334,857	2,918,997		
Opening Funding Surplus(Deficit)	3	1,200,954.00	1,200,954	1,127,309	(73,645)	(6.13%)	
Closing Funding Surplus(Deficit)	3	0	(383,186)	2,462,167	2,845,353		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

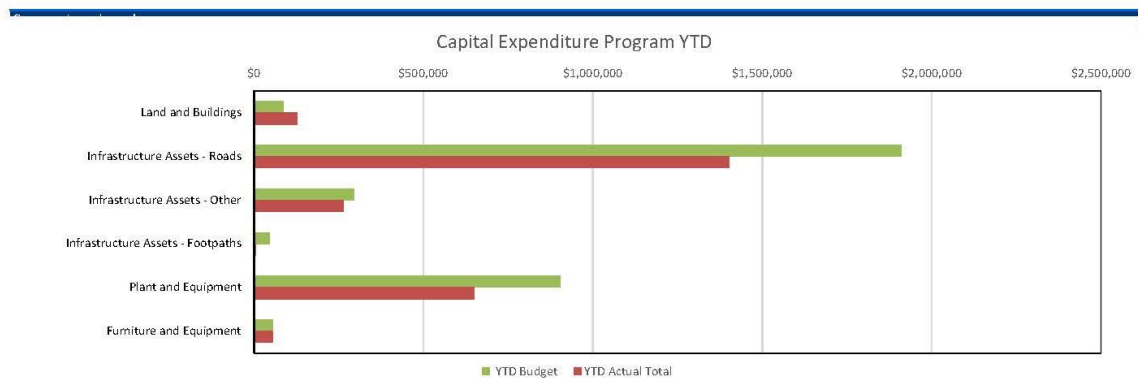
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 June 2026

		YTD 30 06 2026					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	127,515	0	127,515	85,500	100,500	42,015
Infrastructure Assets - Roads	13		1,402,148	1,402,148	1,909,630	1,909,630	(507,482)
Infrastructure Assets - Other	13	264,676	0	264,676	294,000	294,000	(29,324)
Infrastructure Assets - Footpaths	13	0	5,600	5,600	45,000	45,000	(39,400)
Plant and Equipment	13	650,841	0	650,841	904,000	937,000	(253,160)
Furniture and Equipment	13	56,329	0	56,329	56,000	56,000	329
Capital Expenditure Totals		1,099,361	1,407,748	2,507,109	3,294,130	3,342,130	(787,021)

Funded By:

Capital Grants and Contributions	0	1,896,869	1,896,619	1,896,869
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	262,832	323,872	(58,537)	61,040
Own Source Funding - Cash Backed Reserves	0	0	20,000	0
Own Source Funding - Operations	0	1,073,389	1,484,048	1,073,389
Capital Funding Total		978,932	3,294,130	3,342,130



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Roads	20 to 50 years
Footpaths	20 years
Sewerage Piping	100 years
Water Supply Piping and Drainage Systems	75 years
Infrastructure - Parks & Ovals	30 to 50 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

A Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment

The Strategic Community Plan defines the key objectives of the Shire as:

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service.*

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

(s) GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, swimming facilities, walk trails, public halls and Community Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 30 June 2026

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	30,658	1529%	▲	Permanent	Paid Parental Leave income, Aus Day Grant, Profit on sale of plant increase.
General Purpose Funding - Other	1,804,045	183%	▲	Timing	2026/2027 Early Financial assistance Grant
Law, Order and Public Safety	28,550	20%	▲	Timing	2026/2027 ESL Grant
Health	355	161%			
Education and Welfare	618	206%			
Housing	6,710	6%			
Community Amenities	(58,771)	(20%)	▼	Timing	Increase in Bus Charges, Cemetery Charges
Recreation and Culture	119,238	59%	▲	Permanent	LRCI Funding increase
Transport	(525,760)	(27%)	▼	Timing	Road funding not yet received
Economic Services	32,735	42%	▲	Timing	Caravan Park fees income up
Other Property and Services	14,419	45%	▲	Timing	Private Charges increase
Operating Expense					
Governance	185,752	23.85%	▼	Timing	Decrease in admin salaries, superannuation, subscriptions.
General Purpose Funding	18,162	15.78%	▼	Timing	Administration Allocation reduced to staff movements
Law, Order and Public Safety	81,222	22.24%	▼	Timing	Fire maintenance accounts not yet expended.
Health	5,792	22.45%			
Education and Welfare	26,964	63.87%	▼	Timing	CDO projects on hold. Playgroup maintenance not yet expended
Housing	72,753	23.57%	▼	Timing	Housing maintenance not yet expended
Community Amenities	121,945	17.61%	▼	Timing	Building maintenance still to be done
Recreation and Culture	(97,885)	(6.37%)			
Transport	(27,021)	(0.47%)			
Economic Services	68,150	18.60%	▼	Timing	Area Promotion - not yet expended. Standpipe costs down
Other Property and Services	(141,881)	(99.34%)	▲	Timing	Parts & repairs costs up, Staff payouts of Leave on termination.
Capital Revenues					
Grants, Subsidies and Contributions	(485,729)	(25.61%)	▼	Timing	Road Funding not yet received
Proceeds from Disposal of Assets	(61,040)	(18.85%)	▼	Timing	Bus nad Cherry Picker not traded
Capital Expenses					
Land and Buildings	28,162	(49.14%)	▲	Timing	Increase in Capital Projects
Infrastructure - Roads	12,744	26.57%	▼	Timing	Road Construction Projects not yet completed
Infrastructure - Footpaths	22,500	87.56%	▼	Timing	Not yet expended
Infrastructure - Other	29,057	4.88%			
Plant and Equipment	321,302	29.66%	▼	Timing	Bus (not Bought) Cherry Picker removed
Furniture and Equipment	25,750	(0.59%)			
Financing					
Loan Principal	85	0.21%			

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Jun 2026	30 June 2025	YTD 29 Jun 2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,698,673	1,247,830	3,054,752
Cash Restricted	4	3,238,457	3,681,298	2,824,404
Receivables - Rates	6	45,881	44,991	157,827
Receivables -Other	6	1,557	287,679	5,929
Interest / ATO Receivable/Trust		39,659	42,308	25,304
		6,024,228	5,304,106	6,068,216
Less: Current Liabilities				
Payables	-	92,589	(264,315)	(210,020)
Contract Liabilities	-	-	-	(853,441)
Provisions	-	231,014	(231,184)	(227,654)
		323,603	(495,499)	(1,291,116)
Less: Cash Reserves	7	3,238,457	(3,681,298)	(2,824,404)
Net Current Funding Position		2,462,167	1,127,309	1,952,696

Note 3 - Liquidity Over the Year

Comments - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	0.00%	2,136,806			2,136,806	ANZ	At Call
Reserve Bank Account	0.00%		3,238,457		3,238,457	ANZ	At Call
Trust Bank Account	0.00%			7,809	7,809	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal	4.27%				0	WA Treasury	11-Apr-25
Municipal					0		
Reserve	4.59%				0		03-Jun-25
Municipal	4.80%	560,044			560,044	WA Treasury	At Call
Reserve	4.53%				0		03-Jun-25
Trust	0.40%				0		
Total		2,697,550	3,238,457	7,809	5,943,817		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 5: BUDGET AMENDMENTS
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$		\$
	Permanent Changes						0
	Yealering Tennis Club - Power		Capital Expenditure		25,000	(25,000)	(25,000)
	Transfer from Reserve		Operating Revenue				0
							0
							0
							0
				0	25,000	(25,000)	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 6: RECEIVABLES

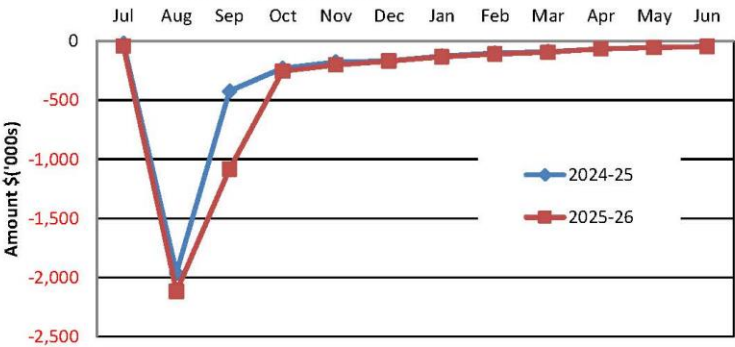
Receivables - Rates Receivable

Opening Arrears Previous Years
Levied this year
Less Collections to date
Equals Current Outstanding

Net Rates Collectable
% Collected

YTD 30 Jun 2026	30 June 2025
\$	\$
44,774	20,238
1,992,410	1,834,180
(1,991,303)	(1,809,644)
45,881	44,774
45,881	44,774
97.75%	97.59%

Note 6 - Rates Receivable



Comments/Notes - Receivables Rates

Receivables - General

Receivables - General

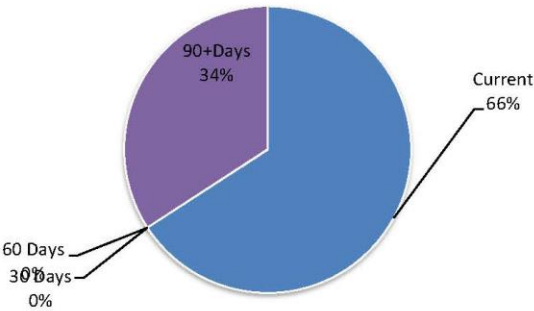
Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
1,025	0	0	532

Total Receivables General Outstanding

1,556.86

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)

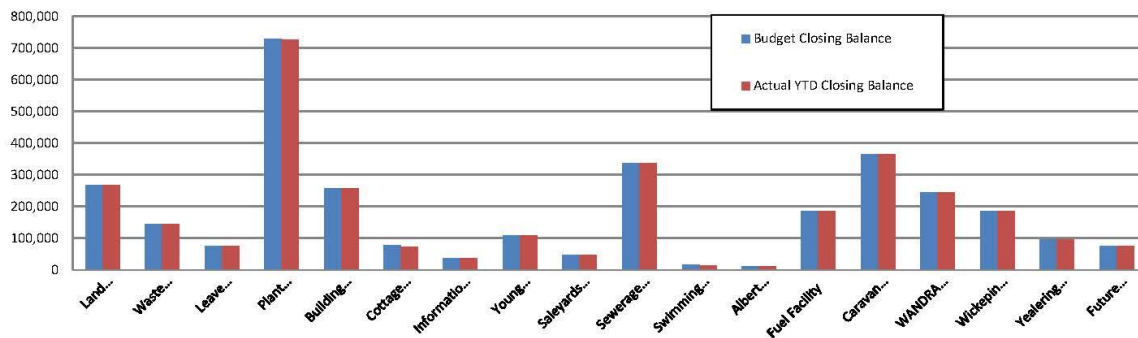


Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 7: Cash Backed Reserve

2025-26										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Land Development Reserve	247,491	5,328	4,925	15,000	15,000				267,819	267,416
Waste Management Reserve	140,810	3,034	2,802						143,844	143,613
Leave Reserve	73,475	1,582	1,462						75,057	74,937
Plant Replacement Reserve	1,051,239	22,800	20,920			346,000	346,100		728,039	726,058
Building Reserve	240,703	5,181	4,790	10,000	10,000				255,884	255,493
Cottage Homes Reserve	70,419	1,626	1,401	5,000					77,045	71,821
Information Technology	54,202	1,167	1,079			20,000	20,000		35,369	35,281
Young Singles Accommodation Reserve	100,176	2,396	1,994	5,000	5,000				107,572	107,170
Saleyards Reserve	56,239	1,469	1,119			10,000	10,000		47,708	47,358
Sewerage Reserve	325,267	6,963	6,473	5,000	5,000				337,230	336,740
Swimming Pool Reserve	249,178	5,366	4,958			240,000	240,000		14,544	14,136
Albert Facey Homestead Reserve	10,487	223	209						10,710	10,696
Fuel Facility	182,323	3,925	3,628						186,248	185,952
Caravan Park & Accommodation Reserve	331,615	7,138	6,600	25,000	25,000				363,753	363,214
WANDRA events & Emergency Repairs Reserve	209,698	4,514	4,173	30,000	30,000				244,212	243,872
Wickepin Bowling Greens - Replacement	180,917	3,894	3,600						184,811	184,518
Yealering Bowling Green - Replacement	93,669	2,016	1,864						95,685	95,533
Future Projects Reserve	63,391	1,378	1,261	10,000	10,000				74,769	74,651
	3,681,298	80,000	73,260	105,000	100,000	616,000	616,100	0	3,250,298	3,238,457

Note 7 - Year To Date Reserve Balance to End of Year Estimate

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal					Amended Current Budget		
					YTD 30 06 2026		
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				Plant and Equipment			
185,000	174,254	95,455	84,709	Truck WK342	78,408	84,709	6,301
			0	Bus	5,794	0	(5,794)
			0	Cherry Picker - P3570	1,965	0	(1,965)
41,358	18,968	26,364	3,974	Gardeners Ute WK468	(4,124)	3,974	8,098
47,050	12,168	31,818	(3,064)	Crew Cab WK2567	(18,854)	(3,064)	15,790
71,350	12,491	54,545	(4,314)	PWS 2024 Isuzu D Max Dual Cab	746	(4,314)	(5,060)
56,073	3,288	54,650	1,865	PCEO - 2025 Isuzu STNSDN (Trade 1)	(2,699)	1,865	4,564
			0	PCEO - 2025 Isuzu STNSDN (Trade 2)	(2,699)	0	2,699
400,831	221,169	262,832	83,170		58,537	83,170.28	24,633
Comments - Capital Disposal/Replacements							

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV	0.869500	261	1,543,428	135,462	349		135,811				134,196
UV	0.004310	308	378,123,945	1,631,037	14		1,631,051		500		1,631,551
Mining UV	0.004310						0				
Sub-Totals		569	379,667,373	1,766,499	363	0	1,766,862	0	500	0	1,765,747
Minimum Payment	Minimum \$										
GRV	600	111	389,968	66,000			66,000				66,600
UV	600	42	3,955,708	25,200			25,200				25,200
Mining UV	600										
Sub-Totals		153	4,345,676	91,200	0	0	91,200	0	0	0	91,800
Ex Gratia Rates							1,858,062				1,857,547
Discount							16,011				16,025
Rates Writeoffs							(97,047)				(110,000)
							(64)				(50)
Amount from General Rates							1,776,962				1,763,522
Specified Area Rates											
Totals							1,776,962				1,763,522
Comments - Rating Information											

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

10. INFORMATION ON BORROWINGS**(a) Debenture Repayments**

Particulars	Principal 1-Jul-24	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 103 - Staff House	229,102		40,785	40,785	208,757	229,102	2,048	2,048	2/12/2030
	229,102	0	40,785	40,785	208,757	229,102	2,048	2,048	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2025-26 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	530,348	0	530,348	0	2,321,679	(1,791,331)
Grants Commission - Roads	WALGGC	Y	298,320	0	298,320	0	348,877	(50,557)
GOVERNANCE								
Australia Day Grant	Aust Day Council	N	0	2,000	2,000		2,000	0
LAW, ORDER, PUBLIC SAFETY								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	77,000	0	77,000	0	77,000	0
Fast Fill Trailers	DFES						28,725	(28,725)
COMMUNITY AMENITIES								
Bus grant	Lotterywest	N	90,000			90,000	0	90,000
RECREATION AND CULTURE								
LRCI Phase 4	LRCI Stage 4	Y	181,943			181,943	226,332	(44,389)
Yealering Hall	Lotterywest	N	0			70,000	70,000	0
Fallen Soldiers Grant WW1	DVA	N	0	1,143			1,143	0
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	1,053,342	0	0	1,053,342	429,685	623,657
RRG Grants - Capital Projects	Regional Road Group	Y	571,334	85,064		571,334	656,398	(85,064)
Direct Grant - Maintenance	Dept. of Transport	Y	193,043		193,043		193,043	0
TOTALS			2,995,330	88,207	1,100,711	1,966,619	4,354,882	(1,286,409)

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2026

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 25	Amount Received	Amount Paid	Closing Balance 30-Jun-26
	\$	\$	\$	\$
Housing Bonds	0	1,838	-1,108	730
Master Key Deposits	1,122	4,984	-4,734	1,372
Nomination Deposits	0	500	-500	0
Building and BCITF	282	256	-538	0
Wickepin Community Harvest Fund	76,903	0	-76,903	0
Miscellaneous Trust	2,449	1,440	-1,080	2,809
Licensing		223,478	-223,478	0
	80,755	237,496	-308,340	9,911

Level of Completion Indicators

0% ○
 20% ○
 40% ○
 60% ○
 80% ○
 100% ●

SHIRE OF WICKEPIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 June 2026

Note 13: CAPITAL ACQUISITIONS

30/06/2026						
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
Infrastructure Assets						
Land & Buildings						
Other Housing						
Patio - 10 Smith St	XHS1	15,000	15,000	0	0	
Limestone Wall - Johnston St	CLQH2	15,000	15,000	7,022	7,978	
Other Housing Total		30,000	15,000	7,022	7,978	
Recreation and Culture						
Replace Roof and Ceiling Wickepin Tennis Club		15,000	15,000	0	15,000	
Netball Court Seating		5,000	5,000	0	5,000	
Wickepin Town Hall		8,000	8,000	6,000	2,000	
Wickepin Swimming Pool - Disable Toilet- LRCI Phase 4	XSP6	8,500	8,500	0	8,500	
Yealering Hall	CLPH2	29,000	29,000	56,300	(27,300)	
Lake Yealering Foreshore Ablution Building	LYFA2	0	0	26,356.36		
Yealering Tennis Club Power	XYTC	0	0	31,837		
Recreation And Culture Total		65,500	65,500	120,493	3,200	
Transport						
Toolseum Restumping		5,000	5,000	0	5,000	
Transport Total		5,000	5,000	0	5,000	
Land and Buildings Total		100,500	85,500	127,515	16,178	
Footpaths						
Transport						
Footpaths	LFP1	45,000	45,000	5,600	39,400	
Transport Total		45,000	45,000	5,600	39,400	
Footpaths Total		45,000	45,000	5,600	39,400	
Furniture & Equipment						
Governance						
Various Locations - New CCTV System	XCTV	36,000	36,000	16,284	19,716	
Computer Server	XAB5	20,000	20,000	40,045	(20,045)	
Governance Total		56,000	56,000	56,329	(329)	
Furniture & Office Equip. Total		56,000	56,000	56,329	(329)	
Plant, Equip. & Vehicles						
Governance						
Ceo Vehicle 25/26 Trade 1	XCEO3	60,000	60,000	59,786	214	
Ceo Vehicle 25/26 Trade 2	XCEO4	60,000	60,000	0	60,000	
Governance Total		120,000	120,000	59,786	60,214	
Recreation And Culture Total					0	
Law, Order and Public Safety						
Weather Stations	XWS1	33,000	33,000	23,628	(9,372)	
Fast Fill Trailers x3	XFFT			28,725	28,725	
Law, Order and Public Safety Total		33,000	33,000	52,353	(9,372)	
Transport						
Truck WK342	XPM4	324,000	324,000	317,671	6,329	
Bus	XPM6	220,000	220,000	0	220,000	
Cherry Picker - P3570	XPM8	30,000	30,000	0	30,000	
Gardeners Ute WK468	XPM9	50,000	50,000	47,061	2,939	
Crew Cab WK2567	XPM10	55,000	55,000	50,796	4,204	
Traffic Lights	XPM11	25,000	25,000	30,030	(5,030)	
MWS Ute	XPW3	80,000	80,000	78,172	1,828	
Transport Total		784,000	784,000	523,731	270,251	
Plant, Equip. & Vehicles Total		937,000	904,000	635,871	330,465	
Infrastructure Other						
Community Amenity Total						
Recreation and Culture		0	0	0	0	
Harrismith Community Centre Playground- LRCI Phase 4	XHC1	25,000	25,000	25,750.00	(750)	
Yealering Niche Wall	XYC1	25,000	25,000	18,141.02	6,859	
Wickepin Swimming Pool	XSP8	234,000	234,000	171,590.91	62,409	
Lake Yealering Limestone Wall	XYL2	0	0	45,587.96	(45,588)	
Lake Yealering - Capital	LYJ1	0	0	0.00		
Recreation and Culture Total		0	284,000	284,000	22,930	
Economic Services						
Saleyards Dust Suppression	CLS1	10,000	10,000	3,606	6,394	
Economic Services Total		10,000	10,000	3,606	6,394	
Transport						
Traffic Signs - Smiley Faces	XPM12	0	0	14,970	(14,970)	
Transport Total		0	0	14,970	(14,970)	
Infrastructure Other Total		294,000	294,000	279,646	14,354	
Roads						
Transport Regional Road Group						
Wickepin Harrismith Rd	RG157	538,296	538,296	546,325.77	(8,030)	
Lomos South Road	RRG155	317,992	317,992	315,853.24	2,139	
Regional Road Group Total		856,288	856,288	862,179	(5,891)	
Transport Roads to Recovery						
Yilliminning Road	R2R004	475,629	475,629	37,815.80	437,813	
Stock Route Road	R2R163	198,729	198,729	145,891.50	52,838	
Gilliminning Road	R2R035	189,492	189,492	205,326.19	(15,834)	
Wishbone Road	R2R040	189,492	189,492	145,484.36	44,008	
Roads to Recovery Total		1,053,342	1,053,342	534,518	518,824	
Council Resources Construction						
Railway Road, Harrismith - Lrci 4- Layby	XH15	0	0	2,335	(2,335)	
Toolbin Rd, Toolbin - Lrci 4- Layby	XH16	0	0	3,116	(3,116)	
Council Resources Construction Total		0	0	5,452	(2,335)	
Roads Total		1,909,630	1,909,630	1,402,148	510,398.02	
Capital Expenditure Total		3,342,130	3,294,130	2,507,109.08	910,666	

13.3 Dual Fire Control Officers

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Shire of Wickepin
File Reference	ES.APN.901
Author	Emma Gee – Executive Support Officer
Authorised By	David Burton – Chief Executive Officer
Interest Disclosures	-
Report Written Date	2 July 2026
Attachments	Attachment 13.3.1- Letter – Dual Fire Control Officers, Shire of Kulin Attachment 13.3.2- Letter – Dual Fire Control Officers, Shire of Pingelly Attachment 13.3.3- Letter – Dual Fire Control Officers, Shire of Wagin

Summary

The Shire of Kulin has requested Council to formally approve the appointment of two (2) of their Fire Control Officers as Dual Fire Control Officers for the 2026/2027 Fire Season.

The Shire of Pingelly has requested Council to formally approve the appointment of five (5) of their Fire Control Officers as Dual Fire Control Officers for the 2026/2027 Fire Season.

The Shire of Wagin has requested Council to formally approve the appointment of one (1) of their Fire Control Officers as Dual Fire Control Officers for the 2026/2027 Fire Season.

Background

Section 40 of the Bush Fires Act 1954 states the following in respect to Dual Bush Fire Control Officers:-

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.

Comments

The Shire of Kulin has requested that the following people be appointed as Dual Fire Control Officers:-

Mr Clinton Mullan and Mr David Lewis

The Shire of Pingelly has requested that the following people be appointed as Dual Fire Control Officers:-

Mr Rodney Shaddick, Mr Brodie Cunningham, Mr Robert Lee, Mr Brett Blechynden and Mr Sam Macnamara

The Shire of Wagin has requested that the following people be appointed as Dual Fire Control Officers:-

Mr Steven Angwin

Statutory Environment

Bush Fires Act 1954

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

1. *That Council appoints the following Shire of Kulin Fire Control Officers as Dual Fire Control Officers for the Shire of Wickepin for the 2026/2027 Fire Season;
Mr Clinton Mullan and Mr David Lewis*
2. *That Council appoints the following Shire of Pingelly Fire Control Officers as Dual Fire Control Officers for the Shire of Wickepin for the 2026/2027 Fire Season;
Mr Rodney Shaddick, Mr Brodie Cunningham, Mr Robert Lee, Mr Brett Blechynden and Mr Sam Macnamara*
3. *That Council appoints the following Shire of Wagin Fire Control Officers as Dual Fire Control Officers for the Shire of Wickepin for the 2026/2027 Fire Season;
Mr Steven Angwin*

Council Decision

Resolution	OCM-150726-06
Moved	Cr Allan
Second	Cr Gaul

All recommendations moved en bloc

**That Council appoints the following Shire of Kulin Fire Control Officers as Dual Fire Control Officers for the Shire of Wickepin for the 2026/2027 Fire Season;
Mr Clinton Mullan and Mr David Lewis**

**That Council appoints the following Shire of Pingelly Fire Control Officers as Dual Fire Control Officers for the Shire of Wickepin for the 2026/2027 Fire Season;
Mr Rodney Shaddick, Mr Brodie Cunningham, Mr Robert Lee, Mr Brett Blechynden and Mr Sam Macnamara**

**That Council appoints the following Shire of Wagin Fire Control Officers as Dual Fire Control Officers for the Shire of Wickepin for the 2026/2027 Fire Season;
Mr Steven Angwin**

Carried 5/0

For	Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaul
Against	Nil

13.4 Purchase of Community Shed Building

Submission to	Ordinary Council Meeting
Location / Address	Community Shed – Richter Street, Wickepin
Name of Applicant	Wickepin Community Shed
File Reference	A5193
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	10 February 2026
Attachments	Attachment 13.4.1 – Letter from Wickepin Community Shed Attachment 13.4.2 - Letter from Ms Carolyn McDougall

Summary

For Council to consider the purchase of the 'donga' unit used at the Wickepin Community Shed for community use.

At the February 2026 Ordinary Meeting of Council, this item was left to 'Lay on the Table' until a resolution could be sought.

Additional Information and a possible solution is now available for Council discussion.

Background

A letter has been received from the Wickepin Community Shed requesting that the Shire purchase the 'donga' unit currently located at the Community Shed and used by the facility. The group has received a letter from Carolyn McDougall stating that she had purchased the item and moved it to the location at her own expense of \$4,500. Ms McDougall has noted that the ownership of the building is to be passed on to her daughters pending her demise.

The use of the donga was originally considered by Council at the September 2018 Ordinary Meeting of Council with the following resolution:

Council Decision:

Resolution No: 190918-14

Moved Cr Steven Martin / Seconded Cr Sarah Hyde

1. That council give approval to the She Shed He Shed group to place a pre-fabricated office crib room at the Wickepin Recycling Depot
2. With costs being borne by the She Shed He Shed group.
3. That Approval be subject to all building and planning approvals being granted.
4. That the She Shed He Shed group be advised that the maintenance and cleaning of the pre-fabricated crib room shall be at the expense of the She Shed He Shed group once it has been installed.
5. That Council advise the She Shed He Shed Group that Council takes no responsibility for the replacement or insurance for the pre-fabricated office crib room.

Carried 5 / 0

Comments

As the item is located on the Shire land, rather than having an item owned by another person and having to keep track of the ownership, it would be easier for the Shire to purchase the building from Ms McDougall for the amount of \$4,500 to remove any future liability for the building. At the time of writing this report, Ms McDougall has not been contacted to see if she is willing to sell the building to the Shire.

As an alternative, the owner of the building could be requested to remove the structure, and the current units used at the Harrismith Caravan Park could be relocated to the site to perform the same function. While this would remove any issues with regards to ownership, it is likely to give the owner of the building a facility that has little to no use and the cost of relocating the donga unit from Harrismith would not be a significant savings from the cost of the purchase.

It is recommended that the CEO approach the owner to transfer ownership of the donga unit to the Shire to reduce any complications at a later date for the amount of \$4,500.

Addendum

In discussions with Ms McDougall, she is willing to sell the donga rather than have it removed as the group do use it for discussions and morning teas, etc.

A copy of the previous resolution has been added to the information for Council Members. This item was previously listed as the expenditure for the He Shed/She Shed to manage and maintain the building, with the Shire making no contribution to the installation. While this may have allowed the facility to be used, the question of ownership of the building has not been advised to the Shire.

If the item is to remain in the ownership of the person who supplied the building, and transfer to her family at a later date, the question of ownership is likely to come before Council again for a possible payment. Rather than having this item constantly return to Council, a consideration of a purchase of 50/50, with the He Shed/She Shed providing a contribution of 50% of the funds for the building, may be preferential and then the Shire will own the building. The author notes that this type of purchase has been used for other local governments and appears to be fairly common.

Once the transaction is complete, the Shire would be responsible for the building, which will be added to the facility and maintained by the He Shed/She Shed and the Shire as a joint venture, but the Shire would be responsible for the insurance and capital maintenance of the building.

Statutory Environment

Local Government Act 1995 Section 6.8

6.8. Expenditure from municipal fund not included in annual budget

- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - b) is authorised in advance by resolution*; or
 - c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications

Nil

Financial Implications

Cost of the unit will be \$2,250, which can come from building maintenance funds or be added to the current budget.

Strategic Implications

Goal - Infrastructure

Objective:	4	Maintain Shire owned facilities in a strategic manner and also to meet community needs
Strategy	4.2	Support the improvement and maintenance of assets in a strategic manner.
	4.3	Encourage greater usage of Shire facilities

Voting Requirement

Absolute Majority

Original Officer Recommendation

That the Chief Executive Officer be authorised to negotiate the purchase of the donga unit location at the Wickepin Community Shed for the amount of \$4,500, with funds being allocated from building maintenance.

Item was left to lay on the table at the February Meeting.

Amended Officer Recommendation

That the Chief Executive Officer be authorised to negotiate the purchase of the donga unit location at the Wickepin Community Shed for the amount of \$4,500, with a contribution of 50% from the He Shed/She Shed (\$2,250) and the balance from the Shire (\$2,250), with funds being allocated from building maintenance.

Council Decision

Resolution	OCM-150726-07
Moved	Cr Miller
Second	Cr Gaul

That Council suspends standing orders at this juncture 3.42pm to allow for open discussion.

Carried 5/0

For	Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaul
Against	Nil

Council Decision

Resolution	OCM-150726-08
Moved	Cr Miller
Second	Cr Gaul

That Council resume standing orders at this juncture 4.12pm

Carried 5/0

For	Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaul
Against	Nil

Council Decision

Resolution	OCM-150726-09
Moved	Cr Gaul
Second	Cr Miller

That the Chief Executive Officer be authorised to negotiate the purchase of the donga unit location at the Wickepin Community Shed for the amount of \$4,500, with a contribution of 50% from the He Shed/She Shed (\$2,250) and the balance from the Shire (\$2,250), with funds being allocated from building maintenance.

Moved Cr Miller
Second Cr Gaul

That the Motion be amended to the following:

That the Chief Executive Officer be authorised to negotiate the purchase of the donga unit located at the Wickepin Community Shed with a contribution from the He Shed/She Shed and the amount from the Shire being \$2,250, with funds being allocated from building maintenance.

Amendment Carried 5/0

For	Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaul
Against	Nil

The Amended Motion became the Substantive motion and was put to the vote.

Carried 5/0

For	Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaul
Against	Nil

Council amended the recommendation to allow for a 50% contribution from the group that will benefit from the building.

13.5 Yealering Water Supply

Submission to	Ordinary Council Meeting
Location / Address	Yealering Townsite
Name of Applicant	Shire of Wickepin
File Reference	WS.SP.3007, ES.SPR.916
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	7 July 2026
Attachments	-

Summary

For Council to consider making an application to the Water Authority along with the State ministers, including Minister Dawson, Minister Punch, Minister Winton, Minister Beazely, and Minister Hammat, along with Hon. Steve Martin MLC with regards to the concerns of the Yealering Water Supply and the failure of the system in the event of power failure for the town.

- **Stephen Dawson MLC** – Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley
- **Don Punch MLA** – Minister for Aboriginal Affairs; Water; Climate Resilience; South West
- **Sabine Winton MLA** – Minister for Education; Early Childhood; Preventative Health; Wheatbelt
- **Hannah Beazley MLA** – Minister for Local Government; Disability Services; Volunteering; Youth; Gascoyne
- **Meredith Hammat MLA** – Minister for Health; Mental Health.

Background

The water supply for the Yealering townsite is through two large holding tanks on the northern side of the town. These tanks then allow the water to flow through the town, being pressurised by electric pumps into the town to ensure an adequate water supply.

Concern is raised during a power failure event, that the electric pumps that pressurise the system fail and water is then reduced to only a trickle for the town, which can have serious consequences in the event of an emergency.

Comments

Upgrading of the Yealering town water supply to ensure that supply can be maintained was achieved through the installation of water tanks in the town to provide for the town. The water was then pressurised by electric pumps to ensure the town supply could perform as required.

Unfortunately, the need for the pumps to pressurise the water system creates some problems. In the event of a power failure, the water is no longer pressurised and is reduced to a trickle as the water leaks out of the tanks. This can cause two major concerns in the event of a power failure.

Bushfire Concern

In the event of a bushfire close to town, there is a strong possibility that the town's power supply will be disrupted and fail. This would then leave the residents of Yealering defenceless in protecting their property and themselves, as the water in the hoses would just trickle out and would not be in sufficient quantity to protect the person or their belongings.

Health and Safety concern

In the event of a power outage, the water supply would be reduced to a trickle, and the residents of Yealering would have issues accessing water for basic health and hygiene. Water would not flow adequately for drinking, toilets would not be able to replenish water to function, and the residents would not be able to shower or bath due to the lack of water pressure.

If the power outage is for an extended period, then the health issues of the town of Yealering would compound to a point where emergency facilities would be required to ensure that health and disease do not become a major problem for the town.

Solution?

The installation of a self-starting generator at the water tanks would ensure that the power supply to the pressure pumps can be maintained and that the town would be able to defend itself in a fire event or would still have access to water if the power fails.

Statutory Environment

Nil

Policy Implications

Nil.

Financial Implications

The cost to the Shire is nil; however, the Water Corporation may request a contribution for the generator.

Strategic Implications

Goal - Infrastructure

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

Strategy 9.1 Advocate for quality health and community services

Voting Requirement

Simple Majority

Officer Recommendation

That the Chief Executive Officer write to Water Corporation, Ministers and local members expressing concern over the potential risk and health issue concerns with the Yealering Water Supply in the event of a power failure and requesting a self-starting generator be installed for the facility.

Council Decision

Resolution	OCM-150726-10
Moved	Cr Corke
Second	Cr Allan

That the Chief Executive Officer write to Water Corporation, relevant Ministers and local members expressing concern over the potential risk and health issue concerns with the Yealering Water Supply in the event of a power failure and requesting a self-starting generator be installed for the facility.

Carried 5/0

For Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaul

Against Nil

13.6 Wickepin Hotel Alfresco Area

Submission to	Ordinary Council Meeting
Location / Address	34 Wogolin Road, Wickepin
Name of Applicant	Wickepin Community Investments Pty Ltd (Wickepin Hotel)
File Reference	A5143
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	8 July 2026
Attachments	Attachment 13.6.1- Minutes of previous approval July 2015 Attachment 13.6.2- Letter of previous approval July 2017 Attachment 13.6.3- Covering Letter to Council June 2026 Attachment 13.6.4- Liquor Licence Attachment 13.6.4a- Extended Liquor Licence Attachment 13.6.4b- Liquor Licence Map Attachment 13.6.4c- Liquor Licence Alfresco Area Attachment 13.6.5- Map of Alfresco area.

Summary

For Council to consider an application from Wickepin Community Investments Pty Ltd, trading as the Wickepin Hotel for the use of the footpath in front of the Hotel for an alfresco dining area.

Background

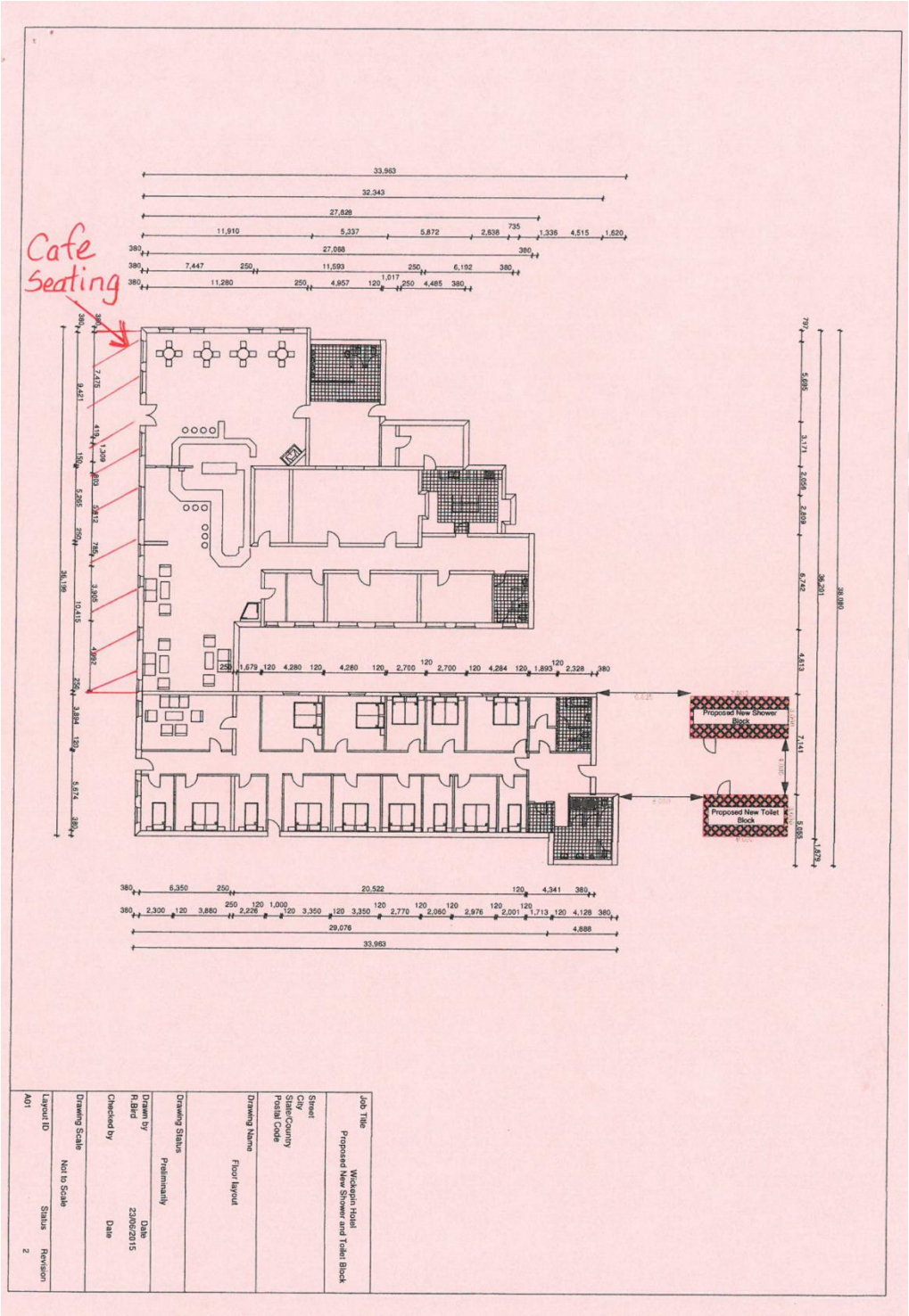
Council has received a request from the Wickepin Hotel requesting permission to have an alfresco dining area outside the hotel at the street frontage.

This had previously been granted to a previous owner of the Hotel in 2015 with the following resolution:

That Balcarres Pty Ltd of the Wickepin Hotel be permitted to provide alfresco dining outside and adjacent to the Wickepin Hotel on the condition that there is no obstruction to the main part of the Wogolin Street footpath and that pedestrians have clear access to the Hotel and surrounding businesses.

The Hotel is looking at a similar set-up for the alfresco area, as shown in the diagrams:





Comment

The Hotel has also submitted details of their liquor licence, which does cover the alfresco area as well.

The use of the alfresco area will be an attraction for the patrons of the Hotel, and also for visitors to Wickepin as they can enjoy an open setting and the views of the street and playground while enjoying their meal.

Council has also approved the Wickepin Newsagency to provide alfresco dining outside and adjacent to the Wickepin Newsagency on the condition that there are no obstructions to the footpath and pedestrians have clear access to the shop and surrounding businesses.

Policy Implications

Nil

Financial Implications

There is no cost to the Shire for this.

Strategic Implications**Goal - Economy**

Objective:	6	New businesses are attracted and existing businesses grow
Strategy	6.1	Support local business to thrive.

Voting Requirement

Simple Majority

Officer Recommendation

That Wickepin Community Investments, trading as the Wickepin Hotel be permitted to provide alfresco dining outside and adjacent to the Wickepin Hotel on the condition that there is no obstruction to the main part of the Wogolin Street footpath and that pedestrians have clear access to the Hotel and surrounding businesses.

Council Decision

Resolution	OCM-150726-11
Moved	Cr Miller
Second	Cr Corke

That Wickepin Community Investments, trading as the Wickepin Hotel be permitted to provide alfresco dining outside and adjacent to the Wickepin Hotel on the condition that there is no obstruction to the main part of the Wogolin Street footpath and that pedestrians have clear access to the Hotel and surrounding businesses.

Carried 5/0

For	Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaull
Against	Nil

Councillor Gaull supported the item, however raised concern for safety and requested consideration be given to having appropriate safety measures put in place around the alfresco area.

13.7 Voting Delegates – WALGA Annual General Meeting 2026

Submission to	Ordinary Council Meeting
Location / Address	Nil
Name of Applicant	WALGA
File Reference	GR.SL.1452
Author	David Burton, Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item
Report Written Date	8 July 2026
Attachments	Attachment 13.7.1- WALGA Convention Schedule

Summary

This report is for Council to determine voting delegates for the Annual General Meeting (AGM) for the Western Australian Local Government Association (WALGA) to be held in September 2026.

Background

WALGA is required to hold an AGM annually and will be held during the Annual WALGA Conference to be held between Wednesday 16th September (Council Meeting day) and Friday 18th September 2026

Comments

Council will be required to provide WALGA with voting delegates and proxy delegates for registration. Local Governments may nominate the Mayor/President and Deputy Mayor/President to be voting delegates and two other elected members (or the CEO) as proxies in the event a delegate cannot attend.

The theme of the conference is “Tomorrow’s World”, and it is being held from 16th September to 18th September. It should be noted that the 16th of September is the normal Council Meeting, but the Convention event for this day is the Heads of Agency Lunch, the Presidents and Mayors Forum and the welcome drinks. Council has the option of changing the date of the meeting or simply missing the first day's events.

The WALGA AGM will be held on Thursday, 17th September, from 2.30 pm.

The details of the information/breakout sessions are currently not available, but the format for the event allows the Members to choose the event they wish to attend.

It is the Council’s decision to nominate the delegates for the 2026 AGM to be held at the Perth Convention and Exhibition Centre.

Given that the conference is straight after the Council Meeting, the current topics of the discussions are not available, and that budget considerations are restrictive, Council may wish to forgo attendance at the conference.

Statutory Environment

There are no statutory requirements to this report.

Policy Implications

There are no policy implications to this report.

Financial Implications

The current budget considerations do not include funding for attendance at the conference. If members are attending, this would have to be included in the budget deliberations.

Strategic Implications

GOAL - Governance

Objective: 10 Our organisation is well positioned and has capacity for the future
Strategy: 10.3 Identify councillor training needs.

Voting Requirement

Simple Majority

Officer Recommendation

That Council;

1. *Nominates Councillor _____ and Councillor _____ as voting delegates for the 2026 WALGA Annual General Meeting; and*
2. *Nominates Councillor _____ and Councillor _____ as proxy voting delegates in the event that one or both delegates above are unable to attend.*

Alternative Officer Recommendation.

That: the Shire of Wickpin does not attend the 2026 WALGA Convention and does not have representation at the WALGA AGM.

Council Decision

Resolution OCM-150726-12
Moved Cr Miller
Second Cr Gaull

Alternative Officer Recommendation.

That: the Shire of Wickpin does not attend the 2026 WALGA Convention and does not have representation at the WALGA AGM.

Carried 5/0

For Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaull
Against Nil

14 Confidential Reports and Information

15 Urgent Business

16 Closure

With no further business, the Presiding Member declared the meeting closed at 4.30pm.

UNCONFIRMED



9.1.1

Minutes of the RoeROC Executive Meeting held Monday 20 July 2026



RoeROC
Roe Regional Organisation of Councils

Corrigin
Kondinin
Kulin
Narembeen
Wickepin

RoeROC Executive Meeting

Monday 20 July 2026

Narembeen Council Chambers

MINUTES

Roe Regional Organisation of Councils

Minutes of the RoeROC Executive Meeting
held at the Shire of Narembeen on
Monday 20 July 2026

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10.	NEXT MEETING SCHEDULE	19
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Roe Regional Organisation of Councils

Minutes of the RoeROC Executive Meeting
held at the Shire of Narembeen on
Monday 20 July 2026

MINUTES

1. OPENING AND ANNOUNCEMENTS

Chairperson, Rebecca McCall declared the meeting open and welcomed attendees at 1.09pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Rebecca McCall	CEO, Shire of Narembeen (Chairperson)
Natalie Manton	CEO, Shire of Corrigin
Bruce Wright	CEO Shire of Kondinin
Alan Leeson	CEO, Shire of Kulin
David Burton	CEO, Shire of Wickepin
Darren Mollenoyux	RoeROC Executive Officer

2.2. Apologies

2.3. Guests

3. PRESENTATIONS

4. MINUTES OF MEETINGS

- 4.1 Minutes of the RoeROC Executive Meeting held on the 9th April 2026, are provided at **Attachment 4.1**.

OFFICER RECOMMENDATION AND DECISION

Moved: Bruce Wright

Seconded: David Burton

That the Minutes of the RoeROC Executive Meeting held on the 9th April 2026 are received as a true and correct record of proceedings.

Carried 5/0

- 4.2 Minutes of the RoeROC Shared Services Working Group Meeting held on the 10 July 2026, are provided at **Attachment 4.2** for information.

4.1. Business Arising

Nil

5. STATUS REPORT

RoeROC Executive Officer Key Performance Indicators Status Report

A copy of the Executive Officer KPI Status Report is attached.

EXECUTIVE OFFICER KPI 2026/2027 – STATUS REPORT

The following provides a status report as of 13 July 2026

ACTION	TIMELINE	STATUS
Retain a RoeROC Executive Officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	Ongoing	
KPI #1a	Timeline	
Coordinate the assessment process, in line with RoeROC's MOU, regarding the Shire of Quairading's consideration to join RoeROC, including consultation with member Shires and presentation of recommendations to the RoeROC Committee by the agreed timeframe. If endorsed - successfully implement all required actions to facilitate the inclusion of the Shire of Quairading, including governance, financial, administrative and communication requirements, by the agreed commencement date	July 2026 August 2026	- Presented in the June 2026 Committee Meeting. - Quairading informed of RoeROC's position on 4 June 2026. - Quairading considering options with a decision due on 30 July 2026.
KPI #1b	Timeline	
Review the Bendering Landfill Site Working Group Terms of Reference.	March 2027	

ACTION	TIMELINE	STATUS
Coordinate the development and implementation of a professional RoeROC organisational identity and communications platform to strengthen regional advocacy, stakeholder engagement and information sharing.	2026	
KPI #2a	Timeline	
Coordinate the development of the RoeROC brand, logo and website project in consultation with appointed consultants and RoeROC CEOs, including facilitation of design feedback, project timelines and delivery of agreed branding and website outcomes.	July 2026	- Logo and brand design undertaken in June 2026 - Refinement of logo and brand completed on 9 July 2026
KPI #2b	Timeline	
Successfully implement the adopted RoeROC brand and website across RoeROC operations, including rollout of branding, website launch and integration into advocacy, governance and stakeholder engagement activities.	August 2026	

ACTION	TIMELINE	STATUS
Coordinate and progress regional advocacy, stakeholder engagement and funding opportunities to support the implementation of the RoeROC Key Worker Housing Project and endorsed Action Plan.	2026 - 2027	
KPI #3a	TIMELINE	
Proactively identify, investigate and progress relevant grant funding opportunities for the RoeROC Key Worker Housing Project, including coordination of funding applications, stakeholder engagement and reporting of opportunities and outcomes to RoeROC CEOs and Committee.	Ongoing 2026/27	Ongoing
KPI #3b	Lodgement	
Coordinate and facilitate the RoeROC Key Worker Housing Action Group, including convening regular meetings, progressing agreed advocacy and implementation actions, and providing progress updates and recommendations to each RoeROC Executive and Committee Meeting.	Ongoing 2026/27	Ongoing
ACTION	TIMELINE	STATUS
Coordinate and progress regional emergency resilience and disaster mitigation funding opportunities that support improved evacuation capability and infrastructure resilience across participating RoeROC Shires.	2025/26	
KPI #4a	Timeline	
Coordinate the development and submission of a joint RoeROC Disaster Ready Fund (DRF) application in consultation with participating member Shires, including Corrigin, Kulin, Narembeen and Wickepin.	3 July 2026	Grant application prepared in conjunction with Grants Empire and submitted on the 30 June 2026.
KPI #4b	Lodgment	
Continue to identify funding opportunities for additional projects that align with local emergency arrangements and community resilience objectives.	Ongoing 2026/27	Monitoring
ACTION	TIMELINE	STATUS
Maintain functioning shared services working groups.	2025/26	
KPI #5a	Timeline	
Provide executive support to the Shared Services Working Group to ensure alignment with RoeROC objectives and identified shared projects.	Ongoing	Continuing – with broader focus reset at the SSWG Meeting on the 10 July 2026, not just ERP project.
KPI #5b	Timeline	
Deliver effective executive support to the Bendering Landfill Site Working Group to ensure timely progression of initiatives and actions as directed by RoeROC, and in line with the Bendering Landfill Site Working Group MOU.	Ongoing	Continuing with next meeting on 20 July 2026.

KPI #5c	Timeline	
Implement the Shared Services and Collaboration Plan that identifies key areas for inter-council collaboration, resource sharing, and efficiency improvements across RoeROC member shires.	Ongoing delivery Review in March 2027	

ACTION	TIMELINE	STATUS
Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing	
KPI #6a	Implement	
Populate a shared platform with expert contacts, resources and key RoeROC documents.	December 2026	Awaiting implementation of website

REVIEWING AND REPORTING	TIMELINE	STATUS
Review of KPI's will be conducted by Executive May 2027	Endorsement June 2027	
The Executive Officer is required to provide action updates through either the status report or inclusion in meeting agendas.	At each RoeROC Executive and Committee Meeting	Ongoing

6. MATTERS FOR DISCUSSION

6.1. RoeROC Advocacy

REPORTING OFFICER: Darren Mollenoyux
DISCLOSURE OF INTEREST: Nil
DATE: 13th July 2026
ATTACHMENT NUMBER: Nil

SUMMARY

This item provides an opportunity for CEOs to consider how RoeROC's achievements, successes and outcomes can be more actively promoted to Ministers, government agencies and other stakeholders, and to provide their thoughts and any preferred next steps.

BACKGROUND

At the RoeROC Committee Meeting held on 4 June 2026, Members discussed the value of promoting and highlighting the achievements, successes and outcomes delivered through RoeROC. It was suggested that key accomplishments and regional initiatives be communicated to relevant Ministers, government agencies and stakeholders, to strengthen awareness of RoeROC's role and advocacy efforts across the region.

It was noted that this work would also form part of the new RoeROC website, which is currently being developed alongside the new RoeROC brand and logo, with completion expected during July 2026.

COMMENT

The development of the new brand and website provides a timely platform to support a more consistent approach to RoeROC advocacy. To assist CEOs in considering this matter, points for discussion include:

- Key RoeROC achievements, initiatives and outcomes suitable for external promotion
- The relevant Ministers, government agencies and stakeholders to be targeted
- How the new website and branding could be used to support this advocacy
- The RoeROC quarterly newsletter and where it should be publicised, including across member Shire websites, the new RoeROC website and other wider channels
- Whether there is an appetite to prepare joint announcements or liaise with media opportunities at a level greater than RoeROC member Shires
- Any further work or resourcing required to progress this matter

This item is intended to raise the matter with CEOs at this stage and seek their initial thoughts, with any agreed next steps to be progressed by the Executive Officer.

STRATEGIC OBJECTIVES

RoeROC Strategic Priorities 2026 – 2028

- **Deliver** – Develop and implement of a professional RoeROC organisational identity and website to strengthen regional advocacy, stakeholder engagement and information sharing.
- **Advocate** – Advocate for the infrastructure required to attract and retain business and projects in the region.
- **Facilitate and Partner** – Identify and develop strategic projects for collaborative future funding opportunities and partnerships with State and Federal Government, or other key stakeholders.

ACTION

That RoeROC CEOs consider this matter and provide direction on any preferred next steps to progress RoeROC advocacy.

ACTIONS

- **Maintain a record of advocacy activities undertaken, for future reference.**
- **Invite the WALGA President and Deputy President to attend a future RoeROC Meeting.**
- **Invite the RDA and WDC Chairs and CEOs to attend a future RoeROC Meeting.**
- **Create a RoeROC prospectus.**
- **Issue regular media releases with concise updates on RoeROC projects and current initiatives.**
- **Promote RoeROC through individual Shire social media channels and other platforms.**
- **Promote the efficiencies achieved through working collaboratively as a region.**

6.2. RoeROC Key Worker Housing Action Group - Update

REPORTING OFFICER:	Darren Mollenoyux, RoeROC Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	13 th July 2026
ATTACHMENT NUMBER:	6.2a – RoeROC Key Worker Housing Project Ministerial Briefing 6.2b - RoeROC Meeting Agenda - State Ministers - June 2026
CONSULTATION:	Rebecca McCall, Lead Housing Project CEO Alan Leeson, RoeROC Member CEO

SUMMARY

This item updates CEOs on RoeROC Key Worker Housing Action Group activities since the June 2026 Committee Meeting, including the meeting with State Ministers and Rebecca McCall's subsequent engagement in Canberra.

BACKGROUND

At the June 2026 Committee Meeting, delegates were advised that a meeting had been held with Whitney Consulting regarding potential eligibility under the Federal Government's Housing Australia Future Fund (HAFF), and that current HAFF parameters are not well suited to the RoeROC project model or comparable Wheatbelt local government housing initiatives.

COMMENT

Since that meeting, two further developments have progressed the project's advocacy position:

- On 11 June 2026 Rebecca McCall and Darren Mollenoyux attended a delegation meeting with the Hon John Carey MLA and the Hon Stephen Dawson MLA at Parliament House. The meeting briefed both Ministers on the RoeROC Key Worker Housing Project and canvassed opportunities for State support, targeted Commonwealth and State co-investment, and the availability of GROH housing stock in the Eastern Wheatbelt. The agenda for that meeting is attached for CEOs' reference.
- Rebecca McCall and Natalie Manton attended the ALGA National General Assembly in Canberra, with a particular focus on access to suitable Commonwealth grant programs, including the HAFF. They also participated in parliamentary meetings and used the opportunity to advocate with Federal parliamentarians and advisers on the need for practical housing solutions for regional local governments. Rebecca separately met with Housing Australia to discuss the RoeROC Key Worker Housing Project directly. These discussions reinforced that key worker housing remains a shared challenge across rural communities and helped position the RoeROC project within broader national conversations about workforce attraction, service delivery and regional liveability.

Rebecca, Alan and Darren will also provide verbal progress update on this project.

FINANCIAL IMPLICATIONS

No additional financial commitment is sought at this stage.

STRATEGIC OBJECTIVES

RoeROC MOU

2(b) To advocate on regional issues as they are identified and supported by member Councils.

Strategic Priorities 2025 – 2028

Advocate – Progress regional advocacy, stakeholder engagement and funding opportunities to support the implementation of the RoeROC Key Worker Housing Project and endorsed Action Plan (2026-2028).

VOTING REQUIREMENTS

Simple Majority

ACTION

- Present the RoeROC Housing Advocacy Position at a higher level including WALGA Zones.**
- Provide Minister Carey and Minister Dawson with an update on the outcomes of the Canberra ALGA visit.**
- Advocate for improved awareness between agencies and GROH regarding the need, allocation and availability of Government Employee Housing.**
- Obtain a quote from Whitney Consulting to update the Business Case and Cost-Benefit Analysis (CBA) for the inclusion of Wickepin in the Key Worker Housing Project.**

7. MATTERS FOR DECISION

7.1. RoeROC Shared Services Working Group Terms of Reference

REPORTING OFFICER:	Darren Mollenoyux, RoeROC Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	11 July 2026
ATTACHMENT NUMBER:	7.1 – RoeROC SSWG Terms of Reference
CONSULTATION:	RoeROC SSWG

SUMMARY

To review the RoeROC Shared Services Working Group (SSWG) Terms of Reference and seek the CEOs' endorsement of the updated Terms of Reference for recommendation to the RoeROC Committee.

BACKGROUND

The RoeROC Shared Services Working Group was established to identify and progress opportunities for shared services, regional collaboration and organisational capacity building across the RoeROC member Councils.

The Terms of Reference provide the governance framework for the Working Group, outlining its purpose, objectives, membership, meeting arrangements and reporting responsibilities.

At its meeting held on 10 July 2026, the Shared Services Working Group undertook a review of its Terms of Reference to ensure they remain fit for purpose and continue to support the strategic direction of RoeROC and the evolving role of the Working Group.

COMMENT

The Working Group considered the current Terms of Reference and confirmed they continue to provide an appropriate framework for the operation of the Shared Services Working Group.

In undertaking the review, members acknowledged that while the Working Group has spent significant time over the past 12 months on the ERP Project, its broader role in facilitating shared services, resource sharing and collaborative regional initiatives needs to be allocated time within the existing Terms of Reference.

The Working Group determined that no amendments were required. The only amendment was to update the membership reference from four participating member Shires to five, reflecting the inclusion of the Shire of Wickelbin as a RoeROC member.

An updated Terms of Reference has been prepared incorporating this amendment and is presented for the CEOs' consideration.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC OBJECTIVES

RoeROC MOU

2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

RoeROC Strategic Priorities 2026–2028

Statement of Strategic Outcome 3 – We are a regional network of diverse communities, advocating and working together to grow a positive future.

- Facilitate – Maintain functioning shared services working groups.
- Facilitate – Continue to facilitate the sharing of knowledge and understanding between Shires for regional benefit.
- Facilitate and Partner – Identify and develop strategic projects for collaborative future funding opportunities and partnerships with State and Federal Government, or other key stakeholders.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the RoeROC CEOs:

1. Receive and review the updated RoeROC Shared Services Working Group Terms of Reference, as reviewed by the RoeROC Shared Services Working Group, and provide feedback on any amendments considered necessary.
2. Recommend the updated RoeROC Shared Services Working Group Terms of Reference, incorporating any amendments endorsed by the RoeROC CEOs, to the RoeROC Committee for endorsement.

DECISION

Moved: Natalie Manton

Seconded: David Burton

That the RoeROC CEOs:

1. Receive and review the updated RoeROC Shared Services Working Group Terms of Reference, as reviewed by the RoeROC Shared Services Working Group.
2. Amend the RoeROC SSWG Terms of Reference to include that the SSWG meet once per year with the RoeROC Executive to collectively review the RoeROC Strategic Plan.
3. Recommend the updated RoeROC Shared Services Working Group Terms of Reference, incorporating the amendments endorsed by the RoeROC CEOs, to the RoeROC Committee for adoption.

Carried 5/0

8. GENERAL BUSINESS / UPDATES

8.1 ERP Update

At the RoeROC SSWG meeting on 10 July 2026 the group discussed the progress of the ERP project. The Working Group noted the progress made since the project commenced, including refinement of the WALGA ERP procurement resources, completion of Council specific scoping work, development of procurement documentation and consideration of the legislative requirements associated with collaborative procurement.

Following discussion, the Working Group endorsed a revised project delivery approach that supports a coordinated regional procurement process while allowing each participating Local Government the flexibility to select the ERP solution that best meets its individual Council requirements.

The Working Group also agreed to revise the indicative implementation timetable as follows:

Council	Indicative Go Live
Shire of Narembeen	1 July 2027
Shire of Kulin	1 July 2028
Shire of Corrigin	1 July 2028
Shire of Kondinin	1 July 2028
Shire of Wickepin	TBA

To progress the project, the Working Group agreed to the next steps:

- Agreed that 2026/27 will be dedicated to data cleansing and preparation across participating Local Governments.
- Fiona to prepare and circulate a schedule outlining the proposed data cleansing activities and associated timeframes.
- RoeROC Executive Officer to coordinate presentations from ERP software providers to the RoeROC SSWG in February 2027.
- Subject to the outcomes of the provider presentations, prepare a joint Request for Quotation for release in March 2027, incorporating a collaborative procurement approach while allowing each participating Local Government the flexibility to select its preferred ERP solution.

ACTION

1. That the RoeROC SSWG consider proceeding directly to a Request for Tender (RFT), rather than conducting a Request for Quotation (RFQ) beforehand, removing duplication between the two processes.
2. That the Executive Officer seeks feedback from the Shared Services Working Group on whether additional technical or project support is required.

8.2 Rebrand and Website Project

The RoeROC Rebrand and Website Project is progressing well.

Following the development of three initial branding concepts by Sally J Design, feedback was sought from all RoeROC CEOs. While the initial feedback identified varying preferences, further consultation resulted in unanimous support for Concept 1 as the preferred branding direction, with only minor refinements requested.

Based on this endorsement, Sally J Design has progressed the concept into a comprehensive brand identity package, including primary and secondary logos, supporting brand elements, a colour palette, letterhead template and branding mock-ups demonstrating the application of the new visual identity.

A final round of CEO feedback has been provided, with only minor amendments relating to the logo font bolding and alignment. Once these refinements have been completed the final brand style guide and associated branding files will be prepared for distribution.

Website development will now progress using the new branding and visual identity, ensuring a consistent and professional online presence.

8.3 ARIC Training

As previously advised RoeROC was successful in securing a WALGA Essential Skills for Independent Audit Risk and Improvement Committee Members training to be held in Corrigin on Thursday, 23 July 2026. There are 15 registrations from 3 RoeROC Shires and 3 other Shires.

8.4 Shire of Quairading Membership Consideration

Following the RoeROC Committee's resolution of 4 June 2026, which invited the Shire of Quairading to submit a formal application for membership, the RoeROC Executive Officer has since written to the Shire of Quairading CEO, Nic Warren, formally advising of RoeROC's decision.

In response, the Shire of Quairading has sought further information to support its Council's consideration, specifically requesting a summary of RoeROC's top three highlights over the past 12 months, along with clarification of the terms and conditions relating to joining and withdrawing from the RoeROC MOU. The CEO has since advised that the Shire of Quairading Council is expected to consider the matter and determine its position at its meeting on 30 July 2026.

8.5 Proposed Field Trip

Following a suggestion from Alan Leeson, the RoeROC Executive Officer circulated an email to RoeROC CEOs seeking initial interest in a proposed two-day field trip.

The proposed field trip would provide an opportunity for RoeROC representatives to visit the Shires of Dandaragan and Victoria Plains to gain a greater understanding of their experiences, learnings and opportunities associated with renewable energy developments and key worker housing initiatives. It was also suggested that the itinerary could be expanded to include other Local Governments or projects of interest, while providing an opportunity for networking and strengthening relationships between RoeROC member Councils.

To date, the only response received was from the Shire of Corrigin, which indicated support for the concept and advised that Councillors would likely be interested in attending, subject to the proposed dates and itinerary.

CEOs are asked to consider the proposed regional field trip, including the level of interest from their Council and any suggestions for potential destinations, projects or topics that may be of benefit to include in the itinerary.

ACTION

Alan Leeson is to prepare a draft a schedule for a potential RoeROC regional bus tour, to be presented for consideration at the next RoeROC Executive meeting.

8.6 Disaster Ready Fund Application

The joint Disaster Ready Fund (DRF) Round 4 application was finalised and submitted on 30 June 2026 on behalf of the Shires of Corrigin, Kulin, Narembreen and Wickepin.

As previously endorsed, the application seeks funding for the installation of backup generators at designated emergency evacuation centres across the four participating towns, together with the associated electrical infrastructure upgrades and increased connection capacity required to support generator operation during emergency events and power outages.

Due to time constraints Empire Grants were engaged in the preparation of the supporting business case and grant application to strengthen the submission. The application is now awaiting the outcome of the funding assessment.

8.7 Local Government Rural Health Funding Alliance

The Executive Officer has received an update from the Local Government Rural Health Funding Alliance following the national workshop held in Canberra on 22 June 2026, which brought together more than 30 local governments, associations and rural health organisations from across Australia to advocate for sustainable Commonwealth funding for rural general practitioner attraction and retention.

The Alliance has requested participating local governments to continue supporting the initiative by formally registering their support for the Alliance, promoting the attached media release through local communication channels where appropriate, and tabling the workshop summary at the next available Council Information Session or Briefing. The Alliance has advised that a further meeting will be convened following the recent Australian Local Government Association National General Assembly to progress the agreed advocacy actions and coordinate future engagement with the Commonwealth Government.

The Workshop Summary, Media Release, and Alliance Information and Registration Details are provided at **Attachment 8.7**.

8.8 Proposal for a Joint NEWROC, RoeROC and WEROC Application Housing Support Program – Local Infrastructure Fund

The Australian Government has announced the Housing Support Program – Local Infrastructure Fund (LIF), a \$2 billion program to fund enabling infrastructure that unlocks new housing developments. Funding will be delivered over two rounds, with the first expected to open later this year and a second round anticipated in mid-2027. Regional projects are a key focus of the program.

This presents an opportunity for the ROCs to consider a joint regional application, combining eligible infrastructure projects from participating member councils to demonstrate broader regional housing outcomes.

Initial Scoping

At this stage, the full program guidelines and assessment criteria have not yet been released. The attached project spreadsheet is intended to gather preliminary information based on the current Fact Sheet and our interpretation of the likely program requirements. As further guidance is released, additional information may be required, and project eligibility may change.

Councils wishing to participate are requested to complete the attached spreadsheet using the best information currently available. This will enable the ROCs to:

- identify eligible infrastructure projects;
- assess likely eligibility and project readiness;
- estimate the value and scale of a regional submission;
- identify the number of housing lots/dwellings that could be unlocked; and
- determine whether there is sufficient merit to pursue a joint application.

If We Proceed

If there is sufficient regional interest, participating councils will need to commit to developing project information in readiness for Round 1 later this year. This is expected to include project scope, plans, cost estimates, timelines, approvals and supporting documentation demonstrating project readiness and housing outcomes.

Projects not ready for Round 1 may be considered for the second funding round in mid-2027.

A competitive regional submission will likely require:

- preparation of a regional business case;
- a Cost Benefit Analysis (CBA);
- engagement of a consultant to prepare the application; and
- a simple governance structure, including nomination of a Lead Council to coordinate the application.

Recommendation

Member councils are invited to complete and return the attached spreadsheet. This initial scoping exercise will allow the ROCs to determine whether there is a sufficiently strong pipeline of eligible projects to justify progressing a joint regional funding application. Completion of the spreadsheet does not commit councils to participating in a future application but will inform whether further work should be undertaken.

9. Bendering Landfill Site Items

9.1. Bendering Landfill Site Working Group – Terms of Reference Review

REPORTING OFFICER:	Darren Mollenoyux, RoeROC Executive Officer
DISCLOSURE OF INTEREST:	
DATE:	13 July 2026
ATTACHMENT NUMBER:	9.1 – Bendering Working Group Terms of Reference
CONSULTATION:	RoeROC CEOs

SUMMARY

This item provides an update on the review of the Bendering Landfill Site Working Group Terms of Reference and seeks CEO feedback to enable the document to be finalised.

BACKGROUND

At the RoeROC Executive Meeting held on 9 April 2026, it was resolved that the Bendering Landfill Site Member CEOs provide collective feedback on the review of the Working Group Terms of Reference, including clarification around responsibilities and meeting reporting, with feedback to be provided to the RoeROC Executive Officer for presentation to RoeROC for formal adoption.

CEOs have now had the opportunity to consider the existing Terms of Reference since it was provided with the agenda item at the April 2026 meeting, and the review can now progress.

COMMENT

A review of the Terms of Reference is considered timely, noting that recent instances have highlighted that issues remain regarding reporting structures, role clarity, and engagement between all parties.

The review aims to address these matters by ensuring that:

- The role of the Roe EHO is clear, specifically regarding technical oversight, compliance, preparing agenda items and operational coordination.
- The role of the RoeROC Executive Officer is clearly defined in relation to administration, coordination, and reporting.
- Reporting pathways and communication protocols are clearly established and understood by all parties.
- The Working Group's autonomy is clear, including its ability to make operational decisions where required, with appropriate oversight and reporting.
- The alignment of the Working Group to RoeROC governance structures is strengthened, including how information is escalated and decisions are endorsed.

Strengthening these elements will improve efficiency, reduce unnecessary back-and-forth communication, and support a more coordinated and effective approach to the management of the Bendering Landfill Site.

It is proposed that CEO feedback on the Terms of Reference, having regard to the matters above, be provided at this meeting, so the document can progress to finalisation.

Feedback received will be compiled by the RoeROC Executive Officer with the proposed draft amendments. The Bendering Landfill Site Working Group will then be provided the opportunity to review and provide feedback on the draft amendments, prior to the document being presented to the RoeROC Committee Meeting to be held on 3 September 2026, for formal adoption.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Environmental Protection (Rural Landfill) Regulations 2002

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the review of the Terms of Reference. Any future changes to roles, responsibilities, or governance arrangements identified through the review may have resourcing implications.

STRATEGIC OBJECTIVES

RoeROC MOU

- 2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the RoeROC Executive:

1. Review the Bendering Landfill Site Working Group Terms of Reference and provide feedback on proposed amendments, including roles, responsibilities, and reporting structures.
2. Endorse the RoeROC Executive Officer compiling CEO feedback with the draft amendments and providing the Bendering Landfill Site Working Group the opportunity to review the draft.
3. Present the final draft to the RoeROC Committee Meeting on 3 September 2026, for formal adoption.

Alan Leeson left the Council Chambers at 2.39pm

RECOMMENDATION

Moved: Rebecca McCall

Seconded: Natalie Manton

1. That the overarching management, decision-making and reporting arrangements for the Bendering Landfill Site Project be realigned to the Bendering Landfill Site Member Councils, with coordination provided by the Lead Shire (Shire of Corrigin).
2. That RoeROC, including the RoeROC Executive Officer, cease to have any decision-making authority or operational involvement in the Project.
3. That the Project continue under the existing RoeROC Memorandum of Understanding, noting not all RoeROC Member Shires are participants in the Project.
4. Participating CEOs provide any feedback on the Bendering Landfill Working Group Terms of Reference to the Lead CEO, for refinement and endorsement at the next Bendering Landfill Site Meeting.

Carried 3/0

Alan Leeson returned to the Council Chambers at 2.50pm

9.2. Bendering Asbestos Fee Waiver Request Policy

REPORTING OFFICER:	Darren Mollenoyux, RoeROC Executive Officer
DISCLOSURE OF INTEREST:	
DATE:	13 July 2026
ATTACHMENT NUMBER:	9.2 – Shire of Kondinin Report and Annexure Bendering Asbestos
CONSULTATION:	RoeROC Committee RoeROC CEOs RoeROC EHO

SUMMARY

CEOs are to consider the next steps arising from the RoeROC Committee's consideration of the Shire of Kondinin's request for dispensation of Bendering Landfill Site asbestos disposal fees. CEOs are requested to progress the development of a Bendering Landfill Site Asbestos Disposal Fee – Consideration of Waiver Policy and provide direction on the matters required to inform a draft policy for consideration at the September 2026 RoeROC Committee Meeting.

BACKGROUND

At the RoeROC Committee Meeting held on 4 March 2026, the Committee considered a request from the Shire of Kondinin seeking dispensation of disposal fees for approximately 300m³–400m³ of asbestos-contaminated soil from Reserve 22905 and Reserve 22906. A motion to grant a 100% fee waiver lapsed due to the lack of a seconder, and the Committee resolved that the RoeROC CEO Group develop a consistent approach for consideration of future asbestos disposal fee waiver requests.

At the RoeROC Executive Meeting held on 9 April 2026, CEOs discussed the operational, financial and governance implications of the matter and resolved to recommend the inclusion of a 25% discount for asbestos disposal at the Bendering Landfill Site for Member Councils, to be reflected in the adopted Fees and Charges.

The matter was subsequently presented to the RoeROC Committee Meeting held on 4 June 2026. Consideration of the item was deferred, with the Committee requesting that CEOs undertake further discussion and determine an appropriate process for managing requests for asbestos fee waivers, rather than proceeding directly to adoption of the discounted fee.

COMMENT

CEOs are asked to determine a final position for presentation to the RoeROC Committee, having regard to the Committee's request for a considered process rather than a standing discount alone. Matters for discussion include:

- Whether a standardised discounted fee for Member Councils, a formal waiver policy, or a combination of both best addresses the Committee's concerns.
- The criteria that would apply to any future waiver request, including distinctions between emergency situations, unplanned public health remediation, community projects, insured events and private works.
- The financial impact on the Bendering Landfill Site budget and cost-sharing arrangements between member Shires.
- The approval pathway for future requests, including the respective roles of the Lead Shire and the RoeROC Committee.

CEOs are requested to provide clear direction on the preferred approach, to enable a report to be finalised for the next RoeROC Committee Meeting.

STATUTORY ENVIRONMENT

The Work Health and Safety Act 2020 (WHS Act), the Work Health and Safety (General) Regulations 2022 (WHS Regulations) and Work Health and Safety (Mines) Regulations 2022 (WHS Mines Regulations) outline all responsibilities and duties relating to workplace health and safety in Western Australia.

Health (Asbestos) Regulations 1992
Environmental Protection Act 1986

POLICY IMPLICATIONS

No current policy exists

FINANCIAL IMPLICATIONS

Bendering Landfill Site Fees 2025/2026

Bendering Waste Site – Disposal	Per	Ex GST	GST	Total
Contaminated Asbestos Soil	Per m3	\$56.36	\$5.64	\$62.00
Contaminated Asbestos Soil	Per tonne	\$181.82	\$18.18	\$200.00
Plus asbestos mobilisation / treatment fee (or cost price plus 30% which ever is greater)	Once only	\$227.27	\$22.73	\$250.00
Admin / Supervisor Fee	Per hour	\$109.09	\$10.91	\$120.00

The cost of disposal of the volume of asbestos contaminated soil would be:

Volume	Per unit	Total
300m3	\$62.00	\$18,600
400m3	\$62.00	\$24,800

STRATEGIC OBJECTIVES

RoeROC MOU

2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That CEOs:

1. Determine the preferred approach for managing future asbestos disposal fee waiver requests at the Bendering Landfill Site, including whether this is best achieved through a standardised discount, a formal waiver policy, or both.
2. Provide direction for the preparation of a report to be presented to the next RoeROC Committee Meeting.

ACTION

The CEOs agreed to defer this item and refer the consideration of a Bendering Asbestos Fee Waiver Request Policy to the Bendering Landfill Site Members for determination.

9.3. Bendering Landfill Site

REPORTING OFFICER:	Darren Mollenoyux, RoeROC Executive Officer
DISCLOSURE OF INTEREST:	
DATE:	13 July 2026
ATTACHMENT NUMBER:	
CONSULTATION:	Bendering Landfill Site Working Group

SUMMARY

This item provides an update to the RoeROC Executive on the outcomes of the Bendering Landfill Working Group meeting held on 20 July 2026 including operational matters relating to the Bendering Landfill Site.

BACKGROUND

At the RoeROC Committee Meeting held 4 June 2026, the Chair of the Bendering Landfill Working Group provided an update regarding a request from Avon Waste for cover material at the new cell, following a site visit undertaken with Judd. The scope of works identified included grader works to rip and windrow existing stockpile locations and clear access tracks, cartage of material using single side tippers and a loader, and plant contributions offered by the Shires of Corrigin and Narembeen. The Working Group advised that sufficient cover material needed to be stockpiled to carry the site through until September 2026, when a further week of work is planned.

Arising from this update, the Committee resolved:

That the Bendering Landfill Site Working Group bring forward its next meeting, currently scheduled for September 2026, to facilitate discussions and planning regarding Avon Waste arrangements and other operational, planning and management matters relating to the Bendering Landfill Site.

COMMENT

In accordance with the request, the Bendering Landfill Working Group will meet earlier on the day of 20 July 2026, ahead of the RoeROC Executive Meeting. As the Working Group meeting will have concluded shortly before the Executive Meeting, a verbal update on the outcomes will be provided at the meeting, including matters relating to Avon Waste arrangements, cover material works, and other operational, planning and management matters relating to the Bendering Landfill Site.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Environmental Protection (Rural Landfill) Regulations 2002

POLICY IMPLICATIONS

No current policy exists

FINANCIAL IMPLICATIONS

Nil directly associated with this item. Any financial implications arising from plant, labour or material contributions discussed at the Working Group meeting will be identified as part of the verbal update.

STRATEGIC OBJECTIVES

RoeROC MOU

2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That CEOs:

1. Note the verbal update on the outcomes of the Bendering Landfill Working Group meeting held on 20 July 2026; and
2. Determine any further actions required regarding operational, planning and management matters relating to the Bendering Landfill Site.

NOTE

The Bendering Landfill Site Working Group's meeting scheduled for 10.00am on Monday 20 July 2026 was cancelled due to the unavailability of an Avon Waste representative.

LATE MATTERS RAISED

- **Public Sector Commission**

Consideration of requesting the Public Sector Commission to come to the RoeROC region to hold a training session within the RoeROC regions.

ACTION

That the RoeROC Executive Officer contacts the Public Sector Commissioner to seek an opportunity to hold a training session within the RoeROC Shires.

- **RAV Access on Local Roads**

CEOs discussed advocacy options regarding the State Government's temporary RAV access waiver on local roads, introduced during the fuel crisis. The CEOs agreed to advocate through individual Shires and at WALGA Zone for clarity on when the waiver would be reassessed.

- **LGIS Golf Day**

David Burton provided a reminder for registrations for the upcoming LGIS Golf Day.

10. NEXT MEETING SCHEDULE

Executive Meeting Schedule 2026

Thursday 6th August 2026 at 1.00pm

Via Teams if required

Thursday 5th November 2026 at 1.00pm

Shire of Narembeen

RoeROC Meeting Schedule 2026

Thursday 3rd September 2026 at 1.00pm

Shire of Narembeen

Thursday 3rd December 2026 at 1.00pm

Shire of Narembeen

11. CLOSURE

The Chair, Rebecca McCall thanked everyone for their attendance and declared the meeting closed at 3.13pm.



13.1.1

List of Accounts July 2026

List of Accounts Due & Submitted to Council

July-26

Chq/EFT	Date	Name	Muni
EFT16290	03/07/2026	AUSTRALIA POST	\$ 68.06
EFT16291	03/07/2026	AIR LIQUIDE WA PTY LTD	\$ 58.90
EFT16292	03/07/2026	GOODYEAR AUTOCARE NARROGIN	\$ 7,870.00
EFT16293	03/07/2026	BKS ELECTRICAL	\$ 143.00
EFT16294	03/07/2026	COUNTRY PAINT SUPPLIES	\$ 199.76
EFT16295	03/07/2026	COZY GROVES	\$ 368.80
EFT16296	03/07/2026	LANDGATE	\$ 7,104.29
EFT16297	03/07/2026	DAIMLER TRUCKS	\$ 544.49
EFT16298	03/07/2026	ELDERS WICKEPIN	\$ 4,683.80
EFT16299	03/07/2026	JOHN PARRY MEDICAL CENTRE	\$ 205.00
EFT16300	03/07/2026	GREAT SOUTHERN FUEL SUPPLIES	\$ 17,649.01
EFT16301	03/07/2026	G & M DETERGENTS	\$ 520.00
EFT16302	03/07/2026	BERYLE HOLM	\$ 677.55
EFT16303	03/07/2026	IT VISION	\$ 43,543.58
EFT16304	03/07/2026	ID RENT	\$ 6,897.00
EFT16305	03/07/2026	LOCAL GOVERNMENT PROFESSIONALS WA (LG PRO)	\$ 1,780.00
EFT16306	03/07/2026	MADEJ CONCRETING	\$ 4,543.00
EFT16307	03/07/2026	MARKET CREATIONS	\$ 13,750.00
EFT16308	03/07/2026	GREAT SOUTHERN WASTE DISPOSAL	\$ 7,682.68
EFT16309	03/07/2026	NARROGIN GLASS	\$ 275.09
EFT16310	03/07/2026	NARROGIN HARDWARE MAKIT	\$ 47.00
EFT16311	03/07/2026	NARROGIN PACKAGING	\$ 90.00
EFT16312	03/07/2026	ONE MUSIC	\$ 402.37
EFT16313	03/07/2026	OWENS BUILDING	\$ 708.84
EFT16314	03/07/2026	PERFECT COMPUTER SOLUTIONS - PCS	\$ 340.00
EFT16315	03/07/2026	REPCO	\$ 345.40
EFT16316	03/07/2026	RHYS ANTHONY BARRON-ALLISON	\$ 92.00
EFT16317	03/07/2026	PETER ROBERT STRIBLING	\$ 380.52
EFT16318	03/07/2026	TEAM GLOBAL EXPRESS PTY LTD	\$ 34.46
EFT16319	03/07/2026	SSJ TRANSPORT PTY LTD	\$ 19,800.00
EFT16320	03/07/2026	REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT INC	\$ 550.00
EFT16321	10/07/2026	GARY JOHN LANG	\$ 630.00
EFT16322	15/07/2026	GORDON PHILIP MCLEAN	\$ 630.00
EFT16323	20/07/2026	TUTT BRYANT EQUIPMENT	\$ 279.52
EFT16324	20/07/2026	KYLIE BOZANICH	\$ 69.50
EFT16325	20/07/2026	BRENTON CHIVERS	\$ 64.90
EFT16326	20/07/2026	DIGGAWEST & EARTHPARTS WA	\$ 2,580.82
EFT16327	20/07/2026	DUFFY ELECTRICS	\$ 387.56
EFT16328	20/07/2026	EWEN RURAL SUPPLIES	\$ 2,973.15
EFT16329	20/07/2026	ELDERS WICKEPIN	\$ 122.44
EFT16330	20/07/2026	FULFORD EARTHMOVING & CIVIL	\$ 4,312.00
EFT16331	20/07/2026	HC CONSTRUCTION SERVICES	\$ 7,345.80
EFT16332	20/07/2026	READYTECH USER GROUP WA INC	\$ 962.50
EFT16333	20/07/2026	LGIS INSURANCE BROKING SERVICE	\$ 8,063.00
EFT16334	20/07/2026	GREAT SOUTHERN WASTE DISPOSAL	\$ 7,057.40
EFT16335	20/07/2026	NARROGIN GLASS	\$ 180.36
EFT16336	20/07/2026	NARROGIN PUMPS, SOLAR AND SPRAYING	\$ 433.25
EFT16337	20/07/2026	NARROGIN PACKAGING	\$ 691.72
EFT16338	20/07/2026	SHIRE OF NAREMBEEN	\$ 2,307.80
EFT16339	20/07/2026	NARROGIN & DISTRICTS PLUMBING SERVICE	\$ 520.30
EFT16340	20/07/2026	OFFICEWORKS SUPERSTORES PTY LTD	\$ 378.69
EFT16341	20/07/2026	QUEST INNALOO	\$ 1,080.15
EFT16342	20/07/2026	THINKPROJECT AUSTRALIA PTY LTD	\$ 9,550.33
EFT16343	20/07/2026	REPCO	\$ 57.75
EFT16344	20/07/2026	SAFE ROADS WA	\$ 2,814.90
EFT16345	20/07/2026	SHIRE OF NARROGIN	\$ 1,564.50
EFT16346	20/07/2026	TEAM GLOBAL EXPRESS PTY LTD	\$ 48.24

Chq/EFT	Date	Name	Muni
EFT16347	20/07/2026	WORLDWIDE ONLINE PRINTING	\$ 1,120.00
EFT16348	20/07/2026	INDUSTRIAL AUTOMATION	\$ 4,587.00
EFT16349	20/07/2026	YEALERING SPRAYING SERVICE	\$ 1,320.00
EFT16350	20/07/2026	YENER MAINTENANCE AND PLANT HIRE	\$ 11,880.00
EFT16351	21/07/2026	AUSTRALIAN TAXATION OFFICE	\$ 4,011.00
EFT16352	28/07/2026	WHOLESALE PROMOTIONS WAREHOUSE PTY LTD	\$ 2,618.55
EFT16353	29/07/2026	DYENAMIC SUBLIMATION	\$ 1,899.70
EFT16354	31/07/2026	ARCUS	\$ 5,934.50
EFT16355	31/07/2026	AD ENGINEERING PTY LTD	\$ 528.00
EFT16356	31/07/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	\$ 3,179.08
EFT16357	31/07/2026	ARTFRAMERS VIC PARK PTY LTD	\$ 320.00
EFT16358	31/07/2026	GOODYEAR AUTOCARE NARROGIN	\$ 1,240.00
EFT16359	31/07/2026	BURGESS RAWSON (WA) PTY LTD	\$ 4,371.03
EFT16360	31/07/2026	CLARK EQUIPMENT	\$ 1,234.56
EFT16361	31/07/2026	COZY GROVES	\$ 275.00
EFT16362	31/07/2026	Dews Excavations	\$ 561.00
EFT16363	31/07/2026	BEFORE YOU DIG AUSTRALIA	\$ 498.08
EFT16364	31/07/2026	EVERLON BRONZE	\$ 333.30
EFT16365	31/07/2026	HITACHI CONSTRUCTION MACHINERY AUSTRALIA	\$ 978.22
EFT16366	31/07/2026	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	\$ 420.74
EFT16367	31/07/2026	LOCAL GOVERNMENT WORKS ASSOCIATION	\$ 1,145.00
EFT16368	31/07/2026	LGISWA	\$ 138,955.59
EFT16369	31/07/2026	MHG CONSTRUCTION PTY LTD	\$ 19,272.00
EFT16370	31/07/2026	NARROGIN & DISTRICTS PLUMBING SERVICE	\$ 7,387.60
EFT16371	31/07/2026	OWENS BUILDING	\$ 2,755.94
EFT16372	31/07/2026	REPCO	\$ 261.78
EFT16373	31/07/2026	R J SMITH ENGINEERING	\$ 240.00
EFT16374	31/07/2026	TEAM GLOBAL EXPRESS PTY LTD	\$ 128.31
EFT16375	31/07/2026	MADDINGTON VALVOLINE GLOBAL OPERATIONS AUSTRALIA	\$ 495.00
EFT16376	31/07/2026	WESTRAC EQUIPMENT	\$ 551.67
EFT16377	31/07/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION- WALGA	\$ 23,568.97
EFT16378	31/07/2026	WURTH AUSTRALIA PTY LTD	\$ 1,165.83
EFT16379	31/07/2026	WICKEPIN POST OFFICE	\$ 1,050.00
EFT16380	31/07/2026	INDUSTRIAL AUTOMATION	\$ 399.30
		TOTALS EFT	\$ 441,147.93
16063	03/07/2026	SYNERGY	\$ 457.61
16064	03/07/2026	WATER CORPORATION	\$ 2,092.28
16065	20/07/2026	SYNERGY	\$ 14,472.09
16066	20/07/2026	DMIRS - BOND ADMINISTRATOR	\$ 1,400.00
16067	20/07/2026	DMIRS - BOND ADMINISTRATOR	\$ 730.00
16068	20/07/2026	DMIRS - BOND ADMINISTRATOR	\$ 348.00
16069	31/07/2026	DMIRS - BOND ADMINISTRATOR	\$ 800.00
16070	31/07/2026	SYNERGY	\$ 38.21
16071	31/07/2026	WATER CORPORATION	\$ 2,413.45
		TOTALS CHEQUE	\$ 22,751.64
63030726	03/07/2026	TELSTRA	\$ 1,765.57
63310726	31/07/2026	TELSTRA	\$ 1,729.62
		TOTALS BPAY	\$ 3,495.19
DD98010726	01/07/2026	CRISP WIRELESS PTY LTD	\$ 238.00
DD16781.1	30/07/2026	3E ADVANTAGE PTY LTD	\$ 1,217.26
DD16788.1	23/07/2026	WA TREASURY	\$ 713.28
		TOTALS DIRECT DEBIT	\$ 2,168.54
DD16725.1	08/07/2026	AWARE SUPER	\$ 5,442.65
DD16725.2	08/07/2026	ANZ SUPER	\$ 130.05
DD16725.3	08/07/2026	CARESUPER	\$ 471.53
DD16725.4	08/07/2026	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	\$ 310.99
DD16725.5	08/07/2026	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	\$ 629.74
DD16725.6	08/07/2026	PRIME SUPER	\$ 305.43
DD16725.7	08/07/2026	MLC SUPER FUND - PLUM SUPER	\$ 562.69
DD16725.8	08/07/2026	AUSTRALIAN SUPER	\$ 279.25
DD16725.9	08/07/2026	REST INDUSTRY SUPER	\$ 669.56

Chq/EFT	Date	Name	Muni
DD16757.1	22/07/2026	AWARE SUPER	\$ 5,344.43
DD16757.2	22/07/2026	ANZ SUPER	\$ 195.23
DD16757.3	22/07/2026	CARESUPER	\$ 494.52
DD16757.4	22/07/2026	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	\$ 324.25
DD16757.5	22/07/2026	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION	\$ 567.16
DD16757.6	22/07/2026	PRIME SUPER	\$ 319.69
DD16757.7	22/07/2026	MLC SUPER FUND - PLUM SUPER	\$ 582.39
DD16757.8	22/07/2026	AUSTRALIAN SUPER	\$ 292.06
DD16757.9	22/07/2026	REST INDUSTRY SUPER	\$ 700.28
		TOTALS SUPERANNUATION	\$ 17,621.90
DD16763.1	22/06/2026	ANZ BANK	\$ 226.31
DD16792.1	22/07/2026	ANZ BANK	\$ 370.00
		TOTALS CREDIT CARD	\$ 596.31
98010726	01/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 1,775.15
98020726	02/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 32.00
98030726	03/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 726.30
98070726	07/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 888.20
98090726	09/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 1,065.50
98140726	14/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 6,532.00
98160726	16/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 1,791.45
98170726	17/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 574.90
98200726	20/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 1,956.75
98210726	21/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 172.00
98220726	22/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 877.65
98230726	23/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 126.55
98240726	24/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 225.00
98270726	27/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 741.80
98290726	29/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 329.80
98300726	30/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	\$ 70.90
		TOTALS LICENSING	\$ 17,885.95
25/06/2026	08/07/2026	PAYROLL	\$ 48,264.00
9/07/2026	22/07/2026	PAYROLL	\$ 51,281.00
		TOTALS PAYROLL	\$ 99,545.00
		ACCOUNT TOTALS	\$ 605,212.46
		TOTAL PAYMENTS JULY 2026	\$ 605,212.46

Credit Card Payment Summary

25/05/2026 TO 22/06/2026

CARD ENDING XXXX224175		
DATE	COMPANY	AMOUNT
26/05/2026	FLAG WORLD	176.31
12/06/2026	MAIN ROADS WA	50.00
		\$ 226.31

CARD ENDING XXXX244131		
DATE	COMPANY	AMOUNT
		\$ -
		\$0.00
		\$226.31

Credit Card Payment Summary

23/06/2026 TO 22/07/2026

CARD ENDING XXXX224175		
DATE	COMPANY	AMOUNT
30/06/2026	ROYAL LIFE SAVING BROADWAY	\$ 130.00
2/07/2026	SPOTLIGHT PTY LTD	\$ 240.00
		\$ 370.00

CARD ENDING XXXX244131		
DATE	COMPANY	AMOUNT
		\$ -
		\$ -
		\$ 370.00

FUEL CARD

Jun-26

Job	Job Description	Line Total
P475	CAT 444F2 BACKHOE LOADER	\$ 452.05
P248	HINO 700 SERIES - FS 2848	\$ 1,229.75
P342	HINO 700 SERIES FS2848	\$ 237.22
P1955A	FUSO CANTER 7.5T CREW CAB	\$ 4,341.58
P1915	HINO 500 SERIES 1628 MEDIUM NINE TRUCK	\$ 495.85
P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS	\$ 384.37
P2433	HINO FG 1628 TRUCK	\$ 557.67
P2489	BOBCAT T650 TRACK LOADER	\$ 570.37
P2473	HINO 300 SERIES 921 AUTO TRADE ACE	\$ 1,042.61
P468	HOLDEN COLORADO 4X4 SINGLE CAB - GARDENER'S UTE	\$ 206.72
P706	HOLDEN COLORADO 4X4 SINGLE CAB CHASSIS 2.8L TURBO DIESEL UTE	\$ 643.63
P632	ISUZZ D-MAX 4X4 SINGLE CAB CHASSIS SX AUTO	\$ 479.18
P468	HOLDEN COLORADO 4X4 SINGLE CAB - GARDENER'S UTE	\$ 10.92
PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE -CEO	\$ 269.09
P237	TOYOTA COMMUNITY BUS	\$ 105.15
P2567	ISUZU DMAX - WHITE CREW CAB CHASSIS SX 3.0L AUTO	\$ 661.15
PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB AUTO XT 3.0L	\$ 1,538.93
P813	CAT 12H GRADER 2017	\$ 1,326.93
	TOTAL	\$ 14,553.17



13.2.1

Monthly Financial Report

July 2026



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 July 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 July 2026 of \$753,635.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

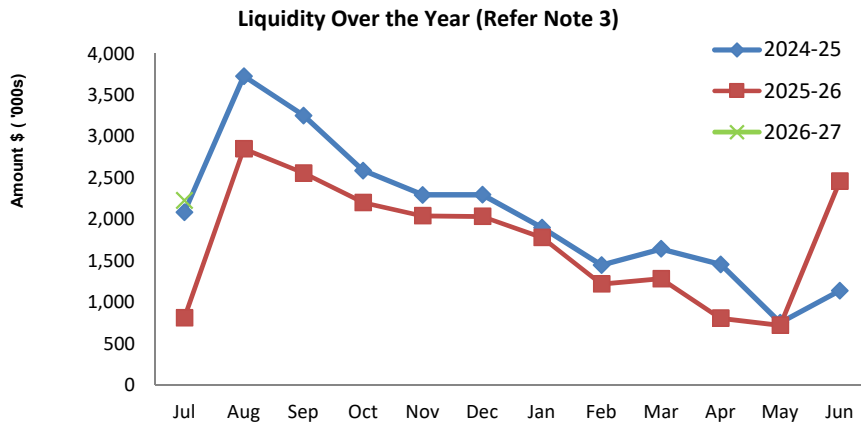
Preparation

Prepared by: E.Clement DCEO
Date prepared: 10-Aug-26
Reviewed by: David Burton CEO

Shire of Wickepin

Monthly Summary Information

For the Period Ended 31 July 2026

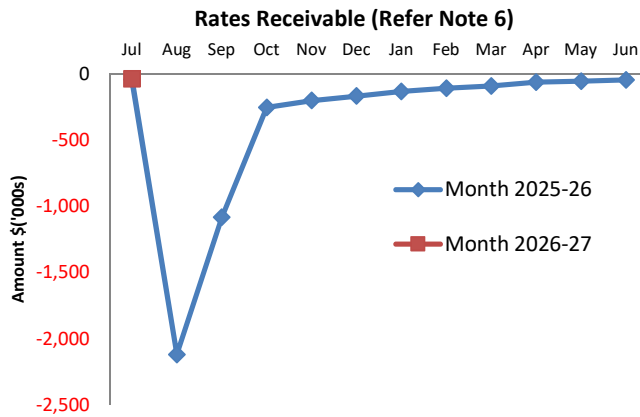


Cash and Cash Equivalents as at period end

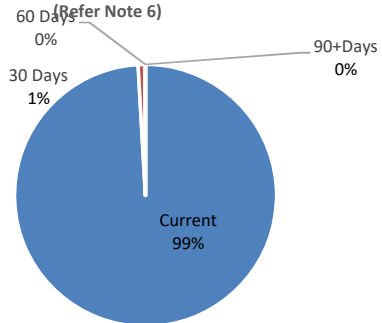
Unrestricted	\$	2,425,547
Restricted	\$	3,238,457
	\$	<u>5,664,004</u>

Receivables

Rates	\$	39,700
Other	\$	8,754
	\$	<u>48,454</u>



Accounts Receivable Ageing (non-rates)



Comments

Unrestricted cash includes the following payments in advance

26/27 Grants Commission - General	\$ 1,712,000.00
26/27 Grants Commission - Roads	

Amounts paid in advance	\$ 1,712,000.00
--------------------------------	------------------------

Please note breakdown is not yet available

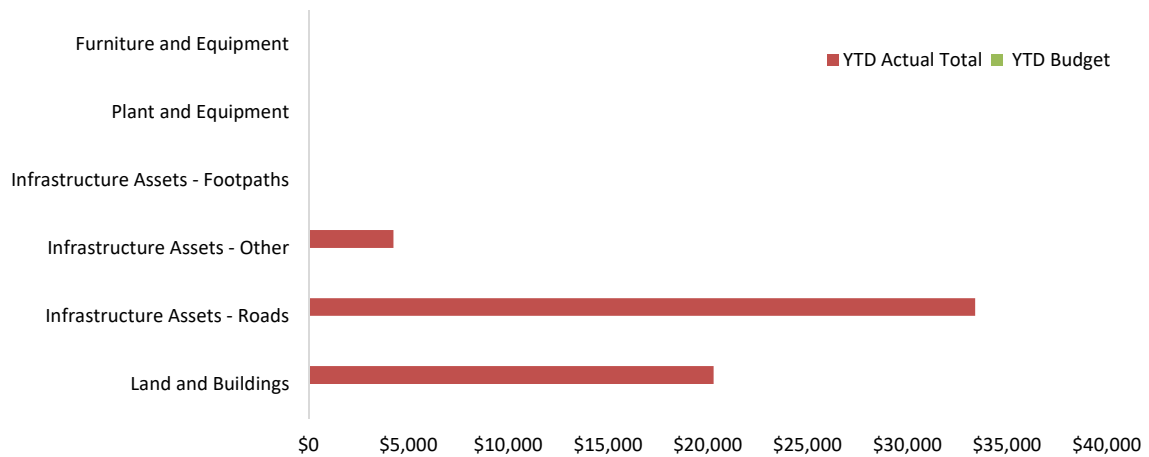
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin

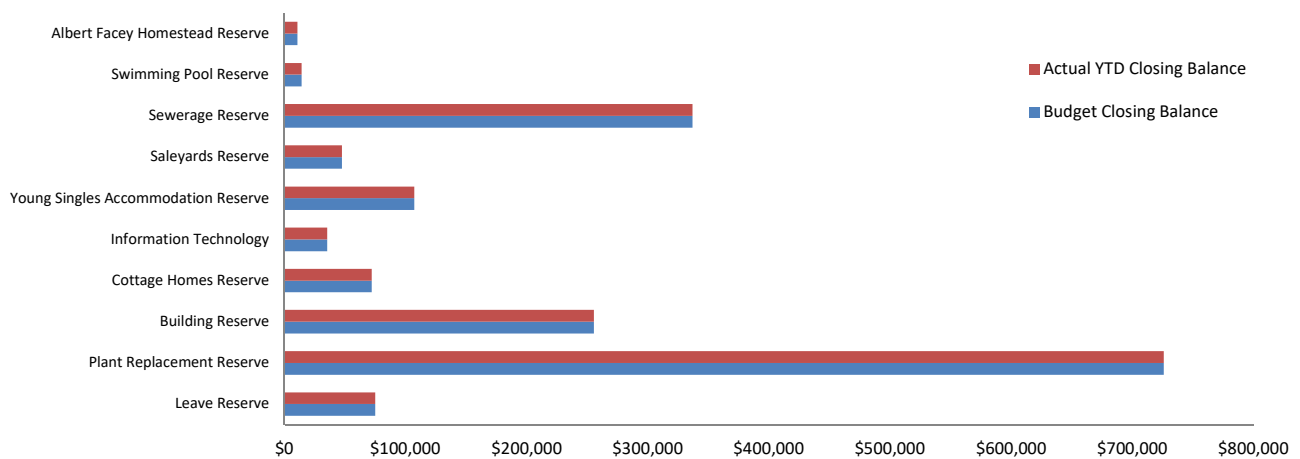
Monthly Summary Information

For the Period Ended 31 July 2026

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

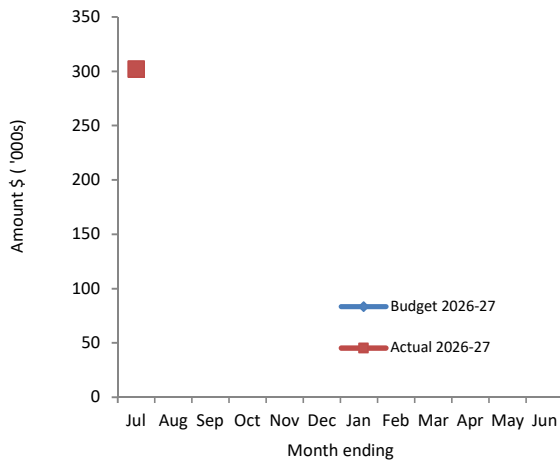
Shire of Wickepin

Monthly Summary Information

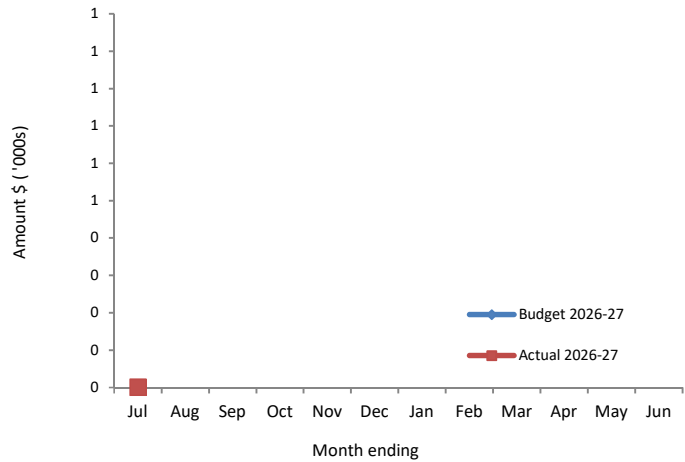
For the Period Ended 31 July 2026

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

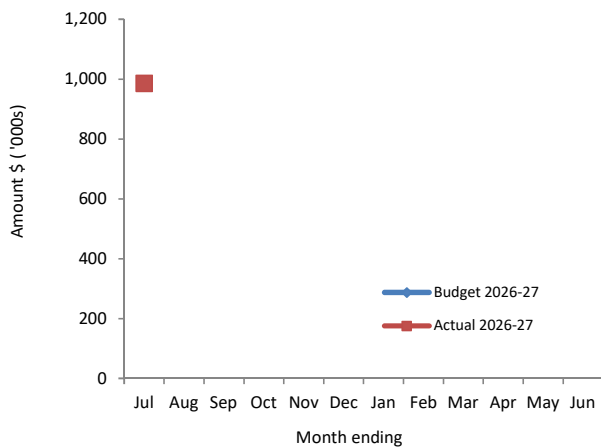


Budget Capital Revenue -v- Actual (Refer Note 2)

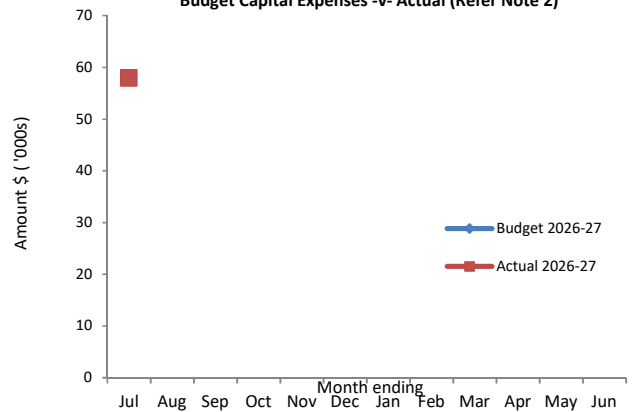


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2026

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Governance		\$ -	\$ 0	\$ 0	\$ 0	%	
General Purpose Funding - Rates	9	-	0	0	0		
General Purpose Funding - Other		-	0	2,268	2,268		
Law, Order and Public Safety		-	0	18,968	18,968		▲
Health		-	0	0	0		
Education and Welfare		-	0	68	68		
Housing		-	0	16,843	16,843		▲
Community Amenities		-	0	3,617	3,617		
Recreation and Culture		-	-	682	682		
Transport		-	0	210,057	210,057		▲
Economic Services		-	0	48,452	48,452		▲
Other Property and Services		-	0	1,455	1,455		
Total Operating Revenue		-	-	302,409	302,409		▲
Operating Expense							
Governance		0	0	(111,001)	(111,001)		▲
General Purpose Funding		0	0	(12,662)	(12,662)		▲
Law, Order and Public Safety		0	0	(27,653)	(27,653)		▲
Health		0	0	(1,720)	(1,720)		▲
Education and Welfare		0	0	(1,308)	(1,308)		
Housing		0	0	(25,476)	(25,476)		▲
Community Amenities		0	0	(40,363)	(40,363)		▲
Recreation and Culture		0	0	(132,759)	(132,759)		▲
Transport		0	0	(484,434)	(484,434)		▲
Economic Services		0	0	(46,898)	(46,898)		▲
Other Property and Services		0	0	(101,630)	(101,630)		▲
Total Operating Expenditure		0	0	(985,903)	(985,903)		▼
Funding Balance Adjustments							
Add back Depreciation		0	0	515,003	515,003		▲
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0	0		
Net Cash from Operations		0	0	(168,491)	(168,491)		
Capital Revenues							
Proceeds from Disposal of Assets	8	0	0	0	0		
Total Capital Revenues		0	0	0	0		
Capital Expenses							
Land and Buildings	13	0	0	(20,285)	(20,285)		▲
Infrastructure - Roads	13	0	0	(33,392)	(33,392)		▲
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure -Other	13	0	0	(4,230)	(4,230)		
Plant and Equipment	13	0	0	0	0		
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		0	0	(57,908)	(57,908)		
Net Cash from Capital Activities		0	0	(57,908)	(57,908)		
Financing							
Transfer from Reserves	7		0	0	0		
Repayment of Debentures	10		0	0	0		
Transfer to Reserves	7		0	0	0		
Net Cash from Financing Activities		0	0	0	0		
Net Operations, Capital and Financing		0	0	(226,399)	(226,399)		
Opening Funding Surplus(Deficit)	3	0	0	2,457,329	2,457,329		▲
Closing Funding Surplus(Deficit)	3	0	0	2,230,930	2,230,930		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 July 2026

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	0.00	0	0	0		
Rates excluding General Rates	9	0.00	0	0	0		
Operating Grants, Subsidies and Contributions	11	0.00	0	260,708	260,708		▲
Fees and Charges		0.00	0	39,602	39,602		▲
Interest Earnings		0.00	0	2,098	2,098		
Other Revenue		0.00	0	0	0		
Profit on Disposal of Assets	8	0.00	0	0	0		
Total Operating Revenue		0.00	0	302,409	302,409		▲
Operating Expense							
Employee Costs		0.00	0	(138,899)	(138,899)		▼
Materials and Contracts		0.00	0	(172,938)	(172,938)		▼
Utility Charges		0.00	0	(21,642)	(21,642)		▼
Depreciation on Non-Current Assets		0.00	0	(515,003)	(515,003)		▼
Interest Expenses		0.00	0	138	138		
Insurance Expenses		0.00	0	(131,019)	(131,019)		▼
Other Expenditure		0.00	0	(6,539)	(6,539)		
Loss on Disposal of Assets	8	0.00	0	0	0		
Total Operating Expenditure		0.00	0	(985,903)	(985,903)		▼
Funding Balance Adjustments							
Add back Depreciation		0.00	0	515,003	515,003		▲
Adjust (Profit)/Loss on Asset Disposal	8	0.00	0	0	0		
Adjust Provisions and Accruals		0.00	0	0	0		
Adjust Rounding		0.00	0	0	0		
Net Cash from Operations		0.00	0	(168,491)	(168,491)		
Capital Revenues							
Grants, Subsidies and Contributions	11	0.00	0	0	0		
Proceeds from Disposal of Assets	8	0.00	0	0	0		
Proceeds from Sale of Assets		0.00	0	0	0		
Total Capital Revenues		0.00	0	0	0		
Capital Expenses							
Land and Buildings	13	0.00	0	(20,285)	(20,285)		▼
Infrastructure - Roads	13	0.00	0	(33,392)	(33,392)		▼
Infrastructure - Footpaths	13	0.00	0	0	0		
Infrastructure - Drainage	13	0.00	0	(4,230)	(4,230)		
Plant and Equipment	13	0.00	0	0	0		
Furniture and Equipment	13	0.00	0	0	0		
Total Capital Expenditure		0.00	0	(57,908)	(57,908)		
Net Cash from Capital Activities		0.00	0	(57,908)	(57,908)		
Financing							
Transfer from Reserves	7	0.00	0	0	0		
Repayment of Debentures	10	0.00	0	0	0		
Transfer to Reserves	7	0.00	0	0	0		
Net Cash from Financing Activities		0.00	0	0	0		
Net Operations, Capital and Financing		0.00	0	(226,399)	(226,399)		
Opening Funding Surplus(Deficit)	3	0.00	0	2,457,329	2,457,329		▲
Closing Funding Surplus(Deficit)	3	0	0	2,230,930	2,230,930		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

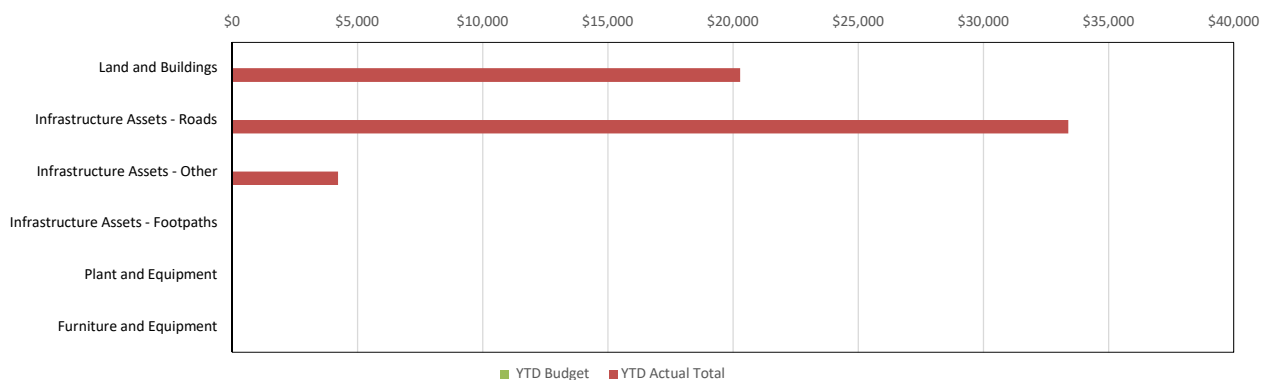
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 2026

		YTD 31 07 2026					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	20,285	0	20,285	0	0	20,285
Infrastructure Assets - Roads	13		33,392	33,392	0	0	33,392
Infrastructure Assets - Other	13	4,230	0	4,230	0	0	4,230
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	0	0	0	0	0	0
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		24,515	33,392	57,908	0	0	57,908

Funded By:

Capital Grants and Contributions	0	0	0	0
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0
Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	0	0	0	0
Capital Funding Total	0	0	0	0

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Roads	20 to 50 years
Footpaths	20 years
Sewerage Piping	100 years
Water Supply Piping and Drainage Systems	75 years
Infrastructure - Parks & Ovals	30 to 50 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

A Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment

The Strategic Community Plan defines the key objectives of the Shire as:

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .*

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

(s) GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, swimming facilities, walk trails, public halls and Community Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 31 July 2026

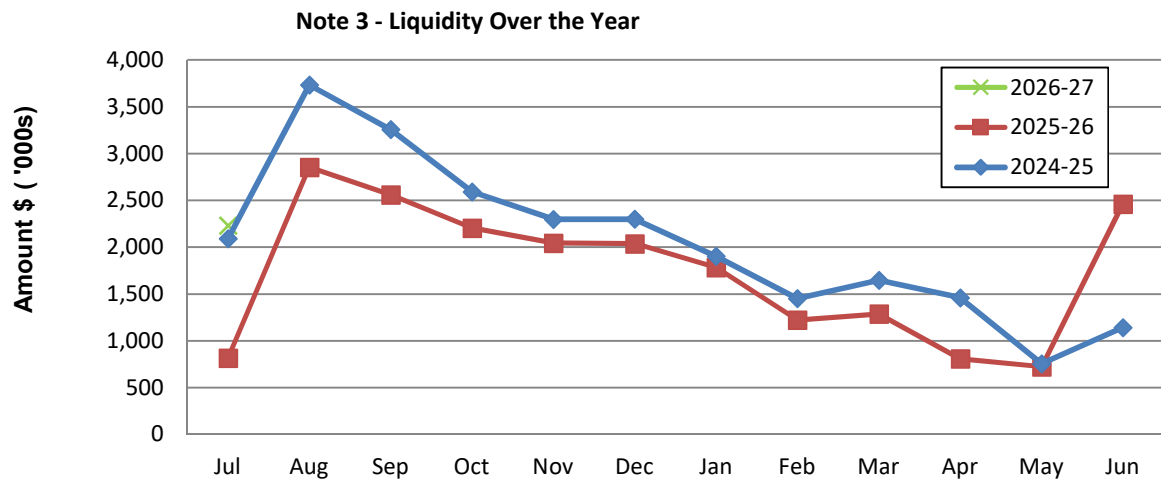
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			As Budget has not yet been adopted - comparison figures are unavailable for this report Revised July report will be presented in September with Budgeted figures.
Governance	0				
General Purpose Funding - Other	2,268				
Law, Order and Public Safety	18,968		▲		
Health	0				
Education and Welfare	68				
Housing	16,843		▲		
Community Amenities	3,617				
Recreation and Culture	682				
Transport	210,057		▲		
Economic Services	48,452		▲		
Other Property and Services	1,455				
Operating Expense					
Governance	(111,001)		▲		
General Purpose Funding	(12,662)		▲		
Law, Order and Public Safety	(27,653)		▲		
Health	(1,720)		▲		
Education and Welfare	(1,308)				
Housing	(25,476)		▲		
Community Amenities	(40,363)		▲		
Recreation and Culture	(132,759)		▲		
Transport	(484,434)		▲		
Economic Services	(46,898)		▲		
Other Property and Services	(101,630)		▲		
Capital Revenues					
Grants, Subsidies and Contributions	0				
Proceeds from Disposal of Assets	0				
Capital Expenses					
Land and Buildings	28,162		▲		
Infrastructure - Roads	12,744		▲		
Infrastructure - Footpaths	22,500				
Infrastructure - Other	29,057				
Plant and Equipment	321,302				
Furniture and Equipment	25,750				
Financing					
Loan Principal	0				

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Jul 2026	30 June 2026	YTD 31 Jul 2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,425,547	2,697,324	994,263
Cash Restricted	4	3,238,457	3,238,457	3,681,298
Receivables - Rates	6	39,700	45,881	43,153
Receivables -Other	6	8,754	1,557	2,729
Interest / ATO Receivable/Trust		36,380	40,382	39,220
		5,748,838	6,023,601	4,760,663
Less: Current Liabilities				
Payables		(51,966)	(100,190)	(34,727)
Contract Liabilities		-	0	0
Provisions		(227,485)	(227,624)	(231,014)
		(279,451)	(327,814)	(265,741)
Less: Cash Reserves	7	(3,238,457)	(3,238,457)	(3,681,298)
Net Current Funding Position		2,230,930	2,457,329	813,624



Comments - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	0.00%	362,729			362,729	ANZ	At Call
Reserve Bank Account	0.00%		7		7	ANZ	At Call
Trust Bank Account	0.00%			8,049	8,049	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal	4.27%				0	WA Treasury	11-Apr-25
Municipal					0		
Reserve	4.59%		3,000,000		3,000,000	WA Treasury	
Municipal	4.80%	2,062,118			2,062,118	WA Treasury	At Call
Reserve	4.53%		238,450		238,450	WA Treasury	
Trust	0.40%				0		
Total		2,425,547	3,238,457	8,049	5,672,054		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
							0
							0
							0
							0
				0	0	0	

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 6: RECEIVABLES

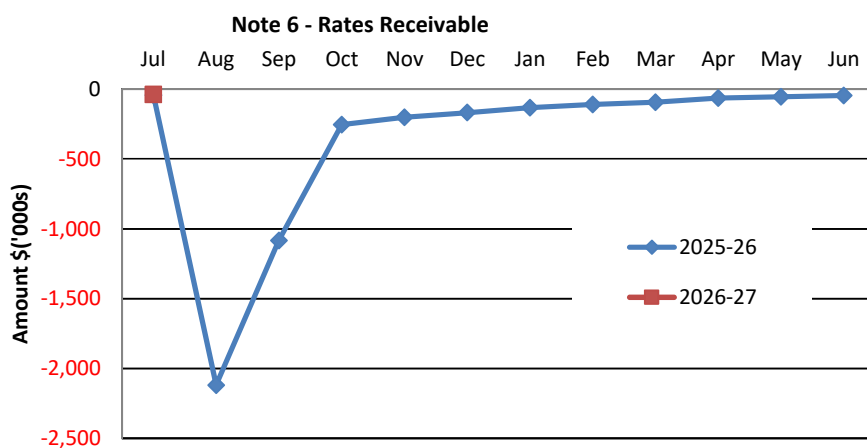
Receivables - Rates Receivable

Opening Arrears Previous Years
 Levied this year
 Less Collections to date
 Equals Current Outstanding

Net Rates Collectable

% Collected

YTD 31 Jul 2026	30 June 2026
\$	\$
45,378	44,774
27	1,992,410
(5,705)	(1,991,806)
39,700	45,378
39,700	45,378
12.56%	97.77%



Comments/Notes - Receivables Rates

Receivables - General

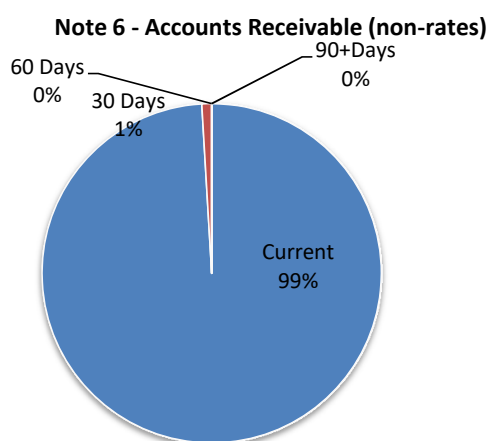
Receivables - General

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
8,674	80	0	0

Total Receivables General Outstanding

8,753.91

Amounts shown above include GST (where applicable)



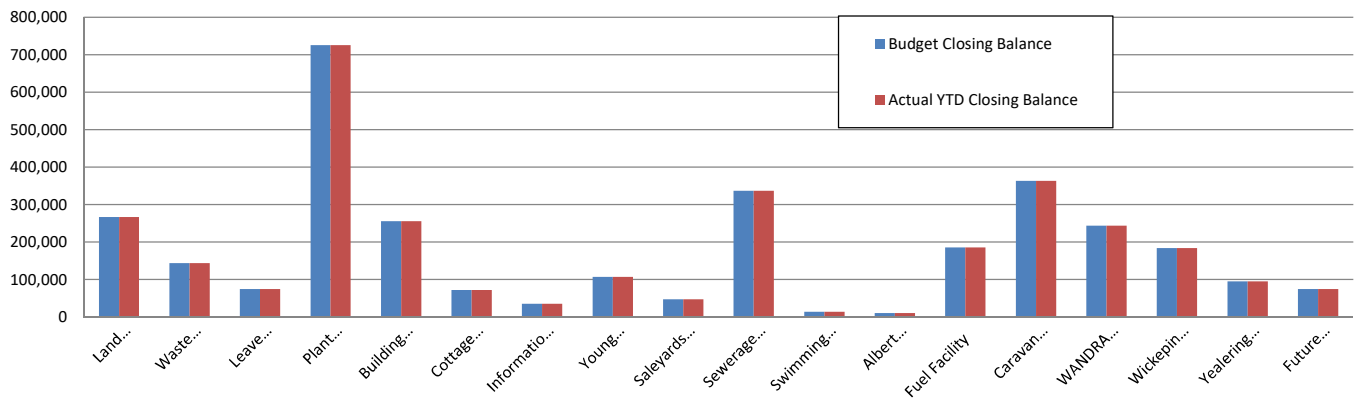
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 7: Cash Backed Reserve

2026-27										
	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Name										
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Land Development Reserve	267,416								267,416	267,416
Waste Management Reserve	143,613								143,613	143,613
Leave Reserve	74,937								74,937	74,937
Plant Replacement Reserve	726,058								726,058	726,058
Building Reserve	255,493								255,493	255,493
Cottage Homes Reserve	71,821								71,821	71,821
Information Technology	35,281								35,281	35,281
Young Singles Accommodation Reserve	107,170								107,170	107,170
Saleyards Reserve	47,358								47,358	47,358
Sewerage Reserve	336,740								336,740	336,740
Swimming Pool Reserve	14,136								14,136	14,136
Albert Facey Homestead Reserve	10,696								10,696	10,696
Fuel Facility	185,953								185,953	185,953
Caravan Park & Accommodation Reserve	363,213								363,213	363,213
WANDRA events & Emergency Repairs Reserve	243,872								243,872	243,872
Wickepin Bowling Greens - Replacement	184,518								184,518	184,518
Yealering Bowling Green - Replacement	95,533								95,533	95,533
Future Projects Rerserve	74,651								74,651	74,651
	3,238,457	0	0	0	0	0	0	0	3,238,457	3,238,457

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget		
				YTD 31 07 2026		
Cost	Accum Depr	Proceeds	Profit (Loss)	Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	\$	\$	\$
			Plant and Equipment			
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
0	0	0	0	0	0.00	0

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 9: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE												
Differential General Rate												
GRV								0				
UV								0				0
Mining UV								0				
Sub-Totals			0	0	0	0	0	0	0	0	0	0
Minimum Payment		Minimum \$										
GRV								0				
UV												
Mining UV												
Sub-Totals			0	0	0	0	0	0	0	0	0	0
Ex Gratia Rates								0				0
Discount								0				0
Rates Writeoffs								0				0
Amount from General Rates								0				0
Specified Area Rates												
Totals								0				0

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-26	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 103 -Staff House	147,532		-	41,168	208,757	147,532		1,665	2/12/2030
	147,532	0	0	41,168	208,757	147,532	0	1,665	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2026-27 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	0	0	0	0	0	0
Grants Commission - Roads	WALGGC	Y	0	0	0	0	0	0
GOVERNANCE			0	0	0		0	0
LAW, ORDER, PUBLIC SAFETY								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	0	0	0	0	18,965	(18,965)
COMMUNITY AMENITIES		N	0			0	0	0
RECREATION AND CULTURE		Y	0			0	0	0
		N	0			0	0	0
		N	0	0			0	0
ECONOMIC SERVICES								
LGIS Golf Day 2026.2027							33,018	0
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	0	0	0	0	0	0
RRG Grants - Capital Projects	Regional Road Group	Y	0	0		0	0	0
Direct Grant - Maintenance	Dept. of Transport	Y	208,725		208,725		208,725	0
TOTALS			208,725	0	208,725	0	260,708	(18,965)

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 26	Amount Received	Amount Paid	Closing Balance 31-Jul-26
	\$	\$	\$	\$
Housing Bonds	730	2,548	-3,278	0
Master Key Deposits	1,372	630	-1,260	742
Nomination Deposits	0	0	0	0
Building and BCITF	0	0	0	0
Wickepin Community Harvest Fund	0	0	0	0
Miscellaneous Trust	2,809	240	0	3,049
Licensing		17,886	-17,886	0
	9,911	21,304	-22,424	8,791

Level of Completion Indicators

0% ○
20% ○
40% ●
60% ●
80% ●
100% ●

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2026

Note 13: CAPITAL ACQUISITIONS

31/07/2026						
Infrastructure Assets		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
Land & Buildings						
Other Housing						
Patio - 10 Smith St	XHS1	0	0	2,505	0	
		0	0	0	0	
Other Housing Total		0	0	2,505	0	
Recreation and Culture						
Replace Roof and Ceiling Wickepin Tennis Club		0	0	0	0	
Netball Court Seating		0	0	0	0	
		0	0	0	0	
		0	0	0	0	
Yealering Hall	CLPH2	0	0	17,780	(17,780)	
		0	0	0.00		
		0	0	0		
Recreation And Culture Total		0	0	17,780	(17,780)	
Transport						
Toolseum Restumping		0	0	0	0	
Transport Total		0	0	0	0	
Land and Buildings Total		0	0	20,285	(17,780)	
Footpaths						
Transport						
Footpaths	LFP1	0	0	0	0	
Transport Total		0	0	0	0	
Footpaths Total		0	0	0	0	
Furniture & Equipment						
Governance						
Various Locations - New CCTV System	XCTV	0	0	0	0	
	XABS	0	0	0	0	
Governance Total		0	0	0	0	
Furniture & Office Equip. Total		0	0	0	0	
Plant , Equip. & Vehicles						
Governance						
Ceo Vehicle 25/26 Trade 1		0	0	0	0	
Ceo Vehicle 25/26 Trade 2		0	0	0	0	
Governance Total		0	0	0	0	
Recreation And Culture Total						
Law, Order and Public Safety						
		0	0	0	0	
Law, Order and Publis Safety Total		0	0	0	0	
Transport						
		0	0	0	0	
		0	0	0	0	
		0	0	0	0	
		0	0	0	0	
		0	0	0	0	
		0	0	0	0	
		0	0	0	0	
Transport Total		0	0	0	0	
Plant , Equip. & Vehicles Total		0	0	0	0	
Infrastructure Other						
Community Amenity Total		0	0	0	0	
Recreation and Culture						
Yealering Niche Wall	XYC1	0	0	0.00	0	
		0	0	4,230.00	(4,230)	
		0	0	0.00	0	
		0	0	0.00	0	
		0	0	0.00	0	
Recreation and Culture Total	0	0	0	4,230	(4,230)	
Economic Services						
		0	0	0	0	
Economic Services Total		0	0	0	0	
Transport						
		0	0	0	0	
Transport Total	0	0	0	0	0	
Infrastructure Other Total		0	0	4,230	(4,230)	
Roads						
Transport Regional Road Group						
Wickepin - Corrigin Road	RRG001	0	0	6,171.26	(6,171)	
Lomos South Road	RRG155	0	0	515.78	(516)	
Fence Road	WSC150	0	0	0.00	0	
Regional Road Group Total		0	0	6,687	(6,687)	
Transport Roads to Recovery						
Yilliminning Road	R2R004	0	0	0.00	0	
Stock Route Road	R2R163	0	0	0.00	0	
Gilliminning Road	R2R035	0	0	26,705.38	(26,705)	
Kirk Rock Road	R2014	0	0	0.00	0	
Kirk Rock Road	R2014	0	0	0.00	0	
86 Gate Road	R2013	0	0	0.00	0	
86 Gate Road	R2013	0	0	0.00	0	
Roads to Recovery Total		0	0	26,705	(26,705)	
Council Resources Construction						
		0	0	0	0	
		0	0	0	0	
Council Resources Construction Total		0	0	0	0	
Roads Total		0	0	33,392	(33,392.42)	
Capital Expenditure Total		0	0	57,907.82	(55,402)	



13.3.1

2026/2027 Annual Budget



Annual Budget

2026/2027

SHIRE OF WICKEPIN
ANNUAL BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

LOCAL GOVERNMENT ACT 1995

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Statement of Financial Activity	4
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Schedule of Fees and Charges	26

The Shire of Wickepin a Class 4 local government conducts the operations of a local government with the following community vision:

A collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, a vibrant economy, successful businesses and a sound environment

SHIRE OF WICKEPIN
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2027

	Note	2026/27 Budget	2025/26 Actual	2025/26 Budget
Revenue		\$	\$	\$
Rates	2(a)	1,871,583	1,776,962	1,763,698
Grants, subsidies and contributions		533,512	2,943,742	1,098,711
Fees and charges	15	583,612	646,583	530,421
Interest revenue	9(a)	139,000	115,487	152,000
Other revenue		15,000	66,881	0
		3,142,707	5,549,655	3,544,830
Expenses				
Employee costs		(2,014,787)	(1,709,289)	(1,624,034)
Materials and contracts		(2,235,461)	(1,405,731)	(1,810,357)
Utility charges		(228,052)	(225,464)	(294,190)
Depreciation	6	(6,118,030)	(6,120,070)	(6,125,360)
Finance costs	9(c)	(1,665)	(2,027)	(2,047)
Insurance		(286,818)	(265,783)	(273,080)
Other expenditure		(11,000)	(91,803)	(11,000)
		(10,895,813)	(9,820,167)	(10,140,068)
		(7,753,106)	(4,270,512)	(6,595,238)
Capital grants, subsidies and contributions		1,898,554	1,411,140	1,896,869
Profit on asset disposals	5	43,727	90,547	86,913
Loss on asset disposals	5	(24,815)	(7,377)	(28,377)
		1,917,466	1,494,310	1,955,405
Net result for the period		(5,835,640)	(2,776,202)	(4,639,833)
Total other comprehensive income for the period		0	0	0
Total comprehensive income for the period		(5,835,640)	(2,776,202)	(4,639,833)

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF WICKEPIN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2027

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts

	Note	2026/27 Budget	2025/26 Actual	2025/26 Budget
Rates		\$ 1,871,583	\$ 1,772,816	\$ 1,763,698
Grants, subsidies and contributions		533,512	3,229,864	1,098,711
Fees and charges		583,612	646,583	530,421
Interest revenue		139,000	115,487	152,000
Goods and services tax received		0	1,926	
Other revenue		15,000	66,881	
		3,142,707	5,833,557	3,544,830

Payments

Employee costs		(2,014,787)	(1,744,057)	(1,624,034)
Materials and contracts		(2,235,461)	(1,638,470)	(1,810,357)
Utility charges		(228,052)	(225,464)	(294,190)
Finance costs		(1,665)	(2,058)	(2,047)
Insurance paid		(286,818)	(265,783)	(273,080)
Other expenditure		(11,000)	(91,803)	(11,000)
		(4,777,783)	(3,967,635)	(4,014,708)

Net cash provided by (used in) operating activities

4	(1,635,076)	1,865,922	(469,878)
---	--------------------	------------------	------------------

CASH FLOWS FROM INVESTING ACTIVITIES

Payments for purchase of property, plant & equipment	5(a)	(776,400)	(838,290)	(1,327,500)
Payments for construction of infrastructure	5(b)	(1,991,241)	(1,668,818)	(2,014,630)
Proceeds from capital grants, subsidies and contributions		1,898,554	1,411,140	1,896,869
Proceeds from disposal of property, plant and equipment	5(a)	258,183	262,832	323,872
Proceeds on disposal of financial assets at fair value through profit and loss		0	(56,669)	

Net cash (used in) investing activities

	(610,904)	(889,805)	(1,121,389)
--	------------------	------------------	--------------------

CASH FLOWS FROM FINANCING ACTIVITIES

Repayment of borrowings	7(a)	(41,168)	(40,785)	(40,785)
Net cash (used in) financing activities		(41,168)	(40,785)	(40,785)

Net increase (decrease) in cash held

		(2,287,148)	935,332	(1,632,052)
--	--	--------------------	----------------	--------------------

Cash at beginning of year

Cash and cash equivalents at the end of the year

4	3,656,945	5,944,093	3,170,046
---	------------------	------------------	------------------

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2027

OPERATING ACTIVITIES

Revenue from operating activities

General rates
Rates excluding general rates
Grants, subsidies and contributions
Fees and charges
Interest revenue
Other revenue
Profit on asset disposals

Expenditure from operating activities

Employee costs
Materials and contracts
Utility charges
Depreciation
Finance costs
Insurance
Other expenditure
Loss on asset disposals

Non cash amounts excluded from operating activities

Amount attributable to operating activities

INVESTING ACTIVITIES

Inflows from investing activities

Proceeds from capital grants, subsidies and contributions
Proceeds from disposal of property, plant and equipment
Proceeds on disposal of financial assets at fair value through profit and loss

Outflows from investing activities

Acquisition of property, plant and equipment
Acquisition of infrastructure
Payments for financial assets at amortised cost - term deposits

Amount attributable to investing activities

FINANCING ACTIVITIES

Inflows from financing activities

Transfers from reserve accounts

Outflows from financing activities

Repayment of borrowings
Transfers to reserve accounts

Amount attributable to financing activities

MOVEMENT IN SURPLUS OR DEFICIT

Surplus remaining at the start of the financial year

Amount attributable to operating activities
Amount attributable to investing activities
Amount attributable to financing activities

Surplus remaining after the imposition of general rates

Note	2026/27 Budget	2025/26 Actual	2025/26 Budget
	\$	\$	\$
2(a)(i)	1,842,162	1,766,862	1,765,923
2(a)	29,421	10,100	(2,225)
	533,512	2,943,742	1,098,711
15	583,612	646,583	530,421
9(a)	139,000	115,487	152,000
	15,000	66,881	0
5	43,727	90,547	86,913
	3,186,434	5,640,202	3,631,743
	(2,014,787)	(1,709,289)	(1,624,034)
	(2,235,461)	(1,405,731)	(1,810,357)
	(228,052)	(225,464)	(294,190)
6	(6,118,030)	(6,120,070)	(6,125,360)
9(c)	(1,665)	(2,027)	(2,047)
	(286,818)	(265,783)	(273,080)
	(11,000)	(91,803)	(11,000)
5	(24,815)	(7,377)	(28,377)
	(10,920,628)	(9,827,544)	(10,168,445)
3(c)	6,099,118	6,006,117	6,066,822
	(1,635,076)	1,818,775	(469,880)
	1,898,554	1,411,140	1,896,869
5(a)	258,183	262,832	323,872
	0	(56,669)	
	2,156,737	1,617,303	2,220,741
5(a)	(776,400)	(838,290)	(1,327,500)
5(b)	(1,991,241)	(1,668,818)	(2,014,630)
	0	0	
	(2,767,641)	(2,507,108)	(3,342,130)
	(610,904)	(889,805)	(1,121,389)
8(a)	17,000	616,100	616,100
	17,000	616,100	616,100
7(a)	(41,168)	(40,785)	(40,785)
8(a)	(262,000)	(173,258)	(185,000)
	(303,168)	(214,043)	(225,785)
	(286,168)	402,057	390,315
3	2,532,148	1,201,121	1,200,954
	(1,635,076)	1,818,775	(469,880)
	(610,904)	(889,805)	(1,121,389)
	(286,168)	402,057	390,315
3	0	2,532,148	0

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF WICKEPIN
FOR THE YEAR ENDED 30 JUNE 2027
INDEX OF NOTES TO THE BUDGET**

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SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

1 BASIS OF PREPARATION

The annual budget of the Shire of Wickepin which is a Class 4 local government is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16 Leases* which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 12 to the annual budget.

2025/26 actual balances

Balances shown in this budget as 2025/26 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- *AASB 2026-1 Amendments to Australian Accounting Standards – Disclosures about Uncertainties in the Financial Statements*
- *AASB 2024-2 Amendments to Australian Accounting Standards – Classification and Measurement of Financial Instruments*
- *AASB 2024-3 Amendments to Australian Accounting Standards – Standards – Annual Improvements Volume 11*
- *AASB 2025-1 Amendments to Australian Accounting Standards – Contracts Referencing Nature-dependent Electricity*

It is not expected these standards will have an impact on the annual budget on initial application.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- *AASB 2014-10 Amendments to Australian Accounting Standards – Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2024-4b Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*

It is not expected these standards will have an impact on the annual budget on initial application.

- *AASB 18 Presentation and Disclosure in Financial Statements*
 - *AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements – (Appendix D) [for not-for-profit and superannuation entities]*
- These accounting standards will materially change the presentation of the annual financial report and annual budget

Critical accounting estimates and judgements

The preparation of the annual budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The annual budget is a forward-looking statement and is comprised of management estimates. As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the annual budget.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
- Property, plant and equipment
- Infrastructure
- Expected credit losses on financial assets
- Impairment losses of non-financial assets
- Measurement of employee benefits

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in dollar	Number of properties	Rateable value*	2026/27 Budgeted rate revenue	2026/27 Budgeted interim rates	2026/27 Budgeted total revenue	2025/26 Actual total revenue	2025/26 Budget total revenue
				\$	\$	\$	\$	\$	\$
(i) General rates									
GRV	Gross rental valuation	0.091294	136	1,452,688	132,622	500	133,122	135,811	134,196
UV	Unimproved valuation	0.003801	269	449,629,065	1,709,040		1,709,040	1,631,051	1,631,727
Total general rates			405	451,081,753	1,841,662	500	1,842,162	1,766,862	1,765,923
		Minimum							
		\$							
### Minimum payment									
GRV	Gross rental valuation	655.00	126	494,923	82,530		82,530	66,000	66,600
UV	Unimproved valuation	655.00	46	5,003,729	30,130		30,130	25,200	25,200
Total minimum payments			172	5,498,652	112,660	0	112,660	91,200	91,800
Total general rates and minimum payments			577	456,580,405	1,954,322	500	1,954,822	1,858,062	1,857,723
### Ex-gratia rates									
CBH Ex Gratia						16,811	16,811	16,011	16,025
					1,954,322	17,311	1,971,633	1,874,073	1,873,748
Discounts (Refer note 2(d))						(100,000)	(100,000)	(97,047)	(110,000)
Concessions (Refer note 2(e))						(50)	(50)	(64)	(50)
Total rates					1,954,322	(82,739)	1,871,583	1,776,962	1,763,698
Late payment of rate or service charge interest							4,000		3,500
							4,000	0	3,500

#NAME?

*Rateable Value at time of adopting budget.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2026/27 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum payments have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Option one				
Single full payment	30/09/2026			
Option two				
First instalment				
Second instalment				
Option three				
First instalment	30/09/2026		5.5%	7.0%
Second instalment	30/11/2026		5.5%	7.0%
Third instalment	1/02/2027		5.5%	7.0%
Fourth instalment	1/04/2027		5.5%	7.0%

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

2. RATES AND SERVICE CHARGES (CONTINUED)

(c) Service Charges

#NAME?

(d) Early payment discounts

Rate, fee or charge to which discount is granted	Type	Discount %	Discount (\$)	2026/27 Budget	2025/26 Actual	2025/26 Budget	Circumstances in which discount is granted
Rate Discount	Rate	6.0%		\$ 100,000	\$ 97,047	\$ 110,000	
				100,000	97,047	110,000	

(e) Waivers or concessions

Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/Concession	Discount %	Discount (\$)	2026/27 Budget	2025/26 Actual	2025/26 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
General Rates and Charges Waiver	Rate	Waiver			\$ (50)	\$ 64	\$ (50)	Rates balances less than \$5.00	Write off small balances for administration efficiency.
					(50)	64	(50)		

3. NET CURRENT ASSETS

Current assets

Receivables

Employee provisions

Net current assets

Net current assets used in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

- Current portion of employee benefit provisions

Total adjustments to net current assets

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Non cash amounts excluded from operating activities

	2026/27 Budget 30 June 2027	2025/26 Actual 30 June 2026	2025/26 Budget 30 June 2026
Note	Carried forward	Carried forward	Carried forward
	\$	\$	\$
5	(43,727)	(90,547)	(86,913)
5	24,815	7,377	28,377
6	6,118,030	6,120,070	6,125,360
			(2)
	0	(30,783)	
	6,099,118	6,006,117	6,066,822

3. NET CURRENT ASSETS (CONTINUED)

(d) MATERIAL ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

INVENTORY - LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Inventory - land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

SUPERANNUATION

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position.

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

4. RECONCILIATION OF CASH

(a) Reconciliation of cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2026/27 Budget	2025/26 Actual	2025/26 Budget
Cash and cash equivalents		\$ 3,656,945	\$ 5,944,093	\$ 3,170,046
Restrictions				
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
Cash and cash equivalents		3,483,457	3,238,457	3,250,198
		3,483,457	3,238,457	3,250,198
The restricted financial assets are a result of the following specific purposes to which the assets may be used:				
Reserve accounts	8	3,483,457	3,238,457	3,250,198
Contract liabilities		0	0	
Total restricted financial assets		3,483,457	3,238,457	3,250,198
(b) Reconciliation of net cash provided by operating activities				
Net result		(5,835,640)	(2,776,202)	(4,639,833)
Non-cash items:				
Depreciation	6	6,118,030	6,120,070	6,125,360
(Profit) on sale of assets	5	(18,912)	(83,170)	(58,536)
Changes in assets and liabilities:				
Decrease in receivables		0	283,902	
(Increase) in trade and other payables		0	(233,227)	
(Increase) in employee related provisions		0	(34,311)	
Capital grants, subsidies and contributions		(1,898,554)	(1,411,140)	(1,896,869)
Net cash provided by/(used in) operating activities		(1,635,076)	1,865,922	(469,878)

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

5. PROPERTY, PLANT AND EQUIPMENT

	2026/27 Budget					2025/26 Actual					2025/26 Budget				
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss
(a) Property, Plant and Equipment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings - non-specialised	110,000				0	7,021				0	334,500				0
Buildings - specialised					0	124,099				0					0
Furniture and equipment	20,000				0	56,329	(179,662)	262,832	90,547	(7,377)	56,000				0
Plant and equipment	646,400	(239,271)	258,183	43,727	(24,815)	650,841				0	937,000	(265,336)	323,872	86,913	(28,377)
Total	776,400	(239,271)	258,183	43,727	(24,815)	838,290	(179,662)	262,832	90,547	(7,377)	1,327,500	(265,336)	323,872	86,913	(28,377)
(b) Infrastructure															
Infrastructure - roads	1,936,241				0	1,402,148				0	1,909,630				0
Infrastructure - footpaths	25,000				0	5,600				0	45,000				0
Infrastructure - parks and ovals	30,000				0	261,070				0	60,000				0
Total	1,991,241	0	0	0	0	1,668,818	0	0	0	0	2,014,630	0	0	0	0
Total	2,767,641	(239,271)	258,183	43,727	(24,815)	2,507,108	(179,662)	262,832	90,547	(7,377)	3,342,130	(265,336)	323,872	86,913	(28,377)

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

6. DEPRECIATION

By Class

Buildings - non-specialised
 Furniture and equipment
 Plant and equipment
 Infrastructure - roads
 Infrastructure - footpaths
 Infrastructure - drainage
 Infrastructure - parks and ovals
 Other infrastructure Bridges

By Program

Governance
 Law, order, public safety
 Health
 Housing
 Community amenities
 Recreation and culture
 Transport
 Economic services
 Other property and services

2026/27 Budget	2025/26 Actual	2025/26 Budget
\$	\$	\$
345,000	345,930	340,000
8,500	8,011	6,900
450,000	443,623	423,460
4,610,000	4,612,598	4,650,000
22,730	23,398	24,000
9,800	9,747	9,000
620,000	625,265	620,000
52,000	51,498	52,000
6,118,030	6,120,070	6,125,360
22,500	25,380	22,500
65,000	63,150	77,000
750	724	
87,500	88,916	88,830
65,700	68,202	55,600
730,850	725,447	735,700
5,018,160	5,020,597	5,018,160
64,380	66,694	64,380
63,190	60,960	63,190
6,118,030	6,120,070	6,125,360

MATERIAL ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised
 Furniture and equipment
 Plant and equipment
 Infrastructure - roads
 Infrastructure - footpaths
 Infrastructure - drainage
 Infrastructure - parks and ovals
 Other infrastructure Bridges

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal	2026/27 Budget New Loans	2026/27 Budget Principal Repayments	Budget Principal outstanding	2026/27 Budget Interest Repayments	Actual Principal	2025/26 Actual New Loans	2025/26 Actual Principal Repayments	Actual Principal outstanding	2025/26 Actual Interest Repayments	Budget Principal	2025/26 Budget New Loans	2025/26 Budget Principal Repayments	Budget Principal outstanding	2025/26 Budget Interest Repayments
				1 July 2026			30 June 2027		1 July 2025			30 June 2026		1 July 2025			30 June 2026	
Staff Housing	103	WATC	0.9%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				147,532		(41,168)	106,364	(1,665)	188,317		(40,785)	147,532	(2,016)	229,102		(40,785)	188,317	(1,993)
				147,532	0	(41,168)	106,364	(1,665)	188,317	0	(40,785)	147,532	(2,016)	229,102	0	(40,785)	188,317	(1,993)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

7. BORROWINGS (CONTINUED)

(b) New borrowings - 2026/27

#NAME?

(c) Unspent borrowings

#NAME?

as at 30th June 2027.

(d) Credit Facilities

**Undrawn borrowing facilities
credit standby arrangements**

Bank overdraft limit

Bank overdraft at balance date

Credit card limit

Credit card balance at balance date

Total amount of credit unused

Loan facilities

Loan facilities in use at balance date

2026/27 Budget	2025/26 Actual	2025/26 Budget
\$	\$	\$
5,000	5,000	5,000
5,000	5,000	5,000
106,364	147,532	188,317

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

8. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2026/27 Budget				2025/26 Actual				2025/26 Budget			
	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing
	Balance	to	(from)	Balance	Balance	to	(from)	Balance	Balance	to	(from)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
## Leave Reserve	74,936	2,274		77,210	73,474	1,462		74,936	73,475	1,582		75,057
## Waste Management Reserve	143,613	14,359		157,972	140,811	2,802		143,613	140,810	3,034		143,844
## Land Development Reserve	267,416	18,115		285,531	247,491	19,925		267,416	247,491	20,328		267,819
## Plant Reserve	726,058	22,057	(17,000)	731,115	1,051,238	20,920	(346,100)	726,058	1,051,239	22,800	(346,100)	727,939
## Building reserves	255,493	17,754		273,247	240,703	14,790		255,493	240,703	15,181		255,884
## Cottage Homes Reserve	71,821	7,335		79,156	70,420	1,401		71,821	70,419	6,626		77,045
## Technology Reserve	35,281	1,072		36,353	54,202	1,079	(20,000)	35,281	54,202	1,167	(20,000)	35,369
## Young Singles Accommodation Reserve	107,170	8,260		115,430	100,176	6,994		107,170	100,176	7,396		107,572
## Saleyards Reserve	47,358	1,446		48,804	56,239	1,119	(10,000)	47,358	56,239	1,469	(10,000)	47,708
## Sewerage Reserve	336,740	17,218		353,958	325,267	11,473		336,740	325,267	11,963		337,230
## Swimming Pool Reserve	14,136	60,441		74,577	249,178	4,958	(240,000)	14,136	249,178	5,366	(240,000)	14,544
## Albert Facey Homestead Reserve	10,696	325		11,021	10,487	209		10,696	10,487	226		10,713
## Fuel Facility	185,953	5,644		191,597	182,325	3,628		185,953	182,324	3,925		186,249
## Caravan Park & Accommodation Reserve	363,213	21,022		384,235	331,613	31,600		363,213	331,614	32,138		363,752
## WANDRA events & Emergency Repairs Reserve	243,872	12,400		256,272	209,699	34,173		243,872	209,698	34,514		244,212
## Wickepin Bowling Green Asset Replacement Reserve	184,518	5,600		190,118	180,918	3,600		184,518	180,917	3,894		184,811
## Yealering Bowling Green Asset Replacement Reserve	95,533	2,899		98,432	93,669	1,864		95,533	93,669	2,016		95,685
## Future Project Reserve	74,650	12,265		86,915	63,390	11,260		74,650	63,390	11,375		74,765
## Software Reserve	0	31,514		31,514	0			0				0
	3,238,457	262,000	(17,000)	3,483,457	3,681,299	173,258	(616,100)	3,238,457	3,681,298	185,000	(616,100)	3,250,198

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
Restricted by legislation		
Restricted by council		
## Leave Reserve		
## Waste Management Reserve		
## Land Development Reserve		
## Plant Reserve		
## Building reserves		
## Cottage Homes Reserve		
## Technology Reserve		
## Young Singles Accommodation Reserve		
## Saleyards Reserve		
## Sewerage Reserve		
## Swimming Pool Reserve		
## Albert Facey Homestead Reserve		
## Fuel Facility		
## Caravan Park & Accommodation Reserve		
## WANDRA events & Emergency Repairs Reserve		
## Wickepin Bowling Green Asset Replacement Reserve		
## Yealering Bowling Green Asset Replacement Reserve		
## Future Project Reserve		
## Software Reserve		

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

9. OTHER INFORMATION

The net result includes as revenues

(a) Interest earnings

Investments	135,000	115,487	148,500
Other interest revenue	4,000	0	3,500
	139,000	115,487	152,000

The net result includes as expenses

(b) Auditors remuneration

Audit services	37,100	35,975	36,000
Other services	7,000	7,480	7,000
	44,100	43,455	43,000

(c) Interest expenses (finance costs)

Borrowings (refer Note 7(a))	1,665	2,016	1,993
Other finance costs		11	54
	1,665	2,027	2,047

(d) Write offs

General rate	50	64	50
	50	64	50

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

10. COUNCIL MEMBERS REMUNERATION

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	\$	\$	\$
President			
President's allowance	9,000	9,000	9,000
Meeting attendance fees	5,300	5,325	3,428
Annual allowance for ICT expenses	526	526	529
	14,826	14,851	12,957
Deputy President			
Deputy President's allowance	2,200	1,500	1,500
Meeting attendance fees	1,900	2,320	2,146
Annual allowance for ICT expenses	526	526	529
Travel and accommodation expenses	500	268	1,200
	5,126	4,614	5,375
Council member 3			
Meeting attendance fees	1,900	2,190	2,146
Annual allowance for ICT expenses	526	526	529
Travel and accommodation expenses	1,500	1,135	1,100
	3,926	3,851	3,775
Council member 4			
Meeting attendance fees	1,800	1,565	2,145
Annual allowance for ICT expenses	526	526	529
Travel and accommodation expenses	500		500
	2,826	2,091	3,174
Council member 5			
Meeting attendance fees	1,800	1,760	2,145
Annual allowance for ICT expenses	526	525	529
Travel and accommodation expenses	500		500
	2,826	2,285	3,174
Council member 6			
Meeting attendance fees	1,800	1,265	2,145
Annual allowance for ICT expenses	526	525	529
Travel and accommodation expenses	1,500	1,064	
	3,826	2,854	2,674
Council member 7			
Meeting attendance fees		300	2,145
Annual allowance for ICT expenses		130	529
Travel and accommodation expenses		130	1,200
	0	560	3,874
Council member 8			
Meeting attendance fees	1,800	1,115	
Annual allowance for ICT expenses	526	395	
	2,326	1,510	0
Total Council Member Remuneration	35,682	32,616	35,003
President's allowance	9,000	9,000	9,000
Deputy President's allowance	2,200	1,500	1,500
Meeting attendance fees	16,300	15,840	16,300
Annual allowance for ICT expenses	3,682	3,679	3,703
Travel and accommodation expenses	4,500	2,597	4,500
	35,682	32,616	35,003

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

11. MAJOR LAND TRANSACTIONS

No Major Land Transactions occurred last financial year and there is no intention to undertake any this financial year

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

12. TRUST FUNDS

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Detail	Balance 30 June 2026	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2027
	\$	\$	\$	\$
Miscellaneous	2,809			2,809
	2,809	0	0	2,809

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

13. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.

Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.

Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Note: *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water.

Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expenses raised on all classes of assets.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

13. REVENUE AND EXPENDITURE (CONTINUED)

(b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

14. PROGRAM INFORMATION

Key Terms and Definitions - Reporting Programs

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

OBJECTIVE

ACTIVITIES

Governance

To provide a decision making process for the efficient allocation of scarce resources.

Includes the activities of members of Council and the administrative support to the Council for specific Council services, for the provision of the governance of the district.
 Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.

General purpose funding

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

Law, order, public safety

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

Health

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, immunisation services, mosquito control and the operation of medical centre.

Education and welfare

To provide services to disadvantaged persons, the elderly, children and youth.

Support for childcare, development of services for the aged and rural counselling support.

Housing

To provide and maintain staff and other housing.

Provision and maintenance of staff and other housing.

Community amenities

To provide services required by the community.

Rubbish collection, operation of the tip, noise control, support for waste recycling, litter control. Administration of town planning scheme, strategic planning, maintenance of cemetery, public toilets.

Recreation and culture

To establish and effectively manage infrastructure and resources which will help the social and wellbeing of the community.

Maintenance of halls, swimming facilities, recreation centres and various reserves, operation of the library, maintenance of cultural heritage assets.

Transport

To provide safe, effective and efficient transport services to the community.

Tourism and area promotion, including the maintenance and operation of caravan parks. Provision of rural services including weed control, vermin control and standpipes. Building control and community development activities.

Economic services

To help promote the Shire and its economic wellbeing.

Tourism and area promotion, including the maintenance and operation of caravan parks. Provision of rural services including weed control, vermin control and standpipes. Building control and community development activities.

Other property and services

To monitor and control Council's overhead operating accounts.

Private works operations, plant repair and operation and engineering operation costs.

SHIRE OF WICKEPIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

15. FEES AND CHARGES

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	\$	\$	\$
By Program:			
Governance	2,005	28,798	2,005
General purpose funding	5,500	4,170	5,500
Law, order, public safety	75,084	67,825	68,000
Health	300	575	300
Education and welfare	220	918	220
Housing	116,850	123,560	116,850
Community amenities	218,755	229,450	198,221
Recreation and culture	20,473	23,707	20,000
Transport	10,000	11,101	10,000
Economic services	102,425	110,060	77,325
Other property and services	32,000	46,419	32,000
	583,612	646,583	530,421

The subsequent pages detail the fees and charges proposed to be imposed by the local government.

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
General Purpose Funding			
Freedom Of Information - Set by FOI Regs 1993	Receipt to 109030		
Application (per enquiry)	\$30.00		Set by FOI Regs 1993
Research and Collation Time Per Hour)	\$30.00		Set by FOI Regs 1993
Supervised Access (per Hour)	\$30.00		Set by FOI Regs 1993
Administration Staff Time (per Hour)	\$30.00		Set by FOI Regs 1993
Transcribing from Tape, Film or computer (per Hour)	\$30.00		Set by FOI Regs 1993
Duplicating from Tape, Film or Computer (per instance)	At Cost		Set by FOI Regs 1993
Delivery, Packaging and Postage (per instance)	At Cost		Set by FOI Regs 1993
Eligible Concession Card Holder Discount (per enquiry)	\$0.25		Set by FOI Regs 1993
Advanced deposit of the estimated charge (per applicable item)	25%		Set by FOI Regs 1993
Further advance deposit of the estimated charges (per applicable item)	75%		Set by FOI Regs 1993
Photocopying Under Freedom of Information (per page)	\$0.20		Set by FOI Regs 1993
Rates Enquiry Fees	Receipt to 101530		
Settlement Agent Enquiry Fee	\$110.00	Yes	S6.16 LGA
Reinspection Fee Statutory	\$110.00	Yes	S6.16 LGA
Orders/Requisitions Enquiry (additional to standard)	\$60.00	Yes	S6.16 LGA
Group Rating Fee (amalgamate two or more assessments)	\$110.00	Yes	S6.16 LGA
Governance			
Customers are referred to the CRC for the following services, however if the Telecentre is closed, we require set fees to charge.			
General per page A4 - black and white	\$1.10	Yes	S6.16 LGA
General per page A4 - colour	\$1.60	Yes	S6.16 LGA
General per page A3 - black and white	\$1.70	Yes	S6.16 LGA
General per page A3 - colour	\$2.00	Yes	S6.16 LGA
Back & Front A4 - black and white	\$2.10	Yes	S6.16 LGA
Back & Front A4 - colour	\$2.60	Yes	S6.16 LGA
Back and Front A3 - black and white	\$2.70	Yes	S6.16 LGA
Back and Front A3 - colour	\$3.00	Yes	S6.16 LGA
Laminating	Receipt to 108230		
A4	\$5.80	Yes	S6.16 LGA
Council Minutes	Receipt to 108230		
Annual subscription to council minutes	\$115.00	Yes	S6.16 LGA
Pens & Coasters	Receipt to 108230		
Coasters (Set of 6)	\$33.00	Yes	S6.16 LGA

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Law, Order & Public Safety			
Rural Street Number Signs	Receipt to 111430		
Rural Street Number with Star Picket Installation (Green Sign)	\$105.00	Yes	S6.16 LGA
Dog Registrations - Fees set by regulations S6.16 & Reg 17	Receipt to 113430		
1 Year - Sterilised	\$20.00		Regulation 17 DA
1 Year - Unsterilized	\$50.00		Regulation 17 DA
1 Year - Dangerous Dog	\$50.00		Regulation 17 DA
3 Years - Sterilised	\$42.50		Regulation 17 DA
3 Years - Unsterilized	\$120.00		Regulation 17 DA
Life Time - Sterilised	\$100.00		Regulation 17 DA
Life Time Unsterilized	\$250.00		Regulation 17 DA
Stock Dogs	Receipt to 113430		
1 Year - Sterilised	\$5.00		Regulation 17 DA
1 Year - Unsterilized	\$12.50		Regulation 17 DA
3 Years - Sterilised	\$10.63		Regulation 17 DA
3 Years - Unsterilized	\$30.00		Regulation 17 DA
Life Time - Sterilised	\$25.00		Regulation 17 DA
Life Time Unsterilized	\$62.50		Regulation 17 DA
Pensioner Dogs	Receipt to 113430		
1 Year - Sterilised	\$10.00		Regulation 17 DA
1 Year - Unsterilized	\$25.00		Regulation 17 DA
3 Years - Sterilised	\$21.25		Regulation 17 DA
3 Years - Unsterilized	\$60.00		Regulation 17 DA
Life Time - Sterilised	\$100.00		Regulation 17 DA
Life Time Unsterilized	\$125.00		Regulation 17 DA
Dogs registered after May 31 - 50% of above fee (excluding Lifetime)	50% of above fee		
Pound Fees	Receipt to 113230		
Daily Sustenance - Dog/Cat	\$35.70	Yes	S6.16 LGA
Surrender and/or destruction of Dog/Cat	\$135.00	Yes	S29 DA S27 CA S6.16 LGA
Replacement of Dog & Cat Licence Tag	\$4.00	Yes	S6.16 LGA
Application to keep more than 3 dogs (per application)- requires inspection of premises	\$105.00	Yes	S6.16 LGA
Cat Registrations - Fees set by Cat Regulations 2012- Schedule 3	Receipt to 113430		
Fee for application for grant or renewal of the registration of a cat for one year			
a) if application is for grant of registration and is made after 31 May for registration until the next 31 October	\$10.00		Schedule 3 — Fees CA
(b) otherwise	\$20.00		Schedule 3 — Fees CA
Fee for application for grant or renewal of the registration of a cat for 3 years	\$42.50		Schedule 3 — Fees CA
Fee for application for grant or renewal of the registration of a cat for life	\$100.00		Schedule 3 — Fees CA
Fee for application for grant or renewal of approval to breed cats per breeding cat (male or female)	\$100.00		Schedule 3 — Fees CA
Pensioner Cats			
If the owner of a cat is a pensioner, the fee payable for an application for the grant or renewal of the registration of the cat is 50% of the fee that would otherwise be payable under subclause (2).			
Fee for application for grant or renewal of the registration of a cat for 1 years (Pensioner)	\$10.00		Schedule 3 — Fees CA
Fee for application for grant or renewal of the registration of a cat for 3 years (Pensioner)	\$21.25		Schedule 3 — Fees CA
Fee for application for grant or renewal of the registration of a cat for life (Pensioner)	\$50.00		Schedule 3 — Fees CA
Cat Traps	Receipt to TRUST		
Bond - Cash or Cheque only)	\$60.00		S6.16 LGA
Hire Charge	Free		

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Health			
Health	Receipt to 126730		
Annual Food Business Registration Fee	\$132.00	Yes	S6.16 LGA
Itinerant Food Vendor/Stallholder Fee Initial License Fee	\$132.00	Yes	S140 FA
Annual Itinerant Food Vendor/Stallholder Fee License Renewal	\$70.00	Yes	S6.16LGA
Camping Application (Owner land - Tiny Homes)	\$150.00	Yes	S6.16LGA
Lodging House Application	\$200.00	Yes	S6.16 LGA
Lodging House Renewal	\$100.00	Yes	S6.16 LGA
Liquor Act Certification Section 39 (Commercial)	\$147.00	Yes	S6.16 LGA
Liquor Act Certification Section 39 (Not for Profit)	\$75.00	Yes	S6.16 LGA
Housing			
Cottage Homes Units - Wogolin Rd	Receipt to 134130		
Units 1-5 - Eligible Occupant	Tenants are required to pay 25% of the total assessable gross (before tax) income of all household members who have reached 16 years of age as rent or market rent, whichever is the lower amount. Any income which is regular, ongoing and provided to meet the general costs of living is considered assessable income for the purpose of calculating rent. As per joint venture agreement		
Young Singles Rental - Wogolin Rd	Receipt to 134330		
One person in unit - per week	Tenants are required to pay 25% of the total assessable gross (before tax) income of all household members who have reached 16 years of age as rent or market rent, whichever is the lower amount. As per joint venture agreement		
Two people in unit - per week	Any income which is regular, ongoing and provided to meet the general costs of living is considered assessable income for the purpose of calculating rent. As per joint venture agreement		
Joint Venture Duplex - Collins ST	Receipt to 134430		
Unit A (3 bed)	Tenants are required to pay 25% of the total assessable gross (before tax) income of all household members who have reached 16 years of age as rent or market rent, whichever is the lower amount. As per joint venture agreement		
Unit B (4 bed)	Any income which is regular, ongoing and provided to meet the general costs of living is considered assessable income for the purpose of calculating rent. As per joint venture agreement		
Woodland Court - Johnston St	Receipt to 134730		
One person in unit - per week	Tenants are required to pay 25% of the total assessable gross (before tax) income of all household members who have reached 16 years of age as rent or market rent, whichever is the lower amount. As per joint venture agreement		
Two people in unit - per week	Any income which is regular, ongoing and provided to meet the general costs of living is considered assessable income for the purpose of calculating rent. As per joint venture agreement		
Private Rentals	Receipt to 134630		
10 Smith St	\$300.00 (under Lease)		S6.16 LGA
Private Rentals	at market value		
Housing Rentals - Staff Subsidised	Receipt to 134630		
7 Smith St	\$95.00		S6.16 LGA
49 Collins St	\$83.00		S6.16 LGA
7 Fisher - Caravan Park Caretaker	Contract		S6.16 LGA
5 Smith St - per week	\$95.00		S6.16 LGA
Unit 5 - Wogolin Road (if occupied by a staff member)	\$87.00		S6.16 LGA
13B Collins St(If occupied by staff member)	\$95.00		
Yarling Court	\$87.00		S6.16 LGA
19 Moss Parade	as per contract		S6.16 LGA
14 Smith St	as per contract		S6.16 LGA
7 Rintel St	as per contract		S6.16 LGA

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Community Amenities			
Cemeteries Wickepin, Yealering, Harrismith			
Land for Right of Burial	Receipt to 140030		
Reservation Fee includes Grant of Right of Burial	\$160.00	Yes	S53 CA
Grave Digging to depth of 2.1 (on application)	Receipt to 140030		
Grant right of burial if no reservation	\$160.00	Yes	S53 CA
Single 2.4m long x 2.1m deep	\$685.00	Yes	S53 CA
Double 2.4m x 3.6m	\$810.00	Yes	S53 CA
Triple 2.4m x 4.8m	\$990.00	Yes	S53 CA
Interment on Weekends additional (on approval of CEO)	\$1,100.00	Yes	S53 CA
Graves be sunk deeper than 2.1m	Receipt to 140030		
First additional 0.3m	\$95.00	Yes	S53 CA
Second additional 0.3m	\$120.00	Yes	S53 CA
Third additional 0.3m	\$140.00	Yes	S53 CA
(and so on in proportion for each additional 0.3m)	\$25.00	Yes	S53 CA
Re-opening Fees (re-opening an ordinary grave for each interment or exhumation)	Receipt to 140030		
Ordinary Grave - Adult	\$600.00	Yes	S53 CA
Removal of kerbing, tiles etc., if necessary Per Hour	\$75.00	Yes	S53 CA
Interment of Ashes	Receipt to 140030		
Interment of ashes in a grave	\$355.00	Yes	S53 CA
Extra charge for	Receipt to 140030		
Interment without due notice under Local Law 3.2	\$66.00	Yes	S53 CA
Late arrival at Cemetery gates under Local Law 5.2	\$26.00	Yes	S53 CA
Exhumations in addition to re-opening fee	\$660.00	Yes	S53 CA
Niche Wall	Receipt to 140030		
Reservation Fee includes Grant of Right of Burial	\$160.00	Yes	S53 CA
Grant right of burial if no reservation	\$160.00	Yes	S53 CA
Compartment for ashes Single	\$235.00	Yes	S53 CA
Compartment for ashes Double	\$265.00	Yes	S53 CA
Compartment plaque - standard single	At Cost	Yes	S53 CA
Compartment plaque - standard double	At Cost	Yes	S53 CA
Interment of Ashes / Erecting nameplate	\$200.00	Yes	S53 CA
No Interment on availabel on Weekends			
Miscellaneous charges	Receipt to 140030		
Permission to erect Monument &/or kerbing	\$100.00	Yes	S53 CA
Registration of "Transfer of Form of Grant of Right of Burial"	\$50.00	Yes	S53 CA
Copy of "Grant of Burial"	\$26.00	Yes	S53 CA
Grave number plate	\$29.00	Yes	S53 CA
Making a search in register (per ½ hour)	\$26.00	Yes	S53 CA
Copy of Local Laws	\$10.00	Yes	S53 CA
Funeral Director's Annual Licence	\$70.00	Yes	S53 CA
Community Bus per kilometre	Receipt to 140030		
All Distances Travelled - per km	\$2.50	Yes	S6.16 LGA
Bond as per policy 6.2.5.4 BOND □ A bond of \$150.00 must be deposited at the Shire prior to the bus departing.	\$150.00		S6.16 LGA
Late FEE per day if returned after 9am	\$130.00	Yes	S6.16 LGA
BBQ Trailer	Receipt to 140030		
Shire of Wickepin Community Group	\$52.50	Yes	S6.16 LGA
Shire of Wickepin Business	\$74.00	Yes	S6.16 LGA
Commercial Rate	\$105.00	Yes	S6.16 LGA
Bond - *Cash/Chq Only is required for Bonds*	\$200.00		S6.16 LGA
NOTE: An additional Cleaning Fee will be charged at \$65/hour if BBQ Trailer is returned in an unsatisfactory condition			

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Rubbish Charges			
Refuse Bins	Receipt to 135630		
240 litre refuse bins	To be purchased by Owner		Refer Policy 6.2.1 GENERAL
240 litre recycling bins	To be purchased by Owner		Refer Policy 6.2.1 GENERAL
Waste Collection			
Domestic (first service)	\$315.00		S6.16 LGA
Domestic (additional service)	\$315.00	Yes	S6.16 LGA
Commercial	\$600.00		S6.16 LGA
Commercial(additional service)	\$600.00	Yes	S6.16 LGA
Refuse Site Levy	\$75.00		S6.16 LGA
Refuse Site Levy - vacant Land	\$40.00		S6.16 LGA
Sewerage			
Based on GRV of Property	\$0.05		S6.16 LGA
Sewerage - Police Dept.	\$650.00		S6.16 LGA
Sewerage - Medical Centre	\$650.00		S6.16 LGA
Sewerage - Education Dept.	\$650.00		S6.16 LGA
Sewerage - St Johns Ambulance	\$650.00		S6.16 LGA
General Refuse Tipping Charges			
Asbestos Cement Disposal (by Prior Arrangement Only)			
Minimum Charge	\$110.00	Yes	S6.16 LGA
Volume Charge per m3	\$220.00	Yes	S6.16 LGA
Clean Up of Wastes Not Dumped in Correct Location or not Segregated	at Cost ##		S6.16 LGA
Mattress fee (per Mattress)	\$30.00	Yes	S6.16 LGA
Vehicle Tyres (off rim - rims are to go to metal dump area)			
Car per tyre	\$5.50	Yes	S6.16 LGA
Light Commercial per tyre	\$8.00	Yes	S6.16 LGA
4WD Vehicle per tyre	\$8.00	Yes	S6.16 LGA
Truck per tyre	\$16.00	Yes	S6.16 LGA
All Other Vehicles	\$5.50	Yes	S6.16 LGA
Town Planning (part 17 PDA)	Receipt to 4203		
Determination of development application (other than for an extractive industry) where the estimated cost of the development is:			
a) Not more than \$50,000	\$147.00		Part 17 PDA
b) More than \$50,000 but not more than \$500,000	\$0.32% of the estimated cost of development		Part 17 PDA
c) More than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000		Part 17 PDA
d) More than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5m		Part 17 PDA
e) More than \$5 million but not than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5m		Part 17 PDA
Deemed to Comply Check - Development approval exemption for Single House	\$295.00		Part 17 PDA
More than \$21.5 million	\$34,196.00		Part 17 PDA
NOTE: If development has commenced or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application (in			
Amended plans (this applies where a determination is already given by the Shire or where amended plans are submitted and not requested by the Shire)	66% of the original application fee with a minimum of \$92		Part 17 PDA
Single House – Residential Design Codes performance criteria or Town Planning Scheme variation assessment	\$69 per performance criteria / Town Planning Scheme variation assessed with a minimum of \$138 and a maximum of \$690		Part 17 PDA
Demolition where Planning Approval required	\$140.00		Part 17 PDA
Application for approval of home based business (including cottage industry):			Part 17 PDA
a) Initial fee	\$222.00		Part 17 PDA
NOTE: If the home based business or cottage industry has commenced an amount equivalent to twice the normal fee as a penalty	\$444.00		Part 17 PDA
b) Annual renewal fee	\$73.00		Part 17 PDA
NOTE: If the home based business or cottage industry Licence has expired amount equivalent to twice the normal fee as a penalty	\$146.00		Part 17 PDA
Application for change of use or for alteration or extension or change of a non-conforming use which item 1 does not apply	\$295.00		Part 17 PDA
NOTE: If the change of use or the alteration or extension or change of the non-conforming use has commenced, an amount of \$590 by way of penalty	\$590.00		Part 17 PDA
Extension of current Planning Approval	\$105.00		Part 17 PDA
Relocation of building envelope	\$140.00		Part 17 PDA

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Determination of development application for an extractive industry	\$739.00		Part 17 PDA
NOTE: If development has commenced or been carried out, an additional amount by way of penalty twice the normal fee	\$1,478.00		Part 17 PDA
Provision of a subdivision clearance:			
a) Not more than 5 lots Per Lot	\$73.00		Part 17 PDA
b) More than 5 lots but not more than 195 lots -\$73 per lot for the first 5 lots and \$35 per lot thereafter			
c) More than 195 lots	\$7,393.00		Part 17 PDA
* Minor Scheme Amendment (i.e. an amendment that involves only textural changes or rectifies a zoning anomaly):	\$3,235.00	Yes	Part 17 PDA
a) Request for Council initiation	\$2,370.00	Yes	Part 17 PDA
b) Conclusion of advertising for Council adoption	\$865.00	Yes	Part 17 PDA
* Major Scheme Amendment (i.e. an amendment that involves a zoning change):	\$5,935.00	Yes	Part 17 PDA
a) Request for Council initiation	\$4,210.00	Yes	Part 17 PDA
b) Conclusion of advertising for Council adoption	\$1,725.00	Yes	Part 17 PDA
* Minor Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar:	\$2,695.00	Yes	Part 17 PDA
a) Lodgement of documentation	\$1,620.00	Yes	Part 17 PDA
b) Conclusion of advertising for Council adoption	\$1,075.00	Yes	Part 17 PDA
Modifications to Plans once approval given	\$865.00	Yes	Part 17 PDA
* Major Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar:	\$4,860.00	Yes	Part 17 PDA
a) Lodgement of documentation	\$2,965.00	Yes	Part 17 PDA
b) Conclusion of advertising for Council adoption	\$1,895.00	Yes	Part 17 PDA
Modifications to Plans once approval given	\$1,725.00	Yes	Part 17 PDA
Detailed Area Plan	\$750.00	Yes	Part 17 PDA
Issue of zoning certificate	\$73.00	Yes	Part 17 PDA
Replying to a property settlement questionnaire	\$73.00	Yes	Part 17 PDA
Issue of Section 40 certificate	\$73.00	Yes	Part 17 PDA
Issue of written planning advice	\$73.00	Yes	Part 17 PDA
* Road / R.O.W / P.A.W. request for closure	\$530.00	Yes	Part 17 PDA
Advertising			
a) On site signage - Per Sign	\$260.00	Yes	Part 17 PDA
b) Newspaper advertising Per Advertisement	\$260.00	Yes	Part 17 PDA
CD digital copy of planning document	\$20.00	Yes	Part 17 PDA
Pre-strata inspection	\$265.00	Yes	Part 17 PDA
NOTE: All fees are exempt from GST unless otherwise indicated.			
* Fee is inclusive of all associated advertising charges.			
*The estimated cost of development is calculated exclusive of GST			
Example: If an application is received with a cost of development, exclusive of GST, valued at \$10 million, the associated fee does not fall into the lower threshold as the estimated cost is not less than \$10 million			
Development Assessment Panel Application Fees (Sch 1 r.10 PDR)	Receipt to 142030		
Not less than \$2 million and Less than \$7 million	\$5,815.00	Yes	Sch 1 r.10 PDR)
Not less than \$7 million and Less than \$10 million	\$8,977.00	Yes	Sch 1 r.10 PDR)
Not less than \$10 million and Less than \$12.5 million	\$9,767.00	Yes	Sch 1 r.10 PDR)
Not less than \$12.5 million and Less than \$15 million	\$10,045.00	Yes	Sch 1 r.10 PDR)
Not less than \$15 million and Less than \$17.5 million	\$10,324.00	Yes	Sch 1 r.10 PDR)
Not less than \$17.5 million and Less than \$20 million	\$10,604.00	Yes	Sch 1 r.10 PDR)
20 million or more	\$10,883.00	Yes	Sch 1 r.10 PDR)
An application under Regulation 17	\$249.00	Yes	Sch 1 r.10 PDR)
*The estimated cost of development is calculated exclusive of GST			
Example: If an application is received with a cost of development, exclusive of GST, valued at \$10 million, the associated fee does not fall			

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Recreation & Culture			
Board Room meetings	No Charge		
Wickepin Play Group Building	Receipt to 115330		
Narrogin Day Care Per Session	\$5.50	Yes	S6.16 LGA
Play Group Annual Fee	\$100.00		S6.16 LGA
Private Day Care	As per Agreement		S6.16 LGA
Private Functions	\$100.00	Yes	S6.16 LGA
No Bond required			
Wickepin Old Railway Station	Receipt to 144530		
Per Day	\$28.00	Yes	S6.16 LGA
Per Night	\$28.00	Yes	S6.16 LGA
Per Session	\$17.00	Yes	S6.16 LGA
No Bond required	\$0.00		
Wickepin Town Hall	Receipt to 144530		
Per Night Fee	\$115.00	Yes	S6.16 LGA
Per Hour (maximum \$72)	\$27.00	Yes	S6.16 LGA
Community groups - Cleaning fee only (Policy)	\$72.00	Yes	S6.16 LGA
Supper room meetings	\$21.00	Yes	S6.16 LGA
Aerobics, Tai Chi, Gymnastics, Ballet, Karate	\$21.00	Yes	S6.16 LGA
30 Chairs	\$31.50	Yes	S6.16 LGA
Trestles	\$27.00	Yes	S6.16 LGA
Additional fee for Cleaning	\$70.00	Yes	S6.16 LGA
Free use for all shire school activities			
Yealering Town Hall	Receipt to 144530		
Full Kitchen/Bar & Function Area (whole hall)	\$170.00	Yes	S6.16 LGA
Full Kitchen/Bar & Function Area (whole hall) - half day	\$116.00	Yes	S6.16 LGA
Full Kitchen/Bar & Foyer	\$132.00	Yes	S6.16 LGA
Full Kitchen/Bar & Foyer - half day	\$100.00	Yes	S6.16 LGA
Basic Kitchen/Foyer - morning/afternoon tea (Max 3 Hours)	\$58.00	Yes	S6.16 LGA
Equip Hire - trestle tables (old)	\$17.00	Yes	S6.16 LGA
30 chairs (old)	\$21.00	Yes	S6.16 LGA
NO tables and chairs to be removed from the YE Town hall			
Community groups - Cleaning fee only (Policy)	\$70.00	Yes	S6.16 LGA
Cricket Club Annual Fee - Waived	\$0.00		S6.16 LGA
Additional fee for Cleaning	\$70.00	Yes	S6.16 LGA
Free use for all shire school activities			
Harrismith Town Hall	Receipt to 144530		
Harismith Health Hub (Annual Fee)	\$520.00	Yes	S6.16 LGA
Wickepin Community Centre			
FULL DAY RATES	Receipt to 149130		
Function Room 1	\$125.00	Yes	S6.16 LGA
Function Room + Kitchen	\$190.00	Yes	S6.16 LGA
Function Room + Kitchen + Bar	\$237.00	Yes	S6.16 LGA
Function Room + Bar	\$184.00	Yes	S6.16 LGA
Mezzanine Room	\$115.00	Yes	S6.16 LGA
Mezzanine Room + Kitchen	\$175.00	Yes	S6.16 LGA
Aerobics, Tai Chi, Gymnastics, Ballet, Karate	\$27.00	Yes	S6.16 LGA
Play Group Casual Daily Rate	\$27.00	Yes	S6.16 LGA
Kitchen Only	\$115.00	Yes	S6.16 LGA
Bar Only	\$115.00	Yes	S6.16 LGA

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Half Day			
Function Room 1	\$75.00	Yes	S6.16 LGA
Function Room + Kitchen	\$120.00	Yes	S6.16 LGA
Function Room + Kitchen + Bar	\$153.00	Yes	S6.16 LGA
Function Room + Bar	\$88.00	Yes	S6.16 LGA
Mezzanine Room	\$75.00	Yes	S6.16 LGA
Mezzanine Room + Kitchen	\$120.00	Yes	S6.16 LGA
Kitchen	\$75.00	Yes	S6.16 LGA
Bar	\$75.00	Yes	S6.16 LGA
Crèche	\$75.00	Yes	S6.16 LGA
Aerobics, Tai Chi, Gymnastics, Ballet, Karate	\$27.00	Yes	S6.16 LGA
Play Group Casual Daily Rate	\$27.00	Yes	S6.16 LGA
Additional fee for Cleaning	\$70.00	Yes	S6.16 LGA
Portable PA System	\$84.00	Yes	S6.16 LGA
Bain Marie - not for hire Pie Warmer- not for hire Urn- not for hire Crockery & Cutlery - not for hire			
Ground/Court Fees - per annum	Receipt to 149130		
Football Annual Fee	\$3,130.00	Yes	S6.16 LGA
Cricket	\$490.00	Yes	S6.16 LGA
Hockey	\$490.00	Yes	S6.16 LGA
Badminton Club	\$185.00	Yes	S6.16 LGA
Netball Club	\$490.00	Yes	S6.16 LGA
Archery Club	\$490.00	Yes	S6.16 LGA
Miscellaneous - Other	\$490.00	Yes	S6.16 LGA
Free use for all shire school activities			
Bonds All Halls	Receipt to TRUST		
Community Group	\$0.00		S6.16 LGA
Corporate Booking/Function	\$255.00		S6.16 LGA
Private Booking/Function	\$630.00		S6.16 LGA
Circuses - Bond	\$760.00		S6.16 LGA
Main Pavilion Hire	Receipt to 149130		
<i>Sheep Field Days</i>			
Annual Pen Hire - Non original Sponsor	\$555.00	Yes	S6.16 LGA
Other Expo's			
Pavilion Hire - per day	\$237.00	Yes	S6.16 LGA
Pavilion Hire - per ½ day	\$121.00	Yes	S6.16 LGA
Pavilion Hire - per day excluding netball court	\$190.00	Yes	S6.16 LGA
Pavilion Hire - per ½ day excluding netball court	\$105.00	Yes	S6.16 LGA
Non Scheduled Sport Activities - Hire of court area			
Court Hire -			
Full day	\$75.00	Yes	S6.16 LGA
half day	\$40.00	Yes	S6.16 LGA
Free use for all shire school activities			
Other -	Receipt to 149130		
Circuses - Hire Fee	\$210.00	Yes	S6.16 LGA

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Swimming Pool	Receipt to 146630		
Adult	\$3.00	Yes	S6.16 LGA
Child/Pensioner/Spectator	\$2.00	Yes	S6.16 LGA
Season Pass - Family	\$150.00	Yes	S6.16 LGA
Season Pass - Adult	\$95.00	Yes	S6.16 LGA
Season Pass - Child	\$70.00	Yes	S6.16 LGA
Local School Swimming Lessons/Carnivals - For Children and spectators Wickepin, Yealering	Free		S6.16 LGA
Economic Services			
Building Licence Fees - Set by regulation (Sch 2 BR)	Receipt to 170030		
Applications for occupancy permits and building approval certificates			
Application for an occupancy permit for a completed building (s. 46)	\$121.00		Sch 2 BR
Application for a temporary occupancy permit for an incomplete building (s. 47)	\$121.00		Sch 2 BR
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	\$121.00		Sch 2 BR
Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	\$121.00		Sch 2 BR
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2))	\$10.50 for each strata unit covered by the application, but not less than \$104.65		Sch 2 BR
Application for a building approval certificate for a a building in respect of which unauthorised work has been done (s. 51(3))	0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$121.00		Sch 2 BR
Application to replace an occupancy permit for an existing building (s. 52(1))	\$121.00		Sch 2 BR
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	\$121.00		Sch 2 BR
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	\$121.00		Sch 2 BR
Applications for building permits and demolition permits			
Certified application for a building permit (s.16(1))	For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$121.00		S16(1)
	For building work for a Class 2 to Class 9 building or incidental structure the fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00		
Uncertified application for a building permit (s.16(1))	The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$121.00		S16(1)
Application for a demolition permit (s. 16(1))	For demolition work in respect of a Class 1 or Class 10 building or incidental structure the fee is \$121.00 For demolition work in respect of a Class 2 to Class 9 building the fee is \$121.00 for each storey of the building.		S16(1)
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))	\$121.00		S32 (3)(f)
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	\$2,160.15		Sch 2 BR
Inspection of pool enclosures (regulation 53)	\$57.45	Yes	R53 BR
Application for approval of battery powered smoke alarms (regulation 61)	\$197.00		R61 BR
Building Services Levy	Over \$45,000		
Building permit	0.137% of the value of the work		R12 BS
Demolition Permit	0.137% of the value of the work		R12 BS
Occupancy permit or building approval certificate for approved building work under S47, 49, 50 or 52 of the Building Act	\$61.65		S47,49,50,52
Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act	0.274% of the value of the work		S51 BS

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Occupancy permit under s46 of the Building Act	No levy is payable		S46
Modification of occupancy permit for additional use of building on temporary basis under s48 of the Building Act	No levy is payable		S48
Septic Tank Application Fee (Rec 124430)	\$120.00		S344c HA
Septic Inspection Fee (Rec 124430)	\$150.00		S344c HA
Footpath/Kerbing Bond (Trust)	\$500.00		Discretionary
Footpath/Kerbing Reinstate- Cost to replace if damages	Actual Cost		Discretionary
Private Swimming Pool Inspection Fees	Receipt to 7073		
Mandatory Swimming Pool Inspection Fee - charged over 4 years - per year	\$58.00		sub-regulation 53A(3)
Inspection outside mandatory inspection regime	\$100.00		
Swimming Pool Barrier Reinspections and Requested Inspections (includes inspections for settlements)			
Caravan Parks	Receipt to WK 168640 HS 168660 Yeal 168650		
Powered Site - per night	\$28.00	Yes	S6.16 LGA
Powered Site Fee -Weekly	\$133.00	Yes	S6.16 LGA
Unpowered Site - per night	\$20.00	Yes	S6.16 LGA
RV - Per night Caravan Park (No access to power or ablutions)	\$17.00	Yes	S6.16 LGA
RV - Per night Wickepin Community Centre Oval	\$17.00	Yes	S6.16 LGA
Caravan Parks	Receipt to WK 168640 Yeal 168650		
<i>Seasonal Accommodation Unit - Wickepin & Yealering - per night</i>			
Per night (single room)	\$62.00	Yes	S6.16 LGA
Per night (double room)	\$90.00	Yes	S6.16 LGA
5 nights or more in one stay - per night Single	\$40.00	Yes	S6.16 LGA
5 nights or more in one stay - per night Double	\$70.00	Yes	S6.16 LGA
Caravan Parks	Receipt to HS 168660		
<i>Seasonal Accommodation Unit - Harrismith - per night</i>			
Short term - less than 5 nights - per night Single	\$45.00	Yes	S6.16 LGA
Short term - less than 5 nights - per night Double	\$65.00	Yes	S6.16 LGA
5 nights or more in one stay - per night single	\$30.00	Yes	S6.16 LGA
5 nights or more in one stay - per night Double	\$40.00	Yes	S6.16 LGA
Albert Facey Homestead	Receipt to 168830		
Admission Fees - Adult	\$3.00	Yes	S6.16 LGA
Admission Fees - Children	\$1.00	Yes	S6.16 LGA
Group Bookings - Per head (over 10 people)	\$2.00	Yes	S6.16 LGA
Saleyard Fees	Receipt to 170130		
Fee per head	\$0.55	Yes	S6.16 LGA
eID Reader Panel - BOND - payable in advance	\$200.00		S6.16 LGA
Standpipes	Receipt to 170830		
As per water corporation charge rates per Kilo litre	At Water Corp Rate		
Administration Fee	15%	Yes	S6.16 LGA
Minimum Charge	\$15.00	Yes	S6.16 LGA
Standpipe Cards	\$30.00	Yes	S6.16 LGA
Replacement Standpipe Cards	\$40.00	Yes	S6.16 LGA
Centenary Wall	Receipt to 168730		
Centenary Wall Plaques	At Cost	Yes	S6.16 LGA
Admin Fee (per plaques)	\$20.00	Yes	S6.16 LGA
Wickepin Business Centre - Part of CAC Building	Receipt to 170430		
Charge per day or part thereof	\$30.00	Yes	S6.16 LGA
Central Agcare - casual hire	Free		

SHIRE OF WICKEPIN FEES AND CHARGES
2026/2027

	Fee	GST	Legislative Authority
Other Property & Services			
Private Works			
Wickepin Ratepayers/Electors	Receipt to 173330		
No Dry Hire of plant			
Labour - per hour	\$80.00	Yes	S6.16 LGA
Graders, includes labour - per hour	\$285.00	Yes	S6.16 LGA
Loaders, steel roller, includes labour - per hour	\$235.00	Yes	S6.16 LGA
Tractors/Rubber Tyred Rollers, Bob Cat includes labour - per hour (subject to negotiation with	\$110.00	Yes	S6.16 LGA
8 Wheeler Truck, includes labour - per hour	\$215.00	Yes	S6.16 LGA
Single Axle Truck, includes labour - per hour	\$170.00	Yes	S6.16 LGA
Backhoe, includes labour - per hour	\$215.00	Yes	S6.16 LGA
Plate compactor - per day	\$95.00	Yes	S6.16 LGA
Plate compactor - per hour	\$27.00	Yes	S6.16 LGA
Ute - per kilometre	\$1.60	Yes	S6.16 LGA
Small plant (Mowers, whipper snippers) - per day	\$95.00	Yes	S6.16 LGA
Mowing- including labour (includes fire reductions	\$130.00	Yes	S6.16 LGA
External Commercial Rates	Receipt to 173330		
Labour - per hour	\$110.00	Yes	S6.16 LGA
Graders, includes labour - per hour	\$395.00	Yes	S6.16 LGA
Loaders, steel roller, includes labour - per hour	\$340.00	Yes	S6.16 LGA
Tractors/Rubber Tyred Rollers, Bob Cat includes labour - per hour	\$215.00	Yes	S6.16 LGA
8 Wheeler Truck, includes labour - per hour	\$352.00	Yes	S6.16 LGA
Single Axle Truck, includes labour - per hour	\$252.00	Yes	S6.16 LGA
Backhoe, includes labour - per hour	\$315.00	Yes	S6.16 LGA
Plate compactor - per day	\$147.00	Yes	S6.16 LGA
Plate compactor - per hour	\$37.00	Yes	S6.16 LGA
Ute - per kilometre	\$2.70	Yes	S6.16 LGA
Small plant (Mowers, whipper snippers)	\$105.00	Yes	S6.16 LGA
Mowing- including labour (includes fire reductions	\$142.00	Yes	S6.16 LGA
Sand and Gravel	Receipt to 173330		
Materials - per m ³	\$7.00	Yes	S6.16 LGA
Materials - per 10m ³ load - within 10km of town additional freight	\$221.00	Yes	S6.16 LGA
Materials - per 10m ³ load - over 10km from town additional freight	\$260.00	Yes	S6.16 LGA
Materials - Over 10m ³ - 3.50 per m ³ Plus Private works Rate	\$6.90	Yes	S6.16 LGA
Gravel & Road Making Material - Royalties	Costed to Jobs		
Purchase of Gravel and Road Making Materials - per m ³	\$2.60	Yes	
(payable to land owners when gravel extracted from property)			



13.4.1

Policy Manual Ammendments

5 HOUSING

5.1 EMPLOYEE HOUSING

5.1.1 Employee Housing

OBJECTIVE:

Provide clear parameters in relation to Shire of Wickepin employee housing.

POLICY:

5.1.1.1 DESIGNATED HOUSING

The following houses are to accommodate Shire of Wickepin employees only:

- Lot 40 Moss Parade is allocated to the CEO.
- [14 Smith Street](#) is allocated to the DCEO.
- 7 Rintel Street is allocated to the MWS.
- Other housing as allocated by the CEO. Temporary surplus housing may be rented on an [ad hoc](#) tenancy basis, by the CEO.

5.1.1.2 TENANCY POLICY

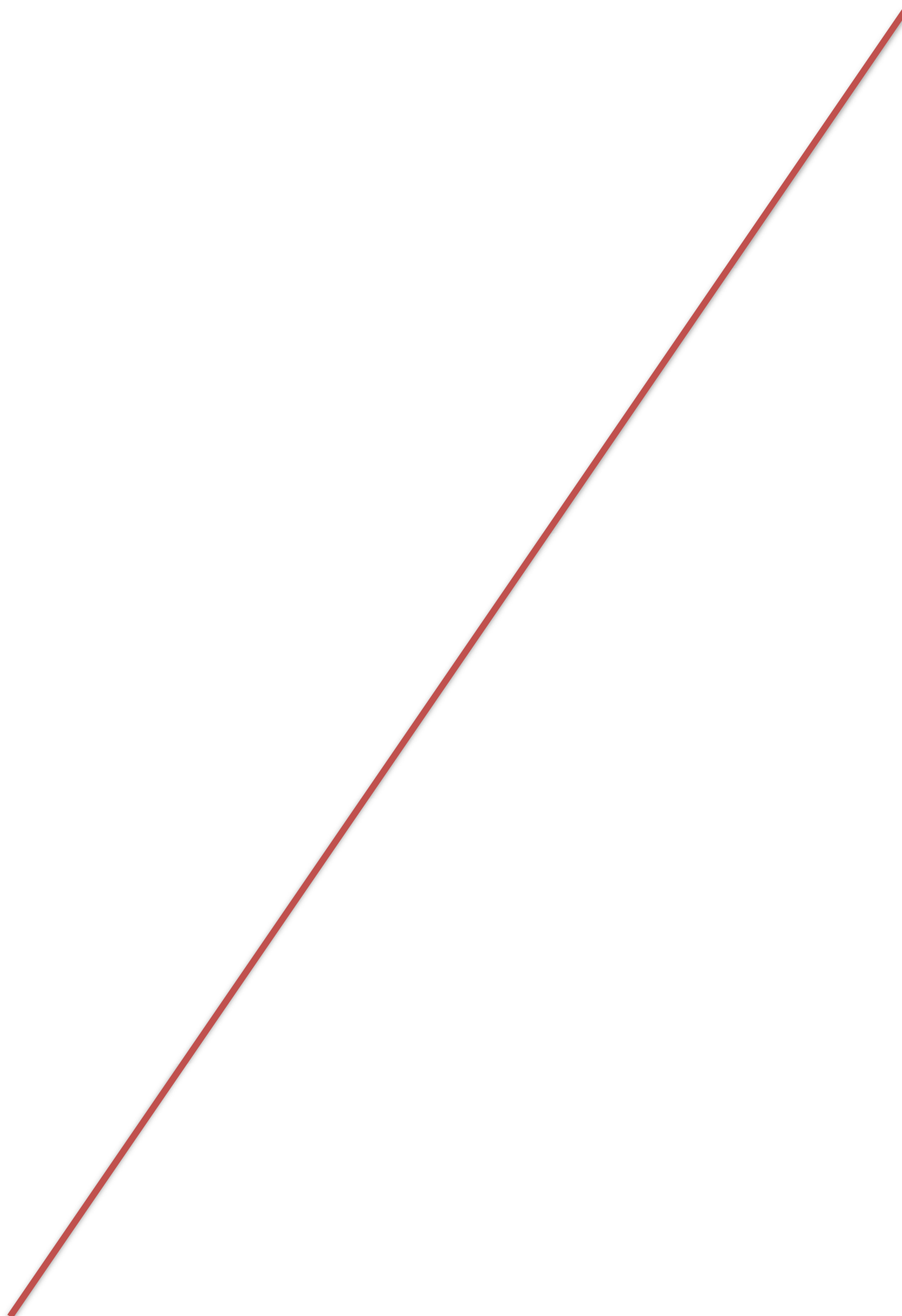
Refer to the [Employee Policy & Procedures Manual](#).

5.1.1.3 HOUSING SUBSIDY

[Permanent employees of the Shire of Wickepin who reside in a non Council owned residence may be eligible for a fortnightly housing allowance](#)
[Guidelines for Allowance](#)

- [Payable to permanent full time employees.](#)
- [Permanent part time employees will be paid a pro rata allowance.](#)
- [Not payable to casual employees.](#)
- [Not payable to staff/partners/family members who occupy a Shire subsidised dwelling.](#)
- [An individual household only is permitted to claim the subsidy. For example:](#)
 - [If two \(2\) or more employees are living together in non Shire owned accommodation, only one allowance is payable.](#)
 - [If two \(2\) or more employees reside together in Shire owned accommodation and one tenant pays employee rental rates, no other employee residing in that house is eligible to claim the housing allowance.](#)
- [The allowance shall be subject to review as part of the annual budget process.](#)
- [This policy may be cancelled or amended periodically.](#)
- [Employees will be notified of any variation through standard correspondence methods.](#)

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022



6 COMMUNITY AMENITIES

6.1 TOWN PLANNING/REGIONAL DEVELOPMENT

6.1.1 Conditions for Subdivisions

OBJECTIVE:

Provide clear parameters in relation to the conditions for subdivisions.

POLICY:

Developers of any subdivisions within the Shire of Wickepin are required to provide the following works and services:

- **Commercial and Residential Land**
Asphalt road (preferred not required), mountable concrete kerbing, street drainage, underground power, contribution towards public open space for passive recreation, street lighting, street signage, property numbering, fire hydrants and provision of a 2 m wide concrete footpath.
- **Industrial Land**
Asphalt roads (preferred not required), mountable concrete kerbing, street drainage, underground power, street lighting, street signage, fire hydrants and property numbering.
- **Special Rural**
No trees or vegetation shall be removed from the road reserve area of Special Rural subdivisions without prior authorisation of Council.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

OTHER COMMUNITY AMENTIES

6.2.1 General Waste and Recycle Bins

OBJECTIVE: Council provides households and businesses with bins to assist in the management of waste and recycling. Residential properties have different bin entitlements to businesses.

POLICY:

6.2.1.1 NEW BINS

Council will provide one general waste bin (green lid) and one recycling bin (yellow lid) to the following;

- New residential; and
- New commercial.

6.2.1.2 REFUSE COLLECTION

The annual refuse charge on council's rate notice entitles the following pick up from premises;

Residential

- 1x 240 litre green waste bin
- 1x 240 litre yellow recycling bin

Commercial

- 3x 240 litre green waste bin
- Bulk recycling (cardboard , paper etc.) pick up from approved pick up area
- 3x 240 litre yellow recycle bins for glass, plastics, aluminium etc.

Over and above the allocated amount of collection will incur an additional charge based on annual refuse charges.

Council's contractors will not pick up 44 gallon drums or any other rubbish receptacle other than a 240 litre bin.

6.2.1.3 DAMAGED/**STOLEN** BINS

Council will only repair and replace bins damaged by council's contractors. Residents/owners to purchase replacement bins at their own cost.

RESOLUTION:	DATE OF REVIEW:
160915-12	16/09/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

6.2.2 Sand and Gravel Extraction

OBJECTIVE:

Provide clear parameters in relation to sand and gravel extraction.

POLICY:

The MOW or CEO must seek permission from a landowner to search for materials on land within the Shire of Wickepin.

Entry powers are to be used as a last resort for road building materials only.

The CEO or MWS is to approach the landowner at least 14 days prior to the time that works are due to commence near the property, to advise the landowner of Council's intention, to negotiate compensation and to enable the landowner to make any domestic arrangements.

Council pays a cubic metre rate for sand/gravel as set out in the Fees and Charges. The cost will be charged against the particular job or jobs concerned.

All pits opened on private property are to be reclaimed before plant shifts to the next programmed job unless firm arrangements are made with the landowner for not reclaiming.

Rehabilitation of pits is to be in accordance with Council's pit rehabilitation policy [8.1.7.15](#).

Neither the landowner nor the Shire of Wickepin will allow other persons to extract materials from the stockpile area. Where the landowner wishes to make use of the stockpiled materials they must agree on terms with the Shire of Wickepin.

If land owners are unwilling to allow Council access for Road Building Materials (RBM) reserves, Council may resume the land to enable RBM to be obtained, as per *Schedule 3.2(3) of the Local Government Act 1995 (WA)*, which states "That from land any native growing or dead timber, earth, stone or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence, or gate."

All agreements relating to the removal of (gravel/RBM) shall be recorded in writing and signed by all parties, [prior to removal of any materials](#).

[Refer to Sand/Gravel RCTI document.](#)

[\(F:\MWS\05 - Sand & Gravel Extraction\Sand & Gravel with RCTI permission.doc\)](#)

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

6.2.3 Intensive Agriculture

OBJECTIVE:

Provide clarity and direction with regards to the approval of intensive agricultural uses in consideration of potential conflict issues with other land-uses.

POLICY:

'Intensive agriculture' includes but is not limited to horticulture, aquaculture, viticulture, floriculture, feed lots, and turf farms.

'Intensive Agriculture' is specified as an 'A' use (requiring advertising prior to Council decision) within the Rural Zoned Areas of the Shire of Wickpin Town Planning Scheme No. 4.

Council may support an intensive agricultural use/development on 'General Agricultural' zoned land subject to the following minimum criteria:

INTENSIVE AGRICULTURAL USE	MIN. LOT SIZE	MIN. SETBACK FROM BOUNDARIES	MIN. SETBACK FROM NEIGHBOURING RESIDENCE	MIN. SETBACK FROM A WATERCOURSE OR DAM	MIN. VEGETATION SCREENING & BUFFERS
Horticulture	20 ha	40 metres	200 metres	100 metres	5 metres
Viticulture	30 ha	40 metres	200 metres	100 metres	5 metres
Floriculture	10 ha	15 metres	100 metres	100 metres	5 metres
Aquaculture	2 ha	15 metres	100 metres	100 metres	-
Turf Farm	20 ha	15 metres	100 metres	100 metres	-

Setbacks may be varied depending on the nature of the proposed intensive agricultural use, local wind, topography and vegetation conditions. When determining such setbacks the Council will consider existing characteristics and potential land-uses on adjoining and nearby properties.

An acceptable water supply, endorsed/licenced by the [Department of Water and Environmental Regulation \(DWER\)](#), exists on the property with confirmation to this effect being submitted in writing at the time of application for planning consent.

An application for planning consent must demonstrate that the proposed intensive agricultural use will not impact on any neighbouring agricultural practice or be detrimental to the subject land, surrounding locality or environment by way of land degradation or erosion, noise, dust, odour, spray drift, effluent disposal or leaching, waste water disposal or runoff etc.

Council will not support the damming of a watercourse or valley area for the purpose of servicing a proposed intensive agricultural use/development unless a separate application for planning consent for the proposed dam has been submitted detailing:

- The overall area and holding capacity of the dam.
- A profile of the dam wall including the provision of an overflow so as not to prohibit or substantially restrict the flow of water downstream.

- The location of the dam in relation to property boundaries and existing residential development or [DWER](#) has given its endorsement for the proposed dam.

Council will support retailing of produce from the property where a separate application for planning consent for wayside stall, produce store or cellar door sales outlet has been submitted detailing:

- Location and form of building.
- Vehicular access.
- Disabled access
- Access to the property is by a 12.0 metre form/8.0 metre gravel paved road.
- Provision for on-site car parking.
- Provision of landscaping.
- Hours of operation.

Council will support the establishment of buildings for an intensive agricultural use where they are clustered with other buildings on the site and are located well away from hills, mesa tops, and ridge-lines.

Council will support the establishment of a feed lot where:

- The property is serviced by minimum 12.0 metre form/8.0 metre gravel or bitumen paved road.
- Favourable response to the proposal has been received from ~~Department of Agriculture and Food, Department of Planning, Department of Environment and Conservation~~ [Department of Primary Industries and Regional Development, Department of Planning, Lands and Heritage, Department of Biodiversity, Conservation and Attractions](#) and any other government agency as determined by Council.
- The feed lot will not result in any negative impact on neighbouring agricultural or residential uses or be detrimental to the land, surrounding locality or environment by way of land degradation or erosion, noise, dust, odour, effluent disposal or leaching, waste water disposal or runoff.
- The proposal complies with the [Industry Regulation Fact Sheet. – DWER \(Industry Regulation fact sheet Cattle Feedlot — 2018\)](#)

The Council is not bound to accept any request for additional maintenance or upgrading of roads directly resulting from increases in traffic volumes from an approved intensive agricultural use, unless a financial contribution for such works has been agreed to and received from the respective business owner/proprietor.

In the event of any conflict between this Policy and the Shire of Wickepin Town Planning Scheme No. 4, the Town Planning Scheme shall prevail.

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170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

6.2.4 Sea Containers

OBJECTIVE:

Provide clear parameters in relation to the placement of sea containers.

POLICY:

The placement of a sea container (including a re-locatable 'box-type' storage container, shipping container or unit) requires planning approval by Council and is a 'development' under the Shire of Wickepin Town Planning Scheme.

The permanent placement of a sea container is not be permitted on land zoned 'Residential' and 'Rural Residential' (except sea containers that [are adapted such that they no longer present as a sea container and instead take the appearance of a conventional out building or structure consistent with the character of the area e.g.](#) Externally clad in wall and roof sheeting of materials, colours and design that give the appearance of a shed structure to the satisfaction of Council).

Sea Containers may be placed upon 'General Agricultural' zoned land (greater than 20ha in area).

Sea containers may not be placed upon vacant land unless a building licence has been issued by the Shire of Wickepin for the property, and in any case, the placement of the sea container upon the property shall not exceed 24 months.

A sea container may be used temporarily by a builder to store equipment, tools and building materials during the construction of a building, and in any case shall not exceed 24 months from the date of issue of the building licence. The sea container must be located to the satisfaction of the CEO, and in the event of a substantial written, author-identified complaint being received the matter may be referred to Council for its consideration.

Other than 'Industrial' zoned land the Council will not approve:

- More than one (1) sea container on a property.
- A container that exceeds 6.0m in length, 2.4m in width, and 2.6m in height.
- Sea containers that are visible from the street.

All approved sea containers are required to be in good repair and in a uniform colour with no visible rust marks. The Shire of Wickepin may give written notification to the landowner to undertake necessary upgrades or alternatively remove the sea container from the property within 21 days from the date of the written notification.

Applications for the use of a sea container must include:

- Completed and signed planning application form and payment of application fee.
- Site plan (drawn to scale) showing the proposed location of the sea container in relation to boundary setbacks, natural features and existing development.
- Written submission detailing the use, condition, unit dimensions and visual amenity of the sea container.
- Elevation drawings and/or photographs of the presentation and appearance of the sea container.

In the event of any conflict between this Policy and the Shire of Wickepin Town Planning Scheme, the Town Planning Scheme shall prevail.

Applications in accordance with this Policy and located upon 'Industrial' zoned land will be dealt with under delegated authority by Shire of Wickepin employees. All other applications will be determined by Council.

The Council, at its, discretion may advertise the proposed use of sea containers within a designated locality to ascertain the views of neighbouring and nearby residents prior to the application being considered.

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170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

6.2.5 Community Bus Use

OBJECTIVE:

Provide clear parameters in relation to the use of Shire of Wickepin community bus.

POLICY:

The Shire of Wickepin community bus is available for use. Fees are set each year in the Shire of Wickepin Fees and Charges.

Smoking is not permitted on the community bus in any circumstance.

The vehicle is not to be driven under the influence of alcohol or other drugs in any circumstance.

6.2.5.1 APPROPRIATE DRIVERS LICENCE

Any drivers of the community bus must have the relevant licence class. A minimum of a “LR” class must be held by the nominated driver before approval will be granted.

Drivers of bus must hold an “F” endorsement if consideration in any form (e.g. money, token gifts or similar) is being sought.

Drivers of bus must provide a copy of their drivers licence at time of hiring.

6.2.5.2 VEHICLE MAINTENANCE

The hirer is responsible for:

- Cleaning the vehicle inside and out after each use.
- Reporting any damage to the Shire of Wickepin.
- Malicious or deliberate damage.

The Shire of Wickepin is responsible for ensuring all servicing and maintenance is attended to:

- Garaging of vehicle.
- Refuelling prior to hire.
- Making good any reasonable damage.
- All bookings and payments.

Failure to comply with any of the above conditions may result in refusal to hire the bus to that organisation in the future.

6.2.5.3 HIRE

Council may hire the community bus to people from outside the Shire of Wickepin. If, however, the bus is hired by somebody who is not a resident of Wickepin, and a local subsequently requires the bus, the non-local is to be advised that the bus is no longer available for hire. At least one week’s notice must be given to the non-local of the cancellation of the hire to enable them to make other arrangements.

If the bus is returned in an untidy state and it is not possible to contact the hirer responsible prior to the next hire of the bus, the bus will be cleaned and the hirer will be responsible for the cost of the cleaning.

Hirers are responsible for any insurance excess as for damage to the community bus where the damage is attributable to their use.

6.2.5.4 BOND

A bond must be deposited at the Shire of Wickepin prior to the bus departing for groups outside the Shire of Wickepin [as per fees and charges](#)

The bond will be refunded after an inspection of the bus on its return on completion of a [Bond Refund Form as per Shire of Wickepin payment cycle](#).

[F:\Forms\Venue and Equipment Hire 2026 2027\Community Bus\Community Bus Hire Booking Form 2026-2027](#)
[F:\Forms\Bond Refund Request](#)

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
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201119-29	20/11/2019
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7 RECREATION & CULTURE

7.1 PUBLIC HALLS, CIVIC CENTRES

7.1.1 Hire of Public Buildings

OBJECTIVE:

Provide clear parameters in relation to the hire of public buildings.

POLICY:

Council encourages the hire of Shire of Wickpin public buildings.

The condition of hired buildings will be monitored and any damage sustained or excessive cleaning required is to be brought to the attention of the hirer/user, who will be charged to cover the costs of such damage and/or cleaning in addition to the hire fee.

The onus shall be on the user/hirer of buildings to obtain the necessary copyright approvals if intending to broadcast copyright material (music) to the public.

7.1.1.1 YEALERING HALL MANAGEMENT

Council shall be responsible for the following:

- Pay for electricity, gas and water.
- Cleaning and providing cleaning equipment e.g. vacuum cleaner, brooms, mops, buckets, etc.
- Disposable items for the toilets e.g. toilet paper, paper towels, urinal blocks, floor cleaners, toilet cleaners, etc. (spares to be kept in store room).
- ~~— Kitchen consumables.~~
- Ensuring toilets are cleaned including cleaning prior to special functions or as required.
- Cleaning supplies to be kept in storage room and key available to the cleaner.
- Provision of new kitchen equipment [approved by Council](#)
- ~~— Application of Feist Watson Floor Shine on wooden floor annually.~~
- All windows to be cleaned.
- Carpet in foyer to be professionally cleaned. **annually.**
- Replacement of any kitchen equipment as required (e.g. breakages).
- Any maintenance jobs annually.
- Maintenance of hot food bain-marie, warming cupboard, refrigerators, crockery and cutlery, electrical appliances and other basic kitchen equipment.

The Yealering Progress Association shall be responsible for the following:

- Arranging working bees when necessary, to continue to enhance and improve the facility.
- Reporting to the Shire of Wickpin any damage or extra cleaning that may be required.
- Ongoing repairs and maintenance of the building.

- Ensuring access to toilet facilities is made available for users of the facility. The toilets are no longer open to the public.
- Undertaking an annual inspection and reporting all required maintenance and replacement of equipment to the Shire of Wickepin.

There should be at least five sets of keys to be held by the following;

- Cleaner/~~caretaker~~—Yealering
- Shire of Wickepin
- Yealering Progress Association President
- Yealering Progress Association Secretary
- Yealering Post Office – in case of emergency.

All bookings should be made through the Shire of Wickepin.

The hirers shall be responsible for the following:

- Facility must be left in a clean and tidy state.
- Any area used must be appropriately cleaned, with chairs and tables stacked away.
- Obtaining the appropriate licences and/or paying appropriate royalties for the sale of liquor or broadcasting of music.
- Special cleaning instructions will be mounted on inside of broom cupboard in kitchen.
- If the cleaning undertaken by any individual or organisation is found to be inadequate then the hirer will be billed for the cost of additional cleaning.

Waiver of hire charges will be dealt with in accordance with Council Policy Waiving of Fees and Charges.

7.1.1.2 HARRISMITH HALL MANAGEMENT- UNDER LEASE TO THE HARRISMITH HEALTH HUB

Refer to the Tenancy Agreement

F:\Council Documents\Agreements & Leases\Agreements & Leases
 \Harrismith Hall\Harrismith Health Hub Agreement 2026 - 2027

~~Council shall be responsible for the following:~~

- ~~— Pay for electricity and gas.~~
- ~~— Cleaning and provide cleaning equipment e.g. brooms, mops, buckets, etc.~~
- ~~— Disposable items for the toilets e.g. toilet paper, paper towels, urinal blocks, floor cleaners, toilet cleaners, etc. (spares to be kept in store room).~~
- ~~— Cleaning supplies to be kept in storage room and key available to the cleaner.~~
- ~~— Any maintenance jobs annually.~~
- ~~— Ensuring toilets are cleaned, including cleaning prior to special functions or as required.~~

~~Harrismith Community Centre Committee shall be responsible for the following:~~

- ~~— Provide and maintain kitchen equipment and kitchen consumables.~~
- ~~— Organising working bees when necessary, to continue to enhance and improve the facility.~~

- ~~Reporting to the Shire of Wickepin any damage or extra cleaning that may be required.~~
- ~~Promoting the ongoing repairs and maintenance of the building.~~
- ~~Ensuring access to toilet facilities.~~

~~All bookings should be made through the Harrismith Community Centre Committee and all funds forwarded to the Shire of Wickepin quarterly.~~

~~The hirers shall be responsible for the following:~~

- ~~Facility must be left in a clean and tidy state.~~
- ~~Any area used must be appropriately cleaned, with chairs and tables stacked away.~~
- ~~Obtaining the appropriate licenses and/or paying appropriate royalties for the sale of liquor or broadcasting of music.~~
- ~~Special cleaning instructions will be mounted on inside of broom cupboard in kitchen.~~
- ~~If the cleaning undertaken by any individual or organisation is found to be inadequate then the hirer will be billed for the cost of additional cleaning.~~

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180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7.2 SWIMMING AREAS

7.2.1 DELETED-Swimming Pool Subsidy

OBJECTIVE:

~~Provide clear parameters in relation to swimming pool subsidy.~~

POLICY:

~~Council will meet the cost of bus transport for children from Yealering school to attend swimming classes conducted during school time at the Wickepin Swimming Pool.~~

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170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7.3 OTHER RECREATION AND SPORT

7.3.1 Camping and Overnight Stay Requests

OBJECTIVE:

Provide clear parameters in relation to camping-overnight stay requests.

POLICY:

Upon application, ~~Council~~ the CEO may approve overnight stays in nominated Shire of Wickepin community facilities, including Wickepin Community Centre and Yealering Hall.

Overnight stays will not be approved for private functions such as birthday parties, weddings, funerals, end of season sporting club functions.

~~Council~~ The CEO shall restrict the number of people permitted to stay overnight to:

- Wickepin Community Centre – maximum of 80 people.
- Yealering Hall – max 50 people.

Groups shall not be permitted to stay more than 3 nights in a row.

~~Council shall ensure when booking is made at the Shire of Wickepin admin office and that a copy of Councils Emergency Evacuation and Safety Management Plan is made known and provided to the hirer.~~

The intention is to cater for groups involved with charity/fundraising, passive recreation (cycling clubs) and school groups involved in excursions.

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170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7.3.2 Maintenance

OBJECTIVE:

Provide clear parameters in relation to maintenance of the community halls.

POLICY:

The following halls shall be classed as community halls and their direct management is the responsibility of local community groups:

- Yealering CWA Hall.
- ~~— Tincurrin Town Hall.~~

Yealering Progress Association has control of the Yealering CWA building and shall be responsible for electricity and water costs and all garden and general maintenance.

Council shall be responsible for ~~electricity, insurance and water costs~~ insurance costs and building maintenance

Refer to Council Resolution 170321-18

RESOLUTION:	DATE OF REVIEW:
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150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7.3.3 Establishment and Maintenance of Playground Equipment

OBJECTIVE:

Provide clear parameters in relation to the establishment and maintenance of playground equipment.

POLICY:

All playground equipment purchased by Council, donated or supplied on a joint venture basis and constructed on Council owned or controlled land shall be in accordance with the ~~Australian Standards Association (1924, Part 1, 1981) Playground Equipment for Parks, Schools and Domestic Use. (ASA 2155—1982 and 2555—1982)~~

Australian Standards for Playground Equipment and Surfacing (AS 4685)

The CEO shall order the immediate removal of any items of playground equipment that are deemed not conforming and dangerous. ~~and shall have the authority to remove any item and place in the Council's depot if the order for its removal is disregarded.~~

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180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7.3.4 Sponsor Advertisements on Sporting Grounds

OBJECTIVE:

Provide clear parameters in relation to sponsor advertising on sporting grounds.

POLICY:

Sponsor advertising is permitted on perimeter fences to playing fields or may be free standing adjacent to playing fields on land owned or managed by Council, subject to the approval of the CEO and the following policy guidelines:

- The CEO to seek comments from the particular Community and Sporting groups that use the playing field involved.
- The applicant to be responsible for maintaining advertising material in good state of repair to the satisfaction of the CEO.
- The CEO may delegate the granting of approvals to Sporting Associations where appropriate.
- Sign size to be determined in conjunction with the CEO (to be of a uniform standard).

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7.3.5 Consumption of Alcohol In or On Shire Properties and Reserves

OBJECTIVES:

The objectives of this policy is to:

- provide guidance with respect to considering applications to consume alcohol in/on Council owned properties and reserves;
- encourage the responsible consumption of alcohol in/on Shire owned facilities and reserves;
- outline the conditions for the provision of a permit to consume alcohol in/on a Shire owned facility or reserve; and
- outline the requirements to gain approval to sell alcohol in/on a Shire owned facility or reserve.

SCOPE:

Applies to all properties, facilities, reserves owned, vested or under the care, control or management of the Shire of Wickepin.

POLICY STATEMENT:

This policy aims to achieve the following outcomes for the consumption and sale of alcohol at Shire owned and managed property:

- safe consumption of alcohol;
- responsible service of alcohol; and
- minimise harm and alcohol related damage and violence.

It is illegal:

- for any person to consume alcohol on unlicensed premises (eg a council facility) without the consent of the owner or authority in control of those premises; and
- to sell alcohol from a council premises without first obtaining a licence from the ~~Department of Local Government, Sport & Cultural Industries – Racing, Gaming & Liquor (DLGSC)~~ Department of Local Government, Industry Regulation and Safety (LGIRS) It is the responsibility of the person hiring the Shire facility to ascertain if they require a liquor license. A Shire permit to consume alcohol does not replace the requirement to obtain a liquor license where that requirement exists.

The Shire recognises the social and economic cost of alcohol related harm within the community and encourages responsible and safe consumption of alcohol. The Shire also recognises that alcohol consumption is legally acceptable for assenting adults when consumed responsibly and may play a role in hosting celebrations, activities and events.

As these are activities Shire facilities and reserves are commonly hired for, the Shire will consider requests to consume alcohol in/on Shire owned facilities and reserves for such purposes.

However, such approval does not negate an individual's or organisation's legal responsibility in the provision and consumption of alcohol.

Definitions

Permit to Consume Alcohol – A permit issued by the Shire of Wickpin to supply and/or consume alcohol in/on a Shire owned facility or reserve.

Liquor Licence – A licence issued by the ~~Department of Local Government, Sport and Cultural Industries – racing, gaming and liquor~~ (DLGSC) ~~Department of Local Government, Industry Regulation and Safety~~ (LGIRS) to sell alcohol.

Permit to Consume Alcohol on Shire Properties

In order to supply and/or consume alcohol in/on a Shire owned facility or reserve, an application to consume alcohol must be made at the time of booking facility or reserve.

A permit to consume alcohol on a Shire owned facility or reserve may be issued by the Shire subject to the following conditions:

- a) An application must be made to the Shire by submission of an "Application to Consume Alcohol on Council Property" (appendix 1) at least 14 days prior to the event date. If alcohol is being sold, the Shire must be provided with a copy of the liquor license as approved by the ~~Department of Racing, Gaming and Liquor~~ ~~Department of Local Government, Industry Regulation and Safety~~, prior to the license period commencing.
- b) The permit holder listed on the "Application to Consume Alcohol on Council Property" is responsible for the safety and wellbeing of all people involved in the event and managing the activity to ensure other users and residents are not impacted.
- c) Local Police are to be informed and advised of any changes or variation to the hours.
- d) The CEO must be satisfied that any application or request to consume alcohol will not cause undue disruption or harm to members of the community, or does not demonstrate potentially significant risk that would result in damage to a Shire owned facility or reserve.
- e) Applications for a permit to consume alcohol will only be considered for facilities and reserves within the following time restrictions:
 Sunday – Thursday from 11am to 10pm.
 Friday and Saturday from 10am to 12am (midnight).
- f) A wedding ceremony on a Shire reserve (**recommended** not to exceed 2 hours) would be permitted.
- g) Compliance with all Shire of Wickpin terms and conditions of venue hire.
- h) A community or corporate event held in/on Shire owned facility or reserve, where a Liquor Licence has been successfully obtained from the ~~DLGSC~~. **LGIRS**.

Sale of Alcohol on Council Properties

Any proposal to sell alcohol in/on a Shire owned facility or reserve, will require the applicant to apply to the **DLGSC LGIRS** for a liquor licence, and also to the Shire of Wickepin for a permit to consume alcohol.

The following conditions apply to sale of alcohol on shire premises:

- a) The Shire may provide comment to the DLGSC regarding an application submitted for an Occasional Liquor Licence.

The Department may be advised of the time restrictions on permission to consume alcohol on council premises as per times outlined in Permit to Consume Alcohol section (b) above.

- b) A Liquor Licence from the **DLGSC LGIRS** must be in place and a copy supplied to the Shire a minimum of 14 days prior to the event date. A permit to consume alcohol will only be issued after receipt of the liquor licence.
- c) The CEO must be **reasonably** satisfied that any application or request to sell alcohol will not cause undue disruption or harm to members of the community.

It is an offence for juveniles and drunk persons to consume, be in possession of, or be supplied alcohol at functions or events, as regulated by the *Liquor Control Act 1988*.

Should the Shire become aware of breeches to the *Liquor Control Act 1988*, these will be reported to the **DLGSC LGIRS**. The Shire may refuse to support any further applications (by that applicant) for a Liquor License, or refuse to provide permission to consume alcohol for future hires of Shire owned facilities and reserves.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Liquor Control Act 1988 Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2022 Food Safety Standards Food Act 2008 Food Regulations 2009 Public Health Act 2016 Health (Public Buildings) Regulations 1992						
Industry:	Department Local Government Sport & Cultural Industries - racing-gaming-and-liquor						
Organisational:	Shire of Wickepin Hire of Public Buildings Policy						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Every 2 years	Next Due:	20226	Records Ref:	
Version #	Decision Reference:		Synopsis:				
9.	17/06/2015		170615-12				
10.	15/03/2017		150317-11				
11.	19/02/2020		180320-02				
12.	17/02/2021		170321-03				
13.	16/03/2022		200422-12				
14.	18/09/2024		180924-09				

Consumption of Alcohol In or On Shire Properties and Reserves Attachment**Alcohol Consumption on Shire Property Permit Application**Organisation Address **Nominated individual responsible for the permit to consume alcohol**Name Telephone Address Date of Function Start time Finish time Type of Function Venue Expected number of attendees **Alcohol**

Method of distribution

☐ Supply
 ☐ Sale
 ☐ BYO

What types of drinks will be available

☐ Non Alcoholic
 ☐ Low – Mid Strength Beer
 ☐ Spirits
☐ Wine
 ☐ Full Strength Beer
Security and Safety

What security measures will be undertaken to protect both Council property and members of the public?

Availability of Security Person ☐ YesRestriction of alcohol to underage persons ☐ YesMinimum of 1 security person per 100 guests ☐ YesAdequate lighting around bar and site ☐ YesAdequate security around bar and site ☐ Yes**Food**When will food be available? What types of food do you intend to make available? **I hereby make application for alcohol to be consumed at the abovementioned function:**Signature of Applicant Date Signature of Approving Officer Date

Consumption of Alcohol In or On Shire Properties and Reserves Attachment



Alcohol Consumption on Shire Property Permit Application

Organisation

Address

NOMINATED INDIVIDUAL RESPONSIBLE FOR THE PERMIT TO CONSUME ALCOHOL

Name

Telephone

Address

Date of Function

Start Time of Function

Start Time of Alcohol
Consumption

Finish Time of Event

Type of Function

Venue

Expected number of attendees

ALCOHOL

Method of distribution

☐ Supply

☐ Sale

☐ Liquor license
supplied

☐ BYO

What types of drinks will be available

☐ Non Alcoholic

☐ Low – Mid Strength Beer

☐ Spirits

☐ Wine

☐ Full Strength Beer

SECURITY AND SAFETY

What security measures will be undertaken to protect both Council property and members of the public?

Availability of Security Person

☐ Yes

Restriction of alcohol to underage persons

☐ Yes

Minimum of 1 security person per 100 guests

☐ Yes

Adequate lighting around bar and site

☐ Yes

Adequate security around bar and site

☐ Yes

Have you notified the local police of this event?

☐ Yes

FOOD

When will food be available? _____

What types of food do you intend to make available? _____

Please continue onto the next page

Excerpt below from Shire of Wickepin Policy 7.3.5 Consumption of Alcohol In or On Shire Properties and Reserves.
Full policy is available for viewing on the Shire's Website.

Permit to Consume Alcohol on Shire Properties

In order to supply and/or consume alcohol in/on a Shire owned facility or reserve, an application to consume alcohol must be made at the time of booking facility or reserve.

A permit to consume alcohol on a Shire owned facility or reserve may be issued by the Shire subject to the following conditions:

- a) An application must be made to the Shire by submission of an "Application to Consume Alcohol on Council Property" (appendix 1) at least 14 days prior to the event date. If alcohol is being sold, the Shire must be provided with a copy of the liquor license as approved by the Department of Racing, Gaming and Liquor, prior to the license period commencing.
- b) The permit holder listed on the "Application to Consume Alcohol on Council Property" is responsible for the safety and wellbeing of all people involved in the event and managing the activity to ensure other users and residents are not impacted.
- c) Local Police are to be informed and advised of any changes or variation to the hours.
- d) The CEO must be satisfied that any application or request to consume alcohol will not cause undue disruption or harm to members of the community, or does not demonstrate potentially significant risk that would result in damage to a shire owned facility or reserve.
- e) Applications for a permit to consume alcohol will only be considered for facilities and reserves within the following time restrictions:

Sunday – Thursday from 11am to 10pm.

Friday and Saturday from 10am to 12am (midnight).

- f) A wedding ceremony on a shire reserve (not to exceed 2 hours) would be permitted.
- g) Compliance with all Shire of Wickepin terms and conditions of venue hire.
- h) A community or corporate event held in/on shire owned facility or reserve, where a Liquor Licence has been successfully obtained from the DLGSC.

Sale of Alcohol on Council Properties

Any proposal to sell alcohol in/on a shire owned facility or reserve, will require the applicant to apply to the DLGSC for a liquor licence, and also to the Shire of Wickepin for a permit to consume alcohol.

The following conditions apply to sale of alcohol on shire premises:

- a) The Shire may provide comment to the DLGSC regarding an application submitted for an Occasional Liquor Licence.

The Department may be advised of the time restrictions on permission to consume alcohol on council premises as per times outlined in Permit to Consume Alcohol section (b) above.

- b) A Liquor Licence from the DLGSC must be in place and a copy supplied to the Shire a minimum of 14 days prior to the event date. A permit to consume alcohol will only be issued after receipt of the liquor licence.
- c) The CEO must be satisfied that any application or request to sell alcohol will not cause undue disruption or harm to members of the community.

It is an offence for juveniles and drunk persons to consume, be in possession of, or be supplied alcohol at functions or events, as regulated by the *Liquor Control Act 1988*.

Should the Shire become aware of breeches to the *Liquor Control Act 1988*, these will be reported to the DLGSC. The Shire may refuse to support any further applications (by that applicant) for a Liquor License, or refuse to provide permission to consume alcohol for future hires of Shire owned facilities and reserves.

I hereby apply for approval to permit the consumption of alcohol at the abovementioned function. I acknowledge that I have read and understood the Alcohol Consumption on Council Facilities Policy and agree to fully adhere to its conditions and requirements:

Signature of Applicant _____

Date _____

Signature of Approving Officer _____

Date _____

7.3.6 Honour Boards in Council Properties

OBJECTIVE:

Provide clear parameters in relation to Honour Boards on Council properties

POLICY:

No honour boards are to be erected in Council properties without written approval of Council.

Application for the erection of an honour board in Council properties must be in writing.

All applications must outline the size, style and location for the proposed honour board.

Any honour boards that are erected without approval will be removed without reference to the person erecting the honour boards.

Council bears no responsibility for the maintenance of honour boards, except in relation to maintenance of its property and the improvements thereon.

If honour boards are stolen, replacement will be at the expense of the original donor.

If, for operational reasons, it is determined that an existing honour board needs to be relocated, this will be at the discretion of Council.

RESOLUTION:	DATE OF REVIEW:
170321-15	17/03/2021
200422-12	16/03/2022

7.4 HERITAGE

7.4.1 Memorials on Council Property

OBJECTIVE:

Provide clear parameters in relation to memorials on Council property.

POLICY:

This policy does not apply to Memorials which serve a wide community purpose such as war memorials or signage erected indicating place names that have been approved by the Geographical Names Committee WA.

The installation or erection of memorial plaques on Shire of Wickpin property is permitted if located upon a suitable piece of donated furniture (e.g. park seat, table setting or the like). The furniture is to be of a type and style approved by Council and the donor is to meet all costs associated with its purchase, delivery and installation.

The siting of donated memorial furniture will be as approved by Council.

The inscription plaque shall be no greater than 100mm x 100mm and be made of brass, bronze or stainless steel.

No memorials are to be erected on Council property without approval. Any memorials that are erected without approval will be removed without reference to the person erecting the memorial.

Council bears no responsibility for the maintenance of memorials in parks, except to the extent of its general obligation in relation to maintenance of its property and the improvements thereon.

If plaques are stolen, replacement will be at the expense of the original donor.

If the furniture or feature upon which the plaques is erected become unserviceable or a hazard for whatever reason, it shall be removed. Replacement of feature or furniture will be at the discretion of Council, and replacement will not necessarily contain the memorial plaque.

If, for operational reasons, it is determined that an existing memorial needs to be relocated, this will be at the discretion of Council. Generally a new site will be selected for the memorial near to its original site, unless;

- the original memorial is no longer serviceable;
- has become a hazard for whatever reason; or
- no suitable near site for its relocation can be identified.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7.5 OTHER CULTURE

7.5.1 Saleyard Use

OBJECTIVE:

Provide clear parameters in relation to saleyard use.

POLICY:

The Wickepin Saleyards are available for appropriate hire. 24 hours must separate the close of one sale and the commencement of receivables for next sale.

The Council will set a fee for use of the saleyards as set out on the Fees and Charges.

All operational matters in relation to the saleyards are to be referred to the Saleyard [Reference Group](#) ~~Advisory Committee~~.

~~Profits for saleyard fees are to be transferred to the Saleyard Reserve account at the end of each financial year.~~

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

7.5.2 ~~DELETED~~Circuses

OBJECTIVE:

~~Provide clear parameters in relation to circuses.~~

POLICY:

~~Circuses are permitted to hold events in the Shire of Wickpin.~~

~~Circuses with exotic animals are must abide by the conditions of entry into Western Australia as imposed by the Department of Agriculture.~~

RESOLUTION:	DATE OF REVIEW:—
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

8 TRANSPORT

8.1 STREETS, ROADS, BRIDGES, DEPOTS

8.1.1 Private Footpaths and Kerbing in Townsites

OBJECTIVE:

Provide clear parameters in relation to private footpaths and kerbing in townsites, and provide clear parameters on charging a deposit against damage to footpaths and kerbing on all building works over \$5000.

SCOPE

This policy applies to the whole Shire.

POLICY:

Private individuals are not permitted to erect or replace footpaths/kerbing on any road reserve within the townsites of the Shire of Wickepin.

The Shire will charge a deposit of \$500 on all building works in townsites where the net value of the building works exceeds \$5,000, unless it is assessed by the Chief Executive Officer or Manager Works & Services that the works proposed will present little or no risk of damage to Shire paths, road surface and kerbing.

Such bond will be held as a guarantee that:

- The street verge will be left in a clean and tidy condition at the conclusion of building work.
- The road surface is swept clean of any sand that may have been brought onto the road surface at the conclusion of the building works; and
- That no damage is made to Shire's Road, Kerb or Footpath.

It will be the responsibility of the person obtaining a Building Licence to pay the bond.

The person obtaining the Building Licence will be required to give notification in writing, prior to the commencement of works, of any damage to kerbs, paths or street that exist before the commencement of works.

F:\Forms\ Deposit of Footpaths-Kerbing Bond

F:\Forms\ Bond Refund Request

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

8.1.2 Restricted Access Vehicle Permit on Low Volume Roads

OBJECTIVE:

Formalise the process of Council approving Restricted Access Vehicles (RAV) on Shire of Wickpin approved Low Volume Roads (LV) as designated by Main Roads Western Australia and to allow primary producers in the Shire of Wickpin to conduct seasonal movements of primary produce and primary input materials throughout the Shire of Wickpin in a coordinated and controlled manner.

POLICY:

Council delegates authority to the CEO to grant Council approval to RAV applications in accordance with this policy.

A LV road is generally an unsealed rural road with a traffic volume of less than 75 vehicles per day. These roads are narrower and generally only approved for use during harvest and other local seasonal activities.

There are two standards of LV roads, type A and type B. Type B is narrower and considered a single lane road (i.e. trafficable running surface of > 4 metres).

8.1.2.1 LOW VOLUME CONDITION TYPE A

- Transport operators must show courtesy to school buses and local traffic at all times.
- Operation during daylight hours only.

8.1.2.2 LOW VOLUME CONDITION TYPE B

- Transport operators must show courtesy to school buses and local traffic at all times.
- Operation during daylight hours only.
- Maximum speed limit of 40kmh.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
211118-12	11/06/2019
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

8.1.3 Road Closures

OBJECTIVE:

Provide clear parameters in relation to road closures.

POLICY:

Council will close roads when the road conditions are such that:

- The road or section of a road is unsafe to traffic.
- The use of the road or section of a road will result in damage that will cause the road to become unsafe.
- The use of the road or section of a road will result in damage that will take considerable time and/or resources to repair.
- [May close unsealed roads to vehicles over 4.5t after significant rain.](#)

Council may seek restitution for any damages caused to road surfaces as per the *Local Government Act 1995 (WA)* and subsidiary regulations.

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170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

8.1.4 Council Position in Relation to Crown Right of Way (ROW)

OBJECTIVE: Provide clear parameters in relation to crown right of way (ROW).

POLICY:

8.1.4.1 LEGAL OBLIGATION TO MAINTAIN ROW

Council has no legal obligation to maintain ROW's, and the responsibility for ~~maintenance~~ vests rests in the owners of property obtaining the benefit of the ROW.

8.1.4.2 COUNCIL WILL ONLY DEAL WITH HAZARDS IN ROW

Council will only maintain a ROW to the extent that is necessary to remove any fire hazard or deal with other dangers or hazards to the public to serve the broad community interest. All other works need to be a cost for work basis.

8.1.4.3 FUNDING OF CAPITAL MAINTENANCE AND UPGRADE OF ROW

Where the majority of landholders that receive benefit from a ROW seek Council assistance to upgrade a ROW Council will consider raising a special area rate or service charge over all the property owners receiving benefit from the ROW to fund the required works.

Part 6B of the Land Administration Act 1997 clarifies the position of Common Law in relation to Crown ROW.

Schedule 9.1 of the *Local Government Act 1995 (WA)* provides further definition of private thoroughfares and private land and private works.

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170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

8.1.5 Clearing Fence Lines

Objective:

The purpose of this policy is to provide clear parameters in relation to clearing fence lines.

Scope

This policy applies to any person/s wishing to clear land adjacent to crown land (eg road reserves) for the purpose of fence line maintenance or renewal must seek written permission from the Shire of Wickpin prior to commencement of clearing works.

Council (or Council's delegated Officer) will inspect the proposed clearing and issue guidelines for the clearing activity. These guidelines will include a copy of the relevant regulations including *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

Penalties for non-compliance with the regulations will be enforced by the ~~Department of Environment Protection~~. [Department of Water and Environmental Regulation \(DWER\)](#)

Policy Details

- Clearing of a road reserve by any means, including fence lines, for construction or maintenance purposes, must be carried out in accordance with the *Environmental Protection Act 1986*, and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.
- It is the responsibility of the landowner to ascertain if the ~~Department of Environmental Regulation~~ [Department of Water and Environmental Regulation \(DWER\)](#) permit is required for any work proposed on a road reserve; in particular, for the protection of any identified rare or endangered species of flora or fauna.
- Any debris or spoil created by clearing of a fence line or the erection of a fence is to be removed from the road reserve and disposed of by the landowner on their property within 90 days.
- The landowner is not permitted to alter any existing infrastructure or drainage when undertaking the clearing.
- If needing advice, landowners are encouraged to consult with the Shire prior to any clearing of a road reserve and complete the required form.

Item no.	Wording of exemption	Comment / explanation
		This exemption does not apply in an environmentally sensitive area.
<i>Regulation 5, Item 11</i> Clearing along a fence line – Crown land Clearing must be done by or with the prior authority of: The owner of the land on which the clearing is to take place.	Clearing of Crown land along a fence line to provide access to construct or maintain a fence – (a) between alienated land and Crown land - if the clearing is no more than 1.5 metres from the fence line; or (b) between Crown land and Crown land - if the clearing is no more than 5 metres from the fence line on one side and no more than 1.5 metres from the fence line on the other side.	This exemption allows the government agency which has the care, control or management of the land, or a lessee under a lease lawfully granted by the Crown (such as a pastoral lease), to clear to provide access for fence maintenance or construction: (a) between alienated land and Crown land, a strip of native vegetation up to 1.5 metres wide on the Crown land along the fence line (this Item does not deal with clearing for a fence line on alienated land – see Item 10); or (b) between Crown land and Crown land a strip of native vegetation up to 5 metres on one side and 1.5 metres on the other side. "Fence" means a structure that is permanently fixed to the ground for controlling movement of persons and/or animals. This exemption does not apply in an environmentally sensitive area.

Figure 1: Extract from DWER – A guide to the exemptions and regulations for clearing native vegetation.

Definitions

Environmental Protection Act 1986 –

3. Terms used

- (1) In this Act, unless the contrary intention appears —....

clearing has the meaning given by section 51A;

native vegetation means indigenous aquatic or terrestrial vegetation, and includes dead vegetation unless that dead vegetation is of a class declared by regulation to be excluded from this definition but does not include vegetation in a plantation;

Schedule 5 — Principles for clearing native vegetation

1. Principles

Native vegetation should not be cleared if —

- a) it comprises a high level of biodiversity; or*
- b) it comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna; or*
- c) it includes, or is necessary for the continued existence of, threatened flora; or*
- d) it comprises the whole or a part of, or is necessary for the maintenance of, a threatened ecological community; or*
- e) it is significant as a remnant of native vegetation in an area that has been extensively cleared; or*
- f) it is growing in, or in association with, an environment associated with a watercourse or wetland; or*
- g) the clearing of the vegetation is likely to cause appreciable land degradation; or*
- h) the clearing of the vegetation is likely to have an impact on the environmental values of any adjacent or nearby conservation area; or*
- i) the clearing of the vegetation is likely to cause deterioration in the quality of surface or underground water; or*
- j) the clearing of the vegetation is likely to cause, or exacerbate, the incidence or intensity of flooding.*

3A. Terms used relating to pollution and environmental harm

(2) In this Act —

environmental harm means direct or indirect —

- (a) harm to the environment involving removal or destruction of, or damage to —
 - (i) native vegetation; or
 - (ii) the habitat of native vegetation or indigenous aquatic or terrestrial animals;
- or
- (b) alteration of the environment to its detriment or degradation or potential detriment or degradation; or
- (c) alteration of the environment to the detriment or potential detriment of an environmental value; or
- (d) alteration of the environment of a prescribed kind;

Document Control Box								
Document Responsibilities:								
Owner:	Manager Works & Services			Owner Business Unit:	Corporate			
Reviewer:	Chief Executive Officer			Decision Maker:	Council			
Compliance Requirements:								
Legislation:	Local Government Act 1995							
	Environmental Protection Act 1986							
	• s.3(1) – definition of “native vegetation” includes dead vegetation							
	• s.51A – definitions of “clearing” and “clearing principles”							
	• Sch.5 – Principles for clearing native vegetation –							
	Native vegetation not to be cleared if –							
	○ cl.1(b) – whole or part of a significant habitat							
	○ cl.1(e) – a significant remnant in an extensively cleared area							
	○ cl.1(f) – associated with a watercourse							
	Environmental Protection (Clearing of Native Vegetation) Regulations 2004							
Industry:	• r.5 – Prescribed clearing s.51C –							
	○ item 3 – clearing (by burning) for fire hazard reduction							
	○ item 11 – clearing along a fence line – Crown land (1.5m)							
	○ item 15 – clearing to maintain cleared areas around infrastructure etc							
	○ item 21 – clearing for temporary bypass road							
	○ item 21A – clearing for crossover							
	○ item 22 – clearing for maintenance in existing transport corridors							
	○ item 23 – clearing resulting from infrastructure maintenance activities							
	Sch2 – Clearing for maintenance in existing transport corridors							
	○ cl.2 – extent of clearing for an area or purpose in relation to a road							
Organisational:	○ cl.3 – how the clearing is to be carried out							
	Environmental Protection Authority							
	8.1.7 — Fencing of Reserves includes Road Reserves 8.1.5 – Clearing Fence Lines							
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	18.	170321-03		17/02/2021				
19.	200422-12		16/03/2022					
20.	180924-10		18/09/2024					

8.1.6 ~~DELETED~~Fencing of Reserves Including Road Reserves

OBJECTIVE:

~~Provide clear parameters in relation to fencing of reserves.~~

POLICY:

~~Council will encourage farmers to fence off all reserves, unused roads and green belts to protect trees on these reserves and allow new growth of vegetation.~~

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200422-12	16/03/2022

8.1.7 Roadside Code of Practice for Sealed Roads

OBJECTIVE:

Construct and maintain safer roads, protect indigenous flora and fauna values and maintain and enhance visual amenity and landscape quality.

POLICY:

8.1.7.1 DEFINITIONS

Road Formation – Top of shoulder to shoulder

Road width – Top of outside batter to batter

High conservation – As depicted in the Shire of Wickepin Roadside Conservation Map located in the map cabinet in the Shire of Wickepin offices.

8.1.7.2 GENERAL PRINCIPLES

Roads will be pegged before any work commences.

Areas beyond the road width that contain vegetation, including trees, shrubs and ground covers but excluding environmental and noxious weeds should not be disturbed during road construction and road maintenance operations except where necessary to carry out required works.

8.1.7.3 CONTRACTOR AGREEMENT

When road Construction is carried out under contract for the Shire of Wickepin, the Code of Practice for Roadside Conservation in Road Construction and Road Maintenance will be adhered to by the contractor for the duration of the contract. The Shire of Wickepin workforce will adhere to the Code of Practice for Roadside Conservation in Road Construction and Road Maintenance.

8.1.7.4 ROAD MAINTENANCE

On roadsides of high conservation value, machines that create the least disturbance to vegetation on the road reserve, beyond the road width will be used. Machinery will, where possible, operate from the road formation while carrying out works within the road width.

Table drains will be maintained in a condition to prevent water flooding and pooling of the road. Any spoil will be directed towards the road pavement if possible where it will be removed to a designated sump site as specified by the MWS or representative. Preference for sump sites shall be adjoining owners paddock.

8.1.7.5 ROAD SHOULDERS

Road shoulders should be maintained free of vegetation from the edge of the seal to the toe of the table drain. Exceptions occur where experience has shown that there is an advantage in maintaining a low grass cover to reduce the risk of erosion.

8.1.7.6 TABLE DRAINS

Maintenance should be confined to woody vegetation capable of exceeding 150mm trunk diameter or 1 metre in height.

No control of grasses or shrubs is necessary except where problems arise in relation to drainage, visibility restrictions, fire hazards or declared plants.

8.1.7.7 BATTERS

The control of vegetation on batters should be the same as that of table drains.

On a steep slope, trees may be left unless they pose a safety hazard to traffic. Individual large trees, groups of trees or other obstructions located in otherwise obstruction-free roadside areas should be removed if in the opinion of the CEO/MWS they pose a safety hazard.

Trees likely to exceed a trunk diameter of 150mm should not be permitted to grow within 3m of edge of shoulder. Where mature trees already exist within this limit, clearing should be referred to the CEO or MWS.

8.1.7.8 BACK SLOPES

Vegetation control on back slopes should only be carried out to a distance of 1 metre up the slope.

8.1.7.9 ROADSIDE

Provide recovery areas and crash barriers for vehicles out of control. In general, beyond table drains and batters, no control of shrubs or trees is required. Exceptions are where problems such as poor visibility, fire hazard, or declared plants occur.

8.1.7.10 ROAD STRUCTURES

All vegetation shall be controlled to within 1m of all signs, and 500mm beyond guideposts. In addition, all vegetation obstructing the vision to road structures of an approaching motorist shall be appropriately controlled.

8.1.7.11 TIMBER STRUCTURES

All vegetation should be controlled to within 3m of the structure.

8.1.7.12 CULVERTS

Control of all vegetation, to within 2m of the culvert.

8.1.7.13 OVERHEAD CLEARANCE

To provide for the movement of over height loads free from tree damage, an overhead clearance of 5.5m should be maintained above the carriageway off all highways and main roads and through truck parking areas. Any limbs should be controlled within 1m of the shoulder edge to allow for safe stoppage of vehicles.

Where traffic is diverted onto a side track or detour, adequate overhead clearance should be maintained. If the traffic diversion is to be used for some time, an overhead clearance of 5.5m above the side track should be maintained.

Where attractive avenues and groves of trees exist and the MWS considers that the effect of a 5.5m clearance may be too drastic, a recommendation should be made to the CEO for the adoption of an alternative clearance prior to any lopping being carried out.

Vegetation on the road reserve beyond the road width should not be disturbed during grading operations. A balance between road safety factors and environmental considerations is to be applied.

Where total clearing of the road reserve is necessary, the best option is to acquire adjacent land for tree planting or failing this, land owners should be encouraged to replant and maintain vegetation 3m inside their boundary.

Materials used for road reconstruction or road maintenance operations will be removed at completion of works, adjoining paddocks (salt scold) or to designated sites of low conservation value as specified by the MWS.

Pits for gravel, soil or other materials will not be dug on the roadside.

Any fences THAT ARE within the works area should be taken and lay down to avoid damage to the fence by falling trees or branches.

8.1.7.14 VEGETATION REMOVAL

Work areas should be marked out clearly before commencing works. MWS is to supervise all pegging of roads.

Only the minimum vegetation necessary to meet required works and ensure safer roads should be marked for removal. If more vegetation needs to be removed to complete required works than originally marked, the CEO/MWS will be consulted prior to undertaking works. All other vegetation on the road reserve should not be disturbed, except where in the opinion of the MWS it constitutes a safety risk (e.g. inside of corners if sightlines are obscured).

Areas of regenerating indigenous vegetation on high conservation roadsides should be clearly identified on the ground before mowing or slashing operations are undertaken.

Areas of regenerating indigenous vegetation on medium and low conservation roadsides should be avoided during mowing or slashing operations.

Dead trees should be retained on the roadside, unless they pose a significant hazard or would compromise the safety of road users as specified by the MWS to provide habitat for wildlife.

Limbs on dead trees that pose a significant hazard or compromise the safety of road users as specified by the CEO/MWS will be moved. The rest of the tree should be retained on the road reserved to provide habit for wildlife unless it poses a danger.

Vegetation to be removed should be felled in the direction that minimises damage to surrounding vegetation, preferably onto the road formation or cleared area, away from fences.

All attempts to carry out sawing, splitting and shipping of felled vegetation should be done with due regard to the understorey. These activities should be restricted to as few sites as possible.

8.1.7.15 SITE REHABILITATION

In the event that major works are required that modify existing indigenous vegetation on road sides (e.g. Telstra), rehabilitation of the site should be encouraged. Consultation between Shire of Wickepin employees and the Department of Conservation and Land Management Officer is preferred.

Top soil should be removed prior to works commencing and stock piled in a cleared area, where practicable, to be spread over the site at completion of works.

Sub soil in the works should be ripped at completion of works, to avoid compaction, before top soil is spread over the site.

8.1.7.16 WEED AND PATHOGEN CONTROL

The Shire of Wickepin will train outdoor employees to identify environmental and noxious weeds found in the Shire of Wickepin.

Weed control methods that minimise disturbance to native vegetation will be implemented.

~~A reporting method to record and location the spread of weeds along the roadsides should be devised and control measures planned accordingly.~~

Vehicles and machinery working in weed infested areas or known pathogen areas will, where possible, be cleaned of soil and washed down thoroughly prior to commencing of the works.

8.1.7.17 HERBICIDES

Herbicides should only be used in the following situations:

- To control noxious and environmental weeds.
- In the event that rehabilitation programmes are undertaken.
- To control exotic grass and weed growth around road furniture and road signs. Heavy mulching at the base of road furniture and road signs is a preferred alternative to using herbicides.
- To control exotic grassed and weed growth in inaccessible situations.

Spot spraying with a back pack, gas gun or the use of a rope wick applicator are the preferred methods of applying herbicides.

Records of herbicide use along roadsides are to be kept.

8.1.7.18 VEHICLE AND MACHINERY ACCESS AND PARKING

Vehicles and machinery should not attempt to turn around on a high conservation road, unless at a suitable site where roadside vegetation will not be disturbed, such as a designated wayside stop.

Where vehicles and machinery are left for a period of time or overnight, they should be parked in a designated wayside stop or land of low conservation value.

8.1.7.19 STOCK PILE SITES

A set number of stock pile sites will be designated and approved by the MWS at strategic locations throughout the Shire of Wickepin.

All statutory authorities and contractors undertaking works in the Shire of Wickepin will be supplied with a location map of designated stock pile sites by the MWS or representative.

Any works carried out that require stock piling of materials will use designated stock pile sites only.

New stock pile sites will not be located on roadsides of high conservation value.

The general public can collect firewood from the road verges.

8.1.7.20 WASTE MANAGEMENT

Dump sites for excess materials from road construction or road maintenance operations and the disposal of pest plants will be designated at strategic locations throughout the Shire of Wickepin by the MWS. Preference should be given to placing such materials in adjoining properties.

All statutory authorities and contractors undertaking works in the Shire of Wickepin will be supplied with a list and location map of dump sites, by the CEO or MWS.

The MWS is responsible for monitoring all dump sites and will provide new locations to all statutory authorities and contractors, as necessary.

Soil piles created from grading of shoulders or drains that cannot be retained safely on the road formation will be removed to adjoining paddocks or to a designated site of low conservation value as specified by the MWS and not spread over existing vegetation or dumped on a nearby roadside.

Litter and excess materials left over from road construction or road maintenance will be removed and disposed of to adjoining paddocks in the first instance or at a designated site of low conservation value as specified by the MWS or representative and not spread over existing vegetation or dumped on a nearby roadside.

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200422-12	16/03/2022

8.1.8 Roadside Code of Conduct for Unsealed Roads

OBJECTIVE:

Provide clear parameters in relation to roadside code of conduct on unsealed roads.

POLICY:

That Council adopts the ARRB Group Ltd - Unsealed Roads Manual – Guidelines to Good Practice revised ~~August 2000~~ **October 2020**, in its entirety.

The manual, in complete form, will be kept with the MWS.

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190203-14	19/02/2013
170615-12	17/06/2015
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180320-02	19/02/2020
170321-03	17/02/2021
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8.1.9 Interceptor and Contour Banks on Road Crossing

OBJECTIVE:

Provide clear parameters in relation to interceptor and contour banks.

POLICY:

Plans for the installation of road banks and drains must be submitted and approved by the CEO. The landholder will liaise with the CEO regarding the need for road improvement at the landholder's expense.

If a landholder diverts water onto or across a road where there is not a natural watercourse, they are required to meet the total cost of the installation of pipes and road reinstatement. All work on road reserves to be carried out by the Council.

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8.1.10 Crossover and Entrances

OBJECTIVE:

Provide clear parameters in relation to crossover and entrances.

POLICY:

Each lot or property location within the Shire of Wickepin is entitled to one crossover subsidy, which is up to the lesser of \$500 or 50 % of the total project cost.

A Standard Crossover under regulation 15 of the Local Government (Uniform Local Provisions) Regulation for town site lots request a minimum 3m width x 150mm minimum pavement depth surfaced with a 2 coat emulsion bitumen crossover over the full width of applicable verge. For a gravel road crossover, the standard specification will be unsurfaced 150mm gravel and appropriate concrete pipe drainage under (minimum 300mm in diameter, if a pipe is required) in order to maintain the longitudinal 'table drain' flow.

A permit from Council's MWS or CEO is required before the construction of a crossover from a property boundary to a constructed road may commence

Authorised crossovers to sealed town site roads may be constructed of bitumen, concrete or paving bricks to Council's standard plan and specifications. Crossovers to gravel roads can be gravel.

Works are to be carried out by approved contractors or by Shire of Wickepin employees, with all costs including any necessary drainage, clearing and service relocation or conducting, being borne by the applicant.

Crossovers to a greater width and material standard than the minimum (but below a specified maximum width) will be approved but the value of the subsidy will remain as for the minimum standard.

For town site lots, the minimum standard comprises a 150mm minimum pavement depth surfaced with a 2 coat emulsion bitumen crossover over the full width of applicable verge. Where the existing verge is brick paved or the verge has a cast in-situ concrete footpath, the standard minimum material and subsidy will be increased to paving bricks or concrete, accordingly.

For gravel road crossover, the standard specification will be unsurfaced 150mm gravel and appropriate concrete pipe drainage under (minimum 300mm in diameter, if a pipe is required) in order to maintain the longitudinal 'table drain' flow.

Where crossovers are installed by approved contractors, Council's crossover subsidy is paid, on production of the invoice or receipt for payment for the works, to the landowner unless there is written authorisation from the landowner for the subsidy to be paid to another person.

Where there is disruption of an existing crossover by Council works, Council will make good all damage caused by them to the crossover.

A subsidy is not payable:

- For parts of crossovers in excess of a standard crossover.
- On any crossover not constructed to the standards required by the Shire of Wickepin.
- For second or subsequent crossover's to the same property.
- Where an applicant for a crossover subsidy does not provide documentary evidence of expenditure and suitable digital photographs of the construction to help establish

that the crossover has been constructed to the standard required by the Shire of Wickepin.

Crossover Subsidy Claim Form will need to filled out

F:\Forms\Crossovers\Crossover Subsidy Claim Form.docx

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8.1.11 Cross-Overs for Rural Properties

OBJECTIVE:

Provide clear parameters in relation to cross-overs for rural properties.

POLICY:

Council will construct free of charge one cross-over (up to the width of 12 m) per ~~location~~ **green rural roadside address**. The length of cross-overs, the provision of culverts and the general standard of construction will be at the discretion of Council.

Any additional cross-overs required by the property owner shall be provided at their own cost.

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8.1.12 Tree and Road Verge Policy in Urban Areas

OBJECTIVE:

Encourage the safe development of verge areas in urban areas, by maintained grass and/or garden to maintain a safe environment for motorists and pedestrians, provide access to services/manholes, hydrants, service pits and pillars and encourages landscaping to make verges attractive.

POLICY:

Retention of natural bush and use of native varieties is encouraged. Existing vegetation, trees and shrubs, whether natural or introduced, may not be removed without Council approval.

No financial assistance will be given by Council for development, ongoing operation or maintenance costs of road verges.

8.1.12.1 COUNCIL APPROVAL OF THE LANDSCAPING PLAN

Council permission is required to plant a garden on the street/road verge in front of private property. Applicants must submit a landscaping plan showing details of the proposed garden and the positions of any gardens beds, trees, and shrubs.

The Council Gardener will inspect the landscaping plan, and make any amendments necessary to ensure the planned garden conforms to Council's Policy. The landscaping plan will be returned to the Applicant along with a letter of approval and any conditions that may apply.

A maximum one third of the road verge of any lot may be paved, with the other two thirds used for soakage.

All entrances to residential, commercial and light industrial lots must be at a right angle to the road formation and not on the road truncations.

8.1.12.2 PEDESTRIAN AND CYCLIST SAFETY

All landscaping must allow for pedestrian and cyclist access off the road and road shoulder to a minimum 1.5 metres.

8.1.12.3 PLANTING A LAWN ON THE STREET OR ROAD VERGE

A lawn may be planted on the street/road verge with Council approval, (landscaping plan not required).

Existing vegetation, trees and shrubs, whether natural or introduced, may not be removed without Council approval.

8.1.12.4 TREES, SHRUBS, GROUND COVERS AND GARDENS

A garden of small trees, shrubs and ground covers with mulch, may be established. Council approval is required to plant large trees.

The land user must ensure there is no spillage of vegetation onto road edges, dual-use paths, footpaths or covering of public utility facilities on the verge.

Trees shall not be planted on verges less than three (3) metres in width.

The general tree planting alignment is an offset approximately 2.5 – 3.5 metres from property boundaries. Where there is no kerb, the distance shall be three (3) metres from the edge of the seal to planting.

Trees shall not be planted within one (1) metre of an underground service.

Trees growing to over (5) metres shall not be planted under overhead electrical power lines nor any tree planted where it will grow to within one (1) metre of a power line.

Trees or shrubs which grow taller than 750mm are not to be planted within six (6) metres of intersecting kerb – lines.

No trees are to be planted within three (3) metres of crossovers, road kerbs or shoulders, crossovers, man holes, hydrants, inspection pits and pillars, or within one (1) metre from a dual use path or footpath.

All trees planted in the verge area are to be kept pruned to a height of 2.1 metres clear at the ratepayer's expense.

Poisonous trees (such as Cape Lilac and Castor Oil) and shrubs (such as Oleander) are not permitted.

Spiky plants should be avoided in areas near footpaths, road edges and crossovers.

Weed control using 80mm weed free mulch overlay is acceptable.

~~8.1.12.5 FREE COUNCIL TREES~~

~~Upon request, Council may supply trees of a mutually agreed species from the attached Street species list, provided the property owner agrees to plant and maintain them in a caring manner.~~

~~The property owner may receive two trees for an average 20 metre verge frontage, four trees for a corner block and a maximum of six trees for a special rural or industrial area block.~~

8.1.12.6 TREE PRUNING

Tree removal from verges must be authorised by Council and removed, except dangerous, diseased or dying trees which Council will remove.

8.1.12.7 RETICULATION

Any irrigation system shall be installed and operated to avoid nuisance or hazard to pedestrians and shall have all pipes at depth of 150mm – 300mm with pop up sprinklers set flush with the ground level.

Over spray of road and paths is not allowed.

When laying reticulation in the verge area in front of private property, the property must;

- Ensure that all connections to public or private water supplies comply with requirements and Australian Standards;
- Reticulation is to be controlled from the private property not the verge area;
- Any damage to public utility facilities is to be made good by the Applicant/Rate Payer.

8.1.12.8 MATERIALS ON STREET AND ROAD VERGES

Earth mounding, rocks or retaining walls or other non-frangible items or structures are not permitted on street or road verges. The rate payer must not place or erect any fence, enclosure, rockery or other obstruction on, or about, a lawn or garden on the verge area.

A flush or rounded low profile kerb edge may be approved.

Aggregate and loose gravel are not permitted as a matrix in the street garden.

8.1.12.9 REMOVAL OF MATERIALS FROM THE VERGE AREA

Council may at any time, require the rate payer to remove any tree, shrub, reticulation or structure from the street verge area at the rate payer's expense. [If Council is required to remove any materials from the verge area, the expense incurred may be recovered from the rate payer.](#)

8.1.12.10 TREE SPECIES LIST

~~Tree Species List (recommended by Wickepin Tree Nursery)~~

~~If Council is required to remove any materials from the verge area, the expense incurred may be recovered from the rate payer.~~ Species List ~~(Free Trees)~~

BOTANICAL NAME	COMMON NAME	FLOWER COLOUR
Hakea laurina	Pin cushion Hakea	Red/pink/cream
Melaleuca Armillaris	Chenille honey murtle	White
Eucalyptus Torquata	Coral gum	Coral/Pink
Melaleuca Priessiana	Paperbark	White
Euc. Tetragona	Silver marlock	White/Cream
Euc. Erythrocorys	Illyarrie	Limegreen/red cap
E. Caesia	Silver princess	Pink/Red
E. Caesia Magna	Weeping Silver princess	Pink/Red
E Nutans	Red flowered moort	Red
Banksia Prionotes	Orange acorn banksias	Orange
Hakea Multilineata	Grass leaf Hakea	Red
Euc. Diellsii	Cap Gum (cap fruited mallee)	Yellow
Pittosporum Phylliraeodes	Native weeping apricot	White
Euc Forrestiana	Fuchsia gum	Red buds
Callistemon phoeniceus	Fiery Bottlebrush	Red
Euc Erythronema	Red flowered mallee	Red
Euc ficifolia	WA Red flowered gum	Red
E. Priessiana	Bell fruited mallee	Yellow

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Po Box 19
77 Wogolin Road
Wickepin WA 6370
Phone: 9888 1005
Fax: 9888 1005
shirereg@wickepin.wa.gov.au
www.wickepin.wa.gov.au



APPLICATION FOR STREET TREES

I have read council's Policy Manual for street tree planting and agree to abide by the conditions as set there in.

I would like to apply for street/road verge trees in front of my property and agree to plant and maintain them in a caring manner.

Name: _____

Telephone Number: _____

Postal Address: _____

Tree planting Address: _____

My Property has power lines on the verge:

☐ Yes ☐ No

My Property is a corner block:

☐ Yes ☐ No

My Property is an Industrial block:

☐ Yes ☐ No

My Property is a Special Rural block:

☐ Yes ☐ No

Approximate length of property frontage (metres): _____

Tree Preference: _____

Signed: _____ Date: _____

NURSERY USE ONLY

Amount/Type of Trees: _____

Date Trees purchased: _____

Total Price: _____

Nursery to return this form to the Shire of Wickepin, Wogolin Road, Wickepin 6370, stapled to the Invoice. Please note that the Applicant must sign their name on the invoice and write their property address next to their signature.

8.1.13 Private Roadside Directional Signs

OBJECTIVE:

Address consistency and desirable visual appearance of local authority signage throughout the Shire of Wickepin and promote signage that is easily read and identifies with the Shire of Wickepin, via the use of a logo and common style lettering which “fits” with the same.

It aims to ensure that all private signs on Council controlled reservations follow the stated guidelines.

POLICY:

The erection of standard directional signs on Council controlled reserves should comprise of dark green lettering on a cream beige background with a width of no more than 150mm and lettering of no more than 100mm.

Signs are to be placed on Council’s existing road signposts where possible. Signs are to state either the name of the person, stud or property and no combinations will be allowed.

Any advertising signs must be located on private property and not a Council reserve.

When new Shire of Wickepin signage are required, or existing signage requires replacement, the green beige colour scheme using the Banksia symbol shall be used in the following formats:

- Shire of Wickepin facilities and property location directional signs are to incorporate the Shire of Wickepin crest.
- Directional road signs are to incorporate only a single name or title.

The Shire of Wickepin entry signs are to be based on the format presented in the Regional Shire of Wickepin Planner’s Report, that format generally incorporating the lettering/font, graphics and colour scheme as described in this policy.



Directional Sign - White lettering on a blue



Heritage Sign - White Lettering on a brown



Shire of Wickepin Road



Shire of Wickepin Directional

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8.1.14 School Bus Signs

OBJECTIVE:

Provide clear parameters in relation to school bus signs.

POLICY:

Where a School Bus Sign is requested, all materials and labour to erect the sign will be supplied by Council.

The location of the sign on the road reserve is to be determined by the MWS.



School Bus Sign

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8.1.15 Truck and Bus Parking Bays on Road Reserves

OBJECTIVE:

Provide clear parameters in relation to truck and bus parking bays on road.

POLICY:

A truck or bus parking bay may be constructed on a road verge upon Council approval.

Where a truck or bus parking bay is approved to be constructed, it shall comply with the following:

- Constructed to bitumen sealed standard with kerbing, where appropriate. All construction to conform to standard road making practices to the satisfaction of Council.
- The developer shall meet all construction costs. That is, in most cases the Council will provide the Plant and Labour costs at Private Works Rates (as negotiated between the Council and the Developer).

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9 ECONOMIC SERVICES

9.1 RURAL SERVICES

9.1.1 Dieback Management

OBJECTIVE:

Provide clear parameters in relation to dieback management.

POLICY:

The following Dieback management procedures are to be adopted:

- Restrict all access and erect signs to all Dieback affected areas.
- Strict hygiene control by washing down or brushing off all vehicles and plant upon leaving Dieback affected areas to prevent the spread of Dieback to uninfected areas.
- Prohibit the removal of any soil and flora from Dieback affected areas.

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9.1.2 Chemical Spray and Disposal

OBJECTIVE:

Provide clear parameters in relation to chemical spray and disposal.

POLICY:

All chemical applicators are to be washed down after use and chemical containers are not to be disposed of at any of Council's rubbish tips.

~~Council shall advertise annually in March that roadside spraying is to be undertaken and that owners of chemically sensitive properties should advise Council of their wish to seek an alternative.~~

The Shire will organise a Drummuster to be held at least 2 times per year as required.

The practice of mixing chemicals at standpipes and tanks is not permitted. Signs stating this are to be erected and maintained at each standpipe.

Tanks that have contained chemicals are not to be filled from the standpipe and no foot valves and hoses are to be used to fill chemical spray tanks at tank filling stations.

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9.2 BUILDING CONTROL

9.2.1 Issue of Building Orders

OBJECTIVE:

Provide for the administration of the issuing of building orders and building inspections to allow the timely issuing of notices where Council require alterations to a building under construction to;

- render the building safe; and
- comply with plans and specifications approved by Council.

POLICY:

The CEO has delegated authority pursuant to *Section 401A of the Local Government (Miscellaneous Provisions) Act 1960* to;

- Issue stop work notices where a breach of building requirements has occurred.
- Withdraw stop work notices where the breach has been corrected to the satisfaction of the CEO.

The CEO has delegated the authority pursuant to *Section 403 of the Local Government (Miscellaneous Provisions) Act 1960* to:

- Issue a certificate which states that the building is in a dangerous state.
- Shore up or otherwise secure the building, as well as providing a hoarding or fence around the building to protect the public from danger.
- Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.

The CEO has delegated authority to serve upon owners and occupiers of neglected and dilapidated buildings written notices *Sections 408 and 409 of the Local Government (Miscellaneous Provisions) Act 1960*.

Local Government (Miscellaneous Provisions) Act 1960 Section 408 removal of neglected buildings; and Local Government (Miscellaneous Provisions) Act 1960 Section 409 Power to compel renovation of Dilapidated Buildings.

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9.3 OTHER ECONOMIC SERVICES

9.3.1 ~~DELETED~~Fleet Safety

OBJECTIVE:

~~Provide clear parameters in relation to fleet safety.~~

POLICY:

~~The Shire of Wickepin has a fleet safety policy that is signed and dated, contains clear fleet safety objectives and a commitment to improving fleet safety performance.~~

~~The Shire of Wickepin's fleet safety policy has the authorisation of the CEO.~~

~~The fleet safety policy is communicated to employees (contract and casual) and employees sign a copy of the fleet safety policy, confirming understanding and acceptance of the policy.~~

9.3.1.1 ~~FLEET SAFETY RESPONSIBILITIES~~

~~The Shire of Wickepin has defined and documented the responsibilities, authority to act and reporting requirements of fleet safety, and has communicated these to all employees.~~

~~The Shire of Wickepin's annual report documents fleet safety performance.~~

~~Implementing the fleet safety management system is the responsibility of the Corporate Services team.~~

~~Senior management (KIM) regularly reviews the effectiveness of the fleet safety management system in satisfying the Shire of Wickepin's stated fleet objectives.~~

9.3.1.2 ~~REVIEW AND EVALUATION OF FLEET SAFETY POLICY~~

~~Crucial fleet safety documents are identified as policy. The date the documents were issued, date of modifications and authorisation appear on the documents.~~

~~A procedure exists for altering and approving the changes to fleet safety documents.~~

~~The effectiveness of communicating the policy objectives is evaluated.~~

9.3.1.3 ~~EMPLOYEE INVOLVEMENT AND CONSULTATION~~

~~The Shire of Wickepin has avenues for discussing fleet safety issues in the workplace.~~

~~Managers discuss fleet safety in meetings with employees.~~

9.3.1.4 ~~AUDITING OF SYSTEMS~~

~~Fleet safety management systems are regularly audited according to a set schedule to assess the match between organisational fleet safety objectives and activities.~~

~~Fleet safety management systems are independently audited by appropriately qualified persons.~~

9.3.1.5 RECRUITMENT

~~Safe driving is mentioned in position descriptions for jobs involving significant driving tasks.~~

~~An applicant is asked to provide evidence of a current driver's licence.~~

~~Applicants for positions involving significant driving tasks are asked to provide details of crash records and traffic infringements for the past three years.~~

9.3.1.6 SELECTION

~~A potential employee's driving record is assessed for jobs involving significant driving tasks.~~

~~An applicant's driving record is a factor in the hiring of new employees for jobs involving significant driving tasks.~~

~~An applicant's attitude to safety is addressed in the interview.~~

9.3.1.7 NEW EMPLOYEES

~~The Shire of Wickepin ensures that all employees undergo an induction program containing a fleet safety component covering the Shire of Wickepin's fleet safety policy and procedures.~~

~~Vehicles are assigned to new employees based on the needs of their job.~~

9.3.1.8 SUPERVISORS

~~The Shire of Wickepin has an induction program for managers which include fleet safety issues.~~

9.3.1.9 FLEET SELECTION

~~The Shire of Wickepin obtains advice from qualified fleet safety professionals (in-house or external).~~

~~Purchasing decisions are made in consultation with employees to determine the fleet safety requirements and environmental specifications where decisions may affect those employees.~~

~~Relevant safety features are considered when selecting vehicles.~~

~~All vehicles must be fitted with roo bars and spotlights.~~

9.3.1.10 FLEET MAINTENANCE

~~Fleet vehicles are registered annually (including compulsory third party (CTP) insurance).~~

~~Reporting of fleet vehicle inspections, maintenance, repairs and modifications is maintained as a running record by the Shire of Wickepin.~~

~~The Shire of Wickepin has a vehicle maintenance program.~~

~~Drivers regularly inspect their vehicles.~~

~~There is a procedure to follow if there is a problem with a vehicle.
Tyre wear is monitored.~~

~~Fuel consumption is monitored.~~

~~9.3.1.11 CRASH REPORTING~~

~~The Shire of Wickepin has a documented reporting system for all fleet safety incidents (including minor panel damage, crashes, injuries and fatalities).~~

~~A procedure is in place for informing all employees of the process for reporting fleet safety incidents.~~

~~9.3.1.12 CRASH INVESTIGATIONS~~

~~Reported incidents are investigated in accordance with an organisational investigation procedure.~~

~~Investigation reports contain recommendations and a timetable for implementing corrective actions.~~

~~A procedure exists for evaluating and monitoring remedial/corrective measures.~~

~~9.3.1.13 CRASH MONITORING~~

~~Pertinent fleet safety data are collected and analysed.~~

~~Regular reports on fleet safety performance are produced and distributed within the Shire of Wickepin.~~

~~Benchmarking data are collected.~~

~~9.3.1.14 DRIVER MONITORING~~

~~Local Government is to keep a record of traffic infringements incurred by employees.~~

~~Employees receive feedback about their driving performance.~~

~~The Shire of Wickepin conducts driver's licence checks.~~

~~9.3.1.15 DISINCENTIVES~~

~~The Shire of Wickepin has a system for recognising poor driving behaviour.~~

~~There is no smoking in Council vehicles at any time.~~

~~9.3.1.16 ASSESSING TRAINING NEEDS~~

~~Before assigning a vehicle to an employee, the Shire of Wickepin must check whether the employee has driven that type and size of vehicle before.~~

~~9.3.1.17 DRIVER EDUCATION~~

~~A system is in place to provide fleet safety information to all employees.~~

9.3.1.18 ~~TRAINING~~

~~Legal obligations and fleet safety management principles and practices are articulated to the Shire of Wickepin's executive and senior management through formal training.~~

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9.3.2 Council Fleet Vehicle Management

OBJECTIVE:

Provide clear parameters in relation to Council fleet vehicle management.

POLICY:

9.3.2.1 CHIEF EXECUTIVE OFFICER'S VEHICLE

A vehicle of a standard in accordance with the CEO's employment contract with Council shall be provided. The changeover of the vehicle shall be managed by the CEO or the [Manager of Works and Services](#) in accordance with budget parameters set by Council.

9.3.2.2 MANAGER OF WORKS' VEHICLE

A vehicle of a standard in accordance with the MWS's employment contract with Council shall be provided. The changeover of the vehicle shall be managed by the CEO or the [Manager of Works and Services](#) in accordance with budget parameters set by Council.

9.3.2.3 ~~FACEY GROUP VEHICLE~~

~~The standard and changeover of the vehicle shall be in accordance with Council's direction at budget time each year. The changeover of the vehicle shall be managed by the CEO in accordance with budget parameters set by Council.~~

~~A vehicle is provided by the Shire of Wickpin for the Facey Group as per the MOU.~~

9.3.2.4 WORKS DIVISION UTILITIES

The standard of vehicle provided for the outside staff shall be in accordance with Council's direction at budget time each year. One utility changeover shall occur each financial year or otherwise as Council's 10 year Plant Replacement Program, with the intention is to change the utilities over every 80,000km or 4 years whichever comes first.

The changeover of the vehicle shall be managed by the CEO in accordance with budget parameters set by Council.

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10 OTHER PROPERTY & SERVICES

10.1 PRIVATE WORKS

10.2 ~~COUNCILLOR'S~~ REQUESTS AND WORKS REQUESTS

OBJECTIVE:

Provide clear parameters in relation to ~~Councillors requests and~~ work requests.

POLICY:

All general enquiries regarding road works ~~made by Councillors~~ should be directed to the CEO or MWS.

An action request form for minor maintenance should be filled out and provided to the Shire of Wickepin marked for the attention of the CEO or MWS.

The CEO or MWS will inspect the request and place it on the list of Maintenance Works Register according to priority.

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170321-03	17/02/2021
200422-12	16/03/2022

10.2.1 Private Works

OBJECTIVE:

Provide clear parameters in relation to private works.

POLICY:

10.2.1.1 REQUESTS AND APPROVALS FOR PRIVATE WORKS

All private works carried out by the Shire of Wickepin require a signed, written agreement, unless a local purchase order is supplied (e.g. Western Power, Telstra etc.)

~~Major Private works are defined as those exceeding an estimated chargeable cost of \$5,000, and are to be referred to Council for acceptance or refusal.~~

Minor private works require the written authorisation of the CEO or other employee delegated by the CEO, prior to commencement.

No dry hiring of any Council plant shall be permitted in any circumstance **other than approved staff and not for profit.**

~~10.2.1.2 PAYMENT OF PRIVATE WORKS~~

~~All private works for non-Shire of Wickepin residents/landowners are to be pre-paid unless a Local Purchase Order is supplied.~~

~~All major private works are to be pre-paid, unless Council approves progress payments or other arrangements.~~

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Po Box 19
 77 Wogolin Road
 Wickepin WA 6370
 Phone: 9888 1005
 Fax: 9888 1005
admin@wickepin.wa.gov.au
www.wickepin.wa.gov.au



ACTION REQUEST FORM

No:

Date:

To: CEO/MOW/CDO/ESO/SFO/OTHER

From:

Action

Requested:

.....

.....

.....

.....

.....

.....

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.....

.....

OFFICE USE ONLY

Issued to: Administration ☐
 Works ☐
 Health/Building ☐

Action taken:

.....

No action taken because of the following reason:

.....

.....

[illegible]

OFFICE USE ONLY

Date of Work completed:

Comments:

.....

.....

Name: **Signature:**

10.3.1 Plant and Equipment Use

OBJECTIVE:

Provide clear parameters in relation to plant and equipment use.

POLICY:

The CEO, in consultation with the MWS, is authorised to permit usage of Shire of Wickepin plant and equipment by local sporting and community groups only at no cost, provided the plant and equipment is:

- Operated by Shire of Wickepin employees only. If arrangements cannot be reached with Shire of Wickepin employees to operate the plant, all wages paid will be fully recouped from the organisation for which the works are being done.
- Used to facilitate a works undertaking for a local community organisation or sporting body.
- Does not leave the Shire of Wickepin.

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10.4 TOWN PLANNING SCHEMES

10.4.1 Town Centre Design and Townscape Guidelines

OBJECTIVE:

Provide guidance to developers in the Town Centre Zone of the Scheme to ensure a high standard of presentation, function, safety and traffic circulation commensurate with a vibrant town centre while reinforcing the attractive features of the existing townscape, and to guide Council in determining the appropriateness and adequacy of development proposals in the town centre.

POLICY:

This Policy is Council's adopted Local Planning Policy – Town Centre Design and Townscape Guidelines referred to in Section 5.17.3 of Council's Town Planning Scheme. It applies to the Town Centre Zone of the Scheme.

Under section 5.9.1 of the Scheme, Council shall have due regard to the provisions of this Policy in determining an application for planning approval

10.4.1.1 RELEVANT SCHEME PROVISIONS

Where an application for planning approval incorporates development in the Town Centre Zone the following Scheme provisions apply.

Council may approve the following variations within the Town Centre and Rural Townsite Zones for non-residential development. (Section 5.17.1)

An increase in plot ratio of 20% may be granted where Council is satisfied that public open areas, courtyards or colonnades or other setbacks or preservation of heritage buildings warrants an increase.

Site coverage of up to 100% where Council is satisfied that adequate arrangements have been made in regard to access, car parking, circulation or traffic, safety, servicing, loading and unloading, stormwater drainage, effluent disposal and any other matter which Council deems necessary.

A zero building setback from the front boundary where landscape and paved pedestrian areas are to be provided adjacent to the front boundary and Council is satisfied that adequate arrangements have been made with regard to access, car parking, circulation of traffic, safety, servicing and loading and unloading.

Development shall not exceed 2 storeys in height except where Council is satisfied that the proposal is compatible with the objectives for the zone and:

- will not restrict light, sunshine and natural ventilation enjoyed by surrounding properties;
- will not intrude upon the privacy enjoyed by surrounding properties with overview;
- will not diminish views or outlook available from surrounding properties; and
- is sympathetic with townscape and character of the surrounding built environment.

For mixed use development comprising a combination of residential and non-residential uses, the provisions of Part 4.2 of the Residential Design Codes will apply to the residential

component of the development (at R25 code), and the provisions of this Scheme to the non-residential component of the development. (Section 5.17.2)

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to the criteria and design guidelines contained in Council's Local Planning Policy – Town Centre Design and Townscape Guidelines. (Section 5.17.3)

Development proposals shall recognise the preservation of areas or buildings or architectural or historic interest and the development of land abutting the same. (Section 5.17.5)

Within the Town Centre and Rural Town Zones, Council at its discretion may vary the application of relevant development standards in respect of any development involving a change of land use of an existing building. (Section 5.17.6)

Council may prepare a Local Planning Policy and/or Plan for all or part of the Town Centre Zone where development and uses will accord with the Policy provisions and/or Plan in addition to relevant Scheme provisions. (Section 5.17.7)

Council will not support commercial or industrial uses in the Town Centre or Rural Townsite Zones where the predominant established use is for residential purposes unless their impacts can be adequately buffered. (Section 5.17.8)

10.4.1.2 TOWNSCAPE AND DESIGN POLICY PROVISIONS

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to:

- The colour and texture of external building materials.
- Building size, height, bulk and roof pitch.
- Setback and location of the building on its lot.
- Architectural style and design details of the building.
- Function of the building.
- Relationship of the building to surrounding development.
- Landscaping.
- Layout of car parking.
- Other features considered by Council to be relevant.

Council will have regard for the need to conserve the turn of the century streetscape and ensure that all infill and new developments match the scale, form and physical character of the turn of the century buildings in the area.

Any reconstruction of original facades should only be to those elements which are considered to be essential to the streetscape, or where additions to the older buildings are contemplated.

Development should where possible adhere to the following design guidelines.

Scale and Form

- Scale of new buildings should be based on existing building elements.
- Height of any new buildings is limited to two stories.

- Verandahs should be located on road edges and include the reinstatement of timber or metal posts.
- Shop windows and doors should be of similar heights to the turn of the century type.

Materials

- Walls and parapets to be brick, either painted or Fairfax brickwork of appropriate colour. Roofs to buildings and verandahs should be corrugated iron.
- Verandah posts and framing should be either timber or steel in proportion to the original verandahs and include detailing and decoration where appropriate.
- Windows and doors to existing building may be either aluminium or a contemporary material as long as sections are similar in thickness to timber joinery.

Colours

It is important to recreate building tones and highlight areas and elements which enforce and enhance the original building's character. Each building should have its own colour scheme which relates to its particular architectural style. The colours of adjoining and newly constructed buildings should be in similar colours and tonings as the historic buildings.

- Building colours should preferably follow themes used at the turn of the century.
- Original materials such as brickwork and stucco should be highlighted, not painted over.
- Original colours can be found by scraping the site.
- Painting a group of individual buildings in one colour scheme should be discouraged.

Signs/Signwriting

- Old sign types should be encouraged and where possible, appropriate turn of the century lettering should be used. Signs painted over the whole facade should be prohibited. New signs should be positioned in appropriate places such as parapets, verandahs, on panels above shop windows, or as hanging signs under verandahs.
- Council discourages covering up of historic facade, construction of blank facades, use of modern materials (i.e. acrylic sheets) and construction of pseudo colonial verandahs with turned posts and lacework.

Landscaping

Landscaping shall complement the appearance of the proposed development and the town centre, and may include a paved area in the form of a courtyard, plaza, arcade, or walkway and shall contain such trees and other planting, seating and other furniture as determined by Council.

Car Parking

Layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car parks.

10.4.2 Transported and Relocated Dwellings

OBJECTIVE:

Ensures that development involving the use of transported or relocated dwellings in the Shire of Wickepin occurs in a manner that maintains the amenity and appearance of the area in which the building will be situated. It defines guidelines by which the Council will assess proposals for the placement of transportable or relocated dwellings on land within the Shire of Wickepin. It will ensure that the amenity and appearance of the locality in which the transportable or relocated building will be situated is maintained.

POLICY:**10.4.2.1 APPLICATION REQUIREMENTS**

“Transported or Relocated Dwelling” means a residential dwelling which has previously been constructed and occupied (whether within the district or elsewhere) which is capable of being transferred and reconstructed for use as a residential dwelling.

Applications to develop a transported or relocated dwelling within the Shire of Wickepin shall be made to Council and include:

- An Application for Planning Approval and the payment of the required planning fees.
- Details of where the transported or relocated dwelling is to be removed from.
- Detailed plans of the building and comprehensive site plan indicating the proposed location of the building.
- Recent photographs of every external elevation of the proposed dwelling, clearly indicating its current design and condition.
- Certification from a Structural Engineer stating that the structure is suitable for relocation, appropriate for the conditions of the Shire of Wickepin and structurally sound.
- Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia.
- Specification on the works to be undertaken on the dwelling, including any modifications and additions to the dwelling and the materials and colours to be used.
- Details of how it is proposed to transport and re-erect the building.
- A detailed time frame for the relocation of the proposed dwelling and any proposed works.

10.4.2.2 MINIMUM DESIGN REQUIREMENTS

The approval of transported or relocated dwellings will only be considered if the following design standards may be achieved:

- The dwelling has a minimum floor area of <120m².
- The roof has a minimum pitch of 20 degrees.
- The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be aesthetically pleasing.

- The external finishes, bulk, scale and design of the house will not have a detrimental impact on the amenity of the area or landscape into which it is being relocated.

Where any material containing asbestos fibres remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation, such material shall be removed prior to the building being transported within or into the Shire of Wickepin.

10.4.2.3 APPROVALS AND BONDS

As part of the planning approval of a transported or relocated dwelling, Council may require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas.

The approval of an application for a transportable or relocated dwelling requires the lodgement of a cash bond to the value of \$20,000 prior to the issue of a building licence. This bond will be used to rectify or remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Planning Approval or any conditions of the Building Licence.

A signed statutory declaration outlining a bond agreement is to be entered into by the owner/s prior to issue of a building licence. The agreement is to outline a staged repayment of the performance bond, as follows:

10.4.2.4 STAGE ONE (RETURN OF 25% OF BOND)

Dwelling correctly positioned on site, as per approved site plan Planning Approval.

Dwelling is correctly stumped and site filled, drained and graded satisfactorily, to be structurally adequate in accordance with the engineers certification.

Dwelling is at lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

10.4.2.5 STAGE TWO (RETURN OF SECOND 25% OF BOND)

All gutters, fascia and downpipe work completed.

All roof end/roofing work is completed (flashings on ridge and gable ends installed).

All external surfaces to be painted to a tradesman like standard in accordance with the Planning & Building Approvals (including wall, doors, window surrounds, sills etc).

10.4.2.6 STAGE THREE (RETURN OF REMAINING 50% OF BOND)

Compliance with all conditions of planning approval.

Approved effluent disposal system installed, system inspected by the EHO and a permit to use has been issued.

Completion and certification of all electrical and plumbing work.

All wet area tiling completed in accordance with the Building Code of Australia.

Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc.)

Building has reached practical completion stage.

A building licence for a transported or relocated dwelling will only be issued for a period of twelve (12) months and will be licensed under the provisions of a 'Special Licence' under the Building Regulation 1989.

The agreement is to clearly state that should Stage One and Two completion not be reached within 90 days of the building's placement on site or Stage Three completion not reached within 12 months of issue of a building license, then the bond monies are to be forfeited to the Shire of Wickepin and the building removed from the site.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

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10.4.3 Outbuildings

OBJECTIVE:

Guide home owners in making arrangements for the development of outbuildings in accordance with Scheme provisions and Council policy. It is to guide Council in determining the appropriateness of outbuildings in the proposed location and of the type of proposed to ensure the retention of a high level of amenity for the area.

POLICY:

This policy is Council's adapted Local Planning – Outbuildings referred to in Sub-Clause 5.11.3 of Council's Town Planning Scheme. Under Sub-Clause 5.9 of the Scheme, Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme. Under Sub-Clause 9.1.2 of the scheme an application for a planning approval issued under this policy shall be in the form of Schedule 7 to the Scheme.

10.4.3.1 RELEVANT SCHEME PROVISIONS

The construction of outbuildings falls within the definition of 'development' under the Town Planning and Development Act 1928 and requires planning approval in accordance with the procedures outlined in Part 9 of the Scheme except where it is considered 'permitted development'.

Under Clause 8.2 of the Scheme 'outbuildings' are considered 'permitted development' on a lot more than 2ha in area, provided that in rural residential zone it is within a defined building envelope which has been formally identified for the lot.

Outbuildings must be constructed in accordance with the provisions of the Building Code of Australia and this Local Planning Policy.

Clause 5.19 of the Scheme stipulates that:

- In addition to a building licence, all development, including a single house will require an application for planning approval to be made to Council, unless it is within a defined building envelope accepted by Council.
- Only one dwelling will be permitted on any lot in the Rural Residential zone.
- Council may permit ancillary accommodation providing it is located within the same building envelope or building clearance area as the first or primary dwelling, or otherwise complies with the Residential Design Codes.
- Outbuildings in excess of 65m² floor area will not be granted planning approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal.
- The minimum setbacks for dwellings, outbuildings, or any other structure shall be in accordance with the Development Table - General (Table 2) or as varied by the provisions of this Scheme.
- In the case where a lot has more than one street frontage, Council may at its discretion permit the construction of buildings nearer to the secondary street frontage nominated by Council, but not nearer than 10m to that street or streets.
- For the purposes of guiding subdivision and development in specific rural residential zones, the provisions set out in Schedule 11 (where different to Scheme Provisions) shall apply to the specified zones. Future subdivision will be required to generally

accord with an Outline Development Plan prepared for the specified area referred to in Schedule 11 and such a plan of subdivision shall form part of the Scheme.

- Proposals for Rural Residential zones shall have due regard to Council's Local Planning Policy - Rural Residential Development.

10.4.3.2 POLICY PROVISIONS

Within the Residential Zone of the Scheme Area, planning approval will be granted to outbuildings appurtenant to a dwelling provided the boundary setbacks and building construction requirements have been complied with, the building is of single storey construction and is located behind any dwelling on site.

Non-masonry construction – where the total non-masonry outbuilding area does not exceed 55 square metres and the total outbuilding area does not exceed 75 square metres.

Masonry construction – where the total outbuilding area has walls constructed of the same materials and appearance as the house does not exceed 75 square metres and no parapet wall is greater in length than 8.0 metres.

Wall height of any outbuilding must not exceed 3.0 metres or gable roof construction must not exceed 4.0 metres.

An applicant may not construct a parapet wall construction on any boundary, the applicant will present Council with written agreement to the same by any affected adjoining landowner.

An applicant must provide Council with a written undertaking that the outbuilding constructed will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Scheme.

Brick Construction – garages, patios, pergolas, sheds and all other outbuildings except carports

- If attached to a dwelling, the outbuilding must be 1.0 metre from side boundaries with eaves not closer than 0.5 metres to a side boundary, measured from the outer edge of the gutter. Setback to the rear boundary to be as specified for the appropriate dwelling in the Zoning and Development provisions of the Scheme.
- If detached from a dwelling, the outbuilding shall be at least 1.0 metres clear of the dwelling, 1.0 metre from a side boundary, 1.0 metres from the rear boundary, with eaves not closer than 0.5 of a metre to a side boundary, measured from the outer edge of the gutter.
- A detached outbuilding may be constructed on a side or rear boundary subject to the requirements of the Building Code of Australia 1990

Metal or wood framed construction – garages, patios, pergolas, sheds and all other outbuildings except carports

- Garages, sheds and all other outbuildings except patios and pergolas are to be detached from and at least 1.0 metres clear of the dwelling and 1.8 metres clear of any leech drains. Clearance to side and rear boundaries must be a minimum of 1.0 metres and at least 1.2 metres to any septic tanks.
- Patios and pergolas are to be setback at least 1.0metre from any lot boundary unless otherwise approved by Council.

Carports

- Columns of brick or steel may be erected on a boundary provided no more than four columns are used and roofing including guttering is at least 0.5 metres clear of the boundary.
- Beams shall be steel where within 0.5 metres of a boundary and a dividing fence forming a side wall of the carport shall not be higher than 1.8 metres.
- Timber framed carports shall be sited 1.2 metres clear of all boundaries.

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10.4.4 Temporary Accommodation Camps

OBJECTIVE:

Ensure that applications for the development of temporary accommodation camps are assessed in a consistent, fair, thorough and timely manner in consideration of a 'Temporary Accommodation Camp' being acknowledged as a use 'not listed' in the Shire of Wickepin Town Planning Scheme No.4, provide guidance to Councillors, employees, other government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for temporary accommodation camps and to provide, where necessary, for the development of temporary accommodation camps in a way that maximises social benefits whilst minimising social costs.

DEFINITIONS:

"Temporary Accommodation Camp" means Development which remains in place on a temporary basis and provides accommodation for construction or construction-related workers and their dependents, and which consists of buildings or other structures which by virtue of their design, layout, density and/or location, is not specifically provided for within the Town Planning Scheme and can only be approved pursuant to the 'use-not-listed' provisions contained within the Scheme.

POLICY:

Planning consent must be given by Council for any consent of Temporary Accommodation Camps.

Applications **MUST** demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought;

Within a gazetted town site of the Shire of Wickepin, Temporary Accommodation Camps must:

- Be strategically located within walking distance to a range of services including social, recreational, educational, commercial, retail and medical.
- Be accessible to bitumen sealed road (7.0 metre seal) and reticulated power, water and sewerage.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Accord with the Shire of Wickepin's current planning instruments (i.e. Town Planning Scheme, Local Planning Strategy) in demonstrating a 'value added' benefit for possible re-use of some or the entire camp infrastructure beyond the life of the temporary accommodation camp use.

Within the Rural area of the Shire of Wickepin, a Temporary Accommodation Camp must:

- Be strategically located within reasonable commuting distance to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical.
- Where possible have direct access to a bitumen seal road.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary accommodation camp use.

Applications must demonstrate compliance with relevant legislation as required by the Council.

Applications must demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a Camp Management Plan to be submitted with the application for planning consent. The Camp Management Plan should address:

- Strategies ensuring that noise, dust, odour, light spill and litter are acceptably managed.
- Strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp.
- Transportation of workers to the site where construction is taking place.
- Strategies for managing the consumption of alcohol in the camp (if applicable).
- Strategies for preventing the consumption of illicit drugs in the camp.

Applications shall be accompanied by a Decommissioning Plan committed to by the applicant by means of a legal agreement that addresses the following issues:

- When the camp shall be decommissioned.
- Works that shall remain in place following decommissioning.
- The clean-up and rehabilitation of the site.
- The transfer of assets to public ownership where this has been committed too and agreed upon.

The following information is to be provided with an application for planning consent:

- A minimum of 3 sets of accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by Council).
- An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required).
- Details regarding the maximum number of persons to be housed at the site, including numbers of single, married/de facto and dependents (if applicable).
- Details of how development is to be staged.
- Information regarding how essential services are to be provided to the site.
- Details of proposed/intended accommodation purchaser/s (i.e. whose workforce is the camp intended to house).
- An indication from the proposed/intended accommodation purchaser/s of the suitability of the proposal for their accommodation needs (i.e. in terms of size, location, layout, facilities and detailed design does it meet their requirements for accommodating their workforce).
- Details of any prior consultation with local communities and government agencies.
- Details of any ongoing community benefit from development of the camp that may or may not have been negotiated with Council prior to submitting an application.
- In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes.
- A Camp Management Plan.
- A Decommissioning Plan.

The following process is to be undertaken in assessment of an application for a temporary construction camp:

Step 1 – Preliminaries

The proposal should be discussed with Shire of Wickepin employees prior to an application being submitted and in some instances preliminaries, written advice will be provided.

Step 2 – Initial consideration by Council

Shire of Wickepin employees will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders for a minimum of 30 days including adverts in local newspapers, a signs erected on site and plans/documents detailing the application made available for inspection at the Council office.

Step 4 – Final consideration by Council

The application will be considered in light of any submissions received during the comment period. Shire of Wickepin employees will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

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10.4.5 Agro-Forestry/Tree Plantations

OBJECTIVE:

- Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications.
- Actively encourage the establishment of tree crops in appropriate locations across the Shire of Wickepin.
- Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging and high levels of chemical contamination where there are clear natural resource management benefits.
- Consider impacts on local road infrastructure and fire risk/management issues.
- Consider the visual impact of tree crops in close proximity to town sites, roads of local and regional significance, and areas of scenic beauty.
- Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible.
- Encourage operators to abide by the Industry Code of Practice, relevant legislation and this policy when seeking to enter into tree crops venture.
- Outline matters to be addressed through the planning system and other legislation.

DEFINITIONS:

'Agro forestry' means land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

'Plantation' has the same meaning as in the *Code of Practice for Timber Plantations in Western Australia (2006)* published by the State Department of Conservation and Land Management and the Australian Forest Growers.

'Tree Crop' means trees planted under the management of an applicant with an aggregate area greater than 40 hectares and with the intent of producing commercial products. Commercial products include all wood and non-wood products that can be sold to a third party. Wood products are produced when trees are harvested, such as woodchips or sawlogs, while non-wood products include products such as carbon and potentially environmental services.

POLICY:

This policy applies to all 'General Agricultural' zoned land in the Shire of Wickepin Town Planning Scheme No.4 (TPS4).

This Policy applies to agro-forestry/tree plantations, otherwise termed 'Tree Crops' for the purpose of this Policy, that has the potential to become a prominent land-use across the Shire of Wickepin where landholders and private investors seek to:

- Capitalise on emerging opportunities for farm forestry;
- Diversify income streams; and
- Gain on-farm environmental benefits that can be realised from integrated tree crops.

Council requires completion of an application for Planning Consent (Tree Crop Development Application Form) for all tree crop developments with an aggregate area greater than 40 hectares in size.

An application and planning consent must include:

- Title details of the subject land.
- Name of Landowner.

- Name of the Applicant.
- Address and contact details of the Applicant.
- Signature of the Applicant and the Landowner.
- Management Plan as per checklist based on the Code of Practice.
- Map showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses) and other relevant information, such as hazards and significant features.
- Level of compliance with the specifications and guidelines in the *Code of Practice for Timber Plantations in Western Australia (2006)*.
- The preparation of a Fire Management Plan that details access, firebreaks, water supplies, separation distance between plantings and setbacks from off-site dwellings.
- A visual impact assessment for properties that adjoin townsite boundaries, front roads of regional or local significance, or areas deemed by the Council to have a high level of scenic value.
- A Water Management Strategy that includes an impact statement relating to water quantity and quality regarding the anticipated effects on adjacent land uses and downstream users – refer to Notes below.
- A future Harvest/Transport Plan that details estimated harvest times, expected transport routes and proposed machinery requirements.
- Planning application fee, as per the Shire of Wickepin Schedule of Fees.

10.4.5.1 ADDITIONAL APPROVALS

Proposed new buildings and structures relating to a tree crop development may be subject to additional conditions and approvals of the Shire of Wickepin and other agencies.

10.4.5.2 WATER MANAGEMENT

The Council may seek advice from the Department of Conservation and Environment and Department of Water to assist in determining the application, with specific reference to ground and surface water impacts.

10.4.5.3 HARVEST AND TRANSPORT

Where the Council considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

In processing an application for tree crops the Council will;

- publicly advertise the proposal for a minimum of 30 days through writing to adjoining/nearby landowners as deemed appropriate by the Council; and
- seek comments, as determined by the Council, from relevant government agencies and other stakeholders or affected parties.

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10.4.6 DELETED Fencing of Light Industrial Lots

OBJECTIVE:

Provide clear parameters in relation to Perimeter fencing of light industrial lots.

POLICY:

The minimum requirement for Fencing of Light Industrial Lots is link mesh fencing to the front of all Road Reserves to a minimum height of 1.2m.

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180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022



13.7.1

Request to Keep Bees Letter and Certificate

COPY

Martin Stone
34 Roberts Street
Yealering WA 6370

To: Chief Executive Officer and Councillors
Shire of Wickepin

Re: Application for Council Approval to Keep Bees

Dear Chief Executive Officer and Councillors,

I respectfully request approval under the Shire of Wickepin Health Local Laws 2008 to keep one (1) to two (2) beehives on my property at 34 Roberts Street, Yealering.

The proposed hive(s) will be located a minimum of 5 metres from all property boundaries, or otherwise positioned in full compliance with the requirements of the Shire's Local Laws. I will also ensure an adequate water supply is maintained on the property for the bees and that the hives are managed responsibly to minimise the risk of pest infections swarming or any potential nuisance to neighbouring properties.

I am currently registered and approved as a beekeeper with the Department of Primary Industries and Regional Development (DPIRD), and I have attached a copy of my registration/certification for Council's reference.

I respectfully request that Council consider and approve this application at their next meeting on the 19th August and I am willing to comply with any reasonable conditions that Council may impose.

Thank you for your time and consideration. I look forward to your favourable response.

Yours faithfully,

Martin Stone
0433 818 948
Martin_stone@mail.com



Department of
Primary Industries and
Regional Development

**Protect
Grow
Innovate**

Date: 04/08/2026
Registered Owner ID: 55278
Certificate No: 170554

**MR MJ STONE
PO BOX 22
YEALERING WA 6372**

Certificate of Registration as a Beekeeper

Biosecurity and Agriculture Management (Identification and Movement of Stock & Apiaries) Regulations 2013

This is to certify that

**MR MJ STONE
34 ROBERTS STREET, YEALERING WA 6372**

Is a registered beekeeper for the period of three (3) years from the date of this certificate being issued, until and including **04/08/2029**.

Registered Details	
Identifier	Address
34S	34 ROBERTS STREET, YEALERING WA 6372

Registration fee paid: \$ 90.83, 04/08/2026, Receipt No: 65806004806

Yours sincerely,

Brands Registration Office
Department of Primary Industries and Regional Development

Enquiries: 1300 926 547

Email: Brands.Bunbury@dpird.wa.gov.au



13.8.1

LEMC Contact List

CONFIDENTIAL ***** WICKEPIN LEMC EMERGENCY CONTACT LIST ***** CONFIDENTIAL							
SURNAME	FIRST NAME	TITLE	POSITION	ORGANISATION	PHONE_WK		EMAIL
One Representative on Committee (Voting)							
Spencer	Andrew	Snr Constable		Wickepin Police	Wk: 9852 1300	0436 861 683	Andrew.Spencer@police.wa.gov.au
Milne	Phillip	Sgt	OIC	Wickepin Police	Wk: 9888 1100	0428 158 950	Phil.Milne@police.wa.gov.au
Regional Duty Coordinator				DFES - Upper Great Southern		1800 865 103	
Stevens	Gavin	Mr	Area Officer	DFES - Upper Great Southern	Wk: 6832 3110		AOEast@dfes.wa.gov.au
Powis	Charlotte	Ms	District Emergency Management Advisor	DFES - Great Southern Region - Operations	Wk: 9845 5007	0429 104 007	charlotte.powis@dfes.wa.gov.au
Duty Officer			During Fire Season	DBCA - Parks and Wildlife	Wk: 9881 9200	will transfer to DO	
Davies	Mitchell	Mr	Wheatbelt Regional Manager	DBCA - Parks and Wildlife	Wk: 9881 9200	0427 193 556	mitchell.davies@dbca.wa.gov.au
			Regional Operations Manager	DBCA - Parks and Wildlife	Wk: 9881 9200		
Manton	Graeme	Mr	St John Ambulance Chairperson	St John Ambulance		0429 887 067	Graeme.Manton@stjohnwa.com.au
Doney	Craig	Mr	St John Ambulance Vice Chairperson	St John Ambulance		0429 812 235	Craig.Doney@stjohnwa.com.au
Menasse	Jenny	Mrs	Manager of Operations	Narrogin Regional Hospital	Wk: 9881 0413	0429 083 320	jenny.menasse@health.wa.gov.au
		Ms	After hours coordinator	Narrogin Regional Hospital	Wk: 9881 0375		
Phillips	Michael	Ms	Regional Coordinator - Wheatbelt	Dept of Communities	Wk: 6277 3666	0455 560 041	Michael.Phillips@communities.wa.gov.au
Spadaccini	Joanne	Mrs	Regional Officer - Wheatbelt	Dept of Communities		0429 102 614	Joanne.Spadaccini@communities.wa.gov.au
Cook	Douglas	Mr	Director of Education-Wheatbelt Education Region	Department of Education	Wk: 9622 0202	0484 226 809	Douglas.Cook@education.wa.edu.au
Harrison	Yvette	Ms	Coordinator Regional Services	Department of Education	Wk: 9622 0200	0409 082 730	Yvette.Harrison@education.wa.edu.au
Peplow	Tony	Mr	Operations Manager Narrogin	Water Corporation	Wk: 9881 0610	0488 900 452	tony.peplow@watercorporation.com.au
		Mr	Dangerous Goods Coordinator Gt Southern	Water Corporation	Wk: 9842 4323		
After Hrs EM Contact			Ring office number (9881 2220) gives after hours contact numbers		9881 0222		
Erickson	Anna	Dr	Senior Field Veterinary Officer	Dept of Primary Industries and Regional Development	Wk: 9881 0222	0437 801 416	anna.erickson@dpiird.wa.gov.au
				Emergency Animal Disease Watch Hotline		1800 675 888	
				Exotic Plant Pest Hotline		1800 084 881	
Nardini	Ricki	Mr	Team Coordinator Narrogin	Western Power	9882 2210	0408 902 724	ricky.nardini@westernpower.com.au
Lansdell	Luke	Mr	Chief Bush Fire Control Officer	Shire of Wickepin	Wk: 9888 1005	0426 886 796	tarwell@activ8.net.au
Russell	Toby	Mr	Deputy Chief Bush Fire Control Officer	Shire of Wickepin	Wk: 9888 1005	0427 886 796	rusty3018@hotmail.com
Russell	Julie	Mrs	Shire President	Shire of Wickepin	Wk: 9888 1097	0428 880 397	yarlomaDns@westnet.com.au
			Deputy Shire President	Shire of Wickepin			
Burton	David	Mr	Chief Executive Officer	Shire of Wickepin	Wk: 9888 1005	0429 207 855	ceo@wickepin.wa.gov.au
Clement	Erika	Mr	Deputy Chief Executive Officer	Shire of Wickepin	Wk: 9888 1005		dceo@wickepin.wa.gov.au
Shire Representatives (Non Voting)							
Cross	Grant	Mr	Manager of Works	Shire of Wickepin	Wk: 9888 1005	0429 882 871	works@wickepin.wa.gov.au
Bransby	Peter	Mr	Leading Hand	Shire of Wickepin	Wk: 9888 1005	0428 920 867	
Other Invited Parties (Non Voting)							
Herd	Hazel	Ms	Principal	Wickepin Primary School	Wk: 9888 2300	0439 802 357	Hazel.Herd@education.wa.edu.au
Sparks	Linda	Mrs	Principal	Yealering Primary School	Wk: 9888 7200	0413 226 260	Linda.Sparks@education.wa.edu.au
Emergency Contact		138 138					
Steer	Fred	Mr	Director Wheatbelt Region	Main Roads WA		454 874 432	fred.steer@mainroads.wa.gov.au
		Mr	Operations Manager,Southern Region	Main Roads WA			
Morey	Cathy	Ms	Customer Services Manager	Main Roads WA	Wk: 9881 0566	0428 912 799	cathy.morey@mainroads.wa.gov.au
Skipworth	Karina		State Lead – Response & Workforce, Emergency Serv	Australian Red Cross	Wk: 9225 8865	0437 989 602	kskipworth@redcross.org.au
Duty Phone (only active during Emergencies/Disasters activations)				Australian Red Cross	Wk: 9225 1926	0408 930 811	
Howard	Greg	Major	Salvation Army	Salvation Army Narrogin	Wk: 9881 4004	0419 132 305	greg.howard@salvationarmy.org.au
Waters	Heather	Ms	Operations Manager	Disability Services Commission	Wk: 9881 4557	0499 773 419	heather.waters@accessability.org.au
Robertson	Joy		Secretary	Country Womens Association - Narrogin			narrogincwa@outlook.com
Porter	Joan	Mrs	President	Country Womens Association - Narrogin			narrogincwa@outlook.com
Thornton	Rodney	Mr	Great Southern	Roadwise	Wk: 9881 5100	0409 689 313	rthornton@walga.asn.au
Beange	Cameron	Mr	Regional Lead - South West	Westnet Rail (ARC Infrastructure)	Wk: 9622 4632	0436 67 7 880	Cameron.Beange@arcinfra.com
Adjoining Shires							
Paget	Chris	Mr	Chief Executive Officer	Shire of Cuballing	Wk: 9883 6031	0427 836 031	ceo@cuballing.wa.gov.au
Mort	Anthony	Mr	Chief Bush Fire Control Officer	Shire of Cuballing	Wk: 9883 6405	0429 898 214	emergencyservices@cuballing.wa.gov.au
Potts	Brayden	Mr	Deputy Chief Bush Fire Control Officer	Shire of Cuballing	Wk:	0427 890 068	
Dowling	Eliza	Cr	Shire President	Shire of Cuballing	Wk:	0488 775 095	t.w.dowling@bigpond.com
Harris	Rob	Cr	Deputy Shire President	Shire of Cuballing	Wk:	0458 939 097	cubyeast@gmail.com
Stewart	Dale	Mr	Chief Executive Officer	Shire of Narrogin	Wk: 9890 0900		ceo@narrogin.wa.gov.au
Porter	Pip	Mr	Chief Bush Fire Control Officer	Shire of Narrogin	Wk: 9890 0900		
Moyses	Stu	Mr	Deputy Chief Bush Fire Control Officer	Shire of Narrogin	Wk: 9890 0900		
Gibson	Vern	Mr	Deputy Chief Bush Fire Control Officer	Shire of Narrogin	Wk: 9890 0900		
Ballard	Leigh	Mr	Shire President	Shire of Narrogin	Wk: 9890 0900		president@narrogin.wa.gov.au

Broad	Graeme	Mr	Deputy Shire President	Shire of Narrogin	Wk: 9890 0900		



SHIRE OF WICKEPIN

Local Contacts and Resource Register 2026

This document is accurate as at 13/07/2026

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AMENDMENT/REVIEW RECORD

Amendments to the Resources Register will be issued periodically. Any suggestions for amendments can be forwarded to:

Mr. David Burton,
CEO
Shire of Wickepin
PO Box 19
Wickepin WA 6370

	Amendment/Review		Amend/Reviewed By
No.	Date	Details	Signature
1	12/11/2018	Updated names and contacts	
2	21/10/2020	Updated names, contacts and formatting	ESO
3	23/07/2021	Updated Wickepin Police Contact	ESO
4	29/10/2021	Updated names, contacts and formatting	ESO
5	23/10/2023	Updated contact	ESO
6	03/09/2025	Updated contact	CEO
7			
8			
9			
10			

DISTRIBUTION

Organisation / Appointment	# Copies
Shire President – Shire of Wickepin	1
Chief Executive Officer – Shire of Wickepin	1
OIC Police Station – Shire of Wickepin	1
Wickepin Chief Bush Fire Control Officer	1
Senior Veterinary Officer – Ag WA	1
St John Ambulance Association	1
(Other agencies as appropriate)	
Chairperson DEMC – District Superintendent of Police	1
Executive Officer – Great Southern DEMC	1

EMERGENCY CONTACTS

Shire Contacts

Personnel	Name	Phone	Mobile
Office		9888 1005	Channel 36
CEO	David Burton	9888 1000	0429 207 855
Manager of Works	Grant Cross	9888 1445	0429 882 871
CDO	Vacant	9888 1005	
Finance Manager	Erika Clement	98881005	
Finance Officer	Mathew Webb	9888 1005	
Creditors Officer	Ellie Stanyer	9888 1005	
Governance Officer	Lara Marchei	9888 1005	
ESO	Emma Gee	9888 1005	
Admin	Kylie Bozanich	9888 1005	
Shire President	Julie Russell	9888 1097	0428 880 397
Deputy President	Ty Miller		0429 881 108

Emergency Services

Service	Contact	Phone	Fax
Police	Emergency	000	
Ambulance	Emergency	000	
Department of Parks and Wildlife (formally DEC)	Duty Officer Narrogin	9881 9200	9881 1645
S.E.S. (State Emergency Services)	Emergency	132 500	
Manager Rail Services WA	Rob Randell	0418 186 696	
Western Power		131 351	
Water Corporation		131 375	
Alinta Gas emergencies and faults		131 352	
DFES public information line		133 337	

DFES – Regional Offices Great Southern

Service	Phone	Fax	Address
Albany Office	9845 5000 9845 5006 Free call: 1800 687 110	9841 6719 (Admin) 9842 1476 (Operations)	5 Hercules Crescent ALBANY WA 6330
Narrogin Office	6832 3110		10 Williams Road PO Box 1138 NARROGIN WA 6312
Perth Head Office	9395 9300 Free call: 1800 199 084	9395 9384	Emergency Services Complex 20 Stockton Bend

			Cockburn Central WA 6164
Personnel	Name	Phone	Mobile
District Manager – Great Southern	Kevin Parsons		0427 024 127
Area Manager – Narrogin	Simon Vogel	9881 3892	0427 026 967
Area Manager – Narrogin	Grant Hansen	9881 3893	0427 012 948

Department of Communities Wheatbelt District

Personnel	Name	Phone	Mobile
CPFS Narrogin Office:	Team Leader	6414 2979	
After hours contact Crisis Care		1800 199 008	



Shire of Wickepin 2025/2026 Bush Fire Season Information

Chief Bush Fire Control Officer – Luke Lansdell

Deputy Chief Bush Fire Control Officer – Toby Russell

	Mobile	Address / Email
Wickepin (W) / Wickepin East (WE)		
Philip Russell (W)	0428 881 097	phil@yarloma.com.au
Toby Russell (W)	0476 610 080	rusty3018@hotmail.com
Todd Mullan (WE)	0428 191 209	todd_mullan@outlook.com
Callan Sims (WE)	0447 195 138	csimsy08@gmail.com
Townsendale		
Roger Butler	0427 884 065	rogwen7@gmail.com
Trevor Leeson	0427 881 800	tkwleeson@activ8.net.au
Luke Lansdell	0427 886 796	tarwellfarming@gmail.com
Tincurrin/Toolibin/Harrismith		
Daniel Bird	0427 913 464	daniel@windorahfarms.com.au
Daniel White	0428 356 116	dannepowie@gmail.com
Wes Astbury	0427 831 021	w.astbury@bigpond.com
Yealering – 86 Gate		
Jim Hamilton	0429 890 066	sprayyealering@gmail.com
Matt Pockran	0477 593 606	pocko@hotmail.com
David Stacey	0427 886 045	dave_veronica@bigpond.com

Shire of Wickepin Contacts

CEO	0429 207 855
Manager of Works	0429 882 871
Leading Hand	0428 920 867

Dual Fire Control Officers

- Shire of Corrigin - D Stacey, J Hamilton, M Pockran
- Shire of Narrogin - T Leeson, L Lansdell & P Russell
- Shire of Cuballing - T Leeson, R Butler & L Lansdell
- Shire of Dumbleyung - W Astbury, D Bird
- Shire of Wagin - D White & D Bird
- Shire of Pingelly - R Butler & J Hamilton
- Shire of Kulin - W Astbury, D Stacey & T Mullan

Burning Periods

Restricted 1 October 2025 to 31 October 2026
Prohibited 1 November 2026 to 7 February 2027
Restricted 8 February 2027 to 14 April 2027

Automatic Harvest Bans

An automatic Harvest ban and Fire ban applies throughout the Shire on Christmas Day, Boxing Day and New Year's Day. No lighting of fires on Good Friday and Easter Sunday.

**HARVEST BAN HOTLINE
9888 1312**

**IN CASE OF FIRE
RING 000 FIRST**

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

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer. Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2025 and thereafter to 14 April 2026 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion;

- To subdivide each holding into lots of no greater than 400 hectares; and*
- To surround the homestead, out buildings and fuel storages on any such land.*
- From 15 October all harvesting, baling and stubble crunching (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1,200 litres of available water, located in or immediately adjacent to the paddock being harvested and /or baled. The minimum capacity of any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit lies with the landowner and/or occupier.*

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty of \$5,000.

Clearing of Fence Lines

When clearing for new fence lines adjoining road reserves, you must have written approval from the Shire of Wickepin prior to commencement of clearing works. Landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the Chief Executive Officer. Any timber removed from the road reserve is to be pushed onto the owner's property.

Fencing of Road Reserves

Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.

Burning on Roadsides

Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.

Burning Periods

Restricted Burning – 1 October 2026 to 31 October 2026

Prohibited Burning – 1 November 2026 to 7 February 2027

Restricted Burning – 8 February 2027 to 14 April 2027

Harvest and Fire Ban 2026/2027 Season

Harvesting is banned on Christmas Day, Boxing Day and New Year's Day.

Lighting of fires is banned on Good Friday and Easter Sunday.

Plant & Equipment Resources – Shire of Wickepin

SHIRE OF WICKEPIN					
	NAME	EMAIL	PHONE	MOBILE	FAX
CEO	David Burton	ceo@wickepin.wa.gov.au	9888 1005	0429 207 855	9888 1074
Manager Finance	Erika Clement	dceo@wickepin.wa.gov.au	9888 1005	0427 525 020	9888 1074
MWS	Grant Cross	works@wickepin.wa.gov.au	9888 1005	0429 882 871	9888 1074
Resources			Location		
Manpower		14 Men	Wickepin		
Equipment		2 Graders	Wickepin		
		1 Large Front End Loader	Wickepin		
		2 Tractors	Wickepin		
		1 X 3 Tonne Tipper Truck	Wickepin		
		2 X 9 Tonne Tipper Trucks	Wickepin		
		2 X 15 Tonne Tipper Trucks	Wickepin		
		1 Dual Cab Utility 4x4	Wickepin		
		1 Utility 4x4	Wickepin		
		1 X 1 tonne Tipper Utility 4x2	Wickepin		
		1 X Forklift	Wickepin		
		1 X 1 Tonne 4x4 Utilities	Wickepin		
		1 Cherry Picker	Wickepin		
		1 X Low Loader Trailer 16 Tonne	Wickepin		
		1 X Backhoe	Wickepin		
		1 X 1 Tonne Multi Roller	Wickepin		
		1 X 8 Tonne Steel Roller	Wickepin		
Communications		11 Bushfire VHF Radios 1 Base Bushfire VHF Radio	Wickepin		
		2 Mobile GME Bushfire VHF Radio	Wickepin		

SHIRE OF WICKEPIN PLANT AND EQUIPMENT RESOURCES				
OPERATOR/S	Fitted With WAERN	TELEPHONE	VEHICLES AND CAPACITY	REMARKS
Shire of Wickepin	Yes	David Burton 0429 207 855	2x Graders	Wickepin
Manager of Works	Yes	Grant Cross 0429 882 871	1x Loader (2.2 m3 capacity)	Wickepin
	Yes		1x Backhoe/Loader 1.0 m3 capacity + rake attachment if required	Wickepin
	Yes		2x water trucks (9000 litres per unit)	Wickepin
Fulford Earthmoving Mark Fulford	No	Mark 08 9888 1152 0427 998 026	1 x Grader 2 x D8 dozers 1 x Excavator	Wickepin

ST JOHN AMBULANCE					
	NAME	EMAIL	PHONE	MOBILE	FAX
Community Paramedic	John Thomas	John.thomas@stjohnambulance.com.au		0417 847 519	
Wickepin					
Chairperson	Graeme Manton	Graeme.Manton@stjohnwa.com.au		0429 887 067	
Vice Chairperson	Craig Doney	Craig.Doney@stjohnwa.com.au		0429 812 235	
Narrogin					
Chairperson	Bev Muller	bev.muller@health.wa.gov.au		0417814993	
LEMC representative		pd14317@police.wa.gov.au		0417 872 914	
Resources			Location		
Equipment	1	Single Berth Mercedes Ambulance	Wickepin		
	1	Single Berth Mercedes Ambulance	Harrismith		
	1	Single Berth Mercedes Ambulance	Yealering		
EMERGENCY DIAL 000					
Resources			Location		
Manpower		2 Persons			
Equipment		1 X 21 SEATER BUS (Coaster	Wickepin		
		1 X 19 SEATER BUS (NISSAN)	Wickepin		
Communications		2 X TWO WAY RADIOS CIVILIAN	Wickepin		
WICKEPIN POLICE					
	NAME	EMAIL	PHONE	MOBILE	FAX
OIC	Phil Milne	Phil.Milne@police.wa.gov.au	9888 1100	0428 158 950	9888 1204
First Class constable	Andy Spencer	Andrew.Spencer@police.wa.gov.au	9888 1100	0436 861 683	9888 1204
EMERGENCY DIAL 000					
Resources			Location		
Manpower		2 Senior Constables	Wickepin		
Vehicles		1 X Police Sedan	Wickepin		
Communications		1X Base set VHF	Wickepin		
		1X MOBILE SET VHF	Wickepin		
		1X PORTABLE SET MOTOROLA	Wickepin		
FULFORD CONTRACTORS					
	NAME	EMAIL	PHONE	MOBILE	FAX
	Mark Fulford		9888 1056		
Resources			Location		
Manpower		2 Men	Wickepin		
Vehicles		1 Bulldozer	Wickepin		
		1 Semi Trailer (Low Loader) Tri	Wickepin		
		1 FISO Utility	Wickepin		
		1 Excavator	Wickepin		
		1 Grader	Wickepin		
		Truck & Quad Loader	Wickepin		
		1 Crane	Wickepin		
WICKEPIN HEALTH CENTRE					
	NAME	EMAIL	PHONE	MOBILE	FAX
		Wickepin.Health@health.wa.gov.au	9888 2222		9888 1075
Resource			Location		
Manpower		1 Registered Nurse	Wickepin		
Equipment		1 Vhf Radio (Ambulance Radio)	Wickepin		
		1 Oxygen Viva Unit	Wickepin		
		Emergency Drugs	Wickepin		
		1 Registered Nurse	Wickepin		
		1 Vhf Radio (Ambulance Radio)	Wickepin		
WILLIAMSON TRANSPORT					

	NAME	EMAIL	PHONE	MOBILE	FAX
	Tom Williamson	thomas.williamson@bigpond.com	Yard 9888 1181	Home 9888 1103	
Resource			Location		
Manpower		10 Men	Wickepin		
Equipment		4 Trucks	Wickepin		
		1 Trailers	Wickepin		
		1 Forklift	Wickepin		
		1 FEL	Wickepin		

TRANSPORT RESOURCES				
OPERATOR/S	CONTACT	TELEPHONE	VEHICLES AND CAPACITY	REMARKS
Shire of Wickepin	Shire Office Manager of Works	9888 1005 0429 882 871	1x 21 Seat Bus	Wickepin

CONFIDENTIAL ***** WICKEPIN LEMC EMERGENCY CONTACT LIST ***** CONFIDENTIAL							
SURNAME	FIRST NAME	TITLE	POSITION	ORGANISATION	PHONE_WK		EMAIL
One Representative on Committee (Voting)							
Spencer	Andrew	Snr Constable		Wickepin Police	Wk: 9852 1300	0436 861 683	Andrew.Spencer@police.wa.gov.au
Milne	Phillip	Sgt	OIC	Wickepin Police	Wk: 9888 1100	0428 158 950	Phil.Milne@police.wa.gov.au
Regional Duty Coordinator				DFES - Upper Great Southern		1800 865 103	
Stevens	Gavin	Mr	Area Officer	DFES - Upper Great Southern	Wk: 6832 3110		AOEast@dfes.wa.gov.au
Powis	Charlotte	Ms	District Emergency Management Advisor	DFES - Great Southern Region - Operations	Wk: 9845 5007	0429 104 007	charlotte.powis@dfes.wa.gov.au
Duty Officer				During Fire Season	DBCA - Parks and Wildlife	Wk: 9881 9200	will transfer to DO
Davies	Mitchell	Mr	Wheatbelt Regional Manager	DBCA - Parks and Wildlife	Wk: 9881 9200	0427 193 556	mitcheil.davies@dbca.wa.gov.au
			Regional Operations Manager	DBCA - Parks and Wildlife	Wk: 9881 9200		
Manton	Graeme	Mr	St John Ambulance Chairperson	St John Ambulance		0429 887 067	Graeme.Manton@stjohn.wa.com
Doney	Craig	Mr	St John Ambulance Vice Chairperson	St John Ambulance		0429 812 235	Craig.Doney@stjohnwa.com
Menasse	Jenny	Mrs	Manager of Operations	Narrogin Regional Hospital	Wk: 9881 0413	0429 083 320	jenny.menasse@health.wa.gov.au
		Ms	After hours coordinator	Narrogin Regional Hospital	Wk: 9881 0375		
Phillips	Michael	Ms	Regional Coordinator - Wheatbelt	Dept of Communities	Wk: 6277 3666	0455 560 041	Michael.Phillips@communities.wa.gov.au
Spadaccini	Joanne	Mrs	Regional Officer - Wheatbelt	Dept of Communities		0429 102 614	Joanne.Spadaccini@communities.wa.gov.au
Cook	Douglas	Mr	Director of Education-Wheatbelt Education Region	Department of Education	Wk: 9622 0202	0484 226 809	Douglas.Cook@education.wa.edu.au
Harrison	Yvette	Ms	Coordinator Regional Services	Department of Education	Wk: 9622 0200	0409 082 730	Yvette.Harrison@education.wa.edu.au
Peplow	Tony	Mr	Operations Manager Narrogin	Water Corporation	Wk: 9881 0610	0488 900 452	tony.peplow@watercorporation.com.au
		Mr	Dangerous Goods Coordinator Gt Southern	Water Corporation	Wk: 9842 4323		
After Hrs EM Contact				Ring office number (9881 2220) gives after hours contact numbers	9881 0222		
Erickson	Anna	Dr	Senior Field Veterinary Officer	Dept of Primary Industries and Regional Development	Wk: 9881 0222	0437 801 416	anna.erickson@dpiird.wa.gov.au
				Emergency Animal Disease Watch Hotline		1800 675 888	
				Exotic Plant Pest Hotline		1800 084 881	
Nardini	Ricki	Mr	Team Coordinator Narrogin	Western Power	9882 2210	0408 902 724	ricky.nardini@westpower.com.au
Lansdell	Luke	Mr	Chief Bush Fire Control Officer	Shire of Wickepin	Wk: 9888 1005	0426 886 796	tarwell@activ8.net.au
Russell	Toby	Mr	Deputy Chief Bush Fire Control Officer	Shire of Wickepin	Wk: 9888 1005	0427 886 796	rusty3018@hotmail.com
Russell	Julie	Mrs	Shire President	Shire of Wickepin	Wk: 9888 1097	0428 880 397	yarlomaDns@westnet.com.au
Burton	David	Mr	Deputy Shire President	Shire of Wickepin			
Clement	Erika	Mr	Chief Executive Officer	Shire of Wickepin	Wk: 9888 1005	0429 207 855	ceo@wickepin.wa.gov.au
		Mr	Deputy Chief Executive Officer	Shire of Wickepin	Wk: 9888 1005		dceo@wickepin.wa.gov.au
Shire Representatives (Non Voting)							
Cross	Grant	Mr	Manager of Works	Shire of Wickepin	Wk: 9888 1005	0429 882 871	works@wickepin.wa.gov.au
Bransby	Peter	Mr	Leading Hand	Shire of Wickepin	Wk: 9888 1005	0428 920 867	
Other Invited Parties (Non Voting)							
Herd	Hazel	Ms	Principal	Wickepin Primary School	Wk: 9888 2300	0439 802 357	Hazel.Herd@education.wa.edu.au
Sparks	Linda	Mrs	Principal	Yealering Primary School	Wk: 9888 7200	0413 226 260	Linda.Sparks@education.wa.edu.au
Emergency Contact 138 138							
Steer	Fred	Mr	Director Wheatbelt Region	Main Roads WA		454 874 432	fred.steer@mainroads.wa.gov.au
		Mr	Operations Manager, Southern Region	Main Roads WA			
Morey	Cathy	Ms	Customer Services Manager	Main Roads WA	Wk: 9881 0566	0428 912 799	cathy.morey@mainroads.wa.gov.au
Skipworth	Karina		State Lead - Response & Workforce, Emergency Services	Australian Red Cross	Wk: 9225 8865	0437 989 602	kskipworth@redcross.org.au
Duty Phone (only active during Emergencies/Disasters activations)				Australian Red Cross	Wk: 9225 1926	0408 930 811	
Howard	Greg	Major	Salvation Army	Salvation Army Narrogin	Wk: 9881 4004	0419 132 305	greg.howard@salvationarmy.org.au
Waters	Heather	Ms	Operations Manager	Disability Services Commission	Wk: 9881 4557	0499 773 419	heather.waters@accessability.org.au
Robertson	Joy	Secretary	Country Womens Association - Narrogin	Country Womens Association - Narrogin			narroginwa@outlook.com
Porter	Joan	Mrs	President	Country Womens Association - Narrogin			narroginwa@outlook.com
Thornton	Rodney	Mr	Great Southern	Roadwise	Wk: 9881 5100	0409 689 313	rthornton@walgas.asn.au
Beange	Cameron	Mr	Regional Lead - South West	Westnet Rail (ARC Infrastructure)	Wk: 9622 4632	0436 67 7 880	Cameron.Beange@arcinfra.com
Adjoining Shires							
Paget	Chris	Mr	Chief Executive Officer	Shire of Cuballing	Wk: 9883 6031	0427 836 031	ceo@cuballing.wa.gov.au
Mort	Anthony	Mr	Chief Bush Fire Control Officer	Shire of Cuballing	Wk: 9883 6405	0429 898 214	emergencyservices@cuballing.wa.gov.au
Potts	Brayden	Mr	Deputy Chief Bush Fire Control Officer	Shire of Cuballing	Wk:	0427 890 068	
Dowling	Eliza	Cr	Shire President	Shire of Cuballing	Wk:	0488 775 095	t.w.dowling@bigpond.com
Harris	Rob	Cr	Deputy Shire President	Shire of Cuballing	Wk:	0458 939 097	cubyeast@gmail.com
Stewart	Dale	Mr	Chief Executive Officer	Shire of Narrogin	Wk: 9890 0900		ceo@narrogin.wa.gov.au
Porter	Pip	Mr	Chief Bush Fire Control Officer	Shire of Narrogin	Wk: 9890 0900		
Moyses	Stu	Mr	Deputy Chief Bush Fire Control Officer	Shire of Narrogin	Wk: 9890 0900		
Gibson	Vern	Mr	Deputy Chief Bush Fire Control Officer	Shire of Narrogin	Wk: 9890 0900		
Ballard	Leigh	Mr	Shire President	Shire of Narrogin	Wk: 9890 0900		president@narrogin.wa.gov.au

Firefighting Water Source and Fire fighting Equipment

name	Phone Numbers	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Fire Unit
Robert Dew	0428 836 035	Wickepin Pingelly Road Wickepin 6370	Tank	18000L	Melican Road	
			Fire Fighting Unit	1000L	Lot 39 Wickepin Pingelly Road	
RP & HE Lewis	9888 1022 0429 100 641	Yarling Brook Road Wickepin 6370	Trailer with Tank	1000L	49 White Rd Wickepin	
David Hicks & Dianne Hicks	9883 2073	25 Keeping St Tincurrin 6361	Concrete Tank	20000 Gallons	25 keeping St Tincurrin	
Gary Lang	9888 1034 0427 881 034	Malyalling Road Malyalling 6370	Tank with 2 outlet	12000 Gallons	4478 Howes Shed (Shearing)	
			Tank with 1 ½ Outlet	10000 Gallons	4477 Howes Machinery Shed	
			Overhead Tank	4000 Gallons	4478 Howes North of Sheds	
			Overhead Tank	4000 Gallons	9095 Kirk Rock road (East of Turner Road)	
			Small Ground Level tank	1000 Gallons	11478 Eighty Six Gate Road	
			Tank with 2"Outlet	12000 Gallons	2086 Wyoming 1272 Malyalling Rd	
			Tank	5000 Gallons	2086 Wyoming 1272 Malyalling Rd (Chemical Shed)	
			Tank	6000 Gallons	2086 Wyoming 1272 Malyalling Rd (House)	
			Overhead Tank	4000 Gallons	2086 Wyoming 1272 Malyalling Rd	
			Concrete Tank	5000 Gallons	7658 On Top of Rock above Dam	
			Trailer Fire Fighter	1100 L	Stored in Shearing Shed	Petrol
			Ute Mounted Fire Fighter	900L	Summer Harvest Only	Petrol
			Leyland Truck	10000L	Summer Only	Petrol

Name	Phone Numbers	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Fire Unit
PB & J Davidson	9883 1030	Wickepin Harrismith Road Tincurrin 6361	Fire Fighting Truck	7000L		Diesel
			Tank	9000L	Williams Location 10714	
			Tank	4000L	Williams Location 15094	
			Dam	2500 Yards	Williams Location 10714	
			Dam	2500 Yards	Williams Location 11253	
			Dam	2500 Yards	Williams Location 9155	
WD & BM Thompson	9888 7196	Wedin North Road Toolibin 6312	Rodeo Ute 4WD	9000L	Williams Location 4866	Petrol
Warren	0428 424 051		Colorado Ute 4WD	600L	Williams Location 4867	Petrol
Barbara	0428 424 052		Rodeo Ute 4WD	900L	Williams Location 9661	Petrol
			Tank on Mains	36000L	Williams Location 9661	
			Tank on Mains	4500L	Williams Location 9661	
			Tank on Mains	4500L	Williams Location 3674	
			Tank on Mains	5000L	Williams Location 4866	
K Pauley	9888 4033	Pauley Road Wickepin 6370	Tank	2000 Gallons	Refill Site – Location 256	240 Volt Electric
			Ute Fire Fighter	800L	Always on ute During Summer	Petrol
			Ute Fire Fighter	500L	Serviced and Ready to Place on Ute	Petrol
Dave Howell	9882 7008	Lot A3155 Dwelyerdine Road 6312	Dam	30Yards x 30 Yards	857 Lot 9596 Dwelyerdine Rd	
			Dam	25 Yards x 25 Yards	857 Lot 9596 Dwelyerdine Rd	
			6.5HP Fire Pump	600L	857 Lot 9596 Dwelyerdine Rd	Petrol
J & P Brown		Wickepin North road Wickepin 6370	4 Tonne Trailer Pump and Tank (2" Pump)	600 Gallons	Williams Location 3166	Petrol
John	9888 1140					
Phil	9888 1182					

Name	Phone Numbers	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Fire Unit
W Astbury & Co	9883 1021	Harrismith South Road Harrismith 6361	Slide on Ute Unit	800L	7431 – At Sheds	Petrol
			Trailer	1200L	7431 – At Sheds	Petrol
			Trailer/Tanker	3000L	7431 – At Sheds	Petrol
			Overhead Tanker	9000L	7431 – At Sheds	
			Concrete Tanker	20000L	7431 - At Sheds	
			Key Dam	7000 Yards	7432 On South edge of 104 Gate Road	
			Dam	4000 Yard	14040 100m east of Harrismith South Road	
PJ & RL Mullan	9883 1041	Fence Road Harrismith	Patrol with Tank & Pump	900L		Diesel
			Truck Tank & Pump	5000L		Diesel
			Tank	23000L	6705 Fence Road	
			Dam	3000 Yards	11591	
IK Franke	9390 1216	7869 Kirk Rock Road Malyalling 6370	Tank	1000L	7869 Kirk Rock Road	
			Tank on Trailer with Pump	1000L	7869 Kirk rock Road	Petrol
CR & JA Hemley	9888 1041	Wickepin South Road Wickepin 6370	Tank	13500L	1588 Above Shearing shed	
			Dam	Good Quantity Most Years	Every paddock	
			Tank	67500L	Lot 14065 Above House	
			Dam	Good Quantity Most Years	Every paddock	
Taablin Farm PL Astbury	9882 7055	Toolibin WA 6312	Dam	12000 Square Meters	Williams Location 13355, 9900, 6966, 6967, 10363	
Name	Phone Numbers	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Fire Unit
Keith Parnell	9883 2024	Baker road Tincurrin	Tanks	1000000L	Williams Location 9413 – 1070 Line Road Tincurrin	
			4"Transfer Pump	1300L	Nursery 1070 – Line road Tincurrin	Petrol
			Ute	900L	Pump Hoses Etc.	Petrol
Tim Heffernan	9888 6041	Heffernan Road East Wickepin 6370	Fire Unit (Tank and Pump)	1000L	Mounted on 1 tonne Ute	Petrol
			Concrete Tank	25000L	Williams Location 7504	
			Concrete Tank	25000L	Williams Location 7502	
			Concrete Tank	10000L	Williams Location 7505	
			Concrete Tank	10000L	Williams Location 7501	
			Dam	2000 Yards	Williams Location 7504	

			Dam	2000 Yards	Williams Location 7501	
RT Parnell	9883 2012	Parnell Road Harrismith 6361	Tank	12000 Gallons	Williams Location 10957	
			1 ½ Fire Fighting Pump		Williams Location 10957	Petrol
			4x Tanks	2000L	On Fire Truck 10957	
AC Fulford	9888 1093	Collins St Wickpin 6370	Volvo Grader			Diesel
			D8L Dozer (2)			Diesel
			Excavator			Diesel
RK & LF Mullan	9888 6061	3698 Williams Kondinin Road Wickpin East 6370	Tank	4500L	8769 Williams Kondinin Rd	
			Tank	9000L	Williams Location 8698	
			Fire Fighter Unit	650L	Wickpin or Dudinin	Diesel
			EF Trailer	2700L	Dudinin	
Mike Burges	9883 6045	Leeson Road Wickpin 6370	Tank	2000 Gallon	Wickpin 69, 81 Leeson Road	Scheme
	0427 836 045		Tanks x2	2x5000 Gallon	Williams 1319, 1058 Leeson Rd Adjacent to Hay Shed	
			Dam	1900 Yards	Wickpin 51 - Leeson Rd at the boundary of Location 51 & 241 with Gate Access next to it from road.	Petrol motor Diesel Ute
Neil McClean		Williams Kondinin Road Wickpin 6370	Brick Tank	60000L	Next to House Location 8364	
			Cement Tank	60000L	Williams Kondinin road Location 7519	

SHIRE OF WICKEPIN STAND PIPES

ACCOUNT	PROPERTY LOCATION
9007805451	Wickepin Kulin Road
	

ACCOUNT	PROPERTY LOCATIONTANDPIPE
90078053631	Wickepin Kulin Lot 13302, Ten Mile Road
	

ACCOUNT	PROPERTY LOCATION
9007805515	Wickpin Kulin Lot 3616, Tincurrin North Road
 The image consists of two side-by-side photographs. Both show a water meter mounted on a metal post, with a black pipe leading down to the ground. The meter is located on a dirt/gravel area next to a green field. In the background, there are trees and a cloudy sky. The left photo shows a wider view of the area, including a signpost and some vegetation. The right photo is a closer view of the meter and the pipe.	

ACCOUNT	PROPERTY LOCATION
9007805881	Wickpin Kulin Lot 5203, Elsinor Road
	
	

ACCOUNT	PROPERTY LOCATION
9007806120	Wickpin Kulin Lot 16479, 86 Gate Road



ACCOUNT	PROPERTY LOCATION
9007805929	Wickepin Kulin Lot 7446 Harrismith North Road Wogolin South Road



The image consists of two side-by-side photographs of a solar-powered water pump system. The left photograph shows a metal pump structure with a solar panel mounted on top, situated in a grassy field next to a dirt road. A black hose is connected to the pump. The right photograph shows the same system from a different angle, highlighting a warning sign that reads "WARNING CHEMICAL TANKS MUST NEVER BE FILLED FROM THIS STANDPIPE" and a rusty metal barrel. The background in both photos shows a rural landscape with trees and a clear sky.

ACCOUNT	PROPERTY LOCATION
9007669285	South Street Harrismith Lot Road RSE, Harrismith Townsite



ACCOUNT	PROPERTY LOCATION
9007749250	Wickepin Kulin Road, Tincurrin Town Site



ACCOUNT	PROPERTY LOCATION
9007806112	Stock Route Road, Lot 6865



ACCOUNT	PROPERTY LOCATION
9007802947	Wickepin – Dumbleyung ADJ Lot 6109 Wedin North Road Whites Property



ACCOUNT	PROPERTY LOCATION
9007802314	Narrogin Wickepin Lot 507 Wickepin Wickepin Pingelly Road
	

ACCOUNT	PROPERTY LOCATION
9007802429	O'Brien Road Narrogin, Lot 4866
	

ACCOUNT	PROPERTY LOCATION
9007769411	Sewell Street Yealering
	



13.8.3

Emergency Evacuation Plan



Shire of Wickepin

Emergency Evacuation Plan

Emergency Evacuation Plan

This information has been produced an issued under the requirements of the State Emergency Management Plan section 5.3.2, endorsed by the Shire of Wickepin Local Emergency Management Committee and the Shire of Wickepin. The Appendix has been tabled for noting with the Great Southern District Emergency Management Committee and State Emergency Management Committee.

Endorsed by Shire of Wickepin – 17 September 2025

Chair

Date:

Endorsed by Shire of Wickepin

Date:

AMENDMENT RECORD

Number	Date	Amendment Summary	Author
1	July 2025	Created	Narrogen Consultancy Services
2	September 2025	Endorsed	Shire of Wickepin
3	July 2026	Reviewed – Minor updates	CEO - SOW
4			

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GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary and the Western Australia Community Evacuation in Emergencies Guideline Glossary.

District: means an emergency management district gazetted under the *Emergency Management Act 2005*.

Municipality: means local government district under the *Local Government Act 1995*.

INTRODUCTION

This document is an Appendix to and should be read in conjunction with, the Local Emergency Management Arrangements (LEMA). The LEMA is available at Shire of Wickepin, the website or a physical copy located at the Shire of Wickepin 77 Wogolin Road Wickepin.

Aim

The aim of the Local Emergency Evacuation Plan is to provide a Controlling Agency planning an evacuation within the Shire of Wickepin with the tools and information that may be required to assist with an evacuation. The Wickepin LEMC is an advisory Committee which is non-operational and not active during a evacuation or an incident.

Purpose

The purpose of this evacuation plan is to:

- Identify State legislation that may affect evacuations.
- Identify responsible agencies for evacuation.
- Identify State Emergency Management Policies affecting evacuation.
- Outline the relationship between this plan and the Shire of Wickepin Local Emergency Management Arrangements.
- Outline the relationship between this plan (evacuation) and other local State Emergency Management Plans.

Scope

This plan is to ensure the community is prepared for an evacuation, should the need arise. Evacuation management decisions relating to evacuation during an emergency rest with the Controlling Agency or Hazard Management Agency (HMA) and it is not the intent of this document to detail the procedures for Controlling Agencies or HMAs in managing an evacuation. The procedures for an evacuation should be detailed in the Controlling Agencies or HMAs' individuals plans.

Furthermore:

- This document applies to the local government district of the Shire of Wickepin;
- This document covers areas where the Shire of Wickepin provides support to HMAs in the event of an evacuation.

This information is to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

RELATED DOCUMENTS AND ARRANGEMENTS

Local Emergency Management Policies

Shire of Wickepin Local Emergency Management Arrangements

Shire of Wickepin Local Recovery Plan

State Emergency Plans, Procedures and Policies

Shire of Wickepin Policy Manual

Shire of Wickepin – Code of Conduct

Shire of Wickepin Animal Welfare Plan

Existing Plans and Arrangements

Local Emergency Relief and Support Plan

Public Building Evacuation Plans – Department of Health WA

Wickepin Primary School Evacuation Plan

Yealering Primary School Evacuation Plan

Wiki Ignite Event Plans

Yealering Regatta Event Plans

Kaolin Mine Evacuation Plan

At Risk Persons

Name of facility	Description	Address	Contact 1	Contact 2	No. of People	Evacuation Plan Who manages the plan? Has a copy been sent to LEMC?
Wickepin Primary School	Primary School	44 Henry Street Wickepin	Hazel Herd 08 9888 2300		65	
Yealering Primary School	Primary School	Yealering – Pingelly Road Yealering	Linda Sparks 08 9888 7200		10	
Aged Care	Woodland Court Cottage Homes	23 Johnston Street, Wickepin 94 Wogolin Road, Wickepin			7	

High Risk Settlements

The Shire of Wickepin High Risk Settlements are currently listed as the Primary School in Wickepin and Yealering when in operation.

Shire of Wickepin Risk Register

Risk of Hazard	HMA	HMA (local HMA representative)	State Hazard Plan	Local Plan
<i>Bushfire</i>	<i>DFES</i>	Shire of Wickepin DBCA	Fire	Bushfire Mitigation Plan
<i>Urban Fire</i>	<i>DFES</i>	Narrogin VFRS	Fire	Not Applicable
<i>Storm/Flood</i>	<i>DFES</i>	Narrogin SES	Severe Weather	Not Applicable
<i>Road Transport Emergency (in town)</i>	<i>WA Police Force</i>	WA Police Force	Crash Emergency	Wickepin Police
<i>Road Transport Emergency (out of town)</i>	<i>WA Police Force</i>	WA Police Force	Crash Emergency	Wickepin Police
<i>Human Epidemic</i>	<i>WA Health Dept</i>	Narrogin Hospital	Human Biosecurity	Not applicable
<i>Land Search and Rescue</i>	<i>WA Police Force</i>	WA Police Force	Search and Rescue	Wickepin Police

Identification of Evacuation Centres

Evacuation Centre	Capacity	Accessibility	Hazard for which centre is suitable for	Independent power Y/N	Amenities (e.g. A/C)	Accommodates animals? Y/N* If no, identify any alternative arrangements for animals in the vicinity	Reference (appendix/ appendix/ another plan)	Comments
Primary Harrismith Golf Club	100	Yes	All	N	Yes	Possible	LERSP	Short Term
Primary Wickepin Community Centre	500	Yes	All	N	Yes	Possible	LERSP	Short Term Generator
Secondary Yealering Hall	190	Yes	All	N	Yes	Possible	LERSP	Has heating and Air Con

Traffic Considerations

The State EM Traffic Management During Emergencies Guideline provides a description of key traffic management considerations.

Where relevant, the LEMC should identify and list the following:

- any pinch points – such as, one road in-one road out;
- suitable access/egress routes for the expected type/volume of traffic, including alternatives by water or air when suitable roads are inaccessible, insufficient or inappropriate.
- possible locations for vehicle control points to assist with traffic management (i.e. where traffic can be easily re-routed, and communications should be reliable);
- transport options for those without access to private vehicles;
- communication methods.

The Main Roads Network (Road Network) for the Wheatbelt Region manages a number of key roads, which are subject to a range of natural and man caused hazards such as floods, bushfires, storms and major road crashes.

Main Roads acts in support of the WA Police and Emergency Services where these hazards affect the Road Network, under the provisions of the Main Roads Act 1930 and the Emergency Management Act 2005.

The Aim of the MRWA Crisis & Incident Management Policy, which aims to:

1. Save lives.
2. Support Hazard Management Agency (HMA), including WA Police and Emergency Services, during emergency incidents.
3. Minimise damage to property and the environment.
4. Minimise disruption of road network services to the community.
5. Minimise negative impacts to Main Roads reputation or liability.

The Emergency Management Act denotes a number of organisations as a Hazard Management Agency, Combat Agency or a Support Organisation. Main Roads is not a HMA but is identified as a Support Organisation; roads being viewed as an essential network for communities.

It should be understood, however, that during incidents affecting the Road Network that MRWA is acting in support of WA Police and / or the Hazard Management Agency (HMA) under the provisions of the Emergency Management Act 2005.

The Incident Controller (IC), appointed by the HMA or Controlling Authority, has ultimate responsibility for the safety of the Public and Response personnel and has the authority to close roads.

Once the danger from the incident has passed, the IC returns the road to the network operator (MRWA, LGA, DPaW etc.) who then have the responsibility to inspect the asset and arrange re-opening.

Whereas traffic congestion constitutes an issue for MRWA, traffic management during emergency situations will be directed towards the following objectives, by priority:

1. Safety and security of the immediate incident site from road traffic risks.
2. The provision and maintenance of unrestricted road access for the responding authorities (HMAs).
3. The provision and maintenance of safe evacuation routes for casualties and the public at risk.
4. Maintenance of road access and network capacity at the optimum level.

Normally the Hazard Management Department will implement first response traffic management towards objective 1 above.

However, depending on the incident and its impact on the Road Network, the Region should deploy Field Staff or should circumstances dictate, an On Scene Liaison Officer (OSLO) to the site.

The prime purpose of these deployments is:

1. To establish a line of communication between the Region and the scene with a view to:
 - a. Establishing the potential of the incident;
 - b. Identifying the parameters of the incident;
 - c. Establishing direct liaison with WA Police or the HMA.
2. Providing the WA Police or HMA with traffic management expertise.
3. To ensure that effective traffic control measures are initiated in the area.
4. To promote alternative traffic management solutions to enable improved traffic flow on the Road Network.
5. To release WA Police or HMA personnel to focus on their core duties

Any incident may have requirement for the IM to call in additional response personnel. Multiple or higher order events may also require division of management teams with separated duties.

The IM should remain cognisant of the possible requirement to change out response staff during extended periods of incident (particularly bush fire events). Additional operational field staff are expected to have access to adequate transport for those functions.

Wheatbelt has a number of Contingency Traffic Management Plans (CTMP), which can be employed when an incident causes serious disruption or blockage to the Road Network within Wheatbelt. These can also be applied for damage or loss of critical bridge assets.

Where the traffic management impact of an Incident cannot be forecast, such as a bushfire or major road crash, the IMT may be required to produce, at short notice, an incident Traffic Management Plan (TMP). This will require close liaison with the WA Police and HMA.

The development of the traffic tactics and the production of a Traffic Management Plan Map is a Main Roads responsibility.

The LEMC has identified an effective warning method appropriate to the community that may be affected (including consideration of at risk persons and the demographics of the community, as far as practicable).

Isolation and Quarantine

Identify any arrangements and/or suitability of evacuation centres should a human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies occurring concurrently. Including, but not limited to:

- the availability and distribution of in of infection control measure including the provision, management and resourcing of:
 - personal protective equipment/clothing;
 - cleaning and disinfection;
 - food safety;
 - waste management;
- specific instructions and alternative evacuation arrangements for people who are subject to isolation and quarantine directions;
- responsibility for health screening and registration of evacuees, including collecting all necessary details should contact tracing be required;

- the suitability of evacuation centres or alternative evacuation sites should evacuation centres not be available, including maximum capacity, ability to comply with physical distancing requirements, availability of isolation/segregation facilities and alternative arrangements or sites
- whether an emergency situation declaration or state of emergency declaration is required in order to share information under the Emergency Management Act 2005.

Advice from the HMA for the hazard requiring isolation and quarantine should be sought when developing an emergency evacuation plan.

Emergency Evacuation Planning Data

Shire of Wickepin Evacuation Planning Information current as at July 2026

Demographics	Number	Considerations
People	691	Farming and elderly – communication issues
Families	166	Large farming properties with communication issues

Dwellings	Number	Considerations
Dwellings	333	Farming Properties spread over the whole Shire

Evacuation Centres and Capacity	Address	Distance from Town Centre
See Dept Communities LERSP		

Transport	Location and Contact Person	Number
Shire Bus	Shire Office OR Manager Works	08 9888 1005 0429 882 871
School Bus Services	Dept Education	

Traffic Access and Bridges	Access Form	Terrain
1002 Wickepin-Corrigin Road		Concrete – Sealed Road
3032 Eighty Six Gate Road		Timber & Concrete – Gravel Road
3035 Yarling Brook Road		Timber – Unsealed Road

At Risk Persons

At Risk Persons – Specific Arrangements

Name of facility	Description	Address	Contact 1	Contact 2	No. of People	Evacuation Plan Who managers the plan? Has a copy been sent to LEMC?
Wickepin Primary School	Primary School	44 Henry Street Wickepin	Hazel Herd 08 9888 2300		65	
Yealering Primary School	Primary School	Yealering – Pingelly Road Yealering	Linda Sparks 08 9888 7200		10	
Aged Care	Woodland Court Cottage Homes	23 Johnston Street, Wickepin 94 Wogolin Road, Wickepin			7	

Public Warning Systems

Description	Contact Person	Contact Number
Shire Bushfire SMS Systems	Shire CEO	0429 207 855
Shire WhatsApp systems	Shire CEO	0429 207 855
Variable messaging Boards –	Shire of Wickepin & DFES	0429 207 855 DFES 08 68 323 110
Emergency WA App and Website	DFES Media	1800 718 288

At Evacuation Checklist

This document is compiled by:

Name:

Position:

Time: Date:

Signature:

Are details of the evacuation entered on a crisis information management system (e.g. WebEOC/ WebFusion)?

☐ Yes - Please specify: ☐ No

Incident Name/Reference:

Situation

Briefly describe the situation or emergency which has, or may cause, a recommendation or direction to an affected community to evacuate, including other imminent or occurring hazards/emergencies:

Summary of Key Risk

Issue(s)	Likelihood	Consequences	Mitigation Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy

Mission

Briefly describe the mission in this evacuation or potential evacuation:

Specified objections:

Execution

Key Roles

HMA/Controlling Agency/Incident Controller:

Agency:

Incident Controller Name:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Operational Area Manager (if appointed):

Agency:

Operational Area Manager Name: Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Police Commander:

Agency: WA Police Force Police Commander Name: Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Emergency Coordinator(s): (Local Officer in Charge and/or District Superintendent perform whole of government coordination function at local and/ or district level(s))

Agency: WA Police Force

Local Emergency Coordinator Name: Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Agency: WA Police Force

District Emergency Coordinator Name: Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Evacuation Manager: (Where appointed – this position will generally sit under Operations in the incident management system (e.g. AIIMS))

Agency: WA Police Force Evacuation Manager Name: Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Major facilities:

Incident Control Centre Details:

Name of ICC:

Location of ICC:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Incident Control Point/Forward Control Centre Details (if applicable):

Name of ICP:

Location of ICP:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Incident Support Group Details (if activated):

Name of ISG Site:

Location of ISG:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Location of the Operational Area Support Group (if activated):

Name of OASG Site: Location of OASG Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Location of the Primary Evacuation Centre (if activated):

Name of Centre:

Location:

Capacity:

Facilities:

Contact Name:

Contact Number:

Email:

Location of the Secondary Evacuation Centre (if activated):

Name of Centre:

Location:

Capacity:

Facilities:

Contact Name:

Contact Number:

Email:

Other:

DECISION PHASE: is getting people out the best option?

The decision to evacuate rests with the Controlling Agency/HMA. For a directed evacuation, the Controlling Agency must be an HMO, Authorised Officer or Police Office or liaise with an HMA to direct an evacuation under the *Emergency Management Act 2005*.

Type of evacuation issued: ☐ Recommended evacuation ☐ Directed evacuation

This decision was made in consultation with:

Controlling Agency

Contact Name 1:

Contact Name 2: **WA Police Force** Contact Name 1:

Contact Name 2:

HMA

Contact Name 1:

Contact Name 2: **Other Experts** Name/Agency 1:

Name/Agency 2:

Name/Agency 3:

Name/Agency 4:

Name/Agency 5:

Does the person making the decision to recommend or direct an evacuation have the legislated authority?

☐ Yes - Give Details: ☐ No - State Reasons

Relevant issues to this evacuation/potential evacuation and affecting decision:	Yes	No
Time pressure	☐	☐
Information source/validity	☐	☐
Competing tasks	☐	☐
Ability/risk to evacuate	☐	☐
Safety of community	☐	☐
Safety of at risk persons (aged, children, homeless, tourist)	☐	☐
Staffing (resourcing)	☐	☐
Community preparedness	☐	☐
Communication processes	☐	☐
Sufficient shelter provisions	☐	☐
Safety of emergency responders	☐	☐
Other (<i>please specify</i>)	☐	☐
Other (<i>please specify</i>)	☐	☐
Other imminent or occurring hazard/emergency	☐	☐

If other imminent or occurring hazard/emergency provide contacts below:

HMA:

Contact Person:

Contact Number:

HMA:

Contact Person:

Contact Number:

Trigger Points

Are there identified trigger points for evacuation to be recommended or commenced?

☐ Yes ☐ No

If yes, describe below:

Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity

Alternatives

By necessity, are there any alternatives to an evacuation?	Yes	No
Shelter in place	☐	☐
Identified community refuge	☐	☐
Private shelter	☐	☐
Other	☐	☐
Other	☐	☐
Other	☐	☐

Other	☐	☐
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WARNING PHASE: telling people of the need to go

The issuing of a warning/recommendation/direction to those affected by an impending emergency is the responsibility of the Controlling Agency's Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.

Actual messaging to contain the following information:	Yes	No
Identification of the HMA/Controlling Agency	☐	☐
Location of area affected	☐	☐
Predicted severity	☐	☐
How people should respond	☐	☐
Where to get further information	☐	☐

If you answered No to any of the above, please enter reason(s):

Other information to include (if appropriate):	Yes	No
Instructions for at risk persons	☐	☐
Ancillary issues, such as domestic pets, medications, identification	☐	☐
Limitation on possession e.g. oversize items, livestock	☐	☐
Recommended personal items e.g. toiletries, clothing, baby formula	☐	☐

Recommended transport routes and/or transport options	☐	☐
Security of evacuated areas (assurance patrols or similar if safe to do so)	☐	☐
Advice on energy supplies and air conditioning e.g. switch off gas, electricity	☐	☐
Advise to inform relatives/friends on your intentions/destination	☐	☐
Information about 'Register.Find.Reunite' system (in consultation with Department of Communities)	☐	☐
Alternative arrangements for hazards requiring isolation or quarantine (e.g. human epidemic)	☐	☐
Other (<i>specify</i>):	☐	☐
Other (<i>specify</i>):	☐	☐

Methods available to facilitate public warnings (consider resources, specialist support and emergency responder safety):	Yes	No
Media (television)	☐	☐
Media (radio)	☐	☐
Telephone contact	☐	☐
Short Message Service (SMS)	☐	☐
Emergency Alert	☐	☐
Standard Emergency Warning Signal	☐	☐
Door knocks	☐	☐
Verbal messages	☐	☐
Community meetings	☐	☐
Sirens	☐	☐
Public address systems	☐	☐
Agency websites	☐	☐
Email	☐	☐
Social networking sites	☐	☐
Print material		

	☐	☐
Other (<i>specify</i>):		
	☐	☐
Other (<i>specify</i>):		
	☐	☐

WITHDRAWAL PHASE: getting people out

The responsibility for evacuating a community remains with the Controlling Agency/HMA/ HMO or authorised officer, who may request assistance with specific activities as part of their (documented) evacuation strategy or, by agreement, may delegate the development and/or execution of an evacuation strategy.

Where this plan is completed by another agency, appointment of an Evacuation Manager from that agency is recommended and the resultant evacuation strategy should be endorsed by the HMA/HMO where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.

Outline of evacuation strategy

Does a plan already exist? ☐ Yes ☐ No

Sectorise/Phase the affected area if appropriate:

At risk persons (such as aged, CALD, unaccompanied children, walking wounded, people with disabilities, pregnant persons, tourist):

Consider assembly area, if required:

Evacuation centre(s) identified (Department of Communities to coordinate emergency relief and support on request):

Are animals permitted?

Can animals be sheltered in the vicinity?

If required by HMA, alternative evacuation arrangements for concurrent emergency requiring isolation or quarantine (e.g. human epidemic/pandemic)

Forecast need for registration and reunification (Register.Find.Reunite):

Develop traffic management plan (considering ingress and egress routes, sole use of route for evacuees/ emergency responders and /first aid enroute, as applicable):

Identify a system to indicate properties that have been evacuated (by residents or responders):

Security of evacuated area:

Actions on persons declining to evacuate (such as possibility or registration/list of premises). Note: Unaccompanied children should be evacuated to a Department of Communities centre.

Other Considerations:

RETURN PHASE: allowing people back and supporting their return

The decision to allow a community to return, planning for the return and providing accurate and timely information to the displaced community are the responsibilities of the HMA, or Controlling Agency's Incident Controller. Where other agencies are assisting, it is important that this assistance is confirmed and decisions swiftly disseminated to relevant personnel.

Key considerations	Yes	No
The affect area being declared safe	☐	☐

Crime scene preservation	☐	☐
Availability of services and utilities (gas, electricity, roads)	☐	☐
Evacuees' psychological and physical health	☐	☐
Transport for persons with a disability, those with specific care requirements	☐	☐
Economic factors involves in the return of evacuees	☐	☐
Possible need for a phased return/traffic management/permit system	☐	☐
Local Recovery Coordinator/Coordination Group included in planning	☐	☐
Other (<i>specify</i>)	☐	☐

Informing other stakeholders of the decision:	Yes	No
Community representatives	☐	☐
Department of Communities	☐	☐
Department of Primary Industries and Regional Development	☐	☐
Department of Fire and Emergency Services	☐	☐
Department of Health	☐	☐
Department of Biodiversity, Conservation and Attractions	☐	☐
Department of Water and Environmental Regulation	☐	☐
Department of Mines, Industry Regulations and Safety	☐	☐
Department of Transport	☐	☐
Local Government	☐	☐
Main Roads WA	☐	☐
Utility Companies	☐	☐
Water Authorities	☐	☐
WA Police Force	☐	☐
Other (<i>specify</i>)	☐	☐

Other (<i>specify</i>)	☐	☐
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Verification of Return Process – the decision to allow return is authorised by:

Name:

Title:

At hours on (time): (date):

Organisations:

For further information

<https://www.wa.gov.au/organisation/state-emergency-management-committee/evacuation-planning-guideline-and-templates>

Appendix 1 At Risk Persons

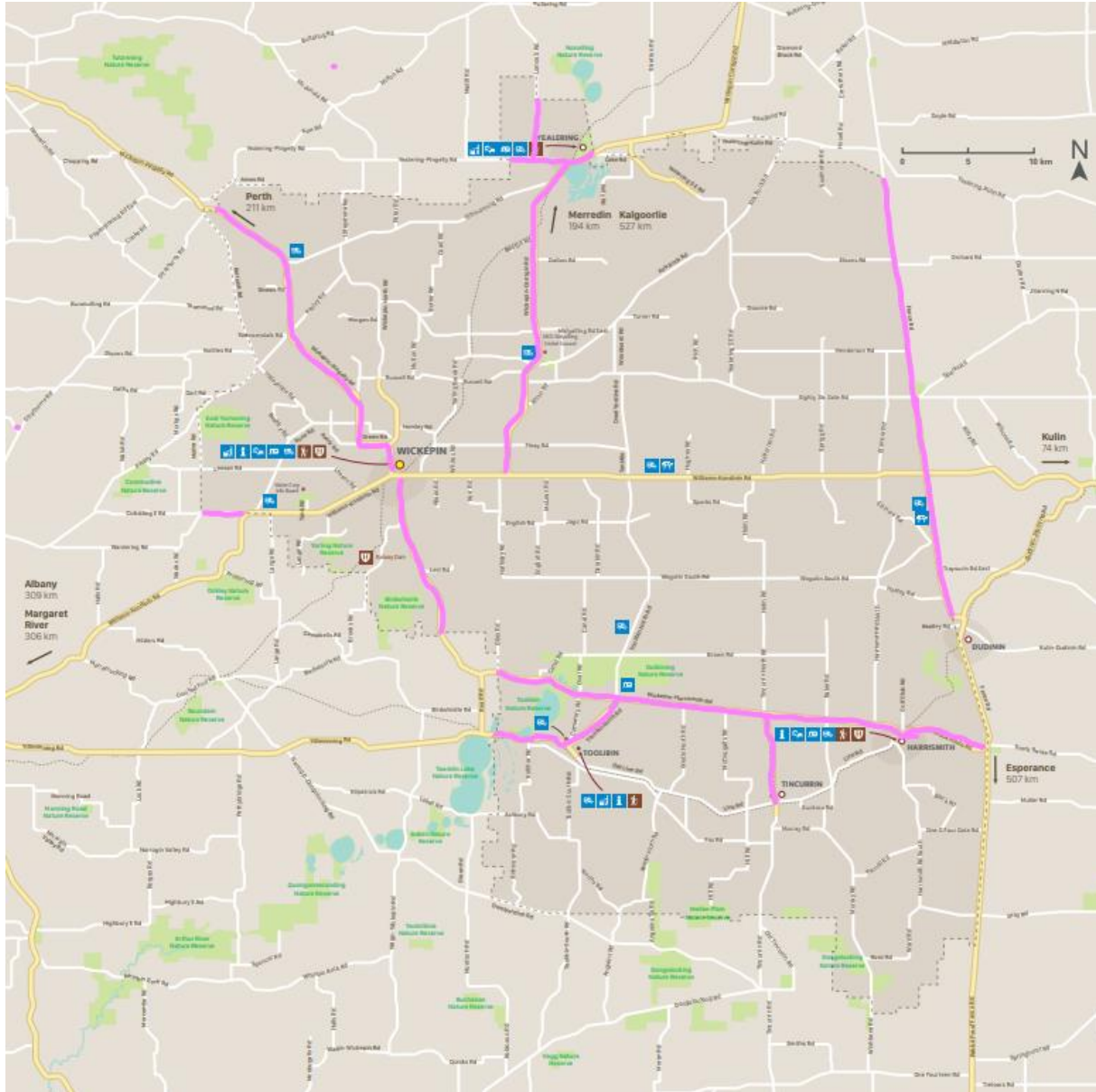
At Risk Persons – Specific Arrangements

Name	Description	Address	Contact 1	Contact 2	No People	Evacuation plans
Wickepin homes for the elderly	Elderly residents		Shire CEO		7	Independent Evacuation Plans
Elderly on Farms	Elderly residents living on farms	Various	Various			Independent Evacuation Plans

Appendix 2 Major Events

Major Events	Location	Key Dates
Yealering Regatta	Shire of Wickepin	September bi-annually (currently on hold)
Wicki Ignite	Shire of Wickepin	February bi- annually Feb 2028
School holidays		

Appendix 3 Emergency Evacuation Planning Map (Shire of Wickepin)





13.8.4

Recovery Plan 2026



SHIRE OF WICKEPIN

LOCAL RECOVERY PLAN

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1 PART ONE: INTRODUCTION

1.1 1.1. AUTHORITY

The Local Recovery Plan has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* (EM Act) and forms a part of the Local Emergency Management Arrangements for the Shire of Wickepin. This plan has been endorsed by the Shire of Wickepin Local Emergency Management Committee and has been tabled for information and comment with the District Emergency Management Committee. This plan has been approved by the Shire of Wickepin.

1.2 1.2. PURPOSE

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

1.3 1.3. OBJECTIVES

The objectives of the plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Wickepin.
- Establish a basis for the coordination of recovery activities at the local level.
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery.
- Provide a framework for recovery operations.

1.4 1.4. SCOPE

The scope of this recovery plan is limited to the boundaries of Shire of Wickepin and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

2 PART TWO: RELATED DOCUMENTS AND ARRANGEMENTS

The following documents are related to this plan:

- Shire of Wickepin Evacuation Plan
- Shire of Wickepin Local Emergency Management Arrangements
- Shire of Wickepin Local Laws
- State Emergency Plans, Procedures and Policies
- Any other relevant plans relating to Emergency Arrangements as provided to the Shire.

2.1 2.1. AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

The Shire of Wickepin currently has no formal Memorandum of Understanding (MOU) for assistance, but has joined with RoeROC, and assistance would be available from the member Shires.

Other Assistance may be available on an 'as needed' basis from other Shires as well.

3 PART THREE: RESOURCES

The resources available and contact details for recovery have been identified and are included in **Attachment 1**.

See separate Confidential document - Shire of Wickepin Local Contacts and Resources Register

The following table identifies suitable Local Recovery Coordination Centres in the local government area:

Centre name	Address	Capacity and available resources	Contacts
Shire of Wickepin	77 Wogolin Road, Wickepin		Shire of Wickepin 08 9888 1005
Wickepin Community Centre	49 Campbell Street, Wickepin		Shire of Wickepin 08 9888 1005
Wickepin Hall	34 Johnston Street, Wickepin		Shire of Wickepin 08 9888 1005
Yealering Hall	4 Sewell Street, Yealering		Shire of Wickepin 08 9888 1005
Harrismith Community Centre	Golf Club Road, Harrismith		Shire of Wickepin 08 9888 1005

Table 1: Local Recovery Coordination Centres

3.1 3.1. FINANCIAL ARRANGEMENTS

The Shire of Wickepin has arrangements in place to insure its assets. Details of these arrangements are found with the Asset Management document.

If necessary, the following arrangements have been made to fund recovery activities: The Shire President has authority to spend any necessary funds in the event of an Emergency. As stated under the Local Government Act 1995 sections 6.8(1)(b) and (c), 6.1(2) and 6.20(2).

The *State Emergency Management Policy* section 6 and *State Emergency Management Plan* section 6 outlines the States recovery funding arrangements. Relief programs may include:

- [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA)
- [Services Australia \(Centrelink\)](#)
- [Lord Mayor's Distress Relief Fund](#) (LMDRF).

4 PART FOUR: ROLES AND RESPONSIBILITIES

The role and responsibilities of those involved in recovery are outlined below.

4.1 4.1. LOCAL RECOVERY COORDINATOR

The Shire of Wickpin CEO has been appointed as the Local Recovery Coordinator in accordance with the EM Act s. 41(4). The Shire of Wickpin Works Manager will act in the role when the primary appointee is unavailable when an emergency occurs.

The Local Recovery Coordinator is responsible for the development and implementation of the recovery arrangements for the local government in conjunction with the Local Recovery Coordination Group (LRCG).

The functions of the Local Recovery Coordinator are:

Functions

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government.
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience.
- Identify at-risk groups within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people.
- Consider potential membership of the LRCG prior to an event occurring. During Event
- • Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group (ISG) and Operational Area Support Group meetings.
- Ensure local government actively participates in ISG meetings and provides advice to the HMA and Supporting Organisations relating to the LEMA.
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required.
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency.
- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s). Post-Event
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established.

- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping.
- Determine the required resources for effective recovery in consultation with the LRCG.
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers.
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC). The Local Recovery Coordinator Action Checklist is found within attachment 2.

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group (ISG) and Operational Area Support Group meetings.
- Ensure local government actively participates in ISG meetings and provides advice to the HMA and Supporting Organisations relating to the LEMA.
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required.
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency.
- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s)

Post-Event

- Provide advice to the Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established.
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping.
- Determine the required resources for effective recovery in consultation with the LRCG.
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers.

- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC)

4.2 4.2. THE LOCAL RECOVERY COORDINATION GROUP

The role of the Local Recovery Coordination Group is to coordinate and support local management of the recovery processes within the community.

The Shire of Wickepin Local Recovery Coordination Group is comprised of the following core membership:

- Local Recovery Coordinator
- Key local government staff and elected members
- Community Recovery Coordinator and/or Community Liaison Officer
- Controlling Agency
- District Emergency Management Advisor
- Local government networks, community members and community groups/associations/committees, such as: environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools and chambers of commerce and industry

The Local Recovery Coordination Group Action Checklist is found within attachment 3.

4.3 4.3. LOCAL RECOVERY COORDINATION GROUP SUBCOMMITTEES

Where required, it may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator and Coordination Group by addressing specific components of the recovery process.

Consideration will be given to establishing subcommittees across the four recovery environments (social, built, economic and natural), depending on the nature and extent of the recovery:

- **Social** Subcommittee
- **Built** Subcommittee
- **Economic** Subcommittee
- **Natural** Subcommittee.

4.4 4.4. COMMUNICATION PLAN

Key groups who need to receive recovery information, within the Shire of Wickepin including the methods available and potential locations where information can be provided are detailed below:

Table 2: Communication Plan

WHO needs information?	WHAT communication methods and how they will be used?	WHERE will the information be provided?
At risk Groups	SMS, Shire website, Local Radio (ABC or Triple M), Facebook, Whatsapp, Public meetings	Wickepin Community Centre, Shire website, local paper, social media
Affected Community	Public Meeting, One-Stop-Shop, email, Telstra Messaging system, phone calls, Shire Website, Facebook	Public Meeting at One-Stop-Shop location and Shire Website
Community, rate payers	Shire website, Local Radio (ABC or Triple M), Facebook, local paper, Email via e-notices	Wickepin Community Centre, Shire website Public Meeting (face-to-face and livestream) Shire website, Shire social media and Electronic signs
Farmer response	SMS, WhatsApp, Local Radio (ABC or Triple M).	Wickepin Community Centre, Shire website Public Meeting (face-to-face and livestream) Shire website, Shire social media and Electronic signs
Tourists	Social media, Shire Website,	Wickepin Community Centre, Shire website Public Meeting (face-to-face and livestream) Shire website, Shire social media and Electronic signs.

5 ATTACHMENTS

5.1 ATTACHMENT 1: RECOVERY RESOURCE AND CONTACT LISTING

Confidential list: – See LOCAL CONTACTS AND RESOURCE REGISTER

Name	Resource type	Email	Contact Details B/H	Moblie No. A/H
David Burton	CEO	ceo@wickepin.wa.gov.au	(08) 9888 1005	0429 207 855
Erika Clement	Deputy CEO	dceo@wickepin.wa.gov.au	(08) 9888 1005	0427 525 020
Grant Cross	MWS	works@wickepin.wa.gov.au	(08) 9888 1005	0429 882 871
Various	Shire staff		(08) 9888 1005	

5.2 ATTACHMENT 2: LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

Please note this checklist is a guide and is not exhaustive. Timeframes are approximate.

5.2.1 Prior to an Emergency

- ☐ Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.
- ☐ Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.
- ☐ Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.
- ☐ Identify at-risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.
- ☐ Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.

5.2.2 Within 48 hours

- ☐ Contact and alert key local contacts.
- ☐ Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.
- ☐ Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.
- ☐ Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
- ☐ Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock and companion animals.
- ☐ Ensure Controlling Agency starts recovery activities during the response to that emergency.
- ☐ Provide advice to the Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.
- ☐ During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.

- ☐ Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.
- ☐ Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.
- ☐ Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).
- ☐ Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.

5.2.3 Within 1 week

- ☐ Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.
- ☐ In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.
- ☐ Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.
- ☐ Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.
- ☐ Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA. If so, ensure an understanding of what assistance measures are available and the process requirements for assistance.
- ☐ Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.
- ☐ Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).
- ☐ Determine the acquisition and appropriate use of resources necessary for effective recovery.
- ☐ Consider establishing a call centre with prepared responses for frequently asked questions.
- ☐ Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.

- ☐ Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- ☐ Ensure recovery activities are consistent with the National Principles for Disaster Recovery.

5.2.4 Within 1 to 12 months (or longer-term recovery)

- ☐ Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.
- ☐ Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
- ☐ Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
- ☐ Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.
- ☐ Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.
- ☐ Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

5.3 ATTACHMENT 3: LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

Please note this checklist is a guide and is not exhaustive. Timeframes are approximate.

5.3.1 Within 1 week

- ☐ Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
- ☐ Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.
- ☐ District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.
- ☐ Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.
- ☐ Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.
- ☐ Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).
- ☐ Determine the acquisition and appropriate use of resources necessary for effective recovery.

- ☐ Consider recovery information and arrangements for at-risk groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.
- ☐ Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).
- ☐ Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.
- ☐ Ensure recovery activities are consistent with the National Principles for Disaster Recovery.

5.3.2 Within 1 month

- ☐ Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.
- ☐ Consider establishing a call centre with prepared responses for frequently asked questions.
- ☐ Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.
- ☐ Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.
- ☐ Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.
- ☐ Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.
- ☐ Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).
- ☐ Manage restoration of essential infrastructure.
- ☐ Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- ☐ Monitor the progress of recovery and receive periodic reports from recovery agencies.

5.3.3 Within 12 months (or longer-term recovery)

- ☐ Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.
- ☐ Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
- ☐ Implement transitioning to mainstream services.



13.9.1

Local Emergency Management Arrangements

Local Emergency Management Arrangements



Shire of Wickepin

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Wickepin Local Emergency Management Committee and the Council of Shire of Wickepin. The Arrangements have been tabled for noting with the <update> District Emergency Management Committee and State Emergency Management Committee.

Chair
Shire of Wickepin

Date

Endorsed by Wickepin Council
<Insert resolution number>

Date

The LEMC acknowledges the Aboriginal peoples throughout the Shire of Wickepin as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and emerging.

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DISTRIBUTION

Organisation	Number of copies
Shire of Wickepin	4
SEMC, DEMC	1
Wickepin Police Station	1
Wickepin Bush Fire Brigades	1
Narrogin Dept Fire & Emergency Services (DFES)	1
Emergency Relief and Support, Dept of Communities	1
Narrogin S.E.S. Unit	1
Narrogin, Dept Primary Industries & Regional Development	1
Narrogin Volunteer Fire and Rescue Service	1
Wickepin CBFCO	1
Wickepin DCBFCO	1
Narrogin Sub-Branch, St John Ambulance	1
Dept of Biosecurity, Conservation and Attractions (DBCA)	1
Narrogin Regional Hospital, WACHS Wheatbelt	1
Wheatbelt, Dept of Education	1
Dept, Main Roads	1
Red Cross	1
Wheatbelt South Region of Southern Road Services	1

AMENDMENT RECORD

Number	Date	Amendment summary	Author
1	July 2025	Created document for Shire of Wickpin	Narrogin Consultancy Services
2			
3			
4			
5			
6			
7			
8			

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

Term	Definition
Australasian Inter-service Incident Management System (AIIMS)	A nationally adopted structure to formalize a coordinated approach to emergency incident management.
AIIMS Structure	The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for managing allocated resources to achieve stated objectives relating to an incident (AIIMS).
BFB (Bush Fire Brigade)	Established by a local government under the <i>Bush Fires Act 1954</i> .
Combat	Taking steps to eliminate or reduce the effects of a hazard on the community.
Combat Agency	A public authority or other person prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> , responsible for performing an emergency management activity in relation to the agency's functions, knowledge, expertise, and resources.
Community Emergency Risk Management	See Risk Management .
Comprehensive Approach	The development of emergency and disaster arrangements covering prevention, preparedness, response, and recovery (PPRR).
Command	The direction of members and resources of an organization in the performance of the organisation's role and tasks, operating vertically within the organisation. Authority to command is established by legislation or agreement.
Control	The overall direction of emergency management activities in an emergency situation, operating horizontally across organisations. Authority for control is established in legislation or an emergency plan.
Controlling Agency	An agency nominated to control response activities for a specified type of emergency, appointing an Incident Controller and possibly an Operational Area Manager for Level 3 emergencies.
Coordination	The systematic acquisition and application of resources (organisation, manpower, equipment) in response to an emergency, operating both vertically within and horizontally across

	organizations.
DFES (Department of Fire & Emergency Services)	Department of Fire & Emergency Services of WA.
District	The municipality of the Shire of Wickepin.
Emergency	An event, actual or imminent, that endangers life, property, or the environment, requiring significant and coordinated response.
Emergency Management	The management of the adverse effects of an emergency, including prevention, preparedness, response, and recovery.
Emergency Risk Management	A systematic process producing measures contributing to community and environmental well-being.
Hazard	An event, situation, or condition capable of causing harm to life, property, or the environment, as defined in Section 15 of the <i>Emergency Management Regulations (2006)</i> .
Hazard Management Agency (HMA)	A public authority or person prescribed by regulations to manage an aspect of emergency management for a hazard in part or all of the State. HMAs typically lead emergency responses for their prescribed hazards.
Incident	An event requiring a response from emergency services or a sudden event with potential to cause harm.
Incident Area (IA)	The area defined by the Incident Controller for overall management and control of an incident.
Incident Controller	The person appointed by the Hazard Management Agency for overall incident management within a designated area.
Incident Management Team (IMT)	A team led by the Incident Controller, responsible for the overall control of an incident, including operations, planning, and logistics.
Incident Support Group (ISG)	A group of liaison officers convened and chaired by the Incident Controller to provide agency-specific advice and support for operational response.
LG (Local Government)	The Shire of Wickepin.
Lifelines	Public facilities and systems providing essential services such as water, energy, sanitation, communications, and transportation.
Local Emergency Coordinator (LEC)	Designated by the Commissioner of Police to ensure Local Emergency Management Committee roles are performed and assist the Hazard Management Agency in coordinated multi-agency response.
Local Emergency Management Committee (LEMC)	Based on local government boundaries or sub-districts. Chaired by the Shire President or delegate, with the Local Emergency Coordinator as Deputy Chair. Executive support provided by local government.
Municipality	The district of the Shire of Wickepin
Operations	Direction, supervision, and implementation of tactics in accordance with the Incident Action Plan.
Operational Area (OA)	The area for which an Operational Area Manager has strategic management responsibility during an emergency.
Prevention	Measures to eliminate or mitigate emergencies.
Preparedness	Arrangements to ensure effective resource mobilization and deployment during an emergency.
Response	Actions during and immediately after an emergency to minimize effects and provide immediate relief.
Recovery	Coordinated support for reconstruction of physical infrastructure and restoration of emotional, social, and economic well-being in emergency-affected communities.
Risk	The likelihood of harmful consequences arising from hazards, communities, and environments, expressed as a combination of consequences and likelihood.
Risk Management	Systematic policies, procedures, and practices for identifying,

	analyzing, evaluating, treating, and monitoring risks.
Risk Register	A register of risks within local government identified through the Community Emergency Risk Management process.
Risk Statement	A statement identifying the hazard, element at risk, and source of risk.
SES (State Emergency Service)	State Emergency Service.
Support Organisation	A public authority or person providing support functions in emergencies based on their expertise, knowledge, and resources.
Telecommunications	Transmission of information by electrical or electromagnetic means, including fixed telephones, mobile phones, satellite phones, e-mail, and radio.
Treatment Options	Strategies identified through the risk management process to minimize harm to the community.
VFRS (Volunteer Fire & Rescue Service)	Volunteer Fire & Rescue Service.
Vulnerability	The degree of susceptibility and resilience of a community and environment to hazards.
Welfare Centre	Temporary accommodation for emergency-affected persons, providing essential amenities and welfare services.

General acronyms used in these arrangements

BFS	Bush Fire Service
CBFCO	Chief Bushfire Control Officer
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DCBFCO	Deputy Chief Bushfire Control Officer
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
VFRS	Volunteer Fire and Rescue Service

INTRODUCTION

Community consultation

During the development of the Local Emergency Management Arrangements (LEMA), consultation with the local community groups, including some of the residents of Wickepin, has been undertaken through a variety of platforms. Public notices were published in local newspapers, supported by social media posts via Facebook and community announcements broadcast on local radio stations. Additional engagement was carried out through the independent living networks and Culturally and Linguistically Diverse (CALD) community groups. Informal discussions at local events provided opportunities for residents to share feedback and ask questions. Industry stakeholders and local business representatives were also invited to participate in the Local Emergency Management Committee (LEMC) meetings to ensure broad community input and representation.

Document availability

A copy of this document is available for viewing during normal office hours at the local government office or via the Shire website.

Shire of Wickepin

77 Wogolin Road Wickepin

<https://www.wickepin.wa.gov.au/>

Community Description

Wickepin

The Shire of Wickepin is a local government area in the Wheatbelt region of Western Australia, east of Narrogin and about 220 kilometres southeast of the state capital, Perth. The Shire covers an area of 2,042 square kilometres, and its seat of government is the town of Wickepin.

The population of Wickepin Shire is 691 as of 2021 Census with the Median Age being 47.

The Shire of Wickepin contains the townships of Wickepin, Yealering, and Harrismith with localities of East Wickepin, Tincurrin, Kirk Rock, Gillimanning, Mayalling, Wogolin and Toolibin. Hosting various industries within the Shire. Including Kaolin Mine, Piggeries, with large and small agricultural farming properties.

Aim

The aim of the Shire of Wickepin Local Emergency Management Arrangements is to set out local emergency management plan within the Shire boundary. This document is to assist in the coordination of major emergencies and is not intended to provide procedures or directions to HMA's.

Purpose

The purpose of these emergency management arrangements is to set out:

- a. the local government's policies for emergency management;
- b. the roles and responsibilities of public authorities and other persons involved in emergency

- management in the local government district;
- c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
 - d. a description of emergencies that are likely to occur in the local government district;
 - e. strategies and priorities for emergency management in the local government district;
 - f. other matters about emergency management in the local government district prescribed by the regulations; and
 - g. other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the local government district of the Shires of Wickepin;
- This document covers areas where the Shire of Wickepin provides support to HMAs in the event of an incident;
- This document details the Shire of Wickepin capacity to provide resources in support of an emergency, while still maintaining business continuity; and the
- Shire of Wickepin have individual responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

Related documents and Arrangements

Local Emergency Management Policies

The Shire Wickepin has established a Local Emergency Management Committee. Many of the services represented are within the Shire of Wickepin with a strong sense of community.

The Shire of Wickepin currently does not have any Local Emergency Management Policies.

Existing plans & arrangements

These include specific hazard plans, special event plans, public building evacuation plans, hospital and school emergency management plans and Emergency Risk Management plans.

Any other local laws or operational policies.

Local Plans

Table 1: Local plans

Document	Owner	Location	Date
Local Emergency Relief and Support Plan – Wheatbelt – Narrogin Plan	Dept of Communities	Various	May 2024
Wickepin Local Government Evacuation Plan	Shire of Wickepin	Shire of Wickepin	November 2025
Wickepin Local Government Recovery Plan	Shire of Wickepin	Shire of Wickepin	October 2025
Wickepin Primary School Evacuation Plan	Department of Education	Department of Education	October 2025
Yealering Primary School Evacuation Plan	Department of Education	Department of Education	September 2025
Wickepin Kaolin Project	Kaolin Mine	Kaolin Mine	Sept 2025
Ignite Wicky Festival	Shire of Wickepin	Shire of Wickepin, Community Centre Evacuation Plan	February 2026

Agreements, understandings & commitments

Record any agreements between your local government and other local governments, organisations or industries in relation to the provision of assistance during times of need.

Table 2: Agreements, understandings and commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
Country Central Zone Agreement MOU for Mutual Assistance	To provide a regional framework for mutual assistance during emergencies and post-incident recovery, where possible, without compromising the operations of the assisting local government	NIL

Special considerations

The special considerations that are likely to impact on the successful implementation of these emergency management arrangements in times of emergency are;

- ✓ Seeding – March to May
- ✓ Bush fire season – November to February each year
- ✓ Restricted Burning Period Varies from 19 Sept to 31 October and 15 February to 31 May (inclusive) Prohibited Burning Period 1 November to 14 February (inclusive)
- ✓ Harvest – November to January
- ✓ Christmas holidays – December/ January
- ✓ Wicky Ignite

At Christmas time and school holidays there are minimal people in the town causing a reduction in services, volunteers for Ambulance, Bush fire brigades.

[Appendix 9 – Special Considerations](#)

RESOURCES

The resources are captured and included in the resources register. This document includes personnel, equipment, standpipes and valuable information within the Shire of Wickepin during an incident. It is available to the Emergency Management Committee – updated each meeting and is a separate document as it contains Confidential information.

Resource contacts, equipment and information – Separate Document

Table 3: Resource contacts

.....
Appendix 4. Resources and Contact Register

ROLES & RESPONSIBILITIES

Local roles and responsibilities

The specific roles and responsibilities for officers in the local government area. The Shire has nominated a person with training to conduct the role

Table 4: Local roles and responsibilities

Local role	Description of responsibilities
Local Government	The responsibilities of the Narrogin and Cuballing Shire's are defined in section 36 of the EM Act .
Local Emergency Coordinator	The responsibilities of the LEC are defined in section 37 of the EM Act .
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Liaison Officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local Government – Incident Management	Ensure planning and preparation for emergencies is undertaken Implement procedures that assist the community and emergency services deal with incidents Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. Liaise with the incident controller (provide liaison officer) Participate in the ISG and provide local support Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

LEMC roles and responsibilities

The Shire of Wickpin has established a Local Emergency Management Committee (LEMC) under section 38(1) of [the EM Act](#) to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership includes at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. This is done by; • ensuring the appointment of an executive officer; • chairing the LEMC meetings and ensuring that the terms of reference and procedures of the LEMC are adhered to; • ensuring that Council is kept fully informed of emergency management within the local government district; • providing leadership in emergency management within the local government district.
LEMC Deputy Chair	The Deputy Chair is responsible for advice and support to the LEMC by: • acting as Chair to the committee in the absence of the LEMC Chair; • providing such assistance and advice as requested by the Chair; • chairing any subcommittees or working groups; and • providing support and direction to the Executive Officer as required.
Local Government	The responsibilities of the Shire of Narrogin and Shire of Cuballing are defined in section 36 of the EM Act.

LEMC Executive Officer	• Provide executive support to the LEMC by: • Provide secretariat support including: ○ Meeting agenda; ○ Minutes and action lists; ○ Correspondence; ○ Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; ○ Annual Report; ○ Annual Business Plan; ○ Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;
Local Emergency Coordinator	In addition to the role as a Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) of the EM Act): • to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements • to assist hazard management agencies in the provision of a coordinated response during an emergency • to carry out other EM activities in accordance with the directions of the State Emergency Coordinator
Local Recovery Coordinator	The Local Recovery Coordinator provides support to the LEMC by: • ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA • providing advice and generating awareness of recovery • advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – Incident management	• Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and

	operated by local government, provide a liaison officer to support the Department of Communities.
--	---

Agency roles and responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarizes the key roles.

Agency roles	Description of responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; ✓ undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. ✓ control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.
Agency roles	Description of responsibilities
Hazard Management Agency	A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [s. 4 EM Act] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s. 55 EM Act] • Declare / revoke emergency situation [s. 50 & 53 EM Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relation to that agency. (State EM Glossary)

MANAGING RISK

Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enables local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State EM Policy section 3.2.

The Shire of Wickpin Risk Register is a separate document, to be included with this LEMA.

Description of emergencies likely to occur

The following table is a list of emergencies that are likely to occur within the local government area. These are derived from the local emergency risk management process as assessed by the LEMC.

Table 5: Description of emergencies likely to occur in local area

Hazard	HMA	Controlling Agency	State Hazard Plans	Local Combat Role
Bushfire	FES Commissioner	DFES or DBCA	Fire	BFB
Road crash	Commissioner of Police	WAPOL	Crash Emergency	WAPOL, VFRS
Air Crash	Commissioner of Police	WAPOL	Crash Emergency	WAPOL, VFRS
Rail Crash Arc Infrastructure	Arc Infrastructure Pty Ltd (Arc Infrastructure)	WAPOL	Crash Emergency	WAPOL, VFRS
Power Supply Failure	Coordinator of Energy	Operations Area Manager Western Power	Energy Supply Disruption	Western Power
Flood / Storm	FES Commissioner	DFES	Severe Weather	SES
HAZMAT	FES Commissioner	DFES	HAZMAT	VFRS
Land Search	Commissioner of Police	WA POL	Search and Rescue Emergencies	WAPOL, SES
Earthquake	FES Commissioner	DFES	Earthquake	WAPOL, SES
Mine Accident	FES Commissioner	DFES	Collapse	DFES
Animal Disease Outbreak	Director General DPIRD	DPIRD	Animal and Plant Biosecurity	DPIRD
Heatwave	CEO Health	Dept of Health	Heatwave	Narrogin Hospital
Disease outbreak – Epidemic	Commission of Health	Dept of Health	Human Biosecurity	Narrogin Hospital
Missing Person	Commissioner of Police	WAPOL	Search and Rescue Emergencies	WAPOL, SES, St John, DBCA

These arrangements are based on the premise that the Hazard Management Agency and Controlling Agency are responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

Emergency management strategies and priorities

The Shire of Wickpin Risk Register is a separate document to be included with this LEMA.

COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Wickepin is committed to providing assistance and support if the required resources are available through the Incident Support Group when and if formed.

INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy statement 5.2.2 and State EM Plan section 5.1.

These are;

If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an Incident Support Group (ISG).

If a Level 3 incident is declared, the Controlling Agency must establish an ISG. The ISG is activated by the IC.

Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the Shire.

Suitable ISG locations, and details of site, See

Appendix 8: Incident Support Group meeting locations

Shire of Wickepin
77 Wogolin Street
WICKEPIN WA 6370

Other Locations

Wickepin Community Centre
Campbell Street
WICKEPIN WA 6370

MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities impacted or under threat by an emergency need urgent, reliable and accessible information. They need to know what is happening, what actions they should take, what to expect and what the authorities are doing.

The aim of public information during emergencies is to provide the community with accurate, coordinated, timely and accessible information to enable people to take actions that protect life and property. Public warning systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

The local systems in place are;

- SMS to farmer response, limited reception in corners of the Shires.
- WhatsApp for quick short messages, limited reception must be considered
- Facebook groups
- Radio stations
- Community noticeboards
- Public Information Phone Lines
- Shire Websites
- Telephone Warning System

[Appendix 10 – Local Public Warning Systems](#)

DFES and State Public Information Sources

The Emergency WA website and app are Western Australia's official source for fast and accurate information during emergencies. They provide users with near-real-time information about incidents, alerts and warnings for hazards in their area, helping them make informed decisions to stay safe.

On Emergency WA , you can also find information on Fire Danger Ratings, Total Fire Bans, Prescribed Burns and Burn Offs.

The Emergency WA App is available via the App Store or Google Play.

FUNDING ARRANGEMENTS

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi- agency emergencies. While recognising the above, the Wickpin Shire is committed to expending such necessary funds within their current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officers will be approached immediately if an emergency event requires resourcing by the Shire of Wickpin, to ensure the desired level of support is achieved.

EVACUATION

Evacuation

Any requirement for Evacuation is the responsibility of the HMA or Controlling Agency (where authorised by the HMA), the local government will assist with pre-emergency evacuation planning. An evacuation plan for each local government is a stand-alone document.

The Department of Communities must be consulted during the planning phase. The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support for the 28 prescribed hazards. This is due to the Department of Communities responsibility for the support of evacuees during an emergency event.

Each service, Schools, Shire, Mine, individual and departments should have their own separate emergency evacuation plans referencing transportation, process and contacts.

In most cases WAPOL will be the Combat Agency for evacuations and they may use the assistance of other agencies such as DFES & SES.

Further information is located in the relevant Shire's Evacuation Plan.

At risk groups

These groups are an 'at risk' group within the community. They are identified to ensure a Controlling Agency can plan an evacuation and identify the locations which require special attention or resources.

These are;

- Schools, 2 Public Primary Schools, Yealering and Wickepin Schools.
- Independent living – 2 areas, Woodland Court and Cottage Homes - Elderly living at home supported by services.
- Caravan parks, 24hr rest areas & DBCA campgrounds
- Persons with disabilities.
- CaLD community.
- Kaolin Mine

Each section of the section of the community mentioned above should have their own evacuation arrangements.

A detailed table is listed [Appendix 2 – At Risk Groups](#)

Routes and Maps

This section provides a map of the locality and identifies any issues and local land marks. Appendix 6. Map of the District

EMERGENCY RELIEF AND SUPPORT

The Department of Communities has the role of managing emergency relief and support services. The Department of Communities have developed a Local Emergency Relief and Support Plan for your local government area. *See separate document - Local Emergency Relief And Support Plan - Narrogin*

Local Evacuation Centre Coordinator

The Local Evacuation Centre Coordinator is appointed by the Department of Communities District Director to

- Establish, chair and manage the activities of the Local Emergency Relief and Support Coordination Group, where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Emergency Relief and Support Plan;
- Represent the department and the emergency relief and support function on the Local Emergency Management Committee and Local Recovery Committee;
- Establish and maintain the Evacuation Centre;
- Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities;
- Coordinate the provision of emergency relief and support services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required

Local Government Liaison Officer

The Local Government Liaison Officer is nominated by the local government to coordinate emergency relief and support during emergencies and liaise with the Local Evacuation Centre Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Evacuation Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for emergency relief and support to occur, particularly in remote areas, where it may take some time for the Department of Communities to arrive.

See list of names in the contact list

Register.Find.Reunite

When a large-scale emergency occurs, and people are evacuated or become displaced, the Department of Communities has responsibility for recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

See contact list

Animals (including assistance animals)

The owner or carer of an animal is responsible for the welfare of that animal and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

As prescribed in section 5.9.7 of the State Emergency Management Policy, DPIRD has the role and responsibility for coordinating animal welfare services in emergencies.

In an emergency, when the capability of the owner or carer and any local arrangements are no longer sufficient or effective, then:

- DPIRD is responsible for coordinating the provision of animal welfare services to support the owner or carer or local arrangements for the animal categories of livestock, horses and companion animals.
- The Department of Biodiversity Conservation and Attractions (DBCA) is responsible for coordinating the provision of animal welfare services to animals in Perth Zoo and advising the owner or carer of wildlife and wildlife parks. Prior to being taken into care or under control or supervision, there is no owner or carer for wildlife.

The Shire of Wickpin contracts the Ranger services from the Shire of Narrogin. This should be the first point of call.

Evacuation centres

Evacuation centres are identified, and details included in the arrangements.

See Local Emergency Relief and Support Plan

RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. *See Local Recovery Plan for the Shire of Wickpin*

Local recovery coordinator

Local governments must ensure the preparation and maintenance of LEMA includes identification and training of a Local Recovery Coordinator(s) and includes a **local recovery plan**.

Local Recovery Coordinators, coordinate local-level recovery activities, with support from a Local Recovery Coordination Group (when established) in conjunction with the LRCG (when formed) and in accordance with plans, strategies and policies that it deter oversee delivery of recovery services in impacted communities (State EM Policy section 6.3 statement 6.3.5) including:

- undertaking local government recovery responsibilities as delegated
- providing advice to Emergency Management Agencies and other State agencies providing response and recovery activities
- coordinating recovery operations on behalf of the local government
- monitoring recovery activities, collating data and reporting to the local government.

- Should facilitate a coordinated approach with other Local Recovery Coordinators when more than one local government is affected by an emergency (State EM Policy section 6.3 statement 6.3.7).

EXERCISING, REVIEWING AND REPORTING

The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises

Some examples of exercise types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of contact lists. Appendix 4. Resources and Contact Register Consider also reviewing arrangements after exercises.

Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of resources register

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

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Appendix 1. Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Wickepin Community Centre	49 Campell Street, Wickepin	Evacuation Centre & Emergency Generator	Shire of Wickepin	Shire of Wickepin	Loss of access to evacuation centre and emergency generator
Administration Building	77 Wogolin Road, Wickepin	Radio contact centre & generator	Shire of Wickepin	Shire of Wickepin	Loss of access to emergency services communication and emergency generator
Wickepin Fuel Depot	Wogolin Road, Wickepin	Fuel	Shire of Wickepin	Shire of Wickepin/ Great Southern Fuel Supply	Loss of access to Fuel
Ewen Rural Supplies	38 Wogolin Road, Wickepin	General Supplies and food	Wogolin PTY LTD	Jayden Ewen	Loss of access to Food
Radio Repeater Station		Radio Repeater Tower for WAERN, WA Pol, CB			Loss of emergency services communication
Albert Facey House					Strong Community Connection
Bridges	Various	Road bridge over river	Shire of Wickepin / Main Roads		Loss of access to sections of the community

Utilities	Transport	Communication
Power Water Phone (towers, exchanges) Sewage	Road Rail Bridges	Radio – commercial & private/ closed network Television

Appendix 2. At Risk Groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Wickepin Primary School	Primary School	44 Henry Street Wickepin WA 6370	Hazel Herd 08 9888 2300	Jillian Norwell 08 9888 2300	66 Students 12 Staff	Yes Education Department Yes
Yealering Primary School	Primary School	Yealering-Pingelly Rd, Yealering WA 6372	Leonie Matthews 08 9888 7200	Melissa Lee 08 9888 7200	10 Students 5 Staff	Yes Education Department Yes
Independent Living	4 Independent living homes for the elderly	Johnston Street Wickepin	Shire of Wickepin	ESO Shire of Wickepin	4-6	Yes Shire of Wickepin Yes
Cottage Homes	4 Cottage homes for the elderly	Woglin Street Wickepin	Shire of Wickepin	ESO Shire of Wickepin	4-6	Yes Shire of Wickepin Yes
Wickepin Caravan Park	Caravan Park	Woglin Street Wickepin	Shire of Wickepin	ESO Shire of Wickepin	20-30	No Shire of Wickepin No
Wickepin 24HR Stop	RV Parking area	Woglin Street Wickepin	Shire of Wickepin	ESO Shire of Wickepin	5-10	No Shire of Wickepin No
Yealering Caravan Park	Caravan Park	Wickepin-Corrigin Road / Sewell Street, Yealering	Shire of Wickepin	ESO Shire of Wickepin	20-30	No Shire of Wickepin No
Harrismith Caravan Park	Caravan Park	Stock Route Road, Harrismith	Shire of Wickepin	ESO Shire of Wickepin	15-20	No Shire of Wickepin No
Kaolin Mine	One of the world's largest premium primary kaolin mine operating a major processing plant to supply Asian and global markets.	420 Sparks Rd, Wickepin WA 6370	<u>(08) 9439 6300</u>	<u>(08) 9439 6300</u>	9-12	Yes Kaolin Mine Yes

Appendix 3. Risk Register Schedule

See Attached Separate Document

Appendix 4. Resources and Contact Register

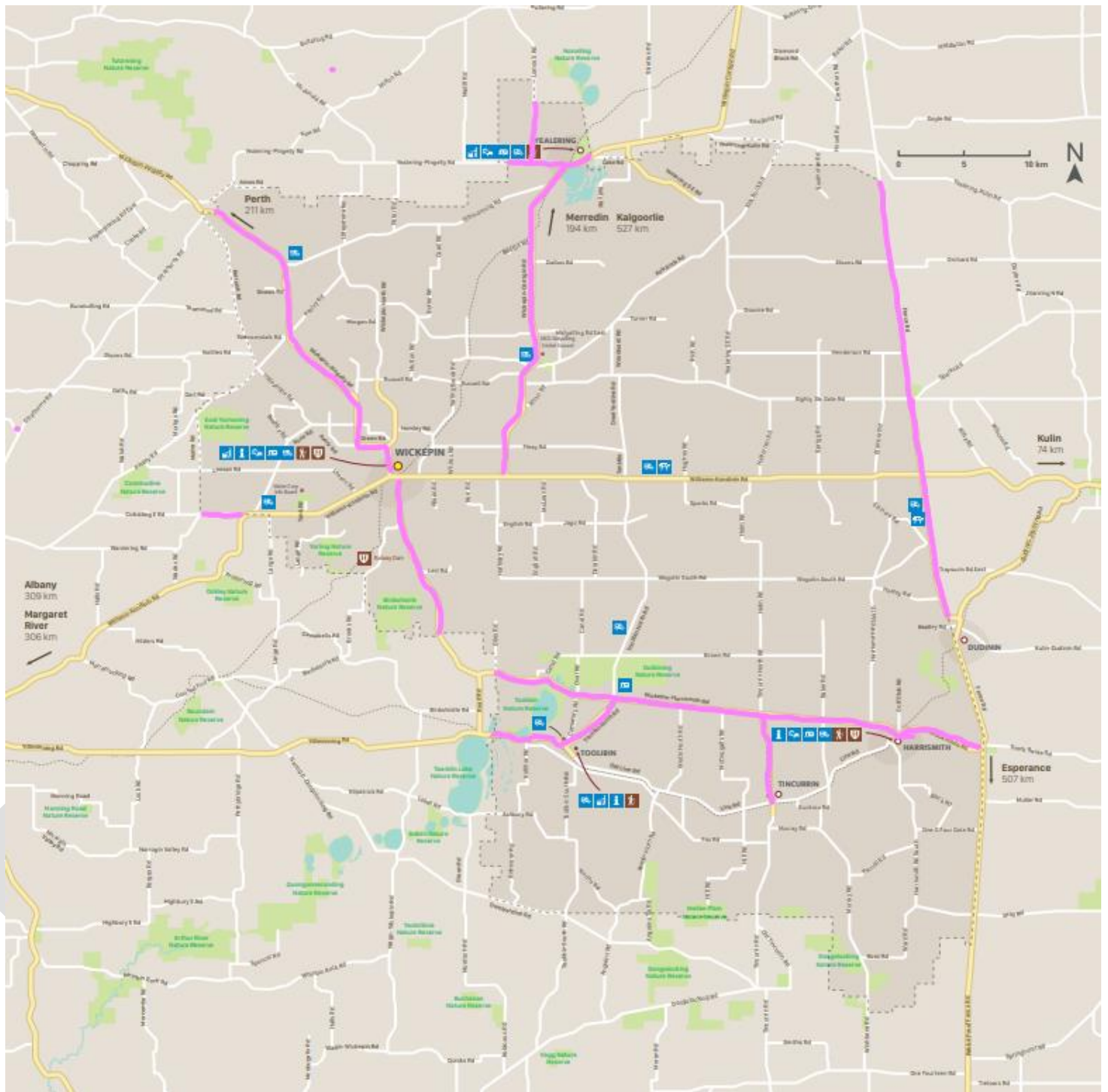
Extensive list located within the Shire of Wickepin Local Contact and Resources register – updated July 2026

DRAFT

Appendix 5 Evacuation Centre Information

Centre name	Address	Capacity and available resources	Contacts
Shire of Wickepin	77 Wogolin Road, Wickepin		Shire of Wickepin 08 9888 1005
Wickepin Community Centre	49 Campbell Street, Wickepin		Shire of Wickepin 08 9888 1005
Yealering Hall	4 Sewell Street, Yealering		Shire of Wickepin 08 9888 1005
Harrismith Community Centre	Golf Club Road, Harrismith		Shire of Wickepin 08 9888 1005

Appendix 6. Map of the District



Appendix 7. Wickepin Local Contacts and Resource Register

CONFIDENTIAL LIST – Contact Wickepin Shire for Local Contacts and Resource Register

Appendix 8: Incident Support Group meeting locations

Wickepin Shire

77 Wogolin Road
Wickepin

Wickepin Community Centre
Campbell Street
Wickepin

Yealering Town Hall
Sewell Street
Yealering.

	Name	Phone	Mobile Phone number
1 st Contact	CEO	08 9888 1005	0429 207 855
2 nd Contact	DCEO	08 9888 1005	0427 525 020

Appendix 9. Special considerations

Description	Time of Year	Impact / No of People
Bushfire season	Restricted Burning Period Varies from 19 Sept to 31 October and 15 February to 31 May (inclusive) Prohibited Burning Period 1 November to 14 February (inclusive)	
School Holidays	Dec/ Jan, April, July, Sept/ Oct each year	Reduced number of volunteers available within the community
Seeding	March to May	Reduced number of volunteers available within the community
Harvest	November to January	Reduced number of volunteers available within the community
Wicky Ignite Festival	February bi-annual	Increased people to the town
Wickepin Primary School	School Terms	Working Farming Families distance to collect children if evacuated
Yealering Primary School	School Terms	Working Farming Families distance to collect children if evacuated

Appendix 10. Public Warning Systems

Description	Contact Person	Contact Number
Shire Bushfire SMS Systems	Shire CEO	0429 207 855 08 9888 1005
Shire WhatsApp systems	Shire CEO	0429 207 855 08 9888 1005
SAM Trailer Variable Messaging Board	Shire of Wickepin & DFES	0429 207 855 DFES 08 68 323 110
Emergency WA App and Website	DFES Media	1800 718 288
Shire of Wickepin Website	Shire CEO	0429 207 855 08 9888 1005
Community Facebook group	ESO@ Shire of Wickepin	08 9888 1005
Shire of Wickepin Facebook group	ESO@ Shire of Wickepin	08 9888 1005
Local Radio Stations ABC Southwest & Radio west (Triple M)	Various	Text 0448 922 604 or Call 1300 545 222 Triple M - (08) 9842 2783
Emergency Alert Telephone Warning System	DFES Media	1800 718 288
Standard Emergency Warning Signal (SEWS)	DFES Media	1800 718 288



13.11.1

Air Response Quote Air Conditioning

Wickepin Town Hall

Quotation

Date: 13-Aug-2026

Quote #: Q12793

Dear Grant,

Please find quotation below for split airconditioning installation as requested.

Location of airconditioning system(s): Wickepin Town Hall (estimate quotation excludes power upgrade)

Description of Works:

Inclusions:

5 x Split inverter airconditioner(s).
Insulated liquid and suction refrigerant pipes for better efficiency.
20 meter(s) of refrigeration pipe work.
Electrical wiring between the indoor and outdoor unit(s).
Reverberation rubber under the outdoor unit.
The pipe work and electrics would be enclosed in PVC smart ducting covers (white in colour).
Freight (airconditioning unit)
Seven years parts and labour warranty (Toshiba only) domestic use. One year on commercial use (12 months on the installation work).
Power supply to the outdoor airconditioning unit(s) and commissioning.

Roof bracket for mounting outdoor unit(s)
Wired controller

Exclusions:

Painting of PVC covers to hide piping and electrics these are white in color as standard.

Qty Airconditioning model(s):

5 Toshiba RAS-36 Seiya Classic(10.8kw, 70m2 Room Size Maximum, 2.4m Ceiling & Insulated) WIFI add \$110

Toshiba Total Price (inc GST): **\$30,932.00**

Note:

- The above quotation is current for a period of 30 days from the above date.
- All pricing is based on the information available at the time of quoting. Any additional works, variations & unforeseen site conditions may result in extra charges. All variations will be discussed with the client before proceeding.

Thank you for selecting Air Response to quote on your investment.
Please give me a call if there are any questions regarding the above on either 0429410489 or email.

Best Regards,



Grant Symonds.

coolair
by SEELEY INTERNATIONAL

ARC
ARC Licence Approved
RTA #: AU18323

TOSHIBA
AIR CONDITIONING

HITACHI

Carrier

MITSUBISHI
HEAVY INDUSTRIES

FUJITSU



13.11.2

Duffy Electrics Quote Air Conditioning Wickepin Town Hall



QUOTE

Shire of Wickepin Manager Works and Services

Date
14 Aug 2026

Expiry
13 Sep 2026

Quote Number
QU-WK HALL

ABN
85 653 220 592

Duffy Trading Co. Pty Ltd
trading as Duffy Electrics
Attention: Ryan Duffy
PO Box 38
WICKEPIN WA 6370
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
Supply and install of 6x 9.5kw MHI split system A/C at Wickepin Town Hall	1.00	33,160.00	10%	33,160.00
- Supply and install				
- 3x units on west wall, 3x units on east wall with outside unit mounted on roof brackets on dropped ceiling.				
- Each a/c on dedicated circuit protected by RCD				
- Area size covered total 400 sq metres.				
- Each units maximum coverage of 68 sq metres.				
- No power upgrade for building required for installation				
Subtotal				33,160.00
TOTAL GST 10%				3,316.00
TOTAL AUD				36,476.00



13.12.1

Development Application Submission for CBH

SCHEDULE SIX

FORM OF APPLICATION FOR PLANNING APPROVAL

**Shire of Wickepin
Local Planning Scheme No. 4**

Application for Planning Approval

Owner details:		
Name: Co-operative Bulk Handling Ltd		
Address: Level 6 No. 240 St Georges Terrace, Perth, WA		
		Postcode: 6000
Phone:		FAX:
Home:	Work: 08 9216 6061	Email:
Mobile:		
Contact Person: Tim Roberts		
Signature: 		Date: 29/06/2026
Signature:		Date:
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.		

Applicant details:		
Name: As Above.		
Address:		
		Postcode:
Phone:		FAX:
Home:	Work:	Email:
Mobile:		
Contact Person for Correspondence:		
Signature:		Date:

Property details:		
Lot No. 55	House/Street No:	Location No:
Diagram or Plan No: 412971	Certificate of Title Vol. No: 2944	Folio: 233
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Bin Road		Suburb: Wickepin
Nearest Street Intersection: Williams-Kondinin Rd		

Existing building/land use:
Description of proposed development and/or use: Storage additions to Industry-Rural
Nature of any existing buildings and/or use: Grain Handling & Storage
Approximate cost of proposed development: \$1,400,000
Estimated time of completion: October 2026

Office Use Only	
<i>Acceptance Officer's initials:</i>	<i>Date Received:</i>
<i>Local Government Reference No:</i>	



Co-operative Bulk Handling Ltd
ABN 29 256 604 947
Level 6, 240 St Georges Terrace
Perth WA 6000 Australia
GPO Box L886
Perth WA 6842 Australia
Telephone
+61 8 9237 9600
Grower Service Centre
1800 199 083
cbh.com.au

CONSENT TO SIGN APPLICATIONS FOR DEVELOPMENT APPROVAL AND BUILDING PERMITS FOR LAND OWNED, LEASED OR LICENSED BY CO-OPERATIVE BULK HANDLING LIMITED

This is to confirm that Co-operative Bulk Handling Limited (**CBH**) authorises each of the following CBH personnel to sign and lodge on behalf of CBH all applications for development approval and building permits (and all documents associated with those applications) in connection with land owned, leased or licensed by CBH:

1. David Paton, Chief External Relations Officer
2. Rob Dickie, Head of Government & Industry Relations
3. Kellie Todman, Manager – Government & Industry Relations.
4. Emma Haak, Lead – Planning & Approvals.
5. Timothy Roberts, – Planning & Approvals.

Should you require further information regarding any present or future applications for development approval or building permits, please do not hesitate to contact CBH Planning Approvals at PlanningApprovals@cbh.com.au.

This consent takes effect on the last date written below and from that date supersedes any and all previous consents to sign and lodge on behalf of CBH applications for development approval and / or building permits (and documents associated with those applications) in connection with land owned, leased or licensed by CBH.

Yours faithfully

Signed for and on behalf of Co-operative Bulk Handling Limited by or in the presence of:

A handwritten signature in blue ink that reads "Simon Stead".

Signature of Director

A handwritten signature in blue ink that reads "Simon Stead".

Name of Director

A handwritten signature in blue ink that reads "4.6.25".

Date of signing

A handwritten signature in blue ink that reads "Richard Lodging".

Signature of ~~Director~~ or Company Secretary

A handwritten signature in blue ink that reads "RICHARD LODGING".

Name of ~~Director~~ or Company Secretary

A handwritten signature in blue ink that reads "4.6.2025".

Date of signing



Co-operative Bulk Handling Ltd
ABN 29 256 604 947
Level 6, 240 St Georges Terrace
Perth WA 6000 Australia
GPO Box L886
Perth WA 6842 Australia
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+61 8 9237 9600
Grower Service Centre
1800 199 083
cbh.com.au

29 June 2026

David Burton, Chief Executive Officer
Shire of Wickpin
Via email: ceo@wickpin.wa.gov.au

Dear David,

LOT 55 ON DEPOSITED PLAN 412971 – STORAGE ADDITION TO INDUSTRY RURAL (GRAIN HANDLING)

CBH is seeking development approval from the Shire of Wickpin for three new open storage bulkheads at its existing grain processing facility located at Lot 55 on Deposited Plan 412971, Wickpin.

As you would be aware, CBH received a record harvest in FY25/26 and the existing network at the time was not able to cope with the increased storage demand. To accommodate this storage shortfall CBH added ~1.7 million tonnes of low specification storage to the network.

The recent FY25/26 harvest was the largest on record with 24.2 million tonnes received and there was considerable feedback about the growing crop size taking into consideration the innovative practices of growers and accelerated conversion of hectares from sheep to cropping.

As such we are currently in the process of preparing for the FY26/27 harvest and preparing for larger crops sooner than originally contemplated. To address this increased demand, it is proposed to construct three open storage bulkheads (TBH08, TBH09 & TBH10) that has a lower specification than permanent bulkhead storage such as a gravel or dirt basecourse serviced with Drive Over Grids (DOGs).

The subject application is proposed in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015 and the provisions of the Shire of Wickpin Local Planning Scheme No. 4.

The three main items of consideration for an application of this type are stormwater management, and traffic generation which are further discussed below.

Stormwater Management

The CBH stormwater runoff proposal involves directing runoff from the proposed TBH areas into proposed basins located to the east of proposed TBH08 and east of proposed TBH10 via a network of pipes and drains as shown on the proposed site plan. The low specification bulkheads are designed to accommodate runoff from a 5-year ARI event, and the proposed onsite basins will be constructed with suitable capacity to accommodate a 5-year ARI event. All stormwater runoff will be retained and managed onsite and can be appropriately managed through conditions of development approval.

Traffic Management

The distribution of in-loading CBH traffic remains unchanged as the receival task is driven by local production regardless of the outcome of the development. If local production exceeds the capacity of the Wickepin receival site CBH must out-turn grain simultaneously (harvest essential moves) to continue to offer a service to growers, and by doing so, increase the traffic on the surrounding road network during the peak harvest period. The proposal to construct three new open storage bulkheads will enable CBH to reduce the volume of Harvest Essential Moves (HEMs) with the intention of reducing trucks on road during harvest, and instead holding the grain on site to out-turn over the remaining months of the year when the road network is less busy and at sufficient capacity to accommodate these moves.

Conclusion

The proposed construction of the three open storage bulkheads (TBH08, TBH09 & TBH10) is aligned with the planning framework and is not considered to result in any new amenity impacts to the surrounding area. CBH respectfully requests the Application for Development Approval is considered by the Shire of Wickepin expeditiously given the straightforward nature of the application, there are no known amenity impacts and its general compliance with the Shire's planning framework.

I look forward to hearing from you and if there is any further information that I can provide to assist with Council's consideration of my application, please do not hesitate to contact me on 08 9216 6061 or timothy.roberts@cbh.com.au

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Timothy Roberts', with a stylized flourish at the end.

Timothy Roberts

Lead – Planning & Approvals



EXISTING DRAINAGE BASIN MAY
REQUIRE EXPANSION. (T.B.C. IN DESIGN)

MAINTAIN / RE-ALIGN EXISTING
OPEN DRAIN (TBC IN DESIGN)

EXISTING OPEN BULKHEAD - 04

EXISTING OPEN BULKHEAD - 05

EXISTING DRAINAGE BASIN MAY
REQUIRE EXPANSION. (T.B.C. IN DESIGN)

EXISTING GENSET & COMPRESSOR PAD

EXITING TRAFFIC TO STOP.
TRAFFIC MANAGEMENT REQ'D

D.O.G. STACKER LAYDOWN

AREA ASIDE FOR DRAINAGE BASIN
(SIZE & LOCATION T.B.C. IN DESIGN)

TBH 08

1.8m INT STEEL FRAMED OBH
235m x 35m (30,785 t CAPACITY)

500tph D.O.G. STACKER
(NUMBER OF STACKERS & POSITION INDICATIVE)

EXISTING STOCKPILE TO BE REMOVED

D.O.G. STACKER LAYDOWN

PROPOSED CULVERTS
(TBC IN DESIGN)

AREA ASIDE FOR DRAINAGE BASIN
(SIZE & LOCATION T.B.C. IN DESIGN)

D.O.G. STACKER
LAYDOWN / TURN AREA

500tph D.O.G. STACKER
(NUMBER OF STACKERS & POSITION INDICATIVE)

TBH 09

1.8m INT STEEL FRAMED OBH
155m x 35m (20,305 t CAPACITY)

TBH 10

1.8m INT STEEL FRAMED OBH
155m x 35m (20,305 t CAPACITY)

EXISTING OPEN BULKHEAD - 06

EXISTING OPEN BULKHEAD - 07

STORAGE CAPACITIES

EXISTING STORAGE

'D' TYPE STORAGE	HOR 01	17,600 t
'L' TYPE STORAGE	(3 SILOS)	15,000 t
1.6m INT. STEEL FRAME OPEN BULKHEAD	(01)	9,375 t
1.2m LOW STEEL FRAME OPEN BULKHEAD	(02)	25,740 t
1.2m LOW STEEL FRAME OPEN BULKHEAD	(03)	25,740 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(04)	45,850 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(05)	45,850 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(06)	39,300 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(07)	39,300 t

TOTAL EXISTING STORAGE 263,755 t

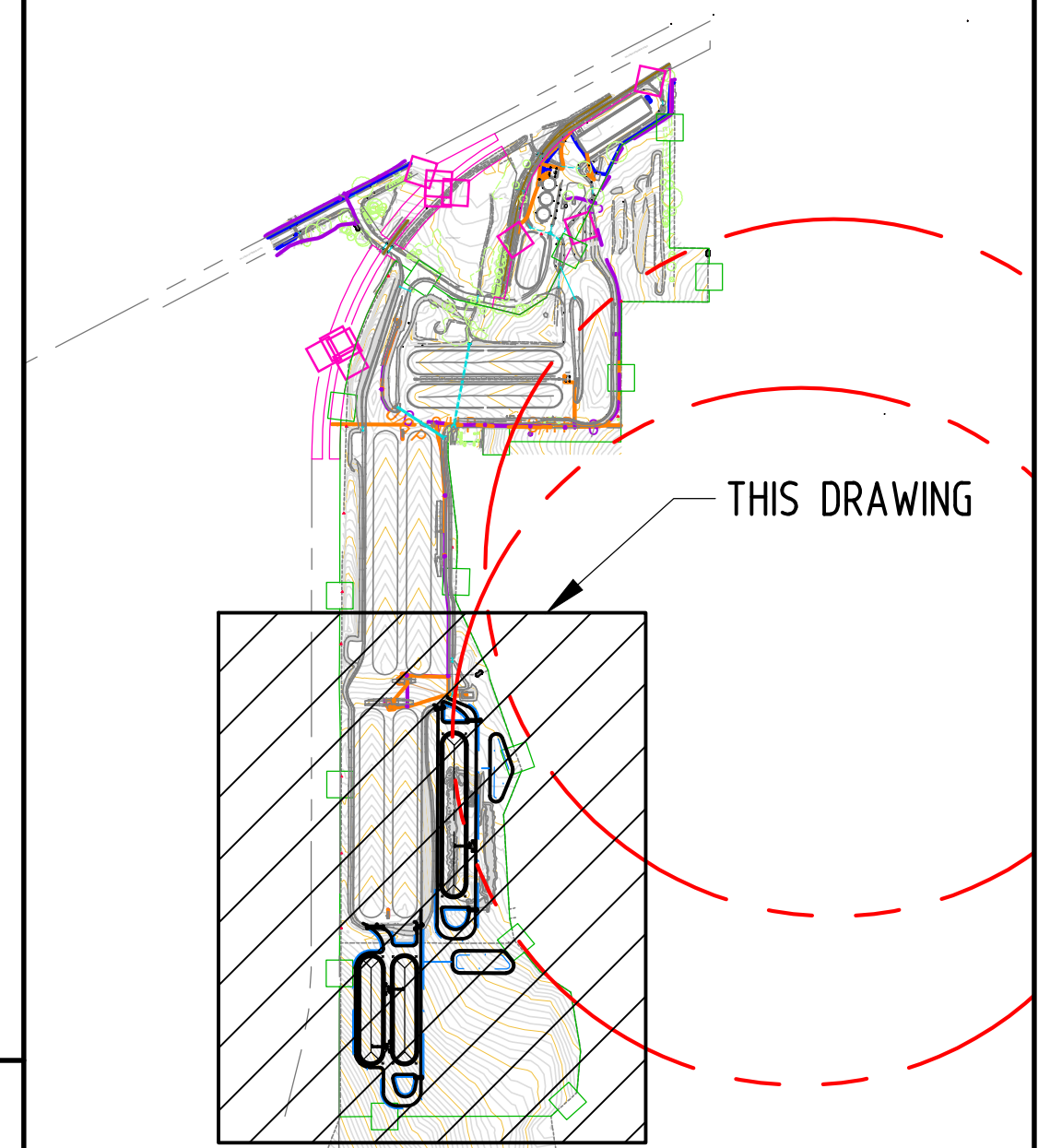
PROPOSED STORAGE

1.8m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 08)	30,785 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 09)	20,305 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 10)	20,305 t

TOTAL PROPOSED STORAGE 71,395 t

TOTAL SITE STORAGE 335,150 t

LOCALITY PLAN - NTS



CIVIL LEGEND

	TRAFFIC MOVEMENTS - TRUCKS FULL
	TRAFFIC MOVEMENTS - TRUCKS EMPTY
	CADASTRAL BOUNDARIES
	CBH BOUNDARY
	RAIL LEASE BOUNDARY
	RAIL LINE
	UNDERGROUND POWER LINES
	OVERHEAD POWER LINES
	UNDERGROUND COMMS CABLES
	UNDERGROUND WATER PIPES

HATCHING LEGEND

	AREA OF NEW WORKS	35,060 m ²
--	-------------------	-----------------------

PRELIMINARY ISSUE

DO NOT USE FOR CONSTRUCTION

DATE 25.05.26

1:1500 @ A1
1:3000 @ A3
0 20 40 60 80 100 120 140 m

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DO NOT SCALE FROM THIS DRAWING



CBH GROUP
LEVEL 6
240 ST GEORGE'S TERRACE
PERTH W.A. 6000
PH (08) 9237 9600
FAX (08) 9322 3942

REF DRAWING No.

REFERENCE DRAWING TITLE

REV

DATE

ISSUED AS CHECK PRINT AND FOR REVIEW

BY

CHK'D

APP'D

CO-ORDINATE SYSTEM
NARROGIN94

PROJECT APPR

DESIGN APPR

CHECKED

DRAWN

DATE

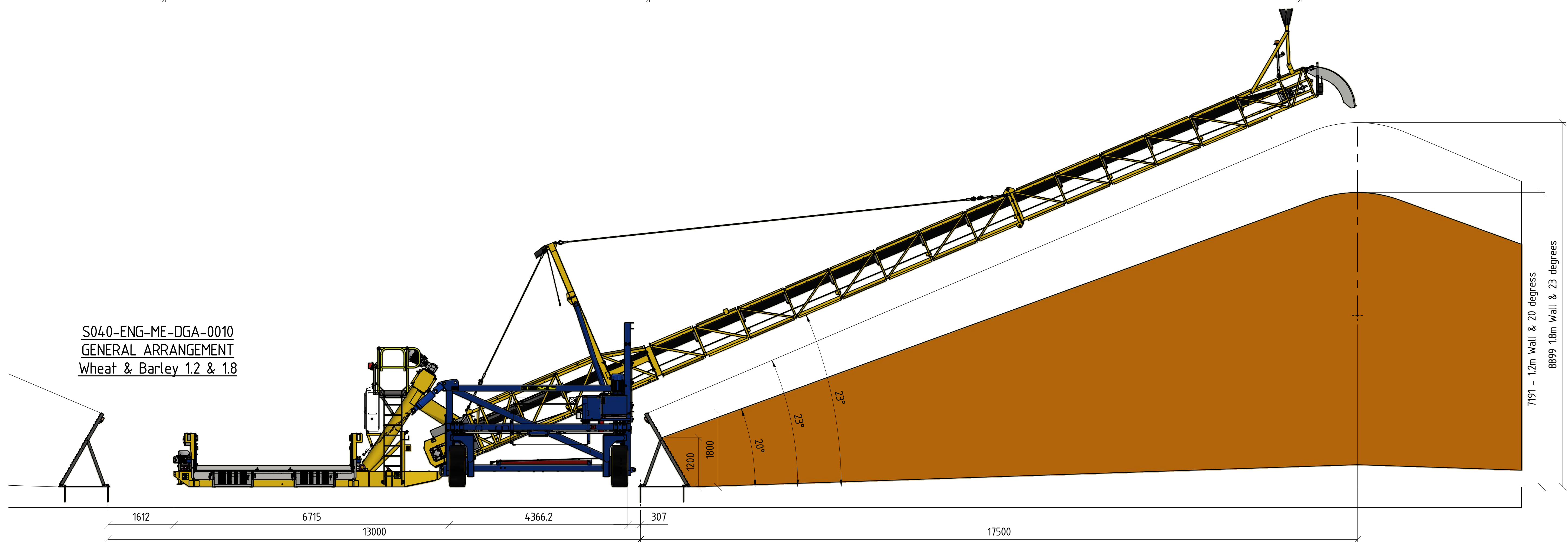
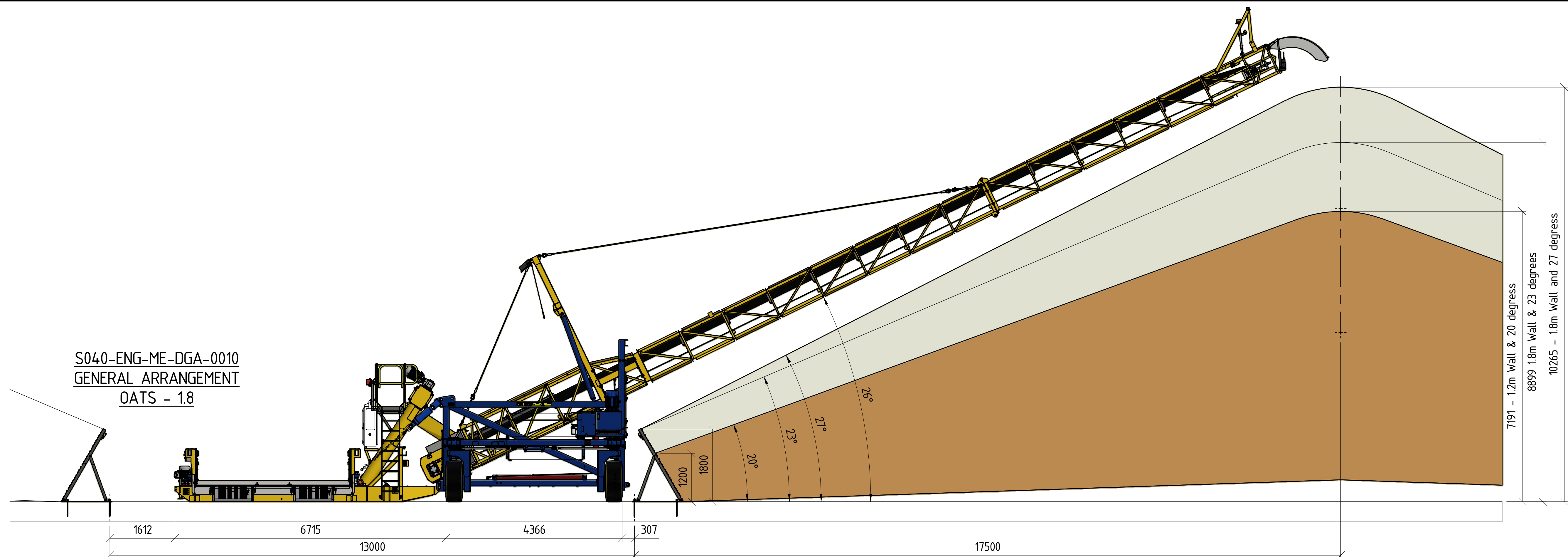
TITLE

WICKEPIN
2026 PEAK PLANNING
3 x ADDITIONAL OPEN BULKHEADS
CONCEPTUAL LAYOUT No. 3

530-ENG-CI-DCO-0016

SHEET
1 OF 1

REV.
A



DO NOT SCALE FROM THIS DRAWING

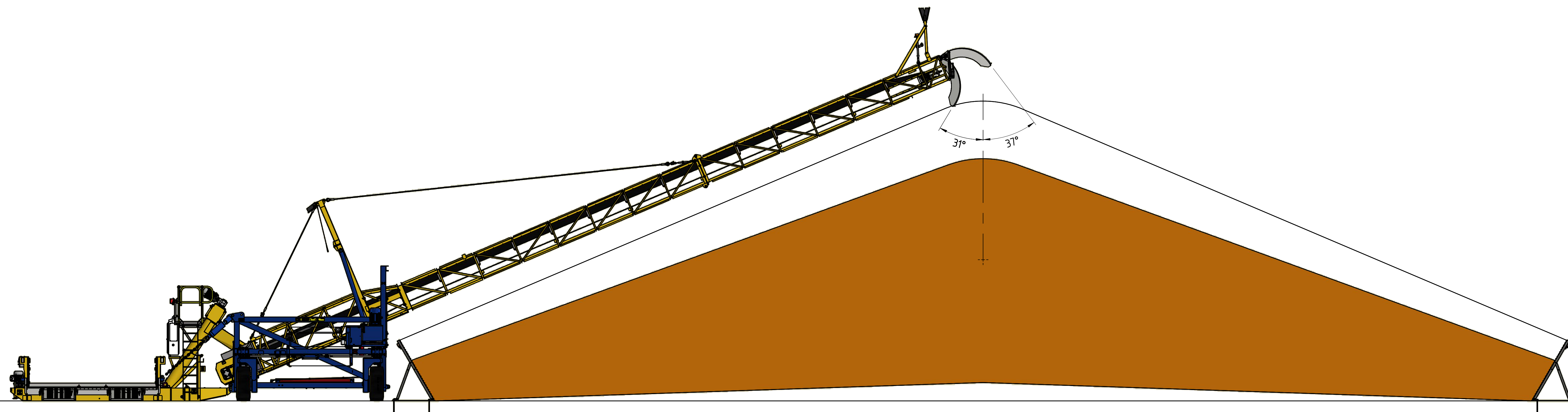
								0	30/08/2018	ISSUED FOR CONSTRUCTION	
REF DRG No.	REFERENCE DRAWING TITLE	REV	DATE	REVISIONS		BY	CHK	APP	REV	DATE	REVISIONS

				DRAWN	DD 30/08/2018
				CHECKED	30/12/1899
				ENGINEER	30/12/1899
DD					
BY	CHK	APP		APPROVED	30/12/1899

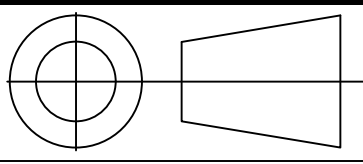
DRAWING TITLE
DOG STACKER BULKHEAD
ARRANGEMENT
GENERAL ARRANGEMENT

SITE VARIOUS		SIZE A1
PROJECT LAYOUT		
DRAWING No S040-ENG-ME-DGA-0010	SHEET 1 OF 2	REV. 0

SIZE
A1



S040-ENG-ME-DGA-0010
GENERAL ARRANGEMENT

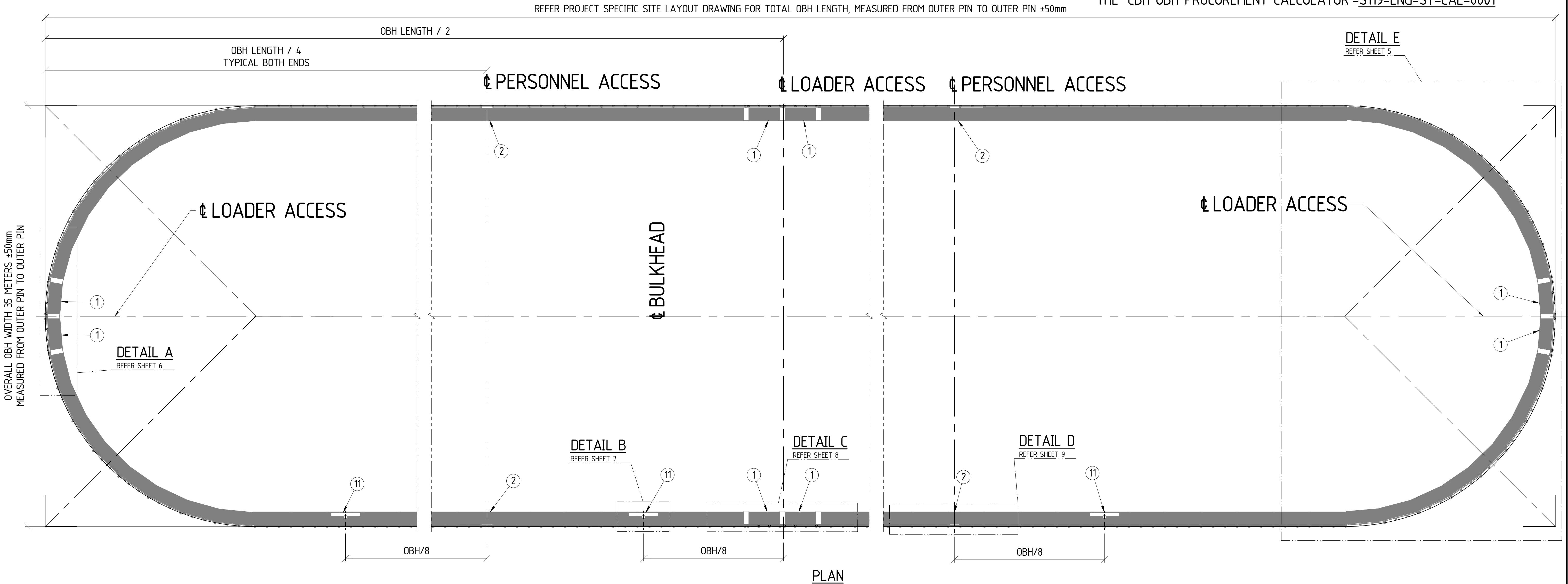


INSTALLATION NOTES:

1. OBH LENGTH AND WIDTH DIMENSIONS ARE SPECIFIED FROM REAR PIN TO THE OPPOSITE REAR PIN. REFER PROJECT SPECIFIC SITE LAYOUT DRAWING FOR DIMENSIONS.
2. TOLERANCE FOR OVERALL OBH WIDTH AND LENGTH ARE +/- 50MM. TOLERANCE FOR FRAME SPACING +/- 10mm.
3. NOTE DIFFERENT ANCHORING DETAILS FOR DOOR/GATES AND FRAMES EITHER SIDE OF BULKHEAD OPENINGS. REFER ANCHORING DETAILS ON SHEETS 2 AND 3.
4. NOTE ADDITIONAL Z-CAPPING, WOOD AND CLADDING TRIMMING REQUIRED AT GATE JOINS. REFER SHEETS 6 AND 8 FOR DETAILS.
5. TYPICAL CLADDING OVERLAP IS 200mm, CENTERED OVER THE CENTERLINE OF THE STRUT, FOR ALL JOINS EXCEPT AT GATE AND DOOR JOINS. REFER SHEETS 6 - 9.
6. ALL Z-CAPPING MUST BE ALIGNED AS ACCURATELY AS POSSIBLE. ANY MISALIGNMENT IN Z-CAPPING WILL TEAR THE OBH TARP. REFER NOTES ON SHEETS 6, 8 AND 9 FOR TOLERANCES.
7. FOUR PERSONNEL ACCESS DOORS TO BE INSTALLED AS SHOWN. TWO INSTALLED EACH SIDE AT MIDPOINTS BETWEEN END OF OBH AND CENTRE BULKHEAD OPENING.
8. THREE FUMIGATION T-PIECES TO BE INSTALLED ON SAME SIDE AS ELECTRICAL CONNECTION. REFER SHEETS 1 AND 7 FOR INSTALLATION DETAILS. REFER CBH DRAWING S119-ENG-ME-DER-0001 FOR VENDOR DRAWING OF T-PIECE.
9. DRAWING DEPICTS TYPICAL OBH SIZE OF 35M WIDE BY 300M LONG AND ASSOCIATED STANDARDISED REQUIRED QUANTITIES OF FUMIGATION TEES, PERSONAL ACCESS DOORS AND FRONT END LOADER ACCESS GATES. SITE SPECIFIC OBH REQUIREMENTS SHALL BE CONFIRMED WITH THE NOMINATED CBH REPRESENTATIVE PRIOR TO CONSTRUCTION.
10. BULKHEAD CONTENTS ARE INTENDED TO BE FUMIGATED IN A SEALED ENVIRONMENT BY USE OF WALL CANVICON AND OVER STACK TARPS - THE CONTRACTOR SHALL MINIMISE ANY MEANS WHICH COULD DETRIMENTALLY AFFECT THE SEALING CAPABILITY, SUCH AS SHARP EDGES THAT COULD CUT TARP.

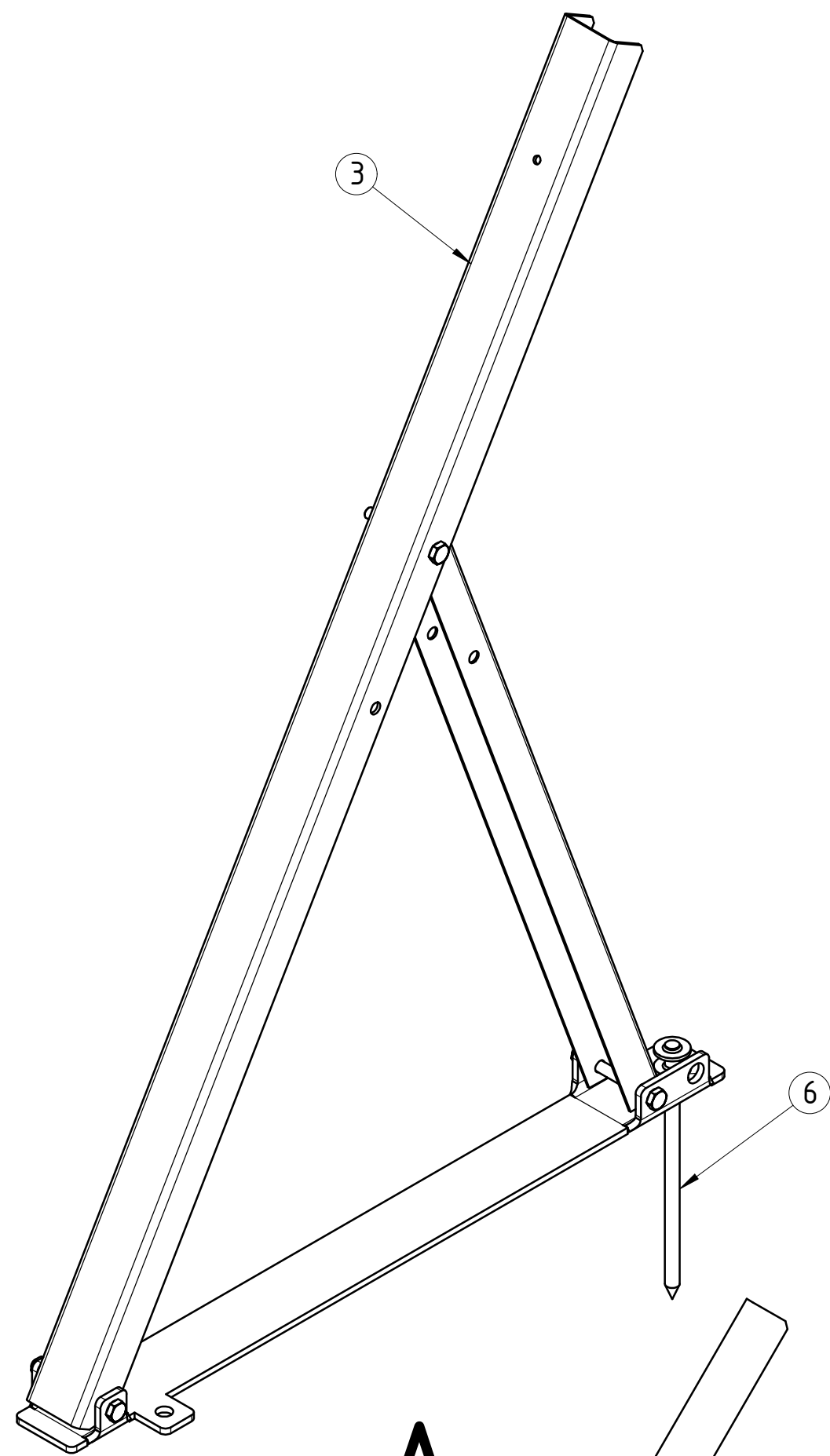
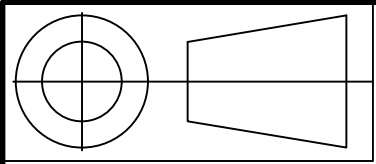
PARTS LIST (PER UNIT)									
ITEM No	DESCRIPTION	WIDTH	LENGTH	QTY	CBH OR SUPPLIER PART No	PROCESS	SAP Code	MASS Kg	TO DETAIL
1	FRONT END LOADER ACCESS GATE			REFER NOTE	S119-ENG-ST-ASY-0034	FIELD FIT	N/A	184.4	Yes
2	PERSONNEL ACCESS DOOR			REFER NOTE	S119-ENG-ST-ASY-0017	FITTING	N/A	17.1	Yes
3	STRAIGHT PIN STRUT ASSEMBLY			REFER NOTE	S119-ENG-ST-ASY-0004	FITTING	N/A	36.4	Yes
4	SPIRAL PIN STRUT ASSEMBLY			REFER NOTE	S119-ENG-ST-ASY-0005	FITTING	N/A	36.2	Yes
5	CUSTOM ORB ZINC ALUME 0.42mm BMT 550 MPa MIN. (YIELD)	762	3200	REFER NOTE	S119-ENG-ST-PRT-0010	FITTING	DREQ	1.3	No
6	DIA 20 STRAIGHT PIN ANCHOR		420	REFER NOTE	S-014-A0000	FIELD KIT	DREQ	1.1	Yes
7	SPIRAL PIN ANCHOR		300	REFER NOTE	S119-ENG-ST-DER-0052	FITTING	DREQ	0.8	Yes
8	Z CAPPING 16PL PGI	300	3000	REFER NOTE	S119-ENG-ST-PRT-0011	FAB SHEET	108015	11.4	Yes
9	TIMBER SAWN KARRI STRUC3 75mmx50mmx3m	75	3000	REFER NOTE	S119-ENG-ST-PRT-0014	FITTING	108594	6.2	No
10	TARP CLAMP 6PL	130	257	REFER NOTE	S119-ENG-ST-PRT-0012	FAB PROFILE	107901	1.6	Yes
11	FUMIGATION TEE PIECE			REFER NOTE	S119-ENG-ME-DER-0001	FITTING	N/A		Yes
12	RUBBER STRIP 450mm WIDE, 8mm THICK	450	2050	REFER NOTE	S119-ENG-ST-PRT-0048	FIELD KIT	DREQ	6.9	No
13	M10 x 120 GALV BOLT GR8.8 (50mm THREAD Min.)			REFER NOTE		FIELD KIT	DREQ	0.1	No
14	M10 GALV. NUT			REFER NOTE		FIELD KIT	DREQ	0.0	No
15	M10 GALV FW			REFER NOTE		FIELD KIT	DREQ	0.0	No
16	METAL TEK SCREW, HEX HEAD, 14g-20x22mm, CLASS 4, WITH SEAL			REFER NOTE		FIELD KIT	DREQ	0.0	No
17	METAL TEK SCREW, HEX HEAD, 14g-20x45mm, CLASS 4, WITH SEAL			REFER NOTE		FIELD KIT	DREQ		No
18	NOVALAST LTM 151			REFER NOTE		FIELD KIT	DREQ		No
19	BOSTIK SEAL AND FLEX 1			REFER NOTE		FIELD KIT	DREQ		No

** QTY NOTE: TO CALCULATE EXACT ORDER QUANTITIES, REFER TO THE 'CBH OBH PROCUREMENT CALCULATOR'-S119-ENG-ST-CAL-0001



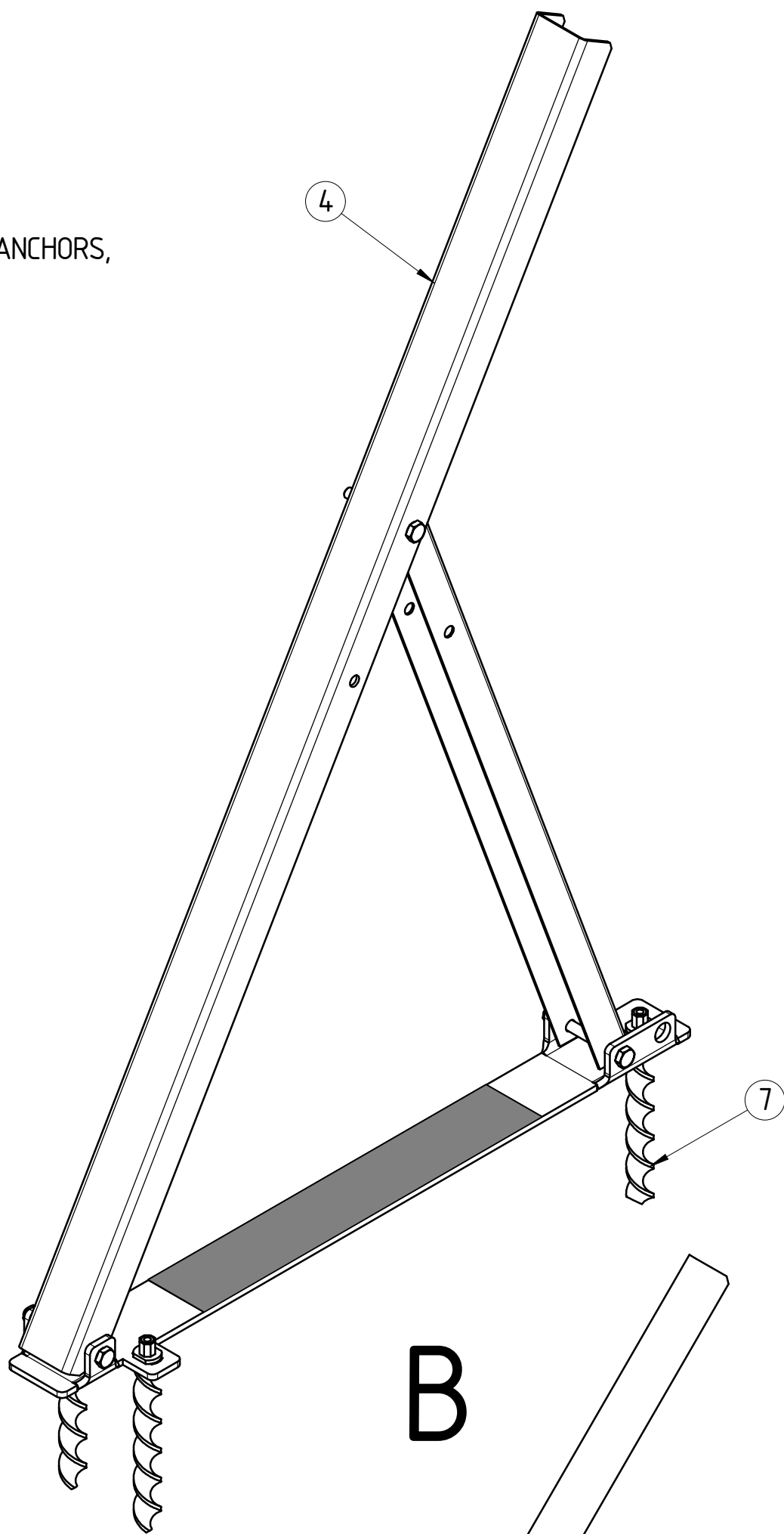
S119-ENG-ST-DGA-0003

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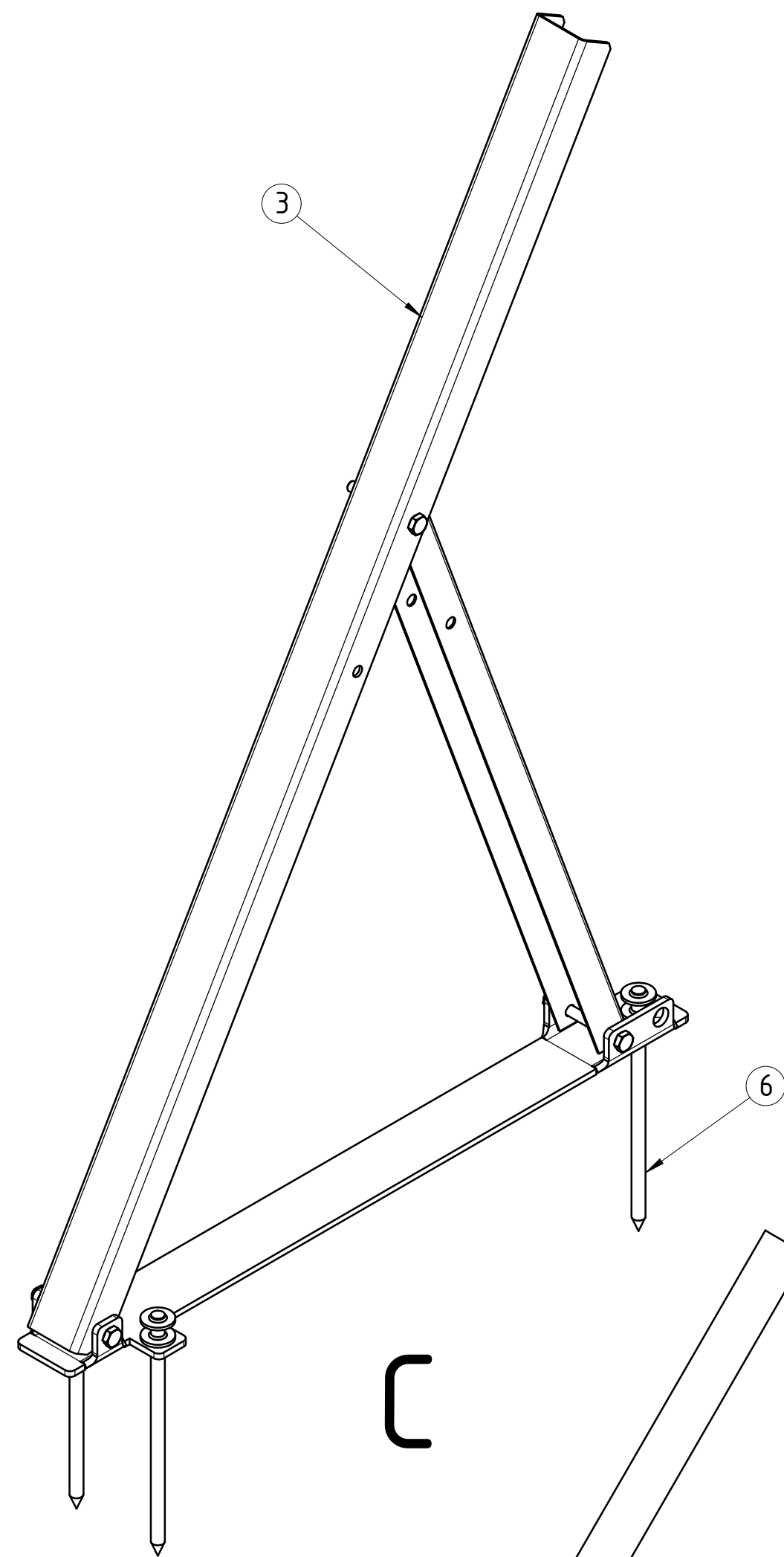


A

NOTES:
REMOVAL TOOL REQUIRED FOR SPIRAFIX ANCHORS,
M22 SPANNER/SOCKET,
HANDLE LENGTH TO SUIT CONDITIONS.



B

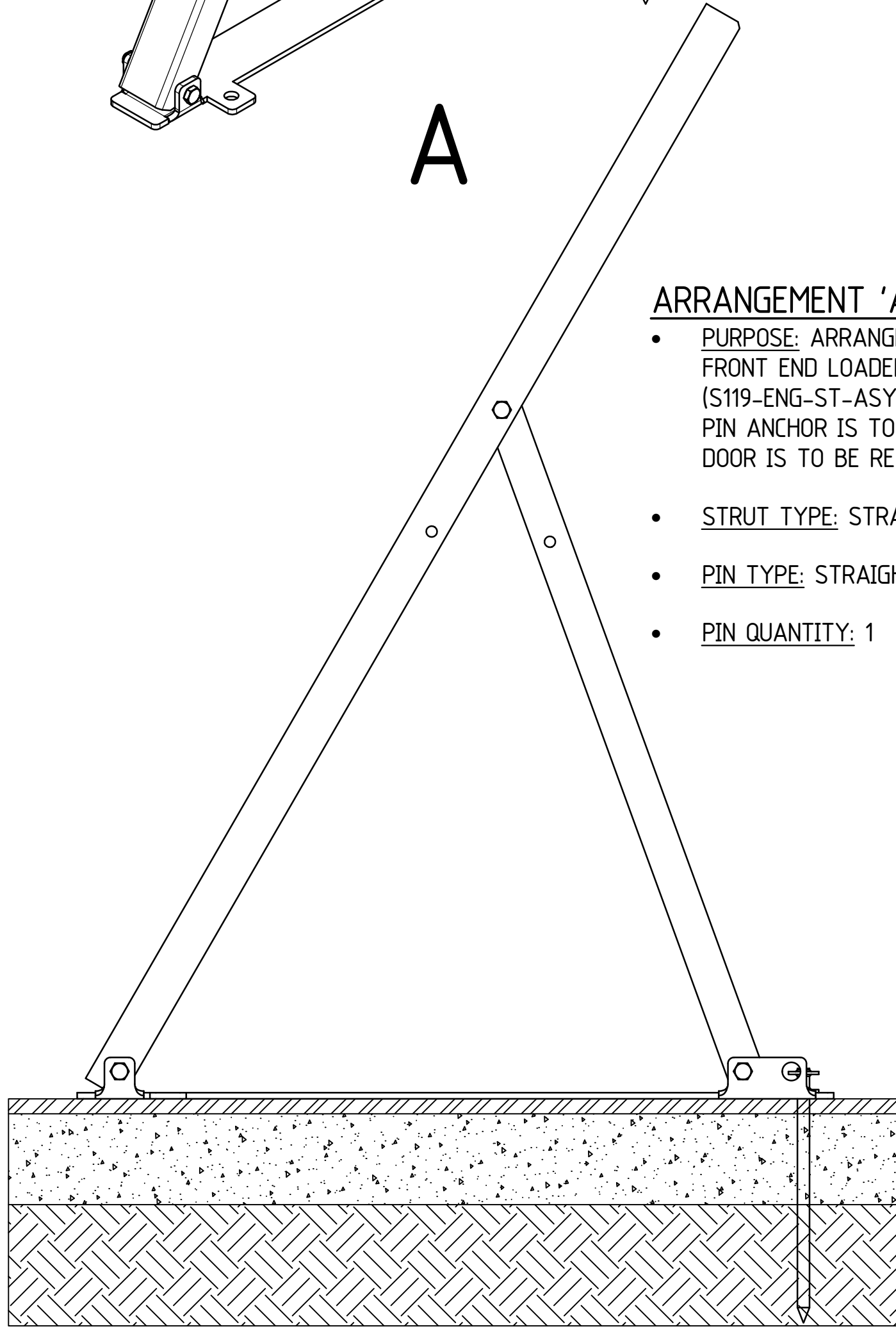


C

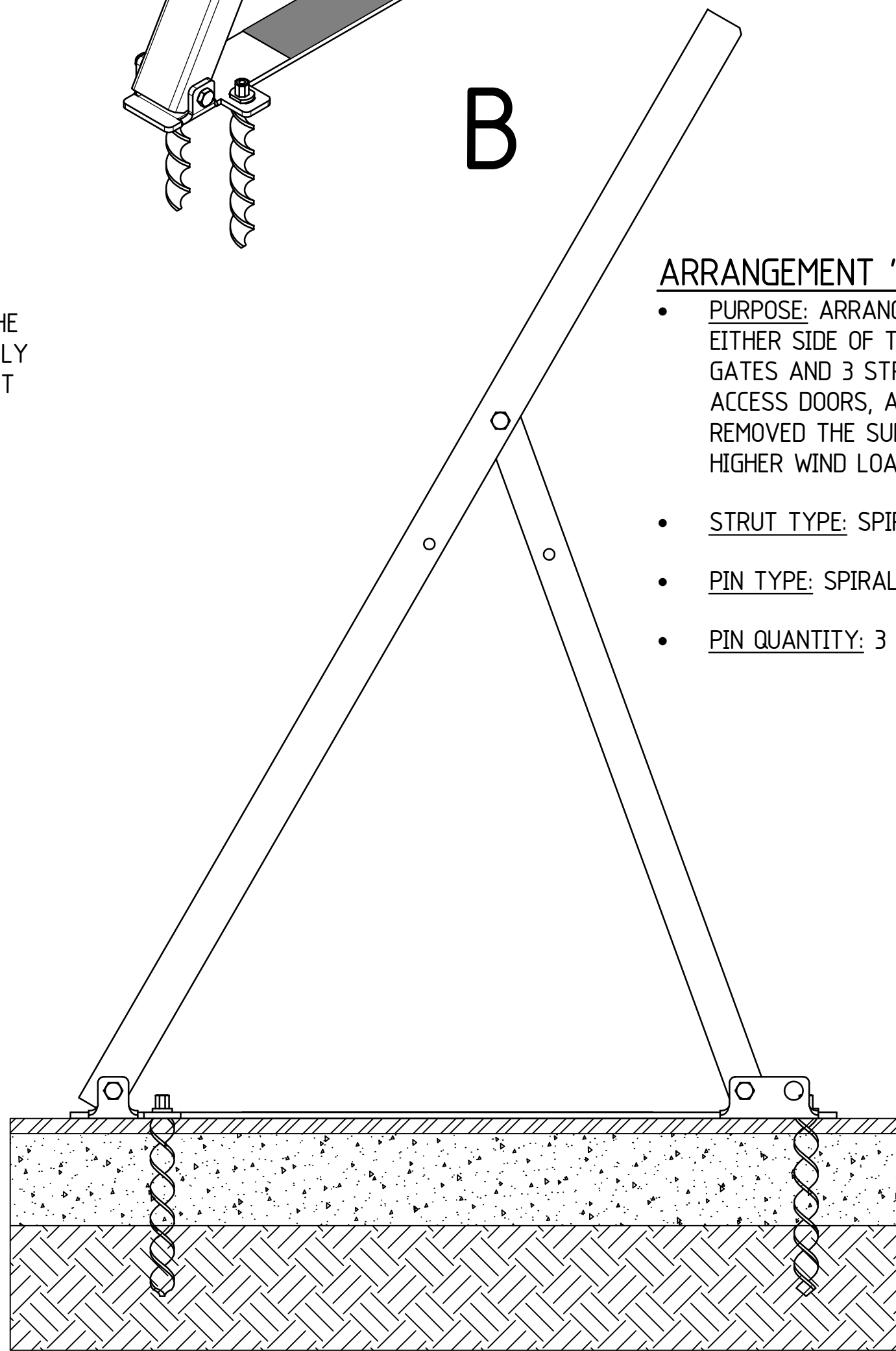
- ARRANGEMENT 'A' NOTES:**
- PURPOSE:** ARRANGEMENT 'A' IS USED IN THE FRONT END LOADER ACCESS GATE ASSEMBLY (S119-ENG-ST-ASY-0034). ONLY 1 STRAIGHT PIN ANCHOR IS TO BE INSTALLED AS THE DOOR IS TO BE REMOVABLE.
 - STRUT TYPE:** STRAIGHT PIN STRUT
 - PIN TYPE:** STRAIGHT PIN ANCHOR
 - PIN QUANTITY:** 1

- ARRANGEMENT 'B' NOTES:**
- PURPOSE:** ARRANGEMENT 'B' IS USED 4 STRUTS EITHER SIDE OF THE FRONT END LOADER ACCESS GATES AND 3 STRUTS EITHER SIDE OF PERSONNEL ACCESS DOORS, AS WHEN THE GATES/DOORS ARE REMOVED THE SURROUNDING STRUTS EXPERIENCE HIGHER WIND LOADS.
 - STRUT TYPE:** SPIRAL PIN STRUT
 - PIN TYPE:** SPIRAL PIN ANCHOR
 - PIN QUANTITY:** 3

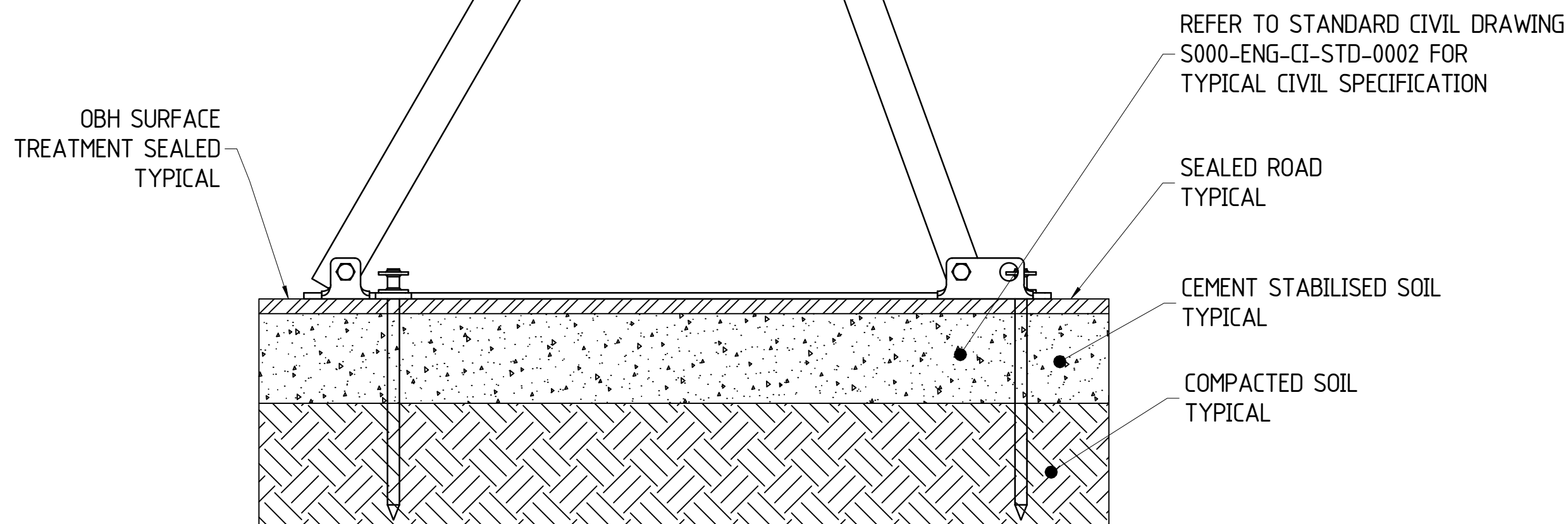
- ARRANGEMENT 'C' NOTES:**
- PURPOSE:** ARRANGEMENT 'C' IS USED IN ALL LOCATIONS, OTHER THAN WHERE ARRANGEMENT 'A' AND 'B' ARE USED
- STRUT TYPE:** STRAIGHT PIN STRUT
 - PIN TYPE:** STRAIGHT PIN ANCHOR
 - PIN QUANTITY:** 3



A



B

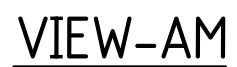


C

COPYRIGHT: THIS DRAWING AND THE CONTENTS DEPICTED OR WRITTEN THEREON, WHETHER IN WHOLE OR IN PART, IS THE EXCLUSIVE INTELLECTUAL PROPERTY OF CBH GROUP AND SHOULD NOT BE USED FOR ANY PURPOSE WITHOUT THE EXPRESS WRITTEN APPROVAL OF CBH GROUP.		CBH GROUP HEAD OFFICE LEVEL 6, 240 ST GEORGES TERRACE, PERTH W.A 6000 PH (08) 9237 9600 FAX (08) 9322 3942																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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5 Z-CAPPING TEK SCREW
SEE IMPORTANT NOTES



TOE DOWN
TOP EDGE OF THE SHEET
TO SIT ABOVE TEK SCREW

5 MIN.
10 MAX.



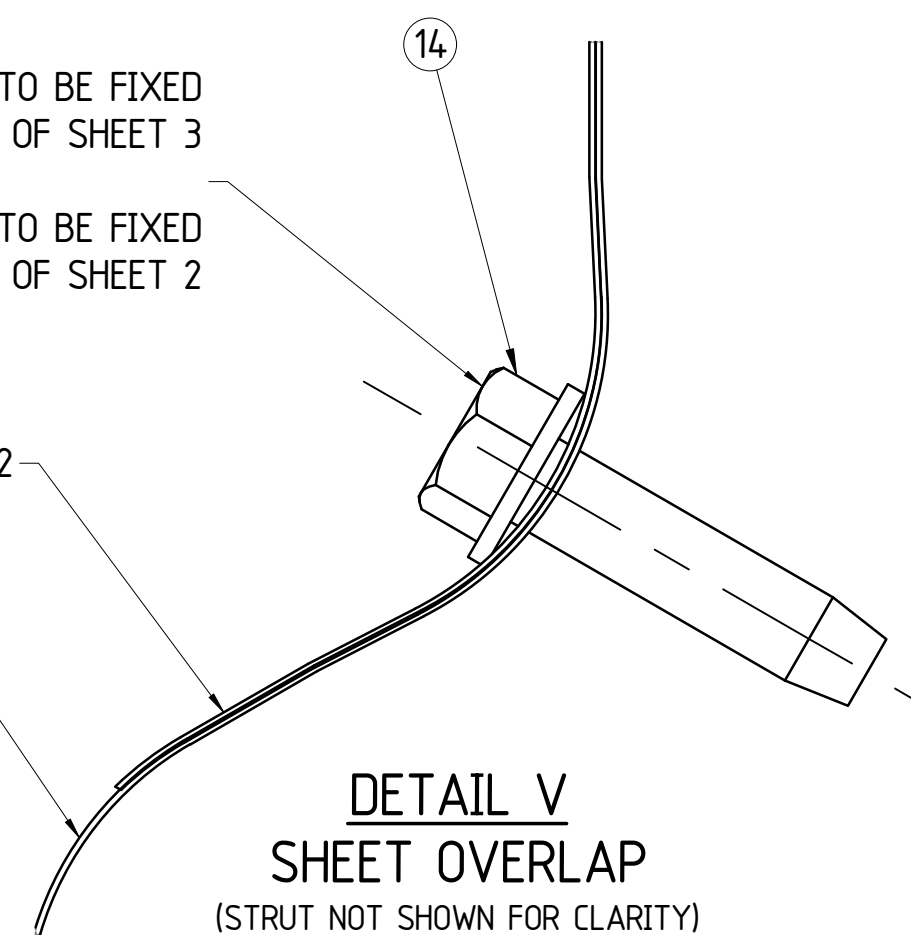
(CLADDING NOT SHOWN FOR CLARITY)

SHEET 2 & 3 OVERLAP - TEK SCREW TO BE FIXED
IN THE FIRST VALLEY OF SHEET 3

SHEET 1 & 2 OVERLAP - TEK SCREW TO BE FIXED
IN THE FIRST VALLEY OF SHEET 2

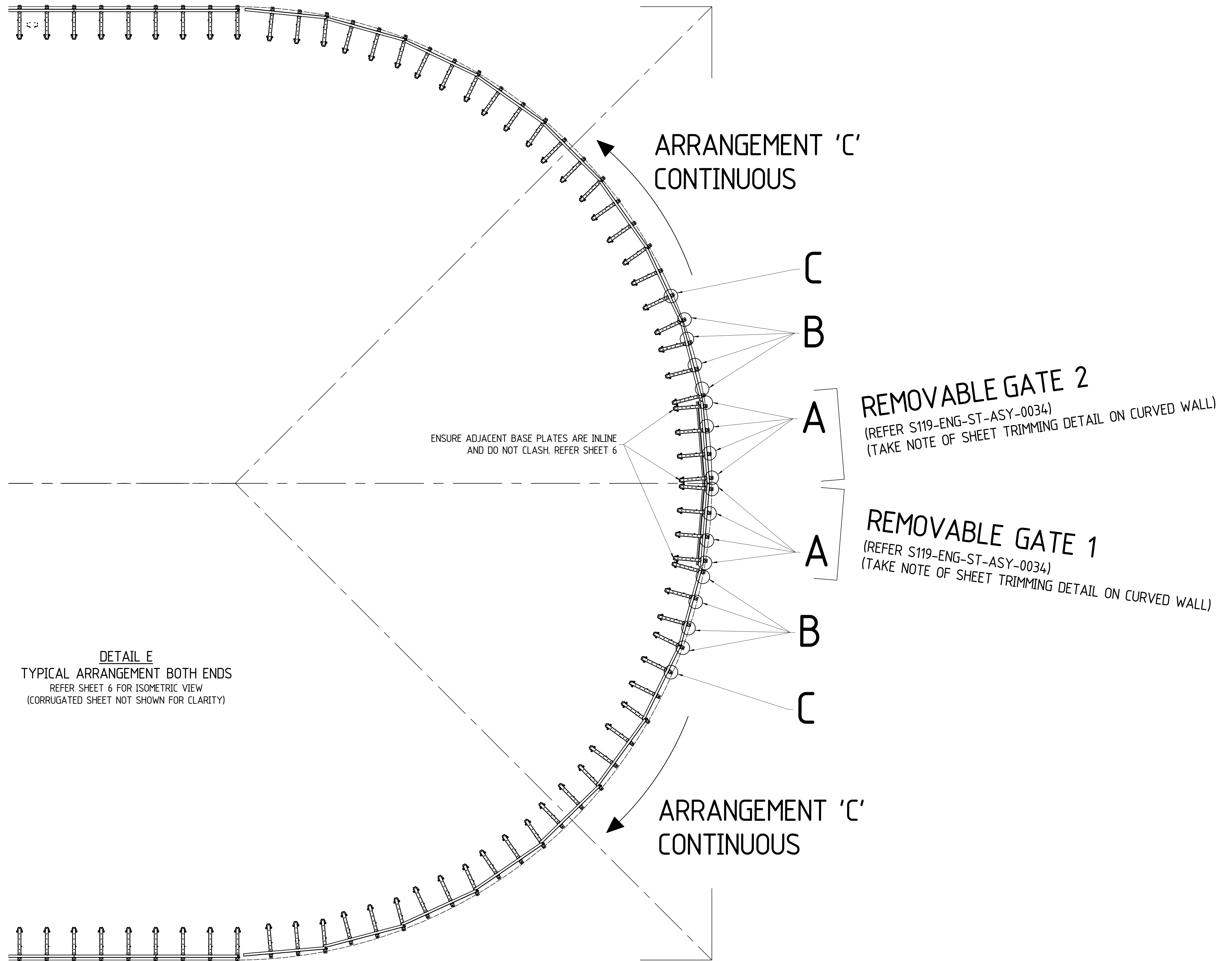
SHEET 3 ON TOP OF SHEET 2-

SHEET 2 ON TOP OF SHEET 1-



DETAIL V
SHEET OVERLAP
TRUT NOT SHOWN FOR CLAR

[illegible]



DO NOT SCALE FROM THIS DRAWING

[illegible]

REV	DATE	REVISIONS

				0	10/06/202
	BY	CHK	APP	REV	DATE

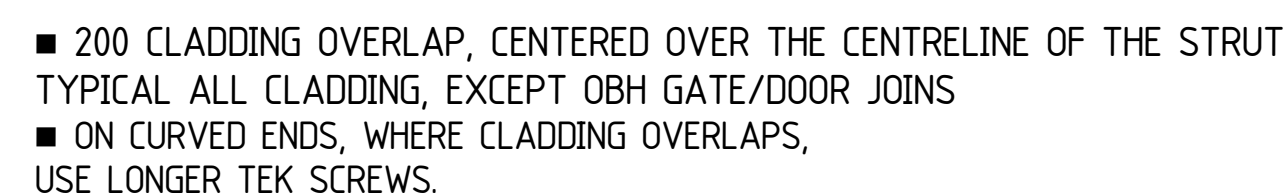
0	COPIED FROM S.-119, ISSUED FOR CONSTRUCTION
	REVISIONS

					DRAWN	SCR 10/06/2020
					CHECKED	LS 10/06/2020
					ENGINEER	BC 11/06/2020
	SCR	LS	NH			
	BY	CHK	APP		APPROVED	NH 11/06/2020

SITE	VARIOUS
PROJECT	STANDARD

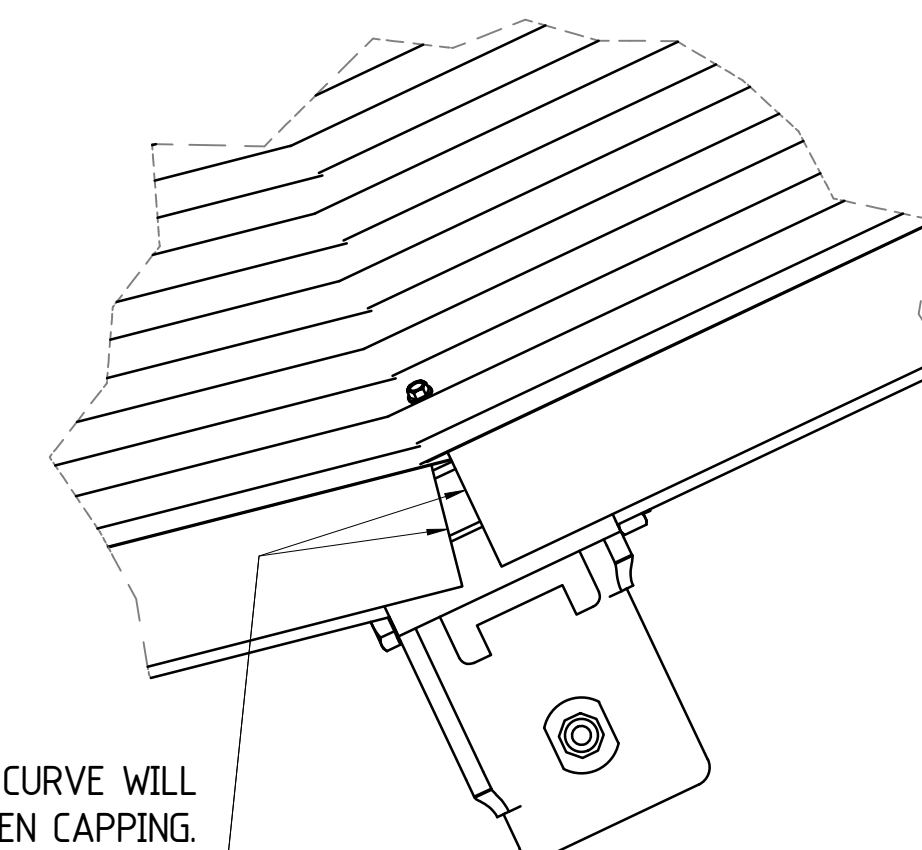
DRAWING No	SHEET	REV.
S119-ENG-ST-DGA-0003	5 OF 9	0

SIZE
A1



- ATTACH CONVEYOR BELT OVER JOINTS (SEE BOM FOR BELT DETAILS)
- FIX RUBBER USING 45MM LONG TEK SCREWS,
USING 7 TEK SCREWS PER RUBBER STRIP

- 200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT
- TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS
- ON CURVED ENDS, WHERE CLADDING OVERLAPS,
USE LONGER TEK SCREWS.



DETAIL AC

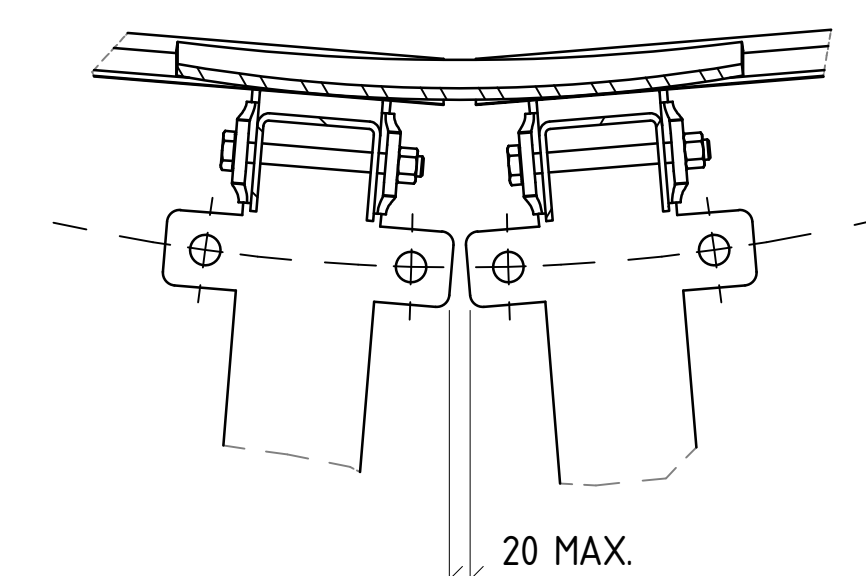
FITTING THE Z-CAPPING TO A CURVE WILL
CREATE A GAP BETWEEN CAPPING.
MINIMISE GAP AS MUCH AS POSSIBLE TO AVOID THE
SHARP EDGES RIPPING THE OBH TARP.
VERTICAL AND HORIZONTAL MISALIGNMENT
SHOULD BE A MAXIMUM OF 2MM

CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED
TO SUIT ON BOTH SIDES TO CREATE A BUTT JOIN
BETWEEN THE FIXED WALL AND THE REMOVABLE GATE.
REFER S119-ENG-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL.
MAX ALLOWABLE GAP BETWEEN BUTT
JOINTS IS 20mm - TYPICAL ALL GATES

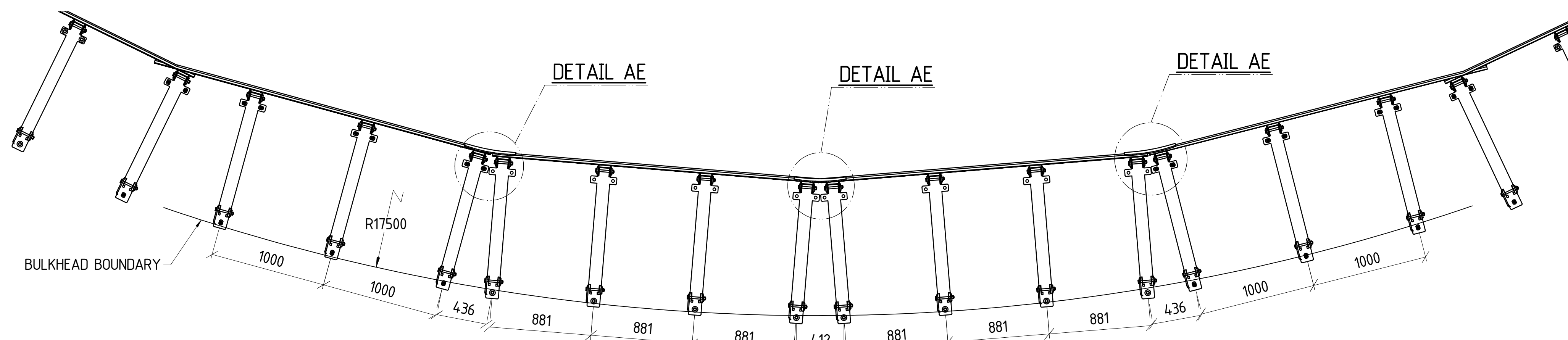
DETAIL A
FRONT END LOADER ACCESS GATES IN CURVED WALL
TYPICAL BOTH ENDS

CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED
TO SUIT ON BOTH SIDES TO CREATE A BUTT JOIN
BETWEEN THE FIXED WALL AND THE REMOVABLE GATE.
REFER S119-ENG-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL.
MAX ALLOWABLE GAP BETWEEN BUTT
JOINTS IS 20mm - TYPICAL ALL GATES

20 MAX. GAP
TYPICAL ALL ACCESS WAYS



ELEVATION



SECTION B
FRAMES FOOT PRINT



CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE,
PERTH W.A 6000
PH (08) 9237 9600 FAX (08) 9322 3942

DO NOT SCALE FROM THIS DRAWING

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DRAWN	SCR 10/06/202
CHECKED	LS 10/06/202
ENGINEER	BC 11/06/202
APPROVED	NH 11/06/202

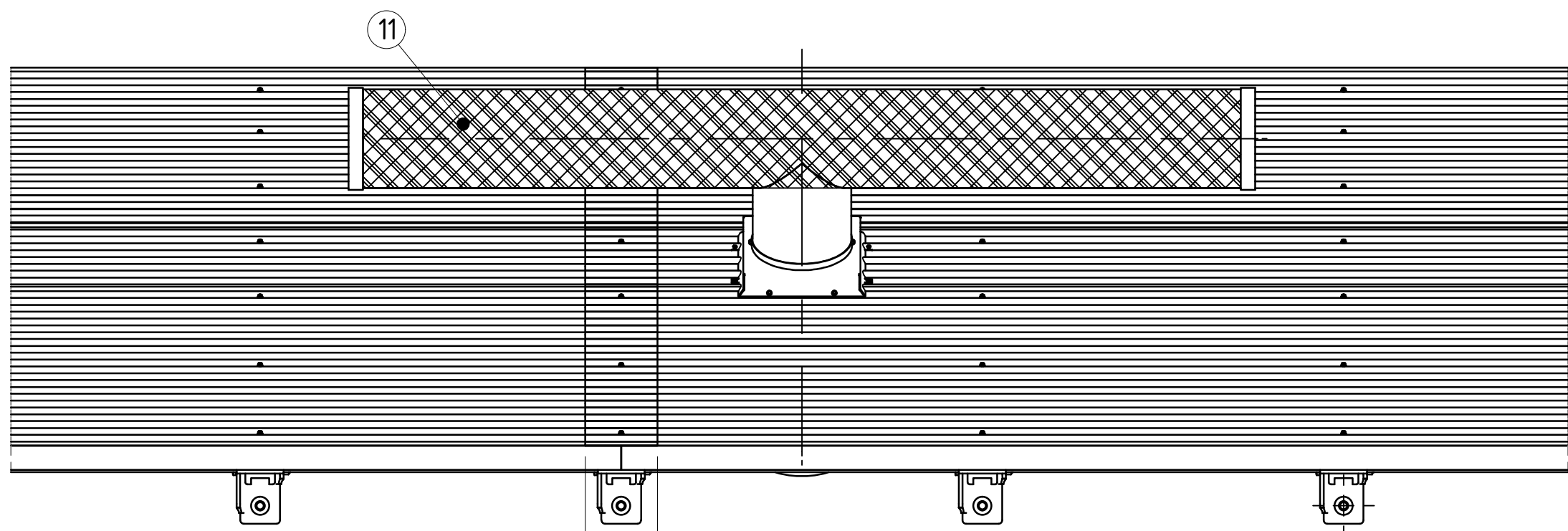
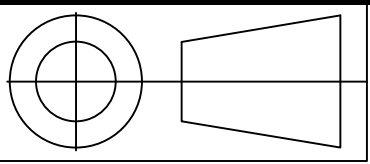
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20	1.8m OPEN BULK HEAD
20	GENERAL ARRANGEMENT
20	CURVED OBH OPENING DETAIL

SITE
VARIOUS

PROJECT STANDARD

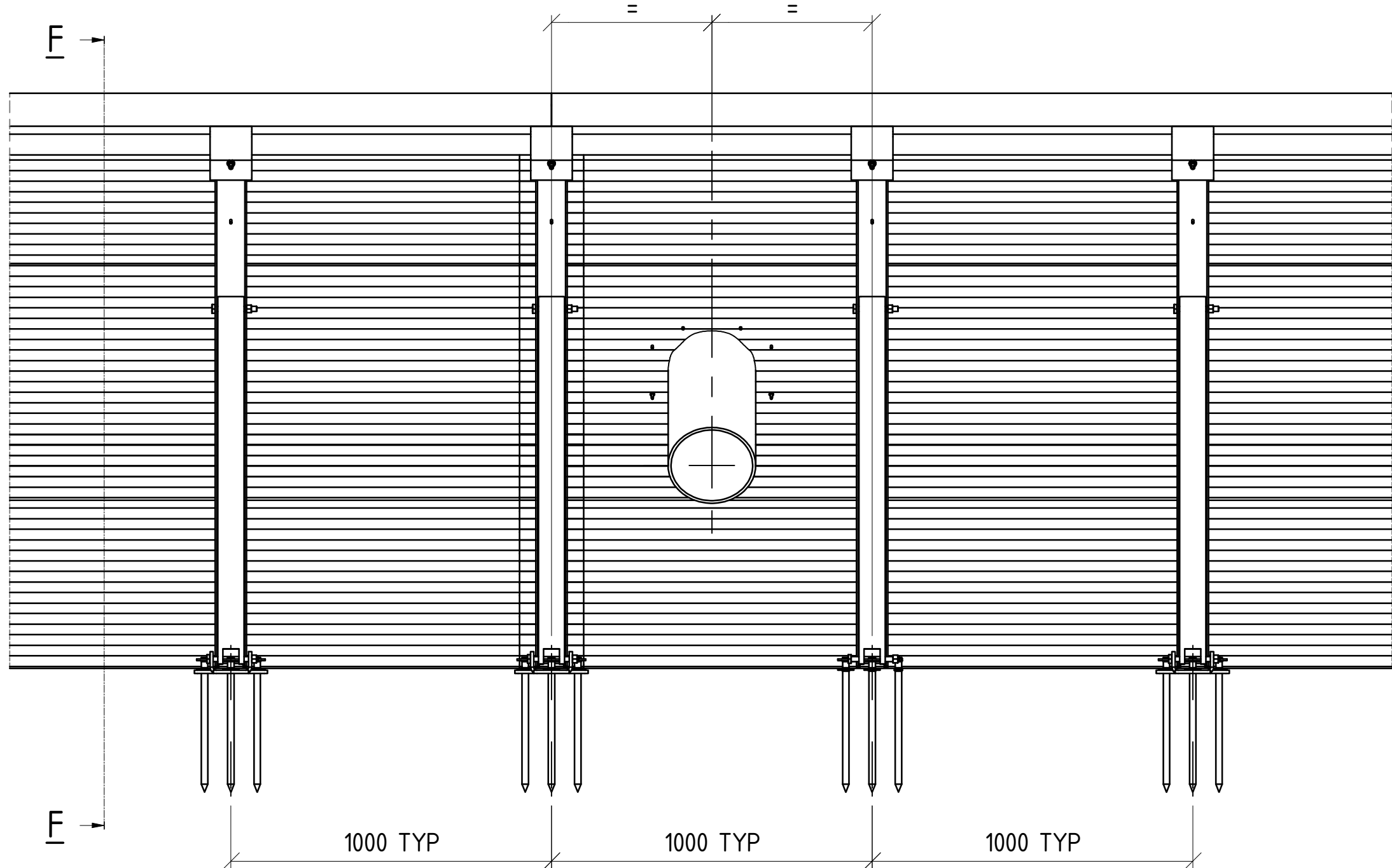
DRAWING No	SHEET	REV
S119-ENG-ST-DGA-0003	6 OF 9	0

SIZE	A
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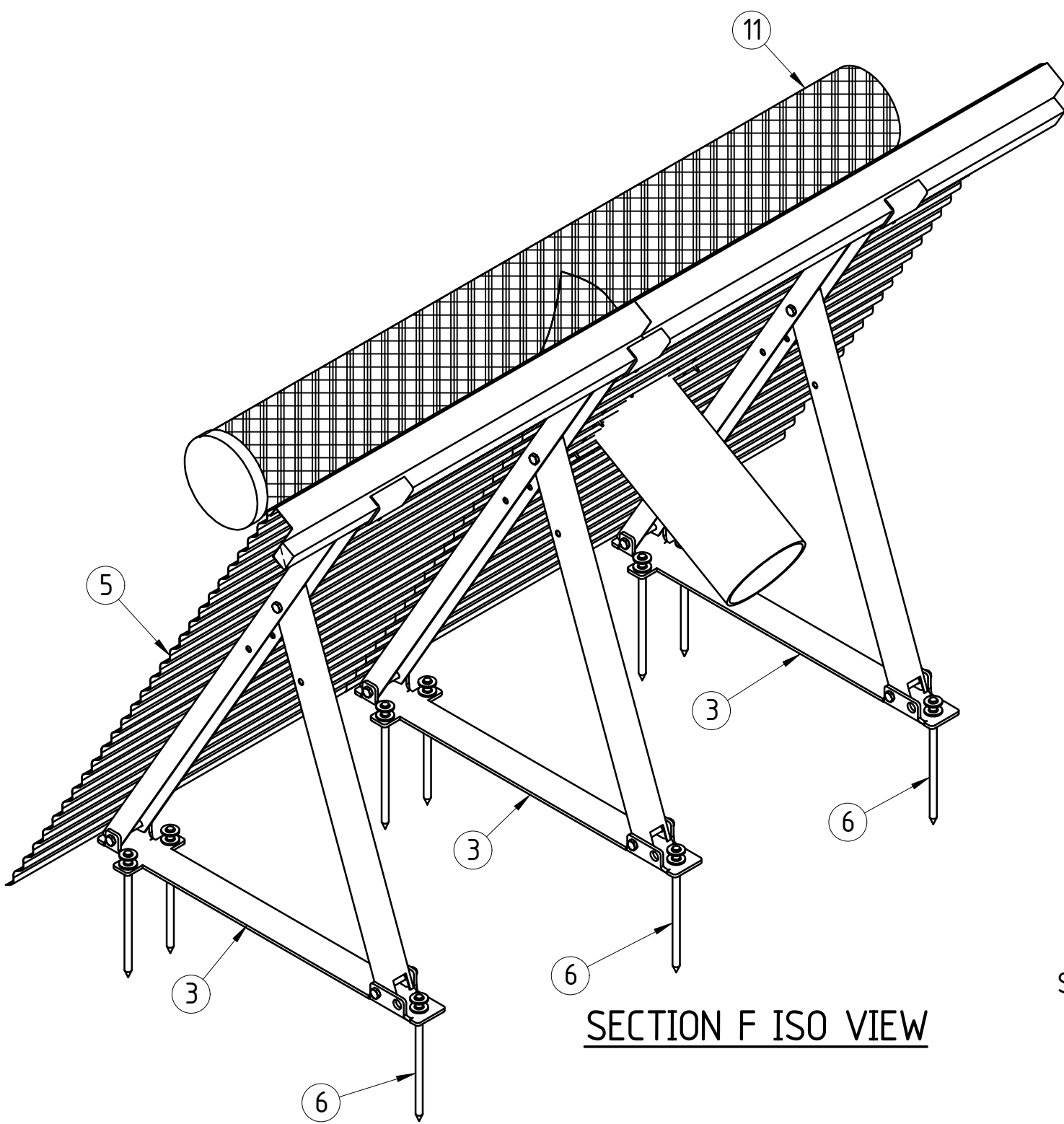


200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT
TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS

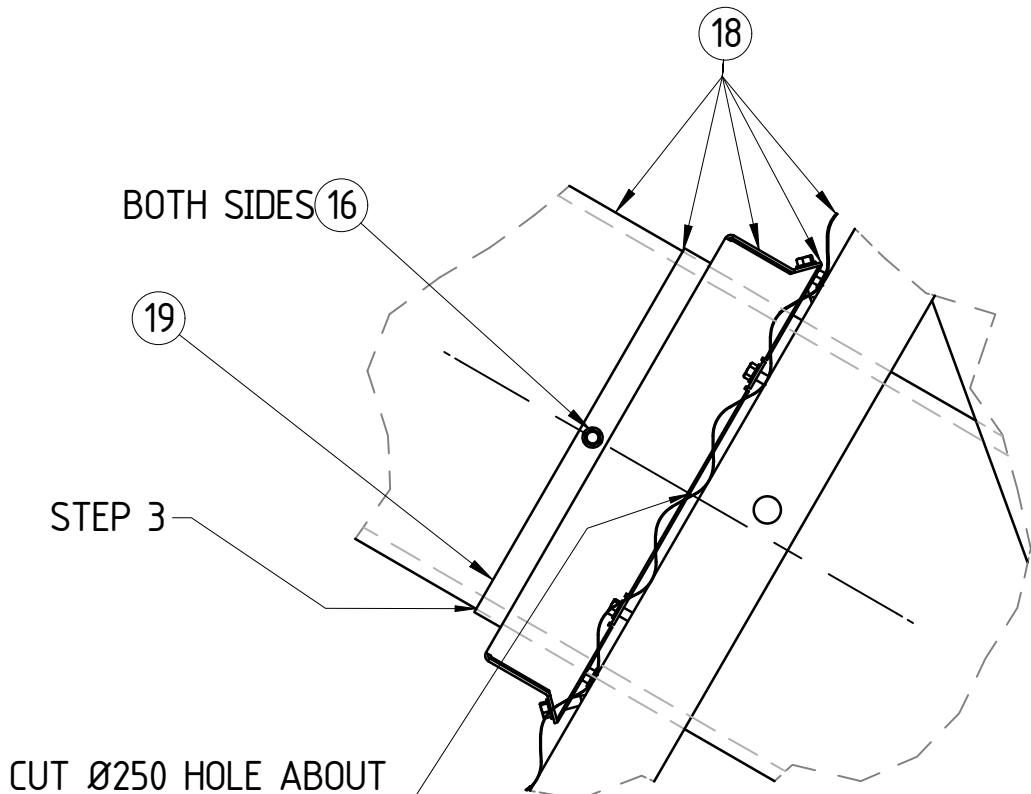
DETAIL B
'T' PIECE INSTALLATION DETAIL



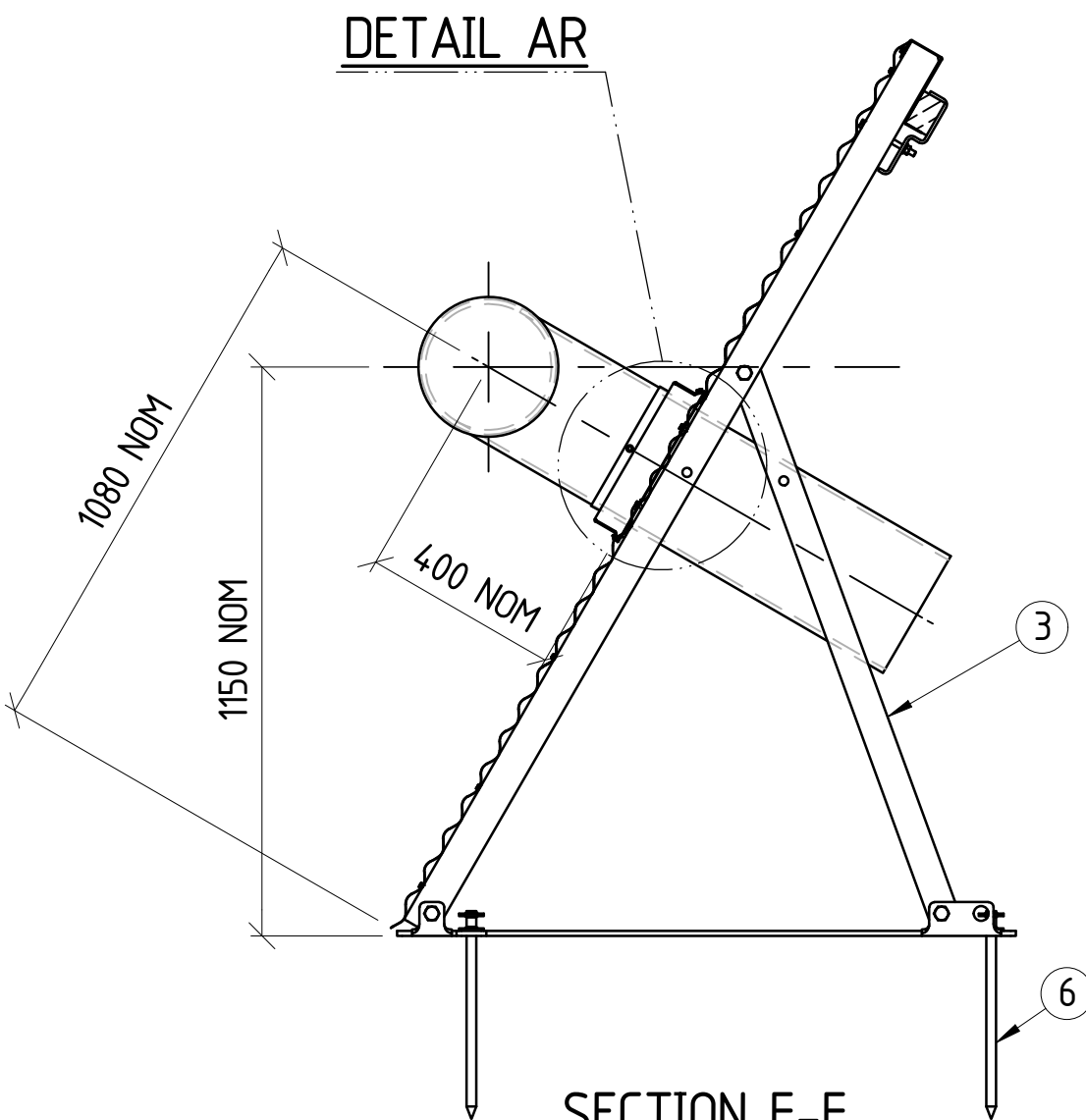
ELEVATION



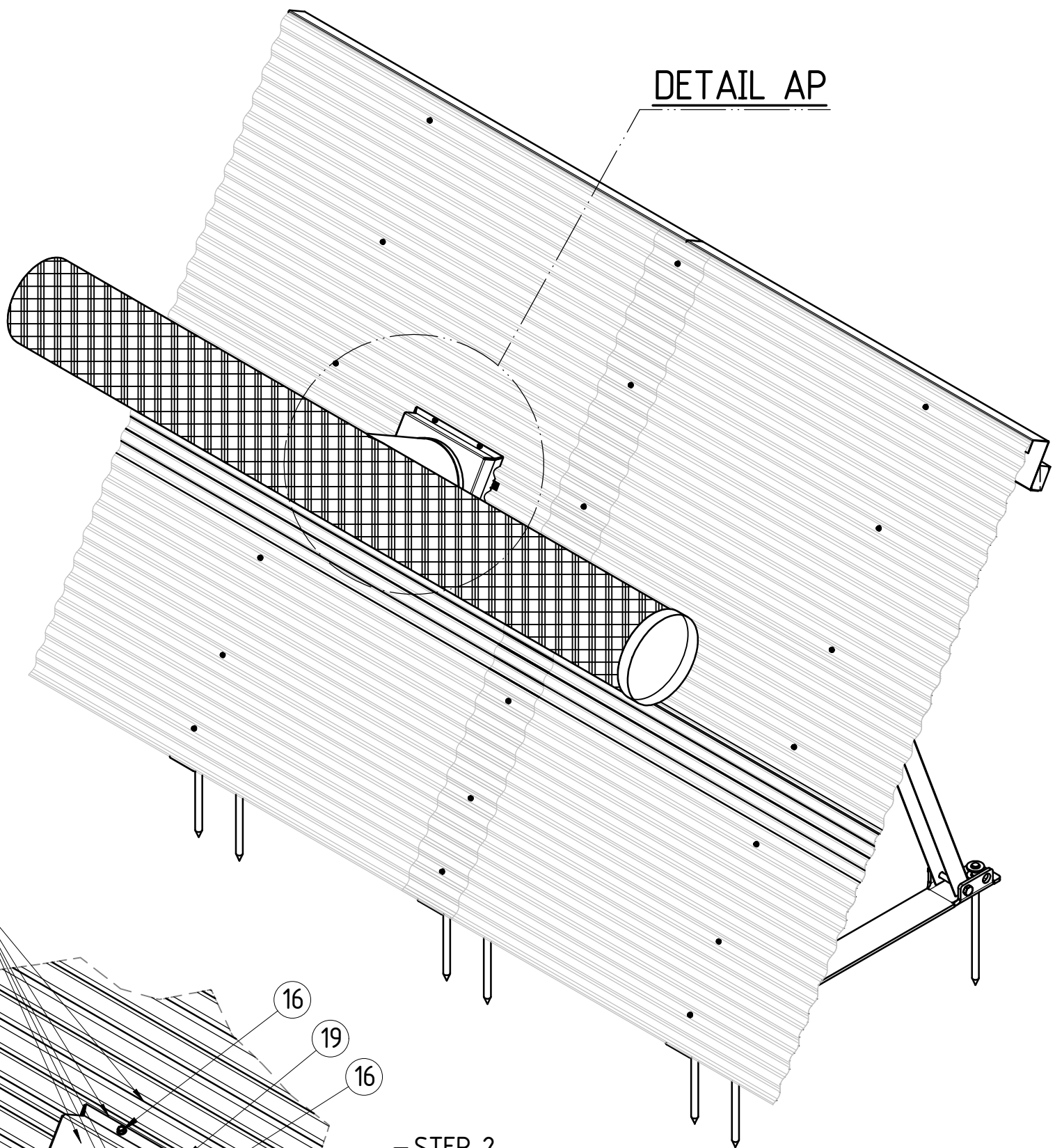
SECTION F ISO VIEW



DETAIL AR



SECTION F-F



DETAIL AP

BACKGROUND:

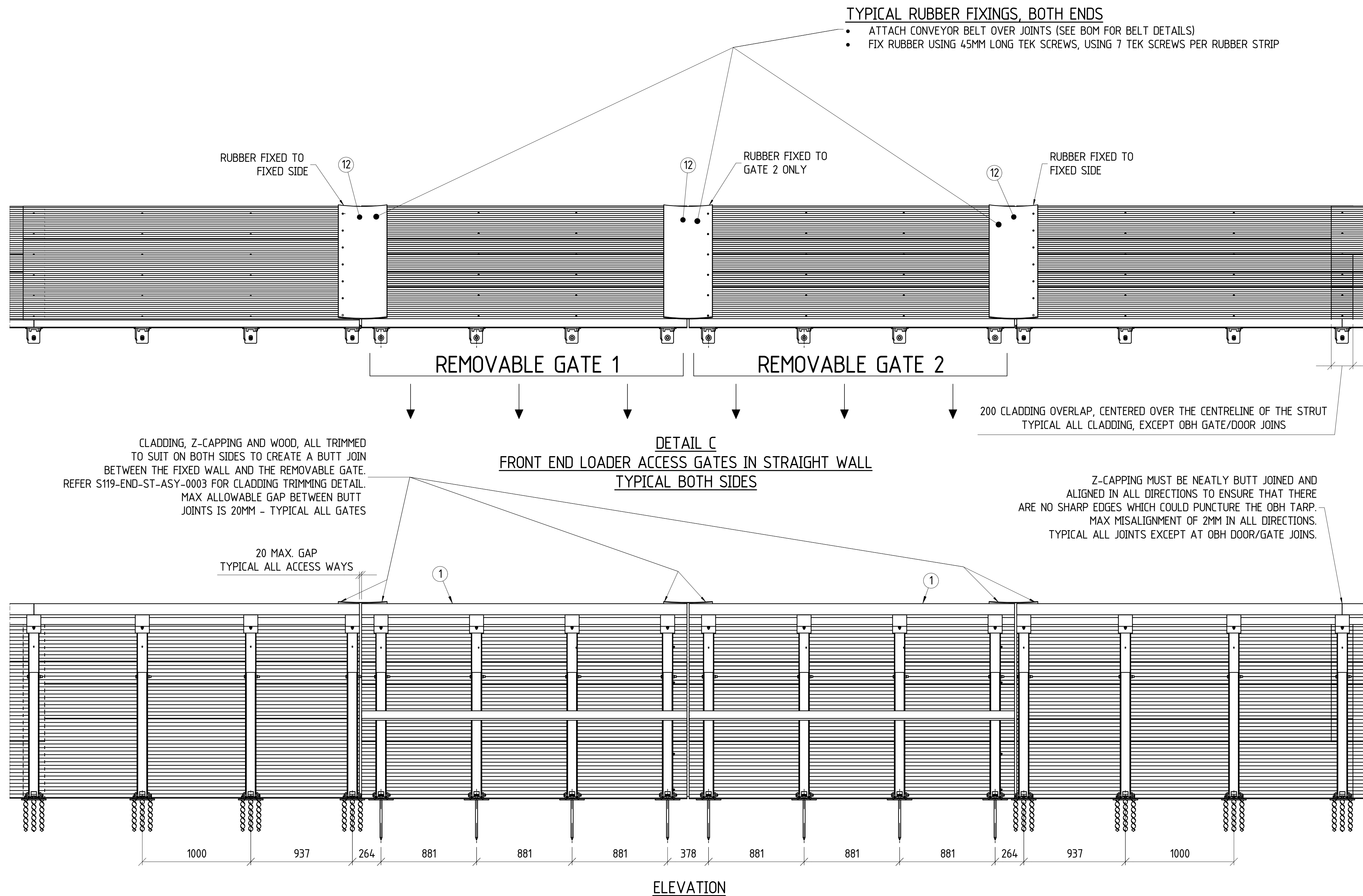
- THE 'T' PIECE IS USED TO PUMP HAZARDOUS FUMIGANT INTO THE STORAGE AFTER IT IS FULLY SEALED. CARE MUST BE TAKEN WHEN INSTALLING THE 'T' PIECE AND APPLYING THE SEALANTS TO ENSURE THE SEAL IS APPLIED TO A HIGH QUALITY.

USE THE FOLLOWING QUANTITY'S PER 1 'T'PIECE

- 1 X 600ML SAUSAGE OF BOSTIK SEAL AND FLEX 1
- 1L OF NOVALAST LTM 151

PROCEDURE:

- STEP 1: PREPARE AND CLEAN SURFACES WHERE SEALANTS ARE TO BE APPLIED AS PER MANUFACTURERS SPECIFICATIONS.
- STEP 2: INITIAL COLLAR INSTALL; APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' TO ALL EDGES OF THE T-PIECE MOUNTING COLLAR WHICH WILL CONTACT THE CORRUGATED CLADDING. TEK SCREW T-PIECE MOUNT (WITH BOSTIC SEALANT APPLIED) TO THE CLADDING USING 8 TEK SCREWS, EVENLY SPACED AROUND THE T-PIECE MOUNTING COLLAR.
- STEP 3: INSERT T-PIECE INTO THE T-PIECE MOUNTING COLLAR. SECURE THE T-PIECE AT THE LOCATION SHOWN, USING 2 X TEK SCREWS, THROUGH THE MOUNTING COLLAR RING. APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' AROUND THE JOIN AND AROUND ANY GAPS, INCLUDING AROUND THE TEK SCREWS. ALSO APPLY A THICK BEAD TO FILL THE GAP BETWEEN THE CLADDING AND THE T-PIECE, ON THE OUTSIDE OF THE BULKHEAD.
- STEP 4: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 5: APPLY A SECOND THICK (5-10MM) BEAD OF 'BOSTIC SEAL N FLEX 1' AROUND ALL JOINS BETWEEN THE T-PIECE MOUNTING COLLAR, THE T-PIECE AND THE CLADDING.
- STEP 6: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 7: PAINT THE ENTIRE T-PIECE MOUNTING COLLAR AND 150MM OF CLADDING AROUND THE COLLAR. ALSO PAINT 150MM OF THE T-PIECE, PAST THE COLLAR RING JOIN. PAINT WITH 'NOVALAST 151 LTM'
- STEP 8: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.



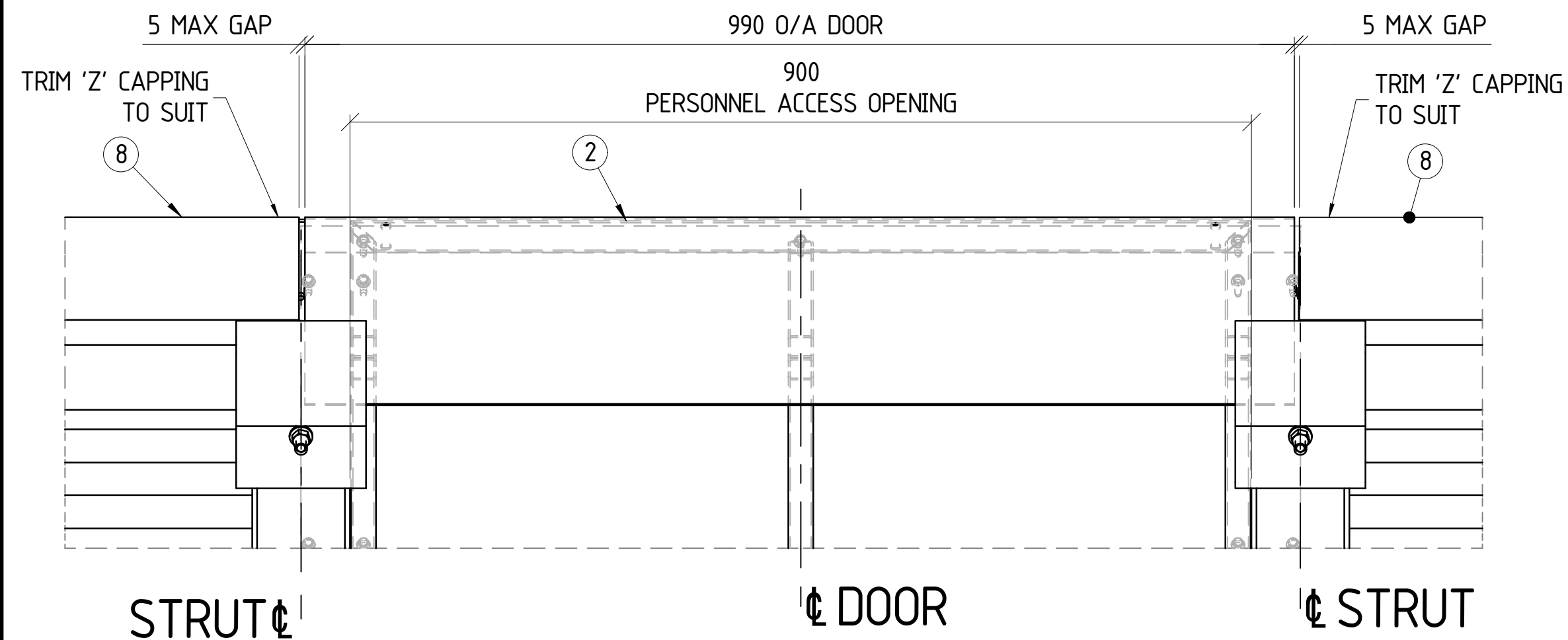
DO NOT SCALE FROM THIS DRAWING

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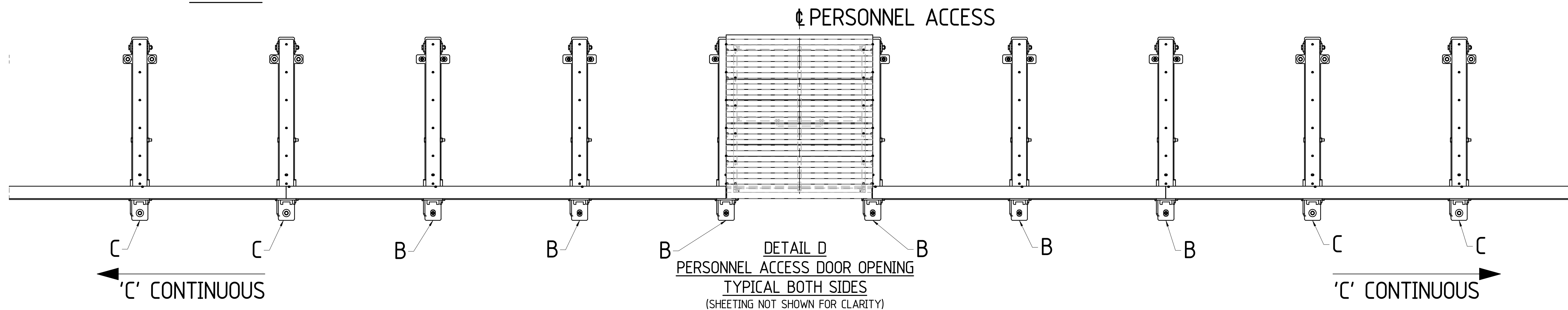
DRAWING TITLE
1.8m OPEN BULK HEAD
GENERAL ARRANGEMENT
STRAIGHT OBH OPENING DETAIL

DRAWING No
S119-ENG-ST-DGA-0003

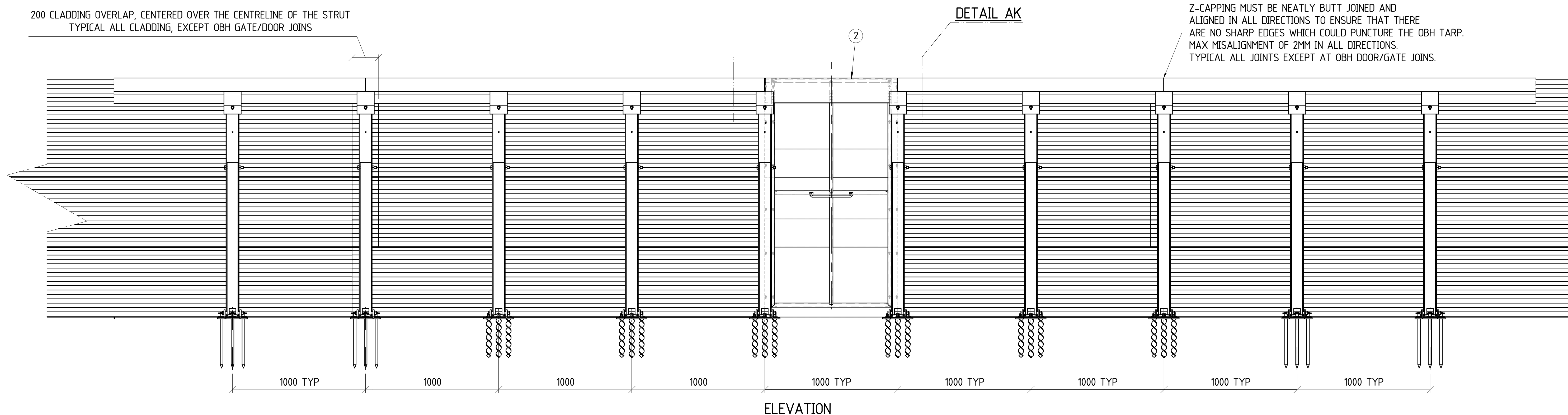
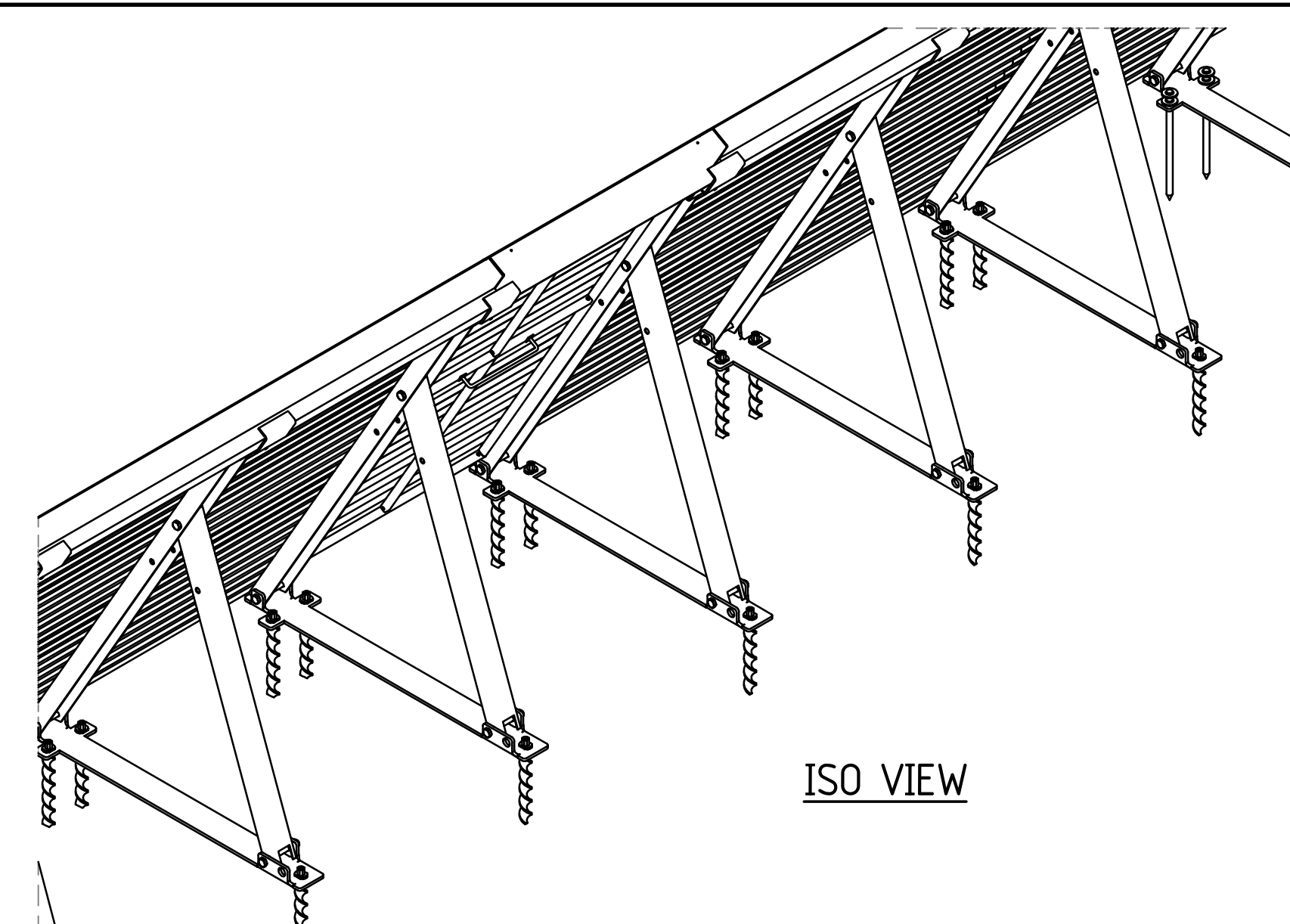
SHEET	REV.
8 OF 9	0



DETAIL AK



200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT
TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS

ELEVATION

ISO VIEW

[illegible]