



Attachments

Ordinary Council Meeting
Monday 20 October 2025

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



7.1.1 Confirmation of Minutes of Previous Ordinary Council Meeting



Minutes

Ordinary Council Meeting
Wednesday 17 September 2025

Date	Wednesday 17 September 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 19 September 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 September 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
12 September 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, Cr Russell declared the meeting open at 3.31pm.

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

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

2 Attendance

2.1 Present

Councillors

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

Employees

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

Visitor

D Gauld	Council Election Nominee
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Apologies

W Astbury	Deputy Shire President (Leave of Absence)
P Thompson	Councillor (Apology)

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

3.2 Public Question Time

Nil.

4 Apologies and Leave of Absence

4.1 Apologies

4.2 Previously Approved Leave of Absence

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

4.3 Requests for Leave of Absence

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 –

Item	Item Title	Councillor/Officer	Interest	Reason
13.5	CEO KEY PERFORMANCE INDICATORS	CEO David Burton	Impartiality	KPI's are for CEO Performance Appraisal.

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held Wednesday 20 August 2025

Officer Recommendation

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

Council Decision
Resolution OCM-170925-01
Moved Cr F Allan
Second Cr T Miller

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

Carried 5/0
For Cr J Russell, Cr F Allan, Cr J Mearns, Cr L Corke, Cr T Miller
Against Nil

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

Officer Recommendation

That Council confirms the minutes of the Special Council Meeting held on Wednesday 27 August 2025, as included in Attachment 7.2.1, as a true and accurate record.

Council Decision
Resolution OCM-170925-02
Moved Cr L Corke
Second Cr F Allan

That Council confirms the minutes of the Special Council Meeting held on Wednesday 27 August 2025, as included in Attachment 7.2.1, as a true and accurate record.

Carried 5/0
For Cr J Russell, Cr F Allan, Cr J Mearns, Cr L Corke, Cr T Miller
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 Bush Fire Control Officers Meeting held on Tuesday 26 August 2025.

Officer Recommendation

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

Nil Minutes to receive.

10 Report by the President

Presidents Report September 2025

Unfortunately Council has received resignation from Swimming Pool Manager, Pippa, who has been at the helm for a number of years. I would like to take the opportunity on behalf of Council and the Wickepin Community to Sincerely Thank Pippa for her hard work and dedication over this time in keeping our pool in pristine condition and wish Pippa all the very best for her future endeavours.

Also we say goodbye to Finance Officer Josh Hobley who has taken a position with the Shire of Pingelly. Thank you Josh for your time at Wickepin Shire, and all the best for your future.

Congratulations are in order to members of the St Johns Ambulance Wickepin Sub-centre volunteers and life members – Fran Allan and Tom Sands – who were awarded Special Merit Awards at the recent dinner held in Wickepin. The medals were awarded for their Commitment and Personal Contribution towards the Service.

Volunteers are absolutely vital to the well-being of our districts, and in particular, Emergency Services of Ambulance and Bush Fire Brigade Members are critical.

Thank You for Your Service.

Congratulations also to the Wickepin Football Club who have achieved the ultimate goal of winning the Upper Great Southern League Premiership for 2025, and to the Wickepin Football Club D-grade team for being the Runner-up Premiers for 2025.

A fabulous effort by all concerned in running the club over the years and playing the games to end up with these results.

Congratulations to all award winners at all levels with the end of season wind-up celebrations.

Meetings that I have attended in the past month are:

20th August Central Country Zone of WALGA at Beverley with CEO.

27th August Special Council Meeting at Shire of Wickepin.

11th September Shire of Wickepin LEMC Committee at Shire of Wickepin.

11 Report by the Chief Executive Officer

CEO Meetings and Activities

21st August Meeting with CEO – Narrogin – various services to Shire

22nd August Central Country Zone WALGA – Brookton

25th August Meeting with Cr Corke – Yealering Toilets

26th August DFES – Volunteer Support Officer

BFCO Meeting

27th August Property Inspection with EHO – Gunn Property

Special Council Meeting

28th August Meeting with Vizon – Solar Lighting

Meeting with Toolseum for introduction to facility

Meeting with Wickepin Hotel – Question about accommodation

29th August Meeting with Staff Member

2nd September Webinar – Local Housing, workforce and livability webinar

Meeting with Staff Member – Staff Housing

3rd September Wickepin Primary School – Footy Colours Sausage Sizzle

Webinar – Public Sector Commission – Misconduct Prevention

4th September Meeting with 150 Square – Corporate Business Plan

Meeting – Toolibin Tennis Club – Funding for lights

- Meeting with President
- 5th September CEO – Kulin – Options for Harrismith Tip to suit both Shires.
Wickepin CRC – Communita.
- 9th September Meeting with Facey Group for Weather Stations
- 11th September LEMC Meeting
Discussion with CEO – Dumbleyung for Synergy King rocks Wind Farms –
transport on Fence road
- 12th September Meeting with President – Carbon Farming

Delegations exercised –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			CEO, DCEO
A2	Septic Tank Application Approvals	EHO	Permit to Use Apparatus – Lot 9 Railway Ave, Harrismith, TURNBULL Approval to Construct Apparatus – 309 Stock-Route Rd Harrismith KONZAG	04/08/2025 28/08/2025	CEO, EHO CEO
A3	Building Approvals	BO	Building Permit – 309 Stock-Route Road, Harrismith, KONZAG Building Permit – 4 Plover St, Wickepin, FRANCIS	12/08/2025 22/08/2025	CEO CEO, EHO
A4	Roadside Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Alcohol Consumption Approval – Wickepin Community Centre, Wake 16 August 2025, NICHOLAS Alcohol Consumption Approval – Wickepin Community Centre, Xmas Party 17 December 2025 FACEYGROUP Alcohol Consumption Approval – Wickepin Community Centre, AGM 14 October 2025 FACEYGROUP Alcohol Consumption Approval – Wickepin Community Centre,	07/08/2025 15/08/2025 15/08/2025 19/08/2025	CEO CEO CEO CEO

			Paint & Sip 8 November 2025 CRC	19/08/2025	CEO
			Alcohol Consumption Approval – Wickepin Community Centre, Workshop 23 September 2025 FACEYGROUP	19/08/2025	CEO
			Alcohol Consumption Approval – Wickepin Community Centre, Strategic Planning Day 3 September 2025 FACEYGROUP		
A13	Hire of Community Halls / Community Centre	CEO	Fee Waiver Approval – Wickepin Community Centre, AGM 14 October 2025 FACEYGROUP	19/08/2025	CEO
			Fee Waiver Approval – Wickepin Community Centre, Xmas Party 17 December 2025 FACEYGROUP	19/08/2025	CEO
			Fee Waiver Approval – Wickepin Community Centre, Strategic Planning Day 3 September 2025 FACEYGROUP	19/08/2025	CEO
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO	Certificate of Approval – Wickepin Hotel & Harvest Café, DONCON	15/08/2025	CEO
A16	Sponsorship, contributions and donations to sporting and community groups	CEO			

12 Notices of Motions for the Following Meeting

13 Reports and Information

13.1 Monthly Schedule of Accounts Paid – August 2025

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

Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for August 2025.

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

Background

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

Comments

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

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

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

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	EFT 15618-15640,15642-15668	\$ 118,780.73
Cheques	16015-16019	\$6,579.20
Direct Deductions	August 2025	\$1,333.05
Superannuation	August 2025	\$17,645.00
Credit Card	August 2025	\$ 527.32
BPay Payments	August 2025	\$1,709.63
Payroll	August 2025	\$115,769.00
Licensing	August 2025	\$17,200.80
Municipal Fund Total		\$278,544.73
Trust Fund		
Electronic Funds Transfer	EFT 15641	\$120.00
Cheques		\$
Trust Fund Total		\$120.00
Total		\$279,664.73

Statutory Environment

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

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

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

Policy Implications

Council Policy 3.1.7 – EFT Payment and Cheque Issue

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

Financial Implications

Current Financial Year

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

Future Financial Years

Nil

Strategic Implications

Goal - Governance

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

Voting Requirement

Simple majority

Officer Recommendation

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$279,544.73 and Trust of \$120.00 for August 2025, as included in **Attachment 13.1.1**.*

Council Decision**Resolution** OCM-170925-03**Moved** Cr F Allan**Second** Cr T Miller

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$279,544.73 and Trust of \$120.00 for August 2025, as included in Attachment 13.1.1.

Carried 5/0**For** Cr J Russell, Cr F Allan, Cr J Mearns, Cr L Corke, Cr T Miller**Against** Nil

13.2 Statement of Financial Activity – August 2025

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	4 September 2025
Attachment	13.2.1 - Statement of Financial Activity – Amended July(after budget adoption) & August 2025

Summary

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

The purpose of this report is to present the Statement of Financial Activity for the period ended Amended July (after budget adoption)& August 2025.

Council is requested to accept the Statement of Financial Activity.

Background

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

Comments

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

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

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

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

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

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

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

Financial 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 Amended July (after budget adoption) & August 2025, as included in **Attachment 13.2.1**.*

Council Decision

Resolution OCM-170925-04

Moved Cr F Allan

Second Cr J Mearns

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending Amended July (after budget adoption) & August 2025, as included in Attachment 13.2.1.

Carried 5/0

For Cr J Russell, Cr F Allan, Cr J Mearns, Cr L Corke, Cr T Miller

Against Nil

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

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	E Clement
File Reference	CP.MAI.528.
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	11 September 2025
Attachments	Nil

Summary

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

Background

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

Comments

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

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

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

“6.3 Entry Fee Increase Request

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

Corrigin/Brookton - \$5 and \$2.50

Moved L Heffernan

Seconded C Astbury

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

Carried 6/0.”

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

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

Statutory Environment

Local Government Act 1995, Part 6 – Financial Management

6.16. Imposition of fees and charges

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

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following —*
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) supplying a service or carrying out work at the request of a person;*
 - (c) subject to section 5.94, providing information from local government records;*
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) supplying goods;*
 - (f) such other service as may be prescribed.*
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) imposed* during a financial year; and*
 - (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

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

6.19. Local government to give notice of fees and charges

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

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

Policy Implications

There is no policy associated with this item.

Financial Implications

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

Strategic Implications**Goal - Governance**

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

Strategy 11.2 Long Term Financial Plan is reviewed on a regular basis

11.3 Ensure integrated planning documents remain current via regular reviews

Voting Requirement

Absolute majority

Officer Recommendation

That Council;

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

Council Decision

Resolution OCM-170925-05

Moved Cr L Corke

Second Cr T Miller

That Council;

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

Carried 5/0

For Cr J Russell, Cr F Allan, Cr J Mearns, Cr L Corke, Cr T Miller

Against Nil

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

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

Summary

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

Background

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

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

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

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

Other positions previously appointment include –

- Fire Weather Officer

Comments

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

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

Statutory Environment

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

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

Policy Implications

Nil

Financial Implications

Current Financial Year

Nil

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

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

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

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

Council Decision

Resolution OCM-170925-06

Moved Cr L Corke

Second Cr T Miller

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

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

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

Carried 5/0

For Cr J Russell, Cr F Allan, Cr J Mearns, Cr L Corke, Cr T Miller

Against Nil

CEO David Burton declared an impartiality interest to the following item and stayed in the chambers.

13.5 CEO KEY PERFORMANCE INDICATORS

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

Summary

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

Background

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

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

Comments

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

Financial Implications

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

Strategic Implications

GOAL – Governance

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

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

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

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

Voting Requirement

Simple Majority

Officer Recommendation

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

Council Decision

Resolution OCM-170925-07

Moved Cr F Allan

Second Cr J Mearns

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

Carried 5/0

For Cr J Russell, Cr F Allan, Cr J Mearns, Cr L Corke, Cr T Miller

Against Nil

14 Confidential Reports and Information

Nil.

15 Urgent Business

Nil

16 Closure

With no further business, the Presiding Member Cr Russell declared the meeting closed at 3.44pm.



9.1.1 Bush Fire Control Officers Meeting Minutes



Minutes

Bush Fire Control Officers Committee Meeting
Tuesday 26th August 2025

Date	Tuesday 26th August 2025
Time	3.30pm
Location	Shire of Wickepin 77 Wogolin Road, Wickepin WA 6370
Distribution Date	4 September 2025



Notice of Meeting

Please be informed the Bush Fire Control Officers Committee Meeting of the Shire of Wickepin has been held at 3.30pm on Tuesday 26 August 2025 at the Shire of Wickepin, 77 Wogolin Road, Wickepin WA 6370.

David Burton
Chief Executive Officer
Monday 25 August 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 staff. 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 that 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 or officer 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 that 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.

Terms of Reference

1. Name

Bush Fire Control Officers Committee

2. Members

Voting Members

- o Chief Bush Fire Control Officer
- o Deputy Chief Bush Fire Control Officer
- o All Fire Control Officers

Non-Voting Members

- o Representative(s) from DFES
- o Representative(s) from Wickepin Police
- o Shire of Wickepin CEO and nominated staff

3. Function of the Committee

To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

4. Role and Scope of the Committee

To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

5. Meeting Frequency

Twice per annum with scope to call additional meeting if need arises (i.e. post-emergency events) – actual dates to be determined by the Presiding Member in consultation with Committee Members and applicable Shire officers.

6. Delegated Powers

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

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1 Declaration of Opening

The Chair declared the meeting open at 3.36pm.

2 Attendance

2.1 Present

Members

L Lansdell	Chief Bush Fire Control Officer	(Townsendale)
T Russell	Deputy Chief Bush Fire Control Officer	(Wickepin)
P Russell	Fire Control Officer	(Wickepin)
C Sims	Fire Control Officer	(East Wickepin)
T Leeson	Fire Control Officer	(Townsendale)
D Bird	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
D White	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
M Pockran	Fire Control Officer	(Yealering)
P Milne	Wickepin Police Sergeant	
A Spencer	Wickepin Police	
S Harris	Department of Fire and Emergency Services	
S Wettenhall	Department of Fire and Emergency Services	
A Keeling	Department of Fire and Emergency Services	

Employees

D Burton	Chief Executive Officer
G Cross	Manager Works and Services
J Harvey	Executive Support Officer

3 Apologies and Leave of Absence

3.1 Apologies

W Astbury	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
D Stacey	Fire Control Officer	(Yealering)
W Astbury	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
D Stacey	Fire Control Officer	(Yealering)
R Butler	Fire Control Officer	(Townsendale)
G McDougall	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
T Mullan	Fire Control Officer	(East Wickepin)
J Hamilton	Fire Control Officer	(Yealering)

4 Presentations

4.1 Presentations

5 Declarations of Members 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 – Nil.

6 Confirmation of Minutes of Previous Meetings

6.1 Minutes of the Bush Fire Control Officers Meeting held on 18 March 2025.

Officer Recommendation

Moved D White, Seconded C Sims that the minutes of the Bush Fire Control Officers Meeting held on 18 March 2025 be confirmed as a true and correct record.

CARRIED

6.2 Business Arising From Minutes

7 Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

Subject/Action	Officer	Progress	Status	Comment
Additional Fire Radios	CEO	That the Committee recommends to Council to purchase an additional two (2) base station fire radios and four (4) transferable vehicle radios to provide additional radio coverage for Bush Fire Control Officers, some of which are in light radio coverage areas.	✓	Funds allocated in the 2023-2024 Annual Budget. No further radios can be issued unless the Shire is to pay as the number of radios have been issued for the Shire of Wickepin.
Comments				
2024 Radio transfers completed. Any changes required for new bush fire season				

Update of Radio Listing is required. Please advise Shire of your details to admin@wickepin.wa.gov.au with details. For servicing of radios, contact RadioComms 94788222 to organise.				
Great Southern Fuels	CEO	Can there be fuel supplies during an emergency	✓	CEO & WMS has met with GSF on this matter and advice for the best situation possible in the case of an emergency. GSF and the Shire will work together to achieve this outcome during an emergency with a point to be able to link in the generator.
Comments				
GSF are able to provide at any time a generator in case of any emergency. Shire will require to activate through GSF if ever required.				
Blackspot Areas	CEO	To investigate the blackspot areas	○	CEO has discussed with WALGA on this matter, pending further information. To also be addressed at LEMC. Telstra looking at satellite services rather than new towers.
Comments				
To be followed up in 2025 for further assistance since 3G has closed off. Further information will be required to seek for any additional funding.				
Training	CEO	Training to be arranged, FCOS and volunteer members to also log into their portal to access the online training.	✓	CEO has arranged training and has also sent out to secretaries to send advice out.
Comments				
Training has occurred at both Wickepin and Harrismith/Tincurrin. Encourage to continue for AO to visit brigades within the district to continue to further increase members knowledge, training and maintenance of trucks. 2025 training dates were sent out to FCO's and BFB Secretaries and captains. It was noted that Face to Face training is preferable due to difficulties in completing on-line training modules				

Standpipe – Yealering & Keys		Standpipe at Yealering 86 to be fixed. Does all FCO's have keys?	✓	Standpipe fixed at Yealering 86. Standpipe keys are listed for Fire truck use at present. Shire controls the standpipes via internet with DCEO. Keys to all FCO's
Comments				
Full check in 2025 of standpipe keys required. Recent incident needs to help identify best practice during fires and also reporting if cut etc during the fire season. It was considered that training on the operation of Standpipes should be provided. It appears that all FCO's do not have keys. Manager Works suggested that a Procedure Manual (laminated sheet) be provided at each Standpipe to assist in operation.				
Weather Stations	CEO	Request to be considered in the 25/26 Budget.	○	Looking into this as a part of the budget.
CESM/ Fire Liaison Officer	CEO	Request for Shire to be engaged in a CESM or Fire Liaison Officer.	○	In discussions with shire of Kulin. DFES advised the possibility of 6 CESMs over the next 3 years. We have placed an application in, waiting to be confirmed.

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress ✓ = completed ✕ = superseded

8 Motions of Which Notice Has Been Given

Nil.

9 Notices of Motions for the Following Meeting

Nil.

10 Reports and Information

10.1 Chief Bush Fire Control Officers Report – Luke Lansdell

With no fires or emergencies since March, my report is short and sweet.

I would like to acknowledge and thank Trevor Leeson for his work and dedication as outgoing CBFCO after 3 years. He's left big boots to fill, and his ongoing assistance and support is greatly appreciated.

Thanks to the Facey Group who I have been working with to get details on the current Origo Weather Stations in our area from, and the Shire who are discussing upcoming budget item in the near future for the purchase of more weather stations. Ideally we can use the live weather information from these stations around our Shire to make decisions during the fire season.

All local brigades should be holding their annual meeting in the next few months, these are a great chance to connect with your local volunteers and update your brigades contacts and information.

Thanks also to all Fire Control Officers as we go forward into the 25/26 season.

10.2 Wickepin Central Brigade

Captain Toby Russell reported that the radio unit on the Wickepin Fire Truck has been serviced. He also advised that structural firefighting training was recently attended in Kulin.

10.3 Townsendale Brigade

A request was made to consider upgrading the fast fuel pump. It was suggested that the fuel pump system implemented in Lake Grace be reviewed as a potential model, as it has been noted for its effective design.

10.4 Yealering Brigade

Structural firefighting training was recently attended in Kulin. Additionally, two new water tanks have been acquired for use in Yealering. A request has also been submitted for the installation of a new 2m x 2m x 2m shed.

10.5 Tincurrin/Toolibin/Harrismith Brigade

Daniel Bird noted that structural firefighting training was attended in Kulin. He also requested a 2-inch male camlock fitting for the Tincurrin/Harrismith fire truck.

10.6 Wickepin East Brigade

Captain Todd Mullan received base radio from Tim Heffernan.

10.7 Shane Harris - Department of Fire and Emergency Services

Bush Fire Advisory Committee Department of Fire and Emergency Services Report Pre-Season 2025/2026

Key DFES Contacts

Name	Area of Responsibility	Phone Number
All Hours Emergency Contact		
DFES COMCEN	All Hours Emergency Contact - For Turnouts and Providing Incident Information	1800 198 140
DFES UGS Regional Duty Coordinator	All Hours Regional Contact – For Support and Assistance	1800 865 103
DFES Public Information	All Hours Contact – For Issuing Alerts and Warnings	1800 718 288

Pre-Season Forums

Date:	Location:	Time:
Tuesday 14 th October 2025	Brookton – Eva Pavillion	TBA - Afternoon (Lunch Provided)
Wednesday 15 th October 2025	Woodanilling Sports Complex	TBA - Afternoon (Lunch Provided)
Thursday 16 th October 2025	Hyden Sports Complex	TBA - Afternoon (Lunch Provided)

The Upper Great Southern Region will be holding 3 Pre-Season Planning Forums ahead of the 2025/2026 High Threat Bushfire Period. These events will include important presentations from different areas, all relative to the upcoming season. **We are currently still planning and as well as organising the finer details, so still confirming times, and presenters etc. With official invites coming out soon.** However, we are looking at including the following information on:

- Seasonal Outlook
- Regional Duty Coordinator Role
- Transfer of Control (LG to DFES, LG to DBCA)
- Aviation Services and Grain Harvest Strategy
- Australian Warning System and Public Information
- ComCen and Incident Communication
- State Operational Support Fleet (High Season) Allocations

Key Learnings from Last Seasons After Action Reviews

- **Information Flow** – Ensuring that Sitreps and Incident information are being communicated to the DFES Comcen as soon as possible when arriving at an incident, the Regional Duty Coordinator is responsible for monitor the quicker they get information, the better informed everyone is, and we can ensure you are being supported and resources appropriately.
- **AIIMS Training and IMT (Incident Management Team)** – One of the key themes out of a few debriefs have been around IMT structures and when to start delegating functions and roles. One process that some Shires are implementing is the 2 tanks rule for FCO's. Meaning if an FCO is having to leave the fire ground to fill their fire unit up and the fire is still not contained or controlled, then that FCO should step back and assume the role of an Incident Controller and start delegating some tasks and functions, as other FCOs should be doing the same. .



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- **Communication Support** – A few Challenges around communication in remote areas, use of WAERN radios and Comms plans – pre-set sectors and use of command channel key
- **BFB/FCO Powers** – There has been a few instances where fires have not actioned due to Brigades not knowing whose land it is, ie. being in a reserve or near DBCA land, Under the Bushfires Act 1954, The Bushfire Brigade can enter the tenure and property to prevent the spread of fire as long as they are taking due care and informing the property owners of attendance.
- **Asset Protection**
-

Incident Information, Communication and Sit-Reps

Calling 000 – Reporting Incidents

Providing incident information to DFES Comcen, Required as per State Hazard Plan Fire

Ongoing Sit-reps

When, how, who

Public Information and Warnings

During the response to an incident, the responsibility for management of public information remains with the Controlling Agency. The IC is responsible for authorising and issuing alerts and warnings related to a fire, this includes authorising the release of information to the broader public and to those directly affected by the incident.

Bushfire Alerts and Warnings	
Warning Level	When to Issue Warning
ADVICE	There is an active incident in the area. There is no immediate danger. The Community needs to stay up to date in case the situation changes.
WATCH AND ACT	There is a possible threat to lives and homes. The Community needs to take actions now to stay safe.
EMERGENCY WARNING	There is an immediate threat to lives and homes. The Community is in danger and need to take immediate action.

A Bushfire Trigger Point Document is available [here](#)

Emergency Management Agencies must share public information with the community during an incident. A single and coordinated approach for communicating public information and warnings is required when fire impacts multiple areas of responsibility.

How to Issue Bushfire Alerts and Warnings		
Issuing Bushfire Advises		
Contact	Number	Actions
DFES COMCEN	1800 198 140	
Issuing Bushfire Advises, Watch and Acts and Emergency Warnings		
Contact	Number	Actions



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DFES PUBLIC INFORMATION	1800 718 288	
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Transfer of Control

As per Bushfires Act 1954 and State Hazard Plan – Fire, **Local Government is the Controlling Agency for all Fires outside of the Gazetted Fire District.**

In some circumstances the Controlling Agency of an incident can be transferred to another agency.

Reasons for Transferring Control

For bushfires, circumstances that may trigger a change of Controlling Agency include:

- At the request of the Current Controlling Agency
- Beyond the capacity of the Controlling Agency
- Level 3 incident
- Complexity of the incident / multiple hazards
- Multiple local government areas
- DFES Officer authorised under section 13 of the Bush Fires Act 1954

4.14 Controlling Agencies

Controlling Agencies for fire suppression are determined by their area of responsibility in accordance with Western Australian legislation.

Where the response requirements exceed the owners and/or occupiers capabilities, the relevant Controlling Agency takes control in accordance with their legislative responsibilities.

Table 2: Initial controlling agencies

Area of responsibility	Initial Controlling Agency
Within Gazetted Fire Districts	DFES
On DBCA managed land outside Gazetted Fire Districts	DBCA
Within local government districts outside of Gazetted Fire Districts and outside DBCA managed land	Local governments

LG to DFES

Transfer of control to DFES can only occur under a Section 13 of the Bushfires Act 1954 which requires authorisation at State Level by the Duty Assistant Commissioner (DAC).

The process involves:

1. Incident must be recorded (000), Incident sitrep and up to date details of incident provided to ComCen
2. The Current Incident Controller can request a DFES Bushfire Liaison Officer attend for support, if rapidly escalating incident and potential for a Level 2 Incident or if a Change of Control is going to be requested.
3. The Local Government CEO/CBFCO or the Incident Controller contacts the DFES RDC and requests a Transfer of Control (s13). A DFES BFLO at the incident can assist with this request and may speed up the process.
4. The RDC then puts request through the correct chain to the State Level.
5. The Change in Controlling Agency/s 13 is accepted or declined by the Duty Assistant Commissioner, Controlling Agency advised of outcome.

During this time Local Government retains control of this incident. It is important to appreciate that a transfer of control will not happen following every request; there are a range of reasons why a Section 13 may not be issued.



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LG to DBCA

Transfer of control to DBCA can occur under a Section 45 of the Bushfires Act 1954. Generally, if the fire involves DBCA Tenure. The Current Incident controller can contact the DBCA Duty Officer or the DFES RDC who can assist in facilitating this. **Please note – This Process is between DBCA and LG, however, Comcen need to be made aware of this.**

Asset Protection and Incidents Requiring Additional Capability

What is asset protection

When to ask for asset protection

Who to request

How

Incidents requiring additional capability

ie Header Fires, Car fires, house/structure fires

DFES Bushfire Liaison Officer

The RDC may consider deploying a DFES Officer (Bushfire Liaison Officer – Section 12 & 13 Bushfire Act 1954) for the following:

- If the IC / controlling agency requests the presence of a DFES Officer
- The incident has potential to escalate to Level 2.
- Significant resources are deployed
- No communication established/PAFTACS/Sitrep received from IC within 1 hour of arrival to incident.
- Significant assets or private property is under threat.
- There are injuries or fatalities to responding crews.
- When there is possible impact on critical infrastructure.
- Significant road closure which results in disruption to traffic movement.

Note: On arrival the attending DFES Officer will:

- Liaise with the IC to develop and provide a situation report
- Provide advice, support and assistance as required including identifying risks, and necessary actions.
- It may be necessary to provide advice to Local Government concerning the process for transferring control of the incident to DFES or DBCA (Section 13 and 45A Bushfires Act 1954)

DFES Support for BFBs/LGs

RDC Support



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Upper Great Southern Officers Report

Air Support

Incident Weather Forecasts

Predictions

Resources

DFES Officer

Requesting Aviation Services / Air Support

Process

The State Hazard Plan – Fire (Update)

The State Hazard Plan - Fire provides an overview of arrangements for the management of fire in Western Australia (WA) and contains information on fire prevention, preparedness, response and recovery. The State Hazard Plan has now been reviewed, updated and republished (21st August 2025).

State Hazard Plan - Fire can be found here: https://www.wa.gov.au/system/files/2025-08/shp_fire_v3.00.pdf

A Comprehensive Review Summary can be found here: <https://www.wa.gov.au/system/files/2025-08/shp-fire-review-amendments-summary.pdf>

State Operational Support Fleet High Season Allocation



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Checklist and Supporting Documents



PPE

Additional Updates

- **Emergency WA** – Use Emergency WA as your source of Truth for Incident Information. Stay up to date with [Emergency WA](#), with the New Emergency WA App now available on IOS and Android devices. Allowing you to stay up to date with real-life live data and updates. Able to set watch zones and receive updates if an incident occurs nearby.

Preparedness

- **Rural Fire Awareness Course** – Rural Fire Awareness Training Course is still available online – This is the minimum recommended requirement for Farm Response Unit. Training Link [Here](#).



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10.8 Shire of Wickepin

The Shire will be looking at formalising some information including the following:

Members check – volunteers

Policy – minimum requirements for attending officers

SMS service ceasing in Nov, we are looking for a substitute.

Firebreak notices – rural inspections done by FCOs Town by Rangers

Rangers will be looking at starting notices soon

Burning permits will not be issued by CEO (does not know area) – referred to FCO's

11 Appointments 2025/2026 Fire Season

11.1 Captain – Wickepin Central

11.2 Dual Fire Control Officers from adjoining Shires

Noting that the following persons have so far been endorsed by Council for the 2025/2026 Bush Fire Season as Dual Fire Control Officers;

TBC		Shire of Narrogin
Craig Jespersen	0427 887 075	Shire of Corrigin
Joel Bell	0429 657 097	Shire of Corrigin
Brett Blechynden	0473 879 022	Shire of Pingelly
Brodie Cunningham	0488 008 444	Shire of Pingelly
Robert Lee	0428 879 049	Shire of Pingelly
Rodney Shaddick	0427 871 328	Shire of Pingelly
Sam MacNamara	0427 693 275	Shire of Pingelly
Clinton Mullan	0429 001 651	Shire of Kulin
David Lewis	0429 001 651	Shire of Kulin
TBC		Shire of Dumbelyung
TBC		Shire of Cuballing
TBC		Shire of Wagin

Officers Recommendation

Moved T Leeson, Seconded T Russell That the BFCO notes the advice of Dual Fire Control Officers for the surrounding local governments.

CARRIED

12 General Business

12.1 Burning Periods

Restricted Burning – 1 October 2025 to 13 November 2025

Prohibited Burning – 14 November 2025 to 7 February 2026

Restricted Burning – 8 February 2026 to 14 April 2026

Officers Recommendation

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

CARRIED

Consideration for the future, the Restricted period changed to:

Restricted Burning – 1 October to 31 October 2025

Prohibited Burning – 1 November to 7 February 2025

Restricted Burning – 8 February to 14 April 2025

Department of Fire & Emergency services noted that the changed to the burning periods are required to be gazetted. An email is required to be sent to the DFES Area Officer with request for Permanent change to the burning periods.

Officers Recommendation

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

CARRIED

12.2 Harvest and Fire Ban 2025/2026 Season

Shire to advertise dates for media posts.

Harvesting is banned on Christmas Day, Boxing Day and New Year's Day.

Lighting of fires is banned on Good Friday and Easter Sunday.

12.3 ROAC update

No information at this time.

12.4 Lockable Storage Proposal – Winston Dunwell

The Yealering 86-Gate Fire Brigade president is seeking feedback upon a proposal for having a lockable storage near the water tanks for the purpose of the new pumps and hoses for access in emergency situations. Storage is only required to be 2m x 2m and 1m in height.

2m x 2m x 2m height / same lock as standpipes

12.5 Other Items/concerns

Concerns with tyres being dumped.

Trever:

Tip closure for tyres – tyres are being dumped on the side of roads and on farms. Raises another hazard. Does the Shire have plans for dumping tires?

CEO response: Rubbish tips can only hold 100 tyres. The tyres will need to be taken to the exchange facility.

Concern with radios

Radio interference – email to all FCO to check whether their radios are experiencing the interference; channel 273.

Email to all FCO's that a handpiece is not locked on FCO's

Phil Russell:

Truck radio service – cel call

PPE for BFB

Luke Lansdell:

PPE needs to be checked that it is stocked for fire season.

Require more helmets for the trucks.

Flashing red/blue lights for trucks for incidents.

13 For Information/Circulars

Nil.

14 Closure

The next Bush Fire Control Officers Committee meeting will be held in March 2026.

There being no further business the Chairperson declared the meeting closed at 5.06pm.



13.1.1 Monthly Schedule of Accounts Paid – September 2025

		<u>List of Accounts Due & Submitted to Council</u>		
		<u>September 2025</u>		
Chq/EFT	Date	Name	Trust	Muni
EFT15670	11/09/2025	BUILDING AND ENERGY DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	\$ 56.65	
EFT15671	11/09/2025	CENTREPOINT CHURCH	\$ 120.00	
EFT15672	11/09/2025	SHIRE OF WICKEPIN	\$ 5.00	
		TOTALS TRUST	\$ 181.65	
EFT15669	08/09/2025	AUSTRALIAN TAXATION OFFICE		\$ 16,640.00
EFT15673	11/09/2025	AIR LIQUIDE WA PTY LTD		\$ 60.86
EFT15674	11/09/2025	AUSTRALIA POST		\$ 90.72
EFT15675	11/09/2025	BUNNINGS		\$ 277.90
EFT15676	11/09/2025	CLARK EQUIPMENT		\$ 1,462.18
EFT15677	11/09/2025	LANDGATE		\$ 96.96
EFT15678	11/09/2025	Dews Excavations		\$ 528.00
EFT15679	11/09/2025	DERBAHL PTY LTD		\$ 1,383.00
EFT15680	11/09/2025	DUFFY ELECTRICS		\$ 620.86
EFT15681	11/09/2025	DONGOLOCKING AUTO ELECTRICS		\$ 1,836.09
EFT15682	11/09/2025	EWEN RURAL SUPPLIES		\$ 8,964.67
EFT15683	11/09/2025	EMBROIDER ME		\$ 847.55
EFT15684	11/09/2025	FULFORD EARTHMOVING & CIVIL		\$ 630.00
EFT15685	11/09/2025	GREAT SOUTHERN FUEL SUPPLIES		\$ 20,280.23
EFT15686	11/09/2025	BERYLE HOLM		\$ 807.22
EFT15687	11/09/2025	INN RANGE REPAIRS		\$ 259.00
EFT15688	11/09/2025	LGISWA		\$ 381.99
EFT15689	11/09/2025	GREAT SOUTHERN WASTE DISPOSAL		\$ 9,087.68
EFT15690	11/09/2025	NARROGIN HARDWARE MAKIT		\$ 61.40
EFT15691	11/09/2025	NARROGIN AUTO ELECTRICS		\$ 311.20
EFT15692	11/09/2025	NARROGIN GASWORX		\$ 281.50
EFT15693	11/09/2025	OFFICEWORKS SUPERSTORES PTY LTD		\$ 238.23
EFT15694	11/09/2025	PERFECT COMPUTER SOLUTIONS - PCS		\$ 382.50
EFT15695	11/09/2025	PROMPT SAFTEY SOLUTIONS		\$ 8,800.00
EFT15696	11/09/2025	PRINT FINISHING LINE		\$ 764.00
EFT15697	11/09/2025	QUEST INNALOO		\$ 928.00
EFT15698	11/09/2025	CFR MOBILE MECHANICAL		\$ 1,015.30
EFT15699	11/09/2025	TANYA MARY SANDS		\$ 78.80
EFT15700	11/09/2025	SHIRE OF NARROGIN		\$ 560.00
EFT15701	11/09/2025	TOTAL UNDERCAR		\$ 1,537.50
EFT15702	11/09/2025	TEAM GLOBAL EXPRESS PTY LTD		\$ 53.16
EFT15703	11/09/2025	MARCUS TWISELTON		\$ 200.00
EFT15704	11/09/2025	VIZONA PTY LTD		\$ 8,233.50
EFT15705	11/09/2025	WICKEPIN NEWSAGENCY		\$ 516.80
EFT15706	11/09/2025	WICKEPIN COMMUNITY RESOURCE CENTRE		\$ 29,723.10
EFT15707	11/09/2025	WEST AUSTRALIAN NEWSPAPERS		\$ 1,033.40
EFT15708	11/09/2025	WICKEPIN MECHANICAL		\$ 3,480.99
EFT15709	25/09/2025	ALLAN'S BOBCAT & TRUCK HIRE		\$ 528.00
EFT15710	25/09/2025	DUFFY ELECTRICS		\$ 1,974.01
EFT15711	25/09/2025	EMBROIDER ME		\$ 75.90
EFT15712	25/09/2025	FULFORD EARTHMOVING & CIVIL		\$ 9,724.00
EFT15713	25/09/2025	ELIZABETH HEFFERNAN		\$ 80.00
EFT15714	25/09/2025	JASON SIGNMAKERS		\$ 684.09
EFT15715	25/09/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA		\$ 1,640.00
EFT15716	25/09/2025	NORTH STAR TRANSPORT		\$ 110.23
EFT15717	25/09/2025	NARROGIN & DISTRICTS PLUMBING SERVICE		\$ 2,201.10
EFT15718	25/09/2025	REPCO		\$ 302.40
EFT15719	25/09/2025	St John Ambulance		\$ 1,736.21
EFT15720	25/09/2025	SHIRE OF NARROGIN		\$ 1,077.00
EFT15721	25/09/2025	TEAM GLOBAL EXPRESS PTY LTD		\$ 143.21

EFT15722	25/09/2025	WICKEPIN PLAYGROUP		\$ 599.00
EFT15723	25/09/2025	WURTH AUSTRALIA PTY LTD		\$ 658.43
EFT15724	25/09/2025	WICKEPIN MECHANICAL		\$ 1,760.10
EFT15725	25/09/2025	YENER MAINTENANCE AND PLANT HIRE		\$ 10,560.00
		TOTALS EFT		\$ 156,307.97
16020	11/09/2025	SYNERGY		\$ 3,705.57
16021	11/09/2025	WATER CORPORATION		\$ 1,251.71
16022	25/09/2025	SYNERGY		\$ 12,897.17
16023	25/09/2025	WATER CORPORATION		\$ 103.93
		TOTALS CHEQUE		\$ 17,958.38
DD16068.1	01/09/2025	CRISP WIRELESS PTY LTD		\$ 238.00
DD16114.1	28/09/2025	3E ADVANTAGE PTY LTD		\$ 1,704.34
		TOTALS DIRECT DEBIT		\$ 1,942.34
63250925	25/09/2025	TELSTRA		\$ 1,708.37
		TOTALS BPAY		\$ 1,708.37
DD16122.1	23/09/2025	ANZ BANK		\$ 817.72
		TOTALS CREDIT CARD		\$ 817.72
DD16065.1	03/09/2025	AWARE SUPER		\$ 5,446.62
DD16065.2	03/09/2025	ANZ SUPER		\$ 183.38
DD16065.3	03/09/2025	PRIME SUPER		\$ 549.90
DD16065.4	03/09/2025	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 605.72
DD16065.5	03/09/2025	ESSENTIAL SUPER		\$ 195.15
DD16065.6	03/09/2025	AMP SIGNATURE SUPER		\$ 288.37
DD16065.7	03/09/2025	REST INDUSTRY SUPER		\$ 296.31
DD16065.8	03/09/2025	MLC SUPER FUND - PLUM SUPER		\$ 553.57
DD16065.9	03/09/2025	AUSTRALIAN SUPER		\$ 275.52
DD16095.1	17/09/2025	AWARE SUPER		\$ 5,481.16
DD16095.2	17/09/2025	ANZ SUPER		\$ 172.38
DD16095.3	17/09/2025	PRIME SUPER		\$ 573.15
DD16095.4	17/09/2025	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 590.81
DD16095.5	17/09/2025	ESSENTIAL SUPER		\$ 195.15
DD16095.6	17/09/2025	AMP SIGNATURE SUPER		\$ 288.37
DD16095.7	17/09/2025	REST INDUSTRY SUPER		\$ 297.31
DD16095.8	17/09/2025	MLC SUPER FUND - PLUM SUPER		\$ 553.57
DD16095.9	17/09/2025	AUSTRALIAN SUPER		\$ 275.52
		TOTALS SUPERANNUATION		\$ 16,821.96
98010925	01/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 62.40
98020925	02/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 44.50
98030925	03/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 2,342.80
98040925	04/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 5,899.75
98050925	05/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 32.00
98080925	08/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 536.30
98110925	11/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 3,132.45
98120925	12/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 1,038.05
98150925	15/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 1,168.85
98170925	17/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 3,433.05
98180925	18/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 1,113.00
98190925	19/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 203.10
98220925	22/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 1,642.85
98230925	23/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 244.05
98250925	25/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 168.00
98260925	26/09/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE		\$ 4,770.70
		TOTALS LICENSING		\$ 25,831.85
3/09/2025	03/09/2025	PAYROLL		\$ 49,876.00
17/09/2025	17/09/2025	PAYROLL		\$ 54,460.00
		TOTALS PAYROLL		\$ 104,336.00
		ACCOUNT TOTALS	\$ 181.65	\$ 325,724.59
		TOTAL PAYMENTS SEPTEMBER 2025		\$ 325,906.24

		Credit Card Payment Summary		
		25TH AUGUST 2025 - 22ND SEPTEMBER 2025		
	CARD ENDING XXXX224175			
	DATE	COMPANY		
	26/08/2025	APRA LIMITED- ULTIMO (ONE MUSIC)	\$ 387.64	
	5/09/2025	WICKEPIN POST OFFICE	\$ 2.00	
	5/09/2025	WICKEPIN POST OFFICE	\$ 105.95	
	18/09/2025	FLAG WORLD	\$ 161.45	
		TOTAL FOR THIS CARD	\$ 657.04	
	CARD ENDING XXXX244131			
	DATE	COMPANY		
	25/08/2025	SMARTSHEET	\$ 160.68	
		TOTAL FOR THIS CARD	\$ 160.68	
		FUEL CARD TOTALS AUGUST 2025	\$ 817.72	
	Job	COMMENTS	LINE TOTAL	
	P475	AUGUST 2025- FUEL ACCOUNT	\$ 249.39	
	P248	AUGUST 2025- FUEL ACCOUNT	\$ 1,335.59	
	P342	AUGUST 2025- FUEL ACCOUNT	\$ 2,886.31	
	P1955A	AUGUST 2025- FUEL ACCOUNT	\$ 6,871.12	
	P1915	AUGUST 2025- FUEL ACCOUNT	\$ 679.18	
	P698	AUGUST 2025- FUEL ACCOUNT	\$ 498.42	
	P2433	AUGUST 2025- FUEL ACCOUNT	\$ 1,260.71	
	P2489	AUGUST 2025- FUEL ACCOUNT	\$ 129.05	
	P2283	AUGUST 2025- FUEL ACCOUNT	\$ 35.14	
	P2473	AUGUST 2025- FUEL ACCOUNT	\$ 1,099.79	
	P468	AUGUST 2025- FUEL ACCOUNT	\$ 297.97	
	P706	AUGUST 2025- FUEL ACCOUNT	\$ 334.05	
	P632	AUGUST 2025- FUEL ACCOUNT	\$ 549.05	
	PCEO	AUGUST 2025- FUEL ACCOUNT	\$ 318.80	
	P237	AUGUST 2025- FUEL ACCOUNT	\$ 47.50	
	P2567	AUGUST 2025- FUEL ACCOUNT	\$ 809.87	
	PMWS	AUGUST 2025- FUEL ACCOUNT	\$ 1,203.09	
	P813	AUGUST 2025- FUEL ACCOUNT	\$ 1,627.96	
	P2495	AUGUST 2025- FUEL ACCOUNT	\$ 47.24	
			\$ 20,280.23	



13.2.1 Statement of Financial Activity – September 2025



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2025

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

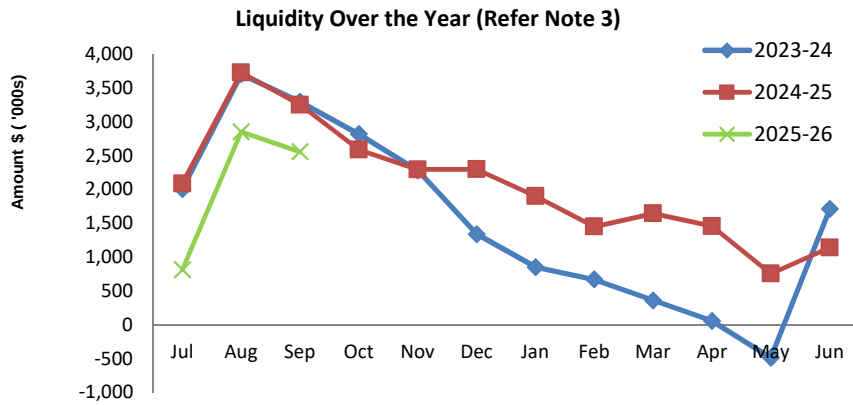
Is presented on page 6 and shows a surplus as at 30 September 2025 of \$753,635.

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: 8-Oct-25
Reviewed by: David Burton CEO

Shire of Wickepin
Monthly Summary Information
For the Period Ended 30 September 2025

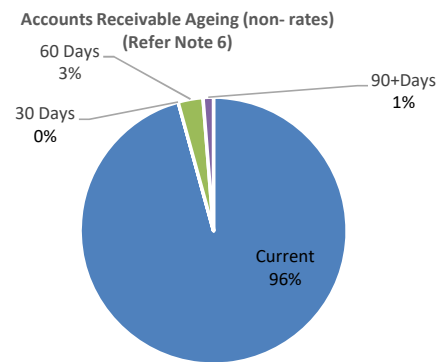
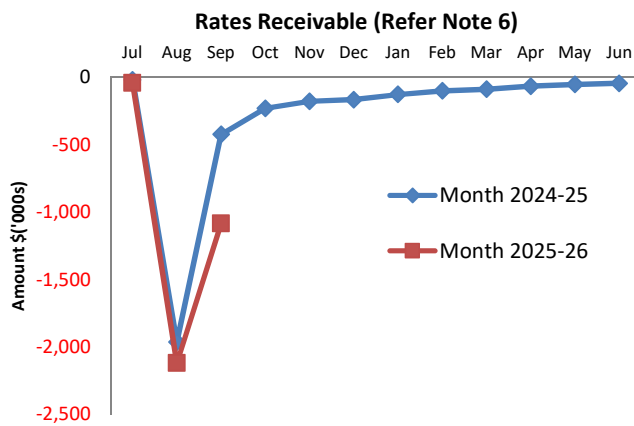


**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 1,710,820
Restricted	\$ 3,681,298
	<u>\$ 5,392,118</u>

Receivables

Rates	\$ 1,083,509
Other	\$ 36,677
	<u>\$ 1,120,186</u>



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

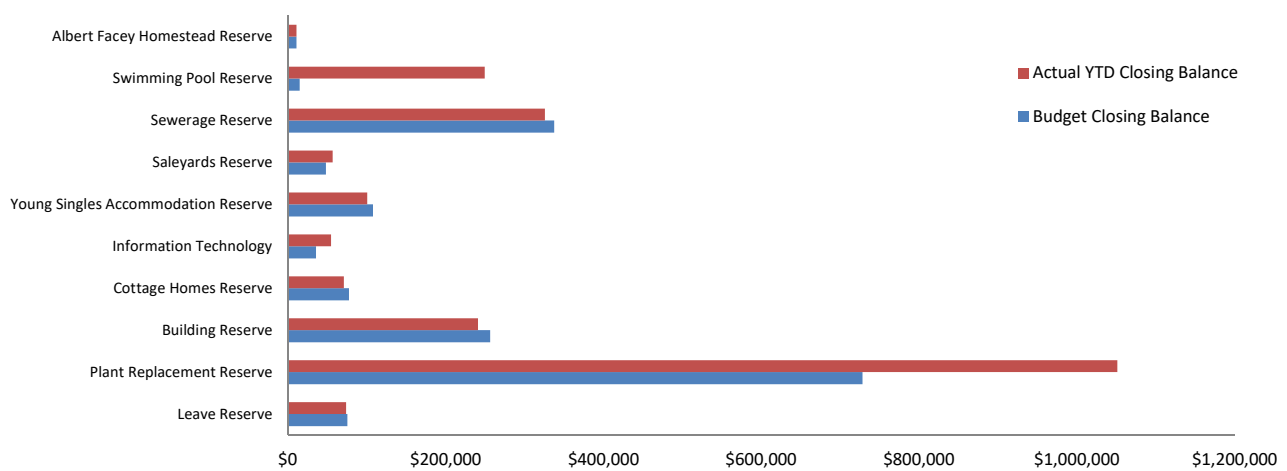
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
For the Period Ended 30 September 2025

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

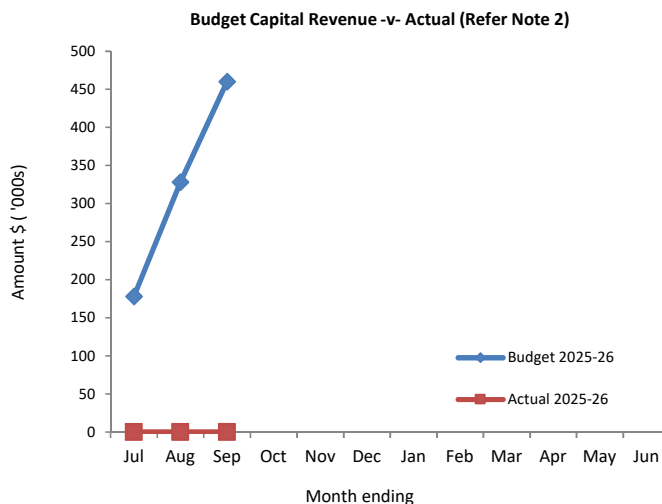
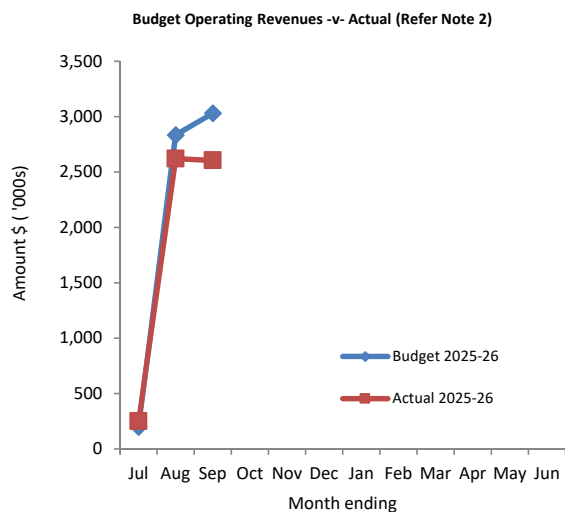
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin

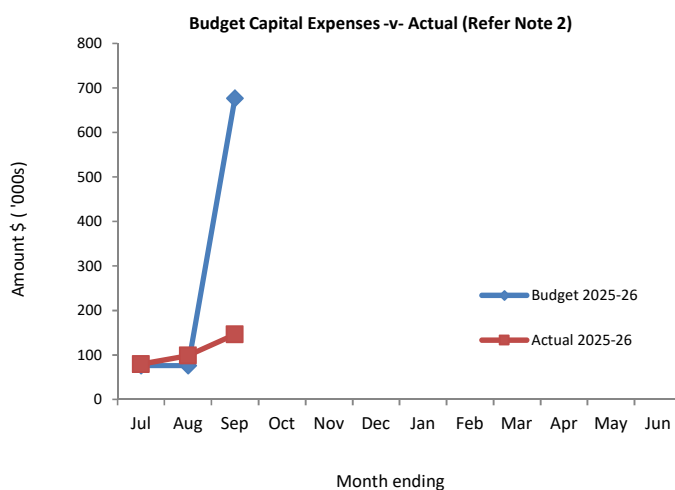
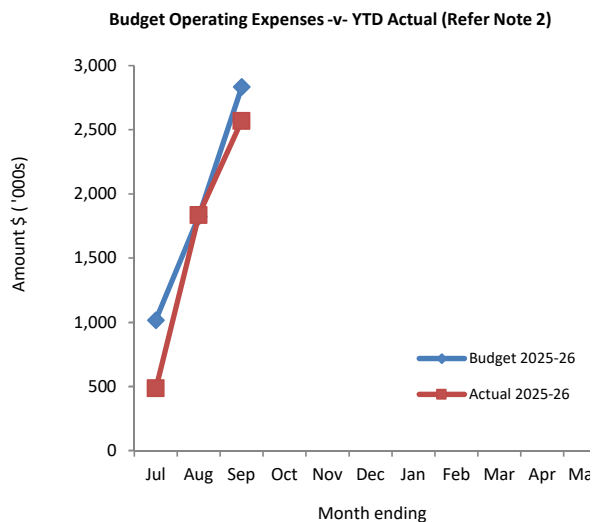
Monthly Summary Information

For the Period Ended 30 September 2025

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 September 2025

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Governance		\$ 2,005	\$ 498	\$ 2,466	\$ 1,968	% 395.23%	
General Purpose Funding - Rates	9	1,763,698	1,873,359	1,817,639	(55,720)	(2.97%)	
General Purpose Funding - Other		986,168	219,120	247,391	28,271	12.90%	▲
Law, Order and Public Safety		145,000	82,817	81,033	(1,784)	(2.15%)	
Health		220	54	234	180	332.67%	
Education and Welfare		300	72	391	319	442.94%	
Housing		116,850	29,202	32,735	3,533	12.10%	
Community Amenities		288,221	171,876	179,857	7,981	4.64%	
Recreation and Culture		201,943	3,999	7,567	3,568	89.21%	
Transport		1,914,882	623,498	196,938	(426,560)	(68.41%)	▼
Economic Services		77,325	17,076	28,675	11,599	67.92%	▲
Other Property and Services		32,000	7,998	9,305	1,307	16.34%	
Total Operating Revenue		5,528,612	3,029,569	2,604,230	(425,339)		
Operating Expense							
Governance		(778,721)	(313,058)	(167,376)	145,682	46.54%	▼
General Purpose Funding		(115,118)	(29,076)	(27,359)	1,717	5.90%	
Law, Order and Public Safety		(365,208)	(120,864)	(72,034)	48,830	40.40%	▼
Health		(25,804)	(6,743)	(4,450)	2,293	34.01%	
Education and Welfare		(42,216)	(11,028)	(1,964)	9,064	82.19%	▼
Housing		(308,643)	(88,383)	(55,630)	32,753	37.06%	▼
Community Amenities		(692,590)	(176,173)	(156,120)	20,053	11.38%	▼
Recreation and Culture		(1,536,391)	(437,791)	(441,846)	(4,055)	(0.93%)	
Transport		(5,794,448)	(1,459,268)	(1,497,481)	(38,213)	(2.62%)	
Economic Services		(366,485)	(94,847)	(78,422)	16,425	17.32%	▼
Other Property and Services		(142,822)	(96,970)	(64,875)	32,095	33.10%	▼
Total Operating Expenditure		(10,168,446)	(2,834,201)	(2,567,557)	266,644		
Funding Balance Adjustments							
Add back Depreciation		6,125,360	1,531,323	1,541,568	10,245	0.67%	
Adjust (Profit)/Loss on Asset Disposal	8	(58,537)	(14,637)	0	14,637	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0		
Adjust Rounding		0	0	0	0		
Net Cash from Operations		1,426,989	1,712,054	1,578,241	(133,813)		
Capital Revenues							
Proceeds from Disposal of Assets	8	323,872	80,968	0	(80,968)	(100.00%)	▼
Total Capital Revenues		323,872	80,968	0	(80,968)		
Capital Expenses							
Land and Buildings	13	(100,500)	(8,500)	(7,696)	804	9.45%	
Infrastructure - Roads	13	(1,909,630)	(121,100)	(72,216)	48,884	40.37%	▼
Infrastructure - Footpaths	13	(45,000)	0	0	0		
Infrastructure -Other	13	(294,000)	(155,000)	(65,750)	89,250	57.58%	▼
Plant and Equipment	13	(937,000)	(384,000)	0	384,000	100.00%	▼
Furniture and Equipment	13	(56,000)	(8,000)	0	8,000	100.00%	▼
Total Capital Expenditure		(3,342,130)	(676,600)	(145,663)	530,937		
Net Cash from Capital Activities		(3,018,258)	(595,632)	(145,663)	449,969		
Financing							
Transfer from Reserves	7	616,100	0	0	0		
Repayment of Debentures	10	(40,785)	0	0	0		
Transfer to Reserves	7	(185,000)	0	0	0		
Net Cash from Financing Activities		390,315	0	0	0		
Net Operations, Capital and Financing		(1,200,954)	1,116,422	1,432,578	316,156		
Opening Funding Surplus(Deficit)	3	1,200,954	1,200,954	1,127,309	(73,645)	(6.13%)	
Closing Funding Surplus(Deficit)	3	0	2,317,376	2,559,888	242,512		

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 September 2025

	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	\$ 1,857,334	\$ 1,801,629	\$ (55,705)	% (3.00%)	
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	419,460	451,908	32,448	7.74%	
Fees and Charges		530,421.00	298,215	327,576	29,361	9.85%	
Interest Earnings		152,000.00	10,579	7,107	(3,472)	(32.82%)	
Other Revenue		0.00	0	0	0		
Profit on Disposal of Assets	8	86,913.00	21,726	0	(21,726)		
Total Operating Revenue		3,631,743.00	2,623,339	2,604,230	(19,109)		
Operating Expense							
Employee Costs		(1,624,033.00)	(402,868)	443,998	(41,130)	(10.21%)	▼
Materials and Contracts		(1,810,357.00)	(549,533)	396,904	152,629	27.77%	▲
Utility Charges		(294,193.00)	(72,576)	46,140	26,436	36.43%	▲
Depreciation on Non-Current Assets		(6,125,360.00)	(1,531,323)	1,541,568	(10,245)	(0.67%)	
Interest Expenses		(2,047.00)	0	170	170		
Insurance Expenses		(273,080.00)	(268,064)	135,270	132,794	49.54%	▲
Other Expenditure		(11,000.00)	(2,748)	3,848	(1,100)	(40.03%)	
Loss on Disposal of Assets	8	(28,376.00)	(7,089)	0	7,089	100.00%	
Total Operating Expenditure		(10,168,446.00)	(2,834,201)	2,567,557	266,644		
Funding Balance Adjustments							
Add back Depreciation		6,125,360.00	1,531,323	1,541,568	10,245	0.67%	
Adjust (Profit)/Loss on Asset Disposal	8	(58,537.00)	(14,637)	0	14,637	(100.00%)	
Adjust Provisions and Accruals		0.00	0	0	0		
Adjust Rounding		0.00	0	0	0		
Net Cash from Operations		(469,880.00)	1,305,824	1,578,241	272,417		
Capital Revenues							
Grants, Subsidies and Contributions	11	1,896,869.00	406,230	0	(406,230)	(100.00%)	▼
Proceeds from Disposal of Assets	8	323,872.00	80,968	0	(80,968)	(100.00%)	▼
Proceeds from Sale of Assets		0.00	0	0	0		
Total Capital Revenues		2,220,741.00	487,198	0	(487,198)		
Capital Expenses							
Land and Buildings	13	(100,500.00)	(8,500)	(7,696)	804	9.45%	
Infrastructure - Roads	13	(1,909,630.00)	(121,100)	(72,216)	48,884	40.37%	▲
Infrastructure - Footpaths	13	(45,000.00)	0	0	0		
Infrastructure - Drainage	13	(294,000.00)	(155,000)	(65,750)	89,250	57.58%	▲
Plant and Equipment	13	(937,000.00)	(384,000)	0	384,000	100.00%	▲
Furniture and Equipment	13	(56,000.00)	(8,000)	0	8,000	100.00%	▲
Total Capital Expenditure		(3,342,130.00)	(676,600)	(145,663)	530,937		
Net Cash from Capital Activities		(1,121,389.00)	(189,402)	145,663	43,739		
Financing							
Transfer from Reserves	7	616,100.00	0	0	0		
Repayment of Debentures	10	(40,785.00)	0	0	0		
Transfer to Reserves	7	(185,000.00)	0	0	0		
Net Cash from Financing Activities		390,315.00	0	0	0		
Net Operations, Capital and Financing		(1,200,954.00)	1,116,422	1,432,578	316,156		
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	2,317,376	2,559,888	242,512		

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.

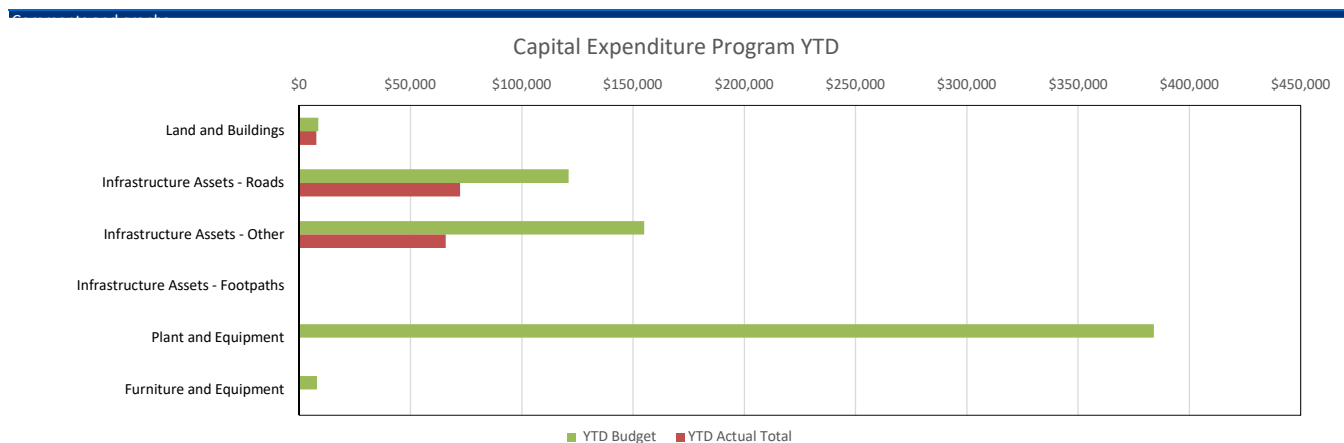
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2025

		YTD 30 09 2025					
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	\$ 7,696	\$ 0	\$ 7,696	\$ 8,500	\$ 100,500	\$ (804)
Infrastructure Assets - Roads	13		72,216	72,216	121,100	1,909,630	(48,884)
Infrastructure Assets - Other	13	65,750	0	65,750	155,000	294,000	(89,250)
Infrastructure Assets - Footpaths	13	0	0	0	0	45,000	0
Plant and Equipment	13	0	0	0	384,000	937,000	(384,000)
Furniture and Equipment	13	0	0	0	8,000	56,000	(8,000)
Capital Expenditure Totals		73,446	72,216	145,663	676,600	3,342,130	(530,937)

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)	0	80,968	(58,537)	80,968
Own Source Funding - Cash Backed Reserves	0	0	20,000	0
Own Source Funding - Operations	0	(1,301,237)	1,484,048	1,301,237
Capital Funding Total	0	676,600	3,342,130	(676,600)



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2025

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 September 2025

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 September 2025

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 September 2025

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 September 2025

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 September 2025

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 September 2025

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 September 2025

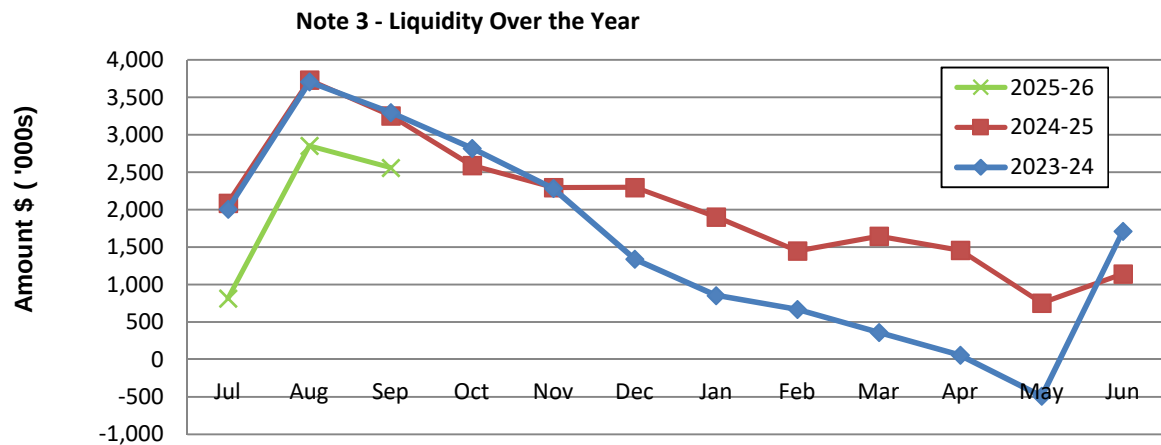
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	1,968	395%			
General Purpose Funding - Other	28,271	13%	▲	Permanent	Grant funding increase
Law, Order and Public Safety	(1,784)	(2%)			
Health	180	333%			
Education and Welfare	319	443%			
Housing	3,533	12%			
Community Amenities	7,981	5%			
Recreation and Culture	3,568	89%			
Transport	(426,560)	(68%)	▼	Timing	Road funding not yet received
Economic Services	11,599	68%	▲	Timing	Caravan Park fees income up
Other Property and Services	1,307	16%			
Operating Expense					
Governance	145,682	46.54%	▼	Timing	Decrease in admin salaries, superannuation., subscriptions, Second installment of insurance not yet paid
General Purpose Funding	1,717	5.90%			
Law, Order and Public Safety	48,830	40.40%	▼	Timing	Fire maintenance accounts not yet expensed. Second installment of insurance not yet paid
Health	2,293	34.01%			
Education and Welfare	9,064	82.19%	▼	Timing	CDO projects on hold
Housing	32,753	37.06%	▼	Timing	Housing maintenance not yet expended
Community Amenities	20,053	11.38%	▼	Timing	TPS & LPS not yet done or finalised
Recreation and Culture	(4,055)	(0.93%)			
Transport	(38,213)	(2.62%)			
Economic Services	16,425	17.32%	▼	Timing	Area Promotion - not yet expended
Other Property and Services	32,095	33.10%	▼	Timing	Second installment of insurance not yet paid
Capital Revenues					
Grants, Subsidies and Contributions	(406,230)	(100.00%)	▼	Timing	Capital Grants still to received (Roads)
Proceeds from Disposal of Assets	(80,968)	(100.00%)	▼	Timing	No Disposals as yet.
Capital Expenses					
Land and Buildings	28,162	9.45%			
Infrastructure - Roads	12,744	40.37%	▼	Timing	Road Construction just starting
Infrastructure - Other	29,057	57.58%	▼	Timing	Pool project not invoiced
Infrastructure - Footpaths	22,500				
Plant and Equipment	321,302	100.00%	▼	Timing	Vehicles not yet purchased
Furniture and Equipment	25,750	100.00%	▼	Timing	Computer equipment not yet purchased , CCTV roject not yet expended.
Financing					
Loan Principal	0				

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2025

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Sep 2025	30 June 2025	YTD 29 Sep 2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,710,820	1,041,168	3,054,752
Cash Restricted	4	3,681,298	3,681,298	2,824,404
Receivables - Rates	6	1,083,509	44,991	157,827
Receivables -Other	6	36,677	287,679	5,929
Interest / ATO Receivable/Trust		10,475	42,308	25,304
		6,522,778	5,097,444	6,068,216
Less: Current Liabilities				
Payables	-	50,579	(57,653)	(210,020)
Contract Liabilities	-	-	-	(853,441)
Provisions	-	231,014	(231,184)	(227,654)
		281,593	(288,837)	(1,291,116)
Less: Cash Reserves	7	- 3,681,298	(3,681,298)	(2,824,404)
Net Current Funding Position		2,559,888	1,127,309	1,952,696



Comments - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2025

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	0.00%	1,083,643			1,083,643	ANZ	At Call
Reserve Bank Account	0.00%		3,681,298		3,681,298	ANZ	At Call
Trust Bank Account	0.00%			80,283	80,283	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%	625,355			625,355	WA Treasury	At Call
Reserve	4.53%				0		03-Jun-25
Trust	0.40%				0		
Total		1,709,698	3,681,298	80,283	5,471,279		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2025

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 30 September 2025

Note 6: RECEIVABLES

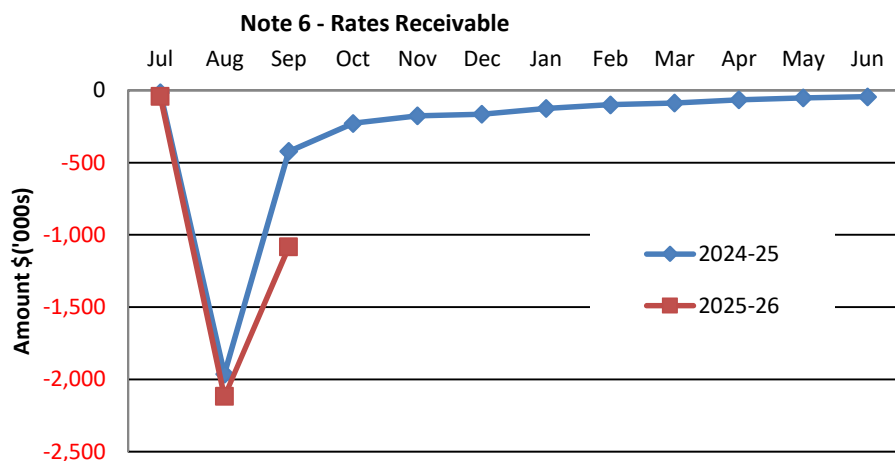
Receivables - Rates Receivable

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

Net Rates Collectable

% Collected

YTD 30 Sep 2025	30 June 2025
\$	\$
44,774	20,238
2,027,537	1,834,180
(988,802)	(1,809,644)
1,083,509	44,774
1,083,509	44,774
47.71%	97.59%



Comments/Notes - Receivables Rates

Receivables - General

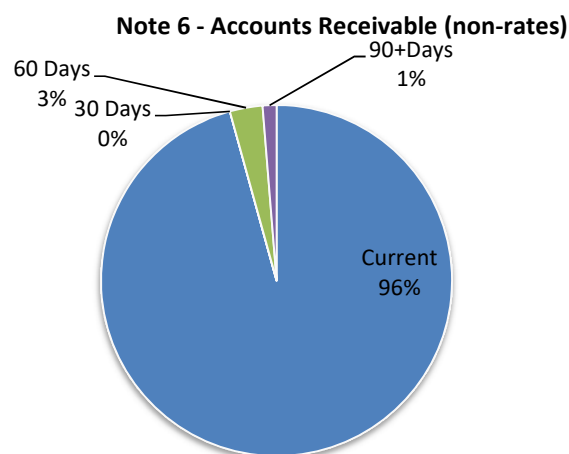
Receivables - General

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
35,105	0	1,109	463

Total Receivables General Outstanding

36,676.54

Amounts shown above include GST (where applicable)



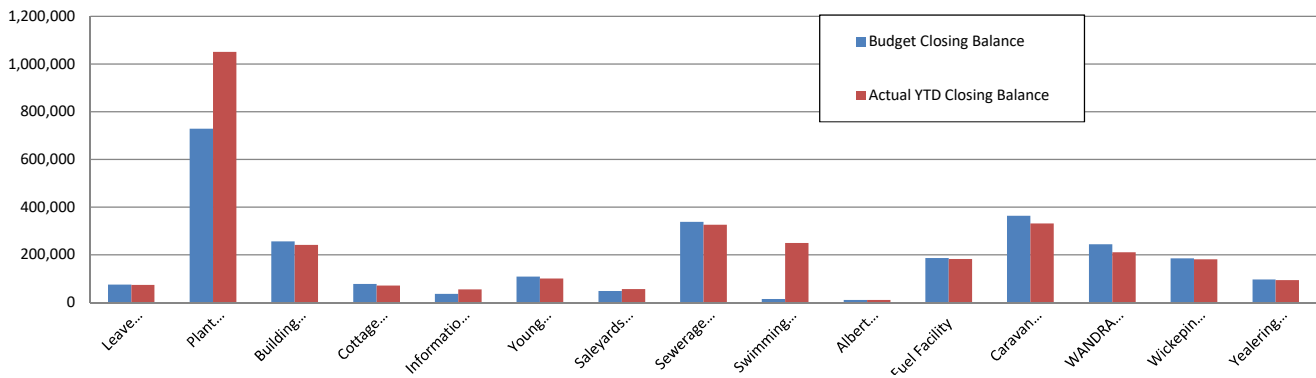
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2025

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		15,000					267,819	247,491	\$ 1.83
Waste Management Reserve	140,810	3,034							143,844	140,810	\$ 1.00
Leave Reserve	73,475	1,582							75,057	73,475	\$ 0.54
Plant Replacement Reserve	1,051,239	22,800				346,000			728,039	1,051,239	\$ 5.18
Building Reserve	240,703	5,181		10,000					255,884	240,703	\$ 1.78
Cottage Homes Reserve	70,419	1,626		5,000					77,045	70,419	\$ 0.52
Information Technology	54,202	1,167				20,000			35,369	54,202	\$ 0.40
Young Singles Accommodation Reserve	100,176	2,396		5,000					107,572	100,176	\$ 0.78
Saleyards Reserve	56,239	1,469				10,000			47,708	56,239	\$ 0.50
Sewerage Reserve	325,267	6,963		5,000					337,230	325,267	\$ 2.35
Swimming Pool Reserve	249,178	5,366				240,000			14,544	249,178	\$ 1.80
Albert Facey Homestead Reserve	10,487	223							10,710	10,487	\$ 0.08
Fuel Facility	182,323	3,925							186,248	182,323	\$ 1.34
Caravan Park & Accommodation Reserve	331,615	7,138		25,000					363,753	331,615	\$ 2.45
WANDRA events & Emergency Repairs Reserve	209,698	4,514		30,000					244,212	209,698	\$ 1.55
Wickepin Bowling Greens - Replacement	180,917	3,894							184,811	180,917	\$ 1.33
Yealering Bowling Green - Replacement	93,669	2,016							95,685	93,669	\$ 0.69
Future Projects Rerserve	63,391	1,378		10,000					74,769	63,391	\$ 0.32
	3,681,298	80,000	0	105,000	0	616,000	0	0	3,250,298	3,681,298	

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 September 2025

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget		
				YTD 30 09 2025		
Cost	Accum Depr	Proceeds	Profit (Loss)	Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	\$	\$	\$
			Plant and Equipment			
			0 Truck WK342	78,408	0	(78,408)
			0 Bus	5,794	0	(5,794)
			0 Cherry Picker - P3570	1,965	0	(1,965)
			0 Gardeners Ute WK468	(4,124)	0	4,124
			0 Crew Cab WK2567	(18,854)	0	18,854
			0 PWS 2024 Isuzu D Max Dual Cab	746	0	(746)
			0 PCEO - 2025 Isuzu STNSDN (Trade 1)	(2,699)	0	2,699
			0 PCEO - 2025 Isuzu STNSDN (Trade 2)	(2,699)	0	2,699
0	0	0	0	58,537	0.00	(58,537)

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2025

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			135,462				134,196
UV	0.004310	308	378,123,945	1,631,037	13		1,631,050		500		1,631,550
Mining UV	0.004310						0				
Sub-Totals		569	379,667,373	1,766,499	13	0	1,766,512	0	500	0	1,765,746
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							1,857,712				1,857,546
Discount							16,011				16,025
Rates Writeoffs							(56,080)				(110,000)
							(3)				(50)
Amount from General Rates							1,817,639				1,763,521
Specified Area Rates											
Totals							1,817,639				1,763,521

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2025

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		229,102		2,047	2/12/2030
	229,102	0	0	40,785	0	229,102	0	2,047	

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 September 2025

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2025-26 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
GENERAL PURPOSE FUNDING		(Y/N)	\$	\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Y	530,348	0	530,348	0	152,396	377,953
Grants Commission - Roads	WALGGC	Y	298,320	0	298,320	0	87,219	211,101
GOVERNANCE								
Australia Day Grant	Aust Day Council		0				0	0
LAW, ORDER, PUBLIC SAFETY								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	77,000	0	77,000	0	19,250	57,750
DWER - Water Tanks		N						0
DFES= AWARE grant	DFES	N				0		0
COMMUNITY AMENITIES								
Bus grant	Lotterywest	N	90,000			90,000	0	90,000
RECREATION AND CULTURE								
LRCI Phase 4	From LRCI Stage 4	Y	181,943			181,943		181,943 0
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	1,053,342	0	0	1,053,342	0	1,053,342
WSFN Grant	WSFN	Y		0	0	0		0
WSFN Grant	WSFN	N						0
RRG Grants - Capital Projects	Regional Road Group	Y	571,334	0		571,334		571,334
Direct Grant - Maintenance	Dept. of Transport	Y	193,043		193,043		193,043	0
Main Roads - Bridges	Main Roads	N						
					10,000			
TOTALS			2,995,330	0	1,108,711	1,896,619	451,908	2,543,422

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2025

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-Sep-25
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Master Key Deposits	1,122	2,264	-2,394	992
Nomination Deposits	0	500	0	500
Building and BCITF	282	133	-343	71
Wickepin Community Harvest Fund	76,903	0	0	76,903
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,449	720	-360	2,809
Yealering Bowling Club Greens	0	0	0	0
Licensing		56,074	-56,074	0
	80,755	59,691	-59,171	81,275

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 September 2025

Note 13: CAPITAL ACQUISITIONS

30/09/2025						
		Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
Infrastructure Assets						
Land & Buildings						
Recreation and Culture						
Replace Roof and Ceiling Wickepin Tennis Club		15,000	0	0	0	
Netball Court Seating		5,000	0	0	5,000	
Wickepin Town Hall		8,000	0	0	8,000	
Wickepin Swimming Pool- Disable Toilet- LRCI Phase 4	XSP6	8,500	8,500	0	8,500	
Yealering Hall	CLPH2	29,000	0	0	29,000	
Lake Yealering Foreshore Ablution Building	LYFA2	0	0	7,696		
Recreation And Culture Total		65,500	8,500	7,696	50,500	
Transport						
Toolseum Restumping		5,000	0	0	0	
Transport Total		5,000	0	0	0	
Land and Buildings Total		100,500	8,500	7,696	50,500	
Footpaths						
Transport						
Footpaths	LFP1	45,000	0	0	0	
Transport Total		45,000	0	0	0	
Footpaths Total		45,000	0	0	0	
Furniture & Equipment						
Governance						
Various Locations - New CCTV System	XCTV	36,000	8,000	0	8,000	
Computer Server	XAB5	20,000	0	0	0	
Governance Total		56,000	8,000	0	8,000	
Furniture & Office Equip. Total		56,000	8,000	0	8,000	
Plant , Equip. & Vehicles						
Governance						
Ceo Vehicle 25/26 Trade 1	XCE03	60,000	60,000	0	60,000	
Ceo Vehicle 25/26 Trade 2	XCE04	60,000	0	0	0	
Governance Total		120,000	60,000	0	60,000	
Recreation And Culture Total					0	
Law, Order and Public Safety						
Weather Stations	XWS1	33,000	0	0	0	
Law, Order and Publis Safety Total		33,000	0	0	0	
Transport						
Truck WK342	XPM4	324,000	324,000	0	324,000	
Bus	XPM6	220,000	0	0	220,000	
Cherry Picker - P3570	XPM8	30,000	0	0	30,000	
Gardeners Ute WK468	XPM9	50,000	0	0	50,000	
Crew Cab WK2567	XPM10	55,000	0	0	55,000	
Traffic Lights	XPM11	25,000	0	0	25,000	
MWS Ute	XPW3	80,000	0	0	80,000	
Transport Total		784,000	324,000	0	784,000	
Plant , Equip. & Vehicles Total		937,000	384,000	0	844,000	
Infrastructure Other						
Recreation and Culture						
Harrismith Community Centre Playground- LRCI Phase 4	XHC1	25,000	25,000	25,750	(750)	
Yealering Niche Wall	XYC1	25,000	0	0	25,000	
Wickepin Swimming Pool	XSP8	234,000	120,000	40,000	194,000	
Recreation and Culture Total		284,000	145,000	65,750	218,250	
Economic Services						
Saleyards Dust Suppression	CLSY1	10,000	10,000	0	10,000	
Economic Services Total		10,000	10,000	0	10,000	
Infrastructure Other Total		294,000	155,000	65,750	228,250	
Roads						
Transport Regional Road Group						
Wickepin Harrismith Rd	RG157	538,296	3,000	1,234	537,062	
Lomos South Road	RRG155	317,992	118,100	65,531	252,461	
Regional Road Group Total		856,288	121,100	66,765	789,523	
Transport Roads to Recovery						
Yilliminning Road	R2R004	475,629	0	0		
Stock Route Road	R2R163	198,729	0	0		
Gilliminning Road	R2R035	189,492	0	0		
Wishbone Road	R2R040	189,492	0	0		
Roads to Recovery Total		1,053,342	0	0	0	
Transport Black Spot						
Blackspot Total		0	0	0	0	
Council Resources Construction						
Railway Road Harrismith - Lrci 4- Layby	XH15	0	0	2,335	(2,335)	
Toolibin Rd, Toolibin - 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	121,100	72,216	787,188.26	
Capital Expenditure Total		3,342,130	676,600	145,662.51	1,917,938	



13.4.1 Current and proposed Terms of Reference

Terms of Reference for Committees and Working Groups

Audit, Risk and Improvement Committee

1. Name

Audit and Governance Committee

2. Members

All councillors

3. Objectives

The following objectives are to be considered by the Committee:

- To exercise responsibility for the annual external audit and liaise with the local government's auditors so that Council can be satisfied with the performance of the local government in managing its financial affairs.
- To assist Council in discharging its legislative responsibilities of controlling the local government's affairs and overseeing the allocation of the local government's finances and resources.
- To provide an independent oversight of the financial systems of the Shire of Wickpin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickpin's financial reporting and audit responsibilities.
- To support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities.
- To facilitate improvements to internal/external financial reporting, management of risk, development/maintenance of internal controls and compliance with legislation.

4. Function of the Committee

To provide guidance and assistance to the Shire of Wickpin;

- As to the carrying out of its functions in relation to audits;
- As to the development of a process to be used to select and appoint a person to be the auditor;
- As to its functions under Part 6 of the Act that relate to financial management; and
- As to the carrying out of its functions relating to other audits and other matters related to financial management.

5. Role and Scope of the Committee

1. Audit –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council – a list of those matters to be audited; and - the scope of the audit to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.

- e) Develop and recommend to Council a written agreement for the appointment of the auditor, which is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - method/s to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates; - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; - significant variances from prior years.

6. Appointment of Committee Chair

A chairperson is appointed at the first Committee Meeting at the beginning of each year by the committee members.

7. Meeting Frequency

The Committee shall meet 3 times per annum – February, June and December – actual dates to be determined by the Presiding Member in consultation with Committee Members and applicable Shire officers.

8. Delegated Powers

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

Current – Local Emergency Management Committee

1. Name

Shire of Cuballing and Shire of Wickpin Local Emergency Management Committee

2. Members

- Shire President from each local government
- One other councillor from each local government
- CEO, or nominated officer from each local government (non-voting member)
- Representatives from both or either local government::
 - o Bush Fire Brigades
 - o St Johns Ambulance
 - o Schools
 - o Health Services
 - o Police
- Representatives from Government Agencies:
 - o DFES
 - o Department of Communities
 - o Department of Education
 - o Main Roads Western Australia
 - o Police

3. Functions of the Committee

The following objectives are to be considered by the Committee:

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

4. Role and Scope of the Committee

- a) To identify emergency risks or hazards in the community and arrange to establish, maintain and test the Local Emergency Management Arrangements established to mitigate the risks or hazards.
- b) To encourage and maintain communication and joint exercises between all stakeholders.
- c) To prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards preventing or minimising the effects of emergency events.
- d) To increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.
- e) To undertake the Community Emergency Risk Management process.
- f) To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.

5. Meeting Frequency

Minimum twice per annum.

6. Delegated Powers

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

Proposed – Local Emergency Management Committee

1. Name

Shire of Wickepin Local Emergency Management Committee

2. Members

- Shire President
- One other Councillor
- CEO, or nominated officer (non-voting member)
- Representatives from local government:::
 - o Bush Fire Brigades
 - o St Johns Ambulance
 - o Schools
 - o Health Services
 - o Police
- Representatives from Government Agencies:
 - o DFES
 - o Department of Communities
 - o Department of Education
 - o Main Roads Western Australia
 - o Police

3. Functions of the Committee

The following objectives are to be considered by the Committee:

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

4. Role and Scope of the Committee

- g) To identify emergency risks or hazards in the community and arrange to establish, maintain and test the Local Emergency Management Arrangements established to mitigate the risks or hazards.
- h) To encourage and maintain communication and joint exercises between all stakeholders.
- i) To prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards preventing or minimising the effects of emergency events.
- j) To increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.
- k) To undertake the Community Emergency Risk Management process.
- l) To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.

5. Meeting Frequency

Minimum twice per annum.

6. Delegated Powers

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

Bush Fire Control Officers Committee

1. Name

Bush Fire Control Officers Committee

2. Members

Voting Members

- o Chief Bush Fire Control Officer
- o Deputy Chief Bush Fire Control Officer
- o All Fire Control Officers

Non-Voting Members

- o Representative(s) from DFES
- o Representative(s) from Wickepin Police
- o Shire of Wickepin CEO and nominated staff

3. Function of the Committee

To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

4. Role and Scope of the Committee

To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

5. Meeting Frequency

Twice per annum with scope to call additional meeting if need arises (i.e. post-emergency events) – actual dates to be determined by the Presiding Member in consultation with Committee Members and applicable Shire officers.

6. Delegated Powers

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

Current – Australia Day Reference Group

Nil.

Proposed – Australia Day Reference Group

1. Name

Australia Day Reference Group.

2. Members

All Councillors.

3. Objective

To determine the location of Australia Day events on an annual basis and liaise with the Shire CEO to coordinate and support the organisation of these events.

4. Role and Scope of the Reference Group

As per the objective above.

5. Meeting Frequency

Once per annum.

6. Delegated Powers

The Reference Group has no delegated powers and is an advisory group to Council only. Recommendations of Reference Group meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Reference Group meetings are available.



13.8.1 Shire of Narrogin – Dual Fire Control Officers Letter

YOUR REF:

OUR REF: OCR2517482-9.1.1

ENQUIRIES: Dale Stewart



89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au

9 October 2025

Mr David Burton
Chief Executive Officer
Shire of Wickepin
PO Box 19
WICKEPIN WA 6370

(via: admin@wickepin.wa.gov.au)

Dear David

APPOINTMENT OF DUAL FIRE CONTROL OFFICERS FOR THE 2025/26 SEASON

At the Shire of Narrogin's Council meeting held on 26 March 2025, it was resolved to nominate Troy Smith to your Shire for consideration for appointment as a Dual Fire Control Officer.

Troy is a local farmer, who has completed the FCO training, and has been and remains a FCO of the Shire and Volunteer Bush Brigade Firefighter for many years. I trust you find this satisfactory, and I seek your consent to the appointment.

Should you require further information or clarification on the above, please contact me via email, enquiries@narrogin.wa.gov.au or telephone 9890 0900.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dale Stewart', is written over a light blue rectangular background.

Dale Stewart
Chief Executive Officer

cc Troy Smith
Adam Majid - Executive Manager Planning & Sustainability
Shire Rangers



13.8.2 Shire of Wagin – Dual Fire Control Officers Letter

ADMINISTRATION CENTRE
2 Arthur Road, WAGIN W.A
PO Box 200, WAGIN 6315



Telephone: (08) 9861 1177
Facsimile: (08) 9861 1204
Website: www.wagin.wa.gov.au
Email: shire@wagin.wa.gov.au

ES.VO.1

10 OCT 2025

D Burton
PO Box 19
Wickepin WA 6370

Dear David,

RE: DUAL FIRE CONTROL OFFICERS 2025/2026

We would like to advise our Dual Fire Control Officers nominated at the recent BFAC meeting.

I can confirm that the committee approved S Angwin, as dual officer for the Shire of Wickepin.

Please feel free to contact our Community Liaison Officer, Donna George, if you have any questions.

Yours sincerely

Dr Kenneth Parker
CHIEF EXECUTIVE OFFICER

07/10/2025



13.10.1 New Delegation – A19 Native Flora – Seed Collection

A19 NATIVE FLORA - SEED COLLECTION

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Environmental Protection Act 1986</i> s.51C – Unauthorised clearing of native vegetation <i>Wildlife Conservation Act 1950</i> s.23C Licenses to take protected flora s.23D Taking and sales of protected flora on private land
Delegate:	Chief Executive Officer (CEO)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- The CEO is delegated power to approve a request for permission to pick wildflowers and/or collect seeds on lands under Council's control, under the following conditions: - Written application is to be made; - It is for their own domestic or hobby use; - Permission is given for a period 1 July to 30 June; - The area of picking and/or collection is strictly limited; - Not more than one collector is permitted in any one location; - A maximum of 10% of seed only to be taken in any one area.
Council Conditions on this Delegation:	- All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include: - Collector's credentials and purpose (collector includes the permit holder and up to 2 assistants) - Duration of approval, if any; - The area of picking and/or collection; - Not more than one collector being permitted in any one location; - A maximum of 25% of seed only to be taken in any one location - All applications to collect flora or fauna are to provide the following information at minimum: - Collector's credentials, including any person acting on the collector's behalf; - Purpose of collection – domestic, hobby, display, educational, commercial; - Flora to be collected – rarity, locality, need for preservation, etc; - Locality of collection – ease of access, likelihood of general public-knowledge or access; - Period or duration sought. - Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A

Compliance Links:	Local Government Act 1995
Record Keeping:	Delegations exercised are to be recorded in the CEO Officer's report to Council on a monthly basis. Any supporting information should be recorded in the Shire's document management system.

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	



13.12.1 Wickepin Sheep Saleyards Agents' Agreement



AGENT'S AGREEMENT

WICKEPIN SHEEP SALEYARDS

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AGENT'S AGREEMENT

This Agreement dated _____ 2025

Between

SHIRE OF WICKEPIN of Wogolin Road Wickepin WA ("the Owner")

and

The person or body corporate described as THE AGENT in the Schedule ("the Agent")

RECITALS

- A. The Owners propose to, develop and operate the Wickepin Sheep Saleyards on the Saleyards Land.
- B. The Agent has requested the Owners to permit the Agent to conduct Livestock Sales at the Saleyards.
- C. The Owners and the Agent have agreed to enter into this Agreement to record the terms and conditions on which the Owners have given their permission to the Agent.

OPERATIVE PROVISIONS

1. INTERPRETATION

1.1 Definitions

In this Agreement, unless the context requires otherwise:

"**Agent's Representative**" has the meaning given to it in clause 4.5;

"**Annual Entry Fee**" means the annual entry fee described as such in the Schedule;

"**Commencement Date**" means the date described as the Commencement Date in the Schedule;

"**Livestock Sales**" means all activity carried out by the Agent, its employees, agents or sub-contractors to sell livestock for which it is an agent by arranging delivery, penning, sale and subsequent collection of all livestock at the Saleyards;

"**Party's Representative**" means the Supervisor in respect of the Owners and the Agent's Representative in respect of the Agent;

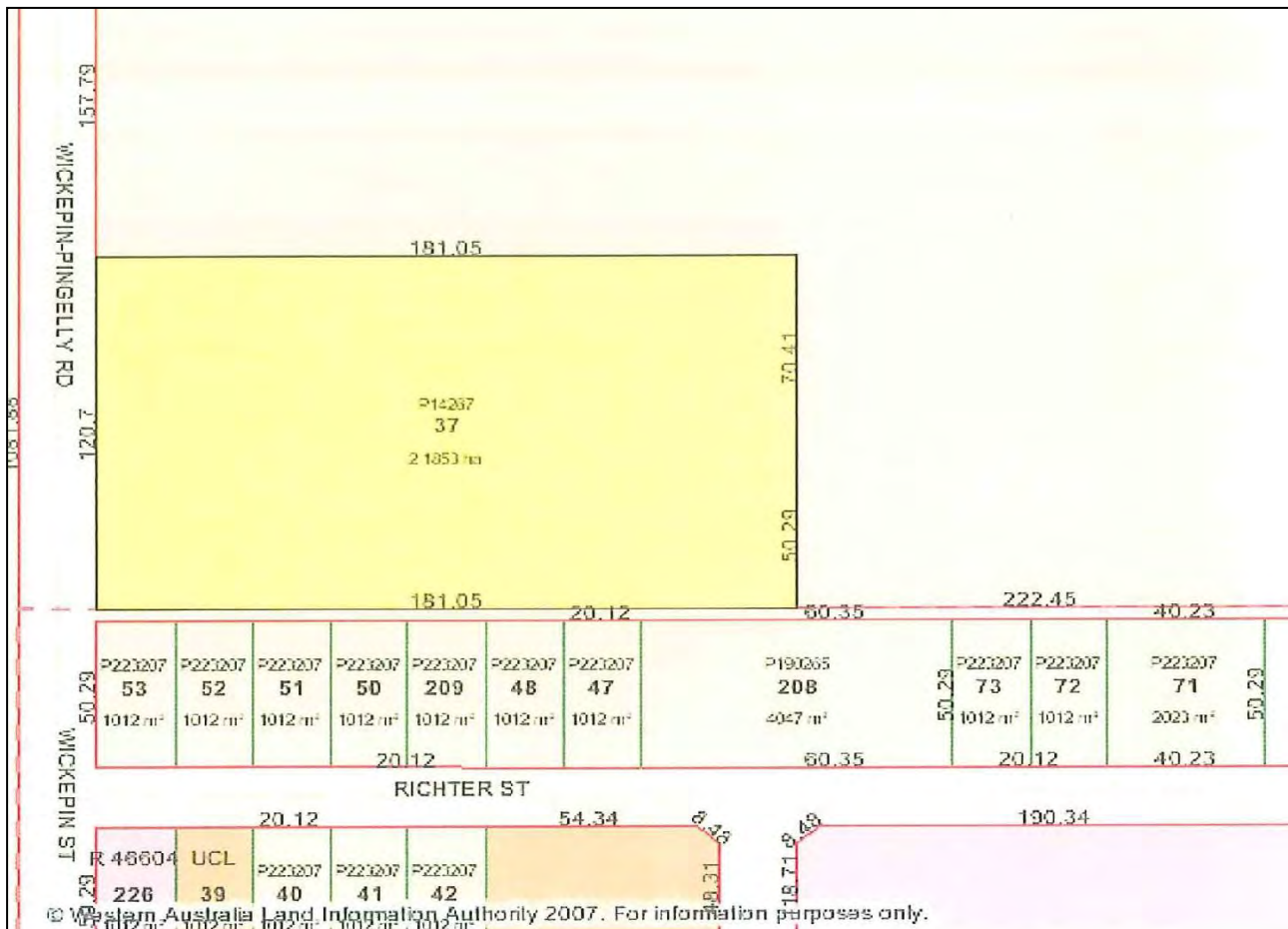
"**Sale Days**" means the days approved in writing by the Owners for the conduct of Livestock Sales;

"**Saleyards**" means the Wickepin Sheep Saleyards situated on the Saleyards Land;

"**Saleyards Fees**" means the fees levied by the Owners for provision and use of the Saleyards to be paid by all vendors of livestock and collected by agents and other approved persons;

"**Saleyards Land**" means:

- Lot 37 Wickepin-Pingelly Road Comprised in Certificate of Title Volume 2112 Folio 366
- Lot 47 Richter Street Comprised in Certificate of Title Volume 1198 Folio 430
- Lot 48 Richter Street Comprised in Certificate of Title Volume 1198 Folio 431
- Lot 209 Richter Street Comprised in Certificate of Title Volume 1925 Folio 371
- Lot 50 Richter Street Comprised in Certificate of Title Volume 1198 Folio 432
- Lot 51 Richter Street Comprised in Certificate of Title Volume 1198 Folio 433
- Lot 52 Richter Street Comprised in Certificate of Title Volume 1198 Folio 434
- Lot 53 Richter Street Comprised in Certificate of Title Volume 1198 Folio 435



"Supervisor" means:

- (a) The person, if any, stated in the Schedule; or
- (b) Any other person nominated by the Owners from time to time in writing,

And includes any person delegated powers or functions by a person referred to in paragraph (a) or (b) of whose authority the Agent has been notified and in respect of whom no notice of the revocation of his or her authority has been given to the Agent.

"Term" means the period described as the Term in the Schedule commencing on the Commencement Date.

1.2 Interpretation

In the Agreement, unless the context requires otherwise:

(a) Headings

Headings and underlining's are for convenience only and do not affect interpretation;

(b) Number

Words expressed in the singular include the plural and vice versa;

(c) Gender

A reference to a gender includes a reference to each other gender;

(d) Grammatical forms

Where a term is assigned a particular meaning, other grammatical forms of that term have a corresponding meaning;

(e) Body Corporate

A reference to a person includes a reference to a firm, corporation or other corporate body and vice versa;

(f) Reference to any statute

A reference to any Act, regulation, planning scheme, local law or by-law includes all Acts, regulations, planning schemes, local laws or by-laws amending , consolidating or replacing same and a reference to an Act includes all regulations, planning schemes, local laws and by-laws made under that Act;

(g) Successors and permitted assigns

A reference to a party in a document includes that party, its legal representatives, successors and permitted assigns; and

(h) Reference to documents

A reference to any document includes a reference to that document as amended, rectified or replaced from time to time and to any document so amending, rectifying or replacing the document.

2. LICENCE

Subject to the terms and conditions of this Agreement, the Owners grant to the Agent a non exclusive licence during the Term on Sale Days, to:

- (a) Have access to the Saleyards for the purpose of conducting Livestock Sales;
- (b) have access to an individual room within the office premises constructed on the Saleyards Land as, the Owners may from time to time permit, for the purpose of conducting transactions associated with the Livestock Sales; and
- (c) have access to all public areas including public toilets and canteen.

The Owner warrants to the Agent that it has all necessary approval and authorities to grant the non-exclusive licence for the Term.

3. PAYMENTS BY THE AGENT

3.1 Payment of Fees

In consideration of the licence granted under clause 2, the Agent shall pay to the Owners the fees set out in this clause 3.

3.2 Saleyard Fees Per Head

- (1) The Agent shall pay a fee as set in Council's annual fees and charges per head of livestock which enter or are present at the Saleyards on a Sale Day, and for which the Agent is agent. **Any proposed change to the annual fees and charges must be fair and reasonable.**
- (2) The fee is payable within 7 working days after the end of each calendar month.
- (3) The Agent's obligation to pay the fee referred to in subclause (1) shall cease when the Owners have received payments from the Agent under this clause.
- (4) The Owners will ensure where any agent is permitted to conduct Livestock Sales at the Saleyards, that agent is required to pay to the Owners a fee per head of livestock which is not less than the fee referred to in sub clause (1).

4. AGENT'S OBLIGATIONS

4.1 Hours of Delivery and Collections

The Agent shall not without the prior approval of the Supervisor being granted and given in writing, arrange for the delivery of Livestock intended for sale earlier than 24 hours prior to a Sale Day.

4.2 Animal Welfare

Any animals brought upon the Saleyards by or under the control of the Agent on arriving at the Saleyards,

- must conform to applicable laws and codes of practice about animal welfare;
- must be unloaded safely from their transport and under the Agent's supervision;
- are at the Agent's risk while upon the Saleyards; and
- Is the Agent's responsibility while upon the Saleyards.

4.3 Sale Rosters

The Agent shall notify the Owners of all proposed sheep sales and will not arrange for any Livestock Sales at the Saleyards other than on Sale Days.

4.4 Safety

The Agent shall ensure that its employees, agents and sub-contractors comply with the Occupational Safety and Health Act 1984, and shall ensure that only persons authorised by the Agent are permitted on the walkways or in sheep enclosures at the Saleyards.

The Agent shall not, except pursuant to clause 4.9, sub-contract or assign the whole or any portion of its rights and obligations under this Agreement, and no sub-contractors or assignees shall have any rights under this Agreement against the Owners.

4.5 Agent's Representative

(1) Appointment of Representative

The Agent shall appoint a competent person to be responsible for the day to day performance of the Livestock Sales and the supervision of all persons employed or engaged in carrying out or in connection with the Livestock Sales ("**the Agent's Representative**"). The Agent shall notify the Supervisor of the name of the Agent's Representative prior to the Commencement Date and shall notify the Supervisor immediately if a new Agent's Representative is appointed.

(2) Availability of Representative

The Agent's Representative shall be available and able to be contacted by the Supervisor at all times on Sale Days.

(3) Address and telephone numbers

The Agent shall, prior to the Commencement Date, provide the Supervisor with the address and telephone number of the Agent's Representative during normal working hours and a telephone number on which the Agent's Representative may generally be contacted after normal working hours. The Agent shall notify the Supervisor immediately of any change of address or telephone numbers of the Agent's Representative.

(4) Directions to Representative

Any direction, instructions, notice, determination, approval or other communication made or given to the Agent's Representative shall be deemed to have been made or given to the Agent.

(5) Knowledge of Representative

Any matter within the knowledge of the Agent's Representative is deemed to be within the knowledge of the Agent.

4.6 Statutory Requirements

The Agent shall obey and ensure that its employees, sub-contractors and agents obey any Acts, planning schemes, regulations, local laws and by-laws in any way applicable to the Livestock Sales, the Saleyards or the Agent's obligations under this Agreement.

4.7 Award Rates and Wages

Without limiting its obligations under clause 4.6, the Agent shall comply with the terms of any relevant Federal and State awards in respect of its employees and any subsequent amending awards including enterprise agreements and shall ensure that any agents and sub-contractors of the Agent also so comply.

4.8 General Conditions of Sub-Contracting

The Agent shall not, except pursuant to clause 4.9, sub-contract or assign the whole or any portion of its rights and obligations under this Agreement, and no sub-contractors or assignees shall have any rights under this Agreement against the Owners.

4.9 Sub-Contracting and Assignment

The Agent shall not be entitled to assign or sub-contract the whole or part of its rights and obligations under this Agreement except with the prior written consent of the Owners, which may reasonably withheld or may be given subject to such conditions as the Owners consider appropriate.

4.10 Agent to Provide Information

With any application for the consent of the Owners to any assignment or sub-contracting, the Agent shall provide all such other information as may be required by the Owners, including, without limitation, evidence that the proposed assignee or sub-contractors will be capable of performing any obligations of the Agent under this Agreement that it is to be sub-contracted to perform or assigned by being in possession of adequate motor vehicles and equipment and employing a sufficient number of employees with all necessary skills and training.

4.11 Agent Remains Liable

Unless otherwise agreed in writing by the Owners, no assignment or sub-contracting of any rights or obligations of the Agent under this Agreement shall relieve the Agent from any liability under this Agreement or at law in respect of the performance or purported performance of this Agreement and the Agent shall be responsible for the acts and omissions of any sub-contractor or assignee or any sub-contractor's or assignee's employees and agents as if they were the acts or omissions of the Agent.

4.12 Employees

The Agent shall engage sufficient employees with adequate skills and training to carry out the Livestock Sales in an efficient manner.

4.13 Prohibited Behaviour

The Agent shall ensure that no employee, agent or sub-contractor of the Agent:

- (a) consumes any alcoholic beverage;
- (b) is intoxicated; or

- (c) is under the influence of any drug which could impede his or her ability to safely or efficiently perform the Agent's obligations under this Agreement, while at the Saleyards.

4.14 Conduct of Employees

The Agent shall ensure that all employees, agents and sub-contractors of the Agent:

- (a) conduct themselves towards the Councillors of the Owners, the Owners' employees and all members of the public in a civil and inoffensive manner; and
- (b) carry out their functions at all times with as little inconvenience and disturbance to others as possible and without causing any nuisance.

4.15 Directions of Supervisor

The Supervisor may by notice to the Agent (and acting reasonably) require that any employee, agent or sub-contractor of the Agent whose attire, conduct or behaviour is contrary to clause 4.14, 4.15 or 4.16, not be permitted to enter or remain on the Saleyards and the Agent shall promptly comply with the notice.

4.16 Appearance of Employees

The Agent shall ensure that its employees, agents and subcontractors:

- (a) are respectably attired;
- (b) comply with any directions of the Supervisor in respect of their personal appearance or attire concerned with matters of neatness, health or safety; and
- (c) if required by the Supervisor, carry an identity card provided by the Owners and present such card for inspection on demand by any employee of the Owners.

4.17 Damage to Property

The Agent shall immediately remedy any malicious, intentional or negligent damage done by its employees, agents or sub-contractors to any property of the Owners or any other person. If the Agent fails to do so, the Owners may (acting reasonably and in good faith) affect the necessary repairs or pay compensation to the owner of the property. The cost of affecting any necessary repairs or the amount of any compensation shall be paid on demand by the Agent to the Shire.

4.18 Public Risk Insurance

The Agent and the Owners shall each effect and keep in force throughout the Term a public risk policy of insurance for their respective liabilities in an amount of not less than \$10,000,000.00 and the Agent shall produce to the Supervisor on demand a certificate of the currency of the Agent's policy.

4.19 Workers' Compensation Insurance

The Agent shall effect and keep in force throughout the Term a policy of insurance against claims for workers' compensation and damages by any person employed by the Agent in connection with this Agreement.

4.20 Inspection of Insurance Policies

The Supervisor must provide copies of all the insurance policies referred to in this Agreement upon renewal of policies annually.

4.21 Indemnity

The Agent shall indemnify the Owners and keep the Owners indemnified from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which the Owners may suffer or incur in connection with loss of life, personal injury or damage to property arising from or out of any occurrence in connection with the performance by the Agent of the Agent's powers or obligations under this Agreement. The indemnity shall be proportionately reduced to the extent that the Owner causes and/or contributes to any of the aforementioned conduct.

5. OWNER'S OBLIGATIONS

5.1 The Owner must:

- 1 Keep capital works and structural items on the Saleyards land in good and safe working order during the term;
- 2 take active steps to inform the Agent of the presence of any known contaminated or hazardous areas on or near the Saleyards land including those that may or do contain asbestos;
- 3 maintain all necessary registers and the like as required by land; and
- 4 comply with all applicable laws, regulations, rules or the like.

5.2 The Owner shall

Indemnify the Agent and keep the Agent indemnified from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgements, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which the Agent may suffer or incur in connection with loss of life, personal injury or damage to property arising from or out of any occurrence in connection with the performance by the Owner of the Owner's powers or obligations under this Agreement. The indemnity shall be proportionately reduced to the extent that the Agent causes and/or contributes to any of the aforementioned conduct.

6 TERMINATION

6.1 Default by Agent

- 1 If the Agent defaults in the performance or observance of any obligation it has under this Agreement, or refuses or neglects to carry out or give effect to any order, instruction, direction

or determination which the Owners or the Supervisor is empowered to give or make under this Agreement and which is given or made in writing to the Agent, then the Supervisor may give notice to the Agent to show cause why the powers contained in this clause should not be exercised.

2 The notice:

(a) shall state that it is a default notice under this Agreement; and

(b) shall specify the default, refusal or neglect on the part of the Agent upon which is based.

- 3 If, within 21 days after receipt of the notice, the Agent fails to show cause which in the opinion of the Owners offers reasonable assurance that the default will be rectified or the Owners' or Supervisor's order, instruction, direction or determination will be carried out or given effect to and this Agreement satisfactorily completed, the Owners, without prejudice to any other rights that they may have under this Agreement or at common law against the Agent, may terminate this Agreement.

~~Determination of Agreement by the Owners~~

~~If the Owners decide to determine this Agreement pursuant to clause 6.1, they shall do so by giving notice to the Agent. Except as provided in this Agreement, the determination shall be without prejudice to any right that may have accrued to the Owners or to the Agent under this Agreement or at common law.~~

6.2 Payment for Losses and Expenses

In the event of a termination under clause 5.1, the Agent shall pay to the Owners the amount of the loss and expenses incurred by it by reason of or arising from the determination.

6.3 Bankruptcy or Winding Up

If the Agent:

- (a) being a person, becomes bankrupt or files or is served with a petition in bankruptcy, or is served with a bankruptcy notice, or makes an assignment for the benefit of its creditors, or becomes bound as a debtor by any scheme of arrangement, or executes as a debtor any deed of assignment or deed of arrangement, or a mortgagee or other creditor takes possession of any of its assets; or
- (b) being a company, takes or has taken or instituted against it any action or proceeding, whether voluntary or compulsory, having for its object the winding-up of the company, or enters into a composition or other arrangement with its creditors, other than a voluntary winding up by members for the purpose of reconstruction or amalgamation, or a mortgagee or other creditor takes possession of any of its assets, then the Owners may **determine terminate** this Agreement immediately. ~~and clause 5.2 shall operate, to the extent that it is applicable, as if the determination had been made by the Owners under clause 5.1.~~

6.4 Default by Owner

(1) If the Owner defaults in the performance or observance of any obligation it has under this Agreement, or refuses or neglects to carry out or give effect to any order, instruction, direction or determination which the Agent is empowered to give or make under this Agreement and which is given or made in writing to the Owner, then the Agent may give notice to the Owner to show cause why the powers contained in this clause should not be exercised.

(2) The notice:

(a) shall state that it is a default notice under this Agreement; and

(b) shall specify the default, refusal or neglect on the part of the Owner upon which is based.

(3) If, within 21 days after receipt of the notice, the Owner fails to show cause which in the opinion of the Agent offers reasonable assurance that the default will be rectified or the Agent's order, instruction, direction or determination will be carried out or given effect to and this Agreement satisfactorily completed, the Agent, without prejudice to any other rights that it may have under this Agreement or at common law against the Owner, may terminate this Agreement.

7. MISCELLANEOUS

7.1 Agreement Interpretation

No rule of Agreement interpretation shall be applied in the interpretation of this Agreement to the disadvantage of one party on the basis that it prepared or put forward any document comprising part of this Agreement.

7.2 Amendments

This Agreement may be amended or modified only on a written instrument duly executed by the parties.

7.3 Severability

If a court, arbitrator, tribunal or other competent authority determines that a word, phrase, sentence, paragraph or clause of this Agreement is unenforceable, illegal or void, then it shall be severed and the other provisions of this Agreement shall remain operative.

7.4 Whole Understanding

This Agreement constitutes the whole understanding between the parties and embodies all terms and conditions of the transaction.

7.5 Governing Law

The law of Western Australia governs this Agreement and any legal proceedings or arbitration under this Agreement.

7.6 Counting of Days

Where under any provision of this Agreement any notice is to be given, any payment made or anything else must be done in a stated period of days, the stated number of days shall exclude Saturdays, Sundays and public holidays applying in the districts of the Owners. The days comprising any period of days computed in accordance with this clause shall be deemed consecutive if interrupted only by days which are not to be taken into account under this clause.

7.7 No Partnership

Nothing in this Agreement shall operate or be deemed to create a partnership between any of the parties to this Agreement.

7.8 Several and Joint Liability

If the Agent consists of two or more parties, this Agreement shall bind each of them severally and jointly.

7.9 Agency

The Agent shall not:

- (a) hold itself as being an agent of the Owners or being in any other way entitled to make any Agreement on behalf of the Owners or to bind the Owners to the performance, variation, release or discharge of any obligation; or
- (b) hold out its employees or agents or allow its employees or agents to hold themselves out as being employees or agents of the Owners.

7.10 No Fettering of Owners' Powers

It is acknowledged and agreed that this Agreement does not fetter or restrict the powers or discretions of the Owners in relation to any powers or obligations it has under any written law that may apply to the Owners, the Agent or the subject matter of this Agreement.

7.11 Agent to Examine Information

The Agent is deemed to have examined all information and to have made all enquiries relevant to its obligations under this Agreement and to be aware of all risks, contingencies, costs, difficulties and other circumstances in any way connected with the performance of its obligations under this Agreement.

7.12 No Waiver

Any time or other indulgence granted by the Owners to the Agent or any variation of the terms and conditions of this Agreement or any judgment or order obtained by the Owners against the Agent will in any way amount to a waiver of any of the rights or remedies of the Owners in relation to the terms of this Agreement.

7.13 Method of Giving Notices

A notice required or permitted to be given by one party to another under this Agreement shall be in writing, addressed to the other party and:

- (a) handed to that Party's Representative;
- (b) delivered to that party's address;
- (c) sent by pre-paid mail to that party's address; or
- (d) transmitted by facsimile to that party's facsimile number.

7.14 Time of Receipt

A notice given to a party in accordance with clause 7.13 shall be treated as having been duly given and received:

- (a) if handed to the Party's Representative, immediately;
- (b) if delivered to a party's address, on the day of delivery;
- (c) if sent by pre-paid mail, on the third day after posting; or
- (d) if transmitted by facsimile to a party's facsimile number and a correct and complete transmission report is received, on the day of transmission.

7.15 Addresses of Parties

For the purposes of clauses 7.13 and 7.14, the address or facsimile number of a party is the address or facsimile number stated in the Schedule unless notice of another address or facsimile number has been given to the other party.

8. DISPUTE RESOLUTION

8.1 Notice of Dispute

- (1) If any dispute or difference arises between the Owners and the Agent, either during the Term of this Agreement or after the determination, abandonment or breach of this Agreement, as to any matter or thing connected with this Agreement or arising under this Agreement, then the Owners or the Agent may give to the other party notice of the dispute or difference.
- (2) The notice:
 - (a) shall not be unreasonably given;
 - (b) shall state that it is a notice under this clause; and
 - (c) shall give sufficient details of the dispute or difference as to enable the party receiving the notice to ascertain the nature of the dispute or difference alleged.

8.2 Alternative Dispute Resolution

- (1) Within 7 days of the receipt of any notice of dispute under clause 8.1 by either party, a representative of each party shall meet to discuss ways of resolving the dispute or difference.
- (2) The representatives may resolve the dispute or difference themselves or refer the dispute or difference to any form of alternative dispute resolution procedure on which they agree.
- (3) The representatives shall be authorised by the parties to resolve the dispute or difference on their behalf should this prove to be practicable.

8.3 Referral to Arbitration

Unless a dispute or difference of which notice has been given under clause 8.1 is previously settled, either party may, not less than 7 days after the notice of dispute or difference was given, give notice referring the dispute or difference to arbitration.

The arbitrator shall be agreed between the parties within 14 days from the date of the receipt of the notice referring the dispute to arbitration by the Agent or the Owners as the case may be, or, failing agreement, shall be nominated by the President of the Law Society of Western Australia.

8.4 No Obligation to Refer

This clause shall not in any way require the Owners or the Agent to refer to arbitration any dispute or difference or in any way act as a bar to the bringing of legal proceedings by the Owners or the Agent, except that no dispute or difference shall be the subject of legal proceedings from the time it is referred to arbitration under clause 73 to the end of any subsequent arbitration.

8.5 Commercial Arbitration Act

Except where inconsistent with this Agreement, any arbitration under this clause shall be conducted in accordance with the Commercial Arbitration Act 1985.

SCHEDULE

1. Agent:

Name:

Address:

Phone:

Email Address:

2. Term: Five Years

3. Commencement Date: 1 July 2025

4. Supervisor: Chief Executive Officer - Shire of Wickepin

Name: David Burton

Address: 77 Wogolin Road
Wickepin WA 6370

Phone 9888 1005
0429 207 855

Email Address ceo@wickepin.wa.gov.au

SIGNED FOR AND ON BEHALF OF SHIRE OF WICKEPIN

The Common Seal of the Recipient was hereunto affixed by authority of the Council in the presence of:

Signature of President

Print Full Name

Signature of Chief Executive Officer

Print Full Name

SIGNED FOR AND ON BEHALF OF

Signature of Director

Print Full Name

Date:

Signature of Director or Secretary

Print Full Name

Date: