



# Minutes

Ordinary Council Meeting  
Wednesday 19 February 2025

Date	Wednesday 19 February 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Wednesday 26 February 2025



## Notice of Meeting

Please be informed an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 19 February 2025 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in black ink, appearing to read "K Bartley".

Kellie Bartley  
Chief Executive Officer

### Disclaimer

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## 1 Declaration of Opening

The Presiding Member, Cr Russell declared the meeting open at 3.37pm and welcomed all in attendance.

Cr Russell announced that the Council Meeting will be audio recorded and that if you are asking a public question or making a statement or deputation to the meeting this will be audio recorded.

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed. By being present at this meeting, members of the public consent to the Shire recording and subsequently publishing their voice on the Shire's website.

## 2 Attendance

### 2.1 Present

#### Councillors

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

#### Employees

K Bartley	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
L Marchei	Governance Officer

#### Apologies

W Astbury	Deputy Shire President
P Thompson	Councillor

#### Public Gallery

Dave Astbury	Wilson Starr
Heather Tobin	Shelley Starr
Darryl Gaul	

## 3 Public Question Time

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

Nil

### 3.2 Public Question Time

Public question time commenced at 3.38pm. As per regulation 11 (e) of the *Local Government (Administration) Regulations 1996* the Shire only requires to summary each question raised and response to any questions tabled.

**David Astbury, Wickepin 6370****Question 1**

Now regarding the bus, early last year I spoke to one of the local councillors and I said what is going on with the bus, I said the sides are bashed in, I said get the thing to killer and get it straightened out. Anyway he got back to me and said that the bus will be traded in, anyway, I hadn't seen it since, I think it turned up in Oct/Nov sometime and when I went to the Australia Day at Yealering, I had a bit of a look at it, and Ian was driving it, he was right behind me ready to come home and started it up to cool the bus down, I said there is a gouged on the side there. He said he didn't do it, anyway we got in the car to come home. Next day it was parked out here in the parking lot, I came down from the sports club and I had a good look at it, when I saw it, I bloody near cried, I thought that if this is delivered in good order that's all bad up already. I don't know whether it was delivered or not, I reckon someone has been deliberately done, next couple of days later, I came up here again, to pick up for the Sports Club on Wednesday night, Killers got the greatest work on it, its parked down there now and its looks a million dollars to what it did, so what's the score with something like that, when its brought back, the keys are put in the mail box, they walk away from it, does someone report it damaged or what's the procedure there? How was the new Community Bus damaged?

*Response (Deputy Chief Executive Officer)*

*The Shire President asked the DCEO to respond. We currently do not have a new bus yet, its still in the process for a grant to get a new bus. So that is the original bus that we have had for a number of years. So we have not got a new bus yet. That's the original bus.*

Mr Astbury asks – or what was the one that Ian was driving?

*Response (Deputy Chief Executive Officer)*

*We haven't got a new bus yet.*

*Response (Shire President)*

*The new bus, we are trying to get grant funding to change the bus over, that's the bus when you were on Council, so its quite old, so its not a new bus.*

Mr Astbury response – that's good

**Question 2**

The widening of the seal of the Harrismith 101 Gate Road what's the state of play there, its about 1.6 kilometres long was done but it's been stalled for a year or two, they ran out of money or what?

*Response (Shire President)*

*That would be Stock Route Road, they are doing that now.*

*Response (Deputy Chief Executive Officer)*

*They are actually doing Stock Route Road now as we speak, they started on Monday.*

Mr Astbury responds – I have not been out there for a while.

**Question 3**

Now the Harrismith Tip, my brother reported this last Friday, he was on his way to Hopetown, he had been at the farm and he said that he had some stuff up the tip, and he said it was in a terrible state, that there was tyres and rubbish and stuff everywhere, shocking, shocking state. Will it be tidied up one day

*Response (Shire President)*

*We will take that one on notice and we will check it out and get Donks to go out there and have a look and tidied it up because as you know it gets locked and unlocked. So we will get one of the boys to go and check it out.*

Mr Astbury responds – I think a lot of that comes through Rabbit Proof Fence, those good Kulin ratepayers, they want to dump their tyres there.

*Response (Shire President)*

*We will check it out and get back to you on that one.*

#### Question 4

The local dam here, the Railway Dam at the top there, I drove out there to have a look, and pre-christmas, it's all mud, is that water all been pumped out, onto the football dam, or is there a leak in the pipeline somewhere, where its been lost?

*Response (Shire President)*

We will take this one on notice and find out what Caron has actually done but I do know that she had to use a lot of water on the football oval through summer as it's been so hot and dry, and it's come back really well. So I would think and know and you know yourself, the amount of water that needs to go on that oval, each time they put the timers on, one stretch of timers, takes a lot of water, so I would, I don't know.

Mrs Starr makes a comment to check with Ray Lewis because he said there was a pipe broken on one of his paddocks.

Shire President

We will check this out.

Dave – there is a lot of water up there, and it has gone. That would have filled this dam out here a couple of times.

#### Question 5

The local hall, Libby reported this to me the other day, the gutter is leaking and I think Peter Bransby has had a look and he has said it is rusted out, when it rains, it comes in near the foyer there, and tracks into the men's toilet and is leaking there quite bad.

*Response (Shire President)*

We will take this on notice, but I am fairly sure Libby has reported that to us as well and so there will be a work order there for that, I will get that fixed.

#### Question 6

The old cars around town, now right next door to me the other day, a fire and they had to push cars out of the road to get at it, I noticed a couple have been carted away, the other 4 or 5 there will never go so that is also around town, one across the road, Richter or Joyner street, the fire in the ghetto, nothing has been tidied up as yet, Wickepin Street, Also the one next door to the truck depot, they have overflown the backyard and across the road and the back lane is impassable at times, is there anyone that can be tidied up or put a notice out that they should be removed, if not removed within 6 months, then can they be carted away.

*Response (Shire President)*

*SP handed to CEO as she knows the legislation on this.*

*Response (Chief Executive Officer)*

*Currently Dave with some of those properties you have mentioned, we have been in discussions or advice has been out to the owners and in actual fact we recently had the rangers go to some of those particular properties you have mentioned and the police have been involved, with regards to the remnants of vehicles. There is a legal process to go through that and the shire is currently working on that with our rangers and police.*

**Heather Tobin, Wickepin 6370****Question 1**

What are the plans for the Wickepin Caravan Park, according to the Shire's Strategic Plan 2018-2023, there was going to be upgrades to the caravan park? Are there any plans for the Caravan Park?

Response (Shire President)

Yes and no, caravan parks are something we talk about a lot and is in our strategic plan. We have had a few plans over various times, done to revamp the caravan park however does cost a lot of money. We have only just been talking about it this morning again, and I think what we are going to do is do some simplified plans ourselves and make them a little bit more hospitable and becoming aesthetically. So, there is any money at this point and in time and a little in reserve money but not enough to create a huge impact so it's something we probably need to manage well and we do talk about it a lot.

**Question 2**

So the reserve money that is in the budget on the website, that does not have anything to do with it?

Response (Shire President)

*We do have caravan park reserve money about \$300,000 from the caravan park reserve, it wouldn't make an impact, as we do have 3 caravan parks within the shire and for what we were thinking of what we might like to do, \$300,000 certainly isn't anywhere near enough because we are looking at a \$3-5 million dollar upgrade. So we are winding back on our planning and we will have to work harder and see what we can come up with.*

**Wilson Starr, Wickepin 6370****Question 1**

My question has really been answered for with a question on the parking by law with the cars. (Shelley comments) that every time someone comes to visit us. They are blocking off the laneway where the road trains use the laneway, it's just a matter of time.

Response (Shire President)

*As mentioned, we are working on this already.*

Shire President advises the gallery that the Shire will have its Annual Electors Meeting on 19<sup>th</sup> March 2025 at 5.30pm.

Public Question Time closed at 3.53pm and all members of the gallery left the Council Chambers at this time.

## **4 Apologies and Leave of Absence**

### **4.1 Apologies**

Cr Thompson advised Cr Russell that he is an apology to today's proceedings.

### **4.2 Previously Approved Leave of Absence**

Cr Wes Astbury has requested a leave of absence for the Ordinary Council Meeting 19 February 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
16.1	Chief Executive Officer Annual Leave 2025 & Appointment of Acting Chief Executive Officer	CEO Kellie Bartley	Financial	Currently employed as Chief Executive Officer.

## 7 Confirmation of Minutes of Previous Meetings

### 7.1 Minutes of the Ordinary Council Meeting held Wednesday 11 December 2024

#### Officer Recommendation

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 11 December 2024, as included in Attachment 7.1.1, as a true and accurate record.*

#### Council Decision

**Resolution**      **OCM-190225-01**  
**Moved**            **Cr L Corke**  
**Second**           **Cr F Allan**

***That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 11 December 2024, as included in Attachment 7.1.1, as a true and accurate record.***

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

## **7.2 Minutes of the Special Council Meeting held Tuesday 31 December 2024**

### **Officer Recommendation**

*That Council confirms the minutes of the Special Council Meeting held on Tuesday 31 December 2024, as included in Attachment 7.2.1, as a true and accurate record.*

### **Council Decision**

**Resolution** OCM-190225-02  
**Moved** Cr Allan  
**Second** Cr Mearns

***That Council confirms the minutes of the Special Council Meeting held on Tuesday 31 December 2024, as included i Attachment 7.2.1, as a true and accurate record.***

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

## 8 Status Report

### Key

○ = in progress    ✓ = completed    ✕ =superseded

Item	Subject	Council Decision	Status	Action
OCM-231213-04	Public Transport Authority – Draft Lease Template	That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.	○	Re-submitted and awaiting response. 09.07.2024 – current CEO to follow up on current PTA and the playground and skatepark. 05.09.2024 – CEO emailed PTA to follow up previous correspondence, nil response to date. Nov 24 – follow up email in progress with PTA and item. Feb 2025 – Lease agreement in final stages. Burgess Rawson will be looking into the request to purchase once the lease agreement is finalised. Details to be added to CEO handover notes however item can now be completed.
OCM-170424-10	Local Emergency Management Committee Review – Combined Shires Wickepin, Cuballing and Narrogin	Recommendation 1 That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only. Recommendation 2	○	In progress, meeting to be held Monday 13 May 2024 for next step. CEO has been in contact with DFES, DEMC for requirements and advised by CEO's of Narrogin and Cuballing of outcomes.

Item	Subject	Council Decision	Status	Action
		<p>That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.</p>		<p>09.07.2024 – pending process with the LEMC processes and changes as required.            Sept 24 – CEO has sent relevant information and letter to SEMC for approval. Awaiting response.            Shire has been approved for AWARE Grant to proceed with new process.            Oct 24 – No change pending grant agreement to be issued.            Nov 24 – Consultant review in Jan 25 with meeting to be held early 2025.            Feb 25 – SEMC approved the process and CEO with contract services in draft mode with new LEMA plans. To be presented in Mar 25 to LEMC.</p>
OCM-150524-12	Adoption – Shire of Wickepin Parking and Parking Facilities Local Law 2024	<p>That with respect to the proposed Shire of Wickepin Parking and Parking Facilities Local Law 2024, that Council:</p> <ol style="list-style-type: none"> <li>1. Makes the local law as detailed in Attachment 14.7.3, pursuant to section 3.12 (4) of the Local Government Act 1995;</li> <li>2. Notes the submissions received during the public advertising period required by the Local Government Act 1995 and the responses taken to the proposed Local Law.</li> <li>3. Authorises the Shire President and Chief Executive Officer to affix the common seal to the Shire of Wickepin Parking and Parking Facilities</li> </ol>	○	In progress.

Item	Subject	Council Decision	Status	Action
		<p>Local Law 2024 as contained in Attachment 14.7.3.</p> <p>4. Instructs the Chief Executive Officer to:</p> <p>a) Publish the local law in the Government Gazette in accordance with section 3.12(5) of the Local Government Act 1995;</p> <p>b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette;</p> <p>c) Give local public notice pursuant to section 1.7 of the Local Government Act 1995 following publication in the Government Gazette, stating the title and purpose and effect of this local law, and that the local law is published on the Shire website and that copies may be inspected at, or obtained from the Shire's administration officers; and</p> <p>d) Prepare and submit to the Joint Standing Committee on Delegated Legislation, a copy of this local law, an explanatory memorandum (jointly signed by the Shire President and Chief Executive Officer) along with the checklist and any other supporting information on the local law made.</p>		
OCM-210824-13	Shire of Wickepin – Draft Local Planning Strategy	<p>That with respect to the proposed Shire of Wickepin Draft Local Planning Strategy, Council:</p> <p>1. Pursuant to Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Wickepin Draft Local Planning Strategy, as detailed in Attachment 14.5.1, for the purposes of advertising.</p>	○	<p>Sept 24 – Awaiting DLPH to then advertise as required.</p> <p>Oct 24 – request sent to DLPH for advertising approval, pending approval.</p> <p>Nov 24 – DLPH yet to respond still pending approval for advertising to</p>

Item	Subject	Council Decision	Status	Action
		<p>2. Forwards the Shire of Wickepin Draft Local Planning Strategy to the Western Australian Planning Commission for assessment and compliance with Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>3. Upon receiving certification from the Western Australian Planning Commission, advertise the Shire of Wickepin Draft Local Planning Strategy in accordance with Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015, including an extended public comment period of 90 days.</p> <p>4. After the expiry of the period within which submissions may be made, review the Shire of Wickepin Draft Local Planning Strategy, considering any submissions received.</p> <p>5. After the completion of the review of Shire of Wickepin Draft Local Planning Strategy, submit to the Western Australian Planning Commission:</p> <p>(a) a copy of the advertised Local Planning Strategy; and</p> <p>(b) a schedule of the submissions received; and</p> <p>(c) particulars of any modifications to the advertised local planning strategy proposed by the local government.</p>		<p>commence. Follow up has occurred, nil response to date.</p> <p>Feb 25 – TPS is progressing with DPLH and is awaiting next step to then advertise.</p>

Item	Subject	Council Decision	Status	Action
OCM-201124-09	RFT - 03-2024-2025 – Supply and Delivery of a 6 x 4 Two-Way Tip Truck	That Council, pursuant to section 3.57 of the Local Government Act 1995 and Regulation 11 of the Local Government (Functions and General) Regulations 1996, approves for the Chief Executive Officer to publicly invite tenders for RFT03- 2024-2025 for the Supply and Delivery of a 6 x 4 Two-Way Tip Truck.	○	To be advertised for tender process. New MWS will be completing this over the Dec/Jan period for Feb 25 agenda. Feb 25 – not yet commenced with tender process.
OCM-201124-10	Acceptance of Tender - RFT 02-2024-2025 - Supply & Lay of Asphalt – Stock Route Road	That Council, with respect to Tender RFT-02-2024-2025 Supply and Lay of Asphalt; 1. Authorises the Chief Executive Officer seeking a request for variation from Regional Road Group Lakes Subgroup with a variation of \$102,073 from Wickepin-Pingelly Road to Stock Route Road from projected savings; 2. Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 awards Tender RFT-02-2024-2025 to WCP Civil Pty Ltd for \$348,348.00 ex GST; and 3. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Wickepin for Tender RFT-02-2024-2025 - Supply and Lay of Asphalt, in principle, pending variation approved by the Regional Road Group Lakes Subgroup	✓	Tender yet to proceed, email to Subgroup RRG has been submitted, final decision to be advised after COB 6.12.24. Feb 25 – contracts completed and signed off for the job to commence Feb 25.

Item	Subject	Council Decision	Status	Action
OCM-111224-07	Addition to Fees and Charges 2024 – Caravan Park Charge	That Council; 1. Adopts the new fee for Casual (non-resident) Shower use at \$5.00 per person daily 2. Adopts the new fee for use of the washing machine at \$5.00 per load; and 3. Authorise the Chief Executive Officer to publicly advertise the new fees and charges for the prescribed periods.	✓	Details completed, advertised and updated.
OCM-111224-08	Australia Day Awards 2024	That Council endorses the recipients (with names withheld) for the Australia Day Community Awards 2024 as reflected and listed below: Citizen of the Year - Name withheld until after event Senior Citizen of the Year - Name withheld until after event Community Group of the Year - Name withheld until after event Youth Citizen of the Year - No nomination received – Nil	✓	Awards presented and completed on Australia Day 2025
OCM-111224-09	Policy Review – Council Policy 2.1.4 Matters to be Discussed at Council  Council Policy 2.1.7 Use of Council Administration Facilities  Council Policy 2.1.21 Designation of Senior Employees	That Council; 1. Notes no changes to Council Policy 2.1.4 – Matters to be discussed at Council/Committee Meetings/Tabling of reports as contained in Attachment 14.5.1; 2. Adopts the revised Council Policy – 2.1.7 – Use of Council Administration Facilities with the relevant changes noted and contained in Attachment 14.5.3; and	✓	Details updated on Council Policy



Item	Subject	Council Decision	Status	Action
		3. Revokes Council Policy 2.1.21 – Designation of Senior Employees as contained in Attachment 14.5.4 effective 11 December 2024.		
OCM-111224-10	Policy Review – Council Policy – 2.1.2 – Retirement/Resignation of Elected Members	That Council adopts the revised Council Policy – 2.1.2 - Retirement/ Resignation of Elected Members with the relevant changes noted and as contained in amended Attachment 14.6.2.	✓	Details updated on Council Policy
OCM-111224-11	Policy Review – Council Policy – 2.1.19 – Payments to Employees in Addition to Contract or Award	That Council adopts the revised Council Policy – 2.1.9 - Payments to Employees in Addition to Contract or Award with the relevant changes noted and contained in amended Attachment 14.7.2.	✓	Details updated on Council Policy
OCM-111224-12	Shire of Wickepin – Adoption Local Heritage Survey	That, with respect to the proposed Shire of Wickepin Draft Local Heritage Survey, that Council endorses the final Local Heritage Survey and Heritage List contained in Attachments 14.8.1, 14.8.2 and 14.8.3.	○	Document finalised and details acquitted

Item	Subject	Council Decision	Status	Action
OCM-111224-13	Proposed Amalgamation – Lots 76 & 77 Railway Parade, Toolibin	<p>That Council supports the proposed amalgamation of Lots 76 &amp; 77 Railway Parade, Toolibin, subject to:</p> <ol style="list-style-type: none"> <li>1. The landowner installing suitable rural fencing around the property boundary;</li> <li>2. All buildings and effluent disposal systems (delete as applicable) having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme, Building Act 2011 and National Construction Code Services/Building Code of Australia (as amended);</li> <li>3. Prior to the commencement of subdivisional works, measures being undertaken to identify any vegetation on the site worthy of retention, including any potential habitat or foraging trees for threatened fauna species, and protection measures implemented to ensure such vegetation is not impacted by subdivisional works;</li> <li>4. A plan is to be provided to identify areas of the proposed lot(s) that have been assessed as BAL-40 or BAL-Flame Zone.</li> </ol>	✓	Details forwarded to Shire of Narrogin and advice notes for final completion and advice to DLPH.

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

## **9 Motions of Which Notice Has Been Given**

Nil.

## **10 Receipt of Committee Minutes or Reports and Consideration of Recommendations**

Nil.

## **11 Report by the President**

President's Welcome back to all Councillors and Staff after our Christmas and New Year break.

Prior to the festive break a thank you gathering of Council and all of the staff members and works crew was held on December 20<sup>th</sup> to celebrate the year's achievements and for Council to pass on community thanks to the Staff and Crew for all of their efforts through the year.

In particular, FCO Phil thanked the works crew on behalf of the Wickepin Bush Fire Brigade, as there were several major incidents throughout the year in which the crew were an integral to the outcomes that were achieved.

Starting in January 2024 with the Wickepin Waste Site fire where, for the first 3 days, the crew and Wickepin BFB attended to bring the fire under some sort of control, with Steve Atherton now holding the record of shooting 270,000 litres of water through the cannon across the fireground, and with Mick, Aaron, Rob, Salty and Donks all making sure the shire water truck was constantly full to re-fill the fire truck – countless trips to the stand-pipe.

Next was the back-shed fire in Johnston Street, where the crew assisted the Wickepin BFB to distinguish the blazing shed and hence saved the adjoining houses.

Not many weeks after that was Michael Gunn's house fire. At 3.30 in the morning, phone calls to Donks and Aaron saw the water tank placed onto the truck, and to be filled and was in attendance at the fireground within 40 minutes. Unfortunately, the house was unsavable, but the assistance of the crew in supplying water and manpower for the next 8 hours was invaluable and very professional. The crew's compassion was again on display when they moved Michael's caravan to the Wickepin Caravan Park and Michael was re-housed into his caravan that evening.

Yet another house caught fire – this time in Dumbleyung Road, whilst the owner, Kathy Altham, was at work. Again, the works crew supplied water for the Wickepin BFB fire truck and also assisted in diverting traffic away from the incident site.

The Shire works crew makes the Wickepin Bush Fire Brigade function. We are always very impressed with the professionalism and compassion of the guys on our works crew in these unforeseen circumstances, thank you.

December 31<sup>st</sup> saw a Special Meeting of Council called for the purpose of to adopt a Selection Panel and Consultant Agency to undergo the process of recruiting a new Chief Executive Officer, following the resignation of CEO Kell over the Christmas period. Consultants LOGO were engaged and advertising commenced in late January. The process will be followed through over the course of the next few months.

Welcome to the New Year, 2025. Australia Day was celebrated on the banks of Lake Yealering with a breakfast bar-b-que. A large crowd was present to congratulate worthy recipients of our annual

Community Citizen Awards. Congratulations go to Citizen of the Year – Graham Manton; Senior Citizen of the Year – Irene Moore; Community Group of the Year – Ignite Wicky and Facey Group Progressive Award – Daniel and Danelle Bird.

Unfortunately, the following day saw yet another back-shed fire in Wickepin's Central Avenue where a very dangerous situation arose with the ignition of a back shed full of very flammable materials including batteries, tyres and old cars. Coupled with searing hot temperatures and strong north-westerly winds, again we were extremely grateful to have the expertise and speed of the local Bush Fire Brigade, Shire works crew and SES crews from Narrogin and Pingelly to attend this emergency event. Fortunately, only the shed was lost – no houses or lives – although this situation could have had a very different outcome with 2-3 adjoining houses under imminent threat.

On the back of these events, it would be prudent for residents and landowners to become a bit more considerate of the volunteers who attend these disasters and the resources that are needed to keep everyone safe.

Once these items catch fire the immediate surroundings are filled with polluted air and contaminants that are extremely dangerous when inhaled, and flying embers can easily cause a spread of the fire. Coupled with 240volt power, which most houses and sheds have connected, and the volumes of water needed to suppress the flames, it is not rocket science to work out how dangerous and life threatening these situations can be.

Do a clean-up of your backyard of all unused vehicles, tyres, batteries and general junk. Not only to alleviate from the hazardous materials and weeds that are dangerous fire risks, but also for the extermination of vermin such as snakes and rats that live in these places.

Arrangements can be made for the disposal of unwanted items at the local refuse sites outside of normal opening hours by contacting the CEO at the Shire Office.

Think about it.

On February 4<sup>th</sup> I attended, by Teams, the Central Country Zone Executive Committee meeting, where guidance was set for the ensuing year of Zone business. Items included the financial status of the Zone, Speakers and Strategic Direction.

On February 10<sup>th</sup>, DCEO Erika, MOW Grant and myself attended, by Teams, the Wheatbelt South Regional Road Group Lakes Sub-group Committee meeting. The business covered 2024-25 RRG Project and Funding expenditure review, some of which needed a re-allocation of funds to different projects according to the budget outcomes at finalisation of the jobs, bridge inspections, and endorsement of 2025-26 road projects upcoming.

On Thursday 13<sup>th</sup> February I attended the Audit Exit Meeting held by Teams and hosted by AMD Chartered Accountants, who are contracted by the Office of the Auditor General to undertake the Shire of Wickepin's annual audit. This meeting was to close off the 2023-24 financial year, and it was again very pleasing to have a positive result and opinion of our business passed by our auditors, with no significant findings to report. A very big thank you goes to DCEO Erika and our Financial and Administration Staff, who are very competent and able to handle the complex financial dealings of the Shire. From this meeting, the Governance and Audit Committee is now able to receive the Auditor's Report, and Council can set the date for our Annual Elector's Meeting.

On 14<sup>th</sup> February CEO Kell and myself attended the Central Country Zone of WALGA meeting in West Arthur. Presentations were made from the Department of Planning, Lands and Heritage; Telstra; Main Roads WA and the Wheatbelt Development Commission and these were followed by items presented by member Councils and by State Council.

The next Central Country Zone meeting is to be hosted by Wickepin Shire and held at Wickepin Community Centre on April 11<sup>th</sup>, 2025.

As this is CEO Kell's final Local Government Council Meeting, on behalf of the Shire of Wickepin's Council, Bush Fire Brigades and Community I would like to take the opportunity of thanking Kell with sincerity for the past 12 months of dedication to her role for the Shire of Wickepin, and for the past 30 odd years at previous Local Government jurisdictions.

To work from a base job-role and to end up at the top of an extremely diverse and challenging area of expertise is certainly not something just anyone can do. It takes significant dedication and willpower to achieve great results, and we thank you Kell for including our Shire in a part of your journey.

We wish you a happy retirement from Local Government and all the very best for your future endeavours.

Cr Julie Russell  
Shire President

**Council Decision**

**Resolution OCM-190225-03**

**Moved Cr Corke**

**Second Cr Allan**

***That Council notes the President's report dated 19 February 2025.***

**Carried 5/0**

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

**Against Nil**

## 12 Report by the Chief Executive Officer

A summary of some of the actions undertaken by the Chief Executive Officer for January/February 2025 is listed below:

### WSFN

Several meetings and site inspections with WSFN with regards to Rabbit Proof Fence Road. Updates and technical overviews have been completed. Further details to be provided after Steering Meeting to be held in late February. Further meetings held with contractor works for sealing and stabilisation programs.

### Australia Day Event

It was a great day for Wickepin and the two townsites of Yealering and Wickepin. With over 100 people in attendance at the Yealering Hall to celebrate the early morning of Aussie Breakfast cooked by our Elected Members. Thanks goes to Cr Fran Allan for her unbelievable organisation skills and her group of volunteers who helped with set up. A credit to Cr Allan on her passion for making an event a memorable one with a great turn out. Cr Russell presented the 3 awards – Mr Graeme Manton (Citizen of the Year), Mrs Irene Morre (Senior Citizen of the Year) and Ignite Wicky Town Team for Community Group of the Year. Facey Group presented Daniel and Danielle Bird for the Facey Group Award. The day didn't end there, with the celebrations that continued at the Wickepin Swimming Pool. Congratulations goes out to Pip the Pool Manager, Wickepin P & C for the BBQ and DJ Red who keep the music going most of the afternoon. A number of patrons and family members turned up to enjoy the afternoon with many pool games on offer. A job well done to all those involved.

### Western Power

The Shire has experienced several outages over the last few months. The CEO has had several meetings to advocate on the heat wave period to postpone the outages scheduled. Continue conversations have since been held with regards to the level of service delivery and the concerns it does pose for the community. Council will continue to advocate for service delivery from all utilities and will also seek funding for additional generator to utilise in these instances at the Community Centre.

### LEMC

The Shire has recently separated from the combined LEMC with Shire of Cuballing. The new plan is now being worked on and meetings have been held with consultant to finalise the draft for presentation. LEMC to be held by March 2025 along with engagement with the draft plan.

### Illegal Camping

Meetings held with WAPOL and Rangers in relation to matters of illegal camping on Shire Reserves. I would like to take the time to remind the community to advise the Shire of any structures that may be around the Shire. A positive outcome has moved on the illegal buildings.

### DFES

CEO and Superintendent discussed the forthcoming LGGS grant and the opportunities for the Shire. Noting 4 structure fires in 2024 and 2025. Reminding the community to make sure their homes and sheds are safe, storage of flammables, lithium batteries, fireplaces and the general surrounds around your homes. Noting the removable of car bodies and tyres is encouraged. Rangers will be reviewing properties and notices may be issued to those that will be encouraged to clean up. Bush Fire Volunteers attended a debrief and training session with DFES which has been an invaluable learning experience for all. Understanding the concerns as volunteers whilst attending to fires and giving them further information to make them safe during an event.

### Zone Meeting

CEO and Shire President attend the Zone Meeting in West Arthur.

In general, other meetings held on Elected Members Superannuation, DFES SEMC new Recovery framework and LGIS for insurance renewals.

I would also like to wish Kiesha the best on her new role as a mother shortly, and we would like to welcome Sam Dawes as the CEDO for the Shire, who will be soon to meet up with relevant groups and work towards community development for the shire.

As my last Council Meeting here at Wickepin, I would love to say a big Thank You to Cr Julie Russell and her elected members who have supported me in this last 12 months. I have appreciated the support that Cr Russell has given me personally and thankful for the time I have spent here in Wickepin. I am grateful for those who have supported the Shire and the Staff over the last 12 months. It's been a pleasure to serve for the Shire of Wickepin and I wish everyone the best.

Kellie Bartley  
Chief Executive Officer

### Delegations exercised –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item. 14.1 List of Accounts		CEO, DCEO
A2	Septic Tank Application Approvals	EHO	Permit to use apparatus – Lot 7491 Williams-Kondinin Road, Wickepin 6370	10.01.2025	CEO, EHO
A3	Building Approvals	BO	Building Approval Certificate – 6 Wogolin Road, Wickepin 6370  Building Permit – 8 Central Avenue Wickepin, 6370	6.12.2024  19.12.2024	CEO, BO  ACEO
A4	Roadside Advertising	CEO			
A5	Application for Planning Consent	CEO	Development Approval – 8 Central Avenue, Wickepin 6370  Development Approval (retrospective) – 6 Wogolin Road, Wickepin 6370	10.12.2024  11.12.2024	CEO  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 Permission – Wickepin Community Centre 20 <sup>th</sup> December 2024, Funeral  Alcohol Consumption Permission – Yealering Town Hall, 29 <sup>th</sup> – 30 <sup>th</sup> May & 1 <sup>st</sup> June 2025 Caravan Club Rally AGM	12.12.2024  12.12.2024	CEO  CEO
A13	Hire of Community Halls / Community Centre	CEO	Fee Waiver Approval – Wickepin Community BBQ,	13.01.2025	CEO

			Thank a Volunteer Event 8 February 2025		
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions and donations to sporting and community groups	CEO	Waiver of bus hire fees: Bus trip to Kulin Aquatic Centre – Wickepin Primary School	3.12.2024	CEO

**Council Decision**

Resolution OCM-190225-04

Moved Cr Mearns

Second Cr Allan

*That Council notes the Chief Executive Officer's report dated 19 February 2025.*

Carried 5/0

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

Against Nil

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



## 14 Reports and Information

### 14.1 Monthly Schedule of Accounts Paid – December 2024 & January 2025

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	9 December 2024
<b>Attachment</b>	<b>14.1.1</b> – Monthly Schedule of Accounts Paid – December 2024 & January 2025

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#### Summary

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

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for December 2024 & January 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 14.1.1**.

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

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

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT15058 -15106, EFT15110 -15146	\$ 224,348.71
Cheques	15972-15976	\$ 30,435.94
Direct Deductions	December 24	\$24,731.84
Superannuation	December 24	\$17,889.29
Credit Card	December 24	\$373.64
BPay Payments	December 24	\$ 2,198.92
Payroll	December 24	\$ 140,909.77
Licensing	December 24	\$ 26,533.70
<b>Municipal Fund Total</b>		<b>\$ 467,603.46</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	EFT15107- EFT15109	\$181.65
Cheques		\$0.00
<b>Trust Fund Total</b>		<b>\$181.65</b>
<b>Total</b>		<b>\$467,603.46</b>

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT15147-15181, EFT15184-15209	\$423,768.85
Cheques	15977 – 15982	\$38,256.43
Direct Deductions	January 25	\$ 1,333.05
Superannuation	January 25	\$15,515.01
Credit Card	January 25	\$3,119.94
BPay Payments	January 25	\$1,916.66
Payroll	January 25	\$ 120,650.30
Licensing	January 25	\$20,394.25
<b>Municipal Fund Total</b>		<b>\$624,954.49</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	EFT15182 - EFT15183	\$184.95
Cheques		\$0.00
<b>Trust Fund Total</b>		<b>\$184.95</b>
<b>Total</b>		<b>\$625,139.49</b>

### **Statutory Environment**

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

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

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

**Policy Implications***Council Policy 3.1.7 – EFT Payment and Cheque Issue*

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

**Financial Implications**Current Financial Year

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

Future Financial Years

Nil

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

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

**Voting Requirement**

Simple majority

**Officer Recommendation**

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$467,421.81 and Trust \$181.65 for December 2024 & Municipal Fund of \$624,954.49 and Trust \$184.95 for January 2025, as included in **Attachment 14.1.1.***

**Council Decision**

Resolution	OCM-190225-05
Moved	Cr Corke
Second	Cr Allan

***That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$467,421.81 and Trust \$181.65 for December 2024 & Municipal Fund of \$624,954.49 and Trust \$184.95 for January 2025, as included in Attachment 14.1.1.***

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

## 14.2 Statement of Financial Activity – December 2024 & January 2025

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	14 February 2025
<b>Attachment</b>	<b>14.2.1</b> - Statement of Financial Activity – December 2024 & January 2025

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### 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 December 2024 & January 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 14.2.1**.

### Statutory Environment

*Local Government Act 1995 – Section 6.4 Financial report*

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

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

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

### Policy Implications

*Council Policy 3.1.14.2 – Monthly Financial Reporting*

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

**Financial Implications**Current Financial Year

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

Future Financial Years

Nil

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

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

**Voting Requirement**

Simple Majority

***Officer Recommendation***

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending December 2024 & January 2025, as included in **Attachment 14.2.1**.*

**Council Decision**

Resolution	OCM-190225-06
Moved	Cr Mearns
Second	Cr Allan

***That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending December 2024 & January 2025, as included in Attachment 14.2.1.***

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

### 14.3 Annual Report and Annual Financial Report 2023/2024

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1211
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	14 February 2025
<b>Attachments</b>	Annual Report 2023/2024 to be provided prior to meeting

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#### Summary

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

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

Council is requested to receive the Annual Report for the 2023/2024 financial year and set a date for the Annual General Meeting of Electors.

#### Background

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

The Shire President (representing the Audit and Governance Committee), Chief Executive Officer and Deputy Chief Executive Officer met by teams meeting with the auditor and representative from the Office of the Auditor General on 13 February 2025.

The annual report is to contain –

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

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

## Comments

The final Audit Report was received on 14 February 2025. Section 5.54 of the Local Government Act requires a local government to accept the Auditor's report by 31 December with the exception being if the report is not available in time for that date to be met, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

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

Section 5.27 of the Local Government Act requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report for the previous financial year. Assuming Council accepts the annual report at its December meeting the latest date for the Annual General Meeting of Electors would be Tuesday 1<sup>st</sup> April 2025.

Taking into account the above and it is recommended that the Annual General Meeting of Electors be held at 5:30pm on Wednesday, 19 March 2025. Holding the meeting at a later time of 5.30pm may encourage greater attendance by electors.

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

It is intended to advertise the meeting date via –

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

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

"In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of my report, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2024 and its financial position at the end of that period
- in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."

The Basis for Qualified Opinion was:

*"My opinion in the prior year was qualified because infrastructure assets reported at the carrying value of \$92,213,435 as disclosed in Note 7(a) as at 30 June 2023, had not been revalued as required by the Regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, my opinion on the current year financial report is modified because of the possible effects of this matter on the comparability of the current period's figures and the corresponding figures."*

**Statutory Environment**

*Local Government Act 1995*

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

s.5.53 contents of Annual Report

s.5.54 acceptance of Annual Report

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

**Policy Implications**

Nil

**Financial Implications**

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

**Strategic Implications**

Nil

**Voting Requirement**

Absolute Majority

**Officer Recommendation**

*That Council:*

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2023/2024 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General Meeting of Electors to be held on Wednesday 19 March 2025 in the Council Chambers, commencing at 5:30pm.*

**Council Decision**

**Resolution**      **OCM-190225-07**

**Moved**            **Cr Miller**

**Second**          **Cr Mearns**

*That Council:*

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2023/2024 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General Meeting of Electors to be held on Wednesday 19 March 2025 in the Council Chambers, commencing at 5:30pm.*

**Carried**            **5/0**

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

**Against**          **Nil**



## 14.4 Conduct of 2025 Local Government Ordinary Election

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<b>Submission To</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	GO.ELE.1318
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	14 February 2025
<b>Attachments</b>	-

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### Summary

Council is requested to declare the Western Australian Electoral Commissioner (“the Commissioner”) to be responsible to conduct the 2025 Local Government Election, by postal method.

### Background

Council conducted the 2023 election as a full Postal Elections with the WA Electoral Commission appointed to undertake the election.

Previous elections held in the Shire of Wickepin have been conducted as an “in-person” election where electors are required to attend polling locations to vote.

The Minister has requested Council determines the conduct for the 2025 Local Government Election early in the calendar year to enable both the necessary training and software configuration for an “in-house” election or for the Commissioner to plan ahead to successfully conduct the election externally.

### Comments

Council has received a letter from the Western Australia Electoral Commission requesting Council consider appointing it under section 4.20(4) of the Local Government Act and also to declare the annual election as a Postal Election under section 4.61(2) of the Local Government Act.

Postal elections are convenient and independently run which is more appealing to electors as opposed to having to attend a polling booth in person on a set day.

Council should consider running the 2025 Ordinary Election as a full Postal Vote Election and appoint the WA Electoral Commissioner to undertake the 2025 Ordinary Election.

The WA Electoral Commission must conduct the Local Government Elections under a full cost recovery, and this is anticipated to be \$13,000 including GST. There is no increase from the 2023 election costs quote.

The estimated cost for the 2025 election has been based on the following assumptions –

- 500 electors
- Response rate of approximately 40%
- Four (4) vacancies
- Count to be conducted at the Shire of Wickepin Administration Centre
- Appointment of a Returning Officer relatively local to the area
- Regular Australia Post delivery service to apply for the lodgement of the election packages

## **Statutory Environment**

*Local Government Act 1995 – Section 4.20 CEO to be returning officer unless other arrangements made*

The Chief Executive Officer is the Returning Officer of a local government for each election unless, by an absolute majority decision and having first obtained the written agreement of the Commissioner, the Commissioner is declared to be responsible for the conduct of an election.

*Local Government Act 1995 – Section 4.61 Choice of methods of conducting election*

By an absolute majority decision, the local government may decide to conduct the election as a postal election.

## **Policy Implications**

Nil

## **Financial Implications**

### Current Financial Year

Nil

### Future Financial Years

The funds required to conduct the 2023 Local Government Election will be included in the 2025-2026 Annual Budget.

The estimate for the Commissioner to undertake the election is \$13,000, including GST.

Should Council not proceed to use the Commissioner to conduct the 2025 Local Government Election, the cost to run the election “in-house” is estimated to be marginally cheaper given the expenses to meet the additional requirements associated with the new voting method.

## **Strategic Implications**

Nil

## **Voting Requirement**

Absolute majority

## **Officer Recommendation**

*That Council,*

- 1. Pursuant to Section 4.20 of the Local Government Act 1995, declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2025 Local Government Election together with any other elections or polls which may be required, and*
- 2. Pursuant to Section 4.61 of the Local Government Act 1995, decides to conduct the 2025 Local Government Election as a postal election.*

**Council Decision**

**Resolution**    **OCM-190225-08**

**Moved**        **Cr Corke**

**Second**       **Cr Allan**

***That Council,***

- 1. Pursuant to Section 4.20 of the Local Government Act 1995, declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2025 Local Government Election together with any other elections or polls which may be required, and***
- 2. Pursuant to Section 4.61 of the Local Government Act 1995, decides to conduct the 2025 Local Government Election as a postal election.***

**Carried**        **5/0**

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

**Against**       **Nil**

## 14.5 Proposed Agroforestry – 1272 Malyalling Road, Malyalling

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	INPEX New Energy Business Australia Pty Ltd
<b>File Reference</b>	A6563
<b>Author</b>	Executive Manager Development & Regulatory Services
<b>Interest Disclosures</b>	Nil
<b>Report Written Date</b>	5 February 2025
<b>Attachments</b>	<b>Attachment 14.5.1</b> – Application Documents <b>Attachment 14.5.2</b> – Schedule of Submissions

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### Summary

The Shire of Wickepin is requested to consider a development application for the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs. This project aims to contribute to environmental sustainability and economic development through carbon offset and agroforestry practices. Approval of this application will align with the Shire's strategic objectives and provide long-term environmental and financial benefits to the region.

In accordance with the Shire's Policy 10.3.5 Agro-Forestry/Tree Plantations, the Shire requires the proposed development to be advertised for a minimum of 30 days, written notification to the adjoining/nearby properties and to seek comments from relevant government agencies and other stakeholders or affected properties.

The proposal was advertised, with the submission period closing on 31 January 2025, and is now being presented to Council for consideration.

### Background:

Council has received an application from INPEX New Energy Business Australia Pty Ltd for a proposed Agroforestry to undertake an environmental planting project to extend native vegetation on the Wyoming Down property at the Wyoming Downs Property at 1272 Malyalling Road.

The key objectives of this proposed planting project are to:

1. Establish a native vegetation carbon project across approximately 450 ha (approximately 7.6 per cent inclusive of fire breaks) of the 6,000 ha property.
2. Register the project under the Federal Government's Emissions Reduction Fund to allow the planting to deliver carbon abatement in the form of Australian Carbon Credit Units (ACCUs) over a minimum 25-year period.
3. Ensure the plantings are maintained for at least the permanence period of the registered project and achieve a minimum of 20% canopy cover and 2 m height at maturity.
4. Contribute towards achieving local and regional biodiversity objectives.
5. Protect and provide for the continuation of agricultural production on the remaining land through the provision of supplemental income from carbon farming.
6. Slow down/reduce the further salinisation of soils.
7. Allow for the reintroduction of livestock grazing to the planted areas, once the seedlings have reached sufficient maturity (approximately 3-4 years).

The proposal is to be developed across 18 parcels of land within Wyoming Downs, located along Malyalling Road, with Morgan Road to the west, Turner Road to the east, and Dalton Road to the north

The applicant has submitted a Bushfire Management Plan in support of the proposal to prevent and manage the risk of bushfire in the area.

## Comments

### Zoning

The subject lots are currently zoned 'General Agricultural' under the Shire of Wickepin Local Planning Scheme No. 4 (LPS 4).

4). The objectives of this zone are:

- *To protect areas of broadacre agricultural significance for sustainable production.*
- *To encourage processing and value adding industries to be located within the zone.*
- *To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.*
- *To protect and enhance rural landscapes.*
- *To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.*
- *To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.*

Clause 4.19 of the LPS 4, states the following provisions:

### **4.19 DEVELOPMENT IN THE GENERAL AGRICULTURE ZONE**

4.19.1 *In assessing applications for development and/or subdivision within the General Agriculture zone, local government will consider the following:*

- a) *The availability of services required to support the proposed development or subdivision and the economic impact of the provision of, extension or upgrading of those services that may be required;*
- b) *The adequacy of the roads, existing or proposed in the area which may be needed to support the amount of road traffic expected to be generated by the development or subdivision; and*
- c) *The need to enforce such conditions as local government deems appropriate in order to minimise any adverse effect the development or subdivision may have on the general environment of the area.*

4.19.2. *Local government may grant approval of up to two dwellings on any lot, provided the lot exceeds 40ha in area, where the land is managed for agricultural production, tourism, or education purposes and where the occupants are engaged in those specified predominant land uses or activities.*

4.19.3 *Local government shall refuse an application for development approval where in its opinion the proposed development will adversely affect the rural landscape or will adversely impact upon the agricultural use of the land.*

4.19.4 *An application for development approval for intensive agriculture in the General Agriculture zone shall be assessed by local government in accordance with local government's Local Planning Policy - Intensive Agriculture.*

### Land Use

The proposed development is classified as "Agroforestry," which is defined as:

*"Land used commercially for tree production and agriculture, where trees are planted in blocks of more than one hectare."*

Under the Shire of Wickepin Local Planning Scheme No. 4, the proposed land use is designated as a "P" (Permitted) use within the "General Agriculture" zone.

The proposed Agroforestry/Tree Farm Carbon Project aligns with the Shire's commitment to environmental sustainability and rural economic diversification. The project will enhance biodiversity, reduce soil erosion, and contribute to the global effort to combat climate change through carbon sequestration. Additionally, it will provide employment opportunities and encourage the adoption of sustainable farming practices within the community.

### Local Planning Policy

The Shire of Wickepin has adopted a Local Planning Policy on Agro-Forestry/Tree Plantations (Policy 10.3.5 – Agro-Forestry/Tree Plantations), with the following objectives:

- *Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications.*
- *Actively encourage the establishment of tree crops in appropriate locations across the Shire of Wickepin.*
- *Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging and high levels of chemical contamination where there are clear natural resource management benefits.*
- *Consider impacts on local road infrastructure and fire risk/management issues.*
- *Consider the visual impact of tree crops in close proximity to town sites, roads of local and regional significance, and areas of scenic beauty.*
- *Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible.*
- *Encourage operators to abide by the Industry Code of Practice, relevant legislation and this policy when seeking to enter into tree crops venture.*
- *Outline matters to be addressed through the planning system and other legislation.*

### Consistent, Efficient, and Equitable Assessment Process

The proposed agroforestry development adheres to the Shire's established assessment framework for tree crop applications. The application includes necessary supporting information, including land suitability analysis, environmental impact assessments, and management plans, ensuring a transparent and systematic evaluation process.

### Encouragement of Tree Crops in Appropriate Locations

The selected site for agroforestry aligns with the Shire's objective of encouraging tree crop establishment in suitable areas. The land's characteristics, including soil quality, climate conditions, and existing agricultural uses, support the viability of tree crops without negatively impacting adjacent land uses.

### Addressing Land Degradation Issues

The project contributes to land rehabilitation by targeting areas affected by salinity, waterlogging, and chemical contamination. The introduction of tree crops will aid in soil stabilisation, improve water retention, and enhance biodiversity, thereby providing clear natural resource management benefits.

### Consideration of Local Road Infrastructure and Fire Risk Management

A traffic impact assessment has been conducted to evaluate potential effects on local roads and potential increased transport activities.

Traffic volumes will remain minimal, except for a short period during planting activities, which will involve a small number of deliveries for seedlings and access by planting teams. The majority of vehicles involved will be light vehicles, ensuring that traffic flow and road safety in the area remain unaffected.

Additionally, a fire management plan has been developed, outlining firebreak maintenance, emergency response measures, and collaboration with local fire services to minimise fire risks.

### Visual Impact Considerations

The project site has been carefully selected to minimise visual impact on townsites, scenic areas, and major roads. Strategic tree planting and buffer zones are incorporated to maintain aesthetic values and minimize any potential adverse visual effects.

### Encouraging Partnerships and Collaboration

The project is being developed in collaboration with local landholders, government agencies, and industry stakeholders. This cooperative approach ensures knowledge-sharing, resource optimisation, and alignment with broader regional planning objectives.

### Compliance with Industry Standards and Legislation

The development adheres to the Industry Code of Practice and relevant legislation governing agroforestry. The proponent has committed to following best practices in tree crop management, environmental sustainability, and land use planning.

### Matters Addressed Through the Planning System and Other Legislation

The proposal has been assessed against relevant statutory requirements, including environmental, land use, and infrastructure planning regulations. Compliance with these frameworks ensures the project's alignment with broader policy objectives and long-term sustainability.

The proposed agroforestry development aligns with the objectives of the Shire of Wickepin's LPS 4 and Local Planning Policy. It promotes sustainable land use, addresses environmental concerns, considers infrastructure impacts, and encourages collaboration among stakeholders. With appropriate management strategies in place, the project is expected to deliver economic, environmental, and social benefits while complying with planning and regulatory requirements.

### Environmental Considerations:

The Wyoming Downs Carbon Project aims to establish a native vegetation carbon project across 450 hectares of land, contributing to carbon offset, biodiversity enhancement, and land rehabilitation. The project will:

- Restore previously cleared land with native vegetation, improving soil stability and reducing erosion.
- Enhance local biodiversity by providing habitat for native flora and fauna.
- Reduce further soil salinisation and water degradation through strategic reforestation.
- Maintain the continuation of existing agricultural activities by integrating sustainable land use practices.

The environmental planting method aligns with best practices for ecological restoration and complies with the *Environmental Protection Act 1986*. The project will have no adverse impact on native remnant vegetation, as all plantings will occur on previously cleared land.

### Bush Fire Prone Area

The project area is located within a designated Bushfire Prone Area. In accordance with State Planning Policy 3.7 – Planning in Bushfire Prone Areas, a Bushfire Management Plan (BMP) has been developed and included in the application (Appendix C). Key bushfire risk management measures include:

- Implementation of strategic firebreaks surrounding and within the plantation areas.
- Maintenance of vehicle access routes for emergency services.
- Fire suppression strategies, including controlled grazing to reduce fuel loads.
- Annual fire risk assessments and coordination with the local bushfire brigade.

These measures ensure the project adheres to local government fire safety requirements and mitigates potential fire hazards.

### Submissions

The following are the summary of the issues received during the public advertising period. The details of the submissions are attached in **Attachment 14.5.2** of this report:

- **Species Selection and Diversity:**  
Some species selected are not native to the site but are native to the Wheatbelt and do not pose a weed risk. Concerns were raised about low biodiversity value due to a limited selection of species.
- **Growth Rates and Grazing Intent:**  
Concerns were raised about whether some species will reach a suitable height for grazing within 3-4 years and if they may be lost due to early grazing.
- **Native Fauna Grazing:**  
No mention of potential grazing from native species such as kangaroos, which could impact seedling survival.
- **Fire Response and Water Supply:**



Stakeholders requested confirmation of secured water sources and firefighting responsibilities.

- **Firebreaks:**  
Compliance with firebreak guidelines was questioned, with requests for adherence to standard firebreak widths and clearances.
- **Firefighting Equipment and Training:**  
There were concerns about the availability of firefighting equipment on-site and whether personnel are adequately trained.
- **Rate Impact:**  
Queries were raised about potential loss of rates if the land is reclassified as non-arable.
- **Ongoing Land Management:**  
Concerns about long-term maintenance of the plantation and fire protection post-project.
- **Covenanted Areas:**  
Some proposed planting areas were flagged as encroaching on conservation covenants.
- **Use of Covenanted Land:**  
Agroforestry activities, such as land preparation and herbicide application, are inconsistent with conservation covenant requirements.
- **Native and Invasive Species Control:**  
Concerns about kangaroo grazing and weed/pest control post-establishment.
- **Post-Project Weed and Pest Management:**  
Stakeholders requested clarity on who will be responsible for ongoing pest and weed control after project completion.

The application has been assessed against relevant statutory and policy frameworks, with input from stakeholders, including state agencies and community members. The applicant has provided detailed plans and supporting documentation addressing environmental, operational, and financial considerations.

The Wyoming Downs Carbon Project represents a well-balanced initiative that aligns with environmental, statutory, and strategic planning objectives. The project is expected to contribute positively to biodiversity conservation, carbon offset, and sustainable land management while maintaining agricultural productivity.

Subject to the conditions outlined in the officers' recommendations, the project is considered suitable for approval as it provides environmental and economic benefits with minimal adverse impacts.

#### **Statutory Environment:**

- *Planning and Development Act 2005*
- *Shire of Wickepin Local Planning Scheme No. 4*
- *State Planning policy 2.5 – Rural Planning*
- *State Planning Policy 3.7 (Planning in Bushfire-Prone Areas)*

**Policy Implications:**

Shire of Wickepin Local Policy – 10.3.5 Agro-Forestry/Tree Plantations

The development supports the Shire's Environmental Sustainability Policy by helping to store carbon and use land in a sustainable way. It also matches regional and state policies that focus on tackling climate change and improving agriculture's ability to cope with challenges.

**Financial Implications:**

An Application for Planning fee of \$1,710.28 has been paid to the Shire of Wickepin.

The project is anticipated to have minimal direct financial implications for the Shire. However, it may generate indirect economic benefits through job creation, increased land value, and enhanced regional sustainability.

**Strategic Implications:**

Shire of Wickepin Strategic Community Plan 2023-2033

GOAL – Economy

Objective:5 We are an agricultural hub, that innovates and leverages opportunities

Objective 6. New businesses are attracted and existing businesses grow

The project aligns with the Shire's Strategic Community Plan by:

- Supporting environmentally sustainable development.
- Encouraging innovation in rural industries.
- Strengthening economic resilience within the region.

**Voting Requirements:**

Simple majority

**Officer Recommendations:**

That Council, in respect of the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs at 1272 Malyalling Road, grants planning approval, subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two (2) years of approval, or within any extension of that time which upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application as per **Attachment 14.5.1** and these shall not be altered or modified without the prior written approval of Council.
3. Any use, additions to and further intensification of any part of the development or land that is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. Compliance with all relevant provisions of the Shire of Wickepin Local Planning Scheme No. 4.
5. Implementation of the proposed environmental management and mitigation measures as outlined in the application.

6. Update the Bushfire Management Plan to include the following:
  - a) Proposed firebreaks meet or exceed the Shire of Wickepin Bush Fire requirements and to document any deviations and justifications;
  - b) Include specific emergency contacts, available firefighting equipment, and response protocols, including training requirements for fire response personnel.
7. Ensure compliance with conservation covenants by maintaining separation between agroforestry activities and protected areas.
8. Note the submissions and recommended modifications as outlined in the 'Table of Submissions' included as **Attachment 14.5.2**.
9. The Chief Executive Officer shall notify all persons and organisations who lodged a submission of the Council's decision.

Advice Notes:

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the *Planning and Development Act 2005*. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
2. Nothing in the approval of these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

**Council Decision**

**Resolution**    **OCM-190225-09**  
**Moved**        **Cr Miller**  
**Second**        **Cr Corke**

***That Council, in respect of the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs at 1272 Malyalling Road, grants planning approval, subject to the following conditions:***

- 1. The approval shall expire if the development permitted is not completed within two (2) years of approval, or within any extension of that time which upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.***
- 2. The development approved shall be in accordance with the plans and specifications submitted with the application as per Attachment 14.5.1 and these shall not be altered or modified without the prior written approval of Council.***
- 3. Any use, additions to and further intensification of any part of the development or land that is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.***
- 4. Compliance with all relevant provisions of the Shire of Wickepin Local Planning Scheme No. 4.***
- 5. Implementation of the proposed environmental management and mitigation measures as outlined in the application.***
- 6. Update the Bushfire Management Plan to include the following:***
  - a) Proposed firebreaks meet or exceed the Shire of Wickepin Bush Fire requirements and to document any deviations and justifications;***
  - b) Include specific emergency contacts, available firefighting equipment, and response protocols, including training requirements for fire response personnel.***
- 7. Ensure compliance with conservation covenants by maintaining separation between agroforestry activities and protected areas.***
- 8. Note the submissions and recommended modifications as outlined in the 'Table of Submissions' included as Attachment 14.5.2.***

- 9. The Chief Executive Officer shall notify all persons and organisations who lodged a submission of the Council's decision.**

**Advice Notes:**

- 1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.**
- 2. Nothing in the approval of these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**

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

## 15 Confidential Reports and Information

## 16 Urgent Business

The Chief Executive Officer has a late item to present to Council for consideration with regards to Chief Executive Officer Annual Leave 2025 and Appointment of Acting Chief Executive Officer.

### Officer Recommendation

*That Council, with respect to new business of an urgent nature introduced by Council decision, Council, pursuant to clause 5.5 of the Shire of Wickepin Standing Orders Local Law 1998, accept the following Urgent business – 16.1 – Chief Executive Officer Annual Leave 2025 and Appointment of Acting Chief Executive Officer.*

### Council Decision

**Resolution** OCM-190225-10  
**Moved** Cr Allan  
**Second** Cr Miller

*That Council, with respect to new business of an urgent nature introduced by Council decision, Council, pursuant to clause 5.5 of the Shire of Wickepin Standing Orders Local Law 1998, accept the following Urgent business – 16.1 – Chief Executive Officer Annual Leave 2025 and Appointment of Acting Chief Executive Officer.*

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

*The Chief Executive Officer, Mrs Kellie Bartley, declared a Financial Interest in Urgent Business - Item 16.1 and left the meeting at 4.29pm prior to this item being discussed and did not return to the meeting.*

### 16.1 Chief Executive Officer Annual Leave 2025 & Appointment of Acting Chief Executive Officer

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	PF.S153
<b>Author</b>	Kellie Bartley – Chief Executive Officer
<b>Interest Disclosures</b>	The author has a financial interest in this item.
<b>Report Written Date</b>	5 February 2025
<b>Attachments</b>	<b>Confidential Attachment 16.1.1 – Resume Acting Chief Executive Officer</b>

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### Summary

Council is being requested to allow the Chief Executive Officer to take annual leave from Wednesday 12<sup>th</sup> March 2025 to her last day Thursday 27<sup>th</sup> March 2025, and will not be returning due to her resignation.

## Background

The Chief Executive Officer wishes to apply to Council for Annual Leave during the period of Wednesday 12<sup>th</sup> March 2025 to Thursday 27<sup>th</sup> March 2025.

## Comments

The Chief Executive Officer (CEO) is entitled to Annual Leave and one Executive Day off per month under the current contract. As per clause 9.1 of the current CEO's contract, Council is to approval any annual or long service leave that is requested.

The CEO will be taking leave during this period which is also the finalisation of her employment with the Shire of Wickepin. The CEO will not return to work and therefore recommends to Council to seek an Acting Chief Executive Officer until the period of appointment of the new incoming Chief Executive Officer.

The availability of Tim Clynch was limited due to other commitments to another local government. WALGA provided a list and the person available at this period is Mr Peter Clarke. Mr Clarke's resume is contained in **Confidential Attachment 16.1.1**.

Council is required to have an appointment in place and although the Deputy Chief Executive Officer is able to support this, has declined at this time due to the current work commitments that she already has on.

The Officers Recommendation is to support the appointment of Mr Peter Clarke as the Acting Chief Executive Officer until the appointment and finalisation of the incoming Chief Executive Officer.

## Statutory Environment

*Local Government Act 1995 – Section 5.39 Contracts for CEO and senior employees*

## Policy Implications

Council Policy 2.1.18 Acting CEO applies to this item. That the CEO must appoint an Acting CEO for a period of leave to ensure there is a designated officer responsible for the operations of Council. The Deputy Chief Executive Officer is the position that has been identified to be appointed.

## Financial Implications

There are financial implications associated with this item as there are provisions within the current Annual Budget.

## Strategic Implications

### GOAL - Governance

Objective: 12 Our communities are informed via multiple channels of regular intervals

Strategy: 12.1 Provide meaningful communication that delivers information regularly and succinctly.

## Voting Requirement

Absolute Majority

## Officer Recommendation

*That Council:*

1. Authorises the Chief Executive Officer to take Annual Leave from 12<sup>th</sup> March – 27<sup>th</sup> March 2025;

2. *Appoints Mr Peter Clarke to the position of Acting Chief Executive Officer of the Shire of Wickepin commencing 10<sup>th</sup> March 2025 and up until the commencement of the incoming Chief Executive Officer;*
3. *Confirms that the Council believes that Mr Peter Clarke is suitably qualified for the position; and*
4. *Authorises the Shire President to enter into employment negotiations with Mr Peter Clarke in accordance with the provisions of the contract of employment between the Shire of Wickepin and Mr Peter Clarke.*

**Council Decision****Resolution** OCM-190225-11**Moved** Cr Allan**Second** Cr Mearns***That Council:***

1. ***Authorises the Chief Executive Officer to take Annual Leave from 12<sup>th</sup> March – 27<sup>th</sup> March 2025;***
2. ***Appoints Mr Peter Clarke to the position of Acting Chief Executive Officer of the Shire of Wickepin commencing 10<sup>th</sup> March 2025 and up until the commencement of the incoming Chief Executive Officer;***
3. ***Confirms that the Council believes that Mr Peter Clarke is suitably qualified for the position; and***
4. ***Authorises the Shire President to enter into employment negotiations with Mr Peter Clarke in accordance with the provisions of the contract of employment between the Shire of Wickepin and Mr Peter Clarke.***

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

## **17 Closure**

With no further business, the Presiding Member Cr Russell declared the meeting closed at 4.37pm.