



## Minutes

Ordinary Council Meeting  
Wednesday 17 December 2025

UNCONFIRMED

Date	Wednesday 17 December 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	18 December 2025



## Notice of Meeting

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

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

David Burton  
Chief Executive Officer  
17 December 2025

### 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 3.50pm

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  
T Miller  
W Astbury  
F Allan  
J Mearns  
L Corke  
D Gaul

President  
Deputy President  
Councillor  
Councillor  
Councillor  
Councillor  
Councillor

#### Employees

D Burton  
E Clement  
G Cross

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager Works & Services

## 3 Public Question Time

### 3.1 Responses to Previous Public Questions Taken on Notice

Nil

### 3.2 Public Question Time

Nil

## 4 Apologies and Leave of Absence

### 4.1 Apologies

Nil

### 4.2 Previously Approved Leave of Absence

Nil

#### **4.3 Requests for Leave of Absence**

Nil

### **5 Petitions, Memorials and Deputations**

#### **5.1 Petitions**

Nil

#### **5.2 Memorials**

Nil

#### **5.3 Deputations**

Nil

### **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 -

<b>Item</b>	<b>Item Title</b>	<b>Councillor/Officer</b>	<b>Interest</b>	<b>Reason</b>
13.3	Australia Day Awards	Cr Ty Miller	Impartiality	Interest arriving from Kinship

## 7 Confirmation of Minutes of Previous Meetings

### 7.1 Minutes of the Ordinary Council Meeting held Wednesday 19 November 2025

#### Officer Recommendation

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 19 November 2025, as included in Attachment 7.1.1, as a true and accurate record.*

#### Council Decision

Resolution	OCM-171225-01
Moved	Cr Allan
Second	Cr Mearns

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 19 November 2025, as included in Attachment 7.1.1, as a true and accurate record.*

Carried	7/0
For	Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr Astbury, 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 RoeROC Meeting held Thursday 4 December 2025

#### Officer Recommendation

*That Council accepts the Minutes of the RoeROC Meeting held Thursday 4 December 2025, as included in Attachment 9.1.1..*

#### Council Decision

Resolution	OCM-171225-02
Moved	Cr Miller
Second	Cr Allan

*That Council accepts the Minutes of the RoeROC Meeting held Thursday 4 December 2025, as included in Attachment 9.1.1.*

Carried	7/0
For	Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr Astbury, Cr L Corke, Cr D Gaul
Against	Nil

## 10 Report by the President

Farewell is in order for CSO Alyssa Burnane, who has resigned for a more relevant employment role for herself outside of Local Government.

Also farewell to ESO Jordyn Harvey, who is moving back to Perth.

Council wishes the girls all the best for their future endeavours, and Thanks them for their efforts and dedication to the Administrative Staff.

Friday 21<sup>st</sup> November saw CEO David and myself travel to Brookton for the Central Country Zone of WALGA meeting. The bi-annual elections of office bearers was held and I am proud to have been nominated once again to hold a seat for the next 2 years on the Executive Committee of the Central Country Zone.

Thursday 27<sup>th</sup> November the Board members of the Federal Grants Commission held a public meeting at Wickepin where they explained the Federal Assistance Grant Scheme, and how the funds were calculated annually for our Shire.

Tuesday 2<sup>nd</sup> December, I attended the Audit Exit Meeting with AMD Chartered Accountants and the OAG, via Teams, alongside CEO David and DCEO Erika where the finalisation of the audit of the Shire of Wickepin's 2024-25 financial year took place. Council will receive these reports at the December ordinary Council meeting and will be able to hold the annual elector's meeting in February 2026.

On Thursday 4<sup>th</sup> December, CEO David and I attended our inaugural RoeROC meeting at Narembreen.

Friday 5<sup>th</sup> December saw the annual Wickepin Shire sponsored event, the Senior Citizen's Christmas Lunch, held at the Wickepin Community Centre where approximately 70 guests celebrated the upcoming Festive Season with their friends and acquaintances.

Many Thanks to the Wickepin Community Resource Centre for organising a very festive event with a lovely meal and to the fantastic team of volunteers who assisted with their time to make the day a wonderful one for the older residents of our shire.

Along with CEO David, I attended the Wickepin Primary School end of year presentations on Wednesday 10<sup>th</sup> December.

Thank you to Cr Allan and Cr Corke who will be council representatives at the Yealering Primary School end of year presentations on Wednesday December 17<sup>th</sup>.

Congratulations to all of the Award Recipients, and to all of the school staff, students and parents on a wonderful year's work, and best of luck to those students who are moving on from primary school and into the secondary part of their schooling.

Thursday 18<sup>th</sup> December we will hold the annual year-end Christmas Celebration of Council and Staff, a great evening for all to reflect on the past year's achievements and to look forward to the challenges of the year to come.

A Huge Thank You goes to all of our Staff of the for accomplishing a wonderful year's work - to the girls and guys in the administration office, who have been wonderful supports to executive management, and to our fantastic team of outside crew who continue to work to their very high standard and have our Shire looking great.

Council is very proud to have a great staff to work alongside.



Thank You also to my fellow Councillors for your wonderful efforts and support throughout the year in what has been a relatively smooth and very productive year.

I am very proud to be a part of a great team of Community Leaders.

Merry Christmas and a Safe and Happy New Year to All.



## 11 Report by the Chief Executive Officer

- 21<sup>st</sup> November Central Country Zone – We raised several items as part of the discussion with regards to Regional Allowance for CEOs and WALGA Tourism Advocacy. We have been advised that some of our changes have been accepted at the WALGA State Council Meeting
- 25<sup>th</sup> November Fire Hazard Inspections, final notice given to remove hazards – Penalty will apply for no action.
- 26<sup>th</sup> November Meeting with Heather Tobin for Ignite Wicky – discussion on Shire assistance. Concerns with drainage near food vans and extra camping for the event. Also consideration of AstroTourism event as part of day.
- 27<sup>th</sup> November Grants Commission representation.
- 2<sup>nd</sup> December Meeting with HC Constructions for maintenance items at Wickepin and Yealering – awaiting quote.  
Audit Exit Meeting with Auditors.
- 3<sup>rd</sup> December Toolbox Meeting and Safety Meeting- Outside staff
- 4<sup>th</sup> December RoeROC Meeting – Minutes presented from first meeting with Wickepin.
- 5<sup>th</sup> December Meeting with P Stribling – Yealering Caravan Park Caretaker.  
Interview – ESO position
- 8<sup>th</sup> December Meeting with Cr Mearns and Cr Gaull – General Items – discussion on Caravan Park  
Meeting with CRC Exec Officer – General items.
- 10<sup>th</sup> December Wickepin Primary School Presentation.  
Interview – Customer Services Officer.
- 11<sup>th</sup> December Meeting with Local Police

**Delegations exercised –**

<b>No.</b>	<b>Delegation Name</b>	<b>Delegation To</b>	<b>Delegation Exercised</b>	<b>When Exercised</b>	<b>Persons Affected</b>
<b>A1</b>	<b>Cheque Signing and Account Authorisation</b>	<b>CEO</b>			<b>CEO, DCEO</b>
<b>A2</b>	<b>Septic Tank Application Approvals</b>	<b>EHO</b>			
<b>A3</b>	<b>Building Approvals</b>	<b>BO</b>			
<b>A4</b>	<b>Roadside Advertising</b>	<b>CEO</b>			
<b>A5</b>	<b>Application for Planning Consent</b>	<b>CEO</b>			
<b>A6</b>	<b>Appointment and Termination of Staff</b>	<b>CEO</b>			
<b>A7</b>	<b>Rates Recovery – Instalment Payments</b>	<b>CEO</b>			
<b>A8</b>	<b>Issue of Orders</b>	<b>CEO</b>			
<b>A9</b>	<b>Legal Advice</b>	<b>CEO</b>			
<b>A10</b>	<b>Permits to Use Explosives</b>	<b>CEO</b>			
<b>A11</b>	<b>Street Stalls</b>	<b>CEO</b>			
<b>A12</b>	<b>Liquor Consumption on Shire Owned Property</b>	<b>CEO</b>	Alcohol Consumption Approval – Wickepin Community Centre, 21 December 2025, WICKEPIN PLAYGROUP	6/11/2025	<b>CEO</b>
<b>A13</b>	<b>Hire of Community Halls / Community Centre</b>	<b>CEO</b>	Fee Waiver Approval – Wickepin Community Centre, Wickepin Community Christmas Tree 21 December 2025	7/11/2025	<b>CEO</b>
			WICKEPIN PLAYGROUP Fee Waiver Approval – Wickepin Community Centre, Sprayer Setup workshop 12 February 2026 FACEY GROUP	7/11/2025	<b>CEO</b>
<b>A14</b>	<b>The Food Act 2008 and the Food Regulations 2009</b>	<b>CEO</b>			
<b>A15</b>	<b>The Public Health Act 2016</b>	<b>CEO</b>			
<b>A16</b>	<b>Sponsorship, contributions and donations to sporting and community groups</b>	<b>CEO</b>			

**12 Notices of Motions for the Following Meeting**

## 13 Reports and Information

### 13.1 Monthly Schedule of Accounts Paid – November 2025

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	4 December 2025
<b>Attachments</b>	<b>Attachment 13.1.1</b> – Monthly Schedule of Accounts Paid – November 2025

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#### 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 November 2025.

Council is requested to confirm the Monthly Schedule of Accounts Paid, as included in the attachments.

#### Background

The *Local Government (Financial Management) Regulations 1996* requires Shire officers to, monthly and within a prescribed timeframe, prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

#### Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and is contained in **Attachment 13.1.1**.

The schedule of accounts, covering vouchers as listed below, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

For the month under review the following summarised details are presented –

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT 15783-15853	\$371,861.18
Cheques	16029-16031	\$ 16,159.42
Direct Deductions	November 2025	\$238.00
Superannuation	November 2025	\$16,325.74
Credit Card	November 2025	\$2,601.05
BPay Payments	November 2025	\$ 1,719.80
Payroll	November 2025	\$97,450.00
Licensing	November 2025	\$29,706.75
<b>Municipal Fund Total</b>		<b>\$535,521.94</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	EFT 15852	\$120.00
Cheques		\$
<b>Trust Fund Total</b>		<b>\$120.00</b>
<b>Total</b>		<b>\$535,641.94</b>

### Statutory Environment

*Local Government (Financial Management) Regulations 1996 – Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

Where the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing details for each account paid.

This list is to be presented to the council at the next ordinary meeting of the council and recorded in the minutes.

### Policy Implications

*Council Policy 3.1.7 – EFT Payment and Cheque Issue*

Council has authorised the Chief Executive Officer to make payments from the municipal fund and the trust fund.

### Financial Implications

#### Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget.

#### Future Financial Years

Nil

### Strategic Implications

#### **Goal - Governance**

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.2	Long Term Financial Plan is reviewed on a regular basis
	11.3	Ensure integrated planning documents remain current via regular reviews

### Voting Requirement

Simple majority

**Officer Recommendation**

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$535,621.94 and Trust of \$120.00 for November 2025, as included in **Attachment 13.1.1**.*

**Council Decision**

**Resolution**     **OCM-171225-03**

**Moved**           **Cr Astbury**

**Second**          **Cr Gaul**

***That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$535,621.94 and Trust of \$120.00 for November 2025, as included in Attachment 13.1.1.***

**Carried**    **7/0**

**For**         **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul**

**Against**   **Nil**

## 13.2 Statement of Financial Activity – November 2025

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	4 December 2025
<b>Attachments</b>	<b>Attachment 13.2.1</b> - Statement of Financial Activity – November 2025

### Summary

Council is required to have a Statement of Financial Activity produced each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the period ended November 2025.

Council is requested to accept the Statement of Financial Activity.

### Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

### Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and is contained in **Attachment 13.2.1**.

### Statutory Environment

*Local Government Act 1995 – Section 6.4 Financial report*

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

*Local Government (Financial Management) Regulations 1996 – Regulation 34 Financial activity statement required each month (Act s. 6.4)*

Shire officers are to prepare each month a statement of financial activity reporting on revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

### Policy Implications

*Council Policy 3.1.14.2 – Monthly Financial Reporting*

The Chief Executive Officer shall ensure a monthly statement of financial activity complies with all aspects of the Act and *Local Government (Financial Management) Regulations 1996*.

**Financial Implications**Current Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

Future Financial Years

Nil

**Strategic Implications****Goal - Governance**

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.2	Long Term Financial Plan is reviewed on a regular basis
	11.3	Ensure integrated planning documents remain current via regular reviews

**Voting Requirement**

Simple Majority

**Officer Recommendation**

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending November 2025, as included in **Attachment 13.2.1**.*

**Council Decision**

**Resolution** OCM-171225-04

**Moved** Cr Mearns

**Second** Cr Allan

***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 November 2025, as included in Attachment 13.2.1.***

**Carried** 7/0

**For** Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul

**Against** Nil

### 13.3 Australia Day Awards 2025

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	-
<b>File Reference</b>	CR.MEE.211
<b>Author</b>	D Burton – Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	2 December 2025
<b>Attachments</b>	<b>CONFIDENTIAL Attachment 13.3.1 – Citizen of the Year Nominations 2025</b>

#### Summary

The purpose of this report is for the Council to endorse the selected winners for the Australia Day Awards 2025, based on the nominations received from the community. The Council is asked to formally approve the nominated individuals as winners for this year's awards.

#### Background

The Shire of Wickepin called for nominations for community members to be recognised for their individual and group for their community achievements within the district. The Awards acknowledge those individuals or groups who have made a marked contribution over the past year and celebrate those organisations who have given outstanding service to the community. Members of the public have submitted their nominations for the 2025 Awards.

Nominations closed on 7<sup>th</sup> November 2025. The following awards and selection guidelines are:

#### Citizen of the Year

Persons who have made a noteworthy contribution during the current year and/or given outstanding service to the community over a number of years, be it through commerce, tourism, sport, volunteer work etc, shall be eligible.

#### Senior Citizen of the Year

Persons who have made a noteworthy contribution during the current year and/or given outstanding service to the community over a number of years, be it through commerce, tourism, sport, volunteer work etc, shall be eligible, the person must be over 65 years of age on January 26, 2026.

#### Youth Citizen of the Year

Young persons who have achieved or received a significant honour, be it academic, commerce, tourism, sport, trade, volunteer work, etc or made a noteworthy contribution during the current year, and their primary place of residence is within the Shire of Wickepin, shall be eligible. To be eligible the person must not be more than 25 years of age on 26 January 2026.

#### Community Group of the Year

The award is available to community groups of four or more people who:

- Perform a service to the community;
- Raise funds for a community charity/event/project;
- Conduct a successful project, event or activity; or
- Bring credit/recognition to a community through a cultural, environmental or sporting achievement.



## Comments

The Australia Day Awards are a way for the Shire to formally recognise individuals and Community Groups who contribute to the overall wellbeing and fabric of the Community through a significant contribution to the Shire in the preceding year. Names have been quarantined until the Australia Day Breakfast 2026 where the awards will be presented.

The following nominations were received at the Shire, 2 nominations for Citizen of the Year, 1 for Senior Citizen of the Year, 1 for Community Group of the Year. There were no nominations for the Youth Citizen of the Year. Therefore, with no nomination for this category, there will be no acknowledgment for 2025.

In determining the award recipients, it is recommended that the Council endorse the nominations presented. All nominations received are contained within **Confidential Attachment 13.3.1**.

## Statutory Environment

There are no legislative/statutory implications relative to this report.

## Policy Implications

There are no current policies that relate to this item.

## Financial Implications

Any financial contribution is allocated in the current annual budget for the Australia Day celebrations.

## Strategic Implications

### Goal - Community

Objective: 9 Our communities are engaged, have a healthy lifestyle and are safe  
Strategy 9.1 Advocate for quality health and community services

## Voting Requirement

Simple majority

## Officer Recommendation

*That Council endorses the recipients (with names withheld) for the Australia Day Community Awards 2025 as reflected and listed below:*

<i>Citizen of the Year</i>	<i>Name withheld until after event</i>
<i>Senior Citizen of the Year</i>	<i>Name withheld until after event</i>
<i>Community Group of the Year</i>	<i>Name withheld until after event</i>
<i>Youth Citizen of the Year</i>	<i>No nomination received – Nil</i>

**Council Decision****Resolution**    **OCM-171225-05****Moved**         **Cr Allan****Second**        **Cr Gaul**

***That Council endorses the recipients (with names withheld) for the Australia Day Community Awards 2025 as reflected and listed below:***

***Citizen of the Year******Name withheld until after event******Senior Citizen of the Year******Name withheld until after event******Community Group of the Year******Name withheld until after event******Youth Citizen of the Year******No nomination received – Nil*****Carried**    **7/0****For**         **Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul****Against**    **Nil**

*CR Miller declared an impartiality interest due to a family connection. While Cr Miller voted on the matter Cr Miller did not take part in the selection process.*

### 13.4 Annual Report and Annual Financial Report 2024/2025

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1211
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	2 December 2025
<b>Attachments</b>	<b>Attachment 13.4.1 – Annual Report 2024/25</b>

#### Summary

Following receipt of the Independent Audit Report from the Office of the Auditor General, the Annual Report including the Annual Financial Statements has been prepared in accordance with Section 5.53 of the Local Government Act.

The Annual Report is being presented to Council via Council's Audit and Governance Committee which is meeting prior to the Council Meeting. This agenda item has been prepared on the assumption the Audit and Governance Committee will be recommending to Council the acceptance of the Annual Report.

Council is requested to receive the Annual Report for the 2024/2025 financial year and set a date for the Annual General Meeting of Electors.

#### Background

The Local Government Act requires a local government to prepare each financial year an Annual Report that includes the Annual Financial Statements.

The Shire President (representing the Audit and Governance Committee), Chief Executive Officer and Deputy Chief Executive Officer met by teams meeting with the auditor and representative from the Office of the Auditor General on 2 December 2025.

The annual report is to contain –

- A report from the Mayor or President,
- A report from the Chief Executive Officer,
- An overview of the plan for the future of the district, including major initiatives which are proposed to commence or to continue in the next financial year,
- The financial report for the financial year,
- Such information as may be prescribed in relation to the payments made to employees,
- The auditor's report for the financial year,
- A report on *Disability Services Act 1993* matters,
- Details on complaints made associated with minor breaches, and
- Other matters which may be prescribed.

The annual report, which is presented to council, contains the required information, as legislated.

#### Comments

The final Audit Report was received on 4 December 2025. Section 5.54 of the Local Government Act requires a local government to accept the Auditor's report by 31 December with the exception being if

the report is not available in time for that date to be met, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Assuming Council accepts the Auditor's Report and Annual Report it needs to determine a date for the Annual General Meeting of Electors. The CEO is required to provide sufficient public notice of the availability of the Auditor's Report and Annual Report, and the date of the Annual General Meeting of Electors.

Section 5.27 of the Local Government Act requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report for the previous financial year. Assuming Council accepts the annual report at its December meeting the latest date for the Annual General Meeting of Electors would be 11 February 2025.

Taking into account the above and it is recommended that the Annual General Meeting of Electors be held at Wednesday 4 February 2026 at 5.30pm. Holding the meeting at a later time of 5.30pm may encourage greater attendance by electors.

The Chief Executive Officer is to convene the annual general meeting of electors by providing at least fourteen (14) days' local public notice of the date, time, place and purpose of the meeting.

It is intended to advertise the meeting date via –

- Narrogin Observer
- Social media
- Noticeboards, and
- Shire Website.

The audit of the Shire's 2024/2025 Financial Statements has been conducted in accordance with Australian Auditing Standards and the Auditor has determined that:

### Opinion

*"I have audited the financial report of the Shire of Wickepin (Shire) which comprises:*

- the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended*
- notes comprising a summary of material accounting policies and other explanatory information.*

*In my opinion, the financial report:*

- is based on proper accounts and records*
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period*
- is in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."*

The Basis for Opinion was:

*"I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under*

*those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.*

*I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion."*

### **Statutory Environment**

*Local Government Act 1995*

s.5.27(2) calling of Annual General Meeting of Electors

s.5.53 contents of Annual Report

s.5.54 acceptance of Annual Report

s.5.55 and s.5.55A for notice and publication of Annual Report

### **Policy Implications**

Nil

### **Financial Implications**

Expenses associated with advertising and hosting the annual meeting of electors, and producing the annual report, are considered minor and are included in the annual budget.

### **Strategic Implications**

Nil

### **Voting Requirement**

Absolute Majority

### **Officer Recommendation**

*That Council:*

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2024/2025 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General Meeting of Electors to be held on Wednesday 4 February 2026 in the Council Chambers, commencing at 5.30pm.*

### **Council Decision**

**Resolution** OCM-171225-06

**Moved** Cr Mearns

**Second** Cr Gaul

**That Council:**

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2024/2025 financial year and gives local public notice of its availability.**
- 2. Schedules the Annual General Meeting of Electors to be held on Wednesday 4 February 2026 in the Council Chambers, commencing at 5.30pm.**

**Carried** 7/0

**For** Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul

**Against** Nil

## 13.5 ROEROC PROJECTS

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Wickepin Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	
<b>Author</b>	D Burton - Chief Executive Officer
<b>Interest Disclosures</b>	Nil
<b>Report Written Date</b>	8 <sup>th</sup> December 2025
<b>Attachments</b>	Nil

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### Summary

This report is to request that the Shire of Wickepin consider participating in several RoeROC projects that are currently in progress or may be in progress soon, and how this participation can be funded.

### Background

As a new member of RoeROC, the Shire of Wickepin has the opportunity to catch up on several RoeROC initiatives, which can have the benefit of being a multi-Shire project and may be more favorable to funding. However, for the Shire of Wickepin to participate in these opportunities, some work will be required to bring the Shire's information up to speed with the RoeROC Shires and also for inclusion in the future funding applications.

In the 2025/26 Annual Budget, an allocation of \$41,000 (\$30,000 joining fee and \$11,000 admin fee) was made for the participation of the Shire of Wickepin in RoeROC. Only \$13,766.85 was required for the Shire joining, leaving a surplus of \$27,233.15.

### Comments

RoeROC currently has 3 projects that the Shire of Wickepin may be interested in joining. These include:

- Key Worker Housing
- Share Services – ERP Project
- Disaster Resilience Funding.

#### Key Worker Housing

RoeROC is submitting a joint application for housing funding under the current Regional Housing Support Fund with a full project application for a total of \$15,663,866 with a co-contribution of \$2,803,201. While the size of the grant may limit their chances as the total pool is only \$25million, RoeROC felt it was important to show the scale of the issue in regional areas. Advice from the RoeROC EO is that several ROC's are looking at making a similar application to push for more funding to be released in the future.

RoeROC has been working in the Key Worker Housing Project for several years and is well advanced in their submission and details of the project. For the Shire of Wickepin to 'catch up' we will be required to complete similar works and also have the final project plan adjusted to include Wickepin. A joint venture can allow for more options in regards to funding, especially when there are project minimums such as the three house requirement for the current funding.

#### Shared services – ERP Project

With the coming end to the current electronic accounting system used by many Shires, ITVision, local governments are looking at alternatives that can be implemented to replace the current services.

The staff will be looking into this project further, but as Shires' have different timeframes for the change in systems, it may be difficult to complete as a joint project.

#### Disaster Resilience Funding

RoeROC applied for funding through the Disaster Resilience funding program for multiple generators for evacuation centres. This funding had a minimal spend and single Shires would not likely reach the expenditure minimum. While RoeROC were not successful in receiving funding, further applications are likely to be made.

The Shire of Wickepin can look at joining this project for minimal input, as the application was done in-house by RoeROC. The benefit would be more generators at our evacuation centres, possibly the fuel depot area.

As there is currently excess funds from the joining of RoeROC compared to what was budgeted, \$27,233.15, this funding can be transferred to consultancy and used for drafting the information for Wickepin to join the RoeROC projects.

#### **GOAL – Governance**

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

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

#### **Voting Requirement**

Absolute Majority

#### **Officer Recommendation**

*That:*

- *Council authorises the transfer of funds from the joining of RoeROC to Consultancy; and*
- *The Chief Executive Officer be authorised to prepare relevant documentation for the Shire to participate in the current RoeROC projects*

#### **Council Decision**

**Resolution** OCM-171225-07

**Moved** Cr Allan

**Second** Cr Miller

**That Council:**

- *Council authorises the transfer of funds from the joining of RoeROC to Consultancy; and*
- *The Chief Executive Officer be authorised to prepare relevant documentation for the Shire to participate in the current RoeROC projects*

**Carried** 7/0

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

**Against** Nil

### 13.6 Shire of Wickepin Growth Strategy

<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Nil
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	ED.PLA.1
<b>Author</b>	David Burton – Chief Executive Officer
<b>Interest Disclosures</b>	The author/s have no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	3 December 2025
<b>Attachments</b>	<b>Attachment 13.7.1 – Shire of Wickepin Growth Strategy</b>

#### Summary

This report is for the Council to adopt the draft Growth Strategy for the Shire of Wickepin.

#### Background

Over the last few months, 150 Square has been assisting the Shire of Wickepin with the development of a Growth Strategy to consider opportunities for our towns to grow and take advantage of local resources and information on what is happening in the district.

This information has been collated, along with the Shire's desires for growth, into the Growth Strategy.

#### Comments

The Growth Strategy is a high-level strategic document that looks at the data of our region, along with the opportunities and desires of the Council for the expansion and growth of our area. It should be noted that the ideas and priorities considered are the larger projects or overall objectives Council is seeking to achieve, not the smaller projects and steps that may be required to assist or further enhance the towns.

#### 7. Growth Strategy Priorities

GROWTH STRATEGY	PRIORITY	IMPACT	DETAILS	SHIRE ROLE	ENABLING PARTNERS
1. Unlock Shire owned residential land	High	High	a) Town Planning Scheme adoption b) Shire of Wickepin Housing Study and include shovel ready options to activate Shire owned land	Deliver	WA Planning Wheatbelt Development Commission
2. Accommodation options and development	High	High	a) Shire of Wickepin Housing Study	Deliver	Wheatbelt Development Commission CBH WA Kaolin
3. Unlock industrial land in Wickepin	High	High	a) Town Planning Scheme adoption b) Business case for industrial land headworks	Deliver	WA Planning
4. Secure investment in enabling infrastructure - digital connectivity	High	High	a) Telstra back up power to exchanges and towers	Advocate	Telstra
5. Enhance liveability - tourism	Medium	High	a) Astro-tourism international accreditation b) 'Dark sky' lamp investment c) Caravan Park development (all towns) d) Noctourism event plan e) Promote natural local attractions - Lake Yealering - Lake Toolibin (DBCA) - Seasonal Wildflowers	Deliver	WA Parks Foundation Astrotourism WA Western Power
6. Enhance liveability - enhance heritage and townscape	Medium	Medium	a) Public Open Space Strategy. b) Main street activation plan for each town for future townscape improvements and enhancing heritage buildings and places.	Deliver	Ignite Wicky and Town Team Movement
7. Enhance liveability	Medium	Low	a) Develop a Community Benefit Framework for Renewable Energy Projects	Deliver	WALGA

As part of the Growth Strategy, several priorities are listed for Council to consider. The shire has already started on several of these projects, and further plans, business cases and details need to be followed up on to take advantage of any funding that can assist the Shire in meeting these goals.



In the coming months, staff will be looking at options for items of the Growth Strategy to be included in forward budgets. This will need to be done over several years, as staffing resources and funding do not have the capacity to cover all projects.

It is recommended that an update on ideas and concepts be brought to the general public as part of the Ignite Wicky display to show how the Shire will be going forward with this project.

### **Statutory Environment**

There are no statutory requirements to this report.

### **Policy Implications**

There are no policy implications to this report.

### **Financial Implications**

There is no cost associated with the adoption of this document; however, individual actions that come from driving the Growth Strategy will need to be costed in future budgets.

### **Strategic Implications**

#### **GOAL - Governance**

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

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

### **Voting Requirement**

Simple Majority

### **Officer Recommendation**

*That Council;*

- 1. Adopts the Shire of Wickepin Growth Strategy; and*
- 2. The Chief Executive Officer develop opportunities and activities to support the Growth Strategy priorities and includes activation in future budgets.*

### **Council Decision**

**Resolution** OCM-171225-08

**Moved** Cr Gaul

**Second** Cr Mearns

**That Council:**

- 1. Adopts the Shire of Wickepin Growth Strategy; and**
- 2. The Chief Executive Officer develop opportunities and activities to support the Growth Strategy priorities and includes activation in future budgets**

**Carried** 7/0

**For** Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul

**Against** Nil

### 13.7 Alternative King's Birthday Public Holiday Date 2026

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	D Burton – Chief Executive Officer
<b>File Reference</b>	GR.SL.7
<b>Author</b>	D Burton – Chief Executive Officer
<b>Interest Disclosures</b>	Nil
<b>Report Written Date</b>	4 December 2025
<b>Attachments</b>	Nil

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#### Summary

The purpose of this report is to inform Council of the option to nominate an alternative day for the King's Birthday public holiday, while recommending that the already declared date be retained. Maintaining the current date helps minimise potential confusion for the community.

#### Background

A letter was received from the Department of Local Government, Industry Regulation and Safety via their newsletter on 3 December 2025, advising that the Governor has declared the King's Birthday public holiday in 2026 will be observed on Monday, 28 September.

The correspondence also notes that local governments may request an alternative date for the holiday to be observed on a day of local significance within their district.

#### Comments

Under Section 8 of the Public Holidays Act 1972, local governments may request that a public holiday be observed on an alternative date within their district.

While this option is available, it is recommended that the currently declared date of Monday, 28 September 2026 be maintained. Retaining the state-wide date ensures consistency with neighbouring districts, avoids confusion for local businesses, schools, and community members, and supports coordinated planning for regional and statewide events. This report is provided to ensure Council is aware of the alternative nomination option, even if no change is proposed.

#### Statutory Environment

*Public and Bank Holidays Act 1972*

s.8.1 Power of Governor to alter day appointed for a public holiday or bank holiday

#### Policy Implications

There are no policies that relate to this item.

#### Financial Implications

There are no financial implications that relate to this item.

## Strategic Implications

Nil stated as per email from Department of Local Government, Industry Regulation and Safety on the 3 December 2025.

## Voting Requirement

Simple majority

## Officer Recommendation

*That Council,*

*Notes the option to nominate an alternative date for the King's Birthday public holiday as provided by the Governor but confirms that the public holiday will remain on Monday, 28 September 2026, to avoid potential confusion for the community.*

## Council Decision

**Resolution** OCM-171225-09  
**Moved** Cr Allan  
**Second** Cr Astbury

**That Council:**

*Notes the option to nominate an alternative date for the King's Birthday public holiday as provided by the Governor but confirms that the public holiday will remain on Monday, 28 September 2026, to avoid potential confusion for the community.*

**Carried** 7/0  
**For** Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul  
**Against** Nil

## 14 Confidential Reports and Information

## 15 Urgent Business

### 15.1 Rescinding of Motion OCM191125-14

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	Shire of Wickepin
<b>File Reference</b>	GS.PRG.1554
<b>Author</b>	Shire of Wickepin
<b>Interest Disclosures</b>	Nil
<b>Report Written Date</b>	17 December 2025
<b>Attachments</b>	Nil

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#### Comment:

Council received advice from the CEO that the preparation of the business case would be rushed and cost approx. \$30,000 and due to the heavy over conscription of the grant funds available, a likelihood of a rushed applicant being successful is extremely limited. A better use of funds would be to do a full business case for future applications.

That Council Motion OCM-191125-14 at the November Meeting as below

#### “Council Decision

<b>Resolution</b>	<b>OCM-191125-14</b>
<b>Moved</b>	<b>Cr W Astbury</b>
<b>Second</b>	<b>Cr J Mearns</b>

#### Alternative Motion.

- That Council authorises the Chief Executive Officer to submit a funding application for the Regional Housing Support Fund for 3-4 units at Yarling Court with a contribution of 40% of costs from the Shire of Wickepin.***
- The Ceo make a Loan Application of up to \$500,000 to the WATC to ensure Shire Contribution can be met, as per regulations***

**Carried 7/0**  
**For Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul**  
**Against Nil”**

#### Voting Requirement

Absolute majority

The consideration to rescind the motion was supported by absolute majority of members.

**Council Decision OCM-171225-10**

**Moved Cr Corke**

**Moved Cr Allan**

**Carried 7/0**

**For Cr J Russell, Cr T Miller, Cr F Allan, Cr J Mearns, Cr W Astbury, Cr L Corke, Cr D Gaul**

**Against Nil**

## **16 Closure**

With no further business, the Presiding Member declared the meeting closed at 4.07pm.